

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees shall hold meetings as often as is necessary. The Board has adopted policies and procedures so that the business of the Board can be conducted in an orderly and efficient manner. Robert's Rules of Order will apply unless superseded by Board Policy.

1. Ward Structure - Elections

1.1 Background

Livingstone Range School Division was formed in 1994-95 because of the amalgamation of Willow Creek School Division No. 28, Pincher Creek School Division No.29, and Crowsnest School District No. 78. At the time of amalgamation, Willow Creek School Division was assigned three trustees; Pincher Creek School Division and Crowsnest Consolidated School District were each assigned two trustees.

In 2007, the Livingstone Range School Division Board passed Bylaw 97/01 to adjust boundaries to align more closely with school attendance areas and defined three distinct wards, with trustees representing these wards as follows:

- Two (2) trustees in Ward 1;
- Two (2) trustees in Ward 2;
- Three (3) trustees in Ward 3.

In 2019, the Livingstone Range School Division Board passed Bylaw 2019-01, which outlines the Ward Boundaries, which will be in place for the October 2021 School Board election (see 1.2.2).

1.2 Wards

1.2.1 Three (3) wards have been established within Livingstone Range School Division.

1.2.2 Three (3) trustees are to be elected in Ward 1;
Two (2) trustees are to be elected in Ward 2;
Two (2) trustees are to be elected in Ward 3.

1.3 Revisions to the ward structure may be made from time to time as determined by the Board.

1.3.1 The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held to have the revision in effect following that general election.

1.3.1.1 In the determination of revised ward boundaries, the Board must take into consideration representation by population, trading areas, school attendance areas and growth/depopulation forecasts. In balancing representation by population, the unwritten representation rule that can be used is +/- 25% of the average ward population.

- 1.3.2 Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
- 1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.5 By-elections may be held as determined by the Board.
 - 1.5.1 During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduces the Board to a number that is less than the quorum of the Board plus one (1).

2. Meetings

Where possible the Board is encouraged to schedule committee and other meetings on the same day as its regular meetings to be as efficient as possible with divisional resources.

2.1 Organizational Meeting

In accordance with the Education Act, [Board Procedure Regulation](#) Section 1, an Organizational Meeting shall be held annually.

In non-election years, the organizational meeting shall be held in conjunction with the June regular Board meeting.

In any year when Municipal Election takes place the Organizational Meeting shall be held within four weeks following the date of that election.

Each Trustee will take the oath of office immediately following the call to order of the organizational meeting after a Municipal Election. Special provisions will be made for a Trustee taking office following a by-election.

The Associate Superintendent (Business Services) shall act as Chair of the Organizational meeting until a new Board Chair is elected.

Trustees interested in fulfilling the Chair position shall put their names forward at the Organizational Meeting. Each candidate shall provide brief remarks alphabetically, by last name.

Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting.

The election of the Vice-Chair position shall follow the same electoral procedures as the Chair.

In case of a tie, a second election by ballot will be held excluding the candidate(s) with the least number of votes. In the case of an additional tie, Trustees will be drawn from a hat.

The election of the Board Chair and the Vice-Chair shall be for a period of two years. During year two of the chair's mandate, the Organizational Meeting will not consist

of elections for Chair and Vice-Chair.

The election to standing committees of the Board and appointment of Board representatives shall be for a period of two years, elected as per Appendix D

The annual organizational meeting shall, in addition:

- a) Confirm the schedule for regular meetings and Planning meetings;
- b) Reaffirmation of Standing Committees of the Board in accordance with Policy 9;
- c) Reaffirmation of Board Representatives in accordance with Policy 10;
- d) As per Appendix C of this policy, establish annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates; and
- e) In accordance with the Education Act, Section 85 and 86 , review Board member conflict of interest stipulations and determine any disclosure of information requirements.

2.2. Regular Meeting

The Board will meet at least once a month except for the months of July and August. Such meetings will ordinarily be held in the Livingstone Range School Division Board office in Fort Macleod in accordance with the schedule established by the Board.

