NOT TO BE RELEASED PRIOR TO THE TUESDAY, SEPTEMBER 11, 2007 BOARD MEETING

EDMONTON PUBLIC SCHOOLS

September 11, 2007

- TO: Board of Trustees
- FROM: Trustee K. Gibson, Conference Committee Chair
- SUBJECT: <u>Report #17 of the Conference Committee (From the Meetings Held June 12, 2007</u> and September 4, 2007)

RECOMMENDATION

1. That report #17 of the Conference Committee from the meetings held June 12, 2007 and September 4, 2007 be received and considered.

Confirmation of Principal Designation

- 2. That the designation of Randy Billey as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 3. That the designation of Kent Pharis as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 4. That the designation of Monica Ellis as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 5. That the designation of Kathy Toogood as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 6. That the designation of Orest Soltykevych as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 7. That the designation of Glenn Iriye as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.
- 8. That the designation of Shaunda Yoeman as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.

9. That the designation of Gary Jackson as principal to the district, effective September 1, 2007 to August 31, 2009 be confirmed.

Confirmation of Principal Designation

10. That Hector Pothier's principal designation to the district, effective September 1, 2007, be confirmed.

Central Administrative Designations

11. That the following designations for the period September 1, 2007 to August 31, 2010 be confirmed:

Jenise Bidulock – Executive Director Bruce Coggles – Executive Director

Board Policy IGD.BP - Student Suspension and Expulsion

- 12. That, effective immediately, the addition of Bruce Coggles, John Edey, Tanni Parker, Stuart Wachowicz and Bonnie Zack, as members of the roster of persons available to preside at student expulsion and reinstatement hearings on behalf of the superintendent of schools, be approved.
- 13. That, effective immediately, the deletion of Corinne McCabe as a member of the roster of persons available to preside at student expulsion and student reinstatement hearings on behalf of the superintendent of schools, be approved.

Trustees' Manual

- 14. That the revised Board Role and Responsibilities Statement (Attachment #1, page 1) be approved.
- 15. That the Principles of Board Operation (Attachment #1 pages 2 to 4) be affirmed.
- 16. That the revised board statement regarding the Organizational Meeting (Attachment #1, pages 5 to 8) be approved.

- 17. a) That the revised board statement regarding Meetings of the Board (Attachment #1, pages 9 to 18) be approved.
 - b) That, in accordance with the changes approved for meetings of the board, the requirements for three considerations of a board policy be waived in this instance and that board policy JAB.BP – Formal Delegations, Presentations, and Comments to the Board (Attachment #2, pages 76 to 78) be approved.
- 18. That the revised board statement regarding In-Camera Sessions, Committee of the Whole Conference (Attachment #1, pages 19 to 22) be approved.
- 19. That the revised board statement regarding In-Camera Sessions, Committee of the Whole Audit (Attachment #1, pages 23 to 24) be approved.
- 20. That the revised board statement regarding Other Standing Committees re-titled Board Committees, (Attachment #1, pages 25 to 32) be approved.
- 21. That the board statements on Ad Hoc Committees and Board Representative Assignments (Attachment #1, pages 33 to 36) be affirmed.
- 22. That the board statement on Board-Hosted Functions (Attachment #1, pages 37 to 38) be approved.
- 23. That the Process for a Trustee to Initiate Action on Selected Concerns Notice of Motion (Attachment #1, page 39) be affirmed.
- 24. That the revised process for Direct Requests of the Administration (Attachment #1, page 40) be approved.
- 25. That the revised Section II: Trustee Compensation and Amenities be approved (Attachment #1, pages 41 to 54).

Surplus Sites - First Time Home Buyers Program

- 26. That the vacant elementary school sites in Bearspaw, Dechene, Dunluce and Skyrattler neighbourhoods, and the vacant junior high school sites in Caernarvon and Greenview neighbourhoods, be declared surplus to district need and offer to the City of Edmonton for use in the First Time Home Buyers Program, be confirmed.
- 27. That the agreement with the City of Edmonton for cost and revenue sharing related to the sale of surplus school sites for the City of Edmonton First Time Homebuyers Program, be confirmed.

