TRUSTEES’ HANDBOOK
2017-2021

Updated as of September 2019
# Preface

1. **School Boards and Trusteeship in Alberta**
   - Introduction .......................................................... 6
   - Role of School Boards .................................................. 7
   - What is a Trustee Personally Liable For? .............................. 8

2. **About Edmonton Public Schools** ........................................ 10
   - History ........................................................................ 10
   - Quick Facts ................................................................... 11
   - Union and Staff Groups ................................................. 11
   - Ward Boundary Map .................................................... 13
   - List of Schools by Ward ................................................ 14
   - Organizational Chart ................................................... 15
   - School Groupings by Assistant Superintendent ................. 16

3. **Board Governance** .......................................................... 17
   - Principles for Board Operation ........................................ 17
   - Code of Conduct and Protocols ....................................... 18
     - Code of Conduct ....................................................... 18
     - Trustee Protocols ...................................................... 19
   - Addressing Divergence from the Protocols ......................... 19
   - Conflict of Interest and Pecuniary Interest .......................... 20
   - Freedom of Information and Privacy Protection (FOIP) ....... 20
   - Disclosure of Information ............................................. 20
   - Acceptance of Gifts and Use of District Property ................ 21
   - Financial Accountability and Public Reporting .................. 21

4. **Board Member Positions** .................................................... 22
   - Roles and Responsibilities ............................................ 22
   - Criteria for Decision Making ......................................... 22

5. **Meetings of the Board** ......................................................... 24
   - Organizational Board Meeting in Non-Election Years ........ 24
     - Organizational Board Meeting in Election Year .............. 24
     - Organizational Board Meeting Process in Election Year ...... 24
   - Public Board Meetings .................................................. 26
     - Public Board Meeting Agendas .................................... 27
     - Meeting Proceedings and Rules of Order ......................... 29
     - Comments from the Public and Staff Group Representatives .................................................. 31
   - Special Board Meetings ................................................. 33
   - Caucus Committee ....................................................... 33
   - Audit Committee .......................................................... 36
   - Meeting of the Superintendent of Schools and Trustees (MST) .................................................................................. 38
   - Board Reports, Enquiries and Requests for Information ......... 38
     - Board Reports .......................................................... 38
     - Enquiries and Requests for Information ......................... 39
   - Meeting Packages and Materials ...................................... 39
   - Seating in McCauley Chambers ........................................ 39
# 6. BOARD COMMITTEES

- **6.1 Board Committee Protocols** .......................................................................................... 41
  - 6.1.1 Governance and Evaluation Committee ........................................................................ 42
  - 6.1.2 Infrastructure Committee ............................................................................................ 44
  - 6.1.3 Policy Review Committee ............................................................................................ 45
- **6.2 ASBA Issues and Resolutions Committee** .................................................................... 46
- **6.3 Four-Year Budget Planning and Results Reviews** .......................................................... 46

# 7. AD HOC COMMITTEES AND BOARD REPRESENTATION

- **7.1 Staff Group Negotiations** ............................................................................................... 48
- **7.2 Public School Boards’ Association of Alberta (PSBAA)** .................................................. 49
- **7.3 Alberta School Boards Association (ASBA)** .................................................................... 49
- **7.4 Edmonton Public Schools Foundation** .......................................................................... 49
- **7.5 Mental Health Committee (ad hoc committee created September 11, 2018)** ............... 50

# 8. STUDENT SENATE

- **8.1 Role Description** ............................................................................................................ 52
- **8.2 Eligibility and Qualifications** .......................................................................................... 53
- **8.3 Selection and Election Process** ...................................................................................... 53
- **8.4 Term of Office** .................................................................................................................. 53
- **8.5 Disqualifications of a Student Senator or Student Trustee** ........................................... 53
- **8.6 Responsibilities of the Board** .......................................................................................... 53
- **8.7 Administrative Support** .................................................................................................. 54

# 9. BOARD-HOSTED ACTIVITIES AND KEY EVENTS

- **9.1 Annual Board-Hosted District Events** ............................................................................ 55
- **9.2 Other Board-Hosted Events** ........................................................................................... 56
- **9.3 Non-Board-Hosted Events** ............................................................................................. 56
- **9.4 Board Calendar of Annual Activities** ............................................................................ 56

# 10. BOARD AND STAFF RELATIONS

- **10.1 Service Requests for Constituent Concerns** .................................................................. 57
- **10.2 Direct Requests of the Administration** ......................................................................... 57
- **10.3 School Relationships** .................................................................................................... 58
- **10.4 School Council Relationships** ...................................................................................... 58

# 11. TRUSTEE REMUNERATION AND ALLOWANCES

- **11.1 Trustee Remuneration Philosophy and Principles** ......................................................... 59
- **11.2 Honorariums** ............................................................................................................... 59
- **11.3 Advance on Travel Expenses** ...................................................................................... 61
- **11.4 Trustee Individual Expense Allowance** ........................................................................ 61
- **11.5 Board Chair Discretionary Allowance** ......................................................................... 61
- **11.6 Board-Paid Conferences and Functions** ....................................................................... 62
- **11.7 Professional Development, Conferences and Travel** .................................................. 62
- **11.8 Board Representation Travel and Related Expenses** .................................................. 63
- **11.9 Board Initiative Fund** ................................................................................................... 63
- **11.10 Group Benefits** ........................................................................................................... 63
  - 11.10.1 Group Health and Insurance Coverage ........................................................................ 64
  - 11.10.2 Eligibility ..................................................................................................................... 64
- **11.11 Transition Allowance** .................................................................................................. 65
- **11.12 Public Reporting Process for Travel and Expenses** ..................................................... 65
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Financial Administration</td>
<td>66</td>
</tr>
<tr>
<td>12.1</td>
<td>Reimbursement of Expenses</td>
<td>66</td>
</tr>
<tr>
<td>12.2</td>
<td>Authority for Expenditures</td>
<td>66</td>
</tr>
<tr>
<td>12.3</td>
<td>Monthly Expense Accounting</td>
<td>66</td>
</tr>
<tr>
<td>12.4</td>
<td>Purchasing Charge Card</td>
<td>67</td>
</tr>
<tr>
<td>12.5</td>
<td>Per Diem Claim Forms</td>
<td>67</td>
</tr>
<tr>
<td>12.6</td>
<td>Travel Claims</td>
<td>68</td>
</tr>
<tr>
<td>13.</td>
<td>Administrative Resources and Supports</td>
<td>69</td>
</tr>
<tr>
<td>13.1</td>
<td>Administrative Amenities</td>
<td>69</td>
</tr>
<tr>
<td>13.1.1</td>
<td>Parking</td>
<td>69</td>
</tr>
<tr>
<td>13.1.2</td>
<td>Equipment and General Office Supplies</td>
<td>69</td>
</tr>
<tr>
<td>13.1.3</td>
<td>Trustee Office Space</td>
<td>69</td>
</tr>
<tr>
<td>13.1.4</td>
<td>Secretarial Services for Trustees</td>
<td>69</td>
</tr>
<tr>
<td>13.1.5</td>
<td>Secretarial Support for the Board Chair</td>
<td>71</td>
</tr>
<tr>
<td>13.1.6</td>
<td>Nametags</td>
<td>71</td>
</tr>
<tr>
<td>13.1.7</td>
<td>Photograph</td>
<td>71</td>
</tr>
<tr>
<td>13.2</td>
<td>Board Intranet Site (BIS)</td>
<td>72</td>
</tr>
<tr>
<td>13.3</td>
<td>Trustees’ Shared Calendar</td>
<td>72</td>
</tr>
<tr>
<td>13.4</td>
<td>Insurance and Indemnification</td>
<td>72</td>
</tr>
<tr>
<td>13.5</td>
<td>General and Professional Liability Insurance</td>
<td>75</td>
</tr>
<tr>
<td>14.</td>
<td>Board Strategic Planning Meetings</td>
<td>78</td>
</tr>
<tr>
<td>15.</td>
<td>Community Relations and Communications</td>
<td>79</td>
</tr>
<tr>
<td>15.1</td>
<td>Board Communication Principles</td>
<td>79</td>
</tr>
<tr>
<td>15.1.1</td>
<td>Communicating in a Timely, Accurate, and Respectful Manner</td>
<td>79</td>
</tr>
<tr>
<td>15.1.2</td>
<td>Sharing of Information and Perspectives</td>
<td>79</td>
</tr>
<tr>
<td>15.1.3</td>
<td>Correspondence: Emails</td>
<td>80</td>
</tr>
<tr>
<td>15.1.4</td>
<td>Media Requests for Comments or Interviews</td>
<td>80</td>
</tr>
<tr>
<td>15.1.5</td>
<td>Social Media</td>
<td>80</td>
</tr>
<tr>
<td>15.1.6</td>
<td>Community and Government Relationships within Wards</td>
<td>81</td>
</tr>
<tr>
<td>15.1.7</td>
<td>School and Community Newsletters</td>
<td>81</td>
</tr>
<tr>
<td>15.1.8</td>
<td>Inquiries Regarding Board Positions</td>
<td>81</td>
</tr>
<tr>
<td>15.2</td>
<td>Speaking to Motions</td>
<td>81</td>
</tr>
<tr>
<td>15.3</td>
<td>Addressing Individual Ward Issues</td>
<td>81</td>
</tr>
<tr>
<td>16.</td>
<td>Leaves of Absences and Resignations</td>
<td>82</td>
</tr>
<tr>
<td>16.1</td>
<td>Board/Caucus Committee Meeting Absence: Personal/Medical/Parental Leave</td>
<td>82</td>
</tr>
<tr>
<td>16.2</td>
<td>Resignations</td>
<td>82</td>
</tr>
<tr>
<td>17.</td>
<td>Election</td>
<td>83</td>
</tr>
<tr>
<td>17.1</td>
<td>Appointment of Returning Officer</td>
<td>83</td>
</tr>
<tr>
<td>17.2</td>
<td>Electioneering and Politically Motivated Communications</td>
<td>83</td>
</tr>
<tr>
<td>17.3</td>
<td>Campaigning While Holding Office</td>
<td>83</td>
</tr>
<tr>
<td>18.</td>
<td>Security and Technology</td>
<td>84</td>
</tr>
<tr>
<td>18.1</td>
<td>Security</td>
<td>84</td>
</tr>
<tr>
<td>18.2</td>
<td>Use of District Technology</td>
<td>84</td>
</tr>
<tr>
<td>19.</td>
<td>Resources and Contacts</td>
<td>86</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td>87</td>
</tr>
</tbody>
</table>
Public education and the students of Edmonton Public Schools are best served by a Board of Trustees that leads by example in all its decisions and activities. The Trustees’ Handbook contains clear statements and explanations of the policies, principles, protocols, and practices related to Board Governance and Operations at Edmonton Public Schools.

The Trustees’ Handbook details how the Board accomplishes its main governance tasks:

- representing the interests of the community and reflecting the values of the community in its decision making,
- serving as an advocate and steward of public education,
- setting priorities and policies to provide leadership and overall direction for the District,
- allocating resources to the District to fulfill its responsibilities,
- monitoring the implementation of policies,
- evaluating the results achieved in the District,
- reporting the results achieved to its public,
- serving as a communication bridge between the community and the District, and
- hiring and evaluating the Superintendent of Schools to ensure accountability to students and the public.

The Handbook serves as a single point of reference for all Trustees and sets the foundation for common understanding for the Trustees, the Superintendent of Schools and the Administration about its own operations, procedures, practices, and conduct as a school board.

The Handbook includes expectations and procedures for individual Trustees, both as members of the Board and as representatives of the communities that elected them. Trustees are expected to govern themselves accordingly.

Annually, the Board evaluates itself against the principles and expectations contained in this Handbook to continually improve its governance practices.

The Handbook is published on the District website to foster greater transparency and accountability in relation to the Board’s operations and conduct. Transparency around the role and responsibilities of an elected Board of Trustees and how it is meeting its own standards and expectations leads to public confidence.
“In and for each Province the legislature may exclusively make law as in relation to education.”
Constitution Act 1867

Introduction
The following is adapted from an excerpt from the Alberta School Boards Association “What Do School Boards Do”.

The Alberta legislature through the School Act and regulations passed thereunder has delegated some authority for the governance of education to locally elected school boards. School boards are statutory corporations and, as such, have certain obligations to perform and certain powers to carry out their tasks.

The philosophy of school board governance is that government is most effective when it is close to the people being governed. Historically, community residents have elected trustees to boards to act for the legislature in their local schools.

The board practices leadership through governance in three main areas: fiduciary leadership; strategic leadership and generative leadership. In its fiduciary leadership role the board focuses on its legal responsibilities as defined in the School Act, regulations and other legislation pertinent to children and youth.

The board provides oversight and stewardship to ensure:
- each student has the opportunity to achieve his/her potential
- children are safe at school
- the jurisdiction’s financial and capital resources are well managed
- that business is conducted in a legal and ethical manner

The school board’s strategic leadership role sees school boards looking into the future – conducting environmental scans of internal and external issues and trends. In this role, the school board reviews, revises or drafts the school jurisdiction’s mission, values, vision and goals. This role involves planning and making decisions about resources, programs and services that reflect long term priorities.

The school board’s generative leadership role is grounded in the notion that “it takes a whole village to raise a child”. It recognizes that governance should not exist in isolation but that it should engage the community. In its generative leadership role, the school board reaches out to involve the community in a dialogue about the needs of the community, its youth and the future. Moving beyond consultation, generative leadership suggests that school boards share direction-setting and sometimes decision-making with others. This role increases education’s profile as a fundamental community resource and it gives all citizens an opportunity to shape the direction that education takes locally.
Role of School Boards

The school board, as a representative of the people, is a decision-maker and direction-setter. The board integrates information from many sources; processes that information; evaluates it and makes a decision compatible with the system’s beliefs, values and goals.

As it makes these decisions, the school board considers the interests of all the students in the jurisdiction – not just the interests of students from a particular school or area.

- The school board is responsible for setting the overall direction for the school system. This is usually done through an annual strategic planning process. The board revisits its vision, mission, values and beliefs and identifies strategic priorities and goals for the system.

- The school board sets the annual budget which determines how resources are allocated to schools and programs. The school board also provides direction through its policy processes. These include planning, developing, implementing and evaluating policy.

