



BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. It is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

Public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board. Having members of the public make presentations at Board meetings can enhance public interest.

1. Elections

1.1 Wards

Within the stipulations of Ministerial Order 41/94, which established Evergreen Catholic Separate Regional Division No. 2 and subsequent Ministerial Orders 003/98, 012/2004, 027/2005 and 006/2007, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Ministerial Orders are available from the Division Office.

1.1.1 Each of the following is established as a ward of the Regional Division:

1.1.1.1 The Stony Plain Roman Catholic Separate School District No. 151.

1.1.1.2 The Spruce Grove Roman Catholic Separate School District No. 128 and the Town of Devon.

1.1.1.3 The Westlock Roman Catholic Separate School District No. 110.

1.1.1.4 The Hinton Roman Catholic Separate School District No. 155.



- 1.1.2 The number of trustees to be elected in each ward/subdivision is as follows:
 - 1.1.2.1 Two (2) trustees from the Stony Plain Roman Catholic Separate School District No. 151 ward.
 - 1.1.2.2 Three (3) trustees from the Spruce Grove Roman Catholic Separate School District No. 128 ward.
 - 1.1.2.3 One (1) trustee from the Devon electoral subdivision of the Spruce Grove Roman Catholic Separate School District No. 128 ward.
 - 1.1.2.4 One (1) trustee from the Westlock Roman Catholic Separate School District No. 110 ward.
 - 1.1.2.5 One (1) trustee from the Hinton Roman Catholic Separate School District No. 155 ward.
- 1.1.3 All electoral subdivisions shall comprise all those lands as outlined in Ministerial Orders 006/2007, 029/2007 and 021/2009.
- 1.1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward/subdivision.
- 1.1.5 If a vacancy occurs in the membership of the Board during the three (3) years following an election, a by-election will be held, unless this vacancy occurs in the last six (6) months before the next election.

2. Oath of Office

- 2.1 A formal oath of office shall be scheduled following confirmation of trustee election results in a general election year.
- 2.2 Each trustee shall take the oath of office or make an affirmation as called upon.
- 2.3 Special provisions shall be made for a trustee taking office following a by-election.

3. Meetings

3.1 Organizational Meeting

- 3.1.1 An organizational meeting of the Board shall be held annually, and no later than four (4) weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.



- 3.1.2 The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 3.1.3 The Board Chair and Vice-Chair shall be elected until the next organizational meeting. Immediately following the election of the Chair, the Board Chair shall preside over the remainder of the organizational meeting.
- 3.1.4 The organizational meeting shall, in addition:
 - 3.1.4.1 Review trustee conflict of interest stipulations and complete disclosure of information requirements;
 - 3.1.4.2 Establish a schedule (date, time and place) for public board meetings and any additional required meetings for the ensuing year;
 - 3.1.4.3 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
 - 3.1.4.4 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate; and
 - 3.1.4.5 Address other organizational items as required.

3.2 Public Board Meetings

- 3.2.1 The Education Act refers to public board meetings as regular board meetings. For this policy, the term “public board meetings” shall be used.
- 3.2.2 All public board meetings will ordinarily be held in the Division Office and meeting dates and times shall be established at the annual organizational meeting.
- 3.2.3 In the event of the public board meeting not being held in the Division Office, reasonable steps will be taken to notify the public of locations from which members of the public may participate.
- 3.2.4 Notwithstanding the schedule noted in 3.1.4.2, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.2.5 All trustees shall notify the Board Chair and Vice Chair if they are unable to attend a public board meeting.



- 3.2.6 All trustees who are absent from three (3) consecutive meetings shall:
 - 3.2.6.1 Obtain authorization by resolution of the Board to do so; or
 - 3.2.6.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
 - 3.2.6.3 Failure to attend may result in disqualification.
- 3.2.7 If both the Chair and 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.
- 3.2.8 Public board meetings will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

3.3 Special Public Board Meetings

- 3.3.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 3.3.2 Special meetings of the Board will only be called when the Chair, the majority of trustees, the Minister or the Superintendent is of the opinion that an issue must be dealt with before the next public board meeting.
- 3.3.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees (at least 48 hours prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice)..
- 3.3.4 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.
- 3.3.5 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 3.3.6 Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.



4. Elements of Meetings

4.1 Agenda for Public Board Meetings

The Board Chair is responsible for preparing an agenda for Public Board meetings in consultation with the Superintendent or designate.

