

EDMONTON PUBLIC SCHOOLS

November 2, 2010

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Confirmation of Committees, Board Representation and Regular Meetings

ORIGINATOR: A. Sherwood, Board Secretary

RECOMMENDATION

1. That the following standing committees of the whole be confirmed:
 - Conference Committee
 - Audit Committee
2. That the following standing committees be confirmed:
 - a) Evaluation of the Superintendent of Schools
 - b) District Priorities
 - c) Board Evaluation
 - d) Advocacy
 - e) Policy Review
 - f) Budget Review
 - g) Results Review
 - h) Interpretations
3. That Board representation on the following District staff negotiating committees as required be confirmed:
 - Teaching
 - Custodial
 - Maintenance
 - Support
4. That Board representation on the Edmonton Public Schools Foundation Board of Directors be confirmed.

5. That Board membership and representation on the following external agencies be confirmed:

a) Alberta School Boards Association (ASBA)

- Provincial Executive
- Zone 23 Executive
- Zone 23 Executive - Alternate
- Alberta School Boards Association for Languages Education (ASBALE)

b) Public School Boards' Association of Alberta (PSBAA)

- Provincial Executive Nominee
- Liaison Representative - PSBC
- Liaison Representative – PSBC Alternate

6. That the Board's ASBA Issues and Resolutions Committee comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the Zone 23 representative be confirmed.

7. That the Board's membership and representation on the Capital Region Services to Children Linkages Committee be confirmed.

8. That the following dates and times of regular meetings be confirmed:

a) Board

Regular board meetings are held on the second and fourth Tuesdays of each month from 6:00 - 9:00 p.m. Special meetings may be held at the call of the Board Chair.

b) Conference Committee

Regular meetings of the Conference Committee are held on the first Tuesday of each month from 9:30 a.m. to 12:00 p.m. The third Tuesday morning of each month will be held as a reserve meeting date for special meetings which may be held at the call of the Conference Committee Chair.

* * * * *

The following is a list of the Board positions and committees along with the names of the Trustees who held these positions in 2009-2010. In accordance with Board policy, these positions are all subject to reappointment or review on an annual basis. Attached also is an excerpt from the Trustees' Manual dealing with the organizational meeting as well as a description of the meetings of the Board and its committees, representatives and assignments (APPENDIX I).

	<u>2009-2010</u>	<u>2010-2011</u>
1. Standing Committees of the Whole		
a) Board Chair	Don Fleming
b) Board Vice-Chair	Catherine Ripley
c) Conference Chair	George Rice
d) Audit Chair (Traditionally, the Conference Chair is also the Audit Committee Chair)	George Rice
2. Standing Committees:		
a) Evaluation of Superintendent of Schools (3 members)	Don Fleming Ken Gibson Catherine Ripley
b) District Priorities (3 members)	Bev Esslinger Gerry Gibeault Ken Shipka
c) Board Evaluation (3 members)	David Colburn Ken Gibson George Rice
d) Advocacy Committee (3 members)	n/a
e) Policy Review (3 members)	Sue Huff Catherine Ripley Ken Shipka

	<u>2009-2010</u>	<u>2010-2011</u>
f) Budget Review	All Trustees serve on budget review committees as determined in the approval of the budget process.	
g) Results Review	All Trustees serve on results review committees review as determined in the approval of the results review process.	
h) Interpretations Committees	All Trustees serve on interpretations committees on a rotational basis.	
3. Negotiations:		
a) Teaching Staff <i>(contract expires August 31, 2012)</i> <i>(2 members)</i>	n/a
b) Custodial Staff <i>(contract expires August 31, 2011)</i> <i>(2 members)</i>	n/a
c) Maintenance Staff <i>(contract expires August 31, 2011)</i> <i>(2 members)</i>	n/a
d) Support Staff <i>(contract expires August 31, 2011)</i> <i>(2 members)</i>	n/a
4. Edmonton Public Schools Foundation Board of Directors	Bev Esslinger
5. a) Alberta School Boards Association Positions:		
i) Provincial Executive <i>(18-month term commenced June 2010 and expires November 11, 2010)</i>	David Colburn <i>(effective June 2010 to November 2011)</i>
ii) Alternate <i>(18-month term commenced June 2010 and expires November 11, 2010)</i>	Sue Huff <i>(effective June 2010 to November 2011)</i>

