

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees 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 adopts, amends and rescinds policies so that the business of the Board can be conducted in an orderly and efficient manner.

1. Organizational Meeting

An organizational meeting of the Board of Trustees shall be held annually, and no later than four weeks following an election day when there has been a general election. The Secretary-Treasurer will give notice of the organizational meeting to each trustee as if it were a special meeting.

In years without a general election, the Organizational Meeting shall be held in June, with all appointments, commencement dates, and terms of office in effect from September 1 to August 31 of the upcoming school year, with the effective date of the term specified by motion. In a general election year, the term of office will be from November 1 to August 31 of that school year, unless the previous Board Chair is not elected, then the term of office will commence immediately following the elections the day of the Organizational Meeting. In a year prior to a general election, the term may extend beyond August 31 up to October 31, as decided at the Organizational Meeting immediately following the general election.

Each trustee shall take the oath of office immediately following the call to order of the organizational meeting after a general election. If for some reason, a trustee is unable to attend the organizational meeting, the trustee may, by special arrangement, take the oath of office any time after the results of a general election are official. Trustees can commence their duties only after the oath of office is taken and deposited with the Secretary-Treasurer. Special provisions will be made for a trustee taking office following a by-election.

The Secretary-Treasurer shall act as Chair of the meeting for the purpose of the election of the Board Chair and Vice-Chair, which will be the first order of business, unless the oath of office is required. Upon completion of the elections, the current Board Chair shall preside over the remainder of the organizational meeting or request, by motion, to have the Secretary-Treasurer remain as Chair to complete the business specified on the agenda.

The organizational meeting shall, in addition:

- 1.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings including the next organizational meeting;
- 1.2 Create such standing committees of the Board as are deemed appropriate, and appoint members, who shall then select the Committee Chair at the first meeting of that committee;
- 1.3 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 1.4 Confirm the appointment of Auditor for the fiscal year ending August 31 of the school year following the organizational meeting;
- 1.5 Confirm the Borrowing Resolution for the fiscal year ending August 31 of the school year following the organizational meeting, when required.
- 1.6 Review Board member conflict of interest stipulations and determine any disclosure of information requirements;
- 1.7 Appoint signing officers for the Division Bank Account; and
- 1.8 Approve or confirm any other organizational items as required.

2. Regular Meetings

- 2.1 Regular meetings will normally be held once a month, but may be extended to two or more meetings per month when deemed necessary by the Board. One of the regularly scheduled meetings shall be held during the last week of the month, whenever possible. Meetings will normally be held on the same day of the week for the duration of year, as per the schedule approved at the organizational meeting. Such meetings will ordinarily be held in the Boardroom at the Division Office in St. Albert and are open to the public, unless designated as In-Camera for the duration of the meeting. Meetings will normally commence at 2:00 pm (or earlier, as directed by the Board at a previous meeting) for In-Camera discussion, with a public start time of 3:30 pm. Regular meetings are not normally held during the months of July and August. The Board may, by resolution, alter the schedule in such manner as it deems appropriate. Regular meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.
- 2.2 All regular meetings will be held in accordance with Board Procedures Regulation, *Education Act*.
- 2.3 Meeting procedures will be held according to Robert's Rules of Order. Provisions of the *Education Act*, as referenced within this policy take precedence at all times.
- 2.4 All motions involving approval of discretionary spending, not specifically itemized in the approved annual trustee general budget, in excess of \$500, will include background material for Trustee review prior to the meeting in which the motion is presented. The background material will include, but may not be limited to, the following information:

- 2.4.1 Original budget for category of expenditure being considered
- 2.4.2 Year-to-date expenditures in the expenditure category being considered
- 2.4.3 Available funds in the category of expenditure being considered
- 2.4.4 Any future commitments and financial impact known at the time of consideration
- 2.4.5 Financial impact to the overall trustee general budget
- 2.4.6 Rationale supporting the value to the Board of Trustees in regard to the expenditure in question.

