



## 101BP Board Operations

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### LEGAL REFERENCE:

- Education Act
- Education Act Board Procedures Regulation

### CROSS REFERENCE:

- Alberta School Boards' Association Trusteeship documents
- [101BP Exhibit 1](#) Summary of Public Disclosure of Travel & Expenses by Trustees, Superintendent & Secretary-Treasurer of Buffalo Trail Public Schools

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## 1. BOARD OPERATIONS – ROLE OF THE BOARD:

Buffalo Trail Public Schools' Board of Trustees is responsible for the development of goals and policies to maximize student learning within the Division, in keeping with the requirements of government legislation, the values of the electorate and fiscal responsibility.

### Specific Areas of Responsibility

- a) Accountability to Community
  - Identify student needs and develop mechanisms to address those needs.
  - Make decisions that reflect community values and represent the interests of the entire Division.
  - Establish processes and provide opportunities for community input.
  - Report Division results to the community annually.
  - Develop an appeals process as required by statute and/or Board policy.
  - Model a culture of caring, integrity and commitment.

- b) Accountability to Provincial Government
  - Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - Perform Board functions required by governing legislation and existing Board policy.
  
- c) Four-Year Education Plan
  - Provide overall direction for the Division by establishing mission, vision, priorities and guiding principles.
  - The Board will engage stakeholders to gather input for the development of the four-year plan.
  - Identify Board priorities at the outset of the annual Four-Year Education Planning process.
  - Monitor progress toward the achievement of student outcomes and other desired results.
  - Through the Annual Education Results Report, annually evaluate the effectiveness of the Division in achieving established goals and desired results.
  - The Board will annually engage with stakeholders to share results of education strategies.
  
- d) Policy
  - Establish the goals and objectives of the Division.
  - Determine how the Board is to function.
  - Develop policy as required to ensure smooth and effective operations of the jurisdiction.
  - Monitor policy impact to determine if policy is producing the desired results.
  - Delegate authority to the Superintendent and define commensurate responsibilities.
  - Provide direction in those areas over which the Board wishes to retain authority.
  
- e) Superintendent / Board Relations
  - Provide the Superintendent with clear corporate direction.
  - Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
  - Respect and support the authority of the Superintendent to carry out executive action.
  - Annually evaluate the Superintendent.
  - Annually review compensation of Superintendent.
  - Provide for Superintendent succession planning.
  
- f) Political Advocacy
  - Advocate at all levels of government for the best interest of students, staff and division on an ongoing basis.
  
- g) Board Development
  - Annually evaluate Board effectiveness.
  - Develop a plan for Board/trustee development.
  - Develop an annual work plan outlining its key activities along with appropriate timelines.
  
- h) Fiscal Accountability
  - Approve budget annually and ensure resources are allocated to achieve desired results.
  - Approve annually the Three-Year Capital Plan.
  - Approve Audited Financial Statement and ensure quality indicators are met.
  - Monitor fiscal management of the Division.
  - Ratify Memoranda of Agreement with bargaining units.
  - Approve the transfer of funds to capital reserves.

- Approve all contracts for goods and services within the Division as per Board policy.
- Provide a Summary of Public Disclosure of Travel and Expenses for trustees, the Superintendent and the Secretary-Treasurer within Buffalo Trail Public Schools.

### **Selected Responsibilities**

The Board shall:

- Select a Superintendent
- Approve the appointment of a secretary and a treasurer, or one person to act as secretary-treasurer.
- Acquire and dispose of land and buildings.
- Approve alternative programs.
- Approve religious instruction in any school.
- Approve locally developed/acquired junior and senior high school complementary courses.
- Approve international travel study trips.
- Name schools and other Board-owned facilities.
- Approve Division school-year calendars.
- Establish school attendance areas and transportation service areas.
- Establish entrance ages for student admission.
- Approve leaves of absence with pay for employees other than those specified in the Collective Agreement.
- Provide for recognition of students, staff and community.
- Make a recommendation to the Minister for the dissolution of a School Council.
- Hear appeals of the Superintendent's decision on policy appeal matters within the *Education Act*.
- Approve school fees.
- Approve specific initiatives to be funded from the Board's Projects fund.
- Approve facility Joint Use Agreements when required.
- Approve new leases-that require placement or modification of facilities by outside agencies.
- Name trustee(s) to serve on committees where Board representation is deemed appropriate by the Board.
- Provide experiences for all trustees that may support succession planning for all Board roles where possible.

