



AGENDA


BOARD OF TRUSTEES

Sarah Hoffman
Board Chair
(Pro Tem)

Sherry Adams
Orville Chubb
Michelle Draper
Ken Gibson
Nathan Ip
Michael Janz
Cheryl Johner
Ray Martin

Edmonton School District No. 7
One Kingsway
Edmonton, Alberta

Organizational Board Meeting **McCauley Chambers**
Tuesday, November 5, 2013
2:00 p.m.

- A. O Canada **
- B. Roll Call**
- C. Approval of the Agenda**
- D. Communications from the Board Chair (Pro Tem)**
- E. Communications from the Superintendent of Schools**
- F. Reading of the Declaration of Election Results**
 - 1. Declaration of Election Results
- G. Receipt of Oaths of Office**
- H. Reports:**
 - 2. Confirmation of Committees, Board Representation and Regular Meetings (Recommendation)
 - 3. Alberta School Boards Association (ASBA) Second Language Caucus – Call for Representatives (Information)
 - 4. Alberta School Boards Association (ASBA) Task Force on Strengthening the Provincial Voice of School Boards – Call for Interest (Information)
- I. Trustee and Board Requests for Information**
- J. Notices of Motion**
- K. Meeting Dates**
- L. Adjournment**

DATE: November 5, 2013

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Declaration of Election Results

ORIGINATOR: Dr. Sandra Stoddard, Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook](#) - Section 5.1.2 – Organizational Board Meeting Process in Election Year

ISSUE

Attached is the official declaration of election results from the City of Edmonton.

The Superintendent of Schools will read the election results issued by the City's Returning Officer.

ATTACHMENT

ATTACHMENT I Declaration of Election Results

SS:mmf

AUTHORITY NAME: Edmonton School District No.7

OFFICIAL ELECTION RESULTS

| SUBDIVISION/ WARD NO. | NO.OF VOTES RECEIVED | ELECTED (E) ACCLAIMED (A) APPOINTED (AP) | INCUMBENT(I) NEW (N) | MALE(M) FEMALE(F) | NAME OF CANDIDATE AS APPEARED ON BALLOT | MAILING ADDRESS OF CANDIDATES | PHONE NUMBER | FACSIMILE NUMBER | EMAIL ADDRESS |
|--------------------------|----------------------------|--|-------------------------|----------------------|--|--|-------------------|---------------------|---------------------------|
| Ward A | 0 | Acclaimed | Incumbent | Female | Cheryl R JOHNER | 17128 94 STREET NW Edmonton, AB T5Z 2A4 | (587) 984-6901 | | reelectcheryl@gmail.com |
| Ward B | 6,271 | Elected | New | Female | Michelle DRAPER | 3704 141 AVENUE NW Edmonton, AB T5Y 0E3 | (780) 680-4195 | | trustee@michelledraper.ca |
| | 2,120 | | New | Male | Steve JASWAL | 13511 26 STREET Edmonton, AB T5A 3V9 | (780) 699-9788 | | stevejaswal@gmail.com |
| | 3,413 | | New | Male | Carl KAMINSKY | 3717 135A AVENUE NW Edmonton, AB T5A 2W1 | (780) 819-1122 | | carlkaminsky@shaw.ca |
| Ward C | 3,876 | Elected | New | Male | Orville CHUBB | 10221 123 STREET Edmonton, AB T5N 1N3 | (587) 521-0504 | | info@chubbfortrustee.org |

I HEREBY CERTIFY THIS TO BE A TRUE STATEMENT
OF THE ELECTION HELD ON:

Monday, October 21, 2013

DATE OF ELECTION



SIGNATURE OF RETURNING OFFICER

AUTHORITY NAME: Edmonton School District No.7

OFFICIAL ELECTION RESULTS

| SUBDIVISION/ WARD NO. | NO.OF VOTES RECEIVED | ELECTED (E) ACCLAIMED (A) APPOINTED (AP) | INCUMBENT(I) NEW (N) | MALE(M) FEMALE(F) | NAME OF CANDIDATE AS APPEARED ON BALLOT | MAILING ADDRESS OF CANDIDATES | PHONE NUMBER | FACSIMILE NUMBER | EMAIL ADDRESS |
|--------------------------|----------------------------|--|-------------------------|----------------------|--|---|-------------------|---------------------|-------------------------------|
| Ward D | 3,252 | | New | Female | Tina JARDINE | 10250 161 STREET NW Edmonton, AB T5P 3J1 | (587) 784-5220 | | elect.tina@gmail.com |
| | 3,714 | | New | Female | Susan KETTERINGHAM | 12208 140 STREET Edmonton, AB T5L 2C7 | (587) 988-5310 | | ketteringham@shaw.ca |
| | 2,939 | | New | Female | Karen J. PHEASANT | 268 SURREY GARDENS Edmonton, AB T5T 1Z5 | | | kjpheasant@gmail.com |
| | 4,059 | | New | Female | Elizabeth JOHANNSON | 7523 112 AVENUE NW Edmonton, AB T5B 0E4 | (780) 802-1992 | | electelizabeth@gmail.com |
| | 6,306 | Elected | New | Male | Ray MARTIN | 704 8220 JASPER AVENUE NW Edmonton, AB T5H 4B6 | (780) 913-2516 | | raymartin4epsbwardD@gmail.com |

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|--------------------------|----------------------------|--|-------------------------|----------------------|--|--|-------------------|---------------------|------------------------------|
| Ward E | 6,959 | Elected | New | Male | Ken GIBSON | 151 WAKINA DRIVE NW Edmonton, AB T5T 2X5 | (780) 233-6738 | | ken@kengibson.ca |
| | 4,469 | | New | Female | Bridget STIRLING | 8105 105 AVENUE NW Edmonton, AB T6A 1B3 | (780) 292-6667 | | info@bridgetstirling.ca |
| | 3,077 | | New | Female | Lorraine WHEATLEY | 21030 96A AVENUE NW Edmonton, AB T5T 4G8 | (780) 993-1144 | | lorraine@lorrainewheatley.ca |
| Ward F | 14,709 | Elected | Incumbent | Male | Michael JANZ | 802 8708 106 STREET Edmonton, AB T6E 4J5 | (780) 288-9866 | | michael@michaeljanz.ca |
| | 3,670 | | New | Male | Noah SHILLINGTON | 10504 125 STREET NW Edmonton, AB T5N 1T5 | | | noah.shillington@gmail.com |

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OFFICIAL ELECTION RESULTS

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|--------------------------|----------------------------|--|-------------------------|----------------------|--|---|-------------------|---------------------|-------------------------------------|
| Ward G | 0 | Acclaimed | Incumbent | Female | Sarah HOFFMAN | 104 9739 92 STREET NW Edmonton, AB T6C 3S3 | (780) 999-7574 | | reelectsarah@gmail.com |
| Ward H | 3,656 | | New | Female | Julie DAVIES - JODOIN | 11255 31 AVENUE NW Edmonton, AB T6J 3V6 | (780) 434-1983 | | JulieDaviesJodoin_for_epsb@mail.com |
| | 6,475 | Elected | New | Male | Nathan IP | 66 1780 GLASTONBURY BOULEVARD Edmonton, AB T5T 6P9 | (780) 862-5825 | | info@nathanip.com |
| | 3,691 | | New | Male | Mike LANTEIGNE | 398 TWIN BROOKS DRIVE Edmonton, AB T6J 6V2 | | | mikey@mikelanteigne.ca |
| | 5,992 | | New | Female | Weslyn MATHER | 10704 5 AVENUE SW Edmonton, AB T6W 1A2 | (780) 800-4245 | | weslyn@wmather.com |

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|--------------------------|----------------------------|--|-------------------------|----------------------|--|--|-------------------|---------------------|---------------------|
| Ward I | 9,795 | Elected | New | Female | Sherry ADAMS | 2558 RABBIT HILL ROAD Edmonton, AB T6R 2Y9 | (780) 628-4801 | | sherryadams@shaw.ca |
| | 5,421 | | Incumbent | Female | Leslie Ann CLEARY | 9525 65 AVENUE Edmonton, AB T6E 0K1 | | | l.cleary@shaw.ca |

I HEREBY CERTIFY THIS TO BE A TRUE STATEMENT
OF THE ELECTION HELD ON:

Monday, October 21, 2013

DATE OF ELECTION



SIGNATURE OF RETURNING OFFICER

DATE: November 5, 2013

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Confirmation of Committees, Board Representation and Regular Meetings

ORIGINATOR: Dr. Sandra Stoddard, Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook](#) (Sections 5, 6 and 7)
[School Act](#), Section 64

ISSUE

In accordance with Section 64 of the *School Act*: *The organizational meeting of a board shall be held annually; and, in any year in which a general election takes place, shall be held within 4 weeks following the date of that election.*

The Board's rules and procedures regarding the organizational meeting are attached (Attachment I).

