

## EDMONTON PUBLIC SCHOOLS

September 14, 2010

TO: Board of Trustees

FROM: Trustee G. Rice, Conference Committee Chair

SUBJECT: Report #15 of the Conference Committee (From the Meetings Held June 22 and September 7, 2010)

### RECOMMENDATION

1. That Report #15 of the Conference Committee from the meetings held June 22 and September 7, 2010 be received and considered.

#### Confirmation of Principal Designations

2. That the designation of the following individuals as principal to the District, effective September 1, 2010 to August 31, 2012, be confirmed:

Auriana Burns  
Camille Loken  
Carrie Grossman-Sharp  
Kathleen Marzolf

#### Central Administrative Appointment

3. That the appointment of Brian Smith to the position of Executive Director, effective September 1, 2010, be confirmed.

#### Review of Trustees' Manual – Section I – Board Operations

4. That the revised Board Role and Responsibilities Statement (APPENDIX III) be confirmed.
5. That the revised and retitled Principles of Board Operation and Trustee Protocols (APPENDIX IV) be confirmed.
6. That the revised Board rules regarding the Organizational Meeting (APPENDIX V) be confirmed.
7. That the revised Board rules regarding Meetings of the Board (APPENDIX VI) confirmed.

8. That the revised Board rules regarding In-Camera Sessions, Committee of the Whole – Conference (APPENDIX VII) be confirmed.
9. That the affirmation of the Board rules regarding In-Camera Sessions, Committee of the Whole – Audit (APPENDIX VIII) be confirmed.
10. That the revised Board rules regarding Board Committees, (APPENDIX IX) be confirmed.
11. That the revised Board rules regarding Ad Hoc Committees and Board Representative Assignments (APPENDIX X) be confirmed.
12. That the Board rules on Board Hosted Functions and Other Events (APPENDIX XI ) be confirmed.
13. That the revised Process for a Trustee to Initiate Action on Selected Concerns – Notice of Motion (APPENDIX XII) be confirmed.
14. That the revised process for Direct Requests of the Administration (APPENDIX XIII) be confirmed.

Review of Trustees' Manual – Section II – Trustee Compensation and Amenities

15. That the affirmation of the Board statement on Authority for Expenditures (APPENDIX XIV) be confirmed.
16. That the revised Board statement on Trustee Remuneration (APPENDIX XV), effective November 2, 2010, be confirmed.
17. That the revised Board statement on Reimbursement of Expenses (APPENDIX XVI), effective November 2, 2010, be confirmed.
18. That the affirmation of the Board statement on Corporate Purchasing/Charge Card (APPENDIX XVII) be confirmed.
19. That the affirmation of the Board statement on Trustee Offices (APPENDIX VIII) be confirmed.
20. That the revised Board statement on Seating in McCauley Chambers (APPENDIX XIX) be confirmed.

21. That the affirmation of the Board statement on Parking and Security (APPENDIX XX) be confirmed.
22. That the rescission of the Board statement regarding Residence Security Systems (APPENDIX XXI) be confirmed.

Teacher Certificated Resignations Following a Leave of Absence

23. That the Board of Trustees accepts the resignation by mutual consent of the following teacher certificated staff in accordance with clause 18.1.4.c of the Teachers' Collective Agreement.

<u>Case Number:</u>	<u>Resignation Date:</u>
2010-2011-1	August 30, 2010
2010-2011-2	August 30, 2010

Expulsion Roster

24. That, effective immediately, the addition of Bruce Cline, Sandra Woitas, 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.
25. That, effective immediately, the deletion of Donna Barrett, Jenise Bidulock, and Betty Tams, as members of the roster of persons available to preside at student expulsion and student reinstatement hearings on behalf of the Superintendent of Schools, be approved.

Evaluation of the Superintendent of Schools

26. That the verbal report regarding the 2009-2010 Evaluation of the Superintendent of Schools be approved.

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**Background - Recommendation 2**

In accordance with Board Policy GB.BP - Authority for Personnel Decisions (APPENDIX I) and Administrative Regulation GBA.AR – Designation, Appointment and Assignment to Leadership Positions (APPENDIX II), principals are designated by the Board of Trustees for a two-year term prior to designation by the Board of Trustees for an indefinite term and are assigned by the Superintendent of Schools.

### **Background – Recommendation 3**

In accordance with Board Policy GB.BP - Authority for Personnel Decisions (APPENDIX I) and Administrative Regulation GBA.AR – Designation, Appointment and Assignment to Leadership Positions (APPENDIX II), exempt management staff who do not hold a teacher contract are appointed for an indefinite term.

### **Background – Review of Trustees’ Manual – Section I**

The Planning and Policy Committee is responsible for ensuring the Trustees’ Manual is reviewed prior to every school Board election and making recommendations for any necessary changes to Board for approval.

The Trustees’ Manual houses governance policy and rules of procedure approved by the Board for its operation such as the Board’s rules of order for the various meetings, Trustee remuneration and expenditure reimbursement as well as general reference information of interest to Trustees.

The Trustees’ Manual is a reference for Trustees and contains important information that a potential candidate for Trustee and all Trustees (new and experienced) should know about the position.

Section I of the Manual addresses the operation of the Board and Section II addresses remuneration and amenities and is dealt with in a separate report. Sections III and IV provide district information and reference materials from external sources.

The Planning and Policy Committee reviewed the Board directives in the manual and recommended a number of minor wording changes for clarification as well as some specific recommendations for changes in procedures as outlined below.

The Conference Committee approved the changes at its meeting of June 22, 2010 so that the Trustees’ Manual could be updated over the summer for the public to access on-line. It is being brought to Board for confirmation.

### **Background – Recommendation 4 - Board Role and Responsibilities Statement (APPENDIX III)**

Direct clauses from the Preamble to the *School Act* have been added to preface the Board’s role and responsibility statement to clarify the primary role of the Board in providing education programs.

The Board’s role as steward for public education on behalf of the public has also been clarified.

## **Background - Recommendation 5 - Principles of Board Operation and Trustee Protocols (APPENDIX IV)**

A statement was added regarding respecting and valuing Trustees for the service, perspectives and talents that they contribute to the work of the Board. An additional statement was added on the role of the Chair for facilitating the development of positive team dynamics.

## **Background - Recommendation 6 - Organizational Meeting (APPENDIX V)**

Minor changes were made for consistency with changes elsewhere in the Manual, e.g. committee names.

## **Background - Recommendation 7 - Meetings of the Board (APPENDIX VI)**

A number of changes were made to this section of the manual as outlined below.

### **Agendas**

- A minor wording change was made to clarify expectations for the setting of draft agendas by the Superintendent of Schools and approval by the Board Chair.
- The *Improving Student Achievement* section of the Board agenda has been removed as a regular feature of the Board agenda. Identification of issues which the Board may wish to explore in more depth for its own education and or for educating its public on advocacy issues that would be appropriate as Board agenda items can be recommended to the Board through the Board's strategic planning and through the Board's Advocacy Committee.

### **Trustee Electronic Participation in Board Meetings**

On November 26, 2009, the *Miscellaneous Statutes Amendment Act, 2009* received royal assent. Section 7 of this Act amends Section 71 of the *School Act*, enabling Trustees to participate in meetings via video or teleconference.

A new set of procedures have been addressed Trustee electronic participation in board meetings.

### **Enquiries, Information and Reports**

The purpose of permitting Trustee requests for information has been articulated as part of the procedure, i.e. to enable the Board to make informed decisions. The requirement for majority support for a request for information has been eliminated.

### **Comments from the Public and Staff Group Representatives at Board - Delegations**

The procedures for delegations now include provision for Trustees to make comment and ask clarifying questions.

### **Background - Recommendation 8 - In-Camera Sessions – Committee of the Whole – Conference (APPENDIX VII)**

Minor revisions have been made for clarification and to incorporate the addition of the *Strategic Plan* to and removal of *General Discussion* from the agenda.

### **Background - Recommendation 9 - In-Camera Sessions – Committee of the Whole – Audit (APPENDIX VIII)**

No changes.

### **Background - Recommendation 10 - Board Committees (APPENDIX IX)**

The overarching section at the beginning of this policy which provides basic guidelines for the creation and functioning of all Board committees has been subtitled Board Committee Principles.

Additional changes were made to address a task force as a committee. *A committee is a Board of Trustees' committee only if its existence and mandate comes from the Board of Trustees, regardless of whether or not it is called a committee, and whether or not non-Trustees sit on the committee.*

A requirement that each Committee meet within four weeks of being formed to establish a Chair and a preliminary schedule for its work has been added. The Administrator assigned to the committee would be responsible for assisting the Committee organizing its initial meeting to establish a Chair.

