



NORTHLAND SCHOOL DIVISION ORGANIZATIONAL MEETING AGENDA

Location: DoubleTree West Edmonton Hotel
16615 109 Ave. NW Edmonton
Room: SBCC # 5

If you would like to join the public meeting, please contact Media Relations Manager, Curtis Walty at 780-624-2060, ext. 6183 or curtis.walty@nsd61.ca

Date & Time: Friday, October 29, 2021 9:00 am – 11:00 a.m.

Note: If agenda is ahead of schedule, items will be moved up

A. CALL TO ORDER - Superintendent Dr. Spencer-Poitras

No.	Title	Responsible	Page No.
1.	Recognition of Traditional Lands	Superintendent Dr. Spencer-Poitras	-
2.	Opening Prayer, Cultural Reflection or Reflection		-

B. OATH OF OFFICE FOR TRUSTEES

No.	Title	Responsible	Page No.
1.	Role of Trustee - Policy 3	Secretary-Treasurer Aird	03

C. NOMINATION PROCEDURES FOR BOARD CHAIR AND VICE-CHAIR

No.	Title	Responsible	Page No.
2.	Nomination Procedures	Secretary-Treasurer Aird	05

D. POSITION OF BOARD CHAIR

No.	Title	Responsible	Page No.
1.	Role of Board Chair	Secretary-Treasurer Aird	08
2.	Trustees' Opportunity to Declare Interest		
3.	Nomination of Candidates		
4.	Candidates' Opportunity to Speak		
5.	Trustees' Questions of Candidates		
6.	Balloting Process and Declaration of Results		
7.	Oath of Office (If decided from Section B)		
8.	Chair Assumes the Role of Board Chair		



**NORTHLAND SCHOOL DIVISION
ORGANIZATIONAL MEETING
AGENDA**

E. AMENDMENTS TO AGENDA/ADOPTION OF AGENDA (Board Chair)

F. POSITION OF VICE-CHAIR

No.	Title	Responsible	Page No.
1.	Role of Board Vice-Chair	Board Chair	11
2.	Trustees' Opportunity to Declare Interest		
3.	Nomination of Candidates		
4.	Candidates' Opportunity to Speak		
5.	Trustees' Questions of Candidates		
6.	Balloting Process and Declaration of Results		
7.	Oath of Office (If decided from Section B)		
8.	Chair Assumes the Role of Board Chair		

G. BOARD MEETING SCHEDULE - POLICY 7

No.	Title	Responsible	Page No.
1.	2021-2022 Board Schedule	Superintendent Dr/ Spencer-Poitras	12

H. BOARD COMMITTEES - POLICY 8

No.	Title	Responsible	Page No.
1.	Board Committee Appointments	Board Chair	13

I. BOARD REPRESENTATIVES - POLICY 9

No.	Title	Responsible	Page No.
1.	Board Representatives Appointments	Board Chair	14

J. TRUSTEE DISCLOSURE STATEMENTS

K. RESOLUTION TO DESTROY BALLOTS IF NECESSARY (Board Chair)

L. ADJOURNMENT & CLOSING CULTURAL REFLECTION - 11:00 a.m.



Policy 3

ROLE OF A TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its vision, core purpose and goals. The Oath of Office taken by each trustee when s/he 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. Individual trustees exercise an effective decision-making role in the context of corporate action.

A Trustee only has authority when so delegated by a motion 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. Individual trustees do not have the authority to direct the Division's Administration and staff. Trustees shall also carry out their responsibilities diligently as detailed in Policy 4 Trustee Code of Conduct.

SPECIFIC RESPONSIBILITIES OF INDIVIDUAL TRUSTEES

1. Recognize his/her fiduciary responsibility to the Division to act in the best interests of all students of the Division, understanding that Division needs are paramount.
2. Recognize and model the leadership role of a Trustee including areas such as knowledge of governance, education promising practices, use of technology and independence.
3. When attending to business matters outside of the Division, represent the Division's best interests.
4. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business and effectively interact with individuals.
5. Ensure opportunities are provided for the engagement of parents, students and the community in matters related to education.
6. Respectfully bring forward and advocate for school community issues and concerns.
7. Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
8. Refer concerns about individuals and administrative matters to the Superintendent or Associate Superintendent only.
9. Deal with complaints or inquiries as per Policy 3 Appendix B Trustee and Administration Working Relationships Guidelines.
10. Keep the Superintendent/Associate Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
 - 10.1. Personnel matters are to be brought to the attention of the Superintendent or Associate Superintendent only.
 - 10.2. Inform the Chair of sensitive issues in a timely manner so they can ensure the information gets into the proper process(s) so that all Trustees, the Superintendent and others are informed as needed.
11. See also Policy 2 Appendix D Board and Superintendent Communication Guidelines.



