



## **BOARD POLICY HANDBOOK**

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Grande Prairie R.C.S.S.D. No. 28

This Board Policy Handbook has been developed to highlight and support the very important governance function of the Board. In addition to clearly defining the role of the Board, the role of the Superintendent and the delegation of authority from the Board to the Superintendent, it includes the following as policies:

1. Foundational statement which provide guidance and direction for all activities within the District;
2. Directions for how the Board itself is to function and how individual Trustees are to conduct themselves; how Board Committees and representatives are to function;
3. Statements as to how appeals and hearings will be conducted;
4. Non-delegable matters such as school closures and policy-making; and
5. Specific matters which the Board has chosen not to delegate to the Superintendent.

This Board Policy Handbook is intended to be supplemented by an Administrative Procedures Manual, the primary written document by which the Superintendent directs staff. The Manual must be entirely consistent with this Handbook.

The development of two separate and distinct documents is meant to reinforce the distinction in this District between the Board's responsibility to govern and the Superintendent's executive or administrative duties.

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## POLICY 1

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### DISTRICT MISSION, VISION AND CORE VALUE STATEMENTS

#### Mission

The Mission of Grande Prairie and District Catholic Schools is to provide a quality Catholic education which meets the needs of each student and inspires all to live life to their full potential, as caring and competent citizens and Apostles of Christ.

#### Vision

The Vision of Grande Prairie and District Catholic Schools is to offer students a rich variety of educational opportunities, delivered in schools that are exciting and productive centers of learning, by people who are passionate about Catholic education.

#### Core Value Statements

Core Value Statement	Gospel	Action to Achieve Vision
<b>Unique</b>	<b>Luke 18:16</b> “Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs.”	We will be steadfast in our adherence to an ethical code, acting honestly and with respect.  We will differentiate instruction for all.
<b>Community</b>	<b>Colossians 1:9-16</b> “...We have never failed to remember you in our prayers... and so be able to lead a life worthy of the Lord...”	We are companions on the Journey.  We value the uniqueness of every individual and his/her spiritual, intellectual and physical needs.  We will involve parents, community and the Church.
<b>Respect</b>	<b>John 13:34-35</b> “I give you a new commandment: love one another; you must love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples.”	We will learn to treat everyone with dignity and respect.  We will learn to accept everyone’s level of potential so all can grow and develop their gifts.  We will teach everyone to learn to listen to others.
<b>Prayer</b>	<b>Matthew 18:19-20</b> “ ... If two of you on earth agree	We will pray together as a community.

Core Value Statement	Gospel	Action to Achieve Vision
	to ask anything at all, it will be granted to you by my Father in heaven. For where two or three meet in my name, I am there among them.”	We will celebrate our accomplishments.
<b>Spiritual Growth</b>	<p style="text-align: center;"><b>Romans 12: 12-13</b></p> “Be joyful in hope, persevere in hardship; keep praying regularly; share with any of God’s holy people who are in need; look for opportunities to be hospitable.”	We will model and encourage lifelong spiritual growth in our Catholic Faith.  We will encourage the development and continued growth of gospel centered communities.  We will always strive to improve.
<b>Service</b>	<p style="text-align: center;"><b>Galatians 5:13</b></p> “After all brothers, you were called to be free; do not use your freedom as an opening for self-indulgence, but be servants to one another in love.”	We will support one another.  We will seek to answer the cry of the poor.

Reference: Section 60, School Act  
 Revised: January 28, 2008

## **ROLE OF THE BOARD**

As the elected corporate body in Grande Prairie RCSSD No. 28, the Board is responsible for the development of goals and policies to set direction and guide the provision of education services to students residing within the District, in keeping with the requirements of government legislation and the values of the Catholic Community as a whole.

1. Accountability to the Bishop
  - 1.1 Act in accordance with Canon Law in regards to Catholic Education; and
  - 1.2 Meet at least annually with the Archbishop regarding Catholic Education issues in the District.
  
2. Faith Development
  - 2.1 Participate in ACSTA and District Faith Development opportunities; and
  - 2.2 Ensure that a strong Faith Development component is provided for all students and staff.
  - 2.3 Ensure that a Chaplain is assigned to each school by the local Parish.
  
3. Accountability to Provincial Government
  - 3.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies;
  - 3.2 Perform Board functions required by governing legislation;
  - 3.3 In an election year appoint a Returning Officer;
  - 3.4 Approving locally-developed, acquired and authorized junior and senior high school Complementary Courses for a three year period (08-11); and
  - 3.5 Annually set the Board's Work Plan in September
  
4. Accountability to the Catholic Community
  - 4.1 Make decisions which reflect community values and represent the interests of the entire community;
  - 4.2 Establish processes and provide opportunities for community input and engagement;
  - 4.3 Report District results at least annually;

- 4.4 Develop procedures for and hear appeals as required by statute and/or Board policy;
- 4.5 Model a culture of respect and integrity; and
- 4.6 Live our Mission Statement.

## 5. Strategic Plan

- 5.1 Provide overall direction for the District by establishing mission, vision, strategic priorities and key results;
- 5.2 Annually approve Strategic Plan process and timelines;
- 5.3 Identify Board priorities at the outset of the annual strategic planning process;
- 5.4 Annually approve plans for submission to Alberta Education by due date;
- 5.5 Approve Annual Report for distribution to public;
- 5.6 Annually Approve Budget (driven by Strategic Plan & Three Year Plan);
- 5.7 Annually evaluate the effectiveness of the District in achieving established goals and desired results through Accountability Reports; and
- 5.8 Monitor progress toward the achievement of student outcomes and other desired results.

## 6. Policy

- 6.1 Determine the goals and objectives the District wishes to pursue;
- 6.2 Identify areas for which Board policy is required and identify preferred future to result from the implementation of this policy;
- 6.3 Approve policy statements which meet criteria identified by the Board;
- 6.4 Monitor policy impact to determine if policy has created the desired change;
- 6.5 Determine policies which outline how the Board is to function;
- 6.6 Delegate authority to the CEO and define commensurate responsibilities; and
- 6.7 Perform Board functions in existing policy.

## 7. CEO/Board Relations

- 7.1 Select the CEO;
- 7.2 Provide the CEO with clear corporate direction;
- 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act;
- 7.4 Annually evaluate the CEO in regard to the CEO job description and additional Board direction and review compensation; and

7.5 Provide for CEO succession planning as required.

## 8. Political/Advocacy

8.1 Develop a yearly plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms;

8.1.1 Meet at least twice a year with local MLA's to present Board advocacy priorities, build positive relations and provide advice with respect to education;

8.2 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends; and

8.3 Participate in sessions and make decisions regarding ASBA, ACSTA and Chamber of Commerce issues.

## 9. Board Development

9.1 Annually evaluate Board effectiveness;

9.2 Develop a yearly plan for Trustee development. Consider increasing knowledge of roles, processes, and issues:

9.2.1 Consider ASBA, ACSTA, CSBA, and CCSTA resources; and

9.2.2 Time activate the plan.

9.3 Ensure those new to the Board are provided appropriate orientation opportunities at the local and provincial levels.

## 10. Fiscal

10.1 Determine basis for annual resource allocations;

10.2 Approve budget annually and ensure resources are allocated to achieve desired results;

10.3 Make budget adjustments when necessary;

10.4 Approve annually the Capital and Facility plans for submission to Alberta Education/ Infrastructure by the date due;

10.5 Receive audit report and ensure quality indicators are met;

10.6 Monitor fiscal management of the District;

10.7 Solicit advice (from the CEO and ASBA) and then set the mandates for collective agreement negotiations;

10.8 Ratify memoranda of agreement with bargaining units;

10.9 Annually appoint signing authorities;

10.10 Approve allocations of one time exceptional funding;

10.11 Approve Auditors, Architects, Tenders, contracts and agreements;

- 10.12 Consider leave and sabbatical requests beyond those provided for in the collective agreements;
- 10.13 Annually approve Instructional Fees for all students and establish registration fees for Kindergarten and Junior Kindergarten programs;
- 10.14 Approve changes in rental fees for District facilities; and
- 10.15 Establish Trustee Honoraria and Reimbursement (Policy 9 Appendix A)
- 10.16 Annually appoint public members to Audit Committee.

#### 11. Delegation of Authority

- 11.1 To the Superintendent through policy;
- 11.2 To Committees of the Board; and
- 11.3 To Board Representatives who serve on external committees.

#### 12. Recognition

- 12.1 Students
- 12.2 Staff
- 12.3 Community
- 12.4 Parish; and
- 12.5 Grade 12 graduation.

#### 13. Selected Responsibilities

- 13.1 Approving the annual school-year calendar;
- 13.2 Naming of educational facilities;
- 13.3 Approving the disposition of land and buildings;
- 13.4 Approving out-of-province student travel except for travel to Peace Country destinations (e.g. Fort St. John) and trips of more than four nights in Alberta or Northern British Columbia;
- 13.5 Determining the schools and grades where Second Languages and French Immersion are offered;
- 13.6 Determining the schools where Junior Kindergarten is located;
- 13.7 Determining the schools where Programs of Choice are located;
- 13.8 Annually reviewing grade configurations in District schools, using the Three Year Capital Plan;
- 13.9 Responding to recommendations from the Directors of the Grande Prairie and District Catholic Schools Education Foundation;

- 13.10 Suspending a School Council if deemed warranted;
- 13.11 Liaising with School Council Chairs; and
- 13.12 Liaising with Parish Councils within the District.
- 13.13 Select Directors for the Education Foundation for a three year term
- 13.14 Approve ASBA Zone 1 award nominations

Reference: Section 60, School Act

## **CANON LAW**

### **CATHOLIC EDUCATION (Cann. 793 - 821)**

Can. 793 §1. Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.

§2. Parents also have the right to that assistance, to be furnished by civil society, which they need to secure the Catholic education of their children.

Can. 794 §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.

§2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.

Can. 795 Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

### **CHAPTER I.**

#### **SCHOOLS**

Can. 796 §1. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.

§2. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.

Can. 797 Parents must possess a true freedom in choosing schools; therefore, the Christian faithful must be concerned that civil society recognizes this freedom for parents and even supports it with subsidies; distributive justice is to be observed.

Can. 798 Parents are to entrust their children to those schools which provide a Catholic education. If they are unable to do this, they are obliged to take care that suitable Catholic education is provided for their children outside the schools.

Can. 799 The Christian faithful are to strive so that in civil society the laws which regulate the formation of youth also provide for their religious and moral education in the schools themselves, according to the conscience of the parents.

Can. 800 §1. The Church has the right to establish and direct schools of any discipline, type, and level.

§2. The Christian faithful are to foster Catholic schools, assisting in their establishment and maintenance according to their means.

Can. 801 Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.

Can. 802 §1. If schools which offer an education imbued with a Christian spirit are not available, it is for the diocesan bishop to take care that they are established.

§2. Where it is expedient, the diocesan bishop is to make provision for the establishment of professional schools, technical schools, and other schools required by special needs.

Can. 803 §1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.

§2. The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life.

§3. Even if it is in fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.

Can. 804 §1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.

§2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life, and teaching skill.

Can. 805 For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or morals requires it.

Can. 806 §1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.

§2. Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.

Reference: Section 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, School Act  
Oaths of Office Act, RSA 2000

## **ROLE OF THE TRUSTEE**

The role of the Trustee is to contribute to the Board as it carries out its mandate to achieve its vision, goals, priorities and desired outcomes.

The Board of Grande Prairie and District Catholic Schools No. 28 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 those actions. A Trustee acting individually has no more authority and/or status than any other citizen of the District.

