



Minutes of the Special Organizational Meeting of the Board of Trustees of Fort McMurray Public School District, held in the Library of Ecole McTavish Junior High Public School, 2012 09 17 at 1018 hrs.

**Attendees:**

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| Trustee  | - Jeff Thompson                      |
| Trustee  | - Glenn Cooper                       |
| Trustee  | - Linda Mywaart                      |
| Trustee  | - Stephen Drover                     |
| Superintendent of Schools                                | - Dennis Parsons                     |
| Associate Superintendent<br>- Business & Finance         | - Allan Kallal                       |
| Associate Superintendent<br>- Education & Administration | - Brenda Sautner                     |
| Associate Superintendent<br>- Human Resources & Admin    | - Phil Meagher (joined at 1024 hrs.) |
| Recording Secretary                                      | - Sharon Dunn                        |

Regrets: Trustee Angela Adams

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20276	<b>Call to Order</b>	Associate Superintendent Business & Finance, A. Kallal, called the meeting to order at 1018 hrs.
20277	<b>Discussion of Leadership Positions</b>	Members of the Board reviewed roles and responsibilities of the Leadership positions.
20278	<b>Elections of Officers</b>	Associate Superintendent Business & Finance, A. Kallal, presided over the election of Chairman of the Board for 2012 – 2013.
20279	<b>Board Chair</b>	Mr. Kallal asked for nominations for the position of Board Chair. Trustee Glenn Cooper nominated Jeff Thompson. Mr. Thompson accepted the nomination and was elected Board Chair by acclamation.
20280	<b>Vice Chair</b>	The Board Chair, Jeff Thompson, presided over the election of the Vice Chair. Trustee Linda Mywaart nominated Glenn Cooper. Mr. Cooper accepted the nomination and was elected Vice Chair by acclamation.

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A handwritten signature in blue ink, appearing to be 'A. Kallal', is located in the bottom right corner of the page.

2012 - 2013 Board Organization

MRT = (Most Responsible Trustee) MRE = (Most Responsible Exec.)

Organizations	Composition		
<b>Board of Trustees</b>	Board Chair	Jeff Thompson	
	Vice Chair	Glenn Cooper	
	3 Trustees	Angela Adams Stephen Drover Linda Mywaart	
	<u>Others</u>	Superintendent Dennis Parsons Associate Superintendents: Phil Meagher, HR/Administration Allan Kallal, Business & Finance Brenda Sautner, Education/Administration	
<b>Committee of the Whole</b>	Board Chair - Liaise to Board of Trustees - Chairs Meetings		
		<u>MRT</u>	<u>MRE</u>
	Facilities	LM-SD	AK
	Finance	GC- LM	AK
	Education	SD- GC	BS
	Communication	AA - SD	DP
	Policies	SD-AA	DP/AK
<b>Negotiations</b>	Finance MRT + trustee (GC and LM)		
<b>Management Comp</b>	Finance MRT, Board Chair (GC and JT)		
<b>Policy Advisory</b>	Education MRT, Communication MRT (SD and AA)		
<b>Networks</b>	Communication MRT + trustee (AA and SD)		
<b>ASBA</b>	LM - GC		
<b>PSBC</b>	GC - LM		
<b>Shop Talk</b>	All trustees and executive Superintendent chairs		

20282 **Review Board Work Plan** The Board of Trustees reviewed the annual work plan identified in the Trustee Handbook. Several changes were noted and copy of the revised annual work plan is attached hereto as Appendix A.

20283 **Board of Trustees Dates & Times** Members of the Board reviewed and discussed various meeting details. The following schedule was confirmed:  
a) Board Meetings - as approved during the June 2012 Board meeting.  
b) Committee of the Whole Meetings – as approved during the June 2012 Board meeting.  
c) Trustee School Visits – new schedule approved.

20284 **Schedule of Trustee Visits to Schools** The revised Schedule for the 2012 – 2013 school year was reviewed by Trustees and approved.