Policy 3

ROLE OF A TRUSTEE

12. Attend Board meetings, and Committee meetings as assigned, having read all materials and be prepared to participate in, and contribute to the decisions of the Board in order to help ensure the best decisions possible for education within the Division.
13. Inform the Chair and Executive Administrative Assistant to Corporate Services if unable to attend a meeting and/or committee meeting so an alternate can be arranged and briefed.
14. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
15. All Trustees are expected to attend all aspects of the orientation program.
16. Participate in Board/Trustee development sessions.
17. Be cognizant of provincial, national and international educational issues and trends.
18. Share the materials and ideas gained with fellow Trustees at a Board meeting following a Trustee development activity.
19. Strive to develop a positive and respectful learning and working culture within the Board and with school councils.
20. Be mindful of costs and help ensure the Board stays within its own budget.
21. Ward responsibilities include:
 - 21.1. Develop and nurture effective two-way communication with school councils and school community(s). See also Policy 3 Appendix B Trustee and Administration Working Relationships Guidelines.
 - 21.2. Attend school council meetings as possible, when invited.
 - 21.3. Attend Ward Council meetings.
 - 21.4. Attend school activities, including graduations as realistically as possible.
 - 21.5. Maintain good relationships with other organizations in your Ward toward the goal of enhancing the success of students.
22. Attend Division functions/events as regularly as possible.
23. Become familiar with, and adhere to, the Education Act and Trustee Code of Conduct.
24. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.
25. Incumbent Trustees are encouraged to help newly elected Trustees become informed about history, functions, policies, procedures, trends/challenges and successes.
26. Ensure a good knowledge and understanding of First Nations, Métis and Inuit perspectives, experiences and contributions throughout history; such as treaties and the history and legacy of residential schools.
27. Develop and increase technology skills and knowledge to enhance communication, cost efficiencies, environmental stewardship and leadership skills.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 222 Education Act
Section 16, Notaries and Commissioners Act



NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Secretary-Treasurer shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
 - a) The Secretary-Treasurer shall call for a motion to adopt the election procedures.
 - b) Prior to nominations being received, each trustee shall be given the opportunity to speak, indicating his/her intent for seeking nomination for the position of Chair (Vice-Chair).
 - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Secretary-Treasurer (Chair) shall call for the block nomination of the trustee(s) who indicated intent to seek the position of Chair (Vice-Chair).
 - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
 - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
 - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
 - g) Any trustee nominated for a position, who does not wish to be considered for the position, may at any time prior to voting, withdraw his or her name.
 - h) When there is more than one nomination for Chair (Vice-Chair) ballots shall be distributed for voting purposes. Electronic voting will be used when trustees are attending the meeting by teleconference or by video conferencing.
 - i) All balloting shall be conducted by secret ballot. Each trustee shall indicate his or her choice for the office.
 - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
 - k) If, on any ballot, a trustee receives a majority number of votes of those members present, there shall be no further votes taken.
 - l) On each ballot each trustee may not cast a vote for any trustee:
 - who have withdrawn their name from being considered for the position.
 - who have been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.



NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

- n) if on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Prior to the second ballot being taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot provided that no more than two persons shall be dropped from the ballot at the same time.
- r) If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees; then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.
 - Prior to determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r) may choose to conference and mutually decide and declare who will withdraw and/or
 - If voting is being done in person, the Secretary-Treasurer shall:
 - o write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture.
 - o fold the sheets of paper in a uniform manner so that the names are concealed,
 - o deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
 - o declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
 - If voting is done electronically, and the Secretary-Treasurer is attending the meeting either by teleconference or video conference, the process above will be handled by the Superintendent of Schools at the meeting site, with assistance from any staff member present at the meeting site.
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when there are only two trustees remaining on the ballot, one further ballot shall be taken. Prior to this vote being taken, each candidate will be given the opportunity to speak.
- u) If two or more candidates for any office have received the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
 - write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture,
 - fold the sheets of paper in a uniform manner so that the names are concealed,
 - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and



NOMINATIONS OF CHAIR AND VICE-CHAIR PROCEDURES

- declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.
 - If voting is done electronically, and the Secretary-Treasurer is attending the meeting either by teleconference or video conference, the process above will be handled by the Superintendent of Schools at the meeting site, with assistance from any staff member present at the meeting site.
- v) Prior to determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.

Policy 5

ROLE OF THE BOARD CHAIR

The Board, at the annual Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board.

As a servant leader, the Board Chair's primary function is to facilitate the effective operation of the Board. The Chair is also responsible to provide leadership that develops and grows the Board as a team focused on student success and always represents the Board and Division in a professional manner. The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group, and for the Division when there are potential political implications.
 - 1.1 When working with the government staff or elected officials with regard to the actions or operation of the Board or division, the Chair shall always ensure the Vice-Chair and/or another Trustee, and/or Superintendent or designate are part of the discussions to assist in decision making as well as the effective operation of the Board, this is not intended to apply to general discussions.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the current legislation and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent and/or designate on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
 - 5.1 Ensure the meeting is opened and recognition of the Traditional Territory and contribution of Metis peoples and adheres to the culture, values and traditions of the community the meeting is in.
 - 5.2 Maintain order, proper conduct and decorum at the meeting so that motions may be formally debated.
 - 5.3 Ensure that all issues before the Board are well-stated and clearly expressed.
 - 5.4 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.

5.5 Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.

5.6 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.

5.7 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

5.8 Ensure that each trustee presents votes on all issues before the Board. When appropriate advise trustees of a possibility of a conflict of interest.

5.9 Facilitate meetings so that the will of the Board is achieved.

5.10 Extend hospitality to trustees, officials of the Board, the press, and members of the public.

6. Keep informed of significant developments within the Division.

7. Assist with the Board's orientation program for trustees.

8. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the Division.

9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.

9.1 See also Policy 2 Appendix D Board and Superintendent Communication Guidelines

10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.

11. Provide counsel to the Superintendent.

12. Ensure timely communication with school councils on emergent items and Division level initiatives.

13. Review and approve the Superintendent's vacation entitlement and expenditure claims.

14. Review and approve trustee expenditure claims, in accordance with Board policy.
15. Bring to the Board all matters requiring a decision of the Board.
16. Act as ex-officio member of all Board committees, except the Student Expulsion Committee.
17. Act as a signing authority for Board minutes.
18. Act as a signing authority for the Division as follows:
 - 18.1 As required by the Government of Alberta.
 - 18.2 As required by financial institutions.
19. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
20. Ensure alternates are arranged and briefed when a trustee cannot attend a meeting they are appointed to.
21. Address inappropriate behaviour on the part of a trustee.
22. Ensure the Board engages in annual assessments of its effectiveness as a Board.
23. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act
Board Procedures Regulation

Policy 6

ROLE OF THE BOARD VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent and/or designate on items to be included on the agenda, and the order of the agenda items. The Vice-Chair should become thoroughly familiar with the agenda items.
4. The Vice-Chair shall review and approve the Board Chair's expenditure claims, in accordance with Board policy.
5. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
6. Address inappropriate behavior on the part of the Chair (see also Policy 3 Appendix B Working Relationships Guidelines).

