

## MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD AUGUST 28, 2023

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE CLEARVIEW SCHOOL DIVISION HELD ON MONDAY, AUGUST 28, 2023, COMMENCING AT 9:10 AM AT THE STETTLER RECREATION CENTER IN STETTLER, ALBERTA.

### **CALL TO ORDER**

Secretary Treasurer Reyes called the meeting to order at 9:10 am.

### **PRESENT**

Trustees: Erika Grice, Greg Hayden, Guy Neitz, John Schofer, Becky Scott, Kim Smyth, Shauna-lee Thomas

Superintendent of Schools: Scot Leys

Deputy Superintendent: Daram Van Oers

Secretary Treasurer: Mauricio Reyes

Executive Assistant(s): Barb Gano, Meghan Thomson

2023-08-01      Moved by Kim Smyth  
"THAT the agenda be adopted as presented."

**CARRIED**

### **ELECTION OF CHAIR AND VICE-CHAIR**

Secretary-Treasurer Reyes reviewed the process for nominating and voting by secret ballot for Chair and Vice-Chair of the Board. Nominations for Chair of the Board were called.

Trustee Smyth nominated Trustee Neitz for Board Chair.  
Trustee Neitz was acclaimed Board Chair for a one-year term.

Secretary-Treasurer Reyes turned the chairing of the remainder of the Organizational Meeting over to Chair Neitz.

Chair Neitz then called for nominations for Vice-Chair of the Board.

Trustee Hayden nominated Trustee Smyth for Vice-Chair.  
Trustee Smyth was acclaimed Vice-Chair for a one-year term.

2023-08-02      Moved by Becky Scott  
"THAT the committee appointments for 2023-2024 be assigned as follows:

#### **Alberta Rural Caucus (1 and an alternate)**

Shauna-lee Thomas, Greg Hayden (Alternate: John Schofer)

#### **ASBA Zone 4 Director (1 and an alternate)**

Erika Grice (Alternates: Becky Scott, Kim Smyth)

#### **Audit Committee (3)**

John Schofer, Becky Scott, Shauna-lee Thomas

#### **Communications and Engagement (3)**

Guy Neitz, Becky Scott, Shauna-lee Thomas

#### **Community Adult Learning Councils (1 and an alternate)**

- Stettler & District – Becky Scott (Alternate: Kim Smyth)
- Paintearth – Erika Grice (Alternate: Shauna-lee Thomas)

#### **Compensation Committee (3)**

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Erika Grice, Greg Hayden, John Schofer (alternate Shauna-lee Thomas)

**Edwin Parr Designate (1)**

N/A this year.

**Grievance Committee (3)**

Guy Neitz, Kim Smyth, Greg Hayden

**Joint / Shared Use Planning (3)**

Erika Grice, Greg Hayden, Guy Neitz (alternate Shauna-lee Thomas)

**Performing Arts Committee (1)**

Becky Scott

**Policy Committee (3)**

Becky Scott, Kim Smyth, Shauna-lee Thomas

**Safety Committee (2) Clearview**

Kim Smyth, Erika Grice

**Wellness Committee (2)**

Erika Grice, Kim Smyth

**Teacher-Board Liaison Committee (2)**

Erika Grice, Becky Scott (Alternate: Guy Neitz)

**Teachers' Employer Bargaining Association (TEBA) (1)**

Erika Grice

**CARRIED**

2023-08-03

Moved by Kim Smyth

“THAT the trustee liaison representatives for school councils be assigned for 2023-24 as listed, with any trustee attending any school council meeting and a maximum two trustees per school council meeting unless otherwise listed. Trustees interested in going to a school council meeting need to coordinate it with the designated Trustee representative.”

**Trustee Liaison for School Councils**

School	Liaison(s)	Alternate
Big Valley	Kim Smyth	All Trustees
Botha	John Schofer	All Trustees
Brownfield	Shauna-lee Thomas	All Trustees
Byemore	John Schofer	All Trustees
Colony Schools	Trustee by Ward	All Trustees
Coronation	Shauna-lee Thomas	All Trustees
Donalda	Guy Neitz	All Trustees
Erskine	Guy Neitz	All Trustees
Gus Wetter	Erika Grice	All Trustees
Stettler Elementary	Greg Hayden, Becky Scott	All Trustees
Wm. E. Hay Stettler Secondary Campus	Greg Hayden, Becky Scott	All Trustees
Council of School Council	Board representative as hosted by school.	

**CARRIED**

2023-08-04

Moved by Shauna-lee Thomas

“THAT the Board of Trustees hereby approves the 2023-24 Board Meeting schedule as presented, with meetings to typically occur at the Clearview

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Public School Central Services Building. Times for meetings will usually be 9:30 am to 3:30 pm. Minutes will reflect established dates of the Board.

August 28, 2023 (Organizational and Regular)  
September 28, 2023  
October 6, 2023 (Performance Reviews Individual)  
October 10, 2023 (Board Workshop)  
October 26, 2023  
November 16, 2023  
November 30, 2023  
December 21, 2023  
January 25, 2024  
February 29, 2024  
March 18, 2024  
April 18, 2024  
May 9, 2024  
May 30, 2024  
June 20, 2024  
August 29, 2024 (Regular Election Year)  
September 26, 2024  
October 31, 2024  
November 14, 2024  
November 28, 2024.”

**CARRIED**

2023-08-05 Moved by Kim Smyth  
“THAT the Board rates with respect to Trustee Honorariums for the 2023-24 fiscal year be the same as 2022-23.”

**CARRIED**

2023-08-06 Moved by Greg Hayden  
“THAT the mileage rate for kilometers will follow the Canada Revenue Agency rate for the 2023-24 operating year.”

**CARRIED**

2023-08-07 Moved by Erika Grice  
“THAT the meal allowance and non-hotel stay allowance for the 2023-24 fiscal year be unchanged.”

**CARRIED**

2023-08-08 Moved by John Schofer  
“THAT the Superintendent shall determine an Acting Superintendent during periods of absence from the school division, unless otherwise determined through Board motion. Where the Superintendent has not so designated or is unable to designate an individual, in the absence of the Superintendent, the Board hereby designates Deputy Superintendent Daram Van Oers as Acting Superintendent; in the absence of the Deputy Superintendent, the Board hereby designates Assistant Superintendent of Human Resources Mark Siemens as Acting Superintendent.”

**CARRIED**

2023-08-09 Moved by Shauna-lee Thomas  
“THAT the Board hereby designates the following individuals to have the signing authority under Board Policy 27 “Signing Authorities”:  
Board Chair Guy Neitz  
Board Vice-Chair Kim Smyth  
Superintendent Scot Leys  
Secretary-Treasurer Mauricio Reyes  
Assistant Superintendent Mark Siemens (employee contracts).”

**CARRIED**

Trustees and Senior Leadership reviewed the pecuniary interest forms submitted by Trustees.

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**Adjourned**

Meeting was declared adjourned at 9:58 am by the Chair.

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Board Chair

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Secretary Treasurer