



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, FEBRUARY 20, 2020

Board Room
Central Services
Administration Building

AGENDA

Mission Statement - To provide high quality student-centered education that builds strong, healthy communities.

- 9:00 am **1. CALL TO ORDER** T. Boymook
- 2. COMMITTEE OF THE WHOLE**
- 10:00 am **3. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
- 4. APPROVAL OF MINUTES**
- 4.1 Board Meeting – Jan. 23, 2020 (encl.)
- 5. CHAIR REPORT** T. Boymook (verbal)
- 5.1 Hon. Nate Glubish School Visits at Ardrossan Elementary and Ardrossan Jr./Sr. – Jan. 31, 2020
- 5.2 ASBIE Subscribers’ Meeting – Feb. 3, 2020
- 5.3 City of Fort Saskatchewan Mayor’s State of City Address – Feb. 5, 2020
- 5.4 Round Table with Alberta’s Minister of Finance, Hon. Travis Toews – Feb. 5, 2020
- 5.5 Heritage Hills Elementary School Tour – Feb. 6, 2020
- 5.6 Alberta Teachers Association Education Partners Luncheon – Feb. 7, 2020
- 6. SUPERINTENDENT REPORT** M. Liguori (verbal)
- 6.1 Hon. Nate Glubish School Visits at Ardrossan Elementary and Ardrossan Jr./Sr. – Jan. 31, 2020
- 6.2 Strathcona Christian Academy – Feb. 4, 2020
- 6.3 Heritage Hills Elementary School Tour – Feb. 6, 2020
- 6.4 Andrew School Visit – Feb. 13, 2020
- 6.5 Mundare School Visit – Feb. 13, 2020
- 7. COMMENTS FROM THE PUBLIC AND STAFF GROUP REPRESENTATIVES**
- 7.1 School Nutrition D. Shandro (verbal)
- ASSOCIATION/LOCAL REPORTS**
- 8. ATA LOCAL REPORT** D. Zielke (verbal)

BUSINESS ARISING FROM PREVIOUS MEETING

9. APPROVAL OF MINUTES – DEC. 19, 2019 T. Boymook
(verbal)
10. STUDENT TRANSPORTATION FEE STRUCTURE M. Liguori/L. Weder
TABLED MOTION 017/2020 (encl.)

NEW BUSINESS

11. BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES M. Liguori
(encl.)
12. BUSINESS ARISING FROM IN CAMERA
13. POLICY COMMITTEE A. Hubick
13.1 Board Policy 7: Board Operations (encl.)
14. BORROWING RESOLUTION M. Liguori/C. Cole
(encl.)
15. CANADA REVENUE AGENCY CORPORATE INFORMATION M. Liguori/C. Cole
(encl.)

COMMITTEE REPORTS

16. ADVOCACY COMMITTEE T. Boymook
Meeting held Jan. 23, 2020 (verbal)
17. POLICY COMMITTEE A. Hubick
Meeting held Feb. 11, 2020 (verbal)

REPORTS FOR INFORMATION

18. TRUSTEES' REPORTS/NOTICES OF MOTIONS / REQUESTS (verbal)
FOR INFORMATION

ADJOURNMENT

RECOMMENDATIONS TO FEB. 20, 2020 BOARD OF TRUSTEES

2. That the Board meet In Camera.
That the Board revert to Regular Session.
3. That the Agenda be adopted as amended or as circulated.
- 4.1 That the Board of Trustees approve the Minutes of Jan. 23, 2020 Board Meeting as amended or as circulated.
5. That the Board of Trustees receive the Chair report for information.
6. That the Board of Trustees receive the Superintendent report for information.
7. *Comments from the Public and Staff Group Representatives*
8. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
9. Business Arising from Previous Meeting.
10. That the Board of Trustees take from the table Motion 017/2020, “THAT the Board of Trustees approve the Student Transportation fee structure effective the 2020-21 school year.”

That the Board of Trustees approve the Student Transportation fee structure effective the 2020-21 school year.

11. 1. If the Student Transportation Fee Structure report is approved:

That the Board of Trustees approve the amendments to Board Policy 17: Student Transportation Services, as presented in Attachments A1 and A2;

OR

2. If the Student Transportation Fee Structure report is defeated:

That the Board of Trustees approve the amendments to Board Policy 17: Student Transportation Services, as presented in Attachments B1 and B2.

12. Business Arising from In Camera.
- 13.1 That the Board of Trustees approve the amendments to Board Policy 7: Board Operations, as presented.
14. That the Board of Trustees approve the borrowing resolution to meet expenditures during the fiscal year 2019-20.
15. That the Board of Trustees approve Candace Cole, Secretary-Treasurer, and Carmine von Tettenborn, Director of Financial Services as owners on the corporate account for Elk Island Public Schools.
16. That the Board of Trustees receive for information the report from the Advocacy Committee meeting held Jan. 23, 2020.
17. That the Board of Trustees receive for information the report from the Policy Committee meeting held Feb. 11, 2020.



ELK ISLAND PUBLIC SCHOOLS

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Jan. 23, 2020, in the Board Room, Central Services, Sherwood Park, Alberta.

The Board of Trustees Meeting convened with Board Chair Trina Boymook calling the meeting to order at 9 a.m.

Board members present:

T. Boymook	D. Irwin
R. Footz	J. Seutter (video conference)
S. Gordon	H. Stadnick
C. Holowaychuk	H. Wall
A. Hubick	

Administration present:

M. Liguori	Superintendent
S. Stoddard	Associate Superintendent, Supports for Students
B. Billey	Associate Superintendent, Human Resources
C. Cole	Secretary-Treasurer
D. Antymniuk	Division Principal
L. McNabb	Director, Communication Services
C. Langford-Pickering	Executive Assistant/Recording Secretary
A. Desaulniers	Secretary, Education Executive

CALL TO ORDER

Meeting called to order at 9 a.m. with all trustees noted above in attendance.

COMMITTEE OF THE WHOLE

Moved by Trustee Irwin:

001/2020

THAT the Board meet In Camera (9 a.m.).

**CARRIED
UNANIMOUSLY**

Moved by Vice-Chair Wall:

002/2020

THAT the Board revert to Regular Session (10:12 a.m.).

**CARRIED
UNANIMOUSLY**

The Board recessed at 10:12 a.m. and reconvened at 10:17 a.m. with all trustees noted above in attendance.

Board Chair Boymook welcomed everyone in attendance and acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was signed, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

AGENDA The Board Chair called for additions or deletions to the Agenda.

Moved by Trustee Vice-Chair Wall:

003/2020 THAT the Agenda be adopted, as circulated.

CARRIED
UNANIMOUSLY

APPROVAL OF MINUTES

The Board Chair called for confirmation of the Dec. 19, 2019 Board Meeting Minutes. The following amendments were requested:
Page 3, Comments, Presentations and Delegations - change student name from “Emma March” to “Emma Marsh”, and
Page 5, Policy 15, Program Reduction and School Closure change presented by Trustee Hubick from Superintendent Liguori.

Moved by Trustee Hubick:

004/2020 THAT the Board of Trustees approve the Minutes of Dec. 19, 2019 Board Meeting, as amended.

CARRIED
UNANIMOUSLY

CHAIR REPORT

Board Chair Boymook presented the Chair’s report.

Moved by Board Chair Boymook:

005/2020 THAT the Board of Trustees receive the Chair’s report for information.

CARRIED
UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Liguori presented the Superintendent’s report.

Moved by Trustee Holowaychuk:

006/2020 THAT the Board of Trustees receive the Superintendent’s report for information.

CARRIED
UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were presented.

ASSOCIATION/LOCAL REPORTS

ASBA Zone 2/3 Report

Trustee Holowaychuk presented to the Board the report from the ASBA Zone 2/3 meeting held on Jan. 17, 2020, at St. Anthony Centre. It was noted that the February meeting date changed to Feb. 28, 2020.

Moved by Trustee Holowaychuk:

007/2020 THAT the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information.

CARRIED
UNANIMOUSLY

ATA Local Report Board Chair Boymook welcomed ATA representative D. Zielke. Representative D. Zielke presented the Local ATA report to the Board.

Moved by Trustee Gordon:

008/2020 THAT the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

CARRIED
UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

NEW BUSINESS

Business Arising from In Camera

Trustee Hubick excused herself from the meeting at 10:28 a.m.