3. **Special Meetings**

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

Special meetings of the Board of Trustees may be held from time to time as provided for under section 3(1) Board Procedures Regulation, *Education Act*. Special meetings of the Board will only be called when the Chair, the majority of trustees or the Minister is of the opinion that an issue must be dealt with before the next regular meeting.

A written notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees by recorded mail to the last known address of each trustee as shown on the records of the board, by courier to the trustee's residence, by email or other electronic means (at least 2 days prior to the date of the meeting) unless every trustee agrees to waive the requirements for notice.

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 other than that stated in the notice may be conducted.

Special meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.

4. **Committee of the Whole (In-Camera) Sessions**

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

The Board may hold a meeting or part of a meeting in-camera to discuss sensitive issues where the majority of the trustees are of the opinion that it is in the public interest to do so.

In-camera sessions will generally be held to discuss sensitive matters pertaining to:

- ◆ Individual students.
- ◆ Individual Board members.

- ◆ Collective bargaining/contract negotiations.
- ◆ Personnel matters.
- ◆ Acquisitions or disposal of real property.
- ◆ Litigation brought before or against the Board.
- ◆ Other matters that the majority of trustees feel would not be in the public interest to discuss in open meeting.
- ◆ Reviewing and consider legal advice according to client-solicitor privilege.

The Board may convene in-camera only by proper resolution of the Board. Such resolution shall be recorded in the minutes of the Board.

The Board shall, during the in-camera session:

- 4.1 Discuss only the matter which gave rise to the closed session.
- 4.2 Adopt only resolution as is required to reconvene the Board in a public meeting. The Board shall convene or re-convene a regular or special meeting to take action on any matters discussed.

In-camera sessions shall be closed to the public and the press.

Board members and other persons attending the in-camera sessions are not permitted to discuss the details of the discussion outside of the sessions.

5. Committee Meetings

5.1 Committee of the Whole (public) Meetings

The primary focus of regularly scheduled Board Committee of the Whole Meetings is to complement Regular Meetings, by providing an opportunity, in public, for enhanced discussion on a variety of topics prior to the decision point, which are always addressed at a Regular Meeting through a motion. These meetings are distinctly different from Committee of the Whole In-camera sessions, which take place in private and only in conjunction with a Regular Meeting.

Trustees will attend Board Committee of the Whole Meetings, which are open to the public, as scheduled and approved at the organizational meeting to discuss committee reports, trustee events, school council meeting topics, engage in informal discussions on ideas and proposals that align with established goals, policies, and/or established procedures, and other advocacy topics of interest that have been referred to these meetings. Therefore, Board Committee of the Whole Meetings are designed for public deliberation and planning exercises dedicated to furthering the collective decision making capacity of the Board at Regular Meetings. Motions will not be tabled at Committee of the Whole Meetings.

The Chair of the Committee of the Whole Meetings will be a Trustee other than the Board Chair. The Chair will change from meeting to meeting, on a scheduled rotational basis. A summary of these meetings will be presented for approval at the next regular meeting of the board. Any “business arising” that may require a motion, may be placed on a future Regular meeting agenda for discussion as “New Business”. No “in-camera” discussion is allowed at Board Committee of the Whole Meetings.

Committee of the Whole Meetings will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.

The Agenda for the Committee of the Whole Meeting will be as follows:

1. Call to Order
2. Opening Prayer/Special Intentions
3. Acknowledgment of Territories
4. Discussion Items
 - 4.1 Upcoming Policies
 - 4.2 To be determined
5. Advocacy Discussion Items
 - 5.1 To be determined
 - 5.2 To be determined
6. Reports
 - 6.1 Committee and Trustee Event Reports
 - 6.1.1 Catholicity/Alberta Catholic School Trustees’ Association Reporting
 - 6.1.2 Alberta School Boards Association Zone 2/3 Report
 - 6.1.3 Education Foundation Committee Report
 - 6.2 School Council Reports
7. Closing Prayer/Special Intentions
8. Adjournment

Agenda for Committee of the Whole Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Committee of the Whole meetings. Items may be placed on the agenda by notifying the Superintendent or Board Chair at least six days prior to the Committee of the Whole meeting.