2.3. Special Meetings

Special meetings of the Board of Trustees may be held from time to time as provided for under Section 69 of the Education Act [Board Procedure Regulation](#) (3)

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted.

2.4. In-Camera Sessions

The Board reserves the right within the constraints of the statute to hold In-Camera Sessions. Such sessions shall be convened only by proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the In-Camera session shall be stated on a confidential agenda, prior to its approval, and shall be limited to discussion pertaining to the following stated reasons:

- a) individual students;
- b) individual Board employees;
- c) matters of collective negotiations with employees;
- d) acquisition of real property or litigation brought by or against the Board; and
- e) other topics that a majority of the Trustees present feel should be held in private, for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honor bound not to disclose the details or leave with any minutes or notes of discussion at such sessions. No official action shall be taken in In-Camera sessions. The Board shall convene or re- convene a regular meeting to act on any matter discussed.

2.5 Public Attendance at Meetings

The purpose of the Board Meetings is to allow the Board to carry out its mandate; the meetings are not public forums. To address the Board, see section 5.0 Delegations to Board Meetings.

3. Participation by Electronic Means

Although physical attendance is preferred at regular or special board meetings, participation by electronic means is permitted. Individual trustees may access this type of attendance with permission of the Board Chair and/or designate. Cameras should be on during regular or special board meetings. Provide as much notice as possible. If three or more Trustees are unable to attend the meeting in person, the entire meeting shall move virtually. Preferably, hybrid meetings shall be chaired by a Trustee physically in attendance.

4. Agenda for Regular Meetings

The Board Chair, and Vice-Chair when possible, in consultation with the Superintendent, is responsible for establishing the agenda for Board Meetings. (See Board Agenda Template Appendix A.) The Board of Trustee Annual Work List will be used as a reference in the development of agendas.

4.1 Agenda Items

Items may be placed on the agenda in one of the following ways:

- a) By request to the Superintendent and Board Chair at least nine calendar days prior to the Board meeting. (See Board Meeting Item Template Appendix B.)
- b) By notice of motion at the previous meeting of the Board.
- c) By request from a committee of the Board.

The agenda package, containing the agenda and supporting information, will be distributed to each Trustee at least seven calendar days in advance of regular Board meetings.

All presenters to the Board shall submit supplemental presentation material, financial documents and/or budget implications to be included in the Agenda Package, at least seven days in advance of the Board Meeting. Failure to provide the supplemental information in advance may result in the presenter being asked to postpone their presentation.

The Board agenda shall be posted on the Divisional website five calendar days prior to the Board meeting.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an emergent item. Sufficient background information shall be included to support the emergent request.

The Board Chair, with permission of the Board, may change the order of items on the agenda in order to meet deadlines or accommodate delegations.

4.2 Minutes

The Minutes shall record:

- a) a summary of the circumstances which gave rise to the matter being placed before the Board;
- b) all resolutions, including the Board's disposition of same, placed before the Board; and
- c) the votes, when and as requested, by a Trustee, as per Section 69 of the Education Act [Board Procedure Regulation](#) (8).

The Minutes shall:

- a) be prepared by the recording secretary;
- b) be reviewed by the Superintendent of Schools or designate prior to submission to the Board;
- c) be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- d) the unofficial minutes will be posted in draft form on the website within five days of the Board meeting; and upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Associate Superintendent (Business Services) shall establish and maintain a file of all Board Minutes.

It is the responsibility of all Trustees present at a meeting to check the minutes for errors or omissions. Upon adoption by the Board, an electronic copy is saved and the approved minutes are posted on the website.

4.3 Motions

Motions do not require a seconder.

- a) Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A Trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A Trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The Trustee need not be present during the reading of the motion, however if the Trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

- b) Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

c) Speaking to the Motion

The mover of a motion speaks first and every Trustee shall have an opportunity to speak to the motion. The mover of the motion is permitted to close debate on the motion.

