

Horizon School Division No. 67  
Organizational Board Meeting – Eric Johnson Room

1:00 p.m. – Wednesday, October, 24<sup>th</sup>, 2018 (Eric Johnson Room)

**ORGANIZATIONAL MEETING AGENDA**

1. Call to Order – Phil Johansen
2. Nominations and Election for Chair of the Board – Phil Johansen
3. Nominations and Election for Vice-Chair of Board – Phil Johansen

**CHAIR TAKES CONTROL OF THE MEETING**

4. 2018/19 Trustee Committees Enclosure 1  
*(2018-2019 Committees)*  
*(2017-2018 Committee Reps.)*
  - ATA Negotiating/Liaison (3)
  - CUPE Negotiating/Liaison (3)
  - Transportation (3)
  - Facilities (2)
  - Public Relations (2)
  - Policy (2)
  - Adult Learning/Further Education (1)
  - ASBA (1)
  - TEBA (1)
  - Indigenous (1)
5. Admin Meeting Representation Enclosure 2  
*(2018-2019 Representatives)*
6. 2018/19 Trustee School Representatives Enclosure 3  
*(2017-2018 Representatives)*
7. Trustee Remuneration Enclosure 4  
[Policy BHD – Board Member Compensation and Expenses](#)
8. Board of Trustees Board Meeting Dates Enclosure 5
9. 2018-2019 School Visits Enclosure 6
10. Adjourn Organizational Meeting

**Policy Reference Enclosures**

Enclosure 7 - Policy BBA – School Board Powers and Duties

Enclosure 8 - Policy BBF – School Board Member Ethics and Code of Conduct

Enclosure 9 - Policy BCE – Board Organizations and Committees

Enclosure 10 - Policy BD – Board Meetings

**Horizon School Division No. 67  
Trustee Committees  
(2018-2019 SCHOOL YEAR)**

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**Board Chair –  
Board Vice-Chair –**

<b>Finance/Audit Committee</b> All members of the Board	<b>Budget Committee</b> All members of the Board
<b>A.T.A. Negotiating/Liaison Committee (3)</b>	<b>C.U.P.E./Support Staff Negotiating Liaison Committee (3)</b>
<b>Public Relations Committee and <i>Friends of Horizon</i> (2)</b>	<b>Facilities Committee (2)</b>
<b>Policy Committee (2)</b>	<b>ASBA Zone 6 Director (1)</b>
<b>Council of School Councils</b> One member of the Board to attend meetings on rotation	<b>Hutterian Brethren Board Representative (?)</b>
<b>Administrative Council Meetings</b> One member of the Board on a monthly rotation	<b>Transportation (3)</b>
<b>TEBA (1)</b>	<b>Indigenous (1)</b>

**Horizon School Division No. 67  
Trustee Committees  
(2017-2018 SCHOOL YEAR)**

**Board Chair – Marie Logan  
Board Vice-Chair – Bruce Francis**

<b>Finance/Audit Committee</b> All members of the Board	<b>Budget Committee</b> All members of the Board
<b>A.T.A. Negotiating/Liaison Committee</b> Marie Logan - Chair Bruce Francis Derek Baron	<b>C.U.P.E./Support Staff Negotiating Liaison Committee</b> Rick Anderson- Chair Jennifer Crowson Blair Lowry
<b>Public Relations Committee and <i>Friends of Horizon</i></b> Jennifer Crowson– Chair <i>Marie Logan</i>	<b>Facilities Committee</b> Bruce Francis – Chair Derek Baron Blair Lowry
<b>Policy Committee</b> Christa Runka Rick Anderson	<b>ASBA Zone 6 Director</b> Marie Logan Christa Runka - (alternate)
<b>Council of School Councils</b> One member of the Board to attend meetings on rotation	<b>Hutterian Brethren Board Representative</b> Rick Anderson
<b>Administrative Council Meetings</b> One member of the Board on a monthly rotation	<b>Adhoc Committees</b> All members of the Board
<b>TEBA</b> Marie Logan	<b>Indigenous Committee</b> Jennifer Crowson Rick Anderson – (alternate)

**Administrator Meeting Board Representation  
2018-2019**

Tuesday, September 11, 2018	Bruce Francis
Tuesday, October 9, 2018	Rick Anderson
Tuesday, November 13, 2018	
Tuesday, December 11, 2018	
Tuesday, January 8, 2019	
Tuesday, February 12, 2019	
Tuesday, March 12, 2019	
Tuesday, April 9, 2019	
Tuesday, May 14, 2019	
Tuesday, June 4, 2019 (Vauxhall)	