Vote on ratification of the Teachers' Collective Agreement September 1, 2018 - August 31, 2020

Moved by Vice-Chair Wall:

009/2020 THAT the Board of Trustees ratify the Memorandum of Agreement for the Elk Island Public Schools Teachers' Collective Agreement: September 1, 2018 - August 31, 2020.

CARRIED
UNANIMOUSLY

Trustee Hubick returned at 10:29 a.m.

Board Policy 8: Board Committees and Representatives Schedule

Moved by Trustee Irwin:

010/2020 THAT Trustee representation on the Teacher Board Consultation Committee cease as of Jan. 23, 2020.

In Favour: Trustee Stadnick, Trustee Footz, Trustee Irwin, Vice-Chair Wall, Trustee Hubick, Trustee Holowaychuk Trustee Seutter and Board Chair Boymook

Opposed: Trustee Gordon

CARRIED

Moved by Vice-Chair Wall:

011/2020 THAT the Board of Trustees approve the amendment to Board Policy 8: Board Committees, as presented. CARRIED UNANIMOUSLY

Moved by Trustee Irwin:

012/2020 THAT the Board of Trustees approve the amendment to the 2019-20 Board Committee Representative Schedule, as presented. CARRIED UNANIMOUSLY

2020 ASCA
& AGM
Sponsorship

Board Chair Boymook presented a recommendation to the Board to support the sponsorship of 12 school council members to attend the Alberta School Councils Conference and Annual General Meeting on April 24 to 26, 2020.

Moved by Trustee Footz:

013/2020 THAT the Board of Trustees approve the sponsorship of one school council member per school, to a maximum of 12 to attend the Alberta School Councils Conference (ASCA) and Annual General meeting, April 24 – 26, 2020, and that the deadline for submission align with the ASCA Conference registration timeframe.

Moved by Trustee Holowaychuk to amend motion 013/2020 to read:

014/2020 THAT the Board of Trustees sponsor the registration of one school council member per school, to a maximum of 12 to attend the Alberta School Councils Conference (ASCA) and Annual General meeting, April 24 – 26, 2020, and that The deadline for submission align with the ASCA Conference registration timeframe.

VOTE ON THE AMENDMENT:

CARRIED UNANIMOUSLY

VOTE ON THE AMENDED MOTION 014/2020

CARRIED UNANIMOUSLY

Board Policy 23:
School Fees

Trustee Hubick presented to the Board on behalf of the Policy Committee a recommendation for amendments to Board Policy 23: School Fees.

Moved by Vice-Chair Wall:

015/2020

THAT the Board of Trustees approve the amendments to Board Policy 23: School Fees, as presented.

CARRIED
UNANIMOUSLY

Board Policy 18:
Alternative Programs

Trustee Hubick presented to the Board a recommendation for amendments to Board Policy 18: Alternative Programs.

Moved by Trustee Holowaychuk:

016/2020

THAT the Board of Trustees approve the amendments to Board Policy 18: Alternative Programs, as presented.

CARRIED
UNANIMOUSLY

2020-21 Student
Transportation Fee
Structure

Division Principal Antymniuk and Director Weder presented to the Board the proposed 2020-21 Student Transportation Fee Structure for approval.

Moved by Vice-Chair Wall:

017/2020

THAT the Board of Trustees approve the Student Transportation fee structure effective the 2020-21 school year.

Moved by Trustee Irwin:

018/2020

THAT Motion 017/2020 be tabled for one month.

In Favour: Trustee Stadnick, Trustee Footz, Trustee Irwin
Trustee Hubick and Trustee Seutter

Opposed: Board Chair Boymook, Vice-Chair Wall,
Trustee Gordon and Trustee Holowaychuk

CARRIED

2020-21 School
Fees Parameters

Secretary-Treasurer Cole presented to the Board the 2020-21 School Fees Parameters for approval.

Moved by Trustee Irwin:

019/2020

THAT the Board of Trustees approve the parameters for establishing the 2020-21 school fees, as presented.

CARRIED
UNANIMOUSLY

Auditor Appointment Secretary-Treasurer Cole presented to the Board a recommendation to extend the term of the current audit firm, MNP LLP for approval.

Moved by Trustee Holowaychuk:

020/2020

THAT the Board of Trustees approve the appointment of MNP LLP as auditors for the three-year term ending with the Aug. 31, 2022 year-end.

CARRIED
UNANIMOUSLY

COMMITTEE REPORTS

Student Expulsion Committee Trustee Stadnick presented a report from the Student Expulsion Committee meeting held on Jan. 13, 2020, for information.

Moved by Trustee Stadnick:

021/2020

THAT the Board of Trustees receive for information the report from the Student Expulsion Committee meeting held on Jan. 13, 2020.

CARRIED
UNANIMOUSLY

Policy Committee Trustee Hubick presented a report from the Policy Committee meeting held on Jan. 14, 2020, for information.

Moved by Trustee Hubick:

022/2020

THAT the Board of Trustees receive for information the report from the Policy Committee meeting held on Jan. 14, 2020.

CARRIED
UNANIMOUSLY

REPORTS FOR INFORMATION

School Status Report 2018-19 Superintendent Liguori presented to the Board the School Status Report for 2018-19, for information.

Moved by Trustee Footz:

023/2020

THAT the Board of Trustees receive for information the School Status Report for 2018-19.

CARRIED
UNANIMOUSLY

2019-20 School
Fees Interim
Report

Secretary-Treasurer Cole presented to the Board for information
the School Fees Interim Report for the period of Sept. 1, 2019
to Dec. 31, 2019.

Moved by Trustee Irwin:

024/2020

THAT the Board of Trustees receive
for information a summary of fee changes
for the 2019-20 school year, for the
period Sept. 1, 2019 to Dec. 31, 2019.

CARRIED
UNANIMOUSLY

TRUSTEES' REPORT/NOTICES OF MOTION/REQUEST FOR INFORMATION

Reports by Trustees were presented.

The Chair declared the meeting adjourned at 12:04 p.m.

Board Chair

Superintendent



RECOMMENDATION REPORT

DATE: Jan. 23, 2020

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: 2020-21 Student Transportation Fee Structure

ORIGINATOR: Lisa Weder, Director, Student Transportation

RESOURCE STAFF: Gurveer Chohan, Business Manager
Dave Antymniuk, Division Principal

REFERENCE: Policy 2: Role of the Board, Section 8.11
Policy 17: Student Transportation Services
Funding Manual for School Authorities, Section 8.1
Administrative Procedure 505: School and Administrative Fees
School Transportation Regulation AR 96/2019

EIPS PRIORITY: Enhance high quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve the Student Transportation fee structure effective the 2020-21 school year.

BACKGROUND:

Policy 2: Role of the Board, Section 8.11 Fiscal Accountability establishes that the Board of Trustees will approve various administrative fees annually, including the transportation fees.

Alberta Education provides transportation funding based on the following criteria:

- Students attending their designated school and residing greater than 2.39 km to the school; and
- Students attending a non-designated school and residing greater than 2.39 km to both their designated school and the school they are attending.

Elk Island Public Schools (EIPS) provides enhanced transportation service that exceeds the transportation mandate as outlined by Alberta Education for a fee.

- Students who do not qualify for funding as per above criteria;
- Students who attend a non-designated school; or
- Students who access an additional bus to an alternate address.



Charging fees assists in recovering a portion of the incremental cost of providing these additional services.

Changes to the *Alberta Education School Transportation Regulation AR 96/2019* in September 2019 provides school boards the ability to charge eligible funded students for transportation services. AR 96/2019, Section 7 references the guidelines that must be adhered to when charging fees. The Regulation references and categorizes eligible and ineligible funded students into two groups:

- For eligible funded students' fees charged must not exceed the average difference per student between the estimated cost to the board of transporting those students and the funding received by the board; and
- For students who are ineligible for funding the fees charged must not exceed the average difference per student between the estimated cost to the board.

Further, any surplus from transportation fees charged with respect to the above must be used to subsidize the cost of transportation of students in the two school years following the school year in which the surplus was collected.

The current fee structure in alignment with Board Policy 17: Student Transportation Services, defines eligible students as those students that we receive transportation funding for and attend their designated school. This group of students are currently not charged a fee for service. Ineligible students are defined as those students who we do not receive transportation funding for or students who attend a school of choice. This group of students are assessed a fee for service. Eligibility is further extended to those students that do not meet funding eligibility but are defined as hazard students and are therefore not assessed a fee.

