

DATE: May 27, 2025

TO: Board of Trustees

FROM: Trustee Sawyer, Caucus Committee Chair

SUBJECT: Caucus Committee Reports

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

REFERENCE [Trustees' Handbook](#) – Caucus Committee - Section 5.4

ISSUE

The Board approved the following recommendation at the March 3, 2015, Board meeting: That Section 5.4 of the Trustees' Handbook be revised to give the Caucus Committee final decision-making power on certain types of matters, and yet constrain that power so it is used only when absolutely necessary.

NEW FORMAT

This year, an updated format for reporting Caucus decisions to Board has been explored, with the desired outcome being a balanced, timely, and consistent practice which provides accountability while still honouring the level of confidentiality required by the confidential labour/employment, land, legal and strategy matters which are discussed at Caucus. This report employs the agreed upon format.

The following recommendations were approved by the Caucus Committee:

Meeting date	Matter	Motion/Decision
October 8, 2024	#01.24/25 Land	Land matter #01.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on October 8, 2024.
October 8, 2024	Labour/ Employment matter #01.24/25	Labour/Employment matter #01.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on October 8, 2024.
October 8, 2024	Exempt salary adjustment	"That approval be provided for Exempt Non-Management and Exempt Management staff to receive a 3.00 per cent wage adjustment on September 1, 2024."
October 22, 2024	Land matter #02.24/25	Land matter #02.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on October 22, 2024.

Meeting date	Matter	Motion/Decision
January 10, 2025	Labour/ Employment matter #02.24/25	Labour/Employment matter #02.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on January 10, 2025.
January 14, 2025	Land matter #03.24/25	Land matter #03.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on January 14, 2025.
January 21, 2025	Trustee representatives	<p>"That the Board appoint two Trustee representatives for the All Specialized Learning Supports Employees bargaining committee."</p> <p><i>Trustees O'Keefe and Hancock were appointed.</i></p>
January 21, 2025	Labour/ Employment matter #03.24/25	Labour/Employment matter #03.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on January 21, 2025.
January 21, 2025	Land matter #04.24/25	Land matter #04.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on January 21, 2025.
January 21, 2025	Land matter #05.24/25	Land matter #05.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on January 21, 2025.
January 21, 2025	Authorization for absences	"That Trustee Hole be authorized to be absent for three or more consecutive regular meetings of the Board, effective immediately."
February 11, 2025	Strategy matter #01.24/25	Strategy matter #01.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on February 11, 2025.
February 11, 2025	Suzuki Charter Expansion Request	"That the Board authorizes the Board Chair to send a letter of support to the Suzuki Charter School Board Chair signaling support for Suzuki's application for provincial funding for a modernization/expansion of Capilano School, with the caveat that the Division remains property owner and landlord and does not incur project costs aside from reasonable staff time and effort in collaboration and oversight."

Meeting date	Matter	Motion/Decision
		That the Board authorizes Administration to liaise and collaborate with Suzuki Charter School and the Province as necessary to realize and appropriately oversee the project described in Recommendation 1, should the Province approve Suzuki's application."
February 25, 2025	Recruitment of Superintendent of Schools	<p>"That the engagement of an executive search firm to conduct an internal and national external search for a new Superintendent of Schools be approved.</p> <p>That Leaders International be approved as the executive search firm that will be engaged for this recruitment.</p> <p>That Angela Anderson, Chief Human Resources Officer be the designated Division liaison between the Board of Trustees and the executive search firm and provide the Board of Trustees support for this recruitment.</p> <p>That the Division liaison's point of contact for coordinating with the Board of Trustees on this matter will be the Board Chair, Julie Kusiek."</p>
March 4, 2025	Land matter #06.24/25	Land matter #06.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on March 4, 2025.
March 4, 2025	Labour/ Employment matter #05.24/25	Labour/Employment matter #05.24/25 was approved in accordance with the respective recommendation discussed at Caucus Committee on March 4, 2025.
March 4, 2025	Trustees' Handbook Updates	<p>"That the Purpose section in Chapter 5 of the Trustees' Handbook be replaced as presented.</p> <p>That Section 5.1 Organizational Board Meeting in Non-Election Years of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.1.1 Organizational Board meeting in Election Year of the Trustees' Handbook be revised as presented.</p>

