

EDMONTON PUBLIC SCHOOLS

September 8, 2009

TO: Board of Trustees

FROM: Trustee G. Rice, Conference Committee Chair

SUBJECT: Report #15 of the Conference Committee (From the Meetings Held June 9 and 16, 2009)

RECOMMENDATION

1. That Report #15 of the Conference Committee from the meetings held June 9 and 16, 2009 be received and considered.

Principal Designations

2. That the designation of the following individuals as principal to the District, effective September 1, 2009 to August 31, 2011, be confirmed:

Marilyn Schmitke
Dolores Kowalchuk
Heather Kennedy
Kim Backs
Chris Morris

Confirmation of Principal Designations

3. That the following principal designations to the District effective September 1, 2009 be confirmed:

Carolyn Gardiner
John Hrdlicka
Glenn Iriye
Wolfe Kolb
Dennis Kuchta

Reordering of Public Board Meeting Agenda

4. That the following proposed revisions to the Board Agenda format be approved.
 - O Canada
 - Roll Call
 - Communications from the Board Chair
 - Communications from the Superintendent of Schools
 - Minutes
 - Improving Student Achievement
 - Recognition
 - Comments from the Public and Staff Group Representatives
 - Reports
 - Recommendation (Board Committee, Representative and Trustee Motions and Superintendent)
 - Information (Board Committee, Representative or Trustee and Superintendent)
 - Delegation or External Presentation (time specific given)
 - Trustee and Board Requests for Information
 - Notices of Motion
 - Meeting Dates
 - Adjournment
5. That, at the Chair's discretion, an information report may precede a related recommendation report on the agenda; however, where possible, information related to a recommendation report should form part of the recommendation report."

Process for Comments from the Public at Board Meetings

6. That the following be incorporated into a draft revision to Board Policy JAB.BP - Formal Delegations, Presentations and Comments to the Board:
 - a) That the allotted time for members of the public and staff group representatives wishing to address the Board on a specific Board Agenda item and under the agenda heading General Comments on an Education Issue be increased from two minutes to three minutes.

- b) That the requirement to register by noon of the day of the meeting to make comment on a specific Board Agenda item be maintained.
- 7. That the proposed revisions to Board Policy JAB.BP – Formal Delegations, Presentations and Comments to Board be posted to an on-line web survey for public comment and publicized in school and community newsletters and, following the public input, that the Planning and Policy Committee bring forward recommended changes to the policy to Board for approval.

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Background - Recommendation 2

In accordance with Administrative Regulation GBA.AR – Designation, Appointment and Assignment to Leadership Positions, principals are designated by the Board of Trustees for a two-year term prior to designation by the Board of Trustees for an indefinite term and are assigned by the Superintendent of Schools. These are individuals who are newly designated to the principalship.

Background – Recommendation 3

In accordance with Administrative Regulation GBA.AR – Designation, Appointment and Assignment to Leadership Positions, principals are designated by the Board of Trustees for a two-year term prior to designation by the Board of Trustees for an indefinite term and are assigned by the Superintendent of Schools. These are principals who have successfully completed their two-year probationary term and their principal designation has been confirmed.

Background – Recommendations 4 and 5

On May 5, 2009 the Conference Committee approved the following motion put forward by Trustee Esslinger:

That the Planning and Policy Committee examine and bring a recommendation to the Conference Committee on the reordering of the public Board agenda to have *Comments from the Public* follow the item *Improving Student Achievement* and that all recommendations be placed prior to information reports on the agenda.

With respect to the reordering of the agenda so that all recommendation reports precede information reports, the Committee recognized that the Board Chair should have some discretion to make exceptions to this general requirement in the event an information report related to a recommendation report needs to be considered prior to the recommendation. However, the Committee recommended that, whenever possible, information related to a recommendation report should form part of the recommendation report.

As well, in terms of the order of scheduling recommendation reports, the Committee's recommended agenda order has maintained the distinction between Board/Trustee reports and Superintendent reports by giving precedence to reports from Board Committee, Representative and Trustee Motions before Superintendent recommendation reports.

With respect to moving the *Comments from the Public and Staff Group Representatives* section of the agenda to follow Improving Student Achievement, the Committee agreed and recommended that it would be beneficial to move the *Comments from the Public and Staff Group Representatives* section of the agenda closer to the beginning of the agenda. However, the Committee recommended that it be placed on the agenda following not only the *Improving Student Achievement* item but also any *Recognition* items. This will enable those wishing to make general comments on an educational issue or wish to comment on something they see on the agenda to make their comments and leave the meeting should they so wish. It also ensures that there is an audience for the *Improving Student Achievement* item and any *Recognition* item.

