



**EAST CENTRAL ALBERTA CATHOLIC
SCHOOL DIVISION #16**

POLICY MANUAL

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POLICY MANUAL

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BOARD MANDATE, VALUES AND GOALS

The mandate of the Board of Trustees of the East Central Alberta Catholic Separate Schools Regional Division No. 16 is to provide the children and parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, the means of the Division and the legislated requirements of the province. In order to fulfill its mandate, the board has adapted the following mission, vision, values, and commitments:

We believe that:

Together with home and church, we respond to the needs of each student by providing quality learning experiences rooted in our Catholic faith.

“Growing In Christ, Making A Difference!”

We envision that:

Together, we live our faith and engage in lifelong learning.

We value:

- Lifelong learning and achievement.
- The right to Catholic education and the responsibility it entails.
- Strong and supportive relationships.
- Each person as a child of God.
- The gift of our resources.
- Our right and responsibility to practice our faith.

We commit to:

- Welcoming all with unconditional love, as Christ would.
- Catholicity being included in all our learning.
- Working together to achieve our common goals.
- Learning to learn, to think, to question, and to discern.
- Learners being engaged, challenged, reaching for undiscovered potential; and being recognized for doing so.

Policy 2

ROLE OF THE BOARD

As the body elected by the Catholic electors of the Division, the Board of Trustees is responsible to the electors for the development of the educational objectives and goals of the jurisdiction that comply with the values of the Catholic community and the requirements of provincial legislation.

Areas of Responsibility

1. **Accountability to the Provincial Government**
 - 1.1 Act in accordance with all statutory requirements necessary to implement provincial and educational standards and policies; and
 - 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. **Accountability to the Community**
 - 2.1 Make decisions, which reflect community values and represent the interests of the entire community;
 - 2.2 Establish processes and provide opportunities for community input;
 - 2.3 Report Division results at least annually;
 - 2.4 Develop procedures and hear appeals as required by statute and/or Board policy;
 - 2.5 Model a culture of respect and integrity;
 - 2.6 Establish processes and provide opportunities for community input;
 - 2.7 Keep the public informed of all aspects of the operation of the Division and specifically of the achievement of educational and performance standards; and
 - 2.8 Proactively work to build community support for this Catholic education system.

3. **Strategic Plan (Increase Focus)**
 - 3.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results through the three-year education plan;
 - 3.2 Strategic Plan process and timelines approved annually;
 - 3.3 Identify corporate Board priorities at the outset of the annual strategic planning process;
 - 3.4 The three-year plan for submission by the due date, to Alberta Learning, approved annually;
 - 3.5 Approve the annual report for distribution to the public;

- 3.6 Budget (driven by Strategic Plan), approved annually;
 - 3.7 Evaluate the effectiveness of the Division in achieving established goals and desired results annually; and
 - 3.8 Monitor progress toward the achievement of student outcomes and other desired results.
4. Policy (Increase Clarity of Boundaries and Processes)
 - 4.1 Identify/approve areas for which Board policy is required;
 - 4.2 Monitor policy impact to determine if policy is producing the desired results;
 - 4.3 Determine the goals and objectives the Division wishes to pursue.
 - 4.4 Determine policies which outline how the Board is to function; and
 - 4.5 Delegate authority to the Superintendent and define commensurate responsibilities.
 5. Superintendent/Board Relations (Increase Effectiveness)
 - 5.1. Select the Superintendent;
 - 5.2. Ensure the Superintendent is a practicing Catholic and directs those given priority for employment within the Division are also practicing Catholics;
 - 5.3 Provide the Superintendent with clear corporate direction;
 - 5.4 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *School Act* and provincial regulations;
 - 5.5 Annually evaluate the Superintendent in regard to the Superintendent job description, provide additional Board direction (e.g. hold the Superintendent accountable for achievements of Strategic Plan) and review compensation; and
 - 5.6 Provide succession planning for the Superintendent, as required.
 6. Political/Advocacy (Increase Influence)

Key considerations for such advocacy include the following:

 - 6.1 Meeting with the bishops to determine priorities for Catholic education, and establish positive relationships with the spiritual leaders of the Catholic community;
 - 6.2 Meeting with local MLA's to present Board priorities and build positive relations and provide advice with respect to education;

- 6.3 Meeting with the local municipal governments, chambers of commerce and neighboring educational governing authorities as appropriate to achieve political ends;
 - 6.4 Maintain a monitoring plan to ensure that the Division is meeting educational standards, Board policies, goals, and legal obligations; and
 - 6.5 Consulting with the public on a continuing basis.
7. Recognition
- 7.1 Staff – long term service and retirement;
 - 7.2 Community – modeling Catholic values within the school system; and
 - 7.3 Students – accomplishments and achievements.
8. Board Development (Increase Capacity)
- 9.1 Annually evaluate Board effectiveness;
 - 8.2 Develop opportunities for trustee development;
 - 8.3 Consider the utilization of provincial and national board associations; and
 - 8.4 Activate the yearly plan.
9. Fiscal
- 9.1 Determine basis for annual resource allocations;
 - 9.2 Approve the budget annually and ensure resources are allocated to achieve desired results;
 - 9.3 Appoint the auditor;
 - 9.4 Receive the audit report and ensure quality indicators are met;
 - 9.5 Annually approve the three year capital plan and facilities master plan for submission to Alberta Infrastructure by the due date;
 - 9.6 Monitor the fiscal management of the Division;
 - 9.7 Establish reserve funds through the regular budget process for the purchase, replacement or upgrading of capital assets; and
 - 9.8 Solicit advice from the SUPERINTENDENT and ASBA and then set the mandates for labor negotiation.
10. Faith Leadership
- 10.1 Make decisions which reflect Catholic values and beliefs;
 - 10.2 Be visible within the Catholic faith community;
 - 10.3 Be involved in and supportive of parish functions in the communities served by the Division;
 - 10.4 Promote the hiring of practicing Catholics; and

- 10.5 Encourage staff to participate in and support Catholic functions in the parish.

ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board in achieving its vision and goals.

The Board of Trustees of the East Central Alberta Catholic Separate Schools Regional Division No. 16 is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee that is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

Specific Responsibilities

1. The Trustee shall model the values and requirements of a practicing Catholic and participate in parish and church activities.
2. The Trustee shall participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
3. The Trustee shall participate in training opportunities in order to ensure that the appropriate skills, knowledge and understandings are acquired.
4. The Trustee shall strive to develop a positive learning and working culture both within the Board and the Division.
5. The Trustee shall attend all meetings of the Board unless unable to do so because of illness or other unavoidable causes and shall familiarize himself/herself with Division policies and meeting agendas.
6. The Trustee shall become familiar with, and adhere to, the Trustee Code of Ethics.
7. The Trustee shall bring issues within the Division to the Board so that they may be discussed and proper direction given to the Superintendent.
8. The Trustee shall refer administrative matters to the Superintendent.
9. The Trustee shall support the decisions of the Board and refrain from making statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.

ROLE OF THE BOARD CHAIR

The trustees shall elect a Board Chair at the annual organizational meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority vote of trustees at a regular or special meeting of the Board.

