



## BOARD OF TRUSTEES ELK ISLAND PUBLIC SCHOOLS

### ORGANIZATIONAL MEETING

REGULAR  
SESSION

THURSDAY, OCTOBER 28, 2021

Board Room  
Central Services  
Administration Building

### AGENDA

Mission Statement - To provide high-quality, student-centred education that builds strong, healthy communities.

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- |         |     |   |                                |
|---------|-----|---|--------------------------------|
| 9:00 am | 1.  | <b>CALL TO ORDER</b>                                | Secretary-Treasurer            |
|         | 2.  | <b>LAND AND PEOPLE ACKNOWLEDGEMENT</b>              | C. Devin/J. Albert<br>(verbal) |
|         | 3.  | <b>SWEARING IN OF TRUSTEES</b>                      | Secretary-Treasurer/L. McNabb  |
|         | 3.1 | Trustees' Oath of Office                            | (encl.)                        |
|         | 4.  | <b>NOMINATION PROCEDURES</b>                        | Secretary-Treasurer            |
|         |     | Review and Approval                                 | (encl.)                        |
|         | 5.  | <b>POSITION OF CHAIR</b>                            | Secretary-Treasurer            |
|         | 5.1 | Trustees' Opportunity to Declare Interest           | (encl.)                        |
|         | 5.2 | Nomination of Candidates                            |                                |
|         | 5.3 | Candidates' Opportunity to Speak                    |                                |
|         | 5.4 | Trustees' Questions of Candidates                   |                                |
|         | 5.5 | Balloting Process and Declaration of Results        |                                |
|         | 5.6 | Oath of Office                                      |                                |
|         | 5.7 | Chair Assumes Chair                                 |                                |
|         | 6.  | <b>AMENDMENTS TO AGENDA / ADOPTION OF AGENDA</b>    | Chair                          |
|         | 7.  | <b>POSITION OF VICE-CHAIR</b>                       | Chair                          |
|         | 7.1 | Trustees' Opportunity to Declare Interest           | (encl.)                        |
|         | 7.2 | Nomination of Candidates                            |                                |
|         | 7.3 | Candidates' Opportunity to Speak                    |                                |
|         | 7.4 | Trustees' Questions of Candidates                   |                                |
|         | 7.5 | Balloting Process and Declaration of Results        |                                |
|         | 7.6 | Oath of Office                                      |                                |
|         | 8.  | <b>2021-22 BOARD OF TRUSTEES MEETING SCHEDULE</b>   | Secretary-Treasurer<br>(encl.) |
|         | 9.  | <b>TRUSTEE DISCLOSURE STATEMENT</b>                 | Secretary-Treasurer<br>(encl.) |
|         | 10. | <b>COMMITTEE AND REPRESENTATIVE APPOINTMENTS</b>    | Chair                          |
|         |     | Referral to Nov. 25, 2021 Board Meeting             | (encl.)                        |
|         | 11. | <b>RESOLUTION TO DESTROY BALLOTS (if necessary)</b> | Chair                          |

**ADJOURNMENT**

## RECOMMENDATIONS TO OCTOBER 28, 2021 ORGANIZATIONAL MEETING

2. *Land and People Acknowledgement*
3. *Swearing In of Trustees*
4. That the Nomination Procedures for Selection of Chair and Vice-Chair be approved.
5. That one block nomination be made for all candidates running for the position of Chair: \_\_\_\_\_ and \_\_\_\_\_.
6. That the Agenda be adopted as amended or as circulated.
7. That one block nomination be made for all candidates running for the position of Vice-Chair: \_\_\_\_\_ and \_\_\_\_\_.
8. That the Board approve the 2021-22 Board of Trustees Meeting Schedule, as presented.
9. Trustee Disclosure Statement
10. That the Board Committee and Representative appointments for 2021-22 be referred to the Nov. 25, 2021 Board Meeting.
11. That the ballots be destroyed (if necessary).

## **Policy 3**

# **ROLE OF THE TRUSTEE**

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion 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. Individual trustees do not have the authority to direct the Division's administration and staff.