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Upon approval of the changes to Board Policy IGD.BP – Student Suspension and Expulsion, the roster of persons available to preside at student expulsion and reinstatement hearings on behalf of the superintendent of schools shall consist of:

Donna Barrett Jenise Bidulock Bruce Coggles John Edey Dennis Huculak Ron MacNeil Jamie Pallett Lorne Parker Tanni Parker Betty Tams Stuart Wachowicz Bonnie Zack

Attachment #1 - SECTION I

- Board Role and Responsibilities (page 1)
- Principles of Board Operation (pages 2 to 4)
- Organizational Meeting (pages 5 to 8)
- Meetings of the Board (pages 9 to 18)
- In-Camera Sessions Committee of the Whole Conference (pages 19 to 22)
- In-Camera Sessions Committee of the Whole Audit (pages 23 to 24)
- Board Committees (pages 25 to 32)

- Ad Hoc Committees and Board Representative Assignments
- (pages 33 to 36)
- Board-Hosted Functions (pages 37 to 38)
- Process for a Trustee to Initiate Action on Selected Concerns Notice of Motion (page 39)
- Direct Requests of the Administration (page 40)

SECTION II

- Authority of Expenditures (page 41)
- Trustee Remuneration (pages 42 to 45)
- Reimbursement of Expenses (pages 46 to 48)
- Seating in McCauley Chambers (page 49)
- Trustee Offices (page 50)
- Equipment (page 51)
- Corporate Purchasing Charge Card (page 52)
- Parking and Security (page 53)
- Residence Security Systems (page 54)
- Attachment #2 Board Policy JAB.BP Formal Delegations, Presentations, and Comments to the Board (pages 55 to 57)

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Attachment #1 Section I (Pages 1 – 40)

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Board Role and Responsibilities

In support of the district's mission statement, the board, in accordance with law and Alberta Education directives, shall be responsible for:

In accordance with law, Alberta Education directives, community expectations, and in support of the district's mission statement, the board s mandate includes:

- representing the interests of the community and reflecting the values of the community in its decision making;
- serving as an advocate of public education;
- setting priorities and policies to provide leadership and overall direction for the district;
- allocating resources to the district to fulfill its responsibilities;
- monitoring the implementation of policies;
- evaluating the results achieved in the district;
- reporting the results achieved to its public;
- serving as a communication bridge between the community and the district; and
- hiring and evaluating the superintendent of schools.

Revised: September 14, 2004



Principles of Board Operation

Further to and in keeping with the Alberta School Boards' Trustee Code of Ethics, the board also acknowledges the following precepts and principles for board operation.

Legally, the authority of the Board is derived from the Province which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy. The board of trustees must operate within its mandate under the *School Act*.

A trustee, as defined within the School Act, is "a member of the board of trustees".

A trustee sub-committee or trustee who is given corporate authority to act on behalf of the board may carry out duties individually but only as an agent of the board and within the parameters set by the board.

All district communications -- that is communications by, on behalf of or through the district -- to stakeholders should be in keeping with board philosophy, policies and or positions. A trustee may seek the advice and assistance of the Superintendent of Schools or designated Assistant Superintendent in ensuring trustee communications are in keeping with board philosophy and positions.

A trustee acting individually has only the authority and status of any other citizen.

Channels of communication should be kept as free and open as possible between members of the board and the administration.

Accountability is best when delegation is traceable through a single channel. The board speaks as one voice to the administration through the superintendent of schools and the superintendent of schools is accountable to the board for the administration.

The board as the corporate body may request whatever information it deems necessary for its deliberations. Only the board may request personal information, restricted by law, about an individual student or staff member.

Decisions affecting the school system may only be made at public board meetings by the board.

The board is responsible for its own attendance, discipline, and governance methods.

The board delegates specific responsibility for board process to the board chair, but this in no way mitigates other board members' responsibility to contribute to the integrity of the process.

Each member of the board has an obligation to:

- make decisions on issues before the board in the best interests of the corporation with an open mind based on all available facts and in consideration of the interests of all students and public school supporters.
- work with fellow trustees in a spirit of co-operation in spite of differences of opinion that arise during vigorous debate on issues brought before the board.
- respect the corporate decisions of the board.
- respect the confidentiality of information.
- work on behalf of the board to communicate to the community the facts about the school system in order that the community can support public education.
- remember at all times that individual trustees have no legal authority outside the meeting of the Board to bind the board, act on behalf of the board or to direct the administration. Therefore, relationships with the school staff, the community and all media of communication should be conducted accordingly.
- never intentionally give the appearance of speaking on behalf of the board on issues that the board has not taken a position.
- resist every temptation and outside pressure to use his or her position as a school board member for personal benefit or the benefit of any other individual or agency apart from the total interest of the school district.
- respect the authority of the superintendent to direct the work of the administration.
- foster positive relationships between the board and its stakeholders.
- encourage active participation by stakeholders with respect to establishing policy on current school operations and proposed future developments.
- seek and receive communication from stakeholders to inform decision making on matters before the board.
- observe the board's rules of order for the conduct of board meetings.

• respect the office of the board chair and the authority delegated to the board chair by the board.