A review and analysis of the current fee structure was conducted which took into consideration the following cost implications; legislation of the MELT (Mandatory Entry Level Training) for bus operators, addition of federal carbon tax on diesel fuel, funding implications of new school sites, and increased insurance costs. In order to sustain the current service levels provided and avoid a reduction in buses that affect ride time and capacities Student Transportation is proposing a change to the current fee structure. The proposed fee structure is built under the assumption of the current year's budget in adherence with AR 96/2019, Section 7. The Regulation allows us to charge the difference between the cost of transportation service and the funding received from Alberta Education. Based on the 2019-20 budget the allowable difference is 16% or \$1,532,336 that we could offset in fee collection in order to cover the cost of busing for the 2019-20 school year.

The proposed changes to fee structure would present as follows:

- 1) A two-tiered fee structure where all students eligible and ineligible (Policy 17) accessing transportation service will be assessed a fee;
- 2) Removal of the family rate;
- 3) Removal of the allowance for students who would have to cross a or walk along a Hazardous zone as defined in Policy 17; and
- 4) Supplemental fee for students accessing a second bus will apply.



RECOMMENDATION REPORT

The implications of the new fee structure will allow EIPS Student Transportation to continue to deliver the current service levels while maintaining safe and efficient transportation. Further it will address new and increased costs affecting the Student transportation budget and ensure equitable fees are applied for all students.

- Under the proposed fee structure 5,083 eligible students, currently not paying a fee will be assessed a fee of approximately one-quarter of the current Payride fee;
- Under the current fee structure 239 Hazard students who are ineligible for funding, but are not assessed a fee, will now be assessed a fee of approximately two-thirds of the current Payride fee;
- Under the current fee structure 1,500 students who are assessed a Payride fee or a School of Choice fee will be assessed a fee of approximately two-thirds of the current fee;
- Under the current fee structure 141 students who are assessed a Choice and Payride fee under the proposed fee structure will be assessed a fee of approximately one-third of the current fee; and
- Although the proposed fee structure does not allow for a family rate, 21 families of four or more students would see an increase of approximately one-third over the current fee structure.

COMMUNICATION PLAN:

Once the fee structure is approved for 2020-21, Policy 17: Student Transportation Services must be updated to reflect the changes to the fee structure. Once funding has been announced, the Board of Trustees will approve the 2020-21 Transportation Fee Schedule and EIPS websites will be updated and communicated to the Leadership Group, school councils and the appropriate community and parent groups.

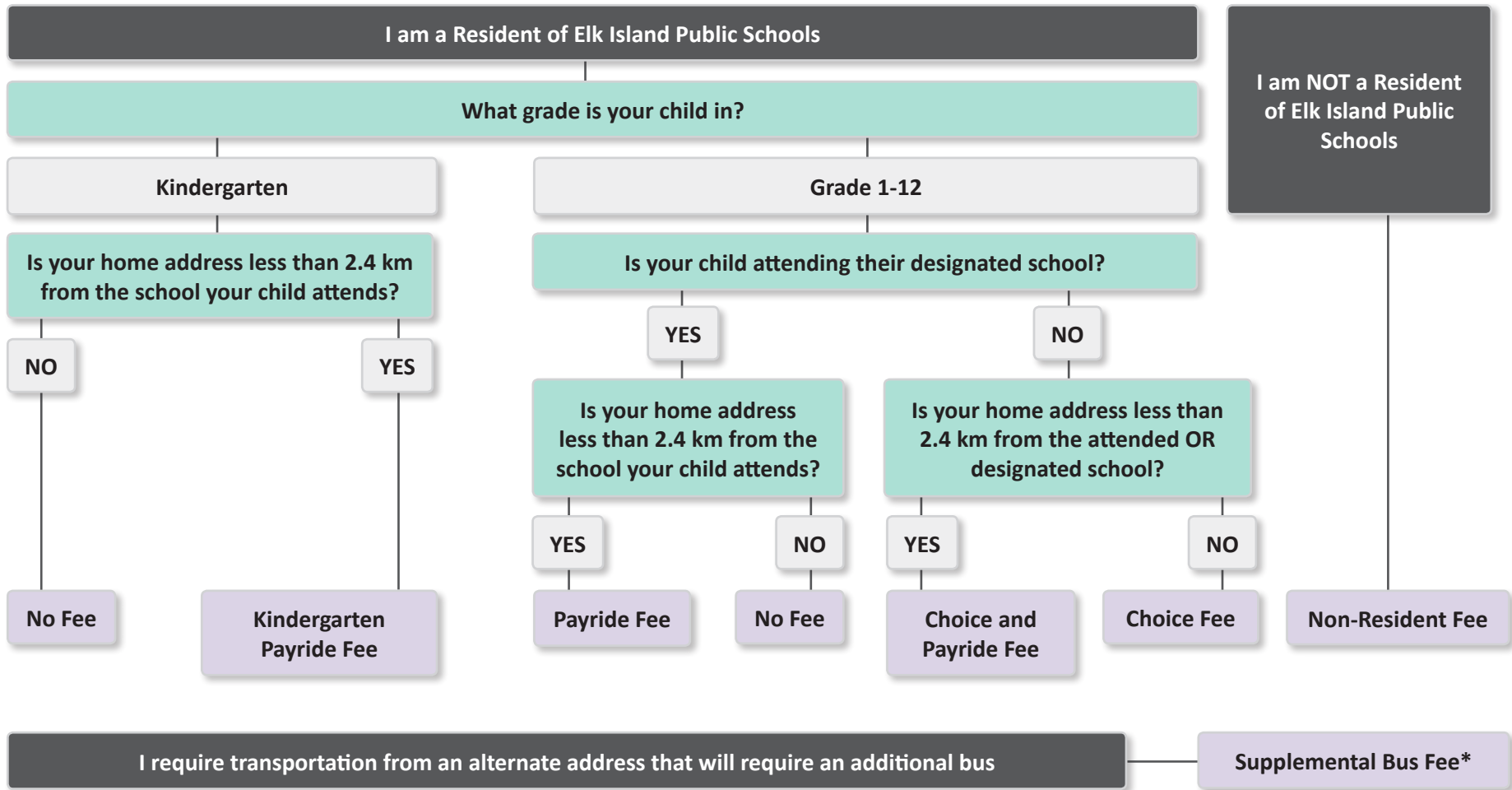
Attachment(s):

1. 2019-20 Transportation Fee Schedule
2. Student Transportation Fee Flow Chart
3. *School Transportation Regulation – AR 96/2019*
4. Policy 17: Student Transportation Services

ML:lmw

ELK ISLAND PUBLIC SCHOOLS
TRANSPORTATION FEE SCHEDULE

DESCRIPTION	2019-20
Payride	\$414.50
Students who attend their designated school and reside less than 2.4 km from their designated school.	
Choice	\$462.00
Students who attend a non-designated school and reside greater than 2.39 km from both their designated and non-designated school.	
Choice Payride	\$876.50
Students who attend a non-designated school and reside less than 2.4 km from either their designated or non-designated school.	
Kindergarten Payride	\$207.25
Busing for Kindergarten Students who reside less than 2.4 km away from their attended school.	
Non Resident	\$876.50
A student (including Kindergarten) who does not reside within the boundaries of EIPS.	
Family Rate	\$945.00
Applicable to families exceeding \$945.00 in fees (*Note: Supplemental Bus fee not eligible for family rate discount).	
Supplemental Bus*	\$125.00
Per student fee to access an additional bus to/from an alternate address. (*Note: fee not eligible for family rate discount).	
Replacement Bus Pass	\$20.00
Administration Fee - Payment Plan	\$25.00
Administration Fee - Refunds	\$25.00



Family Rate

If multiple children in your family are using transportation and the fees are greater than \$945, you qualify for the family rate. Contact Student Transportation to have your fees adjusted.

*Supplemental bus fee not eligible for the family rate discount.

Calculating Home-to-School Distance

Home-to-School Distance is calculated using a combination of roadways and walkways—it may not always match the driven distance of your family car. To determine the distance from your home to the school your child is designated to or attending visit Find My Designated School or Contact Student Transportation.



Province of Alberta

EDUCATION ACT

SCHOOL TRANSPORTATION REGULATION

Alberta Regulation 96/2019

Filed on August 16, 2019, in force September 1, 2019

Extract

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

ALBERTA REGULATION 96/2019

Education Act

SCHOOL TRANSPORTATION REGULATION

Table of Contents

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Definitions

1 In this Regulation,

- (a) “attendance area”, with respect to a school, means an attendance area established by the board for the school;
- (b) “transportation service area” means the area surrounding a school in which a board establishes school bus routes on which students may be transported to and from the school.