The Board Chair has the responsibility to limit the discussion by a Trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

d) Reading of the Motion

A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking. At the conclusion of the debate and immediately prior to the vote the motion will be read.

e) Required Votes

The Board Chair and all Trustees present, unless excused by resolution of the Board or by the provisions of the Education Act [Board Procedure Regulation](#) (9), shall vote on each question. Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

f) Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a Trustee before the vote is taken, record in the minutes the name of the Trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a Trustee, record in the minutes the name of that Trustee and whether that Trustee voted for or against the matter or abstained.

5. Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students. The Board will meet with delegations at regular Board meetings in accordance with the following procedures.

Individuals or groups wishing to make representation to the Board:

- a) shall make a request to the Superintendent and provide the nature of the matter to be discussed with the Board at least nine days prior to the regular Board meeting; and
- b) may be granted, by the Superintendent and the Board Chair, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing and will be provided to the delegation prior to the Board meeting:

- a) the delegation may make its presentation in writing and/or orally;
- b) the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
- c) the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- d) upon completion of the presentation the Board Chair shall allow Trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and
- e) an acknowledgement of the delegation and any decision, if required, by the Board will be communicated to the delegation in writing as soon as possible.

6. Board Member Honoraria, Benefits and Expenses

Trustees are expected to participate in the established meetings of the Board and its Committees. They are also encouraged to engage in appropriate meetings and events that enhance the effectiveness of their governance work, in accordance with the following guidelines:

6.1 Trustees will receive remuneration in the form of honoraria and expenses when involved in eligible activities of the Board as specified in Appendix C.

a) Base Honorarium (Remuneration)

Trustees shall receive a base monthly amount for activities and incidental costs, as specified in Appendix C, related to their duties as trustees including but not limited to the following:

- (a) Meeting preparation;
- (b) Filling the responsibilities outlined in Policy 4, Role of the Trustee;
- (c) Attendance at school events including but not limited to school fundraisers, school celebrations, Meet and Greets, etc.
- (d) Professional reading
- (e) Visiting with stakeholders;
- (f) Advocating for public education;
- (g) Referring administrative matters/complaints to the Superintendent.

b) Per Diem Honorarium (Remuneration)

Trustees shall receive remuneration, as specified in Appendix C, for the following activities:

- a) Regular Board Meetings; In-Camera Sessions
- b) Special Board Meetings;
- c) Meetings of Committees of the Board;
- d) Meetings with Division staff, tours of LRSD facilities and other events as

planned by the Board (for example Honoring Students Awards, Art Gala, Divisional Day);

- e) ASBA FGM, SGM.
- f) Zone 6 AGM, in person or virtually. Zone 6 monthly meetings virtually. The Zone 6 Representative or alternate will be remunerated for all meetings attended.
- g) Formal Grade 12 Graduation ceremonies and other Year End Celebrations where the Trustee actively participates. The Trustee assigned to the school will be remunerated.
- h) Christmas Concerts/Winter celebrations. The Trustee assigned to the school will be remunerated.
- i) Remembrance Day ceremonies. The Trustee assigned to the school will be remunerated.
- j) Special events approved through a board motion where Trustees are actively involved..
- k)
- l) Rural Caucus General Meetings for the representative or delegate, or by Board motion.
- m) Meetings for Trustees assigned by the Board as representatives (for example TEBA)
- n) School Council Meetings and Colony visits, Regional School Council Meetings.
- o) The Board Chair or designate will be expected to represent the Board at other events as required or deemed appropriate.
- p) The Board will determine by motion at a regular board meeting if Trustee representation is desired, and the nature of such representation, at other professional learning opportunities, community meetings or events.

c) Time for Travel

- a) Claim for travel time is only permitted where the Trustee is eligible for the per diem remuneration (10.1.b) and professional development activities that fit within the guidelines in Appendix C (4)
- b) Trustees will be remunerated on an hourly basis for their time traveling to and from eligible events > than 15 km based on the rate and formula in Appendix C.

