

DATE: September 13, 2011

TO: Board of Trustees

FROM: Michael Janz, Conference Committee Chair

SUBJECT: Report #10 of the Conference Committee (From the Meetings Held June 21, 2011 and September 6, 2011)

STAFF: Anne Sherwood

REFERENCE: Trustees' Manual
Board Policy JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives (Appendix I)

ISSUE

Recommendations arising from the Conference Committee meetings held June 21, 2011 and September 6, 2011 are being presented for approval as per the terms of reference for Conference Committee.

RECOMMENDATION

1. That Report #8 of the Conference Committee from the meetings held June 21, 2011 and September 6, 2011 be received and considered.

Amalgamation of Superintendent's Evaluation and Board Evaluation Committee

2. That the Superintendent's Evaluation Committee and Board Evaluation Committee be amalgamated under one committee in order to keep the same number of committees.

Changes to Conference Committee Agenda Format

3. That the following changes to the Conference Committee agenda format as outlined in Attachment I be approved:
 - a) Delete the Strategic/Generative/Discussion category from the agenda.
 - b) Add a column to the right margin of the Conference Committee agenda for the recommended specified time.

Terms of Reference for New Board Community Relations Committee

4. That the terms of reference for the Board Community Relations Committee as outlined in Attachment II be approved:

BACKGROUND

In accordance with the Terms of Reference for Conference Committee – A Committee of the whole, all matters requiring Board decision arising from discussions in Conference Committee shall be reported to a public board meeting for Board approval.

The Conference Committee reviewed the Board’s committee structure and has recommended some modifications for the 2011-2012 year. In addition, the Conference Committee has recommended some minor revisions to the Conference Committee agenda format.

NEXT STEPS

Subject to approval of the recommendations, the Trustees’ Manual will be updated and committees will be established at the Organizational Board meeting.

- ATTACHMENT I - Proposed Conference Committee Agenda Format
- ATTACHMENT II - Proposed Terms of Reference for the Board Community Relations Committee
- APPENDIX I - Board Policy JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives

AS:mmf

Conference Committee Meeting - Agenda

**Recommended
Specified Time**

- A. Roll Call**
- B. Approval of the Agenda**
- C. Minutes:**
- D. Communications from the Board Chair**
- E. Communications from the Superintendent of Schools**
- F. Reports:**
- G. Other Committee, Board Representative and
Trustee Reports**
- H. Trustee and Board Requests for Information**
- I. Notices of Motion**
- J. Meeting Dates**
- K. Adjournment**

Board Community Relations Committee

Terms of Reference

Purpose:

The Board deems it important to listen to the community and build stronger relations to increase Trustees' understanding of the community perspective.

The Board Community Relations Committee will be responsible for listening to stakeholders in matters related to the Board and governance process. The committee will work in partnership with the Administration to formulate and recommend opportunities to enhance community relations and inclusiveness. As district ambassadors, committee members will nurture and promote a sense of pride and belonging to be associated with Edmonton Public Schools.

Mandate:

- Support the goals and carry out the activities defined in the Board and committee's annual work plans.
- Engage in regular stakeholder mapping to ensure the full range of community views are included.
- Ensure a forum to engage stakeholders in discussion on current issues affecting the District.
- Provide advice to the Board on policy and practices that will ensure the contributions, interests and needs of stakeholders are heard and considered.
- Following the administrative process as outlined in Board Policy JAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives, meet with delegations wishing to speak to the Board and/or make a request of the Board.

Composition:

The committee will consist of three trustees from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally report back to the Board about the committee's activities.

A representative from the Superintendent's office will be assigned as a staff resource. Additional resources may be involved as requested by the Superintendent and/or designate.

Meetings:

The Committee will establish a schedule of meetings with the public to be approved by the Board.

Edmonton Public Schools Board Policies and Regulations

CODE: JAB.BP

EFFECTIVE DATE: 24-11-2009

TOPIC: Comments, Delegations and
Presentations at Board Meetings by
Public and Staff Representatives

ISSUE DATE: 25-11-2009

REVIEW DATE: 11-2016

GENERAL

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.

The intent of this policy is to clarify the Board's procedures for its official board meetings with respect to members of the public and staff group representatives providing general comments to the Board on an educational issue or on specific board meeting agenda items and making formal presentations to the Board.

In accordance with the *School Act*, the Board of Trustees as the Corporate Board of Edmonton School District No. 7 holds its official business meetings in public. Board meeting agendas are posted to the District website www.epsb.ca. No person shall be excluded from the meeting except for improper conduct. Attacks on the personal character or performance of any individual or disruptive remarks shall be ruled out of order and persistence in such remarks shall cause the individual to be excluded from the meeting room.

A. 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. A member of the public or a staff group representative may speak for three minutes at a public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of the *Comments from the Public and Staff Group Representatives* section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
3. Speakers shall address their comments to the Board Chair.
4. The Board Chair will thank the speaker.

B. COMMENTS ON SPECIFIC BOARD AGENDA ITEMS

1. If a member of the public or a staff group representative wishes to give a position to Board on a specific board agenda item, the individual shall register with the Board Secretary by noon the day of the meeting.
2. The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
3. Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
4. The total duration of public comment on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.
5. The Board Chair will thank the speaker.

C. FORMAL DELEGATIONS AND PRESENTATIONS TO BOARD

1. The Board Secretary shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board shall first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of district 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 must make their request in writing to the Board Secretary at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the Superintendent may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
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 Board Secretary in consultation with the Superintendent of Schools 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 Board Secretary 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. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The Chair will thank the speaker.
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.

Reference(s):

[AB.AR](#) - Appeal Processes
[School Act](#) Section 123

 EDMONTON PUBLIC SCHOOLS