4.1.1 The order of business at a Public Board meeting shall generally be as follows:

4.1.1.1 Call to Order;

4.1.1.1.1 Opening Prayer;

4.1.1.1.2 Land Acknowledgement;

4.1.1.1.3 Introductions of Trustees and Senior Administration in Attendance;

4.1.1.1.4 Introduction of Media and Public (when present);

4.1.1.2 Delegation;

4.1.1.3 Consideration of the Agenda;

4.1.1.3.1 Approval of the Agenda;

4.1.1.3.2 Approval of Draft Minutes;

4.1.1.3.3 Business Arising from the Minutes;

4.1.1.4 Business;

4.1.1.5 Administrative Reports;

4.1.1.5.1 Superintendents Reports

4.1.1.5.2 Financial Report

4.1.1.6 Board Reports;

4.1.1.6.1 Board Chair Report

4.1.1.6.2 ASBA/ACSTA/Rural Caucus Updates;

4.1.1.6.3 Committee Updates;

4.1.1.6.4 School Representative Reports;



- 4.1.1.7 Advocacy;
 - 4.1.1.8 Information Items;
 - 4.1.1.9 In-Camera Session (if necessary)
 - 4.1.1.10 Closing Prayer;
 - 4.1.1.11 Adjournment.
- 4.1.2 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. The Board may request a recommendation from the Superintendent when considering action items.
- 4.1.3 Items may be placed on the agenda in one (1) of the following ways:
- 4.1.3.1 By notifying the Board Chair or Superintendent or designate at least eight (8) calendar days prior to the Board meeting.
 - 4.1.3.2 By notice of motion at the previous meeting of the Board.
 - 4.1.3.3 As a request from a committee of the Board.
 - 4.1.3.4 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.
- 4.1.4 The agenda package, containing the agenda and supporting information, will be available to each trustee seven (7) calendar days prior to the Board meeting. All trustees are expected to be conversant with the materials. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.
- 4.1.5 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.
- 4.1.6 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.
- 4.1.7 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.



4.2 Minutes for Public Board Meetings, Special Board Meetings, Organizational Meetings

4.2.1 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;

4.2.1.1 Type of meeting;

4.2.1.2 Name of presiding officer;

4.2.1.3 Names of those trustees and senior administration in attendance;

4.2.1.4 Approval of agenda;

4.2.1.5 Approval of preceding minutes;

4.2.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;

4.2.1.7 Names of persons making the motions;

4.2.1.8 Points of order and appeals;

4.2.1.9 Appointments as per Policy 9;

4.2.1.10 Receive committee reports;

4.2.1.11 Recording of the declaration of all votes on a motion (when requested pursuant to the Education Act Board Procedures Regulation);

4.2.1.12 Recording of individual trustee declaration of vote pursuant to the Education Act Board Procedures Regulation; and

4.2.1.13 The times of departures and re-entries of trustees during a meeting.

4.2.2 The minutes shall:

4.2.2.1 Be prepared as directed by the Superintendent or designate;

4.2.2.2 Be reviewed by the Board Chair, and Superintendent or designate prior to submission to the Board;

4.2.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and



- 4.2.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 4.2.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that initials of the Board Chair and Secretary-Treasurer are appended to each page of the minutes, and that signatures of the same are affixed to the concluding page of the minutes.
- 4.2.4 The Superintendent or designate will establish a codification system identifying resolutions determined by the Board, and maintain a file of all Board minutes.
- 4.2.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 4.2.6 The approved minutes of a public or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 4.2.7 All committees of the Board, unless otherwise directed, shall prepare and submit reports of meetings to the Board.
- 4.2.8 All representatives appointed in accordance with Policy 9 shall provide a report to the Board.
- 4.3 Motions
 - 4.3.1 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.
 - 4.3.2 Motions made do not require a seconder.
 - 4.3.3 Discussion on Motions
 - 4.3.3.1 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
 - 4.3.3.2 A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.



4.3.3.3 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. Motions may be submitted by any trustee, including the Board Chair.

4.3.4 Speaking to the Motion

4.3.4.1 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.

4.3.4.2 If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

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

4.3.4.4 As a general guide, a trustee should not speak longer than five (5) 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.

4.3.4.5 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.

4.3.4.6 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.

4.3.5 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

4.3.6 Recorded Vote

Whenever a trustee requests a recorded vote, before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter.



4.3.7 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the 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 trustees to use a show of hands.

