



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOL DIVISION**

REGULAR
SESSION

THURSDAY, SEPTEMBER 26, 2019

Board Room
Central Services
Administration Building

AGENDA

Mission Statement - To provide high quality student-centered education that builds strong, healthy communities.

- 9:00 am 1. **CALL TO ORDER** T. Boymook
2. **COMMITTEE OF THE WHOLE**
- 10:00 am 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
4. **APPROVAL OF MINUTES**
- 4.1 Board Meeting – Aug. 29, 2019 (encl.)
 - 4.2 Board Organizational Meeting – Aug. 29, 2019 (encl.)
5. **CHAIR REPORT** T. Boymook (verbal)
- 5.1 Alberta Minister of Education Sherwood Heights Tour – Sept. 9, 2019
 - 5.2 Alberta Minister of Education Meeting – Sept. 9, 2019
 - 5.3 Westboro Elementary Welcome Back BBQ – Sept. 11, 2019
 - 5.4 Alberta School Board Association (ASBA) Meeting of Board Chairs Sept. 12, 2019
 - 5.5 Board Retreat – Sept. 17 and 18, 2019
6. **SUPERINTENDENT REPORT** M. Liguori (verbal)
7. **COMMENTS FROM THE PUBLIC AND STAFF GROUP REPRESENTATIVES**
- ASSOCIATION/LOCAL REPORTS**
8. **ATA LOCAL REPORT** D. Zielke (verbal)
- BUSINESS ARISING FROM PREVIOUS MEETING**
- NEW BUSINESS**
9. **BUSINESS ARISING FROM IN CAMERA**
10. **READ IN WEEK RESOLUTION** M. Liguori/T. Martin-Spady (encl.)

11. **TRUSTEE REMUNERATION 2019-20** M. Liguori/C. Cole
(encl.)
12. **BOARD COMMITTEE REPRESENTATIVE LIST 2019-20** T. Boymook
(encl.)
13. **TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS
COMMITTEE** T. Boymook
(encl.)
14. **ACTING CHAIR SCHEDULE 2019-20** T. Boymook
(encl.)
15. **BOARD EVALUATION** T. Boymook
(encl.)
16. **POLICY 7, BOARD OPERATIONS AMENDMENT** T. Boymook
(encl.)

COMMITTEE REPORT

17. **STUDENT EXPULSION COMMITTEE** H. Stadnick
Sept. 20, 2019 (verbal)

REPORTS FOR INFORMATION

18. **TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS
FOR INFORMATION** (verbal)

ADJOURNMENT

RECOMMENDATIONS TO SEPT. 26, 2019 BOARD OF TRUSTEES

2. That the Board meet In Camera.
That the Board revert to Regular Session.
3. That the Agenda be adopted as amended or as circulated.
- 4.1 That the Board of Trustees approve the Minutes of Aug. 29, 2019 Board Meeting as amended or as circulated.
- 4.2 That the Board of Trustees approve the Minutes of Aug. 29, 2019 Board Organizational Meeting as amended or as circulated.
5. That the Board of Trustees receive the Chair report for information.
6. That the Board of Trustees receive the Superintendent report for information.
7. *Comments from the Public and Staff Group Representatives*
8. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
9. Business Arising from In Camera.
10. READ IN Week 2019 Resolution:
Whereas Read In recognizes that reading is important for the development of the intellectual, emotional, and social facets of the individual;

Whereas reading opens doors to discovery and provides unlimited opportunities for adventure, enjoyment and learning for people of all ages;

Whereas literacy is crucial for community development and economic progress;

Whereas the Elk Island Public School Board is proud to celebrate learning and life-long education;

Therefore, be it resolved THAT the Elk Island Public School Board supports READ IN Week, Oct. 7 to 11, 2019, and encourages related activities with the schools.

11. That the Board of Trustees approve that trustees' remuneration for the 2019-20 year remain the same as the prior year.
12. That the Board of Trustees approve the 2019-20 Board Committee Representatives, as presented.
13. That the Board of Trustees appoint Trina Boymook as Chair and Heather Wall as Vice-Chair of the Teachers' Collective Agreement Negotiations Committee.
14. That the Board of Trustees approve the 2019-20 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.
15. That the Board of Trustees approve the Board Self-Evaluation Report as developed at the facilitated workshop of Aug. 29, 2019, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.
16. That the Board of Trustees approve the amendment to Board Policy 7, Board Operations, as presented.
17. That the Board of Trustees receive for information the report from the Student Expulsion Committee meeting held Sept. 20, 2019.



ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14

The regular meeting of the Elk Island Public Schools Regional Division Board of Trustees was held on Thursday, Aug. 29, 2019, in the Board Room, Central Services, Sherwood Park, Alberta.

The Board of Trustees Meeting convened with Board Chair Trina Boymook calling the meeting to order at 1:00 p.m.

Board members present:

T. Boymook	D. Irwin
R. Footz	J. Seutter
S. Gordon	H. Stadnick
C. Holowaychuk	H. Wall
A. Hubick	

Administration present:

M. Liguori	Superintendent
S. Stoddard	Associate Superintendent, Supports for Students
B. Billey	Associate Superintendent, Human Resources
C. Cole	Secretary-Treasurer
L. McNabb	Director, Communication Services
C. Langford-Pickering	Executive Assistant/Recording Secretary

CALL TO ORDER

Meeting called to order at 1:00 p.m. with all trustees noted above in attendance.

COMMITTEE OF THE WHOLE

Moved by Vice-Chair Wall:

161/2019

THAT the Board meet In Camera (1:00 p.m.).

**CARRIED
UNANIMOUSLY**

Moved by Trustee Irwin:

162/2019

THAT the Board revert to Regular Session (1:58 p.m.).

**CARRIED
UNANIMOUSLY**

The Board recessed at 1:58 p.m. and reconvened at 2:03 p.m. with all trustees noted above in attendance.

Board Chair Boymook welcomed everyone in attendance and acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was signed, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Metis people.

AGENDA The Board Chair called for additions or deletions to the Agenda.

