

# ***BECOMING A TRUSTEE***

## *Are you considering the vocation of a Catholic School Trustee?*

*What does a Catholic School Trustee do?*

*As Catholic trustees, Catholic education is entrusted to us. We must hold within ourselves a deeper understanding of and commitment to the nature of Catholic education.*

*As Catholic trustees, we ensure that the essence of Catholic education, formed through partnership of home, school and parish, is recognized and supported in the political arena.*

*As Catholic trustees, we ensure the support and encouragement of our teachers and school staff by providing them with opportunities for faith formation*

*As Catholic trustees, we ensure that our educational leaders are able to examine their unique role in shaping the faith life of their school.*

*As Catholic trustees, we ensure that our students are seen as individuals and given the chance to study in a learning environment permeated by Gospel values and sacramental life.*

*As Catholic trustees, we are evangelizers of the good news of Christ in all aspects of our lives.*

*As Catholic trustees, we are stewards of our Catholic faith; with care, we tend to it in our own lives and we foster it in the lives of all whom we encounter.*

*Catholic school trusteeship is a unique vocation which serves the Church and the community. The Catholic school trustee plays an integral part in ensuring that Christ is the heart and soul of every Catholic school. The uniqueness of Catholic education lies in the fact that its purpose and end is holiness.*

*For more information on Catholic schools in Alberta, Northwest Territories, and Yukon, please contact the Alberta Catholic School Trustees' Association or your local Catholic school board. In order to assist with this the ACSTA has prepared the following information booklet for interested Catholics on the role of being a Catholic trustee, as well as the information and guidelines you need to know to run in the election.*

*You may also be assisted by the following legislation:*

[\*The Local Authorities Election Act\*](#)

[\*The Education Act\*](#)

*The next general election in Alberta is in October 2021.*



In Alberta, citizens elect school boards to act for the legislature in their local schools and communities. School boards exist because of the belief that government – and decisions – made closest to the people being governed are the most effective.

## WHAT DO ALBERTA SCHOOL BOARDS DO?

**School boards are advocates for Alberta’s children** – assessing educational policies to support what is best for the development of the whole child.

**School boards are the champions for education** – keeping the positive image of schools before the community to ensure that education is given a high priority and the school community is aware of school authorities’ accomplishments.

**School boards are partners in education**– working with and being the voice of parents and public community members to ensure the best education possible for all children, everywhere in Alberta.

**School boards are strategic governors**– setting strategic priorities in light of community expectations, available resources, needs of students, and sound educational practice.

**School boards are political officials**– reporting to the public electorate through the democratic process, school boards are a government entity charged with the responsibility to govern the affairs of the school authority under the School Act.

**School boards are evaluators**– ensuring policies and practices are effective; ensuring effective management of resources; overseeing the effectiveness of leadership; ensuring policies are implemented in a fair and just manner and effective in achieving intended results for students.

**School boards are communicators**– interacting with the many groups and people who have a stake in K-12 education.

**School boards are policy makers**– developing policies that guide the administration and other employees in achieving the School Board’s goals for student success and wellness.

**School boards are financial planners**– ensuring transparency to the public for the dollars spent in the school authority and the results for public investment, in addressing the needs of students and the wants of the community.

**School boards are legislators**– setting local policy to meet local contextual needs and help drive public policy changes at the provincial level.

**School boards are lobbyists**– communicating with all orders of government to make sure that local voices are heard by those who have the power to keep education needs high on the list of priorities.

**School Boards are a bridge** – connecting with the community and sharing information of the school authority, the provincial government, and the public.

**School boards make a difference** – caring about the needs of children today and for the future; School Boards provide important oversight into the education system ensuring parents’ voices, students’ needs and school community thinking, remain at the forefront in our education system.

# Nomination Paper and Candidate's Acceptance

*Local Authorities Election Act*  
 (Sections 12, 21, 22, 23, 27, 28, 47,  
 68.1, 151, Part 5.1)  
*Education Act* (Sections 4(4), 74)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

**Returning Officer** \_\_\_\_\_ **780-778-5666**  
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Living Waters Catholic Separate School Division , PROVINCE OF ALBERTA

We, the undersigned electors of Living Waters Catholic Separate School Division , nominate  
Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_ of  
Candidate Surname Given Names

\_\_\_\_\_ as a candidate at the election  
Complete Address and postal code

about to be held for the office of \_\_\_\_\_  
Office Nominated for

of \_\_\_\_\_  
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

**Candidate's Acceptance**

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

\_\_\_\_\_  
 Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)  
 as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

\_\_\_\_\_  
 Candidate's Surname      Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,  
 in the Province of Alberta,  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



\_\_\_\_\_  
 Candidate's Signature

\_\_\_\_\_  
 Signature of Returning Officer or Commissioner for Oaths  
 or Notary Public in and for Alberta  
 (Also include printed or stamped name and expiry date)



**RETURNING OFFICER'S ACCEPTANCE**

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
 Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT  
 CONTAINS A FALSE STATEMENT**

**Candidate Information**

*Local Authorities Election Act  
(Section 27)*

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\_\_\_\_\_

Title of the Responsible Official                      Business Phone Number

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

\_\_\_\_\_

Address of place(s) where candidate records are maintained \_\_\_\_\_

\_\_\_\_\_

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable)

\_\_\_\_\_

\_\_\_\_\_

Name(s) of signing authorities for each depository listed above (if applicable)