- The school board also holds the system – and the board itself – accountable for achieving its goals. The board creates this accountability by assigning roles and responsibilities for the desired results and creating a system to monitor and evaluate those results.

- The school board reports system and school performance to the public and to the provincial government.

- The school board is an advocate for public education and for the local school system. As an advocate, the school board consults with its constituents; it provides advice with respect to education to MLAs and government as an individual board and collectively through the Alberta School Boards Association. School boards also advocate for students. The board assesses proposed policies based on what is best for the development of the whole individual. While schools cannot usurp the family’s role, serving on a school board means partnering with parents to ensure children are provided with the best possible educational opportunities to become productive citizens who contribute to their communities.

- The school board selects a superintendent of schools, delegates administrative duties to the superintendent and evaluates the superintendent’s performance. The school board clearly outlines its expectations of the superintendent. In this context, job descriptions must be based on outcomes or accomplishments rather than activities.

- While legislation gives the school board the power to engage in a wide range of activities, it is most common for the school board to delegate operational tasks to the superintendent. School boards tend to focus on governing the system by setting performance targets and holding the system accountable for the desired results. It is critical that the school board creates the appropriate policies and procedures to ensure the appropriate conduct of the school system and the limitations of delegated responsibilities or powers. Ultimately the board is accountable.
**What is a Trustee Personally Liable For?**

**Relationship between the school board and the superintendent**
The relationship between the school board and the superintendent is the most important relationship in the school system. The school board and superintendent have different but complementary roles in many areas. Each party’s success is greatly influenced by the other’s success. Both parties must nurture this relationship. The school board must clearly establish the roles and responsibilities of the school board, the school board chair and the chief superintendent.

**No trustee can act alone – the school board is a corporate entity**
The school board is a corporation. If the school board chooses, it may delegate a trustee to perform specific duties as an individual; but only as an agent of the board and only as prescribed by the board, by board motion. In other words, the school board is ultimately responsible for the individual’s action. With this exception, a trustee acting on his or her own has only the authority and privileges of an ordinary citizen.

**What is a trustee personally liable for?**
All authority delegated by the province is to the corporate school board; not to individual trustees. With the four following exceptions any action taken against the school board are against the corporate board – not individual trustees.

**Improper Use of Funds**
If a school board uses money acquired for capital expenditures for unauthorized purposes, the trustees who were on the board when the board approved the improper application of the capital money, whether or not they are still trustees, are jointly and severally liable for the payment to the board of the amount of money applied to the unauthorized use (s.187 School Act).

**Non-Performance of Statutory Duties**
Trustees who fail or refuse to perform statutory duties imposed by various statutes may be held personally responsible (e.g., s.112 of the Employment Standards Code could hold trustees jointly and severally liable for unpaid wages).

**Personal Gain**
If a court declares a trustee disqualified from remaining on the board due to his/her personal gain from contracts with the board, the trustee may be ordered to pay the board any profits.

**Breaches of Common Law**
Trustees may be held personally liable for breaches of common law such as acting in bad faith, in a discriminatory manner or in abuse of their powers. It must be noted that actions against such breaches are likely to be successful only where the evidence presented is clearly indisputable.
Edmonton Public School Board Governance Structure

Each newly elected Board receives the torch from the previous Board and determines its course forward. Due largely to the size and complexity of the organization, the Board of Trustees has operated primarily from a “Policy Governance” model.

The Policy Governance model is designed to ensure accountability of the Board and Administration. The model provides a governance system which enables boards to provide strategic leadership in creating the future for organizations through principles of action called “Policies”.

Strategic changes and/or directions are initiated by the Board through the development of policy and separate issues of organizational purpose from all other organizational issues, placing primary importance on purpose. Early in its term, the Board reviews the District mission and establishes District Priorities from which the Board and Administration derive its focus.

Through the District Priorities, the Board sets a desired outcome or end result, with the method being left to be determined by the Superintendent. As such, the Superintendent prepares a District Plan, which provides a set of goals and initiatives for the staff to focus on in support of the District Priorities. All schools and Decision Units are to incorporate activities into their annual plans that support the District Plan. These results are reported on at annual budget and results review meetings.

Some Boards have also incorporated an annual work plan to guide and focus its strategic efforts. Ad-hoc committees and task forces are established as needed. The Board currently has three standing committees to carry out Board-related functions:

- Governance and Evaluation Committee
- Infrastructure Committee
- Policy Review Committee
2. ABOUT EDMONTON PUBLIC SCHOOLS

2.1 History

- Edmonton Public Schools has been in existence for over 130 years.

- The first school opened on January 3, 1882; teacher Mr. James Harris welcomed 28 pupils: 25 boys and 3 girls.

- For the first few years, the Edmonton School was supported through public subscription.

- The District was legally constituted February 3, 1885.

- Members of the first Board of the legally-constituted school district, elected March 21, 1885, were M. McCauley (Chairman), D. Ross and W. S. Robertson.

- The first Superintendent of Edmonton Public Schools was Mr. James McCaig, appointed in 1906; at that time, there were five schools, 30 teachers and approximately 2,500 pupils.

- In 1907, the District was successful in having its name changed. The words “Protestant” and “Public” were dropped from the District’s name and became known as “Edmonton School District No. 7”.

- On February 16, 1912, Bessie Nichols was elected as a Trustee, making her the first woman in Edmonton to be elected to civic office. Only the day before the election, had the legislation changed to allow for women to sit as school board trustees.

- Elementary school included grades 1 to 8 and high school grades 9 to 12. Between 1918 and 1925, the District operated seven experimental junior high schools as a means of addressing the serious problem of high school accommodation; by offering Grade 9 at various junior high schools, classroom space was opened up at the high schools. Westmount accommodated the first junior high, in 1918.

- The first program of choice was introduced in Edmonton Public Schools in 1974. By the end of the 1970s, the District offered students more than half a dozen new program opportunities. Since then, new and innovative programs have been steadily added.

- Committed to a collaborative, transparent approach to decision making processes, site-based decision making was introduced to seven pilot schools in 1976. District-wide implementation of this process in 1979 provided individual schools opportunity to address the unique needs of their community and staff.
2.2 Quick Facts
Edmonton Public Schools is the second largest school district in Alberta, and the sixth largest in Canada.

The District offers more than 30 alternative programs including visual and performing arts, athletics, faith-based, language and cultural philosophies. Alternative programs are offered in schools where there is sufficient demand for program sustainability, and where there is adequate space to accommodate the programming requirements.

The District works in collaboration with staff, parents and community stakeholders to ensure students are welcomed and supported in their community schools. District staff promote awareness and build capacity on inclusive practices.

Edmonton Public Schools continues to support community schools as the first guaranteed point of entry for all students. Throughout the District inclusive opportunities are increasingly available for students identified with special education needs.

<table>
<thead>
<tr>
<th>2018-2019 School Year</th>
<th>Student Enrolment</th>
<th>2017-2018 Operating Budget</th>
<th>Total Staff</th>
<th>Three-Year High School Completion Rate</th>
<th>Drop Out Rate</th>
<th>Rutherford Scholarship Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>125 elementary schools</td>
<td>39 elementary/junior high schools</td>
<td>5 elementary/junior/senior high schools</td>
<td>27 junior high schools</td>
<td>3 junior/senior high schools</td>
<td>14 senior high schools</td>
<td>13 other specialized educational programs to serve students with additional needs</td>
</tr>
</tbody>
</table>

* [Link to 2017-2018 Annual Education Results Report](page 14)

2.3 Union and Staff Groups
Edmonton Public Schools works in collaboration with four staff union groups. The Board is the employer and provides direction and approval in the collective agreement bargaining process. Two Board representatives are appointed by the Board to serve on the various negotiating teams for the following staff groups:

**Custodial:** Custodial staff are represented by CUPE Local 474. Positions include head custodians, spare custodians, charge hands, relief custodians, utility custodians, custodians and custodial assistants.

**Exempt:** Employees who are not represented by a union group are considered “Exempt” staff. Positions include school and central services non-management positions.

**Maintenance:** Maintenance staff are represented by CUPE Local 784. Positions include both tradespeople and maintenance workers.

**Support:** Support staff are represented by CUPE Local 3550. Positions include administrative assistants, clerks, food preparers, interpreters, library technicians, secretaries, educational assistants and technicians.
**Teacher:** Teaching positions are covered by a collective agreement with the Alberta Teachers’ Association (ATA). Local 37 of the ATA represents the District’s teaching staff.

Leadership positions include management positions either covered by a collective agreement with the Alberta Teachers’ Association or exempt from any collective agreement. Exempt leaders are classified as “Exempt management”.
2.4 Ward Boundary Map

EPSB Wards 2017

[Map of EPSB Wards 2017 showing the boundaries of different wards]

Prepared by Infrastructure Planning, Edmonton Public Schools

April 4, 2017
2.5 List of Schools by Ward

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashmore</td>
<td>Bannerman</td>
<td>Belmead</td>
<td>Beaver</td>
<td>Delwood</td>
<td>Dr. Donald Mason</td>
<td>Edmonton Christian</td>
<td>Highview</td>
<td>Glencoe</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.6 Organizational Chart

[Organizational Chart Image]

August 23, 2019
2.7 School Groupings by Assistant Superintendent

<table>
<thead>
<tr>
<th>Ron MacNeill</th>
<th>Leona Morrison</th>
<th>Kathy Muhlethaler</th>
<th>Kent Pharis</th>
<th>Mike Suderman</th>
<th>Liz Yule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Superintendent of Schools and Learning Services (Group A)</td>
<td>Assistant Superintendent of Schools and Learning Services (Group E)</td>
<td>Assistant Superintendent of Schools and Learning Services (Group B)</td>
<td>Assistant Superintendent of Schools and Learning Services (Group D)</td>
<td>Assistant Superintendent of Schools and Learning Services (Group C)</td>
<td>Assistant Superintendent of Schools and Learning Services (Group F)</td>
</tr>
<tr>
<td>City Centre Catchment</td>
<td>North Central Catchment</td>
<td>City Campuses Catchment</td>
<td>Argyll</td>
<td>Harry Anlay Catchment</td>
<td>J. Percy Page Catchment</td>
</tr>
<tr>
<td>ceil</td>
<td>Ross Shepard Catchment</td>
<td>Brightview</td>
<td>Braemar</td>
<td>ASD/Trevor Miller</td>
<td>Dan Knott</td>
</tr>
<tr>
<td>Brightview</td>
<td>Athlone</td>
<td>Britannia</td>
<td>Centre High</td>
<td>D.S. MacKenzie</td>
<td>Edith Rogers</td>
</tr>
<tr>
<td>Britannia</td>
<td>Crown</td>
<td>Cedar</td>
<td>Hospital School Campuses</td>
<td>Donald R. Gellie</td>
<td>Ekota</td>
</tr>
<tr>
<td>Crown</td>
<td>Deer</td>
<td>Dicksfield</td>
<td>Institutional Services</td>
<td>Dr. Lila Fahlman</td>
<td>Ellerslie Campus</td>
</tr>
<tr>
<td>Deer</td>
<td>Dunluce</td>
<td>Dundonald</td>
<td>Metro</td>
<td>Diggean</td>
<td>Grace Martin</td>
</tr>
<tr>
<td>Dundonald</td>
<td>Evansdale</td>
<td>Dunlop</td>
<td>Outreach</td>
<td>George P. Nicholson</td>
<td>Greenview</td>
</tr>
<tr>
<td>Dunlop</td>
<td>Florence Hollock</td>
<td>Gledgery</td>
<td>Jasper Place Catchment</td>
<td>Greenfield</td>
<td>Hillview</td>
</tr>
<tr>
<td>Florence Hollock</td>
<td>Gladwyne</td>
<td>Killarney</td>
<td>Jasper Place Catchment</td>
<td>Harry Anlay</td>
<td>J. Percy Page</td>
</tr>
<tr>
<td>Gladwyne</td>
<td>Lagrange</td>
<td>Lago Linda</td>
<td>Jasper Place Catchment</td>
<td>Johnny Bright</td>
<td>Jan Reimer</td>
</tr>
<tr>
<td>Lagrange</td>
<td>Lauderdale</td>
<td>Lauderdale</td>
<td>Jasper Place Catchment</td>
<td>Kehoe</td>
<td>Kameyosak</td>
</tr>
<tr>
<td>Lauderdale</td>
<td>Loretel</td>
<td>Major General Griesbach</td>
<td>Jasper Place Catchment</td>
<td>L.Y. Caissa</td>
<td>Lee Ridge</td>
</tr>
<tr>
<td>Major General Griesbach</td>
<td>Mary Buttersworth</td>
<td>Mee-Yah-Noh</td>
<td>Jasper Place Catchment</td>
<td>Malmo</td>
<td>Malcolm Twedde</td>
</tr>
<tr>
<td>Mary Buttersworth</td>
<td>Northmount</td>
<td>Northmount</td>
<td>Jasper Place Catchment</td>
<td>McKee</td>
<td>Menica</td>
</tr>
<tr>
<td>Northmount</td>
<td>Queen Elizabeth</td>
<td>Queen Elizabeth</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Meyakumin</td>
</tr>
<tr>
<td>Queen Elizabeth</td>
<td>Roslyn</td>
<td>Roslyn</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Meyonok</td>
</tr>
<tr>
<td>Roslyn</td>
<td>Scott Robertson</td>
<td>Scott Robertson</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Michael Strembsky</td>
</tr>
<tr>
<td>Scott Robertson</td>
<td>South Central Catchment</td>
<td>South Central Catchment</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Millwoods Christian</td>
</tr>
<tr>
<td>South Central Catchment</td>
<td>Academy at King Edward</td>
<td>Academy at King Edward</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Saksaw</td>
</tr>
<tr>
<td>Academy at King Edward</td>
<td>Allendale</td>
<td>Allendale</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Satoe</td>
</tr>
<tr>
<td>Allendale</td>
<td>Avalon</td>
<td>Avalon</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Shauna May Seneca</td>
</tr>
<tr>
<td>Avalon</td>
<td>Belgravia</td>
<td>Belgravia</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Tipadak</td>
</tr>
<tr>
<td>Belgravia</td>
<td>Ganneau</td>
<td>Ganneau</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>McNally Catchment</td>
</tr>
<tr>
<td>Ganneau</td>
<td>Grandview Heights</td>
<td>Grandview Heights</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>A. Blair McPherson</td>
</tr>
<tr>
<td>Grandview Heights</td>
<td>Hazledon</td>
<td>Hazledon</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Aunimore</td>
</tr>
<tr>
<td>Hazledon</td>
<td>King Edward</td>
<td>King Edward</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Clara Tyner</td>
</tr>
<tr>
<td>King Edward</td>
<td>Landondene</td>
<td>Landondene</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Donnan</td>
</tr>
<tr>
<td>Landondene</td>
<td>McKee</td>
<td>McKee</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Forest Heights</td>
</tr>
<tr>
<td>McKee</td>
<td>Mill Creek</td>
<td>Mill Creek</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Gold Bar</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>Mount Pleasant</td>
<td>Mount Pleasant</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Hardisty</td>
</tr>
<tr>
<td>Mount Pleasant</td>
<td>Parkellen</td>
<td>Parkellen</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Holywood</td>
</tr>
<tr>
<td>Parkellen</td>
<td>Queen Alexandra</td>
<td>Queen Alexandra</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Jackson Heights</td>
</tr>
<tr>
<td>Queen Alexandra</td>
<td>Riverdale</td>
<td>Riverdale</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Julita Kinsky</td>
</tr>
<tr>
<td>Riverdale</td>
<td>Strathcona</td>
<td>Strathcona</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Kamillworth</td>
</tr>
<tr>
<td>Strathcona</td>
<td>Victoria</td>
<td>Victoria</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>McNally</td>
</tr>
<tr>
<td>Victoria</td>
<td>Windsor Park</td>
<td>Windsor Park</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Ottewell</td>
</tr>
<tr>
<td>Windsor Park</td>
<td>Aug 23, 2019</td>
<td>Aug 23, 2019</td>
<td>Jasper Place Catchment</td>
<td>Old Scotia</td>
<td>Rutherford</td>
</tr>
</tbody>
</table>

Trustees' Handbook
PURPOSE:
The Board believes effective governance practices guide the actions of Trustees in carrying out their work as members of the Board of Trustees fairly, professionally, and transparently.