Specific Responsibilities

1. The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
2. The Board Chair shall call, approve the agenda, and preside over all regular and special meetings of the Board.
3. The Board Chair shall provide leadership to the board and act as the official spokesperson except in those instances that the Board has delegated this role to another.
4. The Board Chair shall keep the trustees and the Superintendent informed on all matters that might affect the Division
5. The Board Chair shall keep informed of significant developments within the Division and in education provincially.
6. The Board Chair shall represent the Board, or arrange alternative representation, at official meetings inside and outside of the Division.
7. The Board Chair shall work closely with the Superintendent regarding all aspects of the Division's activities and in the preparation of the agenda for meetings of the Board.
8. The Board Chair shall periodically review the Trustee Code of Ethics with Board members.
9. The Board Chair shall ensure that new trustees are familiar with the Code of Ethics as part of the new trustee orientation process.
10. The Board Chair shall ensure that the Board engages in regular assessments of its effectiveness as a Board.
11. The Board Chair shall approve of the distribution of any material to the public concerning the governance of the Division.
12. The Board Chair, in discussion with the Board, shall invite or appoint trustees to Board committees.

13. The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.
14. The Board Chair shall ensure the auditors report is brought to the Board for their review. (*Section 150 of the School Act*)
15. The Vice Chair or designate shall assume duties of the Chair if the Chair through illness or other cause is unable to perform the duties of his office, or is absent.

ROLE OF THE VICE-CHAIR

The Vice-Chair is elected at the annual organizational meeting of the Board. The Vice-Chair is accountable to the Board and maybe removed from office at any time by a simple majority vote of trustees at a regular or special meeting of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. The Vice-Chair shall assist the Chair in providing governance leadership to the Board.
4. Assist the Chair and Superintendent in the preparation of agendas for Board meetings.

Policy 6

POLICY MAKING

The Board of Trustees is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the values of the Catholic community. In order to meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in support of Catholic education and provide effective guidelines for the actions of the Board and the Superintendent.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with *The School Act* and provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity to utilize the professional training and experience in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning – the Board in cooperation with the Superintendent shall assess the need for a policy and identify the critical attributes of such a policy.
2. Development – the Board may develop the policy itself or may delegate the responsibility for development to the Superintendent or a committee.
3. Implementation – the implementation of the policy is an administrative responsibility.
4. Evaluation – the Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically

1. Any person or party may present a proposal for a policy in writing to the Superintendent. The proposal shall contain a brief statement of purpose or proposed change.
2. The Superintendent will present the proposal to the Board for initial consideration. The Board shall determine the need for policy development and provide direction as to the nature of the desired policy.
3. Prior to the adoption of any policy, the Superintendent shall ensure that the policy complies with:

- Legal implications;
Affordability;
Acceptability;
Feasibility;
Enforceability; and
Consistency with the philosophy and directions of the Board.
4. The Board will give each proposal for policy development three readings in public session as follows:
 - 4.1. First Reading – The policy proposal is presented and discussed by the Board. The Board may determine the manner and timeline for receiving input from interested parties;
 - 4.2. Second Reading – The policy proposal is discussed further by the Board taking into consideration any input received and any amendments arising from such input; and
 - 4.3. Third Reading – Final approval of the policy.
 4. No more than two readings of any policy proposal may be given at any one meeting of the Board unless all the trustees are present and unanimously agree to give the policy a third reading.
 5. Upon final approval by the Board, a policy amendment, or policy affirmation does not require three readings, and will become part of the minutes of the Board
 6. The Superintendent is responsible for communicating Board policies within the Division; for monitoring Division policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
 7. The Superintendent shall develop administrative procedures to support the Board policies, if applicable.
 8. The Board has delegated to the Superintendent the authority to undertake an immediate administrative action in the absence of Board policy or guidelines.
 9. The Board shall review each policy statement once every three years.

Policy 7

BOARD COMMITTEES and BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the Division. The function of a committee is to advise the Board by conducting a comprehensive examination and/or preparing recommendations on matters referred to it by the Board. It therefore, supports trustees participating as members of Board established standing committees, joint committees with other organizations, ad-hoc committees established for one time issues and committees of the whole whereby trustees can participate equally in detailed governance issues.

Committees have no legal power unless they are empowered by the Board to act on its behalf. They may bring recommendations to the Board for its consideration.

Specifically

1. Guidelines for the operation of committees:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote;
 - 1.2 The Superintendent will attend committee meetings and activities, as required;
 - 1.3 The negotiation committee shall always be less than the quorum of the Board;
 - 1.4 If a committee represents Division wide interests, a minimum of two trustees will be selected; and
 - 1.5 The members of each committee will be appointed at the annual organizational meeting of the Board.
2. Committees shall operate in accordance with the following procedures:
 - 2.1 All trustees may attend any committee meetings and, with the consent of the committee, take part in the discussion but will not be entitled to vote;
 - 2.2 Each committee shall select its own chair;
 - 2.3 Minutes of all committee meetings shall be taken and distributed as necessary; and
 - 2.4 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf.

Policy 8

TRUSTEE CODE OF ETHICS

The Board supports trustee adherence to a Trustee Code of Ethics.

Specifically**1. Trustee Responsibility to the Office of Trustee**

- 1.1 A Catholic trustee should honour the high responsibility which this membership demands by:
- 1.2 Thinking in terms of the presence of Christ in all matters;
- 1.3 Thinking always in terms of “children first”;
- 1.4 Understanding that the basic function of the Board is “policy making”, and not “administrating”, and by accepting the responsibility to discriminate intelligently between these two functions;
- 1.5 Advocating for adequate facilities and resources so that schools can function properly;
- 1.6 Refusing to “play politics”, or partisanship;
- 1.7 Representing the entire school community at all times;
- 1.8 Accepting the responsibility of becoming well-informed concerning the duties of a trustee and the proper functions of schools;
- 1.9 Recognizing dual responsibility as a provincial and local official who seeks the improvement of education not only in the Division but throughout the province;
- 1.10 Having the administrative officers present at regular meetings and permitting them to participate in discussion;
- 1.11 Referring complaints to the proper administrative officers and discussing them at the regular meeting if an administrative solution is not achieved; and
- 1.12 Provide an environment in which staff can freely exercise their roles and responsibilities.

2. Trustee Responsibility to the Community

- 2.1 The trustee should meet their responsibility to the community by:
- 2.2 Appraise fairly both the present and the future educational needs of the community;

- 2.3 Regard the interpretation of the aims and the activities of the schools to the community as a major responsibility of the Board;
- 2.4 Insist that all school business transactions be open, ethical and above-board;
- 2.5 Advocate for the adequate financial support for all schools; and
- 2.6 Refuse to use ones position on the Board for personal gain.
- 2.7 Ensure that Catholic values and principles are reflected at all times in the Board's policies and practices.

3. Trustee Relationship With Other Board Members

A Trustee should respect their relationship with the other members of the Board by:

- 3.1 Recognizing that authority rests only with the Board in official meetings and that the individual trustee has no legal status to bind the Board outside such meetings;
- 3.2 Recognizing the integrity of their predecessors and associates and the merits of their work;
- 3.3 Refusing to make promises as to how they will vote on any matter which should properly come before the Board as a whole; and
- 3.4 Making decisions only after all pertinent facts relating to the subject are made known.
- 3.5 The Board Chair and Superintendent shall orient trustees with the Trustee Code of Ethics and general operations of the division.

4. Trustee Relationship with Administrative Officers and Staff

Trustees should maintain effective relationships with the administrative officers of the Division and their respective staffs by:

- 4.1 Striving to procure the best professional leaders available for administrative posts when the vacancies exist;
- 4.2 Giving the administrative officers full administrative authority for properly discharging their professional duties and holding them responsible for results;
- 4.3 Refusing to act upon matters relating to the employment, discipline or dismissal of staff without reference to the appropriate administrative officers;
- 4.4 Respecting the confidentiality of privileged Board business; and
- 4.5 Striving to provide adequate safeguards for administrative officers and other staff members so that they can interact with the community and discharge their administrative and educational functions on a professional and business-like basis.

