

AGENDA

Northern Gateway Public Schools Board of Trustees Annual Organizational Meeting

Division Office Boardroom – Whitecourt, Alberta

September 12, 2023 – 10:00 a.m.

1. Call to Order and Roll Call (Tamara Spong, Secretary-Treasurer)
2. Method of Voting and Destruction of Ballots (Tamara Spong, Secretary-Treasurer) [TAB 1](#)

Recommendation: That elections, if necessary, be made by way of secret ballot.

Recommendation: That the ballots for any voting be destroyed after each election.

3. Call for nominations for Board Chairperson (Tamara Spong, Secretary-Treasurer)
 - First, second and third call
4. Election of Board Chairperson and Oath of Office (Tamara Spong, Secretary-Treasurer)
5. Call for nominations for Board Vice-Chairperson (Board Chairperson)
 - First, Second and Third call
6. Election of Board Vice-Chairperson and Oath of Office (Board Chairperson, Tamara Spong, Secretary-Treasurer)
7. Minutes of August 30, 2022, Organizational Meeting (for information) [TAB 2](#)

Recommendation: That the Minutes of the August 30, 2022 Organizational Meeting be *accepted as information*.

8. Disclosure of Personal Interest Statement (Tamara Spong, Secretary-Treasurer) [TAB 3](#)
Education Act, Sections 85 and 86 [TAB 4](#)
9. Process for Board Standing Committees and Board Appointments (Tamara Spong, Secretary-Treasurer) [TAB 5](#)

Recommendation: That the procedure for elections to Board Standing Committees and Board Representatives be made by _____.

10. **Standing Committee Appointments – Policy 8 Committees of the Board** [TAB 6](#)

- 10.1 Advocacy Committee (3 Trustees and 1 Alternate)
- 10.2 Audit Committee (3 Trustees)
- 10.3 ATA Negotiations Committee (3 Trustees)
- 10.4 Community Engagement Committee (3 Trustees and 1 Alternate)
- 10.5 Joint Board/Support Staff Liaison Committee (4 Trustees)
- 10.6 Policy Committee (3 Trustees and one Alternate)
- 10.7 Support Staff/Contractor Compensation Committee (3 Trustees and 1 Alternate)

11. **Representatives to Organizations – Policy 9 Board Representatives** [TAB 7](#)

- 11.1 ASBA Alberta School Boards Association Zone 2/3 (1 Trustee and 1 Alternate)
- 11.2 PSBAA Public School Boards Association of Alberta (1 Trustee and 1 Alternate)
- 11.3 TEBA Teacher Employee Bargaining Association (1 Trustee)
- 11.4 YRL Yellowhead Regional Library (1 Trustee and 1 Alternate)
- 11.5 WCA Whitecourt Community Association (1 Trustee and 1 Alternate)
- 11.6 Rural Caucus of Alberta School Boards (1 Trustee and 1 Alternate)
- 11.7 Group Benefits Insurance Plan Administrative Committee (2 Trustees)

12. **Regular Board of Trustees Meetings** (*currently held at the Division Office in Whitecourt, commencing at 10:00 a.m.*) [TAB 8](#)

Recommendation: That Regular Meetings of the Board be held at the Division Office in Whitecourt, commencing at _____.

13. **Honoraria, Expenses and Benefits – Policy 7 Appendix A: Trustee Claim Rates** [TAB 9](#)

- 13.1 Trustee Honorarium (*currently \$30 per hour, maximum 12 hours per day*)

Recommendation: That the Trustee honorarium rate be set at _____ for the 2023 – 24 school year.

- 13.2 Travel, Accommodations, and Meals for Trustees and Staff

Currently set at:

- a) *\$0.57 per kilometer with an additional \$0.05/km for carpooling;*
- b) *parking fees, taxi fare, car rental, airfare by receipt;*
- c) *accommodation by receipt or \$50 per day for private accommodation; and*
- d) *meals by receipt or breakfast up to \$20.00, lunch up to \$25.00 and supper up to \$35.00, for a total of \$80.00 per day.*

Recommendation: That the reimbursement for travel, accommodations, and meals for Trustees and Staff be set at the following for the 2023 – 24 school year:

- a) Mileage: _____
- b) Parking fees, taxi fare, car rental, airfare: _____
- c) Accommodation: _____
- d) Meals: _____

13.3 Board Chairperson – Annual Honorarium (currently \$5,350.00/year)

Recommendation: That the Board Chairperson annual honorarium be set at _____ for the 2023 – 24 school year.

13.4 Committee Chairperson – Honorarium per Committee Meeting (currently \$60 per Committee Meeting)

Recommendation: That the Committee Chairperson honorarium be set at _____ per Committee Meeting for the 2023 – 24 school year.

13.5 Communication Allowance for Northern Gateway Public Schools Business (currently \$75 per month)

Recommendation: That the Communication Allowance for internet, cell phone and other technology use be set at _____ per month for the 2023 – 24 school year.

13.6 Preparation Time Allowance (currently \$240 per month)

Recommendation: That the Preparation Time Allowance for months in which Board Meetings are held, be set at _____ per month for the 2023 – 24 school year.

13.7 Benefit Plans for Trustees

Recommendation: 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 (currently set at 100%) for the 2023 – 24 school year.

13.8 Health Spending Account for Trustees (*currently \$725.00 per year*)

Recommendation: That the Health Spending Account for Trustees be set at _____ for the 2023 – 24 school year.

13.9 Voluntary Accidental Death & Dismemberment [TAB 10](#)

Recommendation: That the Voluntary Accidental Death & Dismemberment rate remain the same at \$500,000.00 for a Family Plan, at the Board's expense.

14. Adjournment