3.1 Principles for Board Operation

3.1.1 Board Roles and Responsibilities
In keeping with the spirit of the Preamble to the School Act, the Edmonton Public School Board is committed to ensuring:

- the best educational interests of students are the paramount consideration in the exercise of any authority under the School Act;
- parents have a right and a responsibility to make decisions respecting the education of their children;
- the continuance of a publicly funded system of education in Alberta whose primary mandate is to provide education programs to all students irrespective of faith, heritage, or socioeconomics;
- decision making will consider the diverse nature and heritage of society in Alberta within the context of its common values and beliefs;

And, in accordance with law, Alberta Education directives, community expectations, and in support of the District’s mission statement, the Board’s mandate includes:

- representing the interests of the community and reflecting the values of the community in its decision making;
- serving as an advocate and steward of public education;
- setting priorities and policies to provide leadership and overall direction for the District;
- allocating resources to the District to fulfill its responsibilities;
- monitoring the implementation of policies;
- evaluating the results achieved in the District;
- reporting the results achieved to its public;
- serving as a communication bridge between the community and the District; and
- hiring and evaluating the Superintendent of Schools.

Further to and in keeping with the Alberta School Boards Association Trustee Code of Ethics, the Board also acknowledges the following precepts and principles for Board operation:

- The legislative authority of the Board of Trustees is derived from the Province. The Board must operate within its mandate as prescribed under the School Act.
- A Trustee, as defined within the School Act, is "a member of the Board of Trustees" and is to be respected and valued for the service, perspectives and talents he or she contributes to the work of the Board.
- A Trustee sub-committee or Trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board and within the parameters set by the Board.
- All District communications—that is communications by, on behalf of, or through the District to stakeholders—should be in keeping with Board philosophy, policies and/or positions. A Trustee may seek the advice and assistance of the Superintendent of Schools or Director Board and
Superintendent Relations in ensuring Trustee communications are in keeping with Board philosophy and positions.

- A Trustee acting individually has only the authority and status of any other citizen.
- Channels of communication should be kept as free and open as possible between members of the Board and the Administration.
- Accountability is best when delegation is traceable through a single channel. The Board speaks as one voice to the Administration through the Superintendent of Schools and the Superintendent of Schools is accountable to the Board for the Administration.
- The Board as the corporate body may request whatever information it deems necessary for its deliberations. Only the Board may request personal information, restricted by law, about an individual student or staff member.
- Decisions affecting the school system may only be made at public board meetings by the Board.
- The Board is responsible for its own attendance, discipline, self-evaluation and governance methods.

3.2 Code of Conduct and Protocols

3.2.1 Code of Conduct

Each member of the Board has an obligation to:

- make decisions on issues before the Board in the best interest of students in consideration of the fiduciary duty and the public interest, acting with an open mind, based on all facts.
- work with fellow Trustees in a spirit of co-operation, in spite of differences of opinion that arise during vigorous debate on issues brought before the Board.
- respect the corporate decisions of the Board.
- respect the confidentiality of information.
- work on behalf of the Board to communicate to the community the facts about the school system in order that the community can support public education.
- remember at all times that individual Trustees have no legal authority outside the meeting of the Board to bind the Board, act on behalf of the Board, or to direct the Administration. Therefore, relationships with the school staff, the community and all media communication should be conducted accordingly.
- never intentionally give the appearance of speaking on behalf of the Board on issues that the Board has not taken a position.
- resist every temptation and outside pressure to use his or her position as a school Board member for personal benefit, or the benefit of any other individual or agency apart from the total interest of the school district.
- respect the authority of the Superintendent of Schools to direct the work of the Administration.
- foster positive relationships between the Board and its stakeholders.
- encourage active participation by stakeholders with respect to establishing policy on current school operations and proposed future developments.
- seek and receive communication from stakeholders to inform decision making on matters before the Board.
- observe the Board's rules of order for the conduct of board meetings.
- respect the office of the Board Chair, the Vice Chair and the authority delegated to the Board Chair by the Board.
3.2.2 **Trustee Protocols**
Within the overarching Principles of Board Operation, the Board believes that the following mutually agreed upon expectations for Trustee behaviour and conduct will contribute to positive dynamics and a positive climate throughout the entire District. By establishing predictability and trust, they will serve to clarify and improve relations between the Board and Administration as well as between Trustees.

**Conducting Our Business Honourably and with Integrity**

- Adhere to the Safe, Caring, Respectful Learning/Working Environments policies ([**AEBB.BP, HF.BP**](#)). Trustees will be proactive in preventing harassment, personal harassment, or discrimination and contribute to a positive working/learning environment for all. We cooperate with each other to get the work done.
- Trustees will respect the confidentiality of private conversations.
- Trustees will be respectful of everyone’s time: their own, staff, students and community members. Trustees will be punctual and be prepared for meetings.
- Trustees will model respect and courtesy for all in their choice of words, body language, and actions.
- It is agreed that openness builds trust and Trustees will endeavor to keep each other well informed as to their actions and comments.
- Trustees will model ideals of democracy, particularly at public board meetings, by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.
- Prior to Board debate, Trustees will refrain from expressing in the media, websites, blogs, correspondence, or in private conversations with community members how the Trustee will vote, but will be free to discuss the various considerations that will inform the upcoming discussion.
- Following a Board decision, Trustees will respect the Board decision and if asked about the decision or issue, fairly reflect the discussion, demonstrate support for the Board, and focus on next steps.
- If a Trustee cannot live with a decision of the Board, he or she may choose to resign as an honourable option.

3.3 **Addressing Divergence from the Protocols**

- If a Trustee or the Superintendent of Schools (the complainant) has concerns about a Trustee’s behavior or comments, being disrespectful or negatively impacting the work of the Board or the District, the complainant should address the issue with the Trustee directly. All staff concerns should be expressed through the Director Board and Superintendent Relations.
- If the matter is not successfully resolved, the complainant can raise the issue with the Board Chair. The Board Chair may choose to speak directly with the Trustee whose actions or comments are being questioned or with both Trustees. If the Board Chair is one of the Trustees involved, the Vice-Chair may be approached to facilitate such a meeting.
- If the matter is still not successfully resolved, the use of an external mediator may be considered by those involved or a discussion by the full Board at a private meeting may be requested. In either case, the complainant and the Trustee who is deemed to have diverged from the protocols are to put their positions in writing to be sent in advance of the discussion. All such documents will be strictly confidential. The decision of the full Board with respect to resolution of the issue will be final and will be recorded in writing.
- After all the steps above have been taken, and if a Trustee does not abide by the decision of the Board or a mediator, a motion of censure against the Trustee in question may be considered at a public Board of Trustees meeting and/or a motion to remove the Trustee from one or more appointments.
3.4 Conflict of Interest and Pecuniary Interest

Trustees will not without the prior approval of the Board:
1. use information or materials (see section Use of District Property) belonging to the District to gain financial benefit either directly or indirectly;
2. enter into a contract with the District, either personally or through a third party.

Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the School Act, the Trustees are required under Section 83 of the School Act to disclose their interest and leave the room until the discussion and voting on the matter has been completed.

3.5 Freedom of Information and Privacy Protection (FOIP)

In keeping with the Freedom of Information and Protection of Privacy Act, Trustees will be responsible for:
• documenting, creating and/organizing District information in the course of their work in a way that is objective and professional;
• following District record management procedures and respecting the principles of access to information and protection of personal privacy in an open accountability organization;
• protecting all information while in their custody and control, ensuring the risk of unauthorized disclosure of personal or other confidential information is minimized;
• making sure they have authority to collect personal information they request;
• ensuring personal information is used in a way that is consistent with the original purpose of collection;
• sharing personal information only with individuals or organizations that have the right of access or the consent of the individual about whom the information applies;
• exercising their judgment in refusing to confirm the existence or nonexistence of a record if it is believed that an applicant's knowledge that a record exists or not may pose a danger to an individual or would be an unreasonable invasion of their privacy;
• assisting individuals in accessing information in accordance with District procedures;
• taking reasonable steps to verify accuracy of information used to make decisions affecting individuals.

Advice and assistance on such matters can be obtained through consultation with the Director Board and Superintendent Relations, who will consult with General Counsel.

3.6 Disclosure of Information

Section 81 of the School Act states the following legislative requirements for Trustees:

1. Each Trustee of a board will file with the Corporate Secretary a statement showing:
   a) the names and employment of the Trustee and the Trustee’s spouse or adult interdependent partner and children,
   b) the names of the corporations, partnerships, firms, governments or persons in which the Trustee has a pecuniary interest, and
   c) the names of the corporations, partnerships, firms, governments or persons in which the Trustee’s spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.
2. The Corporate Secretary will:
   a) compile a list of all the names reported on the statements filed, and
   b) provide a copy of the list to all the Trustees of the Board, and the officials and employees of the Board that the Board directs.
3.7 Acceptance of Gifts and Use of District Property

1. Gifts, Payments and Rewards
   Trustees will not accept a gift, payment, favour or service from any individual or organization in the course of their assigned duties if that gift, payment, favour or service:
   a) is other than a normal exchange of hospitality between people doing business, or
   b) affects the fair and unbiased evaluation or acquisition of the materials or services offered to the District.

2. Use of District Property
   a) District property, including vehicles, equipment and material, will be used primarily for the purpose of carrying out District business.
   b) The Superintendent of Schools or designate may authorize the use of supplies or equipment if they feel that such use will assist Board members in their assigned work. It may be required that some staff and Trustees regularly retain District-owned supplies or equipment in their possession.
   c) A written record of the authorization of the use of supplies or equipment will be maintained indicating the time of release, the signature of the user, and the date on which the item is returned.
   d) Trustees are responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of District-owned equipment or material entrusted to their care.
   e) While actively campaigning for election, use of any District-owned resources may not be used other than to carry out District-related business.
   f) District property is intended for educational purposes and for business activities in the operation of schools and the District. District assets must not be used for purposes that are illegal, unethical, or immoral.
   g) Exchanges of gifts and tokens is permitted in association with cultural ceremonies and customary traditions.

3.8 Financial Accountability and Public Reporting

On December 4, 2012, the Board approved the following motion: That the Administration develop a public reporting process applicable to Trustees, the Superintendent, Executives and Managing Directors that aligns with the Government of Alberta’s Directive on Public Disclosure of Travel and Expenses to take effect by the next fiscal year [September 1, 2013].

The Board approved the public reporting process at the June 10, 2014, Board meeting.

NOTE: Also see Section 11.11 – Public Reporting Process for Travel and Expenses for more information.
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 is 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:

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

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

5.1 Organizational Board Meeting in 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 an electoral vote will be conducted as an organizational board meeting, and will be held within four weeks following the date of an election in accordance with School Act, Section 64(1)(b). 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 School Act Section 76. The District’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 (*School Act*, Section 73). 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 (*School Act*, Section 73) as provided for the Board Chair position.

3. **Elections for Membership - Standing Committees**
   a) **Committees of the Whole**
      The Board will establish or confirm the retention of the following standing committees of the whole:
      - Caucus Committee: The Vice-Chair serves as the chair of the committee.
      - 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 *School Act*, Section 73.
4. Elections for Membership - Ad Hoc Committees
The Board may appoint special committees or subcommittees consisting of one or more Trustees to study, investigate, or act on specific matters. These committees will report either to the appropriate standing committee of the Board or directly to the Board, and will be discharged on the completion of their assignments. The Board Chair will be an ex-officio member of all ad hoc committees.

5. Elections for Board Representatives on External Committees
The Board will establish or confirm the Board’s membership and/or participation in external committees and/or organizations. These representatives are responsible to, and will report back to, the Board or committee that appointed them.

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

6. Confirmation of Meeting Day, Time and Location
The Board will establish or confirm the day, time, and place of regular public meetings of the Board and Caucus Committee.

7. Organizational Meeting Adjournment or Reconvene

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

5.2 Public Board Meetings

Public Sessions

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

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

Quorum
A quorum is a majority of the Trustees that are specified by the Minister, under the School Act, to be elected to the Board. A quorum consists of five Trustees.

Unless there is a quorum within half an hour after the meeting time set for the Board, the meeting will be adjourned until the next meeting, or until another meeting is called. The names of the members present at the end of the half hour will be recorded.
An act or proceeding is only valid if it is adopted at a regular or special meeting at which a quorum of the Board is present.

