

**External Board Committees**

**Community Committees**

**Internal Board Committees**

**EXTERNAL BOARD COMMITTEES**

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2017-2018
<b>1. ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee for Board Rep plus One (1) rotating Rep</li> <li>- Board Rep and rotating Rep attend zone meetings. Additional Trustees may attend specified meetings, if authorized by the Board</li> <li>- Other boards in Zone 2/3</li> </ul>	Overall operations and goals of ASBA Zone 2/3	7 with a provision for 8 if needed	Lefebvre Rotating Trustee Admin – Supt.
<b>2. PUBLIC SCHOOL BOARDS' COUNCIL (PSBC)</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee for Board Rep plus One (1) rotating Rep</li> <li>- Board Rep and rotating Rep attend PSBC meetings. Additional Trustees may attend specified meetings, if authorized by the Board</li> <li>- Other PSBAA member boards</li> </ul>	To support and make recommendations for the improvement of Public Education	3 with a provision for 4 if needed	Carson Rotating Trustee Admin – Supt.
<b>3. RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB)</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Reps from member jurisdictions</li> </ul>	Represent school boards with a focus on raising common issues and concerns in providing educational programming to students in rural Alberta	2 with a provision for more if needed	Scinski Admin – Supt.
<b>4. TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Reps from member jurisdictions</li> <li>- Reps from the Alberta Government</li> </ul>	Represent school boards in collective bargaining with Alberta Teachers' Association on central matters	1	Scinski Admin – Supt.
<b>5. YELLOWHEAD REGIONAL LIBRARY BOARD</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Superintendent/ designate</li> <li>- Reps from member jurisdictions</li> </ul>	Governance of the Yellowhead Regional Library Board	3	McElroy Alternate – Lefebvre Admin – Thiesen

## COMMUNITY COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2017-2018
<b>1. BARRHEAD CARES (Community Awareness Resource Education Services) COALITION</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Superintendent/ designate</li> <li>- Local community and agency reps</li> </ul>	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>
<b>2. JOINT USE FACILITIES and ADMIN BUILDING COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Board Chair or Vice-Chair and local Trustee(s)</li> <li>- Superintendent/ designate</li> <li>- Reps from municipality/ community organization</li> </ul>	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 – Widdup Tyreman</p>
<b>3. PROMOTING ACTIVITY WELLNESS AND SUCCESS (PAWS)</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Community and agency reps</li> </ul>	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.	Meetings are quarterly	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin – McGarva</p>
<b>4. SWAN HILLS COMMUNITY MATTERS</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee (local)</li> <li>- Superintendent/ designate</li> <li>- Local community and agency reps</li> </ul>	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	Varies (approx. 8)	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin contact – McGarva</p>
<b>5. SWAN HILLS INTERAGENCY</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee (local)</li> <li>- Swan Hills community and agency reps</li> </ul>	To discuss services provided by various agencies in Swan Hills	6	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin contact – Supt.</p>
<b>6. WESTLOCK &amp; DISTRICT COMMUNITY HEALTH COUNCIL</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Reps from Westlock and District Community</li> </ul>	Improve Community Health and Wellness	6-9	<p style="text-align: center;">Carson</p> <p style="text-align: center;">Alternate – Scinski</p>
<b>7. WESTLOCK CONEX (WESTLOCK AND DISTRICT COMMUNITY OF NETWORKING EXCELLENCE)</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Superintendent/ designate</li> <li>- Local community and agency reps</li> </ul>	To build community and family capacity through collaboration and engagement	Varies (approx. 8)	<p style="text-align: center;">Westlock – 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	2017-2018
<b>1. AUDIT COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Seven (7) Trustees</li> <li>- Superintendent/designate</li> <li>- Secretary Treasurer</li> </ul>	<p>To review the audited financial statements annually</p> <p>To review internal financial statements quarterly</p> <p>To meet annually with the Board-appointed external auditor, in the absence of Administration</p>	<p>4</p> <p>Per Board Workplan (meetings are part of the Regular Board Meetings)</p>	<p>All Trustees</p> <p>Admin – Supt./designate Meunier</p>
<b>2. BOARD PLANNING COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Seven (7) Trustees</li> <li>- Superintendent/designate</li> <li>- Secretary Treasurer</li> </ul>	<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>	<p>As required, however minimum of 7</p>	<p>All Trustees</p> <p>Admin – Supt./designate Meunier</p>
<b>3. COUNCIL OF SCHOOL COUNCILS</b>	<ul style="list-style-type: none"> <li>- Seven (7) Trustees</li> <li>- School Council Chair/ reps</li> <li>- Superintendent/designate</li> </ul>	<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 Chair/Vice-Chair and Chair of COSC</p>	<p>2</p>	<p>All Trustees</p> <p>Admin – Supt</p>
<b>4. EMPLOYEE &amp; FAMILY ASSISTANCE PROGRAM (EFAP) STEERING COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Two (2) Trustees</li> <li>- Division reps</li> <li>- Homewood Health</li> </ul>	<p>Overlooks the employee wellness programs of the Board</p>	<p>1</p>	<p>McElroy Scinski</p> <p>Alternate – Keough</p> <p>Admin – Cooper</p>
<b>5. JOINT SUPPORT STAFF ADVISORY COMMITTEE</b> - PAL – Program Assistant Liaison - ASL – Administrative Support Liaison	<ul style="list-style-type: none"> <li>- Two (2) Trustees</li> <li>- Superintendent/ designate</li> <li>- Support Staff</li> </ul>	<p>To improve communication and relationships between support staff groups and the Board</p>	<p>2 (PAL) + 2 (ASL) = 4</p>	<p>Comeau Lefebvre</p> <p>Alternate – McElroy</p> <p>Admin – McGarva (PAL) Widdup (ASL)</p>
<b>6. NEGOTIATING – UNION COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Board Chair</li> <li>- One (1) Trustee</li> <li>- Union reps</li> </ul>	<p>To negotiate with CUPE/ATA and make recommendations to the Board on behalf of the employer</p>	<p>As required</p>	<p>Board Chair Scinski</p> <p>Admin – Garbutt Meunier</p>
<b>7. NON UNION – SALARY AND BENEFIT TALKS COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Board Chair</li> <li>- One (1) Trustee</li> <li>- Representatives from non-unionized employees</li> </ul>	<p>To discuss salary, benefits, and working conditions with the employee groups and make recommendations to the Board on behalf of the employer</p>	<p>3-5</p>	<p>Board Chair Comeau</p> <p>Admin – Cooper Widdup</p>