5.2 Board-Directed Committee Meetings

The primary focus of Board-Directed Committee Meetings, which are closed to the public, is for assigned trustees to gather information on a specific topic or represent the Board and bring information back to the Board. All designated trustees of the board will attend one or more meetings to review topics that impact the Board and/or the school division, when directed by the Board at a Regular Meeting. When these meetings are intended to provide an informed recommendation to the Board for consideration, the discussion will be included in the background to a motion. Otherwise, the summary of the discussion will be presented at the next regular meeting of the Board. No “in-camera” discussion

is allowed at Committee Meetings, as the Board may convene “in-camera” only by proper resolution of the Board.

When Committee Meetings are directed by the Board, they will not normally be held without the Superintendent or Secretary-Treasurer, or their designate(s), in attendance.

6. Meeting Attendance from a Distance via Electronic Means

As per items 5 in section 5(1), 5(2) Board Procedures Regulations, *Education Act*, 5(1) A trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.

5(2) Trustees participating in a meeting of the board by electronic means or other communication facilities are deemed to be present at the meeting.

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

7. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board meetings.

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

1. By notifying the Superintendent or Board Chair at least ten (10) days prior to the Board meeting.
2. By notice of motion at the previous meeting of the Board.
3. Request from a committee of the Board.
4. Emergent items that require Board action may arise after the agenda has been drafted.
5. A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an item.

The Board supports the use of a standard agenda format for all regular Board meetings.

The agenda for regular meetings of the Board shall generally follow the order outlined below:

1. Call to Order
2. In-Camera
3. Out-of-Camera

4. Opening Prayer/Special Intentions (3:30 PM)
5. Acknowledgement of Territories
6. Approval of Agenda
7. Presentation Delegation (if applicable)
8. Approval of Minutes & Summaries
9. Approval of Reports
 - 9.1 Committee/Event Reports
10. Good News
11. Questions from the Public (must be submitted beforehand in writing – see 7.1)
12. Consent Items
13. Action Items
14. New Business
15. Information Items
16. Board Commitments
17. Clarification Period For Public and Media (related to agenda items, only as deliberated)
18. Trustee Request for Information
19. Closing Prayer/Special Intentions
20. In-Camera (closed session) – if applicable
21. Out-of-Camera – if applicable
22. Adjournment

7.2 Agenda Supplemental Information

Consideration of the Agenda:

1. Modifications, additions, deletions
2. Approval

Presentation/Delegation

Delegations as requested from time to time are addressed in Section 10 of this policy.

Questions from the Public

The Board welcomes inquiries from the public in the following manner:

- Questions from the public are to be kept to three minutes and the Board will not permit critical or accusatory statements, within the question, about particular individuals or schools whether named or identifiable by the context.

- All questions must be submitted on the form available on the website <http://goo.gl/forms/hNpp5UvaHp> or as attached in Appendix 7-A.
- All questions must be submitted to the Office of the Secretary Treasurer to be included with the Board Package, no later than noon on the Wednesday prior to a scheduled meeting date, as approved at the Organizational Meeting.
- The question(s) will be read aloud at the scheduled meeting date by the submitter, or if the submitter is unable to be present at the meeting, by the Board Chair during the “Questions from the Public” portion of the Agenda. The Board Chair will read the question and announce the submitter’s name. *Please note: Should the question(s) be deemed a FOIP Request, the individual will be notified within two weeks after the question was submitted.*
- Responses to read questions will be provided as a written summary report under the Report from the Chair at the following regular board meeting.