The reference to Committees of the Board normally holding up to four meetings per year has been changed to *normally meet bi-monthly or as required*. A statement has been added to the Trustee Remuneration Philosophy that *At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.*

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

#### **Standing Committees**

- **Evaluation of the Superintendent of Schools** – A statement has been added to the purpose and terms of reference for this Committee to address responsibility for initiating a review and, or renewal of the Superintendent of Schools contract of employment in accordance with the *School Act*.
- **District Priorities Committee** - The mandate of the Board's District Priorities Committee was expanded to include a review of the District Mission Statement and will take effect following the 2010 election (Approved November 24, 2008). The addition of the review of the District Mission will be treated as a one year addendum to the District Priorities Committee terms of reference and the District Priorities Committee will otherwise be formed every three years in an election year.

- **Community Relations Committee & Government Relations Committee** – The Community Relations Committee and Government Relations Committee has been replaced by an advocacy committee that will be responsible for “assisting the Board of Trustees in developing and carrying out a comprehensive advocacy plan for building positive public relations as a way of furthering District priorities and the Board’s strategic plan.
- **Planning and Policy Committee** – The title of the committee has been changed to Policy Review Committee to more accurately reflect its terms of reference and role and to clarify that both new and existing policy shall be reviewed by the Policy Review Committee in accordance with the criteria for Board statements. The minimum review requirement was changed from 5 to 7 years or as required.

**Background - Recommendation 11 - Ad Hoc Committees and Board Representative Assignments (APPENDIX X)**

A Board representative for the EPS Foundation Board of Directors has been added.

**Background - Recommendation 12 - Board Hosted Functions and Other Events (APPENDIX XI)**

The annual Board hosted functions that the Board expects all Trustees to attend are included in the Trustees’ Manual for the reference of prospective and new Trustees. Examples of other events at which the Board is expected to be represented have been included.

**Background - Recommendation 13 - Process for a Trustee to Initiate Action on Selected Concerns – Notice of Motion (APPENDIX XII)**

**Background - Recommendation 14 - Direct Requests of the Administration (APPENDIX XIII)**

The role of the Administration/Director of Executive and Board Relations has been clarified. The Director can assist Trustees wishing to bring forward a notice of motion or in requesting information to facilitate due consideration of issues by the Board.

**Trustees’ Manual – Section II – Trustee Compensation and Amenities**

**Background - Recommendation 15 - Authority for Expenditures (APPENDIX XIV)**

No changes.

**Background - Recommendation 16 - Trustee Remuneration (APPENDIX XV)**

**Per Annum and Per Diem Honorarium**

In September 2008, as a result of the 5 year teacher’s agreement and annual increments to the grid being tied to the Average Weekly Wage Earnings Index for Alberta, changes to other staff group and Trustee annual remuneration and per diem rates have also been tied to the AWE. In light of the annual AWE adjustments for the Trustee annual honorarium and per diem rate, no change to the Trustee annual honorarium or per diem rate is being made.

A per diem will be paid for Trustees attending the business sessions only of the Fall and Spring annual general meetings of the ASBA and PSBAA as a way to encourage Trustee attendance.

Per diems currently paid for Trustee attendance at the Canadian School Boards Association Conference have been eliminated.

A per diem will be provided for the Board's representative on the EPS Foundation Board of Governors for attendance at official meetings of the Foundation Board.

#### Board Committee and Task Force Remuneration

The notation on "up to 4 meetings per year" has been removed. A statement has been added that: *At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.*

#### **Background - Recommendation 17 - Reimbursement of Expenses (APPENDIX XVI)**

The current individual Trustee expense budgets are set at a maximum of \$6,500 per annum. Trustees are accountable for making appropriate claims for reimbursement of expenses incurred on behalf of the Board from their respective individual budgets.

In order to encourage attendance, reduce overall expenditures and ensure fiscal accountability, a set amount of \$2,500 Cdn/US has been established from which Trustees can claim expenses for attendance at each of the NSBA and CSBA conventions once in a three year term at Board expense.

An annual discretionary expense allowance of \$2,000 has been established for the Board Chair for cover expenses incurred related to the role of Board Chair.

#### **Background - Recommendation 18 - Corporate Purchasing/Charge Card (APPENDIX XVII)**

No change.

#### **Background - Recommendation 19 - Trustee Offices (APPENDIX XVIII)**

No change.

#### **Background - Recommendation 20 - Seating in McCauley Chambers (APPENDIX XIX)**

The seating order has been changed from alphabetical to a Ward order.

#### **Background - Recommendation 21 - Parking and Security (APPENDIX XX)**

No Change

#### **Background - Recommendation 22 - Residence and Security (APPENDIX XXI)**

Rescinded.



**Background – Recommendation 23 - Teacher Certificated Resignations Following a Leave of Absence**

Clause 18.1.4 of the 2007-2012 Teachers' Collective Agreement states that:

- a) A teacher granted a leave of absence for a school year under clause 18.1.1 will, by March 15 of that year, notify the Superintendent of Schools of the teacher's intentions for the following school year.
- b) A teacher who does not respond by that date will be sent a letter by registered mail to an address agreed upon by the teacher and the Board at the commencement of the leave indicating that the teacher must, within 60 days of the date the letter is mailed, advise the Superintendent of Schools whether or not the teacher will be returning to duty at the beginning of the following year. Copies of the registered letters will be sent forthwith to the Local.
- c) If a teacher does not respond within the 60-day limit, that teacher's contract of employment will be deemed terminated by mutual consent.

**Background – Recommendation 24 and 25 – Expulsion Roster**

Item six of Board Policy IGD.BP - Student Suspension and Expulsion (APPENDIX XXII) stipulates that the roster of persons who can preside at student expulsions and student reinstatement hearings shall be composed of persons recommended by the Superintendent and approved by the Board.

Upon approval of the changes, the roster shall consist of:

Bruce Cline  
Bruce Coggles  
John Edey  
Mark Liguori  
Ron MacNeil  
Bob Morter  
Jamie Pallett  
Lorne Parker  
Tanni Parker  
Carol Symons  
Sandra Woitas  
Bonnie Zack  
Corrie Ziegler

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# Edmonton Public Schools

## Board Policies and Regulations

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CODE: GB.BP

TOPIC: Authority for Personnel Decisions

EFFECTIVE DATE: 27-01-2009

ISSUE DATE: 29-01-2009

REVIEW DATE: 01-2014

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- A. Under the Board's general delegation of authority to the Superintendent of Schools, which includes the power to sub-delegate to members of the Administration, and subject to section B of the policy, the Superintendent of Schools will establish, approve and review annually, a document which outlines the authority to employ, appoint, determine grid placement, suspend, demote, terminate employment, terminate designation, accept resignations and retirements and approve leaves of absences for all district staff.
- B. The Board retains the authority for the designation of principals to the district, the confirmation of principals in their designation and the designation or appointment of exempt management other than supervisors and managers.

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Reference(s):

[CHA.BP](#) - Board Delegation of Authority

[GBA.AR](#) - Designation, Appointment and Assignment to Leadership Positions

[GCAA.AR](#) - Teacher Contracts

# Edmonton Public Schools

## Board Policies and Regulations

CODE: GBA.AR

TOPIC: Designation, Appointment and  
Assignment to Leadership  
Positions

EFFECTIVE DATE: 28-09-2007

ISSUE DATE: 31-09-2007

REVIEW DATE: 09-2012

### 1. DEFINITIONS

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

### 2. DESIGNATIONS

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

### 3. APPOINTMENTS

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

Reference(s):

[GAA.BP](#) – Human Resources Framework

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

[School Act](#) Sections 19 and 96

# Edmonton Public Schools

## Board Policies and Regulations

### Board Role and Responsibilities

In keeping with the spirit of the Preamble to the *School Act*, whereas:

- the best educational interests of the student are the paramount consideration in the exercise of any authority under this [the *School Act*];
- parents have a right and a responsibility to make decisions respecting the education of their children;
- [as part of the]... publicly funded system of education in Alberta whose primary mandate is to provide education programs to students...;
- [the Board] in making decisions should consider the diverse nature and heritage of society in Alberta within the context of its common values and beliefs;

And, 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 and steward 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.

September 14, 2010

# Edmonton Public Schools

## Board Policies and Regulations

### Principles of Board Operation and Trustee Protocols

#### 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" and is to be respected and valued for the service, perspectives and talents he or she contributes to the work of the Board.