Legal Reference: Section 33, 51, 52, 53 64, 67 Education Act
Board Procedures Regulation

**2021 – 2022 BOARD MEETING SCHEDULE**

2021-2022	MEETING	DAYS	TIMES	VENUE
September 17, 2021	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In-Person
October 29, 2021	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In-Person
November 25, 2021	Board Orientation	Thursday	9:00 a.m. - 4:30 p.m.	In-Person
November 26, 2021	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In-Person
January 21, 2022	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
February 18, 2022	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
March 24, 2022*	Board Retreat	Thursday	9:00 a.m. - 4:30 p.m.	In-Person
March 25, 2022*	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In-Person
April 22, 2022*	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual
May 20, 2022	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	In-Person
June 17, 2022	Board Meeting	Friday	9:00 a.m. - 4:30 p.m.	Virtual

*Dates were revised



2021 – 2022 BOARD COMMITTEE SCHEDULE

Policy 8 - Board Committees

Committee	2021-2022	Number of Trustees	Interested	Appointed
Attraction and Retention		4 trustees max (must be equal with ATA)		
Occupational Health & Safety		1 trustee 1 alternate		
Professional Improvement Leave		1 trustee 1 alternate		
Teaching and Learning		4 trustees max (must be equal with ATA)		
Student Bursaries and Scholarships		1 trustee 1 alternate		
Wellness		1 trustee 1 alternate		
Ad Hoc Committees	NSD Trustee Representative(s)	Meeting(s)		
Local Bargaining		TEBA – 1 Local - 3 trustees max		

Schedule for Trustee Attendance at Agenda Review

	2021-22	2022-23	2023-24	2024-25
	WARD	WARD	WARD	WARD
Aug	10	1	2	3
Sep	9	10	1	2
Oct	8	9	10	1
Nov	7	8	9	10
Dec	No mtg.	No mtg.	No mtg.	No mtg.
Jan	6	7	8	9
Feb	5	6	7	8
Mar	4	5	6	7
Apr	3	4	5	6
May	2	3	4	5
Jun	1	2	3	4
July	No mtg.	No mtg.	No mtg.	No mtg.

**2021 – 2022 BOARD COMMITTEE SCHEDULE****Policy 9 - Board Representatives – External Organizations**

(refer to policy 9 on website for outline of responsibilities as a representative)

Organization	2021-2022 NSD Trustee Representative(s)	Interest: Yes/No, Comments
ASBA - Zone 1		
ASBA - Zone 2/3	All trustees can attend as long as it lines up with Policy 9 Board Representatives	
Public School Boards Association of Alberta (PSBAA)	*All trustees can attend the general meetings	
TEBA		
Treaty 8 First Nations of Alberta		
Metis Settlement General Council		
Athabasca Tribal Council		
Kee Tas Kee Now Tribal Council		
Lesser Slave Lake Indian Regional Council		
North Peace Tribal Council		
Rural Caucus of Alberta School Boards (RCASB)		

**2021 – 2022 BOARD COMMITTEE SCHEDULE****Northland School Division (NSD) Key Partner Representatives:**

WARD	ALTERNATE	REPRESENTATIVE TO	COMMENTS/CHANGES
1		Paddle Prairie Metis Settlement County of Northern Lights Council MLA Peace River	
2		Aseniwuche Winewak Nation MD of Greenview Council MLA West Yellowhead	
3		Gift lake Metis Settlement Council Peavine metis Settlement Council Whitefish Lake First Nation Chief & Council MD of Big Lakes County Council MLA Lesser Slave Lake	
4		East Prairie Metis Settlement Kapawe'no First Nation Chief & Council Sucker Creek First Nation Chief & Council MD of Big Lakes County Council Northern Lakes College MLA Lesser Slave Lake	
5		Elizabeth Metis Settlement Council Fishing Lake Metis Settlement Council MLA Bonnyville-Cold Lake	
6		Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90 MLA Athabasca-Redwater MLA Lesser Slave Lake	
7		Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90 MLA Athabasca-Redwater MLA Lesser Slave Lake	
8		Bigstone Cree Nation Chief & Council MD of Opportunity Council MLA Athabasca-Redwater MLA Lesser Slave Lake	
9		Mikisew Cree Nation Chief & Council Athabasca Chipewyan FN Chief & Council Metis Local #125 Wood Buffalo Municipal District Council ML Fort McMurray-Wood Buffalo	



2021 – 2022 BOARD COMMITTEE SCHEDULE

10		Chipewyan Prairie First Nation Chief & Council Ft. McKay First Nation Chief & Council Ft. McMurray First Nation Chief and Council Wood Buffalo Municipal District Council Metis Local #63 (Ft. McKay); #93 (Conklin); #780 (Anzac) Keyano College MLA Ft. McMurray-Wood Buffalo MLA Ft. McMurray-Anzac	
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