The Board Chair shall have authority, on behalf of the board, to:

- preside at all board meetings, call the meetings to order at the hour appointed, maintain order in the meetings and facilitate full debate and proceed with the business of the board.
- sign all documents required by law or as authorized by the action of the board.
- represent the corporate board as required.
- delegate board representation at a function. The board chair may request a trustee to represent the board at any function which relates to that trustee's ward.
- delegate any of the board chair's other duties, when necessary, to the vice-chair.

Revised: December 12, 2006



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 fourth Tuesday in October. second Tuesday in September
- 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 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 may 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.
- 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 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 chair 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 for these committees will be by majority vote. 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 chair 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 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 board chair will be an ex-officio member of all ad hoc committees.

Representatives of the Board

The chair 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 City of Edmonton, 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. ٠
- If the board wishes, the meeting may be reconvened as a regular meeting to conduct • the business of the board.

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EDMONTON PUBLIC SCHOOLS

Meetings of the Board

Purpose

To carry out the duties vested in the board of trustees by the *School Act* and other legislation.

Public Sessions

All board meetings are open to the public (School Act, Section 70).

- The board chair may expel from a meeting any person who is guilty of improper conduct.
- When a majority of the trustees present feel it is appropriate to hold a meeting of the board in private, the board may, by motion, exclude any or all persons 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 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.
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- 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
- Focus on Improving Student Achievement
- Recognition
- Reports from the Superintendent of Schools: Recommendation Information
 Delegation or External Presentation (time specific given)
- Committee, and Board Representative and Trustee Reports Reports from Conference Committee Reports from other Board Sub-Committees 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 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 appresentation of best practices. As well a *Comments from the Public and Staff Group/Representatives* shertly was added in orders for the board to demonstrate its willingnoss 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 *Trustees 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 brings 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

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 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 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 (October to October 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 <u>JAB.BP</u> - 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 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. Ind 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 be and.
- 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 payaey 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. The spokespersons must be prepared to clarify issues
 and answer questions of the trustees. [Frustees 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 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 proceedings of all regular board meetings will be recorded on tape.

• The tapes of board meetings will be retained for the previous four years (October to October 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 <u>JAB.BP</u> - 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, prior to the start of the meeting, ask the permission of the board chair to be heard. 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.

• 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.

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.

[•] 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.

[•] 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-three 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, of
 - o by mailing the notice at least six days prior to the meeting, of
 - o 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.

Revised: September 14, 2004



In-Camera Sessions

Committee of the Whole - Conference

The Board believes that, while to the greatest extent possible its discussions should be conducted in public, there are specific instances when the public interest is best served by private discussion in 'in-camera' sessions.

The board holds regularly scheduled in camera meetings to deal with land dabour. legals and other matters typically considered to be in the public interest to be discussed in 2,3 private. The requirement for confidentiality of in-camera materials and proceedings iss 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 pre-

All-agendantems 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. Aymotion 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.

- 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
- 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.
- All-materials and discussions shall be treated as confidential.

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, and 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 9:00 9:30 a.m. to 11:30 a.m. 12 noon on the first Tuesday of each month. The third Tuesday of each month will be held as a reserve meeting date for special 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.

Revised: June 15, 2004



In-Camera Sessions

Committee of the Whole - Audit

Purpose

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

The committee will meet as required meets at least wice a year "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.

a) Prior to the Annual Auditito:

recommend the appointment of an external board auditor to the Board of Trustees on an annual basis and in accordance with board policy <u>http://policy.epsb.ca/die.bp.shtml</u> and 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 sindependence 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, and 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) (http://www.asboa.ab.ca/Committees/SRC/Tool%20Kit.pdf)

Affirmed: September 14, 2004



EDMONTON PUBLIC SCHOOLS

Other Standing Committees

Board Committees

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 on 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 specifiedly ithin 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 nordirect staff operations. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the superintendent of schools: 1990.

6. Attendance at meetings of the board committees shall be limited to committee symmetry other trustees as observers, administrative support and invited guests with unless otherwise decided by the Board of Trustees.

7. Each committee shall be responsible for providing written reports and second recommendations to the Board of Trustees or appropriate. Committee of the Who

8. Committees of the board normally hold/up to four-meetings/per/year. The board set 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, 32 and
- members in attendance.
- the agenda disposition or record of decisions and actions to be taken

Standing Committees

These are committees of the board consisting of one or more trustees. They These committees continue from year to year to deal with assist the board in addressing specific tasks 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 thire 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 <u>GGB.BP</u> Evaluation of Superintendent of Schools.

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: <u>GGB.BP</u> - Evaluation of <u>Superintendent of Schools</u>)

Terms of Reference (taken from GGB BP - Evaluation of Superintendent of Schools)

1. a. The evaluation of the superintendent of schools committee shall be responsible for

in recommending the evaluation process to be used to conference committee; in overseeing the approved evaluation process; and in reporting the evaluation results to the conference committee!

b... The Chair of the trustee sub-committee 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:

by discuss the evaluation report with the trustee subcommittee;

 include a response to the evaluation in the report to conference committees 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

The District Priorities Committee consists of three trustees.