4.3.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

4.4 In-Camera Sessions

4.4.1 The Education Act uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

4.4.2 The preservation and enhancement of the public's trust in the educational system is an important priority of the Board. The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity require the Board to hold closed meetings.

4.4.3 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.

4.4.4 The Board may convene in-camera only to discuss matters of a sensitive nature, including:

4.4.4.1 Individual students;

4.4.4.2 Individual employees;

4.4.4.3 Matters relating to negotiations;



- 4.4.4.4 Acquisition/disposal of real property;
 - 4.4.4.5 Litigation brought by or against the Board;
 - 4.4.4.6 Other topics that a majority of the trustees present feel should be held in private, in the public interest.
- 4.4.5 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 4.4.6 The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
- 4.5 Delegations at Public Board Meetings
- "Delegation" means representatives or group comprised of one or more individuals that wish to make a presentation, request an action, provide an update on an idea or concept, or provide further information on an educational issue, as a result of having submitted a Delegation request to the Superintendent.
- 4.5.1 Delegations must occur in accordance with the prescribed procedures as outlined below.
- 4.5.1.1 In the interest of open communication, concerns are best resolved at the school level and/or as close to the source of the concern as possible, and in accordance with existing Administrative Procedure 152 - Dispute Resolution.
 - 4.5.1.2 The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an opportunity to appear before the Board and, further, the Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.
 - 4.5.1.3 A Delegation will not be approved unless they have attempted first to resolve the difficulty through contact with the Superintendent.
 - 4.5.1.3.1 The Superintendent maintains the authority for final review of appeals on all matters except those matters that may be appealed to the Board as per the Education Act (section 42).



- 4.5.1.3.2 If the Superintendent is not the final authority on the matter at hand, and if the matter significantly affects the education of a student, then the process, toward resolution of the dispute, may be escalated by correspondence (email or letter) to the Board of Trustees as described in Policy 13: Appeals and Hearings on Student Matters;
- 4.5.1.3.3 The Board retains the right to determine if the subject matter of the proposed presentation is relevant to the role of the Board. If, following review of the request by the Chair of the Board and the Superintendent, the matter is not related to the Board's responsibilities and instead relates to administrative duties and responsibilities within the authority of the Superintendent, the matter will be referred to the Superintendent.
- 4.5.1.4 Presenters are asked to present information in a constructive manner, and to ensure that their communications maintain a level of decorum which will allow the meeting to proceed effectively. Any behaviour that does not align with the Board's expectations of conduct will not be tolerated. Presenters who do not adhere to these rules may be excluded from the meeting for improper conduct.
- 4.5.1.5 In keeping with the Board's role and its governance structure, presentations with respect to the following issues will not be permitted:
 - 4.5.1.5.1 Matters for which specific processes have been devised either through Board policy or administrative procedures, such as dispute resolution processes, appeal mechanisms, or similar procedures;
 - 4.5.1.5.2 Matters for which specific statutory processes exist;
 - 4.5.1.5.3 The security and property of Evergreen Catholic Schools;
 - 4.5.1.5.4 Personal information of an individual including but not limited to a student or an employee of Evergreen Catholic Schools;
 - 4.5.1.5.5 Labour relations or employee negotiations;
 - 4.5.1.5.6 A proposed or pending acquisition or disposition of property by or for Evergreen Catholic Schools;



4.5.1.5.7 A law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Board, or a consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act;

4.5.1.5.8 Individual student matters or personnel matters.

4.5.2 Requesting a Delegation

Delegations must occur in accordance with the prescribed procedures as outlined below.

4.5.2.1 A written request for an item to be placed on the agenda must be received by the Superintendent seven (7) days prior to the meeting date.

4.5.2.2 The request is to be accompanied by the "terms of reference" information, for the presentation to be made. The notice shall include a written brief articulating the matter.

4.5.2.3 The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.

4.5.2.4 The delegation will be afforded ten (10) minutes for presentation.

4.5.3 Approved Delegations will be placed on the agenda of the next Public Board meeting.

4.5.4 The Superintendent will inform the Delegation regarding time, place and Board policy and procedures with regards to presentations and delegations.

4.5.5 Groups wishing to make presentations to the Board will normally do so at public meetings of the Board. (On matters where the public interest may be compromised by presenting the issue in public, the Board may move to closed session.)

4.5.6 No presentation or delegation will be received at a public meeting of the Board unless the matter has been placed on the agenda.