ROLE OF THE SUPERINTENDENT

The role of the Superintendent shall be focused in the following areas:

Faith Leadership

- Model involvement in a Catholic faith community and provides opportunities for spiritual development within the school jurisdiction for students and staff.
- Promote collaboration and communication between the schools, the parish, and the diocese.
- Strengthen the Catholic Schools' identity in the community and province.

Fiscal Management

- Ensure the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act, and that accepted accounting practices are consistently being followed.
- Ensure financial resources required to support school/division educational programs reflect the priorities in the Three Year Education Plan.
- Serve as a signing authority for the division.
- Ensure the facilities management of the jurisdiction meets the needs of the division.

Educational Leadership

- Provide Catholic leadership in all matters relating to education in the Division.
- Ensure students in the Division have the opportunity to meet the standards of education set by the Minister.
- Implement education policies established by the Minister.
- Implement educational priorities as determined by the Board.
- Develop, implement, evaluate, and report the division education plans.
- Provide for the professional development of staff and administrators required to support programs and services.
- Provide for the management of safe and orderly learning environments.

Personnel Management

- The Board delegates to the Superintendent overall authority and responsibility for all personnel-related issues except:
 - ◆ the development of mandates for collective bargaining.
 - ◆ approval of memoranda of understanding.
 - ◆ those personnel matters precluded by Board policy, legislation and provisions of contracts for senior staff, which are retained by the Board.
- Provide leadership in the supervision and evaluation of principals, administrators, teachers, and division staff.
- Appropriately provide for division staff involvement in the decision making process.

Policy

- Provide leadership in the planning, development, implementation and evaluation of Board policies.
- Implement administrative procedures to support Board policies where applicable.

Superintendent/Board Relations

- Establish and maintain positive professional working relations with the Board.
- Provide the Board with complete reports, materials, and sound recommendations on which to base its decisions.
- Ensure proper follow-up and implementation of Board decisions.

Communication and Community Relations

- Mediate and facilitate communication between and among staff and other stakeholders.
- Take appropriate actions to ensure open, positive external and internal communication are developed and maintained.
- Provide advice and support to principals and school councils within the division.
- Ensure parents have a high level of satisfaction with the services provided and the responsibility of the division.
- Participate actively in community affairs in order to enhance and support the division's mission.
- Develop and maintain positive and effective relations with the provincial and regional government departments and agencies.

Strategic Planning & Implementation

- Lead the strategic planning process including the development of Division goals, budget, facilities and transportation plans.
- Implement plans as approved.
- Meet defined outcomes.

- Report on the achievement of the division as accomplished through the education plan.
- Develop the Annual Education Results Report.

Organizational Management

- Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- Report to the Minister with respect to matters identified in and required by the *School Act*.

Specific Responsibilities

1. The Superintendent shall ensure that the Division's mission statement will be prominently displayed in all Divisional facilities and used as reminder to staff, students, parents and other stakeholders of the primary purpose of the Division.
2. The Superintendent shall submit to the Principals of each school those policy proposals requiring staff and parental input and require that Principals provide feedback prior to the next Board meeting.
3. The Superintendent shall serve as the Head under the terms of the *Freedom of Information and Protection of Privacy Act* and is responsible for ensuring the Board complies with the Provisions of the Act.
4. The Superintendent has been designated as the Attendance Officer of the Division in accordance with the provisions of the *School Act*.
5. The Superintendent has been designated as the staff member authorized to receive or provide information under the *Young Offender Information Sharing Protocol*.
6. Ensure the safety and security of staff, students and visitors while in schools, on the property, or on transportation provided by the division.

ROLE OF THE DEPUTY SUPERINTENDENT

The appointment of the Deputy Superintendent will be in accordance with Board Policy. The role of the Deputy Superintendent shall be focused in the following areas:

Faith Leadership

- Model involvement in a Catholic faith community and provides opportunities for spiritual development within the school jurisdiction for students and staff.

Responsibilities

- The Deputy Superintendent is deemed to be the first line officer reporting to the Superintendent. It is intended that the Deputy Superintendent will be sufficiently informed with respect to all aspects of the school system to be able to assume the functions of the Superintendent in his/her absence.
- Specific duties of the position shall be outlined in a job description developed for that position.
- Oversee and provide appropriate input in all aspects of facility management.
- Act as a resource for school-based Administrators.
- Provide direction and assistance to school staffs in the area of curriculum and instruction.
- Liaise with Alberta Education and other organizations and jurisdictions on matters associated with curriculum and instruction, and on issues which impact the learning environment.
- Provide appropriate input into all aspects of the operations of the school system.
- Coordinate professional development programs for all staff.
- Monitor the provincially mandated achievement tests and diploma examinations.
- Coordinate the delivery of system-based education programs.
- Investigate complaints regarding the operations of the system.
- Perform other duties that may be assigned from time to time by the Superintendent, or Board.

ROLE OF THE SECRETARY-TREASURER

The Secretary-Treasurer is directly responsible to the Superintendent and has the delegated authority and responsibility in the specific areas of finances, accounting, purchasing, student transportation services and operations and maintenance. The Secretary Treasurer is an executive officer of the Board, primarily charged with the responsibility of administering business services to and for the Board, under the direction of the Superintendent.

Responsibilities

- Specific duties of the position shall be outlined in a job description developed for that position.
- Be responsible for the administration and supervision of all business affairs of the division, in accordance with the *School Act*, the requirements of the Department of Education and Board policy.
- Be responsible for the safe-keeping of all official records and documents.
- Be responsible for all administrative reports and returns, as required by the *School Act*, Board policy, or Alberta Education.
- Prepare all proposed by-laws and arrange for public notice.
- Act as Chief Electoral Officer for the election of trustees.
- Act as resource person during employment contract negotiations.
- Be responsible for the awarding of tender contracts.
- Perform other duties that may be assigned from time to time by the Superintendent or Board.

BOARD DELEGATION OF AUTHORITY

The *School Act*, Section 61, allows for the Board to delegate certain responsibilities, duties and powers to the Superintendent or others.

Specifically

1. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent is of the opinion that the welfare of the students is threatened by the presence of the teacher. The suspension shall be conducted in accordance with the requirements of the *School Act*.
2. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following programs areas:
 - 2.1 The Development of Educational Plans. The Board requires that the Superintendent provide each school with a copy of the plan prior to the school completing its yearly plan;
 - 2.2 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses;
 - 2.3 French as a Second Language and French Immersion;
 - 2.4 Special Education;
 - 2.5 Services for Students and Children;
 - 2.6 Home Education;
 - 2.7 Early Childhood Services;
 - 2.8 Outreach Programs;
 - 2.9 Integrated Occupational Programs;
 - 2.10 Off – Campus Education;
 - 2.11 English as a Second Language;
 - 2.12 Guidance and Counseling;
 - 2.13 School-Based Decision Making;
 - 2.14 School Authority Accountability; and
 - 2.15 Teacher Growth, Supervision and Evaluation.
3. The Superintendent is delegated the authority to act in the absence of Board policy in cases in which an immediate administrative response is required subject to the following:

- 3.1 If time permits, the Superintendent shall consult with the Board Chair; and
 - 3.2 The Superintendent shall inform the Board at the next regular meeting of the action taken and the nature of the emergent issue.
4. The Superintendent has been delegated the authority to develop Administrative Procedures dealing with the consumption of wine or beer at a private school staff function held in the school.
 5. The Superintendent is delegated the authority to deal with appeals under Section 123 of the *School Act* with the exception of the following which will be dealt directly by the Board:
 - 5.1 Placement of a student in a special education program;
 - 5.2 The expulsion of a student;
 - 5.3 Access to and accuracy and completeness of the student's record;
 - 5.4 The amount and payment of fees and costs; and
 - 5.5 The termination of a home education program.
 6. The Superintendent has been delegated the authority to accept resignations from certificated and non-certificated staff and to suspend and terminate a temporary contract.