- 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.

Purpose

And a second second

The District Priorities Committee consists of three trustees who are responsible for assisting the board in identifying the priorities that will guided strict 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 is budget planning cycle.

Terms of Reference

- District Briorities 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 antelection year, following the organizational meeting, the committee will 44
 - 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.
 - Seek student, staff parent and community stakeholder input into the districtu 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

The Board Evaluation 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 selfevaluation.

Purpose

The Board Evaluation Committee consists of three trustees who are responsible for assisting the board of trustees to conduct an annual board solf-evaluation for continued board development and improved board performance with respects to the board is role and responsibilities.

The committee will

recommend a plan to conference committee for the annualievaluation of the board of trustees in keeping with the terms of reference for the board self+ovaluation.

develop and recommendato conference committee a proposed board result statement based on an analysis of the board's self-evaluation.

 present the board ovaluation 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 a

 assist the board invidentifying 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 is mandate and role and responsibilities provide an opportunity for trustees to discuss the board evaluation results in the contexiso

board development, and ... a

provide an opportunity to recognize the board's accomplishments

Board Evaluation Instrument should:

be brief, it should not take more than one hour for completion by each trustee the 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

Community Relations Committee

The Community Relations 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.

Purpose: (Revised October 31, 2006)

- To recommend to conference committee targeted stakeholders and external agencies for liaison with the board.
- To serve as the advisory body for the Parents as Partners program. Responsibilities may include:
 - Recommending to conference committee topics for discussion at parent consultation meetings, if the consultation meeting is deemed necessary; and
 - Providing advice to administration regarding topics for upcoming Parents as Partners meetings and the purpose of the ward-breakout sessions that follow the main keynote session of each meeting.

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 indeveloping 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 is objectives can be furthered through advocacy, and the assistance of others, that effective advocacy is dependent on positive relationships with stakeholders, that building positive a 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 years.

No later than January each year, recommendatio conterence committee a strategic board community relations plan for board diarson with targeted stakeholder groups including but not dimited 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 strategie 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

The Planning and Policy 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: <u>CH.BP</u>—Policy <u>Development and Review</u>).
 - •----To identify and recommend to conference committee issues which require board discussion, resolution, further monitoring, policy review, revision or development.
 - <u>To review the Trustees' Manual a minimum of every three years and make</u> recommendation for changes to the conference committee.

Purpose

The Planning and Policy Committee consists of three trustees who are responsible for assisting the board in setting board policy by chsuring that board policies submitted for board approval are developed and reviewed in accordance with the board's policy on policy development and review (Reference: <u>CH/BP-Policy/Development and Review</u>) 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: <u>CHIBP.+ Policy Development and Review</u>).

 review the Trustees' Manual a minimum of every three years and makes a recommendation for changes to the conference committee.

Terms of Reference/from/board policy/CH/BP/-,Rolicy/Development and Review

Criteria for Statements of Board Rolley

a) All statements of board policy SHALE. In

conform to the *School Act* and regulations set down by Alberta Educations in the within the scope of the board is authority at the score of the board is authority at the score of the board is authority at the score of the sco

b) All statements of board policy SHOULD)

 create a framework within which the superintendent of schools can discharge, assigned responsibilities.

ii ... be capable of implementation are view and evaluation.

(iii) be limited to a single policy topic and written in olear and concise language so that interpretation may be made without difficulty by stairs parents and the general community.

Policy Review

a) The board's Planning and Policy Committee shall be responsible for overseeing the x policy review process in accordance with the following requirements:

 each policy statement shall be reviewed a minimum of every five (5) years set stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.

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.

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 readings.

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, 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.

Revised: September 14, 2004



Ad Hoc Committees and Board Representative Assignments

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

Interpretations Committee

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

Two trustees will serve as committee members, on a rotational basis, as interpretations committees are requested by each of the four employee groups and with due consideration to conflicts of interest. (Changed by board October 14, 1997.)

A record of trustee assignments shall be maintained and made available to all trustees on the Trustees. On line Reading Room

The written decisions of interpretation committees will be provided to all trustees.

Purpose:

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

Negotiation Assignments

The conference committee assigns two trustees to each set of contract negotiations.

Purpose

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

Terms of Reference

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

ASBA Issues and Resolutions Committee

The board assigns three trustees to the committee

- the board chair (or vice-chair if the chair already sits on the provincial Board of Directors)
- the ASBA provincial executive Board of Director member
- the Zone 23 representative

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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 Executive 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 Bilingual Languages Education (ASBABLE) - 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. 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. 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.