4.5.7 The Board at its discretion may not debate the matter presented by the Delegation. Questions of clarification directed through the Chair may be asked.

4.5.8 The Board may not make a decision on the matter at the same meeting that the Delegation is heard.



4.5.9 If a decision on the issue by the Board is required subsequent to the presentation, the Superintendent will inform the individual or group of the public board meeting at which the issue will be debated and a decision made.

4.5.10 The Superintendent or designate will normally review the issue and prepare a recommendation for the Board's consideration at a subsequent meeting of the Board.

4.6 Meetings by Electronic Means

Meetings by electronic means may be convened in the event of extenuating circumstances.

4.6.1 In accordance with Section 5 of the Education Act Board Procedures Regulation, the Board may hold a meeting using electronic means or other communication facilities.

4.6.2 Trustees, whether individually or collectively, participating in a meeting of the board by electronic means or other communication facilities are deemed to be present at the meeting.

4.7 Audio/Video Recording Devices

No unauthorized recording of Public Meetings are permitted by any means unless approved prior to the start of the Meeting. The Board requires that anyone wanting to use recording devices at a Public Board meeting shall notify the Board Chair.

5. Petitions

Any petitions to the Board must follow Petitions and Public Notices Regulation (Alberta Regulations 91/2019).

6. Trustee Compensation and Expenses

Trustees shall be compensated for their services and reimbursed for expenses incurred during the performance of their duties.

6.1 Honoraria

Trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

6.1.1 Public and special Board meetings.

6.1.2 Division meetings with staff, parents and/or students, School Council meetings, Division Faith Development Day, Division Year End Mass, Division Staff Recognition events on behalf of the Board.



- 6.1.3 Meetings with Division staff and tours of facilities within the trustee's ward or electoral subdivision as planned by the Board.
- 6.1.4 Attendance at school Eucharistic celebrations and liturgies, concerts, productions, functions and/or activities.
- 6.1.5 Attendance at social functions of the staff.
- 6.1.6 Informal, unsolicited school or office visits and individual meetings with members of the staff or public.
- 6.1.7 Attendance at graduation exercises.
- 6.1.8 Attendance at extra-curricular school activities.

6.2 Per Diem Allowance

A per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honoraria. These allowance rates are identified in Policy 7 Appendix B - Board Governance Budget Allocations.

- 6.2.1 ACSTA Director Meetings.
- 6.2.2 ASBA Zone Meetings.
- 6.2.3 ACSTA, ASBA, CCSTA, CSBA, Alberta Education and Alberta Infrastructure conventions and workshops.
- 6.2.4 Meetings with other Boards, local municipalities and government- elected officials and personnel.
- 6.2.5 Attendance at meetings held by other organizations to which the Board appoints a representative.
- 6.2.6 Board Caucus Meetings, Committee Meetings and other activities as approved by the Board.
- 6.2.7 Board Committee meetings within an hour of a regular board meeting are not eligible for a per diem allowance.
- 6.2.8 Claiming for this allowance shall be done, inclusive of travel time, in half day increments (up to 4 hours), full day increments (up to 8 hours), to a maximum of 1.5 days (up to 12 hours), and shall be at the discretion of the trustee, however the total



expenses paid shall not exceed the total Board Governance Annual Budget Allocations.

6.3 Travel

Trustees are eligible to claim travel expenses from their residence to attend the above listed activities outside of their electoral boundaries. The kilometer rate claimed shall be in accordance to the Board established rates. Public and special Board meeting days are not eligible for travel expenses. Claiming for this allowance shall be at the discretion of the trustee, however the total expenses paid shall not exceed the total Board Governance Annual Budget allocations.

6.4 Other Expenses

6.4.1 The Division shall pay or reimburse trustees for the following expenses related to:

6.4.1.1 Registration

6.4.1.2 Parking

6.4.1.3 Meals

6.4.1.4 Accommodation

6.4.1.5 Childcare allowance (for those activities included in the basic honoraria only).

6.4.2 Total expenses paid shall not exceed the total Board Governance Annual Budget allocations.

6.4.3 The Division shall provide each trustee ASEBP- Blanket Life Insurance during their term.

6.4.4 The following health benefits shall be available to each trustee at no cost to the Division:

6.4.4.1 ASEBP- Dental Care- Plan 3

6.4.4.2 ASEBP- Extended Health Care- Plan 1

6.4.4.3 ASEBP- Vision - Plan 3.

6.4.5 When his/her spouse accompanies a trustee, the Board shall pay banquet ticket.



6.4.6 Retiring trustees shall receive the basic honoraria and any applicable additional allowances for the full month during which they retire.

