

Board Policy 3

Role of the Trustee

The role of the Trustee is to contribute to the work of the Board as it carries out its mandate to govern and achieve its vision, mission, beliefs, values, and principles. The oath of office taken by each Trustee when he/she assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division.

Specific Responsibilities of Individual Trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. In alignment with Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - 2.1 Bring forward and advocate for local issues and concerns prior to a Board decision.
 - 2.2 Interpret the needs of the community to the Board and the Board's actions to those served.
 - 2.3 Liaise with designated School Council(s).
3. Refer administrative matters to the Superintendent. Upon receiving a concern from a parent or community member about operations, refer the parent or community member to the appropriate school or department and inform the Superintendent of this action, or directly refer the matter to the Superintendent.
4. Keep the Superintendent and the Board Chair informed in a timely manner of all matters coming to his/her attention that might affect the Division.
5. Respect the confidentiality and protocol of personnel matters.

6. Assist the Superintendent with counsel and advice, providing the benefit of the Trustee's judgment, experience, and familiarity with the community.
7. Refer queries or issues and problems not covered by Board policy or Administrative Procedure, to the Board for corporate discussion and decision.
8. Attend Board meetings; participate in, and contribute to, the decisions of the Board.
9. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
10. When delegated responsibility by the Board, exercise such authority within the defined limits in a responsible and effective way.
11. Participate in Board/Trustee development sessions so that quality of leadership and service in the Division can be enhanced.
12. Stay current with respect to provincial, national, and international educational issues and trends.
13. Share the materials and ideas gained with fellow Trustees following a Trustee development activity.
14. Contribute to a positive and respectful learning and working culture, both within the Board and the Division.
15. Attend Division, school, and community functions when appropriate.
- ~~15.~~16. Attend annual school tours.
- ~~16.~~17. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

Board Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans.

1. The Division Board will offer an orientation program for all Trustees that provides information on:
 - 1.1 Role of the Trustee and the Board;
 - 1.2 Organizational structures and procedures of the Division;
 - 1.3 Board policy, agendas, and minutes;
 - 1.4 Existing Division initiatives, annual reports, budgets, financial statements, and long-range plans;
 - 1.5 Division programs and services;
 - 1.6 Board's function as an appeal body;
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 1.8 Commissioner for Oaths.
2. The Board will approve Trustees to attend Alberta School Boards Association, Public School Boards Association of Alberta and/or Alberta Education orientation sponsored events.
3. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for Trustees.
 - 3.1 The Superintendent shall provide each Trustee with access to the references listed in Policy 3 Appendix – Services, Materials and Equipment Provided to Trustees at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
 - 3.2 The Board Policy Handbook and Administrative Procedures Manual are available on the Division website for Trustees.

Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 - Education Act
Section 6 - Commissioner of Oaths Act

Board Policy 4

Trustee Code of Conduct

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Specifically

1. Trustees shall carry out their responsibilities as detailed in Policy 3 – Role of the Trustee.
2. Trustees shall endeavor to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate.
3. Trustees shall commit themselves to dignified, ethical, professional and lawful conduct.
4. Trustees shall reflect the Board’s policies and resolutions when communicating with the public.
5. Trustees shall keep all confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so.
6. While elected from specific wards, trustees must represent the best interests of the entire Division.
7. Trustees shall honour their fiduciary responsibility to the Board, which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs or acting as an individual consumer of the Division’s services.
8. Trustees shall disclose ~~any nature of conflict~~ conflicts of interest.
9. Trustees shall not use their influence to advance personal, family or friends’ interests or the interests of any organization with which the trustee is associated.
10. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 – Appendix A - Trustee Code of Conduct Sanctions.

Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89 Education Act

Board Policy 4 – Appendix A

Trustee Code of Conduct Sanctions

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. A Trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee. The Trustee who is alleged to have violated the Code of Conduct and all other Trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair, of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
4. When a Trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
5. To ensure that the complaint has merit to be considered and reviewed, at least one other Trustee must provide to the Board Chair, within three (3) days of the notice in writing of the complaint being forwarded to all Trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any Trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
6. Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in Section 5 above, the complaint shall not be heard. The Board Chair shall notify all other Trustees in writing that no further action of the Board shall occur.



7. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in Section 5 above, the Board Chair shall convene, as soon as reasonable, a special meeting of the Board to allow the complaining Trustee to present his or her views of the alleged violation of the Code of Conduct.
8. At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in a closed session of the special meeting.

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 8.1 The Code of Conduct complaint shall be conducted at a Closed Session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one or more Trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining Trustee.
- 8.2 The sequence of the Code of Conduct hearing shall be:
 - 8.2.1 The complaining Trustee shall provide a presentation which may be written or oral or both;
 - 8.2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
 - 8.2.3 The complaining Trustee shall then be given an opportunity to reply to the respondent Trustee's presentation;
 - 8.2.4 The respondent Trustee shall then be provided a further opportunity to respond to the complaining Trustee's presentation and subsequent remarks;
 - 8.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 8.2.6 The complaining Trustee shall be given the opportunity to make final comments; and
 - 8.2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 8.3 Following the presentation of the respective positions of the parties, the parties, and all persons other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private, without assistance from administration. The Board may however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.



- 8.4 If the remaining Trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 8.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 8.6 The remaining Trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 8.7 The presiding Chair shall reconvene the parties of the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 8.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 8.9 The presiding Chair shall declare the special Board meeting adjourned.
9. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 9.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the special meeting of the Board;
 - 9.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the special meeting of the Board;
 - 9.3 Having a motion to remove the offending Trustee from one, some, or all Board committees or other appointments of the Board passed by a majority of those Trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the Trustee’s term as Trustee.
10. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or where there has been a



withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

11. If a Trustee is disqualified under Section 87 or 88 of the *Education Act* from remaining as a Trustee of the Board and does not resign as required under Section 90, the Board may by resolution declare the Trustee to be disqualified from remaining a Trustee or the Board may apply for originating notice to the Court of Queen's Bench for an Order:

- 11.1 Determining whether the Trustee is qualified to remain as a Trustee; or

- 11.2 Declaring the Trustee to be disqualified from remaining as a Trustee.

Reference: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90 - Education Act

Superintendent's Report

Valleyview School Project

On November 1st we met with three representatives from the Ministry of Infrastructure to review the project including partnerships, abatement and demolition, and preservation of school legacies. We have a planned meeting with the Municipal District of Greenview later in the month and on November 16th we will be hosting an idea session with the community at OAP at 6:30 PM. We have a universal question set that have been and are being posed to students, staff, and community members which begins with reflection on the importance of school in the community, top two priorities, areas of excitement, and questions. Further topics will be posted around the gym space for sticky notes on preserving legacy aspects of the schools, outside amenities, uses for community spaces in the school, and connections who may be interested in being involved in the project in different ways. A short video will be circulated before the event to frame the evening.

Field Service Manager Meeting

On October 25th, Deputy Superintendent Jodry, Director Davis, and I met with our new Field Service Manager Leanna Buzak for our annual Ministry of Education review of our Education Plan. We are very pleased to be working with Leanna who has a wealth of experience having worked in several different areas in the Ministry. Our conversation was able to cover the areas as highlighted in the Board Advocacy Plan which is tied to our Education Plan. A key aspect of the discussion was the approach we were taking to bring data to discussion being that so much of the provincial data has been patchy influenced by the pandemic and recent fire events and evacuations. There was excellent recognition of our approach using cohort and internal data sources to verify provincial data and fill in missing gaps. We also discussed the growing needs in our communities which are increasing at a faster rate than the population. The idea of people circling local government positions that serve youth was also discussed. This concept would redistribute monies to the school division when "circled" positions in service ministries were not filled in a timely fashion.

