



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 School 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.

Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature. Standing committees are usually appointed annually the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

1. Purpose

- 1.1 To make decisions regarding agenda items for regular Board meetings.

- 1.1.1 <Insert Text>

1.2 Powers and Duties

- 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.

- 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

1.3 Membership

- 1.3.1 Board Chair.
 - 1.3.2 Vice-Chair.
 - 1.3.3 Superintendent and/or designate(s).

1.4 Meetings

- 1.4.1 Six (6) days prior to each regular Board meeting.

2. Advisory Committees

Committee I Teacher – Board

Committee II School Support Staff – Board

- Committee III Bus Contractors – Board
- Committee IV Custodial – Board
- Committee V Maintenance Staff – Board

2.1 Purpose

- 2.1.1 To foster and promote a quality working and learning environment by dealing with issues other than those covered in contract.

2.2 Powers and Duties

- 2.2.1 To report deliberations to the Board at its next regular meeting.
- 2.2.2 To forward recommendations, if any, to the Board for its consideration.

2.3 Membership

- 2.3.1 Three (3) trustees.
- 2.3.2 Superintendent and/or designate(s).

2.4 Meetings

- 2.4.1 Two (2) times annually at minimum, up to four (4) or as mutually agreed.
- 2.4.2 Chairpersonship and recording secretary duties will be rotated between a trustee and a member of the employee contract group.
- 2.4.3 Agenda items to be submitted to the Superintendent or designate one (1) week in advance of each meeting.
- 2.4.4 Meeting minutes will be circulated.

3. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items. The Vice-Chair will chair all Board Committee of the Whole meetings.

3.1 Purpose

- 3.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 3.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

3.2 Powers and Duties

- 3.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 3.2.2 Maintain confidentiality of proceedings unless otherwise stated.

4. Contract Negotiations Committees

- Committee I Teacher – Board
- Committee II School Support Staff
- Committee III Alberta Teacher’s Association

Committee IV Custodial Personnel

4.1 Purpose

- 4.1.1 To negotiate and conclude Memoranda of Agreement for submission to the Board, for possible ratification.

4.2 Powers and Duties

- 4.2.1 Present to the Board a possible framework within which the negotiations might take place.
- 4.2.2 Maintain confidentiality of negotiation proceedings.
- 4.2.3 Negotiate the contract.
- 4.2.4 Report progress and other pertinent information to the Board for feedback.

4.3 Membership

- 4.3.1 Three (3) trustees; one (1) trustee to serve as Chair. (Committee membership cannot be a majority of eligible voting trustees.)
- 4.3.2 Superintendent and/or designates.

4.4 Meetings

- 4.4.1 To be called by the Committee Chair.

5. Policy Committee

5.1 Purpose

- 5.1.1 To prepare additions/changes/deletions to Board policy.

5.2 Powers and Duties

- 5.2.1 Review and develop policies proposed by trustees, staff and other partners in education.
- 5.2.2 Submit policies to the Board for approval in principle and forward to staff and partners in education for feedback.
- 5.2.3 Review feedback, amend where necessary and submit to the Board for final approval.

5.3 Membership

- 5.3.1 Vice Chair, who will serve as Chair.
- 5.3.2 Two (2) trustees.
- 5.3.3 Superintendent and/or designate(s).

5.4 Meetings

- 5.4.1 To be called by the Committee Chair.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project 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.

Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act
Collective Agreements