CONFLICT OF INTEREST – STAFF

The effective management of the Division is facilitated by employees avoiding situations, which could be construed as placing them in a conflict of interest. This obligation demands that there not exist, nor seem to exist, conflict between the private interests of employees and their responsibility to the Division and the community.

Specifically

1. This policy applies to all persons employed or contracted by the Board.
2. The Superintendent is responsible to:
 - 2.1 Ensure that all employees are familiar with and adhere to this policy;
 - 2.2 Review conflict of interest situations and interpreting and applying this policy as appropriate; and
 - 2.3 Keep the Board informed on all conflict of interest situations and their resolution.
3. The spouse or any other relative of an employee may work in the Division, provided they do not exercise favoritism. Should there be a conflict of interest, circumstances will be referred to the Superintendent, Deputy Superintendent or designate for resolution.
4. An employee is prohibited from being in direct supervision of his or her spouse or other relative. For purposes of this policy, direct supervision includes:
 - 4.1 performance evaluation;
 - 4.2 assignment of duties; and
 - 4.3 approval of requisitions
5. Employees are responsible for exercising reasonable care to ensure that they avoid conflict of interest situations.
6. Where an employee does find himself/herself in an actual, perceived or potential conflict of interest, the employee must:
 - 6.1 Disclose in writing to their supervisor and the Superintendent the nature and extent of the conflict of interest; and
 - 6.2 Refrain from acting in connection with the conflict of interest unless, and to the extent that, the Superintendent may in writing otherwise permit.
7. Where there is a disagreement with the Superintendent's ruling, the employee may request that the ruling be reviewed by the Board.

8. An employee who is in breach of this policy may be subject to disciplinary action.
9. A conflict of interest arises when an employee, because of knowledge, responsibilities or authority associated with the employee's position with the Board is perceived as, directly or indirectly, providing benefit to:
 - 9.1 The employee personally;
 - 9.2 A member of the employee's immediate family; and
 - 9.3 A business or an organization in which that employee, or a member of the employee's family, has an interest or holds a position.
10. Examples of situations that may be construed as a conflict of interest are as follows:
 - 10.1 Accepting lavish meals, entertainment, trips, flights, hotel accommodation or car rentals from any individual or organization with which the Board does business;
 - 10.2 Giving a gift or favor other than nominal value to any individual or organization with which the Board does business or plans to do business;
 - 10.3 Soliciting or receiving any gift, prize, donation or sponsorship of any amount from any third party as a participant in, or organizer of, a charitable, recreational, cultural or social activity which is associated with, or uses the name of the Board;
 - 10.4 Using Board time, facilities or information for one's personal gain;
 - 10.5 Pursuing personal gain by using the time, materials or facilities of those doing business or seeking to do business, with the Board;
 - 10.6 Acquiring ownership or any significant financial interest in an organization with which the Board does business, or in anticipation of its doing business with the Board;
 - 10.7 Using one's influence or authority to gain a benefit for any relative or friend, including an offer of employment; and
 - 10.8 Using one's influence or authority as an employee of the board to solicit contributions from the employer's business contacts towards charitable, recreational, cultural or social associations.

Policy 12

Retirement Incentive Plan

The board believes that employing a teaching staff with a variety of ages, experiences and recency of training is advantageous in providing a dynamic and effective educational program to students. In order to encourage retirement at an earlier age and make available more teaching positions for new staff, a Retirement Incentive Plan has been instituted.

Specifically

1. Employees will be eligible to participate in the Plan on the basis of the following criteria:
 - 1.1 The teacher has a minimum of 10 years of service with the Board and has reached the age of 55 before August 31 of the school year in which the participant is retiring.
 - 1.2 The teacher has either four, five or six years of teacher education; and
 - 1.3 The teacher has voluntarily requested in writing to the superintendent to participate in the Plan.

Notwithstanding the above, the board reserves the right to allow any teacher to participate in the Plan regardless of failure to meet the eligible criteria.

2. In order to participate in the Plan, the teacher must submit a written application requesting permission to the superintendent on or before April 1st of the current school year.
3. Approval of a teacher's request to participate in the Plan will be at the sole discretion of the Board, without appeal. The Board will receive input from the administrator before final approval of the request.
4. The teacher will be advised in writing by May 1st of the current school year whether or not the teacher's request to participate in the Plan was either granted or rejected.
5. If the teacher has been approved to participate in the Plan, the teacher must submit a written letter of resignation to the superintendent within ten days of the approval.
6. The board will use the following factors in order to select the participants in the Plan:
 - 6.1 The ability of the board to fill the teaching position which will be left vacant;
 - 6.2 The need to provide vacancies to stimulate promotion of hiring opportunities; and

- 6.3 The relative years of service and contribution of the applicants.
- 7. The payment of the incentive bonus shall be as follows:
 - 7.1 The incentive bonus will be \$20,500; and
 - 7.2 Participants over the age of 55 at retirement date will have their incentive bonus discounted as follows:

<u>Retirement Age</u>	<u>Discounted Factor</u>
55	0%
56	10%
57	20%
58	30%
59	40%
60	50%
61	60%
62	70%
63	80%
64	90%
65	100%

- 8. Teachers will have the incentive bonus pro-rated to correspond with the FTE time taught with the board in their last 5 years of employment.
- 9. The participant in the Plan may choose one of the following options for the payment of the incentive bonus. The incentive bonus will be paid in the school year following the school year in which the participant retired.
 - 9.1 Option A: Half of the bonus in September and the remaining half in January;
 - 9.2 Option B: The full bonus in January; or
 - 9.3 Option C: As negotiated between the teacher and the board.

Should the participant die while participating in the Plan, any monies due will be paid in a lump sum to the teacher’s designated beneficiary or estate.
- 10. Should a situation occur in which an administrator retires and the replacement is going to result in additional cost to the school, the board will consider providing assistance.
- 11. The board will facilitate the enrolment of a participant in the Plan into the benefit package for a period up to the age of 65. The employee must pay the entire premium for such benefits. The decision to participate in the benefit plan must be recorded in the agreement with the Board at the time of retirement and may not be added afterward.
- 12. Employees accessing this incentive program may be employed by the Division only as a substitute teacher, and only on a temporary emergency basis as approved by the Superintendent.

CERTIFICATED STAFF REDUCTION

Reductions in the certificated staff complement may be required from time to time to ensure the effective and efficient deployment of the resources available to the Division.