### **Specific responsibilities of individual trustees**

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Promote positive community engagement.
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The Trustee, upon receiving a complaint or an inquiry from a parent or community member about operations, shall refer the parent or community member back to the school or department and shall inform the Superintendent of this action.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board in order to provide the best possible outcomes for education within the Division.
8. Attend business meetings, caucus meetings and other public duties of the Board.
9. Respectfully bring forward and advocate for local issues.
10. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.
12. Participate in Board/Trustee development sessions so the quality of leadership and service in the Division can be enhanced.
13. Stay current with respect to provincial, national, and international educational issues and trends.
14. Share the materials and ideas gained with fellow trustees at a Board Caucus meeting, in written format, following a trustee professional development activity.

15. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
16. Attend school council meetings as assigned.
17. Attend, when possible, Division or school community functions.
18. Participate, when possible, in community initiatives/activities.
19. Attend, when possible, functions of provincial associations of which the Board is a member.
20. Become familiar with, and adhere to, the Trustee Code of Conduct.
21. Report any violation of the Trustee Code of Conduct to the Board Chair.

## **Orientation**

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.

1. The Division shall provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.
2. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures, and issues.

## **Reference:**

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Oct. 24, 2016	Nov. 24, 2016
Dec. 4, 2017	Jan. 25, 2018
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 20, 2018
Oct. 15, 2019	Nov. 21, 2019

Oct. 13, 2020

Nov. 26, 2020



## OFFICIAL OATH

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Trustee for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 28 day of October 2021

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.....  
Notary Public and Commissioner for Oaths in and for the  
Province of Alberta



# RECOMMENDATION REPORT

Page 1 of 3

**DATE:** Oct. 28, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Nomination Procedures

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Mark Liguori, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 5: Role of the Board Chair  
Board Policy 6: Role of the Vice-Chair  
Board Policy 7: Board Operations  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to ongoing advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Nomination Procedures for selection of a Chair and Vice-Chair be approved.**

**BACKGROUND:**

The Nomination Procedures listed below for the selection of the Chair and Vice-Chair are subject to approval at each Organizational Meeting.

**COMMUNICATION PLAN:**

The Nomination Procedures will be updated on the Website and all stakeholders will be advised.

**ATTACHMENT(S):**

1. Nomination of Chair and Vice-Chair



# RECOMMENDATION REPORT

## ATTACHMENT 1

### NOMINATION OF CHAIR AND VICE-CHAIR

The following nomination procedures shall be used for the election of Chair and Vice-Chair.

1. The Secretary-Treasurer shall chair the meeting until the Chair is elected. The newly elected Chair shall then take the chair and conduct the proceedings for the election of Vice-Chair.
2. Election procedures:
  - a) The Secretary-Treasurer shall call for a **motion to adopt the election procedures**.
  - b) Prior to nominations being received, each trustee shall be given the opportunity to speak, indicating his/her intent for seeking nomination for the position of Chair (Vice-Chair).
  - c) One block nomination shall be made for all candidates running for Chair (Vice-Chair). The Secretary-Treasurer (Chair) shall call for a **motion that one block nomination be made for all candidates running for the position of Chair (Vice-Chair)**.
  - d) If only one nomination is received for the position of Chair (Vice-Chair) that nominee shall be declared elected by acclamation.
  - e) Should the candidates wish to address the Board, they shall be given the opportunity to do so following the close of the nominations. They shall speak in alphabetical order by last name.
  - f) At the conclusion of the candidates' addresses, trustees who have not been nominated for the position shall be given the opportunity to ask questions of the candidates.
  - g) Any trustee nominated for a position, who does not wish to be considered for the position, may at any time prior to voting, withdraw his or her name.
  - h) When there is more than one nomination for Chair (Vice-Chair) ballots shall be distributed for voting purposes.
  - i) All balloting shall be conducted by secret ballot. Each trustee shall mark an "x" on the ballot opposite the name of the person for whom the trustee is voting.
  - j) All ballots shall be counted and tabulated by one election officer and one scrutineer to be named at the meeting.
  - k) If, on any ballot, a trustee receives a majority number of votes of those members present, there shall be no further votes taken.
  - l) On each ballot each trustee may not cast a vote for any trustee:
    - i) who have withdrawn their name from being considered for the position.
    - ii) who have been dropped from consideration as a result of receiving the lowest number of votes on the third or any subsequent ballot.



