

**DATE:** June 18, 2024

**TO:** Board of Trustees

**FROM:** Board Chair Kusiek

**SUBJECT:** Proposed 2024-2025 Caucus, MST and Board Meeting Schedule

**RESOURCE STAFF:** Catherine Angeles, Heather Langenhahn, Karen Mills, Nancy Petersen

**REFERENCE** [Trustees' Handbook](#) Section 5 – Meetings of the Board

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## ISSUE

A timing change for Board, Caucus and Meetings of the Superintendent and Trustees (MST) meetings is being contemplated and, if approved, would require adjustments to the Trustees' Handbook, as a trial for the 2024-2025 school year.

## BACKGROUND

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. For this reason, all Board meetings are open to the public and multiple scheduled opportunities are offered for the public to address the Board at its meetings. It is also for this reason that the Board encourages the news media to televise, tape record, and broadcast Board meetings.

## RELATED FACTS

- The average length of Caucus meetings (excluding Special Caucus meetings) since October 2021 is two hours and 49 minutes. The average length of Board meetings (excluding Special Board meetings) since October 2021 is two hours and 55 minutes. MST is typically shorter in duration than either Caucus or Board meetings.
- Morning Board meetings would better accommodate media schedules and allow for news to be shared in early reporting cycles.

## RECOMMENDATIONS

1. That the 2024-2025 Caucus, MST and Board schedule as presented in Attachment 1 be approved.
2. That the wording of Section 5.2.3 of the Trustees' Handbook be amended as follows:  
The Board offers multiple scheduled opportunities for the public to address the Board at its meetings.

- During the first opportunity for Comments from the Public and Staff Group Representatives in each Board meeting, speakers may only speak to an item on the meeting agenda.
- Speakers wishing to speak on an educational issue that is not on the meeting agenda may only do so at the second opportunity for Comments from the Public and Staff Group Representatives in the agenda, scheduled at ~~5:00 p.m.~~ **11:30 a.m.** on the second Board meeting of the month.
  - In the event that there is only one Board meeting in a month, a second opportunity for Comments from the Public and Staff Group Representatives will be added for ~~5:00 p.m.~~ **11:30 a.m.** on the agenda of that meeting. In this second opportunity, individuals may speak to general educational items which are not on the meeting agenda.

### **CONSIDERATIONS and ANALYSIS**

- Given more staff participate in Board meetings, morning meetings would better allow them to plan their afternoons and require fewer to attend past regular working hours.
- Changing the Comments to the Public to 11:30 a.m. would allow people to shift their lunch hours slightly to attend meetings, thus allowing speakers to participate without having to take time off work.
- Given the number of school council and other evening meetings and events that Trustees attend, changing Board meetings to the morning would allow for greater ease in attending Tuesday evening school council or other evening commitments as Caucus and MST meetings alternate every second Board meeting and MST meetings are typically shorter in duration.

### **NEXT STEPS**

If and when approved, the Trustees' Handbook will be updated and the new dates will be entered in the Trustees' shared calendar and on the Division website. Meeting dates for the 2024-2025 school year will also be shared through a notice to leadership staff. Social media and a notice to media outlets will be used to inform people of the new Board meeting start time.

At a Caucus meeting in May 2025, Trustees will evaluate how the morning Board meetings worked and whether they would like to keep this time, revert to the 2:00 pm time or choose another start time or schedule.

