

## EDMONTON PUBLIC SCHOOLS

October 25, 2005

TO: Board of Trustees

FROM: A. McBeath, 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 subcommittees be confirmed:
  - a) Community Relations
  - b) Evaluation of the Superintendent of Schools
  - c) District Priorities
  - d) Board Evaluation and Results
  - e) Planning and Policy
  - f) Budget Review
  - g) Results Review
  - h) Interpretations
3. That board representation on the following district staff negotiating committees be confirmed:
  - Teaching
  - Custodial
  - Maintenance
  - Support

4. That board membership and representation on the following external agencies be confirmed:
  - a) Alberta School Boards Association
    - Provincial Executive
    - Zone 23 Executive
    - ASBA Issues and Resolutions Committee
    - Alberta School Boards Association for Bilingual Education (ASBABE)
  - b) Public School Boards' Association of Alberta
    - provincial executive nominee
    - liaison representative
  - c) City of Edmonton Names Advisory
5. That the board's membership and representation on the Linkages Advisory Committee for the Capital Region be confirmed.
6. That the board's ASBA Issues and Resolutions Committee comprised of the board chairman or vice-chairman, the ASBA Provincial Executive Board of Directors representative and the Zone 23 representative be confirmed.
7. 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 chairman.
  - 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 chairman.

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The following is a list of the board positions and committees along with the names of the trustees who held these positions in 2004-2005. In accordance with board policy, these positions are all subject to reappointment or review on an annual basis. Attached also is the section of 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>2004-2005</u>	<u>2005-2006</u>
1. Chairman of the Board	Svend Hansen	.....
2. Vice Chairman of the Board	Don Fleming	.....
3. Chairman of the Standing Committees of the Whole:		
i) Conference	George Nicholson	.....
ii) Audit (Traditionally, the chairman of conference is also the chairman of the audit committee)	George Nicholson	.....
4. Representatives on Other Standing Committees:		
i) Community Relations (2 members + *board chairman)	*Svend Hansen David Colburn Bev Esslinger Wendy Keiver	*brd. chairman ..... ..... .....
ii) Evaluation of Superintendent of Schools	David Colburn Gerry Gibeault Don Williams	..... ..... .....
iii) District Priorities	Bev Esslinger Ken Gibson Svend Hansen	..... ..... .....
iv) Board Evaluation and Results	Gerry Gibeault Wendy Keiver George Nicholson	..... ..... .....
v) Planning and Policy	Bev Esslinger Don Fleming Ken Gibson	..... ..... .....

	<u>2004-2005</u>	<u>2005-2006</u>
vi) Budget Review and Results Review Committees	All trustees serve on budget and results review committees as determined in the approval of the budget process.	
vii) Interpretations Committees	All trustees serve on interpretations committees on a rotational basis.	
5. Ad Hoc Negotiation Assignments:		
i) Teaching Staff (expires August 31, 2006)	n/a	..... .....
ii) Custodial Staff (expires August 31, 2006)	Bev Esslinger Don Fleming	..... .....
iii) Maintenance Staff (expires August 31, 2006)	Don Fleming Wendy Keiver	..... .....
iv) Support Staff (expires August 31, 2006)	David Colburn Gerry Gibeault	..... .....
6. Representatives to Other Agencies:		
i) Alberta School Boards' Association Positions:		
a) Provincial Executive (First 18-month term expires November 1, 2005)	Gerry Gibeault	.....
Alternate (First 18-month term expires November 1, 2005)	Bev Esslinger	.....
b) Board Nominee for President Spring 2006 Election	n/a	.....
Board Nominee for Vice-President Spring 2006 Election	n/a	.....

	<u>2004-2005</u>	<u>2005-2006</u>
c) ASBA Zone 23 Executive (1-year term)	Don Fleming	.....
Alternate (1-year term)	Bev Esslinger	.....
	<u>2004-2005</u>	<u>2005-2006</u>
c) ASBA Issues and Resolution Committee (1-year term – 3 positions) • chairman or vice chairman • ASBA Zone 23 Executive representative • ASBA Provincial Executive Board of Directors representative *Gerry Gibeault is the ASBA Provincial Executive representative to October 25, 2005	Don Fleming Gerry Gibeault Svend Hansen	Chair or Vice Zone 23 Rep.
d) ASBABE (1-year term)	David Colburn	.....
ii) Public School Boards' Association Positions:		
a) Board Nominee for election:		
• President	n/a	.....
• First Vice President	n/a	.....
• Second Vice President	n/a	.....
b) Liaison/PSBC (1-year term)	Wendy Keiver	.....
iii) City of Edmonton Names Advisory	Don Fleming	.....
iv) Capital Region Services to Children Linkages Committee	Wendy Keiver	.....

