

Policy 7 BOARD GOVERNANCE AND OPERATIONS

The Board shall conduct itself in accordance with the *Education Act* and other provincial legislation and regulations. The Board shall apply the following governance and operations procedures to all meetings, activities and actions of the Board.

1. Board Meetings

1.1 Organizational Meetings

The organizational meeting shall be held in accordance with the provisions of the *Education Act*.

- 1.1.1 The Superintendent or designate will call the meeting to order and preside as Chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair;
- 1.1.2 All votes for the position of Board Chair and Vice-Chair shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands; and
- 1.1.3 The place, dates and times of regular Board meetings will be determined at the organizational meeting.

1.2 Regular Meeting of the Board

- 1.2.1 A meeting of the Board will not normally be held without the Superintendent and Secretary-Treasurer in attendance;
- 1.2.2 The Superintendent shall ensure that the meeting agenda and supporting material are issued to trustees at least 24 hours prior to the meeting; and
- 1.2.3 A meeting of the Board will be held in public unless a majority of the trustees present are of the opinion that it is the public interest to hold the meeting, or part of the meeting, in private.
- 1.2.4 A trustee may participate in a meeting of the Board remotely by electronic means or other communication device that enables all trustees participating in the meeting to hear each other.
 - 1.2.4.1 Trustees participating in a meeting of the Board remotely by electronic means or other communication facilities are deemed to be present at the meeting.

1.3 Special Meeting of the Board

A special meeting of the Board will be held to deal with emergent issues in accordance with the provisions in the *Education Act*.

- 1.3.1 As meeting of the Board will not normally be held without the Superintendent and Secretary-Treasurer in attendance; and

- 1.3.2 The Superintendent or Board Chair will ensure that the appropriate notice to trustees is given, or alternatively ensures that every trustee waives the requirement for notice.

1.4 In Camera Meeting of the Board

The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues in which a majority of the trustees are of the opinion that it is best to do so.

- 1.4.1 The Board does not have authority to pass by-laws or resolutions while in private with the exception to return to the public meeting. The resolution shall be recorded in the minutes of the Board.
- 1.4.2 An in private meeting will be held to discuss matters pertaining to:
- a) Individual students;
 - b) Individual Board employees;
 - c) Collective bargaining/contract negotiations;
 - d) Acquisition or disposal of real property;
 - e) Litigation brought before or against the Board, to review and consider legal advice and client – solicitor privilege; and
 - f) Other matters that the majority of the trustees believe would be best discussed in private.
- 1.4.3 Trustees and any other persons attending a private meeting of the Board shall not discuss the details of the meeting. All discussion is and shall, remain confidential.

2. Delegations to Board Meetings

The Board will receive representations regarding any subject pertinent to Board business provided that the item has been placed on the agenda. Such representations and presentations will normally be held at a regular public meeting of the Board unless there is reason to hold a portion in private.

- 2.1 No presentation or delegation will be received at a public meeting of the Board unless the matter has been placed on the agenda;
- 2.2 A written request to be placed on the agenda must be received by the Secretary Treasurer seven days prior to the meeting and should be accompanied by the reasons for the presentation;
- 2.3 The Secretary Treasurer will advise the Superintendent of the request and ask that it be placed on the agenda of the next regular Board meeting;
- 2.4 The Secretary Treasurer shall advise the representatives of the delegation of the time, place and the Board policy on receiving delegations;
- 2.5 Representatives should be advised that the time allocated for the presentation should not exceed ten minutes;
- 2.6 The Board will not debate the matter presented to it by the delegation at the meeting. However, questions of clarification directed through the Board Chair may be asked.

- 2.7 The Board will not normally make a decision at the meeting at which the delegation or representation is made. In the event of an emergency situation, the majority of the trustees may ask that the matter be dealt with immediately; and
- 2.8 In the event of an emergency, a special meeting may be called and the delegation notified of the date, time and place of the meeting.
- 2.9 The Superintendent will normally be asked to review the issue and prepare a recommendation for the Board's consideration at a subsequent meeting;

3. Agenda, Minutes, Records and Documents

3.1 Agenda:

The Board Chair and Superintendent will use a standard format for developing the agenda for all regular meetings as follows:

- 3.1.1 Normally only items on the agenda will be discussed at the meeting. However, additional items may be placed on the agenda at the beginning of the meeting with the approval of the Board;
- 3.1.2 The usual order of the agenda is as follows:
- a) Opening Prayer
 - b) Treaty Acknowledgement
 - c) Attendance;
 - d) Delegations;
 - e) Faith Formation;
 - f) Consideration of the Agenda: modifications, additions, deletions, approval
 - g) Minutes of the last Board meeting;
 - h) Business arising out of the Minutes;
 - i) Reports: Superintendent, Secretary-Treasurer, Curriculum/Transportation/Religion Coordinator, Committee Reports
 - j) New business;
 - k) In-Camera Session;
 - l) Board meeting dates;
 - m) Trustee Round Table;
 - n) Closing Prayer;
 - o) Adjournment

3.2 Minutes:

A record of all Board meetings will be taken and maintained. The Secretary Treasurer shall ensure that the minutes are maintained in a safe and secure manner.