Transportation criteria

2 For the purpose of section 59(1)(c) of the Act, the student must reside at a distance of at least 2.4 kilometres from the site of the school.

Distance from bus route

3 In providing for the transportation of a student under section 59(1) of the Act, the transportation must be provided on a route that is not more than 2.4 kilometres from the residence of the student.

Computing distance

4 In computing distances for the purposes of this Regulation,

- (a) the official survey made under any Act of Canada or the Legislature relating to surveys must be accepted as final and conclusive and all sections are deemed to be 1.6 kilometres square and no more,
- (b) the width of road allowances must be excluded from the computation, and
- (c) the distance of a residence from a school or from a bus route is the shortest distance measured along a travelled road or public right of way between the school site or the bus route, as the case may be, and the nearest roadway access at the boundary of the quarter section or lot on which the student's parent resides.

Specialized supports and services outside attendance area

5 If a student is entitled to access to specialized supports and services under section 11(4) of the Act but does not reside in the attendance area for any school that provides specialized supports and services that are suitable for the student, the board of which the student is a resident student must provide for the transportation of the student to and from the school that provides the specialized supports and services in which the board enrolls the student.

Student residing outside areas

6(1) If a student is enrolled in a school pursuant to section 10(2) or (4) of the Act but does not reside in the attendance area or the transportation service area for that school, the student or the parent of the student must provide for the transportation of the student

- (a) to and from the school, or
- (b) to and from a designated stop on a school bus route in the transportation service area for that school.

(2) If a student or the parent of a student chooses to provide transportation in accordance with subsection (1)(b), the board that enrolled the student in the school must provide for the transportation of the student between the school and the designated

stop nearest to the student's residence on a school bus route in the transportation service area for that school.

(3) Subsection (2) does not apply unless there is a seat available for the student on the school bus after the students referred to in section 59(1) of the Act are accommodated on that school bus.

Transportation fee amount limitations

7(1) A fee charged under section 59(3) of the Act respecting the transportation of students in accordance with section 59(1) of the Act and this Regulation must not exceed the average difference per student between

- (a) the estimated cost to the board of transporting those students, and
- (b) the funding received by the board under the *Education Grants Regulation* (AR 120/2008) in respect of the transportation of those students.

(2) A fee charged under section 59(3) of the Act respecting the transportation of students other than students referred to in subsection (1)

- (a) who are eligible for funding under the *Education Grants Regulation* (AR 120/2008) must not exceed the average difference per student between
 - (i) the estimated costs to the board of transporting those students, and
 - (ii) the funding received by the board under the *Education Grants Regulation* (AR 120/2008) in respect of the transportation of those students,and
- (b) who are not eligible for funding under the *Education Grants Regulation* (AR 120/2008) must not exceed the estimated average cost per student to the board for transporting those students.

(3) A fee referred to in this section must be established in accordance with the board policies under section 8(1).

(4) Any surplus from fees charged under subsection (1) or (2) must be used to subsidize the cost of transportation of students referred to in that subsection in the 2 school years following the school year in which the surplus was collected.

Board policies

8(1) A board must establish, maintain and implement policies respecting the transportation of students and the transportation fees it proposes to charge.

(2) The board policies must include

- (a) a requirement to demonstrate to parents the need to charge any transportation fee, including its amount,
- (b) the circumstances under which any transportation fee may be waived or refunded,
- (c) the process a parent has to follow to request that a transportation fee be waived or refunded,
- (d) a process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a transportation fee may be waived or refunded and of the procedures for requesting that a transportation fee be waived or refunded, as the case may be, and
- (e) with respect to the transportation of students and transportation fees,
 - (i) processes designed to enable the resolution of disputes and concerns between parents and the board, and
 - (ii) any other requirements directed in writing by the Minister.

Transportation fee schedule

9 A board must, prior to the commencement of each school year, establish a schedule of transportation fees, in the form, if any, required by the Minister, listing each type of transportation fee, with its amount, that may be charged in that school year.

Publication of policies and fee schedule

10 A board must, prior to the commencement of each school year, publish the policies established under section 8 and the transportation fee schedule established under section 9 on the board's website or in any other manner the board determines would provide parents and the public with notice of the policies and transportation fee schedule.

Collection and use statement

11 A board must, on request, provide to the Minister a statement, in the form, if any, required by the Minister, that demonstrates that the transportation fees collected by it have been spent for the purposes for which they were collected.

Charter schools

12 This Regulation applies to charter schools in the manner set out under the *Charter Schools Exemption and Application Regulation*.

Expiry

13 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on August 31, 2022.

Repeal

14 The *School Transportation Regulation* (AR 102/2017) is repealed.

Coming into force

15 This Regulation comes into force on September 1, 2019.

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that the provision of transportation services to students in Elk Island Public Schools allows for equitable access to programming and does so through safe, caring and efficient transportation services for students.

The Board may provide enhanced transportation services to those students who are ineligible for busing according to the School Transportation Regulation.

Specifically

1. Student transportation eligibility

1. Transportation shall be provided for eligible students to the school that the student has been designated or directed to attend.
2. Eligibility for transportation shall be determined on the basis of Early Childhood Services to Grade 12 students who have:
 1. parents/guardians who reside 2.4 kilometres or more from the school they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or
 2. chosen to attend programs for which transportation is funded under Alberta Education's transportation guidelines.
3. For students attending French immersion and bilingual programs, the school to which they are designated to access that program shall be used for purposes of determining eligibility.
4. Students directed to special needs programming whose parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend shall be eligible for transportation. The Board may provide transportation for ineligible special needs students where deemed necessary by the Superintendent or designate.
5. Eligibility for transportation is extended to those ineligible students who would otherwise have to:
 1. cross an uncontrolled railroad track;
 2. cross a primary highway with posted speeds of 80 km/hr or higher;
 3. cross a road with posted speeds of 80 km/hr or higher without standard traffic light protection; and/or
 4. walk along a road with posted speeds of 60 km/hr or higher, without the benefit of sidewalks.
6. Temporary eligibility may be granted at the discretion of the Superintendent or designate in new subdivisions until sidewalks or permanent streets are completed.
7. The Board may choose to provide public transit passes to eligible students where yellow school bus service does not exist.

2. Enhanced student transportation services

1. Payride busing service

1. may be made available to students who are ineligible for busing under Alberta Education's transportation guidelines;
 2. is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school;
 3. may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service;
 4. shall be limited to space available on existing school buses, and shall be offered on a first come first serve basis, with preference given to students presently receiving payride service;
 5. shall be for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June; and
 6. students previously accommodated shall continue to be accommodated unless circumstances change and they are otherwise notified.
2. Choice busing service
 1. may be made available to students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. Choice busing services may be made available at a fee to parents/guardians;
 2. is a service provided on a yellow school bus at a fee for students who reside greater than 2.4 kilometres from their designated school and school of choice; and
 3. may be made available to students providing:
 1. there is space available on the bus;
 2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and
 3. parents/guardians have paid a fee for service.
3. Choice/payride busing service
 1. may be made available to students who are ineligible for busing under Alberta Education's transportation guidelines and who choose to attend a non-designated school;
 2. is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from either the designated school or school of choice; and
 3. may be made available to students providing:
 1. there is space available on the bus;
 2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and
 3. parents/guardians have paid a fee for service.
4. Supplemental busing service
 1. may be made available at a fee for students who are accessing an additional bus to/from an alternate address providing:
 1. there is space available on the bus;
 2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and
 3. parents/guardians have paid a fee for service.

3. Provision of transportation services

1. Transportation services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.
2. The Superintendent or designate may make other busing agreements where it is feasible and fiscally responsible and inform the Board.