## **2. BOARD OPERATIONS – ROLE OF THE TRUSTEE:**

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A 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. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

- The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals.
  - The oath of office taken by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.
- a) The Board will offer an orientation program following an election that provides information on:
- Role of the trustee and the Board;
  - Organizational structures and procedures of the Division;

- Board policy, agendas, minutes and calendars;
  - Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - Division programs and services;
  - Board's function as an appeal body;
  - Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
  - Any other documentation necessary to Board operations.
- b) The Board Chair and Superintendent are responsible for ensuring the development and implementation of the Board's orientation program for newly elected trustees.
- c) Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

**Role of Individual Trustees:**

- a) Attend Board meetings; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
- b) Become familiar with, and adhere to, the Trustee Code of Conduct.
- c) Report any violation of the Trustee Code of Conduct to the Board during an in-camera session.
- d) Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
- e) Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
- f) Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about operations, will refer the parent or community member back to the school or department and will inform the Superintendent of this action.
- g) Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
- h) Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
- i) Respect the decisions of the Board.
- j) Refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
- k) When delegated responsibility, will exercise such authority in a responsible and effective way.
- l) Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
- m) Stay current with respect to provincial, national and international educational issues and trends.
- n) Report information and ideas gained at the Board meeting immediately following a trustee development activity.
- o) Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- p) Attend Division or school community functions when possible.

**3. BOARD OPERATIONS – ROLE OF THE BOARD CHAIR:**

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

- a) Preside over all Board meetings and ensure that such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.

- b) Prior to each Board meeting, confer with the Vice-Chair and the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- c) Perform the following duties during Board meetings:
  - Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - Ensure that all issues before the Board are well-stated and clearly expressed.
  - Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
  - Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
  - Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
  - Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
  - Ensure that each trustee present votes on all issues before the Board.
  - Extend hospitality to trustees, officials of the Board, the press, and members of the public.
  - Keep informed of significant developments within the Division.
  - Be responsible for ensuring the development and implementation of the Board's orientation program for newly elected trustees.
  - Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
  - Be in regular contact with the Superintendent and Vice Chair to maintain a working knowledge of current issues and events.
  - Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, or students that may affect the administration of the Division.
  - Provide counsel to the Superintendent, when requested to do so.
  - Bring to the Board all matters requiring a corporate decision of the Board.
  - Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
  - Act as ex-officio member of all committees appointed by the Board.
  - Act as a signing officer for the Division.
  - Represent the Board, or arrange alternative representation, at official meetings or other public functions.
  - Address inappropriate behaviour on the part of a trustee.
  - Ensure that the Board engages in annual assessments of its effectiveness as a Board.

#### **4. BOARD OPERATIONS - ROLE OF THE VICE CHAIR:**

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office during the pleasure of the Board.

##### **Specific Responsibilities:**

- The Vice-Chair shall act on behalf of the Board Chair, in the Chair's absence and shall have all the duties and responsibilities of the Board Chair.
- The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.

- Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
- The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
- The Vice-Chair shall be an alternate signing authority for the Division.

## 5. BOARD OPERATIONS - ROLE OF THE SUPERINTENDENT:

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent is the head of the Division (public body) for the purposes of the Freedom of Information and Protection of Privacy Act.

### Specific areas of responsibility are:

- a) Student Welfare
  - Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
  - Ensures the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
  - Ensures the facilities accommodate Division students.
  - Acts as, or designates, the attendance officer for the Division.
- b) Educational Leadership
  - Provides leadership in all matters relating to education in the Division.
  - Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
  - Implements education policies established by the Minister and the Board.
- c) Fiscal Responsibility
  - Ensures the development of the annual Division budget for consideration by the Board.
  - Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the *Education Act* or any other applicable Act or regulation.
  - Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- d) Personnel Management
  - Has overall authority and responsibility for all personnel-related matters, except for the development of mandates for bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
  - Has overall authority and responsibility for monitoring the performance of staff.
  - Ensures development of leadership capacity within the Division.