### **Specific Responsibilities**

The Trustee shall:

1. At the time of assuming office take and subscribe to the official oath and deposit it with the Superintendent.
2. At the time of assuming office pledge to, and sign, the Trustee Code of Ethics.
3. Be solely responsible for declaring himself/herself to be in a possible conflict of interest in accordance with Part 3, Division 3 of the School Act.
4. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of students within the District.
5. Model the values and requirements of a practicing Catholic and participate in Parish and Church activities.
6. Attend all meetings of the Board unless unable to do so because of illness or other unavoidable cause and shall familiarize himself/herself with District policies and meeting agendas in order to be able to participate fully in the business of the Board.
7. Participate in Board and Trustee development opportunities in order to ensure the appropriate skills, knowledge and understandings are acquired.
8. Support the decisions of the Board and refrain from making statements that may give the impression that such statements reflect the corporate position of the Board when they do not reflect the Board's corporate position.
9. Strive to develop a positive learning and working culture both within the Board and the District.

10. Recognize that only officially passed motions of the corporate Board are binding on the Superintendent; therefore, requests for information and/or directives of individual Trustees are not binding on the Superintendent except in those instances when the Board has specifically authorized such exercise of authority.

Reference: Section 76, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, School Act  
Oaths of Office Act, RSA 2000

### SERVICES AND MATERIALS PROVIDED TO TRUSTEES

Trustees shall be provided with the following services and materials while in office:

#### 1. Reference

- ◆ Access to a copy of the School Act, reference to Education Policies, Bulletins, Regulations, and Forms (<http://education.alberta.ca/department/policy/k-12manual.aspx>) .
- ◆ Board Policy Handbook and Administrative Procedures Manual.
- ◆ Copy of current District Three Year Plans, Annual Reports, and Accountability Reports (including Accountability Pillar Summary).
- ◆ School year and Board meeting calendars.
- ◆ Staff directories and current telephone listings of schools, Principals, Vice Principals and school secretarial staff.
- ◆ List of School Council officials.
- ◆ Alberta School Boards Association (ASBA) and Alberta Catholic School Trustee Association (ACSTA).
- ◆ Access to the District library located in the Board Room with recommended readings

#### 2. Communications/Public Relations

- ◆ News clipping service
- ◆ Notification of significant media events, reminders of monthly meetings and events in an ongoing updated calendar format.
- ◆ Name tags, business card and lapel pins.
- ◆ Key messages.

#### 3. Administrative/Secretarial Services

- ◆ Access to interoffice mail
- ◆ Conference registration, travel and accommodation arrangements
- ◆ E-mail address and Information Technology service support
- ◆ Photocopying and related secretarial services

Reference: School Act  
Local Government Election Act

## **ROLE OF THE SUPERINTENDENT/CEO**

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the District, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

### **Specific Areas of Responsibility**

#### **1. Faith Leadership**

The Superintendent shall:

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

#### **2. Educational Leadership**

The Superintendent shall:

- 2.1. Provide leadership in all matters relating to education in the District.
- 2.2. Ensure students in the District have the opportunity to meet the standards of education set by the Minister.
- 2.3. Implement education policies established by the Minister and the Board.

#### **3. Fiscal Responsibility**

The Superintendent shall:

- 3.1. Ensure the fiscal management of the District by the Associate Superintendent of Business Operations is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or Regulation.
- 3.2. Ensure the District operates in a fiscally responsible manner, including adherence to generally accepted accounting procedures.

#### **4. Personnel Management**

The Superintendent shall:

- 4.1. Have overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.

## **5. Policy**

The Superintendent shall:

- 5.1. Provide leadership in the planning, development, implementation and evaluation of Board policies.
- 5.2. Develop and keep current an Administrative Procedures Manual and inform the Board of any changes to this Manual.

## **6. Superintendent / Board Relationships**

The Superintendent shall:

- 6.1. Establish and maintain positive professional working relations with the Board.

## **7. Three-Year Education Planning and Reporting (Strategic Planning & Reporting)**

The Superintendent shall:

- 7.1. Lead the Three-Year Education Planning process including the development of District goals, budget, facilities and transportation plans and implement plans as approved.
- 7.2. Involve the Board appropriately (Board approval of process and timelines, opportunity for Board establishment of strategic priorities and key results early in the process, final Board approval).

## **8. Organizational Management**

The Superintendent shall:

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

## **9. Communications and Community Relations**

The Superintendent shall:

- 9.1. Take appropriate actions to ensure positive external and internal communications are developed and maintained.
- 9.2. In consultation with the Chair, serve as spokesperson for the District for the media and public in order to keep the Board's messages consistent and accurate.
- 9.3. Make accessible to electors the Three Year Plan, Annual Education Results Report, Board Policy Handbook, Admin Procedures Manual, Minutes and other documents in accordance to FOIPP and in a timely and courteous manner.

## **10. Student Welfare**

The Superintendent shall:

- 10.1. Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors. Ensures the safety and welfare of students while participants in school programs or while being transported to or from school programs on transportation provided by the District. Ensures the facilities adequately accommodate District students. Acts as, or designates, the attendance officer for the District.
  
- 10.2. Ensure the safety of students and staff by developing procedures for
  - 10.2.1. student transportation
  - 10.2.2. field trips and extra curricular activities
  - 10.2.3. nutrition
  - 10.2.4. safe and caring schools
  - 10.2.5. healthy buildings, and
  - 10.2.6. Pandemic Planning & Implementation

## **11. Leadership Practices**

The Superintendent shall:

- 11.1 Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

Reference: Section 113, 114, School Act

# **Superintendent/CEO Evaluation Process, Criteria & Timelines**

**GRANDE PRAIRIE & DISTRICT CATHOLIC SCHOOLS**

**June 22, 2009 Revision**

**Compiled by Leroy V. Sloan  
Senior Education Advisor**



## **SUPERINTENDENT/CEO EVALUATION PROCESS, CRITERIA & TIMELINES**

### **Background:**

ASBA has been contracted by Grande Prairie & District Catholic Schools to assist the Board and the Superintendent to develop proposed criteria, process and timelines for the Superintendent/CEO evaluation as required in Form 4 of the Superintendent of Schools Regulation 2/99.

The Board has employed the Superintendent since September 1, 2004, with a contract expiry date of August 31, 2013. The evaluation process that has been followed is defined in the contract of employment between the Superintendent and the Board while the job description for the Superintendent is defined in Board Policy. The Board has conducted yearly evaluations of the Superintendent's performance culminating in a written report completed around September of each year. The Board and Superintendent desire that the current evaluation process be revised and improved.

To that end, the ASBA Senior Education Advisor conducted a CEO Evaluation Workshop on Monday, March 31, 2008. In attendance were the Superintendent, the Board, and the Senior Education Advisor. During this workshop, the Senior Education Advisor made recommendations regarding possible revisions to the evaluation process.

This evaluation process, criteria and timelines:

1. Provides for both growth and accountability. The written report will affirm specific accomplishments and will identify growth areas. Some growth goals will address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment.
2. Complies with Forms 4 and 5 of the Superintendent of Schools Regulation. These forms requires that the contract between the Board and the Superintendent includes performance evaluation criteria and processes and, at minimum, provision for regular written evaluation of the Superintendent's performance.
3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluators provide concrete evidence of strengths and/or weaknesses. The Performance Assessment Guide identifies the source of the evidence in advance, while the quality indicators describe expectations in regard to that evidence.
4. Meets contractual requirements. The Superintendent and Board must approve this document and if it is contrary to the current contract (e.g., timing of evaluation), the Superintendent and Board must sign an addendum to the contract to that effect.

5. Is aligned with and based upon the new Superintendent's job description. The two documents were developed at the same time and should be approved by both the Superintendent and the Board.
6. Is linked to the District's goals. The Strategic Plan section directly links the Superintendent's performance to the three-year planning process, which includes the District's goals.
7. Sets out standards of performance. The quality indicators in the Performance Assessment Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.
8. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations take into consideration the previous evaluation, and an assessment of the Superintendent's success in addressing identified growth areas.
9. Uses multiple data sources. Objective data such as audit reports, Alberta Learning monitoring reports, and student achievement data are augmented with subjective data provided in district surveys.
10. Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.
11. Ensures Board feedback is provided on at least an annual basis. Such feedback will be timely, annual, supported by specific examples, and will focus on areas over which the Superintendent has authority.
12. Recognizes that the Superintendent is the CEO. The Superintendent is held accountable for work performed primarily by other senior administrators such as fiscal management.
13. Once during the five year term the Board will contract an individual to conduct an interview with Principals and District staff that directly report to the Superintendent. The results will be summarized and used as evidence in the Superintendent's evaluation. The questions will be agreed upon in advance by the Board Chair and Superintendent and are contained in Appendix C: Leadership Practices.

**Proposed Process & Timelines for Evaluations:**

Form 4 requires that the Superintendent’s performance is evaluated on a regular basis. “Regular” is not defined.

**Recommendation:**

That, with respect to the current Superintendent/Board contract term of August 31, 2008 to August 31, 2013, the following evaluations be conducted:

<b>EVALUATION</b>	<b>BASED ON PERIOD</b>	<b>REPORT DELIVERED TO SUPERINTENDENT</b>
Fifth	Sept. 1, 2008 – Aug. 31, 2009	September 30, 2009
Sixth	Sept. 1, 2009 – Aug. 31, 2010	September 30, 2010
Seventh	Sept. 1, 2010 – Aug. 31, 2011	September 30, 2011
Eighth	Sept. 1, 2011 – Aug. 31, 2012	September 30, 2012
Ninth	Sept. 1, 2012 – Aug. 31, 2013	September 30, 2013

**Criteria for Evaluations:**

The criteria for the first evaluation of the new process will be those criteria set out in *Appendix B: the Performance Assessment Guide* plus any growth goals defined by the Board in the most recent CEO Evaluation Report. The criteria used in subsequent evaluations will be those defined by the *Performance Assessment Guide* plus any growth goals provided by the Board in the previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities such as an increased emphasis on capital construction due to an increased number of approvals from Alberta Infrastructure.

*Appendix B* contains a Performance Assessment Guide, which is intended to clarify for the Superintendent performance expectations that are held by the corporate Board. This guide is also intended to be used by the Board to evaluate the performance of the Superintendent in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

## **Sample Performance Evaluation Segment**

To illustrate how the Performance Assessment Guide would facilitate the writing of the final report, the following might be a section of the written report relative to Fiscal Accountability:

### **Role Expectation: Fiscal Accountability**

Based on a review of the external Audit Report and Management letter, the Board commends the Superintendent for ensuring:

- that generally accepted accounting practices (GAAP) are being consistently followed
- adequate internal financial controls exist and are being followed
- all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made
- school-based funds are expended as per Board policy and approved budgets. Variances outside the 3-5% range allowed by Board policy are reported to the Board in a timely manner
- the Board is informed annually about incurred liabilities and pending litigation

## APPENDIX A

### SUPERINTENDENT/ CEO JOB DESCRIPTION

**CEO:**

Is the Chief Executive Officer of the Board of Trustees and the Chief Education Officer of the Grande Prairie and District Catholic Schools and therefore reports directly to the corporate Board.

**FAITH LEADERSHIP:**

Models involvement in a Catholic Faith community and ensures students and staff are provided opportunities for spiritual development within the school jurisdiction.

**EDUCATIONAL LEADERSHIP:**

Provides leadership in all matters relating to education in the District. Ensures students in the District have the opportunity to meet the standards of education set by the Minister. Implements education policies established by the Minister.

**FISCAL MANAGEMENT:**

Ensures the fiscal management of the District by the Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act.