Moved by Trustee Irwin:

163/2019 THAT the Agenda be adopted, as circulated. **CARRIED
UNANIMOUSLY**

APPROVAL OF MINUTES The Board Chair called for confirmation of the June 25, 2019 Board Meeting Minutes.

Moved by Vice-Chair Wall:

164/2019 THAT the Board of Trustees approve the Minutes of June 25, 2019 Board Meeting, as circulated. **CARRIED
UNANIMOUSLY**

CHAIR'S REPORT Board Chair Boymook presented the Chair's report.

Moved by Board Chair Boymook:

165/2019 THAT the Board of Trustees receive the Chair's report for information. **CARRIED
UNANIMOUSLY**

SUPERINTENDENT'S REPORT

Superintendent Liguori presented the Superintendent's report.

Moved by Trustee Seutter:

166/2019 THAT the Board of Trustees receive the Superintendent's report for information. **CARRIED
UNANIMOUSLY**

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations and delegations were presented.

ASSOCIATION/LOCAL REPORTS

ATA Local Report Board Chair Boymook welcomed ATA representative D. Zielke. Representative Zielke presented the Local ATA report to the Board.

Moved by Trustee Holowaychuk:

167/2019 THAT the Board of Trustees receive the report from the representative of the ATA Local #28 for information. **CARRIED
UNANIMOUSLY**

BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

NEW BUSINESS

Business Arising
from In Camera

No business arising from In Camera.

Trustee School
Liaison Representative
List 2019-20

Board Chair Boymook presented to the Board the 2019-20
Trustee School Liaison Representative List for approval.

Moved by Trustee Footz:

168/2019

THAT the Board of Trustees approve the 2019-20
Trustee School Liaison Representative list, as
presented.

Rural Caucus
of Alberta School
Boards' Membership

Board Chair Boymook presented the recommendation to the Board
to remove the Board's support from the Rural Caucus of
Alberta School Boards.

Moved by Vice-Chair Wall:

169/2019

THAT the Board of Trustees support the withdrawal
of Elk Island Public Schools' membership from the
Rural Caucus of Alberta School Boards, effective
Sept. 1, 2019.

CARRIED
UNANIMOUSLY

Moved by Trustee Gordon:

170/2019

THAT the Board of Trustees approve amendments
to Board Policy 9, Board Representatives, as
presented.

CARRIED
UNANIMOUSLY

COMMITTEE REPORTS

No committee reports were presented.

REPORTS FOR INFORMATION

Administrative
Procedure for
Policy 24, Personal
Communication
Devices

Superintendent Liguori presented to the Board for information the
draft Administrative Procedure 145, Use of Personal Communication
Devices.

Moved by Trustee Irwin:

171/2019

THAT the Board of Trustees receive for information
the draft Administrative Procedure 145, Use of
Communication Devices.

CARRIED
UNANIMOUSLY

Facility Services
2019 Summer
Projects Update

Superintendent Liguori presented to the Board for information the 2019 Summer Projects update. Assistant Director Derech was available to answer questions.

Moved by Trustee Stadnick:

172/2019

THAT the Board of Trustees receive for information the Facility Services – 2019 Summer Projects update.

CARRIED
UNANIMOUSLY

Alberta School
Employee Benefit
Plan

Benefits Advisor J. Boot presented to the Board the Alberta School Employee Benefit Plan premium rates, effective Sept. 1, 2019.

Moved by Trustee Irwin:

173/2019

THAT the Board of Trustees receive for information the Alberta School Employee Benefit Plan premium rates effective Sept. 1, 2019.

CARRIED
UNANIMOUSLY

TRUSTEES' REPORT/NOTICES OF MOTION/REQUEST FOR INFORMATION

Reports by Trustees were presented.

The Chair declared the meeting adjourned at 2:31 p.m.

Board Chair

Superintendent



ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14

The Organizational Meeting of the Board of Trustees of Elk Island Public Schools Regional Division No. 14 was held on Thursday, Aug. 29, 2019, in the Board Room, Central Services Administration Building, Sherwood Park, Alberta.

The Board of Trustees Organizational Meeting convened with Secretary-Treasurer C. Cole calling the meeting to order at 2:32 p.m.

Board members present:

T. Boymook	D. Irwin
R. Footz	J. Scutter
S. Gordon	H. Stadnick
C. Holowaychuk	H. Wall
A. Hubick	

Administration present:

M. Liguori	Superintendent
B. Billey	Associate Superintendent, Human Resources
S. Stoddard	Associate Superintendent, Supports for Students
C. Cole	Secretary-Treasurer
L. McNabb	Director, Communication Services
C. Langford-Pickering	Executive Assistant/Recording Secretary
C. Fletcher	Communication Specialist/Election Officer

CALL TO ORDER

Secretary-Treasurer Cole called the meeting to order at 2:32 p.m.

NOMINATION PROCEDURES

Secretary-Treasurer Cole presented the Nomination Procedures for the selection of Chair and Vice-Chair.

There were no questions or discussion regarding the Procedures.

Moved by Trustee Irwin:

174/2019

THAT the Nomination Procedures for selection of Chair and Vice-Chair be approved, as presented.

CARRIED
UNANIMOUSLY

POSITION OF CHAIR

DECLARATION OF INTEREST FOR BOARD CHAIR

Each Board member was given one opportunity to declare his or her intent to seek the office of Board Chair. Trustee T. Boymook stated that she would allow her name to stand for the position of Board Chair. All other Board members indicated that it was not their intent to seek the office of Board Chair.

The Secretary-Treasurer called for a motion that one block nomination be made for the candidate running for the position of Chair.

175/2019 Moved by Trustee Holowaychuk:

THAT one block nomination be made for the candidate running for the position of Chair: Trustee T. Boymook.

CARRIED
UNANIMOUSLY

**DECLARATION OF RESULTS/
ANNOUNCEMENT OF BOARD CHAIR**

Secretary-Treasurer Cole announced that Trustee T. Boymook has been elected Chair of Board by acclamation.

OATH OF OFFICE

Commissioner for Oaths L. McNabb swore in Trustee T. Boymook as Board Chair.

Trustee T. Boymook assumed the Chair.

Board Chair Boymook expressed honour in serving the Board as Chair for the seventh consecutive year.

