

DATE: June 23, 2020

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Confirmation of Committees, Board Representation and Regular Meetings

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

REFERENCE: *Education Act* [Board Procedures Regulation](#) (Section 1)

ISSUE

In accordance with Section 1 of the *Education Act* Board Procedures Regulation: *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.*

BACKGROUND

A list of the Board positions and committees, along with the names of the Trustees who held these positions in 2019-2020, is provided in Recommendation 9. In accordance with Board policy, these positions are all subject to reappointment or review each year (Attachment I).

RECOMMENDATIONS

That the following actions be taken for the 2020-2021 school year:

1. **That the following standing committees of the whole be confirmed:**
 - Caucus Committee
 - Audit Committee
2. **That the following Board committees be confirmed:**
 - a) Governance and Evaluation
 - b) Policy Review
3. **That Board representation on the following Division staff negotiating committees as required be confirmed:**
 - a) Custodial Staff (CUPE Local 474)
 - b) Maintenance Staff (CUPE Local 784)
 - c) Support Staff (CUPE Local 3550)
 - d) Teaching Staff (Edmonton Public Teachers' Local 37)
4. **That Board membership and representation on the Public School Boards' Association of Alberta (PSBAA) be confirmed:**
 - Provincial Executive
 - Provincial Executive – Alternate

5. That Board membership and representation on the Alberta School Boards Association of Alberta (ASBA) be confirmed:
 - Provincial Executive
 - Provincial Executive – Alternate
 - Zone 2/3 Executive
 - Zone 2/3 Executive - Alternate

6. 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 ASBA Zone 2/3 representative be confirmed.

7. That the following Ad Hoc Committee and Board representative assignment be confirmed:
 - Ad Hoc Advocacy Committee
 - Edmonton Public Schools Foundation Board of Governors

8. That the following dates and times of regular meetings be confirmed:
 - a) Board: The Board will hold its regular meetings at 2 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. 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:

1.	Standing Committee of the Whole:	2019-2020	2020-2021
	a) Board Chair	Trisha Estabrooks	
	b) Board Vice-Chair	Shelagh Dunn	
	c) Audit Chair	Cheryl Johner	
2.	Board Committees:		
	a) Governance and Evaluation (3 members)	Michelle Draper Shelagh Dunn Ken Gibson	
	c) Policy Review (3 members)	Sherry Adams Michael Janz Bridget Stirling	

3.	Negotiations:	2019-2020	2020-2021
	a) Custodial Staff (CUPE Local 474) <i>(A Memorandum of Agreement was reached for the period of September 1, 2017 – August 31, 2020)</i>	<i>Trustee representatives were not required for the 2019-2020 school year.</i>	<i>Two Trustee representatives are required for the 2020-2021 school year.</i>
	b) Maintenance Staff (CUPE Local 784) <i>(A collective agreement was ratified in 2017-2018 for the period of September 1, 2017-August 31, 2020)</i>	<i>Trustee representatives were not required for the 2019-2020 school year.</i>	<i>Two Trustee representatives are required for the 2020-2021 school year.</i>
	c) Support Staff (CUPE Local 3550) <i>(A collective agreement has been negotiated for the period September 1, 2017 – August 31, 2020)</i>	<i>Trustee representatives were not required for the 2019-2020 school year.</i>	<i>Two Trustee representatives are required for the 2020-2021 school year.</i>
	d) Teaching Staff – Edmonton Public Teachers’ Local 37 <i>(A memorandum of agreement was reached for the period September 1, 2016 – August 31, 2018)</i>	Trisha Estabrooks Michael Janz (TEBA Representative)	<i>Two Trustee representatives are required for the 2020-2021 school year.</i>
4.	Representatives for the Public School Boards’ Association of Alberta (PSBAA) (2 Provincial Executives)	Michael Janz Cheryl Johner	
5.	Representatives for the Alberta Schools Board Association (ASBA)		
	a) Provincial Executive <i>*Provincial Board of Directors – Director terms will commence every November of even-numbered years for one Director and one Alternate Director and will be eligible for re-election for one successive term of two years.</i>	Trisha Estabrooks	
	b) Provincial Executive – Alternate	Michael Janz	
	c) ASBA Zone 2/3 Executive	Sherry Adams	
	d) ASBA Zone 2/3 Executive - Alternate	Michael Janz	