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 of Schools~~ Director Executive and Board Relations 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 of Schools 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:

- facilitate the development of positive team dynamics.
- 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.

## **Trustee Protocols**

Within the overarching Principles of Board Operation, the Board believes that the following mutually agreed upon expectations for Trustee behaviour and conduct will contribute to team cohesion and positive team dynamics. By establishing predictability and trust, they will serve to clarify and improve relations between the Board and Administration as well as between Trustees.

### **Conducting Our Business Honourably and with Integrity**

- Trustees will respect the confidentiality of private conversations.
- Trustees will be respectful of everyone's time: their own, staff, and community members.
- Trustees will model respect and courtesy for all in their choice of words, body language, and actions.
- It is agreed that surprises undermine trust and Trustees will endeavour to keep each other well informed as to their actions and comments.
- Trustees will model ideals of democracy, particularly at public board meetings, by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.
- Prior to Board decisions debate, Trustees will refrain from expressing in the media, websites, blogs, correspondence or in private conversations with community members how the Trustee will vote, but will be free to discuss the various considerations that will inform the upcoming discussion.



- Following a Board decision, Trustees will respect the Board decision and if asked about the decision or issue, fairly reflect the discussion, demonstrate support for the Board, and focus on next steps.
- If a Trustee cannot live with a decision of the Board, he or she may choose to resign as an honourable option.

### **Building Positive Relationships**

In order to align Trustee practice with the Board Role and Responsibilities policy (page 1, Trustees' Manual), which states that two roles for Trustees include "representing the interests of the community and reflecting the values of the community in its decision making" and "serving as a communication bridge between the community and the district", building positive relationships and being active in our schools and wards is important.

#### *School Relationships*

- Visiting schools can be a good way to learn about the school community. As a courtesy, Trustees will ask principals in advance about visiting the school and agree upon a suitable time.
- Trustees will be respectful of the time and ongoing activities of staff and students.
- Trustees recognize that requests are requests; Trustees will not direct the actions of any staff member and will ensure that our requests (regarding meetings, building space, etc.) are reasonable and mutually agreeable.
- Trustees will inform the ward Trustee prior to contacting or visiting schools or school councils in wards other than their own.
- Ward Trustees will have the first opportunity to accept invitations to school specific events (e.g., graduations); invitations to district-wide events that are being held in a school will be sent to the ward Trustee and Board Chair.

#### *School Council Relationships*

- Recognizing that the School Council acts as an advisory body to the Principal and operates under its own rules and regulations, school council meetings can be a good venue to promote Board initiatives and work, and also to understand and learn about particular school communities. Through Communications, Trustees have access to School Council contact e-mails and are free to use them. If no contact is available through Communications, Trustees may contact School Councils c/o the school's e-mail or by sending a letter through the district mail service.

### *Community and Government Relationships within Wards*

- As Trustees travel about their daily routines, Trustees will consider the potential for building relationships with other organizations as a way of increasing support for the district and public education. If Trustees think there is merit in exploring a deeper relationship with a particular group, Trustees are encouraged to invite administration to review the idea and provide pertinent background information. Trustees can also use the existing conference agenda item “Other Trustee Reports” to report on such meetings or proposed activities.
- Trustees will inform the ward Trustee prior to contacting or visiting community groups or organizations, MLAs, or Councillors in wards other than their own.

### **Communicating in a Timely, Accurate, and Respectful Manner**

Excellent communication about the values, successes, challenges, and future directions of Edmonton Public Schools engenders understanding and support for the district and for public education. Because Trustees are key spokespeople for the district, they should seek out opportunities to highlight what is happening in the district and with Board work.

#### *In All Situations (verbal or written)*

- Any Trustee communication will reflect Board values, policies and priorities and be respectful of current district practices, such as site-based decision making.
- Trustees are encouraged to remember that when they speak the perception often is that the Board is speaking and they need to speak with deliberation and care.
- Trustees will avoid speaking for the Board in areas where the Board has not yet taken a position.
- Public statements will avoid criticism of the intentions or actions of other Board members, current or former.
- When speaking, Trustees will communicate as accurately and specifically as possible.

#### *Correspondence: E-mails*

- The Board Chair will respond promptly to e-mails addressed to all Trustees. Note: The first response may be just to acknowledge receipt of the e-mail and to advise that a full response may take some time. Trustees will be advised of the Board Chair’s response by way of cc or TM.
- Similarly, Trustees will each respond promptly to e-mails sent directly to them. If Trustees are on holiday or away, Trustees will set up an “auto” response to that effect.
- As a general rule, Trustees will not respond if they are cc’d in an e-mail.

- Recognizing that e-mail is not a secure communication vehicle, Trustees will not use e-mail to pass along sensitive or confidential information.

#### *Blogs/Websites/Social Media*

- Personal blogs, websites, and social media usage generally will be reflective of Board policies and priorities and respect confidentiality. Trustees acknowledge that the expression of personal opinion may impact the range of feedback received or the perception that Trustees are going into a debate with an open mind.
- Trustees will moderate personal sites, e.g., preview the material going up on the site before posting.
- Trustees will consider the timeliness and accuracy of all posts before posting and of the website itself.

#### *School and Community Newsletters*

- School and/or community newsletters are a good vehicle for Trustee invitational or informational pieces. If Trustees make a request to share information with school communities in this way, Trustees will respect newsletter deadlines, preferred formats, and possible space restrictions.
- A Trustee may seek the advice and assistance of the Director Executive and Board Relations in ensuring Trustee communications are accurate and in alignment with Board philosophy and positions.

#### *Media Requests for Comments or Interviews*

- Trustees will respect the Board Chair's role as the spokesperson for the Board. If the Board Chair is present and an individual Trustee is approached by media, the Trustee will connect the media with the Board Chair.
- If the Board Chair is not present and Trustees are asked for comments, they will use their best judgment in commenting, not commenting, or referring the matter to the Board Chair. If they do comment, an email to inform the Board of the comments made will be sent as soon as possible.

#### **Sharing of Information and Perspectives**

- Trustees will bring forward for discussion any requests/letters/ideas that they feel needs a Board response and/or are unsure about, or, if of a more urgent matter, ask the Board Chair for advice.
- The Board provides funds for Trustee professional development. To maximize the value of this learning for the Board, upon their return, Trustees will share their experiences and learnings with their colleagues, outlining what they have learned and how it may be applicable to the work of Edmonton Public Schools.

- Trustees agree that e-mail is an effective way to share information. Trustees will be respectful of others in the volume of e-mail sent to colleagues and they will endeavour to read information sent by colleagues. Trustees agree that discussion and debate are best in a face-to-face meeting and ideally, will avoid debate by e-mail.
- If Trustees are sharing information pertinent to an upcoming debate or meeting, Trustees will consider the timeliness of sending the material.

### **Addressing Divergence from the Protocols**

- If a Trustee or the Superintendent of Schools (the complainant) has concerns about a Trustee's behavior or comments negatively impacting the work of the Board or the District, the complainant should address the issue with the Trustee directly. All staff concerns would be expressed through the Superintendent of Schools.
- If the matter is not successfully resolved, the complainant can raise the issue with the Board Chair. The Board Chair may choose to speak directly with the Trustee whose actions or comments are being questioned or with both Trustees. If the Board Chair is one of the Trustees involved, the Vice Chair may be approached to facilitate such a meeting.
- If the matter is still not successfully resolved, the use of an external mediator may be considered by those involved or a discussion by the full Board at a private meeting may be requested. In either case, the complainant and the Trustee who is deemed to have diverged from the protocols are to put their positions in writing to be sent in advance of the discussion. All such documents will be strictly confidential. The decision of the full Board with respect to resolution of the issue shall be final and shall be recorded in writing.

After all the steps above have been taken, and if a Trustee does not abide by the decision of the Board or a mediator, a motion of censure against the Trustee in question may be considered at a public Board of Trustees meeting and/or a motion to remove the Trustee from one or more appointments.