**Electronic Participation of Trustees in Board Meetings**

Attendance of all Trustees at Board meetings is an expectation under the *School Act* to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board’s meetings a priority. The Board believes that attendance of all Trustees at the Board meeting place is important for the Board’s processes by enhancing dialogue and modeling respect for the Board’s governance role.

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

- The Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
- In addition, there must be a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
- Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
- The Board or the committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
- Trustees participating electronically will inform the Chair of their departure from a meeting, temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee 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.
- The Chair will conduct voting verbally by asking Trustees present to state their name in order of seating (e.g., the Chair’s left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
- If a connection is lost twice during electronic participation, no further attempts to connect will be made.

5.2.1 Public Board Meeting Agendas

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

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

Trustees can view upcoming meeting reports through the Management Activity Reporting System (MARS) posted on the Board Intranet Site (BIS). The MARS report is updated regularly.
Agenda Format
The following will be the format for 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 District’s website at least three days preceding the meeting.
• The Board and Caucus Committee will approve the meeting agendas at each meeting in the event there are changes or emergent items requiring discussion.
• Agenda materials that are not dealt with at a meeting will be added to the next meeting agenda.
5.2.2 Meeting Proceedings and Rules of Order

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

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

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

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

Process for a Trustee to Initiate Action on Selected Concerns through Motions
A Trustee who has identified issues on which he or she wishes to initiate action is first encouraged to seek advice and assistance from the Director Board and Superintendent Relations. The Director Board and Superintendent Relations can assist the Trustee in exploring and furthering his or her understanding of District policies and practices related to the issue, potential implications of the proposed action, and what written background information might be appended in support of the motion to aid discussion and decision. The Director 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 School Act, all motions will be decided by the majority of the votes. In cases of a tie vote, the motion will be defeated.
- Every Trustee will vote on all motions unless excused by the Board. Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the School Act, the Trustees are required under Section 83 of the School Act to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The Chair will declare the result of all votes. The names of those who vote for and those who vote against the question will be entered in the minutes. If the vote is unanimous, the names will not be entered in the minutes.
- No member of the Board will have more than one vote.

Outcome of Motions

- If approved, the Administration under the direction of the Superintendent of Schools 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
Under School Act, Section 67 a Special Meeting may be called by the Board Chair, or the majority of Trustees, or the Minister to deal with urgent matters.

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

5.4 Caucus Committee
Committee of the Whole (in camera)

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

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

All recommendations from the Caucus Committee must be reported at a public Board meeting for information.

Expectations
1. In accordance with Section 61 of the School 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 District
• the security of the property of the District
• the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 113 of the *School Act*

b. Reviewing the functioning of the Board
c. Developing advocacy plans to other levels of government and strategic planning activities
d. Engaging in professional development

2. The first order of business for a Caucus Committee meeting 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 District.

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 District's interests, assesses whether the organization is appropriately administering public funds.

Terms of Reference
- The committee meets at least twice a year in camera, generally once in the fall, and 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 School Act (Part 6, Division 1);
   - meet with the external auditor prior to commencement of the audit to review the engagement letter and assure the auditor's independence from management; and
   - review and discuss the audit plan with the external auditor and make a recommendation to Board.

2. The Audit Committee meets following the annual audit to:
   - meet with the external auditors and Administration to review the external auditor's assessment of the District's system of internal controls and accounting policies, the draft annual audit report, accept receipt of the external auditor's independence letter, audit findings report and accompanying draft management letter;
   - provide information to demonstrate due diligence was undertaken in reviewing the financial information, and make a recommendation to Board on whether to accept the annual audit report and financial statements for forwarding to the Minister of Education; and
   - receive the Superintendent of School's report on internal audit activities.
**Composition**
The 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’ viewpoints 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.

(Also see Direct Requests of Administration - Section 10.2)

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

5.9 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.
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. BOARD COMMITTEES

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 School Act;
- identify and develop the priorities that will guide District 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 District Priorities by making recommendations on governance-related matters

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, District Priorities, District 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 district. The Board of Trustees believes that organizational outcomes must be clearly and explicitly stated to:

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

The evaluation process and supporting information sources serve to:

- help to continuously improve the functioning of the District;
- recognize areas and trends that are showing positive change or progress;
- provide feedback to the Superintendent of Schools regarding his leadership and performance expectations in key areas;
- provide ground work for establishing future goals;
- allow the Superintendent of Schools to report on his successes and challenges during the year, and provide feedback relating to continuous improvement efforts and annual goals;
- enable the Board and Superintendent of Schools to engage in dialogue about results, and discuss any issues or concerns associated with the role and the evaluation process; and
- strengthen the relationship between the Superintendent of Schools and the Board.

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 School 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 District Priorities
District priorities should fit within the scope of the Board's mandate and be few in number so that District resources may be effectively concentrated to achieve measurable results.

After an election, following the organizational meeting, the Committee will:
• recommend and facilitate a process for each Board member to contribute to the development of the District Priorities;
• seek student, staff, parent and community stakeholder input into the District Priorities;
• consider all input received and develop and recommend a District 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;:
  o the Trustee Protocols
  o the School Board Governance and Operations Section of the Policy Manual
  o the Trustee remuneration package
  o 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 District, 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, such as the Managing Space for our Students report.
• 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 District 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 District Priorities and Trustee initiatives.

Terms of Reference

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

No election 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 District.

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

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

Terms of Reference
- The Board will identify the spokespersons for the different communication requirements of each set of negotiations.
- In accordance with Section 59(1) of the Labour Relations Code, the Superintendent of Schools will recommend, for Board approval, a negotiator for the Board who will be authorized to "bargain collectively and conclude a collective agreement" with each employee organization.
- The Superintendent of Schools will name one staff member responsible for all activities away from the bargaining table for each set of negotiations.
- The Superintendent of Schools will be responsible for assigning members of the Administration to each bargaining team and reporting these assignments to the Board.
- The Administration, through the negotiator, will prepare bargaining briefs and objectives for the consideration of Caucus Committee.
- The Administration, through the negotiator, will be responsible for keeping the Board informed concerning all aspects of negotiations.
- The negotiator will be responsible for bringing recommended settlements to the Caucus Committee for consideration prior to ratification by the Board.
- In accordance with Section 59(1) of the Labour Relations Code, the Trustees who have been assigned to each set of negotiations will be authorized to sign the collective agreement after it has been ratified by the Board.
7.2 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 PSBBA 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 District 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](ASBA Governance Handbook)).  
   - This position receives remuneration from ASBA, and not from the District.

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 District on a per diem basis.

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

The Board of Governors supports the Board of Trustees’ efforts by increasing support for Edmonton Public Schools within the community, particularly 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 District on a per diem basis.

7.5 Mental Health Committee (ad hoc committee created September 11, 2018)
Purpose
The focus of the committee is to:
• Understand the District 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.
8. STUDENT SENATE

Purpose:
The Alberta legislature through the School Act and regulations passed thereunder has delegated some authority for the governance of education to locally elected school boards. School boards are statutory corporations and, as such, have certain obligations to perform and certain powers to carry out their tasks.

The philosophy of school board governance is that government is most effective when it is close to the people being governed. Historically, community residents have elected trustees to boards to act for the legislature in their local schools.

The Board provides oversight and stewardship to ensure:
• each student has the opportunity to achieve his/her potential
• children are safe at school
• the jurisdiction’s financial and capital resources are well managed
• that business is conducted in a legal and ethical manner

The school board, as a representative of the people, is a decision-maker and direction-setter. The Board integrates information from many sources; processes that information; evaluates it and makes a decision compatible with the system’s beliefs, values and goals. As it makes these decisions, the school board considers the interests of all the students in the jurisdiction – not just the interests of students from a particular school or area. (A comprehensive overview of the role and responsibilities of the Board of Trustees is listed in Section 3.1 of the Trustees’ Handbook.)

Edmonton Public School Board has historically been composed of nine members representing the communities of Edmonton. The Board is committed to adding the student perspective to its composition. It embarked on a pilot that saw the implementation of the Youth Engagement Model for the 2016-2017 school year. The model involves a student senate and three student trustees to serve alongside the current nine members.

The following recommendations were approved at the April 5, 2016 Board meeting:

1. That as a means to promoting the active engagement and enhanced student voice in the democratic process, the Youth Engagement Model proposed herein be approved.
2. That the proposed budget to support costs associated with the implementation of the Youth Engagement Model for the 2016-2017 school year be approved.
8.1 Role Description

The Student Senator:
1. is selected or elected from their high school to represent the perspective and voice of their youth peers in Edmonton Public Schools student-related matters of education.
2. supports the election of three Student Trustees for an annual school year term.
3. attends and participates in the 10 to 12 regularly scheduled Senate meetings, which will be held at The Centre for Education, outside of the regular school day schedule.
4. collaboratively identifies the strategic focus areas and supporting outcomes to inform the Senate’s mandate for youth engagement for the school year; these are the areas the Senate will report on to the Board of Trustees during the school year.
5. engages with peers to gather and share information from within their school and potentially catchment feeder schools.
6. contributes to the development of a minimum of three formal reports to be presented to the Board of Trustees on behalf of the Student Senate.
7. provides feedback and youth perspective to the Board of Trustees and District Administration on student-related topics that arise throughout the school year.
8. reads regular communications and documents related to the Student Senate in an appropriate and timely manner.
9. works with the District staff assigned to support the successful operation of the Student Senate and in service to the Board of Trustees.
10. adheres to Board policies, procedures and guidelines for the appropriate use of technology and confidentiality.
11. acts in a manner that respects the responsibilities, opportunities, limitations and boundaries of a representative of Edmonton Public Schools.
12. will be invited, but not required, to attend Board meetings where Student Trustees are presenting to the Board of Trustees.

The Student Trustees:
1. fully participate in the Student Senate and fulfill the role of Student Senator for their school.
2. are elected by the Student Senate to one of three Student Trustee positions.
3. report and represent student perspective at a minimum of three Board meetings on behalf of the Student Senate during the school year.
4. attend official Board functions and events as appropriate and reasonable for the role of Student Trustee.
5. provide the Board with a youth perspective on educational matters relevant to students, including information on how student voice has been captured.
6. serve as liaisons between the Board of Trustees and the Student Senate.
7. comply with the Conflict of Interest Guidelines and the parameters identified under Disqualifications of a Student Trustee, as outlined in this document.
8. adhere to Board policies, procedures and guidelines for the appropriate use of technology and confidentiality.
9. act in a manner that respects the responsibilities, opportunities, limitations and boundaries of a representative of Edmonton Public Schools.
10. collaborate with District Communications in the preparation for any media opportunity or request made of District youth governance.
11. serve as a non-voting student representative to the Board of Trustees.
12. may suggest a motion on a Board-related issue or topic through a committee of the Board, but does not have authority to personally move a motion.
8.2 Eligibility and Qualifications
To participate as a Student Trustee, a student must:
1. be registered and in regular attendance at a high school within the Edmonton Public School District for the operational year of the Student Senate.
2. commit to working in the role as Student Trustee for the entire school year.
3. demonstrate a commitment to learning and citizenship, as evidenced through school attendance, academic effort, and behaviours and attitudes that contribute to a positive environment, both in the school and the broader community.
4. make a significant time commitment and participate in events outside of the school day and possibly during the school day.
5. submit a completed nomination form, including signed support from the school principal, a teacher supporter, and parental consent (if the student is under 18 years of age).

To participate as a Student Trustee, a student must:
1. be selected or elected by the Student Senate to be a representative to the Board of Trustees.
2. be able to commit to all requirements as both their school’s Student Senator and the responsibilities of a Student Trustee.
3. attend and present to the Trustees at a minimum of the three Public Board meetings.

8.3 Selection and Election Process
Central Administration establishes the timeline and provides materials to support the election or selection of Student Trustees at each District high school.

Using District materials, each District high school will adapt the process to elect or select up to two Student Senators to represent their high school and potentially catchment feeder schools.

To be elected as a Student Trustee, a Senator:
1. self-identifies as a nominee for Student Trustee and participates in an election process within the Student Senate;
2. is elected to the position of Student Trustee by the Student Senate;
3. is sworn in as a Student Trustee at a public Board meeting.

8.4 Term of Office
Student Senators and Student Trustees will sit for the school year.

8.5 Disqualifications of a Student Senator or Student Trustee
A Student Senator or Student Trustee will be asked to resign from their role under the following circumstances:
a) they cease to be a student of Edmonton Public Schools.
b) they are absent from three consecutive Senate meetings without prior approval.
c) they breach the confidentiality of the Student Senate or Board of Trustees.
d) they are in serious violation of the student code of conduct resulting in a serious disciplinary action, such as out-of-school suspension or expulsion.

8.6 Responsibilities of the Board
• Welcomes, onboards and reflectively acts in a manner that helps to create a space for the role of the Student Trustees within the Board of Trustees.
• Requests feedback, input or youth perspective from the Student Senate regarding issues of interest to the Board through the Director Board and Superintendent Relations.
8.7 Administrative Support

- The Administration will act as a conduit between the Board of Trustees and the Student Senate, to ensure the Senate is meaningfully engaged in the work of the Board, while not becoming overwhelmed with the potential volume of requests.
- The Communications department will provide initial and ongoing training to the Student Senate in the areas of media training, communication skills and appropriate use of social media.
- Administration will provide support as appropriate to ensure Student Trustees and Senators are set up to successfully participate when representing the District at events or initiatives.
9. BOARD-HOSTED ACTIVITIES AND KEY EVENTS

PURPOSE:
Building strong relationships in the community and with staff is important to the Board. Participation in special events enables the Board and individual Trustees to build a culture of celebration and recognition for the District.

9.1 Annual Board-Hosted District Events
Board-hosted events are established through Board motion as special events where all Trustees are strongly encouraged to attend and represent the Board as the District’s governing body. Attending these events is a shared responsibility. Board-hosted functions are distinct from other events and functions in that representation of the Board is expected and not delegated to a subset of representatives. Attendance at Board-hosted functions falls within Trustees’ general duties as part of their annual honorarium. Trustees are the event hosts and are given speaking and/or honourary roles as part of the event.

