



**APPROVED MINUTES OF THE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
HELD AT THE EDUCATION CENTRE  
2651 CHINOOK WINDS DRIVE S. W.  
AIRDRIE, ALBERTA**

**THURSDAY, JUNE 18, 2009**

**TRUSTEES PRESENT:**

Chair, Ward 3	Sylvia Eggerer
Vice-Chair, Ward 2	Bev LaPeare
Ward 1	Jennifer Avery
Ward 4	Helen Clease
Ward 5	Colleen Munro @ 1:25
Ward 6	Dr. Bruce Pettigrew
Ward 7	Don Thomas

**TRUSTEES ABSENT WITH  
NOTICE:**

**ADMINISTRATION PRESENT:**

Superintendent of Schools	Greg Bass
Associate Superintendent of Business and Operations	Darrell Couture
Associate Superintendent of Schools	Murray Besenski
Associate Superintendent of Learning	Dr. David Peat
Associate Superintendent of Human Resources	Susan Williams

**COMMUNICATIONS:  
RECORDING SECRETARY:**

Director of Communications	Angela Spanier
Executive Assistant	Karen Dolynny

**CALL TO ORDER:**

Chair Sylvia Eggerer called the meeting to order at 1:13 p.m.

**REGULAR BOARD MEETING AGENDA:**

**#150 – 09 MOTION BY TRUSTEE BEV LAPEARE :**

That the Board of Trustees approves the June 18, 2009, Regular Board meeting agenda as circulated.

**CARRIED**

**MINUTES OF THE BOARD MEETING:**

**#151 - 09 MOTION BY TRUSTEE BRUCE PETTIGREW:**

That the Board of Trustees approves the minutes of the Regular Board Meeting of June 4, 2009, as circulated.

**CARRIED**

Rocky View School Division No. 41

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Chair – Board of Trustees

## **STUDENT SHOWCASE – CTS: COMMUNICATION TECHNOLOGY, 2D ANIMATION & TV/VIDEO PRODUCTION**

**Presenters:** Brent Parrish, Bert Church Teacher

**Skills Alberta Silver Medal Winners - Video Production:** Bray Jorstad and Austin Webb

**Skills Alberta Gold & Skills Canada Silver – 2D Animation:** Adam Kabbeke and Chris Putnam, who were unable to attend

**Project/Program Description** – Bert Church students participated in this year's Skills Canada competition, bringing home two provincial silver medal, one in 2D Animation and one in TV/Video production and gold for TV/Video Production at the national level.

Skills Canada is a national, not-for-profit organization that actively promotes careers in skilled trades and technologies to Canadian Youth. The program started in 1994 and remains the only event of its kind in Canada. It is the only national, Olympic-style, multi-trade and technology competition for young students and apprentices in the country.

Every year, the event brings together approximately 500 young people from all regions of Canada, along with their parents and advisors, to compete in over 40 trade and technology areas. Both the provincial competition took place in Edmonton, on May 13 – 14, 2009 and the nationals were held in Prince Edward Island on May 20 – 23, 2009.

The competition provides an opportunity for young Canadians studying a skilled trade or technology to be tested against exacting standards and against their peers across the nation. Students vie to win the honour of being crowned the best in their chosen discipline.

**Future Implementation Plans** – Any school can register as a Skills Canada affiliate. It takes just one teacher to see the importance of the event and to register students to compete. If the school believes Skills Canada is important the students will follow.

Trustee Colleen Munro joined the meeting at 1:25 p.m.

## **EXEMPLARY PRACTICE – ART X 2009 (CAIS)**

**Presenters:** Trish Hutton, Susan Long, Shawna Neis

**Project/Program Description** – On May 4 & 5, 2009, RVS held its third Art eXperience (Art X). Art X is a jurisdictional Fine Arts workshop that invites students and teachers to enhance their Fine Arts interests, passions and understanding. Approximately 300 students, 40 teachers, 16 guest artists and numerous visitors took part in the event. The two-day workshop, which broke students into Grades 4-6, 7-9 and 10-12, offer students the opportunity to work with professional artists in specialized disciplines, including Arts2D, Arts 3D, Instrumental Music, Choral Music, Dance and Drama. Over the two days, students engaged in the creative processes unique to each field. The University of Calgary Fine Arts Department donated the facility space for this event and the superior quality of these spaces further enhanced experience for students.

