

ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: BCE - Policy
LEGAL REFERENCES: <i>School Act</i> , Sections 60, 61,68 & 70	TITLE: Committees of the Board
CROSS REFERENCE: Board Policy GB	ADOPTION DATE: May 5, 1999
	REVISION DATE: December 18, 2008

The Board shall appoint members to Committees supplemental to Regular Board meetings. Committees of the Board may perform the following functions:

- To act on behalf of the Board (on all delegable matters),
- Conduct research and report back to the Board with recommendations,
- Conduct labour negotiations and report back to the Board with recommendations
- Provide an opportunity to exchange information between and among members of the Board and Senior Administration and,
- Perform a liaison function.

The Board views Committees of the Board as necessary for the proper governance of the Board.

The Board will determine the terms of reference for each committee, including membership, purpose, meetings, and reporting requirements.

The Board supports the formation of both standing committees and ad hoc committees.

ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: BCE - Guidelines
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1. The Board may appoint Standing and Ad Hoc Committees and shall prescribe their terms of reference.
2. The Chair shall be an ex-officio member of every Board committee, may actively participate, but is not required present for the determination of a quorum.
3. Standing Committees are established by motion annually at the Organizational meeting of the Board to assist the Board with work of an ongoing, continuing nature. Unless a member of a Standing Committee is unable to perform the duties assigned, the member shall serve on the committee for one year until replaced by a subsequent appointment.
4. Ad Hoc Committees are appointed by a motion of the Board and their duties shall be for a specific task and a specific time as specified in the Board's motion.
5. Committees have no legal powers unless empowered by the Board to make certain decisions on its behalf.
6. Committees shall provide recommendations to the Board for final decisions.
7. Committees shall meet as often as required.
8. Each committee chair is responsible for providing a written report to the Board, when appropriate, and for conducting the committee in accordance with Board policies, guidelines and procedures.
9. Committees shall maintain a record of all Committee meetings.

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2.2 Employee Relations – Communications, Energy and Paperworkers (CEP)
Union Local #71 Committee

Membership: Three trustees serve on the Committee, consisting of a committee chair, committee member and an alternate, with the Superintendent or designate(s).

Purpose: To negotiate with the CEP within the boundaries set by the Board and in accordance with the School Act and the Labour Relations Act.

The Board's preference is to use an Interest Based Bargaining (IBB) approach to negotiations.

Powers & Duties: The Committee shall negotiate on behalf of the Board, report to the Board from time to time when negotiations are in session, maintain the confidentiality of the proceedings of negotiations and recommend a Memorandum of Agreement to the Board for ratification.

Meetings: To be called by the Committee Chair, as required to negotiate agreements.

Minutes: A written record of all meetings shall be maintained, which will include the starting and adjourning times, the persons in attendance, a list of items which accurately represent both the positions taken by both CEP and the Board and any recommendations to be made to the Board. The formal record of the negotiation process shall be the Memorandum of Agreement.

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2.4 Employee Relations – Sherwood Park Transportation Association Committee (continued)

Meetings: To be called by the Committee Chair, as required to negotiate agreements.

Minutes: A written record of all meetings shall be maintained, which will include the starting and adjourning times, the persons in attendance, a list of items which accurately represent both the positions taken by both, the Sherwood Park Transportation Association and the Board and any recommendations to be made to the Board. The formal record of the negotiation process shall be the Memorandum of Agreement.

Reporting: Verbal reports are to be provided to the Board, as well as a memorandum of agreement, when appropriate.

2.5 Employee Relations – Non-Association Employees Committee

Purpose: To negotiate with the Non-Association Employees within the boundaries set by the Board and in accordance with the School Act and the Labour Relations Act.

The Board's preference is to use an Interest Based Bargaining (IBB) approach to negotiations.

Membership: Two trustees serve on the Committee, with the Superintendent or designate(s).

Powers & Duties: The Superintendent meets with non-association employees to negotiate contracts in close consultation with the Committee based on guiding principles approved by the Board. Once agreement in principle is

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2.8 Committee Of The Whole (Continued)

The Committee Of The Whole is strictly advisory and does not have a mandate to pass a motion or a resolution.

There is no budget for this Committee.

2.9 Board Representation

The Board of Elk Island Catholic Schools is represented on a number of associations and special event conferences. Trustees and alternates are appointed as representatives by the board, who will report to the Board on a regular basis.

In the case of more than the assigned number of Trustees submitting their intentions to represent the Board on each association, the Secretary Treasurer will ask for an election of those positions by secret ballot.

Only the successful candidate(s) will be announced with the ballots being destroyed immediately after the election.

Alberta Catholic Schools Trustees Association Director (ACSTA)

One Trustee and one alternate Trustee representative are appointed. The Trustee appointed to this position represents the Boards views at this provincial forum dedicated exclusively to Catholic Education issues. When the ACSTA Board of Directors require decisions impacting finances or other important philosophies, the director representing the board will consult with the Board in Committee of the Whole to get board direction. The ACSTA rep provides the board with regular reports.

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2.9 Board Representation (continued)

Catholic Schools Parent Communications Committee (CSPCC)

One Trustee and one alternate Trustee representative is appointed.

The Trustee appointed to this position acts as a liaison between the Board and this committee and provides a short board highlights report at each meeting. This committee meets approximately five times each school year.

Education Foundation (REAL Foundation)

One Trustee and one alternate Trustee representative is appointed. The Trustee appointed to this position acts as a liaison between the Board and the Foundation. This committee meets approximately five times each school year.

Central Alberta Media Services (CAMS)

One Trustee and one alternate Trustee representative is appointed. The Trustee appointed to this position attends two meetings each year and acts as a liaison between our Board and CAMS. Elk Island Catholic Schools is the host board for CAMS.

Linkages Committee

One Trustee and one alternate Trustee representative is appointed. The Trustee appointed to this position represents the Board at Linkages Committee meetings in a manner consistent with the terms of reference of this committee. Meetings are held at least twice a year. In addition, all trustees are invited to attend the Meeting of the Boards sponsored by the Linkages Committee and held annually.

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2.9 Board Representation (continued)

Young Authors Conference Representative

One Trustee and one alternate Trustee representative is appointed. The Trustee appointed to this position attends the annual Young Authors Conference held in Sherwood Park each year to represent the board and show support for this event.

Young Scientists Conference Representative

One Trustee and one alternate Trustee representative is appointed. The Trustee appointed to this position attends the annual Young Scientists Conference held at the University of Alberta in the spring of each year to represent the board and show support for this event.

Parish Representative

All Trustees are eligible to provide monthly reports on parish activities and events in support of our home, school and parish partnerships.

One Trustee representative is appointed to serve as the liaison between Parish Councils and the Board of Trustees in each of our four school-parish communities: Sherwood Park, Vegreville, Camrose and Fort Saskatchewan. The trustee appointed to this position provides monthly reports on parish activities and events in support of our home, school and parish partnerships.