Specifically

1. Reductions in the number of certificated staff employed in the Division may be considered when the Division's ability to provide educational services has been, or will be, affected by:
 - 1.1 Student enrollments (current or projected);
 - 1.2 Financial support for education;
 - 1.3 New and/or revised curricula;
 - 1.4 Changes in the functions of existing physical facilities;
 - 1.5 Student educational needs;
 - 1.6 Population patterns; and
 - 1.7 Other factors considered relevant by the Board.
2. If normal attrition is not sufficient to accommodate the required staff reductions, reductions will be determined by any or all of the following criteria:
 - The staffing requirements of all schools in the Division in relation to educational priorities and program needs;
 - The contribution the staff member makes to the vision of the school as a Catholic school, as determined by the criteria outlined in the self assessment section of Appendix #1 of the Teacher Evaluation Procedures;
 - The relative assessed competence of teachers and administrators as determined by their supervisors;
 - The professional preparation of teachers and administrators in relation to Division and student needs; and
 - The length of service in the Division.
3. When the Superintendent is reasonably certain that a reduction in the number of certificated staff employed in the Division will be necessary, and that this reduction will not be accommodated by attrition, the certificated staff shall be informed of this observation individually and by letter.
4. Consideration at this time should be given to re-assigning staff to other positions in the Division, for which they may be qualified.

5. The Superintendent is responsible for applying the relevant reduction criteria noted in 2 above and for recommending to the Board which contracts should be terminated.
6. The Superintendent shall review the recommendations with the Principals identifying:
 - 6.1 The basis for certificated staff reduction; and
 - 6.2 The criteria and process used by the Divisional office administration in compiling a list of those contracts of employment that should be terminated.
7. After the consultation with the principals, the Superintendent shall inform the appropriate certificated staff member in writing of:
 - 7.1 The recommendation to terminate the contract of employment and giving reasons for the termination;
 - 7.2 The date, time and location of the Board meeting at which the Board will consider the recommendations;
 - 7.3 The right to attend the meeting and make representation to the Board; and
 - 7.4 The right to seek representation from the Alberta Teachers Association and legal counsel.
8. This policy does not require the board to assign a teacher whose contract is terminated as a result of the reduction in the teaching staff to any subsequent vacancy.

HEARINGS ON TEACHER MATTERS

The school act provides a teacher on a continuous contract to request a hearing before the board with regard to transfers and terminations of teacher contract or designation and/or suspension.

The Board will hold hearings dealing with the termination of a designation, a contract of employment or a suspension in accordance with this policy.

Section 132 of the School Act does not apply to the termination of a temporary contract of employment.

Specifically

The *School Act* provides a teacher, under a continuous contract, who wishes to object to a transfer with the right to request a hearing before the Board.

1. Transfers

- 1.1 A teacher who wishes to object to a notice of transfer given by the Superintendent shall request in writing a hearing before the Board within seven days of receipt of the notice;
- 1.2 The request for a hearing before the Board shall be submitted by the teacher to the Secretary-Treasurer with a copy being provided to the Superintendent;
- 1.3 The Board shall set a date for the hearing that is a minimum of 14 days after the teacher received the notice of transfer, unless the teacher agrees in writing to an earlier date;
- 1.4 The Secretary-Treasurer shall advise the teacher in writing of the date, time and location of the hearing;
- 1.5 The teacher shall not be transferred until after the hearing before the Board has been held and the decision of the Board has been communicated to the teacher; and
- 1.6 Should the Board support the decision of the Superintendent to transfer the teacher, the teacher shall be advised of his/her right to resign from the teaching staff of the Board.

2. Termination of Teaching Contract or Designation

- 2.1 Where the Superintendent has made a recommendation to the Board for the termination of a teaching contract or designation, the Superintendent will provide the teacher with a copy of the recommendation within three weeks prior to the Board meeting at which the recommendation will be considered.
- 2.2 Should the teacher wish to have a hearing before the Board to object to the termination, a written request for such a hearing shall be submitted to

the Secretary-Treasurer with a copy to the Superintendent, within one week of the time the teacher was provided with a copy of the Superintendent's recommendation.

- 2.3 The Superintendent shall provide the teacher within one week prior to the Board meeting with a copy of all supporting documentation relative to the recommendation for termination as well as the names of any witnesses that may be called.
 - 2.4 The Secretary-Treasurer, upon receipt of the teacher's request for a hearing, shall advise the teacher of the date, time and location of the Board meeting at which the opportunity to be heard by the Board will be held.
3. Suspension
- 3.1 Should the Board determine that it is necessary to suspend the services of a teacher for reasons noted in Section 105 (1) of the *School Act*, the Board shall provide the teacher with written notice of the suspension specifying the reasons for the action.
 - 3.2 A teacher wishing to have a hearing before the Board the suspension to the Board must submit a request in writing to the Secretary-Treasurer with a copy being provided to the Superintendent, within one week of receipt of the notice of suspension.
 - 3.3 The Board shall meet to conduct the hearing within three weeks of having received the written request from the teacher.
 - 3.4 The Secretary-Treasurer shall advise the teacher in writing of the date, time and location of the Board meeting at which the hearing will be heard.
4. Provision of Information
- 4.1 Any written materials that any party to the hearing wishes to have considered by the Board shall provide copies of the material to the Secretary-Treasurer within five days of the meeting.
 - 4.2 The Secretary-Treasurer shall make copies of all material that has been submitted and distribute it to the Board and all those involved in the hearing.
 - 4.3 The teacher will be advised of his/her right to attend the meeting and be represented by legal counsel or an advocate.
5. Procedure at the Hearing
- The Board Chair will call the meeting to order and advise those involved in the hearing that the hearing will provide:
- 5.1.1 An opportunity for those involved in the hearing to make representation in support of their position and to provide any evidence they feel may impact on the issue;
 - 5.1.2 The Board with an opportunity to receive information and to review the facts of the dispute; and

- 5.1.3 A process through which a decision is considered and reached in a fair manner.
- 5.2 Minutes of the proceedings will be taken and kept for the Board's record.
- 5.3 The teacher will be given the opportunity to respond to the information provided by the Board, its administration or other witnesses.
- 5.4 The Board members will be provided the opportunity through the Board Chair, to ask questions of clarification of those involved in the hearing.
- 5.5 No cross-examination of witnesses shall be allowed, unless the Board Chair deems it advisable.
- 5.6 The Board will meet without those involved in the hearing in order to arrive at a decision. The Board may have legal counsel in attendance should it so wish.
- 5.7 If the Board requires additional information or clarification, those involved in the hearing will be requested to return and provide the necessary information.
- 5.8 The Board decision and the reasons for the decision will be communicated to the teacher by telephone and confirmed in writing following the hearing.

APPEALS

The principles of natural justice support the provision of a mechanism for parents, students, and members of the public and staff to appeal decisions made, or not made, by employees of the Board.

The Superintendent has been delegated the authority by the Board to deal with all appeals with the exception of the following:

1. The placement of a student in a special education program;
2. The expulsion of a student;
3. Access to and accuracy and completeness of the student's record;
4. The amount and payment of fees and costs;
5. The termination of a home education program;
6. The transfer of a teacher;
7. The termination of a teaching designation;
8. The termination of a teacher contract of employment;
9. The suspension of a teacher other than an instance in which the Superintendent is of the opinion that the welfare of students is threatened by the presence of the teacher; or
10. Where the decision has been made directly by the Superintendent.

Specifically

1. Parents/guardians/employees and students shall be made aware of the appeal policy and procedures at the beginning of each school year.
2. It is expected that every effort will be made informally to solve a problem or concern before a formal appeal is filed.
3. The expulsion of a student will be dealt with in accordance with the procedures outlined in Administrative Procedure 315 – Suspension and Expulsion of Students.
4. An individual wishing to appeal a decision about one of the items noted above shall submit the request in writing to the Secretary-Treasurer of the Board with a copy to the Superintendent, within five school days of having been notified of the

Superintendent's decision after following procedures identified in Administrative Procedure 350 – Appeals Regarding Student Matters.