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

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### Organizational Meeting

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

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

### Process

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

## **Chair**

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

## **Vice-Chair**

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

## **Standing Committees:**

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

- Other Standing Committees

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

- Evaluation of Superintendent of Schools Committee
- District Priorities Committee
- Board Evaluation Committee
- Planning and Policy Review Committee
- ~~Community Relations Committee~~
- ~~Government Relations Committee~~
- Advocacy Committee
- Interpretations Committees\*
- Budget Review Committees\*\*
- Results Review Committees\*\*

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

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

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

### **Ad Hoc Committees:**

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

### **Representatives of the Board**

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

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

**Confirmation of Date, Time and Place**

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

**Adjourn and/or Reconvene**

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

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

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### Meetings of the Board

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#### Purpose

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

#### Public Sessions

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

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

#### Time and Place of Regular Meetings

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

#### Quorum

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

## Agendas

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

## Format of Agendas

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

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

### Background for the Board Agenda (Information Only)

The agenda format has been adjusted from time to time over the years at the specific request of the Board (previous Boards). The format was amended to include a Student Achievement item to demonstrate the importance the Board itself places on the District priority for improving student achievement. The Recognition section was placed beneath the Student Achievement section because those being recognized normally leave shortly after their item and the Board wanted those being recognized to see the student achievement item which is typically a presentation of best practices. As well, a A Comments from the Public and Staff Group Representatives item was added in order for the Board to demonstrate its willingness to engage its stakeholders and provide a ready opportunity for staff group representatives and the public to provide comment/input directly to the Board.

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

### **Format of Board Reports**

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

### **Delivery of Agendas**

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

### **Rules of Order**

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

#### **Chair**

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

#### **Order of Business**

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

## Motions

- All questions will be submitted to the Board by a motion of the Chair or any other Trustee. No seconder is required ([School Act](#) Section 72).  
(A motion is a formal proposal by a Trustee, in a meeting, that the Board approve a specific action or undertaking by the Board or Administration.)
- After a motion has been submitted, the Chair or any member may request that it be put in writing or be recorded before it is stated by the Chair. The motion will be voted on unless, with the permission of the Board, it is withdrawn by the mover.
- The motion must be read before the Trustee who introduced the motion may speak on it.
- Unless otherwise provided by the [School Act](#), all motions will be decided by the majority of the votes. In cases of a tie vote, the motion will be defeated. Every Trustee will vote on all motions unless excused by the Board. Trustees are not required to vote on a question in which they declare they have a special or personal interest. If that interest is in the nature of a "pecuniary interest" as defined in Section 80 of the [School Act](#), the Trustees are required under Section 83 of the [School Act](#) to disclose their interest and leave the room until the discussion and voting on the matter has been completed.
- The Chair will declare the result of all votes. The names of those who vote for and those who vote against the question will be entered in the minutes. If the vote is unanimous, the names will not be entered in the minutes.
- No member of the Board will have more than one vote.

## Debate on Motions

- The Chair, or other presiding Trustee, may express an opinion on any subject under debate.
- The mover of a motion may speak first to that motion. Thereafter, each Trustee will have an opportunity to ask questions for clarification.
- When the Chair calls for formal debate, Trustees will have two opportunities to speak, for a maximum of three minutes each time.
- Permission to extend the limits of debate may be granted by the Chair if the majority of Trustees concur. The mover of the motion will be given an opportunity to close debate.
- Trustees, before speaking, should address the Chair or other presiding Trustees, and confine themselves to the question under debate.

- When two or more Trustees address the Chair at the same time, the Chair will identify who may speak first.
- While speaking, Trustees will not be interrupted except on a point of order or for the purpose of explanation.
- If any members transgress the rules, the Chair, or any other member, may call them to order. The members called to order will immediately be silent, but will be permitted to explain later. The Board, if appealed to, will decide on the case, without debate.
- As long as it does not interrupt a speaker, Trustees may require the question under discussion to be read at any time during the debate.
- While the Chair is putting the question, Trustees may not speak or move about the room. Trustees may not speak after the question has been put by the Chair.

### **Motions Taking Precedence in Debate**

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

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

These will take precedence in the order stated.

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

### **Point of Order**

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

## **Motions to Reconsider**

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

## **Notices of Motion**

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

## **Electronic Participation of Trustees in Board Meetings**

- Attendance of all Trustees at board meetings is an expectation under the *School Act* in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role.
- Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with Section 71 of the *School Act* up to three times in a calendar year provided that:
  - The Trustee wishing to participate electronically provides the Board Office with a minimum of one working day's notice prior to the meeting at which they wish to participate electronically and a telephone number for a regular land-line telephone from which contact can be made during the meeting (Only telephones on regular lines may be used by Trustees to participate in an electronic meeting.).
  - There is a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and
  - The Corporate Board Secretary and Superintendent of Schools or designate are present at the meeting place; and
  - Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
- The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.

- Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
- If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and dis-connect from the meeting. The Chair shall re-connect the Trustee back into the meeting when the item under discussion has been dealt with.
- The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.

### **Private Sessions**

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

### **Enquiries, Information, and Reports**

- In order for the Board to make informed decisions on matters brought before it and within its purview, the Board, in regular meetings of the Board or in a committee, may ask for reports from the Administration.
- ~~When a Trustee brings forward a request for information, the Board Chair or Conference Chair will determine whether there is a majority of the Trustees in favour of the information request going forward to the Administration for response. If there is not a majority, the request will automatically be treated as a notice of motion. (Approved January 27, 2009 and revised May 12, 2009)~~
- The Board Chair may ask for reports necessary for the proper conduct of Board or committee meetings.
- Trustee requests for reports to appear as agenda discussion items for Board or committee meeting should take the form of Board motions.
- Trustees, in regular meetings of the Board or in a Committee, may make requests for information from the Administration relative to matters before the Board or which will be brought before the Board.

- Information requested by individual Trustees relative to the operation of schools and to educational matters not before the Board but within the Board's purview, should be prefaced with a rationale or purpose for the requested information to give context and assist in the Administration's understanding of the request.
- Whenever possible, the Administration will attempt to answer Trustee questions and or provide readily available information at the meeting at which it was requested.
- If the Administration is unable to provide the information at the meeting at which it was requested, the Administration will advise the Board whether the information can be made available and track the request. If there will be difficulty in providing the information, the Administration will seek clarification and advise what information could be made available within existing resources.

### **Delegations and Presentations to the Board**

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

- The Corporate Board Secretary shall advise the delegation on the procedures for submitting a brief and/or verbal presentation and assist the delegation in making their request.
- Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board shall first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of district practices related to the presentation topic and determine what other assistance may be available through the Administration.
- If after meeting with the Administration, an appearance before the Board is still desired, the delegation must make their request in writing to the Corporate Board Secretary at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the Superintendent of Schools may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
- The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Corporate Board Secretary in consultation with the Superintendent of Schools and Board Chair shall make appropriate arrangements for the delegation to be heard.
- Written briefs or a digest of the information to be presented must be submitted to the Corporate Board Secretary at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
- The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. Trustees may ask clarifying questions or comments after which the Chair will thank the speaker.
- ~~Decisions regarding requests made by delegations will be dealt with~~ Responses to delegations will be provided at the next meeting of the Board unless the Board will be



making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.

## **Adjournment**

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

## **Minutes**

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

## **Miscellaneous:**

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

## **Televising, Taping, and Broadcasting of Board Meetings**

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

## **Comments from the Public and Staff Group Representatives at Board Meetings**

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

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

### Comments On Specific Board Agenda Items

- If a member of the public or a staff group representative wishes to give a position to Board on a specific Board agenda item, the individual shall register with the Corporate Board Secretary by noon the day of the meeting.
- The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
- Speakers shall confine themselves to three minutes and address their comments to the Board Chair.

- The total duration of public comment on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.

#### General Comments On An Educational Issue At A Board Meeting

- A member of the public or a staff group representative may address the Board on any educational issue.
- A member of the public or a staff group representative may speak for three minutes at a public board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of the *Comments from the Public and Staff Group Representatives* section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- Speakers shall address their comments to the Board Chair.
- The Board Chair will thank the speaker.

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

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



# Edmonton Public Schools

## Board Policies and Regulations

### In-Camera Sessions

#### Committee of the Whole - Conference

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

The Board holds regularly scheduled in-camera meetings to deal with land, labour, legal and other matters typically considered to be in the public interest to be discussed in private. The requirement for confidentiality of in-camera materials and proceedings is fundamental to protect individual privacy and the Board's own position in sensitive negotiations and legal matters.

All in-camera meetings are closed to the public and news media.

All agenda items and supporting materials on which motions are based, and the substance of deliberations shall remain confidential, except when: the Board of Trustees determines that the information should be submitted to a public meeting, when the Board of Trustees specifically authorizes its public release, or when legally required to release such information. A motion of the Board of Trustees is required to release this information to any persons other than to the Board of Trustees, employees or agents of the Board who require such information to carry out their duties on behalf of the District.