**Horizon School Division No. 67**  
**Board of Trustees School Responsibilities (2017-2018)**

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**Marie Logan (Ward 1 – Lomond/Enchant)**

Enchant School – Enchant  
Lomond Community School – Lomond  
Armada Colony School  
Enchant Colony School  
Hillridge Colony School  
Lomond Colony School

**Jennifer Crowson (Ward 2 – Hays/Vauxhall)**

Hays School – Hays  
Horizon MAP School - Vauxhall  
Vauxhall Elementary School – Vauxhall  
Vauxhall High School – Vauxhall  
Copperfield Colony School

**Bruce Francis (Ward 3 – Taber)**

Dr. Hamman School - Taber  
Midland Colony School  
Cameron Farms Colony School  
Evergreen Colony School  
W.R. Myers High School - Taber

**Blair Lowry (Ward 3 – Taber)**

Central School – Taber  
D.A. Ferguson Middle School - Taber  
L.T. Westlake School – Taber  
Taber Christian Alternative School – Taber  
Kingsland Colony School

**Rick Anderson (Ward 3 – Taber)**

ACE Place Learning Centre - Taber  
Barnwell School – Barnwell  
Taber Mennonite School – Taber  
Fairlane Colony School  
Oaklane Colony School  
Prairiehome Colony School

**Derek Baron (Ward 4 – Warner/Grassy Lake)**

Chamberlain School – Grassy Lake  
Warner School – Warner  
Arden T. Litt Centre for Learning – Grassy Lake  
Bluegrass Colony School  
Delco Colony School  
Sunnysite Colony School

**Christa Runka (Ward 5 – Milk River/Coutts)**

Erle Rivers High School – Milk River  
Milk River Elementary School – Milk River  
River Road Colony School  
Elmspring Colony School  
Gold Spring Colony School  
Miltow Colony School

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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** BHD  
**Policy Title:** Board Member Compensation and Expenses  
**Cross Reference:** BD  
**Legal Reference:** School Act 44 (2) (d)  
**Adoption Date:** Nov. 24/94;  
**Amendment or Re-affirmation Date:** Jan. 19/99; Oct. 24/01; June 18/13

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**POLICY HANDBOOK****POLICY**

IT SHALL BE THE POLICY OF THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION TO PROVIDE ALLOWANCES AND PAYMENTS TO MEMBERS OF THE SCHOOL BOARD TO COMPENSATE THEM FOR THEIR SERVICES AND TO REIMBURSE THEM FOR EXPENSES INCURRED WHILE ON BOARD BUSINESS.

**REGULATIONS**

1. An annual trustee allowance, established by the Board at the annual organizational meeting, shall be paid to each Board member for accepting and managing the responsibilities inherent in being a trustee. The following are examples of these responsibilities:

- Regular Board Meetings
- Meetings with parents, and/or administration
- Awards Presentations
- Graduations
- Division social functions
- School Councils
- All committee meetings
- All other meeting functions inherent in being a Trustee

2. Mileage  
Trustees may submit a Trustee Payment Claim or a Trustee Professional Development Claim for mileage to attend professional development, attend regular Board meetings, committee meetings (specified in Clause 1 above) and any meeting requiring the trustee's attendance. Mileage may be calculated from the trustee's residence and shall be paid at a rate determined by the Board

If a private vehicle is chosen over available air service, claims shall be made at the rate of the kilometer charge or the actual cost of air fare.

3. A trustee may claim a subsistence expense allowance with the following provisions:

ACCOMMODATION: at the actual cost accompanied with a receipt. In lieu of accommodation expense, a per night allocation may be claimed without a supporting receipt at a rate determined by the Board.

MEAL ALLOWANCES for out of Division business: breakfast may be claimed if an individual, by necessity, leaves home prior to 6:00 a.m.; and dinner may be claimed, if by necessity, arrives home after 7:00 p.m. An allowance for breakfast, lunch and dinner will be set at a rate determined by the Board.

**Policy BHD - Board Member Compensation and Expenses, Cont'd.**

Where a function includes a banquet or other pre-determined meal, no claim is to be made.

EXPENSE ADVANCE: may be authorized by the Treasurer to a maximum of \$1,000.00, exclusive of air fare.

4. Professional Development

The School Board recognizes that attendance at educational conventions and seminars stimulates personal initiative and competence and provides a broadened perspective of educational procedures and matters.