Business Arising

1. Summaries of previous committee working sessions.
2. Minutes of previous Board meetings.
3. Consent Items

Information Items

1. Report from the Chair
 - a. Correspondence
 - b. Other Updates
2. Report from the Superintendent
 - a. Administrative Reports
 - Communication & Community Relations
 - Organizational Management
 - Fiscal Responsibilities

The Superintendent shall ensure that the agenda package, containing the agenda and supporting information, will be distributed to each trustee at least five (5) days prior to regular Board meetings. The Superintendent will normally include an administrative recommendation for all items included on the agenda.

The agenda and supporting documentation (excluding confidential material) shall be made available by the Superintendent to schools, school councils and the media.

The list of agenda items shall be posted in the Division Office, in a place readily accessible to the general public. Any elector may inspect the agenda and request a copy.

Emergent issues that require Board action may arise after the agenda has been prepared. Such items shall be brought to the attention of the Board Chair, who may bring items before the Board. The Superintendent, with the permission of the Board Chair, may also bring forth emergent items.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

The Board Chair may change the order of items on the agenda in order to meet deadlines or accommodate delegations. In such cases, a trustee may challenge the Chair in accordance with the procedures adopted by the Board. (Robert's Rules of Order)

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.

8. Minutes

The Minutes shall record:

- 8.1 A brief summary of the circumstances which gave rise to the matter being placed before the Board;
- 8.2 All resolutions, including the Board's disposition of same, placed before the Board; and
- 8.3 The votes, when and as requested, by a trustee, as per section 8, Board Procedures Regulation, *Education Act*.

The Minutes shall:

- 8.4 be prepared by the recording secretary;
- 8.5 be reviewed by the Superintendent of Schools prior to submission to the Board;
- 8.6 be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.7 upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Secretary-Treasurer shall:

- 8.8 upon approval of the Superintendent as to the accuracy of the 'draft' minutes, prepare an unofficial meeting summary for distribution to Division employees, the media serving the residents of the Division, School Councils, the local Members of the Legislative Assembly, and other interested persons upon request. Minutes of regular meetings are generally approved at the next scheduled regular meeting. Approved minutes are available for review by electors or any member of the public, at any time after posting. Printed copies of minutes, subject to a fee set by the Secretary-Treasurer, are available upon request.

- 8.9 upon adoption by the Board, initial each page of the minutes, sign the concluding page of the minutes and affix the corporate seal of the Division to the concluding page of the minutes;
- 8.10 establish a codification system for resolutions placed before the Board which will provide for ready identification of the resolution as to the meeting at which it was considered.
- 8.11 establish and maintain a file of all Board minutes.
- 8.12 ensure the minutes are posted on the website within two weeks of approval by the Board.

The Board Chair shall, upon adoption by the Board, initial each page and sign the concluding page of the minutes. It is the responsibility of all trustees present at a meeting to check the minutes for errors or omissions.

When required by the Board, its committees shall prepare and submit a summary of the meeting to the Board or make a recommendation via board motion for consideration that captures the reason for the meeting.

9. **Motions**

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

9.1 **Notice of Motion**

Notice of Motion serves the purpose of officially putting an item on the agenda during the course of debate, or for the next or a 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.

A trustee may present a notice of motion for consideration arising out of and immediately after disposal of a motion currently under debate, at the next regular meeting of the Board or may specify another meeting date. 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. The trustee need not be present during the reading of the motion, however if the trustee is not present, an alternate mover is required at the meeting at which the notice is given, otherwise the item will be dropped.

9.2 **Discussion on Motions**

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

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. 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.

9.3 **Speaking to the Motion**

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five 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.

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.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 **Reading of the Motion**

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

9.5 **Recorded Vote**

The recording secretary shall, whenever a recorded vote is requested by a trustee before the vote is taken, record in the minutes the name of the trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken, and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.

