

External Board Committees

Community Committees

Internal Board Committees

EXTERNAL BOARD COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2016-2017
1. ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 2/3	<ul style="list-style-type: none"> - One (1) Trustee for Board Rep plus One (1) rotating Rep - Board Rep and rotating Rep attend zone meetings. Additional Trustees may attend specified meetings, if authorized by the Board - Other boards in Zone 2/3 	Overall operations and goals of ASBA Zone 2/3	7 with a provision for 8 if needed	Comeau Rotating Trustee Admin – Supt.
2. PUBLIC SCHOOL BOARDS' COUNCIL (PSBC)	<ul style="list-style-type: none"> - One (1) Trustee for Board Rep plus One (1) rotating Rep - Board Rep and rotating Rep attend PSBC meetings. Additional Trustees may attend specified meetings, if authorized by the Board - Other PSBAA member boards 	To support and make recommendations for the improvement of Public Education	3 with a provision for 4 if needed	Hoffart Rotating Trustee Admin – Supt.
3. TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)	<ul style="list-style-type: none"> - One (1) Trustee - Reps from member jurisdictions - Reps from the Alberta Government 	Represent school boards in collective bargaining with Alberta Teachers' Association		Webster Admin – Garbutt
4. YELLOWHEAD REGIONAL LIBRARY BOARD	<ul style="list-style-type: none"> - One (1) Trustee - Superintendent/designate - Reps from member jurisdictions 	Governance of the Yellowhead Regional Library Board	4	Lefebvre Alternate – Bokenfohr Admin – Thiesen

COMMUNITY COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2016-2017
1. BARRHEAD CARES (Community Awareness Resource Education Services) COALITION	<ul style="list-style-type: none"> - One (1) Trustee - Superintendent/ designate - 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 align="center">Lefebvre Alternate – Webster</p> <p 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 align="center">Board Chair or Vice-Chair Local Trustee</p> <p align="center">Admin – Widdup Tyreman</p>
3. PROMOTING ACTIVITY WELLNESS AND SUCCESS (PAWS)	<ul style="list-style-type: none"> - One (1) Trustee - 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.	Meetings are quarterly	<p align="center">Watson</p> <p align="center">Admin – McGarva</p>
4. SWAN HILLS COMMUNITY MATTERS	<ul style="list-style-type: none"> - One (1) Trustee (local) - Superintendent/ designate - 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	Varies (approx. 8)	<p align="center">Watson</p> <p align="center">Admin contact – McGarva</p>
5. SWAN HILLS INTERAGENCY	<ul style="list-style-type: none"> - One (1) Trustee (local) - Swan Hills community and agency reps 	To discuss services provided by various agencies in Swan Hills	6	<p align="center">Watson</p> <p align="center">Admin contact – Supt.</p>
6. WESTLOCK AND DISTRICT COMMUNITY OF NETWORKING EXCELLENCE (CONEX)	<ul style="list-style-type: none"> - One (1) Trustee - Superintendent/ designate - Local community and agency reps 	To build community capacity through collaboration and engagement	Varies (approx. 8)	<p align="center">Westlock – Bokenfohr Alternate – Hoffart</p> <p align="center">Admin contact – McGarva</p>

INTERNAL BOARD COMMITTEES

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2016-2017
1. ADMIN ASSOCIATION	<ul style="list-style-type: none"> - Trustees attend three (3) meetings per year - August (1/2 day) - Planning (2) - 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
2. AUDIT COMMITTEE	<ul style="list-style-type: none"> - Seven (7) Trustees - Superintendent/designate - Secretary Treasurer 	<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>	4 Per Board Workplan (meetings are part of the Regular Board Meetings)	All Trustees Admin – Supt./designate Meunier
3. BOARD PLANNING COMMITTEE	<ul style="list-style-type: none"> - Seven (7) 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	All Trustees Admin – Supt./designate Meunier
4. COUNCIL OF SCHOOL COUNCILS	<ul style="list-style-type: none"> - Seven (7) 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 Chair/Vice-Chair and Chair of COSC</p>	2	All Trustees Admin – Supt
5. EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EFAP) STEERING COMMITTEE	<ul style="list-style-type: none"> - Two (2) Trustees - Division reps - Homewood Health 	Overlooks the employee wellness programs of the Board	1	Bokenfohr Lefebvre Alternate – Watson Admin – Garbutt
6. JOINT SUPPORT STAFF ADVISORY COMMITTEE - PAL – Program Assistant Liaison - ASL – Administrative Support Liaison	<ul style="list-style-type: none"> - Two (2) Trustees - Superintendent/ designate - Support Staff 	To improve communication and relationships between support staff groups and the Board	2 (PAL) + 2 (ASL) = 4	Comeau Lefebvre Alternate – Webster Admin – McGarva (PAL) Widdup (ASL)
7. NEGOTIATING – UNION COMMITTEE	<ul style="list-style-type: none"> - Board Chair - One (1) Trustee - Union reps 	To negotiate with CUPE/ATA and make recommendations to the Board on behalf of the employer	As required	Board Chair Webster Admin – Garbutt Meunier

COMMITTEE	COMMITTEE STRUCTURE	MANDATE	NO. OF MEETINGS PER YEAR	2016-2017
8. NON UNION – SALARY AND BENEFIT TALKS COMMITTEE	<ul style="list-style-type: none"> - Board Chair - One (1) Trustee - Representatives from non-unionized employees 	To discuss salary, benefits, and working conditions with the employee groups and make recommendations to the Board on behalf of the employer	3-5	Board Chair Bokenfohr Admin – Garbutt Widdup
9. POLICY COMMITTEE	<ul style="list-style-type: none"> - Vice-Chair - Two (2) Trustees - Superintendent/ designate 	To develop, amend, and review Policy for Board consideration/decision.	As required	Vice-Chair Hoffart Lefebvre Admin – Oulton Supt./designate Latawicz
10. STUDENT SUSPENSION/ EXPULSION COMMITTEE	<ul style="list-style-type: none"> - Three (3) Trustees as called by the Superintendent/ designate 	To hear and rule on issues related to expulsion or student discipline	As required	Three Trustees Admin – McGarva and/or Thiesen
11. TEACHER-BOARD ADVISORY COMMITTEE (TBAC)	<ul style="list-style-type: none"> - Two (2) Trustees - Superintendent/ designate - ATA reps 	To improve communication and relationships between teachers and the Board	2	Comeau Hoffart Alternate – Lefebvre Admin – Garbutt
12. TRANSPORTATION LIAISON COMMITTEE	<ul style="list-style-type: none"> - Two (2) Trustees - Superintendent/ designate - Two (2) CUPE driver reps - Two (2) Non Union driver reps - One (1) Contract driver rep 	To discuss student transportation issues	2	Bokenfohr Comeau Alternate – Lefebvre Admin – Garbutt Tyreman
13. UNION GRIEVANCE COMMITTEE	<ul style="list-style-type: none"> - Three (3) Trustees - Union rep(s) 	In accordance with ATA Collective Agreement	As required	Lefebvre Watson Webster Admin – Garbutt Meunier