Youth Justice Committees

Youth Justice Committees exist to provide firm consequences for young offenders when typical court proceedings could prove unhelpful and for low level offenses. These programs are accessed via police services in communities and are staffed by volunteers and are partnered with Alberta Ministry of Justice. On October 31st, we met with local leads to discuss directions and needs of the organization and agreed to take opportunities to increase awareness of this program.

A Reminder of Success

Recently a staff member shared with me a funny joke a little Kindergarten student had told. As I was listening it suddenly struck me that I recognized the name and the child was non-verbal and I said so. The staff member looked at me and said, “that was last year”... From non-verbal to telling jokes in the space of a few months -- this little one has found their voice and serves as an excellent reminder of why we choose to do what we do.

NGPS ANNUAL SCHOOL OPERATIONAL VIABILITY REPORT (Board Policy 15)
November, 2023

SCHOOL	Safe/Health School Environment BP 15 2.1	Utilization BP 15 2.2 (Based on Adjusted Student Counts)							Less than 50% of Facility Space Utilization Rate	Within Provincial Funding Framework BP 15 2.3		No Excessive Capital Costs /Repairs BP 15 2.4	Action BP 15 4
		2017	2018	2019	2020	2021	2022	2023		Per student basic			
Central	OK	83%	90%	92%	92%	75%	84%	77%/78%	OK	\$8,419	OK	OK	Continue
Darwell	OK	67%	66%	70%	70%	60%	61%	56%	OK	\$9,018	OK	OK	Continue
Elmer Elson	OK	59%	61%	63%	63%	63%	61%	68%	OK	\$7,624	OK	OK	Continue
Fox Creek	OK	63%	59%	56%	56%	52%	48%	51%	OK	\$8,362	OK	OK	Continue
Grasmere	OK	50%	55%	52%	53%	43%	45%	41%	Concern	\$9,758	OK	OK	Continue
Harry Gray	OK	50%	52%	47%	48%	34%	39%	34%	Concern	\$12,031	OK	OK	Continue
Hillside	OK	61%	57%	56%	56%	50%	50%	47%	Concern	\$8,352	OK	OK	Continue
Hilltop	OK	59%	57%	62%	62%	61%	62%	65%	OK	\$6,944	OK	OK	Continue
MHS	OK	56%	58%	56%	56%	52%	54%	57%	OK	\$8,020	OK	OK	Continue
OAP	OK	64%/66%	60%/62%	60%/62%	61%/62%	58%/59%	45%/46%	46%/48%	Concern	\$12,518	OK	OK	Continue
OES	OK	85%	86%	84%	87%	85%	78%	75%/76%	OK	\$7,838	OK	OK	Continue
Onoway High	OK	74%	72%	71%	71%	69%	65%	65%	OK	\$7,427	OK	OK	Continue
Pat Hardy	OK	85%/89%	81%/88%	74%/75%	74%/75%	78%/80%	81%/83%	94%/96%	OK	\$7,514	OK	OK	Continue
Percy Baxter	OK	72%	74%	72%	72%	72%	72%	73%	OK	\$7,333	OK	OK	Continue
Rich Valley	OK	63%	69%	64%	64%	64%	56%	54%	OK	\$9,627	OK	OK	Continue
Sangudo	OK	44%	42%/46%	38%/39%	38%/39%	30%/31%	53%/54%	68%	OK	\$9,931	OK	Concern	Continue
Twilight Colony	OK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$9,844	OK	OK	Continue
Homeland Colony	OK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$10,022	OK	OK	Continue
Rochfort Bridge	OK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$9,276	OK	OK	Continue
Valleyview Ranch	Ok	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$11,860	OK	OK	Continue