9.6 **Required Votes**

The Board Chair, and all trustees present, including those attending by electronic means, unless excused by resolution of the Board or by the provisions of the Board Procedures Regulation, *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favor of the question. In the case of an equality of votes, the must be decided in the negative. A vote on a question, except for elections, shall be taken by open vote, expressed by show of hands, or for those trustees attending by electronic means, made by verbal (or visual) confirmation of "in favor" or "opposed" to the question. In the case of elections, the vote to elect the Board Chair or Vice-Chair, is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands. If a trustee participates in an election by electronic means and the vote is by secret ballot, that trustee shall ensure they have technology available to send a text or email directly to the Secretary-Treasurer who will record the vote and maintain confidentiality of said vote. If there is unanimous agreement among the trustees to use a show of hands, the trustee(s) attending by electronic means, will provide verbal (or visual) confirmation of their choice for each office in question.

9.7 Debate

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

10. Delegations to Board Meetings

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.

Public comments are to be kept to five minutes, unless the delegation has been invited to speak by the Board or asked to present a final report. In all cases of invitation, the Board will advise a specific timeframe for the presentation. The Board will not permit critical or accusatory statements, about particular individuals or schools whether named or identifiable by the context.

The Superintendent will inform the representative(s) making the presentation with regard to time, place and Board policy and procedures regarding presentations and delegations.

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

The following procedures will normally be followed:

- 10.1 Groups or individuals wishing to make presentations to the Board will normally do so at regular public meetings of the Board. Groups shall appoint one spokesperson to make the presentation and respond to questions. Other speakers may be recognized by the Chair. On matters where the public interest may be compromised by presenting the issue in public, the Board may move to an in-camera session.
- 10.2 Normally, a presentation or delegation will not be received at a public meeting of the Board unless the matter has been placed on the agenda.
- 10.3 A written request for an item to be placed on the agenda must be received by the Board Chair or Superintendent seven days prior to the meeting date. The request should be accompanied by the terms of reference for the presentation to be made. The Board Chair and the Superintendent will determine if the matter is pertinent to Board business. In an emergent situation where the timeline cannot be met, the Chair shall rule whether or not the delegation shall be heard

- 10.4 The Board will not normally debate the matter presented to it at the meeting during which the issue is raised. Questions of clarification directed through the chair may be asked.
- 10.5 The Board will normally refer a decision on a matter presented by a delegation to the next regular meeting of the Board.
- 10.6 Administration will normally review the issue and prepare a recommendation for the Board's consideration at a subsequent meeting of the Board.
- 10.7 The Chair has the authority to exclude a person guilty of improper conduct or to limit participation in order to maintain order and complete the business of the meeting.

11. Board Member Honoraria and Expenses

It is the practice of Boards in Alberta to establish honoraria for trustees in recognition of their contributions to the school jurisdictions that they serve. In addition, trustees from time to time incur expenses, in the performance of Board-related duties for which they should be reimbursed, subject to budget limitations.

11.1 Honoraria

Annual honoraria shall be paid to trustees for the following activities for which attendance is expected: regular board meetings (as outlined in section 2), committee-of-the-whole meetings (as outlined in section 4), board advocacy committee meetings (as outlined in section 5.1), board planning meetings/sessions, agenda planning meetings, planned board and superintendent evaluation meetings, planned public engagement meetings, planned board meeting with the External Auditor and attendance at events such as long service awards, and special school events (e.g., graduations, school openings or rededications, beginning, end-of-year, and other special Masses, and program launchings).

Payment of the annual amount shall be made monthly, equally divided over 12 months of the year. Annual increases shall be effective each September, and beginning September 1, 2014 shall be equal to the annual percentage change from August to August in the Consumer Price Index, by province (Alberta), for "all items", as published by Statistics Canada.

11.2 Per Diems

A Per Diem for service shall be paid to trustees for all other Board-related meetings not mentioned in 11.1. Effective September 1, 2018 the payment of Per Diems shall be based on \$30 per hour, or any part thereof.

No Per Diem is paid to trustees for purely social functions, unless approved by motion on Board Commitments at a regular board meeting. Events of this type include banquets and lunches with or without a guest speaker, cocktail parties, sporting events, etc. Tickets to these events may be claimed subject to trustee budget availability when there is a networking benefit to the Board. If a guest ticket is purchased, that expense shall always be charged to the individual Trustee budget.