3.3 Records and Documents:

The following records and documents will be kept on file at the Division office and will be available to electors upon request:

- 3.3.1 Approved minutes of all regular Board meetings;
- 3.3.2 Records of the proceedings of all Board committee meetings;

- 3.3.3 The annual budget approved by the Board;
- 3.3.4 All legal agreements entered into by the Board (exclusive of student or employee records and contracts);
- 3.3.5 Records of the status of all Board accounts;
- 3.3.6 Audited financial statements;
- 3.3.7 The agenda of any public meeting or board meeting;
- 3.3.8 A charge for photocopying will be levied to any elector requesting copies of documents.

4. **Board Member Orientation**

The Board chair will develop and implement an orientation program for newly elected trustees to provide information regarding:

- 4.1 Board policies;
- 4.2 Trustee role, responsibilities and powers;
- 4.3 Statutory and regulatory requirements;
- 4.4 Divisional initiatives and long range plans;
- 4.5 Organizational structure, committee structure and functions, and channels of communication;
- 4.6 Trustee Code of Ethics; and
- 4.7 Other relevant information.

5. **Board Expenses**

- 5.1 Membership fees to the following:
 - 5.1.1 Alberta Catholic School Trustees' Association (ACSTA)
 - 5.1.2 Alberta School Boards' Association (ASBA)
 - 5.1.3 ASBA Zone 2/3
 - 5.1.4 Rural Caucus
 - 5.1.5 Alberta School Council Association (ASCA)
- 5.2 Board Public Relations (advocacy)
- 5.3 ASBA FGM/SGM – Board representative at both and one event per trustee
- 5.4 ACSTA AGM for all trustees
- 5.5 ACSTA/ASBA MLA engagement
- 5.6 Edwin Parr/CCSSA nominee board recognition event
- 5.7 Board Retreat
- 5.8 Board directed professional development
- 5.9 Election advertising costs
- 5.10 General board expenses
- 5.11 Archbishop Dinner (one trustee)
- 5.12 During the budget year amendments to the specific allocations within the

approved board governance budget may be made after consideration and approval by the Board.

6. Trustee Development

The Board encourages trustees to attend conventions and professional development activities to improve their effectiveness and skills as trustees. They are strongly encouraged to attend the ACSTA and ASBA annual conventions. The Executive Assistant facilitates the registration of trustees at approved conventions or functions.

Funds for trustee participation at conferences and events shall be budgeted for on an annual basis in accordance with Appendix A. The annual budget will account for registration fees, travel, meal, mileage, and accommodation expenses for trustees to participate in professional development, conferences, and events.

If a trustee wishes to pursue courses related to governance and trusteeship, they may do so provided the reimbursement for course tuition fees falls within their budget for individual trustee expenses.

A budget line has been set up to accommodate board directed trustee attendance at conferences that do not fall under the regular Individual Trustee Event Expenses for a trustee. Prior approval of the Board is required to qualify for a board directed conference.

The trustee is expected to give prior notice to the Board and provide a written report upon completion.

7. Trustee Honoraria, Benefits and Reimbursement of Expenses

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

7.1 Honoraria: Half day and full date rates for honoraria, as well as remuneration for expenses will be established annually at the organizational meeting. Trustees shall be paid a monthly per diem, in addition to being compensated for their attendance at the following activities: meetings with government officials; conducting Board related business; committee meetings of the Board; other Board related activities such as conventions, seminars, workshops and conferences.

7.2 Benefits: Trustees are eligible for benefits similar to those provided to all staff under the *Alberta School Employees Benefit Plan (ASEBP)*. The Board shall pay one hundred percent (100%) of the monthly premiums for the following plans: Life Insurance, Blanket Life Insurance, Accidental Death & Dismemberment, Dental Care, Extended Health Care and Vision Care.

7.2.1 Group Life Insurance: Subject to annual unanimous approval of the Board at the organizational meeting, trustees are eligible for blanket life insurance in the selected amount of \$25,000 or \$50,000. The Board shall pay one hundred percent (100%) of the associated premiums.

7.3 Expenses: The Board of East Central Alberta Catholic Separate Schools recognizes that the Division is a public institution and as such, Board expenditures must be transparent and be defensible to a reasonable and an

impartial observer. Trustee expenditures must reflect prudence, good judgment, and economy.

7.3.1 Travel Expenses: The Division shall reimburse trustees for travel when the purpose for travel cannot be adequately met through telephone, email, correspondence or facsimile. The provisions of the *Travel Expense Claim Procedure* apply to Trustee travel. Kilometer rates will be set annually at the organizational meeting.

7.3.2 When a trustee is accompanied by a spouse to the ACSTA and the ASBA conventions, the Division will pay for the spouse's banquet ticket if it is part of the conference registration fee.

8. Trustees are required to submit honoraria and expense reimbursement claims to the Board Chair once a month. All claims for expense reimbursement shall be submitted on the *ECACS Expense Claim Form*.
9. The Board Chair shall approve reimbursement of trustee honoraria or expense on a basis other than indicated in the preceding guidelines.

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May 27, 2021

September 26, 2024

September 25, 2025

Appendix A

\$4000 per board member allocated annually for the following:

- Canadian Catholic School Trustees' Association (CCSTA) Conference
- SPICE/BUEPRINTS
- GrACE Summit
- ACSTA Symposiums
- ASCA Conference
- Rural Education Symposium
- Canadian School Board Association (CSBA) Congress
- Post secondary events

Other events not specifically listed under Clause 6.