The program's primary objective is to offer an enriched opportunity for students who show specific interest, talent or motivation in a Fine Arts discipline to experience authentic learning opportunities

with artists. A divisional initiative enables such an event to take place and highlights a collective movement towards developing an even stronger Fine Arts program. The students and teacher participants will in turn share their knowledge with their schools.

### **What makes this project a best instructional practice?**

Through the program students are connected to professionals in the field as well as post-secondary institutions with fine arts programs. Specific benefits include:

#### **Benefits For Students:**

- Exposure to working Alberta artists, their expertise and their work
- Discover creative potential and develop as leaders in the Fine Arts
- Opportunity to work within a post-secondary/professional environment

#### **Benefits for Teachers:**

- Professional learning that promotes collegiality, collaboration and networking opportunities
- Provide hands on technical experiences
- Opportunity to highlight future possibilities for students

#### **Benefits for Rocky View Schools:**

- Reinforce and enhance Fine Arts curricular goals and objectives
- Recognize student excellence in the Fine Arts
- Encourage authentic learning
- Increase learner engagement in the arts

**Future implementation plans?** It is hoped that schools from across the division will take part in this event again in 2010/2011 school year.

### **PRESENTATION: ROCKY VIEW ACTION FOR GIFTED CHILDREN**

Presenters: Parents, Sheldon Jones and Christina MacLeod

S. Jones and C. MacLeod presented to the Board of Trustees, a summary of the Rockyview Action for Gifted Children Committee's goals and achievements.

## **SUPERINTENDENT'S REPORT**

### **2009-2012 THREE YEAR EDUCATION PLAN**

#### **#152 - 09 MOTION BY TRUSTEE BEV LAPEARE:**

That the Board of Trustees approves the 2009-2012 Three Year Education Plan as presented and directs administration to submit the plan to Alberta Education by June 30, 2009.

**CARRIED**

Board Chair Sylvia Eggerer called recess at 2:57 p.m. to tour the mobile green house as part of the Green Start Project.

**EXEMPLARY PRACTICE**

**Trustee Tour - Green Start Project**

A cooperative effort between Rocky View Schools and Green Start Projects, the Green Start Project provides Grade 4 students access to a portable greenhouse to participate in a variety of hands-on gardening projects. Over the course of four visits students explore plant parts, varieties, needs, adaptations, propagation, indigenous species and more while building their own mini-garden with sunflowers, beans, perennials, tomatoes, corn and Foothills Rough Fescue. The course objectives of the project tie to the Science Grade 4 curriculum units: Plant Growth and Changes.

In operation since 2006, Green Start has been expanded through the addition of a second greenhouse. This year, all schools serving Grade 4 students are participating, totalling 1146 students. Outside of being engaged in a ‘fieldtrip’ without ever leaving the school, students are given the plants they’ve growth to transplant in their home gardens upon completion of the project.

Greenstart demonstrates Rocky View School Division commitment to maximizing every student's opportunity to learn by building engaging, flexible curriculum methods and materials. It also demonstrates the commitment of community partners to Rocky View's public education system. Special commendation must be extended to Steve Repic and the Grounds Department, who have taken the initiative to contribute directly to the learning of students.

Board Chair Syliva Egger reconvened the meeting at 3:18 p.m.

**AUDIT COMMITTEE TERMS OF REFERENCE**

**#153 - 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Board of Trustees approves the Audit Committee Terms of Reference as per the attachment.

**CARRIED**

**LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE**

**#154 - 09 MOTION BY TRUSTEE BRUCE PETTIGREW:**

That the Board of Trustees approves the revised Labour Relations Committee Terms of Reference as per the attachment.

**CARRIED**

**BENEFITS COMMITTEE TERMS OF REFERENCE**

**#155- 09 MOTION BY TRUSTEE HELEN CLEASE:**

That the Board of Trustees approves the revised Benefit Plan Advisory Committee Terms of Reference as per the attachment.