*ECS is counted as .5
**Does not include Outreach

SCHOOL	10 Year Enrolments FTE									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Central	346	343	357	383	393	391	317	326	351	304.5*
Darwell	160.5	177	160.5	156.5	166.5	166	146.5	155.5	152	138.5
Elmer Elson	240.5	262	254.5	264.5	271	259	260	265	274.5	288
Fox Creek	350.5	367	346.5	325	324	326.5	303	297	289.5	297.5
Grasmere	110	127	141	136	135	140	124	130.5	121	123.5
Harry Gray	157	165	152	151	134	134	96	108	107	92
Hillside	472	448	457	426	462	449	364	375	399	365
Hilltop	550	538	473	453	546	602	488	526	591	625
MHS	290	264	264	271	263	280	245	274	267	279
OAP	159.5	156.5	158	149.5	146.5	133.5	132.5	125.5	126.5	132
OES	439	432	433.5	445.5	454	454.5	411.5	405	403.5	396
Onoway High	503	472	507	506	518	530	497	481	506	517
Pat Hardy	314	309.5	295.5	280	267	261.5	242.5	284	283	336.5*
Percy Baxter	355	331	344	351	354	382	365	364	368	362
Rich Valley	101.5	93	118.5	120	124	122.5	110.5	110.5	110.5	109.5
Sangudo	101	111.5	119.5	119.5	105.5	102.5	78	95.5	104.5	116.5
Twilight Colony	39	17	17	19	22	25	25.5	28	33	37
Homeland	-	24	26	29	30	32	32	32.5	31	32
Rochfort Bridge	-	-	4	6	11	10	11.5	13	16	17
Valleyview Ranch	6	1.5	2	2	3	3	3	3	6	9
	4694.5	4639	4630.5	4593.5	4729.5	4729.5	4252.5	4535	4540	4577.5

*Grade Realignment

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting in Non-election Years (August/September)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set School Tour Schedule
- Review PSBAA AGM Agenda
- Host Annual Employee Appreciation Evening (September or October)
- Review Year-end Suspension Report
- [ASBA Awards Deadline](#)

OCTOBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review Annual School Council Reports (Policy 2, Section 2.7)
- Review ASBA Proposed Position Statements
- Host Annual Employee Appreciation Evening (September or October)
- [ASBA Long Service Awards Deadline](#)

NOVEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Conduct School Results Review (November/December)
- Review Alberta Education Assurance Report
- Review School Operational Viability Report (Policy 15)
- Approve Audited Financial Statements (Policy 2, Section 4.7)
- Receive the Annual Community Engagement Plan

DECEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct School Results Review (November/December)
- Conduct Committee of the Whole Meeting (following Results Review)
- Identify Goals for Advocacy Plan



JANUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

FEBRUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct First Finance Committee Meeting
- Receive the Advocacy Plan
- Contribute to the Three-Year Educational Planning Process
- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)

MARCH

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct Committee of the Whole Meeting (following school tours)
- Approve Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- [ASBA Edwin Parr and PSBAA Awards Deadline](#)

APRIL

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Approve School Calendar (Policy 2, Section 5)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.10)

MAY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony
- Set Board Workshop Dates

JUNE

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Receive the Superintendent's Annual Review of the SLQS
- Conduct Committee of the Whole Meeting
- [ASBA Awards Deadline](#)



TERM WORK PLAN

DECEMBER – Year 3

- Review and Confirm Ward Boundaries (Policy 19, Section 4)

AWARDS DEADLINES

Alberta School Boards Association (ASBA)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