ADOPTION OF AGENDA

The Chair called for additions/deletions to the Agenda.

Moved by Trustee Holowaychuk:

176/2019

THAT the Agenda be adopted, as circulated.

CARRIED
UNANIMOUSLY

POSITION OF VICE-CHAIR

DECLARATION OF INTEREST FOR VICE-CHAIR

Each Board member was given one opportunity to declare his or her intent to seek the position of Vice-Chair of the Board of Trustees. Trustee H. Wall stated that she would allow her name to stand for the position of Vice-Chair. All other Board members indicated that it was not their intent to seek the office of Vice-Chair.

The Chair called for a motion that one block nomination be made for the candidate running for the position of Vice-Chair.

177/2019

Moved by Trustee Seutter:

THAT one block nomination be made for the candidate running for the position of Vice-Chair: Trustee H. Wall.

CARRIED
UNANIMOUSLY

**DECLARATION OF RESULTS/
ANNOUNCEMENT OF VICE-CHAIR**

Board Chair Boymook declared that Trustee H. Wall has been elected Vice-Chair of the Board by acclamation.

OATH OF OFFICE

Commissioner for Oaths L. McNabb swore in Trustee H. Wall as Board Vice-Chair.

**2019-20 BOARD
MEETING
SCHEDULE**

Secretary-Treasurer Cole presented the proposed 2019-20 Board Meeting Schedule for approval. The Schedule provides for full-day monthly Board meetings on the third Thursday of each month, whenever possible. The schedule also provided for an additional date for budget review in May.

Moved by Trustee Gordon:

178/2019

THAT the Board of Trustees approve the Board Meeting schedule for 2019-20, as presented.

CARRIED
UNANIMOUSLY

**TRUSTEE
DISCLOSURE
STATEMENT**

Secretary-Treasurer Cole advised that the Board of Trustees are required to complete the Trustee Disclosure Statement and submit to her following the Organizational Meeting or at the next Board meeting.

**COMMITTEE
AND
REPRESENTATIVE
APPOINTMENTS**

Board Chair Boymook advised that the Board Committee Preference list for 2019-20 enclosed in the agenda package be reviewed and returned with selections to the Board Chair by the end of the Organizational Meeting. The recommendation on committee appointments will be brought to the Sept. 26, 2019 Board Meeting for approval.

Moved by Vice-Chair Wall:

179/2019

THAT the Board of Trustees approve the removal of the Rural Caucus of Alberta School Boards from the 2019-20 Committee Preference List.

CARRIED
UNANIMOUSLY

Moved by Vice-Chair Wall:

180/2019

THAT the Board Committees and Board Representative appointments for 2019-20 be referred to the Sept. 26, 2019 Board of Trustees Meeting.

CARRIED
UNANIMOUSLY

**RESOLUTION
TO DESTROY
BALLOTS**

Board Chair noted that there were no ballots to be destroyed by the Election Officer as the Board Chair and Vice-Chair positions were elected by acclamation.

The Chair declared the meeting adjourned at 2:46 p.m.

Board Chair

Superintendent



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Mark Liguori, Superintendent

FROM: Sandra Stoddard, Associate Superintendent, Supports for Students

SUBJECT: READ IN Week 2019

ORIGINATOR: Sandra Stoddard, Supports for Students

RESOURCE STAFF: Ryan Marshall, Director, Supports for Students
Laura McNabb, Director, Communications
Tamara Martin-Spady, Consultant, Supports for Students

REFERENCE: N/A

EIPS PRIORITY: Promote growth and success for all students.

EIPS GOAL: Success for every student.

EIPS OUTCOME: More students achieve a minimum of one year's growth in literacy and numeracy.

RECOMMENDATION:

That the Elk Island Public School Board supports READ IN Week, Oct. 7 to 11, 2019, and encourages related activities with the schools.

BACKGROUND:

READ IN Week 2019 will take place during the week of **October 7th to 11th, 2019**. The goal of READ IN is to encourage a lifelong love of reading and enhance literacy awareness involving students, staff, parents, and community members.

The title of this year's event is: *30 Years of READ IN: Celebrate with Stories*. Students are encouraged to celebrate by joining a book club, treasuring that new book smell, passing on their latest great read to a friend or sharing a story with another person.

Although literacy and learning events occur throughout the year, READ IN Week is a special time for our schools to celebrate reading and participate in the many READ IN events held during the week. As has been the case in previous years, Elk Island Public Schools will host many activities which will encourage students to bring their stories to life. Secondary schools will partner with elementary schools in order to read with, and to, little buddies; students will have an opportunity to dress as a favorite storybook character; "celebrities" will be invited to read to students and authors and illustrators will share their work through presentations and workshops.



RECOMMENDATION REPORT

COMMUNICATION PLAN:

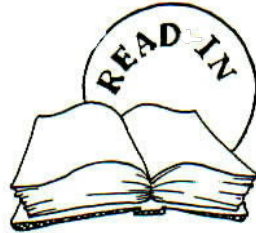
Information about READ IN Week can be found on the EIPS and school websites. All EIPS staff and students are encouraged to share their reading experiences during READ IN Week and throughout the year using the hashtag **#eipsreads**.

ATTACHMENT(S):

1. READ IN Week Resolution

Ss:ss

READ IN Week 2019



RESOLUTION

WHEREAS READ IN recognizes that reading is important for the development of the intellectual, emotional, and social facets of the individual;

WHEREAS reading opens doors to discovery and provides unlimited opportunities for adventure, enjoyment and learning for people of all ages;

WHEREAS literacy is crucial for community development and economic progress;

WHEREAS the Elk Island Public School Board is proud to celebrate learning and life-long education;

Therefore, be it resolved THAT Elk Island Public School Board supports READ IN Week, Oct. 7 TO 11, 2019, and encourages related activities with the schools.

Trina Boymook, Chair



RECOMMENDATION REPORT

Page 1 of 1

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Trustee Remuneration 2019-20

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Shirley Hagen, Director, Financial Services
Carmine von Tettenborn, Assistant Director, Financial Services

REFERENCE: *Policy 7, Board Operations*

EIPS PRIORITY: Enhance high-quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve that trustees' remuneration for the 2019-20 year remain the same as the prior year.