	<u>2009-2010</u>	<u>2010-2011</u>
iii) ASBA Zone 23 Executive (<i>1-year term</i>)	Catherine Ripley
iv) Alternate (<i>1-year term</i>)	Ken Shipka
v) ASBA for Languages Education (ASBALE) (<i>1-year term</i>)	Ken Shipka
b) Public School Boards' Association Positions:		
i) Board Nominee for Election for one of the following positions:	George Rice <i>(elected First Vice- President October 2009)</i>	
• President		
• First Vice-President		
• Second Vice-President		
ii) Liaison/PSBC (<i>1-year term</i>)	Catherine Ripley
iii) Liaison/PSBC – Alternate (<i>1-year term</i>)	Don Fleming
6. ASBA Issues and Resolutions Committee (<i>1-year term – 3 positions</i>)	Don Fleming (<i>as Board Chair</i>)	
• Board Chair or Vice-Chair	Catherine Ripley	
• ASBA Zone 23 Executive representative	<i>(as ASBA Zone 23 rep)</i>	
• ASBA Provincial Executive Board of Directors representative	David Colburn <i>(effective June 2010 as ASBA Board of Directors Rep.)</i>	
7. a) Capital Region Services to Children Linkages Committee	Sue Huff
b) Capital Region Services to Children Linkages Committee – Alternate	Ken Gibson

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APPENDIX I - Trustees' Manual Sections Regarding:

- Organizational Meeting (Pages 7 to 10)
- Meetings of the Board (Pages 11 to 20)
- In-Camera Sessions - Committee of the Whole – Conference (Pages 21 to 24)
- In-Camera Sessions - Committee of the Whole – Audit (Pages 25 to 26)
- Board Committees (Pages 27 to 33)
- Ad Hoc Committees and Board Representative Assignments (Pages 34 to 37)

Edmonton Public Schools Board Policies and Regulations

Organizational Meeting

An informal pre-organizational meeting of the Trustees shall be held prior to the organizational board meeting to provide an opportunity for Trustees to discuss the nominations for the various Board and committee positions. No decisions may be taken at this meeting.

- The first meeting of the Board of Trustees following an electoral vote will be conducted as an organizational meeting, and will be held at 7:30 p.m. on the Tuesday of the second week following the election of Trustees. Appropriate orientation shall be provided for all Trustees about the Board governance model, board meeting procedures and Board committee structure and roles and responsibilities prior to the organizational board meeting.
- In non-election years, an organizational meeting will be held on the second Tuesday in September.
- If the meeting is not held at this time, a meeting will be called for each succeeding evening at the same hour and place until a meeting occurs.

Process

- The meeting will be called to order by the Chair of the previous Board or, in his or her absence, the Vice-Chair. In the absence of both of these persons, the Superintendent of Schools shall act as Chair.
- The Corporate Board Secretary or, in his or her absence, the Superintendent of Schools will read the election results issued by the City's Returning Officer.
- Every Trustee shall take and subscribe to the official oath prescribed by the [Oaths of Office Act](#) in accordance with the [School Act](#) Section 76. The Oath of Office shall be administered by the District's Legal Counsel.
- The Corporate Board Secretary will receive the declarations of office.

Chair

- Nominations will be received for the position of Chair, and a vote will be taken.
- Election for the position of Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot ([School Act](#) Section 73). In that case, the vote will be held by secret ballot. The Corporate Board Secretary will collect and count the ballots and the Superintendent of Schools will act as scrutineer for the ballot count.
- The Corporate Board Secretary will announce the name of the person who receives the majority of votes of the members present as being declared elected by the Board.
- If no candidate receives a majority of the votes of the members present, the nominee who receives the fewest number of votes will be dropped from the ballots and successive votes shall be taken until one nominee receives a majority of votes of the members present.
- In the case of a tie, nominations for Chair will again be called for and a vote on the persons nominated will be taken. This procedure will be repeated until a Chair is elected.
- The newly elected Chair will assume the Chair.

Vice-Chair

Nominations and election for the office of Vice-Chair will proceed in the same manner as that of the Chair.

