



# AGENDA

## Board Organizational Meeting

Tuesday, October 23, 2018

Board Room

3:30 p.m.

### ORGANIZATIONAL MEETING

#### 1. Election of Chair

The Superintendent will call for nominations for the office of Chair to hold office during the pleasure of the Board. The procedures will be as follows:

1. Nominations will be called for;
2. Seconders are not required;
3. If an election is required, it will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools and Associate Superintendent, Business Affairs).
5. The Superintendent declares the name of the successful candidate for the Board Chair.
6. The elected Board Chair will assume the Chair.
7. The Board Chair calls for a motion to destroy the ballots.

#### 2. Approval of Agenda

#### 3. Election of Vice Chair

The newly elected Chair will call for nominations for the office of Vice-Chair, to hold office during the pleasure of the Board. The procedures listed for the election of the Chair will be followed.

#### 4. Approval of Bank Borrowing Resolution

It is recommended that the Board approve the following resolution to establish a line of credit with the Royal Bank of Canada to provide interim financing during the year 2018-2019 year, pending receipt of government grants:

*“That the Board approve the 2018-2019 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school district as required, pending receipt of government funding, and that a copy of this resolution be appended to the minutes of this meeting.”*

**5. Approval of Signing Authority**

It will be necessary for the Board to approve the following resolution:

*“That the bank signing authority be the Chairman or the Vice-Chairman and the Secretary-Treasurer or, in her absence, the Director of Finance, with the exception that for the purpose of signing cheques, the signing authority shall be the Superintendent of Schools and the Secretary-Treasurer and Director of Finance and further, that the Board authorize the bank to establish an overdraft lending agreement which has been duly executed by the proper officers of the Board when loans are required.”*

**6. Committee Reports and Terms of Reference**

All Committee reports and Terms of References were reviewed at the September 2018 meeting.

**7. Appointments to Committees**

(summaries of committee mandates and membership at end of list)

**7.1 Standing Committees**

- 7.1.1 Facilities Committee
- 7.1.2 Policy Advisory Committee
- 7.1.3 Community Engagement Committee
- 7.1.4 Spirit of 51 Committee
- 7.1.5 Superintendent Evaluation Committee
- 7.1.6 Board Budget Committee
- 7.1.7 F.N.M.I. Advisory Committee
- 7.1.8 Poverty Intervention Committee
- 7.1.9 Board Audit Committee
- 7.1.10 District Wellness Committee

**7.2 Special (ad hoc) Committees**

- 7.2.1 ATA Negotiating Committee
- 7.2.2 CUPE (Local 290) Negotiating Committee
- 7.2.3 CUPE (Local 2843) Negotiating Committee
- 7.2.4 Non Union Staff Committee

**7.3 Joint Committees**

- 7.3.1 ATA Working Conditions Committee
- 7.2.3 Business and Education Committee
- 7.4.3 City/School Boards Committee

**7.4 Appointment of Board Representatives**

- 7.4.1 ASBA Zone 6 Executive
- 7.4.2 District School Council

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- 7.4.3 District Student Advisory Council
- 7.4.4 Community and Social Development Committee
- 7.4.5 Team Lethbridge

### 8. **Adjournment**

**The Organizational Meeting will be followed immediately by a Regular Board Meeting (commencing at approximately 4:00 p.m.)**

## STANDING COMMITTEES

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**Name:** **Facilities Committee**

**Mandate:** To review school district facility needs and make recommendations to the Board with respect to school facility renovation and construction under the Building Quality Restoration Program, the New School Construction Program and the School Modernization Program.

**Membership:** Two Trustees serving at the pleasure of the Board, one of whom shall act as chair, the Associate Superintendent, Business Affairs and the Director of Facility Services.

**Remuneration:** None

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**Name:** **Policy Advisory Committee**

**Mandate:** To provide comment and advice on Board policies and regulations brought to its attention.

**Membership:** One Trustee serving at the pleasure of the Board, the Superintendent of Schools, the District Principal, and one representative from each of: the Alberta Teachers' Association, CUPE – Local 290, CUPE – Local 2843, the District School Council and the Administrators' Committee.