APPENDIX I - Trustees' Manual Sections Regarding:

- Organizational Meeting (pages 7-9)
- Meetings of the Board (pages 10-17)
- Committee of the Whole – Conference (pages 18-20)
- Committee of the Whole – Audit (page 21)
- Other Standing Committees (pages 22-24)
- Ad Hoc Committees (pages 25-26)
- Board Representatives (pages 27-28)

# Edmonton Public Schools

## Board Policies and Regulations

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### Organizational Meeting

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- The first meeting of trustees following an electoral vote will be conducted as an organizational meeting.
- In non-election years, an organizational meeting will be held on the fourth Tuesday in October.
- The first meeting of the board will be held in the board room at 7:30 p.m. on the Tuesday of the week following the election of trustees.
- 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 chairman of the previous board or, in his or her absence, the vice-chairman. In the absence of both of these persons, the superintendent of schools may act as chairman.
- The board secretary or, in his or her absence, the superintendent of schools will read the election results issued by the city's returning officer.
- The board secretary will receive the declarations of office.

### Chairman

- Nominations will be received for the position of chairman, and a vote will be taken.
- Election for the position of chairman 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.
- The person who receives the majority of votes of the members present will be declared elected.
- 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 chairman will again be called for and

a vote on the persons nominated will be taken. This procedure will be repeated until a chairman is elected.

- The newly elected chairman will assume the chair.

### **Vice-chairman**

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

### **Standing Committees:**

- Committees of the Whole

The chairman will establish or confirm the retention of the following standing committees of the whole, and will call for nominations for chairman of each committee. Election for the position of chairman for these committees will be by majority vote.

- Conference Committee
- Audit Committee

- **Other Standing Committees**

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

- Interpretations Committees\*
- Evaluation of Superintendent of Schools Committee
- District Priorities Committee
- Board Evaluation and Results Committee
- Planning and Policy Committee
- Community Relations Committee
- 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.

### **Ad Hoc Committees**

- The board may appoint special committees or sub-committees 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 chairman of the board will be an ex-officio member of all ad hoc committees.

### **Representatives of the Board**

The chairman 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 City of Edmonton, Alberta School Boards' Association, 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 members wish, the meeting may be reconvened as a regular meeting to conduct the business of the board.

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Revised: September 14, 2004

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# Edmonton Public Schools

## Board Policies and Regulations

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### Meetings of the Board

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#### 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 chairman of the board 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, exclude any or all persons. 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 chairman of the board.

#### 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 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

- The preparation of the agenda for a regular meeting is the responsibility of the superintendent of schools, in accordance with board policy, practice and law.
- The preparation of the agenda for a regular meeting is the responsibility of the superintendent of schools, in accordance with board policy, practice and law.
- The draft agenda is reviewed by the board chairman.

### **Format of Agendas**

The following will be the format for agendas of board and conference meetings:

- O Canada
- Roll Call
- Communications from the Board Chairman
- Communications from the Superintendent of Schools
- Minutes
- Focus on Student Achievement
- Recognition
- Reports:
  - Recommendation
  - Information
  - Delegation or External Presentation (time specific given)
- Committee and Board Representative Reports
- Comments from the Public and Staff Group Representatives
- Trustee and Board Requests for Information
- Notices of Motion
- Meeting Dates
- Adjournment

### **Format of Board Reports**

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 rules and practices of the Canadian House of Parliament and/or 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:

### **Chairman**

- The chairman will preside at all meetings, call the meetings to order at the hour appointed, and proceed with business.
- In the absence of the chairman, the vice-chairman will preside.
- In the absence of the chairman and the vice-chairman, the members present will elect another trustee to act as chairman 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 chairman or any other trustee. No seconder is required (*School Act*, Section 72).
- After a motion has been submitted, the chairman or any member may request that it be put in writing or be recorded before it is stated by the chairman. 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 Act to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The chairman 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 chairman, 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 chairman calls for formal debate, trustees will have two opportunities to speak. Trustees are encouraged to speak to the issue and to keep their comments to a maximum of five minutes. Permission to extend the limits of debate may be granted by the chair. The mover of the motion will be given an opportunity to close debate.
- Trustees, before speaking, should address the chairman or other presiding trustee, and confine themselves to the question under debate.
- When two or more trustees address the chair at the same time, the chairman 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 chairman, 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 chairman 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 chairman.