Standing Committees:

- Committees of the Whole
- The Board will establish or confirm the retention of the following standing committees of the whole, and will call for nominations for Chair of each committee. Election for the position of Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot. In that case, the vote will be held by secret ballot. ([School Act](#) Section 73) as provided for the Board Chair position.
 - Conference Committee
 - Audit Committee

- Other Standing Committees

The Board will establish or confirm any other standing committee required for the proper conduct of the Board's affairs including:

- Evaluation of Superintendent of Schools Committee
- District Priorities Committee
- Board Evaluation Committee
- Policy Review Committee
- Advocacy Committee
- Interpretations Committees*
- Budget Review Committees**
- Results Review Committees**

* All Trustees serve on Interpretations Committees on a rotational basis.

** All Trustees serve on Budget Review and Results Review committees as determined in the approval of the budget process.

Nominations will then be received for the membership of those committees and elections will be by an open vote in accordance with the [School Act](#) Section 73.

Ad Hoc Committees:

The Board may appoint special committees or subcommittees consisting of one or more Trustees to study, investigate, or act on specific matters. These committees will report either to the appropriate standing committee of the Board or directly to the Board, and will be discharged on the completion of their assignments. The Board Chair will be an ex-officio member of all ad hoc committees.

Representatives of the Board

The Board will establish or confirm the Board's membership and or participation in external committees and organizations.

- The Board, or a committee, may appoint Trustee representatives to committees formed by the Alberta School Boards Association, the Public School Boards' Association of Alberta, the provincial government, and other agencies. These representatives are responsible to, and will report back to, the Board or committee that appointed them.
- Trustees representing the Board on committees or Boards of other agencies may request the Superintendent of Schools to appoint representatives of the Administration to attend meetings with them or as their envoys.

Confirmation of Date, Time and Place

The Board will establish or confirm the date, time, and place of regular meetings of the Board and standing committees of the whole.

Adjourn and/or Reconvene

- The meeting may then be adjourned.
- If the Board wishes, the meeting may be reconvened as a regular meeting to conduct the business of the Board.

September 14, 2010

Edmonton Public Schools

Board Policies and Regulations

Meetings of the Board

Purpose

To carry out the duties vested in the Board of Trustees by the [School Act](#) and other legislation.

Public Sessions

All board meetings are open to the public ([School Act](#) Section 70).

- The Board Chair may expel from a meeting any person who is guilty of improper conduct.
- When a majority of the Trustees present feel it is appropriate to hold a meeting of the Board in private, the Board may, by motion, go into private session (see Private Sessions below). However, the Board, while meeting in private, has no power to pass any bylaw or motion apart from the motion necessary to revert to an open meeting.

Time and Place of Regular Meetings

The Board will hold its regular meetings at 6:00 p.m. on the second and fourth Tuesdays of the month, unless otherwise directed by special motion or by the Board Chair.

Quorum

- A quorum is a majority of the Trustees that are specified by the Minister, under the [School Act](#), to be elected to the Board.
- Unless there is a quorum within half an hour after the meeting time set for the Board, the meeting will be adjourned until the next meeting, or until another meeting is called. The Corporate Board Secretary will record the names of the members present at the end of the half hour.
- An act or proceeding is only valid if it is adopted at a regular or special meeting at which a quorum of the Board is present.

Agendas

- In accordance with Board policy, Board motion, the strategic plan, practice and law, the preparation of the draft agenda for a regular meeting is the responsibility of the Superintendent of Schools.
- The draft agenda is provided in a timely manner to and approved by the Board Chair.

Format of Agendas

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

- O Canada
- Roll Call
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- Recognition
- Comments from the Public and Staff Group Representatives
- 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

Background for the Board Agenda (Information Only)

The agenda format has been adjusted from time to time over the years at the specific request of the Board. A Comments from the Public and Staff Group Representatives item was added in order for the Board to demonstrate its willingness to engage its stakeholders and provide a ready opportunity for staff group representatives and the public to provide comment/input directly to the Board.

Reports (which the Superintendent of Schools/Administration bring to Board as well as recommendation reports from Conference Committee and other Board Committees) are normally ordered on the agenda with recommendation reports first and information reports following with the intent of assisting the Board in being efficient with its time and getting to those items which require Board approval.

Format of Board Reports

Except in special circumstances, Board reports will be limited to two written pages and include any recommendations, rationale, references to any related policies and a summary of any appendices.