Revised: September 14, 2004



Board Hosted-Functions

All trustees, as members of the corporate board, are expected to attend board-hosted functions – functions where the corporate board has placed an expectation of attendance and participation on all of its members as distinct from functions where board representation may be delegated to one or more trustees. The Trustee Remuneration Philosophy, articulates the board is expectation for trustee attendance at board-hosted functions. The board determines which functions are board-hosted through board polloy and board motion Board-hosted functions are typically for the purpose of representing the district as the corporate body for example, staff recognition functions where the corporate board acknowledges employee contributions on behalt of the system. In addition, the board of recommendation of its Communify/Relations Committee will approve other events where there is a board expectation that the board be well represented by most if not all board members.

The following events are annual board-hosted events:

District Student Awards Night (AGA,BP) Recognition of Students) Staff, Parents and Community, II AR 4 Recognition of Students)	September/October
New Staff Reception (AGA.BP – Recognition of Students) Staff: Parents and Community)	 October
District Service, Team and Merit Recognition Awards (ACA BP – Recognition of Students) Staff: Parents and Community)	 November

Christmas Coffee Party (Centre for Education, Archives and Museum, Maintenance Shops, Warehouse, Book Depository, Metro Community College, and Victoria School) (tradition, see AGA BP – Recognition of Students: Staff, Parents and Community)		December
Night of Music (HGDD BP-Performance Opportunities in Music)	.	February/March
Long Service Reception (25, 30, 35+ years of service) GLB/BP Recognition of Employees		March
Edwin Parr Nominee Award (tradition, an ASBA Award, see AGA BP - Recognition of Students Staff, Parents and Community)		March/April
Excellence in Teaching Awards (tradition, a provincial award see) AGA(BR – Recognition of Students) Staff, Parents and Community)		April
Fifteen Year Service Reception (tradition see GLB BP – Recognition of Employees and AGA BP – Recognition of Students, Staff, Parents and Community)		April
Retirement Banquet (GLB BP Recognition of Employees)		June

EDMONTON PUBLIC SCHOOLS

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Process for a Trustee to Initiate Action on Selected Concerns - Notice of Motion

- A trustee who has identified issues on which he or she wishes to initiate action should seek advice and assistance from the administration to clarify those issues contact designated Assistant Superintendent.
- If the trustee wishes to initiate action, a notice of motion should be served at a scheduled meeting of the board of trustees. (Notice of Motion may be waived by a unanimous decision of the board.)
- The trustee may seek the assistance of the administration in providing background information for the motion including the end result desired and the conditions to be imposed.
- The motion is presented to a meeting of the board of trustees for approval.
- If approved, the administration under the direction of the superintendent of schools shall be responsible for implementing the intent of the motion.

Revised: September 14, 2004



Direct Requests of the Administration

- A trustee may go to anyone in the organization for information.

- Only the board may request personal information, restricted by law, about an individual student or staff member.
- Trustee requests for service including trustee requests for information which will require an in-depth-response should be made through the office of the superintendent of schools – contact Executive Assistant to the Superintendent of Schools.

Notwithstanding that district communications are open: transparent and that a trustee may go to anyone in the organization for informations in keeping with the Principles of Board Operation whereby the superintendent of schools is accountable to the board for the work of the administration. Trustee/Requests for Information and Service from the administration shall be made:

through the office of the superintendent of schools; or

 at a board or conference committee meeting under the agenda item *Trustee and Board Requests for Information* Trustee requests for information made at a board meeting or conference committee meeting are recorded and tracked. Responses to trustee requests shall be are brought to a subsequent board or conference committee meeting accordingly, or communicated to all trustees through Transmittal Memorandum.

If , in the opinion of the superintendent of schools, a trustee request for information will result in a significant expenditure of time and resources, the superintendent of schools $\frac{1}{2}$ shall request the trustee to seek board approval for the expenditure through a notice of motion.

Revised: September 14, 2004

Attachment #1 Section II (Pages 41 – 54)

Authority for Expenditures

- In accordance with Section 60 of the *School Act*, the board of trustees has made provisions for the payment of honoraria and other expenses to trustees.
- The board secretary administers the Board Administration budget. The board secretary, the board chair, or vice-chair in the absence of the board chair, have signing authority for trustee expenditures in accordance with the guidelines established by the board. The board chair and vice-chair must have authorization for reimbursement of their own expenditures signed by an alternate signing authority.
- If a trustee is in disagreement with an interpretation of the guidelines established by the board for remuneration and reimbursement of expenses, he or she may appeal to the conference committee.

Revised: September 14, 2004

Trustee Remuneration

TRUSTEE REMUNERATION PHILOSOPHY AND PRINCIPLES (Effective September 1, 2007)

The primary purpose of trustee remuneration is to recognize the importance of the publicly, elected office of trustee for Edmonton Public Schools and to attract and retain(quality individuals to this valuable public service)

The total trustee remuneration package should recognize the role and responsibilities undertaken by the collective board, individual trustees and the time required in fulfilling their responsibilities.