### **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 chairman 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 chairman 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 chairman 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 chairman or other presiding trustee may be called on to decide a point of order or practice. The chairman will make a decision and state the rule applicable to the case. An appeal from the ruling of the chairman 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 (October to October), 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 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.

### **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 chairman 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**

- The board, in regular meetings of the board or in a committee, may ask for reports from the administration.
- The chairman of the board 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.
- Information requested by individual trustees relative to the operation of schools and to educational matters will be made available by the administration.
- If the administration indicates that it cannot readily provide an answer to a trustee request for information:
  - The board chairman shall request the trustee to make the request for information as a notice of motion.
  - The motion shall be dealt with at the next available board meeting.
    - At that time, the superintendent shall provide information on the feasibility of a response to the request within existing budget; and
    - the board shall vote on the motion.

**Delegations and Presentations to the Board** (also see JAB.BP - Formal Delegations, Presentations, and Comments to the Board)

- The board secretary shall advise the delegation on the procedures for making a brief and or verbal presentation and assist the delegation in making their request.
- Groups or individuals who wish to appear before the board shall first discuss the request with the superintendent of schools or a designate.
- If after meeting with the administration, an appearance before the board is still desired, the delegation must give written notice to the board secretary at least two weeks prior to the meeting at which they wish to appear in order that the request may be considered for scheduling on the board agenda. Written briefs or a digest of the information to be presented must be submitted to the board secretary's office 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 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.
- The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The spokespersons must be prepared to clarify issues and answer questions of the trustees.
- Decisions regarding requests made by delegations will be dealt with at the next meeting of the board or appropriate committee unless 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 proceedings of all regular board meetings will be recorded on tape.
- 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 asked by trustees that require administrative action.
- The tapes of board meetings will be retained for the previous four years (October to October) plus the current year.

### **Miscellaneous:**

No member will leave the board meeting before or during the close of the session without notifying the chairman or 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 - Formal Delegations, Presentations, and Comments to the Board)

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

#### Comments on an Educational Issue

- 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 two 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 15 minutes. Exceptions to the time limits may be made by a majority vote of the board.
- Speakers should approach the microphone and wait to be recognized by the board chairman. The chairman will ask the speaker to state his or her name and the topic to be addressed.
- Speakers shall address their comments to the board chairman. Attacks on the personal character or performance of any individual or disruptive remarks shall be ruled out of order. Persistence in such remarks by an individual shall terminate that person's



privilege to address the board.

#### Comments on a Specific Board Agenda Item

- 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, prior to the start of the meeting, ask the permission of the board chairman to be heard.
- The board chairman will, at the time the item is considered, seek concurrence of the board to hear the individual.
- Speakers shall confine themselves to two minutes and address their comments to the board chairman.

#### **Notification of Special Meetings**

- Special meetings may be called to deal with urgent matters.
- Special meetings may be called by the chairman of the board.
- The chairman will call a special meeting of the board when any trustee makes a request to the chairman by giving two days notice in writing, by having the request signed by at least three 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 trustees residence at least three days prior to the meeting
  - by mailing the notice at least six days prior to the meeting
  - 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.

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Revised: September 14, 2004

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# Edmonton Public Schools

## Board Policies and Regulations

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### Committee of the Whole - Conference

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#### Purpose

The Conference Committee:

- meets "in camera"
- acts as the board's representative in collective agreement negotiations with staff and in matters which affect employer-employee relationships
- in accordance with Section 113 of the *School Act*, establishes the terms and conditions of a contract with the superintendent of schools
- acts as the board's representative in matters related to the education of an individual student
- deals with and makes recommendations on matters referred by board
- considers any other matters appropriate to be discussed "in camera"
- may appoint a sub-committee 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 chairman of the conference committee will preside at every meeting and will vote on all questions submitted. In the chairman's absence the vice-chairman of the board will preside. In the absence of the vice-chairman, the members present will appoint one of their number to be chairman.
- The rules of the board will be observed.

- The committee submits its recommendations to the board.
- All materials and discussions shall be treated as confidential.

## **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 chairman.

## **Format of Agendas**

- The following will be the format for agendas of board and conference meetings:
  - Roll Call
  - Communications from the Board Chairman
  - Communications from the Superintendent of Schools
  - Minutes
  - Reports:
    - Recommendation
    - Information
  - Committee and Board Representative Reports
  - Trustee and Board Requests for Information
  - Notices of Motion
  - Meeting Dates
  - Adjournment
- 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 9:00 a.m. to 11:30 a.m. on the first Tuesday of each month. The third Tuesday of each month will be held as a reserve meeting date for special meetings that may be held at the call of the chairman.