5. Should an individual wish to appeal a decision made directly by the Superintendent and for which there has not been any other avenue of appeal except to the Board, this policy shall apply and a request shall be made in writing to the Secretary-Treasurer within ten days of having been advised of the decision.
6. The Secretary-Treasurer shall advise the Board Chair and the Superintendent of the request and advise the appellant of the time, date and place of the Board meeting at which the appeal will be heard. Unless the matter is urgent, the matter would be placed on the agenda of the next scheduled Board meeting. If the matter is deemed to be urgent by the Board Chair, or if a time limit in the legislation exists, a special meeting would then be called to deal with the appeal.

In the case of the termination of a home education program, the Board shall hear the appeal within ten days of having been notified of the parents' wish to appeal the decision of the Superintendent.

7. The appellant will be advised of his/her right to attend the meeting to present his/her case as well as the right to have an advocate or representation by legal counsel.
8. The hearing of the appeal will be held in the following manner:
 - 8.1 The Board Chair will advise those involved in the dispute that the appeal hearing will:
 - 8.1.1 Provide an opportunity for the parties involved to make representation in support of their request and to provide any evidence that may impact on the issue;
 - 8.1.2 Provide the Board with an opportunity to receive information and to review the facts of the dispute; and
 - 8.1.3 Provide a process through which the Board can reach a fair and impartial decision.
 - 8.2 Minutes of the proceedings will be taken and kept for the Board's record.
 - 8.3 If the Superintendent or other members of the administration have provided the Board with any written information regarding the decision or the circumstances surrounding the dispute, the materials will be provided to both parties to the dispute.
 - 8.4 The person who made the decision will explain the decision and give reasons to support that decision that is being appealed.
 - 8.5 The appellant will present the appeal, state the reasons for the appeal and will be provided with the opportunity to respond to the information provided by the employee or the administration.
 - 8.6 The employee or the administration will be provided the opportunity to respond to the information presented by the appellant.

- 8.7 The Board members will be provided an opportunity, through the Chair, to ask questions of clarification from both parties.
 - 8.8 The parties to the appeal will not be provided the opportunity to cross examine each other or their representatives.
 - 8.9 The Board will meet without the respective parties in attendance to discuss the appeal and reach a decision, should the Board so choose.
 - 8.10 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return in order to provide the information.
 - 8.11 The Board decision will be communicated to the appellant by telephone and confirmed in writing.
9. If the appeal concerns a student matter, the parents and the student, if over the age of 16, will be advised of their right to appeal to the Minister.

SPECIAL EDUCATION PLACEMENT APPEALS

The Board supports the provision of an appeal structure for parents wishing to appeal placement decisions affecting students with special needs. A Local Appeal Committee will be appointed in an effort to ensure that decisions are made independently and in the best interests of the student.

Time frame references within this procedure are expressed in terms of “school operating days”. This reference is made because an adequate review of student needs cannot be undertaken when school-based staff, and other professional staff, is on regularly scheduled holiday summer recess breaks. Special Education Placement Appeals shall not be heard during the summer vacation period.

Specifically

1. Parents, or an independent student, who disagree with the special education program or service placement have the right to appeal that decision in accordance with the provisions of this policy.
2. The first level of appeal shall be to the Principal, to resolve concerns collaboratively with parents.
3. Should the concern of the parents, or independent student, not be resolved satisfactorily at the school level in discussion with the Principal, an appeal may be made to the Superintendent.
4. The Superintendent shall review the placement recommendation and the associated material. If necessary, the Superintendent shall meet with the parents to discuss the areas of concern.
5. The Superintendent shall advise the parents in writing of the decision and inform them of the right to appeal the decision to the Local Appeal Committee.
6. The appeal to the Local Appeal Committee must be in writing and be made to the Secretary-Treasurer within two weeks of having been informed of the decision of the Superintendent.
7. Upon receipt of the written appeal, a Local Appeal Committee will be struck and will be comprised of three individuals appointed by the Superintendent in consultation with the Board Chair. One of the individuals appointed to the committee shall be designated as the Chairperson.
8. The members of the committee must have the expertise and knowledge necessary to assess and make judgments about the special needs of students and program placement.

9. The Local Appeal Committee will convene within 45 school operating days of the Secretary-Treasurer having received notice of the appeal.
10. The Chairperson of the Committee shall advise the parents in writing of the date, time and location of the appeal hearing. They will also be advised of their right to:
 - 10.1 Be accompanied by an interpreter, advocate or lawyer at the expense of the parent.
 - 10.2 Receive and examine school system records pertaining to the student's placement and program needs.
 - 10.3 Present evidence, including expert medical, psychological and educational testimony.
 - 10.4 Have the child attend if the parents so desire.
 - 10.5 Record the proceedings of the appeal hearing.
11. The Local Appeal Committee shall advise the parents and the Board of the decision in writing within 30 days of the appeal hearing.
12. If the parents are not in agreement with the decision of the Local Appeal Committee, they must be advised of their right to appeal in writing to the Board. The appeal must be made within 15 days of having received the decision of the Local Appeal Committee.
13. The Board shall hear the appeal in accordance with the procedures established in Policy 15: Appeals.
14. The Board shall make a decision regarding the appeal and shall advise the parents within 15 days of the hearing. The parents shall also be advised of their right to appeal to the Minister of Learning in accordance with Section 124(1) of the *School Act*.

SCHOOL CLOSURE

The Board may from time to time be required to close existing schools or to realign attendance areas to ensure the efficient and effective operation of the Division.

Specifically

1. The process for the closure of schools is outlined in the Closure of Schools Regulation, Alberta Regulation 238/97. Prior to any decision about a school closure or realignment of attendance areas, the Superintendent will review the Regulation and ensure that the process followed by the Board is in compliance.
2. Following the procedures outlined in the Regulation, the motion on school closure will be dealt with at a regular meeting of the Board.

APPROVAL FOR ALCOHOL CONSUMPTION ON SCHOOL PROPERTY

The consumption of alcohol on school property is not permitted except at social functions prior to which Board approval has been given.

Specifically

1. No alcohol beverages may be served, sold or consumed on school property during school hours.
2. Use of alcohol under the School Facilities Use Contract is restricted to the following:
 - 2.1 The portion of the building under the contract; and
 - 2.2 Food must be served along with alcohol.
3. Failure to comply with the procedures in this policy shall result in the immediate closure of the function and/or prohibition on the future use of the school by that group.
4. The Board delegates to the Superintendent the authority to develop administrative procedures to allow the consumption of alcohol at a private school staff function.
5. The Secretary-Treasurer will advise the school principal, in writing, of any function that the Board has approved the serving of alcoholic beverages.

BOARD GOVERNANCE AND OPERATIONS

Purpose

These Board governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

1. The Board shall conduct itself in accordance with the *School Act*, provincial legislation and regulations, and the procedures outlined in this policy.
2. These procedures will apply to:
 - 2.1 All regular and special meetings of the Board; and
 - 2.2 All activities and actions of the Board.

Definitions

Board, or, the Board – means the East Central Alberta Catholic Separate Schools Regional Division Number 16.

Division, or, the Division – means the East Central Alberta Catholic Separate Schools Regional Division Number 16.

Chair, or, Board Chair – means the Chairperson of the Division.

Superintendent – means the Superintendent of Schools.

Board Meetings

1. Organizational Meeting

The organizational meeting shall be held in accordance with the provisions of the *School Act*.