**Remuneration:** None

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**Name:** **Community Engagement Committee**

*Committee initiated at Board Retreat March 2011*

**Mandate:** To develop and implement strategies for the Board to fully engage all sectors of the community.

**Membership:** The committee shall consist of two Trustees, serving at the pleasure of the Board, Superintendent (of designate), Communications Officer, at least one member of District School Council, and other invitees as required.

**Remuneration:** None

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**Name:** **Spirit of 51 Committee**

*Committee initiated at Board Meeting on June 23, 1999*

**Mandate:** To foster a climate that enhances human relations and morale in the school district.

**Membership:** Two Trustees serving at the pleasure of the Board, one to serve as Chair, Alberta Teachers' Association representative, CUPE #290 representative, CUPE #2843 representative, non-union staff representative, and the Associate Superintendent, Human Resources.

**Remuneration:** None

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## SCHOOL BOARD AGENDA – October 23, 2018 - Organizational Meeting

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**Name:** **Superintendent Evaluation Committee**

*Committee initiated at Board Meeting on October 24, 1995*

**Mandate:** To carry out, on behalf of the Board, the annual appraisal of the Superintendent of Schools. The appraisal report shall be submitted to the Board for approval.

**Membership:** The committee shall consist of the Board Chair, two other Trustees and the Superintendent.

**Remuneration:** None

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**Name:** **Board Budget Committee**

*Committee initiated at Board Meeting on, 2002*

**Mandate:** To gather information and advise the Board on the District budget. To review the budget process to ensure that stakeholders have adequate budget information and appropriate opportunity for input into their school budgets and the District's budget.

To advise and provide supporting information to the Board on budget issues relating to advocacy.

**Membership:** The committee shall consist of two Trustees (one who chairs) named at the Organizational Meeting each year, Associate Superintendent, Business Affairs, and the Director of Finance.

**Remuneration:** None

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**Name:** **F.N.M.I. Advisory Committee**

*Committee initiated at the Board Meeting September 2017*

**Mandate:** To improve educational opportunities and achievement of all students (children and youth). To directly improve learning outcomes for all students who self-identify as having F.N.M.I. ancestry. To understand and support the "Calls to Action" from the Truth and Reconciliation work that is relevant to the education sector. To support teachers and our F.N.M.I. department to feel comfortable and skilled in delivering and appreciating F.N.M.I. content as per Alberta Education curriculum recommendations.

**Membership:** The committee shall consist of one Trustee, District F.N.M.I. Principal, Education Centre staff member assigned leadership representatives, one principal, one vice-principal, two parents, three teachers (one from each) from elementary, middle and high schools, one counsellor, two F.N.M.I. Liaisons (one each from an elementary and secondary school), community members/elders, and guests as needed.

**Remuneration:** None

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## SCHOOL BOARD AGENDA – October 23, 2018 - Organizational Meeting

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**Name:** **Poverty Intervention Committee**

*Committee initiated at Board Meeting on June 25, 2002*

**Mandate:** To improve educational opportunities and achievement of students (children and youth) affected by poverty. To determine the District's progress in addressing poverty and make recommendations to the Board where deemed appropriate. To heighten staff awareness and promote action on issues related to poverty.

**Membership:** The committee shall consist of one Trustee (chair), Education Centre staff member assigned lead responsibilities for poverty intervention, a principal and a vice-principal, two parents, Principal of FNMI Education, three teachers – elementary, middle and high school, counselling representative, CUPE 2843 representative, CUPE 290 representative, a community member, and a Making Connections representative.

**Remuneration:** None

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**Name:** **Board Audit Committee**

*Committee initiated at Board Meeting on January 22, 2008*

**Mandate:** The Audit Committee provides an independent perspective that assists the Board of Trustees and the Superintendent of Schools in fulfilling oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including Generally Accepted Accounting Principles (GAPP)) compliance, and, monitoring the District's compliance with laws and regulations pertaining to the financial operations.