**CARRIED**

## **STUDENT TRANSPORTATION COMMITTEE TERMS OF REFERENCE**

### **#156 - 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Board of Trustees approves the revised Student Transportation Committee Terms of Reference as per the attachment.

**CARRIED**

## **POLICY ECB PESTICIDE/CHEMICAL FREE SCHOOL GROUNDS – POLICY PROPOSAL**

### **#157 - 09 MOTION BY TRUSTEE BEV LAPEARE:**

That the Board of Trustees Approves the distribution of draft Policy ECB through RVS feedback channels.

**CARRIED**

## **POLICY DJ PURCHASING AUTHORITY**

### **#158 - 09 MOTION BY TRUSTEE JENNIFER AVERY:**

That the Board of Trustees approves amended Policy DJ Purchasing Authority.

Trustee Jennifer Avery withdrew motion #158 – 09.

### **#159 - 09 MOTION BY TRUSTEE DON THOMAS:**

That the Board of Trustees directs the Superintendent to take Policy DJ Purchasing Authority back to the Policy Development Committee for further revision, and to return Policy DJ to the Board Planning table at a later date.

**CARRIED**

## **INFORMATION**

### **21<sup>st</sup> Century Learners**

#### **DR. DAVID PEAT ASSOCIATE SUPERINTENDENT OF LEARNING**

Resource Persons: Director Technology for Learning  
Director of Professional Learning

### **REPORTING PERIOD AUGUST 30, 2008 – JUNE 18, 2009**

#### **SUMMARY**

Much of 2008-2009 acted as a transition year as the Learning Department teams reorganized under the new 3-Year Plan as well as concluding ongoing projects like Cycle 3 AISI and the Curriculum Support Model. This included drafting new ways of delivering professional learning and moving forward with the 3-Year Plan with models in transition (Community of Practices (CoPs, Embedded Coaching Initiative, department reorganization, etc).

Presented below are highlights of initiatives that permeate all branches of the Learning Department (Learning; Technology for Learning; Professional Learning and Collaborative Initiatives).

## **WORK COMPLETED**

### Professional Learning

- Establishment of Community of Practice format for centrally-coordinated professional learning for all professional staff and some support groups
- Completed third year of Cycle 3 AISI project
- Transition from Cycle 3 to Cycle 4 AISI in a manner that fully aligns the 3-Year Education Plan and RVS 21<sup>st</sup> Century Learning
- Launch of Embedded Coaching initiative to two-thirds of Rocky View schools

### Technology for Learning

- Develop leadership and coaching capacity in 21 Century skills focusing on *Understanding by Design* (UBD), *Universal Design for Learning* (UDL) and *Balanced Assessment*
- RVS 21 Century teaching model modeled though CoP's - Authentic Professional Learning
- Distributed Learning Model (DL) developed for RVS and implementation. As a result, shared timetables at the High School Level
- Established new funding model for Blended Learning
- Increased proportion of RVS staff now able to use web 2.0 tools to facilitate learning (e.g., Plone, Web resources, creation of media such as video, podcasts, digital photos to support teaching and learning)
- Increased teacher facilitated ICT within the curriculum
- Broader range of programming for High School students through Blended Learning delivery

## **WORK REMAINING**

### Professional Learning

- Launch of Cycle 4 AISI
- Development of individual learner plans/profiles
- Continued alignment of Learning Department branches
- Expanding Communities of Practice system-wide
- Transition to a Communities of Practice culture that is self-sustaining
- Continue to reframe embedded coaching initiative

### Technology for Learning

- Continued research and implementation of AB Ed initiatives (e.g., Breaking Down the Barriers project; Dynamic Distributed Learning Network)
- Continued Support of the infusion throughout the curriculum of a technology rich inquiry model incorporating 21 Century skills
- Provision of Distributed Learning for High school students requiring both flexibility and choice

## **SIGNIFICANT ACHIEVEMENTS**

### Professional Learning

- Development of a system-coordinated professional learning format that incorporates 21<sup>st</sup> Century Learning with communities of practice for ongoing learning throughout the system
- First year of a Community of Practice format for centrally-coordinated professional learning
- Cycle 3 AISI has been practical and a classroom directed cycle; what has been learned will support AISI Cycle 4
- Completion of Cycle 3 AISI with high level of satisfaction regarding impact on teacher practice
- Embedded coaching initiative reached two-thirds of RVS schools in first year

#### Technology for Learning

- Distribution of Teacher Laptops and Wireless infrastructure throughout RVS
- Reorganization of the School Technologists to increase professional learning of these technologists as well as improved efficiency and effectiveness in the provision of technical support to schools.