The remuneration package offered for anustees is comprised of pew amum honoraria, per diem honoraria, an advance on vehicle expenses optional group benefits covorage, and deferred remuneration for transition from the role of trustee

4 For the purposes of and in accordances with the *Income Vas Acr* total annual remuneration is comprised of 2/3 honorarium and il/3 general expense allowance. The 1/3 general expense allowance is non-taxable and is intended to cover all incidental expenses that trustees may be expected to incur in carrying out then responsibilities.

Per annumyhonoraria are based on the following four roles. Board Chair, Vice Chair, Conference Chair, and Trustee

 The per annum honorarium provides remunerations for activities arequired of all trustees including

 Attendance: on regularly scheduled and reserved meeting dates for board and conference committee;

b) Attendance at results and budget review meetings committees of the board and trustees, retreats and working sessions.

Attendance at general meetings of associations of which the board is member e.g. the ASBA and PSBAA.

(d) Attendance at other meetings as appointed or directed by the Board, such as meetings with other school boards. MLAs: City Councillors board hosted functions, social events, etc.
 (e) Ward-related activities, including school and school council meetings.

NOTE: committees of the board normally hold up to four meetings per year and a is the expectation that responsibilities for committee work and board representation will be distributed equitably among all trustees.

Per annum honoraria are established as per the following requirements is

- a) the per annum honoratium for the Board Chain-as established at approximately 33% higher than the per annum honoraria established for interest.
- b) the pervannum honoratium for the Vice-Chair and Conference. Chair is established at approximately 10:5% higher than the performance chair is established for trustees.

8. Per diem honoratia provides remuneration for special meetings of the board and committees of the whole and for activities of some, but not all frustees and using a second statement of some special inductions.

- attendance at scheduled meetings of negotiating committee bargaining sessions and the Interpretations Committee, as established under the collective agreements.
 attendance at meetings as appointed boards representatives on external
- organizations where no remuneration its provided by the external organization (e.g., ASBA Zone: 23, PSBC ASBAEE, and Einkages Committee).
- c) attendance at the Canadian School Boards Association Annual: General Meeting and Conference
- d) attendance, at meetings, of committees of the board in excession four meetings in a school year as requested and authorized by the board.

I rustees receive an advance on vehicle expenses at the district occasional use rate to cover in-town travel expenses related to other trustee duties. This amount is included in the calculation of annual remuneration and is one-third non-taxable. Intown travel expenses do not include travel to and from meetings of the board and committees.

10. Trustees are extended, the option of participating in the group medical and hospitalization plans offered by the board.

a) Alberta Health Care 4-3

- b) Alberta School Employee Benefits Plan (ASEBP)
 - Life and Accidental Death and Dismemberment Insurance (Rlans 3 8
 - *Extended Health Care (Plan 1) (effective May 8/ 2007)
 - Dental Care (Plan 3)
 - Wision Care((Plan 3))
 - Health Spending Account (effective September 1/2006)

Travel Accident Insurance Supplemental Accidental Death and Dismemberment/Insurance

The board will pay the portion of premiums for the above benefits based on the portion of premiums the board pays for benefits on behalf of exemptimanagement staff.

11 For a trustee aged/65 or older at the time of election or re-election, the district will reimburse the trustee for the cost of premiums (of similar benefits coverage) (i.e. extended, health, care, dental, care, vision care), with, any external, agency Reimbursement of premiums will be up to the maximum premium cost for similar coverage unden the district's benefit plan for exemplificanagement employees.

12. At the end of each trustee's service such trustee shall receive deferred remuneration to ease the transition from such service. Such payment shall be made at the rate of two weeks per year of service as a trustee and shall be determined by multiplying the number of years and part-years served by 1/26 of the virtistee per annum honoraria plus the average annual per deem honoraria's prevaiing at the end of such service. The maximum amount payable to any individual shall be exceed one-half of the total trustee performant innoraria's plus the service as a trustee may only be counted once in any calculation of deferred jemuneration.

13. The administration will conduct and present to board periodic tremuneration surveys to compare the trustee's total remuneration package to remuneration packages provided to other publicly elected officials in Alberta.

Trustee Remuneration

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

Approved Per Annum Honoraria (Approved May 8, 2007)

	Effective September 1, 2007	Effective January 1, 2008
Chair	\$35,060	\$35,360
Vice-Chair and Conference Chair	\$30,710	\$30,970
Trustee	\$26,360	\$26,585

	Effective	Effective	
	September 1, 2008	January 1, 2009	
Chair	\$36,390	\$36,780	
Vice-Chair and Conference Chair	\$31,875	\$32,220	
Trustee	\$27,360	\$27,655	

Approved Per Diem Honoraria

- \$117.55, effective September 1, 2007
- \$122.25, effective September 1, 2008.