#### Purpose

1. In accordance with Section 61 of the [School Act](#), the Board delegates to the Conference Committee the following powers:
  - a. Discussing and, or developing recommendations to Board on matters pertaining to:
    - the personal or proprietary information of an identifiable individual or group, including staff, students and parents
    - labour relations and employee negotiations
    - a proposed or pending acquisition or disposition of property
    - law enforcement matters, litigation or potential litigation, including matters before administrative tribunals affecting the District

- the security of the property of the District
  - the terms and conditions of a contract with the Superintendent of Schools in accordance with Section 113 of the *School Act*
- b. Studying a matter in depth to build Trustee understanding of an issue that may be coming before the Board;
  - c. Engaging in strategic planning activities;
  - d. Reviewing the functioning of the Board and Board development activities, and
  - e. Providing advice to the Superintendent of Schools.
2. The first order of business for a Conference Committee meeting shall be approval of the agenda and confirmation of the items as appropriate for discussion in-camera.
  3. All matters requiring Board decision arising from discussions in Conference Committee shall be reported to a public board meeting for Board approval. Recommendation reports to Board shall contain sufficient background information to explain the recommendation and implications of the decision to be made with due consideration to protection of personal or proprietary information.

The Conference Committee may appoint a subcommittee of Trustees, or administrators, or other individuals to act on its behalf.

### **Quorum**

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

### **Rules of Order**

- The Conference Committee Chair will preside at every meeting and will vote on all questions submitted. In the Chair's absence the Board Vice-Chair will preside. In the absence of the Board Vice-Chair, the members present will appoint one of their number to be Chair.
- The rules of the Board will be observed.
- The Committee submits its recommendations to the Board.

### **Confidentiality**

All materials submitted and the substance of discussions held in Conference Committee shall be treated as confidential by all Trustees and Administration in attendance.

## **Agendas**

- The preparation of the agenda for a Conference Committee meeting is the responsibility of the Superintendent of Schools, in accordance with Board policy, practice or law.
- The draft agenda is reviewed by the Conference Committee Chair.

## **Format of Agendas**

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

- Roll Call
- Approval of the Agenda
- Communications from the Board Chair
- Communications from the Superintendent of Schools
- Minutes
- Strategic Plan
- Reports
  - Recommendation  
(Board Committee, Representative and Trustee Motions and Superintendent of Schools)
  - Information  
(Board Committee, Representative or Trustee and Superintendent of Schools)
  - Delegation or External Presentation (time specific given)
  - ~~General Discussion~~
- Trustees and Board Requests for Information
- Notices of Motion
- Meeting Dates
- Adjournment

Except in special circumstances, Conference Committee reports will be limited to two written pages including any recommendations and a summary of any appendices.

## **Delivery of Agendas**

- Material for Conference Committee meetings will be delivered to each Trustee at least three days in advance of the meeting.
- Agenda materials that are not dealt with at a meeting should be kept by Trustees for the next meeting.

## **Time and Place**

- Regular meetings of the Conference Committee will be held from 9:30 a.m. to 12 noon on the first Tuesday of each month. The third Tuesday of each month will be held as a reserve meeting date for Conference Committee meetings that may be held at the call of the Chair.

- In order to accommodate principal appointments in the spring and emergent issues, Conference Committee meetings may be held prior to the regularly scheduled board meeting; however, wherever possible, preference should be given to scheduling the reserve Conference Committee meeting dates for that purpose.
- Notices of meetings will be provided in the same manner as for regular board meetings unless, by consent of all the Trustees, notice is waived.

### **Adjournment**

The Conference Committee will remain in session no later than 12:00 noon unless otherwise determined by a majority vote of the members present.

### **Minutes**

- The minutes of the Conference Committee will contain motions, recommendations, and questions approved by the Conference Committee that require administrative follow up.
- The minutes of Conference Committee are accessible to Trustees on request; however, a motion of the Conference Committee is required prior to providing a Trustee the minutes of a Conference Committee meeting if that Trustee was not a member of the Conference Committee at the time of the meeting.
- The minutes of the Conference Committee are approved by the Conference Committee at the next regular meeting of the Conference Committee. Circulation of the minutes is restricted.

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

### In-Camera Sessions

### Committee of the Whole - Audit

#### Purpose

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

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

a) Prior to the annual audit to:

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

b) Following the annual audit to:

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



## **Quorum**

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

## **Rules of Order**

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

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

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

### Board Committees

#### Board Committee Principles

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. A Committee is a Board Committee if the Board establishes it and defines its terms of reference or mandate, regardless of whether or not it is called a committee or whether non-Trustees sit on the committee. A Task Force established by the Board is considered a Board committee.
3. The Board shall approve the Terms of Reference or scope of work for any Board created and appointed Committee.
4. Committee membership shall be reviewed annually at the organizational meeting or as the Board of Trustees so determines.
5. Board committees shall be comprised of no more than three Trustees from among whose members a chair will be selected unless otherwise specified within the terms of reference. The Superintendent of Schools will assign an administrator to assist the committee in its work.
6. Each Board Committee shall be charged with meeting within four weeks of being established to identify a Chair for the Committee and a preliminary schedule for its business.
7. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes.
8. Board committees shall not exercise authority over staff nor direct staff operations. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent of Schools.
9. Attendance at meetings of Board committees shall be limited to committee members, other Trustees as observers, administrative support and invited guests ~~unless otherwise and, if decided by the Board of Trustees, the public may attend as observers.~~
10. Each committee shall be responsible for providing written reports and recommendations to the Board of Trustees or appropriate Committee of the Whole.

11. Committees of the Board normally ~~hold up to four meetings per year~~ **meet bi-monthly or as required**. The Board expects that responsibilities for committee work and Board representation will be distributed equitably among all Trustees.

~~12. Minutes of all meetings of Board committees shall be filed with the Corporate Board Secretary for the corporate record. The minutes shall record at minimum:~~

- ~~• the date and place of meeting;~~
- ~~• members in attendance;~~
- ~~• the agenda disposition or record of decisions and actions to be taken~~

### **Standing Committees**

These committees continue from year to year to assist the Board in addressing specific roles and responsibilities and are responsible to the Board or the Conference Committee.

## **Evaluation of the Superintendent of Schools Committee**

### **Purpose**

The Evaluation of the Superintendent of Schools Committee consists of three Trustees who are responsible for assisting the Board of Trustees in undertaking the annual evaluation of the Superintendent of Schools in accordance with Board Policy [GGB.BP](#) - Evaluation of Superintendent of Schools and the review and or renewal of the Superintendent of Schools Contract in accordance with the *School Act*.

### **Terms of Reference**

The Evaluation of the Superintendent of Schools Committee shall be responsible for initiating a review and or renewal process for the Superintendent of Schools contract of employment no later than September of the school year the contract is due to expire.

(The following is taken from Board Policy [GGB.BP](#) - Evaluation of Superintendent of Schools)

1. a. The evaluation of the Superintendent of Schools committee shall be responsible for:
  - i. recommending the evaluation process to be used to Conference Committee;
  - ii. overseeing the approved evaluation process; and
  - iii. reporting the evaluation results to the Conference Committee.
- b. The chair of the Trustee subcommittee shall report the results of the evaluation to Board at a public board meeting.

2. The evaluation process shall provide the Superintendent of Schools with an opportunity to:
  - a. review all information used in the evaluation;
  - b. discuss the evaluation report with the Trustee subcommittee;
  - c. include a response to the evaluation in the report to Conference Committee; and
  - d. discuss the evaluation report with the Conference Committee.
3. Notwithstanding 1.a. iii. and 2.a. above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations shall be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.
4. The Superintendent of Schools shall be provided a copy of the evaluation report submitted to Conference Committee and the final evaluation report to Board.
5. The Conference Committee evaluation report and Board evaluation report shall be filed in the Board corporate records. The records shall be accessible to the Superintendent of Schools, a Board Trustee for that evaluation period, or as directed by motion of the Conference Committee.

## **District Priorities Committee**

### **Purpose**

The District Priorities Committee is established for the first year of a Board's term following an election. The Committee consists of three Trustees who are responsible for assisting the Board in identifying the priorities that will guide district operations and its budget planning cycle for the Board's three-year term of office. As such, District priorities directly impact the budget planning process and must be established by early January for the next year's budget planning cycle.

