

EDMONTON PUBLIC SCHOOLS

October 30, 2007

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) Community Relations
  - 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 (ASBA)
  - Provincial Executive
  - Zone 23 Executive
  - 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

5. 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.

6. That the board's membership and representation on the Capital Region Services to Children Linkages Committee 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 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.

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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 2006-2007. 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>2006-2007</u>	<u>2007-2008</u>
1. Board Chair	Bev Esslinger	.....
2. Board Vice-Chair	George Nicholson	.....
3. Chair of the Standing Committees of the Whole:		
i) Conference Chair	Ken Gibson	.....
ii) Audit Chair <i>(Traditionally, the conference chair is also the audit committee chair)</i>	Ken Gibson	.....
4. Representatives on Other Standing Committees:		
i) Evaluation of Superintendent of Schools <i>(3 members)</i>	Don Fleming Svend Hansen Don Williams	..... ..... .....
ii) District Priorities <i>(3 members)</i>	Ken Gibson Svend Hansen George Nicholson	..... ..... .....
iii) Board Evaluation <i>(3 members)</i>	Bev Esslinger Gerry Gibeault George Nicholson	..... ..... .....
iv) Community Relations <i>(2 members + *Board Chair)</i>	*Bev Esslinger David Colburn Wendy Keiver	*Board Chair ..... .....
v) Planning and Policy <i>(3 members)</i>	David Colburn Bev Esslinger Svend Hansen Wendy Keiver	..... ..... ..... .....

	<u>2006-2007</u>	<u>2007-2008</u>
vi) Budget Review and Results Review Committees	All trustees serve on budget and results committees review 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 Assignments		
Negotiations:		
a) Teaching Staff <i>(contract expired August 31, 2007)</i>	David Colburn Wendy Keiver	..... .....
b) Custodial Staff <i>(contract expires August 31, 2009)</i>	n/a	n/a
c) Maintenance Staff <i>(contract expires August 31, 2009)</i>	n/a	n/a
d) Support Staff <i>(contract expires August 31, 2009)</i>	n/a	n/a
6. Board Representatives:		
i) Alberta School Boards Association Positions:		
a) Provincial Executive <i>(18-month term commenced following the June 2007 ASBA Spring General Meeting and expires November 2008)</i>	Bev Esslinger	.....
Alternate <i>(1<sup>st</sup> term commenced following the June 2007 ASBA Spring General Meeting and expires November 2008 - replacement required)</i>	George Nicholson	.....
b) Board Nominee for President <i>(November 2007 Election)</i>	n/a	

	<u>2006-2007</u>	<u>2007-2008</u>
Board Nominee for Vice-President (November 2007 Election)	n/a	
c) ASBA Zone 23 Executive (1-year term)	Don Fleming	.....
Alternate (1-year term)	Wendy Keiver	.....
d) ASBA Issues and Resolutions Committee (1-year term – 3 positions)	George Nicholson Don Fleming Bev Esslinger	Board Chair or Vice-Chair Zone 23 Rep. ASBA Board Rep.
• Board Chair or Vice-Chair		
• ASBA Zone 23 Executive representative		
• ASBA Provincial Executive Board of Directors representative		
e) ASBA for Languages Education (ASBALE) (1-year term)	David Colburn	.....
ii) Public School Boards' Association Positions:		
a) Board Nominee for Election	Don Fleming was	
• President	elected President	
(2-year term to November 2007)	in Nov. 2005	
• First Vice-President	- 2-year term	
• Second Vice-President	expires November	
	2007	
	(eligible for re-	
	election)	
b) Liaison/PSBC (1-year term)	Wendy Keiver	.....
c) Liaison/PSBC – Alternate (1-year term)		.....
iii) Capital Region Services to Children Linkages Committee	Wendy Keiver	.....

Appendix I - Trustees' Manual Sections Regarding:

- Organizational Meeting (pages 1 to 4)
- Meetings of the Board (pages 5 to 14)
- In-Camera Sessions - Committee of the Whole – Conference (pages 15 to 18)
- In-Camera Sessions - Committee of the Whole – Audit (pages 19 to 20)
- Board Committees (pages 21 to 27)
- Ad Hoc Committees and Board Representative Assignments (pages 28 to 31)

# 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 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 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 board secretary will collect and count the ballots and the superintendent of schools will act as scrutineer for the ballot count.
- The 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
- Planning and Policy Committee
- Community Relations 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.

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Revised: September 11, 2007

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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 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 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**

- 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 chair.

## **Format of Agendas**

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

- O Canada
- Roll Call
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- Improving Student Achievement
- Recognition
- Reports from the Superintendent of Schools:
  - Recommendation
  - Information
  - Delegation or External Presentation (time specific given)
- Committee, Board Representative and Trustee Reports
  - Reports from Conference Committee
  - Reports from other Board Subcommittees
  - Trustee Reports following a Notice of Motion at the previous board meeting
- Comments from the Public and Staff Group Representatives
- Trustee 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 (previous boards). The format was amended to include a Student Achievement item to demonstrate the importance the board itself places on the district priority for improving student achievement. The Recognition section was placed beneath the Student Achievement section because those being recognized normally leave shortly after their item and the board wanted those being recognized to see the student achievement item which is typically a presentation of best practices. As well, 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. It was placed on the agenda prior to Trustee and Board Requests for Information to allow a trustee wanting to follow up on something heard under the Comments section to make a request for information or ask a question of the administration.