Public School Boards' Association of Alberta

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

Reference:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action

2023 - 24 Board Motions

Date	Motion Number	Motion Details	Motion Status	Action
Organizational Meeting				
12-Sep-23	4851-23	Moved by Trustee Linda Wigton: That elections, if necessary, be made by way of secret ballot.	Carried	Completed
12-Sep-23	4852-23	Moved by Trustee Barb Maddigan: That the ballots for any voting be destroyed after each election.	Carried	Completed
12-Sep-23	4853-23	Moved by Trustee Jim Hailes: That the candidates leave the room so that the Board can have a discussion in caucus.	Defeated	n/a
12-Sep-23	4854-23	Moved by Trustee Linda Wigton: That the Board move to drawing a name to break the tie.	Carried	Completed
12-Sep-23	4855-23	Moved by Trustee Deb Koloski: That Standing Committee positions and Board representatives on organizations are filled on a volunteer basis in order of preference by each Trustee.	Carried	Completed
12-Sep-23	4856-23	Moved by Trustee Barb Maddigan: That the Board accept the new Committee appointments for 2023 - 24.	Carried	Completed
12-Sep-23	4857-23	Moved by Board Vice-Chair Diane Hagman: That the Whitecourt Community Association be removed from the list of organizations on which the Board has representation.	Withdrawn	n/a
12-Sep-23	4858-23	Moved by Board Vice-Chair Diane Hagman: That the Board direct the Policy Committee to add detail to Policy 9, Section 3 Whitecourt Community Association, that distinguishes that association from other community associations.	Carried	Completed
12-Sep-23	4859-23	Moved by Trustee Barb Maddigan: That the Board accept the new representatives to organizations for 2023 - 24.	Carried	Completed
12-Sep-23	4860-23	Moved by Board Vice-Chair Diane Hagman: That the Board support Trustee Deb Koloski to continue to attend meetings of the Health Recruitment and Retention Committee Northeast Zone.	Carried	Completed
12-Sep-23	4861-23	Moved by Trustee Judy Muir: That Regular Meetings of the Board be held at the Division Office in Whitecourt, commencing at 10:00 a.m.	Carried	Completed
12-Sep-23	4862-23	Moved by Trustee Linda Wigton: That the Trustee honorarium rate be set at \$30 per hour, with a maximum 12 hours per day, for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4863-23	Moved by Trustee Jim Hailes: That the reimbursement for travel, accommodations, and meals for Trustees and Staff be maintained at the current rates for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4864-23	Moved by Trustee Barb Maddigan: That the Board Chairperson annual honorarium be set at \$5350.00 for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4865-23	Moved by Trustee Deb Koloski: That the Committee Chairperson honorarium be set at \$60.00 per Committee Meeting for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4866-23	Moved by Trustee Barb Maddigan: That the Communication Allowance for internet, cell phone and other technology use be set at \$75.00 per month for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4867-23	Moved by Trustee Linda Wigton: That the Preparation Time Allowance for months in which Board Meetings are held, be set at \$240.00 per month for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4868-23	Moved by Trustee Deb Koloski: That the Board's contributions for benefit premiums for Trustees be set at 100% of a plan offered by the School Division, for the 2023-24 school year.	Carried	Completed
12-Sep-23	4869-23	Moved by Trustee Jim Hailes: That an Ad Hoc Committee be set up to review health benefit plans for Trustees.	Defeated	n/a
12-Sep-23	4870-23	Moved by Board Vice-Chair Diane Hagman: That the Board direct the Policy Committee to look at clarifying language about benefits and health spending accounts for Trustees in the Policy Handbook.	Carried	Completed
12-Sep-23	4871-23	Moved by Trustee Judy Muir: That the Health Spending Account for Trustees be set at \$725.00 for the 2023 – 24 school year.	Carried	Completed
12-Sep-23	4872-23	Moved by Trustee Judy Muir: That the Health Spending Account of \$725.00 per year for Trustees be set up for those over the age of 70 and administered through Central Services.	Carried	Completed
12-Sep-23	4873-23	Moved by Trustee Jim Hailes: That the Voluntary Accidental Death & Dismemberment rate remain the same at \$500,000 for a Family Plan at the Board's expense.	Carried	Completed
12-Sep-23	4874-23	Moved by Trustee Barb Maddigan: That the meeting be adjourned at 12:09 p.m.	Carried	Completed