- e) Policy/Procedures
  - Provides guidance in the planning, development, implementation and evaluation of Board policies and administrative procedures.
- f) Superintendent / Board Relations
  - Establishes and maintains positive, professional working relations with the Board.
  - Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy.
  - Provides the information which the Board requires to perform its role.
  - Considers political implications relative to the development of administrative procedures and solicits Board input as appropriate.
- g) Education Planning & Reporting
  - Has overall authority and responsibility for the Three-Year Education Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
  - Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
  - Reports regularly on results achieved.
- h) Organizational Management
  - Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
  - Reports to the Minister with respect to matters identified in and required by the *Education Act*.
  - Ensures open, transparent, positive external and internal communications are developed and maintained.
  - Keeps the Board informed through the provision of appropriate monitoring reports.
  - Participates actively in school community events in order to enhance and support the Division.
- i) Leadership Practices
  - Demonstrates leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the Board.
  - Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

## 6. BOARD OPERATIONS – Trustee Code of Conduct

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all interactions related to the operations of the Board, and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

### Specifically:

- a) Trustees shall carry out their responsibilities as detailed in Section 2 – Role of the Trustee with reasonable diligence.
- b) Trustees shall endeavor to work with fellow Board members collaboratively regardless of differences of opinion that may arise during debate.
- c) Trustees shall reflect the Board's policies and resolutions when communicating with the public.

- d) Trustees shall respect issues of a sensitive or confidential nature.
- e) While elected from specific wards, trustees must represent the best interests of the entire Division.
- f) Fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division's services.
- g) Trustees shall represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
- h) Trustees shall disclose the nature of any pecuniary interest, and abstain and absent themselves from discussion or voting on the matter in question.
- i) Trustees shall not use their influence to obtain employment within the Division for family members or friends.
- j) Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Section 7 – Trustee Code of Conduct Sanctions.

## **7. TRUSTEE CODE OF CONDUCT SANCTIONS**

- a) Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board of Trustees instituting sanctions.
- b) Trustee who believes that a fellow Trustee has violated the Code of Conduct should seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- c) A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall file a letter of complaint with the Chair or Vice Chair within thirty (30) days of knowledge of the alleged event occurring, and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee. The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable, in what follows, by the Vice Chair, within five (5) days of receipt by the Chair of the letter of complaint.
- d) When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board of Trustees may be disclosed by the Chair only at the direction of the Board of Trustees, following the disposition of the complaint by the Board of Trustees at a hearing.
- e) To ensure that the complaint has merit to be considered and reviewed, at least one other Trustee of the Board must provide to the Chair within three (3) days of the notice in writing of the complaint being forwarded to all Trustees, a letter indicating support for having the complaint be heard at a hearing. Any Trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a hearing convened to hear the matter, solely for having issued such a letter.
- f) Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The Chair shall notify all other Trustees in writing that no further action of the Board shall occur.
- g) Where a letter supporting a hearing is forthcoming, the Chair shall add the item to a meeting of the Board of Trustees as soon as is reasonable.
- h) A violation of the Code of Conduct shall result in:



- i. The Chair writing a letter of censure marked “Personal and Confidential” to the Trustee in question. This occurs only after having such action discussed and agreed upon by a majority of Trustees present at an in-camera meeting of the Board of Trustees. A majority of Trustees at a public meeting of the Board of the Trustees shall immediately approve this decision;
- ii. For a subsequent occurrence, at a public meeting of the Board of Trustees, a motion of censure shall be presented against the Trustee in question; and
- iii. For a third and subsequent occurrences, at a public meeting of the Board of Trustees, a motion to remove the Trustee in question from one (1), or more, of all Board of Trustees appointments may be presented.
- iv. Depending on the significance of the violation, the Board of Trustees may omit steps in the process defined above or take alternate action if deemed more appropriate.