The School Board also recognizes that attendance at the A.S.B.A. Annual Convention, Spring Trustees' Workshop, and Zone Meetings are important to fulfilling a trustee's role as an educational representative of the local electors.

All Trustees are authorized to attend a maximum of 8 days per year for conventions, conferences, seminars and workshops.

The attendance should have a direct relationship to the role of the trustee and their specific assignments.

Expenses will be in accordance with the subsistence allowance and mileage.

5. Trustees are responsible for completion and submissions of the Claim forms.

Claims should be submitted monthly.



**HORIZON SCHOOL DIVISION  
 PROFESSIONAL DEVELOPMENT CLAIM  
 FOR OUT-OF-DIVISION BUSINESS  
 TRUSTEE/DIVISION OFFICE STAFF**

**NAME** \_\_\_\_\_ **CLAIM DATE** \_\_\_\_\_

**FUNCTION** \_\_\_\_\_

**DATES COVERED BY CLAIM** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**EXPENSES:**

Meals:

Breakfast \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$15.00 = \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$30.00 = \_\_\_\_\_

(Regulations outlined in Policy BHD)

**TOTAL MEALS \$** \_\_\_\_\_  
 1-463-400-000-

**HOTEL:**

Receipt Total \_\_\_\_\_

Deduct Personal Expenses \_\_\_\_\_

(In lieu of accommodations, \$25.00/night  
 may be claimed without a supporting  
 receipt.)

**HOTEL NET \$** \_\_\_\_\_  
 1-463-400-000

**IN LIEU EXPENSES \$** \_\_\_\_\_  
 1-463-400-000

**TRANSPORTATION:**

Air Fare \$ \_\_\_\_\_

Auto (from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ km @ \$0.505/km

Total Mileage Expense \$ \_\_\_\_\_

Taxi \_\_\_\_\_

Parking \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL TRANSPORTATION \$** \_\_\_\_\_  
 1-463-400-000

**TOTAL EXPENSE CLAIM \$** \_\_\_\_\_

**For Office Use Only**

**Total Claim \$** \_\_\_\_\_

**Deduct Advance \$** \_\_\_\_\_

**Net Amount \$** \_\_\_\_\_

**Comments and Explanation**

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

I certify that the above statements are correct

**Signature** \_\_\_\_\_



**HORIZON SCHOOL DIVISION NO. 67**  
**Board of Trustees Board Meeting Dates (2018-2019)**

Wednesday, August 22, 2018
Wednesday, September 26, 2018
Wednesday, October 24, 2018
Wednesday, November 28, 2018
Wednesday, December 19, 2018
Wednesday, January 23, 2019
Wednesday, February 27, 2019
Wednesday, March 27, 2019
Thursday, April 18, 2019
Wednesday, May 22, 2019
Wednesday, June 26, 2019
Wednesday, August 28, 2019

<b>2019-2020 (proposed)</b>			
Erle Rivers Milk River Elem River Road Colony	Horizon MAP Vauxhall Elementary Vauxhall High School	Hays Cameron Farms Copperfield	DA Ferguson WR Myers Central School
<b>2018-2019</b>			
<b>September 19, 2018</b> Warner Sunnysite Kingsland	<b>October 11, 2018</b> Enchant School Lomond School Armada Colony Lomond Colony Enchant Colony	<b>Spring 2019*</b> Delco Fairlane Hillridge Oaklane Prairie Home	<b>Spring 2019*</b> Arden T. Litt Chamberlain School Barnwell School Evergreen Colony Midland Colony
<b>*Spring Board Tour dates to be set at the January 2019 Board Meeting</b>			
<b>2017-2018</b>			
<b>2016-2017</b>			
<b>Dec 5, 2016</b> Dr. Hamman LT Westlake Taber Christian Taber Mennonite ACE Place		<b>June 12, 2017</b> Gold Spring Colony Miltow Colony Bluegrass Colony Elm Spring Colony	
<b>2015-2016</b>			
<b>Nov 2, 2015</b> Chamberlain School Arden T Litt Oaklane Colony Hillridge Colony	<b>Dec 2, 2015</b> Vauxhall Elementary Vauxhall High Horizon MAP Hays School	<b>April 4 2016</b> Milk River Elementary Erle Rivers High School Warner School	
<b>2014-2015</b>			
<b>Oct 28, 2014</b> Delco Colony Kingsland Colony		<b>Nov 4, 2014</b> Bluegrass Colony Sunnysite Colony Elmspring Colony	
<b>2013-2014</b>			
<b>NO TOUR DATES SCHEDULED FOR THE 2013 – 2014 SCHOOL YEAR DUE TO CONFLICTING SCHEDULES AND TIME COMMITMENT FROM THE BOARD DUE TO HORIZON'S TRANSPORTATION REVIEW</b>			
<b>2012-2013</b>			
<b>Nov 5, 2012</b> Armada Colony Lomond Colony Lomond School	<b>Nov 26, 2012</b> Enchant colony Enchant school Cameron Farms Colony	<b>Feb 27, 2013</b> Copperfield Colony DA Ferguson WR Myers	<b>April 15, 2013</b>