### **ATTACHMENTS and APPENDICES**

ATTACHMENT I Proposed 2024-2025 Caucus, MST and Board meeting schedule

JK:km

**2024 - JULY TO DECEMBER BOARD CALENDAR**

Updated - May 21, 2024

	SUN	MON	TUE	WED	THU	FRI	SAT
JUL		1 Canada Day	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
AUG	4	5 Heritage Day	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28 Operational Day (No Students)	29 First Day of Classes	30	31
	SEP	1	2 Labour Day	3	4	5	6
8		9	10 9 a.m. Board 2 p.m. Caucus	11	12	13	14
15		16	17	18	19	20	21
22		23	24 9 a.m. Board 2 p.m. MST	25	26	27	28
29		30 National Day for Truth and Reconciliation	1	2	3	4	5
OCT	6	7	8 9 a.m. Board 2 p.m. Caucus	9	10	11 PD Day (No Students)	12
	13	14 Thanksgiving	15	16 PSBAA Fall AGM & Conf.	17 PSBAA Fall AGM & Conf.	18 PSBAA Fall AGM & Conf.	19
	20	21	22 9 a.m. Board 2 p.m. MST	23	24	25	26
	27	28	29	30	31	1 PD Day (No Students)	2
	NOV	3	4	5 9 a.m. Board 2 p.m. Caucus	6 Results Review, Plans and Budget	7	8 Board Approved Non-Instructional
10		11 Remembrance Day	12 Board Approved Non-Instructional	13 Teacher's Day in Lieu	14 Central Results Review	15 Central Results Review	16
17 ASBA FGM		18 ASBA FGM	19 ASBA FGM	20 School Results Review	21 School Results Review	22 9 a.m. Audit	23
24		25 School Results Review	26 9 a.m. Board 2 p.m. MST	27	28	29	30
DEC		1	2	3	4	5	6
	8	9	10 9 a.m. Board 2 p.m. Caucus	11	12	13	14
	15	16	17	18	19	20	21
	22	23 Winter Break	24 Winter Break	25 Christmas Day	26 Boxing Day	27 Winter Break	28
	29	30 Winter Break	31 Winter Break				

**2025 - JANUARY TO JUNE BOARD CALENDAR**

Updated - May 21, 2024

	SUN	MON	TUE	WED	THU	FRI	SAT
JAN				1 New Year's Day	2 Winter Break	3 Winter Break	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21 9 a.m. Board 2 p.m. Caucus	22	23	24	25
	26	27	28	29 PD Day (No Students)	30	31	1
FEB	2	3	4	5	6 PSBAA - Council Meeting	7 PSBAA - Council Meeting	8
	9	10	11 9 a.m. Board 2 p.m. Caucus	12	13	14	15
	16	17 Family Day	18 PD Day (No Students)	19	20	21	22
	23	24	25	26	27 Teacher's Convention	28 Teacher's Convention	1
	2	3	4 9 a.m. Board 2 p.m. Caucus	5	6	7	8
MAR	9	10	11	12	13	14	15
	16	17	18 9 a.m. Board 2 p.m. MST	19	20	21	22
	23	24 Spring B Break	25 Spring B Break	26 Spring Break	27 Spring Break	28 Spring Break	29
	30	31 PD Day (No Students)	1 9 a.m. Board 2 p.m. Caucus	2	3	4	5
	6	7	8	9	10 PSBAA - Council Meeting	11 PSBAA - Council Meeting	12
APR	13	14	15 9 a.m. Board 2 p.m. MST	16	17 PD Day (No Students)	18 Good Friday	19
	20	21 Easter Monday	22	23	24	25	26
	27	28	29	30	1	2	3
	4	5	6 9 a.m. Board 2 p.m. Caucus	7	8	9	10
MAY	11	12	13	14	15	16	17
	18	19 Victoria Day	20 Board Approved Non- Instructional	21 Teacher's Day in Lieu	22	23 9 a.m. Special Board Meeting (Budget)	24
	25	26	27 9-10:30 a.m. Board 10:30 a.m. Audit 2 p.m. Caucus	28	29	30	31
	1	2	3	4	5	6	7
JUN	8	9 PD Day (No Students)	10 9 a.m. Board 2 p.m. Caucus	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24 9 a.m. Board 2 p.m. MST	25 Last Day of Classes	26 Operational Day (No Students)	27 Summer Break	28
	29	30 Summer Break					