6.2 Trustees will be reimbursed for the actual time of the meeting as determined by the committee chair.

6.3 The Board, on an annual basis, shall establish rates for trustee base honorarium, per diem honorarium, hourly travel and reimbursement of personal expenses.

6.4 Reimbursement for Personal Expenses

- a) The rate-per-kilometer for travel is permitted where the Trustee is eligible for per diem remuneration. Per kilometer, reimbursement is also available for all meetings within a Trustees Ward that are covered in the monthly honorarium.
- b) Trustees shall be reimbursed travel expenses as follows:

- a) Meals shall be reimbursed as per Appendix C.
 - b) Parking fees shall be reimbursed upon submitting receipts.
 - c) Hotel accommodation shall be paid or reimbursed as receipts are submitted. Accommodation type shall be at the conference or standard room rate. If upgrades are requested, the difference in the hotel rate paid and the conference or standard room rate will be the responsibility of the Trustee. \$25 per night for private accommodations while traveling on School Division business.
 - d) Internet fees at hotels and conferences.
 - e) Tipping shall be no greater than 15%. In situations where group gratuities are automatically included in the meal total, the included gratuity will be reimbursed as stated on the receipt but no additional gratuity.
 - f) Airfare shall be reimbursed based on economy fares with one checked bag included. Seat selection fees will be covered.
 - g) Safety is of utmost importance when a Trustee is required to travel. For this reason, when travel by Taxi is required, they must choose a recognized Yellow Cab class Taxi Company. They will be reimbursed for those fares and a tip up to 15%. Trustees will not be reimbursed for using Town Cars or Limousines unless there are more than three Trustees traveling together.
- c) Required registration fees for attendance at approved conferences, workshops or conventions will be paid if attendance at the workshop or convention is required or covered by this policy.
 - d) Each Trustee will submit a claim for expenses at the same time and manner as the monthly remuneration. It is reviewed and approved by the Trustee Timesheet and Expense Claim Committee.
 - e) To ensure the ability of the Board to monitor its budget effectively any claims greater than 2 months old will not be paid without Board approval.
- 6.5 Devices. The trustees will be provided the choice of:
- a) a divisional issued laptop or tablet, with divisional applications and security installed. The division is responsible for maintaining the device and any required updates.
 - b) \$400 for the use of a Trustees personal device, to be paid at the beginning of the term. Should a Trustee choose to use their own device, they are responsible for maintaining the device for the duration of the term and submitting for reimbursement.
- 6.6 The Division will maintain a group, member-only, 24-hour-a-day accident insurance plan for each Trustee to the maximum principal sum of \$350,000 in recognition that the Trustee may be involved in an accident resulting in death, dismemberment, loss of sight, or paralysis while involved on Board business.
- 6.7 The Division will subsidize the Alberta School Employee Benefit Plan (ASEBP) premiums for Trustee coverage at a rate of 100%. Trustees 65 years and older will be reimbursed the equivalent amount to cover their benefit premiums upon submission of supporting documentation.

7. Trustee Training and Development

The Board expects that trustees should actively engage in training and development

activities that will enhance their ability to fulfil the Mission and Vision of Livingstone Range School Division and enhance the quality and effectiveness of governance. Trustee Professional Development will be calculated, paid, and recorded separate from regular Trustee Honorarium.

- 7.1 The Board Orientation shall include roles and responsibilities, the function and policies of the Board.
- 7.2 New Board members shall receive training on how to access the Education Act, the current School Division Education Plan, Annual Education Results Report (AERR), the Board Policies, Handbook, and other relevant documents pertinent to the operations of the Board and the Division.
- 7.3 Each school year, the Board may plan or designate specific activities to assist trustees in their efforts to improve their skills as members of a policy-making body, to expand their knowledge about trends, issues and new ideas affecting the welfare of our local schools, and to deepen their insights into the nature of leadership.
- 7.4 An annual budget for trustees shall establish individual allocations to encourage attendance at professional development activities related to the Board's priorities.
- 7.5 The Trustee Budget, including all costs for travel and out-of-pocket expenses, shall be determined as part of budget deliberations. See appendix C.
- 7.6 In order to access PD funds the individual Trustee will request approval at a public board meeting to ensure that the funds are being spent in line with relevant Trustee professional development activities, Board Goals and Priorities.
- 7.7 Decisions concerning attendance at activities shall be made by the participating Board member. Any trustee participating in a professional learning activity must present a verbal and written report on the activity within the next two planning meetings after the approved activity. This report, submitted on a template (Appendix F), will be included in the next consent agenda. Per Diem for Professional Development will be paid after a written report is approved in the consent agenda.