**POLICY HANDBOOK****POLICY**

THE BOARD IS A CORPORATE BODY CHARGED WITH THE RESPONSIBILITY OF PROVIDING EDUCATIONAL SERVICES TO EACH STUDENT ENROLLED IN THE DIVISION. THE POWERS OF THE BOARD MAY ONLY BE EXERCISED BY THE BOARD IN A DULY CONSTITUTED MEETING, UNLESS DELEGATED BY MEANS OF BOARD POLICY OR RESOLUTION.

**GUIDELINES**

The Board will fulfill its responsibilities by the performance of the legislative, judicial and accountability functions:

1. Legislative - The legislative function is performed by formulation and adoption of all policies and regulations necessary to:
  - (a) develop a school based management system which allows for community involvement and participation in schools;
  - (b) develop divisional education/business plans; and
  - (c) develop effective communication with all stakeholders.
  
2. Judicial - The judicial function is performed by delegating to the Superintendent, who has been appointed by the Board, the responsibility and authority to implement the policies and regulations formed and adopted by the Board. Pursuant to the "School Act", the Board is responsible for the following:
  - (a) making by-laws;
  - (b) closing a school or building;
  - (c) requisitioning a municipality;
  - (d) suspending a teacher or delegating the authority to suspend to the Superintendent through Board motion.
  - (e) terminating a teacher or delegating the authority to terminate to the Superintendent through Board motion.
  - (f) reviewing a teacher transfer appeal; and
  - (g) those responsibilities clearly specified in policy.
  
3. Accountability - The accountability function is performed by the Board regularly reviewing the effectiveness and efficiency of the implementation of its policies and regulations, and initiating required changes for improvement. Formal evaluation programs and community discussions and communication shall be an integral part of the accountability function.

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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** BBF  
**Policy Title:** School Board Member Ethics and Code of Conduct

**POLICY HANDBOOK**

**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** February 25, 2014  
**Amendment or Re-affirmation Date:** April 15, 2014

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT THE BOARD AND ITS MEMBERS WILL CONDUCT THEMSELVES LAWFULLY, WITH INTEGRITY AND HIGH ETHICAL STANDARDS, IN ORDER TO MODEL THE BEHAVIORS EXPECTED OF EMPLOYEES AND STUDENTS AND TO BUILD PUBLIC CONFIDENCE AND CREDIBILITY.

**REGULATIONS**

Further to and in keeping with the Alberta School Boards' Trustee Code of Ethics, the Board also acknowledges the following precepts and principles for Board operation:

1. Board members will serve the interests of the citizens of the entire school organization. Members recognize this responsibility to the whole to be greater than but not limited to, the following:  
any loyalty a member may have to any other advocacy, interest or political groups;
  - a) loyalty based upon membership on other boards or staffs;
  - b) the personal interest of any Board member who is also a parent or guardian of a student in the organization; and
  - c) being a relative of an employee of the organization.
2. Board members will not attempt to exercise individual authority over the organization.
  - a) Trustee acting individually has only the authority and status of any other citizen
  - b) Members will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred to the Superintendent for investigation and resolution.
  - c) Members will not personally direct any employee or any part of the operational organization.
  - d) When speaking to the press or otherwise publicly sharing personal opinions, members will respect decisions of the Board and will not undermine those decisions.
  - e) Members will not publicly express individual negative judgments about Superintendent or employee performance.
3. To build trust among members and to ensure an environment conducive to effective governance, members will:
  - a) focus on issues rather than personalities;
  - b) respect decisions of the Board;
  - c) exercise honesty in all written and interpersonal interaction, never intentionally misleading, surprising or misinforming each other;