### **Terms of Reference**

- District priorities should be within the Board's mandate and few in number in order that district resources may be effectively concentrated to achieve measurable results.
- In an election year, following the organizational meeting, the committee will:
  - recommend and facilitate a process for each Board member to contribute to the development of the District priorities
  - seek student, staff, parent and community stakeholder input into the District priorities
  - consider all input received and develop and recommend a District priorities statement to Board for approval

\*ADDENDUM approved November 24, 2008 – That the mandate of the Board’s District Priorities Committee be expanded to include a review of the District Mission Statement, and that this change take effect following the 2010 election.

\*This addendum is in effect until the review of the District Mission statement is completed.

## **Board Evaluation Committee**

### **Purpose**

The Board Evaluation Committee consists of three Trustees who are responsible for assisting the Board of Trustees to conduct an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities.

The committee will:

- recommend a plan to Conference Committee for the annual evaluation of the Board of Trustees in keeping with the terms of reference for the Board self-evaluation.
- develop and recommend to Conference Committee a proposed Board result statement based on an analysis of the Board's self-evaluation.
- present the Board evaluation result statement on behalf of the Conference Committee to public Board for approval.
- In the 3<sup>rd</sup> year of a term, assist in the creation of a summary document of Board’s results and work still to be accomplished to aide in the transition for the next Board.

### **Terms of Reference**

The Board shall undertake an annual Board evaluation for the purpose of Board development and to model its policy of system-wide evaluation as a means of continuous improvement.

The Board Evaluation process should:

- assist the Board in identifying Board strengths and areas for improvement, and common beliefs and values amongst Trustees,
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board's mandate and role and responsibilities,
- provide an opportunity for Trustees to discuss the Board Evaluation results in the context of Board development, and
- provide an opportunity to recognize the Board's accomplishments.

The Board Evaluation Instrument should:

- be brief; it should not take more than one hour for completion by each Trustee.
- be specific to the Board of Trustees of Edmonton Public Schools.
- measure Board performance with respect to the mission statement, the roles and responsibilities of the Board, the principles of operation of the Board, the district priorities and the Board strategic plan.
- measure Board performance in both quantitative and qualitative terms.

- lend itself to ease of aggregating results.
- provide a basis of comparison of Board performance from year to year over the Board's three-year term.

## **Community Relations Committee Advocacy Committee**

### **Purpose**

The Community Relations Advocacy Committee consists of three Trustees who are responsible for assisting the Board of Trustees in developing and carrying out an advocacy strategic plan for building positive community intergovernmental and public relations as a way of furthering District priorities and the Board's strategic plan.

### **Terms of Reference**

The Board recognizes that it needs community government and public support for public education; that the Board's objectives can be furthered through advocacy and the assistance of others; that effective advocacy is dependent on positive relationships with stakeholders; that building positive community relationships takes time; and that the Board must use the time it has available to it efficiently and effectively.

The Community Relations Advocacy Committee will:

- ~~Develop and facilitate a process for the Board of Trustees to identify a manageable set of strategic objectives/advocacy positions that can be realized through positive Board community relations activities over the course of the year.~~
- In conjunction with the Board's Strategic Plan, review, confirm and develop strategic actions for advocacy/influence that can be realized through positive community and stakeholder activities.
- ~~No later than January each in an election year, recommend to Conference Committee a three-year strategic Board community relations advocacy plan for Board liaison with targeted stakeholder groups including but not limited to staff, students, parents, other levels of government and external agencies for the purpose of furthering the Board's strategic objectives and, or advocacy initiatives. The plan will identify objectives, existing activities and where additional activities and strategies are needed and supports for implementation of the Board's strategic community relations advocacy plan.~~
- Following an election and after the new District Priorities have been approved by the new Board, recommend to Conference Committee a three-year advocacy plan for Board liaison with targeted stakeholder groups including but not limited to staff, students, parents, other levels of government and external agencies for the purpose of furthering the Board's strategic objectives and, or advocacy initiatives. The plan will identify objectives, existing activities and where additional activities and strategies are needed for implementation of the Board's strategic advocacy plan.
- In non-election years, monitor, review and update the Board's strategic community relations advocacy plan mid-year or as required and report to the Conference Committee.

- The Board Chair, by virtue of the office, plays a crucial role in keeping the Conference Committee apprised of government and public community relations opportunities extended to the Board.

## **Government Relations Committee**

### **Purpose**

The Government Relations Committee consists of three Trustees (one of whom is the Board Chair) who are responsible for assisting the Board of Trustees in developing and carrying out a strategic plan for intergovernmental relations as a way of furthering District and Board priorities.

### **Terms of Reference**

The Board recognizes that it needs support for public education; that the Board's objectives can be furthered through advocacy across ministries and with other levels of governments and the influence of public policy through other organizations (PSBAA, ASBA, metro caucus, Linkages). Effective advocacy depends upon positive relationships with other organizations; that building positive intergovernmental relationships is ongoing.

The Government Relations Committee will:

- In conjunction with the Board's Strategic Plan, review, confirm and develop strategic actions for advocacy/influence that can be realized through positive government relations activities.
- In response to emergent issues, recommend strategic actions for the Board to undertake.
- Monitor and review the Board's strategic government 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 government relations opportunities extended to the Board.

## **Planning and Policy Review Committee**

### **Purpose**

The Planning and Policy Review Committee consists of three Trustees who are responsible for assisting the Board in setting reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board's policy on policy development and review (Reference: Board Policy [CH.BP](#) - Policy Development and Review). The committee will:

- recommend an annual plan for policy reviews to Board

- review and recommend to Board for approval those policies recommended by the Superintendent of Schools that meet the Board's criteria for policy development and review. (Reference: Board Policy [CH.BP](#) - Policy Development and Review)
- review the Trustees' Manual a minimum of every three years and make recommendation for changes to the Conference Committee.

### **Terms of Reference**

(from Board Policy [CH.BP](#) - Policy Development and Review)

#### Criteria for Statements of Board Policy

- a. All statements of Board policy SHALL:
  - i. conform to the [School Act](#) and regulations set down by Alberta Education;
  - ii. be within the scope of the Board's authority.
- b. All statements of Board policy SHOULD:
  - i. create a framework within which the Superintendent of Schools can discharge assigned responsibilities;
  - ii. be capable of implementation, review and evaluation;
  - iii. be limited to a single policy topic and written in clear and concise language so that interpretation may be made without difficulty by staff, parents and the general community.

#### Policy Review

- a. The Board's ~~Planning and~~ Policy Review Committee shall be responsible for overseeing the policy review process in accordance with the following requirements:
  - each proposed new or revised policy statement shall be reviewed in accordance with the above criteria for a statement of Board policy
  - each policy statement shall be reviewed a minimum of every ~~five~~ seven (5 7) years or as required.
  - stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.
- b. The development of new policy or revision to existing policy may be initiated by the Board and or the Superintendent of Schools.
- c. ~~The Superintendent of Schools shall make recommendations to Board for the revision, rescission, and/or reclassification of existing Board policies identified through the review process.~~ The Superintendent of Schools shall be responsible for drafting proposed recommendations of policy and submitting them to the Policy Review Committee for review in accordance with the criteria for Board Policy statements and recommendation to Board.
- d. Each recommended policy change ~~revised policy, or policy reaffirmation shall receive three distinct, separate readings~~ shall be considered by the Board three



separate times before the policy is finally approved. Not more than two readings may be given at any one meeting unless the Trustees present at the meeting unanimously agree to give the policy a third reading.

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

### **Purpose**

To provide an opportunity for Trustees to review and discuss with principals and central service administrators:

- the proposed budget priorities and three-year plans for schools and central service departments and how these relate to the District priorities and Trustee initiatives.
- the extent to which results for the previous year have been achieved.

### **Terms of Reference**

- The Board, each year, as part of the budget and results review process, will approve the requirements, format and timelines for review meetings.
- Meetings of the committees will be open to the public.

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# Edmonton Public Schools

## Board Policies and Regulations

### Ad Hoc Committees and Board Representative Assignments

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

#### Interpretations Committee

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

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

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

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

#### Purpose

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

## **Negotiation Assignments**

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

### **Purpose**

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

### **Terms of Reference**

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

## **ASBA Issues and Resolutions Committee**

The Board assigns three Trustees to the committee:

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

## **Purpose**

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

## **Alberta School Boards Association (ASBA)**

### **Purpose**

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

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

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

## **Public School Boards' Association of Alberta (PSBAA)**

### **Purpose**

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

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

- The Executive Committee consists of a president, two vice-presidents, and the executive director. The Edmonton Public School Board is entitled to nominate a Trustee for election to one or more of the above positions, however, only one Trustee from the district may sit on the Executive Committee at any one time. The term of office for president or vice-president is two years.