Reports (which the superintendent/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).
- 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. 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 chair 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 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.

## **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**

- 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.



- 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 chair 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 to make a presentation to or a request of 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 make their request in writing to the board secretary at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the superintendent may consider a request to waive the timelines if circumstances warrant, for example if the board will be making a decision on the matter before the delegation is scheduled to present to board.
- 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 purview of the board, the board secretary in consultation with the superintendent of schools and board chair shall make appropriate arrangements for the delegation to be heard. If the delegation request pertains to a matter that would affect the personal privacy of an individual, the delegation will be heard by the conference committee of the board.
- If the delegation request pertains to a matter within the purview of the superintendent of schools, the conference committee will be advised of the request and it shall make a determination as to whether the board will hear the delegation.

- Written briefs or a digest of the information to be presented must be submitted to the board secretary at least five days prior to the meeting. The notice and the brief will be provided to each trustee with the notice of meeting at which the delegation is to appear.
- The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. Trustees may not comment on the presentation but may ask clarifying questions of the speaker through the chair. The chair will thank the speaker.
- Decisions regarding requests made by delegations will be dealt with at the next meeting of the board or appropriate committee unless the board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

### **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 asked by trustees that require administrative action.
- The proceedings of all regular board meetings will be recorded on tape.
- The tapes 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 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 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, register with the 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 two 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 chair will thank the speaker.

General 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 20 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 chair. The chair will ask the speaker to state his or her name and the topic to be addressed.
- Speakers shall address their comments to the board chair. 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.

- With the exception of the chair, who may provide or request clarification as required, trustees will not make comments or ask questions of the speaker. The 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 trustees 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.

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Revised: September 11, 2007

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# Edmonton Public Schools Board Policies and Regulations

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## In-Camera Sessions Committee of the Whole - Conference

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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 press.

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**

The conference committee meets "in camera" to discuss:

- 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
- a matter that the majority of the trustees are of the opinion that it is in the public interest to discuss in private
- the terms and conditions of a contract with the superintendent of schools in accordance with Section 113 of the School Act

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 meetings:

- Roll Call
- Approval of the Agenda
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- Reports:
  - Recommendation
  - Information
- Committee, Board Representative and Trustee Reports
- Trustee 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 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 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: September 11, 2007

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# Edmonton Public Schools

## Board Policies and Regulations

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### In-Camera Sessions

#### Committee of the Whole - Audit

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##### 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)

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# Edmonton Public Schools

## Board Policies and Regulations

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### Board Committees

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1. Board committees and their terms of reference 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. Committee membership shall be reviewed annually at the organizational meeting or as the board of trustees so determines.
3. 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.
4. Board committees may not speak or act for the board of trustees except when formally given such authority for specific and time-limited purposes.
5. 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.
6. Attendance at meetings of the board committees shall be limited to committee members, other trustees as observers, administrative support and invited guests unless otherwise decided by the board of trustees.
7. Each committee shall be responsible for providing written reports and recommendations to the board of trustees or appropriate committee of the whole.
8. Committees of the board normally hold up to four meetings per year. The board expects that responsibilities for committee work and board representation will be distributed equitably among all trustees.
9. Minutes of all meetings of board committees shall be filed with the board secretary for the corporate record. The minutes shall record at minimum:
  - the date and place of meeting,
  - members in attendance,
  - the agenda disposition or record of decisions and actions to be taken

## **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.

### **Terms of Reference**

(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 consists of three trustees who are responsible for assisting the board in identifying the priorities that will guide district operations for the board's three year term of office. As such, district priorities directly impact the budget planning process and must be established by early January for the next year's budget planning cycle.

### **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
- 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 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.

### **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, and the district priorities.
- 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.

### **Community Relations Committee**

#### **Purpose**

The community relations committee consists of three trustees (one of whom is the board chair) who are responsible for assisting the board of trustees in developing and carrying out a strategic plan for building positive community and intergovernmental relations as a way of furthering district and board priorities.

## **Terms of Reference**

The board recognizes that it needs community 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 community and intergovernmental relationships takes time; and that the board must use the time it has available to it efficiently and effectively.

The Community Relations Committee will:

- Develop and facilitate a process for the board of trustees to identify a manageable set of strategic objectives/advocacy positions that can be realized through positive board community relations activities over the course of the year.
- No later than January each year, recommend to conference committee a strategic board community relations plan for board liaison with targeted stakeholder groups including but not limited to parents, 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, strategies and supports for implementation of the board's strategic community relations plan.
- Monitor and review the board's strategic community relations 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 community relations opportunities extended to the board.

## **Planning and Policy Committee**

### **Purpose**

The planning and policy committee consists of three trustees who are responsible for assisting the board in setting 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 planning and policy committee shall be responsible for overseeing the policy review process in accordance with the following requirements:
  - each policy statement shall be reviewed a minimum of every five (5) years.
  - stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.
  
- b. The superintendent of schools shall make recommendations to board for the revision, rescission, and/or reclassification of existing board policies identified through the review process.
  
- c. Each recommended policy, revised policy, or policy affirmation shall receive three distinct separate readings (considerations) by the board 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 to give the policy a third reading.



## **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.

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# Edmonton Public Schools Board Policies and Regulations

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## Ad Hoc Committees and Board Representative Assignments

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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.

### 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 Trustee 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 both public and separate 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.

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