



Date: September 24, 2025 **Agenda Item:** 7.9

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Shawna Warren, Superintendent

Subject: **Policy 8: Board Committees**

Recommended Motion:

THAT the Board of Trustees approve the revised Board *Policy 8: Board Committees* and its associated appendices, as presented at the September 24, 2025, Public Board meeting.

Background:

Board Policy 8: Board Committees establishes the framework through which the Board facilitates its work via standing and ad hoc committees, task groups, representatives and other structures as required. While committees may be delegated responsibilities, all governance authority remains with the Board. Committees enhance dialogue, explore issues in depth and make recommendations for the Board's consideration, but decisions rest solely with the Board.

The policy requires standing committees to be established annually at the Organizational Meeting with clear mandates and membership, and provides for additional committees as needed. It also sets out quorum, chair selection and reporting expectations to ensure transparency and accountability. Updated appendices define the roles and terms of reference for each committee, including a revised Committee of the Whole appendix that reaffirms its role as a venue for all Trustees to engage in generative discussion on governance, strategy and advocacy.

Adoption of the revised Policy 8 and its appendices strengthens governance structures, ensures clarity of purpose and provides the incoming Board with a clear and practical framework for committee operations and representation.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY:
INDICATORS:

- (1) Building Effective Relationships
 - a. collaborating with community and provincial agencies to address the needs of students and their families;
 - e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and

f. facilitating the meaningful participation of members of the school community and local community in decision-making.

**COMPETENCY:
INDICATORS:**

(3) Visionary Leadership
c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives.

**COMPETENCY:
INDICATORS:**

(6) School Authority Operations and Resources
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts; and
f. respecting cultural diversity and appreciating differing perspectives expressed in the school community.

**COMPETENCY:
INDICATORS:**

(7) Supporting Effective Governance
f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
g. implementing board policies and supporting the regular review and evaluation of their impact;
k. supporting the board in its engagement with the school community to develop a vision of a preferred future for student success; and
l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities; and
m. promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations.

Governance Implications:

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness,

Trustee responsibilities

34 A trustee of a board, as a partner in education, has the responsibility to

(b) be present and participate in meetings of the board and committees of the board,

Board Procedures Regulation

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

[Policy 9: Policy Development](#)

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

Attachment(s) and/or link(s):

1. Policy 8: Board Committees - Clean Copy
2. Policy 8: Board Committees - Tracked Changes

Policy 8: Board Committees

POLICY

The Board believes that the work of the Board may be facilitated through committees, both internal and standing.

The purpose of Board Committees is to provide an opportunity for all trustees to engage in dialogue.

The Board may delegate responsibilities and duties to committees and task groups; however, all governance authority remains with the Board. Committees may make recommendations, but no Board decisions are made at the committee level.

GUIDELINES

1. The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
2. The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
3. If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
4. Each committee shall select a chair to act as the Board liaison with the assigned administrator, unless already stated in the appendices to this policy who the chair is.
5. The committee shall report to the Board on a regular basis at the Public Board meeting.
6. Committees (Powers and Terms of Reference are in Appendices to this Policy.)
 - a. COMMITTEE OF THE WHOLE
 - b. STUDENT DISCIPLINE COMMITTEE
 - c. ATA NEGOTIATIONS COMMITTEE
 - d. TEACHER BOARD ADVISORY COMMITTEE (TBAC)
 - e. C.U.P.E. NEGOTIATIONS COMMITTEE
 - f. LABOUR MANAGEMENT COMMITTEE

g. STUDENT ADVISORY COMMITTEE

APPOINTED REPRESENTATION

7. The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.
8. Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.
9. Board representatives shall be appointed to the following groups:
 - a. Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate).
 - b. Public School Board Association (PSBAA) (One Representative, One Alternate)
 - c. Sturgeon County Community Services Advisory Board (One Trustee)
 - d. Teachers' Employer Bargaining Association (TEBA) (One Representative)
10. Board representatives may be appointed to the following groups:
 - a. School Joint Use Committee (Local Trustee and Principal)
 - b. School Councils
 - c. Local Chambers of Commerce
 - d. Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval
2019 Nov 27 Amended
2020 Jan 29 Amended
2021 Oct 27 Reviewed
2022 Feb 23 Amended
2023 Jun 28 Amended
2023 Aug 23 Amended
2025 Sep 24 Amended

Policy 8: APPENDIX A - COMMITTEE OF THE WHOLE

Committee Powers:

The purpose of the Committee of the Whole (CoW) is to provide an opportunity for all trustees to engage in dialogue.

The Board gathers in the Committee of the Whole to engage in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding.

Committee Terms of Reference

1. Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
2. No Board decisions are made during the Committee of the Whole.
3. Make recommendations for agenda items for subsequent Board meetings.
4. Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.
5. Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees and posted to the website.
6. Meetings shall be scheduled and held as required.
7. Reporting: The Committee Chair will report to the Board.

Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

Policy 8: APPENDIX B - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.

4.2.7 Intervention checklist with a summary of interventions implemented to date.

4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.

4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.

4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.

4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.

4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.

4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.

4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.

4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

Policy 8: APPENDIX C - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Associate Superintendent, Corporate Services; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Director, Human Resources, will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

Policy 8: APPENDIX D - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

1.1 To meet with representatives of the teaching staff.

1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.