- Public School Boards' Council - one representative elected by the Board annually. The PSBC acts on behalf of the membership of the association subject to the authority of a general meeting of the Association. Each Board is asked to designate a Trustee as liaison representative to the association to serve on the Public School Boards' Council. The Board Chair serves as the alternate designate *ex officio*.

## **Capital Region Services to Children Linkages Committee**

### **Purpose**

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

### **Edmonton Public School Board Representative to Linkages:**

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

## **Edmonton Public School Board Representative to EPS Foundation Board of Directors**

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

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# Edmonton Public Schools

## Board Policies and Regulations

### Board-Hosted Functions and Other Events

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 its members as distinct from functions where Board representation may be delegated to one or more Trustees. The *Trustee Remuneration Philosophy* articulates the Board's expectation for Trustee attendance at Board-hosted functions. The Board determines which functions are Board-hosted through Board policy 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 behalf of the system. ~~In addition, the Board on recommendation of its community 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:

<b>District Student Awards Night</b> (AGA.BP – Recognition of Students, Staff, Parents and Community, II.AR – Recognition of Students)	--	September/October
<b>New Staff Reception</b> (AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	October
<b>District Service, Team and Merit Recognition Awards</b> (AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	November
<b>Christmas Coffee Party</b> ( <i>Centre for Education, Archives and Museum, Maintenance Shops, Warehouse, Book Depository, Metro Community College, and Victoria School</i> ) (tradition, see AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	December
<b>Night of Music</b> (HGDD.BP – Performance Opportunities in Music)	--	February/March
<b>Long Service Reception (25, 30, 35+ years of service)</b> (GLB.BP – Recognition of Employees)	--	March
<b>Edwin Parr Nominee Award</b> (tradition, an ASBA Award, see AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	March/April

<b>Excellence in Teaching Awards</b> (tradition, a provincial award see, AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	April
<b>Fifteen Year Service Reception</b> (tradition see GLB.BP – Recognition of Employees and AGA.BP – Recognition of Students, Staff, Parents and the Community)	--	April
<b>Retirement Banquet</b> (GLB.BP – Recognition of Employees)	--	June

In addition, the Board by Board motion or on the recommendation of its Advocacy Committee will approve other events where there is a Board expectation that the Board be well represented by most if not all Board members. For example,

- Annual Dinner Meeting with Boards of Education and Health (November)
- Semi Annual Meeting with City Council
- Annual Meeting with Edmonton MLA Caucus
- Annual Meeting with Teachers' Local ATA Executive
- Annual Dinner Meeting with Edmonton Catholic Board and Superintendent of Schools
- Metro Board Chairs' Meetings
- Parents as Partners Meetings (throughout year)
- Community as Partners Meetings (throughout year)
- Community Profile Event: E4C Annual General Meeting & Social
- Community Profile Event: Junior Achievement Gala
- Community Profile Event: ECS Celebration of the Arts
- Community Profile Event: Downtown Business Association — Spring Luncheon
- Community Profile Event: World of Science VIP IMAX Presentations
- Community Profile Event: Chamber of Commerce Events/Luncheons (e.g. Mayor's State of the City Address, EEDC Annual Luncheon, etc.)
- United Way Events
- PSAA Bids for Kids
- District Launches, Symposiums and Meetings:
  - Official Opening Lillian Osborne School
  - School Health Symposiums
  - Edmonton Public Schools Foundation

As well there are School and District Events/Ceremonies attended by one or more Trustees where greetings on behalf of the Board may also be required. For example:

- Christmas Concerts
- Spring Teas
- School Anniversary celebrations
- Parent Council Meetings
- Annual Gauss Math Contests Awards Celebration
- 1881 School House Concert
- Victoria School Foundation — Gala Performance and Reception
- Edmonton Public Schools' Music Enrichment Program — WINTERFEST
- High School Commencement Ceremonies
- District Celebration Honoring First Nations, Métis And Inuit Graduates

In addition, the Board, by Board motion or on the recommendation of its Advocacy Committee, may approve other events where there is a Board expectation that the Board be well represented by most if not all Board members. For example, meetings with other levels of government, school Board associations of which the Board is a member and partner organizations; the annual report to the community; opening of new schools or programs.

As well, Trustees can expect to be called on to bring greetings on behalf of the Board at school and district events, for example high school commencement/graduation ceremonies, and significant school anniversaries.

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# Edmonton Public Schools

## Board Policies and Regulations

### 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~~ may seek advice and assistance from the Director Executive and Board Relations. The Director Executive and Board Relations can assist the Trustee in exploring and furthering their understanding of district practices related to the issue and potential implications of the proposed action as well as suggested wording for a motion to achieve the desired action.
- 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 an unanimous decision of the Board.)
- The Trustee may also seek the assistance of the ~~Administration~~ Director Executive and Board Relations in providing written background information ~~for the motion including the end result desired and the conditions to be imposed to append to the motion in support of the motion.~~
- 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.

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# Edmonton Public Schools

## Board Policies and Regulations

### Direct Requests of the Administration

~~Notwithstanding that district communications are open, transparent and that a Trustee may go to anyone in the organization for information, 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 shall be made:~~

\*Trustee requests for information and service shall be made:

- Through the office of the Superintendent of Schools (Director Executive and Board Relations) The Director will direct the request to the most appropriate source. The Director can ensure that the request for information is recorded and tracked for timely follow-up and that responsive information is shared with all Trustees as appropriate.

or

- At a Board or Conference Committee meeting under the agenda item *Trustee and Board Requests for Information*. Board and Conference Committee requests for information made at a board meeting or Conference Committee meeting are recorded and tracked. Responses to Board or Conference Committee requests shall be brought to a subsequent Board or Conference Committee meeting accordingly or communicated to all Trustees through Transmittal Memorandum **if requested**.

\*If, in the opinion of the Superintendent of Schools, a Trustee request for information or service will result in a significant expenditure of time and resources, ~~the Superintendent of Schools shall request the Trustee to~~ **the Trustee shall be so advised and the Trustee may seek** Board approval for the expenditure through a notice of motion. (See also Board Meeting procedures for Enquiries, Information and Reports)

Trustee Service Requests for assistance in dealing with constituent concerns brought to a Trustee as the Ward Trustee shall be made through the Director Executive and Board Relations.

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# Edmonton Public Schools

## Board Policies and Regulations

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### Authority for Expenditures

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- 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 Corporate Board Secretary administers the Board Administration budget. The Corporate 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.

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# Edmonton Public Schools

## Board Policies and Regulations

### Trustee Remuneration

#### TRUSTEE REMUNERATION PHILOSOPHY AND PRINCIPLES

1. 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.
2. 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.
3. The remuneration package offered for Trustees is comprised of per annum honoraria, per diem honoraria, an advance on vehicle expenses, optional group benefits coverage, and deferred remuneration for transition from the role of Trustee.
4. For the purposes of and in accordance with the *Income Tax Act*, total annual remuneration is comprised of 2/3 honorarium and 1/3 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 their responsibilities.
5. Per annum honoraria are based on the following four roles: Board Chair, Vice-Chair, Conference Chair, and Trustee.
6. The per annum honorarium provides remuneration for activities required of all Trustees, including:
  - Attendance on regularly scheduled and reserved meeting dates for Board and Conference Committee;
  - Attendance at results and budget review meetings, committees of the Board, and Trustees' retreats and working sessions;
  - Attendance at ~~general~~ annual conferences and meetings of associations of which the Board is a member, e.g. the ASBA and PSBAA;
  - Attendance at other meetings as appointed, directed or ~~agreed to~~ by the Board, such as meetings with other school Boards, MLAs, City Councillors, Board-hosted functions, social events, etc.
  - Ward-related activities, including school and school council meetings and important community functions;

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

7. Per annum honoraria are established as per the following requirements:
    - the per annum honorarium for the Board Chair is established at approximately 33% higher than the per annum honoraria established for Trustees;
    - the per annum honorarium for the Vice-Chair and Conference Chair is established at approximately 16.5% higher than the per annum honoraria established for Trustees.
  8. Per diem\* honoraria provide remuneration for special meetings\*\* of the Board and committees of the whole and for activities of some, but not all Trustees, including:
    - i) attendance at scheduled meetings of negotiating committee bargaining sessions and the Interpretations Committee, as established under the collective agreements;
    - ii) attendance at meetings as appointed Board representatives on external organizations where no remuneration is provided by the external organization (e.g., ASBA Zone 23, PSBC, ASBALE, Linkages Committee and EPS Foundation Board of Governors),
    - ~~iii) attendance at the Canadian School Boards Association Annual General Meeting and Conference~~
    - ~~iv) attendance at meetings of committees of the Board in excess of four meetings in a school year as requested and authorized by the Board.~~
    - iii) attendance at the Fall Alberta Schools Association Annual General Meeting business session,
    - iv) attendance at the Fall Public School Boards Association Annual General meeting business session.
- \* Per diem honoraria is calculated based on four-hour morning, afternoon or evening sessions to a maximum of three sessions per day.

