

**DATE:** March 19, 2024

**TO:** Board of Trustees

**FROM:** Trustee Sawyer, Caucus Committee Chair

**SUBJECT:** Report #09 of the Caucus Committee (From the meeting held on March 5, 2024)

**ORIGINATOR:** Karen Mills, Director Board and Superintendent Relations

**REFERENCE:** [Trustees' Handbook](#) – Caucus Committee - Section 5.4

---

### ISSUE

The Board approved the following recommendation at the March 3, 2015, Board meeting: That Section 5.4 of the Trustees' Handbook be revised to give the Caucus Committee final decision-making power on certain types of matters, and yet constrain that power so it is used only when absolutely necessary.

The following recommendations were approved at the March 5, 2024, Caucus Committee meeting:

1. Updates to Trustees' Handbook: Caucus Agenda Approval Process

That subsection 4(b) in the Expectations portion of Section 5.4 Caucus Committee be deleted.

### BACKGROUND

In an effort to most effectively move forward the work of the Board and provide clarity for Trustees and the public, the Governance and Evaluation Committee put forward a recommendation regarding the process to approve agenda items at Caucus meetings.

2. Updates to Trustees' Handbook: Caucus Purpose

That the second paragraph of the Purpose text under Section 5.4 Caucus Committee be amended as follows:

The Board holds in camera meetings to deal with land, labour, legal matters ~~and~~ **advice** provided to the Board, **and strategy**. The Board also gathers privately for professional development **and to** reviewing the functioning of the Board, ~~and for strategic planning purposes~~. The requirement for confidentiality of in camera materials and proceedings is fundamental to protect individual privacy and the Division's fiduciary and strategic interests. For this reason, all in camera meetings are closed to the public and news media.

### BACKGROUND

The Governance and Evaluation Committee is responsible for assisting the Board of Trustees to conduct an annual review of the policies and procedures governing the conduct of the meetings of the Board and the administration and business of the Board.

3. Updates to Trustees' Handbook: Per Diem

That the following be added as the last bullet in Section 11.2, Per Diem: attendance at the Public School Boards' Association Annual Spring and Fall General Meeting business sessions.

**BACKGROUND**

Currently, all Trustees are eligible to collect per diem for attendance at the Alberta School Boards Association Annual Spring and Fall General Meeting business sessions. Only the appointed Board representative to the Public School Boards' Association of Alberta (PSBAA) is eligible to collect per diem for attendance at that Association's business sessions.

4. Updates to Trustees' Handbook: Speakers

That during the first opportunity in each Board meeting for Comments from the Public and Staff Group Representatives, speakers may only speak to an item on the meeting agenda.

That speakers wishing to speak on an educational issue that is not on the meeting agenda may only do so at the second opportunity for Comments from the Public and Staff Group Representatives in the agenda, which is scheduled for the second Board meeting of the month.

That in the event that there only be one Board meeting, Comments from the Public and Staff Group Representatives speaking on educational issues, be added to that Board meeting agenda.

That speakers at Public Board meetings be required to attend in person.

That instructions for speakers and delegations at Public Board meetings be removed from IAB.BP Comments, Delegations and Presentation at Board meetings by Public or Staff Representatives and be housed only in the Trustees' Handbook.

That the Board restrict the number of times any individual or group may speak on an issue to a maximum of four times per school year.

**BACKGROUND**

In an effort to most effectively move forward the work of the Board and provide clarity for Trustees and the public, the Governance and Evaluation Committee put forward a series of recommended updates to the Trustees' Handbook regarding the parameters for speakers at public Board meetings.

KM:ca