



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

**ORGANIZATIONAL MEETING**

REGULAR  
SESSION

**THURSDAY, AUGUST 25, 2022**

Boardroom  
Central Services Office

**AGENDA**

Mission: To provide high-quality, student-centred education

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- |         |  |                                |
|---------|--|--------------------------------|
| 11 a.m. | <b>1. CALL TO ORDER</b>  | Secretary-Treasurer            |
|         | <b>2. NOMINATION PROCEDURES</b><br>Review and Approval   | Secretary-Treasurer<br>(encl.) |
|         | <b>3. POSITION OF CHAIR</b><br>3.1 Trustees' Opportunity to Declare Interest<br>3.2 Nomination of Candidates<br>3.3 Candidates' Opportunity to Speak<br>3.4 Trustees' Questions of Candidates<br>3.5 Balloting Process and Declaration of Results<br>3.6 Oath of Office<br>3.7 Chair Assumes Chair | Secretary-Treasurer<br>(encl.) |
|         | <b>4. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA</b>  | Chair                          |
|         | <b>5. POSITION OF VICE-CHAIR</b><br>5.1 Trustees' Opportunity to Declare Interest<br>5.2 Nomination of Candidates<br>5.3 Candidates' Opportunity to Speak<br>5.4 Trustees' Questions of Candidates<br>5.5 Balloting Process and Declaration of Results<br>5.6 Oath of Office                       | Chair<br>(encl.)               |
|         | <b>6. 2022-23 BOARD OF TRUSTEES MEETING SCHEDULE</b>   | Secretary-Treasurer<br>(encl.) |
|         | <b>7. TRUSTEE DISCLOSURE STATEMENT</b>   | Secretary-Treasurer<br>(encl.) |
|         | <b>8. COMMITTEE AND REPRESENTATIVE APPOINTMENTS</b><br>Referral to the Board Meeting on Sept. 15, 2022   | Chair<br>(encl.)               |
|         | <b>9. RESOLUTION TO DESTROY BALLOTS (if necessary)</b>   | Chair                          |

ADJOURNMENT

## **RECOMMENDATIONS: ORGANIZATIONAL MEETING AUG. 25, 2022**

2. That the Nomination Procedures for selection of a sChair and Vice-Chair be approved.
3. That one block nomination be made for all candidates running for the position of Chair: \_\_\_\_\_ and \_\_\_\_\_.
4. That the Agenda be adopted, as amended or as circulated.
5. That one block nomination be made for all candidates running for the position of Vice-Chair: \_\_\_\_\_ and \_\_\_\_\_.
6. That the Board of Trustees approve the 2022-23 Board of Trustees Meeting Schedule, as presented.
7. That each trustee file a Trustee Disclosure Statement with the Secretary-Treasurer.
8. That the Board Committees and Representative schedule for 2022-23 be referred to the Board Meeting on Sept. 15, 2022.
9. That the ballots be destroyed (if necessary).



# RECOMMENDATION REPORT

**DATE:** Aug. 25, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Nomination Procedures

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Mark Liguori, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 5: Role of the Board Chair  
Board Policy 6: Role of the Vice-Chair  
Board Policy 7: Board Operations  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and Effective Governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education

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**RECOMMENDATION:**

**That the Nomination Procedures for selection of a Chair and Vice-Chair be approved.**

**BACKGROUND:**

The Nomination Procedures listed below for the selection of the Chair and Vice-Chair are subject to approval at each Organizational Meeting.

**COMMUNICATION PLAN:**

The Nomination Procedures will be updated on the website and all stakeholders will be advised.