Delivery of Agendas

- Material for board meetings will be delivered to each Trustee at least three days in advance of the meeting.
- A copy of the agenda for public meetings will be sent to the news media and posted on the District's website at least three days preceding the meeting.
- Agenda materials that are not dealt with at a meeting should be kept by Trustees for the next meeting.

Rules of Order

The following Board rules of order are based on Canadian parliamentary tradition and past Board practice (refer to Bourinot's Rules of Order). Robert's Rules of Order will govern the conduct of all regular and special meetings of the Board not specifically covered by the following rules of order:

Chair

- The Chair will preside at all meetings, call the meetings to order at the hour appointed, and proceed with business.
- In the absence of the Chair, the Vice-Chair will preside.
- In the absence of the Chair and the Vice-Chair, the members present will elect another Trustee to act as Chair of the meeting.

Order of Business

The Board will deal with all matters properly brought before it, unless referred to a committee by a majority vote of the members present.

Motions

- All questions will be submitted to the Board by a motion of the Chair or any other Trustee. No seconder is required ([School Act](#) Section 72). (A motion is a formal proposal by a Trustee, in a meeting, that the Board approve a specific action or undertaking by the Board or Administration.)

- After a motion has been submitted, the Chair or any member may request that it be put in writing or be recorded before it is stated by the Chair. The motion will be voted on unless, with the permission of the Board, it is withdrawn by the mover.
- The motion must be read before the Trustee who introduced the motion may speak on it.
- Unless otherwise provided by the [School Act](#), all motions will be decided by the majority of the votes. In cases of a tie vote, the motion will be defeated. Every Trustee will vote on all motions unless excused by the Board. Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the [School Act](#), the Trustees are required under Section 83 of the [School Act](#) to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The Chair will declare the result of all votes. The names of those who vote for and those who vote against the question will be entered in the minutes. If the vote is unanimous, the names will not be entered in the minutes.
- No member of the Board will have more than one vote.

Debate on Motions

- The Chair, or other presiding Trustee, may express an opinion on any subject under debate.
- The mover of a motion may speak first to that motion. Thereafter, each Trustee will have an opportunity to ask questions for clarification.
- When the Chair calls for formal debate, Trustees will have two opportunities to speak, for a maximum of three minutes each time.
- Permission to extend the limits of debate may be granted by the Chair if the majority of Trustees concur. The mover of the motion will be given an opportunity to close debate.
- Trustees, before speaking, should address the Chair or other presiding Trustees, and confine themselves to the question under debate.
- When two or more Trustees address the Chair at the same time, the Chair will identify who may speak first.
- While speaking, Trustees will not be interrupted except on a point of order or for the purpose of explanation.
- If any members transgress the rules, the Chair, or any other member, may call them to order. The members called to order will immediately be silent, but will be permitted to explain later. The Board, if appealed to, will decide on the case, without debate.
- As long as it does not interrupt a speaker, Trustees may require the question under discussion to be read at any time during the debate.

- While the Chair is putting the question, Trustees may not speak or move about the room. Trustees may not speak after the question has been put by the Chair.

Motions Taking Precedence in Debate

When a question is under debate, motions will not be received other than:

- to adjourn, or to suspend the 9:00 p.m. adjournment policy
- to lay on the table
- to put the previous question
- to postpone
- to refer
- to amend

These will take precedence in the order stated.

- The "previous question" may be moved at any time a motion is before the Chair. The Chair will put the "previous question". Its adoption will end debate, and bring the Board to a vote on amendments, if there are any, and then on the main question.
- The Chair will always consider a motion to adjourn, without debate. A subsequent motion to adjourn may not be made until some business has intervened and been disposed of.
- The Chair will consider, without debate, a motion "to lay on the table", as well as a motion "to go into private session".

Point of Order

The Chair or other presiding Trustee may be called on to decide a point of order or practice. The Chair will make a decision and state the rule applicable to the case. An appeal from the ruling of the Chair will be decided by a majority of the members present.

Motions to Reconsider

- Trustees may not introduce or give notice of a motion to reconsider a motion passed previously by the Board during the same organizational year (September to September), unless a member voted for the original motion (or in the event that the original motion was defeated, a member who originally voted against the motion).
- A member who was not a member of the Board at the time of the passing or defeat of the original motion, may move to reconsider a motion.

