



## OFFICE OF CATHOLIC SCHOOL TRUSTEE GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

### CATHOLIC EDUCATION

Catholic education is a special partnership between the school, the home, and the church. Catholic schools exist to offer parents a distinct education system for their children that develops students wholly: in spirit, in mind, and in body. Catholic school trustees are elected to fulfill both the educational requirements mandated by Alberta Education and to ensure that Catholic values and principles are reflected in their policies and practices. Catholic school trustees are responsible for providing students with quality academic and spiritual education.

### BELIEF STATEMENT

We firmly believe every child is loved by God. Within that context, each child develops into a healthy, happy human being because of positive, nurturing care by our dedicated, professional teaching staff, parents, parish and the community. With a solid support system throughout the division, we are confident every student can succeed through engagement, encouragement, and support for their learning.

### BOARD COMPOSITION

The Board of Trustees of Greater St. Albert Roman Catholic Separate School Division is comprised of seven members who represent **three Wards** (see maps for specific areas):

1. St. Albert, parts of Sturgeon County, both east and west of Hwy 2, and Namao, south of Hwy 37
2. Morinville, Bon Accord, Carbondale, Cardiff, and Namao, north of Hwy 37
3. The Town of Legal and surrounding rural areas

Four trustees are elected from Ward 1 - St. Albert and area, two from Ward 2 – Morinville and area, and one from Ward 3 - Legal and area. The sitting board members at the annual organizational meeting elect the Chair and Vice-Chair of the Board.

The 2020-21 Organizational Meeting was held on June 22, 2020. Noreen Radford (Ward 2 – Morinville and area) was elected as Board Chair and Rene Tremblay (Ward 2 – Morinville and area) was elected as Vice-Chair.

### ROLE AND ELIGIBILITY

The school board is responsible for setting the overall direction and leadership for the jurisdiction in delivering Catholic education to our students. Trustees are elected officials, accountable to the community they serve, however the ultimate responsibility for education rests with the Government of Alberta and the Bishops of the Archdiocese of Edmonton and the Diocese of St. Paul. The province delegates the responsibility of conducting the affairs of the school jurisdiction to the school board via the *Education Act*. Trustees are fiscal stewards of the division's budget (\$68.4 million for 2020-21). Implementation of the budget rests with the division's administration.

The school board, as a representative of the people, is a decision-maker, one that must integrate the information from all the forces that influence the board, process that information, evaluate it, and make a decision compatible with the system's mission, vision, values and knowledge. The board must keep in mind the interests of all students within the school jurisdiction rather than the interests of a few students in a particular school or geographical area.

Candidates must live within the school division boundaries and be Catholic to be eligible for nomination in the General Election. It is not a requirement that a candidate live in the Ward they represent, however, the Nomination Paper can only be signed by electors of the Ward in which they are running. For example, a potential candidate for Ward 2 – Morinville could live in Morinville, St. Albert, Legal, or a rural area surrounding those municipalities (within the School Division boundaries), be a Catholic, and acquire a minimum of 5 Ward 2 Electors (Catholic residents of Ward 2) to sign the Nomination Paper which is to be submitted no later than September 20, 2021 and as long as all other eligibility requirements are met, the nomination would be accepted.

**Please check the division website for additional resources and relevant Acts.**

## **MEETINGS AND TIME COMMITMENT**

Serving on the Board of Trustees is very rewarding. However, the time commitment required can be demanding. Currently, Trustees attend one to three public board meetings per month. Scheduled meetings are currently held Monday evenings and special board meetings are called from time to time as required. Trustees liaise with individual school councils and attend their regular meetings on an as-needed basis. As well, trustees sit as representatives or alternates on various external committees. They are also expected to participate in various community/government meetings, functions, retreats, and conferences as required. More information is available on the **Board of Trustees** section of the website at [www.gsacrd.ab.ca](http://www.gsacrd.ab.ca). The meeting schedule for 2020-21, which can also be found on the website, was approved at the June 22, 2020 Organizational Meeting for 2020-21.

Candidates should expect to commit, on average, a minimum of 10-15 hours per week on board-related business (some weeks less, some more).

## **REMUNERATION**

The basic honorarium is adjusted annually, each September, according to the increase in the Consumer Price Index (CPI) for Alberta (All Items) from August to August of each year (available late September each year). There is no reduction in the basic honorarium should the annual CPI comparative present as a negative. Annual Rates for 2020-21 are:

- Chairman: \$18,062
- Vice-Chairman: \$16,372
- Trustee: \$14,089

*The basic honorarium covers attendance at regular board meetings, committee-of-the-whole meetings, board advocacy committee meetings, and board planning meetings/sessions, in addition to agenda planning meetings, planned board and superintendent evaluation meetings, and planned public engagement meetings, attendance at events such as long service awards, and other special school events as outlined in Policy 7.*

Benefits paid by the school division include Dental, Extended Healthcare, and Trustee Life Insurance.

### **PER DIEM HONORARIUM AND EXPENSES**

For attendance at other meetings and conferences not covered by the honorarium, Trustees may claim a **Per Diem Rate**, based on hours of service. The payment of Per Diems shall be based on **\$30 per hour**, or any part thereof. Reimbursements are made for subsistence and travel expenses as submitted, with receipts, or at established rates.

- In the interest of transparency and accountability, individual Trustee remuneration will be reported annually in the division's audited financial statements. Such information, along with expense details, will be posted on the division website, on a quarterly basis, throughout the fiscal year.

### **BOARD ASSIGNED EQUIPMENT**

To enable Trustees to fulfill their duties effectively and efficiently, Trustees are equipped with appropriate division issued and configured computer hardware, as determined by the Secretary-Treasurer, for their four-year term of office. Elected Trustees will receive updated equipment for use from October 2021 to October 2025.

### **CAMPAIGN FINANCE AND DISCLOSURE**

Candidates for the Office of Catholic School Trustee must comply with the campaign finance and disclosure requirements in the *Local Authorities Election Act*. Every candidate, including a candidate who withdraws, is required to file a disclosure statement with the secretary-treasurer on or before March 1, 2022.

### **IDENTIFICATION OF THIRD PARTIES**

Candidates for the Office of Catholic School Trustee must advise the Returning Officer of any third party, or a person acting on their behalf, to ensure their sponsored election advertising complies with guidelines established by the Minister of Municipal Affairs.

**For further information contact the Division's Returning Officer:**

Iva Paulik, CPA, CA, MBA, CSBO

Secretary-Treasurer, Greater St. Albert Roman Catholic Separate School Division

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