BACKGROUND

A list of the Board positions and committees along with the names of the Trustees who held these positions in 2012-2013 is provided in Recommendation #9. In accordance with Board policy, these positions are all subject to reappointment or review on an annual basis. Attached also is an excerpt from the Trustees' Handbook dealing with the organizational meeting as well as a description of the meetings of the Board and its committees, representatives and assignments (Attachment I).

RECOMMENDATION**1. That the following standing committee of the whole be confirmed:**

Caucus Committee

2. That the following Board committees be confirmed:

- a) **Advocacy**
- b) **Audit**
- c) **Board and Superintendent of Schools Evaluations**
- d) **Board Community Relations**
- e) **District Priorities and Governance**
- f) **Policy Review**
- g) **Four-Year Budget Planning and Results Review**

3. That Board representation on the following District staff negotiating committees as required be confirmed:

Teaching
Custodial
Maintenance
Support

4. That Board membership and representation on the following external agency be confirmed:

Alberta School Boards Association (ASBA)

- Provincial Executive
- Provincial Executive - Alternate
- Zone 23 Executive
- Zone 23 Executive – Alternate

5. That the Board's ASBA Issues and Resolutions Committee comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the Zone 23 representative be confirmed.

6. That the Board's membership and representation on the Capital Region Services to Children Linkages Committee be confirmed.

7. That Board representation on the Edmonton Public Schools Foundation Board of Directors be confirmed.

8. That the following dates and times of regular meetings be confirmed:

- a) **Board:** The Board will hold its regular meetings at 2:00 p.m. the first and third Tuesday of each month when possible, unless otherwise directed by special motion or by the Board Chair.
- b) **Caucus Committee:** Caucus Committee meetings will be held on an as-needed basis at the call of the Caucus Committee Chair in the Board Conference Room. The first Tuesday morning of each month will be reserved for such meetings.

9. That the Board reappoint or review the following positions and committees:

| | <u>2012-2013</u> | <u>2013-2014</u> |
|--|--|-------------------------|
| 1. Standing Committees of the Whole | | |
| a) Board Chair | Sarah Hoffman | |
| b) Board Vice-Chair | Michael Janz | |
| 2. Board Committees: | | |
| a) Advocacy (3 members) | Michael Janz Heather MacKenzie Christopher Spencer | |
| b) Audit (3 members – 1 of which is the Board Chair) | Sarah Hoffman (as Board Chair) Michael Janz Ken Shipka | |
| c) Board and Superintendent of Schools Evaluations (3 members) | Sarah Hoffman Catherine Ripley Christopher Spencer | |
| d) Board Community Relations (3 members) | Dave Colburn Cheryl Johner Heather MacKenzie | |
| e) District Priorities and Governance (3 members) | Leslie Cleary, Chair Ken Shipka Christopher Spencer | |
| f) Policy Review (3 members) | Dave Colburn Sarah Hoffman Catherine Ripley | |
| g) Budget Planning and Results Review | <i>All Trustees participate in the annual budget planning and results reviews of schools and central decision units as determined in the approval of the results review process.</i> | |

| | <u>2012-2013</u> | <u>2013-2014</u> |
|--|--|------------------|
| <u>Ad Hoc Committees and Board Representation</u> | | |
| 3. Negotiations: | | |
| a) Custodial Staff (CUPE Local 474) (contract expires August 31, 2014) (2 members) | n/a | |
| b) Maintenance Staff (CUPE Local 784) (contract expires August 31, 2014) (2 members) | n/a | |
| c) Support Staff (CUPE Local 3550) (contract expires August 31, 2015) (2 members) | Catherine Ripley Ken Shipka | n/a |
| d) Teaching Staff (contract expires August 31, 2016) (2 members) | Leslie Cleary Michael Janz | n/a |
| 4. Alberta School Boards Association Positions (ASBA): | | |
| i) Provincial Executive <i>Provincial Board of Directors - one representative plus an alternate elected in evenly numbered years for a two-year term - November 2011, June 2013, November 2014, June 2016.</i> | Sarah Hoffman <i>Trustee Hoffman was Appointed for the period following the ASBA June 2013 Spring General Meeting to the November 5, 2013 Organizational Board Meeting.</i> | |
| ii) Provincial Executive – Alternate <i>Provincial Board of Directors - one representative plus an alternate elected in evenly numbered years for a two-year term - November 2011, June 2013, November 2014, June 2016.</i> | Michael Janz <i>Trustee Janz was appointed for the period following the ASBA June 2013 Spring General Meeting to the November 5, 2013 Organizational Board Meeting.</i> | |

| | <u>2012-2013</u> | <u>2013-2014</u> |
|---|----------------------------|------------------|
| iii) ASBA Zone 23 Executive (1-year term) | Cheryl Johner | |
| iv) ASBA Zone 23 - Alternate (1-year term) | Michael Janz | |
| 5. ASBA Issues and Resolutions Committee (1-year term – 3 positions) | ¹ Sarah Hoffman | |
| • ¹ Board Chair or Vice-Chair | ² Cheryl Johner | |
| • ² ASBA Zone 23 Executive representative | ³ Dave Colburn | |
| • ³ ASBA Provincial Executive Board of Directors representative | | |
| 6. Capital Region Services to Children Linkages Committee | | |
| i) Representative (1-year term) | Leslie Cleary | |
| ii) Alternate (1-year term) | Christopher Spencer | |
| 7. Edmonton Public Schools Foundation Board of Directors | Leslie Cleary | |

ATTACHMENT I - Trustees' Handbook: Sections re:

- Section 5 – Meetings of the Board
- Section 6 – Board Committees
- Section 7 - Ad Hoc Committees and Board Representation

SS:mmf

5. MEETINGS OF THE BOARD

PURPOSE:

The Board conducts its business through meetings where Trustees share knowledge, experience, expertise, ideas, attitudes and expectations to effectively carry out the duties vested in the Board of Trustees by the [School Act](#) and other legislation. In meetings, the Board draws on the expertise of the Superintendent of Schools and the Administration to understand the educational, fiduciary, human, and community implications (both risks and benefits) of any decisions. The Board believes it is important to make informed decisions in the interest of the public and students. The Board values transparency and accountability and believes that, to the greatest extent possible, its decision making should be conducted in public.

5.1 **Organizational Board Meeting in Election Year**

The first public meeting of the Board of Trustees following an electoral vote will be conducted as an organizational board meeting, and will be held within 4 weeks following the date of an election in accordance with [School Act](#), Section 64(1)(b). The meeting will commence at 2:00 p.m. unless otherwise directed by special motion or by the Board Chair.

An informal pre-organizational meeting of the Trustees shall be held prior to the Organizational Board meeting to provide an opportunity for Trustees to discuss the roles and responsibilities and interested nominations for the various Board and committee positions. No decisions may be taken at this meeting.

Orientation shall be provided for all Trustees about the Board governance model, board meeting procedures, Board committee structure and roles and responsibilities prior to the Organizational Board meeting.

5.1.1 **Organizational Board Meeting in Non-Election Years**

In non-election years, an organizational meeting will be held on the second Tuesday in September at 2:00 p.m. and follow the same process. If the meeting is not held at this time, a meeting will be called for each succeeding afternoon at the same hour and place until a meeting occurs.

5.1.2 **Organizational Board Meeting Process in Election Year**

The meeting will take place in public, and be called to order by the Chair of the previous Board or, in his or her absence, the Vice-Chair. In the absence of both of these persons, the Superintendent of Schools shall act as Chair.

The Secretary-Treasurer or, in his or her absence, the Superintendent of Schools will read the election results issued by the City's Returning Officer.

Every Trustee shall take and subscribe to the official oath prescribed by the [Oaths of Office Act](#) in accordance with the [School Act](#) Section 76. The Oath of Office shall be administered by the District's General Counsel. The Secretary-Treasurer will receive the declarations of office and these will be retained in the Board Office.

Following the declarations proceedings, nominations and elections for Board positions and committee representation will take place.

1. Election of the Board Chair

Nominations will be received for the position of Board Chair. Nominees will have opportunity to provide a one-minute speech with voting to follow. Election for the position of Board Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot ([School Act](#), Section 73). In that case, the vote will be held by secret ballot. The Secretary-Treasurer will collect and count the ballots and the Superintendent of Schools will act as scrutineer for the ballot count.

The Secretary-Treasurer will announce the name of the person who receives the majority of votes of the members present, as being declared elected by the Board.

If no candidate receives a majority of the votes of the members present, the nominee who receives the fewest number of votes will be dropped from the ballots and successive votes shall be taken until one nominee receives a majority of votes of the members present.

In the case of a tie, nominations for Board Chair will again be called for and a vote on the persons nominated will be taken. This procedure will be repeated until a Chair is elected.

The newly elected Board Chair will assume the Chair position and move seating positions as required.

2. Election of the Board Vice-Chair

Nominations and election for the office of Vice-Chair will proceed in the same manner as that of the Board Chair. Election for the position of Vice-Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot. In that case, the vote will be held by secret ballot ([School Act](#), Section 73) as provided for the Board Chair position.