**PERSONNEL MANAGEMENT:**

Is delegated by the Board overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy.

**POLICY:**

Provides leadership in the development of Board policies and regulations.

**SUPERINTENDENT/BOARD RELATIONSHIPS:**

Establishes and maintains positive professional working relations with the Board.

**STRATEGIC PLANNING:**

Leads the strategic planning process including the development of District goals, budget, facilities and transportation plans and implements plans as approved.

**ORGANIZATIONAL MANAGEMENT:**

Demonstrates effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines. Reports to the Minister with respect to matters identified in and required by the School Act.

**COMMUNICATIONS & COMMUNITY RELATIONS AND COMMUNICATIONS:**

Takes appropriate actions to ensure positive external and internal communications are developed and maintained.

**STUDENT WELFARE**

Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.

**LEADERSHIP PRACTICES**

Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carry

## **BOARD DELEGATION OF AUTHORITY**

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the School Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- ♦ Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- ♦ Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- ♦ Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

The Superintendent is directed to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.

### **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 program areas:
  - 2.1 French as a Second Language and French Immersion;
  - 2.2 Special Education;
  - 2.3 Services for Students and Children;

- 2.4 Home Education;
- 2.5 Early Childhood Services;
- 2.6 Outreach Programs;
- 2.7 Knowledge and Employability Skills;
- 2.8 Off-Campus Education;
- 2.9 English as a Second Language;
- 2.10 Guidance and Counseling;
- 2.11 School-Based Decision Making;
- 2.12 School Authority Accountability; and
- 2.13 Teacher Growth, Supervision and Evaluation.

Notwithstanding the above, the Board also reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies.

- 3. The Superintendent is delegated the authority to establish non-resident student fees.

Reference: Section 61, 105, School Act

## **TRUSTEE CODE OF ETHICS**

Trustees as members of the corporate Board shall act prudently, ethically and legally, in keeping with the requirements of provincial legislation. This includes proper use of authority and appropriate decorum in terms of group and individual behaviour.

This policy will be included in new-trustee orientations, and will be annually reviewed by the Board.

### **Specifically**

Trustees shall:

1. Serve the children of the District to the best of their ability, always thinking in terms of “students first”.
2. Be loyal to the interests of the District as a whole in the context of Catholic Education. This loyalty supersedes loyalty to:
  - 2.1 Any advocacy or special interest groups; and
  - 2.2 The personal interest of any trustee.
3. Exercise the powers and duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Recognize that the Board is a corporation and that authority rests with the Board only in official meetings.
5. Recognize that the Board Chair or designate trustee is the only person authorized to speak to the media on behalf of the Board. Trustees shall not presume to speak for the Board when interacting with the public, media or other entities. Trustees shall represent the Board’s corporate position when interacting with the public or other entities.
6. Recognize that an individual trustee has no legal authority to act for the Board outside official meetings, except as delegated by the Board.
7. Refuse to make individual commitments or take any independent action that might compromise the Board as a whole.
8. Base their decisions on all available facts, respect the opinions of others, and uphold the majority decisions of the Board.
9. Strive to develop positive working and learning relations with one another, the Superintendent and within the District as a whole.

10. Maintain the confidentiality of privileged information, including statements made during in-camera sessions of the Board.
11. Recognize that the Superintendent has full administrative authority for properly carrying out his/her professional responsibilities within the limits of Board policy. All administrative matters, complaints and criticisms will therefore be referred to the Superintendent.
12. Not attempt to exercise individual authority over the Superintendent or any member of the staff. In particular:
  - 12.1 Individual trustees shall make no judgments of the performance of the Superintendent or other staff of the District.
  - 12.2 Trustees shall not encourage direct communication with employees who attempt to bypass administration but shall encourage employees to utilize communication lines within the administration.
13. Recognize that the Superintendent is the Board's Chief Executive Officer and Chief Education Officer, and should be present at all Board meetings except when his/her contract and salary are under consideration.
14. Avoid using their official position to obtain benefit for themselves or family members, or for any business with which trustees or relatives are associated, in accordance with provisions of the School Act.
15. Be properly prepared for Board deliberation.
16. Regularly take part in Board and trustee development activities that will assist them in carrying out their responsibilities.
17. Do their utmost to attend regular Board meetings, meetings of the Board committees that they have been appointed to, and meetings for which they have been appointed to serve as Board representatives.

Reference: Section 76, School Act

## **TRUSTEE CODE OF CONDUCT SANCTIONS**

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
3. In particular, the Trustee Code of Conduct requires that Trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
4. Failure to comply with this requirement constitutes a failure of security. An individual Trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
  - 4.1 The Board Chair shall request that the Superintendent or designate (as head of the District under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of Trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 4.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent or designate.
  - 4.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the Trustee in question shall have an opportunity to present any additional, relevant information.
  - 4.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of Trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of Trustees at a public meeting of the Board.
  - 4.5 For subsequent occurrences, a motion of censure against the Trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of Trustees present at such a meeting.

5. A violation of all other sections of the Code of Conduct shall result in:
  - 5.1 The Board Chair writing a letter of censure marked “Personal and Confidential” to the Trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of Trustees present at a closed meeting of the Board. A majority of Trustees at a public meeting of the Board shall immediately approve this decision.
  - 5.2 For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the Trustee in question.
6. For a third and subsequent occurrences, at a public meeting of the Board, a motion to remove the Trustee in question from one, or more, of their Board appointments may be presented.

Reference: Sections 59 - 91 School Act

## **ROLE OF THE BOARD CHAIR**

Trustees shall elect a Board Chair at the annual organizational meeting of the Board, or at any time determined by the Board. The Board Chair is accountable to the Board and serves at the pleasure of the Board. The Board Chair is primarily responsible for providing leadership and guidance to the Board and for ensuring the integrity of the governing process in the District.

### **Specific Responsibilities**

The Board Chair shall:

1. Provide governance leadership to the Board so that the Board and individual Trustees operate in accordance with the Board's policies and the requirements of provincial legislation.
2. Preside over Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies of the Board.
3. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the District.
4. Keep himself/herself informed of significant developments within the District.
5. Act as ex-officio member, with voting privileges, of all committees appointed by the Board, except where a quorum of the Board would be formed.
6. Represent the Board, or arrange alternative representation, at official meetings inside or outside the District.
7. Serve as the primary spokesperson for the Board of Trustees.
8. Accurately reflect the Board's position on issues to the media and advise Board members of information being given to the press and public.
9. Maintain regular contact with the Superintendent to establish a working knowledge of current issues and events and provide advice when items should be shared with the Board.
10. Bring all matters requiring a corporate decision to the Board.
11. Work closely with the Vice-Chair and Superintendent in the preparation of agendas for Board meetings.
12. Ensure that new trustees are familiar with the Trustee Code of Ethics as part of the new trustee orientation process.

13. Ensure that the Board engages in regular reviews of its effectiveness as a Board.
14. Ensure the Auditor's Report and Management Letter are brought to the Board for its consideration.
15. Ensure that long service and retirement awards to recipients are presented on behalf of the Board.
16. Arbitrate any disputes between the Superintendent and individual Trustees.
17. Address inappropriate behavior on the part of a Trustee.

Reference: Section 60, 61, 62, 65, 150, School Act

## **POLICY 8**

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### **ROLE OF THE VICE-CHAIR**

The Vice-Chair shall be elected by the Board of Trustees at its annual organizational meeting and thereafter at any time as determined by the Board, to hold office at the pleasure of the Board.

#### **Specific Responsibilities**

The Vice-Chair shall:

1. Act on behalf of the Board Chair, in the latter's absence, and shall have all the duties and responsibilities of the Board Chair during the latter's absence.
2. Assist the Board Chair to provide governance leadership to the Board so that the Board and individual Trustees operate in accordance with the Board's policies and the requirements of provincial legislation.
3. Assist the Board Chair and Superintendent in the preparation of agendas for Board meetings.
4. The Vice Chair will assist the Superintendent in the preparation of the School Council Liaison Agenda and perform other duties and responsibilities as assigned by the Board Chair.

Reference: Section 65, School Act

## **BOARD OPERATIONS**

The following procedures have been approved by the Board in order that the business of the Board can be conducted in an orderly and efficient manner. All Board meetings will be conducted in accordance with the requirements of the School Act. In the event of a conflict between the *School Act* and these procedures, the provisions of the *School Act* will apply.

These procedures will apply to all regular and special meetings of the Board and all activities and actions of the Board.

Board meetings will be open to the public. Towards this end, the Board believes its affairs should be conducted in public to the greatest extent possible. Presentations on specific topics may be given at Board meetings.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The *School Act* requires that a quorum be a majority of the trustees specified by the Minister to be elected to the Board.

### **Electoral Representation**

The *School Act* provides that a board of a District may provide for the nomination and election of trustees by wards or by electoral subdivision, as the case may be. Through the enactment of By-law 1/2010, *A By-Law of the Board of Trustees of the Grande Prairie Roman Catholic Separate School District #28 to Provide for the Nomination and the Election of Trustees*, the Board of Trustees shall consist of seven trustees. The description of lands included in the respective wards is outlined in By-law 1/2001.

- Ward 1 shall be known as the Grande Prairie Ward. Five trustees shall be elected from Ward 1.
- Ward 2 shall be known as the Spirit River Ward. One trustee shall be elected from Ward 2.
- Ward 3 shall be known as the Fairview Ward. One trustee shall be elected from Ward 3.

### **1. Organizational Meeting**

- 1.1 An organizational meeting of the Board of Trustees shall be held annually and, in any year in which a general election takes place, within four weeks following the date of that election.

- 1.2 Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
  - 1.3 The Superintendent shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The election of the Board Chair shall be for a period of one year.
  - 1.4 The organizational meeting shall, in addition:
    - 1.4.1 Elect a Vice-Chair;
    - 1.4.2 Establish the location, dates and times for regular Board meetings, and any additional required meetings.
    - 1.4.3 Create such standing committees of the Board as are deemed appropriate, and appoint members;
    - 1.4.4 Appoint Board representatives to the various boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
    - 1.4.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements;
    - 1.4.6 Appoint the District's auditors; and
    - 1.4.7 Appoint the District's signing authorities.
  - 1.5 All elections shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.
2. Regular Meetings
- 2.1 The meeting shall adjourn within 3 hours of opening prayer, unless extended by a majority of the Trustees;
  - 2.2 All trustees shall notify the Office of the Superintendent in writing if they are unable to attend a Board meeting;
  - 2.3 All trustees who are absent from three consecutive regular meetings shall:
    - 2.3.1 Obtain authorization by resolution of the Board to do so; or
    - 2.3.2 Provide the Superintendent evidence of illness in the form of a medical certificate respecting the period of absence.
    - 2.3.3 Failure to attend may result in disqualification.
  - 2.4 The Board Chair may change the date, time, and/or location of a regular meeting with proper notification, or with the agreement of the trustees when the scheduled date, time, and/or location prove inconvenient.
  - 2.5 Regular meetings of the Board shall be held in public
  - 2.6 Regular meetings of the Board will not be held without the Superintendent in attendance.

- 2.7 Unless excluded by the School Act, all trustees shall vote on all resolutions before the Board. If a trustee is disqualified from voting on a question, the Recording Secretary shall record that fact.
- 2.8 It is the desire of the Board that meetings be formal enough to promote group discussion, thinking and decision-making. If procedural questions arise, *Robert's Rules of Order* shall prevail.
- 2.9 No resolution, act or proceeding of the Board is binding unless adopted at a meeting at which a majority of the Board is present.

### 3. Special Meetings

- 3.1 Special meetings of the Board of Trustees may be held from time to time as provided for under section 67 of the School Act. These are public meetings.
- 3.2 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.
- 3.3 Whenever practical, the Board will endeavor to make known the date, time, and place of such meetings to persons who may be interested in the topics to be discussed.
- 3.4 Special meetings will not be held without the Superintendent in attendance.

### 4. Committee of the Whole In-Camera (Closed) Sessions

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed or in-camera sessions.

The Board reserves the right within the constraints of statute to hold Committee of the Whole (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 prior to its approval and shall be limited to discussion pertaining to:

- 4.1 Individual District students;
- 4.2 Individual District employees;
- 4.3 Collective bargaining/contract negotiations and salary reviews;
- 4.4 Litigation brought before or against the District;
- 4.5 Litigation brought before or against Alberta Catholic School Trustees Association;
- 4.6 Legal advice (client-solicitor privilege);
- 4.7 Acquisition/disposal of property; and

- 4.8 Other matters that the majority of trustees feel would not be in the public interest to discuss in open meeting.

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 of discussion at such sessions.

No official action shall be taken in Committee of the Whole (in-Camera) sessions. The Board shall convene or re-convene a regular meeting to take action on any matter discussed.

## 5. Agenda for Regular Meetings

- 5.1 The Board Chair, in consultation with the Vice-Chair and Superintendent, is responsible for establishing the agenda for all regular meetings of the Board.
- 5.2 Normally, only the business listed on the agenda will be discussed at the meeting. Additional items may be added to the agenda at the beginning of the meeting with the approval of the Board. After the agenda is approved, no further additions can be made without the unanimous consent of the Board.
- 5.3 The agenda package, containing the agenda and supporting information, will be distributed to each trustee at least 2 working days prior to Board meetings.
- 5.4 The Superintendent will generally include an administrative recommendation for all action items included on the agenda.
- 5.5 The agenda for Board meetings shall generally follow the order outlined below:
  - A. Opening
    - a) Prayer
    - b) Delegations (if any)
    - c) Correspondence
    - d) Request for Information
    - e) Adoption of Agenda
    - f) Adoption of Minutes
  - B. Faith Formation Report
  - C. Old Business
  - D. New Business; and/or Action Items
  - E. Policy Review
  - F. Reports
    - a) Executive Officer's Reports
    - b) Committee and Representative Reports
    - c) School Council Report

- G. Requests for Information
- H. Roundtable (Official Board Representation at Events & Good News)
- I. Future Agenda Items
- J. Adjournment

5.6 The agenda will be supported with copies of letters, reports, contracts, and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.

5.7 Items needed to be placed on the agenda must be submitted to the Office of the Superintendent prior to 4:30 12 days before the regular meeting. Should a trustee wish to have an item added to the agenda after the deadline, the trustee must ensure that the item is of an emergent nature and must ask for its inclusion at the beginning of the regular meeting, at which time the Chair will call for a vote on the issue.

5.8 If a trustee or any other person is to report to the Board, a written report shall be provided to the Superintendent for inclusion in the agenda. If typing is required the report must be submitted at least 12 days in advance.

5.9 The Board Chair may change the order of items on the agenda in order to meet deadlines or accommodate delegations. In such cases, a trustee may challenge the Chair in accordance with the procedures adopted by the Board, as per *Robert's Rules of Order*.

## 6. Minutes and Records

6.1 The Minutes shall record:

6.1.1 A brief summary of the circumstances which gave rise to the matter being placed before the Board;

6.1.2 All resolutions, including the Board's disposition of same, placed before the Board; and

6.1.3 The votes, when and as requested, by a trustee, as per section 72 of the School Act.

6.2 The Minutes shall:

6.2.1 Be prepared by the recording secretary;

6.2.2 Be reviewed by the Superintendent of Schools prior to submission to the Board;

6.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and

6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3 The Superintendent shall:

- 6.3.1 Ensure the accuracy of and approve the 'draft' minutes, and ensure a copy of the unofficial minutes, marked 'Unofficial Draft - Subject to Ratification' is prepared for distribution to Exec Team;
- 6.3.2 Upon adoption by the Board, initial or have his delegate initial each page of the minutes, sign the concluding page of the minutes and affix the corporate seal of the District to the concluding page of the minutes. Approved minutes are posted on the District website. Electors may receive a copy of minutes upon request for a fee to be established by the Office of the Superintendent;
- 6.3.3 Ensure a codification system for resolutions is established and placed before the Board which will provide for ready identification of the resolution as to the meeting at which it was considered;
- 6.3.4 Ensure a file of all Board minutes is established and maintained;
- 6.3.5 Prepare "Board Summary" following each Board meeting;
- 6.3.6 Distribute the "Board Summary" to Trustees, District schools, School Council Chairs, the local members of the Legislative Assembly, City/Town Aldermen/Counselors and Mayors, Reeves, Municipal District's, ATA and CEP Local Presidents, CEC staff, parishes and to others upon request; and
- 6.3.7 Ensure that the "Board Summary" is posted on the District's website.
- 6.4 The Board Chair shall, upon adoption by the Board, initial each page and sign the concluding page of the minutes. It is the responsibility of all trustees present at a meeting to check the minutes for errors or omissions. Trustees will endeavor to proof a draft copy of the minutes and provide feedback to the Recording Secretary prior to the Board meeting.
- 6.5 Board Committees shall appoint a person who shall prepare and submit minutes of the Committee meetings to the Board.
- 6.6 The following records and documents will be kept on file at the District Office and be made available to electors upon request:
  - 6.6.1 The agenda of any regular or committee meeting of the Board;
  - 6.6.2 Approved minutes of all Board meetings;
  - 6.6.3 Records of the proceedings of all Board committee meetings, except those that relate to individual employees and students;
  - 6.6.4 The annual budget approved by the Board;
  - 6.6.5 All legal agreements entered into by the Board, exclusive of student or employee records or contracts);
  - 6.6.6 The District's current Three-Year Education Plan;
  - 6.6.7 The District's current Annual Education Results Report;
  - 6.6.8 Records of the status of all Board accounts; and
  - 6.6.9 Audited financial statements for previous year's operations.

- 6.7 A photocopying charge may be levied to any elector requesting copies of the above-noted records and documents.

## 7. Motions

Motions do not require a seconder, except in rare instances as described below.

### 7.1 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 will 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.

### 7.2 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.

### 7.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any 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.

### 7.4 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.

#### 7.5 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.

#### 7.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, 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 favor 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.

#### 7.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to *Robert's Rules of Order*. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 8. Public Participation at Board Meetings

The Board believes it has the responsibility to encourage residents of the school district to bring matters of concern regarding the education of children and the operation of the District to regular meetings of the Board. Representation and delegations from any individual or group may be received on any subject pertinent to Board business according to the following procedures:

- 8.1 An outline of the general nature of the concern is to be received by the Board Chair or Superintendent at least seven days prior to meeting.
- 8.2 The Board may agree to receive a delegation at less than seven days notice where the matter is deemed to be of an emergent nature.
- 8.3 A spokesperson(s) for the delegation is to be identified.
- 8.4 The Board Chair has the right to restrict the length of time for any delegation at any meeting.
- 8.5 Matters relating to personnel, or otherwise deemed to be of a sensitive and/or confidential matter, shall be heard at an in-camera session of the Board.
- 8.6 The Board will normally hear the matter presented to it without entering into discussion or debate.
- 8.7 The Board will not necessarily make a decision on the matter at the same meeting that a representation or delegation is heard.
- 8.8 The delegation will be advised of the date and/or approximate time at which a decision will be reached.

8.9 Individual trustees or administrators may raise questions of clarification and address these to the delegation.

## 9. Board Member Remuneration and Expenses

Trustees will be required to attend various conferences, conventions, seminars and meetings in their capacity as school trustees.

9.1 Approved activities include regular and special Board meetings, Board committee meetings, Board retreats and workshops, District-wide school council meetings, Faith Development Days, conventions, conferences, seminars, workshops, meetings with government officials and the conduct of Board-related business.

9.2 The District shall pay or reimburse trustees for the expenses related to registration fees, transportation, parking, meals, and accommodation.

9.3 Trustees shall monitor their own budgets.

9.4 Should any issue arise with a trustee's claim, the issue shall be forwarded to the Board Chair who will review it, and the Board Chair may refer it to the Human Resources Committee for interpretation. The purpose will be to interpret the criteria for payment. If a trustee is in disagreement with an interpretation made by this committee, he/she may appeal it to the whole Board.

9.5 The Board-approved document entitled *Guidelines on Trustee Remuneration and Expenses* outlines the necessary details with regard to reimbursing trustees for their time spent carrying out the business of the Board. This document is available from the Superintendent.

## 10. Board Member Conflict of Interest

The Board believes that trustees, or their families, should not gain benefits or monetary rewards because of their position as a trustee except for any allowances, honorarium or remuneration approved by the Board for duties performed.

The Board expects:

10.1 Each trustee will accept sole responsibility for declaring a conflict of interest.

10.1.1 Each trustee will be knowledgeable with Sections 80-91 of the School Act.

10.1.2 Each trustee will limit a declaration of conflict of interest to those matters specified in Section 80 of the School Act.

10.2 Each trustee will advise the recording secretary of the declaration.

10.2.1 The trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.

10.2.2 The trustee will absent himself or herself from the Board table when in conflict, and shall leave the meeting room until the discussion and voting on the matter are concluded.

10.3 Each trustee will refrain from participating in discussion, debate or voting on any issues in which a personal conflict of interest is declared.

10.3.1 The recording secretary will record in the minutes:

- ♦ The trustee's declaration;
- ♦ The trustee's abstention from the debate and the vote.

## 11. Board Self-Evaluation

- 11.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.
- 11.2 The purpose of the Board self-evaluation is to answer the following questions:
- 11.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
- 11.2.2 How do we perceive our interpersonal working relationships?
- 11.2.3 How well do we receive input and how well do we communicate?
- 11.2.4 How well have we adhered to our annual work plan?
- 11.2.5 How would we rate our Board-Superintendent relations?
- 11.2.6 How well have we adhered to our governance policies?
- 11.2.7 What have we accomplished this past year? How do we know?
- 11.3 The principles upon which the Board self-evaluation is based are as follows:
- 11.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
- 11.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
- 11.3.3 An evidence-based approach provides objectivity.
- 11.4 The components of the Board self-evaluation are:
- 11.4.1 Review of Board Role Performance
- 11.4.2 Monitoring Interpersonal Working Relationships
- 11.4.3 Monitoring Board Representation/Communication
- 11.4.4 Review of Annual Work Plan Completion
- 11.4.5 Monitoring Board-Superintendent Relations
- 11.4.6 Review of Board Motions
- 11.4.7 Review of Board Governance Policies
- 11.4.8 Creating a Positive Path Forward

## 12. New Board Member Orientation

The Board will offer an orientation program for all newly-elected trustees that provides information on the following:

- 12.1 Board Policy Handbook;

- 12.2 Three-Year Education Plan, Budget, Annual Education Results Report and Audited Financial Statement;
- 12.3 Administrative Procedures Manual; and
- 12.4 Other relevant information as required.

The Board may provide financial support for newly-elected trustees to attend ASBA or ACSTA sponsored orientation seminars beyond that provided for in the *Guidelines on Trustee Remuneration and Expenses – Appendix A*

### 13. Trustee Professional Development Budgets

The Board encourages trustees to well-informed on a broad spectrum of issues and developments in education and therefore supports trustee attendance at conventions, conferences, workshops, etc. to assist in achieving this objective.

- 13.1 Funds will be identified in the Annual Budget for transportation, accommodation, and subsistence for trustee attendance at conferences, workshops, etc.
- 13.2 The Superintendent shall provide reports to the Board on the status of the above account as requested.
- 13.3 Trustees shall adhere to the guidelines for attending conferences and workshops as outlined in the *Guidelines on Trustee Remuneration and Expenses – Appendix A*

Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 74, 75, 76, 80, 81, 83, 145, School Act

## GUIDELINES ON TRUSTEE REMUNERATION AND EXPENSES

Effective September 1, 2009

The School Act allows a Board to provide for payment of traveling and other expenses, as well as honoraria to trustees.

Reimbursement of specific expenses incurred does not constitute a “non-accountable advance” under Income Tax legislation and School Boards are therefore permitted to reimburse trustees for specific expenses to complete responsibilities other than those required of all trustees. Such reimbursements are not taxable.

### 1. Remuneration

Grande Prairie and District Catholic Schools provides a program of remuneration to trustees consisting of the following:

- ◆ Honorarium for services provided.
- ◆ Per Diem Allowance for specified meetings not covered in the Honorarium.
- ◆ Specific reimbursement for expenses that the trustees may incur to carry out other responsibilities that they agree to undertake separately.

### 2. Payment of Remuneration

Effective September 1, 2009 the following will apply with respect to the payment of trustee remuneration:

#### 2.1 Honoraria and Per Diem Allowance

	Sept.1/08	Sept 1/09
Chair’s Basic Honorarium	\$16,950.07	\$17,767.06
Vice-Chair’s Basic Honorarium	\$14,130.17	\$14,811.24
Trustees’ Basic Honoraria	\$13,082.07	\$13,712.63

The Basic Honoraria for each category above includes:

- ◆ All regular Board meetings
- ◆ All Committee-of-the-Whole meetings
- ◆ Any meetings where honoraria is paid by any other organization
- ◆ All committee meetings except as noted in section 3 below

- ◆ All Ad-Hoc Committees unless identified and approved in the committee terms of reference, including Staff selection as per Policy 16 and Staff Appeals

**The following meetings when trustees represent the Board:**

- ◆ SCORES meetings
- ◆ GP & District or STM Education Foundation Meetings
- ◆ Administrators Association Meeting, when requested
- ◆ School Council meetings
- ◆ School Functions, Graduations, Awards Programs
- ◆ Social functions including retirements, Chamber mixers, New Teacher Orientation and Admin Socials
- ◆ Any special meeting called by the -Board
- ◆ Meetings which are between the Board and any Member or Minister of the Legislative Assembly or Member of Parliament
- ◆ Meetings with the Archbishop, Parish Priest, or Parish Council
- ◆ Any other school board or municipal authority (City, County, Hospital Board, etc.)

### **3. Per Diem Rates**

Grande Prairie and District Catholic Schools shall pay the rate of \$88.03 (Sept 1/09 to Aug.31/10) for a meeting of four hours or less (including travel time), or \$176.06 (Sept.1/09 to Aug.31/10) for a meeting of more than four hours (including travel time), in the following circumstances:

- ◆ For all ASBA Zone One meetings. For All Trustees serving as a Director to ACSTA, ASBA or any ASBA committee meetings to which the trustee is elected or appointed where that organization does not pay per diems or honoraria.
- ◆ For all Meetings, Conferences and Conventions attended by the Trustee when appointed by the Board.
- ◆ For any Civic or Provincial committees that a trustee is required by the Board to attend where that Committee does not pay per diems or honoraria.
- ◆ District wide School Council meetings
- ◆ Negotiation Committee meetings for ATA and CEP
- ◆ Board Retreats and Workshops
- ◆ Board and Superintendent Evaluation
- ◆ Faith Development Days
- ◆ Admin Retreat Days

- ◆ Any meetings where the Chair, Vice Chair or Designate is required to attend on the Board's behalf.
- ◆ Any special meetings not covered in Part Two above

#### **4. District Paid Conferences and Trustee Individual Professional Development Budgets**

The following conferences and meetings are recommended for trustees. The Board pays all costs for them.

- ◆ Annual Fall & Spring Meetings of ASBA
- ◆ Annual Fall Meeting of ACSTA

District budget exists to permit all trustees to attend the above two conferences. All other costs for each Trustee's annual attendance must not exceed \$3000.00 per year unless additional attendance costs are required because the Board specifically requests attendance. The Trustee may use their individual Professional Development Budget money for registrations, expenses, and per diems for any activity that enhances the Trustee's knowledge of trusteeship. Per Diems, however, will only be paid according to parameters described in this document. Trustees shall monitor their own budgets by checking frequently as required with the Superintendent or Designate.

In addition to the above, over the Trustee's three-year term, each Trustee shall notify the Board of their intention to attend, at Board expense, one major conference. The cost of this major conference per elected term is in addition to the \$3000.00 per year annual budget.

- Attendance honoraria for all conferences and conventions shall be paid at the rate as per Section 3.

#### **5. Miscellaneous Expenses**

Trustees will be reimbursed up to a maximum of \$500.00 per year for supplies and services to maintain high speed internet and printer/fax service in their personal residence. Trustees who can demonstrate expenses in excess of \$500.00 annually will have their claim reviewed by the HR committee.

Trustees will be reimbursed for miscellaneous expenses incurred in carrying out responsibilities as trustees, as approved by the Board:

- ◆ Breakfast      \$10.00 per day
- ◆ Lunch            \$15.00 per day
- ◆ Dinner            \$20.00 per day
- ◆ Kilometerage CCRA rates Currently 52 c/km in 2009

Receipts are not required for meals unless the daily allowance of \$45.00 is exceeded. Where meals are provided at any conference or meeting, the claim in lieu will be disallowed.

## **6. Other Eligible Claims**

- 6.1 Where a trustee is required to overnight, but does not incur an actual hotel room cost, an allowance of \$25.00 per night may be claimed for alternate accommodations.
- 6.2 Each Trustee may claim one telephone call home per night.
- 6.3 Taxi, airport fees, bus fares, or other similar incidental expenses may be claimed, with receipts if possible.
- 6.4 A guideline for gratuities shall not exceed 10% of the total bill prior to GST.
- 6.5 Trustees will be reimbursed for travel expenses to attend meetings that are not within their resident community. Trustees are strongly encouraged to car pool when possible to reduce total expenses.
- 6.6 The Board encourages trustees to check with their personal vehicle insurance company to determine the degree of insurance coverage required to travel on Board business. Some companies may insist upon "Business Insurance". If so, the Board will pay the difference between the "regular insurance" and the "business insurance" when invoiced with appropriate evidence of the difference between these costs.
- 6.7 Trustee not covered under existing benefit plans can apply to have their monthly benefits covered, subject to the approval of the Human Resources Committee.

## **7. Interpretation**

Should any issue arise with a Trustee's claim, the process outlined in Policy 9, section 9.4 will be used.

## **COMMITTEES OF THE BOARD**

The Board believes that its duties can best be carried out if Trustees are given an opportunity to meet in committees supplemental to Board meetings. It therefore supports the formation of standing committees, which allow Trustees to participate equally in detailed examination of governance issues. It also supports the formation of standing and ad hoc committees with restricted membership, which address clearly delineated topics. Committees are not intended to do the work of administration.

### **Guidelines**

1. All committees shall function under Board-approved Terms of Reference.
2. The Chair shall be an ex-officio member of every Board committee, with full participation and voting rights except where this would constitute a quorum of the Board.
3. Committees have no legal powers unless empowered by the Board to make certain decisions on its behalf except for the Student Review Committee which is empowered to expel students.
4. Committees shall provide recommendations to the Board for final decisions, except for Guideline 3.
5. Committees shall meet as often as required, and shall report to the Board as required.
6. Annual appointments are recorded in Appendix A of Policy 11.

### **Specifically**

1. Each standing committee shall select its own Chair at the annual organizational meeting of the Board, or the first time a committee meets.
2. If possible, a Trustee shall not be Chair of more than one standing committee at the same time.
3. Trustees shall be appointed to serve on committees at the pleasure of the Board.
4. Standing committees may include, but are not limited to:

#### **4.1 Alberta Teachers' Association Collective Agreement**

This committee consists of three Trustees. The Superintendent or the Superintendent's designates will act as a resource persons. At least two Trustees are required to form a quorum. This committee is responsible to negotiate the amendments to the Teachers' collective agreement with the Grande Prairie Catholic School District No. 42. This committee is empowered

to sign the memorandum of agreement while the Board retains the authority to ratify the agreement.

#### **4.2 Alberta Teachers' Association Liaison Committee**

This committee consists of two Trustees and the Superintendent or Designate(s). This committee, also consisting of four ATA members, meets on an agreed schedule to provide a permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties. This committee is empowered to provide advice and recommendations to the Board and the Local to promote harmonious relations. Terms of Reference are attached and marked as Appendix "B" to this Policy.

#### **4.3 Audit Committee**

This committee consists of two Trustees and two community members. The Superintendent will appoint two Administrators to function as resource people to this committee. To assist the Board in its management of the integrity of the financial statements of the School Board, of the School Board's compliance with legal and regulatory requirements, of the independence and qualifications of the independent auditor, and of the performance of the School Board's internal audit function and its independent auditors. Terms of Reference for this Committee are attached as Appendix "A" to this Policy. The Chair should not be a member of the Audit Committee, and the Trustees appointed to the Audit Committee should have a good understanding of fiscal matters.

#### **4.4 Communications, Energy, and Paperworkers Union Collective Agreement**

This committee consists of three Trustees. The Superintendent or the Superintendent's designates will act as a resource persons. At least two Trustees are required to form a quorum. The responsibility of this committee is to negotiate amendments to the non-instructional collective agreement with the Communications, Energy and Paperworkers Union of Canada Local 328. This committee is empowered to sign the memorandum of agreement while the Board retains the authority to ratify the agreement.

#### **4.5 Communications, Energy, and Paperworkers Union Grievance Committee**

This committee consists of two representatives, one Trustee and one administrator appointed by the Superintendent. This committee, also consisting of two CEP Union representatives, meets as necessary to deal with grievances submitted by District employees who are members of the CEP Union in accordance with the grievance procedure outlined in the collective agreement. The committee will appoint a chair.

#### **4.6 Communications, Energy, and Paperworkers Union Liaison Committee**

This committee consists of two Trustees and two administrators selected by the Superintendent who meet on an agreed schedule to provide permanent

and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties. In addition, the CEP local will select 4 members. This is a liaison committee with the Communications, Energy and Paperworkers Union Local 328 and the terms of reference are provided in the collective agreement. This committee is empowered to provide advice and make recommendations to the Board and the Local to promote harmonious relations.

#### **4.7 Human Resources Committee**

This committee consists of three Trustees and the Superintendent. It reviews proposals for amendment of out of scope individual contracts, recommends annual honorarium and reimbursement rates, interprets issues arising with regard to trustee honoraria and expense claims which are not resolved through the Chair's intervention. The Board retains the authority to ratify individual contracts for the Superintendent, Deputy Superintendent, Assistant Superintendent, and the Associate Superintendent of Business Operations. This committee provides the Superintendent with fiscal parameters and empowers the Superintendent to settle all remaining out of scope contracts and apprise the Board of the decision.

#### **4.8 Service Awards Reception & District Fall Social**

This committee consists of two Trustees and the Superintendent or Designates. The committee's purpose is to ensure that individual staff members are recognized for 5, 10, 15, 20, 25, 30 and 35 years of service. The committee will be responsible for the planning, budgeting, organizing and administering the Service Awards Reception and the District Fall Social. The committee will ensure that staff members who are nominated for various awards will also be recognized at this event.

#### **4.9 Student Review Committee**

This committee consists of three Trustees. It conducts all hearings with regard to administrative recommendations to expel students pursuant to Board Policy 13—Appeals and Hearings Regarding Student Matters. This committee is empowered to make expulsion decisions on behalf of the Board and must report its decisions to the Board.

**4.10 Political Action Committee** This committee consists of two Trustees and the Superintendent. The committee will develop and communicate strategies that advocate for matters important to Grande Prairie and District Catholic Schools. A second purpose is to keep Catholic education visible in the political arena. The committee shall coordinate meetings (open to all Trustees) with members of the provincial government, locally elected governments, and business community members as deemed necessary. The Committee will seek input from the Board of Trustees prior to meetings and the Committee will provide feedback to the Board after the meeting.

### **5. Ad Hoc Committees and Task Forces**

The Board may establish ad hoc committees and task forces for a specific purpose or function. The term of appointment shall end upon completion of the designated purpose or function, or at the Board's discretion. Membership and Terms of Reference for Ad-hoc Committees and task forces will be approved by the Board at the time of formation.

Reference: Section 60, 61, School Act

**POLICY 10 - APPENDIX A**

**Grande Prairie Catholic School District #28  
Terms of Reference  
Audit Committee**

**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 control over financial reporting, the audit process (including GAAP compliance) and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

**Authority:**

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

- A. Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests or external parties, including legal counsel, accountants or other;
- B. Meet with District officers, external auditors or outside counsel, as necessary.

**Composition**

The Audit Committee will consist of the following members and shall be for a one year term:

- a. Two trustees from one of whom shall act as chair of the Audit Committee; and
- b. Two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

**Meetings**

The Audit Committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele-or video-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors if deemed necessary.

Minutes of meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant to the Superintendent of Schools shall act as the Secretariat to the Audit Committee.

**Compensation**

The Audit Committee members shall receive an honorarium as follows:

- a. Elected School Trustees as per Board Policy
- b. Public Members \$300.00 for each full day/  
\$150.00 for each half day

## **Responsibility**

The Audit Committee will carry out the following responsibilities:

### **Financial Statements:**

- a. Review significant accounting and reporting issues, including complex or unusual transactions;
- b. Review with management and the auditors the results of the audit, including any difficulties encountered;
- c. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
- d. Review with management and the auditors all matters required to be communicated to the Board of Trustees.

### **Internal Control**

- a. Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control, and
- b. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

### **Audit**

- a. Review the auditor's proposed audit scope and approach;
- b. Review the performance of the auditors, and provide any recommendations to the Board of Trustees when deemed necessary;
- c. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services and discussing the relationship with the auditors, and
- d. On a need basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

### **Compliance:**

- a. Review the findings of any examinations by regulatory agencies, and any audit observations; and
- b. Obtain regular updates from management and company legal counsel regarding compliance matters.

**POLICY 10 - APPENDIX B**

**ATA Liaison Committee  
Terms of Reference**

**1. Purpose:**

- 1.1. The purpose of the Teacher-Board Liaison Committee is to provide a permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties.
- 1.2. The teachers recognize the right of the Board to formulate policy and the Board recognizes the value of consulting its teachers.

**2. Membership**

- 2.1. The Committee is to be comprised of four teachers selected by the Grande Prairie and District Catholic Local #42, three Trustees and Superintendent. One of these teachers shall be the President of Local #42, Local Council shall select the other three teachers.
- 2.2. The Assistant Superintendent, Deputy Superintendent and Associate Superintendent may attend meetings in an advisory capacity and may provide information and ideas for discussions. The teachers shall be entitled to invite ATA members to the meetings in an advisory capacity to provide information and ideas for discussions.

**3. Chair**

- 3.1. Teacher and Trustee members shall appoint a co-chair and these co-chairs will alternate in the chairing and sharing of an opening prayer of successive meetings.
- 3.2. Each co-chair shall designate another member to act in his/her absence.

**4. Meetings**

- 4.1. Meetings shall be held once a month during the school year, unless both chairs agree to alternative arrangements.
- 4.2. The Agenda will be prepared by the President of the ATA (and circulated to the committee members) by the President of the ATA (Local) and the Superintendent of the Board one week prior to the meeting. (Items may be added to the agenda at the meeting).
- 4.3. Meeting shall be conducted in an informal manner without the requirement of official motions.

**5. Procedures**

- 5.1. Meetings will normally be held in the Catholic Education Centre . The dates and time shall be established at the first meeting of the school year.
- 5.2. In the spring the committee will establish a meeting date and time for the September meeting.

5.3. Expenses of members of the Committee are to be borne by their respective organizations.

5.4. After each year the Committee shall conduct a review of these terms of reference to determine if they are operational to both parties satisfaction.

**6. Limitations**

6.1. Items that are the subject of current collective bargaining negotiation shall not be discussed by the committee.

6.2. The Committee is not intended to solve individual or personal grievances; rather it shall focus on system wide concerns and policies.

**7. Amendment**

7.1 Any changes in these terms of reference shall require ratification of both the ATA Local and the School Board.

**8. Approval**

Approved and signed at Grande Prairie, this 4<sup>th</sup> day of November, 2008.

  
For the Board of Trustees  
Grande Prairie & District Catholic Schools

  
For the Grande Prairie & District  
Catholic ATA Local #42

## BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

**1. Alberta Catholic School Trustees' Association Board of Directors**

One representative. The ACSTA Board of Directors meets to discuss provincial Catholic Education issues. They meet five times annually in Edmonton. The Director represents the Board's position on relevant issues, and brings back a report outlining issues to the Board to determine the Board's position.

**2. ASBA Zone 1 Committee Representative**

One representative. The Alberta School Boards' Association Zone 1 is a body consisting of one Trustee from each Board in Zone 1. They meet regularly. The representative represents the Board's position on relevant issues, and brings back a report outlining issues to the Board to determine the Board's position. All Trustees are encouraged to attend on behalf of the Board.

**3. Ambassador of Christ & Recognition Committee**

This committee consists of two Trustees and the Superintendent or Designate. This committee serves as a forum to select the criteria, distribute the nomination forms, and select the Ambassador of Christ recipients.

**4. Archdiocesan Pastoral Council Representative**

One Trustee or representative appointed by the Superintendent. This Council's purpose is to advise the Archbishop on the pastoral needs of the Archdioceses, devise with him whatever pastoral plans and initiatives are appropriate, and take an active part in the furthering of a pastoral plan and/ or initiatives.

**5. Communities Against Bullying & Hazing Representative**

One representative. Working in conjunction with Community Action on Crime Prevention, this committee will be responsible for the development, funding,

implementation and evaluation of a three year Anti-Bullying project. Trustee assigned to assist with the program planning.

**6. Community Knowledge Campus Steering Committee Representative**

One representative, either the Board Chair or the Vice Chair. This committee provides the overall direction for the operational policies of the Community Knowledge Campus. It meets as necessary. The Superintendent also represents the District on this committee.

**7. District School Council Liaison**

The Vice Chair of the Board will serve as the Chair of this Committee. Trustees, Superintendent and Assistant Superintendents. The purpose of the Board attending School Council Liaison meetings is to provide School Councils with advice with respect to their mandate, solicit feedback for the Board's goals and priorities, and to communicate the overall direction of the Board.

**8. Faith Permeation Committee Representative**

One Trustee representative. This committee serves as a forum to discuss possible curricular strategies related to faith permeation and plans for the Faith Development events in the District for staff and students. The committee meets monthly.

**9. Friends of St. Thomas More School Foundation (Fairview) Representative**

One representative. This foundation facilitates educational enhancements for the students at St. Thomas More School in Fairview. This foundation usually meets as required. The trustee representative sits on this foundation in Fairview and provides input.

**10. Grande Prairie and District Catholic Schools Education Foundation**

Three representatives - One Trustee, the Superintendent and the Associate Superintendent of Business Operations. This foundation promotes the advancement of education for the students in Grande Prairie and District Catholic Schools. The Grande Prairie and District Catholic Schools Education Foundation meets to discuss the business of this Foundation. The Board of Directors will operate under a Governance Framework.

**11. Standing Committee on Recreation and Educational Services (SCORES) Representative**

One representative—the Board Chair or Vice-Chair. This committee serves as a forum to discuss issues of mutual concern to the school districts, City of Grande Prairie and the Grande Prairie Regional College. The two subcommittees of SCORES, along with the District's representatives, include:

- Joint Use Committee: Superintendent or Superintendent's designate; and
- Technical Advisory Committee: Superintendent

This committee meets as necessary. It is comprised of representation from the two city school districts, college and city. The Superintendent also represents the Board on this committee.

#### **12. Trustee School/Catholic Education Centre Liaison**

One Trustee representatives per school/ Catholic Education Centre. The purpose of the Trustee Liaison is to attend school functions within their Wards and advocate for the Board's goals priorities.

Reference: Section 61, 68, School Act

**Board Committees (Policy #10) and Board Representation (Policy #11)  
August 2009 - August 2010**

<b>Committees of the Board (Policy 10)</b>					<b>Comments</b>			
	<u>No. of Trustees</u>	<u>No. of Meetings</u>	<u>Weight</u>	<u>Total</u>				
ATA Collective Agreement	3	5	4	20	Ed, Bryan & Karl	Alice	Ben	Ralph
ATA Liaison	2	8	2	16	Ed, Karl, Marlene	Eldon	Laureen	
Audit Committee	2+2 public	2	4	8	Bryan & Karl	Laureen	Jennifer	
Board Social & Service Awards	2	4	2	8	Marlene	Alice	Jennifer	
CEP Collective Agreement	3	3	4	12	Ed & Bryan	Ben	Laureen	Alice
CEP Grievance	2	2	2	4	Karl	Eldon	Jennifer	
CEP Liaison	2	4	2	8	Ed & Karl	Jennifer	Ben	
Human Resources	3	4	2	8	Karl	Alice	Ralph	Jamie
Student Review	3	2	2	4	Karl	Ben	Laureen	Ralph
<b>Ad-Hoc Committees of the Board (Policy 10)</b>								
NEW: Friends of GPCSD28	2					Laureen	Ralph	Jennifer
NEW: Parish Ad-Hoc Committee	2				Russ, Karl	Ralph	Jennifer	
<b>Board Representation (Policy 11)</b>								
ACSTA Board of Directors	1	5	4	20		Alice	Laureen	
ASBA Zone 1 Association	1	<b>All trustees are encouraged to attend - Ben/alternate: Laureen</b>						
Ambassador of Christ	3	2	2	4	Marlene	Alice	Jamie	Ralph
Archdiocesan Pastoral Council	1	6	2	12		Ben		
C.K.C. Steering	1	2	2	4	Karl	Eldon		
Chamber Meetings	1	12				Eldon		
Communities Against Hazing and Bullying	1	4	2	8		Alice		
Faith Permeation	1	6	2	12		Jennifer	And/or Jamie	
Friends of STM Foundation	1	6	2	12		Ben		
G.P. Education Foundation	1	8	3	24	Bryan & Karl	Laureen		
S.C.O.R.E.S Steering	1	2	2	4	Karl	Eldon		

**Board/School Liaison (Policy 11):**

Catholic Education Centre/Maintenance	1	<b>Laureen</b>
Holy Cross	1	<b>Jennifer</b>
Kateri Mission	1	<b>Ralph</b>
St. Clement	1	<b>Alice</b>
St. Gerard	1	<b>Eldon</b>
St. John Bosco	1	<b>Laureen</b>
St. Joseph	1	<b>Alice</b>
St. Mary - Beaverlodge	1	<b>Ben</b>
St. Mary's - Sexsmith	1	<b>Eldon</b>
St. Patrick	1	<b>Ralph</b>
St. Thomas More - Fairview	1	<b>Ben</b>
Ste. Marie - Spirit River	1	<b>Jamie</b>
Mother Teresa	1	<b>Jennifer</b>

## **POLICY MAKING**

The Board is responsible for providing the District's students with a complete offering of learning opportunities delivered within the context of Catholic teachings and traditions. In order to meet its responsibility, the Board shall establish and maintain written policies and requires the Superintendent to keep current written procedures that express its philosophical beliefs in support of Catholic education and provide effective guidelines for action.

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

Board policies shall provide an appropriate balance between the responsibility of the Board to develop and communicate the broad guidelines and direction for the District and to assign authority to the Superintendent for the administrative operations of the District.

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

1. **Planning**

The Board, in cooperation with the Superintendent as a result of its own monitoring activities or on the suggestion of others, 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 delegate the authority for its development to the Superintendent or a Board committee.

3. **Implementation**

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share responsibility for the implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

4. **Evaluation**

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is achieving its intended purpose.

### **Specifically**

1. Any trustee, employee, taxpayer, parent, student or school council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter, by presenting a proposal for a policy or revisions in

writing to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

2. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
3. The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Superintendent to initiate the development process.
4. When developing policy, input is welcomed from those affected by the policy. Input may also be requested from government, community leaders, other Boards or agencies, and contractors.
5. In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
6. The formal adoption of policies shall be recorded in the minutes of the Board meeting and a copy thereof shall be appended to the official minutes.
7. Each adopted policy shall be dated, numbered and titled for the appropriate location in the Board Policy Handbook.
8. The Superintendent shall arrange for all Board policies to be posted on the District's website and distributed electronically to all Principals and District Office staff.
9. The Superintendent is responsible for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
10. The Superintendent shall develop administrative procedures as specified in Board Policy 5 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District; these must be in accordance with Board policies.
11. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
12. The Board may also delete a policy and subsequently delegate to the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
13. The Board shall review each policy annually.

Reference: Section 60, 61, School Act

## **APPEALS AND HEARINGS REGARDING STUDENT MATTERS**

Under section 124 of the School Act, the only matters on which the Minister of Education will consider appeals are:

- ♦ Special education placement;
- ♦ Language of instruction;
- ♦ Home education programs;
- ♦ Student expulsion;
- ♦ Amount and payment of fees or costs;
- ♦ Access to, or the accuracy or completeness of student records;
- ♦ Amount of fees payable by a Board to another Board; and
- ♦ Board responsibility for a student.

The Board will hear appeals on administrative decisions, other than recommendations to expel students, submitted in accordance with section 123 of the School Act, that significantly affect the education of a student. The Board's Student Review Committee will conduct all student expulsion hearings in accordance with sections 24 and 25 of the School Act.

The principles of natural justice shall apply to all appeals and hearings.

### **All Matters Other Than Expulsion of a Student**

1. Prior to a decision being appealed to the Board, the matter must be appealed to the Superintendent.
2. Parents of students, and students 16 years of age or over, have the right to appeal to the Board a decision of the Superintendent. The Superintendent must advise parents and students of this right of appeal.
3. The appeal to the Board must be made within five days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Superintendent, or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal will be heard in-camera, with specified individuals in attendance.

7. The appeal hearing will be conducted in accordance with the following guidelines:
  - 7.1 The Board Chair will outline the purpose of the hearing, which is to provide:
    - 7.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses;
    - 7.1.2 The Board with the means to receive information and to review the facts of the dispute;
    - 7.1.3 A process through which the Board can reach a fair and impartial decision.
  - 7.2 Notes of the proceedings will be recorded for the purpose of the Board's records.
  - 7.3 The Superintendent and/or staff will explain the decision and give reasons for the decision.
  - 7.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or staff.
  - 7.5 The Superintendent and/or staff will have an opportunity to respond to information presented by the appellant.
  - 7.6 Board members will have the opportunity to ask questions or seek clarification from both parties.
  - 7.7 No cross-examination of the parties shall be allowed, unless the Board Chair deems it advisable under the circumstances.
  - 7.8 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
  - 7.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
  - 7.10 The Board's decision and the reasons for that decision will be communicated to the appellant by telephone and by double-registered letter within three days of the hearing.

### **Expulsion of a Student**

The Student Review Committee will hear representations with respect to a recommendation for a student expulsion in accordance with sections 24 and 25 of the School Act.

If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and

provide a recommendation to the Student Review Committee through the Office of the Superintendent.

The Student Review Committee will convene in an in-camera session upon the call of the Superintendent, but in no event shall the meeting occur later than ten school days from the first day of suspension.

Parents of students, or students 16 years of age or over, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

The Student Review Committee may have legal counsel in attendance.

Notes of the proceedings will be recorded for the purpose of the Committee's records.

The expulsion hearing will be conducted in accordance with the following guidelines:

1. The Committee Chair will outline the purpose of the hearing, which is to:
  - 1.1 Provide an opportunity to hear representations relative to the recommendation from the Principal;
  - 1.2 Provide an opportunity for the student and/or the student's parent or guardian to make representations; and
  - 1.3 Reinstate or expel the student.
2. The Committee Chair will outline the procedure to be followed, which will be as follows:
  - 2.1 The Principal will present the report documenting the details of the case and the recommendation to expel the student;
  - 2.2 The student and the student's parents will be given an opportunity to respond to the information presented and to add any additional relevant information;
  - 2.3 The members of the Committee will have the opportunity to ask questions of clarification from both the Principal and the student and the student's parents;
  - 2.4 The Committee will meet, without the principal, the student, or the student's parents present, to discuss the case and the recommendation. The recording secretary will remain in attendance. Legal counsel may also remain in attendance.
  - 2.5 Should the Committee require additional information, all parties will be requested to return in order to provide the requested information;
  - 2.6 The Committee will then make a decision to either reinstate or expel the student; and
  - 2.7 The Committee's decision shall be communicated in writing to the student and the student's parents within 5 days of the hearing, with copies being provided to the Principal and the Superintendent. (The Superintendent's Office will attempt to inform the parent(s) and the student of the decision by phone or personal communication as soon as possible after a decision has been reached.)

If the Committee's decision is to expel the student, the following information must be included in the letter to the student and the student's parents:

- 2.7.1 The length of the expulsion which must be greater than 10 school days;
- 2.7.2 The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
- 2.7.3 The right of the student and the student's parents to request a review of the decision by the Minister of Education.

Expulsion is at the discretion of the Student Review Committee. The Committee, in making its decision, shall take into account the circumstances under which the student committed the offence. The following offences may be considered by the Committee as justification for expulsion:

- ◆ Open opposition to the authority of the staff;
- ◆ Conduct deemed to be injurious to the general tone and well being of the student population being served by the school and the staff employed by the District;
- ◆ Willful disobedience over a prolonged period or in a single instance where the disobedience endangers the students, teacher, building or general climate of orderly behavior;
- ◆ Habitual neglect to do work that is assigned to the student and which is within his/her competence to complete;
- ◆ Profane or indecent language in the presence of other students or before staff;
- ◆ Threats of physical violence or acts of violence against a teacher or a student;
- ◆ Any act of indecency in a school building or on the school grounds;
- ◆ Failure to observe and to obey any reasonable rule, regulation or procedure established by the teacher or by the Principal for maintaining a climate of behavior conducive to learning;
- ◆ Willful or malicious damage to property or equipment on school premises; or
- ◆ Prohibited use of drugs, alcohol, or tobacco.

It is expected that all students will comply with section 12 of the School Act.

Reference: Section 12, 24, 25, 61, 123, 124, School Act

## **HEARINGS ON TEACHER MATTERS**

The Superintendent may transfer a teacher in accordance with section 104 of the School Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

The Superintendent may make a recommendation to the Board to terminate a contract of employment with a teacher or to terminate a designation of a teacher. In terminating a contract of employment or a designation, the Board shall act reasonably.

The Board or the Superintendent may suspend a teacher from the performance of the teacher's duties in accordance with section 105 of the School Act. The teacher may appeal such suspension to a Board of Reference. The Board may make an investigation of the circumstances and may reinstate the teacher pursuant to sections 105(8) – 105(11) of the School Act, or it may terminate the contract of employment in accordance with section 107 of the School Act.

### **Specifically**

#### **1. Transfers**

- 1.1 A teacher who has been given a notice of transfer by the Superintendent must make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer within seven days of receipt of the transfer notice.
- 1.2 The request for a hearing before the Board shall be submitted by the teacher to the Associate Superintendent of Business Operations with a copy being provided to the Superintendent.
- 1.3 The Board may set a date and time for the hearing requested not earlier than 14 days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.
- 1.4 The Associate Superintendent of Business Operations shall advise the teacher in writing of the date, time and location of the hearing.

#### **2. Termination of Contract or Designation**

- 2.1 When the Superintendent has decided to make a recommendation to the Board to terminate a teacher's contract, or terminate a designation, the Superintendent shall forward that recommendation;
  - 2.1.1 To the teacher, not less than 14 days before the scheduled date of the meeting at which the recommendation shall be considered;
  - 2.1.2 To the trustees, through the recording secretary, in accordance with the practice for regular Board meetings;

- 2.1.3 All supporting documentation and the names of any witnesses to be called shall be forwarded by the Superintendent to the teacher not less than 14 days before the date of the hearing.
  - 2.2 One adjournment of the meeting of no more than 14 days shall be granted by the Board Chair, provided that:
    - 2.2.1 A request is submitted in writing to the recording secretary by the teacher no less than seven days before the originally scheduled date of the meeting; or
    - 2.2.2 The request, although not submitted in accordance with sub-clause 2.2.1, is supported with reasons that the Board Chair considers valid, including the reason the request was not submitted within the required period.
    - 2.2.3 The Board Chair may seek submissions from the Superintendent, as a party to the appeal, about whether to grant an adjournment.
  - 2.3 Where reasonable, the Board Chair may grant further adjournments.
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 appeal the suspension to the Board must submit a request in writing to the Associate Superintendent of Business Operations 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 hear the appeal within three weeks of having received the written request from the teacher.
  - 3.4 The Associate Superintendent of Business Operations shall advise the teacher in writing of the date, time and location of the Board meeting at which the appeal will be heard.
4. Provision of Information
  - 4.1 Any written materials the teacher or the Superintendent wishes trustees to consider must be submitted to the recording secretary not less than four days prior to the scheduled date of the meeting. The recording secretary will provide copies to the trustees, the Superintendent, and the teacher.
  - 4.2 The teacher or the Superintendent may be accompanied by counsel or other representative, and may bring witnesses if, not less than four days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing:
    - 4.2.1 The names of counsel, other representatives, and any witnesses; and
    - 4.2.2 An explanation satisfactory to the Board Chair as to why the witnesses' evidence may not be adequately presented in writing.

## 5. Procedure at Hearings

- 5.1 Notes of the proceedings will be recorded for the purposes of the Board's records.
- 5.2 The Superintendent and the teacher shall be given an opportunity to make introductory and closing statements.
- 5.3 If the Superintendent considers it necessary to have witnesses appear on behalf of the recommendation, they shall be called to appear prior to the teacher making any representations.
- 5.4 Trustees shall ask questions of a witness only after the party calling the witness has completed its presentation.
- 5.5 The presentation of the teacher's case shall commence after the Superintendent has presented his/her evidence.
- 5.6 After the teacher's closing statement, the Superintendent shall have an opportunity to respond to information presented by the teacher.
- 5.7 Board members will have the opportunity to ask questions or clarification from both parties.
- 5.8 No cross-examination of witnesses shall be allowed, unless the Board Chair deems it advisable.
- 5.9 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
- 5.10 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
- 5.11 The Board decision will be communicated to the teacher by telephone and confirmed in writing following the hearing.

Reference: Section 104, 105, 107, 109, School Act

## **SCHOOL CLOSURES**

The Board may from time to time be required to close existing schools to ensure the efficient and effective operation of the District. The process for the closure of schools is outlined in the Closure of Schools Regulation, Alberta Regulation 257/2003. According to provincial policy, a Board may develop and implement policies and procedures with respect to closure of schools that are not inconsistent with this Regulation.

### **Specifically**

1. Prior to any decision on a school closure, the Superintendent shall review the current Alberta Regulation to ensure that the procedures to be followed by the Board are in compliance with provincial requirements.
2. The Board, upon receiving a referral from the Superintendent regarding the possible closure of a school or a portion of a school, shall determine, by majority vote of the Board, whether or not to proceed with further study.
3. If the Board wishes to proceed with a consideration of closure, the Board shall have the matter raised as a notice of motion at a regular meeting of the Board, and subsequently comply with the procedures specified in the Alberta Regulation dealing with school closure.

Reference: Section 58, School Act  
Alberta Regulation 257/2003

## **RECRUITMENT AND SELECTION OF STAFF**

The Board believes that the recruitment and selection of District staff is a shared responsibility between the Board and the Superintendent. The Board, in the case of the Superintendent's position, and the Superintendent in all other instances, will assume the sole responsibility for initiating the advertising process. The Board further believes that the recruitment and selection of staff should be based on merit and the best interests of District students.

### **Specific Responsibilities**

1. Superintendent/CEO
  - 1.1 The Board has sole authority to recruit and select individuals for the position of Superintendent/CEO.
  - 1.2 The Board will develop an "Ideal Candidate Profile" as part of the recruitment process.
2. Deputy/Assistant Superintendent
  - 2.1 The Board and Superintendent will share the recruitment process for the position of Deputy/Assistant Superintendent, including the development of an "Ideal Candidate Profile" and short-listing of candidates.
  - 2.2 The Board and Superintendent will jointly interview short-listed candidates.
  - 2.3 The Board will select the successful candidate, in consultation with the Superintendent to seek consensus.
3. Associate Superintendent of Business Operations
  - 3.1 The Superintendent will be responsible for the development of an "Ideal Candidate Profile" and short-listing of candidates.
  - 3.2 The Superintendent and Board will jointly interview short-listed candidates.
  - 3.3 The Superintendent will select the successful candidate, in consultation with the Board to seek consensus.
4. Principals, Vice-Principals, Directors and Religious Education Consultant
  - 4.1 The Superintendent will be responsible for the development of an "Ideal Candidate Profile" and short-listing of candidates.
  - 4.2 The Superintendent will form an interview team consisting of a minimum of two trustees, selected by the Board Chair, plus any other individuals that the Superintendent may wish to include.
  - 4.3 The Superintendent will make the final selection in consultation with other members of the interview committee.
5. Other District Office and School-Based Positions

- 5.1 The Superintendent will be responsible for the development of an “Ideal Candidate Profile” and short-listing of candidates.
- 5.2 The Superintendent is delegated full authority to recruit and select staff for all District Office positions excluding the positions of Deputy/Assistant/Deputy Superintendent: Human Resources, Deputy/Assistant Superintendent: Curriculum, Associate Superintendent of Business Operations and Religious Education Consultant.
- 5.3 The Superintendent is delegated full authority to recruit and select staff for all school-based positions excluding the positions of Principal and Vice-Principal.

## 6. Employment Contracts

- 6.1 The Superintendent is delegated the authority to make all offers of employment, and decisions regarding the term and/or continuing appointments/contracts of all District staff using contract templates approved by the Board .
- 6.2 All offers of employment shall be conditional on the successful applicant providing a criminal record check that is acceptable to the Board, in the case of the Superintendent’s position, and to the Superintendent in all other instances.
- 6.3 The Board, in the case of the Superintendent’s position, and the Superintendent in all other instances, may require documentation certifying that the candidate is medically fit for employment in the District.

Reference: Sections 60, 92, 93, 95, 96, 97, 98, 99, 101, 102 and 103, School Act  
Cross Reference: Board Policy 4 – Role of the Superintendent/CEO

## **FAITH PERMEATION**

The Board believes that the teachings of our Catholic Faith and the evidence of practical applications will be shown in the culture of the District and in schools. Everyone will assist with the development of the whole child and every child will be accepted and honored.

The Board will assist, promote, encourage and support Catholic Faith Formation for Catholic and Non-Catholic staff. It is an expectation that staff and students participate in the religious life of the school and that every aspect of the District is permeated with Faith. Students will have the opportunity to serve through community service, promotion of justice and the celebration of the Eucharist.

Training and support will be provided for teachers to permeate Faith into the curriculum. Staff will also be provided with opportunities for enhancement and development of Faith among the community and within schools.

To conform with our Catholic teaching, a Catholic School has a distinct and unique identity and philosophy. To this end, our Board agrees with and adheres to the ACSTA Fundamental Principles document on Catholic School Facilities.

### **Fundamental Principles**

1. Free-standing Catholic schools on separate sites have a long and successful history in this province and remain the standard for Catholic educational facilities.
2. ACSTA and its member boards support community partnerships, provided they adhere to these Fundamental Principles.
3. The ACSTA and its member boards oppose the joint use of school buildings with public school boards in any manner that has the effect of undermining or interrupting the full permeation of Catholic values and beliefs.
4. No Catholic school board should be pressured into any type of partnership or joint-use arrangement that could restrict the board's ability to fulfill its mandate to provide quality Catholic Education to its students.
5. When a Catholic board wishes to establish a Catholic school, where none has previously existed, facilities must be arranged in adherence with the ACSTA Fundamental Principles. Arrangements would proceed with a commitment from the Minister responsible for a designated Catholic school when numbers warrant.
6. Catholic school districts contemplating a facility other than a free-standing school will take the following steps prior to beginning the project development process:
  - Inform the ACSTA in writing; and
  - Seek and receive support of the local bishop.

6. The ACSTA, its Board of Directors and member boards will not consider as precedent setting any pre-existing arrangement between a Catholic school and a public school that does not conform to these Fundamental Principles.

Reference: Section 60, School Act

## **CASINOS**

The Board recognizes that schools do not receive all the necessary financial resources to meet the many ancillary activities that are found in schools. This includes band activities, athletic activities, extra-curricular activities, and so on. Historically community groups, schools and churches have used various forms of games of chance as a form of entertainment that could be used as a fund-raiser. However, the recent emergence in Alberta of the Video Lottery Terminal (VLT) has been identified as problematic for many reasons that have been enumerated by the Alberta Bishops (i.e. Conference 1998 Statement: "*The False Eden of Gambling*").

The Board does not endorse fund raising by any group actively participating in a Casino for the specific purpose of raising funds for one of the schools under its jurisdiction.

### **Specifically**

1. By rejecting Casinos and VLT's specifically at this time, the Board is neither endorsing nor rejecting other forms of gambling.
2. Should any group beyond the control of the Board (volunteer or otherwise) choose to ignore this policy, the Board will not allow the use of its name, or the name of any of its schools or School Councils to be used in conjunction with a Casino fund-raiser. In no way can the fund raising group be identified with the District, or any part of it.
3. Schools, in collaboration with their support groups, shall explore using other forms of fund raising rather than Casinos.

Reference: Section 60, School Act

Cross-Reference: Administrative Procedure 512 – Student Fund-Raising Activities

## INVESTMENTS

### Background

The Grande Prairie Catholic School District (hereinafter called “the District”) is interested in pursuing viable alternatives for growing its investment portfolio at reasonable rates of return but not at the expense of a non-satisfactory degree of capital preservation. Due to its risk profile, the District wishes to invest in financial investments offering a competitive rate of return without putting the portfolio at risk of loss of invested capital.

### Guidelines

1. Portfolio Objectives

The overall objective of this portfolio is to make a reasonable contribution to the current and long term funding requirements for the District. The portfolio is to be managed in a manner that maximizes return without jeopardizing its principal goal of preserving the capital needed to provide a continued stream of income over the longer term.

Within the context of the above requirements, a moderate level of variability in returns will be allowed under the provision that all risks taken are consistent with the objective of long-term capital preservation and growth. The maintenance of a moderate level of liquidity to meet un-anticipated funding requirements is also desirable.

2. Asset Mix

The portfolio will be limited to fixed income and income-producing instruments including cash, money market securities, and longer dated debt securities. Preferred shares or common stock investments are not permitted. The asset allocation policy will be governed by the following parameters:

Asset Class	Minimum Weight	Maximum Weight	Target Weight
Cash & Equivalents	0%	100%	10%
Fixed Income	0%	100%	90%
Equities	0%	0%	0%
			100%

3. Eligible Investments

Investments may be made in Cash and Fixed Income.

a) Cash and Fixed Income

- Government obligations (i.e. Treasury Bill Notes, Strip Coupons, Debentures and/or Bonds) issues directly or indirectly by the Federal government or an agency (Canadian and U.S.) or any of the provinces with an appropriate credit rating (see investment limits below).

- Canadian Chartered Bank Securities, being Bearer Discount Notes, Deposit Receipts, Term Notes, Certificates of Deposit, Bankers Acceptances, bonds and strip coupons with an appropriate credit rating.
- Securities of foreign banks or the Canadian affiliates of foreign banks provided that the obligations are guaranteed or carry separate appropriate ratings.

- a) Cash and Fixed Income (cont'd)
  - Commercial paper, bonds, debentures and strip coupons issues of Canadian companies with an appropriate credit rating.
- b) Province of Alberta  
The Province of Alberta maintains a number of funds that accept monies for investment purposes from public institutions.
- c) Government of Canada  
The Government of Canada maintains a number of funds that accept monies for investment purposes from public institutions.

#### 4. Limitations

The portfolio is to be managed to the policies of the Alberta Trustee Act. In addition to these policies, the following limitations are to be applied:

The purchase of any securities carrying a credit rating below A for bonds or A1/R1(L) for commercial paper is strictly prohibited.

Ratings used will be from one or more of the following ratings agencies: Dominion Bond Rating Service, Standard and Poor's Credit Rating Service, and Moody's Investor Services.

Maximum term of any one investment cannot exceed 10 years.

Maximum exposure to corporate issuers can be no more than 50% of cost value.

No more than 10% of cost value can be invested in any one corporate issuer.

The use of derivatives, Royalty Income Trusts and Real Estate Investment Trusts, options, purchasing on margin and short selling of securities is expressly prohibited.

Any investment or activity that may possibly expose the District to liability beyond the amount invested is prohibited.

#### 5. Benchmarks

The portfolio will be measured against a weighted asset class benchmark. The following benchmark will be used to evaluate performance:

Percentage Weight	Benchmark
10%	Scotia Capital 91 day T-bill Index
90%	Scotia Capital Mid-Term Bond Index

5. **Payment and Safekeeping**  
A dealer or financial institution, approved by the Associate Superintendent of Business Operations, will hold securities purchased, in safekeeping.
  
6. **Reporting**  
An Annual Investment Report, as of August 31<sup>st</sup>, shall be prepared and presented in conjunction with the audit.