Notices of Motion

If a motion is made introducing any new matter, of which no notice has been given at a previous meeting, any member may demand that notice be given. In this case, the motion will stand as a "Notice of Motion" for the next meeting.

Electronic Participation of Trustees in Board Meetings

- 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 provided that:
 - The Trustee wishing to participate electronically provides the Board Office with a minimum of one working day's notice prior to the meeting at which they wish to participate electronically and a telephone number for a regular land-line telephone from which contact can be made during the meeting (Only telephones on regular lines may be used by Trustees to participate in an electronic meeting.).
 - There is 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 Corporate Board Secretary and Superintendent of Schools or designate are present at the meeting place; and
 - Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
- The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.
- Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and dis-connect from the meeting. The Chair shall re-connect the Trustee back into the meeting when the item under discussion has been dealt with.
- 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.

Private Sessions

- By a vote of the majority, the Board may resolve itself into private session to consider reports of committees, motions, or other matters before the Board.
- The Chair may call any Trustee to preside at the private session.
- A report from the private session may be amended by a majority of the Board before its adoption without going back to the committee of the whole.
- The rules of the Board will be observed in private session, except for rules limiting the number of times of speaking.
- While in private session, a member may move that the Board go back into public session, report progress, and return to sit again. On motion to rise and report, the question will be decided without debate. Any decisions made in private session are treated as recommendations to the Board.

Enquiries, Information, and Reports

- In order for the Board to make informed decisions on matters brought before it and within its purview, the Board, in regular meetings of the Board or in a committee, may ask for reports from the Administration.
- The Board Chair may ask for reports necessary for the proper conduct of Board or committee meetings.
- Trustee requests for reports to appear as agenda discussion items for Board or committee meeting should take the form of Board motions.
- Trustees, in regular meetings of the Board or in a Committee, may make requests for information from the Administration relative to matters before the Board or which will be brought before the Board.
- Information requested by individual Trustees relative to the operation of schools and to educational matters not before the Board but within the Board's purview, should be prefaced with a rationale or purpose for the requested information to give context and assist in the Administration's understanding of the request.
- Whenever possible, the Administration will attempt to answer Trustee questions and or provide readily available information at the meeting at which it was requested.
- If the Administration is unable to provide the information at the meeting at which it was requested, the Administration will advise the Board whether the information can be made available and track the request. If there will be difficulty in providing the information, the Administration will seek clarification and advise what information could be made available within existing resources.

Delegations and Presentations to the Board

(also see [JAB.BP](#) – Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives)

- The Corporate Board Secretary shall advise the delegation on the procedures for submitting a brief and/or verbal presentation and assist the delegation in making their request.
- 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.
- If after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request in writing to the Corporate 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 of Schools 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.
- 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 Corporate Board Secretary in consultation with the Superintendent of Schools and Board Chair shall make appropriate arrangements for the delegation to be heard.
- Written briefs or a digest of the information to be presented must be submitted to the Corporate 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.
- The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. Trustees may ask clarifying questions or comments after which the Chair will thank the speaker.
- Responses to delegations will be provided at the next meeting of the Board 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.

Adjournment

The Board will remain in session no later than 9:00 p.m. unless otherwise determined by a majority vote of the members present.

Minutes

- The minutes of board meetings are approved by the Board at the next regular meeting of the Board.
- Board minutes contain all motions, recommendations, Board requests for information and questions approved by the Board that require administrative action.
- The proceedings of all regular board meetings will be recorded.
- The recordings of board meetings will be retained for the previous four years (September to September) plus the current year.

Miscellaneous:

No member will leave the board meeting before or during the close of the session without notifying the Chair or Corporate Board Secretary.

Televising, Taping, and Broadcasting of Board Meetings

The Board encourages the news media to televise, tape record, and broadcast board meetings.

Comments from the Public and Staff Group Representatives at Board Meetings

(also see [JAB.BP](#) - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives)

The following procedures facilitate input from the public and staff group representatives during board meetings:

Comments On Specific Board Agenda Items

- 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 Corporate Board Secretary by noon the day of the meeting.
- The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.
- 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.
- The Board Chair will thank the speaker.