The following events are the annual Board-hosted events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Month</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustees’ Christmas Coffee Party</td>
<td>Traditional event held at the Centre for Education to engage with staff prior to winter break</td>
<td>December</td>
<td>AGA.BP - Recognition of Students, Staff, Parents the Community</td>
</tr>
<tr>
<td>Night of Music</td>
<td>Showcasing of District students in celebration of the importance of music in education, learning and student culture</td>
<td>March</td>
<td>GA.BP – Student Programs of Study</td>
</tr>
<tr>
<td>Edwin Parr Award Nominee</td>
<td>Award sponsored by the ASBA recognizing outstanding first-year teachers. The Board acknowledges the District’s finalists and the winner’s name is submitted to the ASBA</td>
<td>March Board meeting</td>
<td>AGA.BP - Recognition of Students, Staff, Parents the Community</td>
</tr>
<tr>
<td>Excellence in Teaching Award</td>
<td>Recognition of District staff nominated for the Provincial Excellence in Teaching Award</td>
<td>May</td>
<td>AGA.BP- Recognition of Students, Staff, Parents the Community</td>
</tr>
<tr>
<td>Retirement Banquet</td>
<td>Celebration for retiring staff members</td>
<td>June</td>
<td>AGA.BP- Recognition of Students, Staff, Parents the Community</td>
</tr>
</tbody>
</table>
9.2 Other Board-Hosted Events
The Board, by Board motion, may approve other events where there is a Board need and expectation that the Board be well represented by most if not all Board members; for example:
- meetings with other levels of government
- meetings with school board associations of which the Board is a member and partner organization
- opening of new schools or programs
- School Council training information sessions sponsored by the Alberta School Councils’ Association (ASCA) (held in late October or November)

9.3 Non-Board-Hosted Events
Trustees can expect to be called on to bring greetings on behalf of the Board at school and District events, for example, high school commencement/graduation ceremonies and significant school anniversaries. These are different than a Board-hosted event in that the Board is not leading the event, and one Trustee, or group of Trustees, may serve as the Board’s delegate.

Trustees can also be expected to be called on to bring greetings and present certificates in recognition of exceptional Grade 10, 11 and 12 students for their academic, athletic and artistic achievements, entrepreneurial skills and demonstrations of leadership and citizenship occurring at student award ceremonies or other school events in their wards.

9.4 Board Calendar of Annual Activities
The Board Calendar of Annual Activities provides Trustees with an overview of regular/annual key “events at-a-glance”. Some additional Board activities may be added over the course of a year, and some timelines may shift slightly due to circumstances. The Board calendar of Annual Activities is located on the Trustees’ shared calendar.
10. BOARD AND STAFF RELATIONS

PURPOSE:
The Board relies on District staff to carry out the Board’s work and directions and believes positive relationships are key to achieving successful outcomes. The Board believes it is important that all Board members have equal access to information through a common and consistent means.

The Board respects the roles and responsibilities of the Board, Trustees, the Superintendent and Administration. By establishing predictability and trust, they will serve to clarify and improve relations between the Board and Administration as well as between Trustees.

10.1 Service Requests for Constituent Concerns

Concerns, complaints and inquiries from constituents directly to Trustees are to be forwarded to the Superintendent’s Office, Director Board and Superintendent Relations for follow up. The Director Board and Superintendent Relations will determine the appropriate method of follow-up and initiate a Service Request (SR) with the appropriate department or staff member as required. Follow-up and responses usually occur within 7 to 10 business days. However, matters involving student safety are dealt with as an immediate priority.

Investigations are not initiated on anonymous complaints and information from anonymous sources as it is difficult to determine the accuracy of the evidence and may be deemed as hearsay. However, depending on the nature of the allegations, follow-up with the school may be in order.

Trustees who meet with constituents to hear concerns are encouraged to put the matter in writing to have a formal Service Request initiated for follow-up.

Solicitations of product/services, programming ideas and various other offers are not considered Service Requests, and are handled through a variety of other administrative channels depending on the situation.

10.2 Direct Requests of the Administration

Trustee requests for information and service will be made:

1. Through the office of the Superintendent of Schools, the Director Board and Superintendent Relations. The Director will direct the request to the most appropriate source. The Director can ensure that the request for information is recorded and tracked for timely follow-up and that responsive information is shared with all Trustees as appropriate.

   Or

2. At a Board or Caucus Committee meeting under the agenda item Trustee and Board Requests for Information. Board and Caucus Committee requests for information made at a Board meeting or Caucus Committee meeting are recorded and tracked. Responses to Board or Caucus Committee requests will be brought to a subsequent Board or Caucus Committee meeting accordingly or communicated to all Trustees through Transmittal Memorandum (TM) if the nature of the information would pertain to all Trustees.
3. Trustee Service Requests for assistance in dealing with constituent concerns brought to a Trustee as the Ward Trustee will be made through the Director Board and Superintendent Relations.

NOTE:
If, in the opinion of the Superintendent of Schools, a Trustee request for information or service 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.

Also see Board Meeting procedures for Enquiries and Requests for Information - Section 5.7.

10.3 School Relationships
- Visiting schools can be a good way to learn about the school community. As a courtesy, Trustees will ask principals in advance about visiting the school and agree upon a suitable time.
- Trustees will be respectful of the time and ongoing activities of staff and students.
- Trustees will not direct the actions of any staff member and will ensure that requests (regarding meetings, building space, etc.) are reasonable and mutually agreeable.
- Trustees will inform the ward Trustee prior to contacting or visiting schools or school councils in wards other than their own.
- Ward Trustees will have the first opportunity to accept invitations to school specific events (e.g., graduations); invitations to District-wide events that are being held in a school will be sent to the ward Trustee and Board Chair.

10.4 School Council Relationships
Recognizing that the School Council acts as an advisory body to the Principal and operates under its own rules and regulations, school council meetings can be a good venue to promote Board initiatives and work, and also to understand and learn about particular school communities. Through Communications, Trustees have access to School Council contact emails and are free to use them. If no contact is available through Communications, Trustees may contact School Councils c/o the school's email or by sending a letter through the District mail service.

To support the Strategic Plan, the District provides all school councils with a free membership in the Alberta School Councils' Association (ASCA). The ASCA offers resources, supports and services to increase the effectiveness of school councils. Workshops, training and consultations will be provided at no charge to school councils.
PURPOSE:
The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Edmonton Public Schools and to attract and retain quality individuals to this valuable public service.

11.1 Trustee Remuneration Philosophy and Principles
The total Trustee remuneration package should recognize the role and responsibilities undertaken by the collective Board, individual Trustees and the time required in fulfilling their responsibilities.

The remuneration package offered for Trustees is comprised of per annum honoraria, per diem honoraria, an advance on vehicle expenses, optional group benefits coverage and deferred remuneration for transition from the role of Trustee.

Prior to significant changes to remuneration, the Administration will conduct and present to Board periodic remuneration surveys to compare the Trustee’s total remuneration package to remuneration packages provided to other publicly elected officials in Alberta.

Trustee remuneration for performing their duties as members of the Board will be determined from time to time by a majority vote on motions presented at a public meeting of the Board.

Trustee remuneration is paid bi-weekly by direct deposit and a pay advisory is available online.

11.2 Honorarums

Per Annum
The per annum honorarium provides remuneration for activities required of Trustees, including:
- attendance at regularly scheduled and reserved date meetings for Board and Caucus Committee;
- attendance at results and budget review meetings, committees of the Board, and Trustees’ retreats and working sessions;
- attendance at annual conferences and meetings of associations of which the Board is a member; e.g., the ASBA;
- attendance at other meetings as appointed, directed, or agreed to by the Board, such as meetings with other school boards, MLAs, City Councillors, Board-hosted functions, social events, etc.
- ward-related activities, including school and school council meetings and important community functions.
Rates
Per annum honorariums are based on the following three roles: Board Chair, Vice-Chair, and Trustee.

<table>
<thead>
<tr>
<th>Honoraria</th>
<th>Chair</th>
<th>Vice-Chair</th>
<th>Trustee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$46,831</td>
<td>$41,426</td>
<td>$36,523</td>
</tr>
<tr>
<td>Effective January 1, 2019¹²</td>
<td>$50,988</td>
<td>$44,844</td>
<td>$39,359</td>
</tr>
</tbody>
</table>

To compensate for additional responsibilities and time commitments, the annual honorarium for the Board Chair is set 44 per cent higher than the per annum honorarium established for Trustees. The annual honorarium for the Vice-Chair is set at 22 per cent higher than the per annum honorarium established for Trustees.

Per Diem
The per diem honorarium provides remuneration for additional activities over and above Trustees’ general duties. Per diem eligibility includes:

- attendance at special Board meetings. A special meeting is in addition to regularly scheduled Board meetings and must meet the requirements defined under the School Act;
- attendance at scheduled meetings of negotiating committee bargaining sessions as established under the collective agreements;
- attendance at meetings as an appointed Board representative on external organizations where no remuneration is provided by the external organization (e.g., ASBA Zone 2/3, PSBC, and EPS Foundation Board of Governors);
- attendance at the Alberta School Boards Association Annual Spring and Fall General Meeting business sessions.

At the Board’s discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.

Per diem claim forms can be obtained on the Board Intranet Site (BIS) under “Forms”. Once complete, the Trustee is to email or provide a hard copy to the assigned staff member in the Board Office.

Board Committee Work:
Trustees are eligible for per diem honorariums when participation in Board committee and advisory group meetings to which they have been appointed exceeds 18 meetings over 1.5 hours in length within a fiscal year. Trustees are therefore eligible to a per diem for each subsequent meeting (over 1.5 hours in duration) once committee/advisory group meeting attendance reaches 19 meetings.

The maximum number of per diem honorariums per Trustee, per school year (Sept. 1- Aug. 31) is 40. Once per diem claims reach 40, additional per diems may be claimed against the Trustee’s individual expense account. Per diems for committee work are paid on an annual basis to facilitate administration and accounting processes.

¹ The Board approved the following at the January 31, 2017 Board meeting: Future increases will be tied to the Edmonton Metropolitan Area COLA, a stable external measure, rather than relying on Trustee recommendations.
² The Board approved the following at the June 19, 2018 Board meeting: That Trustee base annum honorarium be increased effective January 1, 2019, to offset the tax implications on both the current base annum honorarium and the advance on travel expenses.
Rates
Per diem rate, effective September 1, 2018: $134.06 per four-hour increment.

The per diem rates are to be calculated and paid on each four-hour morning, afternoon and evening session to a maximum of three sessions per day ($402.18 total).

If the morning, afternoon or evening session lasts less than two hours, the Trustee will receive half of the per diem honorarium for that session.

The maximum number of per diem honorariums per Trustee per school year is 40 with excess per diem honorariums being claimable from the Trustee’s individual expense allowance.

Adjustments to the base per diem rate will be tied to the Edmonton Metropolitan Area COLA (as Published by Statistics Canada as the consumer price index) (approved at the January 31, 2017, Board meeting).

11.3 Advance on Travel Expenses
Trustees receive an advance on travel/vehicle expenses at the District occasional use rate to cover in-town travel expenses, including parking and taxi fares, related to other Trustee duties. This amount is included in the calculation of annual remuneration. In-town travel expenses do not include travel to and from meetings of the Board and committees.

Rates
The advance on travel rate, effective June 19, 2018: $3,364.14 per year

11.4 Trustee Individual Expense Allowance
The Board provides each Trustee with an annual expenditure budget to reimburse business-related expenses incurred carrying out his or her role as Trustee.

Eligible expenditures include:
- Individual professional development, training and travel related to education
- Business lunches, hosting and tickets to events
- Ward communications and hosting ward events for constituents (NOTE: No reimbursement may be made for expenditures incurred in a civic election year between July 1st and the day after the election.)
- District promotional items
- Cellular phone service, upgrades to standard computer equipment and home office phone
- Purchase of a cell phone and/or tablet/laptop (see Section 13.1.3)
- Office supplies, postage, photocopying
- Periodical and association memberships and subscriptions
- Technology expenses and service charges

Trustees unsure of the eligibility of an expense are encouraged to discuss it with the Board Chair or Director Board and Superintendent Relations prior to committing to the expenditure.

If the eligibility of a Trustee expenditure comes into question during the processing of that expense, the Director Board and Superintendent Relations will make the Board Chair aware of the issue and the Board Chair will then discuss it with the Trustee to reach a resolution.
Trustees may not expense alcohol with District funds with the exception of the Board Chair when hosting on behalf of the Board. The Board Chair will report to the Board on such instances in accordance with procedures for the Board Chair Discretionary Expense Allowance.

Effective October 22, 2013, the Trustee individual expense allowance will be $7,000 per year. A Trustee may not carry over any unspent portion of the individual Trustee expense budget from the first, second and third year of the term of the Board. No Trustee may overspend this budget at any time during the term of the Board.

Effective October 22, 2013, annual cost of living adjustments to the Trustee individual expense allowance will be tied to the cost of living adjustments provided to exempt management staff.

11.5 **Board Chair Discretionary Allowance**
The Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of Board Chair. The Board Chair’s discretionary expense claims will be approved by the Vice-Chair prior to reimbursement and the Board Chair will provide a written annual report to Board outlining the nature and purpose of the expenses.

- The report will come forward no later than November 30th, or approximately when the audited financial statements are presented to the Board for approval.
- Effective October 22, 2013, the Board Chair discretionary allowance was set at $2,153.80. Any unused portion from the previous year will not be carried forward into the following year.
- Effective October 22, 2013, annual cost of living adjustments to the Board Chair discretionary allowance will be tied to the cost of living adjustments provided to exempt management staff.

11.6 **Board-Paid Conferences and Functions**
Effective October 22, 2013, the Board authorizes up to $3,000 Canadian for each Trustee to reimburse standard travel, accommodation, registration and meal expenses to attend professional development conferences related to student education issues, board governance or other functions as identified by the Board from time to time. This may include, but is not limited to, attending conferences of the Canadian School Boards Association, National School Boards Association and Alberta School Boards Association.

These amounts are calculated separately from and in addition to events paid for from the Trustee’s individual expense allowance.