4. Transportation fees

1. Transportation fees shall not be charged to eligible students.
2. Fee payment options shall be made available for transportation fees.
3. A fee waiver process shall be in place for Payride transportation fees to the designated school.
4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
School Transportation Regulation 96/2019

Last reviewed:	Last updated:
March 12, 2014	March 20, 2014
March 7, 2017	June 15, 2017
Dec. 4, 2017	Jan. 25, 2018
March 19, 2018	April 19, 2018
March 19, 2019	April 18, 2019
Dec. 19, 2019	Dec. 19, 2019



RECOMMENDATION REPORT

DATE: Feb. 20, 2020

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Board Policy 17: Student Transportation Services

ORIGINATOR: Dave Antymniuk, Division Principal

RESOURCE STAFF: Lisa Weder, Director, Student Transportation

REFERENCE:

EIPS PRIORITY: Enhance high-quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

1. If the Student Transportation Fee Structure report is approved:

That the Board of Trustees approve the amendments to Board Policy 17: Student Transportation Services, as presented in Attachments A1 and A2;

OR

2. If the Student Transportation Fee Structure report is defeated:

That the Board of Trustees approve the amendments to Board Policy 17: Student Transportation Services, as presented in Attachments B1 and B2

BACKGROUND:

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.



RECOMMENDATION REPORT

The Policy Committee reviews Board policies annually as per Board Policy 10: Policy Making and provides recommendations to the Board on required additions, amendments, and deletions.

Based on the decision of the Board relative to the Student Transportation Fee Structure, administration has provided two recommendations for amendments to Board Policy 17: Student Transportation Services for the Board to consider.

Attachment A1 and A2

Board Policy 17: Student Transportation Services is amended to reflect the amendments to the Student Transportation Fee Structure.

Attachments B1 and B2

Board Policy 17: Student Transportation Services is amended by updating reference to the *School Act* with the new *Education Act*.

COMMUNICATION PLAN:

The Board Policies and Administrative Procedures will be updated on the website, and stakeholders will be advised.

ATTACHMENT(S):

- A1. Board Policy 17: Student Transportation Services (marked)
- A2. Board Policy 17: Student Transportation Services (unmarked)

- B1. Board Policy 17: Student Transportation Services (marked)
- B2. Board Policy 17: Student Transportation Services (unmarked)

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that ~~the provision of the safe, caring, and efficient transportation of students transportation services to students in Elk Island Public Schools allows for~~ provides for equitable access to programming ~~and does so through safe, caring and efficient transportation services for students.~~

The Board may provide enhanced transportation services to those students who, according to the School Transportation Regulation, are ineligible for ~~transportation funding~~ busing according to the School Transportation Regulation.

Specifically

1. Student transportation eligibility

1.1. Transportation shall be provided, ~~for a fee, to for~~ eligible students, ~~to the school that the student has been designated or directed to attend.~~ A student is eligible for transportation when:

~~1.2.1.1. Eligibility for transportation shall be determined on the basis of Early Childhood Services to Grade 12 students who have:~~

~~1.2.1.1.1. the~~ parents/guardians ~~who~~ reside 2.4 kilometres or more from the school they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or

~~1.1.2.~~ the parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend for a French Immersion, bilingual, or special education program.

~~1.2.2. chosen to attend programs for which transportation is funded under Alberta Education's transportation guidelines.~~

~~1.3. For students attending French immersion and bilingual programs, the school to which they are designated to access that program shall be used for purposes of determining eligibility.~~

~~1.4.1.2. Students directed to special needs programming whose parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend shall be eligible for transportation.~~ The Board may provide transportation for ~~ineligible~~ special needs students that reside less than 2.4 kilometres from their designated school where deemed necessary by the Superintendent or designate.

~~1.5. Eligibility for transportation is extended to those ineligible students who would otherwise have to:~~

~~1.5.1. cross an uncontrolled railroad track;~~

~~1.5.2. cross a primary highway with posted speeds of 80 km/hr or higher;~~

~~1.5.3. cross a road with posted speeds of 80 km/hr or higher without standard traffic light protection; and/or~~

~~1.5.4. walk along a road with posted speeds of 60 km/hr or higher, without the benefit of sidewalks.~~

~~1.6.1.3. Temporary eligibility may be granted at the discretion of the Superintendent or designate in new subdivisions until sidewalks or permanent streets are completed.~~

~~1.7. The Board may choose to provide public transit passes to eligible students where yellow school bus service does not exist.~~

2. Enhanced student transportation **services**

2.1. ~~Payride busing service~~ Enhanced busing service:

- ~~2.1.1. may be made available, for a fee, to students who reside less than 2.4 kilometres from and attend their designated school are ineligible for busing under Alberta Education's transportation guidelines;~~
- ~~2.1.2. may be made available, for a fee, to students who attend a school/program other than their designated school;~~
- ~~2.1.2. is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school;~~
- ~~2.1.3. may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service;~~
- ~~2.1.3. shall be limited to space available on existing school buses, and shall be offered on a first come first serve basis, with preference given to students presently receiving payride service;~~
- ~~2.1.4. shall be offered providing there is no significant diversion from regular routing;~~
- ~~2.1.4.~~
- ~~2.1.5. shall be determined on an annual basis; and~~
- ~~2.1.5-2.1.6. requires that parents/guardians pay a fee for service for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June; and~~
- ~~2.1.6. students previously accommodated shall continue to be accommodated unless circumstances change and they are otherwise notified.~~
- 2.2. Choice busing service
 - ~~2.2.1. may be made available to students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. Choice busing services may be made available at a fee to parents/guardians;~~
 - ~~2.2.2. is a service provided on a yellow school bus at a fee for students who reside greater than 2.4 kilometres from their designated school and school of choice; and~~
 - ~~2.2.3. may be made available to students providing:
 - ~~2.2.3.1. there is space available on the bus;~~
 - ~~2.2.3.2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and~~
 - ~~2.2.3.3. parents/guardians have paid a fee for service.~~~~
- 2.3. Choice/payride busing service
 - ~~2.3.1. may be made available to students who are ineligible for busing under Alberta Education's transportation guidelines and who choose to attend a non-designated school;~~
 - ~~2.3.2. is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from either the designated school or school of choice; and~~
 - ~~2.3.3. may be made available to students providing:
 - ~~2.3.3.1. there is space available on the bus;~~
 - ~~2.3.3.2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and~~
 - ~~2.3.3.3. parents/guardians have paid a fee for service.~~~~
- ~~2.4.2.2.~~ Supplemental busing service
 - ~~2.2.1. may be made available, for a fee, to students who are accessing an additional bus to/from an alternate address providing:
 - ~~2.2.2.1. there is available space on the bus;~~
 - ~~2.2.2.2. there is no significant diversion from regular routing; and~~
 - ~~2.2.2.3. parents/guardians have paid a fee for service.~~~~
 - ~~2.4.1.0. —~~

- ~~2.4.1.1. — there is space available on the bus;~~
- ~~2. there is no significant diversion from regular routing that would impact cost effectiveness or ride time; and~~
- ~~2. — parents/guardians have paid a fee for service.~~

3. Provision of transportation services

- 3.1. Transportation services shall normally be provided by contract. The Board’s representative for the purposes of administration of agreements shall be the Superintendent or designate.
- 3.2. Where it is feasible and fiscally responsible, tThe Superintendent or designate may make other busing agreements ~~where it is feasible and fiscally responsible~~ and inform the Board as such.

4. Transportation fees

- 4.1. Transportation fees shall be paid prior to accessing busing. ~~Transportation fees shall not be charged to eligible students.~~
- 4.1.
- 4.2. ~~Fee P~~ayment options shall be made available for transportation fees.
- 4.3. A ~~fee~~ waiver process shall be in place for ~~Payride~~ transportation fees to the designated school.
- 4.4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
 School Transportation Regulation 96/2019

Last reviewed:	Last updated:
March 12, 2014	March 20, 2014
March 7, 2017	June 15, 2017
Dec. 4, 2017	Jan. 25, 2018
March 19, 2018	April 19, 2018
March 19, 2019	April 18, 2019
Dec. 19, 2019	Dec. 19, 2019

Policy 17**STUDENT TRANSPORTATION SERVICES**

The Board believes that the safe, caring, and efficient transportation of students provides for equitable access to programming.

The Board may provide enhanced transportation services to those students who, according to the School Transportation Regulation, are ineligible for transportation funding.

1. Student transportation eligibility

- 1.1. Transportation shall be provided, for a fee, to eligible students. A student is eligible for transportation when:
 - 1.1.1. the parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or
 - 1.1.2. the parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend for a French Immersion, bilingual, or special education program.
- 1.2. The Board may provide transportation for special needs students that reside less than 2.4 kilometres from their designated school where deemed necessary by the Superintendent or designate.
- 1.3. Temporary eligibility may be granted at the discretion of the Superintendent or designate in new subdivisions until sidewalks or permanent streets are completed.