3. Elections for Membership - Standing

Committees

a) Committees of the Whole

The Board will establish or confirm the retention of the following standing committees of the whole:

- Caucus Committee: The Vice-Chair serves as the Chair of the Committee.

b) Other Standing Committees

The Board will establish or confirm any other standing committee required for the proper conduct of the Board's affairs including:

- Advocacy
- Audit
- Board and Superintendent of Schools Evaluations
- Community Relations
- District Priorities and Governance
- Policy Review
- Issues and Resolutions
- Budget Planning /Results Reviews
- Interpretations Committee

Nominations will then be received for committee membership by verbal nomination from a Trustee. Once nominations are complete, the elections will be by an open vote in accordance with the [*School Act*](#), Section 73.

4. Elections for Membership - Ad Hoc Committees

The Board may appoint special committees or subcommittees consisting of one or more Trustees to study, investigate, or act on specific matters. These committees will report either to the appropriate standing committee of the Board or directly to the Board, and will be discharged on the completion of their assignments. The Board Chair will be an ex-officio member of all ad hoc committees.

5. Elections for Board Representatives on External Committees

The Board will establish or confirm the Board's membership and/or participation in external committees and/organizations. These representatives are responsible to, and will report back to, the Board or committee that appointed them.

- The Board, or a committee, may appoint Trustee representatives to external committees that support the Board's strategic areas of focus and priorities.
- Trustees representing the Board on committees or boards of other agencies may request the Superintendent of Schools to appoint representatives of the Administration to attend meetings with them or as their envoys.

6. Confirmation of Meeting Day, Time and Location

The Board will establish or confirm the day, time, and place of regular public meetings of the Board and Caucus Committee.

7. Organizational Meeting Adjournment or Reconvene

- The meeting may then be adjourned.
- If the Board wishes, a meeting may be reconvened as a regular public board meeting to conduct the business of the Board (See Section 5.2 – Public Board Meetings).

5.2 Public Board Meetings

Public Sessions

- All board meetings are open to the public ([*School Act*](#), Section 70).
- The Board Chair may expel from a meeting any person who is demonstrating improper conduct.
- When a majority of the Trustees present feel it is appropriate to hold a meeting or sections of a meeting in-camera, the Board may, by motion, go into in-camera sessions (see in-camera sessions below). However, the Board, while meeting in-camera, has no power to pass any bylaw or motion apart from the motion necessary to revert to an open meeting.
- With the approval of the majority, the Board may change the day, time and location of its public meetings. Any changes would be noted on the District website.

Time and Location of Regular Meetings

The Board will hold its regular meetings at 2:00 p.m. the first and third Tuesday of each month when possible, unless otherwise directed by special motion or by the Board Chair.

Quorum

- A quorum is a majority of the Trustees that are specified by the Minister, under the [School Act](#), to be elected to the Board. A quorum consists of five (5) Trustees.

Unless there is a quorum within half an hour after the meeting time set for the Board, the meeting will be adjourned until the next meeting, or until another meeting is called. The names of the members present at the end of the half hour will be recorded.

- An act or proceeding is only valid if it is adopted at a regular or special meeting at which a quorum of the Board is present.

Electronic Participation of Trustees in Board Meetings

Attendance of all Trustees at board meetings is an expectation under the [School Act](#) in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role.

Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with Section 71 of the [School Act](#) up to three times in a calendar year.

- The Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
- In addition, there must be a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
- Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
- The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
- Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.

- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
- If a connection is lost twice during electronic participation, no further attempts to connect will be made.

5.2.1 Public Board Meeting Agendas

The agenda format has been adjusted from time to time over the years at the specific request of the Board.

Reports are normally ordered on the agenda with recommendation reports first and information reports following with the intent of assisting the Board in being efficient with its time and getting to those items which require Board approval.

Trustees can view upcoming meeting reports through the Management Activity Reporting System (MARS) posted on the Board Intranet Site (BIS). The MARS report is updated regularly.

Agenda Format

The following will be the format for agendas of board meetings:

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
- G. Recognition
- H. Comments from the Public and Staff Group Representatives
- I. Reports
 - Recommendation
(From Board Committee, Representative, Trustee Motions and Superintendent of Schools)
 - Feedback
 - Information*
(Board Committee, Representative or Trustee and Superintendent of Schools)
**Information reports will be dealt with as an omnibus*
 - Delegation or External Presentation (time-specific)

- J. Comments from the Public and Staff Group Representatives - 5:00 p.m.
(The 2nd board meeting of the month – NOTE: Pre-registration is required by 4:30 p.m. the day before the meeting to reserve a 5:00 p.m. speaking time. If there are no registrants, this section of the agenda will be dealt with when the Board gets to that item on the agenda and the meeting will be adjourned at the completion of the Board's business.)
- K. Other Committee, Board Representative and Trustee Reports
- L. Trustees and Board Requests for Information
- M. Notices of Motion
- N. Meeting Dates
- O. Adjournment

Agenda Preparation

In accordance with Board policy, Board motion, the strategic plan, practice and law, the preparation of the draft agenda for a regular meeting is the responsibility of the Superintendent of Schools, or designate.

A draft agenda is posted on the Board Intranet Site (BIS) eight (8) days prior to the Board or Caucus meeting for all Trustees to review. Trustees who wish to have an item added to the agenda are to contact the Board or Caucus Chair with their request.

The Board or Caucus Chair will provide changes and approval to the Director, Executive and Board Relations prior to including in the Board information packages by end of day on the Wednesday preceding the board meeting.

Delivery of Agendas

- Material for board meetings will be posted on the Board Intranet Site (BIS) at least three days in advance of the meeting.
- A copy of the agenda for public meetings will be sent to the news media and posted on the District's website at least three days preceding the meeting.
- The Board and Caucus Committee will approve the meeting agendas at each meeting in the event there are changes or emergent items requiring discussion.
- Agenda materials that are not dealt with at a meeting will be added to the next meeting agenda.

5.2.2 Meeting Proceedings and Rules of Order

Robert's Rules of Order will govern the conduct of all regular and special meetings of the Board when not specifically covered by the following rules of order:

Chair

- The Chair will preside at all meetings, call the meetings to order at the hour appointed, and proceed with business.
- In the absence of the Chair, the Vice-Chair will preside.
- In the absence of the Chair and the Vice-Chair, the members present will elect another Trustee to act as Chair of the meeting.

Order of Business

The Board will deal with all matters properly brought before it, unless referred to a committee by a majority vote of the members present.

Motions and Recommendations

Board business is facilitated through group discussion, debate and voting on either individual Trustee motions or recommendations from the Superintendent of Schools or a Board Committee, which are submitted to the Board by a motion of the Chair or any other Trustee. Both individual Trustee motions and recommendations from the Superintendent of Schools or Board Committees are formal proposals that the Board or Administration undertake certain action. In both cases, no seconder is required ([*School Act*](#), Section 72).

Process for a Trustee to Initiate Action on Selected Concerns through Motions

A Trustee who has identified issues on which he or she wishes to initiate action is first encouraged to seek advice and assistance from the Director, Executive and Board Relations. The Director, Executive and Board Relations can assist the Trustee in exploring and furthering his or her understanding of district policies and practices related to the issue, potential implications of the proposed action, and what written background information might be appended in support of the motion to aid discussion and decision. The Director, Executive and Board Relations can also help with suggested wording for a motion so as to ensure clarity of intent and direction and to achieve the desired action.

Notices of Motion

- Once crafted, a notice of motion is served at a scheduled meeting of the Board of Trustees during the regularly schedule agenda item "Notices of Motion" at the end of the meeting.
- By putting forward a notice of motion prior to the motion being read out and debated at a subsequent meeting, Trustees and stakeholders can reflect on the proposed action and consider the implications prior to a debate and decision.
- On occasion, timeliness may be a factor, and any Trustee can propose an action during a Board meeting by using the words "I move that...." If the motion introduces any new matter, of which no notice has been given at a previous meeting, any member may demand that notice be given. In this case, the motion will stand as a "Notice of Motion" for the next meeting.
- Alternatively, the mover can ask the Board to "waive notice of motion" so that the debate can happen immediately. Notice of motion can only be waived by a unanimous decision of the Board.

Debate on Motions

- At the meeting at which a motion is introduced, the motion must be stated before the Trustee who introduced the motion may speak on it.
- After any motion has been submitted, the Chair or any member may request that it be put in writing or be recorded before it is stated by the Chair.
- Once introduced, a motion will be voted on unless, with the permission of the Board, it is withdrawn by the mover.
- The Chair, or other presiding Trustee, may express an opinion on any subject under debate.
- The mover of a motion may speak first to that motion. Thereafter, each Trustee will have an opportunity to ask questions for clarification. Questions may be asked to the Superintendent of Schools at this stage through the Board Chair.
- When the Chair calls for formal debate, Trustees will have two opportunities to speak, for a maximum of three minutes each time. Permission to extend the limits of debate may be granted by the Chair if the majority of Trustees concur. The mover of the motion will be given an opportunity to close debate.
- Trustees, before speaking, should address the Chair or other presiding Trustees, and confine themselves to the question under debate.