11.7 **Professional Development, Conferences and Travel**
- Trustees are expected to stay informed about educational issues. In the performance of their duties, Trustees may attend local, national, and international conferences and conventions, workshops and seminars, visit other school districts, or acquire research materials and attend community events and social functions.
- Reimbursement of expenditures incurred while traveling on Board business outside Edmonton will be made for transportation costs, accommodation costs, registration fees, meals, and tickets to required social functions from the Trustee’s Individual Expense Allowance, and in accordance with District accounting standards (see Administrative Regulation [CWA.AR - Expenditure of Public Funds](#)).
- An additional conference banquet ticket and any hotel room surcharge for double occupancy when spouses/partners are traveling with the Trustee may also be claimed. Other additional expenses for meals and incidentals when spouses/partners are traveling with the Trustee are the personal responsibility of the Trustee.
• Reimbursement for meal expenditures, without a detailed receipt, is to a maximum of $47 per day or the current District rate.
• Mileage may be claimed at the current District rate.
• Rental vehicles may be claimed where it is more cost effective than the use of taxis or shuttle service.
• Cancellation insurance is recommended for all air travel.
• Trustees will consider less costly options when booking travel and accommodations due to the use of public funds.
• All receipts for travel must be submitted to the assigned staff member in the Board Office for preparation of the Trustee’s travel claim. It is critical that all receipts are provided and clearly marked with a description of the expense and the purpose. Travel expense claim forms are prepared and then signed off by the Trustee to attest to the accuracy of the claims.

11.8 Board Representation Travel and Related Expenses
In accordance with the Principles for Board Operation, the Board Chair is the official representative of the Board. The office of the Board Chair is the first point of contact for external organizations wanting Board representation at their functions and the Chair is responsible for either attending these functions on behalf of the Board or delegating representation as appropriate and necessary. The Chair will report requests for Board representation to the Caucus Committee and request the approval of the Caucus Committee in those instances where it is appropriate for Trustees to attend at Board expense. A report on Board representation expenses will be brought to Caucus Committee annually. The Board will reimburse travel expenses related to Board representation as a Board general expense.

11.9 Board Initiative Fund
Each year, $45,000 is allocated to support Board-initiated projects undertaken to meet the Board's mandate. While the funds are not restricted to any specific project or undertaking, the following are guidelines for the annual allocation of the fund:
• Volunteer appreciation: $15,000
• Committee work: $20,000
• Advocacy: $10,000

Use of Initiative Fund dollars must be approved by the Board Chair, in consultation with the Board, prior to the undertaking of an initiative.

11.10 Group Benefits
Trustees are extended the option of participating in the group medical and hospitalization plans offered by the Board:
• Alberta School Employee Benefits Plan (ASEBP):
• Life and Accidental Death and Dismemberment Insurance (Plans 2 and 4)
• Extended Health Care (Plan 1)
• Dental Care (Plan 3)
• Vision Care (Plan 3)
• Health Spending Account
• Travel Accident Insurance
• Supplemental Accidental Death and Dismemberment Insurance

The Board will pay the same portion of premiums for the above benefits based on the portion of premiums the Board pays for exempt management staff.
11.10.1 Group Health and Insurance Coverage

Trustees are offered enrolment for group health and insurance benefits through the Alberta School Employee Benefit Plan (ASEBP). A summary of benefit coverage offered is detailed below; however, full details and options will be provided with enrolment forms.

Enrolment forms are provided at the beginning of the Trustee’s term. It is up to the individual to notify ASEBP directly of any information changes over the course of the Trustee’s term.

Group insurance coverage spans a period of four years, while a Trustee holds elected office. This period is usually from November 1st of the election year until October 31st of the next election year.

### SUMMARY OF GROUP BENEFIT COVERAGE
(SUBJECT TO CHANGE WITHOUT NOTICE)

<table>
<thead>
<tr>
<th>Extended Health Care 1</th>
<th>Dental Care Plan 3</th>
<th>Vision Care Plan 3</th>
<th>Health Spending Account</th>
<th>Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prescription medication</td>
<td>• 100% coverage for basic preventative and restorative treatments</td>
<td>$350 on a rolling two-year basis per covered person</td>
<td>Health Spending Account (HSA) is a tax-effective, flexible complement to your regular group benefit plan, providing you with an additional choice for managing your health-related expenses.</td>
<td>Life - Plan 2</td>
</tr>
<tr>
<td>• 100% direct bill coverage for the least-cost alternative (LCA) pricing and a dispensing fee maximum for eligible prescription drugs listed in the ASEBP Drug Benefit List</td>
<td>• 50% coverage for major restorative treatments</td>
<td></td>
<td>A choice of $25,000 or $50,000 for school trustees</td>
<td></td>
</tr>
<tr>
<td>• A range of medical supplies and equipment</td>
<td>• 50% coverage for orthodontic treatments</td>
<td></td>
<td>Accident Death /Dismemberment Plan 2</td>
<td></td>
</tr>
<tr>
<td>• Ambulance services</td>
<td>• $2,500 combined maximum for basic and major treatments per covered person per calendar year</td>
<td></td>
<td>A choice of $25,000 or $50,000 for school trustees</td>
<td></td>
</tr>
<tr>
<td>• Accidental dental</td>
<td>• $3,000 lifetime maximum for orthodontic treatments per covered person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency expenses incurred while travelling outside Alberta</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Professional medical services, including: Acupuncture Chiropractic Massage Therapy Naturopathy Physiotherapy Psychology</td>
<td>• 100% direct bill coverage for diabetic supplies to $4,000 per person per year (insulin pumps covered separately)</td>
<td></td>
<td>The CRA has published a list of general expenses that are eligible. Click here to view this list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• semi-private hospital accommodation (to a maximum of $24 per day within Canada)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11.10.2 Eligibility

To be eligible for enrollment in the benefit plans offered by ASEBP, the Trustee must be under age 65 when elected. If a Trustee turns 65 during his or her term of office, ASEBP benefits coverage will be maintained until the end of that term. For a Trustee aged 65 or older at the time of election or re-election, the District will reimburse the Trustee for the cost of premiums for similar benefits coverage (e.g., extended health care, dental care, vision care) with an external agency.

Reimbursement of premiums will be up to the maximum premium cost for similar coverage under the District’s benefit plan for exempt management employees until age 70.
All eligible Trustees, including re-elected Trustees, must either enroll or waive coverage in the group insurance plans within 31 days following the first organizational meeting of the school Board after the election or by-election. If Trustees choose to enroll in group insurance plans after 31 days, they will apply as late applicants and coverage may be denied or limited.

11.11 Transition Allowance
At the end of a Trustee’s service, the Trustee will receive deferred remuneration to ease the transition from service. Payment will be made at the rate of two weeks per year of service as a Trustee, and will be determined by multiplying the number of years and part-years served by 1/26 of the Trustee’s per annum honorarium plus the average annual per diem honorarium prevailing at the end of such service. The maximum amount payable to any individual will not exceed one-half of the total Trustee per annum honorarium plus the average annual per diem honorarium amount.

11.12 Public Reporting Process for Travel and Expenses
The Board approved the following motion at the December 4, 2012, public Board meeting: That the Administration develop a public reporting process applicable to Trustees, the Superintendent, Executives and Managing Directors that aligns with the Government of Alberta’s Directive on Public Disclosure of Travel and Expenses to take effect by the next fiscal year.

The implementation of a public reporting process for travel and expenses beginning June 1, 2014, was approved at the June 10, 2014, Board meeting.

Expense Reports – District website:

Expenses will be reported quarterly. For each fiscal year, the reporting will be:

<table>
<thead>
<tr>
<th>REPORTING PERIOD</th>
<th>REPORT POSTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – November 30</td>
<td>December 31</td>
</tr>
<tr>
<td>December 1 – February 28/29</td>
<td>March 31</td>
</tr>
<tr>
<td>March 1 – May 31</td>
<td>June 30</td>
</tr>
<tr>
<td>June 1 – August 31</td>
<td>September 30</td>
</tr>
</tbody>
</table>
12.1 Reimbursement of Expenses
When using public funds, all Trustees must consider whether the intended expenditure would withstand public scrutiny. It is incumbent on each Trustee to appropriately document and account for the expenditure of District funds on his or her behalf.

In accordance with the Principles for Board Operation, the Board is responsible for its own discipline and governance methods. To assist the Board in this capacity, an annual report summarizing Trustee travel and subsistence expenses is received at public Board as information and is submitted to Alberta Education with the District's financial statements.

A public reporting process applicable to Trustees, the Superintendent, Executives and Managing Directors that aligns with the Government of Alberta’s Directive on Public Disclosure of Travel and Expenses was also be implemented as per the December 4, 2012, Board motion.

12.2 Authority for Expenditures
In accordance with Section 60 of the School Act, the Board of Trustees has made provisions for the payment of honoraria and other expenses to Trustees.

The Director Board and Superintendent Relations administers the Board Administration budget (Cost Centre 6121). The Director of Board and Superintendent Relations, the Board Chair, or Vice-Chair in the absence of the Board Chair, have signing authority for Trustee expenditures in accordance with the guidelines established by the Board. The Board Chair and Vice-Chair must have authorization for reimbursement of their own expenditures signed by an alternate signing authority.

If a Trustee is in disagreement with an interpretation of the guidelines established by the Board for remuneration and reimbursement of expenses, he or she may appeal to the Caucus Committee.

12.3 Monthly Expense Accounting
- Each Trustee is provided with a corporate credit card to use for Board-related expenses. Trustees must follow District procedures for use of the corporate credit card.
- Every Trustee that holds a corporate credit card will reconcile expenditures through IExpense.
- Each month, Trustees must reconcile their credit card or submit all receipts to a delegated staff member for preparation of the Trustee’s IExpense claim.
- To maintain strong accounting practices, it is critical that all receipts are reconciled in a timely fashion, and clearly marked with the Trustee’s name as well as a description of the expense and the purpose.
- If IExpense claims are prepared by a delegated staff, the electronic approval by the Trustee attests to the accuracy of the claims.
- Each Trustee is assigned a District budget program for the monitoring of payments made on his or her behalf by the District and can be provided a report upon request.
• Each Trustee is required to provide, in a timely fashion:
  o any required receipts for reimbursement of out-of-pocket expenses;
  o receipts and authorization for payment of charges incurred on the Board’s purchasing card (MasterCard) for Board business; and
  o a refund cheque for any personal expenses in accordance with District accounting processes as outlined in Administrative Regulation [CWA.AR – Expenditure of Public Funds].
• The remaining balances for each Trustee’s expense account and the Board Chair’s discretionary fund are tracked and reconciled monthly.

12.4 Purchasing Charge Card
Each Trustee is provided with a corporate purchasing/credit card to use for Board-related expenses. Trustees must follow District procedures for use of the corporate credit card.

All charges to corporate credit cards issued by the District must be supported by detailed, itemized receipts that identify the purpose of the expenditure and, if a meal is involved, the purpose of the function and the names of the participants. Where itemized receipts are not available, the charges will not be reimbursed.

Travel arrangement costs are to be charged to Trustee District MasterCard accounts only to maintain strong accounting practices and enable efficient processing of documents. (e.g., accommodations, meals, transportation).

Procedure Summary
• At the time of purchase, Trustees are to indicate on the itemized vendor receipt the description of the purchase, its purpose and the names of other persons involved when requesting reimbursement for meals.
• iExpense helps users create, approve and manage expense reports. Trustee will not be provided with a MasterCard statement. Trustees are to attach an electronic credit card sales slip and itemized vendor receipt (pictures are acceptable) for each item listed to their iExpense claim, with the details of purchase and purpose of the expense as above.
• The District charge card should not be used for personal expenses. If, by mistake, a personal charge is included, mark the credit card transaction as personal. It is not necessary to include the credit card sales slips for personal items.
• Receipts may also be submitted to the designated staff for safe-keeping at any time during the month. Early submission of receipts is encouraged to ensure an efficient reconciliation/reimbursement process.

12.5 Per Diem Claim Forms
Per diem claim forms can be obtained on the Board Intranet Site (BIS) under “Board Resources”. Once complete, the Trustee is to email or provide a hard copy to the assigned staff member in the Board Office.

Per diem claim forms should be submitted as close to the event as possible to ensure strong accounting practices.

Eligibility for Per Diems
Detailed information regarding eligibility can be accessed in Section 11 – Trustee Remuneration and Allowances – Per Diem.
12.6 Travel Claims

All receipts for travel must be submitted to the delegated staff member for preparation of the Trustee’s travel expense claim. It is critical that all receipts are provided and clearly marked with a description of the expense and the purpose. Travel expense claim forms are prepared for the initial of the Trustee to attest to the accuracy of the claim. The Travel Summary is attached to one of the incurred Expense costs and becomes part of the audit trail of expenses.

- To maintain strong accounting practices and enable efficient processing, travel costs, accommodation, meals, etc. are to be charged to Trustee District MasterCard accounts.
- Reimbursement for meal expenditures, without a detailed receipt, is to a maximum of $47 per day or the current District rate.
- Mileage may be claimed at the current District rate.
- Rental vehicles may be claimed where it is more cost effective than the use of taxis or shuttle service.
- Cancellation insurance is recommended for all air travel.
- An additional conference banquet ticket and any hotel room surcharge for double occupancy when spouses/partners are traveling with the Trustee may also be claimed. Other additional expenses for meals and incidentals when spouses/partners are traveling with the Trustee are the personal responsibility of the Trustee.
PURPOSE:
Administrative resources and supports enable Trustees to execute their duties as elected officials.

13.1 Administrative Amenities

13.1.1 Parking
Underground heated parking is available at no cost to Trustees in the first parking level of the Centre for Education in Section C marked “Reserved Parking 24 Hours”.

13.1.2 Equipment and General Office Supplies
- To enable Trustees to fulfill their duties, Trustees will be equipped with District standard office equipment to assist in District communications. A laptop and a cell phone are loaned to Trustees for their four-year term of office at Board expense. Access to a network printer/copier/fax is also provided.
- A record of equipment on loan to each Trustee will be kept on file.
- Trustees may expense an upgrade to this equipment out of their individual Trustee expense allowance.
- Trustees are to use District cell phones as provided by the District.
- Cellular phones and monthly data packages are part of a District service plan negotiated through Purchasing and Contract Services.
- Any new equipment purchases must be reported to the Board Office for inventory tracking, as all equipment purchased from public funds is considered a District asset.
- Any modifications to District-provided office equipment must be removable without damaging the integrity of the equipment. Costs for repairs due to such modifications may be assessed and charged to the Trustee.
- At the end of each term, Trustees may purchase the Board-provided office equipment at fair market value. Otherwise, an outgoing Trustee will return the District-provided office equipment within seven days following the Organizational Board meeting or for a re-elected Trustee, on replacement of the equipment.
- Charges from Information Technology Services for maintenance and repair of computer equipment on loan from the District will be covered as a Board expense and not out of individual Trustee expense allowances.
- Trustees submit receipts for office supplies (paper, pens, stapler, etc.) to Board Office staff for reimbursement. General office supply expenses are charged to each individual Trustee expense allowance.

