BOARD OPERATIONS

The Board believes that its 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 believes that Board meetings must be governed by a set of principles that ensure orderly, efficient and legal operation.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. 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 should be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes 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.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

1. Organizational Meeting
   1.1 An organizational meeting of the Board shall be held annually, and no later than four weeks following Election Day when there has been a general election. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
   1.2 Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
   1.3 The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected to serve at the pleasure of the Board, for a maximum period of one year.
1.4 The organizational meeting shall, in addition:

1.4.1 Elect a Vice-Chair to serve at the pleasure of the Board;

1.4.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;

1.4.3 Create such standing committees of the Board as are deemed appropriate, and appoint members to serve at the pleasure of the Board;

1.4.4 Appoint Board representatives, to serve at the pleasure of the Board, to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;

1.4.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and

1.4.6 Address other organizational items as required.

1.5 In the case of a tie vote for the election of the Chair and/or Vice-Chair the Board shall hold a maximum of three rounds of voting after which if no winner is declared a candidate’s name will be drawn from a hat.

1.5.1 Questions may be posed to the candidates between each round of voting.

2. Regular Scheduled Meetings

2.1 The Board shall hold two (2) monthly Board meetings on dates as determined at the annual Board Organizational meeting.

2.2 There shall be no regular scheduled meetings during July and August.

2.3 Regular scheduled meeting dates may be canceled or changed by resolution of the Board at a properly constituted meeting or by the Board Chair in agreement with all trustees.

2.4 Regular Board meetings for the purpose of conducting the regular business of the Board shall be held in the Board Room of the Division Office and shall commence at 9:30 a.m.

2.5 Board meetings are not to continue past 4:30 p.m. When business cannot be completed within this time period, the Chair shall call for direction from the Board to either extend the meeting time or to defer unfinished business to a future meeting.

2.6 An annual schedule of meetings shall be prepared and passed at the annual Board Organizational meeting. Any revisions to this schedule shall be duly advertised.

2.7 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
2.8 All trustees who are absent from three (3) consecutive regular meetings shall:

2.8.1 Obtain authorization by resolution of the Board to do so; or

2.8.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.

2.9 If both the Board 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 Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Board Chair during the Board Chair’s and Vice-Chair’s inability to act or absence.

2.10 Regular 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.

3. Special Meetings

3.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

3.2 Special meetings of the Board will only be called when the Board Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.

3.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven (7) days prior to the date of the meeting) or in person (at least two (2) days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.

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.

3.5 The agenda will be supported by copies of letters, reports, contracts, legislation, policy, and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.

3.6 The agenda package, containing the notice of meeting and the agenda and supporting information, will be made available to each trustee at least two (2) days in advance of the Special Board meetings, if possible.

3.7 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.

3.8 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. Confidential/In-Camera Meetings or Portions Thereof

4.1 In accordance with the School Act, the meetings of a Board shall be held in public and no person shall be excluded from them except for improper conduct. However, when a majority of the trustees present at a meeting of the Board are of the opinion that it is in the public interest to hold the meeting or part of the meeting in private for the purpose of considering any matter, the Board may, by resolution, exclude any person from the meeting. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Superintendent.

4.2 Although the Board has the right to determine what issues will be dealt with confidentially in an “in camera” session, convention holds that the following be confidential:

4.2.1 Issues relating to individual students or small groups that may be identifiable individually;
4.2.2 Issues relating to individual employees;
4.2.3 Issues relating to collective bargaining or negotiations with individuals or groups of employees;
4.2.4 Issues relating to the acquisition or disposal of real property or assets; and
4.2.5 Issues relating to legal counsel involving on-going, pending, imminent, or contemplated legal action or any other matter where legal advice is being sought.

4.3 In Camera sessions may include any other issue that the Board feels is in the best interest of the public trust to be dealt with confidentially.

4.4 Such sessions shall be closed to the public and press. The Board shall only discuss the matters which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Discussion and debate shall not be repeated outside the meeting.

4.5 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.