		2019-2020	2020-2021
6.	ASBA Issues and Resolutions Committee (1-year term – 3 positions) <ul style="list-style-type: none"> • ¹Board Chair or Vice-Chair • ²ASBA Zone 2/3 Executive representative • ³ASBA Provincial Executive Board of Directors representative 	¹ Trisha Estabrooks ² Sherry Adams ³ Trisha Estabrooks	¹ _____ ² _____ ³ _____
7.	Ad Hoc Committee and Board Representative Assignment: Ad Hoc Advocacy Committee (up to 9 members) Representative Assignment <ul style="list-style-type: none"> • Edmonton Public Schools Foundation 	Nathan Ip	

ATTACHMENTS

ATTACHMENT I - Trustees' Handbook excerpts:

- Section 4 – Board Member Positions
- Section 5 – Meetings of the Board
- Section 6 – Board Committees
- Section 7 – Ad Hoc Committees and Board Representation

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4. BOARD MEMBER POSITIONS

PURPOSE:

The Board believes the annual election of a Board Chair and Vice-Chair enhances the effectiveness and efficiency of Board governance and operations. The Board delegates specific responsibility for Board process to the Board Chair, but this in no way mitigates other Board members' responsibility to contribute to the integrity of the process.

4.1 Roles and Responsibilities

Board Chair

The Board Chair will have authority, on behalf of the Board to:

- preside at all Board meetings, call the meetings to order at the hour appointed, maintain order in the meetings and facilitate full debate and proceed with the business of the Board.
- facilitate the development of positive Board dynamics, and encourage all Board members to participate fully.
- sign all documents required by law or as authorized by the action of the Board.
- represent the Board as required in public, with media, etc.
- delegate Board representation at a function. The Board Chair may request a Trustee to represent the Board at any function which relates to that Trustee's ward.
- delegate any of the Board Chair's other duties, when necessary, to the Vice-Chair.

Board Vice-Chair

The Board Vice-Chair will:

- preside over Caucus Committee meetings, call the meetings to order at the hour appointed, maintain order in the meetings, and facilitate full debate and proceed with the business of the Board.
- preside over Board meetings when the Board Chair is unavailable.
- undertake other duties when requested by the Board Chair.

4.2 Criteria for Decision Making

Purpose:

When multiple individuals are involved in making a decision, many values, experiences and views can come into play. Clear, shared criteria can make the process more efficient, effective and transparent. With that in mind, the Board created the following criteria on March 12, 2019, to assist Trustees in evaluating alternatives, creating a consistent decision-making framework, and ensuring decisions are aligned with the Board's mandate and Strategic Plan.

Criteria:

Mandate test	To what degree is it within the Board's mandate under the Education Act ?
Scope test	To what degree does it fit approved strategic goals and policy?
Benefit test	To what degree does it maximize the number of students that benefit? Have we considered the effectiveness/efficiency outcomes for this decision? What evidence exists to support achieving its outcome? Is this good for kids?
Public support test	What degree of public support does it have? Do other levels of government/key stakeholders support it?
Equity test	To what degree does it provide an equitable response? Does this increase equity in our Division?
Capacity test	To what degree do we have human, managerial, and financial resources now and into the future (sustainability)? Does it position the Division to be seen as a leader in future delivery? Is this model replicable? Are we setting a precedent? Is there a change management plan in place? Who leads and how much support do they have (e.g., shift to principals leading mature community discussions rather than Planning)?
Unintended consequences	Have these been considered? What won't be pursued if this choice is selected?
Cornerstone Values test	Does the decision align with our Cornerstone Values of accountability, collaboration, equity and integrity?
Timing test	Why now?

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 [Education 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 Non-Election Years

In non-election years, an organizational meeting will be held immediately preceding the second regularly scheduled Board meeting in June at 2 p.m. and will follow the same process as that of an election year, with the exception of the reading of election results issued by the City's Returning Officer and the taking of the Oaths of Office by Trustees. 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.