### **CHALLENGES AHEAD**

#### Professional Learning

- Supporting the transition to a professional learning model that relies less on substitute release
- Rewriting roles and responsibilities to further align Learning Department through specialist focus and recognition of changed job focus
- Continuing supporting growing schools and a growing jurisdiction with reduced department staff (doing more with less)
- Expanding Communities of Practice system-wide
- Transition to a Communities of Practice culture that is self-sustaining
- Recognition of Embedded Coaching 'growing pains' and revising strategies and models based on last year's experience
- Reframing department support models including alternate delivery mechanisms

#### Technology for Learning

- Have been doing too much too fast. Recognition of the need to take the required time to plan and implement thoughtfully and effectively, reducing the tendency to do too much, too quickly
- Finding the right balance of change and support is necessary so that all the progress and momentum is maintained

### **EVALUATION OF WORK**

#### Professional Learning

- 70% of Communities of Practice indicate desire to continue work started this past year
- High levels of satisfaction with Cycle 3 AISI – but still reliant upon substitute release for embedded professional learning a predominant culture
- Recognition that the support model is one of continued development

#### Technology for Learning

- This was a very productive year as we move to 21Century learning. However feedback would indicate that the pace of change was too fast. Many technologies have been implemented and new ways of doing things have been introduced

### **Civic, Social and Environmental Stewards**

#### **DR. DAVID PEAT ASSOCIATE SUPERINTENDENT OF LEARNING**

*Resource Persons: Director, Professional Learning*

*Director, Technology for Learning*

### **REPORTING PERIOD** AUGUST 30, 2008 – JUNE 18, 2009

#### **SUMMARY**

RVS Learning Specialists (Curriculum), worked with RVS teachers in cooperation with regional partners to support the implementation of the new Social Studies Program of Studies, which has Civic, Social & Environmental stewardship as one of its foundations.

Learning for Technology Branch in the planning and implementation process of technology models environmental stewardship.

What is being reported here are highlights of just two branches of the Learning Department. Individual schools also have implemented this goal in their practices and Three Year Education Plans, supported by the Schools Department.

## **WORK COMPLETED**

### Professional Learning Branch

- Continued support for implementation of Kindergarten to Grade 5, Grades 7 & 8, and 10 level Social Studies
- Introduced implementation support for Social Studies 20 level programs
- Introduction of Community of Practices format across RVS to support implementation
- Working locally and communicating globally to cut down on transportation costs and the 'environmental footprint' associated with professional learning:
  - ✓ Expansion of online Communities of Learners that exchange ideas globally (through Video Conferencing, Podcasting and Plone Web 2.0 etc.)
  - ✓ Many RVS classrooms have participated in Collaborative Video conference projects with kids around the world this year

### Technology for Learning Branch

- Evergreening and upgrading of computer hardware implemented with conservation in mind (e.g., lower power consumption devices; re-use when upgrading as appropriate; sale or donation of used equipment)
  - Adhere to lifecycle standards for equipment
  - Engagement of learners resulting in learners valuing technology and taking care of the equipment
  - Send 'non scale of issue equipment' either to be reused in the community or to be recycled

## **WORK REMAINING**

- Supporting Social Studies provincial exam implementation (Grades 6 & 9) as well as 30 level Diploma exams

## **SIGNIFICANT ACHIEVEMENTS**

- One of the most successful Communities of Practice this year was High School Social Studies
- Development of regional partnerships (CRC, CBE&CCRS, etc) to support Social Studies program implementation
- Lowered power consumption in schools that have disbanded labs and implemented carts. Reduced driving by working online more