**ATTACHMENT(S):**

1. Nomination of Chair and Vice-Chair



## ATTACHMENT 1

### NOMINATION OF CHAIR AND VICE-CHAIR

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Secretary-Treasurer shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
  - a) The Secretary-Treasurer shall call for a **motion to adopt the election procedures**.
  - b) Before nominations are received, each trustee shall be given the opportunity to speak, indicating their intent to seek nomination for the position of Chair (Vice-Chair).
  - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Secretary-Treasurer (Chair) shall call for a **motion that one block nomination be made for all candidates running for the position of Chair (Vice-Chair)**.
  - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
  - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
  - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
  - g) Any trustee nominated for a position, who does not wish to be considered for the position may at withdraw their name at any time before voting.
  - h) When there is more than one nomination for Chair (Vice-Chair):
    - i. electronic ballots shall be distributed by e-mail for voting purposes; or
    - ii. paper ballots shall be distributed for voting purposes.
  - i) All balloting shall be conducted by secret ballot. Each trustee shall select the name of the person for whom the trustee is voting.
  - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
  - k) If, on any ballot, a trustee receives a majority number of votes of those members present, no further votes will be taken.
  - l) On each ballot, each trustee may not cast a vote for any trustee:
    - i) who has withdrawn their name from being considered for the position; or



# RECOMMENDATION REPORT

- ii) who has been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.
- n) If on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Before the second ballot is taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot, provided no more than two persons shall be dropped from the ballot at the same time.

If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees;

- r) then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.
  - i. Before determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r), may choose to conference and mutually decide and declare who will withdraw; or
  - ii. The Secretary-Treasurer shall:
    - write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture;
    - fold the sheets of paper in a uniform manner so the names are concealed;
    - deposit them in a receptacle and have the Election Officer withdraw one of the sheets; and
    - declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when only two trustees remain on the ballot, one further ballot shall be taken. Before this vote is taken, each candidate will be given the opportunity to speak.
- u) If two or more candidates for any office receive the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
  - write the names of those candidates separately on blank sheets of paper of equal size and the same colour and texture;
  - fold the sheets of paper in a uniform manner so the names are concealed;
  - deposit them in a receptacle and have the Election Officer withdraw one of the sheets; and
  - declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.



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- v) Before determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.

## Policy 5

# ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Vice-Chair, designated trustee, and Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Be familiar with basic meeting procedures (Roberts Rules of Order).
4. Perform the following duties during Board meetings:
  0. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
    1. Ensure all issues before the Board are well-stated and clearly expressed.
    2. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
    3. Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members they must speak to the question.
    4. Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
    5. Submit motions or other proposals for a formal decision of the Board by a show of hands.
    6. Ensure each trustee present votes on all issues before the Board. When appropriate, advise Board members of a possibility of a conflict of interest.
    7. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
  5. Keep informed of significant developments within the Division.
  6. Assist with the Board's orientation program for trustees.
  7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.
  8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.

9. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the Division.
10. Provide counsel to the Superintendent.
11. Review and approve the Superintendent's vacation entitlement and expenditures.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the Division when there are potential political implications.
14. Act as ex-officio member of all Board committees, except the Student Expulsion Committee and Teacher Collective Agreement Negotiating Committee.
15. Act as a signing authority for Board minutes.
16. Act as a signing authority for the Division.
17. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
18. Address inappropriate behaviour on the part of a trustee.
19. Ensure the Board engages in annual assessments of its effectiveness as a board.
20. Act on behalf of the Superintendent in their inability to act due to conflict of interest.
21. Foster, develop, and/or maintain positive, professional working relationships with:
  0. All members of the Board
  1. Superintendent and staff
  2. ATA Local President
  3. The Minister of Education
  4. Locally elected MLAs
  5. Municipal elected officials
  6. Board chairs of other Alberta school boards.

**Reference:**

Sections 33, 51, 52, 53, 64, 67 *Education Act*

**Last reviewed:**

**Last updated:**

Nov. 26, 2015

Oct. 24, 2016

Dec. 4, 2017

Feb. 19, 2019

Dec. 11, 2019

April 23, 2020

Feb. 9, 2021



Feb. 8, 2022

March 1, 2022

## **EIPS Trustee Handbook, Section 3. Board Governance**

### **3.1.5. Role of the Board Chair**

*The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.*

*The Board, at the organizational meeting and thereafter at any time as determined by the Board, the Board must elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance (see [Policy 5: Role of the Board Chair preamble](#)).*

The powers and duties delegated to the Chair by the Board are outlined in [Policy 5: Role of the Board Chair](#)

#### **3.1.5.1. Board Chair Working List**

The powers and duties delegated to the Chair by the Board result in tasks that take place on a monthly basis, ongoing throughout the year, while others will take place on specific months of the year.