5.1.1 Organizational Board Meeting in Election Year

The first public meeting of the Board of Trustees following a general election will be conducted as an organizational board meeting, and will be held within four weeks following the date the statement of results of that election is announced or posted in accordance with [Education Act](#). The meeting will commence at 2 p.m. unless otherwise directed by special motion or by the Board Chair.

An informal pre-organizational meeting of the Trustees will 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 will 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.

5.1.2 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 will act as Chair.

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

Every Trustee will take and subscribe to the official oath prescribed by the [Oaths of Office Act](#) in accordance with the [Education Act Section 75](#). The Division's General Counsel will administer the Oath of Office. The Corporate Secretary will receive the declarations of office and these will be retained in the Board Office.

Following the declaration 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 an 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. *Education Act* [Board Procedures Regulation, Section 9](#). In that case, the vote will be held by secret ballot. The Corporate Secretary will collect and count the ballots and the Superintendent of Schools will act as scrutineer for the ballot count.

The Corporate Secretary 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 will 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. (*Education Act* [Board Procedures Regulation, Section 9](#)) 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.
- Audit Committee: A chair for the Audit Committee is elected at the organizational board meeting.

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:

- Governance and Evaluation Committee
- Infrastructure
- Policy Review
- ASBA Issues and Resolutions
- Budget Planning /Results Reviews

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 *Education Act* [Board Procedures Regulation, Section 9](#).

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 ([Education Act, Section 64](#)).
- 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 Division 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 [Education Act](#), to be elected to the Board. A quorum consists of five 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.

Remote Participation of Trustees in Board Meetings

Attendance of all Trustees at Board meetings is an expectation under the *Education Act* 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, the Trustee may participate in a Board meeting or committee meeting by using electronic means or other communication facilities (Section 5(1) of the *Education Act* [Board Procedure Regulation](#)) up to three times in a calendar year. However, Trustees may not participate in a Caucus committee meeting or private portion of any Board of Trustees' meeting unless the Board of Trustees passes a motion prior to a particular meeting authorizing remote Trustee participation.

- A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.
- The Trustee wishing to participate remotely must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate remotely 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.
- For meetings of the Board, the Board Chair, or the Vice-Chair in the Board Chair's absence, reserves the right to determine which Trustees will be allowed to participate remotely, to ensure that a quorum of the Board will be physically present at the meeting. For Caucus committee meetings, the Vice-Chair, or the Board Chair in the Vice-Chair's absence, reserves the same rights and uses the same preferences to determine which Trustees may participate remotely. For all other Board committee meetings, the committee chair reserves the same rights and uses the same preferences to determine which Trustees may participate remotely. In all cases, preference will be given to Trustees who request remote attendance due to a health/medical condition or circumstances beyond their control.
- Costs incurred (e.g., long distance, roaming charges) will be charged to the office of the Trustee(s) participating remotely.
- Trustees participating remotely will inform the Chair of their departure from a meeting, temporarily or permanently.
- If a Trustee participating remotely has a pecuniary interest on a matter under discussion, the Trustee will advise the Chair and disconnect from the meeting. The Chair will reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
- If the Trustee participating remotely is not able to enter their vote electronically, the Chair will ask the Trustee to verbally indicate whether they are in favour or opposed to the motion.
- If a reasonable attempt is made to connect with the Trustee who has requested to attend remotely, but for any reason such connection is not made, the Trustee will be considered to be absent from the meeting.
- If the connection is lost during the meeting, the Trustee will be considered to be absent from the portion of the meeting during which there is no connection.

- If a connection is lost twice during remote participation, no further attempts to connect will be made.
- The Board or the committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.

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 board meeting agendas:

- 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)

- 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 second 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 addressed 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) five 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 Board and Superintendent Relations prior to 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 posted on the Division'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 (*Education Act* [Board Procedure Regulation \(82/2019\) Section 8\(1\)](#)).