## **POLICY BBF – *School Board Member Ethics and Code of Conduct, Cont'd.***

- d) criticize privately, praise publicly;
  - e) make every reasonable effort to protect the integrity and promote the positive image of the organization and one another; and
  - f) never embarrass each other or the organization.
4. The Board and its member's conduct will contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
  5. The Board and its members recognize:
    - a) the inherent dignity and the equal and inalienable rights of all persons is the foundation of freedom, justice and peace in the world;
    - b) that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
    - c) that multiculturalism describes the diverse racial and cultural composition of Alberta society and its importance is recognized in Alberta as a fundamental principle and a matter of public policy; and
    - d) that all Albertans should share in an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity.
  6. Members will exercise prudent personal discipline in the performance of their duties, including proper use of authority and appropriate decorum when acting as Board members.
  7. Members will maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board, especially those matters discussed in private session.
  8. Trustees whose behavior is inconsistent with the Code of Conduct may be subject to disciplinary action by the Board.
    - a) A Trustee wishing to raise an objection to the behavior of a trustee may do so on a point of order.
    - b) The Board may, by resolution, censure a trustee providing that all trustees, excepting the trustee named in the resolution, vote in favour of the resolution.
    - c) Censure may include:
      - i. Conversation in a private setting between the offending member and the Board Chair or other individual member;
      - ii. Discussion in a private session between the offending member and the Board;
      - iii. Possible removal by the Board from any leadership or committee positions to which the offending member has been appointed or elected;
      - iv. Censure of the offending member of the Board as a means of separating the Board's focus and intent from that of the offending member.
      - v. Disqualification from remaining as a trustee of the board if that person has breached the code of conduct of the board where the sanction for the breach under the code of conduct may be determined by the board to be disqualification.

**POLICY BBF – *School Board Member Ethics and Code of Conduct, Cont’d.***

9. The Board hereby adopts the attached Code of Conduct as per the ~~Education-School~~ Act – Section ~~87-82~~ ~~(1)~~ and 83 and as adopted by the Alberta School Boards Association (Attachment 1)

# **POLICY BBF – *School Board Member Ethics and Code of Conduct***

## **ATTACHMENT 1**

### **Board Member's Code of Conduct**

As a member of Horizon School Division No. 67 Board of Trustees, representing all the citizens of my community and responsible to the electorate through the democratic process, I recognize:

- a) That my fellow citizens have entrusted me, through the electoral process, with the educational development of the children and youth of the community.
- b) That trustees are the children's advocates and my first and greatest concern is the best interest of each and every one of these children without distinction as to who they are or what their background may be.
- c) That trustees are educational leaders who realize that the future welfare of the community, of the Province, and of Canada depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- d) That legally, the authority of the Board is derived from the Province, which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- e) That I must never neglect my personal obligation to the community and my legal obligation to the Province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in Canada are kept free and strong.

In view of the foregoing, I will:

- a) Devote time, thought and study to the duties of a school board member so that I may render effective and creditable service.
- b) Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
- c) Consider information received from all sources and base my personal decision upon all available facts in every case, unswayed by partisan bias of any kind, and therefore, abide by and uphold the final majority decision of the board.
- d) Work together with my fellow board members to communicate to the electorate all the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- e) Provide leadership to my community through setting goals and developing policies for the educational program and by regularly evaluating these in the light of the wishes and expectations of the community.
- f) Remember at all times that as an individual I have no legal authority outside the meeting of the board, and to conduct my relationships with the school staff, the community, and all media of communication on the basis of this fact.
- g) Resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school jurisdiction.
- h) Recognize that the primary function of the board is to establish the policies by which the schools are to be administered, and that the administration of the educational program and

conduct of school business shall be left to the employed superintendent of schools and his/her professional and non-professional staff.

- i) Encourage active co-operation by citizens, organizations, and the media in the district with respect to establishing policy on current school operations and proposed future developments.
- j) Support my provincial and national school board association for the future of trusteeship in this province and the nation.
- k) Provide to the best of my ability effective school board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

**POLICY HANDBOOK****POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION HAS THE AUTHORITY, UNDER THE SCHOOL ACT, TO ESTABLISH COMMITTEES AND TO PARTICIPATE IN JOINT COMMITTEES ESTABLISHED THROUGH AGREEMENT WITH OTHER PERSONS OR ORGANIZATIONS. THE COMMITTEES SERVE TWO MAJOR FUNCTIONS:

- As a source of information/advice – Advisory function; or
- To carry out specific duties and/or responsibilities – Operational function

**GUIDELINES**

1. The function of each committee and the extent of its authority will be clearly defined through written terms of reference. The Board, therefore, directs that committees of the board and joint committees established through agreement with others persons or organizations be structured and operate in accordance with the policy regulations.
2. The Board expects that all committees shall carry out their responsibilities in a manner, which is consistent with the goals, objectives and principles of the school district.