4.6 The Board may pass a resolution in public session formally approving directions determined in the in-camera session.

4.6.1 Should a trustee wish to amend such resolution, the Board must revert to the in-camera session for any discussion.

5. Participation by Electronic Means

5.1 Notwithstanding Section 71 of the School Act, it is the preference of the Board to meet in person at a common location to conduct Division business.
5.2 Notwithstanding 5.1 above, in exceptional circumstances, a regular Board meeting may be conducted by means of electronic or other communication facilities where weather conditions or specific needs prohibit a trustee from being physically present.

5.3 Trustees participating in a Board meeting via electronic communication shall be deemed to be present at the meeting.

5.4 Trustees participating via electronic communications shall have all meeting documents and handouts at their disposal.

5.5 The electronic communication means must enable all participants, including public members present, to hear all communications.

5.6 One (1) facility will be determined by the Superintendent or designate to be the central and public-accessible site, and this site will be communicated to the public with the Board agenda.

5.6.1 At least one (1) trustee and the Superintendent or designate must participate from the central and public-accessible site.

5.7 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.

5.8 A trustee shall participate from a location to which the public does not have access.

5.9 A trustee must ensure the means and location used to participate in the meeting will allow moving in-camera, and will meet all requirements of an in-camera session.

5.10 Unless there are mitigating reasons, approved in advance by the Chair, a trustee may not attend two consecutive meetings via electronic means.

5.11 Committee or special meetings that are of a short duration and that do not warrant travel may be conducted entirely via electronic means by unanimous consent of all committee members.

6. Agenda for Regular Meetings

The Board Chair is responsible for establishing the agenda for Board Meetings, in consultation with the Vice-Chair and the Superintendent.

6.1 The agenda for regular business meetings of the Board shall be arranged according to the following:

6.1.1 Action Items – those items that must receive Board action;

6.1.2 Information Items – those items which are informative in nature and may or may not lead to Board action; and

6.1.3 Confidential Items – those items that pertain to personnel and other confidential matters that require discussion in camera prior to discussion in an open meeting.
6.2 The order of business for meetings of the Board shall be as follows:

6.2.1 Call to Order
6.2.2 Treaty Land Acknowledgement
6.2.3 Consideration of the Agenda
6.2.4 Approval of Agenda
6.2.5 Approval of Minutes
6.2.6 Business Arising From the Minutes
6.2.7 Celebrating Excellence
6.2.8 Action Items
6.2.9 Committee Reports
6.2.10 Division Staff Reports
6.2.11 Representative Reports
6.2.12 Information Items
6.2.13 Board Correspondence
6.2.14 Upcoming Events
6.2.15 Requests For Information
6.2.16 Confidential Session (if necessary)
6.2.17 Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

6.3 The nature of the business to be transacted must be clearly specified.

6.4 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.

6.5 Items may be placed on the agenda in one of the following ways:

6.5.1 By notifying the Board Chair or Superintendent at least seven (7) days prior to the Board meeting.
6.5.2 By notice of motion at a previous meeting of the Board.
6.5.3 As a request from a committee of the Board.
6.5.4 The Board Chair, at the beginning of the Board meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval.

6.5.4.1 Changes to the agenda to accommodate truly emergent items may be made by a majority of those present.
6.6 The agenda package, containing the notice of meeting and the agenda and supporting information, will be made available to each trustee at least six (6) days in advance of regular Board meetings.

6.7 The list of agenda items shall be posted on the Division website and available in the Division Office. Any elector may inspect the agenda and request a copy.

6.8 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.

6.9 During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

7.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

7.2 The minutes shall record:

7.2.1 Date, time and place of meeting;
7.2.2 Type of meeting (regular, special or organizational);
7.2.3 Name of presiding officer;
7.2.4 Names of those trustees and administration in attendance;
7.2.5 Approval of preceding minutes;
7.2.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;
7.2.7 All resolutions, including the Board’s disposition of the same, placed before the Board, must be entered in full;
7.2.8 Names of persons making the motion;
7.2.9 Points of order and appeals;
7.2.10 Appointments;
7.2.11 Summarized reports of committees;
7.2.12 Recording of the vote on all motions;
7.2.13 Trustee declaration of conflict of interest pursuant to the School Act;
7.2.14 Departure and re-entry times of trustees; and
7.2.15 The time of adjournment.