# RECOMMENDATION REPORT

- n) If on the first ballot no trustee receives a clear majority of votes, a second ballot shall be taken.
- o) Prior to the second ballot being taken, each trustee still in the balloting shall be given an opportunity to speak, in alphabetical order.
- p) If on the second ballot no trustee receives a clear majority of votes, a third ballot shall be taken.
- q) Following the second and each subsequent ballot, the trustee who receives the least number of votes shall be dropped from the ballot provided that, no more than two persons shall be dropped from the ballot at the same time.
- r) If the situation exists such that dropping two trustees with equal votes from the ballot at the same time leaves one trustee who has not received a majority of votes or there is a tie vote between all declared trustees;

then the following procedures will be implemented to determine which trustee(s) is dropped from the ballot.

- i. Prior to determining the candidate who withdraws by breaking the tie vote by a draw of names, the candidates, as identified in 2(r) may choose to conference and mutually decide and declare who will withdraw and/or
- ii. The Secretary-Treasurer shall:
  - write the names of those candidates with the lowest total of equal votes separately on blank sheets of paper of equal size and the same colour and texture,
  - fold the sheets of paper in a uniform manner so that the names are concealed,
  - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
  - declare the candidate whose name appears on the withdrawn sheet to have one less vote than the other candidate(s).
- s) The balloting procedure shall continue until one trustee receives a majority of the votes cast.
- t) If a tie occurs when there are only two trustees remaining on the ballot, one further ballot shall be taken. Prior to this vote being taken, each candidate will be given the opportunity to speak.
- u) If two or more candidates for any office have received the same number of votes, and if it is necessary to determine which candidate is elected, the Secretary-Treasurer shall:
  - write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture,
  - fold the sheets of paper in a uniform manner so that the names are concealed,
  - deposit them in a receptacle and have the Election Officer withdraw one of the sheets, and
  - declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.
- v) Prior to determining the election by breaking a tie vote by a draw of names, the two candidates remaining on the ballot may choose to conference and mutually decide and declare who is elected.

## Policy 5

# ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the organizational meeting and thereafter at any time as determined by the Board, shall elect one (1) 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:

1. Preside over all Board meetings and ensure such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Vice-Chair, designated trustee, and Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Be familiar with basic meeting procedures (i.e. Roberts Rules of Order).
4. Perform the following duties during Board meetings:
  1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  2. Ensure all issues before the Board are well-stated and clearly expressed.
  3. Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration.
  4. 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 they must speak to the question.
  5. 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.
  6. Submit motions or other proposals for a formal decision of the Board by a show of hands.
  7. Ensure each trustee present votes on all issues before the Board. When appropriate, advise Board members of a possibility of a conflict of interest.
  8. Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Keep informed of significant developments within the Division.
6. Assist with the Board's orientation program for trustees.
7. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.

9. 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.
10. Provide counsel to the Superintendent.
11. Review and approve the Superintendent's vacation entitlement and expenditures.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the Division when there are potential political implications.
14. Act as ex-officio member of all Board committees, except the Student Expulsion Committee and Teacher Collective Agreement Negotiating Committee.
15. Act as a signing authority for Board minutes.
16. Act as a signing authority for the Division.
17. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
18. Address inappropriate behaviour on the part of a trustee.
19. Ensure the Board engages in annual assessments of its effectiveness as a board.
20. Act on behalf of the Superintendent in his/her inability to act due to conflict of interest.
21. Foster, develop, and/or maintain positive, professional working relationships with:
  1. All members of the Board
  2. Superintendent and staff
  3. ATA Local President
  4. The Minister of Education
  5. Locally elected MLAs
  6. Municipal elected officials
  7. Board chairs of other Alberta school boards.

**Reference:**

Sections 33, 51, 52, 53, 64, 67 *Education Act*

**Last reviewed:**

Nov. 26, 2015

Oct. 24, 2016

Dec. 4, 2017

Feb. 19, 2019

Dec. 11, 2019

April 23, 2020

Feb. 9, 2021

**Last updated:**

## **EIPS Trustee Handbook, Section 3. Board Governance**

### **3.1.5. Role of the Board Chair**

*The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.*

*The Board, at the organizational meeting and thereafter at any time as determined by the Board, the Board must 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 (see [Policy 5: Role of the Board Chair preamble](#)).*

The powers and duties delegated to the Chair by the Board are outlined in [Policy 5: Role of the Board Chair](#)

#### **3.1.5.1. Board Chair Working List**

The powers and duties delegated to the Chair by the Board result in tasks that take place on a monthly basis, ongoing throughout the year, while others will take place on specific months of the year.

