

EDMONTON PUBLIC SCHOOLS

April 13, 2011

TO: Board of Trustees
FROM: Trustee M. Janz
SUBJECT: Motion re In-Camera Sessions

RECOMMENDATION

That the amendments to the Board's procedures regarding In-Camera Sessions Committee of the Whole – Conference as outlined in Appendix I be approved.

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Notice of the above motion was served at the March 22, 2011 board meeting.

MJ:mmf

Appendix I - In-Camera Sessions Committee of the Whole – Conference

Edmonton Public Schools Board Policies and Regulations

In-Camera Sessions Committee of the Whole - Conference

The Board believes that, while to the greatest extent possible its discussions should be conducted in public, there are specific instances when the public interest is best served by private discussion in "in-camera" sessions.

The Board holds regularly scheduled in-camera meetings to deal with land, labour, **and legal matters.** ~~and other matters typically considered to be in the public interest to be discussed in private.~~ The requirement for confidentiality of in-camera materials and proceedings is fundamental to protect individual privacy and the Board's own position in sensitive negotiations and legal matters.

All in-camera meetings are closed to the public and news media.

All agenda items and supporting materials on which motions are based, and the substance of deliberations shall remain confidential, except when: the Board of Trustees determines that the information should be submitted to a public meeting, when the Board of Trustees specifically authorizes its public release, or when legally required to release such information. A motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the District.

Purpose

1. In accordance with Section 61 of the [School Act](#), the Board delegates to the Conference Committee the following powers:
 - a. Discussing and, or developing recommendations to Board on matters pertaining to:
 - the personal or proprietary information of an identifiable individual or group, including staff, students and parents
 - labour relations and employee negotiations
 - a proposed or pending acquisition or disposition of property
 - law enforcement matters, litigation or potential litigation, including matters before administrative tribunals affecting the District

- the security of the property of the District
 - the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 113 of the [School Act](#)
- b. ~~Studying a matter in depth to build Trustee understanding of an issue that may be coming before the Board;~~
 - c. ~~Engaging in strategic planning activities;~~
 - d. Reviewing the functioning of the Board ~~and Board development activities, and~~
 - e. ~~Providing advice to the Superintendent of Schools.~~
2. The first order of business for a Conference Committee meeting shall be approval of the agenda and confirmation of the items as appropriate for discussion in-camera.
 3. All matters requiring Board decision arising from discussions in Conference Committee shall be reported to a public board meeting for Board approval. Recommendation reports to Board shall contain sufficient background information to explain the recommendation and implications of the decision to be made with due consideration to protection of personal or proprietary information.

The Conference Committee may appoint a subcommittee of Trustees, or administrators, or other individuals to act on its behalf.

Quorum

The membership of the Conference Committee is the full Board. A quorum is the majority of the Committee members.

Rules of Order

- The Conference Committee Chair will preside at every meeting and will vote on all questions submitted. In the Chair's absence the Board Vice-Chair will preside. In the absence of the Board Vice-Chair, the members present will appoint one of their number to be Chair.
- The rules of the Board will be observed.
- The Committee submits its recommendations to the Board.

Confidentiality

All materials submitted and the substance of discussions held in Conference Committee shall be treated as confidential by all Trustees and Administration in attendance.

Agendas

- The preparation of the agenda for a Conference Committee meeting is the responsibility of the Superintendent of Schools, in accordance with Board policy, practice or law.
- The draft agenda is reviewed by the Conference Committee Chair.

Format of Agendas

The following will be the format for agendas of Conference Committee meetings:

- Roll Call
- Approval of the Agenda
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- Generative Discussion 9:30 a.m. – 10:30 a.m. (*approved January 11, 2011*)
- Strategic Plan
- Reports
 - Recommendation
(Board Committee, Representative and Trustee Motions and Superintendent of Schools)
 - Information
(Board Committee, Representative or Trustee and Superintendent of Schools)
 - Delegation or External Presentation (time specific given)
- Trustees and Board Requests for Information
- Notices of Motion
- Meeting Dates
- Adjournment

Except in special circumstances, Conference Committee reports will be limited to two written pages including any recommendations and a summary of any appendices.

Delivery of Agendas

- Material for Conference Committee meetings will be delivered to each Trustee at least three days in advance of the meeting.
- Agenda materials that are not dealt with at a meeting should be kept by Trustees for the next meeting.

Time and Place

- Regular meetings of the Conference Committee will be held from 9:30 a.m. to 12 noon on the first Tuesday of each month. The third Tuesday of each month will be held as a reserve meeting date for Conference Committee meetings that may be held at the call of the Chair.

- In order to accommodate principal appointments in the spring and emergent issues, Conference Committee meetings may be held prior to the regularly scheduled board meeting; however, wherever possible, preference should be given to scheduling the reserve Conference Committee meeting dates for that purpose.
- Notices of meetings will be provided in the same manner as for regular board meetings unless, by consent of all the Trustees, notice is waived.

Adjournment

~~The Conference Committee will remain in session no later than 12:00 noon unless otherwise determined by a majority vote of the members present.~~

Minutes

- The minutes of the Conference Committee will contain motions, recommendations and questions that require administrative follow up.
- The minutes of Conference Committee are accessible to Trustees on request; however, a motion of the Conference Committee is required prior to providing a Trustee the minutes of a Conference Committee meeting if that Trustee was not a member of the Conference Committee at the time of the meeting.
- The minutes of the Conference Committee are approved by the Conference Committee at the next regular meeting of the Conference Committee. Circulation of the minutes is restricted.

September 14, 2010
