

## Minutes of the Organizational Meeting of Northern Gateway Public Schools

October 30<sup>th</sup>, 2018 - 3:00 p.m.

Board Room of the Division Office in Whitecourt, AB

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**Opening**

**A. Opening**

**Call to Order  
and Roll Call**

**1. Call to Order and Roll Call**

The October 30<sup>th</sup>, 2018 meeting was called to order by Lachlan Whatley, Secretary-Treasurer at 3:00 p.m.

Trustees: Diane Hagman, Sherry Jeffreys, Barb Maddigan, Judy Muir, Anita Portsmouth, Gerry Steinke, Linda Wigton and Administrators Kevin Andrea, Superintendent, Michelle Brennick, Deputy Superintendent, Lachlan Whatley, Secretary-Treasurer, and Wendy Robertson, Recording Secretary were present at this time.

Leslee Jodry, Assistant Superintendent, Milly McGregor, Assistant Secretary-Treasurer, and Lisa Bakos, Communications Officer, were present at this time.

Trustee Ethan Thesen was absent from the meeting.

**Method of Voting  
& Destruction of Ballots**

**2. Method of Voting & Destruction of Ballots**

Votes were done by secret ballot.

**Call for Nominations  
for Board Chair**

First Call

Second Call

**Election of Board Chair/  
Oath of Office**

**Call for Nominations  
for Board Vice -Chair**

First Call

Second Call

Third & Final Call

Organizational Meeting

**3. Call for Nominations for Board Chair**

First call for nominations for the position of Board Chair by Lachlan Whatley.

Barb Maddigan nominated Judy Muir.

Judy Muir accepted the nomination.

Second call for nominations by Lachlan Whatley.

Diana Hagman nominated Linda Wigton

Linda Wigton accepted the nomination.

Barb Maddigan called for nominations to cease.

**4. Election of Board Chair/Oath of Office**

Judy Muir was declared elected as Board Chair, and chaired the remainder of the meeting.

**5. Call for Nominations for Board Vice -Chair**

First call for nominations for the position of Board Vice-Chair by Chair Muir.

Linda Wigton nominated Barb Maddigan.

Barb Maddigan accepted the nomination.

Second call for nominations by Chair Muir.

Third and final call for nominations by Chair Muir.

October 30, 2018

**Election of Board Vice-Chair/Oath of Office**

**6. Election of Board Vice–Chair /Oath of Office**

Barb Maddigan was declared elected as Board Vice-Chair.

**Minutes of October 24<sup>th</sup>, 2017 Organizational Meeting**

**7. Minutes of October 24<sup>th</sup>, 2017 Organizational Meeting**

Attached for information.

**Disclosure of Personal Interest Statement**

**8. (a). Disclosure of Personal Interest Statement**

Lachlan Whatley informed the trustees of their requirement to submit a disclosure of a personal interest statement in accordance with the School Act.

**Section 81 (2) (b) (ii)**

**9. (b). Section 81 (2) (b) (ii)**

Provided for information.

**PSBAA/ASBA Costing**

**10. PSBAA/ASBA Costing**

Report provided for information.

**Trustee Tax Exemption Information**

**11. Trustee Tax Exemption Information**

Addition Costs to gross up payroll would be \$20,000.00

Where would this addition cost come from in the Budget?

Tabled to the November 13<sup>th</sup> Board Meeting with more information to be provided.

**Process for Board Standing Committees and Board Appointments**

**12. Process for Board Standing Committees and Board Appointments**

Was done on a Volunteer Basis (in order of preference by each Trustee)

**Board Standing Committees**

**Board Standing Committees**

**Policy 8 - Committees of the Board**

**13. Policy 8 - Committees of the Board**

Provided for information.

**Board Committees for 2016/2017**

**14. Board Committees for 2017-2018**

Provided for information.

**Advocacy**

**15. Advocacy**

1. Linda Wigton  
2. Sherry Jeffreys  
3. Anita Portsmouth  
Alternate: Ethen Thesen

**ATA Negotiations**

**16. ATA Negotiations**

1. Barb Maddigan  
2. Linda Wigton  
3. Diane Hagman

<b>Communications</b>	<b>17. Communications/Staff Liaison</b>  1. Gerry Steinke 2. Ethan Thesen 3. Sherry Jeffreys Alternate: Judy Muir
<b>Finance</b>	<b>18. Finance</b>  Committee as a whole.
<b>Grievance</b>	<b>19. Grievance</b>  Three trustees to be appointed at a Board Meeting prior to the date of the Grievance Hearing.
<b>Group Benefits Insurance</b>	<b>20. Group Benefits Insurance Plan</b>  1. Gerry Steinke 2. Anita Portsmouth - Alternate 3. Judy Muir - Ex-Officio
<b>Policy</b>	<b>21. Policy</b>  1. Judy Muir 2. Barb Maddigan 3. Diane Hagman Alternate: Anita Portsmouth
<b>Student Discipline Review</b>	<b>22. Student Discipline Review</b>  Minimum of two (2) trustees.

**Support/Admin.  
Compensation**

**23. Support/Admin. Compensation**

1. Judy Muir
2. Diane Hagman
3. Sherry Jeffreys
- 4.

**Board Representatives  
to Organizations**

**Board Representatives to Organizations**

**Policy 9 – Board  
Representatives**

**24. Policy 9 – Board Representatives**

Provided for information.