Meeting date	Matter	Motion/Decision
		<p>That Section 5.1.2(3) Other Standing Committee in the Trustees' Handbook be revised as presented.</p> <p>That Section 5.1.2(5) Election for Board Representatives on External Committees of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2 Public Board Meetings-Public Sessions of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2 Public Board Meetings-Quorum of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2 Public Board Meetings-Remote Participation of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.1 Public Board Meeting Agendas of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.1 Public Board Meeting Agendas-Format of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.1 Public Board Meeting Agendas-Preparation of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.2 Meeting Proceedings and Rules of Order-Process to Initiate Action on Selected Concerns through Motions of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.2 Meeting Proceedings and Rules of Order-Debate on Motions of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.3 Comments from the Public and Staff Group Representatives of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.2.5 Minutes of the Trustees' Handbook be revised as presented.</p>

Meeting date	Matter	Motion/Decision
		<p>That Section 5.3 Special Board Meetings of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.4 Caucus Meetings-Quorum of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.4 Caucus Meetings-Format of Agendas of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.4 Caucus Meetings-Minutes of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.7.1 Board Reports of the Trustees' Handbook be revised as presented.</p> <p>That Section 5.7.2 Enquiries and Requests for Information of the Trustees' Handbook be revised as amended."</p>
March 4, 2025	Trustee Coverage	<p>"Trustees Hancock and O'Keefe will continue to represent Ward C until the municipal election on October 20, 2025.</p> <p>Additional remuneration for the Trustees representing Ward C, in the amount of one-third of the regular remuneration to be split evenly amongst the two Trustees, will continue until the municipal election on October 20, 2025.</p> <p>The Board selected Trustee O'Keefe to serve on the Local 3550 bargaining committee.</p> <p>The Board selected Trustee Hancock to serve on the Local 784 bargaining committee."</p>
March 18, 2025	Ratification of Local 3550 agreement for 2020-2028	<p>"That the Memorandum of Agreement and other agreed-to items for an eight-year collective agreement with CUPE Local 3550 (Support Staff) from September 1, 2020 to August 31, 2028 be approved."</p>
April 1, 2025	Trustees' Handbook Updates	<p>"That Chapter 9 of the Trustees' Handbook be revised as presented.</p> <p>That Chapter 13 of the Trustees' Handbook be revised as presented.</p>

Meeting date	Matter	Motion/Decision
		<p>That in Section 15.2 Speaking to Motions, the last two sentences be struck and the following sentence be added: “Any media contact, see Section 15.1.4 Media Requests for Comments or Interviews for more information.</p> <p>That in Section 15.3 Addressing Individual Ward Issues, the following be added to the last sentence, “...refer to Section 15.1.4 Media Requests for Comments or Interviews.”</p> <p>That Chapter 15 of the Trustees’ Handbook be revised as amended.</p> <p>That in Section 16.2 Resignations, the last paragraph, first sentence, be amended to begin with the phrase “Following a notice of resignation of a Trustee...”</p> <p>That Section 16.2 Resignations From the Board be updated as follows: “A Trustee may resign by submitting their written resignation to the Director Board and Superintendent Relations Secretary of the Board at the beginning of a meeting of the Board, and the Trustee ceases to hold office at that time. Trustees are strongly encouraged to inform the Board Chair and Director Board and Superintendent Relations Superintendent of Schools prior to the meeting.”</p> <p>That Chapter 16 of the Trustees’ Handbook be revised as amended.</p> <p>That Chapter 17 of the Trustees’ Handbook be revised as presented.”</p>
April 1, 2025	Superintendent Evaluation	“That the 2024-2025 Superintendent Evaluation be cancelled.”
May 6, 2025	Board Self-evaluation	“That the 2024-2025 Board Self-evaluation be cancelled and the Board Self-evaluation not occur in an election year.”

Meeting date	Matter	Motion/Decision
May 6, 2025	Trustees' Handbook Updates	<p>"Any individual or group may speak at a Public Board meeting on an issue to a maximum of four times per school year. Those who can not register are encouraged to submit their thoughts in writing prior to the Board meeting.</p> <p>That the revisions to Chapter 5 of the Trustees' Handbook be approved, as amended.</p>
May 6, 2025	Authorization for absence	<p>That an absence from Board-related activities, without pay, for Trustee Sumar from May 7-14, 2025 be approved. Further, if he is successful in seeking the nomination for the Alberta NDP, that the approved absence be extended to the by-election.</p> <p>That the Board select Trustee Nelson to represent Ward G until Trustee Sumar resumes his Board-related activities."</p>

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