

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

August 30, 2022 - 10:00 a.m.

Division Office Boardroom -- Whitecourt, Alberta

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Opening

A. Opening

Call to Order  
and Roll Call

1. Call to Order and Roll Call

The August 30, 2022, Organizational Meeting was called to order by Tamara Spong, Secretary-Treasurer at 10:02 a.m.

Trustees: Diane Hagman, Barb Maddigan, Judy Muir, Gerry Steinke, Linda Wigton, Christine Peck, Jim Hailes, Deb Koloski, Sally Petryshen and Administrators Kevin Bird, Superintendent; Tamara Spong, Secretary-Treasurer, and Nancy Whittaker, Recording Secretary, were present at this time.

Lisa Bakos, Communications Officer, was present at this time.

Leslee Jodry, Deputy Superintendent was absent at this time.

Method of Voting  
& Destruction of Ballots

2. Method of Voting & Destruction of Ballots

4662-22

Moved by Trustee Diane Hagman: That elections, if necessary, be made by way of secret ballot.

Motion Carried

4663-22

Moved by Trustee Christine Peck: That the ballots for any voting be destroyed after each election.

Motion Carried

**Call for Nominations for Board Chair**

First Call

Second Call

Third & Final Call

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

First call for nominations for the position of Board Chair by Tamara Spong.

Gerry Steinke nominated Barb Maddigan.

Barb Maddigan accepted the nomination.

Second call for nominations by Tamara Spong.

Third and final call for nominations by Tamara Spong.

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

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

Barb Maddigan was declared elected as Board Chair, took the Oath of Office, and chaired the remainder of the meeting.

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

First Call

Second Call

Third & Final Call

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

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

Judy Muir nominated Christine Peck.

Christine Peck accepted the nomination.

Second call for nominations by Chair Maddigan.

Third and final call for nominations by Chair Maddigan.

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

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

Christine Peck was declared elected as Board Vice-Chair and took the Oath of Office.

**Minutes of October 26, 2021 Organizational Meeting**

**7. Minutes of October 26, 2021, Organizational Meeting**

4664-22

Moved by Trustee Deb Koloski: That the Minutes of the October 26, 2021, Organizational Meeting be accepted as information.

Motion Carried

**Disclosure of Personal Interest Statement**

**8. Disclosure of Personal Interest Statement**

Secretary-Treasurer Tamara Spong informed the Trustees of their requirement to submit a disclosure of a personal interest statement in accordance with the Education Act.

Trustee Diane Hagman referred to the Education Act and the requirement that a list of all Trustee disclosures be provided to Trustees.

**Finance Ad Hoc Committee Report and Recommendations**

**9. Finance Ad Hoc Committee Report and Recommendations**

Board and Committee Chair Barb Maddigan summarized the June and August 2022, meetings of the Committee. A Trustee budget breakdown was provided by Tamara Spong. Recommendations to the Board by the committee were outlined.

Trustees had round table discussion regarding budget breakdown, communications, Trustee workshop, and prep time, and questions were answered by administration as required.

Trustee Hagman suggested that Trustee expense claims be included in the monthly Board Meeting agenda package as a tool of accountability.

**Audit Committee Report and Recommendations**

**10. Audit Committee Report and Recommendations**

Trustee Hagman gave a summary of the Audit Committee meeting.

The Trustees discussed the recommendations made by the Audit Committee. Policy will be reviewed to clarify the role of the Committee.

4665-22

Moved by Trustee Diane Hagman: That the Board post detailed Trustee expense reports on the website quarterly.

Discussion regarding quarterly versus monthly reporting and summary versus individual expense claims.

Amended Motion: That the Board post a detailed summary of Trustee expense reports on the website monthly.

Motion Carried as Amended

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

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

Board Chair Barb Maddigan asked the Trustees if they were willing to stay on their current committees.

Trustee Sally Petryshen indicated that she needed to step down from the Group Benefits Committee due to a conflict of interest.

After discussion, the following changes were agreed to with all other Committee representation remaining the same as 2021-22:

Group Benefits Insurance Plan Administrative Committee

Judy Muir  
Deb Koloski

Public School Boards Association of Alberta PSBAA

Christine Peck  
Alternate: Sally Petryshen

Rural Caucus Committee

Sally Petryshen  
Alternate: Diane Hagman

4666-22

Moved by Trustee Judy Muir: That the Board accept the changes to positions for Committees.

Motion Carried

**Regular Board Meeting Dates**

**12. Regular Board Meeting Dates**

Round table discussion regarding the recommendation by the Finance Ad Hoc Committee to eliminate one February 2023 meeting date.

4667-22

Moved by Trustee Deb Koloski: That the Board cancel the two February meeting dates and reschedule for one on February 14, 2023.

