



AGENDA

Board Organizational Meeting

Tuesday, September 10, 2024

Board Room

2:00 p.m.

ORGANIZATIONAL MEETING

1. Welcome & Territorial Acknowledgement

2. 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 and Operations, or delegate).
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.

3. Approval of Agenda

4. 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.

5. Alternate Rotating Vice Chair

6. 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 2024-2025 year, pending receipt of government grants:

"That the Board approve the 2024-2025 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.”

7. Approval of Signing Authority

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

“That the bank signing authority be the Board Chair or the Vice-Chair and the Secretary-Treasurer or, in their 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 the 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.”

8. Committee Reports and Terms of Reference

All year end Committee reports and Terms of References will be reviewed at the September 24, 2024, Regular Board meeting. Changes to the Terms of Reference, Mandate, Membership and/or Remuneration of committees will occur at the September 24, 2024, Regular Board meeting if necessary.

9. Appointments to Committees

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

9.1 Standing Committees

- 9.1.1** Board Audit Committee
- 9.1.2** Board Budget Committee
- 9.1.3** Community Engagement Committee
- 9.1.4** Division Wellness Committee
- 9.1.5** Facilities Committee
- 9.1.6** Indigenous Education Advisory Committee
- 9.1.7** Policy Advisory Committee
- 9.1.8** Poverty Intervention Committee
- 9.1.9** School Boundary Alignment Committee
- 9.1.10** Spirit of 51 Committee
- 9.1.11** Superintendent Evaluation Committee

9.2 Special (ad hoc) Committees

- 9.2.1** ATA Negotiating Committee
- 9.2.2** CUPE (Local 290) Negotiating Committee
- 9.2.3** CUPE (Local 2843) Negotiating Committee
- 9.2.4** Expulsion Committee
- 9.2.5** Non-Union Staff Committee
- 9.2.6** Policy Review Committee

9.3 Joint Committees

- 9.3.1 ATA Working Conditions Committee
- 9.3.2 City/School Boards Committee
- 9.3.3 Economic Development Lethbridge (Holy Spirit School Division will be the liaison with Economic Development for the 2024-25 school year).

9.4 Appointment of Board Representatives

- 9.4.1 ASBA Zone 6
- 9.4.2 PSBAA
- 9.4.3 Division School Council
- 9.4.4 Division Student Leadership
- 9.4.5 Teachers' Employer Bargaining Association (TEBA)
- 9.4.6 Team Lethbridge

10. Adjournment



MEMORANDUM

September 10, 2024

To: Board of Trustees

From: Craig Whitehead
Trustee

Re: Creation of alternate rotating Vice Chair

Background

As we look for leadership opportunities and learning more about governance as a trustee, the creation of an alternate Vice Chair would give all trustees an opportunity to learn more about governance and leadership. It will be at no extra cost to the board and each trustee, if they wanted to, would serve three months on a rotating schedule. They would work with the chair and vice chair at agenda meetings and other meetings that the chair and vice chair would organize.

Recommendations

I move to create the position of alternate chair Vice Chair on a three-month basis.

Respectfully submitted,
Craig H. Whitehead

Duties and Responsibilities of The Alternate Vice Chair

1. The duties of the Alternate Vice Chair are the same as the Vice Chair.
2. The Alternate Vice Chair will work with the Chair when the Vice Chair is absent.
3. If the Chair is absent the Alternate Vice Chair will work with the Vice Chair.
4. The alternate vice chair will work with the Chair, the Vice Chair, and the Superintendent in developing agendas for The Committee of the Whole and the Board meetings.
5. The Alternate Vice Chair will be rotated. among. the trustees who would like to be in that position.
6. This will allow for mentoring and leadership training for the other trustees.
7. They will be in this position for three months.
8. There will be no remuneration for this position.

September 10, 2024 - Organizational Meeting Agenda

The key functions of various committees are summarized below. Detailed information on each standing committee's operations can be found in their respective Terms of Reference, typically provided at the September Board meeting. In case of any discrepancies between this summary and the official Terms of Reference, Board Policy or Procedure, the latter documents shall prevail.

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 Trustees, one of whom shall act as chair of the Audit Committee; and, at a minimum of two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.

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 of whom shall act as chair of the Board Budget Committee, Associate Superintendent - Business and Operations, and the Director of Finance.

Remuneration: None

Name: **Community Engagement Committee** *(initiated March 2011)*

Mandate: To develop and recommend strategies for the Board to fully engage all sectors of the community. Assist with the implementation of strategies where possible.

Membership: The committee shall consist of two Trustees, one of whom shall act as chair of the Community Engagement Committee, Superintendent or designate, a minimum of one representative from the Division School Council, Communications Officer, Associate Superintendent – Business and Operations, and other invitees as required (topic relevant).

Remuneration: None

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

Lethbridge School Division

September 10, 2024 - Organizational Meeting Agenda

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

Membership: The committee shall consist of two Trustees, one of whom shall act as chair of the Division Wellness Committee, Associate Superintendent of Instructional Services, Associate Superintendent of Human Resources (as needed), two administrators (one elementary, one secondary), three classroom teachers (preferably one elementary, one middle and one high school), 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: The committee shall consist of two Trustees. one of whom shall act as chair of the Facilities Committee, Associate Superintendent - Business and Operations, Director of Facility Services, and Coordinator of Maintenance.

Remuneration: None

Name: **Indigenous Education 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 teachers and our Indigenous Education Department to feel comfortable and skilled in delivering and appreciating Indigenous content as per Alberta Education curriculum recommendations.