Background Information – Recommendations 6 and 7

The following motion was put forward by Trustee Huff and subsequently referred by the Board on February 24, 2009 to the Planning and Policy Committee to consider and bring forward recommendations:

That the allotted time for people wishing to address the Board be changed from 2 minutes to 3 minutes and that the requirement for speakers to register ahead of time be removed and replaced with a sign-up sheet available at all public board meetings.

The Planning and Policy Committee considered the Board's own process and the procedures of other large school boards. The Committee chose to consider the suggestion to increase the minutes per speaker separately from the request to eliminate the requirement to pre-register in lieu of a simple sign up sheet.

In a separate report to the June 16, 2009 Conference Committee, the Planning and Policy Committee recommended that the *Comments from the Public and Staff Group Representatives* section of the agenda be moved from the end of the agenda to the beginning of the agenda. There is no requirement to register for this agenda item and the Committee believes that the opportunity at the beginning of the meeting should address the desire of anyone who wishes to make a comment on any topic or item on the agenda without pre-registering.

However, the Committee saw merit in maintaining the requirement to register prior to noon the day of the meeting for those wishing to speak in the context of the discussion of a specific board agenda item. This enables the Board Chair to anticipate and facilitate the timely conduct of the Board agenda. The Committee believes that an increase in the time allotment for both types of public comment from two minutes to three minutes per speaker can be accommodated within the requirement of 20 minutes total duration of comments per specific agenda item and under the *Comments from the Public and Staff Group Representatives* section of the agenda.

As the Board's procedures are recorded both in the Trustee Manual and in Board Policy JAB.BP – Formal Delegations, Presentations and Comment to the Board (Appendix II), the Committee recommended that the proposed revisions to the policy be posted on-line for public input.

AS:mmf

APPENDIX I - Administrative Regulation GBA.AR - Designation, Appointment and Assignment to Leadership Positions

APPENDIX II - Board Policy JAB.BP – Formal Delegations, Presentations and Comments to Board

Edmonton Public Schools

Board Policies and Regulations

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|---|--|
| CODE: GBA.AR | EFFECTIVE DATE: 28-09-2007 |
| TOPIC: Designation, Appointment and Assignment to Leadership Positions | ISSUE DATE: 31-09-2007 REVIEW DATE: 09-2012 |

1. DEFINITIONS

- a. Designation or designated refers to a leadership position given to an individual who holds a teacher contract.
- b. Appointment or appointed refers to a leadership position given to an individual who does not hold a teacher contract.
- c. Assignment or assigned refers to the location or area of responsibility of those designated or appointed to leadership positions.

2. DESIGNATIONS

- a. Principals are designated by the Board of Trustees for a two-year term prior to designation by the Board of Trustees for an indefinite term and are assigned by the Superintendent of Schools.
- b. Assistant Principals designated by the Board of Trustees prior to 1996-1997 continue to hold the designation of Assistant Principal until the designation is terminated.
- c. Exempt management staff who hold a teacher contract and are designated as Assistant Superintendent, Managing Director, or Director are designated for a three-year term.
- d. Exempt management staff who hold a teacher contract and are designated as Supervisor are designated for a one-year term.
- e. All designations not included in 2. a., b., c., or d. above are for a one-year term.

3. APPOINTMENTS

Exempt management staff who do not hold a teacher contract are appointed for an indefinite term.

Reference(s):

[GAA.BP](#) - Personnel Policies Priority Objectives

[GB.BP](#) - Authority for Personnel Decisions

[School Act](#) Sections 19 and 96

Edmonton Public Schools Board Policies and Regulations

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|---|----------------------------|
| CODE: JAB.BP | EFFECTIVE DATE: 27-11-2007 |
| TOPIC: Formal Delegations, Presentations and Comments to the Board | ISSUE DATE: 29-11-2007 |
| | REVIEW DATE: 11-2012 |

A. FORMAL DELEGATIONS AND PRESENTATIONS TO BOARD

1. The Board Secretary shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. 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.
3. 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.
4. 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.
5. If the delegation request pertains to a matter within the purview of the Superintendent of School, the Conference Committee will be advised of the request and it shall make a determination as to whether the Board will hear the delegation.
6. 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.

7. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The Chair will thank the speaker.
8. 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.

B. COMMENTS ON SPECIFIC BOARD AGENDA ITEMS

1. 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.
2. The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
3. Speakers shall confine themselves to two minutes and address their comments to the Board Chair.
4. 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.

C. GENERAL COMMENTS ON AN EDUCATIONAL ISSUE AT THE END OF A BOARD MEETING

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. 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.
3. 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.
4. 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.

5. The Chair will thank the speaker.

Reference(s):

[AB.AR](#) - Appeal Processes

[School Act](#) Section 123

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