2. Enhanced student transportation

- 2.1. Enhanced busing service:
 - 2.1.1. may be made available, for a fee, to students who reside less than 2.4 kilometres from and attend their designated school;
 - 2.1.2. may be made available, for a fee, to students who attend a school/program other than their designated school;
 - 2.1.3. shall be limited to available space on existing school buses, and offered on a first come first serve basis;
 - 2.1.4. shall be offered providing there is no significant diversion from regular routing;
 - 2.1.5. shall be determined on an annual basis; and
 - 2.1.6. requires that parents/guardians pay a fee for service.
- 2.2. Supplemental busing service
 - 2.2.1. may be made available, for a fee, to students who are accessing an additional bus to/from an alternate address providing:
 - 2.2.2.1 there is available space on the bus;
 - 2.2.2.2 there is no significant diversion from regular routing; and
 - 2.2.2.3 parents/guardians have paid a fee for service.

3. Provision of transportation services

- 3.1. Transportation services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.
- 3.2. Where it is feasible and fiscally responsible, the Superintendent or designate may make other busing agreements and inform the Board as such.

4. Transportation fees

- 4.1. Transportation fees shall be paid prior to accessing busing.
- 4.2. Payment options shall be made available for transportation fees.

- 4.3. A waiver process shall be in place for transportation fees to the designated school.
- 4.4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
School Transportation Regulation 96/2019

Last reviewed:	Last updated:
March 12, 2014	March 20, 2014
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March 19, 2018	April 19, 2018
March 19, 2019	April 18, 2019
Dec. 19, 2019	Dec. 19, 2019

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that the provision of transportation services to students in Elk Island Public Schools allows for equitable access to programming and does so through safe, caring and efficient transportation services for students.

The Board may provide enhanced transportation services to those students who are ineligible for busing according to [the School Transportation Regulation](#)~~Alberta Education's transportation guidelines~~.

1. Student Transportation Eligibility

- 1.1. Transportation shall be provided for eligible students to the school that the student has been designated or directed to attend.
- 1.2. Eligibility for transportation shall be determined on the basis of Early Childhood Services to Grade 12 students who have:
 - 1.2.1. Parents/guardians who reside 2.4 kilometres or more from the school they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or
 - 1.2.2. Chosen to attend programs for which transportation is funded under Alberta Education's transportation guidelines.
- 1.3. For students attending French immersion and bilingual programs, the school to which they are designated to access that program shall be used for purposes of determining eligibility.
- 1.4. Students directed to special needs programming whose parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend shall be eligible for transportation. The Board may provide transportation for ineligible special needs students where deemed necessary by the Superintendent or designate.
- 1.5. Eligibility for transportation is extended to those ineligible students who would otherwise have to:
 - 1.5.1. Cross an uncontrolled railroad track;
 - 1.5.2. Cross a primary highway with posted speeds of 80 km/hr or higher;
 - 1.5.3. Cross a road with posted speeds of 80 km/hr or higher without standard traffic light protection; and/or
 - 1.5.4. Walk along a road with posted speeds of 60 km/hr or higher, without the benefit of sidewalks.
- 1.6. Temporary eligibility may be granted at the discretion of the Superintendent or designate in new subdivisions until sidewalks or permanent streets are completed.
- 1.7. The Board may choose to provide public transit passes to eligible students where yellow school bus service does not exist.

2. Enhanced Student Transportation Services

- 2.1. Payride Busing

- 2.1.1. Payride busing services may be made available to students who are ineligible for busing under [the School Transportation Regulation](#).~~Alberta Education's transportation guidelines.~~
- 2.1.2. Payride busing is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school.
- 2.1.3. Payride busing services may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service.
- 2.1.4. Payride busing services shall be limited to space available on existing school buses, and shall be offered on a first come first serve basis, with preference given to students presently receiving payride service.
- 2.1.5. Payride busing service shall be for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June.
- 2.1.6. Students previously accommodated shall continue to be accommodated unless circumstances change and they are otherwise notified.
- 2.2. Choice Busing
 - 2.2.1. Students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. Choice busing services may be made available at a fee to parents/guardians.
 - 2.2.2. Choice busing is a service provided on a yellow school bus at a fee for students who reside greater than 2.4 kilometres from their designated school and school of choice.
 - 2.2.3. Choice busing services may be made available to students providing:
 - 2.2.3.1. There is space available on the bus.
 - 2.2.3.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
 - 2.2.3.3. Parents/guardians have paid a fee for service.
- 2.3. Choice/Payride Busing
 - 2.3.1. Choice/Payride busing services may be made available to students who are ineligible for busing under Alberta Education's transportation guidelines and who choose to attend a non-designated school.
 - 2.3.2. Choice/Payride busing is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from either the designated school or school of choice.
 - 2.3.3. Choice/Payride busing services may be made available to students providing:
 - 2.3.3.1. There is space available on the bus.
 - 2.3.3.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
 - 2.3.3.3. Parents/guardians have paid a fee for service.
- 2.4. Supplemental Busing
 - 2.4.1. Supplemental busing services may be made available at a fee for students who are accessing an additional bus to/from an alternate address providing:
 - 2.4.1.1. There is space available on the bus.

2.4.1.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.

2.4.1.3. Parents/guardians have paid a fee for service.

3. Provision of Transportation Services

3.1. Transportation Services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.

3.2. The Superintendent or designate may make other busing agreements where it is feasible and fiscally responsible and inform the Board.

4. Transportation Fees

4.1. Transportation fees shall not be charged to eligible students.

4.2. Fee payment options shall be made available for transportation fees.

4.3. A fee waiver process shall be in place for Payride transportation fees to the designated school.

4.4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

~~Sections 137, 4511, 5159, 5259.1, 53, 60, 61, 113, School Education Act~~

~~Sections 7, 11, 52, 53, 59, 59.1, 222 Education Act~~

~~School Transportation Regulation~~

~~Traffic Safety Act~~

Last reviewed:

Last updated:

March 12, 2014

March 20, 2014

March 7, 2017

June 15, 2017

Dec. 4, 2017

Jan. 25, 2018

March 19, 2018

April 19, 2018

March 19, 2019

April 18, 2019

Dec. 19, 2019

Dec. 19, 2019

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that the provision of transportation services to students in Elk Island Public Schools allows for equitable access to programming and does so through safe, caring and efficient transportation services for students.

The Board may provide enhanced transportation services to those students who are ineligible for busing according to the School Transportation Regulation.

1. Student Transportation Eligibility

- 1.1. Transportation shall be provided for eligible students to the school that the student has been designated or directed to attend.
- 1.2. Eligibility for transportation shall be determined on the basis of Early Childhood Services to Grade 12 students who have:
 - 1.2.1. Parents/guardians who reside 2.4 kilometres or more from the school they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or
 - 1.2.2. Chosen to attend programs for which transportation is funded under Alberta Education's transportation guidelines.
- 1.3. For students attending French immersion and bilingual programs, the school to which they are designated to access that program shall be used for purposes of determining eligibility.
- 1.4. Students directed to special needs programming whose parents/guardians reside 2.4 kilometres or more from the school they have been designated to attend shall be eligible for transportation. The Board may provide transportation for ineligible special needs students where deemed necessary by the Superintendent or designate.
- 1.5. Eligibility for transportation is extended to those ineligible students who would otherwise have to:
 - 1.5.1. Cross an uncontrolled railroad track;
 - 1.5.2. Cross a primary highway with posted speeds of 80 km/hr or higher;
 - 1.5.3. Cross a road with posted speeds of 80 km/hr or higher without standard traffic light protection; and/or
 - 1.5.4. Walk along a road with posted speeds of 60 km/hr or higher, without the benefit of sidewalks.
- 1.6. Temporary eligibility may be granted at the discretion of the Superintendent or designate in new subdivisions until sidewalks or permanent streets are completed.
- 1.7. The Board may choose to provide public transit passes to eligible students where yellow school bus service does not exist.

2. Enhanced Student Transportation Services

- 2.1. Payride Busing

- 2.1.1. Payride busing services may be made available to students who are ineligible for busing under the School Transportation Regulation.
- 2.1.2. Payride busing is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school.
- 2.1.3. Payride busing services may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service.
- 2.1.4. Payride busing services shall be limited to space available on existing school buses, and shall be offered on a first come first serve basis, with preference given to students presently receiving payride service.
- 2.1.5. Payride busing service shall be for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June.
- 2.1.6. Students previously accommodated shall continue to be accommodated unless circumstances change and they are otherwise notified.