BACKGROUND:

Per Section 12.4 of *Policy 7, Board Operations*:

Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

In the 2019-20 budget, there was no economic increase for classified staff. As such, there has been no increase in compensation for trustees. Typically, EIPS classified staff economic increases follow those of certificated staff. Currently, certificated staff have no economic increase for the 2019-20 year. Under the current certificated agreement there is a Letter of Understanding indicating that there will be no retroactive salary increases prior to April 1, 2019.

COMMUNICATION PLAN:

The remuneration numbers will be reflected in the 2019-20 Fall Budget.

ATTACHMENT(S):

1. 2019-20 Trustees' remuneration schedule

**EIPS Board of Trustees Remuneration
2019-20 Fall Budget**

	Adjusted Base 2019-20	Executive Allowance	Travel Allowances			Total
Boymook (Strathcona County)	35,560	12,697	1,353	-	3,240	52,850
Hubick (Strathcona County)	35,560	-	-	-	3,240	38,800
Irwin (Strathcona County)	35,560	-	-	-	3,240	38,800
Seutter (Strathcona County)	35,560	-	-	1,350	3,240	40,150
Gordon (Strathcona County)	35,560	-	-	1,350	3,240	40,150
Stadnick (Fort Saskatchewan)	35,560	-	-	1,350	3,240	40,150
Wall (Fort Saskatchewan)	35,560	6,174	676	1,350	3,240	47,000
Holowaychuk (Lamont)	35,560	-	-	4,750	3,240	43,550
Footz (Minburn)	35,560	-	-	4,750	3,240	43,550
	<u>320,040</u>	<u>18,871</u>	<u>2,029</u>	<u>14,900</u>	<u>29,160</u>	<u>385,000</u>



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: Board Committee Representatives List 2019-20

ORIGINATOR: Trina Boymook, Board Chair

RESOURCE STAFF: Trina Boymook, Board Chair
Carol Langford-Pickering, Executive Assistant

REFERENCE: *Board Policy 8, Board Committees*
Board Policy 9, Board Representatives

EIPS PRIORITY: Enhance public education through effective engagement, partnerships, and communication.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approve the 2019-20 Board Committee Representatives list, as presented.

BACKGROUND:

Standing and ad hoc (task force) committees exist at the pleasure and mandate of the Board of Trustees. The trustees have a responsibility to be well prepared for committee meetings and to participate in the discussions and decision-making that may lead to a recommendation to the Board for approval and/or action.

COMMUNICATION PLAN:

Following approval by the Board, the 2019-20 Board Committee Representatives list will be communicated to the Board of Trustees, the Executive Team and School Administration.

ATTACHMENT(S):

1. 2019-20 Board Committee Representatives list

:clp



2019-20 Board Committee Representatives

COMMITTEE REPRESENTATIVES	TRUSTEES	ADMIN. RESOURCE	DATE APPOINTED
<u>Board Committees as per Board Policy 8</u>			
1. COMMITTEE OF THE WHOLE	All Trustees	M. Liguori S. Stoddard C. Cole B. Billey	Sept. 26, 2019
2. EDUCATION COMMITTEE	All Trustees	M. Liguori S. Stoddard C. Cole B. Billey D. Antymniuk C. Langford-Pickering	Sept. 26, 2019
3. BOARD AGENDA REVIEW	Chair Vice-Chair Acting Chair	M. Liguori C. Cole L. McNabb C. Langford-Pickering	Sept. 26, 2019
4. BOARD HIGHLIGHTS	Board Chair	L. McNabb C. Fletcher	Sept. 26, 2019
5. ADVOCACY COMMITTEE	Board Chair H. Wall C. Holowaychuk	M. Liguori S. Stoddard C. Cole L. McNabb T. Borchers	Sept. 26, 2019
6. AUDIT COMMITTEE (Chair of Committee)	H. Wall C. Holowaychuk D. Irwin	M. Liguori C. Cole S. Hagen T. Borchers	Sept. 26, 2019
7. POLICY COMMITTEE	C. Holowaychuk A. Hubick S. Gordon	M. Liguori T. Borchers	Sept. 26, 2019
8. STUDENT EXPULSION	H. Stadnick R. Footz A. Hubick	D. Antymniuk L. Brown	Sept. 26, 2019
9. TEACHER/BOARD CONSULTATION (Co-Chair)	D. Irwin J. Seutter	M. Liguori B. Billey D. Antymniuk L. Zaharichuk	Sept. 26, 2019
10. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	T. Boymook H. Wall J. Seutter	M. Liguori B. Billey	Sept. 26, 2019
11. TRANSPORTATION COMMITTEE	R Footz S. Gordon	D. Antymniuk L. Weder T. Borchers	Sept. 26, 2019

Board Committees as per Board Policy 9

1. COMMITTEE OF SCHOOL COUNCILS (COSC)	Board Chair All Trustees	M. Liguori C. Fletcher	Sept. 26, 2019
2. BOARD REPRESENTATIVES TO ASBA ZONE 2/3 (Trustees may attend Zone meetings at any time)	H. Stadnick (Sept) R. Footz (Oct) J. Seutter (Nov) H. Wall (Jan) D. Irwin (Feb) A. Hubick (March) H. Stadnick (April) R. Footz (May)		Sept. 26, 2019

		Alt. Acting Chair		
3.	PARTNERS IN EDUCATION FOUNDATION	A. Hubick	M. Liguori	Sept. 26, 2019
4.	TEACHER EMPLOYER BARGAINING ASSOCIATION (TEBA)	T. Boymook	M. Liguori	Sept. 26, 2019

*The Board Chair may act as ex-officio member of all Board committees, except the Student Expulsion Committee.
Recommended for Approval: Sept. 26, 2019*



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: Teachers' Collective Agreement Negotiations Committee Chair and Vice-Chair Appointment

ORIGINATOR: Trina Boymook, Board Chair

RESOURCE STAFF: Candace Cole, Secretary-Treasurer, Business Services
Carol Langford-Pickering, Executive Assistant, Education Executive

REFERENCE: *Board Policy 8, Board Committees*

EIPS PRIORITY: Enhance public education through effective engagement, partnerships and communication.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees appoint Trina Boymook as Chair and Heather Wall as Vice-Chair of the Teachers' Collective Agreement Negotiations Committee.