#### **3.1.5.2. Board Chair's monthly tasks**

- Provide a report from the Board at leadership meetings
- Attend Board committee meetings
- Develop the agenda for Board meetings
- Develop agenda for Board Caucus meetings
- Review the Board Highlights
- Monitor/track actions coming out of meetings of the Board
- Meet with the superintendent weekly
- Review/verify/approve superintendent's expense claims
- Review/verify/approve superintendent's vacation leave
- Review/verify/approve superintendent's sick leave
- Monitor governance budget
- Attend COSC and provide a Board report
- Forward email correspondences to all trustees
- Notify trustees of correspondence that arrives in the mail
- Review/verify/approve/address matters relating to trustee expense claims
- Review/verify/sign the official Board meeting minutes
- Send out copies of the Board highlights to Mayors, Reeves, MLA
- Distribute media key messages to trustees

#### **3.1.5.3. Board Chair's tasks throughout the year**

- Monitor goals from Board evaluation
- Review/verify/approve superintendent's mileage claim
- Ensure that the terms of the superintendent's contract are being met
- Approve the superintendent's purchase card credit limit
- Sign senior administration employment contracts following consultation with the Board
- Coordinate quarterly meeting with Strathcona County Mayor
- Coordinate the Board's annual meeting with Fort Saskatchewan City Council
- Coordinate the Board's annual meeting with Strathcona County Council
- Coordinate the Board's annual joint meeting with MLA's
- Coordinate the Board's annual meeting with EICS' Board
- Coordinate the Board's biannual meeting with Vegreville Town Council
- Coordinate the Board's meeting with town of Lamont Council once per term
- Coordinate the Board's meeting with town of Mundare once per term
- Coordinate the Board's meeting with town of Bruderheim once per term
- Attend meetings/workshops at the request of Minister of Education



## OFFICIAL OATH

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Chair for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 28 day of October 2021

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.....  
Commissioner for Oaths in and for the Province of Alberta

## Policy 6

# 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 at the pleasure of the Board.

### Specific responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
3. The Vice-Chair shall assist the Board Chair in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair, designated trustee, and Superintendent on items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. The Vice-Chair shall serve as the Chair of the Audit Committee.

### Reference:

Sections 33, 51, 52, 53, 64, 67 *Education Act*

Last reviewed:	Last updated:
Sept. 17, 2015	-
Dec. 4, 2017	Jan. 25, 2018
Feb. 19, 2019	-
Dec. 11, 2019	
March 10, 2020	
Feb. 9, 2021	



## OFFICIAL OATH

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Vice-Chair for the Elk Island Public Schools.

So help me God.

SWORN BEFORE me at Sherwood

Park in the Province of Alberta,

this 28 day of October 2021

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.....  
Commissioner for Oaths in and for the Province of Alberta



# RECOMMENDATION REPORT

Page 1 of 1

**DATE:** Oct. 28, 2021

**TO:** Board of Trustees

**FROM:** Candace Cole, Secretary-Treasurer

**SUBJECT:** 2021-22 Board of Trustees Meeting Schedule

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Mark Liguori, Superintendent  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 7: Board Operations  
Board Policy 2: Role of the Board  
*Education Act, Sections 33, 64 and 139*  
*Alberta Regulation 82/2019*

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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## RECOMMENDATION:

**That the Board approve the 2021-22 Board of Trustees Meeting Schedule, as presented.**

## BACKGROUND:

As per Board Policy 7: Board Operations, Sections 3.4.2, *the organizational meeting shall, in addition establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year.*

The 2021-22 schedule to August 2022 provides for full-day monthly Board meetings on the third or fourth Thursday of each month. The schedule provides an additional date in May 2022 for budget review. Depending on the timing of the Provincial Budget announcement the budget review and budget approval dates may be revised. There is no meeting scheduled in July.

## COMMUNICATION PLAN:

The meeting schedule will be updated on the Website, Staff Connect and EIPS Leadership Calendar. All stakeholders will be advised.