- 1.1 The Superintendent or designate will call the meeting to order and preside as Chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair;
- 1.2 All votes for the position of Board Chair and Vice-Chair shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands; and
- 1.3 The place, dates and times of regular Board meetings will be determined at the organizational meeting.

2. Regular Meetings of the Board

- 2.1 Meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer in attendance;
- 2.2 The Superintendent shall ensure that the meeting agenda and supporting material are issued to trustees at least 24 hours prior to the meeting; and
- 2.3 Meetings of the Board will be held in public unless a majority of the trustees present are of the opinion that it is the public interest to hold the meeting, or part of the meeting, in private.

3. Special Meetings of the Board

Occasionally unanticipated or emergent issues require the immediate attention of the Board. In such cases, a special meeting of the Board will be held to deal with emergent issues in accordance with the provisions in the *School Act*.

- 3.1 Special meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer in attendance; and
- 3.2 The Superintendent or Board Chair will ensure that the appropriate notice to trustees is given or alternatively ensures that every trustee waives the requirement for notice.

4. In Private Meetings of the Board

The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues in which a majority of the trustees are of the opinion that it is best to do so.

- 4.1 The Board does not have authority to pass by-laws or resolutions while in private with the exception to return to the public meeting. The resolution shall be recorded in the minutes of the Board.
- 4.2 Meetings held in private will generally be held to discuss sensitive matters pertaining to:
 - 4.2.1 Individual students;
 - 4.2.2 Individual Board employees;
 - 4.2.3 Collective bargaining/contract negotiations;
 - 4.2.4 Acquisition or disposal of real property;
 - 4.2.5 Litigation brought before or against the Board;
 - 4.2.6 To review and consider legal advice, client - solicitor privilege; and
 - 4.2.7 Other matters that the majority of the trustees believe would be best discussed in private.
- 4.3 Trustees and other persons attending a private meeting of the Board shall not discuss the details of the meeting. All discussion is, and shall, remain confidential.

5. Delegations to Board Meetings

The Board will receive representations and delegations regarding any subject pertinent to Board business provided that the item has been placed on the agenda. Such representations and presentations will normally be held at a regular public meeting of the Board unless there is reason to hold a portion in private.

- 5.1 No presentation or delegation will be received at a public meeting of the Board unless the matter has been placed on the agenda;
- 5.2 A written request to be placed on the agenda must be received by the Secretary-Treasurer seven days prior to the meeting and should be accompanied by the reasons for the presentation;
- 5.3 The Secretary-Treasurer will advise the Superintendent of the request and ask that it be placed on the agenda of the next regular Board meeting;
- 5.4 The Secretary-Treasurer shall advise the representatives of the delegation of the time, place and the Board policy on receiving delegations;
- 5.5 Representatives should be advised that the time allocated for the presentation should not exceed ten minutes;
- 5.6 The Board will not debate the matter presented to it by the delegation at the meeting. However, questions of clarification directed through the Board Chair may be asked;
- 5.7 The Board will not normally make a decision at the meeting at which the delegation or representation is made. In the event of an emergency situation, the majority of the trustees may ask that the matter be dealt with immediately;
- 5.8 The Superintendent will normally be asked to review the issue and prepare a recommendation for the Board's consideration at a subsequent meeting; and
- 5.9 In the event of an emergency a special meeting may be called and the delegation notified of the date, time and place of the meeting.

Agenda, Minutes and Records

1. Agenda

The Board supports the use of a standard agenda format for all regular Board meetings, which will be developed by the Board Chair and Superintendent.

- 1.1 Agenda items will generally be given preference in the following order:
 - 1.1.1 Items requiring a Board decision;
 - 1.1.2 Receiving delegations or presentations; and
 - 1.1.3 Information items.

- 1.2 Normally only items on the agenda will be discussed at the meeting. However, additional items may be placed on the agenda at the beginning of the meeting with the approval of the Board.
- 1.3 The agenda will generally adhere to the following order:
 - 1.3.1 Opening Prayer;
 - 1.3.2 Attendance;
 - 1.3.3 Action Items;
 - a. Consideration of the Agenda;
 - Modification, additions, deletions
 - Approval
 - b. Routine matters;
 - Minutes of the last Board meeting
 - c. Business arising out of the minutes;
 - d. Reports;
 - Superintendent's
 - Deputy Superintendent's
 - Committee
 - e. Financial report;
 - f. New business;
 - 1.3.4 Delegations;
 - a. Non-staff, public
 - b. Staff
 - 1.3.5 Future business; and
 - a. Board meeting dates
 - b. Educational events within the Division
 - c. Seminars, conferences outside the Division
 - 1.3.6 Adjournment.

2. Minutes

- 2.1 A record of all proceedings of the Board and of Board meetings will be taken and maintained. The Secretary-Treasurer shall ensure that the minutes are maintained in a safe and secure manner.

3. Records and Documents

- 3.1 The following records and documents will be kept on file at the Division office and will be available to electors upon request:
 - 3.1.1 Approved minutes of all regular Board meeting

- 3.1.2 Records of the proceedings of all Board committee meetings;
 - 3.1.3 The annual budget approved by the Board;
 - 3.1.4 All legal agreements entered into by the Board (exclusive of student or employee records and contracts);
 - 3.1.5 Records of the status of all Board accounts;
 - 3.1.6 Audited financial statements; and
 - 3.1.7 The agenda of any public meeting or board meeting.
- 3.2 A photocopying charge will be levied to any elector requesting copies of the above-noted documents

Board Member Orientation

1. The Board Chair and the Superintendent will develop and implement a Divisional orientation program for newly elected trustees which will provide information about:
 - 1.1 Existing Board policy;
 - 1.2 Trustee role, responsibilities and powers;
 - 1.3 Statutory and regulatory requirements;
 - 1.4 Existing Divisional initiatives and long range plans;
 - 1.5 Organizational structure, committee structure and functions, and channels of communication;
 - 1.6 Trustee Code of Ethics; and
 - 1.7 Other relevant information as required.
2. Financial support will be provided for newly elected trustees to attend ASBA or ACSTA sponsored orientation seminars.

Trustee Development

The Board encourages trustees to attend conventions and trustee development activities designed to improve their effectiveness as trustees.

1. All trustees are strongly encouraged to attend the ACSTA Convention.
2. The Board Chair and Trustees are encouraged to attend the ASBA Convention.
3. Attendance at other developmental activities will be supported based upon the annual budget allocation.
4. The Secretary-Treasurer will facilitate the registration of trustees at approved conventions or functions.

Trustee Honoraria, Benefits, and Expense Reimbursement

Trustees shall be compensated for their services and reimbursed for expenses incurred during the performance of their duties.

Honoraria

1. Rates for trustee honoraria and expenses will be established annually at the organizational meeting.
2. Honoraria shall be paid for the following activities:
 - 2.1 Regular and special Board meetings;
 - 2.2 Meetings with government officials;
 - 2.3 Conduct of Board related business;
 - 2.4 Committee meetings of the Board; and
 - 2.5 In-service activities such as conventions, seminars, workshops and conferences.
3. Trustees shall be paid a monthly honoraria at the following rates:

	<u>2008-09</u>	<u>2009-10</u>
Board Chair	\$230/month	\$230/month
Board Trustee	\$180/month	\$180/month
Phone/Internet	\$20/month	\$20/month

4. Trustees shall be paid a per diem honorarium for meetings in addition to the regular monthly meeting and in-service activities at the following rates:

	<u>2008-09</u>	<u>2009-10</u>
Half-day rate	\$90	\$90 (up to 4 hrs including travel)
Full-day rate	\$180	\$180 (over 4 hrs including travel)

Benefits

1. Board trustees are eligible for similar benefits as those that are provided to all staff under the Alberta School Employees Benefit Plan (ASEBP). Effective September 1, 2008, the Board shall pay one hundred percent (100%) of the monthly premiums of the following plans:

Life Insurance	trustees select \$25,000 or \$50,000
Accidental Death & Dismemberment	trustees select \$25,000 or \$50,000
Dental Care Plan #3C	
Extended Health Care #1	
Vision Care #3	

Group Life Insurance

1. Subject to unanimous approval of the Board, Trustees are also eligible for blanket life insurance in the (selected) amount of \$25,000 or \$50,000. The Board shall pay one hundred percent (100%) of the associated premiums.