BACKGROUND:

Standing and ad hoc (task force) committees exist at the pleasure and mandate of the Board of Trustees. The trustees have a responsibility to be well prepared for committee meetings and to participate in the discussions and decision-making that may lead to a recommendation to the Board for approval and/or action.

Board Policy 8, Board Committees states that the Board will appoint the Chair and Vice-Chair for the Teachers' Collective Agreement Negotiations Committee.

COMMUNICATION PLAN:

Following approval by the Board, the 2019-20 Board Committee Representatives list will be updated, and all stakeholders will be advised.

ATTACHMENTS:

1. *Board Policy 8, Board Committees*
2. Amended 2019-20 Board Committee Representatives List

:clp

Policy 8

BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.

Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items.

2. Education Committee

1. Purpose

1. To provide a forum for discussion.
2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

2. Powers and Duties

1. Make recommendations for agenda items for subsequent Board meetings.
2. Maintain confidentiality of proceedings unless otherwise stated.

3. Audit Committee

1. Purpose

1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

2. Powers of Duties:

1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
 1. Recommend the appointment of the external auditor,
 2. Review the audit plan,
 3. Assess the effectiveness of the auditor,
 4. Review the annual financial statements and audit findings,

5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,
 6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
 7. Assess compliance with applicable legislation, regulations and guidelines,
 8. Report findings and information to the Board.
3. Membership:
 1. Board Vice-Chair, who will serve as Chair of the Committee, and two other trustees.
 2. Two community members
 1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
 2. Community members shall serve a two-year term and may apply to serve an additional term to a maximum of two consecutive terms.
 3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
 3. Superintendent and/or designate
 4. Secretary-Treasurer
 5. Director, Financial Services
 6. Other members of administration or the external auditors will be invited to attend, as required.
 7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
 4. Meetings:
 1. The Audit Committee shall meet twice per year, and may convene additional meetings as circumstances require.
 2. A recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
 5. Compensation:
 1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
4. **Board Highlights Committee**
 1. Purpose
 1. To establish content of the Board Highlights.
 2. Powers and Duties
 1. Approve for circulation the Board Highlights.
 3. Membership
 1. Board Chair
 2. Superintendent and/or designate(s).
 4. Meetings
 1. As required to develop Board Highlights.
 5. **Policy Committee**
 1. Purpose

1. To prepare recommendations for additions/amendments/deletions to Board Policy.
 2. All recommended amendments will be brought forward to the Board at a regular public Board meeting.
2. Powers and Duties
 1. To receive information from trustees/administration/stakeholders and to discuss/develop policy positions as directed by the Board.
 2. To review Board Policies annually as per [Board Policy 10, Policy Making](#) and provide recommendations to the Board regarding amendments, changes, and deletions required.
 3. Membership
 1. One trustee to serve as Chair and two other trustees.
 2. Superintendent and/or designate(s).
 4. Meetings
 1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the chair.
 2. A recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
- 6. Student Expulsion Committee**
1. Purpose
 1. To make decisions regarding the recommendations for the expulsion of any student.
 2. Powers and Duties
 1. On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
 2. Inform the Board of the action taken by the Committee.
 3. Membership
 1. One trustee to serve as Chair and two other trustees.
 4. Meetings
 1. As detailed in [Policy 13, Appeals and Hearings Regarding Student Matters](#).
- 7. Teacher/Board Consultation Committee**
- The Board supports the formation of a committee that provides for consultation with its teachers to assist in decision making.
1. Purpose
 1. To discuss matters related to teaching, learning conditions, or other matters of mutual interest to the Board and members of the ATA Local.
 2. Powers and Duties
 1. To discuss the following areas of concern, along with other areas not covered in the Collective Agreement:
 1. Working conditions;
 2. School-teacher relations;
 3. Community-teacher relations;
 4. Employer-teacher relations.
 2. Matters related to the following will not be discussed:

1. Current collective bargaining negotiations;
 2. Active grievances.
 3. To provide input on Board policies and Administrative Procedures.
 4. To report deliberations and decisions to the Board at its next regular meeting for its consideration.
 5. To forward recommendations and rationale to appropriate stakeholder groups.
3. Membership
 1. Two trustees (Co-Chair)
 2. Superintendent and/or designate(s)
 3. ATA Local Representative (Co-Chair)
 4. Three members of the ATA Local.
 4. Meeting
 1. Quarterly meetings shall be held during the school year. Additional meetings may be arranged by the Chairs.
 2. The committee shall meet within 30 calendar days of a written request from either party.
 3. A recording secretary will prepare the agenda in consultation with the Co-Chairs and shall distribute the agenda no less than 10 days prior to any regular meeting. Board members, administration, or ATA members may place items on the agenda. The recording secretary shall also take meeting summaries for all meetings
 4. The committee may involve other persons at its meeting when required.
 5. The process of review and consultation will generally include:
 1. Presentation of the issue/procedure;
 2. Collection and study of the data over a reasonable period of time, where required and whenever possible;
 3. Presentation of the information, or the revised procedure for recommendation; and
 4. Decision communicated to the Local ATA #28.
8. **Teachers' Collective Agreement Negotiations Committee**
 1. Purpose
 1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
 2. Powers and Duties
 1. Report to the Board from time to time.
 2. Maintain confidentiality of negotiation proceedings.
 3. Membership
 1. Three trustees
 2. Superintendent and/or designate(s)
 3. The Board will appoint the Chair and Vice-Chair.
 4. Meetings
 1. To be called by the Committee Chair.
 9. **Transportation Committee**
 1. Purpose
 1. To identify information and issues that need to go to the Board.

