



St. Albert
PUBLIC SCHOOLS

**ST. ALBERT PUBLIC SCHOOLS
PUBLIC SCHOOL TRUSTEE
GENERAL INFORMATION**

MISSION STATEMENT

Through our commitment to excellence in public education, we strive to ensure all students become life-long learners, confident and capable of shaping their future and meeting the challenges of today and tomorrow.

ROLE OF THE BOARD

School boards govern their school system according to community needs, while maintaining standards set by provincial legislation. Trustees are politicians elected by and accountable to the community they serve, however the ultimate responsibility for education rests with the Government of Alberta. The Province delegates to a school board the responsibility of conducting the affairs of the school jurisdiction.

The responsibilities of the Board of Trustees include the following:

- making policy to guide the administration and employees toward division goals,
- jurisdictional planning and setting priorities for the system in light of community wishes, available resources and sound educational practices,
- direction setting and establishing goals for the jurisdiction, ensuring education stays in step with today's world,
- hiring, empowering and evaluating the superintendent (chief executive officer),
- adopting an annual budget for the school system,
- communicating with the community and staff on behalf of the jurisdiction,
- educating others, with a goal of ensuring education is given a high priority by the public,
- keeping the community aware of the jurisdiction's achievements,
- gathering information in order to make sound decisions,
- adjudicating in policy disputes, and
- lobbying all levels of government on behalf of education.

BOARD COMPOSITION

Five trustees serve on the St. Albert Public Schools' Board of Trustees for a four year term. During its annual organizational meeting the board elects one of its members as chair and another as vice-chair. If the chair is unable to perform the duties of that office, those duties are performed by the vice-chair.

TRUSTEES

- represent all students, staff and schools in the division,
- attend regular and special meetings of the board,
- represent the board on special committees,
- represent the board on affiliated provincial and national association committees as applicable (Alberta School Boards Association, Public School Boards' Association of Alberta, Canadian School Boards Association),
- represent the board at formal and informal functions throughout the year, and
- as representatives of the community are available to electors through phone calls, letters, email and informal meetings.

Further information on trusteeship is available from the Alberta School Boards Association (ASBA) website at <https://www.asba.ab.ca/municipal-elections>. The *Education Act* also provides additional and definitive information on trusteeship and the powers of a board.

MEETINGS

A Schedule of the 2024-2025 school year Board meetings is available on the division's website at <https://www.spschools.org/board-governance/meetings>.

TIME COMMITMENT

- With an average of at least eight meetings per month, preparation for meetings, attendance at formal and informal functions and contact with constituents, trustees may spend between 20-40 hours/week on board business.
- There is an expectation that a significant amount of daytime and evening hours will be required. Certain meetings, often provincial in nature, can occur on the weekends.
- Typically the board recesses when the schools are on a break.

BUDGET

A board governance budget is established. Trustees are responsible for not exceeding their own budget entitlement. Individual budget entitlements for 2024-2025 were approximately \$41,989 for the chair, \$37,067 for the vice-chair, and \$34,855 for trustees. Individual trustee budget entitlements are allocated based upon Board Regulation B-160-BR and currently are approximately 67% for honouraria, 3% for statutory benefits and 30% for expenses.

Cell Phone

A monthly allotment contributes to the maintenance of a cell phone.

Electronic Device

Trustees will have access to an electronic device. It has yet to be determined but the standardized electronic device will either be a computer laptop or tablet.

Professional Development

A trustee can also access their individual trustee professional development fund in the amount of \$10,000 per term for board approved professional development. Receipts are required for authorization.

HONORARIA & EXPENSES

Honouraria from a trustee's individual budget is paid to them at the following rates:

Chair of the Board	\$2,344 per month
Vice-Chair of the Board	\$2,070 per month
Trustees	\$1,946 per month

Trustees are also reimbursed for board approved expenses. Receipts are required for authorization for expenses related to conference registration, transportation, parking, meals and accommodation. These expenses are charged to a trustee's individual budget.

Please note that all items listed under the Budget and the Honoraria & Expenses headings above are charged against an individual trustee's budget. Trustees are not to exceed their individual budget entitlements.

BOARD POLICY B-160 AND BOARD REGULATION B-160-BR

Rates are in accordance with Board Policy B-160 and Board Regulation B-160-BR, reviewed April 5, 2023 and June 19, 2024 respectively. Board policies and regulations are available on the division's website at <https://www.spschools.org/board-governance/policy-manual>.

BENEFITS

Subject to board endorsement of the insurance provider and its product offerings, premiums for eligible trustees may be paid individually by each trustee and coverage may include:

- vision,
- medical,
- dental, and
- life insurance and accidental death and dismemberment.

In addition, the school division, through the board governance budget, pays for a group accidental death and dismemberment insurance plan for the trustees.

Information about trusteeship and the role of the school trustee is available on the Alberta School Boards Association website at:
<https://www.asba.ab.ca/school-boards>.

Additional information about the division is available on our website at www.spschools.org or by contacting:

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DID YOU KNOW?

Board of Trustees Edition

Our **Board of Trustees** is made up of **5 trustees** who are elected at large to represent the entire city, not individual wards. Each school has a board liaison that rotates annually enabling trustees to get to know each school community and attend school councils and school events.



The Board of Trustees plays a pivotal role in preserving local decision-making to **best serve our local schools and community.**



THE BOARD

- is granted authority by **THE MINISTER OF EDUCATION** through the Education Act
- is governed by a **STRICT CODE OF CONDUCT**
- makes decisions as a **COLLECTIVE BOARD**, not individual trustees

The Board of Trustees holds **11 PUBLIC MEETINGS/YR**. They also form **sub-committees** that meet regularly: **Advocacy, Audit, Planning**.

The board meets approximately **60 times** per year on governance matters

Board responsibilities



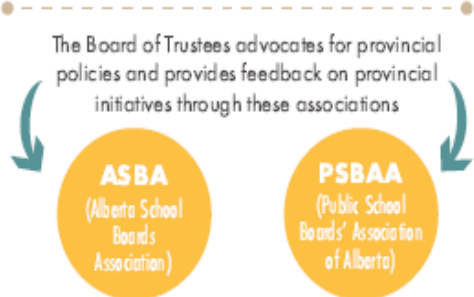
The board has delegated all other responsibilities including the day-to-day operations to the superintendent.

During the 2023-24 school year, the Board met with **PROVINCIAL & FEDERAL elected representatives**

The board regularly advocates to the **GOVERNMENT OF ALBERTA.** During the 2023-24 school year, they advocated for:

- Equitable funding for growing divisions
- Space for students
- Supports for students and staff

The Board of Trustees hosts student advisory **2X/YR**



During the 2023-24 school year, the board met with **CITY COUNCIL** to:

- ADVOCATE** for school sites
- PRESENT** the division capital plan
- DISCUSS** joint advocacy with city council
- COLLABORATE** with council and our neighbouring school divisions:
 - GSACRD
 - Conseil scolaire Centre-Nord