

# Holy Spirit Catholic Schools

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**Organizational Meeting  
Catholic Education Centre  
Wednesday, October 19, 2016  
6:00 p.m.**

## **AGENDA**

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**A. CALL TO ORDER**

- A.1 Lisa Palmarin, Secretary-Treasurer
- A.2 Prayer
- A.3 Approval of Agenda

**B. ACTION ITEMS OF AGENDA**

- B.1 Election of Chair
- B.2 Election of Vice-Chair
- B.3 Appointment of Committees
- B.4 School Liaisons

**C. ADJOURNMENT**

**ACTION ITEM: B.1**

**October 19, 2016**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Chris Smeaton, Superintendent of Schools

**SUBJECT:** Election of Board Chair

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND:**

1. Section 64 of *The School Act* requires that the Board hold an annual organization meeting.
2. Section 65 of *The School Act* requires that the Board elect a Board Chair.
3. Please refer to the attached guidelines which outline the voting and election procedures

### **RECOMMENDATION**

That the Board of Trustees proceeds to elect the position of Board Chair, as required by *The School Act*.

## **ROLE OF THE BOARD CHAIR**

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

### Specific Responsibilities

1. The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.
2. The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.
3. The Board Chair shall provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.
4. The Board Chair shall preside over all regular and special meetings of the Board.
5. The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
6. The Board Chair shall keep the trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.
7. The Board Chair shall keep informed of significant developments within the division and in education provincially.
8. The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.
9. The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.
10. The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.
11. The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.
12. The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.
13. The Board Chair shall ensure the auditor's report is brought to the Board for their review.
14. The Board Chair shall review and approve the Vice Chair remuneration and expense claims.

15. The Board Chair shall review and approve the Superintendent's expense claims.
16. The Board Chair shall review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per *Policy 18: Board Governance and Operations*.

**Legal Reference: Sections 64, 65, and 150, School Act**

# **Holy Spirit Catholic Schools**

## **Election of Board Chair Suggested Procedure**

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1. The Secretary-Treasurer will be called upon to assume the Chair, and to call for nominations for the position of Board Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Board Chair.
6. The elected Board Chair will assume the Chair.
7. The Board Chair calls for a motion to destroy the ballots.

**ACTION ITEM: B.2**

**October 19, 2016**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Chris Smeaton, Superintendent of Schools

**SUBJECT:** Election of Vice-Chair

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND:**

1. Section 64 of *The School Act* requires that the Board hold an annual organization meeting.
2. Section 65 of *The School Act* requires that the Board elect a Vice-Chair.
3. Please refer to the attached guidelines which outline the voting and election procedures

### **RECOMMENDATION**

That the Board of Trustees proceeds to elect the position of Vice-Chair of the Board, as required by *The School Act*.

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

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

#### Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.
4. The Vice Chair shall present, on behalf of the Board, the Division's Annual Budget.
5. The Vice Chair shall be a member of the Audit Committee.
6. The Vice Chair shall review the trustees' remuneration and expense claims.

**Legal Reference: Sections 64, 65, and 150, School Act**

# **Holy Spirit Catholic Schools**

## **Election of Vice-Chair Suggested Procedure**

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1. The newly elected Board Chair will call for nominations for the position of Vice-Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Vice-Chair.
6. The Board Chair calls for a motion to destroy the ballots.



**ACTION ITEM: B.3**

**October 19, 2016**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Chris Smeaton, Superintendent of Schools

**SUBJECT:** Appointment of Committees

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND:**

1. As part of the annual organization meeting, the Board normally appoints members to both Standing and External Committees.
2. *Policy 7: Board Committees and Board Representation* is attached for Board reference.
3. The Board will appoint representatives in the following sequence:
  - a. Standing Committees
  - b. External Committees
4. The Board Chair will speak to this item.

### **RECOMMENDATION**

That the Board of Trustees proceeds to appoint member to the Standing and External Committees, as required by *Policy 7: Board Committees and Board Representation*.

### BOARD COMMITTEES AND BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

Committees have no legal power unless they are empowered by the Board to act on its behalf

#### Specifically

1. Guidelines for the operation of committees are as follows:
  - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
  - 1.2 Notwithstanding 2.2.1, the Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
  - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
  - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
  - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
  - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
  - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
  - 1.8 The members of each committee shall select the chairperson for that committee.
  - 1.9 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf.
2. The standing committees of the Board, their responsibilities, and procedures are as follows:
  - 2.1 Negotiations Committees
    - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
      - 2.1.1.1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals.

- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
  - 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
  - 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
  - 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
- 2.1.2 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.
  - 2.1.3 Three trustee representatives will be appointed to each of the following negotiations committees (A.T.A., C.U.P.E. 1825, C.U.P.E. 290)
- 2.2 Audit Committee
- 2.2.1 The committee will consist of three trustees and one of the trustees shall be the Vice Chair of the Board. The Superintendent of Schools and Secretary-Treasurer will attend Audit Committee meetings at the Board's discretion.
  - 2.2.2 The function of the audit committee is to help the auditors to remain independent of management.
  - 2.2.3 The committee shall recommend to the Board the selection of the audit firm to conduct the audit as necessary.
  - 2.2.4 The committee shall meet with the audit firm to discuss the progress and findings of the audit, and assist in resolving issues and conflicts with management.
  - 2.2.5 The committee shall also review with the auditors the audit plan the evaluation of the system of internal accounting controls, the audit report on the financial statement, and review the assistance given by administration.
  - 2.2.6 The chair of the Audit Committee will present, on the Board's behalf, the Audited Financial Statements.
- 2.3 Share the Mission Award Committee
- 2.3.1 The committee will consist of two trustees and either the Board Chair or Vice Chair. The Superintendent of Schools will attend Share the Mission Award Committee meetings, as required.
  - 2.3.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and make a recommendation to the Board regarding an award recipient.

3. Representatives to External Committees/Organizations:

- 3.1 Trustee representatives to external committees shall provide such information and recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.

- 3.2 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and the Superintendent.
  - 3.3 Wisdom and Visioning Circle  
One trustee shall be named as the representative and one shall be designated as the alternate.
  - 3.4 ACSTA Representation  
One trustee shall be named as the representative and one shall be designated as the alternate.
  - 3.5 ASBA Representation  
One trustee shall be named as the representative and one shall be designated as the alternate.
  - 3.6 Business & Education Committee (Chamber of Commerce)  
One trustee will be appointed to attend regular monthly meetings of the Chamber of Commerce to provide input on educational matters and to receive information and report back to the Board.
  - 3.7 Joint City/School Boards' Liaison Committee  
Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.
  - 3.8 Parent Inclusive Education Roundtable (PIER)  
One trustee shall be named as the representative and one shall be designated as the alternate.
  - 3.9 C2 Committee  
One trustee shall be named as the representative and one shall be designated as the alternate.
  - 3.10 Ad Hoc Committees  
From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.
4. Committee Required by Contract
- 4.1 Teacher Board Advisory Committee  
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
    - 4.1.1 Discuss matters of common interest
    - 4.1.2 Discuss issues and concerns related to education and / or teaching
    - 4.1.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
    - 4.1.4 Enhance the level of communication, trust and morale within the division.

**Legal Reference: Sections 61 and 68, School Act**

## 2016/2017 NOMINATIONS FOR STANDING COMMITTEES

### 1. NEGOTIATIONS COMMITTEES

a) **ATA Local #5** (3 trustees)

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Committee Chair.

b) **CUPE Local #290** (3 trustees)

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the CUPE Local #290 Negotiating Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Committee Chair.

c) **CUPE Local #1825** (3 trustees)

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the CUPE Local #1825 Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Committee Chair.

### 2. AUDIT COMMITTEE (2 trustees and the Vice Chair)

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Audit Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Chair of the Audit Committee.

### 3. SHARE THE MISSION AWARD COMMITTEE (2 trustees and the Chair or Vice Chair)

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Share the Mission Award Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Chair of the Share the Mission Award Committee.

## **2016/2017 NOMINATIONS FOR EXTERNAL COMMITTEES**

### **1. WISDOM AND VISIONING CIRCLE (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the Wisdom and Visioning Circle;

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

### **2. ACSTA (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the ACSTA Board of Directors;

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

### **3. ASBA ZONE 6 (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the ASBA Zone 6;

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

### **4. BUSINESS & EDUCATION COMMITTEE (Chamber of Commerce) (1 trustee)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the Business & Education Committee;

### **5. JOINT CITY/SCHOOL BOARDS' LIAISON COMMITTEE (2 trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the Joint City/School Boards' Liaison Committee.

### **6. PARENT INCLUSIVE EDUCATION ROUNDTABLE (PIER) (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the Parent Inclusive Education Roundtable (PIER);

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

### **7. TEACHER/BOARD ADVISORY COMMITTEE (3 trustees, urban and rural representation)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, be appointed as the Board's representatives to the Teacher / Board Advisory Committee.

**ACTION ITEM: B.4**

**October 19, 2016**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Chris Smeaton, Superintendent of Schools

**SUBJECT:** School Liaisons

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND:**

1. It has become a recent practice that individual Trustees focus on attending the activities of specific schools in the division. This ensures that there is a Board member present at important school events and that there is better communication between the schools and the Board in general.
2. In order to formalize this practice, the nomination process has been added to the Organizational Meeting.
3. The Board Chair will speak to this item.

### **RECOMMENDATION**

That the Board of Trustees proceeds to appoint trustees to work with individuals schools within the school division.

## **2016/2017 SCHOOL LIAISON NOMINATION**

1. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge.
2. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge.
3. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Ecole St. Mary Elementary in Lethbridge.
4. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge.
5. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge.
6. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Catherine School in Picture Butte.
7. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Francis Junior High School in Lethbridge.
8. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Joseph School in Coaldale.
9. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Mary School in Taber.
10. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Michael's School in Bow Island.
11. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Michael's School in Pincher Creek.
12. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Patrick Fine Arts Elementary School in Lethbridge.
13. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Patrick School in Taber.
14. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Paul Elementary School in Lethbridge.
15. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Teresa of Calcutta School in Lethbridge.