13.1.3 Trustee Office Space
A private office is provided for each Trustee’s use. In addition to the private offices, the Trustee lounge is reserved for all Trustees.

The Board Chair is provided a permanent private office for the duration of his or her term as Board Chair.

13.1.4 Secretarial Services for Trustees
Under the direction of the Director Board and Superintendent Relations, the Board Office staff provides some secretarial support for Trustees as members of the Board.
The following administrative assistance is provided for all Trustees to help in managing their role on the Board:

**Correspondence and Mail**
- Processing traditional mail (hard copy) and correspondence. Mail is placed in the Trustee’s office regularly for pick up during the week.
- For urgent correspondence, Board Office staff will notify the Trustee by email or phone.

**Telephone Calls**
- Individual voice mail will be set up for Trustees to access messages directly. Voice mail can be accessed at the Trustee’s convenience and from any location. Trustees may also arrange to have their voice mail forwarded to another phone number for more timely response.

**Meetings, Board-Hosted Events, School and Community Functions**
- Maintaining the shared calendar of events that all Trustees have been invited to attend.
- Liaising and coordinating meeting agendas with offices of the Premier, Cabinet Ministers, MLAs, the Mayor and City Council in preparation for meetings and social functions requested by the Board of Trustees.
- Assisting schools and community groups in extending invitations to Trustees for special events being planned.
- Confirming Trustee RSVPs with event organizers and arranging for appropriate protocol, Trustee speaking notes and background information that would assist Trustees in their participation at events such as:
  - Meetings with members of government
  - Board-hosted functions
  - District and school award functions
  - Commencement ceremonies (standard template)
  - Parent group meetings
  - Trustee conferences, seminars, special Board events
  - Committee meetings, negotiations
  - Provincial Associations (ASBA, PSBAA)

**General Administrative Support**
- Assisting Trustees in coordinating with IT staff for any computer/IT assistance required.
- Assisting Trustees in navigating the Board Intranet Site (BIS).
- Providing District information/publications/promotional materials as requested for Trustee events.
- Coordinating service requests and responses to constituent inquiries.

**Travel Arrangements**
- Registrations for ASBA, CSBA and NSBA meetings will be done centrally.
  - Trustees are responsible for their own travel and accommodation arrangements, with assistance from the Board Office if required.
- Registrations, travel and accommodation arrangements for all non-District events and conferences are the responsibility of individual Trustees, with assistance from the Board Office if required.
- Travel arrangement costs are charged to Trustee District MasterCard accounts to maintain strong accounting practices and enable efficient processing (e.g., arrangements, accommodations, meals).
Trustee Budgets, Home Office Expenses

• Processing of monthly expense reconciliation claims for Trustee home office expenses, business expenses, supplies, corporate credit card transactions (MasterCard), travel expense claims and per diems.
• Accounting and reconciling of Trustee annual expense budgets.

Ward Events
Assistance with ward-specific work is not generally provided (e.g., returning constituent phone calls, emailing contacts for ward events, coordinating individual participation at non-District events). This maintains an equal level of support to all Trustees using public resources.

However, there are some occasions where District information and key messages, promotional materials requested for circulation, and/or other supports needed for special circumstances may be in order. Any questions or needs related to ward events can be directed to the Director Board and Superintendent Relations.

13.1.5 Secretarial Support for the Board Chair
Under the direction of the Director Board and Superintendent Relations, additional support will be provided for the Board Chair in his or her capacity as the official representative of the Corporate Board as outlined below.

• Answering the Board Chair’s office phone during regular business hours and providing assistance as required. If assistance cannot be provided directly, or if requested, callers have the option of being put through to the Chair’s voice mail where details and information can be stored for follow up by the Chair.
• Processing of mail directed to the Board Chair for follow up when required. The Board Chair’s mail is posted on the Board Intranet Site (BIS).
• Processing/preparing and tracking documentation requiring the Board Chair’s signature.
• Preparing/drafting correspondence for the Board Chair’s signature.
• Coordinating meeting logistics with key stakeholders.
• Organizing and maintaining the Board Chair’s appointment calendar, including RSVPs for all events he/she will be attending.
• Coordinating speaking notes and/or key messages for all events where the Chair is representing the Board of Trustees.

13.1.6 Nametags
Upon election, Trustees are provided with two nametags and a set of business cards. Additional orders will be charged against the Trustee’s individual expense allowance.

13.1.7 Photograph
Upon election, Trustees are required to take part in a professional photography session with the Board. Individual shots and a group shot will be used in District communications throughout the Board’s term. A digital file will be provided to Trustees for use in their own communications.
13.2 Board Intranet Site (BIS)
The Board Intranet Site (BIS) is the District’s intranet site for all Board information. BIS is a password protected site where Trustees go to access all meeting information packages, information about upcoming events, the weekly TM, resources and much more. There are no hard copies of materials sent to Trustees; Trustees have the freedom and convenience to access and view/download pertinent information as needed. Board meeting information packages allow for various electronic mark ups to be made directly within the documents. This is often useful when making notes or wanting to ask questions at the meeting.

BIS also has advanced search capabilities allowing information retrieval from all sources on BIS, including archived information. Trustees can simply type in a key word within the search feature, and a list of all documents with the word will emerge.

Demonstrations and assistance can be provided as often as needed.

13.3 Trustees’ Shared Calendar
- To effectively track upcoming events, the Board Office maintains a “shared” calendar that can be viewed by all Trustees.
- The shared calendar includes events and meetings that pertain to all Trustees. For example, Board and committee meetings are posted, District events, meetings with key stakeholders, etc.
- Email invitations are sent to each Trustee requesting a response on attendance. Once the response is provided, the shared calendar will automatically track the participation for the event.
- It is the Trustee’s responsibility to ensure their individual calendar is up to date and synchronized with the common calendar.
- It is highly important that RSVPs to email invitations are provided as soon as possible to allow timely confirmations to be made with event organizers, and speaking notes to be prepared in time.

13.4 Insurance and Indemnification
On April 9, 1996, the Board approved the following indemnification resolution:

1. Definitions
   In this resolution:
   a) "employee" means the Superintendent of Schools and any other person who holds a position designated on Schedule "A" to this resolution.
   b) "Trustee" means any individual who holds the position of Trustee of the Board, and includes the heirs and legal representatives of such Trustee.

2. Delegation of Authority - Schedule "A"
The Board delegates to the Superintendent of Schools the authority to create and from time to time amend Schedule "A", which, including any amendments, will be incorporated into and form part of this resolution.

3. Indemnity
   Subject to Sections 4, 5, and 6 the Board will indemnify each Trustee and employee in respect of liability for any claims, actions, costs, expenses, damages, demands, fines and administrative penalties which any or each of them may sustain, pay or incur as a result of or in connection with the performance of duties as Trustee or employee of the Board, or by reason of serving on behalf or at the request of the Board as an officer, committee member or director of any other body, so
long as such Trustee or employee is acting honestly and in good faith with a view to the best interests of the Board.

4. Circumstances Not Indemnified
The indemnity provided for in Section 3 and the legal defense provided for under Section 7 will not apply to any matter:

   a) in which the Board has made a demand, claim, or has brought action against the Trustee or employee claiming indemnity;
   b) in which the Trustee or employee has made a demand, claim, or has brought action against the Board;
   c) to the extent that the Trustee or employee claiming indemnity is indemnified under a policy of insurance held by the Board or the Trustee or employee; or
   d) in which the Trustee or employee claiming indemnity has, in the opinion of legal counsel chosen by the Board, breached a statutory or other duty to the Board relating to conflict of interest.

5. Acts Not Indemnified
The indemnity provided for in Section 3 will not apply to any matter in which it has been finally determined by a court or administrative tribunal of competent jurisdiction that the Trustee or employee claiming indemnity has been guilty of:
   a) fraud or dishonesty;
   b) knowingly breaching a statutory duty or obligation;
   c) assault or battery;
   d) false imprisonment;
   e) intentional infringement of copyright, patents or other intellectual property rights; or for professional misconduct.

6. Notification
A Trustee or employee claiming indemnity must, within 10 days of being served with a statement of claim or any other document which commences legal action, notify the Board in writing and provide a copy of the statement of claim or other document. In any case in which the Trustee or employee has knowledge of a threatened or potential demand, claim, action or proceeding, such Trustee or employee must notify the Board in writing as soon as possible. A written notification must:
   a) specify the party who has made the demand, claim, action or proceeding;
   b) unless the matter is one enumerated in Section 4, contain a request that the Board provide legal defense in respect of the demand, claim, action or proceeding; and
   c) indicate that the Trustee or employee agrees that if it is determined by a court or administrative tribunal of competent jurisdiction that the Trustees or employee has committed an act enumerated in Section 5, the Trustees or employee will be liable to repay to the Board all costs incurred by the Board in providing legal defense of the demand, claim, action or proceeding.

If the Trustee or employee does not provide written notice in the form and within the prescribed time limit, the Board may, in its sole discretion, provide or refuse to provide indemnification and legal defense on behalf of such Trustees or employee.
7. Defence of Actions

Upon receipt of notification in the form and within the prescribed time limit under Section 6, the Board will, at its sole cost and expense, take over and conduct, in the name of the Trustee or employee claiming indemnity, the defence of the demand, claim, action or proceeding, unless the matter is one enumerated in Section 4 or the Trustee or employee indicates in writing that he does not wish the Board to do so. The Board will be at liberty to settle any demand, claim, action or proceeding without obtaining the written consent of the Trustee or employee. If the Trustee or employee does not agree to the settlement, the Board will be at liberty to cease defence of the action or proceeding without any further liability or obligation. If a court or administrative tribunal of competent jurisdiction determines that the Trustees or employee has committed one of the acts enumerated in Section 5, the Board will require the Trustee or employee to repay all monies expended by the Board in providing for legal defence of the action or proceeding.

Schedule "A" to Resolution Regarding Indemnification

Persons occupying the following positions are employees for purposes of the resolution regarding indemnification:

1. Assistant Superintendent
2. Board Secretary
3. Director
4. Executive Director
5. FOIP Head
6. General Counsel
7. Managing Director
8. Principal
9. Treasurer
10. any employee or volunteer supervising a district-sponsored field trip

[Signature]
Superintendent of Schools

[Date]
### 13.5 General and Professional Liability Insurance

**General Liability**

Limit of Coverage $5 Million Per Occurrence (See Note 2)

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Exclusions</th>
<th>Deductibles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury Liability and Property Damage</td>
<td>Intentional Injury</td>
<td>$2,500 Combined Deductible for either Bodily Injury or Property Damage</td>
</tr>
<tr>
<td>Sexual Abuse, ($1M limit)</td>
<td></td>
<td>• 15% of covered loss or</td>
</tr>
<tr>
<td>Work Experience/Property of Others</td>
<td></td>
<td>• 15% of expenses with no loss subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to a maximum of 10,000</td>
</tr>
<tr>
<td>Health Care Professionals Liability – As per</td>
<td>• Injury caused from a Criminal Act</td>
<td>$2,500 each loss</td>
</tr>
<tr>
<td>policy limit</td>
<td>• Professional services of any physicians in the treatment of a patient.</td>
<td></td>
</tr>
<tr>
<td>Fire Fighting Expense</td>
<td></td>
<td>$1,000 fire fighting</td>
</tr>
<tr>
<td>Non-owned Automobile (Volunteer Drivers)</td>
<td>As per owners automobile liability policy limits (See Note 1)</td>
<td></td>
</tr>
<tr>
<td>Damage to Hired Autos – Limited $75,000</td>
<td></td>
<td>$1,000 each loss</td>
</tr>
<tr>
<td>Tenants Liability – Limit $1.5 million</td>
<td></td>
<td>$1000 each loss</td>
</tr>
<tr>
<td>Employee Benefits Liability</td>
<td>• Advice</td>
<td>$1,000 each loss</td>
</tr>
<tr>
<td></td>
<td>• Dishonest acts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Failure to comply with the law.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Failure to pay benefits, fines, penalties, taxes or investments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Plan termination</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Physical or mental injury</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Property damage</td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td>Exclusions</td>
<td>Deductibles</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Bodily injury or property damage caused by:</td>
<td>Environmental Pollution (other than as specified</td>
<td>$2,500 Combined Deductible for either Bodily</td>
</tr>
<tr>
<td>Specific Environmental Pollution</td>
<td>under &quot;Coverage&quot;)</td>
<td>Injury or Property Damage</td>
</tr>
<tr>
<td>• heat, smoke, or fumes from a hostile fire (which becomes uncontrollable or breaks out from where it was intended to be)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the application of a pesticide or herbicide provided that such operations meet all governmental standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• $1,000,000 limited pollution liability sub limit each event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• $1,000,000 limited pollution liability total limit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Pollution (other than as specified under &quot;Coverage&quot;)</td>
<td></td>
<td>$2,500 Combined Deductible for either Bodily</td>
</tr>
<tr>
<td>$2,500 Combined Deductible for either Bodily Injury or Property Damage</td>
<td></td>
<td>Injury or Property Damage</td>
</tr>
<tr>
<td>$2,500 Combined Deductible for either Bodily Injury or Property Damage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Professional Liability**  
Limit of Coverage $5 Million Per Occurrence (See Note 2)

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Exclusions</th>
<th>Deductibles</th>
</tr>
</thead>
</table>
| Wrongful Act: actual or alleged act, omission, error, misstatement or misleading statement, negligent act or neglect or breach of duty | • fraud, dishonesty  
• fines imposed by law  
• insured gaining an unlawful personal profit or advantage  
• false arrest, libel, slander, defamation of character, invasion of privacy, wrongful dismissal, wrongful eviction, assault or battery  
• bodily injury, sickness or disease attributable to exposure to asbestos, other contaminants or pollutants  
• contractual obligations  
• liability imposed by or arising under the [Nuclear Liability Act](http://example.com) | • $25,000 wrongful employment conduct  
• $250,000 for class action lawsuits  
• $25,000 each loss |

**Note 1:**  
The District's insurance policy covers any legal liability in excess of the amount covered by the driver's own automobile insurance.

