



## REGULAR MEETING OF THE BOARD OF TRUSTEES

EDUCATION CENTRE  
2651 CHINOOK WINDS DRIVE S. W.  
AIRDRIE, AB

**JANUARY 7, 2010**  
**1:00 P.M.**

### AGENDA

1. **Call to Order 1:00 p.m.**
2. Approval of Agenda
3. Approval of Minutes
  - Regular Board Meeting – December 3, 2010
  - Special Board Meeting – December 17, 2009
4. **Student Showcase:** Springbank Middle School Musicians
5. Superintendent Report
6. Chairman's Report/Correspondence
7. Board Reports
8. Professional Development/Conferences
9. New Business
10. **In-Camera**
11. Adjournment

This unofficial agenda is subject to change and is not *official* until approved at the Board meeting.



# MEMORANDUM

## Education Centre

2651 Chinook Winds Drive S.W.

Airdrie, AB T4B 0B4

403.945.4000 p

403.945.4001 f

---

**Date:** January 7, 2010

**To:** Board of Trustees

**From:** *Staff:* Verna Ahner, Music Teacher Springbank Middle School  
*Student(s):* Grade 8 students Trevor Mansell and Devon Atkins

**Subject:** **Student Showcase – Southern Alberta Honour Band Nominees**

**Project/Program Description** – Springbank Middle School offers an extensive band programs to its student. Band is a performance-based option. Students who opt-in for the program learn how to read music, how to play individually, and how to work play various compositions together as a team.

As part of the program students are expected to perform in informal settings and at formal concerts, which includes the Springbank Festival of Arts in May. Grade six students also attend a weekend band camp where they will are able to work with professionals on their instrument and listen to a mini-concert given by professional musicians.

Trevor Mansell, who plays Obo, and Devon Atkins, who plays Trumpet are here to perform for the Board. This past fall Devon was the Trumpet soloist for Springbank Middle's Remembrance Day, while in 2009 Trevor was a member of the Southern Alberta Honour Band.

This year, both students have been nominated to the 2010 Southern Alberta Honour Band and are currently awaiting news of their acceptance.



# SUPERINTENDENT'S REPORT

REGULAR BOARD MEETING

January 7, 2010

1. Ward Boundary Review
2. Benefits Committee Terms of Reference

A handwritten signature in black ink, appearing to read "G. Bass", is positioned above a horizontal line.

---

Greg Bass, Superintendent of Schools



To: THE BOARD OF TRUSTEES  
From: The Superintendent of Schools

## Directive for Action

---

**Directive for Action Item:**      **Benefit Committee Terms of Reference**

**Author:**                              **Darrell Couture, Associate Superintendent of  
Business and Operations**

**Date of Meeting:**                  **January 7, 2010**

### **Background:**

At its June 18, 2009, regular Board Meeting, the Benefit Plan Advisory Committee Terms of Reference were reviewed and minor amendments approved by the Board of Trustees.

At the November 17, 2009, Benefit Committee meeting, the Committee conducted their annual review of the Terms of Reference and propose the following changes for Board consideration:

#### A. Current

7. a) The Committee will make recommendations to the Board of Trustees when major changes in coverage,...

#### Proposed

7. a) The Committee will make recommendations to the Board of Trustees when major (estimated cost greater than \$25,000 per annum) changes in coverage....

#### B. Current

7. b) The Committee has the authority to approve minor changes to coverage...

#### Proposed

7. b) The Committee has the authority to approve minor (estimated cost \$25,000 or less per annum) changes to coverage...

### **Alternatives:**

#### **Alternative I:**

That the Board of Trustees approves the proposed changes to the Benefit Committee Terms of Reference.



To: THE BOARD OF TRUSTEES  
From: The Superintendent of Schools

## **Directive for Action**

---

### **Alternative II:**

That the Board of Trustees amends and then approves the Benefit Committee Terms of Reference.

### **Alternative III:**

That the Board of Trustees refers the Benefit Committee Terms of Reference back to the Benefit Committee for further consideration

### **Recommendation:**

**That the Board of Trustees approves the proposed changes to the Benefit Committee Terms of Reference as per the attachment.**



# Benefit Plan Advisory Committee

## Terms of Reference

---

### 1. Purpose

This Committee is established to review the Board's group benefit plans.

### 2. Membership

#### Voting Members

- a) Three (3) Trustees as appointed by the Board at each Organizational Board Meeting.
- b) Two (2) representatives appointed by the Alberta Teachers' Association Local #35.

#### Advisory Members

- a) The Associate Superintendent of Human Resources
- b) The Associate Superintendent of Business and Operations
- c) Occupational Health Nurse
- d) Benefit Consultant

#### Ex-Officio Member

- a) Board Chairman

#### Recorder

- a) A Human Resources' staff member shall act as recording secretary for the Committee and as the Support Staff representative.

The Board of Trustees and the Alberta Teachers' Association Local #35 will try to appoint members to this Committee for at least two year terms, and alternate replacement(s) of their representative(s) in order to maintain consistency on the Committee.

### 3. Meetings

- a) Meetings, as required, may be called by either the Committee Chairman or the Associate Superintendent of Human Resources. Notice of meetings and meeting agendas will be sent to each member prior to each meeting by the Associate Superintendent of Human Resources.
- b) At the first meeting after the Board's Organizational Meeting, a Committee Chairman will be elected by the Committee from its voting members.
- c) The Chairmanship will alternate annually between Board (even years) and Alberta Teachers' Association Local #35 (odd years) representatives.
- d) Meeting Quorum: 4 voting members.
- e) Approval of Motions: For voting purposes, 3 members are required to vote in favour for a motion to be approved.

#### **4. Remuneration of Trustees**

Trustees will be remunerated according to Board Policy.

#### **5. Budget**

None required.

#### **6. Other**

- a) The Board will be the policy holder of the various benefit insurance plans.
- b) The Board will appoint an independent benefit consultant to provide information on the benefit plans to the Committee.

#### **7. Authority**

- a) The Committee will make recommendations to the Board of Trustees when major (estimated cost greater than \$25,000 per annum) changes in coverage, a change in benefit insurance policy carriers or benefit plan administrators, a change in benefit consultant, or new employee benefit plans are considered necessary by the Committee.
- b) The Committee has the authority to approve minor (estimated cost \$25,000 or less per annum) changes to coverage provided by each benefit plan.
- c) The Committee has the authority to hear and decide on employee special coverage requests.
- d) The Associate Superintendent of Business and Operations has the authority to renew benefit plans.

January 7, 2010