8. External Board Representatives

The Board's approval is required for ASBA positions that require a single vote per board. These positions being, but not limited to, all Zone 6 Executive Positions, ASBA Zone Director, ASBA President or Vice President.

- 8.1 Trustees intending to run for an external board position related to education shall provide notice to the board by email. The Board's approval may be granted at public board meetings.
- 8.2 Should more than one trustee intend to run for the same position, the board shall vote and the trustee with the most votes shall be nominated.
- 8.3 Should more than one trustee intend to run for different positions on the same external board, approval may be given to all, however not all will be nominated. Floor nominations will occur. Once an executive position is filled by a LRSD trustee, nominations for subsequent positions will cease.
- 8.4 If the Board quorum is present at the external meeting, a floor nomination can be made.
- 8.5 Board representatives on external committees may be compensated directly by the

committee. Meetings and time spent shall be recorded on Trustee time sheets.

9. Emergency Communication

During a crisis situation, the superintendent or designate, may send out communication releases regarding the emergency. The chair will be informed as soon as possible. The chair will then inform the board. All communication regarding the emergency from the board will go through the chair.

See Appendix G.

Legal Reference: Section 1, 2, 3, 4, 7, 8, 10, 53, 64, 65, 85, 88, 137, Education Act Board Procedure Regulation
Approval Date: October 14, 2003
Revised: February 13, 2007
Amended: September 08, 2009
Part 6: Public Service Subsistence, Travel and Moving Expenses Regulation
Renumbered BP 7 September 08, 2009 (Previously BP 8)
Renumbered BP 8 September 14, 2010
Updated: December, 2011, October, 2022
Revised: February, 2013; October, 2013; January, 2015; June, 2015; December, 2016, March, 2017
December, 2018, February, 2019, September, 2019, January 2020
Amended: September 20, 2022, February 2023, June 26, 2023, September 2023, December 2023, March 2024, September 2024, January 2025



2024–2025 School Year Division Office, Fort Macleod

REGULAR BOARD MEETING

Date:

Time:

Venue:

Trustees:

Senior Admin:

The purpose of the board meetings is to allow the Board to carry out its mandate; the meetings are not public forums.

Mission	Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration.
Vision	Every student, every day.
Core Values	Student-Centered • Leadership • Integrity • Wellness • Place-Based

Call to Order

(Time)	A. Call to Order	<i>Chair</i>
(Time)	A.1 Acknowledgement of Land	
(Time)	A.2 O Canada	

Consent Agenda

(Time)	B. Consent Agenda	<i>Chair</i>
	B.1 Approval of Minutes	

If there are no errors or omissions in the minutes of the (insert date and type of meeting) Board Meeting of the Livingstone Range School Division, it is recommended that the minutes be approved by the Board and signed by the Chair.

B.2 Business Arising from the Minutes

B.3 Board Annual Work List

B.4 Chair Monthly Report

B.5 Superintendent Monthly Report

B.6 Associate Superintendent Monthly Report

B.7 Committee Efficiencies Report(s)

B.8 Professional Learning

B.9 Board Policies

Recommendation:

That the (insert date) Consent Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Emergent Changes to the Agenda

(Time) **C. Emergent Changes to the Agenda**

Chair

Recommendation:

That the (insert date and type of meeting) Board Meeting Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Declaration of Conflict of Interest

(Time) **D. Declaration of Conflict of Interest**

Chair

Recommendation:

That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the (insert date and type of meeting) Board Meeting and if so should declare them.