## **CHALLENGES AHEAD**

- Supporting implementation of grades 6 & 9 and 30 level Social Studies with fewer Learning Specialists, Curriculum
- Changing the mindset that communication online is less effective than face-to-face is a challenge. When RVS staff are able to communicate more effectively online they will be able to better use tools that reduce the need to drive to meetings or professional learning activities

## **EVALUATION OF WORK**

- Established Social Studies Communities of Practice, most successfully at high school levels
- Development of regional partnerships (CRC, CBE & CCRSD, etc) to support program implementation
- Educators and students have found that Video Conferencing events and other blended learning tools that connect them to others have been very effective
- RVS staff members that have experienced repeated Video Conferencing in lieu of attending meetings 'off-site', prefer VC to traveling across the division. As a result they have become more effective in their role, spending more time within their home school

## **BOARD AND COMMITTEE REPORTS:**

### **Sylvia Eggerer Reported:**

- June 4 – Attended Board Planning Committee and Regular Board meetings
- June 9 – Attended Ecole Airdrie Middle final School Council meeting. Topics were staffing, student enrolment and budget.
- June 10 – Attended Meadowbrook Middle School Council meeting
- June 11 – Attended Board Planning meeting
- June 11 – Attended Student Placement Appeal Hearing
- June 12 – Attended Calgary and Area Family Services Graduation at Fort Calgary. Three students from George McDougall, two from Bert Church and one from Chestermere graduated.
- June 15 – Attended Superintendent/Board Planning Committee meeting
- June 16 – Attended George McDougall High School Celebration of Success
- June 16 – Attended George McDougall School Council meeting
- June 17 – Attended Bert Church School Council meeting and Pot Luck dinner
- June 17 – Attended Ecole Edwards Elementary School Council meeting
- June 17 – Attended “Inspiring Education” meeting with Alberta Education
- June 18 - Attended Board Planning Committee and Regular Board meetings

### **Bev LaPeare Reported:**

- June 4 – Attended the year end band concert at Chestermere High School
- June 5 – Attended the funeral for Anthony Neufeld, former student of Chestermere High School
- June 8-9 – Attended the Minister’s forum on “Setting the Direction for Special Education” in Edmonton
- June 10- Attended the Chestermere Lake Middle School band concert
- June 11 – Attended Board Planning meeting
- June 11 – Attended the Agenda Review meeting
- June 11 - Attended a Student Placement Appeal Hearing at the Education Center
- June 11 – Attended a Calendar Committee meeting
- June 11 – Attended the Gem Awards at Chestermere High School
- June 12 – Attended the Prairie Waters School Council meeting

- June 12 – Attended the Talent Show and Tribute to Anthony Neufeld at Chestermere High School
- June 15 - Attended the Superintendent/Board meeting and Board Planning Committee meeting

**Helen Cleese:**

- May 30 - 31 – Attended PSBAA Spring General Meeting in Red Deer
- June 1 – 2 – Attended ASBA Spring General Meeting in Red Deer
- June 3 – Attended Elbow Valley Elementary School Council meeting
- June 4 – Attended Board Planning and Regular Board meetings
- June 10 – Attended Springbank Middle School Council Meeting
- June 11 – Attended Board Planning Committee meeting
- June 11 – Attended Banded Peak – Farewell to Principal Sharon Cronin
- June 11 – Attended Springbank Community High School Council meeting
- June 12 – Attended SCHS Farewell Assembly (grads and staff) a.m.
- June 12 – Attended Media Arts Showcase SCHS 7 pm.
- June 15 – Attended Board Planning Committee meeting
- June 15 – Attended Springbank Park For All Seasons meeting
- June 17 - Inspiring Education and Farewell gathering for Sharon Cronin
- June 18 – Attended Planning Committee and Regular Board meetings
- June 18 – Attended Rockyview West Recreation Board meeting

**IN - CAMERA:**

**#160 - 09 MOTION BY TRUSTEE DON THOMAS:**

That the Board of Trustees move into in-camera at 4:24 p.m.

**CARRIED**

**#161 - 09 MOTION BY TRUSTEE BEV LAPEARE:**

That the Board of Trustees move out of in-camera at 5:12 p.m.