## **8. BOARD OPERATIONS – USE OF ELECTRONIC DEVICES:**

- It is expected that when technology is being used, it is in a purposeful manner for Board business.
- Trustees will maintain the decorum of the meeting by using electronic devices without distracting others.

## **9. BOARD OPERATIONS - MEETINGS:**

The Board desires that board meetings be informal enough to encourage discussion and to promote collaboration. If procedural questions arise, *Robert's Rules of Order* shall prevail.

### **a) Organizational Meeting**

An Organizational Meeting of the Board shall be held annually.

In a general election year, the organizational meeting will be held on the fourth Wednesday of October. The Superintendent or designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting.

Each trustee will take the oath/affirmation of office immediately following the call to order of the Organizational Meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair and Vice Chair. Upon election of the Vice Chair, the Board Chair shall preside over the remainder of the organizational meeting.

The Organizational Meeting shall, in addition include, but not be restricted to, the following:

- Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
- Elect Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- Review Board member conflict of interest stipulations and determine any disclosure of information requirements;
- Determine Trustee compensation and-reimbursements.
- Approve signing authority.

## b) Regular Meetings

Regular Board meetings shall be as established at the annual Organizational Meeting.

- All meetings will ordinarily be held in the Division Board office in Wainwright.
- The Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- All trustees who are absent from three consecutive regular meetings shall:
  - Obtain authorization by resolution of the Board to do so; or
  - Provide to the Board Chair or Superintendent evidence of illness in the form of a medical certificate respecting the period of absence.
- Failure to attend may result in disqualification.
- If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an Acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.

## c) Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time as provided for under Section 3 of the *Education Act* Board Procedures Regulation. These are public meetings.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

## d) In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the In-Camera session shall be limited to discussion pertaining to the following stated reasons:

- Individual students;
- Individual employees;
- Collective bargaining issues;
- Litigation issues;
- Acquisition/disposal of property; and
- Other topics that a majority of the trustees present feel, in the public interest, should be held in private.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter that gave rise to the closed meeting. Board members and other persons attending the session shall maintain confidentiality and not disclose the substance of deliberations at such sessions.

The only resolution during an in-camera session is a motion to re-convene the Board in an open, public meeting.

## e) Committee of the Whole Meetings

In order to provide the Board with information required to make informed decisions and to allow time for clarification, Committee of the Whole meetings will be held prior to Board meetings. No debate is allowed at Committee of the Whole meetings.

f) Other committee meetings may make recommendations to the Board for action.

g) Agenda for Regular Meetings

The Board Chair is responsible for preparing an agenda for Board meetings in consultation with the Vice-Chair and the Superintendent.

The order of business at a regular meeting shall generally be as follows:

- Call to Order
- Approval of Agenda
- Approval of Minutes
  - Minutes of Regular Board Meetings
  - Minutes of Special Board Meetings
- Petitions & Delegations
- In-Camera Session (if required)
- Committee Reports
- Superintendent's Reports
- Business Arising out of Minutes
- New Business
- Trustee Reports
- Trustee Readings
- Information Items
- Communication Strategy
- Items for Next Meeting
- Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.

Items may be placed on the agenda in one of the following ways:

- By notifying the Board Chair, Superintendent or Board Secretary at least fourteen days prior to the Board meeting.
- By notice of motion at the previous meeting of the Board.
- As a request from a committee of the Board.
- Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

The agenda package, containing the agenda and such supporting information as is available, will be provided to each trustee at least four (4) days prior to the date of the meeting by electronic means. Trustees may request a paper copy, which will be provided as soon as possible. Subsequently, additional information may be sent electronically or posted on the Trustee web page or will be available in paper format at the meeting.

The list of agenda items shall be posted on the Division website and be available in the Division office. Any elector may inspect the agenda and request a copy. Copies of the agenda will be sent electronically to all schools for distribution to staff, school councils and media.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

#### h) Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

The minutes shall record:

- Date, time and place of meeting;
- Type of meeting;
- Name of presiding Chair;
- Names of those trustees and administration in attendance;
- Approval of preceding minutes;
- Whenever possible, a brief summary of the circumstances which gave rise to the matter being debated by the Board;
- All motions placed before the Board are to be entered in full, including the Board's decision on the motion;
- Names of persons making the motion;
- Points of order and appeals;
- Appointments;
- Summarized reports of committees;
- Recording of the vote on a motion (when requested pursuant to the Education Act Board Procedures Regulation Section 8 (3)); and
- Trustee declaration pursuant to the Education Act Section 88.