2.2. Choice Busing

- 2.2.1. Students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. Choice busing services may be made available at a fee to parents/guardians.
- 2.2.2. Choice busing is a service provided on a yellow school bus at a fee for students who reside greater than 2.4 kilometres from their designated school and school of choice.
- 2.2.3. Choice busing services may be made available to students providing:
 - 2.2.3.1. There is space available on the bus.
 - 2.2.3.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
 - 2.2.3.3. Parents/guardians have paid a fee for service.

2.3. Choice/Payride Busing

- 2.3.1. Choice/Payride busing services may be made available to students who are ineligible for busing under Alberta Education's transportation guidelines and who choose to attend a non-designated school.
- 2.3.2. Choice/Payride busing is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from either the designated school or school of choice.
- 2.3.3. Choice/Payride busing services may be made available to students providing:
 - 2.3.3.1. There is space available on the bus.
 - 2.3.3.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
 - 2.3.3.3. Parents/guardians have paid a fee for service.

2.4. Supplemental Busing

- 2.4.1. Supplemental busing services may be made available at a fee for students who are accessing an additional bus to/from an alternate address providing:
 - 2.4.1.1. There is space available on the bus.
 - 2.4.1.2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.

2.4.1.3. Parents/guardians have paid a fee for service.

3. Provision of Transportation Services

- 3.1. Transportation Services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.
- 3.2. The Superintendent or designate may make other busing agreements where it is feasible and fiscally responsible and inform the Board.

4. Transportation Fees

- 4.1. Transportation fees shall not be charged to eligible students.
- 4.2. Fee payment options shall be made available for transportation fees.
- 4.3. A fee waiver process shall be in place for Payride transportation fees to the designated school.
- 4.4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
School Transportation Regulation

Last reviewed:	Last updated:
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March 7, 2017	June 15, 2017
Dec. 4, 2017	Jan. 25, 2018
March 19, 2018	April 19, 2018
March 19, 2019	April 18, 2019
Dec. 19, 2019	Dec. 19, 2019



RECOMMENDATION REPORT

DATE: Feb. 20, 2020

TO: Board of Trustees

FROM: Policy Committee

SUBJECT: Board Policy 7: Board Operations

ORIGINATOR: Annette Hubick, Chair, Policy Committee

RESOURCE STAFF: Mark Liguori, Superintendent

REFERENCE: Board Policy 10: Policy Making

EIPS PRIORITY: Enhance high-quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve the amendments to Board Policy 7: Board Operations, as presented.

BACKGROUND:

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.

The Policy Committee reviews Board policies annually as per Board Policy 10: Policy Making and provides recommendations to the Board on required additions, amendments, and deletions.

The Policy Committee is recommending an amendment to Board Policy 7: Board Operations section 5.3, pursuant to the Board Procedures Regulation of the *Education Act*, which:

1. reduces the number of days required to submit notice of a special meeting from seven days to two days, regardless of the method of contact; and
2. permits other forms of communication apart from registered mail or personal services, including email or other electronic means.



RECOMMENDATION REPORT

5.3 *A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by ~~registered~~ electronic mail ~~at least seven days prior to the date of the meeting~~ or in person at least two days prior to the date of the meeting, unless every trustee agrees to waive in writing the requirements for notice.*

COMMUNICATION PLAN:

The Board Policies and Administrative Procedures will be updated on the website, and stakeholders will be advised.

ATTACHMENT(S):

1. Board Policy 7: Board Operations (marked)
2. Board Policy 7: Board Operations (unmarked)

Policy 7

BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

1. **Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94 and 167/94, which resulted in the final establishment of Elk Island Public Schools Regional Division No. 14, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1. Each of the following is established as a ward of the Regional Division:
 1. County of Minburn No. 27 (western portion)
 2. Lamont County
 3. Strathcona County, further divided into the following electoral subdivisions:
 1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
 2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
 4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.
2. The number of trustees to be elected in each ward is as follows:
 1. One trustee from the County of Minburn No. 27 (western portion) ward
 2. One trustee from the Lamont County ward
 3. Seven trustees from the Strathcona County ward, elected as follows:
 1. Two trustees from electoral subdivision 1
 2. Three trustees from electoral subdivision 2
 3. One trustee from electoral subdivision 3
 4. One trustee from electoral subdivision 4
 3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
 4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. **Swearing-In Ceremony**
 1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the Oaths of Office. Family members may be invited to attend the ceremony.
 2. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
 3. Special provisions shall be made for a trustee taking office following a byelection.
 3. **Organizational Meeting**
 1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
 2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
 3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
 4. The organizational meeting shall, in addition:
 1. Elect a Vice-Chair;
 2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
 3. Review standing committees of the Board as deemed appropriate;

4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
 6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
 1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
 2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings will ordinarily be held in the Division office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
 1. Obtain authorization by resolution of the Board to do so; or
 2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
Failure to attend may result in disqualification.
4. Attendance of all Trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act* up to three times in a calendar year.
 1. Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
 2. In addition, there must be a quorum of other members of the Board who shall be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
 3. Costs incurred for long distance telephone service shall be charged to the office of the Trustee(s) participating electronically.

4. The Board or the Committee concerned shall consider requests for exceptions from the above procedure when exceptional circumstances exist.
 5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
 6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
 7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
 8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
 9. A trustee shall be able to participate electronically a maximum of three times per year.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
 6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed
- 5. Special Meetings**
1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
 2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
 3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by registered-electronic mail (~~at least seven days prior to the date of the meeting~~) or in person (~~at least two days prior to the date of the meeting~~), unless every trustee agrees to waive in writing the requirements for notice.
 4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
 5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
 6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

6. In-Camera Sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of

Order uses the term “executive session” for the same distinction. The term “in-camera” is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 1. Personnel
 1. Individual students;
 2. Individual employees;
 2. Matters relating to negotiations;
 3. Acquisition/disposal of real property;
 4. Litigation brought by or against the Board;
 5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

7. Agenda for Regular Meetings

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
 1. Report for Recommendation
 2. Report for Information or
 3. Report for Feedback.
2. Items may be placed on the agenda in one of the following ways:
 1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
 2. By notice of motion at the previous meeting of the Board.
 3. As a request from a committee of the Board.
 4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the

meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
 1. Date, time, and place of meeting;
 2. Type of meeting;
 3. Name of presiding officer;
 4. Names of those trustees and senior administration in attendance;
 5. Approval of preceding minutes;
 6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
 7. Names of persons making the motions;
 8. Points of order and appeals;
 9. Appointments;
 10. Receipt of reports of committees;
 11. Recording of the vote on all motions;
 12. Trustee declaration of vote pursuant to the *Education Act*; and
 13. The hour of adjournment.
2. The minutes shall:
 1. Be prepared as directed by the Superintendent;
 2. Be reviewed by the Superintendent prior to submission to the Board;
 3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The

Superintendent or designate is responsible to distribute and post the approved minutes.

9. **Motions**

Motions do not require a seconder.

1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair shall normally speak just prior to the last speaker who shall be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board shall decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Comments, Presentations, and Delegations at Board Meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

1. General Comments on an Educational Issue at a Board Meeting

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

2. Comments on Specific Board Agenda Items

1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

3. Formal Delegations and Presentations to Board

1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.

3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.
4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each Trustee with the notice of meeting at which the delegation is to appear.
6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category Comments from the Public and Staff Group Representatives and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
7. Decisions regarding requests made by delegations shall be dealt with at the next meeting of the Board or appropriate committee unless the Board shall be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

11. Audio Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.

1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to

exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
8. Travel Allowance is separated into three categories:
 1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
 1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
 2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
 2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
 3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
10. Discretionary funds can be allocated to four main categories of trustee expenses:
 1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
 2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.

3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops shall be allocated out of general funds.
4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review.
11. It is the trustee’s responsibility not to exceed their individual budget. Any surplus amounts shall, on an annual basis, be contributed to the surplus carry forward of the Board Governance budget.
12. Any Board Governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
 1. Trustees participate in employee benefits plans at their own expense.
 2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
 3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
 4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four year period.
 5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.
 6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
 7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.
 8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board. Upon election to office and annually thereafter, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
 2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary shall record in the minutes:
 1. The trustee's declaration;
 2. The trustee's abstention from the debate and the vote; and
 3. That the trustee left the room in which the meeting was held.