**REGULATIONS****1. Committees of the Board Shall be of Three Types:**

- 1.1 A “standing” committee is an ongoing committee of the board and shall continue in force until terminated by a Board motion,
- 1.2 An “Ad Hoc” (Special) Committee is a short-term committee of the Board which is limited in purpose and shall have a clearly defined life span.
- 1.3 A “Sub-Committee” is a work unit that reports to a standing committee.

**2. Committees of the Board shall be established by Board Motion**

- 2.1 The motion shall specify the terms of reference to include:
  - 2.1.1 the name and type of committee
  - 2.1.2 the mandate of the committee
  - 2.1.3 the membership of the committee
  - 2.1.4 the term of the committee (if ad hoc)

**3. Appointments to committees shall be by Board motion.**

- 3.1 Appointments shall normally be made at the Organizational meeting.
- 3.2 Trustees shall be asked to volunteer for Committees upon which they wish to serve
- 3.3 Persons appointed to committees by the Board shall serve at the pleasure of the Board

## **Policy BCE - Board Committees, Cont'd.**

**4. Each Committee of the Board shall be responsible for determining its meeting procedures.**

**5. Committee meetings shall not be public meetings.**

5.1 A committee may agree to meet in public session or hold a public meeting

5.2 Trustees, except where excluded by motion of the Board, may attend all meetings of Committees of the Board

**6. A report shall be prepared for all Committee meetings.**

6.1 A copy of any reports for each Committee meeting shall be filed with the Secretary-Treasurer/Associate Superintendent, Business Affairs.

**7. Committees of the Board**

### **7.1 Finance/Audit Committee**

7.1.1 Terms of Reference - to review the annual budget developed by the Budget Committee prior to approval by the Board. To assist the Board in its management of the integrity of the financial statements of the School Division, of the School Division's compliance with legal and regulatory requirements, of the independence and qualifications of the independent auditor, and of the performance of the School Division's internal audit function and its independent auditors.

7.1.2 Membership - all members of the Board.

7.1.3 Term - one year.

### **7.2 Budget Committee**

7.2.1 Terms of Reference - to represent the Board on a committee composed of representatives of stakeholder groups that assist the superintendent and secretary-treasurer in the preparation of the annual school division budget.

7.2.2 Membership - all members of the Board.

7.2.3 Term - one year.

### **7.3 A.T.A. Negotiating/Liaison Committee**

7.3.1 Terms of Reference - to negotiate salaries and working conditions with teachers and recommend the same to the Board for consideration and approval.

7.3.2 Membership - three members of the Board, one acting as Chair.

7.3.3 Term - one year.

### **7.4 C.U.P.E. Negotiating/Liaison Committee**

7.4.1 Terms of Reference - to negotiate salaries and working conditions with support staff and recommend the same to the Board for consideration and approval.

7.4.2 Membership - three members of the Board, one acting as Chair

7.4.3 Term - one year.

### **7.5 Transportation Committee**

7.5.1 Terms of Reference - to review student transportation matters in consultation with the Transportation Manager, the Transportation Coordinator(s), and the local trustee and recommend policy and procedural changes to the Board for consideration and approval.

7.5.2 Membership - three members of the Board, one acting as Chair.

7.5.3 Term - one year.

## **Policy BCE – Board Committees, Cont'd.**

### **7.6 Facilities Committee**

- 7.6.1 Terms of Reference - to review the non-routine matters associated with the management of division buildings and properties in consultation with the Facilities Manager and the local trustee and recommend policy and procedural changes to the Board for consideration and approval.
- 7.6.2 Membership - two members of the Board, one acting as Chair.
- 7.6.3 Term - one year.

### **7.7 Public Relations Committee**

- 7.7.1 Terms of Reference – to promote a positive image of Horizon School Division and recognize the contribution of all education partners.
- 7.7.2 Membership – two members of the Board and one local trustee (s), one acting as Chair.
- 7.7.3 Term – one year

### **7.8 Elections/Boundaries Ad Hoc Committee**

- 7.8.1 Terms of Reference – to review and make recommendations to the Board regarding election boundaries and processes.
- 7.8.2 Membership – as determined, one acting as Chair.
- 7.8.3 Term – as determined by the Board.