- When two or more Trustees address the Chair at the same time, the Chair will identify who may speak first.
- While speaking, Trustees will not be interrupted except on a point of order or for the purpose of explanation.
- If any members transgress the rules, the Chair, or any other member, may call them to order. The members called to order will immediately be silent, but will be permitted to explain later. The Board, if appealed to, will decide on the case, without debate.
- As long as it does not interrupt a speaker, Trustees may require the question under discussion to be read at any time during the debate.
- While the Chair is putting the question/calling for the vote, Trustees may not speak or move about the room.
- Trustees may not speak after the question (call for the vote) has been put by the Chair.

Amending a Motion

During the debate stage, a Trustee may propose changes to the main motion by moving an amendment to the motion.

The motion to amend takes three basic forms:

- Inserting or adding words or paragraphs.
- Striking out words or paragraphs.
- Striking out words and inserting or adding others, or substituting an entire paragraph or complete resolution for another.

The proposed amendment is open for questions and debate prior to a vote being called on the amendment. Should the majority agree to the amendment, the new amended motion then gets debated and voted on by the Board.

Point of Order

The Chair or other presiding Trustee may be called on to decide a point of order or practice. The Chair will make a decision and state the rule applicable to the case. An appeal from the ruling of the Chair will be decided by a majority of the members present.

Voting on Motions and/or Recommendations

- Unless otherwise provided by the [School Act](#), all motions will be decided by the majority of the votes. In cases of a tie vote, the motion will be defeated. Every Trustee will vote on all motions unless excused by the Board. Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the [School Act](#), the Trustees are required under Section 83 of the [School Act](#) to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The Chair will declare the result of all votes. The names of those who vote for and those who vote against the question will be entered in the minutes. If the vote is unanimous, the names will not be entered in the minutes.
- No member of the Board will have more than one vote.

Outcome of Motions

- If approved, the Administration under the direction of the Superintendent of Schools shall be responsible for implementing the intent of the motion.

Motions to Reconsider

- Trustees may not introduce or give notice of a motion to reconsider a motion passed previously by the Board during the same organizational year (September to September), unless a member voted for the original motion (or in the event that the original motion was defeated, a member who originally voted against the motion).
- A member who was not a member of the Board at the time of the passing or defeat of the original motion, may move to reconsider a motion.

5.2.3 Comments from the Public and Staff Group Representatives

The Board offers multiple scheduled opportunities for the public to address the Board at its meetings.

Public comments are to be kept to three minutes and the Board will not permit critical statements being made about particular individuals or schools whether named or identifiable by the context.

The following procedures facilitate input from the public and staff group representatives during board meetings:

Comments on Specific Board Agenda Items

- A member of the public or a staff group representative wishing to give a position to the Board on a specific board agenda item must register with the Board Office (780-429-8021) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board policy [JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#) to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair and Trustees in advance of the start of the meeting.
- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comments shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.

General Comments on an Educational Issue at a Board Meeting

- The Board provides the public with the opportunity to speak to general educational issues at the beginning of each public meeting as well as an opportunity at 5:00 p.m. at the second board meeting of the month.
- If a member of the public or a staff group representative wishes to address the Board, the individual must register with the Board Office (780-429-8021) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board policy [JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#) to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair in advance of the meeting starting.
- The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.

- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comment on a specific agenda item shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.
- If there are no registered speakers for the 5:00 p.m. session, the meeting will be adjourned when business is concluded.

Delegations and Presentations to the Board

Delegations wishing to present to the Board at a public meeting will be directed to the Community Relations Committee to hear requests as per the Committee's terms of reference. If approval is received by the Community Relations Committee, a place on the Board agenda will be provided.

Representatives of organizations wishing to comment on an agenda item or make general comments on an educational matter may do so as per Board policy [JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#).

Adjournment

The Board will remain in session no later than 6:00 p.m. unless otherwise determined by a majority vote of the members present.

Minutes

- The proceedings of all regular board meetings will be recorded. Board minutes contain all motions, recommendations, Board requests for information and questions approved by the Board that require administrative action.
- The minutes of board meetings are approved by the Board at the next regular meeting of the Board.
- The recordings of board meetings will be retained for the previous four years (September to September) plus the current year.

Miscellaneous

No member will leave the board meeting before or during the close of the session without notifying the Chair.

Televising, Taping and Broadcasting of Board Meetings

The Board encourages the news media to televise, tape record, and broadcast board meetings.

5.3 Special Board Meetings

Under [School Act](#), Section 67 a Special Meeting may be called by the Board Chair, or the majority of Trustees, or the Minister to deal with urgent matters.

Procedure

- The Chair will call a special meeting of the Board when any Trustee makes a request to the Chair by giving two days notice in writing (including e-mail), by having the request supported by at least four other members of the Board in writing (including e-mail), and by stating the special business necessitating the calling of such a meeting.
- Special meetings of the Board will be called by giving written notice to each Trustee either:
 - by verified personal or electronic service to each Trustee's residence at least three days prior to the meeting, or
 - by mailing the notice at least six days prior to the meeting, or
 - notice of a meeting may be waived by unanimous consent
- The notice will state the time and place of the meeting and the nature of business to be transacted. Items of business not included in the notice of meeting may be added only if all Trustees are present at the meeting and agree to the addition of the agenda item; [School Act](#), Section 67(5).
- The rules of order for a special meeting are identical to those for a regular meeting.
- Special meetings are open to the public and the news media.
- Public notice of the meeting is encouraged but not required under the [School Act](#).

5.4 Caucus Committee

Committee of the Whole (in-camera)

Purpose

The Board values transparency and accountability and believes that, to the greatest extent possible, its decision making should be conducted in public. There are, however, specific instances when the public interest is best served by private discussion in "in-camera" sessions.

The Board holds in-camera meetings to deal with land, labour and legal matters. The Board also gathers privately for professional development, reviewing the functioning of the Board, and for strategic planning purposes. The requirement for confidentiality of in-camera materials and proceedings is fundamental to protect individual privacy and the District's fiduciary and strategic interests. For this reason, all in-camera meetings are closed to the public and news media.

All recommendations from the Caucus Committee must be approved at a public board meeting prior to being enacted or implemented.

Expectations

1. In accordance with Section 61 of the [School Act](#), the Board delegates to the Caucus Committee the following powers:
 - a. Discussing and/or developing recommendations to Board on matters pertaining to:
 - the personal or proprietary information of an identifiable individual or group, including staff, students and parents;
 - labour relations and employee negotiations;
 - a proposed or pending acquisition or disposition of property;
 - law enforcement matters, litigation or potential litigation, including matters before administrative tribunals affecting the District;
 - the security of the property of the District;
 - the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 113 of the [School Act](#).
 - b. Reviewing the functioning of the Board.
 - c. Developing advocacy plans to other levels of government and strategic planning activities.
 - d. Engaging in professional development.

2. The first order of business for a Caucus Committee meeting shall be approval of the agenda and confirmation of the items as appropriate for discussion in-camera.
3. All matters requiring Board decision arising from discussions in Caucus Committee shall be reported to a public board meeting for Board approval. Recommendation reports to Board shall contain sufficient background information to explain the recommendation and implications of the decision to be made with due consideration to protection of personal or proprietary information.
4. All agenda items and supporting materials on which motions and recommendations are based, and the substance of deliberations shall remain confidential, except when:
 - the Board of Trustees determines that the information should be submitted to a public meeting;
 - the Board of Trustees specifically authorizes its public release, or when legally required to release such information;
 - a motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the District.
5. The Caucus Committee may appoint a subcommittee of Trustees, or administrators, or other individuals to act on its behalf.

Quorum

The membership of the Caucus Committee is the full Board. A quorum is the majority of the Committee members. A quorum of the Caucus Committee consists of five (5) Trustees.

Rules of Order

- The Vice-Chair of the Board will serve as the Caucus Committee Chair, presiding at every meeting and will vote on all questions submitted. In the Chair's absence the Board Chair will preside. In the absence of the Board Chair, the members present will appoint one of their members to be Chair.
- The rules of the Board will be observed.
- The Committee submits its recommendations to the Board.

Confidentiality

All materials submitted and the substance of discussions held in Caucus Committee shall be treated as confidential by all Trustees and Administration in attendance.

Agendas

The preparation of the agenda for a Caucus Committee is the responsibility of the Superintendent of Schools or designate.

A draft agenda is posted on the Board Intranet Site (BIS) eight (8) days prior to the Board or Caucus meeting for all Trustees to review. Trustees who wish to have an item added to the agenda are to contact the Board or Caucus Chair with their request.

The Caucus Chair will provide changes and approval to the Director, Executive and Board Relations prior to including in the Caucus information packages by end of day on the Wednesday preceding the board meeting.