General Comments On An Educational Issue At A Board Meeting

- A member of the public or a staff group representative may address the Board on any educational issue.
- 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.
- Speakers shall address their comments to the Board Chair.
- The Board Chair will thank the speaker.

Notification of Special Meetings

- Special meetings may be called to deal with urgent matters.
- Special meetings may be called by the Board Chair.
- The Chair will call a special meeting of the Board when any Trustee makes a request to the Chair by giving two days notice in writing, by having the request signed by at least four other members of the Board, and by stating the special business necessitating the calling of such a meeting.
- Special meetings of the Board will be called by giving written notice to each Trustee either:
 - by verified personal or electronic service to each Trustee's residence at least three days prior to the meeting, or
 - by mailing the notice at least six days prior to the meeting, or
 - notice of a meeting may be waived by unanimous consent
- The notice will state the time and place of the meeting and the nature of business to be transacted. Items of business not included in the notice of meeting may be added only if all Trustees are present at the meeting and agree to the addition of the agenda item.
- The rules of order for a special meeting are identical to those for a regular meeting.
- Special meetings are open to the public and the news media.

September 14, 2010

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, legal 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 Board and Conference Committee meetings:

- Roll Call
- Approval of the Agenda
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- 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 approved by the Conference Committee 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

Edmonton Public Schools

Board Policies and Regulations

In-Camera Sessions

Committee of the Whole - Audit

Purpose

The purpose of the audit committee is to assist the Board of Trustees in ensuring the assets of the corporation are preserved and resources utilized effectively. The Audit Committee is part of a system of checks and balances and as guardian of the District's interests, assesses whether the organization is appropriately administering public funds.

The committee meets at least twice a year "in camera".

a) Prior to the annual audit to:

- recommend the appointment of an external Board auditor to the Board of Trustees on an annual basis and in accordance with Board Policy [DIE.BP - Auditor](#) and the [School Act](#) (part 6, division 1)
- meet with the external auditor prior to commencement of the audit to review the engagement letter and assure the auditor's independence from management; and
- review and discuss the audit plan with the external auditor

b) Following the annual audit to:

- meet with the external auditor and Administration to review the external auditor's assessment of the District's system of internal controls and accounting policies, the draft annual audit report, accept receipt of the external auditor's independence letter, audit findings report and accompanying draft management letter.
- make a recommendation to Board on whether to accept the annual audit report and financial statements for forwarding to the Minister of Education.
- receive the Superintendent of School's report on internal audit activities.

Quorum

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

Rules of Order

The agenda format, rules of order and confidentiality requirements for Conference Committee will be observed.

For Trustee Reference: [Financial Readability Tool Kit](#)
(Alberta Education, Auditor General and Association of School Business Officials)

September 14, 2010

 EDMONTON PUBLIC SCHOOLS

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

Ad Hoc Committees and Board Representative Assignments

Ad hoc committees are appointed by the Board or a standing committee of the Board to investigate or act on specific matters. Each ad hoc committee is responsible to the Board or standing committee that created it, and it is discharged on completion of its assignment.

Interpretations Committee

An Interpretations Committee is established pursuant to a collective agreement with any of the four organized employee organizations to interpret the application of the collective agreement with respect to an employee grievance. An Interpretations Committee is comprised of four individuals, two assigned by the respective employee organization and two Trustees representing the corporate Board as the employer.

Two Trustees will serve as committee members, on a rotational basis, as Interpretations Committees are requested by each of the four employee groups and with due consideration to conflicts of interest.

A record of Trustee assignments shall be maintained and made available to all Trustees on the Trustees' On-Line Reading Room.

The written decisions of Interpretation Committees will be provided to all Trustees.

Purpose

- To hear and to resolve grievances filed by the employee organizations concerning the interpretation or application of the respective collective agreements.
- To render decisions with respect to the grievances on whether the provisions of the collective agreement have been applied appropriately in the given situation. A unanimous decision of the committee is final and binding. A decision that is not unanimous gives either party the right to request arbitration of the dispute as set out in each of the collective agreements.
- The committee is not empowered to change, modify, or alter any of the terms of a collective agreement in rendering its decision. However, the committee may vary the remedy sought, in an effort to mutually resolve the grievance.

Negotiation Assignments

The Conference Committee assigns two Trustees to each set of contract negotiations.