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

A Trustee who has identified issues on which they wish to initiate action is first encouraged to seek advice and assistance from the Director Board and Superintendent Relations. The Director Board and Superintendent Relations can assist the Trustee in exploring and furthering his or her understanding of Division 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 Board and Superintendent 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".
- 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 [Education 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 85 of the [Education Act](#), the Trustees are required under Section 88 of the [Education 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 will 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 (780-429-8443) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board Policy [IAB.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 will confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comments will 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 (780-429-8443) by 4:30 p.m. the day preceding the meeting.
- Upon registering, speakers will be provided with Board Policy [IAB.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 will confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comment on a specific agenda item will 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

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 [IAB.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. Trustee reports are to be submitted in writing to the Recording Secretary by noon the day of the meeting for inclusion in the minutes.
- 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 five 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

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held as provided for under Section 3 of the *Education Act* [Board Procedures Regulation](#). These are public meetings. Public notice of the meeting is encouraged but not required under the *Education Act* [Board Procedures Regulation](#).

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

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 Division'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 reported at a public Board meeting for information.

Expectations

1. In accordance with Section 52 of the [Education Act](#), the Board delegates to the Caucus Committee the following powers:
 - a. discussing, making decisions, giving direction to the Administration, and/or developing recommendations to Board on matters pertaining to: (*Revision approved [March 3, 2015 Board meeting](#)*)
 - 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 Division
 - the security of the property of the Division
 - the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 222 of the [Education 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 will 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 will be reported to a public Board meeting for Board approval. Recommendation reports to Board will 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. The delegation of decision-making authority to the Caucus Committee is subject to the following limitations: (*added [March 3, 2015, Board meeting](#)*)
 - a. it will be used only for matters that must be kept confidential or are time-sensitive;
 - b. it will not be used unless a motion is unanimously approved in Caucus Committee approving the making of a decision on a particular matter; and
 - c. decisions made by the Caucus Committee will be reported to the Board in a public meeting.
5. All agenda items and supporting materials on which motions and recommendations are based, and the substance of deliberations will 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 Division.

6. 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 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 will 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) five 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 Board and Superintendent 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. 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 a public Board meeting for information.

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. Trustee reports are to be submitted in writing to the Recording Secretary by noon the day of the meeting for inclusion in the minutes.
- 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 Audit Committee

A committee that is inclusive of all Trustees (*in camera*) - [June 17, 2014, Board meeting](#)

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 used effectively. The Audit Committee of the Whole is part of a system of checks and balances and as guardian of the Division'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 again later in the fiscal 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 [CO.BP – Fiscal Oversight and Accountability](#) and the [Education 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 auditors and Administration to review the external auditor's assessment of the Division'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 Audit Committee will be comprised of:

- all Trustees, the Superintendent, Director, of Board and Superintendent Relations and several staff from the Finance department, including internal audit.
- two external members who are designated accountants

The committee is chaired by the Audit Committee Chair.

The committee's terms of appointment will be in four-year increments.

Selection Process for External Committee Members

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

- Chartered Professional Accountants of Alberta
- Edmonton Public Schools

In addition, the University of Alberta, NAIT and MacEwan University may be contacted for potential candidates.

The Audit Committee, with support of the Superintendent of Schools and his/her designates will select the external members of the Audit Committee.

Quorum

A quorum of the Audit Committee consists of six members of the Committee, five 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 will commit to ethical conduct, proper use of authority, decorum and professional conduct.

Minutes

The minutes of the committee meetings will be confidential and will accurately record the decisions reached by the committee. The minutes will be distributed to the committee members.

Budget

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

Resources

Financial Statement Tool Kit - A Guide to Reading School Jurisdiction Financial Statements (available to members in the Documents section of the ASBOA website. The site was developed in partnership with the Alberta Association of School Business Officials (ASBOA), Alberta Education and Office of the Auditor General.)

Audit Committee Training Module (available to members in the Documents section of the ASBOA website).

5.6 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 morning of the second Board meeting each month.

5.7 Board Reports, Enquiries and Requests for Information

5.7.1 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 (Caucus Only)

- 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 is 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 email 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.

5.7.2 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 is requested.
- If the Administration is unable to provide the information at the meeting at which it is 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 will be so advised and the Trustee may seek Board approval for the expenditure through a notice of motion.
- Trustee service requests outside of a Board meeting may be made through the Director Board and Superintendent 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.