Group Medical and Insurance

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

Revised: May 8, 2007



Reimbursement of Expenses

Trustees shall be reimbursed for appropriate expenses incurred in carrying out their role as trustee. When using public funds all district staff trustees must consider whether the intended expenditure would withstand public scrutiny and is consistent with district expectations for staff. It is incumbent on each trustee to appropriately document and account for the expenditure of district funds on his or her behalf.

In accordance with the Principles of Board Operation, the board is responsible for its own discipline and governance methods. In order to assist the board in this capacity, the Conference Committee will receive a detailed annual report on trustee professional development, travel and business expenditures as well as board representation expenses. an annual report summarizing trustee travel and subsistence expenses is received to public board as information and is submitted to Alberta Education with the district's financial statements.

Trustee Professional Development and Travel Expenses

- Trustees are expected to become informed about educational issues. In the performance of their duties, trustees may attend local, national, and international conferences and conventions, workshops and seminars, visit other school districts or acquire research materials and attend community events and social functions.
- Reimbursement of expenditures incurred while traveling on board business outside Edmonton will be made for transportation costs, accommodation costs, registration fees, meals, and tickets to required social functions as outlined below and in accordance with district accounting standards (see DJA.AR – Expenditure of Public Funds). An additional conference banquet ticket and any hotel room surcharge for double occupancy when spouses/partners are traveling with the trustee may also be claimed. Other additional expenses for meals and inoidentals when spouses/partners are traveling with the trustee are the responsibility of the trustee! (Reimbursement for meal expenditures, without a detailed receipt, is to a maximum of \$35 \$45 per day or the current district rate. Mileage may be claimed at a rate of \$.44 per kilometer or the current district rate.)
- Rental vehicles may be claimed used where it is more cost effective than the use of taxis, limousine or shuttle service.
- Cancellation insurance is recommended for all air travel.
- A travel expense claim form must be submitted after each travel excursion and should be attached to the trustee's monthly expense claim form. Travel expense claim forms can be obtained from the trustees' secretary. A copy of the travel expense claim form is retained in the trustee professional development and travel expense file.

Individual Trustee Expense Budgets

Appropriate expenditures include:

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- individual professional development, training and travel
- business Lunches, hosting and tickets to events
- ward communications (No reimbursement may be made for expenditures incurred in a civic election year between July 1 and the day after the election.)
- district promotional items
- cellular phone service, upgrades to standard computer equipment, home phone and fax line
- a cell phone and, or personal digital assistants
- office supplies, postage, photocopying
- periodical and association memberships and subscriptions

A trustee may carry-over any unspent portion of the individual trustee expense budget from the first and second year of the term of the Board. However, no trustee may overspend this budget at any time during the term of the Board.

 Each trustee is provided with a corporate purchasing/credit card to use for board related expenses. Trustees must follow district procedures for use of the corporate credit card.

- Each trustee is assigned a district budget sub-program for the monitoring of payments made on his or her behalf by the district and will be provided a monthly expenditure report.
- Each trustee is required to sign and submit a monthly expenditure claim form along with:
 - any required receipts for reimbursement of out of pocket expenses, and
 - authorization for payment of charges incurred on the board's purchasing (VISA) card for board business and arefund cheque/for any personal expenses in accordance with district accounting processes as outlined in DJA.AR – Expenditure of Public Funds

Board Representation Travel and Related Expenses

In accordance with the *Principles of Board Operation*, the chair of the board is the official representative of the corporate board. The office of the chair of the board is the first point of contact for external organizations wanting board representation at their functions and the chair is responsible for either attending these functions on behalf of the board or delegating representation as appropriate and necessary. The chair will report requests for

board representation to the conference committee and request the approval of the conference committee in those instances where it is appropriate for all trustees to attend at board expense. A report on board representation expenses will be brought to conference committee on an annual basis. The board will reimburse travel expenses related to board representation are reimbursed as a board general expense

Board Paid Conferences and Functions

In addition to the above amounts, the board will pay standard travely accommodation. registration and meal expenses for and authorizes all trustees to attend:

- the Canadian School Boards Association Annual General Meeting* •
- an annual meeting of the National School Boards Association once in a three-year • term
- other functions, as identified by the board from time to time.

* Per diem paid by board.

A report on board paid conferences and functions will be brought to Conference Committee on an annual basis.

Reference: DJA AR-Expenditure of Public Funds

Revised: September 14, 2004



Seating in McCauley Chambers

The board table in McCauley Chambers has designated seating for the Board Chair, Vice-Chair, Superintendent of Schools and Board Secretary.