**Note 2:**  
The District has arranged excess liability insurance for the General & Professional Liability and Automobile Policies. The combined limit of these excess policies, plus the aforementioned primary policies, is $40.0 million.

*Reviewed April 2015*
14. BOARD STRATEGIC PLANNING MEETINGS

PURPOSE:
To enhance the Board’s effectiveness, Board strategic planning off-site meetings provide dedicated and focused time to review results, assess the current operating environment, discuss opportunities and risks, and plan for the upcoming year.

The Board typically holds a fall and winter planning off-site meeting, except in an election year when only a winter planning retreat is held.

As per its terms of reference, the Governance and Evaluation Committee leads the agenda setting process with the Board. Location and duration are established about four to six months in advance to effectively coordinate schedules, venues, accommodations, and external resources.
PURPOSE:
Excellent communication about the values, successes, challenges, and future directions of Edmonton Public Schools engenders understanding and support for the District and for public education. Because Trustees are key spokespeople for the District, they should seek out opportunities to highlight what is happening in the District and with Board work.

15.1 Board Communication Principles

15.1.1 Communicating in a Timely, Accurate, and Respectful Manner

*In all situations (verbal or written)*

- Any Trustee communication will reflect Board values, policies and priorities and be respectful of current District practices, such as site-based decision making.
- Trustees are encouraged to remember that when they speak the perception often is that the Board is speaking and they need to speak with deliberation and care.
- Trustees will avoid speaking for the Board in areas where the Board has not yet taken a position.
- Public statements will avoid criticism of the intentions or actions of other Board members, current or former.
- When speaking, Trustees will communicate as accurately as possible.
- Trustees will never intentionally give the appearance of speaking on behalf of the Board on issues on which the Board has not taken a position.

15.1.2 Sharing of Information and Perspectives

- Through a written information report, Trustees will bring forward for discussion any requests/letters/ideas that they feel needs a Board response and/or are unsure about, or, if of a more urgent nature, ask the Board Chair for advice.
- The Board provides funds for Trustee professional development. To maximize the value of this learning for the Board, upon their return, Trustees will share their experiences and learnings with their colleagues, outlining what they have learned and how it may be applicable to the work of Edmonton Public Schools.
- Trustees agree that email is an effective way to share information. Trustees will be respectful of others in the volume of email sent to colleagues and they will endeavor to read information sent by colleagues and Administration. Trustees agree that discussion and debate are best in a face-to-face meeting and ideally, will avoid debate by email.
- Trustees will, if sharing information pertinent to an upcoming debate or meeting, consider the timeliness of sending the material, and whether it will compromise the public nature of the debate.
15.1.3 Correspondence: Emails

- The Board Chair will respond promptly to emails addressed to all Trustees. The first response may be just to acknowledge receipt of the email and to advise that a full response may take some time. Trustees will be advised of the Board Chair's response by way of cc or TM.
- When the Chair is responding on behalf of the Board, the email should indicate that all Trustees are aware the Chair is responding on behalf of the Board.
- Similarly, Trustees will each respond promptly to emails sent directly to them. If Trustees are on holiday or away, Trustees will set up an "auto" response to that effect.
- As a general rule, Trustees will not respond if they are cc'd in an email.
- Recognizing that email is not a secure communication vehicle, Trustees will not use email to pass along sensitive or confidential information.
- Trustees will use District email and mark it as “Confidential” in the heading if it contains sensitive information. Personal information regarding employees should not be sent by email (see Section 3.5 Freedom of Information and Protection of Privacy Act).
- The Administration will first contact the Board Chair, followed by the Vice-Chair, when the public is requesting a position from the Board. Administration can prepare key messages at the Board Chair’s request.
- A Trustee may provide personal opinion or comment as the ward Trustee on local issues, while recognizing that all local issues may have District implications.

15.1.4 Media Requests for Comments or Interviews

- Trustees will respect the Board Chair’s role as the spokesperson for the Board. If the Board Chair is present and an individual Trustee is approached by media, the Trustee will connect the media with the Board Chair.
- If the Board Chair is not present and Trustees are asked for comments, they will use their best judgment in commenting, not commenting, or referring the matter to the Board Chair. If they do comment, an email to inform the Board of the comments made will be sent as soon as possible.
- In general, as Trustees are public officials, democratically elected and responsive to their constituents, they should make the effort to be forthcoming with members of the media.

15.1.5 Social Media

- Trustees are encouraged to engage in social media to receive feedback on policy proposals and model the principles of open and transparent governance and inclusiveness in public education.
- Trustee personal blogs, websites, and social media usage will be respectful of Board policies and respect confidentiality. Trustees acknowledge that the expression of personal opinion may impact the range of feedback received or the perception that Trustees are going into a debate with an open mind.
- Trustees will moderate personal sites, e.g., preview the material going up on the site before posting.
- Trustees will consider the accuracy and potential legal liabilities of all posts before posting.
15.1.6 Community and Government Relationships within Wards
- As Trustees travel about their daily routines, Trustees will consider the potential for building relationships with other organizations as a way of increasing support for the District and public education. If Trustees think there is merit in exploring a deeper relationship with a particular group, Trustees are encouraged to invite Administration to review the idea and provide pertinent background information. Trustees can also use the existing conference agenda item "Other Trustee Reports" to report on such meetings or proposed activities.
- Trustees will inform the ward Trustee prior to contacting or visiting community groups, organizations or MLAs in wards other than their own.

15.1.7 School and Community Newsletters
- School and/or community newsletters are a good vehicle for Trustee invitational or informational pieces. If Trustees make a request to share information with school communities in this way, Trustees will respect newsletter deadlines, preferred formats, and possible space restrictions.
- A Trustee may seek the advice and assistance of the Director Board and Superintendent Relations in ensuring Trustee communications are accurate and in alignment with Board philosophy and positions.

15.1.8 Inquiries Regarding Board Positions
- The Administration will first contact the Board Chair, followed by the Vice-Chair, when the public is requesting a position from the Board. Key messages can be prepared at the Board Chair’s request.
- A Trustee may provide personal opinion or comment as the ward Trustee on local issues, while recognizing that all local issues may have District implications.

15.2 Speaking to Motions
Trustees may speak about a motion they put forward prior to the debate and Board decision. Once a decision is made, all Trustees are expected to publicly respect the Board decision.

Any media contact is to be communicated to the Board and the Communications Department contact as a courtesy.

The Administration can provide assistance with messaging and media management if required.

15.3 Addressing Individual Ward Issues
The Ward Trustee may speak to the public and to the media on matters that involve the ward specifically.

Any media contact is to be communicated to the Board and the Communications Department contact as a courtesy.

The Administration can provide assistance with messaging and media management.
16. LEAVES OF ABSENCES AND RESIGNATIONS

PURPOSE:
Under Section 82(1) of the School Act, a Trustee may be disqualified from remaining a Trustee if the Trustee: “absents himself or herself, without being authorized by a resolution of the Board to do so, from 3 consecutive regular meetings of the Board, unless the person’s absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person’s absence;”

16.1 Board/Caucus Committee Meeting Absence: Personal/Medical/Parental Leave
- It is required that, in all instances where a Trustee will be absent from a Board or Caucus Committee meeting(s), the Trustee advise the Chair, the Superintendent, and the Director Board and Superintendent Relations.
- Section 82(1)(h) of the School Act states: A person is disqualified from remaining as a trustee of a board if that person absents himself or herself, without being authorized by a resolution of the board to do so, from 3 consecutive regular meetings of the board, unless the person’s absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person’s absence.
- If a Trustee will be away for three or more consecutive regular meetings of the Board, they may request that a resolution brought to Board granting them authorization for their absence. The Trustee on leave will continue to receive their full honorarium and benefits unless specified otherwise in the resolution.

16.2 Resignations

From a Board Committee
A Trustee who wishes to resign from a Board committee must provide two weeks written notice to the committee, the Board Chair and the Superintendent of Schools or committee designate. A replacement will be selected at the next public Board meeting.

From Position of Board Chair or Vice-Chair
An incumbent who wishes to resign from the position of Board Chair or Vice-Chair must notify either the Board Chair or Vice-Chair and the Superintendent of Schools. The Board Chair or Vice-Chair will notify Trustees at a Caucus Committee meeting. Decisions pertaining to public communication will be determined and the resignation will be reported to public Board. Nomination and election to the vacant position will take place at a Board meeting using the same process as the annual Organizational Board meeting.

From the Board
An incumbent who wishes to resign from the Board must inform the Board Chair, the Superintendent and provide a letter resignation to the secretary of the Board. The Trustee ceases to hold office at the meeting of the Board at which the trustee’s resignation is submitted. The Board Chair will notify Trustees at a Caucus meeting. Decisions pertaining to public communication and any requirements for a by-election will be determined and the resignation will be reported to public Board. The Board Chair will notify the Minister of Education and the Board’s decision with respect to conducting by-election (see Section 251 of the School Act.)
PURPOSE:
The Board of Trustees believes that a locally elected school board is integral to public education and therefore, the District, under the direction of the Superintendent of Schools, will play an active role in disseminating information to the electorate about school board elections.

The Board of Trustees for the Edmonton School District No. 7 is composed of nine Trustees elected under the provision of the *Local Authorities Elections Act* for four year terms of office.

17.1 Appointment of Returning Officer
The Board typically, by way of a formal resolution, appoints the City of Edmonton as the District’s returning officer for school board elections. The Edmonton Public School Board enters into an agreement with the City of Edmonton, covering the following matters relating to school board elections:

- use of vote recorders;
- sharing of joint costs of the election on the basis of 60% City of Edmonton, 29% Edmonton Public School Board and 11% Edmonton Catholic School Board;
- every nomination of a candidate for trustee to be accompanied by a cash deposit in the amount of $100 in accordance with the Board's 1989 election deposit bylaw;
- every nomination form to be signed by at least twenty-five (25) voters in accordance with Section 27(1) of the *Local Authorities Election Act* (The Board approved a motion February 24, 2004 to increase the number of signatures required to 25);
- nine public school trustees to be elected by wards as set out in Ministerial Order No. 018/2017;
- Any additional costs for advertising, notification, publication or advising of electors, or candidates with respect to the nine wards, beyond the costs for election communications aligned with the City’s messages, to be the sole responsibility of the Board;
- The discontinuation of the election in a ward should a candidate in that ward election die after nomination day and a new election to be held for that office;
- The mutual indemnification of the City and the Board for any act, statement or omission of their respective officers or agents in connection with the school board election.

17.2 Electioneering and Politically Motivated Communications
Electioneering protocols are guided by Board Policy *IJA.BP – Electioneering and Politically Motivated Communications*.

17.3 Campaigning While Holding Office
Actively campaigning while holding office (Trustee or Councillor) is not prohibited in the *Local Authorities Election Act*, and a leave of absence is not required. However, use of any District resources (including staff, computers, telephones, photocopying, boardrooms) is not permitted. Further, any City or Board policies on use of facilities apply.

Detailed information on the Edmonton Public School bylaw regarding public disclosure of campaign contributions and expenses can be found here: *Public Disclosure of Campaign Contributions and Campaign Expenses Bylaw*.

If elected to the position of City Councillor, MLA or MP, a Trustee must resign, as per the *Municipal Government Act* and *School Act*. 
18. SECURITY AND TECHNOLOGY

Purpose:
Guided by Board Policy DK.BP – District Technology, the Board believes the use of technology must be responsible and support student learning and digital citizenship.

The Board believes when information and information systems are protected, the District can protect the privacy of staff and students; preserve resources; enable innovation and provide seamless and integrated educational programming (See Board Policy CNA.BP – Information Security)

18.1 Security
District security cards with picture identification are provided for all Trustees. A District security card is required to gain access to the parkade and the Centre for Education building elevators. All Trustees and staff are asked to wear the District picture identification card while in the Centre for Education.

All visitors accompanying Trustees are required to report to the main reception to obtain a visitors security pass. This is to ensure proper count of persons in the event of an emergency.

18.2 Use of District Technology
In keeping with the District’s standards with using technology, Trustees are expected to adhere to the same principles and procedures as District staff.

Guiding Principles
District technology must be used in ways that are consistent with the following principles:

1. Appropriate Use
   District technology is intended for educational purposes and for business activities in the operation of schools and the District. Personal use of electronic communication must not interfere with, or conflict with, its use for work purposes. District technology cannot be used for purposes that are illegal, unethical, or immoral. DKB.AR Appropriate Use of District Technology.

2. Privacy and Personal Safety
   Activities involving District technology will, as much as possible, protect the privacy of personal information of all users and the personal safety of students. All users will be educated about ways that they can protect their own personal information and personal safety.

3. Security of Systems and Information
   Individuals using District technology must not compromise the security and integrity of data and information stored on District or school computer systems.

4. Efficiency
   District technology must function efficiently for all users. Therefore, users must operate within the limitations, guidelines, and directives provided.
Guidelines for Appropriate Use
1. Trustees must adhere to appropriate use guidelines established by the District and each school.

Consequences for Inappropriate Use
1. All users must be responsible and accountable for their use of District technology.
2. Trustees who use District technology inappropriately will be subject to the Board’s sanctions and/or Ministerial involvement.
19. RESOURCES AND CONTACTS

- **Alberta School Boards Association** (ASBA)
- **ASBA Zone 2/3**
- **Alberta School Boards** (list and website links)
- **Alberta School Councils’ Association** (ASCA)
- **Canadian School Boards Association**
- **City of Edmonton**
- **Government of Alberta** (Alberta Education, Alberta Infrastructure, MLA Lookup)

**Acts and Regulations** (Alberta Queen’s Printer)
- **Alberta School Boards Association Act**
- **Alberta School Foundation Fund Regulation**
- **Closure of Schools Regulation**
- **School (Compulsory Attendance) Amendment Act, 2003**
- **Freedom of Information and Protection of Privacy Act**
  - Frequently Asked Questions about FOIP for School Jurisdictions
- **Local Authorities Election Act**
- **School Act**
- **School Board Investment Regulation**
- **School Buildings and Tendering Regulation**
- **School Councils Regulation**
- **Special School Tax Levy Plebiscite Regulation**
- **Superintendent of Schools Regulation**

- **National School Boards Association**