Regular Meeting

12-Sep-23	4875-23	Moved by Trustee Barb Maddigan: That the Agenda for the September 12, 2023, Regular Public Board Meeting be adopted as amended.	Carried	Completed
12-Sep-23	4876-23	Moved by Board Vice-Chair Diane Hagman: That the draft Minutes of the June 20, 2023, Regular Board Meeting be approved as presented.	Carried	Completed
12-Sep-23	4877-23	Moved by Trustee Deb Koloski: That the annual Results Review dates be set for November 29 and November 30, 2023.	Carried	Completed
12-Sep-23	4878-23	Moved by Trustee Christine Peck: That the Policy Committee be directed by the Board to review current policy and bring recommendations to the Board on how agendas and attachments are made available to the public.	Carried	Completed
12-Sep-23	4879-23	Moved by Trustee Linda Wigton: That the Northern Gateway Board of Trustees approve transportation provision for students who live in the Sangudo School catchment area and who are presently enrolled at Mayerthorpe Jr/Sr High School, grade 7 – 9 program. Motion Amendment: Moved by Trustee Linda Wigton: That the Northern Gateway Board of Trustees approve transportation provision for students who live in the Sangudo School catchment area and who are presently enrolled at Mayerthorpe Jr/Sr High School, grade 7 – 9 program, and such action shall not apply to new registrants.	Deferred Motion Defeated October 17, 2023	n/a
12-Sep-23	4880-23	Moved by Trustee Christine Peck: That the Board overrule the Chair regarding placement of the transportation issue on the Agenda.	Defeated	n/a
12-Sep-23	4881-23	Moved by Trustee Diane Hagman: That the Motion (4879-23) be deferred until the Board can gather more information, community engagement and feedback until after the Sangudo Community Engagement Committee meeting on October 16, 2023.	Carried	Completed
12-Sep-23	4882-23	Moved by Trustee Jim Hailes: That the Board of NGPS put forward a nomination for Marilyn Dennis as President of ASBA.	Carried	Pending
12-Sep-23	4883-23	Moved by Trustee Linda Wigton: That the Board send letters of congratulations to the MLAs, the Minister of Education and the Premier, on their recent appointments.	Carried	Completed
12-Sep-23	4884-23	Moved by Trustee Christine Peck: That the Board extend an invitation to the three MLAs that represent our Division, to attend the Employee Recognition Evening on September 29, 2023.	Carried	Completed
12-Sep-23	4885-23	Moved by Trustee Jim Hailes: That the Board accept Information and Reports D1 – D13 as information.	Carried	Completed
12-Sep-23	4886-23	Moved by Trustee Linda Wigton: That the Board move to Closed Session at 3:06 p.m.	Carried	Completed
12-Sep-23	4887-23	Moved by Trustee Barb Maddigan: That the Board move out of Closed Session at 4:27 p.m.	Carried	Completed
12-Sep-23	4888-23	Moved by Trustee Barb Maddigan: That the meeting be adjourned at 4:28 p.m.	Carried	Completed
17-Oct-23	4889-23	Moved by Trustee Barb Maddigan: That the Agenda for the October 17, 2023, Regular Public Board Meeting be adopted as amended.	Carried	Completed
17-Oct-23	4890-23	Moved by Trustee Linda Wigton: That the draft Minutes of the September 12, 2023 Organizational Meeting be approved as presented.	Carried	Completed
17-Oct-23	4891-23	Moved by Trustee Deb Koloski: That the draft Minutes of the September 12, 2023 Regular Board Meeting be approved as presented.	Carried	Completed
17-Oct-23	4892-23	Moved by Trustee Barb Maddigan: That Policy 7, Section 6.2.3 is amended by adding: ‘and posted with supporting documentation on the Division’s website.’. Motion Amendment by Trustee Linda Wigton: That Section 6.2.3 is not amended, and a new Section 6.2.4 is added: ‘A record of the approved minutes and supporting documentation will be available on the Division’s website.’	Carried	Completed
17-Oct-23	4893-23	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 7, Section 10, as amended.	Carried	Completed
17-Oct-23	4894-23	Moved by Trustee Barb Maddigan: That the Board reaffirm Policy 9, as amended.	Carried	Completed
17-Oct-23	4895-23	Moved by Vice-Chair Diane Hagman: That the Board make no changes to policy regarding how agendas and attachments are made available to the public.	Carried	Completed
17-Oct-23	4896-23	Moved by Trustee Barb Maddigan: That the Board direct the Secretary-Treasurer to administer the Oath of Office for the Trustee-elect of Ward 3, Subdivision 2, prior to November 7, 2023, if and when the Trustee-elect is available.	Carried	Completed
17-Oct-23	4897-23	Moved by Trustee Linda Wigton: That the Board move the Annual Board Workshop to December 18, 2023.	Carried	Completed
17-Oct-23	4898-23	Moved by Vice-Chair Diane Hagman: That the Board direct the Policy Committee to insert language into policy that authorizes annual school tours.	Carried	Pending
17-Oct-23	4899-23	Moved by Vice-Chair Diane Hagman: That the Secretary-Treasurer provide the Board with information regarding the financial impact from the budget increase for Yellowhead Regional Library services.	Defeated	n/a

