

**DATE:** September 12, 2023

**TO:** Board of Trustees

**FROM:** Vice-Chair Trustee Kusiek, Caucus Committee Chair

**SUBJECT:** Report #05 of the Caucus Committee  
(From the meeting held on December 13, 2022)

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

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

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#### 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 December 13, 2022, Caucus Committee meeting:**

1. Approval of Acquisition of Alberta College

That the Caucus Committee approve the expenditure of \$22,047,520 of the Division's Capital Reserve funds to acquire Alberta College from MacEwan University.

That the Caucus Committee approve the execution of the finalized purchase agreement, by the Board Chair on behalf of the Division, to acquire Alberta College from MacEwan University.

#### BACKGROUND

Centre High has been operating within a portion of Alberta College since September 2020. The current lease with MacEwan University expires on August 31, 2023. When the lease was executed, a nonbinding "Letter of Intent" was entered into regarding the exploration of the potential sale of the property to Edmonton Public Schools.

On September 6, 2022, the Board of Trustees authorized administration to execute a non-binding Memorandum of Understanding on behalf of the Division to acquire Alberta College from MacEwan University. The Memorandum of Understanding was endorsed on November 1, 2022.

External legal counsel for the Division and MacEwan University are finalizing a purchase agreement for Alberta College based on the terms contained in the non-binding Memorandum of Understanding approved by the Board of Trustees.

2. Exempt Staff Terms and Conditions of Employment

That the amended terms and conditions of employment for both non-management and management exempt staff be approved.

**BACKGROUND**

The previous 2017 update was reasonably substantive, with the objective being a more broad and complete review.

The current update is more limited and has been carried out primarily to ensure the document's currency and to consider more modest changes that have been identified over the past several years.

**3. Proposed Trustees' Handbook Updates**

That Sections 2.2, 2.5, 2.6 and 2.7 be updated to reflect current information.

That Section 13.5 General and Professional Liability Coverage of the Trustees' Handbook be deleted in its entirety and the following sentence be added to Section 13.4 Insurance and Indemnification:

The Division also carries appropriate levels of Commercial General Liability and Professional Liability Insurance for the Board of Trustees.

**BACKGROUND**

The Handbook serves as a single point of reference for all Trustees and sets the foundation for common understanding for the Trustees, the Superintendent of Schools and the Administration about its own operations, procedures, practices, and conduct as a school board.

The Handbook includes expectations and procedures for individual Trustees, both as members of the Board and as representatives of the communities that elected them. Trustees are expected to govern themselves accordingly.

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