The minutes shall:

- Be prepared as directed by the Superintendent;
- Be prepared in a manner that respects and adheres to the Freedom of Information and Protection of Privacy Act.
- Be reviewed by the Superintendent prior to submission to the Board;
- Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes.

The Superintendent or designate shall establish and maintain a file of all Board minutes.

Upon adoption by the Board, the official minutes shall be distributed to central office personnel, schools and school councils and open to public scrutiny through posting on the division website or availability at the Board office.

#### i) Motions

- Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

- Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

- Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

- Reading of the Motion

A trustee may require the motion under discussion to be read or displayed electronically at any time during the debate.

- Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act or Education Act Board Procedures Regulation*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

- Recorded Vote

A recorded vote, if requested by a trustee;

- prior to the vote, the name of each trustee present and whether the trustee voted for or against the motion;

- following the vote, only the name of the trustee requesting the vote, and whether that trustee voted for or against the motion or abstained under the provisions of the *Education Act Board Procedures Regulation Section 8 (3)*.

j) Delegations to Board Meetings

The Board recognizes the value of and welcomes input into educational matters under consideration or in place. The Board, therefore, has established a number of guidelines which govern the attendance of delegations at regular Board meetings, and provide for direct public input at regular Board meetings. Regular Board meetings are open to the public.

- The spokesperson for a delegation that wishes to appear and speak at a regular Board meeting, must contact the Board's Secretary to arrange a suitable date and time. This contact should be made at least fourteen (14) days prior to the next regular meeting of the Board.
- The spokesperson for a delegation that wishes to appear and speak at a regular Board meeting, is encouraged to submit to the Board's Secretary, at least ten (10) days prior to the regular Board meeting at which the delegation will appear, a complete written submission on the matter(s) to be raised at the meeting.
- Where possible, relevant background information to the delegation's submission shall be prepared by the Superintendent and accompany the agenda.
- Any delegation that cannot comply with guidelines above, but who still appears at a regular meeting of the Board, will be treated in the same manner as any member of the public in attendance at a regular Board meeting, and will, at the discretion of the Board Chair, be given the opportunity to speak.
- Delegations will be permitted to appear and speak before the Board for a period of time up to 20 minutes. At the pleasure of the Chair, a question period may follow.
- Where a delegation requests action from the Board, the Board will usually respond at a subsequent meeting. The Board's formal response to matters raised by delegations will be in writing.
- Where a delegation's request has a significant impact upon a school, the principal and school council president will be provided with a copy of the submission and given an opportunity to provide input regarding the matter.
- Administration shall ensure that there is adequate seating for the public at regular Board meetings, and, if the attendance is expected to be beyond the capacity of the Boardroom, the Administration shall provide for the meeting in another location, after consultation with the Board Chair.

i) Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

**10. BOARD OPERATIONS: TRUSTEE COMPENSATION:**

Trustees who incur expenses and expend time in fulfilling their obligations shall be reimbursed upon submission of a properly completed expense form with supporting receipts attached.

- a) The Board will establish amounts and guidelines for the payment of honoraria and expenses.
- b) Trustees fulfilling their authorized duties will be expected to do so in a cost-effective manner.

c) Per diems will be provided for attendance at:

- Regular and special meetings of the Board
- Committee meetings
- ASBA meetings
- PSBAA meetings
- School council meetings
- School activities where attendance is in the capacity as trustee
- Meetings, professional development and other activities approved by the Board or Chair.
- Informal, unsolicited school or office visits and individual meetings with members of the staff or public will not be compensated.

Per Diem:

Per Diem will be based on travel time plus meeting time. If that elapsed time is four hours or less it constitutes a half day; over four hours constitutes a full day; and over eight hours constitutes a day and a half.