11.3 Expense Funds

Expense funds are to be used prudently and responsibly, with a focus on accountability and transparency. Effective September 1, 2018, separate payments for expense allowances were eliminated in alignment with taxation changes and added to the Honoraria payment prior to adjustment for CPI, as indicated in 11.1 above. Within the Honoraria payment, the allowance amounts continue to cover the following expenses:

- 1) **Non-Accountable Expense Allowance of \$1,800**, payable to all trustees for which receipts are not required, to cover individual meals (for any Board-related duties identified in 11.1), at-home internet, cell phone, and other office expenses / supplies for all Board-related duties.
- 2) **Position Expense Allowance**, payable to the Chair (**\$1,500**) and Vice-Chair (**\$1,050**) only, in recognition of additional expenses as a result of these two positions on the Board. The Vice-Chair's Allowance shall be equal to 70% of the Chair's approved Allowance.

The Division shall pay or reimburse trustees, subject to budget limitations, for the following expenses related to:

11.3.1 Fees

Registration fees for trustee development or other events shall be charged to individual trustee budgets. In the event a trustee attends ASBA Spring General Meeting, ASBA Fall General Meeting, and /or the ACSTA Fall General Meeting, amounts equal to the incurred registration fee only shall be transferred from the General Budget to increase the individual Trustee budget accordingly.

11.3.2 Travel

In-region travel (distances of 100 km or less from the Division Office) is limited to mileage and parking. Claims in this category may be made for all board related business, including all types of board meetings outlined in sections 2, 3, 4, and 5, board committee representative meetings as assigned at the organizational meeting, and additional events that are approved on the commitment list. Claim details must be identified clearly on a claim form, including amount, date and event, and will be posted to the website quarterly. All in-region mileage and travel claims are to be charged against Trustee Budgets as opposed to the General Budget.

When out-of-region travel (distances greater than 100 km from the Division Office) is required, travel-related expenses such as mileage, accommodation, parking, and meals, may be claimed by a Trustee and must be identified clearly on a claim form and will be posted to the website quarterly. All out-of-region mileage and travel claims are to be charged against Trustee Budgets as opposed to the General Budget.

Out-of-region travel costs, when travel is to a location served by an airport, shall be paid at the lesser of mileage or economy airfare, which is the booking class for all flights. When travel is to a location not

served by an airport, travel costs shall be paid at the lesser of mileage or economy airfare to a location nearest the destination.

The mileage reimbursement rate is in accordance with Administrative Procedure 546 - Reimbursing of Private Vehicle Use for Business Purposes. The mileage reimbursement rate will be in alignment with the Government of Alberta Travel Meal and Hospitality Expenses policy.

Taxis are the preferred method of ground transportation when the use of a personal vehicle is not feasible.

11.3.3 **Alcohol**

Individual Trustees shall not expense alcohol with division funds with the exception of the Board Chair or designate when hosting non-Board members on behalf of the Board.

11.3.4 **Accommodation**

Standard room accommodation may be claimed for out-of-region travel or multi-day meetings in the same location.

- 11.4 The Division shall pay or reimburse trustees for travel when it is determined that the purpose for travel cannot be adequately met through telephone, correspondence or facsimile.
- 11.5 Trustees shall submit expense reimbursement claims, approved as required, on the prescribed claim form to the Secretary-Treasurer at least once a month, following the actual date of an event. Claims submitted in advance of an event will not be accepted. Payment of amounts from the general account will be made monthly following approval by the Chair of the Board. The Vice-chair will approve the general expense report submitted by the Chair. Both individual and general expense claim forms will be coded and counter signed, for accounting approval, by the Secretary-Treasurer.
- 11.6 All claims for expense reimbursement shall be supported by receipts, unless an amount on the claim form specifically excludes this requirement.
- 11.7 Individual Trustee remuneration will be reported annually in the Division's audited financial statements. Such information, along with expense details, will be posted on the Division website, on a quarterly basis, throughout the fiscal year.