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

Remuneration: None

September 10, 2024 - Organizational Meeting Agenda

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 shall consist of Two Trustees, one of whom shall act as chair of the Policy Advisory Committee, Superintendent, Division Principal, and one representative from each of the following groups: Administrators' Committee, ATA Local 41, CUPE 290, CUPE 2843. Three Division School Council representatives. One of these parent representatives will come from the elementary school level, one from the middle school level and one from high school level for a total of three representatives.

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 students' readiness for learning.

Membership: The committee shall consist of two Trustees, one of whom shall act as chair of the Poverty Intervention Committee, Making Connections Program Coordinator who shall act as co-vice chair, Counselling Coordinator who shall act as co-vice chair, Indigenous Education Coordinator, 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, community member, and a representative from Alberta Health Services.

Remuneration: None

Name: School Boundary Alignment Committee *(initiated September 13, 2022)*

Mandate: To review facility capacity, programming, and enrolment projections to determine if new boundaries are required for school communities due to the opening of a new school or community growth. To facilitate planning and engagement opportunities with impacted school communities to inform decision making and recommendations to the Board of Trustees related to any proposed realignment of boundaries.

Membership: Three trustees, one of whom shall act as chair of the School Boundary Alignment Committee, and two of whom shall be appointed for two years unless otherwise not possible, Superintendent, all Associate Superintendents, Transportation Coordinator, Director of Facility Services, and other impacted parties as required (e.g. school administration).

Remuneration: None

September 10, 2024 - Organizational Meeting Agenda

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

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

Membership: Two Trustees, one of whom shall act as chair of the Spirit of 51 Committee, Associate Superintendent of Human Resources, personnel from Human Resources department to facilitate planning as determined by the Associate Superintendent of Human Resources.

Remuneration: None

Name: **Superintendent Evaluation Committee** *(initiated October 24, 1995)*

Mandate: Review Policy 301.3 Evaluation Process for Superintendent of Schools. Review Superintendent's Roles and Responsibilities (Policy – Roles and Responsibilities of Superintendent of Schools). Review criteria for annual review, as determined in the previous year. Conduct review based on criteria, process and timelines. Prepare report for the Board, including recommendations. Establish criteria, process and timelines for next evaluation. Outline expectations for Superintendent performance for the coming year. Provide information to the Board regarding the Superintendent's remuneration and if directed by the Board, provide a recommendation for the Board's consideration. Review Terms of Reference for the Superintendent Evaluation Committee.

Membership: The Board Chair and two other Trustees, one of whom shall act as chair of the Superintendent Evaluation Committee, and the Superintendent.

Remuneration: None

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, one of whom shall act as chair, the Associate Superintendent of Business and Operations (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 (Caretaker/ Maintenance Personnel)

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, one of whom shall act as chair, the Associate Superintendent of Business and Operations (or designate), and the Associate Superintendent of Human Resources (or designate).

Term: To conclusion of negotiations.

Remuneration: Per diem for negotiations meetings.

September 10, 2024 - Organizational Meeting Agenda

Name:	CUPE (Local 2843) Negotiating Committee (Education Assistants and some other education employee groups working in schools)
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. <i>Note: One trustee and the Superintendent (or designate) will serve as Board representatives on the Grievance Committee.</i>
Membership:	Two trustees, one of whom shall act as chair, the Associate Superintendent of Business and Operations (or designate), and the Associate Superintendent of Human Resources (or designate).
Term:	To conclusion of negotiations.
Remuneration:	Per diem for negotiations meetings.

Name:	Expulsion Committee
Mandate:	To make decisions with respect to the expulsion/reinstatement of students who have been suspended in accordance with the Education Act and and Board Policy 502.3
Membership:	Two trustees, 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

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:	Two trustees, one of whom shall act as chair, and senior administrative staff including the Superintendent and three Associate Superintendents. The Non Union staff groups have 6 representatives as follows: <ol style="list-style-type: none">1. Executive Assistants and Division Administrative Assistants (1 representative)2. Technology support and senior technicians (1 representative)3. Grad Coach (1 representative)4. EEP Managers, SLP, Psychologist (1 representative)5. Mental Health Capacity Building (1 representative)6. Communications Officer, Directors, Managers, Coordinators (1 representative)

September 10, 2024 - Organizational Meeting Agenda

Any employees with the designation of superintendent are excluded as members of the Non Union staff groups.

Term: Annual term with appointment at the Board Organizational meeting.

Remuneration: None

Name: Policy Review Committee

Mandate: The committee will bring information to the board for the purpose of the Board determining how to proceed with the review of board policies.

Membership: Policy Advisory Committee Chair, one additional trustee, Superintendent or delegate.

Term: To conclusion of committee reporting information.

Remuneration: None

September 10, 2024 - Organizational Meeting Agenda

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, one of whom will act as chair (Board and ATA rotate chair designation each year), the Superintendent (or designate), the Associate Superintendent of Business and Operations, the Associate Superintendent of Human Resources, 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 Catholic School Division.

Appointees: Two Trustees, one of whom will act as chair when Lethbridge School Division hosts a meeting.

Remuneration: None

Name: **Economic Development Lethbridge**

Mandate: To provide liaison with all sectors of the community represented on the Economic Development Lethbridge committee. In the years Holy Spirit Catholic School Division is the representative on the committee, act as a liaison with the Holy Spirit representative.

Appointees: One Trustee for two consecutive years in rotation with Holy Spirit Catholic School Division.

Remuneration: None

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 and an alternate trustee.

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, an alternate trustee, the Superintendent (or designate), one Administrators Committee representative, and one parent representative from each school council.

The meetings are open to all trustees to attend.

Remuneration: None

Name: Division Student Leadership

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

Appointees: One trustee, 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

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 approximately every two years.

Appointees: Two Trustees and the Superintendent.

Remuneration: None