Purpose

To advise and assist the Administration in negotiations with teachers, custodians, maintenance staff and support staff.

Terms of Reference

- The Conference Committee will identify the spokespersons for the different communication requirements of each set of negotiations.
- In accordance with Section 59(1) of the Labour Relations Code, the Superintendent of Schools will recommend, for Conference Committee approval, a negotiator for the Board who will be authorized to "bargain collectively and conclude a collective agreement" with each employee organization.
- The Superintendent of Schools will name one staff member responsible for all activities away from the bargaining table for each set of negotiations.
- The Superintendent of Schools will be responsible for assigning members of the Administration to each bargaining team and reporting these assignments to the Conference Committee.
- The Administration, through the negotiator, will prepare bargaining briefs and objectives for the consideration of the Conference Committee.
- The Administration, through the negotiator, will be responsible for keeping the Conference Committee informed concerning all aspects of negotiations.
- The negotiator will be responsible for bringing recommended settlements to the Conference Committee for consideration prior to ratification.
- In accordance with Section 59(1) of the Labour Relations Code, the Trustees who have been assigned to each set of negotiations will be authorized to 'sign the collective agreement' after it has been ratified by the Board.

ASBA Issues and Resolutions Committee

The Board assigns three Trustees to the committee:

- the Board Chair (or Vice-Chair if the Chair already sits on the provincial Board of Directors)
- the ASBA provincial Board of Director member
- the Zone 23 representative

Purpose

To advise and assist the Board in presenting issues and resolutions to the Alberta School Boards Association Zone and General Meetings.

Alberta School Boards Association (ASBA)

Purpose

This association represents all of the publicly funded school Boards in the province. It is charged with the responsibility of promoting the interests of public, separate and francophone school Boards throughout the province. In addition to lobbying with the provincial government, the association provides member services in the areas of employee relations, legal services, professional development and employee benefit programs (through ASEBP).

Edmonton Public School Board Representatives to ASBA:

- Provincial Board of Directors - one representative plus an alternate elected in evenly-numbered years for an 18-month term following the pattern - June 2001, November 2002 and June 2004 (November 2005, June 2007, November 2008). This position receives remuneration from the ASBA.
- Zone 23 Executive - one representative plus an alternate for a one-year term.
- Alberta School Boards Association for Languages Education (ASBALE) - one representative for a one-year term. ASBALE is a subsidiary organization under ASBA. Its general purpose is to promote second language education in Alberta by co-operating and coordinating the efforts of member jurisdictions.

Public School Boards' Association of Alberta (PSBAA)

Purpose

This is an association that was formed to represent the interests of public school Boards in the province in cases where the Alberta School Boards Association cannot take strong positions since it must represent public, separate and Francophone boards.

Edmonton Public School Board Representatives to PSBAA:

- The Executive Committee consists of a president, two vice-presidents, and the executive director. The Edmonton Public School Board is entitled to nominate a Trustee for election to one or more of the above positions, however, only one Trustee from the district may sit on the Executive Committee at any one time. The term of office for president or vice-president is two years.
- Public School Boards' Council - one representative elected by the Board annually. The PSBC acts on behalf of the membership of the association subject to the authority of a general meeting of the Association. Each Board is asked to designate a Trustee as liaison representative to the association to serve on the Public School Boards' Council. The Board Chair serves as the alternate designate *ex officio*.

Capital Region Services to Children Linkages Committee

Purpose

- To provide a regional forum for governing bodies involved with services to children and families to meet as equal partners to share information, adopt strategic directions, and facilitate collaboration that will reduce fiscal, attitudinal and organizational barriers.
- To promote the regional delivery of family centered, child focused, comprehensive care, and reduce fiscal, attitudinal and organizational barriers to achieving these goals. The committee facilitates linkages amongst municipalities, school Boards, Capital Health Authority, Child and Family Services Authority - Region 6 - Edmonton & Area, and other organizations to identify issues of common interest and collectively develop and implement appropriate actions.

Edmonton Public School Board Representative to Linkages:

- The Board elects one representative annually to the Capital Region Services to Children Linkages Committee.

Edmonton Public School Board Representative to EPS Foundation Board of Directors

- The Board elects one representative annually to the Board of Directors for the EPS Foundation.

September 14, 2010