#### **3.1.5.2. Board Chair's monthly tasks**

- Provide a report from the Board at leadership meetings
- Attend Board committee meetings
- Develop the agenda for Board meetings
- Develop agenda for Board Caucus meetings
- Review the Board Highlights
- Monitor/track actions coming out of meetings of the Board
- Meet with the superintendent weekly
- Review/verify/approve superintendent's expense claims
- Review/verify/approve superintendent's vacation leave
- Review/verify/approve superintendent's sick leave
- Monitor governance budget
- Attend Committee of School Councils (COSC) meetings and provide a Board report
- Forward email correspondences to all trustees
- Notify trustees of correspondence that arrives in the mail
- Review/verify/approve/address matters relating to trustee expense claims
- Review/verify/sign the official Board meeting minutes
- Send out copies of the Board highlights to mayors, reeves, MLA
- Distribute media key messages to trustees

#### **3.1.5.3. Board Chair's tasks throughout the year**

- Monitor goals from Board evaluation
- Review/verify/approve superintendent's mileage claim
- Ensure that the terms of the superintendent's contract are being met
- Approve the superintendent's purchase card credit limit
- Sign senior administration employment contracts following consultation with the Board
- Coordinate quarterly meeting with Strathcona County Mayor
- Coordinate the Board's annual meeting with Fort Saskatchewan City Council
- Coordinate the Board's annual meeting with Strathcona County Council
- Coordinate the Board's annual joint meeting with MLAs
- Coordinate the Board's annual meeting with EICS' Board of Trustees
- Coordinate the Board's biannual meeting with Vegreville Town Council
- Coordinate the Board's meeting with Lamont Town Council once per term
- Coordinate the Board's meeting with Mundare Town Council once per term
- Coordinate the Board's meeting with Bruderheim Town Council once per term
- Attend meetings/workshops at the request of the Minister of Education



## OFFICIAL OATH

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Chair for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 25 day of August 2022

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.....  
Commissioner for Oaths in and for the Province of Alberta

## Policy 6

# ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

### Specific responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
3. The Vice-Chair shall assist the Board Chair in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair, designated trustee, and Superintendent on items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. The Vice-Chair shall serve as the Chair of the Audit Committee.

### Reference:

Sections 33, 51, 52, 53, 64, 67 *Education Act*

Last reviewed:	Last updated:
Sept. 17, 2015	-
Dec. 4, 2017	Jan. 25, 2018
Feb. 19, 2019	-
Dec. 11, 2019	
March 10, 2020	
Feb. 9, 2021	
Feb. 8, 2022	



## OFFICIAL OATH

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Vice-Chair for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 25 day of August 2022

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.....  
Commissioner for Oaths in and for the Province of Alberta



# RECOMMENDATION REPORT

**DATE:** Aug. 25, 2022

**TO:** Board of Trustees

**FROM:** Candace Cole, Secretary-Treasurer

**SUBJECT:** 2022-23 Board of Trustees Meeting Schedule

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Mark Liguori, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 7: Board Operations  
Board Policy 2: Role of the Board  
*Education Act, Sections 33, 64 and 139*  
*Alberta Regulation 82/2019*

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## RECOMMENDATION:

**That the Board of Trustees approve the 2022-23 Board of Trustees Meeting Schedule, as presented.**

## BACKGROUND:

As per Board Policy 7: Board Operations, Sections 3.4.2, *the organizational meeting shall, in addition establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year.*

The 2022-23 schedule to August 2023 provides for full-day monthly Board meetings on the third or fourth Thursday of each month. The schedule provides an additional date in May 2023 for budget review. Depending on the timing of the Provincial Budget announcement the budget review and budget approval dates may be revised. There is no meeting scheduled in July.

## COMMUNICATION PLAN:

The meeting schedule will be updated on the Website, Staff Connect and EIPS Leadership Calendar. All stakeholders will be advised.