Format of Agendas

- A. Roll Call
- B. Approval of the Agenda
- C. Communications from the Board Chair
- D. Communications from the Superintendent of Schools
- E. Minutes
- F. Reports
 - (From Board Committee, Representatives and Trustee Motions and Superintendent of Schools)
 - Recommendation
 - Feedback
 - Information
 - Delegation or External Presentation (time-specific)
- G. Other Committee, Board Representative and Trustee Reports
- H. Trustees and Board Requests for Information
- I. Notices of Motion
- J. Meeting Dates
- K. Adjournment

Delivery of Agendas

- Material for Caucus meetings will be posted on the Board Intranet Site (BIS) at least three days in advance of the meeting.
- The Caucus Committee will approve the meeting agendas at each meeting in the event there are changes or emergent items requiring discussion.
- Agenda materials that are not dealt with at a meeting will be added to the next meeting agenda.

Time and Location

- Caucus Committee meetings will be held on an as-needed basis at the call of the Caucus Committee Chair in the Board Conference Room. The first Tuesday morning of each month will be reserved for such meetings.
- Notices of meetings will be provided in the same manner as for regular board meetings unless, by consent of all the Trustees, notice is waived.
- These meetings are closed to the public and media; however, all recommendations arising from the meeting will be brought to the public board meeting for decision.
- In circumstances where immediate decisions are required for time sensitive matters, a motion to “act out of Caucus” will need to be carried prior to enactment of the recommendation. The decision will still be communicated at the public meeting through a report from the Caucus Committee.

Adjournment

The Caucus Committee will remain in session no later than 12:00 noon unless otherwise determined by a majority vote of members present.

Minutes

- The minutes of the Caucus Committee will contain motions, recommendations and questions that require administrative follow up.
- The minutes of Caucus Committee are accessible to Trustees on request; however, a motion of the Caucus Committee is required prior to providing a Trustee the minutes of a Caucus Committee meeting if that Trustee was not a member of the Caucus Committee at the time of the meeting.
- The minutes of the Caucus Committee are approved by the Caucus Committee at the next regular meeting of the Caucus Committee.

5.5 Meeting of the Superintendent of Schools and Trustees (MST)

Purpose

A meeting held by the Superintendent of Schools to update the Board of Trustees on current and emergent issues pertaining to the Board in a collaborative manner on the third Tuesday morning of each month.

5.6 Board Reports, Enquiries and Requests for Information

5.6.1 Board Reports

Board reports are the instrument used to formally bring forward Board-related business on its meeting agendas. Reports may come from a Board Committee, a Trustee, or the Administration. Reports to be included on a meeting agenda are actively tracked and managed through the Management Activity Reporting System (MARS). The MARS report can be found on the Board Intranet Site (BIS).

There are three types of reports that may be presented for consideration at a meeting:

1. Recommendation Report

- Recommendation reports are used to seek approval by the Board on a course of action and should provide a level of detail to the Board.
- Recommendation reports are used by Board committees or the Administration.
- When a notice of motion is served by a Trustee, the motion is added to an upcoming Board/Caucus meeting agenda through a recommendation report. It is up to the individual Trustee what information, if any, they wish to include in the report.

2. Feedback Report

- Feedback reports are a special type of report used to initiate discussion, and seek input and direction from the Trustees.
- Feedback reports can be used by a Trustee, a Board committee, or the Administration.
- For more complex matters, the Administration will use a feedback report to signal that Trustee input, information or clarification is needed prior to determining appropriate options and/or developing a recommended course of action.
- Feedback reports may assist in narrowing down possible options before preparing a recommendation.
- This step is to enhance the ability to incorporate Trustees' view points and address concerns when developing recommendation reports.
- For feedback reports to be effective, it is important to clearly identify the questions for Trustees to answer and identify the areas that need clarification.
- Most recommendations do not require a feedback report before a recommendation being developed; however, it is strongly encouraged for complex issues to clarify Board direction.

- Trustee comments and suggestions, including those that had been previously submitted via e-mail will be considered by the Committee, Trustee or the Administration in the development of the final report coming to board.

3. Information Report

- Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.
- Information reports may be used to publicly notify the Board of key decisions already made or a direction already undertaken (by a Trustee, a Board committee, or the Administration).
- Questions and comments related to the information are permitted, but no decisions are required or expected.

5.6.2 Enquiries and Requests for Information

- In order for the Board to make informed decisions on matters brought before it and within its purview, the Board may request additional information from Administration.
- Trustees, in regular meetings of the Board or in a Committee, may make Requests for Information from the Administration relative to matters before the Board or which will be brought before the Board.
- Whenever possible, the Administration will attempt to answer Trustee questions and/or provide readily available information at the meeting at which it was requested.
- If the Administration is unable to provide the information at the meeting at which it was requested, the Administration will advise the Board whether the information can be made available and track the request. If there will be difficulty in providing the information, the Administration will seek clarification and advise what information could be made available within existing resources.
- Trustees may request for reports to appear as agenda discussion items for Board or committee meetings. Such requests should take the form of Board motions.
- If, in the opinion of the Superintendent of Schools, a Trustee request for information will result in a significant expenditure of time and resources, the Trustee shall be so advised and the Trustee may seek Board approval for the expenditure through a notice of motion.

- Informal requests for information outside of a board meeting may be made through the Director, Executive and Board Relations who will determine with the Trustee, the intent, scope, specific information and process for initiating this request. The outcome of these requests will be based on providing the most efficient response time to all Trustees through an email or Transmittal Memorandum.
- Information requested by individual Trustees relative to the operation of schools and to educational matters not before the Board but within the Board's purview, should be prefaced with a rationale or purpose for the requested information to give context and assist in the Administration understanding of the request.
- The Board Chair may ask for reports necessary for the proper conduct of Board or committee meetings.

(Also see [Direct Requests of Administration - Section 9.2](#))

5.7 Meeting Packages and Materials

- Board meeting packages are posted on the Board Intranet Site (BIS) Thursdays. The meeting package for the public board meeting is also posted on the District website and provided to the staff group presidents.
- Trustees may preview dates of upcoming reports (MARS Listing) and the status for formal requests for information in progress, on BIS.
- As the Board Office operates primarily in a paperless environment, all meeting information and correspondence is posted electronically for easy access. Trustees who prefer using hard copies may download the information and print copies if they wish.

5.8 Seating in McCauley Chambers

- The Board table in McCauley Chambers has designated seating for the Board Chair, Vice- Chair and Trustees.
- The organizational meeting in election years will begin with the previous Board Chair and Vice-Chair (if re-elected) occupying their designated seats. All other Trustees will be seated in alphabetical order by ward starting with the first seat on the left as Ward A.
- Upon election of the new Board Chair and Vice-Chair, each will respectively occupy the designated places at the Board table and the previous Board Chair and Vice-Chair will assume the seats thus vacated. Adjustments to the nameplates and seating arrangements will be made for the next board meeting.

6. BOARD COMMITTEES

PURPOSE:

Board committees are established by the Board of Trustees to assist the Board in meeting its role and responsibilities as governors. The Board grants authority to its committee to undertake work at their direction with recommendations for Board action to return to the Board of Trustees for decision.

6.1 Board Committee Protocols

1. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
2. A committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board Committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the committee and a preliminary schedule for its business.
5. Committees of the Board normally meet bi-monthly or as required. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.
6. Board Committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the Terms of Reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.

The Committee Chair is responsible for:

- Agenda preparation;
- Schedule of meeting dates;
- Written reports and recommendations to the Board of Trustees or Caucus Committee;
- Logistical requirements for all Committee meetings.

The Administration is responsible for:

- Strategic support aligning the work of the Committee;
- Edit and review of all draft reports in consultation with Committee Chair;
- Providing all logistical support for the meeting.

7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
8. Board committees shall not exercise authority over staff nor direct staff operations.
9. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
10. All Trustees are welcome to attend Committee meetings, providing electronic confirmation of their attendance to the Committee Chair prior to the meeting. All Committee decision-making is reserved for Committee members.
11. Attendance of others at meetings of Board committees shall be limited to administrative support and invited guests, and if decided by the Board of Trustees, the public may attend as observers.

Committee Member Resignations

A Trustee who decides to resign from a Board committee shall provide written notice, two weeks in advance, to the Committee, the Board Chair and the Superintendent or designate. A replacement will be selected at the next public board meeting.

6.1.1 Advocacy Committee

Purpose

The Advocacy Committee is responsible for assisting the Board of Trustees in developing and carrying out an advocacy plan for building positive intergovernmental and public relations as a way of furthering District priorities and the Board's strategic plan.

Terms of Reference

The Board recognizes that it needs government and public support for public education; that the Board's objectives can be furthered through advocacy and the assistance of others; that effective advocacy is dependent on positive relationships with stakeholders; that building positive relationships takes time; and that the Board must use the time it has available to it efficiently and effectively.