12. **Division Purchasing Cards**

- 12.1 Each trustee, upon request, will be issued a division purchasing card for use during the four year term of office, subject to the following restrictions:
 - (1) The card will be limited to use for approved trustee business only.
 - (2) Each trustee card will have a \$2,000 limit; \$3,500 for Board Chair.

- 12.2 Statements will be submitted directly to the division by the purchasing card issuer and distributed to the cardholder by the Secretary Treasurer (or designate).
- 12.3 The statements will be subjected to the same approval process as other trustee expenses.
- 12.4 Failure to use the purchasing card in accordance with established policies and procedures as outlined in the PURCHASING CARD GUIDELINES may result in loss of card privileges.
- 12.5 The purchasing card shall be returned to the Secretary Treasurer upon the conclusion of the term of office.

13. Board Member Conflict of Interest (See Board Policy 4: Trustee Code of Conduct)

The Board believes that trustees, or their families, should not gain benefits or monetary rewards because of their position as a trustee except for any allowances, honorarium or remuneration approved by the Board for duties performed.

The Board expects:

- 13.1 Each trustee will accept sole responsibility for declaring a conflict of interest.
 - 13.1.1 Each trustee will be knowledgeable with Sections 85-96, *Education Act*.
 - 13.1.2 Each trustee will limit a declaration of conflict of interest to those matters specified in Section 85 of the *Education Act*.
 - 13.1.3 Each trustee will advise the recording secretary of the declaration.
 - 13.1.4 The trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.
- 13.1.5 The trustee will absent himself or herself from the Board table when in conflict, and shall leave the meeting room until the discussion and voting on the matter are concluded.13.2 Each trustee will refrain from participating in discussion, debate or voting on any issues in which a personal conflict of interest is declared.
 - 13.2.1 The recording secretary will record in the minutes:
 - ◆ the trustee's declaration;
 - ◆ the trustee's abstention from the debate and the vote.
 - ◆ the trustee's return to the meeting

14. Assigned Equipment

- 14.1 To enable Trustees to fulfill their duties effectively and efficiently, Trustees will be equipped with appropriate Division issued and configured computer hardware, as determined by the Secretary-Treasurer, for their four-year term of office.

- 14.2 A record of equipment on loan to each Trustee will be kept on file.
- 14.3 At the end of the four-year term, Trustees may purchase the Board provided equipment at fair market value. Otherwise, an outgoing Trustee will return the provided equipment within ten (10) days following the Organizational Meeting of the newly elected Board. In the case of a re-elected Trustee, old equipment (if not purchased at fair market value) must be returned upon the replacement of the equipment.
- 14.4 It is the responsibility of each Trustee to safeguard the equipment that has been provided. If the equipment is lost, stolen, or damaged during the term of office, replacement cost will be charged to the Trustee budget.

Legal Reference: Sections 64, 69, 85-96, *Education Act*
Government of Alberta Travel Meal and Hospitality Expenses Policy

Revision Dates: December 14, 2009, February 15, 2010, March 7, 2011, May 30, 2011, October 17, 2011, January 16, 2012, January 30, 2012, October 15, 2012, October 29, 2012, June 10, 2013, November 4, 2013, January 27, 2014, September 29, 2014, September 28, 2015, December 14, 2015, February 22, 2016, October 17, 2016, October 30, 2017, December 3, 2018, October 29, 2019, December 10, 2019, February 13, 2020, February 1, 2021

QUESTION(S) FROM THE PUBLIC – FORM

(This form must be completed and submitted to the Office of the Secretary-Treasurer by Noon, Wednesday – prior to the date of the scheduled meeting at which the question will be asked)

Date of Board Meeting:	
Question: (please print)	
Name of Submitter:	
Address of Submitter: (full address, including PC)	
Home Phone:	
Cell Phone:	
Email:	
Will you be reading the question at the meeting?	YES NO