## ATTACHMENT:

1. 2021-22 Board of Trustees Meeting Schedule



## 2021 - 22 BOARD OF TRUSTEES MEETING SCHEDULE

**Start time:** 9:00 a.m., public session 10:00 am (full day meetings)  
(Meeting start time subject to change)

**Location:** Board Room, Elk Island Public Schools Central Services Administration Building  
683 Wye Road, Sherwood Park, Alberta

### 2021

November 25 Board of Trustees

December 16 Board of Trustees

### 2022

January 20 Board of Trustees

February 17 Board of Trustees

March 17 Board of Trustees

April 21 Board of Trustees

May 19 Board of Trustees Public Budget Review

May 25 (Wed) Board of Trustees

June 16 Board of Trustees

August 25 Board of Trustees/Organizational Meeting

*November 9, 2021 – ASBA New Trustees Virtual Orientation Session*

*November 14-16, 2021 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)*

*November 26, 2021 – ASBA Board Chairs Orientation Centre (additional information to come)*

*December 6-7, 2021 – Board Retreat (Location TBD)*

*March 6-8, 2022 - Alberta Rural Education Symposium 2022 (Fantasyland Hotel, Edmonton, AB)*

*June 6-7, 2022 - ASBA Spring General Meeting (tentative)*

*July 6-8, 2022 – CSBA 2022 Congress (tentative)*

Presented to Board: October 28, 2021



**Please complete this form and give to Candace Cole, Secretary-Treasurer  
prior to the end of the day, October 28, 2021**

**TRUSTEE DISCLOSURE STATEMENT  
(Section 86 of the *Education Act*)**

Name of Trustee: \_\_\_\_\_

Trustee's Employer: \_\_\_\_\_

Names and employment information of the trustee's spouse or adult interdependent partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_

Names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2021



# RECOMMENDATION REPORT

**DATE:** Oct. 28, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2021-22 Board Committee and Representative Appointments

**ORIGINATOR:** Carol Langford-Pickering, Executive Assistant

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 8: Board Committees  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board Committees and Representative schedule be referred to the Nov. 25, 2021 Board Meeting.**

**BACKGROUND:**

The Board Committees and Representative schedule has been prepared in accordance with Policy 8: Board Committees and Policy 9: Board Representatives. Committees and representatives are usually appointed annually at the Board meeting subsequent to the Organizational Meeting.

All appointments will be referred to the Nov. 25, 2021 Board Meeting with the exception of the Audit Committee. The Audit Committee's first meeting is scheduled on Nov. 3, 2021, to align with the Fall Budget submission deadline. Therefore, the Audit Committee membership will need to be determined following the Oct. 28, 2021 Organizational Meeting.

Trustees are asked to submit their committee preferences to the Board Chair following the Organizational Meeting. Trustees' workloads will be considered when determining appointments by the newly elected Board Chair and Vice-Chair.

**COMMUNICATION PLAN:**

The 2021-22 Board Committees and Representative schedule will be shared with all stakeholders.



# RECOMMENDATION REPORT

Once the lists are completed and reviewed by the Board at the Nov. 25, 2021 Board Meeting the lists will be published on the website, Staff Connect and provided to all stakeholders.

**ATTACHMENT(S):**

1. Policy 8: Board Committees
2. Policy 9: Board Representatives
3. 2021-22 Board Committees and Representative schedule to be completed

:clp

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

1. Purpose
  1. To provide a forum for discussion.
  2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  3. To assign work to be undertaken.
2. Powers and duties
  1. Make recommendations for agenda items for subsequent Board meetings.
  2. Maintain confidentiality of proceedings unless otherwise stated.
3. Membership
  1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

1. Purpose
  1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.
2. Powers of duties
  1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
    1. Recommend the appointment of the external auditor,
    2. Review the audit plan,
    3. Assess the effectiveness of the auditor,
    4. Review the annual financial statements and audit findings,

5. Assess the effectiveness of the Division’s internal controls, and obtain reports on internal audit findings and recommendations,
  6. Review the external auditor’s assessment of internal controls and obtain reports on significant findings and recommendations,
  7. Assess compliance with applicable legislation, regulations and guidelines,
  8. Report findings and information to the Board.
3. **Membership**
    1. Board Vice-Chair, who shall serve as Chair of the Committee, and two other trustees.
    2. Two community members
      1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
      2. Community members shall serve a two-year term and may apply to serve an additional term to a maximum of two consecutive terms.
      3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
    3. Superintendent and/or designate
    4. Secretary-Treasurer
    5. Director, Financial Services
    6. Other members of administration or the external auditors will be invited to attend, as required.
    7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
  4. **Meetings**
    1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
    2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
  5. **Compensation**
    1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
3. **Board Highlights**
    1. Purpose
      1. To establish content of the Board Highlights.
    2. Powers and duties
      1. Approve for circulation the Board Highlights.
    3. Membership
      1. Board Chair
      2. Superintendent and/or designate(s).
    4. Meetings
      1. As required to develop Board Highlights.
  4. **Policy**
    1. Purpose
      1. To ensure the Board Policy Handbook is current and relevant.