2. To ensure policy and practices are in compliance with the Regulations.
 3. To be informed on the contractors' contracts.
 4. To review and recommend student transportation fees to the Board.
 5. To identify additions/changes/deletions of the Transportation Policy to the Board.
 6. To make recommendations for advocacy direction to the Board.
2. Powers and Duties
 1. To report committee discussions and deliberations.
 2. To bring forward proposed recommendations with rationale to the Board for consideration.
 3. To attend contractor meetings.
 3. Membership
 1. One trustee to serve as chair and one other trustee
 2. Division Principal
 3. Director of Student Transportation.
 4. Meetings
 1. The committee will meet as needed during the year. Meetings may be called by any member of the committee.
 2. A recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

10. Agenda Review Committee

1. Purpose
 1. To set the order of business for public meetings of the Board.
2. Membership
 1. Chair of the Board, Vice-Chair of the Board, and Trustee designate
 2. Superintendent and/or designate
 3. Secretary-Treasurer.
3. Meetings
 1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
 2. The Executive Assistant to the Board will serve as secretary.

11. Advocacy Committee

1. Purpose
 1. Support the ongoing advocacy efforts of the Board.
2. Powers and Duties
 1. Develop an action plan to support the Board's identified advocacy plan
 2. Identify key messages to support the advocacy plan
3. Membership
 1. Chair of the Board (Committee Chair) and two other trustees
 2. Superintendent or designate
 3. Associate Superintendent, Supports for Students
 4. Director, Communications.
4. Meetings
 1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

2. A recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Reference:

Sections 25, 60, 61, 62, 63, 70, 113, *School Act*
Collective Agreements

Last reviewed:	Last updated:
September 17, 2015	September 17, 2015
January 18, 2016	February 18, 2016
June 2, 2016	June 16, 2016
October 24, 2016	
December 12, 2016	January 26, 2017
February 1, 2018	February 15, 2018
August 30, 2018	August 30, 2018
December 18, 2018	January 24, 2019



Amended 2019-20 Board Committee Representatives

COMMITTEE REPRESENTATIVES	TRUSTEES	ADMIN. RESOURCE	DATE APPOINTED
<u>Board Committees as per Board Policy 8</u>			
1. COMMITTEE OF THE WHOLE	All Trustees	M. Liguori S. Stoddard C. Cole B. Billey	Sept. 26, 2019
2. EDUCATION COMMITTEE	All Trustees	M. Liguori S. Stoddard C. Cole B. Billey D. Antymniuk C. Langford-Pickering	Sept. 26, 2019
3. BOARD AGENDA REVIEW	Chair Vice-Chair Acting Chair	M. Liguori C. Cole L. McNabb C. Langford-Pickering	Sept. 26, 2019
4. BOARD HIGHLIGHTS	Board Chair	L. McNabb C. Fletcher	Sept. 26, 2019
5. ADVOCACY COMMITTEE	Board Chair H. Wall C. Holowaychuk	M. Liguori S. Stoddard C. Cole L. McNabb T. Borchers	Sept. 26, 2019
6. AUDIT COMMITTEE (Chair of Committee)	H. Wall C. Holowaychuk D. Irwin	M. Liguori C. Cole S. Hagen T. Borchers	Sept. 26, 2019
7. POLICY COMMITTEE	C. Holowaychuk A. Hubick S. Gordon	M. Liguori T. Borchers	Sept. 26, 2019
8. STUDENT EXPULSION	H. Stadnick R. Footz A. Hubick	D. Antymniuk L. Brown	Sept. 26, 2019
9. TEACHER/BOARD CONSULTATION (Co-Chair)	D. Irwin J. Seutter	M. Liguori B. Billey D. Antymniuk L. Zaharichuk	Sept. 26, 2019
10. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE (Chair) (Vice-Chair)	T. Boymook H. Wall J. Seutter	M. Liguori B. Billey	Sept. 26, 2019
11. TRANSPORTATION COMMITTEE	R Footz S. Gordon	D. Antymniuk L. Weder T. Borchers	Sept. 26, 2019

Board Committees as per Board Policy 9

1. COMMITTEE OF SCHOOL COUNCILS (COSC)	Board Chair All Trustees	M. Liguori C. Fletcher	Sept. 26, 2019
2. BOARD REPRESENTATIVES TO ASBA ZONE 2/3 (Trustees may attend Zone meetings at any time)	H. Stadnick (Sept) R. Footz (Oct) J. Seutter (Nov) H. Wall (Jan) D. Irwin (Feb) A. Hubick (March) H. Stadnick (April) R. Footz (May)		Sept. 26, 2019

		Alt. Acting Chair		
3.	PARTNERS IN EDUCATION FOUNDATION	A. Hubick	M. Liguori	Sept. 26, 2019
4.	TEACHER EMPLOYER BARGAINING ASSOCIATION (TEBA)	T. Boymook	M. Liguori	Sept. 26, 2019

*The Board Chair may act as ex-officio member of all Board committees, except the Student Expulsion Committee.
Recommended for Approval: Sept. 26, 2019*



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: Acting Chair Schedule 2019-20

ORIGINATOR: Trina Boymook, Board Chair

RESOURCE STAFF: Carol Langford-Pickering, Executive Assistant
Candace Cole, Secretary-Treasurer

REFERENCE: *Education Act*
Acting Chair Schedule 2018-19

EIPS PRIORITY: Enhance public education through effective engagement, partnerships and communication.

EIPS GOAL: Engaged and effective governance

EIPS OUTCOME: The Division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approve the 2019-20 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.

Acting Chair Schedule 2019-20

<u>Trustee</u>	<u>Month</u>
Colleen Holowaychuk	September 2019
Harvey Stadnick	October 2019
Randy Footz	November 2019
Skip Gordon	December 2019
Annette Hubick	January 2020
Don Irwin	February 2020
Jim Seutter	March 2020
Colleen Holowaychuk	April 2020
Harvey Stadnick	May 2020
Randy Footz	June 2020
Skip Gordon	July 2020
Annette Hubick	August 2020
Don Irwin	September 2020



RECOMMENDATION REPORT

BACKGROUND:

Pursuant to the *Education Act*, section 33, Board Responsibilities, the Board has the authority to appoint from among its members an Acting Chair during the Chair's and the Vice-Chair's absence or inability to act. The Acting Chair shall perform the role during any absence of the Chair and Vice-Chair within the designated time frame.

