



AGENDA

Board Organizational Meeting

Tuesday, October 27, 2020

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 2020-2021 year, pending receipt of government grants:

“That the Board approve the 2020-2021 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school division 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 2020 meeting.

7. Appointments to Committees

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

7.1 Standing Committees

- 7.1.1 Board Audit Committee
- 7.1.2 Board Budget Committee
- 7.1.3 Boundary Review Committee
- 7.1.4 Community Engagement Committee
- 7.1.5 Division Wellness Committee
- 7.1.6 Facilities Committee
- 7.1.7 Indigenous Education Advisory Committee
- 7.1.8 Policy Advisory Committee
- 7.1.9 Poverty Intervention Committee
- 7.1.10 Spirit of 51 Committee
- 7.1.11 Superintendent Evaluation 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
- 7.2.5 Expulsion Committee

7.3 Joint Committees

- 7.3.1 ATA Working Conditions Committee
- 7.3.2 City/School Boards Committee

7.4 Appointment of Board Representatives

- 7.4.1 ASBA Zone 6 Executive

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- 7.4.2** Division School Council
- 7.4.3** Division Student Advisory Council
- 7.4.4** Teachers' Employer Bargaining Association (TEBA)
- 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.)

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STANDING COMMITTEES

Name: **Board Audit Committee** *(initiated January 22, 2008)*

Mandate: To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the Division'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 Division, have no relationship to the audit firm and who are financially literate. One of these members must be from the Adult Learning community.

Remuneration: None

Name: **Board Budget Committee** *(initiated 2002)*

Mandate: To gather information and advise the Board on the Division 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 Division'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

Name: **Boundary Review Committee** *(initiated 2020)*

Mandate: **WEST** - To review facility capacity, programming and enrolment projections to determine if new elementary and high school boundaries are required in west Lethbridge.
SOUTH – To review facility capacity, programming and enrolment projections and establish new boundaries for South Lethbridge due to the opening of Dr. Robert Plaxton Elementary School.
NORTH – To review facility capacity, programming and enrolment projections to realign North Lethbridge boundaries.
Review implications of boundary changes on other schools and boundaries in other areas of Lethbridge relative to proposed boundary or programming changes made in all sectors of Lethbridge

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Membership: The committee shall consist of three Trustees (one per sub-committee) named at the Organizational Meeting each year, Associate Superintendent, Business Affairs, Human Resources and Instructional Services; Sector (West, South, North) Principals: Elementary, Middle and High School; Transportation Coordinator; Director of Facility Services; other impacted parties as required; Committee Chair appointed by members at first meeting.

Remuneration: None

Name: **Community Engagement Committee** *(initiated 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 Division School Council, and other invitees as required.

Remuneration: None

Name: **Division Wellness Committee** *(initiated October 27, 2008)*

Mandate: To promote and facilitate wellness among students, families and staff of the Division.

Membership: The committee shall consist of one Trustee (one alternate), Associate Superintendent of Instructional Services, Associate Superintendent of Human Resources, elementary and secondary administrators (two), three classroom teachers, one parent (one alternate), representatives from Alberta Health Services (Addictions and Mental Health and Comprehensive School Health), Counselling Coordinator (as needed), Communications Officer (as needed), and other community and school members (as needed).

Remuneration: None

Name: **Facilities Committee**

Mandate: To review school division facility needs and develop a Facilities Plan. To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.

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

Remuneration: None

Name: **Indigenous Education Advisory Committee** *(initiated 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 Indigenous ancestry. To understand and support Indigenous Ways of Knowing. To support building the capacity of teacher and our Indigenous Education

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Department to feel comfortable and skilled in delivering and appreciating Indigenous curricular content as per Alberta Education curriculum recommendations.

Membership: The committee shall consist of two Trustees (chair and alternate), Education Centre staff member assigned lead responsibilities, two administrative reps (elementary and secondary), two parents/students, Coordinator of Indigenous Education, 3 Teachers (elementary, middle and high school), 1 Counselling representative, Graduation Coach of Indigenous Education, Community members/Elders (as needed), and guests will be invited to assist the Committee (as needed).

Remuneration: None

Name: **Policy Advisory Committee**

Mandate: To advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board.

Membership: The Committee consists of a representative from each: Administrators' Committee, ATA Local 41, CUPE 290, CUPE 2843, Division School Council, Superintendent of Schools, Coordinator of learning, Board of Trustees.

Remuneration: None

Name: **Poverty Intervention Committee** (*initiated June 25, 2002*)

Mandate: To provide an advisory role within the Division for supporting students living in poverty as well as providing foundational support of basic needs to ensure our students' readiness for learning.

Membership: The committee shall consist of one Trustee (chair), Director of Curriculum and Instruction, Making Connections Mental Health Capacity Building Program Manager/Family Support Supervisor, Coordinator of Indigenous Education, two Division School Council representatives, a principal and a vice-principal (one from secondary and one from elementary), three teachers (elementary, middle and high school), counselling representative, CUPE 2843 representative, CUPE 290 representative, a community member, and a representative from Alberta Health Services.

Remuneration: None

Name: **Spirit of 51 Committee** (*initiated June 23, 1999*)

Mandate: To enhance the recognition and appreciation of Division # 51 staff and members of the community. The committee will plan for activities, events, and initiatives to achieve this purpose.

Membership: Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair, facilitator, and Associate Superintendent of Human Resources.

Remuneration: None

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Name:	Superintendent Evaluation Committee <i>(initiated October 24, 1995)</i>
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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SPECIAL (Ad Hoc) COMMITTEES

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.

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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Name:	CUPE (Local 2843) 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 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.)
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.

Name:	Non-Union Staff Committee
Mandate:	The committee will meet with representatives from the employee groups to provide a forum for discussion regarding matters or issues of common interest associated with the groups' working context.
Membership:	<p>Two trustees serving at the pleasure of the Board, one of whom shall act as chair, and senior administrative staff including the Superintendent and three Associate Superintendents.</p> <p>The Non Union staff groups have 6 representatives as follows:</p> <ol style="list-style-type: none">1. Executive Assistants and Division Administrative Assistants (1 representative)2. Technology support and senior technicians (1 representative)3. First Nations, Métis and Inuit Liaison (1 representative)4. EEP Managers, SLP, Psychologist (1 representative)5. Making Connections (1 representative)6. OHS Officer, Communications Officer, Directors, Managers, Coordinators (1 representative) <p>Any employees with the designation of superintendent are excluded as members of the Non Union staff groups.</p>
Term:	To ratification of contracts
Remuneration:	None

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Name:	Expulsion Committee
Mandate:	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
Membership:	Two trustees of the Board, a school administrator appointed by the Associate Superintendent, Instructional Services.
Term:	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.
Remuneration:	None

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JOINT COMMITTEES

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

Name: **City/School Boards Committee**

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

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

Remuneration: None

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BOARD REPRESENTATIVES

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.

Name: **Division 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

Name: **Division 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

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

Mandate: Represent Lethbridge School Division Trustees at provincial TEBA meetings.

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

Remuneration: None

Name: **Team Lethbridge**

Mandate: Represent Lethbridge School Division 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