The Advocacy Committee will:

- Following an election and after the new District Priorities have been approved by the new Board, recommend to Caucus Committee a four-year advocacy plan for Board liaison with targeted stakeholder groups including but not limited to staff, students, parents, other levels of government and external agencies for the purpose of furthering the Board's strategic

objectives and/or advocacy initiatives. The plan will identify objectives, existing activities and where additional activities and strategies are needed for implementation of the Board's strategic advocacy plan.

- In conjunction with the Board's Strategic Plan, review, confirm and develop strategic actions for advocacy/influence that can be realized through positive stakeholder activities.
- In non-election years, monitor, review and update the Board's strategic advocacy plan mid-year or as required and report to the Caucus Committee.
- The Board Chair, by virtue of the office, plays a crucial role in keeping the Caucus Committee apprised of government and public relations opportunities extended to the Board.

6.1.2 Audit Committee

Purpose

The purpose of the Audit Committee is to assist the Board of Trustees in ensuring the assets of the corporation are preserved and resources utilized effectively. The Audit Committee is part of a system of checks and balances and as guardian of the District's interests, assesses whether the organization is appropriately administering public funds.

Terms of Reference

The committee meets at least twice a year in-camera, generally once in the fall, and the second taking place later in the year.

1. The Audit Committee meets prior to the annual audit to:
 - recommend the appointment of an external Board auditor to the Board of Trustees on an annual basis and in accordance with Board Policy [DIE.BP - Auditor](#) and the [School Act](#) (part 6, division 1);
 - meet with the external auditor prior to commencement of the audit to review the engagement letter and assure the auditor's independence from management; and
 - review and discuss the audit plan with the external auditor and make a recommendation to Board.
2. The Audit Committee meets following the annual audit to:
 - meet with the external auditor and Administration to review the external auditor's assessment of the District's system of internal controls and accounting policies, the draft annual audit report, accept receipt of the external auditor's independence letter, audit findings report and accompanying draft management letter;

- provide information to demonstrate due diligence was undertaken in reviewing the financial information, and make a recommendation to Board on whether to accept the annual audit report and financial statements for forwarding to the Minister of Education; and
- receive the Superintendent of School's report on internal audit activities.

Composition

The membership of the Audit Committee shall be comprised of:

- three Trustees, including the Board Chair
- two external members who are designated accountants.

Term of appointment shall be one year for Trustees, consistent with all Trustee Standing Committees. The term of appointment for external members shall be four years.

Notwithstanding any such term, each committee member shall serve at the pleasure of the Board of Trustees who reserves the right to terminate any appointment without notice, with or without cause.

Selection Process for External Committee Members

The Administration will post a request for Audit Committee members on the following websites:

- Certified Management Accountants of Alberta
- Certified General Accountants of Alberta
- Institute of Chartered Accountants of Alberta
- University of Alberta business department

The Audit Committee, with support of the Superintendent of Schools and the Executive Director Finance and Infrastructure, will select the two external members of the Audit Committee.

Quorum

A quorum of the Audit Committee consists of three members of the Committee; two members which must be from the Board of Trustees.

Rules of Order

The agenda format, rules of order and confidentiality requirements for Caucus Committee will be observed. All committee members shall commit to ethical conduct; proper use of authority, decorum and professional conduct.

Budget

There is no identified budget for this committee. External committee members are not entitled to honoraria.

Resources

[Financial Statement Readability Tool Kit](#) (Alberta Education, Auditor General and Association of School Business Officials (ASBOA))

6.1.3 **Board and Superintendent of Schools Evaluation Committee**

Purpose

The Board and Superintendent of Schools Evaluations Committee (BSEC) is responsible for assisting the Board of Trustees to conduct:

- an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities;
- an annual evaluation of the Superintendent of Schools in accordance with Board Policy [GGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools Contract in accordance with the [School Act](#).

Composition

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

Additional resources may be involved as requested by the Superintendent of Schools and/or designate.

Terms of Reference

A. Board Self-Evaluation

The Board shall undertake an annual Board evaluation for the purpose of Board development and to model its policy of system-wide evaluation as a means of continuous improvement.

The Board Evaluation process should:

- assist the Board in identifying Board strengths and areas for improvement, and common beliefs and values amongst Trustees;
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board's mandate and role and responsibilities;
- provide an opportunity for Trustees to discuss the Board Evaluation results in the context of Board development; and
- provide an opportunity to recognize the Board's accomplishments.

The Committee will:

- recommend a plan to Caucus Committee for the annual evaluation of the Board of Trustees in keeping with the terms of reference for the Board self-evaluation;
- develop and recommend to Caucus Committee a proposed Board result statement based on an analysis of the Board's self-evaluation;
- present the Board evaluation result statement on behalf of the Caucus Committee to public Board for approval; and
- in the last year of a term, assist in the creation of a summary document of the Board's results and work still to be accomplished to aid in the transition for the next Board.

The Board Self- Evaluation Instrument should:

- be brief; it should not take more than one hour for completion by each Trustee;
- be specific to the Board of Trustees of Edmonton Public Schools;
- measure Board performance with respect to the mission statement, the roles and responsibilities of the Board, the principles of operation of the Board, the District Priorities and the Board strategic plan;
- measure Board performance in both quantitative and qualitative terms;
- lend itself to ease of aggregating results; and
- provide a basis of comparison of Board performance from year to year over the Board's term.

The Board Self- Evaluation process will consist of six main activities:

- 1) All Board members will complete a Comprehensive Self-Evaluation in June.
- 2) With the exception of an election year, the results will be used to create an *Annual Governance Action Plan* at the Board annual retreat in the fall. The plan will highlight what the Board is doing well and where it needs to improve. The Action Plan will include the following elements:
 - **What do we want to achieve?** – What areas do we want to improve and what results do we want?
 - **Actions** – What concrete actions/activities will we undertake to achieve the results we want?
 - **Lead person(s)** – Which individual or committee will lead/coordinate each activity?
 - **Resources** – What money, equipment, facilities, staff do we need to successfully carry out these activities? (Board Initiative Fund)
 - **Timelines** – How long will specific activities/actions take?

- **Review and Measures** – How will we know if we have achieved what we set out to do? The Governance Action Plan is the Board’s plan for improvement – in short, a roadmap to better governance. It will be used to form the basis of a work plan for the Board and the work of its committees and representatives. It will also guide the development of a targeted professional development plan that will focus on building the Board’s capacity in the key improvement areas.
- 3) After the Governance Action Plan is created, the Board will share a summary report on results achieved the previous year and the intended actions at a public board meeting.
 - 4) A review of the status of the Action Plan will occur in January, March and June. The Director, Executive and Board Relations will facilitate discussion with an intended length of two hours with a purpose to assess/reflect on progress toward achieving the Board’s goals. This will include a celebration of successes and identification of strategies/next steps for improvement or focusing the Board in the months ahead. The conversation will be captured by the Director, Executive and Board Relations.
 - 5) In addition to the development of a targeted professional development plan for the Board, individuals may wish to develop a Trustee Annual Professional Growth Plan that will assist in developing strategies to improve their own individual Trustee performance. A template for identifying areas for growth and developing a course of action to achieve improvement will be developed and provided. This will assist Trustees in targeting their professional development funds for the year.
 - 6) To further inform the Board, an external review of board meeting webcasts (twice a year) will be conducted to provide feedback on board meetings as they relate to evidence of indicators of success in the eleven key areas, identified in the Comprehensive Self Evaluation.
 - 7) In an election year, the process will be modified with the Annual Governance Plan being created in the early winter and only two reviews of the status occurring (March, June) before the new Board completes the summative Comprehensive Board Self-Evaluation in June.

B. Evaluation of the Superintendent of Schools

Purpose of the Evaluation

The evaluation of the Superintendent of Schools is a vital process toward creating and maintaining a healthy school district. The Board of Trustees believes that organizational outcomes must be clearly and explicitly stated to:

1. ensure the Superintendent of Schools understands what is being expected and evaluated;
2. ensure the Board understands what to expect of the Superintendent; and
3. ensure the Superintendent of Schools and the Board clearly understand their respective roles and responsibilities.

The evaluation process and supporting information sources serve to:

- Help to continuously improve the functioning of the District;
 - Recognize areas and trends that are showing positive change or progress;
 - Provide feedback to the Superintendent of Schools regarding his leadership and performance expectations in key areas;
 - Provide ground work for establishing future goals;
 - Allow the Superintendent of Schools to report on his successes and challenges during the year, and provide feedback relating to continuous improvement efforts and annual goals;
 - Enable the Board and Superintendent of Schools to engage in dialogue about results, and discuss any issues or concerns associated with the role and the evaluation process; and
 - Strengthen the relationship between the Superintendent of Schools and the Board.
1. Committee shall be responsible for:
 1. recommending the evaluation process to be used to Caucus Committee;
 2. overseeing the approved evaluation process; and
 3. reporting the evaluation results to the Caucus Committee.
 2. The evaluation process shall provide the Superintendent of Schools with an opportunity to:
 - a. review all information used in the evaluation;
 - b. discuss the evaluation report with the Trustee subcommittee;
 - c. include a response to the evaluation in the report to Caucus Committee;
 - d. discuss the evaluation report with the Caucus Committee.
 3. Notwithstanding 1 and 2 above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.
 4. The Superintendent of Schools shall be provided a copy of the evaluation report submitted Caucus Committee and the final evaluation report to Board.
 5. The Caucus Committee evaluation report and Board evaluation report shall be filed in the Board corporate records. The records shall be accessible to the Superintendent of Schools, a Trustee for that evaluation period, or as directed by motion of the Caucus Committee.
 6. The Chair of the Trustee subcommittee shall report the results of the evaluation to Board at a public board meeting.
 7. The Committee shall be responsible for initiating a review and/or renewal process for the Superintendent of Schools contract of employment no later than September of the school year the contract is due to expire.

