

**External Board Committees**

**Community Committees**

**Internal Board Committees**

**EXTERNAL BOARD COMMITTEES**

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2018-2019
<b>1. ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee as primary Board rep; one (1) Trustee as secondary Board rep plus one (1) rotating rep</li> <li>- Board Reps 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	Primary Rep – Lefebvre Secondary Rep – Carson Rotating Trustee  Admin – Garbutt
<b>2. 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 – Garbutt
<b>3. 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 – Garbutt
<b>4. 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	2018-2019
<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>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	1	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin – McGarva</p>
<b>4. SWAN HILLS ECONOMIC DEVELOPMENT WORKING GROUP</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee</li> <li>- Swan Hills community and agency reps</li> </ul>	Working group established of 20+ stakeholders to develop a community engagement program and revitalize the community	4-6	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin contact - Garbutt</p>
<b>5. SWAN HILLS COMMUNITY MATTERS</b>	<ul style="list-style-type: none"> <li>- One (1) Trustee (local)</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	5	<p style="text-align: center;">Keough</p> <p style="text-align: center;">Admin contact – McGarva</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 Alternate – Scinski</p> <p style="text-align: center;">Admin contact - McGarva</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 – Comeau Alternate – Carson</p> <p style="text-align: center;">Admin contact – McGarva</p>

## INTERNAL BOARD COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2018-2019
<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 – Garbutt 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 – Garbutt 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 Vice-Chair and Chair of COSC</p>	<p>2</p>	<p>All Trustees</p> <p>Admin – Garbutt</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 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 Alternate – McElroy</p> <p>Admin – Garbutt 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 Cooper Meunier Jamieson Lindquist</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 Carson</p> <p>Admin – Garbutt Cooper Meunier Jamieson Lindquist Widdup</p>

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2018-2019
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 Lefebvre McElroy  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 – Thiesen and/or McGarva
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 – Lefebvre  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 McElroy Alternate – Scinski  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