Motion Carried

4668-22

Moved by Trustee Judy Muir: That Board Meetings remain at a 10:00 a.m. start.

Motion Carried

**Honoraria, Expenses and Benefits**

**Trustee Honoraria**

4669-22

4670-22

**Trustee Attendance at School Council Meetings**

4671-22

**13. Honoraria, Expenses and Benefits**

13.1 Trustee Honoraria

Board Chair Barb Maddigan referred to the recommendation by the Finance Ad Hoc Committee to change honoraria to an hourly rate.

Moved by Trustee Jim Hailes: That Trustee honoraria be changed to an hourly rate of \$30.00 per hour.

Motion Carried

Moved by Trustee Jim Hailes: That the Trustee hourly honoraria rate be capped at a maximum of 12 hours per day.

Motion Carried

13.2 Trustee Attendance at School Council Meetings

Moved by Trustee Jim Hailes: That the Board approve expenses for only one Trustee attending school council meetings.

Round table discussion regarding special circumstances where attendance by more than one Trustee is necessary or desirable.

Motion Withdrawn

*Board Chair Barb Maddigan recessed the meeting at 12:22 p.m.*

*Board Chair Barb Maddigan called the meeting to order at 2:22 p.m.*

Deputy Superintendent Leslee Jodry was present at this time.

**Board Chairperson Annual  
Honorarium**

4676-22

13.3 Board Chairperson Annual Honorarium

Moved by Trustee Jim Hailes: That as per the Ad Hoc Committee recommendation, the Board Chair annual stipend be set at \$5000.00.

Round table discussion. Clarification was made that the change to Board Chair honorarium was not a recommendation of the Ad Hoc Committee but rather was part of a stipend model meant for discussion.

Motion Amendment: That the Board Chairperson annual honorarium remain at \$5350.00.

Motion Carried as Amended

**Committee Chairperson  
Honoraria Per Committee  
Meeting**

4677-22

13.4 Committee Chairperson Honoraria Per  
Committee Meeting

Moved by Trustee Steinke: That the Committee Chairperson shall be paid additional honoraria of \$60.00 per Committee Meeting.

Motion Carried

**Reimbursement for  
Accommodation, Parking and  
Meals for Trustees and Staff**

4678-22

13.5 Reimbursement for Accommodation,  
Parking and Meals for Trustees and Staff

Moved by Trustee Jim Hailes: That the current reimbursement for accommodation, parking and meals for Trustees and Staff remain the same for 2022 – 2023.

Motion Carried

**Payment for Kilometres  
Travelled for Trustees and  
Staff**

4679-22

13.6 Payment for Kilometres Travelled for  
Trustees and Staff

Moved by Trustee Gerry Steinke: That the travel compensation rate remains the same for 2022 – 2023.

Motion Carried

**Benefit Plans for Trustees**

4680-22

13.7 Benefit Plans for Trustees

Moved by Trustee Deb Koloski: That the Board's contributions to Manulife, ASEBP and ATRF benefit premiums for Trustees be the same as what the ATA agreement reflects, effective the month following ratification and remain the same for the 2022-2023 school year.

Currently set at: 100%

Motion Carried

**Health Spending Account for  
Trustees**

4681-22

13.8 Health Spending Account for Trustees

Moved by Trustee Gerry Steinke: That the Health Spending Account rate for Trustees be adjusted to \$725.00.

Round table discussion regarding eligibility.

Motion Carried

**Voluntary Accidental Death  
& Dismemberment**

4682-22

13.9 Voluntary Accidental Death & Dismemberment

Moved by Trustee Judy Muir: That the Voluntary Accidental Death & Dismemberment rate remain the same at \$500,000 for a Family Plan at the Board's expense.

Motion Carried



Communication Allowance

13.10 Communication Allowance

Board Chair Barb Maddigan informed the Trustees that the communication allowance was considered at the Finance Ad Hoc Committee meeting. Round table discussion.

4683-22

Moved by Trustee Linda Wigton: That the Communication Allowance remain the same at \$75.00 per month for 2022–2023.

Round table discussion. Wording changes will be made through the Policy Committee.

Motion Carried

Preparation Allowance

13.11 Preparation Allowance

Trustees had round table discussion regarding the allowance for preparation time -- added to the Agenda at this time.

4684-22

Moved by Trustee Diane Hagman: That the Preparation Allowance be \$240.00 per month for the months that Trustees do Board work.

Motion Amendment made by Trustee Linda Wigton: That preparation allowance be paid for months where there are Board meetings only.

Motion Carried as Amended

Adjournment

14. Adjournment

4685-22

Moved by Trustee Gerry Steinke: That the meeting be adjourned at 2:53 p.m.

Motion Carried

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Board Chair

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Secretary-Treasurer