

EDMONTON PUBLIC SCHOOLS

March 22, 2011

TO: Board of Trustees
FROM: Trustee C. Johner
SUBJECT: Motion re Trustee Per Diems

RECOMMENDATION

That Trustees receive per diems when serving on Board committees or task forces when meetings exceed six, retroactive to the inauguration of the new Board.

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Notice of the above motion was served at the March 8, 2011 board meeting.

Copies of the following excerpts from the Trustees' Manual have been provided as information:

- Board Committees (Appendix I)
- Trustee Remuneration (Appendix II)

CJ:mmf

Appendix I - Board Committees
Appendix II - Trustee Remuneration

Edmonton Public Schools Board Policies and Regulations

Board Committees

Board Committee Principles

1. Board committees are established by the Board of Trustees to assist the Board of Trustees in meeting its role and responsibilities as a corporate Board of governors.
2. A Committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
5. Board committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the terms of reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.
6. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the Committee and a preliminary schedule for its business.
7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
8. Board committees shall not exercise authority over staff nor direct staff operations. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
9. Attendance at meetings of Board committees shall be limited to committee members, other Trustees as observers, administrative support and invited guests and, if decided by the Board of Trustees, the public may attend as observers.
10. Each committee shall be responsible for providing written reports and recommendations to the Board of Trustees or appropriate Committee of the Whole.

11. Committees of the Board normally meet bi-monthly or as required. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.

Standing Committees

These committees continue from year to year to assist the Board in addressing specific roles and responsibilities and are responsible to the Board or the Conference Committee.

Evaluation of the Superintendent of Schools Committee

Purpose

The Evaluation of the Superintendent of Schools Committee consists of three Trustees who are responsible for assisting the Board of Trustees in undertaking the annual evaluation of the Superintendent of Schools in accordance with Board Policy [GGB.BP](#) - Evaluation of Superintendent of Schools and the review and or renewal of the Superintendent of Schools Contract in accordance with the *School Act*.

Terms of Reference

The Evaluation of the Superintendent of Schools Committee shall be responsible for initiating a review and or renewal process for the Superintendent of Schools contract of employment no later than September of the school year the contract is due to expire.

(The following is taken from Board Policy [GGB.BP](#) - Evaluation of Superintendent of Schools)

1. a. The evaluation of the Superintendent of Schools committee shall be responsible for:
 - i. recommending the evaluation process to be used to Conference Committee;
 - ii. overseeing the approved evaluation process; and
 - iii. reporting the evaluation results to the Conference Committee.
- b. The chair of the Trustee subcommittee shall report the results of the evaluation to Board at a public board meeting.
2. The evaluation process shall provide the Superintendent of Schools with an opportunity to:
 - a. review all information used in the evaluation;
 - b. discuss the evaluation report with the Trustee subcommittee;
 - c. include a response to the evaluation in the report to Conference Committee; and
 - d. discuss the evaluation report with the Conference Committee.

3. Notwithstanding 1.a. iii. and 2.a. above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.
4. The Superintendent of Schools shall be provided a copy of the evaluation report submitted to Conference Committee and the final evaluation report to Board.
5. The Conference Committee evaluation report and Board evaluation report shall be filed in the Board corporate records. The records shall be accessible to the Superintendent of Schools, a Board Trustee for that evaluation period, or as directed by motion of the Conference Committee.

District Priorities Committee

Purpose

The District Priorities Committee is established for the first year of a Board's term following an election. The Committee consists of three Trustees who are responsible for assisting the Board in identifying the priorities that will guide district operations and its budget planning cycle for the Board's three-year term of office.

Terms of Reference

- District priorities should be within the Board's mandate and few in number in order that district resources may be effectively concentrated to achieve measurable results.
- In an election year, following the organizational meeting, the committee will:
 - recommend and facilitate a process for each Board member to contribute to the development of the District priorities
 - seek student, staff, parent and community stakeholder input into the District priorities
 - consider all input received and develop and recommend a District priorities statement to Board for approval

*ADDENDUM approved November 24, 2008 – That the mandate of the Board's District Priorities Committee be expanded to include a review of the District Mission Statement, and that this change take effect following the 2010 election.