7.3 The minutes shall:

7.3.1 Be prepared as directed by the Superintendent;
7.3.2 Be reviewed by the Superintendent prior to submission to the Board;
7.3.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
7.3.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

7.4 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.

7.5 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
7.5.1 Provide for identification as to the meeting at which it was considered;
7.5.2 Establish and maintain a file of all Board minutes.

7.6 All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board.

7.7 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.

7.8 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Division Office.

7.9 Copies of the minutes adopted by the Board shall be posted on the website, distributed to all trustees, schools, and other destinations as directed by the Board as soon as is practicable.

8. Motions

Motions must clearly describe the proposal; the mover must say precisely what the words of the motion are to be. The Board votes on exact language, not a vague idea. The Board Chair can require that main motions be submitted by the mover in writing. [RONR (11th ed.), p. 40, II. 4 7]

Motions do not require a seconder, except in rare instances as described below.

8.1 Notice of Motion
8.1.1 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.
8.1.1.1 A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date.

8.1.1.2 A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting.

8.1.1.3 The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

8.2 Motion to Reconsider

8.2.1 A motion to reconsider may be made only by a trustee who voted on the prevailing side in the original vote (i.e. a trustee who voted “yes” if the original motion passed or who voted “no” if the original motion was defeated).

8.2.2 The mover of a motion to reconsider must provide new information as rationale for reconsideration.

8.2.3 The motion to reconsider must be brought to the next regular Board meeting after the passage of the original motion unless new information becomes available on a subsequent date.

8.2.4 The motion to reconsider is debatable.

8.3 Discussion on Motions

8.3.1 The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

8.3.2 A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. 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.

8.4 Speaking to the Motion

8.4.1 The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

8.4.2 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 take over. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

8.4.3 The mover of the motion is permitted to close debate on the motion.
8.4.4 As a general guide, a trustee is not to 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.

8.4.5 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.

8.4.6 When a trustee arrives 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.

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

8.6 Recorded Vote
8.6.1 All individual votes will be recorded using the roll call voice voting method of voting.

8.7 Required Votes
8.7.1 The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question.

8.8.2 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 the trustees to use a show of hands.

8.8 Debate
8.8.1 In all debate, any matter of procedure not covered in this policy and 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.

9. Delegations
The Board believes that it has the responsibility to encourage members of the public to bring concerns relating to educational matters to regular meetings of the Board. The Board also believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient fashion. The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

9.1 The Board welcomes delegations according to the following procedures:
9.1.1 Delegations will normally be scheduled at the beginning of Board meetings. However, requests by delegations for specific times will be accommodated where feasible.

9.1.2 All delegations must provide a written submission stating the nature and purpose of their presentation ten (10) days in advance of the meeting for inclusion in agenda packages.

9.1.3 The Superintendent shall encourage potential delegations to meet with administration to clarify issues before delegations come to the Board.

9.1.4 Delegations shall identify a spokesperson for all group appointments.

9.2 Normally, and excepting items raised pursuant to section 4 of this policy, the following procedures will govern the conduct of the delegation:

9.2.1 The Board Chair shall outline the process.

9.2.2 The delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum.

9.2.3 The spokesperson will be asked to present the position/request. Speakers may offer objective criticism of school operations and programs or make requests of the Board. The Board will not hear complaints against Division staff or contractors. The Board Chair may terminate the remarks of any individual who does not adhere to the above guidelines.

9.2.4 The delegation spokesperson shall be entitled to complete his/her presentation, within fifteen (15) minutes without questioning or comments from the Board.

9.2.5 During a presentation by a delegation, trustees shall not express opinions. Upon completion of the presentation the Board Chair shall allow, for a maximum of fifteen (15) minutes, trustee questions of clarification of the delegation.

9.2.6 Upon completion of the question period the Board Chair shall inform the delegation when the decision will be made. When a decision has been reached it will be communicated in writing to the spokesperson. Normally, the Board will defer action on items of business that are presented by a delegation, postponing any discussion and action to that section of the agenda specified for that purpose.

10. Recording Devices

10.1 The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Board Chair.

11. Trustee Compensation
In recognition of the time commitments required by trustees in conducting the business of the Board, trustees shall be provided reasonable honoraria and expense reimbursement.