Process

The Superintendent of Schools' evaluation instrument consists of three parts:

- A. Priority Performance Goals
- B. District Management
- C. Leadership and Professional Conduct

Priority Performance Goals are three to five main areas of focus the Superintendent will work toward in addition to carrying out ongoing duties and responsibilities. These goals should be developed in relation to an established district mission or other priorities established by the Board, and may also include personal/professional goals, which would not be included in the District's work plan. In collaboration with the BSEC, the Superintendent sets annual goals and provides updates to the Board on a periodic basis.

The assessment of District Management practices is geared to evaluate general management performance of ongoing responsibilities, and to assist the Board and Superintendent in identifying issues and areas they may wish to address with a Priority Performance Goal during the following evaluation year. This is a secondary aspect of the evaluation and should be used primarily to assess ongoing improvements in the District and plan for superintendent priorities in coming years.

Leadership and Professional Conduct reviews the Superintendent's performance in leadership through empowering others, visioning, and creating a school culture and climate of engagement. It also stresses the importance of modeling appropriate values, ethical behaviour, and assesses the Superintendent's understanding and sensitivity of competing interests in the District and broader community.

Evaluation Implementation Steps

The steps to carry out a fair and comprehensive evaluation process are outlined below. The Board and Superintendent Evaluation Committee (BSEC) will lead the process, with support from the Director, Executive and Board Relations, as per the committee's terms of reference.

1. The BSEC will review the evaluation instrument to ensure it meets current needs;
2. Customize the indicators in selected areas to meet district expectations;
3. Prior to Board approval, the BSEC will consult with the Superintendent about the process, the instrument and timelines;
4. The Board will approve use of the instrument prior to the evaluation taking place;
5. The Administration will gather supporting documents and reports that will serve to inform the Board and Trustees in the evaluation, including an update or progress report from the Superintendent;
6. Identify who will prepare the documentation, collect and tabulate the input;
7. Train all input providers on how to complete the evaluation instrument;
8. Trustees complete the evaluation instrument individually;
9. Tabulate the data and compile the overall results and comments into one document and will include the range of ratings provided in each category;
10. The chair of the BSEC will present the evaluation to the Superintendent and provide feedback;
11. The Superintendent will provide a response to the Board at an in-camera meeting;

12. The Board and the Superintendent will then engage in dialogue about the results;
13. A statement will be read at a public meeting to inform the community on the broad results of the evaluation and progress on district goals;
14. The results will serve to inform future work including the identifying new priority performance goals for the year. Priority performance goals should not be considered additive work and should not exceed five (5) goals;
15. Begin the evaluation process again in December.

Evaluation Method

The Board acknowledges that individual members' judgment on the indicators may vary from Board member to member and from incident to incident. Significant differences among members of the Board about superintendent performance in this area will be discussed among the Board so that consistent direction and expectations can be provided to the Superintendent.

Providing a particularly low score based on one incident can be perceived as an unfair assessment if the Superintendent performs well or makes sound decisions in most cases. It should be remembered that corrective action on an unmet expectation should not show up on the evaluation as a point of first contact on a matter of concern to the Board.

A Trustee should assess each item based on whether or not the individual feels the Superintendent exercised sound judgment on a generally consistent basis. The Board's overall rating on an item will reflect the assessment of a majority of the Board.

Rating Scale

Trustees will be required to fill out the evaluation individually using the following rating scale.

- 5 - Always / Outstanding**
The Superintendent excels in this category.
- 4 - Almost always / Very competent**
The Superintendent exceeds the expectations of his job description.
- 3 - Usually / Satisfactory**
The Superintendent meets expectations outlined in his job description.
- 2 - Sometimes / Needs Improvement**
The Superintendent needs to concentrate self-improvement efforts in this area.
- 1 - Rarely / Unsatisfactory**
The Superintendent's performance in this category is unacceptable and requires immediate attention.
- N/A** No basis for judgment

Written Comments

Constructive and detailed written comments always help clarify the evaluation. This provides the Board with the opportunity to deliver specific constructive feedback, including accolades and provides the Superintendent with useful information for continuous performance improvement. The Board should speak with one voice in making written comments on the final summary evaluation form.

Note

Any rating of “2” or “1” should be accompanied by a comment indicating the nature of the deficiency or a statement of what the Board expected to see in the performance that was not evident.

6.1.4 **Board Community Relations Committee**

Purpose

The Board deems it important to listen to the community, build stronger relations to increase Trustees’ understanding of the community perspective and to encourage community involvement and participation in public education issues and activities.

The Board Community Relations Committee will be responsible for listening to stakeholders in matters related to the Board and governance process. The committee will work in partnership with the Administration to formulate and recommend opportunities to enhance community relations and inclusiveness. As District ambassadors, committee members will nurture and promote a sense of pride and belonging to be associated with Edmonton Public Schools.

Terms of Reference

Support the goals and carry out the activities defined in the Board and committee’s annual work plans.

- Engage in regular stakeholder mapping to ensure the full range of community views are included.
- Explore different and more effective methods to engage Community and Stakeholders in discussion on current issues affecting the District.
- Provide advice to the Board on policy and practices that will ensure the contributions, interests and needs of stakeholders are heard and considered.
- Following the administrative process as outlined in Board Policy [JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives](#), meet with delegations wishing to speak to the Board and/or make a request of the Board.

Composition

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee’s activities.

A representative from the Superintendent’s office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

Meetings

The Committee will establish a schedule of meetings with the public to be approved by the Board.

6.1.5 District Priorities and Governance Committee

Purpose

The District Priorities and Governance Committee is responsible for assisting the Board in identifying and developing the priorities that will guide District operations and the budget planning cycle for the Board's four-year term of office. The Committee makes recommendations to the Board on range of governance related matters to assist the Board in carrying out its duties and commitments in relation to the District Priorities.

Terms of Reference

District priorities should be within the Board's mandate and few in number in order that district resources may be effectively concentrated to achieve measurable results.

After an election, following the organizational meeting, the committee will:

- Recommend and facilitate a process for each Board member to contribute to the development of the District Priorities;
- Seek student, staff, parent and community stakeholder input into the District Priorities; and
- Consider all input received and develop and recommend a District priorities statement to Board for approval.

The Committee will also:

- Develop Board Retreat agendas
- Review and monitor Board Work Plan progress;
- Review the Trustee Protocols to ensure they are current and relevant;
- Review and update the School Board Governance and Operations Section of the Policy Manual (Trustees' Handbook) at least once per term or as required;
- Review the Trustee remuneration package once per term; and
- Develop an orientation plan for the next Board.

Composition

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

A representative from the Superintendent's office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

6.1.6 ASBA Issues and Resolutions Committee

Purpose

To advise and assist the Board in presenting issues and resolutions to the Alberta School Boards Association Zone and General Meetings.

Composition

The Board assigns three Trustees to the committee:

- the Board Chair (or Vice-Chair if the Chair already sits on the provincial Board of Directors)
- the ASBA provincial Board of Director member
- the Zone 2/3 representative

Terms of Reference

- Prepare/review with the Administration, Board policy positions for submission to the ASBA.
- Prepare/review with the Administration, Board positions as requested from the ASBA; e.g., strategic plan, ASBA annual budget, etc.
- Obtain approval and direction from the Board prior to presenting the Board's position on any matter.

6.1.7 Policy Review Committee

Purpose

The Policy Review Committee is responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board's policy on Policy Development and Review.

Composition

The committee will consist of three Trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

A representative from the Superintendent's office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

Terms of Reference

The committee will:

- recommend an annual plan for policy reviews to Board; and
- review and recommend to Board for approval those policies recommended by the Superintendent of Schools that meet the Board's criteria for policy development and review.

See Board Policy [CH.BP - Framework for Policy Development and Review](#)

NOTE:

On January 31, 2012 the Board approved the following motion:

That the Board undertake a full review of all its policies and update them using a standard framework for process, content development, structure and format. That the review process and standard framework be developed by the Policy Review Committee and recommended to the Board for approval.

6.2 Four-Year Budget Planning and Results Reviews

Purpose

To provide an opportunity for Trustees to review and discuss with principals and central service administrators about:

- the extent to which results for the previous year have been achieved; and
- the proposed budget plans in relation to the District priorities and Trustee initiatives.