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8. <b>POLICY COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Vice-Chair</li> <li>- Two (2) Trustees</li> <li>- Superintendent/ designate</li> </ul>	To develop, amend, and review Policy for Board consideration/decision.	As required	Vice-Chair McElroy Lefebvre  Admin – Meunier Latawiec
9. <b>PRINCIPALS PLANNING/ MEETINGS</b>	<ul style="list-style-type: none"> <li>- Trustees attend three (3) meetings per year</li> <li>- August (1/2 day)</li> <li>- Planning (2)</li> <li>- and are available to attend other meetings by invitation</li> <li>- School Admin</li> <li>- Division Admin Team</li> </ul>	General discussion and recommendations regarding the educational and business affairs of the jurisdiction	3	All Trustees
10. <b>STUDENT SUSPENSION/ EXPULSION COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Three (3) Trustees as called by the Superintendent/ designate</li> </ul>	To hear and rule on issues related to expulsion or student discipline	As required	Three Trustees  Admin – McGarva and/or Thiesen
11. <b>TEACHER-BOARD ADVISORY COMMITTEE (TBAC)</b>	<ul style="list-style-type: none"> <li>- Two (2) Trustees</li> <li>- Superintendent/ designate</li> <li>- ATA reps</li> </ul>	To improve communication and relationships between teachers and the Board	As required	Keough McElroy  Alternate – Scinski  Admin – Garbutt
12. <b>TRANSPORTATION LIAISON COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Two (2) Trustees</li> <li>- Superintendent/ designate</li> <li>- Two (2) CUPE driver reps</li> <li>- Two (2) Non Union driver reps</li> <li>- One (1) Contract driver rep</li> </ul>	To discuss student transportation issues	2	Carson Scinski  Alternate – Lefebvre  Admin – Cooper Haitel
13. <b>UNION GRIEVANCE COMMITTEE</b>	<ul style="list-style-type: none"> <li>- Three (3) Trustees</li> <li>- Union rep(s)</li> </ul>	In accordance with ATA Collective Agreement	As required	As required Admin – Garbutt Meunier