**Membership:** The committee shall consist of two member Trustees from the Board Budget Committee, one of whom shall act as chair of the Audit Committee; and, two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

**Remuneration:** None

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**Name:** **District Wellness Committee**

*Committee initiated at Board Meeting on October 27, 2008*

**Mandate:** To promote and facilitate healthy lifestyles among students, families and staff of the District.

**Membership:** The committee shall consist of two Trustees, Associate Superintendent, Instructional Services, elementary and secondary administrators, two classroom teachers, three parents, and representatives from Alberta Health Services.

**Remuneration:** None

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## SPECIAL (Ad Hoc) COMMITTEES

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**Name:** **ATA Negotiating Committee**

**Mandate:** To negotiate (renegotiate), within parameters established by the Board, the provisions of the Collective Agreement between the Board and the Alberta Teachers' Association (Local 41). The committee shall have the authority to sign a Memorandum of Agreement. Final approval of all revisions to the collective agreement shall be by Board resolution. (Note: One Trustee and the Superintendent (or designate) will serve as Board representatives on the Grievance Committee)

**Membership:** Two trustees serving at the pleasure of the Board, one of whom shall act as chair, the Associate Superintendent, Business Affairs (or designate), and the Associate Superintendent, Human Resources (or designate).

**Term:** To conclusion of negotiations.

**Remuneration:** Per diem for negotiations meetings.

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**Name:** **CUPE (Local 290) Negotiating Committee**

**Mandate:** To negotiate (renegotiate), within parameters established by the Board, the provisions of the Collective Agreement between the Board and the Canadian Union of Public Employees (Local 290). The committee shall have the authority to sign a Memorandum of Agreement. Final approval of all revisions to the collective agreement shall be by Board resolution. (Note: One trustee and the Superintendent (or designate) will serve as Board representatives on the Grievance Committee.)

**Membership:** Two trustees serving at the pleasure of the Board, one of whom shall act as chair, the Associate Superintendent, Business Affairs (or designate), and the Associate Superintendent, Human Resources (or designate).

**Term:** To conclusion of negotiations.

**Remuneration:** Per diem for negotiations meetings.

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## SCHOOL BOARD AGENDA – October 23, 2018 - Organizational Meeting

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<b>Name:</b>	<b>CUPE (Local 2843) Negotiating Committee</b>
<b>Mandate:</b>	To negotiate (renegotiate), within parameters established by the Board, the provisions of the Collective Agreement between the Board and the Canadian Union of Public Employees (Local 2843). The committee shall have the authority to sign a Memorandum of Agreement. Final approval of all revisions to the collective agreement shall be by Board resolution. (Note: One trustee and the Superintendent (or designate) will serve as Board representatives on the Grievance Committee.)
<b>Membership:</b>	Two trustees serving at the pleasure of the Board, one of whom shall act as chair, the Associate Superintendent, Business Affairs (or designate), and the Associate Superintendent, Human Resources (or designate).
<b>Term:</b>	To conclusion of negotiations.
<b>Remuneration:</b>	Per diem for negotiations meetings.

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<b>Name:</b>	<b>Non Union Staff Committee</b>
<b>Mandate:</b>	The role of the committee is to review staff compensation relative to the District context and any provincial mandates. The committee will subsequently make recommendations to the Board based on their review. The committee will meet with representatives from the employee groups when deemed appropriate to discuss matters relative to working conditions and when appropriate, matters associated with employee contracts.
<b>Membership:</b>	Two trustees serving at the pleasure of the Board, one of whom shall act as chair, and the Superintendent (or designate).
<b>Term:</b>	To ratification of contracts
<b>Remuneration:</b>	None