*This addendum is in effect until the review of the District Mission statement is completed.

Board Evaluation Committee

Purpose

The Board Evaluation Committee consists of three Trustees who are responsible for assisting the Board of Trustees to conduct an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities.

The committee will:

- recommend a plan to Conference Committee for the annual evaluation of the Board of Trustees in keeping with the terms of reference for the Board self-evaluation.
- develop and recommend to Conference Committee a proposed Board result statement based on an analysis of the Board's self-evaluation.
- present the Board evaluation result statement on behalf of the Conference Committee to public Board for approval.
- In the 3rd year of a term, assist in the creation of a summary document of the Board's results and work still to be accomplished to aid in the transition for the next Board.

Terms of Reference

The Board shall undertake an annual Board evaluation for the purpose of Board development and to model its policy of system-wide evaluation as a means of continuous improvement.

The Board Evaluation process should:

- assist the Board in identifying Board strengths and areas for improvement, and common beliefs and values amongst Trustees,
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board's mandate and role and responsibilities,
- provide an opportunity for Trustees to discuss the Board Evaluation results in the context of Board development, and
- provide an opportunity to recognize the Board's accomplishments.

The Board Evaluation Instrument should:

- be brief; it should not take more than one hour for completion by each Trustee.
- be specific to the Board of Trustees of Edmonton Public Schools.
- measure Board performance with respect to the mission statement, the roles and responsibilities of the Board, the principles of operation of the Board, the district priorities and the Board strategic plan.
- measure Board performance in both quantitative and qualitative terms.
- lend itself to ease of aggregating results.
- provide a basis of comparison of Board performance from year to year over the Board's three-year term.

Advocacy Committee

Purpose

The Advocacy Committee consists of three Trustees who are responsible for assisting the Board of Trustees in developing and carrying out an advocacy plan for building positive intergovernmental and public relations as a way of furthering District priorities and the Board's strategic plan.

Terms of Reference

The Board recognizes that it needs government and public support for public education; that the Board's objectives can be furthered through advocacy and the assistance of others; that effective advocacy is dependent on positive relationships with stakeholders; that building positive relationships takes time; and that the Board must use the time it has available to it efficiently and effectively.

The Advocacy Committee will:

- In conjunction with the Board's Strategic Plan, review, confirm and develop strategic actions for advocacy/influence that can be realized through positive stakeholder activities.
- Following an election and after the new District Priorities have been approved by the new Board, recommend to Conference Committee a three-year advocacy plan for Board liaison with targeted stakeholder groups including but not limited to staff, students, parents, other levels of government and external agencies for the purpose of furthering the Board's strategic objectives and, or advocacy initiatives. The plan will identify objectives, existing activities and where additional activities and strategies are needed for implementation of the Board's strategic advocacy plan.
- In non-election years, monitor, review and update the Board's strategic advocacy plan mid-year or as required and report to the Conference Committee.
- The Board Chair, by virtue of the office, plays a crucial role in keeping the Conference Committee apprised of government and public relations opportunities extended to the Board.

Policy Review Committee

Purpose

The Policy Review Committee consists of three Trustees who are responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board's policy on policy development and review (Reference: Board Policy [CH.BP](#) - Policy Development and Review). The committee will:

- recommend an annual plan for policy reviews to Board

- review and recommend to Board for approval those policies recommended by the Superintendent of Schools that meet the Board's criteria for policy development and review. (Reference: Board Policy [CH.BP](#) - Policy Development and Review)
- review the Trustees' Manual a minimum of every three years and make recommendation for changes to the Conference Committee.

Terms of Reference

(from Board Policy [CH.BP](#) - Policy Development and Review)

Criteria for Statements of Board Policy

- a. All statements of Board policy SHALL:
 - i. conform to the [School Act](#) and regulations set down by Alberta Education;
 - ii. be within the scope of the Board's authority.
- b. All statements of Board policy SHOULD:
 - i. create a framework within which the Superintendent of Schools can discharge assigned responsibilities;
 - ii. be capable of implementation, review and evaluation;
 - iii. be limited to a single policy topic and written in clear and concise language so that interpretation may be made without difficulty by staff, parents and the general community.