## **8. Advisory Committees to the Board**

### **8.1 Policy Advisory Committee**

- 8.1.1 Terms of Reference - to represent the Board on a committee composed of representatives of stakeholder groups that reviews proposed policies or policy amendments before they are presented to the Board for second and third reading.
- 8.1.2 Membership - Two members of the Board.
- 8.1.3 Term - one year.

## **9. Professional Committees on Which the Board Maintains Representation**

### **9.1 Adult Learning/Further Education Councils**

- 9.1.1 Terms of Reference - to allow participation as a member of the Adult Learning/Further Education Councils within Horizon School Division.
- 9.1.2 Membership - one member of the Board on each of the Councils.
- 9.1.3 Term - one year.

### **9.2 Alberta School Boards' Association**

- 9.2.1 Terms of Reference - to represent the Board as a director for Zone 6 of the Alberta School Boards' Association.
- 9.2.2 Membership - one member of the Board, plus one alternate.
- 9.2.3 Term - one year.

**Policy BCE – Board Committees, Cont’d.**

**9.3 Administrative Council**

9.3.1 Terms of Reference - to provide liaison between the Board and the school administrators by attending the monthly administrators' meeting.

9.3.2 Membership - one member of the Board on a monthly rotation.

9.3.3 Term - one trustee per month on a rotation basis.

**10.** Reporting of information that falls under the responsibility of Board committees shall be to the Board committee for review prior to circulation to staff and/or public.

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**HORIZON SCHOOL DIVISION NO. 67****POLICY HANDBOOK**

**Policy Code:** BD  
**Policy Title:** Board Meetings  
**Cross Reference:** BBA  
**Legal Reference:** School Act, Sec. 48-59  
**Adoption Date:** April 27, 1995  
**Amendment or Re-  
affirmation Date:** June 22, 2010  
January 28, 2014

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT ITS ABILITY TO DISCHARGE ITS OBLIGATIONS IN AN EFFECTIVE MANNER IS DEPENDENT UPON A WELLORGANIZED BOARD STRUCTURE AND EFFICIENT AND EFFECTIVE BOARD MEETINGS.

**GUIDELINES**

1. All meetings of the Board shall be carried out in harmony with the procedures outlined below.
2. Regular Board Meeting
  - 2.1 Times and dates shall be determined at the organizational meeting of the Board each fall, and posted on the jurisdiction website
  - 2.2 Regular Board Meetings shall be open to the public
3. In Camera Board Meeting
  - 3.1 The Board may decide to hold a portion of a regular meeting “in camera” , by resolution, and exclude any person from that meeting.
  - 3.2 The Board believes that “in camera” meetings should be limited to discussions of issues of a sensitive or confidential nature in accordance with the following.
    - 3.2.1 The Board will go in camera to protect the organization, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
    - 3.2.2 The board will go in camera to protect individuals or third parties when the release of certain information would be an unreasonable invasion of their personal privacy.
  - 3.3 The Board will not meet privately to discuss issues in a manner that materially advances the issues towards a board’s final decision – because this deprives the public of the opportunity to observe the material part of the board’s decision-making process.
4. Organizational Meeting
  - 4.1 The Organizational meeting shall be held in conjunction with:
    - a) the first Regular meeting of the Board following a general election of Trustees
    - b) the Regular meeting in October on years where no general election is held
  - 4.2 Agenda items at this meeting shall include but not necessarily be limited to:
    - a) Election of Board Chairperson and Vice-Chairperson; one shall be from a rural ward within the jurisdiction and one shall be from Ward 3, Taber,
    - b) Setting of regular Board meeting dates/time,
    - c) Banking arrangement,
    - d) Board compensation,
    - e) Appointment of Committees.

## **POLICY BD – Board Meetings, Cont’d.**

5. Annual Meeting shall be held at the discretion of the Board at a time and place that shall be well advertised in the communities. At this meeting, an annual report including the audited financial statement shall be presented with provision as well for the presentation or discussion of any other items deemed significant.
6. Special Meetings (meetings other than the regularly scheduled meetings) may be called by the chairperson, a majority of trustees, or the Minister at any time, subject to the following conditions:
  - 6.1 Written notice stating agenda, date, time, and location, shall sent by registered mail 7 days before the meeting, or personally delivered at least 2 days prior to the meeting; or
  - 6.2 Every trustee waives right to notice of meeting;
  - 6.3 Unless every trustee is present, no business other than the notified business may be transacted.