Terms of Reference

- The Board, each year, as part of the budget and results review process, will approve the requirements, format and timelines for review meetings.
- Meetings will be open to the public. Notice of the meetings will be provided to parents, Parent Councils and/or other stakeholders to encourage attendance and participation.
- Budget planning and results review sessions take place in November once District achievement and financial results have been compiled.
- Trustees will be provided information packages of the schools they are scheduled to visit in their Ward; however, information for all schools and central departments will be made available electronically for Trustees.
- Trustees are expected to preside over the budget meeting and lead the discussion. Staff presentations are often a key component and the Trustee(s) may ask questions to further their understanding of the annual results and budget plans.

- Each year, Trustees are strongly encouraged to attend, and partake in asking questions in one additional budget planning and/or results review session in a Ward other than their own.

*No election required – All Trustees participate in the annual budget planning and results reviews of school and central service decision units.

*In an election year; the process and timelines for Results Review will be provided to the Trustee Candidates on Nomination Day.

7. AD HOC COMMITTEES AND BOARD REPRESENTATION

PURPOSE:

Ad hoc committees are appointed by the Board or a standing committee of the Board to investigate or act on specific matters. Each ad hoc committee is responsible to the Board or standing committee that created it and it is discharged on completion of its assignment. Trustees may also serve as a Board representative to share views, interests and information.

The Board believes it is important for Committees and Board representatives to keep the Board regularly updated through verbal or written reports at board meetings to ensure all Trustees are informed about current matters affecting the Board and the District.

7.1 Staff Group Negotiations

The Board assigns two Trustees to each set of contract negotiations. The assignments are generally made at the annual Organizational Board meeting.

Purpose

To advise and assist the Administration in negotiations with teachers, custodians, maintenance staff and support staff.

Terms of Reference

- The Board will identify the spokespersons for the different communication requirements of each set of negotiations.
- In accordance with Section 59(1) of the [Labour Relations Code](#), the Superintendent of Schools will recommend, for Board approval, a negotiator for the Board who will be authorized to "bargain collectively and conclude a collective agreement" with each employee organization.
- The Superintendent of Schools will name one staff member responsible for all activities away from the bargaining table for each set of negotiations.
- The Superintendent of Schools will be responsible for assigning members of the Administration to each bargaining team and reporting these assignments to the Board.
- The Administration, through the negotiator, will prepare bargaining briefs and objectives for the consideration of Caucus Committee.
- The Administration, through the negotiator, will be responsible for keeping the Board informed concerning all aspects of negotiations.

- The negotiator will be responsible for bringing recommended settlements to the Caucus Committee for consideration prior to ratification by the Board.
- In accordance with Section 59(1) of the [Labour Relations Code](#), the Trustees who have been assigned to each set of negotiations will be authorized to sign the collective agreement after it has been ratified by the Board.

7.2 Alberta School Boards Association (ASBA)

Purpose

The Alberta School Boards Association (ASBA) has been serving school boards for more than 100 years. It is charged with the responsibility of promoting the interests of public, separate and francophone school boards throughout the province. In addition to lobbying with the provincial government, the Association provides member services in the areas of employee relations, legal services, professional development and employee benefit programs (through ASEBP). Membership is voluntary. Further information regarding school board roles and responsibilities can be found on the [ASBA](#) website under [Trusteeship](#).

Edmonton Public School Board Representatives to ASBA:

1. Provincial Board of Directors - one representative plus an alternate elected in evenly numbered years for a two-year term - November 2011, June 2013, November 2014, June 2016.
 - This position receives remuneration from the ASBA, and not from the District.
2. Zone 2/3 Representative - one representative plus an alternate for a two year term. Representation is determined at the annual Organizational Board meeting.
 - This position receives remuneration from the District on a per-diem basis.

7.3 Capital Region Services to Children Linkages Committee

Purpose

To provide a regional forum for governing bodies involved with services to children and families to meet as equal partners to share information, adopt strategic directions, and facilitate collaboration that will reduce fiscal, attitudinal and/organizational barriers.

To promote the regional delivery of family centered, child focused, comprehensive care; even though barriers may stand in the way of achieving these goals.

The committee facilitates linkages amongst municipalities, school boards, Capital Health Authority, Child and Family Services Authority - Region 6 - Edmonton and Area, and other organizations to identify issues of common interest and collectively develop and implement appropriate actions.

Edmonton Public School Board Representative to Linkages:

- The Board elects one representative plus an alternate annually to the Capital Region Services to Children Linkages Committee. Representation is determined at the annual Organizational Board meeting.
- This position receives remuneration from the District on a per-diem basis.

7.4 Edmonton Public Schools Foundation

Purpose

The Foundation was initiated by the Board of Trustees and launched February 10, 2010, for two main purposes: to spread the word about the great things happening in the public education system and to support Edmonton Public Schools across Edmonton.

The Board of Governors supports the Board of Trustees' efforts by increasing support for Edmonton Public Schools within the community, particularly the 80 per cent of Edmontonians who currently do not have a direct link to the public education system.

Research shows children develop the foundation for strong communication skills, literacy, social competence, numeracy, adaptability and physical health as early as age three. This is done by offering opportunities for improved learning through financial, in-kind and human resource contributions.

Board Representative to the EPS Foundation:

- The Board elects one representative annually to the Board of Directors for the EPS Foundation.
- Representation is determined at the annual Organization Board meeting. This position receives remuneration from the District on a per diem basis.

DATE: November 5, 2013

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Alberta School Boards Association (ASBA) Second Language Caucus – Call for Representatives

RESOURCE STAFF: Dr. Sandra Stoddard, Director Governance and Strategic Support Services

ISSUE

The Alberta School Boards Association (ASBA) has invited interested boards to name a representative(s) to the ASBA Second Language Caucus.

BACKGROUND

In 2011, by agreement between the ASBA Board of Directors and the Alberta School Boards Association for Languages Education (ASBALE), the ASBA Board of Directors approved the incorporation of ASBALE's work into the ongoing work of the ASBA.

As outlined in the agreement, the ASBA established a Second Languages Task Force, consisting of three members:

1. A member of the ASBA Board of Directors (currently Dianne Macaulay – ASBA director from Zone 4);
2. A member at large (Currently Edmonton Public Schools Trustee Leslie Cleary - appointed by the ASBA Board of Directors)
3. And, for transition purposes, the outgoing President of ASBALE, Linda Wellman, trustee with Calgary Catholic.

The Task Force's role is to lead and advance the work of second language education, including English Language Learners, within ASBA.

CURRENT SITUATION

The ASBA also agreed to support a "second language caucus", and any member school board that wishes can participate in the caucus. The caucus is a forum where discussion, networking and support for language instruction could be advanced. It is anticipated that the Second Language Caucus will be a continuing operational activity of ASBA.

Together, the caucus and task force will:

- Provide networking opportunities to discuss issues and best practices in second language learning.
- Develop strategies for communicating best practices in second language learning throughout the province.

- Compile information on perceived and real barriers to successful delivery of second language programs. These will be communicated as a part of ASBA advocacy efforts.
- Promote the benefits and value of learning a second language.
- Liaise with key stakeholders on second language learning.

KEY POINTS

- The Second Language Caucus will meet bi-annually in conjunction with the ASBA spring and fall meetings; however, due to the municipal elections, there will not be a Second Language Caucus meeting at this year's ASBA Fall General Meeting in November.
- The next meeting of the Caucus is to be determined.
- The ASBA has advised that school boards may have as many representatives as they choose participate in the Caucus.
- The costs of trustee participation in caucus meetings would be the responsibility of the participating members. The ASBA will provide a meeting room and refreshments; however, there are no per diems or expenses paid by ASBA for participation in caucus meetings.

SS:mmf

DATE: November 5, 2013

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Alberta School Boards Association (ASBA) Task Force on Strengthening the Provincial Voice of School Boards - Call for Interest

RESOURCE STAFF: Dr. Sandra Stoddard, Director Governance and Strategic Support Services

ISSUE

The Alberta School Boards Association (ASBA) requires three task force members to serve on the ASBA Task Force on Strengthening the Provincial Voice of School Boards and has issued a call for interest to boards to submit the names of any board members who would be interested in serving on the Task Force.

CURRENT SITUATION

The purpose of the Task Force is to explore ways to strengthen the provincial voice of school boards.

The Task Force will develop terms of reference for the approval of the ASBA Board of Directors and will report in time for distribution of its report at the 2014 Spring General.

KEY POINTS

- The term of the appointment is effective immediately. The Task Force will conclude June 30, 2014.
- The current members of the Task Force are:
 - Dave Price, Task Force Chair, Golden Hills School Division #75 Chair
 - Jacquie Hansen, ASBA President
 - David Anderson, ASBA Executive Director
- The remaining members of the Task Force will be determined by the current Task Force members.
- Deadline for submitting the “Call for Interest” form to the ASBA is November 15, 2013.

SS:mmf