Declared: _____

Presentations

E. Presentations

(Time)	E.1 Presentation Name	<i>Presenter</i>
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Lead In - Presentations are usually scheduled for 15 minutes including Q&A's

Action Items

F. Action Items

(Time)	F.1 Action Item	<i>Presenter</i>
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Lead in

Recommendation:

Discussion/Information Items

G. Discussion/Information Items

(Time)	G.1 Discussion Item	<i>Presenter</i>
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Lead In

12:00 Lunch

Discussion/Information Items Continued

G. Discussion/Information Items Continued

(Time)	G.2 Discussion Item	<i>Presenter</i>
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Lead In

In-Camera

(Time) **H. In-Camera**

H.1 In-Camera Items

That the Board of Trustees go in-camera at _____ hours.

Moved by: _____

That the Board of Trustees revert the meeting back to the regular board meeting at _____ hours.

Moved by: _____

Key Messages

(Time) **H. Key Messages from Today's Meeting**

- 1) Presentation (s)
- 2)
- 3)

Potential Press Release Items

(Time) **I. Press Release Items from Today's Meeting**

- 1)
- 2)
- 3)

Adjournment

(Time) **K. Adjournment**

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned at ____ hours.

Moved by: _____

Trustee Board Agenda Item

Agenda items are due nine calendar days before the meeting. Send it to the board chair, vice chair, superintendent and executive assistant.

Include the following:

- Trustee Name:
- Meeting Date:
- Is this an Action, Discussion or Information Item:
- Expected Time it will take on the agenda:
- Lead In or preamble:

The lead in is a description that includes all the information and background to support the motion. The motion will appear on the agenda exactly as submitted.

- **Motion:**

The motion should be in the format of “The Board recommends....”

- **Information**

TRUSTEE HONORARIUM & PERSONAL EXPENSE REIMBURSEMENT

January 2025

1. Base honorarium (remuneration) (6)

Board Chair	\$566.67 per month
Board Vice Chair	\$491.67 per month
Trustee	\$416.67 per month

1a. KM will be paid, not travel time

2. Per Diem honorarium (remuneration)(6)
- | |
|--------------------------|
| \$ 82.00 (up to 2 hours) |
| \$164.00 (up to 4 hours) |
| \$290.00 (up to 8 hours) |
| \$372.00 (over 8 hours) |

3. Travel Time (remuneration) \$26.00 per hour

The calculation of Trustee time to attend meetings and events will recognize the time it takes to travel from one's residence to the location of the meeting or event, and return. Travel is calculated based on 1 hour of time per 100 km of travel rounded to the closest quarter hour. (For example, 140 km would equate to 1.5 hours of travel time and 130 km would equate to 1.25 hours of travel time.) unless otherwise indicated by Trustee due to travel delays, such as but not limited to weather, road work, accidents, etc.

4. Professional development (PD) funds for Trustees shall be set at a total of \$28,000 per year during the 4 year term, budget permitting. For each year:

- 7.a.1 \$3,500 is designated for group professional development.
- 7.a.2 \$24,500 is divided equally amongst the trustees and used as per this schedule
- 7.a.2.1 Year 1 is 150%
- 7.a.2.2 Year 2 is 125%
- 7.a.2.3 Year 3 is 100%
- 7.a.2.4 Year 4 is 25%

These funds shall be used for individual Trustee remuneration and expenses related to attendance at Conferences, Conventions, Workshops and any other meeting that does not meet the criteria found in section 6 of policy 8.

Individual Trustee PD funds to a maximum of \$2,000 can be carried over one year in order to attend an event with higher costs.