\_\_\_\_\_

\_\_\_\_\_

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

## Appendix B

### BOARD ANNUAL WORK PLAN August 2020 – July 2021

August	Attend Meeting to begin year (if necessary)
September	<p>Board Meeting</p> <p>Conduct Annual Board self-evaluation – September 25<sup>th</sup></p> <p>Conduct Annual Superintendent Evaluation – September 25<sup>th</sup></p> <p>Approve Positive Path Forward</p> <p>Attend ASBA Zone meeting</p> <p>Attend ACSTA Board of Directors' Meeting</p> <p>Attend Trustee Development</p> <p>Review Policy</p> <p>Read in Kindergarten Classes</p>
October	<p>Board Meeting</p> <p>Board Organizational Meeting <b>(if election year)</b></p> <p>Attend Trustee Development -ASBA, ASBA Zone 2/3 &amp; ACSTA</p> <p>Review and Analyze APORI Results, PATs and DIPs, set directions based on results</p> <p>ASBA Zone meeting</p> <p>Review Policy</p> <p>Review and approve Board Development Plan</p>
November	<p>Board Meeting</p> <p>Division Schools Annual Plans for Learning – November 25<sup>th</sup></p> <p>Approve yearly Advocacy Plan/Communications Plan</p> <p>Nov/Dec Hold Finance Meeting</p> <ul style="list-style-type: none"> <li>▪ Review Approval of Auditors' Report and Management Letter (Committee of the Whole)</li> <li>▪ Direction regarding terms of agreement</li> </ul> <p>Attend ACSTA/ASBA Fall General Meetings (Trustee Development)</p> <p>-ACSTA Nov 14 (<b>virtual meeting</b>) ASBA Nov 16 (<b>virtual meeting</b>)</p> <p>Plan Board/Superintendent Retreat</p> <p>Attend ASBA Zone Meeting</p> <p>Celebrate and Participate in Catholic Education Sunday (Board leadership role)(first Sunday) Nov 8</p> <p>Review and Approve Final Draft of AERR and Brochure</p> <p>Audit Committee Meeting</p>
December	No Activities
January	Board Meeting

	<p>Meet with MLA (Jan 14)  Meeting with Town of Edson (Jan 14)  Meet with Town of Slave Lake (Jan 13)  Review of 3 YEP &amp; AERR  Identify potential strategic priorities, gather data and input key results for Three-Year Education Plan (Dec/Jan)  Attend ASBA Zone Meeting  Attend ACSTA Board of Directors' Retreat (Trustee Development)  Review Policy  Review Superintendent's Contract</p>
February	<p>Board Meeting  Board Retreat – Feb 1 &amp; 2  Attend ASBA Zone Meeting  Mid-Year Review - Review Superintendent's summary of progress in meeting Three Year Education Plan and budgets (Mid Year Review Form) at regular Board meeting and recommends key educational priorities.  Establish new Three Year Education Plan Priorities and develop and approve strategic plan for Plans and Consultations  Trustee Development  Attend ACSTA Board of Directors' Meeting  Review Policy</p>
March	<p>Board Meeting  Attend ASBA Zone meeting  Set budget assumptions and major priorities for Division and set Capital Budget expectations for next year  Rural Education Symposium  AUPE/EMAC Luncheon  Divisional Faith Development Day</p>
April	<p>Board Meeting  Review and approval of Three-Year Capital Plan and Technology Plan  Attend ASBA Zone Meeting  Review Policy  Alberta School Councils Conference  FNMI Gathering/CASS Alberta Education Conference -TBD  Board Workshop for Three-Year Education Plan Review (and approved)</p>
May	<p>Board Meeting</p> <ul style="list-style-type: none"> <li>• Approve 3 Year Education Plan at Board Meeting</li> </ul> <p>SPICE Conference - TBD  Blueprints Conference - TBD  Approve School Calendars</p>



	<p>Approve Budget  Attend ASBA Zone Meeting  Attend ACSTA Board of Directors' Meeting  Attend Trustee Development  Review Policy  Attend Graduation (HRH –May 29)  Budget Development Meeting with Board – May 20<sup>th</sup></p>
June	<p>Board Meeting  Conduct Organizational Meeting if not an election year. <i>(In an election year the Organizational meeting will be held at the end of October)</i>  Attend CCSTA Annual Meeting  Attend retirement parties and present awards  Attend ASBA Spring General Meeting (Trustee Development)  Nominate Friends of Education Award Nomination – ASBA  Nominate Honorary Life Member Award Nomination – ASBA  Identify Long Service Award Nominations – ASBA  Nominate Premier's Award Nomination – ASBA  Deadline for ASBA Zone Appreciation Award  Attend ASBA Zone Meeting  Review Policy  Attend Graduation (ESJ -June 26, SFOA -June 5)  Audit Committee Meeting</p>
Ongoing	<p>Monthly Board meetings, except July and December  Monthly ASBA Zone 2/3 Meetings  Hear appeals, as needed  Meet with Bishops and clergy re: advocacy (once yearly)  Host ATA Board Liaison Dinner (twice per year)  In an election year pass resolution to opt in or out of ASFF and advise the Minister and local municipalities  Appoint auditor, architects and banking services as required  Approve terms of engagement of auditor  Meet with MLA's, Town Councils and MD's  Meet with Students in each school community  Approve Locally Developed Courses  Board Service Recognition  Attend Faith days in Communities</p>