The schedule will ensure that Acting Chair coverage is in place until the next round of appointments are approved by the Board in September 2020.

COMMUNICATION PLAN:

All stakeholders will be advised.

ATTACHMENT(S):

N/A

:clp



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: Board Evaluation

ORIGINATOR: Trina Boymook, Board Chair

RESOURCE STAFF: Ian McCormick
Board of Trustees

REFERENCE: *Board Policy 2, Role of the Board*

EIPS PRIORITY: Enhance public education through effective engagement, partnerships and communication.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approve the Board Self-Evaluation Report as developed at the facilitated workshop of Aug. 29, 2019, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

BACKGROUND:

As per *Board Policy 2, Role of the Board*, Section 7, Board Development, the Board will “Annually evaluate Board effectiveness” (section 7.3). The evaluation was completed on Aug. 29, 2019.

COMMUNICATION PLAN:

N/A

ATTACHMENT(S):

N/A

:clp



RECOMMENDATION REPORT

DATE: Sept. 26, 2019

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: *Policy 7, Board Operations Amendment*

ORIGINATOR: Trina Boymook, Board Chair

RESOURCE STAFF: Board of Trustees
Mark Liguori, Superintendent

REFERENCE: *Policy 7, Board Operations*
Policy 5, Role of the Board
Roberts Rules of Order

EIPS PRIORITY: Enhance public education through effective engagement, partnerships and communication.

EIPS GOAL: Engaged and effective governance.

EIPS OUTCOME: The Division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approve the amendments to *Board Policy 7, Board Operations*, as presented.

BACKGROUND:

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Education Committee met on Sept. 5, 2019, and is recommending the following amendment to section 9.3, Speaking to the Motion:

9.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. **Each trustee may speak up to three times on any given motion.**

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the



RECOMMENDATION REPORT

acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

COMMUNICATION PLAN:

The Board Policies and Administrative Procedures will be updated on the website and StaffConnect, and stakeholders will be advised.

ATTACHMENT(S):

1. *Policy 7, Board Operations* (marked)
2. *Policy 7, Board Operations* (unmarked)

:clp

Policy 7

BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

1. **Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94 and 167/94, which resulted in the final establishment of Elk Island Public Schools Regional Division No. 14, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1. Each of the following is established as a ward of the Regional Division:
 1. County of Minburn No. 27 (western portion)
 2. Lamont County
 3. Strathcona County, further divided into the following electoral subdivisions:
 1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
 2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
 4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.
2. The number of trustees to be elected in each ward is as follows:
 1. One trustee from the County of Minburn No. 27 (western portion) ward
 2. One trustee from the Lamont County ward
 3. Seven trustees from the Strathcona County ward, elected as follows:
 1. Two trustees from electoral subdivision 1
 2. Three trustees from electoral subdivision 2
 3. One trustee from electoral subdivision 3
 4. One trustee from electoral subdivision 4
 3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
 4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. **Swearing-In Ceremony**
 1. A formal swearing-in ceremony will be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the Oaths of Office. Family members may be invited to attend the ceremony.
 2. Each trustee will take the oath of office or make an affirmation as called upon in accordance with the agenda.
 3. Special provisions will be made for a trustee taking office following a byelection.
 3. **Organizational Meeting**
 1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
 2. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
 3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
 4. The organizational meeting shall, in addition:
 1. Elect a Vice-Chair;
 2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
 3. Review standing committees of the Board as deemed appropriate;

4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
 6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair will nominate members to enable the Board to:
 1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
 2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings will ordinarily be held in the Division Office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
 1. Obtain authorization by resolution of the Board to do so; or
 2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
Failure to attend may result in disqualification.
4. Attendance of all Trustees at board meetings is an expectation under the School Act in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with Section 71 of the School Act up to three times in a calendar year.
 1. 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.
 2. 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.
 3. Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.

4. The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
 5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
 6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
 7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
 8. If a connection is lost three times during electronic participation, no further attempts to connect will be made.
 9. A trustee shall be able to participate electronically a maximum of three times per year.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
 6. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed
- 5. Special Meetings**
1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
 2. Special meetings of the Board will only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
 3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by registered mail (at least seven days prior to the date of the meeting) or in person (at least two days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
 4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
 5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
 6. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 6. In-Camera Sessions**
- The *School Act* uses the term "private" for non-public meetings. Robert's Rules of Order

uses the term “executive session” for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 1. Personnel
 1. Individual students;
 2. Individual employees;
 2. Matters relating to negotiations;
 3. Acquisition/disposal of real property;
 4. Litigation brought by or against the Board;
 5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

1. The agenda will be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Depending on the report, the Board will receive one of the following:
 1. Report for Recommendation
 2. Report for Information or
 3. Report for Feedback.
2. Items may be placed on the agenda in one of the following ways:
 1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
 2. By notice of motion at the previous meeting of the Board.
 3. As a request from a committee of the Board.
 4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
3. The electronic agenda package, containing the agenda and supporting information, will be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting;

and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. **Minutes for Regular or Special Meetings**

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
 1. Date, time, and place of meeting;
 2. Type of meeting;
 3. Name of presiding officer;
 4. Names of those trustees and senior administration in attendance;
 5. Approval of preceding minutes;
 6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
 7. Names of persons making the motions;
 8. Points of order and appeals;
 9. Appointments;
 10. Receipt of reports of committees;
 11. Recording of the vote on all motions;
 12. Trustee declaration of vote pursuant to the *School Act*; and
 13. The hour of adjournment.
2. The minutes shall:
 1. Be prepared as directed by the Superintendent;
 2. Be reviewed by the Superintendent prior to submission to the Board;
 3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate will establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The

Superintendent or designate is responsible to distribute and post the approved minutes.

9. **Motions**

Motions do not require a seconder.

1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. **Each trustee may speak up to three times on any given motion.**

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Comments, Presentations, and Delegations at Board Meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

1. General Comments on an Educational Issue at a Board Meeting

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

2. Comments on Specific Board Agenda Items

1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

3. Formal Delegations and Presentations to Board

1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.