Policy Review

- a. The Board's Policy Review Committee shall be responsible for overseeing the policy review process in accordance with the following requirements:
 - each proposed new or revised policy statement shall be reviewed in accordance with the above criteria for a statement of Board policy
 - each policy statement shall be reviewed a minimum of every seven (7) years or as required.
 - stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.
- b. The development of new policy or revision to existing policy may be initiated by the Board and or the Superintendent of Schools.
- c. The Superintendent of Schools shall be responsible for drafting proposed recommendations of policy and submitting them to the Policy Review Committee for review in accordance with the criteria for Board Policy statements and recommendation to Board.

- d. Each recommended policy change shall be considered by the Board three separate times before the policy is finally approved. Not more than two readings may be given at any one meeting unless the Trustees present at the meeting unanimously agree.

Three-Year Budget Planning Review and Results Review Committees

Purpose

To provide an opportunity for Trustees to review and discuss with principals and central service administrators:

- the proposed budget priorities and three-year plans for schools and central service departments and how these relate to the District priorities and Trustee initiatives.
- the extent to which results for the previous year have been achieved.

Terms of Reference

- The Board, each year, as part of the budget and results review process, will approve the requirements, format and timelines for review meetings.
- Meetings of the committees will be open to the public.

September 14, 2010

Edmonton Public Schools Board Policies and Regulations

Trustee Remuneration

TRUSTEE REMUNERATION PHILOSOPHY AND PRINCIPLES

1. The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Edmonton Public Schools and to attract and retain quality individuals to this valuable public service.
2. The total Trustee remuneration package should recognize the role and responsibilities undertaken by the collective Board, individual Trustees and the time required in fulfilling their responsibilities.
3. The remuneration package offered for Trustees is comprised of per annum honoraria, per diem honoraria, an advance on vehicle expenses, optional group benefits coverage, and deferred remuneration for transition from the role of Trustee.
4. For the purposes of and in accordance with the *Income Tax Act*, total annual remuneration is comprised of 2/3 honorarium and 1/3 general expense allowance. The 1/3 general expense allowance is non-taxable and is intended to cover all incidental expenses that Trustees may be expected to incur in carrying out their responsibilities.
5. Per annum honoraria are based on the following four roles: Board Chair, Vice-Chair, Conference Chair, and Trustee.
6. The per annum honorarium provides remuneration for activities required of all Trustees, including:
 - Attendance on regularly scheduled and reserved meeting dates for Board and Conference Committee;
 - Attendance at results and budget review meetings, committees of the Board, and Trustees' retreats and working sessions;
 - Attendance at annual conferences and meetings of associations of which the Board is a member, e.g. the ASBA and PSBAA;
 - Attendance at other meetings as appointed, directed or agreed to by the Board, such as meetings with other school Boards, MLAs, City Councillors, Board-hosted functions, social events, etc.
 - Ward-related activities, including school and school council meetings and important community functions;