**CARRIED**

**ITEMS FROM IN - CAMERA:**

**#162 – 09 MOTION BY TRUSTEE BEV LAPEARE:**

That the Board of Trustees directs the Superintendent to request the Minister of Education to consider a capital bundle of projects to be completed leveraging current assets in an innovative and collaborative manner.

**CARRIED**

**#163 – 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Human Resources Report for June, 2009, be accepted as presented, for information purposes.

**CARRIED**

**#164 – 09 MOTION BY TRUSTEE DON THOMAS:**

That the Financial Report for May, 2009, and 2008/2009 Financial Projections be accepted as presented, for information purposes.

**CARRIED**

**#165 – 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Student Suspension/Expulsion Report for May, 2009, be accepted as presented, for information purposes.

**CARRIED**

**ADJOURNMENT:**

**#166 - 09 MOTION BY TRUSTEE HELEN CLEASE:**

That the Regular Board meeting be adjourned at 5:14 p.m.

**CARRIED**

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**CHAIRMAN**

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**SECRETARY-TREASURER**

## **AUDIT COMMITTEE TERMS OF REFERENCE**

### **I Purpose**

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 financial controls, the audit process (including GAAP compliance) and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

### **II Authority**

The Audit Committee has authority to conduct or authorize an investigation into any matters within its scope of responsibility. It is empowered to:

- a) retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation; with the consent of the Board of Trustees;
- b) seek any information it requires from employees – all of whom are directed to cooperate with the Committee's requests – or external parties; and
- c) meet with Division officers, external auditors or outside counsel, as necessary.

### **III Composition**

The Audit Committee will consist of the following members:

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

Preference is for committee continuity by having trustees and public members appointed for two year terms and, at least half the committee members being retained each year.

### **IV Meetings**

The Audit Committee will meet at least twice per year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting in person. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

Minutes of meetings will be prepared and provided to the Board of Trustees.

### **V Compensation**

The Audit Committee members shall be compensated as follows:

- a) Elected School Trustees: as per Board Policy,
- b) Public members: as per Board Policy DLD Honorarium and Expenses for Outside Personnel.

### **VI Responsibility**

The Audit Committee will carry out the following responsibilities:

**a) Financial Statements:**

- i) Review significant accounting and reporting issues, including complex or unusual transactions;
- ii) Review with management and the auditors the results of the audit, including any difficulties encountered;
- iii) Review the annual financial statement and indicators of financial health considering whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- iv) Review with management and the auditors matters required to be communicated to the Board of Trustees.

**b) Risk Assessment**

- i) Review risks to financial health of Rocky View Schools; and
- ii) Review Fiscal Accountability check list (to be developed).

**c) Internal Control**

- i) Consider the effectiveness of the Division's internal financial controls, including information technology security and control, and
- ii) Understand the scope of auditor's review of internal financial controls, and obtain reports on significant findings and recommendations, together with management's responses.

**d) Audit**

- i) Approve auditor terms of engagement
- ii) Review the auditor's proposed audit scope and approach;
- iii) Review the performance of the auditors and provide a recommendation to the Board of Trustees regarding the appointment or discharge of the auditors;
- iv) Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and Rocky View Schools, including non-audit services, and discussing the relationship with the auditors; and
- v) Meet both prior to commencement of the audit and post audit separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

**e) Compliance**

- i) Review the findings of any examinations by regulatory agencies, and any audit observations;
- ii) Review financial procedures and review compliance; and
- iii) Obtain regular updates from management and auditors regarding compliance matters.

**f) Other**

- i) Such other assignments as determined from time to time by the Board.

## **LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE**

The Labour Relations Committee shall be governed by the following Terms of Reference.

### **I Membership**

#### **Voting Members**

- A. Three (3) Trustees as appointed by the Board at each Organization Board meeting (one of whom shall be elected to be the Chairman of the Committee).

#### **Advisory Members**

- A. Superintendent of Schools
- B. Associate Superintendent of Business and Operations
- C. Associate Superintendent of Human Resources

#### **Ex-Officio Member**

- A. Board Chairman

### **II Meetings**

Meetings as required may be called by either the Committee Chairman or the Associate Superintendent of Business and Operations. Meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Business and Operations.