The organizational meeting in election years will begin with the previous Chair and Vice-Chair (if re-elected) occupying their designated seats. The other trustees will be seated in alphabetical order starting at the north end of the room.

When a new Chair and Vice-Chair are elected, those persons will respectively occupy the designated places at the board table and the previous Chair and Vice-Chair will assume the seats thus vacated.

Affirmed:

Trustee Offices

Individual offices are provided for each trustee. Each trustee will be provided with a key that will open that trustee's office and will also allow access to the superintendent of schools and trustee area of the Centre for Education.

After each election, offices will be assigned on the following basis:

- Incumbent trustees will retain the offices previously occupied.
- New trustees will be assigned to vacant offices by the process of a "draw".
- When a new board chair is elected, that trustee will move to the board chair's office and the previous board chair will move to the trustee office thereby vacated.

Affirmed:



Equipment

To enable trustees to fulfill their duties a computer and printer/fax/copier are loaned to trustees for their three year term of office at board expense.

Trustees will be equipped with district standard office equipment to assist in district communications. Trustees may expense an upgrade to this equipment out of their individual trustee expense budgets.

Any modifications to board provided office equipment must be removable without damaging the integrity of the equipment. Costs for repairs due to such modifications may be assessed.

Trustees may purchase the board provided office equipment at fair market value at the end of their terms of office. Otherwise, an outgoing trustee will return the board provided office equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

A record of equipment on loan to each trustee will be kept on file.

Charges from Information Technology Services for maintenance and repair of computer and fax equipment on loan from the district will be covered as a board expense and not out of individual trustee expenditure budgets.

Affirmed:



Corporate Purchasing/Charge Card

Trustees shall be provided a corporate credit card for board-related expenses. Trustees must follow district procedures for use of the corporate credit cards.

All charges to corporate credit cards issued by the district must be supported by a detailed receipt that identifies the purpose of the expenditure and if a meal is involved, the purpose of the function and the names of the participants. Where receipts are not available the credit card slip should be submitted with an explanation of the charges. No payment will be made on a statement with insufficient documentation.

- At the time of purchase, indicate on the itemized vendor receipt the description of the purchase, its purpose and the names of other persons involved.
- Each month you will be provided with your VISA statement; attach the credit card sales slip and the itemized vendor receipt for each item listed to this statement.
- Sign the monthly statement on the "I certify that these expenses were incurred for district business" line and return to the trustees' secretary.
- The board charge card should not be used for personal expenses. If, by mistake, a personal charge is included on a statement, make a notation to that effect on the statement and attach your personal cheque payable to Edmonton Public Schools to the statement. It is not necessary to include the credit card/vendor receipts for personal items.

Affirmed:





Parking and Security

Underground heated parking shall be available at no cost to trustees in the first parking level of the Centre for Education in Section C marked "Reserved Parking 24 Hours".

District security cards with picture identification will be provided for all trustees. A district security card is required to gain access to the parkade and the Centre for Education building elevators. All trustees and staff are asked to wear the district picture identification card while in the Centre for Education. All visitors are asked to report to the main reception to obtain a visitors security pass.

Affirmed:

Residence Security Systems

The trustees will be provided an opportunity, at no cost to the board, to have their private residences under the surveillance of the district security alarm system.

Affirmed:

Attachment #2 (Pages 55 – 57)

CODE: JAB.BP

TOPIC: Formal Delegations, Presentations, and Comments to the Board EFFECTIVE DATE: ISSUE DATE: REVIEW DATE:

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 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. Make thein 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 weeks notice, the superintendent may consider a request towarve the intellines of 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 briefs will be provided to each trustee with the notice of meeting at which the delegation is to appear
- 5 7 The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The spokespersons must be prepared to elarify issues and answer questions of the trustees. Trustees may not comment on the presentation but may ask clarifying questions of the speaker speaker.
- 6 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.
- C. 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, prior to the start of the meeting, ask the permission of the board chair to be heard. 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.

4.1 The total duration of public comment on a specific agendation shall not exceed 20 minutes per agendation. Exceptions to the time limits may be made by a majority vote of the board.
5. With the exception of the Chair, who may provide of request clarification as required. Trustees will not make comments or ask questions of the speaker. The chair will thank the speaker.

B. I 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 15 20 minutes. Exceptions to the time limits may be made by a majority vote of the board.
- 3. 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 and persistence in such remarks by an individual shall terminate the person's privilege to address the board.

4. With the exception of the Chair, who may provide or request clarification as required. Trustees will not make comments or askiquestions of the speaker. The chair will thank the speaker.

Reference(s):

<u>AB.AR</u> - Appeal Processes <u>School Act</u> Section 123