\*\* A special meeting is in addition to regularly scheduled meetings for which the per annum honorarium is paid.
9. At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.
  10. Trustees 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. In-town travel expenses do not include travel to and from meetings of the Board and committees.

11. Trustees are extended the option of participating in the group medical and hospitalization plans offered by the Board:

- Alberta Health Care
- Alberta School Employee Benefits Plan (ASEBP):
  - Life and Accidental Death and Dismemberment Insurance (Plans 3 & 4)
  - Extended Health Care (Plan 1)
  - Dental Care (Plan 3)
  - Vision Care (Plan 3)
  - Health Spending Account
- 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 exempt management staff.

12. 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 for similar benefits coverage (i.e., extended health care, dental care, vision care) with an external agency. Reimbursement of premiums will be up to the maximum premium cost for similar coverage under the district's benefit plan for exempt management employees.

13. 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 "Trustee per annum honoraria plus the average annual per diem honoraria" prevailing at the end of such service. The maximum amount payable to any individual shall not exceed one-half of the total Trustee per annum honoraria plus the average annual per diem honoraria amount. A year of service as a Trustee may only be counted once in any calculation of deferred remuneration.

14. The Administration will conduct and present to Board periodic remuneration 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.

*The following recommendation was approved at the September 9, 2008 Board Meeting:*

~~That the proposed increases to trustee remuneration schedules and per diem rates for September 1, 2008 and January 1, 2009 as approved at the May 8, 2007 Board Meeting be rescinded; and~~

That the per annum and per diem honoraria be increased on September 1st of the years 2008 through 2010, by the Average Weekly Wage Earnings index in Alberta from the previous calendar year.

Accordingly, the increases shall be as follows:

- September 1, 2008 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2007 over the same period in 2006).
- September 1, 2009 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2008 over the same period in 2007).
- September 1, 2010 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2009 over the same period in 2008).

#### **Approved Per Annum Honoraria**

	<u>Effective September 1, 2009</u>	<u>Effective September 1, 2010</u>
Chair	\$39,179	\$40,323
Vice-Chair and Conference Chair	\$34,314	\$35,316
Trustee	\$29,455	\$30,315

#### **Approved Per Diem Honoraria**

- \$130.26 effective September 1, 2009
- \$134.06 effective September 1, 2010

#### **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.

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September 14, 2010

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 EDMONTON PUBLIC SCHOOLS



# Edmonton Public Schools

## Board Policies and Regulations

### Reimbursement of Expenses

Trustees shall be reimbursed for appropriate expenses incurred in carrying out their role as Trustee. When using public funds, all Trustees must consider whether the intended expenditure would withstand public scrutiny. 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, 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 incidentals 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 \$47 per day or the current district rate. Mileage may be claimed at a rate of \$.46 per kilometer or the current district rate.)
- Rental vehicles may be claimed 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**

The Board provides each Trustee with an annual expenditure budget to reimburse appropriate expenses incurred carrying out his or her role as Trustee. The current amount is \$6,500.

Appropriate expenditures include:

- 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 and home phone
- 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 a refund 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 Board Chair is the official representative of the corporate Board. The office of the Board Chair 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 as a Board general expense.

### **Board Chair Discretionary Expenses Allowance**

In addition to the Board-paid expenses for Board representation, the Board Chair is granted an annual discretionary expense allowance of \$2,000 for expenses incurred related to the role of Board Chair. The Chair's discretionary expense claims shall be signed-off by the Vice-Chair prior to reimbursement and the Board Chair shall provide a written annual report to Conference Committee outlining the nature and purpose of the expenses.

### **Board Paid Conferences and Functions**

In addition to the above amounts, the Board will pay up to \$2,500 Cdn/US to reimburse standard travel, accommodation, registration and meal expenses for and authorizes all Trustees to attend:

- the Canadian School Boards Association Annual General Meeting once in a three-year term
- the annual meeting of the National School Boards Association once in a three-year term
- the spring and fall general meetings of the Public School Boards Association/ Alberta School Boards Association (maximum of \$2,500 per spring and \$2,500 per fall Association meetings)
- and other functions, as identified by the Board from time to time

- ~~Per diem paid by Board.~~
- Reference: [DJA.AR](#) - Expenditure of Public Funds

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September 14, 2010

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 EDMONTON PUBLIC SCHOOLS

# Edmonton Public Schools

## Board Policies and Regulations

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### Corporate Purchasing/Charge Card

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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 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 sales slips for personal items.

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September 14, 2010

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# Edmonton Public Schools Board Policies and Regulations

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## Trustee Offices

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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.

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

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### Seating in McCauley Chambers

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

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

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

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September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

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### Parking and Security

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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.

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September 14, 2010

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# Edmonton Public Schools Board Policies and Regulations

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## Residence Security Systems

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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.

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Rescinded - September 14, 2010

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# Edmonton Public Schools

## Board Policies and Regulations

CODE: IGD.BP

TOPIC: Student Suspension and Expulsion

EFFECTIVE DATE: 12-09-2006

ISSUE DATE: 20-09-2006

REVIEW DATE: 09-2011

The Board recognizes the role of discipline in maintaining a positive learning environment. The Board supports suspension and expulsion of a student as required in response to inappropriate, disruptive, or dangerous student behaviour.

### 1. Definitions:

- a. **Suspension:** The term used to describe an action by a principal or teacher which temporarily denies a student access to one or more of the following:
  - i. one or more class periods,
  - ii. one or more courses,
  - iii. school, or
  - iv. riding in a school bus.
- b. **Expulsion:** The term used to describe an action which temporarily or permanently denies a student access to one or more of the following:
  - i. course(s),
  - ii. one or more schools, or
  - iii. riding in a school bus.

- 2. Student suspension or expulsion shall be applicable for violation of the Board regulation on student behaviour and conduct:
  - a. where other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
  - b. where the student's behaviour is so severe that lesser corrective action would be insufficient.
- 3. Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

4. Upon receipt of the principal's recommendation regarding expulsion, the Board or the Superintendent of Schools or any person(s) identified by the Superintendent of Schools under Section (6) shall within ten school days from the date of the student's suspension, either reinstate or expel the student, and shall specify the terms of any expulsion and any followup action to be taken regarding readmittance of the student at a later date.
5. Recommendations for expulsions from all district schools shall be heard by the Board.
6. Recommendations for all other expulsions shall be heard by the Superintendent of Schools or by any person(s) identified by the Superintendent of Schools and who is on the roster of persons approved to preside at student expulsion hearings. This roster shall be composed of persons recommended by the Superintendent of Schools and approved by the Board. The person(s) who presided at the expulsion hearing shall direct a student who has been expelled from a school to an alternative placement. The Superintendent of Schools shall ensure that all duties and responsibilities of the Board are carried out with respect to any hearings conducted under this section.
7. Notwithstanding the Board's regulation on appeals [AB.BP](#), appeals of decisions made in the name of the Board under Section (5) above shall be directed to the Minister of Education.
8. A student who is expelled from all schools by the Board shall be provided with information regarding steps to be taken to seek reinstatement to the District. Conditions for reinstatement will usually include, but are not limited to, demonstrable progress in counselling programs, academic pursuits, and conduct.

The Superintendent of Schools or any person(s) named by him from the roster referred to in Section (6) shall:

- a. hear requests for reinstatement of students who have been expelled;
- b. determine that any conditions specified for reinstatement and any conditions which in the circumstances seem appropriate to the person(s) presiding at the hearing regarding the reinstatement request, are satisfied; and
- c. direct a student who has been reinstated to a placement within the district.
- d. The parents, and the student if required by law, shall be informed of any decision regarding an expulsion recommendation or reinstatement request and of their right to request that the Minister of Education review the decision.

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Reference(s):

[AB.BP](#) - Appeals

[IGD.AR](#) - Student Suspension and Expulsion

[School Act](#) Sections 6, 12, 24 and 61(1)

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