7. Per annum honoraria are established as per the following requirements:
- the per annum honorarium for the Board Chair is established at approximately 33% higher than the per annum honoraria established for Trustees;
 - the per annum honorarium for the Vice-Chair and Conference Chair is established at approximately 16.5% higher than the per annum honoraria established for Trustees.
8. Per diem* honoraria provide remuneration for special meetings** of the Board and committees of the whole and for activities of some, but not all Trustees, including:
- i) attendance at scheduled meetings of negotiating committee bargaining sessions and the Interpretations Committee, as established under the collective agreements;
 - ii) attendance at meetings as appointed Board representatives on external organizations where no remuneration is provided by the external organization (e.g., ASBA Zone 23, PSBC, ASBALE, Linkages Committee and EPS Foundation Board of Governors),
 - iii) attendance at the Fall Alberta Schools Association Annual General Meeting business session,
 - iv) attendance at the Fall Public School Boards Association Annual General meeting business session.
- * Per diem honoraria is calculated based on four-hour morning, afternoon or evening sessions to a maximum of three sessions per day.
- ** A special meeting is in addition to regularly scheduled meetings for which the per annum honorarium is paid.
9. At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.
10. Trustees receive an advance on vehicle expenses at the district occasional use rate to cover in-town travel expenses related to other Trustee duties. This amount is included in the calculation of annual remuneration and is one-third non-taxable. In-town travel expenses do not include travel to and from meetings of the Board and committees.
11. Trustees are extended the option of participating in the group medical and hospitalization plans offered by the Board:
- Alberta School Employee Benefits Plan (ASEBP):
 - Life and Accidental Death and Dismemberment Insurance (Plans 2 & 4)
 - Extended Health Care (Plan 1)
 - Dental Care (Plan 3)
 - Vision Care (Plan 3)
 - Health Spending Account
 - Travel Accident Insurance
 - Supplemental Accidental Death and Dismemberment Insurance

The Board will pay the portion of premiums for the above benefits based on the portion of premiums the Board pays for benefits on behalf of exempt management staff.

12. For a Trustee aged 65 or older at the time of election or re-election, the District will reimburse the Trustee for the cost of premiums for similar benefits coverage (i.e., extended health care, dental care, vision care) with an external agency. Reimbursement of premiums will be up to the maximum premium cost for similar coverage under the district's benefit plan for exempt management employees until age 70.
13. At the end of each Trustee's service, such Trustee shall receive deferred remuneration to ease the transition from such service. Such payment shall be made at the rate of two weeks per year of service as a Trustee, and shall be determined by multiplying the number of years and part-years served by 1/26 of the "Trustee per annum honoraria plus the average annual per diem honoraria" prevailing at the end of such service. The maximum amount payable to any individual shall not exceed one-half of the total Trustee per annum honoraria plus the average annual per diem honoraria amount. A year of service as a Trustee may only be counted once in any calculation of deferred remuneration.
14. The Administration will conduct and present to Board periodic remuneration surveys to compare the Trustee's total remuneration package to remuneration packages provided to other publicly elected officials in Alberta.

Trustee Remuneration

- Trustee remuneration is paid bi-weekly by direct deposit and a pay advisory is sent to Trustees with the Friday packages containing Transmittal Memorandums and board meeting agendas.
- Trustee remuneration for performing their duties as members of the Board will be determined from time to time by a majority vote on motions presented to a public meeting of the Board.

The following recommendation was approved at the September 9, 2008 Board Meeting:

That the per annum and per diem honoraria be increased on September 1st of the years 2008 through 2010, by the Average Weekly Wage Earnings index in Alberta from the previous calendar year.

Accordingly, the increases shall be as follows:

- September 1, 2008 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2007 over the same period in 2006).

- September 1, 2009 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2008 over the same period in 2007).
- September 1, 2010 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2009 over the same period in 2008).

Approved Per Annum Honoraria

	<u>Effective September 1, 2009</u>	<u>Effective September 1, 2010</u>
Chair	\$39,179	\$40,323
Vice-Chair and Conference Chair	\$34,314	\$35,316
Trustee	\$29,455	\$30,315

Approved Per Diem Honoraria

- \$130.26 effective September 1, 2009
- \$134.06 effective September 1, 2010

Group Medical and Insurance

- Group insurance coverage spans a period of three years, while a Trustee holds elected office. This period is usually from November 1 of the election year until October 31 of the next election year.
- To be eligible for enrollment in the benefit plans offered by ASEBP, the Trustee must be under age 65 when elected. If a Trustee turns 65 during his or her term of office, ASEBP benefits coverage will be maintained until the end of that term.
- All eligible Trustees, including re-elected Trustees, must either enroll or waive coverage in the group insurance plans within 31 days following the first organizational meeting of the school Board after the election or by-election. If Trustees choose to enroll in group insurance plans after 31 days, they will apply as late applicants and coverage may be denied or limited.

September 14, 2010