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<b>Name:</b>	<b>Expulsion Committee</b>
<b>Mandate:</b>	To make decisions with respect to the expulsion/reinstatement of students who have been suspended in accordance with section 25 of the School Act – and Board Policy 502.3
<b>Membership:</b>	Two trustees of the Board, a school administrator appointed by the Associate Superintendent, Instructional Services.
<b>Term:</b>	A new committee shall be struck for each expulsion and serve until such time as a decision with respect to expulsion/reinstatement has been reached.
<b>Remuneration:</b>	None

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## JOINT COMMITTEES

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**Name:** **ATA Working Conditions Committee**

\*See Collective Agreement

**Mandate:** The working conditions committee has authority in certain specified areas:

- To provide a forum for discussion, by members of the school board, senior administration and the Alberta Teachers Association, of issues of common interest.
- To administer the professional development fund established under clause 9.2 of the collective agreement between the Board and the Alberta Teachers Association (Local 41).
- To participate in the grievance procedure as outlined under clause 17 of the collective agreement between the Board and the Alberta Teachers Association (Local 41).

**Membership:** Two Trustees serving at the pleasure of the Board, the Superintendent of Schools (or designate), the Associate Superintendent, Business Affairs who shall act as recording secretary and an equal number of representatives chosen by the Alberta Teachers Association Local 41.

**Remuneration:** None

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**Name:** **Business and Education Committee (Chamber of Commerce)**

**Mandate:** To provide a link between the schools of Lethbridge (public and private) and the Lethbridge business community.

**Appointees:** One Trustee serving at the pleasure of the Board.

**Remuneration:** None

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**Name:** **City/School Boards Committee**

**Mandate:** To provide liaison between the elected officials and senior administration of the City of Lethbridge, the Lethbridge School District No. 51 and the Holy Spirit Roman Catholic Separate Regional School District No. 4.

**Appointees:** Two Trustees serving at the pleasure of the Board.

**Remuneration:** None

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## BOARD REPRESENTATIVES

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**Name:** **ASBA Zone 6 Executive**

\*See ASBA Bylaws

**Mandate:** To manage and direct the activities of the ASBA Zone 6 as outlined in provincial and zone bylaws – see ASBA Bylaws.

**Appointees:** One trustee serving at the pleasure of the Board.

**Remuneration:** As determined by ASBA Zone 6.

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**Name:** **District School Council**

**Mandate:** To liaise between the elected school councils and the Board of Trustees.

**Membership:** One Trustee serving at the pleasure of the Board, the Superintendent (or designate), one Administrators Committee representative, and one parent representative from each school council.

**Remuneration:** None

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**Name:** **District Student Advisory Council**

**Mandate:** To liaise between students from secondary schools, the Board of Trustees, Executive Council and secondary school administration.

**Appointees:** One Trustee serving at the pleasure of the Board, the Superintendent (or designate), teacher representatives from secondary schools, and student representatives from the middle and high schools.

**Remuneration:** None

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**Name:** **Making Connections Advisory Council**

**Mandate:** To liaise between the District and Community Partners (Fundors).

**Appointees:** One Trustee serving at the pleasure of the Board.

**Remuneration:** None

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**Name:** **Community and Social Development Committee**

**Mandate:** Member of a community that examines social development issues in the City of Lethbridge (rotated with Holy Spirit every second year).

**Appointees:** One Trustee serving at the pleasure of the Board.

**Remuneration:** None

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## SCHOOL BOARD AGENDA – October 23, 2018 - Organizational Meeting

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**Name:** **Teachers' Employer Bargaining Association (TEBA)**

**Mandate:** Represent Lethbridge School District No. 51 Trustees at provincial TEBA meetings.

**Appointees:** One Trustee serving at the pleasure of the Board.

**Remuneration:** None

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**Name:** **Team Lethbridge**

**Mandate:** Represent Lethbridge School District No. 51 as a member of Team Lethbridge that collectively connects with provincial government to advocate for Lethbridge and area. The group goes to Edmonton to meet with MLA's every two years.

**Appointees:** Two Trustees serving at the pleasure of the Board and the Superintendent.

**Remuneration:** None

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