17-Oct-23	4900-23	Moved by Trustee Deb Koloski: That the Board accept Information and Reports F1 – F16 as information.	Carried	Completed
17-Oct-23	4901-23	Moved by Trustee Barb Maddigan: That the Board move to Closed Session at 4:03 p.m.	Carried	Completed
17-Oct-23	4902-23	Moved by Trustee Jim Hailes: That the Board move out of Closed Session at 4:11 p.m.	Carried	Completed
17-Oct-23	4903-23	Moved by Trustee Deb Koloski: That the meeting be adjourned at 4:12 p.m.	Carried	Completed

Board Motions - Pending or Ongoing

Date	Motion Number	Motion Details	Motion Status	Action
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2021

14-Dec-2021	4540-21	Moved by Trustee Steinke: That the Board operate SCS for the 2022-2023 school year with the provision that Administration develop a 3-5 year plan of revitalization of the school considering a comprehensive consultation with the school and the community, and further that the Board commit to operate the school from 2023-2025 barring any extra ordinary circumstances that would require additional program funding beyond the 2021-2022 allotment. Motion Amendment: Trustee Hailes: That the funding allocated come out of instructional reserves.	Motion Carried as Amended	Ongoing
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2022

12-Apr-2022	4617-22	Moved by Trustee Diane Hagman: That administration provide a report regarding the availability of programming of junior kindergarten and preschool/playschool in our communities.	Carried	Pending
24-May-2022	4643-22	Moved by Trustee Gerry Steinke: That the Board encourage replacement school discussions with partner organizations in the Valleyview area and with the provincial government that will advance the concept of sharing or adding additional facilities for the mutual benefit of students and the community-at-large.	Carried	Ongoing
29-Nov-22	4729-22	Moved by Trustee Linda Wigton: That Administration provides Trustees with some information on how the schools are generating and using school-based funds.	Carried	Pending
29-Nov-22	4735-22	Moved by Trustee Linda Wigton: That Administration begins to work on practices that will best structure future Trustee elections to avoid issues.	Carried	Ongoing
20-Dec-22	4747-22	Moved by Trustee Linda Wigton: That the Board receives a report on the impacts of the new Code of Professional Conduct for Teachers and Teacher Leaders, when more information is available.	Carried	Pending

2023

21-Mar-23	4785-23	Moved by Trustee Deb Koloski: That the Board continue to operate Sangudo Community School from 2023 – 2025, barring any extraordinary circumstances that would require additional program funding beyond the 2021 – 2022 allotment. Motion Amendment: Moved by Trustee Deb Koloski: That the Board continue to operate the Sangudo Community School as a K-9 school, from 2023 – 2025, barring any extraordinary circumstances that would require additional program funding beyond the 2021 – 2022 allotment.	Motion Carried as Amended	Ongoing
9-May-23	4811-23	Moved by Trustee Gerry Steinke: That the Board enter into a discussion regarding new policy development at a Committee of the Whole meeting.	Carried	Pending
12-Sep-23	4882-23	Moved by Trustee Jim Hailes: That the Board of NGPS put forward a nomination for Marilyn Dennis as President of ASBA.	Carried	Pending
17-Oct-23	4898-23	Moved by Vice-Chair Diane Hagman: That the Board direct the Policy Committee to insert language into policy that authorizes annual school tours.	Carried	Pending