5. Per km reimbursement for travel > 5 km at the rate of \$0.57 per km for eligible meetings. (6)
6. Meals reimbursement Breakfast \$10, Lunch \$12, Supper \$25 or based on receipt. Breakfast to be covered when the trustee leaves home at or before 7:00 a.m. Supper to be covered when the trustee arrives home at or after 7:00 p.m, when it is not possible for the Trustee to

return to their residence. At conferences, if the meal is provided, the Trustee cannot submit a meal claim.

7. Home internet, phone and mobile costs are covered in the Base Honorarium.

Appendix D. Committee Election Process- See Section 2.

June 26, 2023

1. At the pre organizational meeting a member of each committee shall present on the purpose, validity, time commitment, and terms of reference. Discuss skills of interested Trustees.
2. At the organization meeting, once the chair and vice chair are elected, the board moves in camera.
3. All Trustees will express interest in desired committees. No conversation or debate.
4. Board will move out of camera, back to the Organizational Meeting where committee selections/elections shall take place.
5. Candidates (Chair selects order) will provide brief remarks.
6. Election by ballot. In case of a tie, a second election by ballot will be held excluding the candidate(s) with the least number of votes. In case of an additional tie, committee members will be drawn from a hat.

Appendix E: Board Practices and Behaviors

- Do not park immediately in front of the building (south side of street). .
- We enter the building through the front door
- We check in and out, when possible, with the front desk at Division Office
- Lunch is provided during all day meetings
- The Board will eat lunch in another room when available
- When planning meeting dates we strive to have all trustees present
- Attire: Meetings of the Whole dress is casual, Regular Board Meetings is business casual, name tags worn to public events, no school or community specific attire to Regular Board Meetings
- Emails sent from 6pm to 6am, or on weekends, no reply is expected until the next business day, for Trustees and Administration.
- Whatsapp is the Group Chat.
- Abide by the confidentiality laws of executive session and ensure all documents, records, etc. are treated in accordance with applicable laws, regulations, policies, etc.
- Stacking meetings (back to back) when possible.
- Carpooling, when possible.
- When out of town, a dinner may be planned together for team building.
- Out of town, stay at the same hotel, when possible.
- Refer to recent group professional development materials
- Responsible use of cell phones during Regular Board meetings.
- Speak to how you're voting. It shouldn't be a surprise how you voted.
- To speak, raise a hand to be recognized by the chair.
- All board members should come prepared to all meetings.
- Say it once, say it well
- Support the decisions of the Board, and will not work to undermine Board decisions or encourage others to do so.
- We do not put administration or other trustees on the spot



TRUSTEE PROFESSIONAL DEVELOPMENT REPORT

TRUSTEE NAME: _____

CONFERENCE/COURSE TITLE: _____

PLACE (IF APPLICABLE) _____

DATE OF CONFERENCE/COURSE _____

1) Generally, what was the conference/course about?

2) Why did you attend?

3) How useful was the event? _____

4) Did you learn something that could improve the board? _____

5) What was your favorite experience or moment of the event? _____

6) Would you recommend this event for other trustees? _____

Why? _____

7) How much was the registration fee? _____

Appendix G Emergency Response - See Section 9.

EMERGENCY RESPONSE - POLICIES AND PROCEDURES THAT APPLY TO EMERGENCY RESPONSE SITUATIONS

Policies that apply to emergency response situations:

Policy 14: Appeals Regarding Student Matters: under the Education Act; Section 43; (h) Board responsibility for a student. (B) Expulsion of a Student: Discipline Committee

Policy 21: Welcome, Caring, Respectful; Safe Learning Environments.

Policy 23: Channels of Communication; Dispute Resolution.

Administrative Procedures that apply to Emergency Response Situations:

131: Emergency School Closing

132: Public Civility In Schools

259 Off Campus Activities

261 High Risk Field Trips And Activities

307 Welcoming Caring Respectful Safe Learning Environments

308 Sexual Orientation Gender Identification

309 Threat Assessment Protocol

310 Safety Emergency Planning

311 Accident Prevention

312 Emergency Measures

567 Busing During Inclement Weather

Other:

Safety Handbook –

Crisis Response Plan –