Expenses

1. The Board of East Central Alberta Separate Schools Regional Division No. 16 recognizes that the School Division is a public institution and as such, Division expenditures must be transparent and in the public interest. Expenditures must be reasonable, reflect prudence, good judgment, and reasonable economy and be defensible to a reasonable and impartial observer.
2. The Division shall pay or reimburse trustees for travel when it is determined that the purpose for travel cannot be adequately met through telephone, email, correspondence or facsimile. The provisions of the Travel Expense Claim Procedure apply to Trustee travel.

	<u>2008-09</u>	<u>2009-10</u>
Mileage Rate	\$0.46/km	\$0.46/km

3. If additional expenses, such as childcare, are incurred by trustees when conducting School Board business and a per diem rate is not claimed, such additional expenses may be claimed.
4. When trustees are accompanied by their spouse to attend the ACSTA and the ASBA conventions, the Division will pay the accommodation charge for the spouses.
5. Trustees should submit honoraria and expense reimbursement claims to the Secretary-Treasurer at least once a month. All claims for expense reimbursement shall be supported by receipts.
6. Any questions about the payment or reimbursement of trustee honoraria or expense on a basis other than indicated in the guidelines shall be decided by the Board Chair based upon the annual budget allocations.

ACKNOWLEDGEMENT OF DEATHS AND BEREAVEMENTS

Condolences shall be extended to families on the death of a student, a current or former employee, or trustee or on the death of a significant relative of a student or employee.

The Superintendent of schools, on behalf of the board, shall acknowledge the death or bereavement of a current staff member, trustee or student.

Specifically

2. Upon notice of the death of a staff member, trustee or student:
 - 1.1 Flowers and a sympathy card shall be sent to the bereaved family.
 - 1.2 A donation in the memory of the departed in the amount of \$50 will be made to the school or the school library at the discretion of the school administration.
 - 1.3 A trustee, the Superintendent, or Deputy Superintendent will pay respects to the bereaved family by visiting the home or will attend the funeral where appropriate.
2. In the event of the death of a staff member, trustee or student's immediate family member, the board shall send a sympathy card.

Policy 21

LOCAL AUTHORITIES PENSION PLAN

This pension plan is a defined benefit plan for employees of Local Authorities in Alberta, including school boards.

LAPP Membership CriteriaMandatory Membership

Membership in LAPP is mandatory for full-time, permanent employees who work on average 30 hours or more per week over the course of an entire service year. To be permanent for the purposes of determining membership in LAPP, there must be no fixed date or event that has been established for the end of the employment.

Employees hired under successive short-term contracts are not considered permanent because each contract fixes an end date for the employment.

Excluded from Membership

Part-time employees who are temporary; or permanent and work fewer than 14 hours per week or 728 hours per service year cannot participate in LAPP.

Employees who are completing a probationary period with an employer are ineligible to participate in LAPP. The probationary period for all non-teaching staff (excluding management) is 6 months. After completing a probationary period, all full-time permanent employees must join LAPP.

Employer Membership Policy

All participating employers of the Local Authority Pension Plan are required to establish a policy to determine participation for those employees who do not qualify for mandatory membership in LAPP and are not excluded from membership. Specifically, the employer's policy determines membership for:

- a) Part-time, permanent employees; and
- b) Full-time, temporary employees.

Criteria

1. LAPP regulations define part-time employees as those whose regularly scheduled hours of work are fewer than 30 hours per week but more than 14 hours per week or 728 hours per year.
2. Part-time employees who work on average 20 or more hours per week and less than 30 hours per week may voluntarily choose to participate in LAPP (i.e.

optional membership). If they choose not to participate in LAPP, they will not be eligible to participate at a later date.

3. Part-time permanent employees who work on average fewer than 20 hours are ineligible to participate in LAPP.
4. Employees who are eligible and enrolled under LAPP, but their hours of work are reduced (by the employer or their own choice) to a level where the membership in LAPP is optional, have the option to decide whether they want to participate or not. Once they decide to opt out, they become ineligible.
5. Full-time employees with independent employment contracts (i.e. management contracts) must participate in LAPP without completing a probationary period.
6. Employees that work in temporary positions will not be eligible to participate in LAPP. In the event that an employee in this category becomes permanent, the employer will not be liable for the employer contributions for this prior to service if the employee chooses to purchase it.
7. Employees hired for a specific term, even if their individual employment offers are extended from year to year without a break in service are not eligible to participate in LAPP.
8. Bus Drivers are ineligible to participate in LAPP.
9. Eligible employees who work the ten-month school year shall be entitled to a full year of pensionable service providing they work an average of 30 or more hours per week over the 10-month school year. Those eligible employees working less than 30 hours per week shall have their pensionable service prorated on the basis of their hours worked in relation to 30 hours per week.

Summary

	<u>LAPP Eligibility</u>
1. Permanent, full-time (≥ 30 hours per week)	Mandatory
2. Permanent, part-time (≥ 20 and < 30 hours per week)	Optional
3. Permanent, part-time (> 0 and < 20 hours per week)	Ineligible
4. Permanent, part-time (< 14 hours per week)	Ineligible
5. Temporary, full-time (≥ 30 hours per week)	Ineligible
6. Temporary, part-time (< 30 hours per week)	Ineligible

APPENDIX A

**EAST CENTRAL ALBERTA CATHOLIC SEPARATE
SCHOOLS REGIONAL DIVISION #16**

**EMPLOYEE ACKNOWLEDGEMENT OF INELIGIBILITY
TO PARTICIPATE IN LOCAL AUTHORITIES PENSION PLAN**

I, _____ hereby acknowledge and agree that I am not eligible to participate in the Local Authorities Pension Plan at this time.

Employee Signature

Received by Payroll

Date

Date

Witness

APPENDIX B

**EAST CENTRAL ALBERTA CATHOLIC SEPARATE
SCHOOLS REGIONAL DIVISION #16**

**EMPLOYEE ACKNOWLEDGEMENT OF INELIGIBILITY
TO PARTICIPATE IN LOCAL AUTHORITIES PENSION PLAN**

I, _____ hereby acknowledge and agree that I do not wish to participate in the Local Authorities Pension Plan at this time.

Employee Signature

Received by Payroll

Date

Date

Witness

APPENDIX C

**EAST CENTRAL ALBERTA CATHOLIC SEPARATE
SCHOOLS REGIONAL DIVISION #16**

**EMPLOYEE ACKNOWLEDGEMENT OF ELIGIBILITY
TO PARTICIPATE IN LOCAL AUTHORITIES PENSION PLAN**

I, _____ hereby acknowledge and agree to participate in the Local Authorities Pension Plan at this time.

Employee Signature

Received by Payroll

Date

Date

Witness