### **III Remuneration of Trustees**

Trustees will be remunerated according to Board Policy.

### **IV Budget**

None required.

### **V Authority**

The Committee has the authority to:

- A. Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- B. Review recommendations on the Support Staff Terms of Employment for the Board of Trustees' approval, rejection or amendment.
- C. Review recommendations on exempt staff (excepting executive) salaries and benefits for the Board of Trustees' approval, rejection or amendment.
- D. Review recommendations on executive salaries and benefits for the Board of Trustees' approval, rejection, or amendment.

## **BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE**

### **Committee Purpose**

This Committee is established to review the Board's group benefit plans.

### **I Membership**

#### **Voting Members**

- i) Three (3) Trustees as appointed by the Board at each Organizational Board Meeting.
- ii) Two (2) representatives appointed by the Alberta Teachers' Association Local #35.

#### **Advisory Members**

- i) The Associate Superintendent of Human Resources
- ii) The Associate Superintendent of Business and Operations
- iii) Occupational Health Nurse
- iv) Benefit Consultant

#### **Ex-Officio Member**

- i) Board Chairman

#### **Recorder**

A Human Resources' staff member shall act as recording secretary for the Committee and as the Support Staff representative.

The Board of Trustees and the Alberta Teachers' Association Local #35 will try to appoint members to this Committee for at least two year terms, and alternate replacement(s) of their representative(s) in order to maintain consistency on the Committee.

### **II Meetings**

- i) Meetings, as required, may be called by either the Committee Chairman or the Associate Superintendent of Human Resources. Notice of meetings and meeting agendas will be sent to each member prior to each meeting by the Associate Superintendent of Human Resources.
- ii) At the first meeting after the Board's Organizational Meeting, a Committee Chairman will be elected by the Committee from its voting members.
- iii) The Chairmanship will alternate annually between Board (even years) and Alberta Teachers' Association Local #35 (odd years) representatives.
- iv) Meeting Quorum: 4 voting members.
- v) Approval of Motions: For voting purposes, 3 members are required to vote in favour for a motion to be approved.

### **III Remuneration of Trustees**

Trustees will be remunerated according to Board Policy.

#### **IV Budget**

None required.

#### **V Other**

- i) The Board will be the policy holder of the various benefit insurance plans.
- ii) The Board will appoint an independent benefit consultant to provide information on the benefit plans to the Committee.

#### **VI Authority**

- i) The Committee will make recommendations to the Board of Trustees when major changes in coverage, a change in benefit insurance policy carriers or benefit plan administrators, a change in benefit consultant, or new employee benefit plans are considered necessary by the Committee.
- ii) The Committee has the authority to approve minor changes to coverage provided by each benefit plan.
- iii) The Committee has the authority to hear and decide on employee special coverage requests.
- iv) The Associate Superintendent of Business and Operations has the authority to renew benefit plans.

## **STUDENT TRANSPORTATION COMMITTEE TERMS OF REFERENCE**

The Student Transportation committee shall be governed by the following Terms of Reference:

### **I Membership**

#### **Voting Members**

- A. Three (3) Trustees as appointed by the Board at each Organizational Board meeting (one of whom shall be elected to be the Chairman of the Committee).

#### **Advisory Members**

- A. Associate Superintendent of Business and Operations
- B. Supervisor of Student Transportation

#### **Ex-Officio Member**

- A. Board Chairman

### **II Meetings**

Meetings as required may be called by either the Committee Chairman or the Associate Superintendent of Business and Operations. Meeting agenda if required will be sent to members prior to each meeting by the Associate Superintendent of Business and Operations.

### **III Minutes**

The Associate Superintendent of Business and Operations shall act as recording secretary for the Committee.

### **IV Remuneration of Trustees**

Trustees will be remunerated according to Board Policy.

### **V Budget**

None required.

### **VI Authority**

The Committee has the authority to:

- A. Review and make recommendations to the Board on transportation policies.
- B. Hear and rule on student transportation appeals following the Committee's established process.
- C. Negotiate contract terms with school bus contractors subject to the approval of the Board of Trustees.
- D. Meet with stakeholders on transportation issues as deemed necessary by the Committee.