11.1 The honoraria and per diem rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided to Wetaskiwin Regional Division No. 11 by Alberta Education.

11.1.1 Honoraria shall be reviewed by the Board, in consultation with the Associate Superintendent: Business every four (4) years.

11.2 The Board Chair and trustees will receive a basic annual honorarium in recognition of the responsibilities of their positions. These responsibilities include:

11.2.1 Regular Board meetings;
11.2.2 Attendance at School Council meetings.

11.3 The Board Chair and the Vice-Chair shall receive an extra allowance established annually to cover attendance at agenda planning sessions and increased responsibility as the Board spokesperson. The Board Chair and the Vice-Chair shall be paid travel costs to attend to these duties.

11.4 Of this honorarium, 1/6 is considered to be a general expense allowance to cover various costs including those for phone lines, office supplies, copying and other expenses. In addition, 1/6 is considered to be a travel expense allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel from meetings (excluding regularly scheduled meetings) as elected representatives. In summary, these allowances are provided to offset costs incurred by trustees that are not reimbursed through the Board’s personal expense claim process.

11.5 Attendance at the following activities shall be considered a part of trustee public relations for which no compensation will be paid:

11.5.1 Attendance at concerts, student competitions, plays and/or other social functions of the schools; (outside of clause 11.6);
11.5.2 Attendance at social functions of the staff; (e.g. Appreciation Night);
11.5.3 Informal, unsolicited school or office visits and individual meetings with members of the staff or public;

11.6 Trustees will receive additional per diem allowances and travel and subsistence reimbursement for the following activities:

11.6.1 Meetings of Standing Committees not addressed under clause 11.2,
11.6.2 Special meetings and Committee of the Whole Meetings
11.6.3 Board Annual School Tours
11.6.4 Board/School Council Chairs meetings
11.6.5  ASBA / PSBAA Conventions

11.6.6  ASBA Zone Meetings / Committee Appointments / and attendance at other scheduled Zone events

11.6.7  Conferences/Workshops

11.6.8  Leadership Team meetings

11.6.9  Board Recognition Night.

11.6.10 Graduations and other functions where the trustee has been requested to attend as an official Board representative with a specific task to perform on behalf of the Board.

11.6.11 The Board Chair or designates attendance at any meeting or event where their attendance is requested as a representative of the jurisdiction.

11.6.12 An external committee to which a trustee is appointed.

11.6.13 When directed to attend more than (3) school council meetings a month, a trustee may claim an additional per diem allowance.

11.7  Out of City trustees shall receive a taxable allowance to cover travel to and from regularly scheduled meetings. This amount will be adjusted annually based on the actual number of regularly scheduled board meetings in the school calendar year.

11.7.1 Board members may not claim travel expenses in the performance of their regular official duties covered under clause 11.2 except for the attendance at School Council meetings.

11.7.2 The following travel expenses actually incurred by Board members in the performance of their official duties covered under clause 11.5, and not reimbursed to established Division rates by any other source, will be deemed approved expenses and appropriate for reimbursement:

11.7.2.1 All commercial transportation less than first class airfare. Ground transportation will not exceed transportation fares from hotel of residence to the meeting and return, transportation fares from the airport to the hotel of residence and return, or kilometerage, meals and accommodations at rates established by the Board.

11.7.2.2 Kilometerage, meals and accommodation for meetings outside the Wetaskiwin Regional Division boundaries.

11.7.2.3 Reimbursement of honoraria, travel and/or subsistence by other parties below that of established Division rates shall be eligible for additional claims by trustees to make up the variance.

11.7.2.4 Trustee Expense claims should be submitted by the 5th of the following month. Honoraria payments will be made on the 26th of
each month and mileage, per diems and expenses reimbursed by accounts payable will be paid within 10 days of approval.

11.7.2.5 Trustees will be informed by the Board Chair or Vice-Chair of any alterations to a claim and provided with the revised expense claim.

11.7.2.6 Trustee disputes in the payment of an honorarium or expense claim are to be made in writing to the Board Chair. The Board Chair will make a ruling in a timely manner.

