

External Board Committees

Community Committees

Internal Board Committees

EXTERNAL BOARD COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2020-2021
1. ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3	<ul style="list-style-type: none"> - One Trustee plus one rotating rep - Board Rep and rotating Rep attend zone meetings. Additional Trustees may attend specified meetings, if authorized by the Board Chair - Other boards in Zone 2/3 	Overall operations and goals of ASBA Zone 2/3	7 with a provision for 8 if needed	Carson Rotating Trustee Admin Contact – Garbutt
2. RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB)	<ul style="list-style-type: none"> - One Trustee - Additional Trustees may attend meetings, if authorized by the Board Chair - Reps from member jurisdictions 	Represent school boards with a focus on raising common issues and concerns in providing educational programming to students in rural Alberta	3 with a provision for more if needed	McElroy Admin Contact – Garbutt
3. TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)	<ul style="list-style-type: none"> - One Trustee - Superintendent/ designate - Reps from member jurisdictions - Reps from the Alberta Government 	Represent school boards in collective bargaining with Alberta Teachers' Association on central matters	As called	Scinski Admin – Garbutt
4. YELLOWHEAD REGIONAL LIBRARY BOARD	<ul style="list-style-type: none"> - One Trustee - Reps from member jurisdictions 	Governance of the Yellowhead Regional Library Board	6	Lefebvre Alternate – McElroy Admin Contact – Thiesen

COMMUNITY COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2020-2021
1. BARRHEAD CARES (Community Awareness Resource Education Services) COALITION	<ul style="list-style-type: none"> - One Trustee - Local community and agency reps 	A Community Coalition for Safe and Healthy Living Taking action to build a safe and healthy community	Varies (approx. 8)	<p style="text-align: center;">McElroy Alternate – Lefebvre</p> <p style="text-align: center;">Admin Contact – McGarva</p>
2. JOINT USE: FACILITIES and ADMIN BUILDING COMMITTEE	<ul style="list-style-type: none"> - Board Chair or Vice-Chair and local Trustee(s) - Superintendent/designate - Reps from municipality/ community organization 	To recommend joint use agreements to the Board	As required	<p style="text-align: center;">Board Chair or Vice-Chair Local Trustee</p> <p style="text-align: center;">Admin – Lindquist Admin – Tyreman</p>
3. PROMOTING ACTIVITY WELLNESS AND SUCCESS (PAWS)	<ul style="list-style-type: none"> - One Trustee - Superintendent/designate - Community and agency reps 	For the implementation of an integrated, school-based community mental health promotion and prevention program and, when necessary, early intervention and/or treatment services for children, youth or families who are identified through the project as requiring such services	1	<p style="text-align: center;">Lefebvre</p> <p style="text-align: center;">Admin – McGarva</p>
4. SWAN HILLS ECONOMIC DEVELOPMENT WORKING GROUP	<ul style="list-style-type: none"> - One Trustee - Swan Hills community and agency reps 	Working group established of 20+ stakeholders to develop a community engagement program and revitalize the community	1	<p style="text-align: center;">McElroy</p> <p style="text-align: center;">Admin Contact - Garbutt</p>
5. SWAN HILLS COMMUNITY MATTERS	<ul style="list-style-type: none"> - One Trustee (local) - Local community and agency reps 	An action group that influences and brings together the resources of organizations in the community to further the sustainable Vision identified in the Town of Swan Hills' Municipal Sustainability Plan	6-8	<p style="text-align: center;">McElroy</p> <p style="text-align: center;">Admin Contact – McGarva</p>
6. WESTLOCK & DISTRICT COMMUNITY HEALTH COUNCIL	<ul style="list-style-type: none"> - One Trustee - Reps from Westlock and District Community - Alberta Health Services - Primary Care Network 	Improve Community Health and Wellness	4 but may vary if school working group	<p style="text-align: center;">Comeau Alternate – Carson</p> <p style="text-align: center;">Admin Contact - McGarva</p>
7. WESTLOCK CONEX (WESTLOCK AND DISTRICT COMMUNITY OF NETWORKING EXCELLENCE)	<ul style="list-style-type: none"> - One Trustee - Local community and agency reps 	To build community and family capacity through collaboration and engagement	Varies (approx. 8)	<p style="text-align: center;">Carson Alternate – Scinski</p> <p style="text-align: center;">Admin Contact – McGarva</p>