14. Board Self-Evaluation

On an annual basis, the Board shall complete a self-evaluation.

Reference:

Sections 53, 64, 65, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*
Board Procedures Regulation 82/2019

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016

—	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019

| Dec. 10, 2019

Policy 7

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 3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
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 3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
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 6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
 1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
 2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings will ordinarily be held in the Division office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
 1. Obtain authorization by resolution of the Board to do so; or
 2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
Failure to attend may result in disqualification.
4. Attendance of all Trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all Trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a specific item(s) at a board meeting or Committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act* up to three times in a calendar year.
 1. Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
 2. In addition, there must be a quorum of other members of the Board who shall be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
 3. Costs incurred for long distance telephone service shall be charged to the office of the Trustee(s) participating electronically.

4. The Board or the Committee concerned shall consider requests for exceptions from the above procedure when exceptional circumstances exist.
 5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
 6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.
 7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.
 8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
 9. A trustee shall be able to participate electronically a maximum of three times per year.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
 6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed
- 5. Special Meetings**
1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
 2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
 3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by electronic mail or in person at least two days prior to the date of the meeting, unless every trustee agrees to waive in writing the requirements for notice.
 4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
 5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
 6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

6. In-Camera Sessions

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
 2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 1. Personnel
 1. Individual students;
 2. Individual employees;
 2. Matters relating to negotiations;
 3. Acquisition/disposal of real property;
 4. Litigation brought by or against the Board;
 5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
 3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
 4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
- 7. Agenda for Regular Meetings**
- The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.
1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
 1. Report for Recommendation
 2. Report for Information or
 3. Report for Feedback.
 2. Items may be placed on the agenda in one of the following ways:
 1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
 2. By notice of motion at the previous meeting of the Board.
 3. As a request from a committee of the Board.
 4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
 3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
 1. Date, time, and place of meeting;
 2. Type of meeting;
 3. Name of presiding officer;
 4. Names of those trustees and senior administration in attendance;
 5. Approval of preceding minutes;
 6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
 7. Names of persons making the motions;
 8. Points of order and appeals;
 9. Appointments;
 10. Receipt of reports of committees;
 11. Recording of the vote on all motions;
 12. Trustee declaration of vote pursuant to the *Education Act*; and
 13. The hour of adjournment.
2. The minutes shall:
 1. Be prepared as directed by the Superintendent;
 2. Be reviewed by the Superintendent prior to submission to the Board;
 3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

9. Motions

Motions do not require a seconder.

1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair shall normally speak just prior to the last speaker who shall be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board shall decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by

reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Comments, Presentations, and Delegations at Board Meetings

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

1. General Comments on an Educational Issue at a Board Meeting

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

2. Comments on Specific Board Agenda Items

1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

3. Formal Delegations and Presentations to Board

1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.
3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board

Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each Trustee with the notice of meeting at which the delegation is to appear.
6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category Comments from the Public and Staff Group Representatives and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
7. Decisions regarding requests made by delegations shall be dealt with at the next meeting of the Board or appropriate committee unless the Board shall be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

11. Audio Recording Devices

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

12. Trustee Compensation and Expenses

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.

1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
8. Travel Allowance is separated into three categories:
 1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
 1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
 2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
 2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
 3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
10. Discretionary funds can be allocated to four main categories of trustee expenses:
 1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
 2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.
 3. Equipment – Expenses incurred to provide equipment to perform the trustee's role. Acceptable expenses include cell phones, upgrades to basic

laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee's term. The cost of basic laptops shall be allocated out of general funds.

4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc.

Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1).

Any use of discretionary funds must be seen as a responsible use of public funds upon external review.

11. It is the trustee's responsibility not to exceed their individual budget. Any surplus amounts shall, on an annual basis, be contributed to the surplus carry forward of the Board Governance budget.
12. Any Board Governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
 1. Trustees participate in employee benefits plans at their own expense.
 2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
 3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
 4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four year period.
 5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.
 6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
 7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.
 8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of

personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
 2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary shall record in the minutes:
 1. The trustee's declaration;
 2. The trustee's abstention from the debate and the vote; and
 3. That the trustee left the room in which the meeting was held.

14. Board Self-Evaluation

On an annual basis, the Board shall complete a self-evaluation.

Reference:

Sections 53, 64, 65, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*
Board Procedures Regulation 82/2019

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
—	Feb. 27, 2017

March 6, 2017

April 20, 2017

May 8, 2017

June 15, 2017

March 19, 2018

April 19, 2018

Feb. 19, 2019

March 14, 2019

Sept. 5, 2019

Sept. 26, 2019

Dec. 10, 2019



RECOMMENDATION REPORT

DATE: Feb. 20, 2020

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Borrowing Resolution 2019-20

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, Financial Services

REFERENCE: Section 180 *Education Act*
Borrowing Regulation AR 83/2019

EIPS PRIORITY: Enhance high quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve the borrowing resolution to meet expenditures during the fiscal year 2019-20.

BACKGROUND:

The Bank of Montreal (BMO) requires EIPS to submit a borrowing resolution annually for the various credit facilities in place, following Board approval of the Audited Financial Statements. *Administrative Procedure 503, Cash Management and Credit Facilities* states that the Secretary-Treasurer shall submit a borrowing resolution annually for the various credit facilities in place and may only enter into credit facilities as approved by the annual borrowing resolution. The resolution is to be reviewed and approved annually to ensure the Board is informed of lending agreements that are in place.

Under Section 180 of the *Education Act*, authorization is given to the Board to borrow to meet current operating expenditure and capital expenditure requirements.



RECOMMENDATION REPORT

Borrowing Resolution

Administrative Procedure 514, Signing Authority requires any two of the following signing officers to provide authorization for Credit Facility Agreements:

- A) Board Chair
- B) Superintendent
- C) Secretary-Treasurer

Credit Facility	Purpose	Amount	Usage in 2018-19
Overdraft Lending Facility	To assist with daily operating cash requirements. Overdraft would only be accessed if insufficient funds were available to cover withdrawals. The Division completes cash flow projections and adjusts investments, etc. to minimize the use of the Overdraft Lending Facility.	\$5,000,000	Accessed for one day, interest charged totaled under \$10.
Corporate MasterCard	To finance all expenses eligible under the EIPS purchasing card program. Monthly transactions are charged against this credit facility. No interest charges are incurred as the Division pays the bill in full each month.	\$3,000,000	Approximately \$400,000 per month in purchasing card transactions, balance is cleared monthly (no interest charges incurred).
Direct Electronic Funds Transfer (DEFT)	DEFT for payroll, bill payments or other cash management services. This credit facility is required by BMO as a guarantee for DEFT files processed by EIPS. It is in place to protect the bank if insufficient funds were available to process the DEFT file. The Division cannot choose to draw on this facility as part of a cash management strategy.	\$8,500,000	None
Total		\$16,500,000	



RECOMMENDATION REPORT

COMMUNICATION PLAN:

In order to satisfy the requirements of BMO, EIPS must provide a borrowing resolution that is approved by the Board. A copy of the Board meeting minutes will be provided to BMO, once approved.

ATTACHMENTS:

N/A



RECOMMENDATION REPORT

DATE: Feb. 20, 2020

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Update Canada Revenue Agency Corporate Information

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Carmine von Tettenborn, Director, Financial Services

REFERENCE: Board Policy 2: Role of the Board

EIPS PRIORITY: Enhance high quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve Candace Cole, Secretary-Treasurer, and Carmine von Tettenborn, Director of Financial Services as owners on the corporate account for Elk Island Public Schools.

BACKGROUND:

The Division has a Canada Revenue Agency (CRA) corporate business number that is used for grant applications, charitable donations, payroll and Goods and Services Tax (GST). As these services become more accessible online, access to the Division's corporate business account information has also been moved online.

The role of "owner" listed on the corporate account is to approve online access for client representatives on the account. The client representatives on the Division account are select individuals in Financial Services and Payroll, which allows them access to review quarterly returns and file payroll deduction remittances and receive correspondence with the CRA.

With the recent retirement of the Director in Financial Services, an update on the CRA account adding new Director, Carmine von Tettenborn, will ensure any required changes to client representative access can be made with the CRA.

COMMUNICATION PLAN:

A letter will be sent to the CRA Business Number Services Unit to update the owners on the corporate account.

ATTACHMENTS:

N/A