# Holy Spirit Catholic School Division

## Organizational Meeting
## St. Basil Catholic Education Centre
## Wednesday, June 26, 2024
## 3:00 p.m.

# AGENDA

**A. CALL TO ORDER**

A.1 Acting Secretary-Treasurer Amanda Lindemann

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**

Heavenly Father,

We come to you today asking for your guidance, wisdom, and support as we begin this meeting.

Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community.

Fill us with your grace, Lord God, as we make decisions that might affect the students, staff, and families of the Holy Spirit Catholic School Division.

Continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity.

We ask these things in your name,

Amen.

**ACTION NO: B.1**

**June 26, 2024**

# BOARD AGENDA
# ACTION ITEM

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Election of the Board Chair

**ORIGINATOR:** Board of Trustees

## BACKGROUND

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.

2. Section 1(3) of the *Board Procedures Regulation* 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 *Education Act.*

# Holy Spirit Catholic School Division

## Election of Board Chair

## Suggested Procedure

1. The Acting 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, Acting Secretary-Treasurer, and Recording Secretary).

5. The Acting 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.

**Last Revised: October 23, 2019**

# 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.

<u>Specific Responsibilities</u>

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 ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

13. The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.

14. The Board Chair shall ensure the auditor's report is brought to the Board for their review.

15. The Board Chair shall review and approve the Vice Chair remuneration and expense claims.

16. The Board Chair shall review and approve the Superintendent's expense claims.

17. 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 References:** **Sections 64, *Education Act***
***Board Procedures Regulation, Alberta Regulation 82/2019***

**ACTION NO: B.2**

**June 26, 2024**

# BOARD AGENDA
# ACTION ITEM

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Election of the Vice Chair

**ORIGINATOR:** Board of Trustees

## BACKGROUND

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.

2. Section 1(3) of the *Board Procedures Regulation* 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, as required by *The Education Act.*

# Holy Spirit Catholic School Division

## Election of Vice-Chair

## Suggested Procedure

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, Acting Secretary-Treasurer, and Recording Secretary).

5. The Acting Secretary-Treasurer declares the name of the successful candidate for Vice-Chair.

6. The Board Chair calls for a motion to destroy the ballots.

**Last Revised: October 23, 2019**

# 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.

7. The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

**Legal References:** **Sections 64, *Education Act***
***Board Procedures Regulation, Alberta Regulation 82/2019***

**ACTION NO: B.3**

**June 26, 2024**

# BOARD AGENDA
# ACTION ITEM

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Appointment of Committees

**ORIGINATOR:** Board of Trustees

## BACKGROUND

1. As part of the annual organization meeting, the Board must appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees.

2. *Policy 7: Board Committees and Board Representation* is attached for Board reference.

3. The Board Chair will speak to this item.

## RECOMMENDATION

That the Board of Trustees proceeds to appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees, as outlined in *Policy 7: Board Committees and Board Representation*.

**Last Revised: October 26, 2022**

# 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 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 Unless otherwise prescribed, 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, where applicable.

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 the Vice Chair of the Board, two (2) trustees, and two (2) public members who are not employees.

2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to Policy 7 - Appendix A: Audit Committee: Terms of Reference.

2.3 Finance Committee

2.3.1 The committee shall be a committee of the whole Board, Superintendent, Secretary Treasurer, and will include the Deputy Superintendent by invitation.

2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix B: Finance Committee: Terms of Reference.

2.4 Share the Mission Award Committee

2.4.1 The committee will consist of two trustees and either the Board Chair or Vice Chair.

2.4.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and provide input to the Board regarding potential award recipients.

2.5 Wisdom and Visioning Circle

2.5.1 One trustee shall be named as the representative and one shall be designated as the alternate.

2.6 Joint City/School Boards' Liaison Committee

2.6.1 Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.

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 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.

3.4 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.

3.5 GrACE (Grateful Advocates for Catholic Education)
Two trustees will be appointed as the representatives to this committee.

3.6 Teacher Employers' Bargaining Authority
One trustee will be selected to serve as the division's representative to this provincial body, which is intended to consult about provincial teacher contracts and employment negotiations.

3.7 Pincher Creek Community Early Learning Centre
One trustee shall be named as the representative to this committee.

3.8 Pastoral Discernment Advisory Committee
One trustee shall be appointed as the representative to this committee.

3.9 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:

4.4.1 Discuss matters of common interest.

4.4.2 Discuss issues and concerns related to education and / or teaching.

4.4.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.

4.4.4 Enhance the level of communication, trust and morale within the division.

**Legal References:** ***Sections 51, 52, 53, 141, 142, Education Act***

# 2024/2025 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 ________________ (Vice Chair) 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.

**4. 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.

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

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

**6. ECONOMIC DEVELOPMENT COMMITTEE** (1 trustee)

Moved by: _______________, that _______________ be appointed as the Board's representative to the Economic Development Committee.

## 2024/2025 NOMINATIONS FOR EXTERNAL COMMITTEES

**1. 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.

**2. ASBA** (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.

**3. GrACE** (2 trustees)

Moved by: ____________________, that ____________________ and _______________ be appointed as the Board's representative to the GrACE Committee;

**4. TEACHER EMPLOYERS' BARGAINING AUTHORITY** (1 trustee)

Moved by: ____________________, that ____________________ be appointed as the Board's representative to the Teacher Employers' Bargaining Authority.

**5. PINCHER CREEK EARLY CHILDHOOD COALITION**

Moved by: ____________________, that ____________________ be appointed as the Board's representative to the Pincher Creek Early Childhood Coalition.

## 2024/2025 NOMINATIONS FOR COMMITTEES REQUIRED BY CONTRACT

**1. TEACHER BOARD ADVISORY COMMITTEE** (3 trustees, ensuring urban and rural representation)

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

## 2024/2025 NOMINATIONS FOR *AD HOC* COMMITTEES

**1. TEAM LETHBRIDGE** (2 Lethbridge trustees)

Moved by: ______________, that ______________ and ______________, be appointed as the Board's representatives on the next Team Lethbridge Mission.

**ACTION ITEM: B.4**

**June 26, 2024**

# BOARD AGENDA
# ACTION ITEM

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** School Liaisons

**ORIGINATOR:** Board of Trustees

## BACKGROUND:

1. It has become the Board's practice that individual Trustees are nominated to liaise with specific schools within the division. This ensures that there is a Board member present at each school's major events and that there is better communication between the schools and the Board in general.

2. The Board Chair will speak to this item.

## RECOMMENDATION

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

# 2024/2025 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 École 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.

16. Moved by ____________________, that ______________________ be appointed to serve as the Board liaison for Trinity Learning School in Lethbridge.