

THE OFFICE OF PUBLIC SCHOOL TRUSTEE

The Red Deer Public School District No. 104 provided the following information for inclusion in this handbook:

Term of Office:	4 years
Number of Trustees:	7 Positions

Excerpts from the School Act

Board responsibility

45.1(1) A board has the responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

(2) A board shall establish, implement and maintain a policy respecting the board's obligation under subsection (1) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

(3) A code of conduct established under subsection (2) must

- (a) be made publicly available,
- (b) be reviewed every year,
- (c) be provided to all staff of the board, students of the board and parents of students of the board,
- (d) contain the following elements:
 - (i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;
 - (ii) one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*;
 - (iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means;
 - (iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour,
- (e) be in accordance with any further requirements established by the Minister by order.

(4) An order of the Minister under subsection (3)(e) must be made publicly available.

Excerpts from the Red Deer Public School Policy and Regulation Manual

2.01.01 Board Membership and Election to the Board

Membership of the Board of Trustees, by Ministerial Order, has been set at seven. These are to be elected from the District at large...

The Board of Trustees exercises its option of not requiring that a deposit accompany each nomination.

2.01.03 Disqualification of Trustees

A person is disqualified from remaining as a trustee of a Board of Trustees if that person absents himself or herself, without being authorized by a resolution of the Board of Trustees to do so, from three consecutive regular meetings of the Board of Trustees, unless his absence is due to illness and he or she provides evidence of that illness in the form of a medical certificate respecting the period of his or her absence.

Duties of Public School Trustee

The *School Act* outlines the broad spectrum of the powers and duties of a School Board, which ensures public education is of a high quality and meets local needs. The Board of Trustees has a responsibility to be in touch with the public's concerns, to make people aware of what the board does and why, and to give citizens every opportunity to have a say in what our children learn. Specific responsibilities include:

- Advocating for public education
- Hiring and evaluating the Superintendent
- Communicating, informing and involving parents, staff and the community-at-large in school board decisions and activities
- Adopting an annual budget that achieves district priorities
- Setting goals and priorities for the jurisdiction that achieve provincial standards, meet the needs of students and reflect the community's wishes
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students
- Lobbying municipal and provincial governments on education issues of importance to the jurisdiction
- Adjudicating policy or decision appeals
- Understanding and supporting the important role that public education plays in the development of the community
- Attending Board meetings and contributing to the business of the Board

Board Meetings

Regular Board Meetings are currently held once per month, on the second Wednesday, beginning at 12 noon. Regular Board Meeting times and dates are set by resolution of the Board at their Organizational Meeting (held once per year).

Committees	Trustees Appointed
A.S.B.A. Zone 4	1
A.T.A. Negotiating Committee	3
Co-ordinating Committee	2
C.U.P.E. Negotiating Committee	3
Public School Boards Association	1

Other committee appointments may occur on an ad hoc basis as needs and issues arise. These committee appointments may be made at the Board's Organizational Meeting (held once per year), or as needed throughout the year as business arises.

Trustees also serve as liaison to 3-4 schools connecting with the school community. Liaison appointments are determined annually at the Board's Organizational Meeting.

REMUNERATION & BENEFITS

Trustees shall be compensated by way of both an annual honorarium and per diem payments. One-third of the annual total honorarium paid to trustees shall be paid as a non-taxable general expense allowance.

Honorarium:	Chairman:	\$20,032 per annum (based on 2016 figures)
	Vice-Chairman:	\$17,072 per annum (based on 2016 figures)
	Trustees:	\$15,299 per annum (based on 2016 figures)
	Per Diem:	\$201.07 (as applicable)

Pension: None

Benefits: Premiums paid by School District

Optional Group Life	Outside Canada Coverage
Extended Medical	Vision Plan
Prescription Drugs	Dental Plan
Accidental Death & Disability	Health Spending Account

Transportation: Mileage allowance for use of vehicle while on District business outside of the city of Red Deer.

Expense Allowance: Trustees are entitled to a fixed per diem (\$201.07 per day) and vouchered expenses while on School District business when outside the city of Red Deer, concerning matters for which they have been appointed and/or authorized by the Board to attend.

Additional Information:

Additional information is available through:

- Board Governance and Operation within District Policy Manual:
<http://www.rdpsd.ab.ca/view.php?action=documents&id=71>
- *School Act* for additional information:
<http://www.qp.alberta.ca/documents/Acts/s03.pdf>