## **REGULATIONS**

1. Every meeting of the Board shall have an agenda prepared by the Superintendent of Schools in consultation with the Board Chairperson.
  - 1.1 Any trustee desiring to place an item on the agenda shall contact the Superintendent at least five days before Board meeting.
  - 1.2 The Agenda is to be in the hands of each trustee at least two days before the scheduled meeting.
  - 1.3 The Agenda is to be approved at the meeting; late items may be added the day of the meeting by a 2/3 majority vote.
  - 1.4 Individuals or groups wishing to make formal representation to the Board:
    - 1.4.1 shall make their request at least 2 weeks prior to the Board meeting
    - 1.4.2 shall advise the Board Chair and/or the Superintendent of the nature of the matter to be presented to the Board; and
    - 1.4.2 may be granted by the Chair and/or the Superintendent an appointment time on the meeting agenda in which to make representation.
    - 1.4.3 Public presentations to the Board shall be in accordance with the following:
      - 1.4.3.1 the delegation may make its presentation in writing and/or orally;
      - 1.4.3.2 the presentation shall be supported by a background/briefing document and a recommendation for action;
      - 1.4.3.3 the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
      - 1.4.3.4 the delegation shall be entitled to complete its presentation, within a maximum of 15 minutes, without questions or comments from the Board;
        - 1.4.3.4.1 Should there be multiple requests to present on the same topic during the same Board meeting, the time available to each presenter will be determined by dividing the time available equally among the presenters at any particular meeting.
      - 1.4.3.5 upon completion of the presentation, the Chair shall allow trustee questions of the delegation;
      - 1.4.3.6 upon completion of the question period, the Chair shall inform the delegation that Board resolution of the matter may be deferred to a future meeting of the Board.

## **POLICY BD – Board Meetings, Cont’d.**

2. The Chairperson shall conduct the meeting. In the absence of the Chairperson, the Vice-Chairperson shall assume the chair. Should neither be present and a quorum is in attendance, the Board shall appoint a temporary chairperson.
3. The Chairperson shall conduct the meetings in an orderly and businesslike manner, providing opportunity for all trustees to discuss all issues presented and to assure that all items move efficiently to closure.
4. Trustees desiring to speak shall address themselves to the Chairperson who may at his/her discretion limit the number of times a trustee shall speak to the same resolution.
5. All business shall be conducted through motions, discussions and vote process with Robert's Rules of Order being the authority for procedure should questions arise, unless otherwise agreed to by the board.
6. Once a motion is put to the question, each trustee shall vote on the question unless excused by virtue of pecuniary interest.
7. The Board is empowered to move to an in-camera session with a majority vote of the Board. Without restricting the right of the Board to meet in camera on any issue, in camera meetings shall normally be limited to matters related to:
  - 7.1 Receiving of legal advice that is subject to solicitor-client privilege;
  - 7.2 Security of the property of the school board;
  - 7.3 Acquisition or disposal of land;
  - 7.4 Considering personal information about an identifiable individual;
  - 7.5 Labour relations or employee negotiations;
  - 7.6 A law enforcement matter
  - 7.7 Litigation or pending litigation, including matters before administrative tribunals;
  - 7.8 Education or training of the members, so long as no decision-making is advanced;
  - 7.9 Employee discipline;
  - 7.10 Personnel administration;
  - 7.11 Disclosure of intimate, personal or financial information in respect of an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - 7.12 The consideration of a request for access for information under the FOIP Act, if the school board is itself designated as the head of the local public body for the purposes of the FOIP Act;
  - 7.13 Studying a matter to build trustee understanding of an issue that may be coming before the board (note: there cannot be “decision-making” type of discussions at this session);
  - 7.14 Engaging in strategic planning activities;
  - 7.15 Reviewing the functioning of the board and board development activities,
  - 7.16 Providing commentary to the superintendent and/or senior administration; and
  - 7.17 Any other matter permitted or required by law or other matters typically considered in the public interest to be discussed in private.
8. Minutes shall be kept of all meetings (excluding in-camera sessions) and shall include members present, resolutions, voting (names recorded if requested by Trustees), Trustees excused from voting by pecuniary interest, names of trustees who absent themselves for extended periods of time, and any other information deemed significant by the Board.
9. Board Chairperson shall be empowered to make any other decisions required in regards to Board meeting conduct, procedure or protocol not covered by policy.