

# AGENDA

## Northern Gateway Public Schools Board of Trustees Annual Organizational Meeting

Division Office Boardroom – Whitecourt, Alberta

September 10, 2024 – 10:00 a.m.

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1. Call to Order and Roll Call (Tamara Spong, Secretary-Treasurer)
2. Method of Voting and Destruction of Ballots (Tamara Spong, Secretary-Treasurer)  
  
*Vote to elect the Board Chair shall be by secret ballot (Policy 7, Section 1.2)*  
*Voting to elect the Vice-Chair shall be by secret ballot (Policy 7, Section 1.3)*  
  
**Recommendation:** That the ballots for any voting be destroyed after each election.
3. Call for nominations for Board Chair (Tamara Spong, Secretary-Treasurer)
4. Election of Board Chair and Oath of Office (Tamara Spong, Secretary-Treasurer)
5. Call for nominations for Board Vice-Chair (Board Chair)
6. Election of Board Vice-Chair and Oath of Office (Board Chair and Tamara Spong, Secretary-Treasurer)
7. Minutes of September 12, 2023, Organizational Meeting (for information only)
8. Trustee Certification and Disclosure Statement (Tamara Spong, Secretary-Treasurer)  
*Education Act, Sections 85 and 86*
9. Review Trustee Representation at School Council Meetings (Policy 7, Section 1.9)
10. Process for Elections to Committees of the Board and Representatives to Organizations (Tamara Spong, Secretary-Treasurer)

**Recommendation:** That the procedure for elections to Committees of the Board and Representatives to Organizations be made by: \_\_\_\_\_.

10. **Committees of the Board – Policy 8 (Tamara Spong, Secretary-Treasurer)**

- Advocacy Committee (3 Trustees and 1 Alternate)
- ATA Negotiations Committee (3 Trustees)
- Audit Committee (3 Trustees)
- Community Engagement Committee (3 Trustees and 1 Alternate)
- Joint Board/Support Staff Liaison Committee (4 Trustees)
- Policy Committee (3 Trustees and 1 Alternate)
- Support Staff/Contractor Compensation Committee (3 Trustees and 1 Alternate) *One of the four Trustees will also sit on the Group Benefits Insurance Plan Administrative Committee*

**Recommendation:** That the Board accept the new committee appointments for 2024 – 25.

11. **Representatives to Organizations – Policy 9 (Tamara Spong, Secretary-Treasurer)**

- Alberta School Boards Association (ASBA) Zone 2/3 (1 Trustee and 1 Alternate)
- Public School Boards' Association of Alberta (PSBAA) (1 Trustee and 1 Alternate)
- Teacher Employee Bargaining Association (TEBA) (1 Trustee)
- YRL Yellowhead Regional Library (1 Trustee and 1 Alternate)
- WCA Whitecourt Community Association (1 Trustee and 1 Alternate)
- Rural Caucus of Alberta School Boards (1 Trustee and 1 Alternate)
- Group Benefits Insurance Plan Administrative Committee (2 Trustees) *One of the two Trustees will also sit on the Support Staff/Contractor Compensation Committee*

**Recommendation:** That the Board accept the new representatives to organizations for 2024 – 25.

12. **Scheduling of Regular Board of Trustees Meetings**, currently held at the Division Office in Whitecourt, commencing at 10:00 a.m. (Board Chair)

**Recommendation:** That Regular Meetings of the Board be held at the Division Office in Whitecourt, Alberta, commencing at \_\_\_\_\_.

13. **Honoraria, Expenses and Benefits – Policy 7 Appendix A: Trustee Claim Rates (Board Chair)**

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

**Recommendation:** That the Trustee honorarium rate be set at \_\_\_\_\_ for the 2024 – 25 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 2024 – 25 school year:

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

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

Recommendation: That the annual honorarium for the Board Chair be set at \_\_\_\_\_ for the 2024 – 25 school year.

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

Recommendation: That the honorarium for each Committee Chair be set at \_\_\_\_\_ per Committee Meeting for the 2024 – 25 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 2024 – 25 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 2024 – 25 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 2024 – 25 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 2024 – 25 school year.

13.9 Voluntary Accidental Death & Dismemberment

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