11.7.2.7 An appeal of the Board Chair’s ruling will be presented to the Board for resolution within the current school year.

11.8 Travel and Subsistence

11.8.1 The Board believes that it can best perform its duties if each member makes an effort to become better informed through attending seminars, workshops, conventions, etc. In support of this belief, there will be an annual allotment in the budget for expenses incurred by trustees.

11.8.2 For events of a local, zone, or provincial nature, expenses may be claimed as follows:

11.8.2.1 Automobile Expense: reimbursement for kilometerage will be based on the rate determined by the Board and excluded from income.

11.8.2.2 Food and lodging as determined by the Board.

11.8.2.3 Registration and membership fees.

11.8.3 For events out of the province, special arrangements for expenses shall be made by motion at a meeting of the Board.

11.8.4 Each trustee, once within a four year elected term, may attend CSBA, CEA or Board approved alternative subject to budget availability.

11.8.5 When a trustee accesses funds for trustee professional development, the trustee is expected to provide a written or e-mail report to the next Board meeting that would include:

11.8.5.1 Information about the event.

11.8.5.2 Learnings/benefits to the students or the Division.

11.8.5.3 Impressions of what took place.

11.9 Trustees are eligible for enrolment in a medical benefit plan as determined by the Board. The following benefits are available:

11.9.1 Life Insurance.

11.9.2 Accidental Death and Dismemberment.
11.9.3 Extended Health Care.
11.9.4 Dental.
11.9.5 Vision and Hearing Aid Care.
11.9.6 Health Spending Account.
11.9.7 Alberta Health Care coverage as determined by the Board.
11.9.8 Trustees, who are covered under an Early Retirement Plan, are eligible for support of benefits, which were not available to them at the time of retirement. (e.g. vision and hearing aid care).
11.9.9 The Division also provides accident insurance coverage for each trustee.

12. Trustee Computers

12.1 Communication within the Division is carried out in a variety of formats and every attempt is made to choose the most appropriate in terms of effectiveness and efficiency. Very often computer technology and email is the most effective way of communicating and sharing information in a timely fashion. To facilitate this information flow and to enable Board members to fulfill their duties as trustees appropriate computer technology will be provided for their use while in office.

12.2 Because this equipment is owned by the Division and is lent to trustees for the purpose of engaging in Division-related business, trustees must become familiar with and follow Administrative Procedure 140 – Technology Acceptable Use.

12.2.1 Trustees will be provided with a laptop, meeting the standard set for administrative computers, and a printer, monitor and docking station, as requested. Hardware will be replaced consistent with the Division technology replacement plan, for laptop computers this is a 4-year cycle. Replacement printer cartridges will be provided on an ‘as needed basis.

12.2.2 Computers will have software consistent with the standard business software in use in the Division and will be upgraded from time to time to remain current with Division standards.

12.2.3 Each trustee will be provided with a Division email account and Internet access through Gmail. Agenda preparation and much general communication will be conducted via electronic means. Securing an Internet Service Provider is the responsibility of individual trustees.

12.2.4 Basic training in the use of email, backing up files, antivirus software, and Microsoft Office software will be provided by system staff as needed.

12.2.5 General maintenance and upgrades of trustee laptops will be on an as required basis.

12.2.6 Trustees will have the option of returning the computer and printer at the end of their term in office or purchasing it at a fair market price as determined by
the Superintendent or designate. Returned technology that still has use will either be passed on to the incoming trustee or cycled for use elsewhere in the Division.

12.2.7 In addition, the Division makes available a computer purchase plan for the purchase of personal computers by individual trustees.

13. Trustee Conflict of Interest

13.1 The trustee is directly responsible to the electorate of the Division and to the Board.

13.2 Upon election to office, and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

13.3 The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

13.3.1 The trustee is expected to be conversant with the relevant sections of the School Act. The Board may consult legal counsel in a final determination of conflict of interest.

13.3.2 The trustee is solely responsible for declaring himself/herself to be in possible conflict of interest. The trustee shall limit a declaration of conflict of interest to those matters specified in the relevant section(s) of the School Act.

13.3.3 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; and

13.3.4 Upon making such declaration, the member shall request the Board or Committee secretary to record the declaration in the minutes.