1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Superintendent

2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: At the call of either side. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

Policy 8: APPENDIX E - C.U.P.E. Negotiations Committee

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Associate Superintendent, Corporate Services; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Director, Human Resources, records matters on which agreement has been reached.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

Policy 8: APPENDIX F - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.

1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Associate Superintendent, Corporate Services

2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

Policy 8: APPENDIX G - STUDENT ADVISORY COMMITTEE

1.0 Committee Powers

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

2.0 Committee Terms of Reference

2.1 Membership shall consist of:

2.1.1 Trustees. Chair of the Board or designate chairs the meeting.

2.1.2 The Deputy Superintendent and Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

2.3 Administrative Support: Deputy Superintendent and Superintendent.

2.4 Record of Proceedings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the Committee of the Whole. These recommendations will be brought forward for review and approval at the Public Board meeting.

3.0 Committee Authority

3.1 This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

Policy 8: Board Committees

POLICY

The Board believes that the work of the Board may be facilitated through committees, both internal and standing, ~~and ad hoc, task groups, and/or other structures as determined from time to time.~~

The purpose of Board Committees is to provide an opportunity for all trustees to engage in dialogue.

The Board may delegate responsibilities and duties to committees and task groups; however, all governance authority remains with the Board. Committees may make recommendations, but no Board decisions are made at the committee level. ~~The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.~~

GUIDELINES

1. The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
2. The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
3. If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
4. Each committee shall select a chair to act as the Board liaison with the assigned administrator, unless already stated in the appendices to this policy who the chair is.
5. The committee shall report to the Board on a regular basis at the Public Board meeting.
6. Committees (Powers and Terms of Reference are in Appendices to this Policy.)
 - a. COMMITTEE OF THE WHOLE
 - b. STUDENT DISCIPLINE COMMITTEE
 - c. ATA NEGOTIATIONS COMMITTEE
 - d. TEACHER BOARD ADVISORY COMMITTEE (TBAC)

- e. C.U.P.E. NEGOTIATIONS COMMITTEE
- f. LABOUR MANAGEMENT COMMITTEE
- g. STUDENT ADVISORY COMMITTEE

APPOINTED REPRESENTATION

- 7. The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.
- 8. Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.
- 9. Board representatives shall be appointed to the following groups:

- a. Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate).
- b. Public School Board Association (PSBAA) (One Representative, One Alternate)
- c. Sturgeon County Community Services Advisory Board (One Trustee)

~~d. School Joint Use Committee (Local Trustee and Principal)~~

~~e. School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)~~

~~f.d.~~ Teachers' Employer Bargaining Association (TEBA) (One Representative)

~~g. Local Chambers of Commerce~~

~~—Morinville Sturgeon Rotary~~

10. Board representatives may be appointed to the following groups:

- a. School Joint Use Committee (Local Trustee and Principal)
- b. School Councils
- c. Local Chambers of Commerce
- d. Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended

2023 Aug 23 Amended

2025 Sep 24 Amended

Policy 8: APPENDIX A - COMMITTEE OF THE WHOLE

Committee Powers:

~~The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.~~

The purpose of the Committee of the Whole (CoW) is to provide an opportunity for all trustees to engage in dialogue.

The Board gathers in the Committee of the Whole to engage in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding. ~~In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.~~

Committee Terms of Reference

1. Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2. No Board decisions are made during the Committee of the Whole.

2.3. Make recommendations for agenda items for subsequent Board meetings.

3.4. Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

4.5. Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees and posted to the website.

5. Meetings shall be scheduled and held as required. Meetings: Committee meetings are scheduled as follows:

- ~~a. Pre Public Board Meeting Sessions: Held two Wednesdays before the Public Board meeting each month beginning at 9:00 a.m. These sessions are designed for in-depth preparatory discussions and are open to the public.~~
- ~~b. Public Board Meeting Days: Additional meetings take place in the afternoon of Public Board meeting days to finalize discussions and preparations. The exact~~

~~timing will be set based on the agenda and availability. Meetings are open to the public.~~

6. Reporting: The Committee Chair will report to the Board.

Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

Policy 8: APPENDIX B - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.

4.2.7 Intervention checklist with a summary of interventions implemented to date.

4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.

4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.

4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.

4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.

4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.

4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.

4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.

4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

Policy 8: APPENDIX C - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Associate Superintendent Corporate Services; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Director, Human Resources, will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

Policy 8: APPENDIX D - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

1.1 To meet with representatives of the teaching staff.

1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.

1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Superintendent

2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: At the call of either side. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

Policy 8: APPENDIX E - C.U.P.E. Negotiations Committee

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Associate Superintendent, Corporate Services; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Director, Human Resources, records matters on which agreement has been reached.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

Policy 8: APPENDIX F - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.

1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; [Associate Superintendent Corporate Services](#)

2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E.

Policy 8: APPENDIX G - STUDENT ADVISORY COMMITTEE

1.0 Committee Powers

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

2.0 Committee Terms of Reference

2.1 Membership shall consist of:

2.1.1 Trustees. Chair of the Board or designate chairs the meeting.

2.1.2 The Deputy Superintendent and Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

2.3 Administrative Support: Deputy Superintendent and Superintendent.

2.4 Record of Proceedings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the Committee of the Whole. These recommendations will be brought forward for review and approval at the Public Board meeting.

3.0 Committee Authority

3.1 This Committee is established pursuant to Section 52 (1) (b) of the Education Act.