2. Powers and duties
  1. To receive information from trustees/administration/stakeholders and to discuss/develop policies as directed by the Board.
  2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
  3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
  2. Superintendent and/or designate(s).
4. Meetings
  1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
5. **Student Expulsion**
  1. Purpose
    1. To make decisions regarding the recommendations for the expulsion of any student.
  2. Powers and duties
    1. On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
    2. Inform the Board of the action taken by the Committee.
  3. Membership
    1. One trustee to serve as Chair and two other trustees.
  4. Meetings
    1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
6. **Teachers' Collective Agreement Negotiations**
  1. Purpose
    1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  2. Powers and duties
    1. Report to the Board from time to time.
    2. Maintain confidentiality of negotiation proceedings.
  3. Membership
    1. Three trustees
    2. Superintendent and/or designate(s)
    3. The Board will appoint the Chair and Vice-Chair.
  4. Meetings
    1. To be called by the Committee Chair.
7. **Agenda Review**
  1. Purpose
    1. To set the order of business for public meetings of the Board.

2. Membership
    1. Chair of the Board, Vice-Chair of the Board, and trustee designate
    2. Superintendent and/or designate
    3. Secretary-Treasurer.
  3. Meetings
    1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
    2. The Executive Assistant to the Board will serve as secretary.
- 8. Advocacy**
1. Purpose
    1. Support the ongoing advocacy efforts of the Board.
  2. Powers and duties
    1. Develop an action plan to support the Board’s identified advocacy plan
    2. Identify key messages to support the advocacy plan
  3. Membership
    1. Chair of the Board (Committee Chair) and two other trustees
    2. Superintendent or designate
    3. Associate Superintendent, Supports for Students
    4. Director, Communications.
  4. Meetings
    1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

**Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

**Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

**Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016

Oct. 24, 2016

	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organization meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. Alberta School Boards Association (ASBA) Zone 2/3
  1. Purpose
    1. Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and duties
    1. Attend ASBA Zone 2/3 meetings
    2. Represent the Board's positions and interests at the zone level
    3. Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    1. One (1) trustee; one (1) alternate
  4. Meetings
    1. As called by ASBA Zone 2/3
2. Committee of School Councils (COSC)
  1. Purpose
    1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and duties
    1. Attend meetings of COSC
    2. Represent the Board's positions and interests at COSC meetings
    3. Communicate to the Board the work of COSC
  3. Membership
    1. Board Chair; and
    2. Minimum of two trustees
  4. Meetings
    1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
  1. Purpose
    1. Represent the Board at meetings of TEBA

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	
	June 18, 2020
June 3, 2021	June 17, 2021



Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **COMMITTEE PREFERENCE LIST for 2021-22**

List to be submitted to the Board Chair following the October 28, 2021 Organizational Meeting.

Please indicate your interest to serve on any of the following with a check mark (✓) by the end of the day.

#### **Board Committees as per Board Policy 8**

<input type="checkbox"/>	BOARD CAUCUS	All trustees
<input type="checkbox"/>	AGENDA REVIEW	Board Chair, Vice-Chair and trustee designate
<input type="checkbox"/>	BOARD HIGHLIGHTS	Board Chair
<input type="checkbox"/>	ADVOCACY COMMITTEE	Board Chair and 2 trustees (Chair of the Board to serve as Chair)
<input type="checkbox"/>	AUDIT COMMITTEE	Vice-Chair and 2 trustees (Vice-Chair to serve as Chair)
<input type="checkbox"/>	POLICY COMMITTEE	3 trustees (One trustee to serve as Chair)
<input type="checkbox"/>	STUDENT EXPULSION	3 trustees (One trustee to serve as Chair)
<input type="checkbox"/>	TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	3 trustees (Board appoints Chair and Vice-Chair)

#### **Board Representatives for External Committees as per Board Policy 9**

<input type="checkbox"/>	ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3	1 trustee and 1 alternate (Acting Chair)
<input type="checkbox"/>	COMMITTEE OF SCHOOL COUNCILS (COSC)	Board Chair and minimum of 2 trustees
<input type="checkbox"/>	TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)	1 trustee

*The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.*