6.4.7 Newly elected trustees receive a basic honorarium and any applicable additional allowances effective the first of the month following their oaths of office.

6.5 Professional Development

The Board encourages trustees to attend conventions and trustee development activities designed to improve their effectiveness as trustees.

6.5.1 The Board strongly encourages all trustees to attend the following annual trustee conventions:

6.5.1.1 Alberta School Boards Association.

6.5.1.2 Alberta Catholic School Trustees Association.

6.5.1.3 Canadian Catholic School Trustees Association.

6.5.2 Trustee attendance at other trustee development activities will be supported based upon the annual budgeted allocation.

6.5.3 Trustee attendance at the above noted conventions and other approved functions will be supported with the payment by the Board of all expenses incurred as per the current per diem and traveling allowance policies and procedures.

6.5.4 Registration of trustees at approved conventions or functions will be facilitated by the Superintendent or designate.

6.6 Annual basic honoraria and allowances shall be paid in accordance with Policy 7 Appendix B. Payment will be made in one-twelfth (1/12th) installments.

6.7 Trustees may claim per diem allowances in accordance with Policy 7 Appendix B. Per diem allowance claims shall be made each month and will be processed through payroll.

6.8 Trustees shall submit per diem allowance and expense reimbursement claims. Claims for future activities will not be allowed.

6.9 The Board Chair shall approve all trustee claims. The Vice-Chair shall approve the Board Chair claims.

6.10 For any trustee claim that goes beyond defined guidelines, the Board Chair will review and approve/disallow the trustee's claim. The Vice-Chair will perform this function where a claim of



the Board Chair is involved. Original, itemized receipts shall support all claims for registration, accommodation, transportation and parking expenses.

6.11 Where detailed and itemized meal receipts are not provided, the following set fee will apply:

6.11.1 Breakfast \$15.00

6.11.2 Lunch \$20.00

6.11.3 Dinner \$30.00

6.12 Trustees will provide a report on materials of interest received as a result of their attendance at professional development activities, ACSTA, ASBA Zone 2/3 and CCSTA Executive meetings for the next Board meeting.

7. **Trustee Conflict of Interest**

Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. It is a requirement to declare a conflict of interest.

7.1 The trustee is expected to be conversant with Sections 28, 90-96, 198-199, 203-204 of the Education Act.

7.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest at any time.

7.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

7.2.2 Following the declaration of a direct conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

7.3 It shall be the responsibility of the trustee in a direct conflict to absent themselves from the meeting in accordance with the requirements of the Education Act Board Procedures Regulation and ensure that their declaration and absence is properly recorded within the minutes.

7.4 The recording secretary will record in the minutes:

7.4.1 The trustee's declaration;

7.4.2 The trustee's abstention from the debate and the vote; and if required;

7.4.3 That the trustee left the room in which the meeting was held.



8. Board Self-Evaluation

- 8.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled Superintendent Evaluation Process, Criteria and Timelines.
- 8.2 The purpose of the Board self-evaluation is to answer the following questions:
 - 8.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
 - 8.2.2 How do we perceive our interpersonal working relationships?
 - 8.2.3 How well do we receive input and how well do we communicate?
 - 8.2.4 How well have we adhered to our annual work plan?
 - 8.2.5 How would we rate our Board-Superintendent relations?
 - 8.2.6 How well have we adhered to our governance policies?
 - 8.2.7 What have we accomplished this past year? How do we know?
- 8.3 The principles upon which the Board self-evaluation is based are as follows:
 - 8.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 8.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 8.3.3 An evidence-based approach provides objectivity.
- 8.4 The components of the Board self-evaluation include the review of:
 - 8.4.1 Board Role Performance
 - 8.4.2 Interpersonal Working Relationships
 - 8.4.3 Community Engagement
 - 8.4.4 Annual Work Plan Completion
 - 8.4.5 Board-Superintendent Relations
 - 8.4.6 Board Motions



8.4.7 Board Governance Policies

8.4.8 A Positive Path Forward

Legal Reference: Section 28, 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 75, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 112, 114, 138, 139, 222 Education Act
Local Authorities Elections Act
Income Tax Act (Canada)
Board Procedures Regulation
Petitions and Public Notices Regulation