13.3.5 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

13.3.6 It shall be the responsibility of the Superintendent’s designate to record in the minutes the trustee declaration and the trustee abstention from the debate, the vote, and absence from the room.

14. Board Self-Evaluation
The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled Superintendent Evaluation Process, Criteria and Timelines.

14.1 The purpose of the Board self-evaluation is to answer the following questions:

14.1.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
14.1.2 How do we perceive our interpersonal working relationships?
14.1.3 How well do we receive input and how well do we communicate?
14.1.4 How well have we adhered to our annual work plan?
14.1.5 How would we rate our Board-Superintendent relations?
14.1.6 How well have we adhered to our governance policies?
14.1.7 What have we accomplished this past year? How do we know?

14.2 The principles upon which the Board self-evaluation is based are as follows:

14.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
14.2.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
14.2.3 An evidence-based approach provides objectivity.

14.3 The components of the Board self-evaluation are:

14.3.1 Review of Board Role Performance
14.3.2 Monitoring Interpersonal Working Relationships
14.3.3 Monitoring Board Representation/Communication
14.3.4 Review of Annual Work Plan Completion
14.3.5 Monitoring Board-Superintendent Relations
14.3.6 Review of Board Motions
14.3.7 Review of Board Governance Policies
14.3.8 Creating a Positive Path Forward
Policy 7 – Appendix A

TRUSTEE ANNUAL HONORARIUM AND EXPENSE CLAIM SCHEDULE

Annual Honorarium

Paid monthly via the payroll department. Intended to compensate trustees for attendance at Regular Board meetings, School Council meetings and to cover general expenses such as office supplies, phone lines, etc. These rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided by Alberta Education.

- Annual Honorarium – Board Chair $19,989/yr
- Annual Honorarium – Board Vice-Chair $18,079/yr
- Annual Honorarium – Trustee $15,152/yr

Annual Taxable Travel Allowance

Paid monthly via the payroll department. Intended to compensate trustees who reside outside the City of Wetaskiwin for travel expenses required to attend Regular Board meetings held at Central Office.

- Electoral Subdivision 4 $1,815/yr
- Electoral Subdivision 3 $ 933/yr
- Maskwacis Representative $ 424/yr
- Electoral Subdivision 2 $ 288/yr
- Electoral Subdivision 1 $ 170/yr

Expenses Claimed as Incurred

Paid by the accounts payable department upon submission and approval of a Trustee Expense Claim form. Intended to cover the following:

- Meetings and Standing Committees
- Special and Committee of the Whole meetings
- Board School Tours
- Board/School Council Chairs (COSC) meetings
- ASBA/PSBAA Zone and Committee meetings (Board appointed trustee representative(s))
- System Administrator Team meetings
- Conventions, conferences and workshops
- Graduations and other functions where a trustee has been requested to attend as an official Board representative.
Any meeting or event where a trustee has been requested to attend as an official Board representative.
An external committee to which a trustee is appointed.

**Reimbursement Rates**

Meeting rates (base rate $200), includes time in transit and waiting time between meetings. Actual meeting hours should be claimed:
- Up to 2.0 hours = 0.25 x base rate
- Up to 4.0 hours = 0.50 x base rate
- Up to 6.0 hours = 0.75 x base rate
- Up to 8.0 hours = 1.00 x base rate
- Up to 10 hours = 1.25 x base rate
- Up to 12 hours = 1.50 x base rate

- Conference per Diem - $225
- Mileage $0.53 per Km
- Registration or Fees - Actual Receipts
- Meals, actual receipts or a maximum of:
  - Breakfast $15
  - Lunch $20
  - Supper $30

- Parking – Actual Receipt
- Commercial transportation (standard fare) – Actual Receipts

**Trustee Public Relations**

Attendance at the following activities shall be considered a part of trustee public relations for which no compensation will be paid.

- Student concerts, competitions, plays and other social functions
- Staff Social Functions
- Informal, unsolicited school or office visits
- Individual meetings with members of staff or public
- Meetings trustees choose to attend but are not directed by the Board

Legal Reference: Section 27, 60, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 145, 277 School Act
Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting