

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 1/2010.

- 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.

2. Regular Meetings of the Board of Trustees

- 2.1 Regular meetings of the Board of Trustees shall be established by motion of the Board of Trustees. In accordance with Section 66 of the *School Act*, the motion establishing the regular meetings of the Board of Trustees shall state the date, time

and place of the regular meeting, and the Board shall not be required to give notice of the regular meetings of the Board.

2.2 The Board of Trustees' Regular meetings will normally be held during the period of September to June, inclusive, of each calendar year. The Board of Trustees' meetings in July and August may be held in accordance with the Procedures required for holding Special Meetings of the Board of Trustees, unless the Board determines that Regular Meeting(s) will be held during those months. In order to allow that the business of the Board of Trustees is not interrupted, Trustees must inform the Superintendent or Designate of their contact information during vacation periods. Such information will be used to contact the Trustees for Board of Trustees' business.

2.3 To determine the schedule of the Board of Trustees' meetings, the following guidelines have been established:

- (i) Regular Board of Trustees' Meetings, Private Agenda
1st Monday of each month
- (ii) Regular Board of Trustees' Meetings, Public Agenda
3rd Monday of each month

The Board shall hold its regular meetings in the Board Room at the Catholic Education Centre, 9902-101 Street Grande Prairie, AB. Where the Monday of the month is a statutory holiday, the meeting shall be held on Monday immediately following the statutory holiday.

2.4 The meeting shall adjourn within 3 hours of opening prayer, unless extended by a majority of the Trustees.

2.5 All Trustees shall notify the Office of the Superintendent in writing if they are unable to attend a Board meeting.

2.6 Trustees who are absent from three consecutive meetings shall:

- 2.6.1 Obtain authorization by resolution of the Board to do so; or
- 2.6.2 Provide the Office of the Superintendent evidence of illness in the form of a medical certificate respecting the period of absence;
- 2.6.3 Failure to attend may result in disqualification.

2.7 Notwithstanding any other provision in this Policy. 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.

2.8 Regular meetings of the Board shall be held in public.

2.9 Regular meetings of the Board will not be held without the Superintendent or designate in attendance.

2.10 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.

- 2.11 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.
- 2.12 No resolution, act or proceeding of the Board is binding unless adopted at a meeting at which a quorum of the Board is present.
- 2.13 The Board reserves the right within the constraints of statute to hold in-camera sessions as desired during regular Board meetings.

3. Special Meetings of the Board of Trustees

Special meetings of the Board of Trustees may be called in accordance with the procedure outlined below, to consider, among other matters, the following items:

- 3.1 Matters of governance,
- 3.2 Major issues of a specific nature that require lengthy consideration,
- 3.3 Items of an emergent nature that cannot be postponed until a regular Board of Trustees' meeting is scheduled to be held,
- 3.4 Collective bargaining and contract negotiations with staff and with applicable third parties,
- 3.5 Petitions, delegations and presentations from any individual, organization, or group, that have been filed with the Superintendent or designate, and
- 3.6 Conduct of hearings and hearing appeals as required by the *School Act*, including, without limitation, those relating to employee matters.
- 3.7 In the case of special meetings of the Board of Trustees, other than special meetings held for the purpose of conducting hearings or hearing appeals, those Trustees participating and present by electronic means as provided for in Section J of these Procedures shall be considered present at the meeting.

4. Meetings by Electronic Means

Meetings by electronic means may be convened in the event of extenuating circumstances. Trustees may attend any meeting of the Board electronically except the Organizational or other Meetings where elections occur.

- 4.1 In accordance with Section 71 of the School Act, the Board may hold a meeting using electronic means or other communication facilities. The means used must enable each Trustee participating in the meeting and any members of the public attending the meeting to hear all the other Trustees. Trustees participating in such meetings by electronic means or other communication facilities are deemed to be present at the meeting.
- 4.2 At least one (1) of the following persons named in each of 4.2.1 and 4.2.2 must be present at Division Office during the meeting.

- 4.2.1 A member of the Board.
- 4.2.2 The Superintendent or designate.
- 4.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate as appropriate.
- 4.4 A Trustee may participate from a location to which the public does not have access.
- 4.5 A Trustee must ensure the means and location used to participate in the meeting will allow moving in-camera, and will meet all requirements of an in-camera session.

5. Conducting Business at the Board of Trustees' Regular Meeting: Public Agenda

- 5.1 The Board Chair, in consultation with the Vice-Chair and Superintendent, is responsible for establishing the agenda for all Regular Meetings: Public Agenda 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. The agenda package will be distributed to each Trustee in an electronic format.
- 5.4 The Superintendent will generally include an administrative recommendation for all action items included on the agenda.
- 5.5 The agenda for Regular Board meeting: Public Agenda may generally follow the order outlined below:
 - 5.5.1 Call to Order (beginning at 4:30 PM)
 - Opening Prayer
 - In-Camera
 - Opening Prayer & Delegations (beginning at 5:00 pm)
 - Adoption of Agenda
 - 5.5.2 Approval of Minutes
 - Minutes of Regular Board Meeting (Public & Private)
 - Minutes of Special Board Meetings
 - 5.5.3 Administrative Reports: Results Focus
 - Faith Formation Report
 - Superintendent's Report
 - 5.5.4 Action Items

- 5.5.5 Policy Review
- 5.5.6 Board Reports
 - Committee & Representative Reports
 - Requests for Information & Future Agenda Items
 - Discussion on Correspondence
 - Round Table (Official Board Representation at Events & Good News)
- 5.5.7 Meeting Evaluation (hand in)
- 5.5.8 Closing Prayer & 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 Superintendent prior to 4:30 p.m. 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.
- 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*.
- 5.10 Board meeting Agendas shall include a reminder to Trustees that they must disclose any potential Pecuniary Interest or Conflict of Interest that they may have in respect of any of the matters before the Board of Trustees, as set forth in the Agenda as well as any Pecuniary interest that they may have in any contract before the Board requiring the Board's approval and/or ratification.
- 5.11 The Secretary Treasurer shall review each proposed Agenda as against the disclosure of information filed with the Secretary Treasurer by each Trustee pursuant to section 81(1) of the *School Act*, in order to identify any potential Pecuniary interests of a Trustee, and, if applicable, bring these to the Trustee(s)' attention prior to the Board meeting. Notwithstanding such review by the Secretary Treasurer, it shall ultimately be the personal responsibility of the Trustee to determine whether or not they have a Pecuniary interest in any Board matter being considered, and to act in accordance with the School Act and this Board Policy.

6. Conducting Business at the Board of Trustees' Regular Meeting: Private Agenda

- 6.1 The Board Chair, in consultation with the Vice-Chair and Superintendent, is responsible for establishing the agenda for all Regular meetings- Private Agenda of the Board.
- 6.2 When a majority of the Trustees present at a meeting of the Board of Trustees are of the opinion that it is in the public interest to hold the meeting or a part of the meeting in private for the purpose of considering any matter, the Board of Trustees may by motion exclude any person from the meeting. As such, the purpose of the Private Agenda is to deal with in camera matters, as determined by the Board of Trustees and/or as described in Section 18(1) of the Alberta *Freedom of Information and Protection of Privacy Regulation* These topics include matters of privacy and matters confidential to the internal governance and management of the Board of Trustees.
- 6.3 The agenda for Regular Board meeting: Public Agenda may generally follow the order outlined below:
- 6.3.1 Call to Order
- Opening Prayer (beginning at 4:30 PM)
 - Adoption of Agenda
 - In-Camera
- 6.3.2 Closing Prayer & Adjournment
- 6.4 When a meeting is held in private, the Board of Trustees does not have the power to pass a by-law or motion at that meeting apart from the motion necessary to revert to an open meeting. Motions to go in camera must be carefully worded to protect the confidentiality and personal privacy around the issue.
- 6.5 Due to the confidential or privileged nature of all private meeting Agenda items and supporting material on which the motions are based, the comments, discussions and supporting material relating to private items shall remain strictly confidential, except in cases when the Board of Trustees determines that the information should be submitted to a public meeting of the Board of Trustees, when the Board of Trustees specifically authorizes its public release, or when legally required to release such information. A motion of the Board of Trustees is required if this information is to be provided to any persons other than to the Board of Trustees or to employees or agents of the Board of Trustees who require such information to carry out the duties of their job.
- 6.6 As part of the fiduciary duties to which each Trustee is bound is the strict duty of confidentiality. That duty applies to every matter of a confidential nature before the Board or coming to the notice of any Trustee, including the private discussions and deliberations of Trustees that occur during private meetings of the Board. Until such time as any such confidential matters are lawfully and properly disclosed pursuant to public meetings of the Board, such matters remain confidential and any Trustee breaching such obligation of confidentiality may be subject to sanctions.

7. Conducting Business at the Board of Trustees' Special Meeting

- 7.1 The business of Special Board Meetings shall be conducted in accordance with the rules governing Regular Board meetings, subject to the order of business appropriate to the purpose of the meeting, as outlines in section 6 of this Policy.

8. Conducting Business at the Board of Trustees' Organizational Meeting

- 8.1 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. The Superintendent or Designate will give notice of the Organizational meeting to each Trustees as if it were a Special Meeting.
- 8.2 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.
- 8.3 The Superintendent shall act as the 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 Board Chair shall be elected for a period of one year.
- 8.4 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
- 8.4.1 Elect a Vice Chair;
- 8.4.2 Create such Committees of the Board as are deemed appropriate, and appoint members;
- 8.4.3 Appoint Board Representatives to various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 8.4.4 Review Board member conflict of interest stipulations and determine disclosure of information requirement.
- 8.7 All elections shall be conducted by secret ballot unless there is unanimous agreement among Trustees to use a show of hands.

9. Minutes and Records

- 9.1 The Minutes shall record:
- 9.1.1 A brief summary of the circumstances which gave rise to the matter being placed before the Board;
- 9.1.2 All resolutions, including the Board's disposition of same, placed before the Board; and
- 9.1.3 The votes, when and as requested, by a Trustee, as per section 72 of the School Act.
- 9.2 The Minutes shall:

- 9.2.1. Be prepared by the recording secretary;
 - 9.2.2. Be reviewed by the Superintendent of Schools prior to submission to the Board;
 - 9.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 9.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 9.3 The Superintendent shall:
- 9.3.1. 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;
 - 9.3.2. 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.
 - 9.3.3. 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;
 - 9.3.4. Ensure a file of all Board minutes is established and maintained;
 - 9.3.5. Prepare "Board Summary" following each Board meeting;
 - 9.3.6. 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 UNIFOR Local Presidents, CEC staff, Parishes and to others upon request; and
 - 9.3.7. Ensure that the "Board Summary" is posted on the District's website.
- 9.4 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.
- 9.5 Board Committees shall appoint a person who shall prepare and submit minutes of the Committee meetings to the Board to the Superintendent.
- 9.6 The following records and documents will be kept on file at the District Office and be made available to electors upon request:
- 9.6.1. Approved minutes of all Board meetings;
 - 9.6.2. Records of the proceedings of all Board committee meetings, except those that relate to individual employees and students;

- 9.6.3 The annual budget approved by the Board;
 - 9.6.4 All legal agreements entered into by the Board, exclusive of student or employee records or contracts);
 - 9.6.5 The District's current Three-Year Education Plan;
 - 9.6.6 The District's current Annual Education Results Report;
 - 9.6.7 Records of the status of all Board accounts; and
 - 9.6.8 Audited financial statements for previous year's operations.
- 9.7 A photocopying charge may be levied to any elector requesting copies of the above-noted records and documents.

10. Motions

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

10.1 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.

10.2 Discussion on Motions

All persons in attendance shall address their comments to the Board Chair who shall also determine the order of speakers on any business before the Board..

A Board 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.

A motion is not required for an information item for which a written report is attached to the Agenda.

10.3 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 Chair will normally speak just prior to the last speaker who will be the mover of the motion.

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.

10.4 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.

10.5 Recorded Vote

When a recorded vote is requested by a Trustee before the vote is taken, the minutes shall record the name of the Trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a Trustee, the minutes shall record the name of that Trustee and whether that Trustee voted for or against the matter or abstained.

10.6 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.

10.7 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.

10.8 Amendments

If a Trustee is making an amendment, the Trustee will provide a written copy of the amendment to the Board Chair. All amendments to motions and documents provided in agenda packages will be displayed for all Trustees to see prior to voting.

10.9 Recording Devices

The Board expects that anyone wanting to use a recording device at a Public Board meeting shall obtain prior approval by the Chair.

The Board does not permit recording devices at any private or confidential meetings.

11. 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:

11.1 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.

11.2 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.

11.3 A spokesperson(s) for the delegation is to be identified.

The Board Chair has the right to restrict the length of time for any delegation at any meeting. Generally a speaker may speak for up to five minutes. The number of such speakers at any meeting shall not exceed five. To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of presentations may be made by a majority vote of the Trustees present at the meeting.

11.4 The speaker will be recognized by the Chair who will ask the speaker to state his or her name, the stakeholder or public group represented, if appropriate, and the topic to be addressed.

11.5 The speaker shall address comments to the Chair of the meeting. Attacks on personal character or performance of any individual(s), department or school, or disruptive remarks shall be ruled out of order. Persistence in such remarks shall terminate the speaker's privilege to address the Board of Trustees.

11.6 The Board will normally hear the matter presented to it without entering into discussion or debate. Individual Trustees or administrators may raise questions of clarification and address these to the delegation.

11.7 The Board will not necessarily make a decision on the matter at the same meeting that a representation or delegation is heard.

- 11.8 The Chair will thank the speaker. The speaker will be advised of the date and/or approximate time at which a decision will be reached.

12. Trustee Remuneration and Expenses

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

- 12.1 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.
- 12.2 The District shall pay or reimburse Trustees for the expenses related to registration fees, transportation, parking, meals, and accommodation.
- 12.3 Trustees shall monitor their own budgets.
- 12.4 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.
- 12.5 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.

13 Trustee 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:

- 13.1 Each Trustee will accept sole responsibility for declaring a conflict of interest.
 - 13.1.1 Each Trustee will be knowledgeable with Sections 80-91 of the School Act.
 - 13.1.2 Each Trustee will limit a declaration of conflict of interest to those matters specified in Section 80 of the School Act.
- 13.2 Each Trustee will advise the Secretary Treasurer of the declaration.
 - 13.2.1 The Trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.
 - 13.2.2 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.

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

13.3.1 The Secretary Treasurer will record in the minutes;

13.3.2 The Trustee's declaration;

13.3.3 The Trustee's abstention from the debate and the vote.

14. **Board Self-Evaluation**

14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.

14.2 The purpose of the Board self-evaluation is to answer the following questions:

14.2.1 How well have we fulfilled each of our defined roles as a Board this past year?

14.2.2 How do we perceive our interpersonal working relationships?

14.2.3 How well do we receive input and how well do we communicate?

14.2.4 How well have we adhered to our annual work plan?

14.2.5 How would we rate our Board-Superintendent relations?

14.2.6 How well have we adhered to our governance policies?

14.2.7 What have we accomplished this past year? How do we know?

14.3 The principles upon which the Board self-evaluation is based are as follows:

14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

14.3.3 An evidence-based approach provides objectivity.

14.4 The components of the Board self-evaluation are:

14.4.1 Review of Board Role Performance

14.4.2 Monitoring Interpersonal Working Relationships

14.4.3 Monitoring Board Representation/Communication

14.4.4 Review of Annual Work Plan Completion

14.4.5 Monitoring Board-Superintendent Relations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

14.4.8 Creating a Positive Path Forward

15. **New Board Member Orientation**

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

15.1 Board Policy Handbook;

15.2 Three-Year Education Plan, Budget, Annual Education Results Report

- and Audited Financial Statement;
- 15.3 Administrative Procedures Manual; and
- 15.4 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*

16. 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.

- 16.1 Funds will be identified in the Annual Budget for transportation, accommodation, and subsistence for Trustee attendance at conferences, workshops, etc.
- 16.2 The Superintendent shall provide reports to the Board on the status of the above account as requested.
- 16.3 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
Alberta Freedom of Information & Protection of Privacy Regulation