5.8 Meeting Packages and Materials

- Board meeting packages are posted on the Board Intranet Site (BIS) the Thursday prior to the meeting. The meeting package for the public Board meeting is also posted on the Division 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.

5.9 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 north side of McCauley Chambers 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 committees 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 will 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 will approve the Terms of Reference or scope of work for any Board created and appointed committee.
4. Each Board committee will 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. Each Board committee will be responsible for submitting a work plan, including a budget, for approval at a public Board meeting before December 31 each year.
6. 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.
7. Board committees will 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
- Scheduling 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
8. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
 9. Board committees will not exercise authority over staff nor direct staff operations.
 10. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
 11. All Trustees are welcome to attend committee meetings. Trustees (who are not on the committee) wishing to attend a committee meeting are asked to email the committee Chair prior to the meeting. All committee decision-making is reserved for committee members.

12. Attendance of others at meetings of Board committees will 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 must 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 Governance and Evaluation Committee

Terms of Reference approved ([January 17, 2017, Board meeting](#))

Purpose

The Governance and Evaluation Committee 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 [FGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools' contract in accordance with the [Education Act](#)
- a process to identify and develop the priorities that will guide Division operations and the budget planning cycle for the Board's four-year term of office; and
- carry out its duties and commitments in relation to the Division Priorities by making recommendations on governance-related matters
- an annual review of the policies and procedures governing the conduct of the meetings of the Board and the administration and business of the Board, in alignment with *Education Act* [Board Procedures Regulation](#)

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.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested by the Superintendent and/or designate.

Terms of Reference

A. Board Self-Evaluation

The Board will undertake an annual Board evaluation to inform the Board's continued development and improved performance.

The Board self-evaluation process should:

- measure Board performance with respect to the Mission, Vision, Values, Division Priorities, Division Strategic Plan, the roles and responsibilities of the Board, and the principles of operation of the Board;
- assist the Board in identifying Board strengths and areas for improvement;
- 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:

- develop and recommend to Caucus Committee:
 - a plan for the annual evaluation of the Board of Trustees;
 - 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 Administration 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.

B. Evaluation of the Superintendent of Schools

The evaluation of the Superintendent of Schools is a vital process toward creating and maintaining a healthy school division. 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 Division;
- 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.

Process

1. The committee will be responsible for:
 - a. recommending the evaluation process to be used by the Caucus Committee;
 - b. overseeing the approved evaluation process; and
 - c. reporting the evaluation results to the Caucus Committee and to public Board.
 - d. initiating a timely review and/or renewal process for the Superintendent of Schools contract of employment in accordance with the [Education Act](#) and provisions of the Superintendent's contract.
2. The evaluation process will provide the Superintendent of Schools with an opportunity to:
 - a. review all pertinent 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; and
 - 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 will 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 committee Chair will provide the Board Chair with the Superintendent's evaluation report for review prior to the report being shared with the Superintendent.
5. The Superintendent of Schools will be provided a copy of the evaluation report submitted to Caucus Committee and the final evaluation report to Board.
6. The Caucus Committee evaluation report and Board evaluation report will be filed in the Board corporate records. The records will be accessible to the Superintendent of Schools, a Trustee for that evaluation period, or as directed by motion of the Caucus Committee.

C. Identification and Development of Division Priorities

Division priorities should fit within the scope of the Board's mandate and be few in number so that Division 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 Division Priorities;
- seek student, staff, parent and community stakeholder input into the Division Priorities;
- consider all input received and develop and recommend a Division Priorities statement to public Board for approval.

The Committee will also:

- develop Board retreat agendas and chair the retreats;
- review and monitor Board Work Plan progress;
- review at least once per term or as required, to ensure they are current and relevant,:
 - the Trustee Protocols
 - the School Board Governance and Operations Section of the Policy Manual
 - the Trustee remuneration package
 - the post-election orientation process
- Develop an orientation plan for the next Board
- Seek input from other Board committees to perform this work.

6.1.2 Infrastructure Committee (Established [April 10, 2014](#), [Board meeting](#))

The terms of reference for the Committee were approved at the [June 10, 2014](#), Board meeting.