## ATTACHMENT:

1. 2022-23 Board of Trustees Meeting Schedule



## 2022 - 23 BOARD OF TRUSTEES MEETING SCHEDULE

**Start time:** 9:00 a.m., public session 10:00 am (full day meetings)  
(Meeting start time subject to change)

**Location:** Board Room, Elk Island Public Schools Central Services Administration Building  
683 Wye Road, Sherwood Park, Alberta

### 2022

September 15	Board of Trustees
October 20	Board of Trustees
November 17	Board of Trustees
December 15	Board of Trustees

### 2023

January 19	Board of Trustees
February 16	Board of Trustees
March 16	Board of Trustees
April 20	Board of Trustees
May 18	Board of Trustees Public Budget Review
May 25	Board of Trustees
June 15	Board of Trustees
August 24	Board of Trustees/Organizational Meeting

*September 19-21, 2022 – Board Retreat (Ramada Hotel, Camrose, AB)*

*November 13-15, 2022 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)*

*March 6-8, 2023 - Alberta Rural Education Symposium 2022 (Fantasyland Hotel, Edmonton, AB)*

*June 4-6, 2023 - ASBA Spring General Meeting (tentative)*

*July 2023 – CSBA 2022 Congress (tentative)*

Presented to Board: August 25, 2022



# INFORMATION REPORT

**DATE:** August 25, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Trustee Disclosure

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:**

**REFERENCE:** *Education Act*, Section 86 Disclosure of information

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

**EIPS GOAL:** Quality infrastructure for all

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure

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**ISSUE:**

**That each trustee file a Trustee Disclosure Statement with the Secretary-Treasurer.**

**BACKGROUND:**

Pursuant to the *Education Act*, section 86 Disclosure of information, each trustee of a board shall file with the board's secretary a statement showing:

- a) the names and employment information of the trustee and the trustee's spouse or adult interdependent partner,
- b) the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- c) the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The Secretary-Treasurer will compile a list of all the names reported on the statements filed by the trustees and will provide a copy of the list to all the trustees of the board, and the officials and employees of the board that the board directs shall receive a copy.





# INFORMATION REPORT

## **CURRENT SITUATION OR KEY POINT:**

Trustees are asked to return their completed form to Secretary-Treasurer, Candace Cole, by end of day Aug. 25, 2022. The Secretary-Treasurer will provide a summary of the disclosure information to trustees at the next Board Caucus meeting on Sept. 1, 2022.

As a reference for trustees in completing the form, an adult interdependent partner is defined in section 3(1) of the *Adult Interdependent Relationships Act* as a person who has lived with another person in a relationship of interdependence for a continuous period of not less than three years or of some permanence if there is a child of the relationship by birth or adoption, or if the person has entered into an adult interdependent partner agreement with the other person under section 7 of the *Act*.

## **ATTACHMENT(S):**

1. Trustee Disclosure Statement form



**TRUSTEE DISCLOSURE STATEMENT**  
**Sections 86 of the *Education Act***

Name of Trustee: \_\_\_\_\_

Trustee's Employer: \_\_\_\_\_

Names and employment of the Trustee's spouse or adult interdependent partner and children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of corporations, partnerships, firms, governments or persons in which the Trustee has a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_

Names of corporations, partnerships, firms, governments or persons in which the Trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Complete this form and return to Candace Cole, Secretary-Treasurer  
prior to the end of the day, August 25, 2022**



# RECOMMENDATION REPORT

**DATE:** Aug. 25, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2022-23 Board Committee and Representative Appointments

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

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

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board Committees and Representative schedule for 2022-23 be referred to the Board Meeting on Sept. 15, 2022.**

**BACKGROUND:**

The Board Committees and Representative schedule has been prepared in accordance with Policy 8: Board Committees and Policy 9: Board Representatives. Committees and representatives are usually appointed annually at the Board meeting subsequent to the Organizational Meeting.

Trustees are asked to submit their committee preferences to the Board Chair following the Organizational Meeting. Trustees' workloads will be considered when determining appointments by the newly elected Board Chair and Vice-Chair.