3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.
4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category Comments from the Public and Staff Group Representatives and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the School Act, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

11. Audio Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.

1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to

exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
8. Travel Allowance is separated into three categories:
 1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
 1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
 2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
 2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
 3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel will be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle will be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
10. Discretionary funds can be allocated to four main categories of trustee expenses:
 1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
 2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.

3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops will be allocated out of general funds.
4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review.
11. It is the trustee’s responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board Governance budget.
12. Any Board Governance surplus exceeding the allowable carry-forward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
 1. Trustees participate in employee benefits plans at their own expense.
 2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
 3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
 4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and will be covered until the end of the four year period.
 5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.
 6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
 7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.
 8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 80-91 of the *School Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
 2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *School Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary will record in the minutes:
 1. The trustee's declaration;
 2. The trustee's abstention from the debate and the vote; and
 3. That the trustee left the room in which the meeting was held.

14. Board Self-Evaluation

On an annual basis, the Board will complete a self-evaluation.

Reference:

Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262,
School Act
Local Authorities Elections Act
Income Tax Act (Canada)

Last reviewed:	Last updated:
November 26, 2015	November 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
October 24, 2016	November 24, 2016

—	February 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
February 19, 2019	March 14, 2019
September 5, 2019	September 26, 2019

Policy 7

BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

1. **Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94 and 167/94, which resulted in the final establishment of Elk Island Public Schools Regional Division No. 14, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1. Each of the following is established as a ward of the Regional Division:
 1. County of Minburn No. 27 (western portion)
 2. Lamont County
 3. Strathcona County, further divided into the following electoral subdivisions:
 1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
 2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
 4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.
 2. The number of trustees to be elected in each ward is as follows:
 1. One trustee from the County of Minburn No. 27 (western portion) ward
 2. One trustee from the Lamont County ward
 3. Seven trustees from the Strathcona County ward, elected as follows:
 1. Two trustees from electoral subdivision 1
 2. Three trustees from electoral subdivision 2
 3. One trustee from electoral subdivision 3
 4. One trustee from electoral subdivision 4
 3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
 4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. **Swearing-In Ceremony**
 1. A formal swearing-in ceremony will be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the Oaths of Office. Family members may be invited to attend the ceremony.
 2. Each trustee will take the oath of office or make an affirmation as called upon in accordance with the agenda.
 3. Special provisions will be made for a trustee taking office following a byelection.
3. **Organizational Meeting**
 1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
 2. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
 3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
 4. The organizational meeting shall, in addition:
 1. Elect a Vice-Chair;
 2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
 3. Review standing committees of the Board as deemed appropriate;

4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
 6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair will nominate members to enable the Board to:
1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
 2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings will ordinarily be held in the Division Office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
 1. Obtain authorization by resolution of the Board to do so; or
 2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
Failure to attend may result in disqualification.
4. Attendance of all Trustees at board meetings is an expectation under the School Act in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with Section 71 of the School Act up to three times in a calendar year.
 1. 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.
 2. 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.
 3. Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.

4. The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
 5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
 6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
 7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
 8. If a connection is lost three times during electronic participation, no further attempts to connect will be made.
 9. A trustee shall be able to participate electronically a maximum of three times per year.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
 6. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed
- 5. Special Meetings**
1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
 2. Special meetings of the Board will only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
 3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by registered mail (at least seven days prior to the date of the meeting) or in person (at least two days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
 4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
 5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
 6. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.
- 6. In-Camera Sessions**
- The *School Act* uses the term "private" for non-public meetings. Robert's Rules of Order

uses the term “executive session” for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 1. Personnel
 1. Individual students;
 2. Individual employees;
 2. Matters relating to negotiations;
 3. Acquisition/disposal of real property;
 4. Litigation brought by or against the Board;
 5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

1. The agenda will be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Depending on the report, the Board will receive one of the following:
 1. Report for Recommendation
 2. Report for Information or
 3. Report for Feedback.
2. Items may be placed on the agenda in one of the following ways:
 1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
 2. By notice of motion at the previous meeting of the Board.
 3. As a request from a committee of the Board.
 4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
3. The electronic agenda package, containing the agenda and supporting information, will be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting;

and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. **Minutes for Regular or Special Meetings**

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
 1. Date, time, and place of meeting;
 2. Type of meeting;
 3. Name of presiding officer;
 4. Names of those trustees and senior administration in attendance;
 5. Approval of preceding minutes;
 6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
 7. Names of persons making the motions;
 8. Points of order and appeals;
 9. Appointments;
 10. Receipt of reports of committees;
 11. Recording of the vote on all motions;
 12. Trustee declaration of vote pursuant to the *School Act*; and
 13. The hour of adjournment.
2. The minutes shall:
 1. Be prepared as directed by the Superintendent;
 2. Be reviewed by the Superintendent prior to submission to the Board;
 3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate will establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The

Superintendent or designate is responsible to distribute and post the approved minutes.

9. **Motions**

Motions do not require a seconder.

1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

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3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.
4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
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The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.

1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to

exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
8. Travel Allowance is separated into three categories:
 1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
 1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
 2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
 2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
 3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel will be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle will be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
10. Discretionary funds can be allocated to four main categories of trustee expenses:
 1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
 2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.

3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops will be allocated out of general funds.
4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1).
Any use of discretionary funds must be seen as a responsible use of public funds upon external review.
11. It is the trustee’s responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board Governance budget.
12. Any Board Governance surplus exceeding the allowable carry-forward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
 1. Trustees participate in employee benefits plans at their own expense.
 2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
 3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
 4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and will be covered until the end of the four year period.
 5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.
 6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
 7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.
 8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 80-91 of the *School Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
 2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *School Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary will record in the minutes:
 1. The trustee's declaration;
 2. The trustee's abstention from the debate and the vote; and
 3. That the trustee left the room in which the meeting was held.

14. Board Self-Evaluation

On an annual basis, the Board will complete a self-evaluation.

Reference:

Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262,
School Act
Local Authorities Elections Act
Income Tax Act (Canada)

Last reviewed:	Last updated:
November 26, 2015	November 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
October 24, 2016	November 24, 2016

—	February 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
February 19, 2019	March 14, 2019
September 5, 2019	September 26, 2019