**ASBA – Zone 2/3  
Board Representative**

**25. ASBA – Zone 2/3 Board Representative**

1. Linda Wigton

**ASBA – Zone 2/3  
Alternate**

**ASBA – Zone 2/3 Alternate**

1. Gerry Steinke

**PSBAA  
Board Representative**

**27. PSBAA Board Representative**

1. Anita Portsmouth

**PSBAA Board  
Alternate**

**PSBAA Board Alternate**

1. Judy Muir

**Whitecourt Community  
Association Board  
Representative**

**28. Whitecourt Community Association  
Board Representative**

1. Barb Maddigan

**Whitecourt Community  
Association Board  
Alternate**

**Whitecourt Community Association  
Board Alternate**

1. Linda Wigton

**Yellowhead Regional  
Library Board  
Representative**

**29. Yellowhead Regional Library  
Board Representative**

1. Diane Hagman

**Yellowhead Regional  
Library Board  
Alternate**

**Yellowhead Regional Library  
Board Alternate**

1. Sherry Jeffreys

**TEBA**

**30. TEBA**

1. Barb Maddigan

3863-18

Moved by Trustee Wigton – that the Board accept the new Board Committees for the 2018 – 2019 School Year.

Motion Carried

**Date, Time and Place of Regular Board of Trustees Meetings (Information)**

**Regular Board Meetings for 2018/19**

**31. Regular Board Meetings for 2018-19**

Division Office commencing at 5:00 p.m.

August 28, 2018	March 12, 2019
September 18, 2018	March 26, 2019
October 16, 2018	April 15, 2019
October 23, 2018 (Org/Reg)	May 7, 2019
November 13, 2018	May 28, 2019
December 11, 2018	June 11, 2019
January 15, 2019	June 25, 2019
January 29, 2019	
January 12, 2019	

3864-18

Moved by Trustee Portsmouth– that the Board accept the Board meeting dates scheduled for the 2018 – 2019 school year.

Motion Carried

**Organizational Meetings for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Year Following General Election**

**32. Organizational Meetings for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year Following General Election**

Information as per Board Motion 2724-13: That the Board's Organizational Meeting during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year be held on the 1<sup>st</sup> Board Meeting date following the anniversary date of the general election to commence at 10:00 a.m. at the Division Office in Whitecourt.

Provided for information.



**Honoraria, Expenses and Benefits**

**Policy 7 Appendix:  
Trustee Claim Rates**

**33. Policy 7 Appendix: Trustee Claim Rates**

Provided for Information

a) ASBA 2017 Survey

Provided for Information

**Trustee Honoraria**

**34. Trustee Honoraria**

Current Trustee Honoraria Rate:

- 1.1.1- \$60.00 per quarter day;
- 1.1.2- \$110.00 per half day;
- 1.1.3- \$170.00 per three-quarter day;
- 1.1.4- \$220.00 per full day;
- 1.1.5- \$280.00 per one and one-quarter day
- 1.1.6- \$330.00 per one and one-half day

Deferred to the November 13<sup>th</sup>, 2018 Board Meeting.

**Board Chairperson  
- Annual Honorarium**

**35. Board Chairperson – Annual Honorarium**

Deferred to the November 13<sup>th</sup>, 2018 Board Meeting.

**Committee Chairperson  
Honarium Per  
Committee Meeting**

**36. Committee Chairperson \_ Honarium  
Per Committee Meeting**

Deferred to the November 13<sup>th</sup>, 2018 Board Meeting.

**Reimbursement For  
Accommodation,  
Parking and Meals –  
Trustee and Staff**

**37. Reimbursement For Accommodation,  
Parking and Meals – Trustee and Staff**

3865-18

Moved by Trustee Jeffreys – that the current reimbursement for Accommodation, Parking and Meals for Trustees and Staff will remain the same for 2018– 2019.

Motion Carried

**Payment for Kilometers  
Traveled**

**38. Payment for Kilometers Traveled**

3866-18

Moved by Trustee Hagman – that the kilometer rate for trustees and staff will remain the same at \$0.525 per kilometer with an additional \$0.05/km for carpooling, for the 2018 – 2019 school year.

Motion Carried

**Benefit Plans for Trustees**

**39. Benefit Plans for Trustees**

3867-18

Moved by Trustee Portsmouth – that the Board’s contribution to Manulife, ASEBP

and ATRF benefit premiums for Trustees be same as what the ATA agreement reflects, effective the month following ratification and remain the same for the 2018 – 2019 school year.

Currently set at: 100%

Motion Carried

**Health Spending  
Account - Trustees**

**40. Health Spending Account – Trustees**

Information as per Board Motion 31-95: That the Health Spending Account for trustees, be set at \$400 effective September 1<sup>st</sup>, 2015.

3868-18

Moved by Trustee Steinke – that the Health Spending Account for trustees remain at \$400.00 for the 2018 – 2019 school year.

Motion Carried

**Voluntary Accidental  
Death and  
Dismemberment**

**41. Voluntary Accidental Death and  
Dismemberment**

Information as per Board Motion 2722-13: That the Voluntary Accidental Death and Dismemberment Policy Plan remain the same up to \$500,000.00 for a Family Plan at the Board's expense.

3869-18

Moved by Trustee Wigton – that the Voluntary Accidental Death and Dismemberment remain the same for the 2018 – 2019 school year.

**Communication  
Allowance for Northern  
Regional Division No. 10  
Business**

3870-18

Motion Carried  
**42. Communication Allowance for Northern  
Gateway Regional Division No. 10 Business.**

Moved by Trustee Hagman – that the  
Communication Allowance for  
Northern Gateway Regional Division No. 10  
business will remain at \$75.00/month for the  
2018 – 2019 school year.

Motion Carried

**Adjournment**

3871-18

**43. Adjournment**

Moved by Trustee Maddigan – that the meeting  
be adjourned at 4:28 p.m.

Motion Carried

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Board Chair

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Secretary-Treasurer