



# TRUSTEE INFORMATION

*Learners are innovative thinkers  
who are successful, confident, respectful and caring.*

[WWW.LETHSD.AB.CA](http://WWW.LETHSD.AB.CA)



# TRUSTEE LETHBRIDGE SCHOOL DIVISION

<b>Term of Office:</b>	The term of office for a Trustee is four years.
<b>Vacancies:</b>	There are seven trustees in the Lethbridge School Division.
<b>Duties:</b>	Provide policy direction to the School Division through regular and special meetings of the Board of Trustees
<b>Remuneration and Benefits:</b>	Chairman: \$33,540 per annum Vice Chair: \$28,980 per annum Trustee: \$25,500 per annum All Trustees are eligible for a Health Spending Account
<b>Indemnification Policy:</b>	Members of the Board are indemnified against legal liability from actions against such members provided that the matter relates to the performance of a Trustee's duties
<b>Clerical Support:</b>	Access to clerical services is available at the Education Centre
<b>Board Meetings:</b>	Typically on the fourth Tuesday of each month from September to June starting at 2:30 pm. The Board schedules Committee of the Whole meetings once a month, normally on the second Tuesday.
<b>Expense Allowance:</b>	An additional allowance is provided (per diem and travel) for attending to School Board related functions (conferences outside of city limits), at a maximum of \$200 per day  Per diem allows: Room accommodation and parking is reimbursed at cost, supported by a receipt.  Meals are reimbursed at a rate of \$65 per day.  Mileage is at the rate of 55 cents per kilometre.



# WHAT DO SCHOOL TRUSTEES DO?

Alberta School Boards help shape the future of local communities by governing the education of young people. The provincial government, through the Minister of Education, grants school boards the independent authority to make decisions regarding the direction and quality of local public education. Accountability to the public is entrenched through the election of local school board trustees every four years. The School Board Election is Monday, October 20, 2025.

## SCHOOL BOARD RESPONSIBILITIES

It is up to school boards to ensure all children in the community receive a quality education. Specific school board responsibilities include:

- Communicating, informing and involving parents, staff, and the community at large in school board decisions and activities
- Adopting an annual budget that achieves jurisdiction priorities
- Setting goals and priorities for the jurisdiction that achieve provincial education 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 the municipal and provincial governments on education issues of importance to the jurisdiction
- Adjudicating policy or decision appeals
- Hiring and evaluating the superintendent

## ROLE OF THE TRUSTEE

In accordance with the Education Act, the Board of Trustees is the final authority at the local level on matters relating to school operation. The Board is responsible for the development of policy for the school Division but delegates the implementation of that policy to its administrative officers.

In accordance with this general principle, trustees have the following specific responsibilities:

- Establishing the Assurance Plan for the Division and developing and approving policies and programs to attain the goals set out in the Assurance Plan
- Setting budget priorities and approving the annual budget
- Monitoring the operation of the Division through discussions with, and reports from, its administrative and teaching staff and through discussions with members of the public
- Making decisions on matters not determined by policy or practice
- Acting as a final appeal body on designated matters
- Developing contracts and agreements with its employees with regard to salary and benefits



# ROLE OF THE TRUSTEE

To carry out these duties and responsibilities Board members:

- Attend Board meetings and Board Committee of the Whole meetings
- Accept membership on ad hoc and standing committees
- Attend workshops and conferences as appropriate
- Attend zone and provincial Alberta School Boards Association (ASBA) and Public School Boards' Association of Alberta meetings
- Visit schools as often as necessary to keep them informed
- Confer with the administrative staff
- Act as a communication link between the general public and the school division
- Represent the school division at public meetings and official ceremonies

For more information, contact Mike Nightingale, Superintendent  
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Other information about School Division Trusteeship may be obtained from the following website:

- Alberta School Boards Association Alberta School Boards Association | Serving Alberta's 65 locally elected public, Catholic and Francophone school boards across Alberta, Yellowknife and Lloydminster. Click this link to visit the ASBA website: [asba.ab.ca](http://asba.ab.ca)

# FILING NOMINATION PAPERS

Nomination Papers for Lethbridge School Division are to be filed in the City Clerk's Office, 2nd Floor, City Hall, 910-4 Avenue South, between January 1, 2025 and noon only, on Monday, September 22, 2025.