INTERNAL BOARD COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2020-2021
1. AUDIT COMMITTEE	<ul style="list-style-type: none"> - All Trustees - Two Public Members 	Refer to Policy 08 Appendix B	2-4	<p>All Trustees</p> <p>Admin contact – Garbutt Admin contact – Leigh Admin contact - Lindquist</p>
2. BOARD PLANNING COMMITTEE	<ul style="list-style-type: none"> - All Trustees - Superintendent/designate - Secretary Treasurer 	<p>To provide greater understanding of Board operations</p> <p>To share information around a set agenda</p> <p>This committee will also convene for Superintendent Evaluations and Board Evaluations</p> <p>This committee is not to be used for decision making, but can make recommendations</p>	As required, however minimum of 7	<p>All Trustees</p> <p>Admin – Garbutt Admin – Leigh</p>
3. COUNCIL OF SCHOOL COUNCILS	<ul style="list-style-type: none"> - All Trustees - School Council Chair/ reps - Superintendent/designate 	<p>Sharing practices and experiences from individual councils in order to improve effectiveness individually and as a whole</p> <p>Agendas established jointly by Board Vice-Chair and Chair of COSC</p>	2	<p>All Trustees</p> <p>Admin – Garbutt</p>
4. PEMBINA HILLS SCHOOL DIVISION WELLNESS CHAMPIONS COMMITTEE	<ul style="list-style-type: none"> - One Trustee - Superintendent/designate - Division reps - Homewood Health 	Overlooks the employee wellness programs of the Board	1	<p>Comeau</p> <p>Alternate – McElroy</p> <p>Admin – Cooper</p>
5. INDIGENOUS EDUCATION ADVISORY COMMITTEE (IEAC)	<ul style="list-style-type: none"> - Two Trustees - Superintendent - Assistant Superintendent - Director of Student Services - First Nations Metis and Inuit Liaisons - Elder(s) 	To ensure that the recommendations of the Truth and Reconciliation Commission are upheld, as they relate to school divisions	2	<p>Carson</p> <p>Tuininga</p> <p>Alternate – As Required</p> <p>Admin – Garbutt Admin – Thiesen Admin – McGarva Admin – Degner Admin – Olson</p>
6. JOINT SUPPORT STAFF ADVISORY COMMITTEE - PAL – Program Assistant Liaison - ASL – Administrative Support Liaison	<ul style="list-style-type: none"> - One Trustee - Superintendent/ designate - Support Staff 	To improve communication and relationships between support staff groups and the Board	As required	<p>McElroy</p> <p>Alternate – As Required</p> <p>Admin – Garbutt Admin - McGarva (PAL) Admin - Lindquist (ASL)</p>
7. NEGOTIATING – UNION COMMITTEE	<ul style="list-style-type: none"> - Board Chair - One Trustee - Superintendent - Assistant Superintendent - Secretary Treasurer - Assistant Secretary Treasurer - Coordinator of Human Resources - Union Reps 	To negotiate with CUPE/ATA and make recommendations to the Board on behalf of the employer	3	<p>Board Chair Scinski</p> <p>Admin – Garbutt Admin – Cooper Admin – Leigh Admin – Lindquist Admin – Jamieson</p>

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2020-2021
8. NON-UNION STAFF TERMS AND CONDITIONS FOR EMPLOYMENT COMMITTEE	<ul style="list-style-type: none"> - Board Chair - One Trustee - Superintendent - Assistant Superintendent - Secretary Treasurer - Assistant Secretary Treasurer - Coordinator of Human Resources 	To discuss salary, benefits, and working conditions with the employee groups and make recommendations to the Board on behalf of the employer	As required	Board Chair Lefebvre Admin – Garbutt Admin – Cooper Admin – Leigh Admin – Lindquist Admin – Jamieson
9. POLICY COMMITTEE	<ul style="list-style-type: none"> - Vice-Chair - Two Trustees - Superintendent/ designate 	To develop, amend, and review Policy for Board consideration/decision.	As required	Vice-Chair Carson Lefebvre Admin – Leigh Admin – Jamieson
10. PRINCIPALS' PLANNING/ LEADERSHIP MEETING	<ul style="list-style-type: none"> - Trustees attend three meetings per year - August (1/2 day) - Planning (2.5 days) - and are available to attend other meetings by invitation - School Admin - Division Admin Team 	General discussion and recommendations regarding the educational and business affairs of the jurisdiction	3	All Trustees
11. STUDENT SUSPENSION/ EXPULSION COMMITTEE	<ul style="list-style-type: none"> - Three Trustees as called by the Superintendent/ designate 	To hear and rule on issues related to expulsion or student discipline	As required	Three Trustees Admin – Thiesen and/or McGarva
12. TEACHER-BOARD ADVISORY COMMITTEE (TBAC)	<ul style="list-style-type: none"> - Two Trustees - Superintendent/ designate - ATA reps 	To improve communication and relationships between teachers and the Board	As required	McElroy Scinski Alternate – As Required Admin – Garbutt
13. TRANSPORTATION LIAISON COMMITTEE	<ul style="list-style-type: none"> - Two Trustees - Superintendent/ designate - Director of Transportation - Two CUPE driver reps - Two Non Union driver reps - One Contract driver rep 	To discuss student transportation issues	2 or as required	McElroy Tuininga Alternate – Carson Admin – Cooper Admin – Latawiec/ Haitel
14. UNION GRIEVANCE COMMITTEE	<ul style="list-style-type: none"> - Three Trustees - Superintendent/ designate - Secretary Treasurer - Union rep(s) 	In accordance with ATA Collective Agreement	As required	Three Trustees Admin – Garbutt Admin – Leigh