Committee and representative appointments will be referred to the Board Meeting on Sept. 15, 2022, for approval.

**COMMUNICATION PLAN:**

Once the schedule is completed and reviewed by the Board at the September 15 Board Public Meeting the schedule will be published on the website, Staff Connect and provided to all stakeholders.



# RECOMMENDATION REPORT

**ATTACHMENT(S):**

1. Policy 8: Board Committees
2. Policy 9: Board Representatives
3. 2022-23 Board Committees and Representative schedule to be completed

:clp

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education 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 and Teachers' Collective Agreement Negotiations 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 they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

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 pertinent to Board operations.
  3. To assign work to be undertaken.
2. Powers and duties
  1. Make recommendations for agenda items for subsequent Board meetings.
  2. Maintain confidentiality of proceedings unless otherwise stated.
3. Membership
  1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

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 shall serve as Committee Chair, 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 shall 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.
3. **Board Highlights**
    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.
  4. **Policy**
    1. Purpose
      1. To ensure the Board Policy Handbook is current and relevant.

2. Powers and duties
  1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
  2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
  3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
  2. Superintendent and/or designate(s).
4. Meetings
  1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
5. **Student Expulsion**
  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.
    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 [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
6. **Teachers' Collective Agreement Negotiations**
  1. Purpose
    1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  2. Powers and duties
    1. Report to the Board as necessary.
    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.
7. **Agenda Review**
  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 the designated acting chair
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.
8. **Advocacy**
  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 and/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.

### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose 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 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

**Last reviewed:**

**Last updated:**

Sept. 17, 2015

Feb. 18, 2016

June 16, 2016

Oct. 24, 2016



	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organization meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. Alberta School Boards Association (ASBA) Zone 2/3
  1. Purpose
    1. Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and duties
    1. Attend ASBA Zone 2/3 meetings
    2. Represent the Board's positions and interests at the zone level
    3. Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    1. One (1) trustee; one (1) alternate
  4. Meetings
    1. As called by ASBA Zone 2/3
2. Committee of School Councils (COSC)
  1. Purpose
    1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and duties
    1. Attend meetings of COSC
    2. Represent the Board's positions and interests at COSC meetings
    3. Communicate to the Board the work of COSC
  3. Membership
    1. Board Chair; and
    2. Minimum of two trustees
  4. Meetings
    1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
  1. Purpose
    1. Represent the Board at meetings of TEBA

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	
	June 18, 2020
June 3, 2021	June 17, 2021



Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMITTEE PREFERENCE LIST for 2022-23**

List to be submitted to the Board Chair following the Organizational Meeting on Aug. 25, 2022.

Please indicate your interest to serve on any of the following with a check mark (✓) by the end of the day.

**Board Committees as per Board Policy 8**

	BOARD CAUCUS	All trustees
	BOARD AGENDA REVIEW	Board Chair, Vice-Chair and trustee designate
	BOARD HIGHLIGHTS	Board Chair
<input type="checkbox"/>	ADVOCACY COMMITTEE	Board Chair and two (2) trustees (Chair of the Board to serve as Chair)
<input type="checkbox"/>	AUDIT COMMITTEE	Vice-Chair and two (2) trustees (Vice-Chair to serve as Chair)
<input type="checkbox"/>	POLICY COMMITTEE	Three (3) trustees (One trustee to serve as Chair)
<input type="checkbox"/>	STUDENT EXPULSION	Three (3) trustees and one (1) alternate (One (1) trustee to serve as Chair)
<input type="checkbox"/>	TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	Three (3) trustees (Board appoints Chair and Vice-Chair)

**Board Representatives for External Committees as per Board Policy 9**

<input type="checkbox"/>	ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3 <i>(Trustees may attend Zone meetings at any time)</i>	One (1) trustee and one (1) alternate
<input type="checkbox"/>	COMMITTEE OF SCHOOL COUNCILS (COSC) <i>(Trustees may attend COSC meetings at any time)</i>	Board Chair and minimum of two (2) trustees
<input type="checkbox"/>	TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)	One (1) trustee

*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 and Teachers' Collective Agreement Negotiations Committee.*