



102BP Board Committees

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LEGAL REFERENCE:

- Education Act Sections 52(1)(b), (3) and Section 142(1)(2) Section 37, (Subsections 2-10)

CROSS REFERENCE:

- [103BP Policy Development](#)
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POLICY STATEMENT:

The Board may establish committees to assist with its work. The Board shall:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
3. The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.

The Board Chair and Superintendent shall be ex-officio members of all Board committees. All committees of the Board, unless otherwise directed, shall prepare and submit a report to the Board. It is expected that reports will be included in the agenda package.

STANDING COMMITTEES:

COMMITTEE OF THE WHOLE:

The Board Committee of the Whole is established as a standing committee of the Board, with

responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will usually be held one week prior to the Board meeting. Under certain circumstances two meetings may be required. -Committee of the Whole is to collect information, seek clarification, and to give Board members opportunity to consider matters prior to the Board meeting where the decision will be made.

COMMITTEE NAME: STAFF LIAISON COMMITTEE

Committee Powers:

- To discuss policy and regulations concerning working conditions that are not covered under the collective agreements and to request agreed upon changes.
- To discuss matters of mutual concern.
- To report to the Board on its proceedings.
- To recommend to the Board items requiring Board attention.

Board Committee Terms of Reference:

1. Membership: -Three trustees elected at the annual organizational meeting. Chairman appointed by the committee.
2. For a CUPE or ATA staff liaison meeting, it is desired that an equal number of members, appointed by its union, attend.
3. Voting privileges: Only committee members vote.
4. Administrator assigned: Superintendent or designate.
5. Record of proceedings of committee meetings: Kept by the administrator assigned and reviewed by the committee at its next meeting.
6. Meetings: At the call of the Chairman.
7. Reporting: Administrator to report at each board meeting following a staff liaison committee meeting.
8. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

COMMITTEE NAME: NEGOTIATIONS COMMITTEE

Committee Powers:

- To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association and the Canadian Union of Public Employees,-any matter pertaining to the adoption of a new collective agreement or changes to an existing collective agreement.
- To recommend to the Board items requiring Board attention. (signing Memorandum of Agreement between parties).
- To act upon recommendations from the Board.

Committee Terms of Reference:

1. Membership: Four trustees elected at the annual organizational meeting. Chairman elected by the committee.
2. Voting privileges: Only committee members vote.

3. Administrator assigned: Superintendent or designate.
4. Record of proceedings of committee meetings: Each party to negotiations maintains its own record. The Superintendent or designate records matters on which agreement has been reached.
5. Meetings: Held at the call of either side. The first meeting to be held in accordance with the Labour Relations Act.
6. Reporting: The Chairman will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated memorandums of agreement.
7. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

COMMITTEE NAME: STUDENT MATTERS COMMITTEE

Committee Powers:

- To conduct hearings and expel or reinstate a student following a recommendation from a school principal or teacher for a student who has been suspended for a period greater than five days in accordance with Section 37 (subsections 2-10) of the Education Act.
- To conduct hearings into matters which significantly affect a student's education.

Committee Terms of Reference

1. Membership: An ad hoc committee consisting of at least three trustees, including the Board Chair or designate. The Chair shall name the other two trustees to serve on the committee.
2. Voting privileges: Only committee members vote except in the case of a trustee acting as an observer.
3. Administrator assigned: The Superintendent or designate.
4. The record of proceedings will be kept by the administrator assigned or designate.
5. Meetings: Held at the call of the Chair.
6. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

COMMITTEE NAME: POLICY COMMITTEE

Committee Powers:

- To develop new policy, amend policy, and review existing policy as required by the Board (adhering to Policy 103BP Policy Development).
- To provide feedback on Administrative Procedures put forward by staff.
- To recommend to the Board items requiring Board attention.
- To act upon recommendations from the Board.

Board Committee Terms of Reference:

1. Membership: Four Trustees elected annually at the organizational meeting.
2. Decision Making: Only committee members vote.
3. Administrator assigned: Superintendent or designate.
4. Record of proceedings of committee meetings: Kept by the administrator assigned or designate. Record of proceedings submitted to the Board at next regularly scheduled meeting.
5. Meetings: Will be called on a monthly basis or as needed.
6. Reports: Committee Chair to report at each Board Meeting.
7. This committee is established pursuant to Section 52(1)(b), (3) of the Education Act.

COMMITTEE NAME: AUDIT COMMITTEE

Committee Powers:

- To review the annual audited financial statements and provide the Board with suggestions for a communication to the public at the December board meeting.
- To recommend external auditors to the Board during a contract renewal period.
- Attend to other matters as the Board may determine in the establishment of the audit committee.

Board Committee Terms of Reference:

1. Membership: At least five individuals, three trustees appointed at the annual organizational meeting and two members of the public who are not trustees or school administration appointed by the Board Committee of the Whole at the Organizational meeting. The two public members selected by the Board shall be (a) a member of the business community who is not a trustee; (b) a member of the adult learning community who is not a trustee. The Secretary Treasurer will provide administrative support to the Audit Committee. Chair appointed by the committee.
2. Per Diem for non-board members is at the established meeting rate for trustees.
3. Mileage will be compensated at the jurisdictional rate.
4. Claims for per diem and mileage reimbursement are submitted to the Chair/Vice Chair for approval immediately following any meeting.
5. This committee is established pursuant to Section 142 of the Education Act.

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

Alberta School Boards' Association Zone 2/3

Terms of Reference:

1. Membership: One trustee and one alternate appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole

should be consulted at a regular meeting.

3. Meetings: Held on a monthly basis. Dates and times subject to Zone 2/3 schedule.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

Public School Board Association of Alberta

Terms of Reference:

1. Membership: One trustee and one alternate appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: Dates and times determined by PSBAA.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

Rural Caucus of Alberta School Boards

Terms of Reference:

1. Membership: One trustee appointed at the annual organizational meeting.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: At the call of the Chair.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.

OTHER EXTERNAL COMMITTEES:

Terms of Reference:

1. Membership: as required.
2. Voting Privileges: A Trustee is given corporate authority to act on behalf of the Board and may vote as an agent of the Board. When time and opportunity permits the Board as a whole should be consulted at a regular meeting.
3. Meetings: As determined.
4. Reporting: When appropriate the representative will share information with the Board through electronic means as well as report to the Board on a monthly basis.