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20285	Board Retreat	February 7 & 8, 2013, were suggested as the dates for the annual Board Retreat. Trustee Mywaart suggested John Diner be utilized as facilitator again, as was done in the previous year's retreat, and all trustees were in favor.
20286	School Growth Plans	Deferred.
20287	Review Board Handbook	Deferred.
20288	Conferences	Deferred.
20289	Recess	Board Chair Jeff Thompson recessed the meeting at 1126 hrs.
20290	Reconvene the Organizational Meeting	Trustee Mywaart served motion 1520 hrs. M/C That the Board of Trustees reconvene the Organizational Meeting
20291	School Growth Plans	Trustees and senior administration debated on whether the School Growth Plan Presentations should be scheduled at the end of 2012 or during the beginning months of 2013. Consensus was reached on December 3, 2012.  Superintendent Parsons will notify Principals of the December 3, 2012, date for their School Growth Plan presentations, a schedule will be circulated, and all Administrators and parent council members will be invited to attend.  Superintendent Parsons will update the Board in October.
20292	Trustee Board Handbook	Chair, Jeff Thompson, indicated the Handbook will be updated once the update to the Board Policy Handbook has been completed by trustees.
20293	Conferences	Chair, Jeff Thompson, updated trustees and senior administration on upcoming conferences for the 2012 – 2013 school year.  <u>ASBA National Conference – September 30 – October 2, 2012</u> Trustees discussed their individual availability and, after reviewing the Conference information, felt it would be more applicable if staff attended. Trustees agreed they would not attend this conference.  <u>21<sup>st</sup> Century Learning Leadership Forum – Banff – October 16 – 18, 2012</u> Trustee Mywaart noted the scheduling of this conference conflicted with the MLA Reception and PSBAA Trustee University commencing October 17 <sup>th</sup> and ending on October 20 <sup>th</sup> . Trustees agreed representation at both conferences would be beneficial.  Trustee Mywaart agreed to attend the MLA Reception & PSBAA Trustee University. Chair, Jeff Thompson, indicated he would attend the 21 <sup>st</sup> Century Learning Leadership Forum in Banff followed by the end of the PSBAA Trustee University.

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**20294      Adjournment**

There being no further business, Chair, Jeff Thompson, adjourned the meeting at 1627 hrs.

  
BOARD CHAIR

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SECRETARY-TREASURER

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## Policy 2 Appendix

## ANNUAL WORK PLAN

<b>BOARD OF TRUSTEES WORK PLAN</b>	
<b>August</b>	<ul style="list-style-type: none"> <li>▪ Optional First Board Meeting of the year</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ Affirm Board Reorganization in Non Election Years</li> <li>▪ Accept Board Self Evaluation Report</li> <li>▪ Accept Superintendent Evaluation</li> <li>▪ ASBA Awards (September Deadlines)</li> <li>▪ Staffing Report</li> <li>▪ Enrolments Report</li> <li>▪ Receive PAT and Diploma Results</li> <li>▪ Borrowing Resolution for Current Expenditures</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ September 30 enrolment report</li> <li>▪ Class Size Reports</li> <li>▪ Receive Retentions Report</li> <li>▪ Receive Discipline Report</li> <li>▪ Review Trustee Handbook</li> <li>▪ Prepare for ASBA/PSBAA Fall General Meetings</li> <li>▪ Review Results of PAT's and DIP's</li> <li>▪ Fall AGM for PSBA</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ Election Year Organizational Meeting</li> <li>▪ Receive Post High School Report</li> <li>▪ Fall AGM ASBA</li> <li>▪ Receive Accountability Pillar Report and Surveys</li> <li>▪ Board/Senior Admin Retreat</li> <li>▪ Post Elections</li> <li>▪ Focus/Goals</li> <li>▪ Annual Educational Results Report (AERR) (Approved)</li> <li>▪ Audited Financial Statement (Approved)</li> <li>▪ Annual Budget (Approved)</li> <li>▪ Strategic Plan – Approved</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ Board Sponsored District Office Lunch</li> <li>▪ Board Sponsored Christmas Dinner</li> <li>▪ District Christmas Gala</li> <li>▪ Food Bank Donation</li> <li>▪ Appoint District Auditor</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ Set Strategic Planning Process</li> <li>▪ School Growth Plans</li> <li>▪ Quarterly Financial Review</li> <li>▪ Revise Trustee Handbook, as required</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ Set Negotiations Strategies if applicable</li> </ul>

<b>March</b>	<ul style="list-style-type: none"> <li>▪ Review Trustee Remuneration</li> <li>▪ Review and Approve District Calendar</li> <li>▪ Approve Edwin Parr Teacher Recommendation - (Date)</li> <li>▪ Quarterly Financial Review</li> <li>▪ Edwin Parr Nomination</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Review Capital and Facilities Plan – Approve</li> <li>▪ Negotiations begin, if applicable</li> <li>▪ Calendar approval for upcoming year</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ Superintendent of Schools Evaluation</li> <li>▪ Board Self Evaluation</li> <li>▪ Preliminary Budget – Approved</li> <li>▪ Staff Recognition Event</li> <li>▪ Art 30 Award</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Reorganize Board for Upcoming Year (except in an election year)</li> <li>▪ Quarterly Financial Review</li> <li>▪ Receive Management Compensation Committee Report</li> <li>▪ Spring AGM ABSA and PSBAA</li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>▪ COW Monthly</li> <li>▪ Shop Talk</li> <li>▪ Networks</li> <li>▪ ASBA Zone, PSBC meetings</li> <li>▪ Policy Review</li> <li>▪ Hearings as Needed</li> <li>▪ Locally Developed Courses</li> <li>▪ Advocacy and Lobbying</li> <li>▪ Professional Development</li> </ul>