Per Diem is \$220.00 for the 2020/2021 year. Per Diem will be reviewed annually at the Organizational Meeting.

For basic jurisdiction-related business beyond scheduled meetings, seminars and conferences:

- The Board Chair shall receive four (4) basic days for jurisdictional business,
- The Vice Chair shall receive three (3) basic days,
- Trustees shall receive two (2) basic days at the per diem rate.

d) Expenses will be reimbursed at rates established annually for:

- actual distance traveled in the trustee's vehicle; or actual voucher expenses incurred for travel by means other than the use of the trustee's vehicle; and
- actual voucher expenses for accommodations and parking

Expenses:

Expense reimbursement outside the Division is \$60.00 per day.

Expense reimbursement inside the Division is \$30 per day or-\$15.00 per half day.

Mileage: In-town transportation will be \$10.00. The mileage rate will be tied to the Provincial rate at time of the annual Organizational Meeting.

Communication Expense Reimbursement: \$100.00 per month per trustee, to be reviewed annually.

Benefits: Benefits as per Alberta Health Care and ASEBP will be available to trustees.

Alcohol: Alcohol is not a reimbursable expense.

d) Claims for per diems and expense reimbursement shall be approved by the Board Chair or Vice-Chair and submitted to the Secretary-Treasurer as soon as possible.

## 11. BOARD OPERATIONS – PROFESSIONAL DEVELOPMENT

- It is both an expectation and responsibility of Board members to exemplify lifelong learning and to be aware of the latest developments in Board Governance and Education.
- The Board supports attendance at learning opportunities provided by Alberta Education, Alberta School Boards Association and the Public School Board Association of Alberta. Trustees are encouraged to attend professional learning opportunities made available in the province of Alberta.
- All requests for professional learning are subject to Board approval.
- Trustees are eligible to attend two major national or international conferences during an electoral term, but no more than one in a given year.
- Trustees will be provided with a list of potential conferences at the August committee meeting.
- For budgeting purposes, Trustees will inform the Board of their intention and seek approval to attend a major conference at the annual Organizational Meeting.
- Trustees are expected to submit a report following attendance at a conference.

## 12. BOARD OPERATIONS - TRUSTEE CONFLICT OF INTEREST

The Board member is directly responsible to the electorate of the Division and to the Board. Upon election to office the Board members must accept a position of public trust and are expected to conduct themselves in a manner which will enhance the trust accorded them, and through them, the trust accorded to the Board.

The Board expects that:

- Each Board member will be knowledgeable of Sections 85 – 96 of the *Education Act*.
- The Board member will accept sole responsibility for declaring a conflict of interest.
- Where a trustee(s) has a loyalty to more than one board and when the actions of one board affect the operation of the other board, it is that trustee's responsibility to abstain from involvement in discussion and voting on the matter in question.
- The Board member will limit a declaration of conflict of interest to those matters specified in Section-86 of the *Education Act*.
- The Board member will make such a declaration prior to discussion of the subject matter the Board member deems to be a potential conflict of interest.
- The Board Secretary will record in the minutes:
  - the Board member's declaration; and
  - the Board member's abstention from the discussion, the vote, or absence from the room.

## 12. BOARD OPERATIONS - BOARD SELF-EVALUATION

Annually, the Board will undergo a self-evaluation process that will coincide with the Superintendent/CEO evaluation process.

The components of the Board self-evaluation may include:

- Review of Board Role Performance
- Monitoring Interpersonal Working Relationships
- Monitoring Board Representation/Communication
- Review of Annual Work Plan Completion
- Monitoring Board-Superintendent Relations
- Review of Board Motions



- Review of Board Governance Policies
- Creating a Positive Path Forward

### **13. BOARD OPERATIONS - COMMUNICATIONS**

The Board believes open, honest and consistent communication with stakeholders is important to accurately inform and increase awareness of public education.

- As official spokesperson for the Board of Trustees, the Board Chair or designate shall release all formal statements concerning Board activities or issues.
- Individual trustees may be requested to provide information informally. Statements must be consistent with the position of the Board.