Purpose

- Understand the impacts of infrastructure to students, families, communities, and the Division, both positive and negative.
- To assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term.
- Recommend governance direction in matters related to the implementation of the Managing Space for our Students Infrastructure Strategy.
- Advise and provide feedback on strategic infrastructure initiatives.
- Consider alternative funding approaches for school infrastructure and outline the feasibility of these approaches.

- Advocate for infrastructure support through multiple interests such as the City of Edmonton, Province of Alberta and other school jurisdictions.

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.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested by the Superintendent and/or designate.

Terms of Reference

The Infrastructure Committee will assist Trustees in further understanding the issues, impacts and next steps related to infrastructure, over the course of their term. The Terms of Reference will be developed by the Infrastructure Committee and approved by the Board of Trustees.

Parameters

- All recommendations arising from the committee will be presented as a recommendation to the Board of Trustees at a public Board meeting.

Outcomes

- Implementation of an advocacy model to support the outcomes of the Infrastructure Strategy
- Increased level of public trust/confidence in the Board
- Increased awareness of current pressures and realities and a focus on issues related to infrastructure
- Broader community interest and involvement in the infrastructure development process

Process/Plan

- Develop Terms of Reference
- Examine the issues around infrastructure
- Develop recommendations for the Board
- Communicate the work of the committee with the public and increase awareness of our Division realities
- Develop/implement advocacy strategy
- Conduct regular progress/effectiveness reviews

6.1.3 Policy Review Committee

(Revised Terms of Reference approved [June 17, 2014, Board meeting](#))

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 Policy [CH.BP Framework for 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.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. 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 the Board that will address the complete review of all Board policy over the Board's term and accommodate the need for any emergent reviews;
- fulfill the annual plan for policy reviews by working with the support of the Superintendent of Schools/designate and Administration subject matter experts to review, consolidate and develop policy using the standard framework for process, content development, structure and format outlined in Board Policy [CH.BP - Framework for Policy Development and Review](#)
- recommend to Board for approval those policies that meet the Board's policy criteria as outlined in 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 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.
- Obtain approval and direction from the Board prior to presenting the Board's position on any matter.

6.3 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 Division 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 Division 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 is 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 Division.

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 61(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 61(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 Public School Boards' Association of Alberta (PSBAA)

Purpose

The Public School Boards' Association of Alberta (PSBAA) is a group of Alberta's public school boards advocating for public school education in Alberta. Being a member of the PSBAA provides school boards from across the province the opportunity to advocate around common issues, share best practices, network and participate in professional development.

A motion was carried at the [June 6, 2017](#), Board meeting that the Edmonton Public School Board become a member of the Public School Boards' Association of Alberta (PSBAA).

Edmonton Public School Board Representatives to PSBAA:

Provincial Directors – two representatives

- These positions receive remuneration from the Division on a per diem basis.

7.3 Alberta School Boards Association (ASBA)

Purpose

The Alberta School Boards Association (ASBA) 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. Director terms commence every November in even-numbered years with eligibility for re-election for one successive term of two years. There are no eligibility restrictions on how many consecutive terms an alternate can serve ([ASBA Governance Handbook](#)).
 - This position receives remuneration from ASBA, and not from the Division.
2. Zone 2/3 Representative - one representative plus an alternate for a one-year term. Representation is determined at the annual Organizational Board meeting.
 - This position receives remuneration from the Division 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 with 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 Edmonton Public Schools Foundation:

The Board elects one representative annually to the Board of Governors for the Edmonton Public Schools Foundation. Representation is determined at the annual Organization Board meeting.

- This position receives remuneration from the Division on a per diem basis.

7.5 Mental Health and Student Well-Being Committee *(ad hoc committee created September 11, 2018)*

Purpose

The focus of the committee is to:

- Understand the Division and provincial landscape of mental health service provisions by accredited mental health professionals accessible by children and families, and how this impacts student learning in the education system.
- Collaborate across school boards, governments and community organizations working for increased mental health services for children and families.
- Advocate for increased provincial collaboration and funding for access to accredited mental health professionals available to students in schools.

Composition

The committee consists of at least 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.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested by the Superintendent and/or designate.

Representation is determined at the annual Organization Board meeting.