- 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.

## Minutes

- The minutes of the Conference Committee will contain motions, recommendations, and questions asked by trustees 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.

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Revised: June 15, 2004

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# **Edmonton Public Schools Board Policies and Regulations**

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## **Committee of the Whole - Audit**

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### **Purpose**

The committee will meet as required "in camera" to discuss the appointment of external auditors and make recommendations to the board. The committee will also meet with the auditors following the completion of the audit.

### **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 and rules of order for Conference Committee will be observed.

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Affirmed: September 14, 2004

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# Edmonton Public Schools

## Board Policies and Regulations

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### Other Standing Committees

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These are committees of the board consisting of one or more trustees. They continue from year to year to deal with specific tasks and are responsible to the board or the Conference Committee.

#### Interpretations Committee

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. (Changed by board October 14, 1997.)

##### **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. 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 agreement. However, the committee may vary the remedy sought, in an effort to mutually resolve the grievance.

#### Evaluation of the Superintendent of Schools Committee

The Evaluation of the Superintendent of Schools Sub-Committee consists of three trustees.

##### **Purpose:**

- To ensure that the performance of the superintendent of schools is evaluated each year, and that an opportunity is provided for the superintendent of schools to discuss the results with the conference committee. (Reference: GGB.BP - Evaluation of Superintendent of Schools)

#### District Priorities Committee

The District Priorities Sub-Committee consists of three trustees.

**Purpose:**

- Immediately following the organizational meeting in a year of trustee elections, the committee will develop and recommend to the board a district priorities statement which, when approved, will assist the administration to develop policies for board approval and set objectives for the district's operation.
- In non-election years, the committee will review the three-year priority plan and recommend to the board any changes that should be made in light of changing circumstances.

**Board Evaluation and Results Sub-Committee**

The board evaluation and results committee consists of three trustees.

**Purpose:**

- To recommend a plan and oversee the process for the annual evaluation of the board of trustees.
- To develop proposed board result statements based on an analysis of the board's self-evaluation.

**Community Relations Sub-Committee**

The Community Relations Sub-committee consists of three trustees one of whom is the board chair.

**Purpose:**

- To recommend to conference committee targeted stakeholders and external agencies for liaison with the board.
- To recommend to conference committee other opportunities to interact with the community to enhance public education in Edmonton Public Schools.
- To act as the board's liaison with the Key Communicators' Advisory Committee.

**Planning and Policy Sub-Committee**

The Planning and Policy Sub-committee consists of three trustees.

**Purpose:**

- To recommend an annual plan for policy reviews to board and oversee the policy review process in accordance with board policy. (Reference: CH.BP - Policy Development and Review).
- To identify and recommend to conference committee issues which require board discussion, resolution, further monitoring, policy review, revision or development.
- To review the Trustees' Manual a minimum of every three years and make recommendation for changes to the Conference Committee.

### **Three-Year Budget Planning Review and Results Review Sub-Committees**

#### **Purpose:**

- To provide an opportunity for trustees to review and discuss with principals and central service administrators:
  - the proposed budget priorities, results, 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 budget 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.

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Revised: September 14, 2004

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# Edmonton Public Schools

## Board Policies and Regulations

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### Ad Hoc Committees

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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.

### 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 chairman or vice-chairman
- the ASBA provincial executive 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.

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Revised: September 14, 2004

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# **Edmonton Public Schools Board Policies and Regulations**

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## **Board Representatives**

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### **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 and separate 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 Executive - 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. 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 Bilingual Education (ASBABE) - one representative. ASBABE is a subsidiary organization under ASBA. Its general purpose is to promote bilingual 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 both public and Catholic boards.

#### **Edmonton Public School Board Representatives to ASBA:**

- The Executive Committee consists of a president, vice-president, and three zone directors representing counties, school divisions, and school districts.

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.

- Each board is asked to designate a trustee as liaison representative to the association. This person serves as a contact and receives materials related to the activities of the association for distribution to the other board members.

### **Names Advisory Committee**

#### **Purpose:**

- To act in an advisory capacity to the Community Services Committee of City Council regarding all matters relating to the naming of development areas, parks and municipal facilities.
- Edmonton Public Schools is entitled to one representative. The term of office is one year to a maximum of six years.

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Affirmed: September 14, 2004

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EDMONTON PUBLIC SCHOOLS