



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

REGULAR  
SESSION

**THURSDAY, AUGUST 27, 2020**

Board Room  
Central Services  
Administration Building

**AGENDA**

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

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- 1:00 pm 1. **CALL TO ORDER** T. Boymook
2. **IN CAMERA SESSION**
- 1:30 pm 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
4. **APPROVAL OF MINUTES**
- 4.1 Board Meeting – June 18, 2020 (encl.)
  - 4.2 Board (Special) Meeting – July 16, 2020 (encl.)
5. **CHAIR’S REPORT** T. Boymook (verbal)
- 5.1 Student Transportation Taskforce Delegation – July 17, 2020
  - 5.2 Board Chair and Superintendent Meeting with Minister – July 30, 2020
  - 5.3 ASBA Board Chairs Meeting – August 14, 2020
6. **SUPERINTENDENT’S REPORT** M. Liguori (verbal)
- 6.1 Welcome back and start-up
7. **COMMENTS FROM THE PUBLIC AND STAFF  
GROUP REPRESENTATIVES**
- ASSOCIATION/LOCAL REPORTS**
- BUSINESS ARISING FROM PREVIOUS MEETING**
- NEW BUSINESS**
8. **BUSINESS ARISING FROM IN CAMERA**
9. **POLICY 7: BOARD OPERATIONS** A. Hubick (encl.)
10. **POLICY 26: SCHOOL DISPUTE RESOLUTION** A. Hubick (encl.)

11. TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST 2020-21 T. Boymook  
(encl.)

**COMMITTEE REPORT**

**REPORTS FOR INFORMATION**

12. FACILITY SERVICES – 2019-20 SUMMER PROJECTS UPDATE M. Liguori/C. Wait  
(encl.)
13. BENEFIT PREMIUM RATES M. Liguori/B. Billey  
(encl.)
14. TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS FOR INFORMATION (verbal)

ADJOURNMENT

## RECOMMENDATIONS TO AUGUST 27, 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 June 18/20 Board Meeting as amended or as circulated.
- 4.2. That the Board of Trustees approve the Minutes of July 16/20 Board Meeting as amended or as circulated.
5. That the Board of Trustees receive for information the Chair's report.
6. That the Board of Trustees receive for information the Superintendent's report.
7. *Comments from the Public and Staff Group Representatives*
8. Business Arising from In Camera.
9. That the Board of Trustees suspend Section 4.4.3 of Board Policy 7: Board Operations for the 2020-21 year.
- 10a. That the Board of Trustees approve new Board Policy 26: School Dispute Resolution, as presented.
- 10b. That the Board of Trustees approve the amendment to Board Policy 13: Appeals and Hearings Regarding Student Matters, as presented.
11. That the Board of Trustees approve the 2020-21 Trustee School Liaison Representative list, as presented.
12. That the Board of Trustees receive for information the Facility Services – 2019-20 Summer Projects update.
13. That the Board of Trustees receive for information the Alberta School Employee Benefit Plan premium rates effective Sept. 1, 2020.



# BOARD MEETING MINUTES

June 18, 2020

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, June 18, 2020, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:02 a.m.

## BOARD MEMBERS PRESENT

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

## ADMINISTRATION PRESENT

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

## CALL TO ORDER

Meeting called to order at 9:02 a.m. with all trustees noted above in attendance.

## IN CAMERA SESSION

106/2020 | Trustee Irwin moved: That the Board meet in camera (9:02 a.m.).

*CARRIED UNANIMOUSLY*

107/2020 | Vice-Chair Wall moved: That the Board revert to regular session (10:50 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 10:50 a.m. and reconvened at 11:00 a.m. with all trustees noted above in attendance.*

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook called the meeting to order 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.

Trustee Hubick requested that an additional recommendation report to amend Board Policy 9: Board Representatives be added to new business.

Additional agenda item was placed as item 14 and the remaining agenda items were renumbered accordingly.

108/2020 | Vice-Chair Wall moved: That the Agenda be adopted, as amended.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES 2020**

The Board Chair called for confirmation of the May 25, 2020 Board Meeting Minutes.

109/2020 | Trustee Seutter moved: That the Board of Trustees approve the Minutes of May 25, 2020 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

The Board Chair called for confirmation of the May 28, 2020 Board Meeting Minutes.

110/2020 | Trustee Irwin moved: That the Board of Trustees approve the Minutes of May 28, 2020 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

The Board Chair called for confirmation of the June 4, 2020 Board (Special) Meeting Minutes.

111/2020 | Trustee Holowaychuk moved: That the Board of Trustees approve the Minutes of June 4, 2020 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

The Board Chair called for confirmation of the June 9, 2020 Board (Special) Meeting Minutes.

112/2020 | Trustee Hubick moved: That the Board of Trustees approve the Minutes of June 9, 2020 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

113/2020 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

No report was presented.

## **COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS**

No comments, presentations and delegations were presented.

## Association and Local Reports

### ASBA SPRING GENERAL MEETING REPORT

Vice-Chair Wall presented to the Board the report from the ASBA Spring General meeting held on June 1, 2020.

114/2020 | Vice-Chair Wall moved: That the Board of Trustees receive the report from the representative of the ASBA Spring General Meeting for information.

*CARRIED UNANIMOUSLY*

### PARTNERS IN EDUCATION FOUNDATION REPORT

Trustee Hubick presented to the Board the report from the Partners In Education Foundation meeting held on June 10, 2020.

115/2020 | Trustee Hubick moved: That the Board of Trustees receive the report from the representative of the Partners In Education Foundation for information.

*CARRIED UNANIMOUSLY*

### ATA LOCAL REPORT

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

116/2020 | Trustee Holowaychuk moved: That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

*CARRIED UNANIMOUSLY*

Board Chair Boymook extended gratitude and wishes to ATA representative Zielke for a restful summer break.

## Business Arising from Previous Meeting

No business arising from the previous meeting.

## New Business

### BUSINESS ARISING FROM IN CAMERA

Board Chair

117/2020 | Vice-Chair Wall moved: That the Board of Trustees ratify the Memorandum of Agreement as amended by the provincially appointed mediator's recommendations for the Elk Island Public Schools Teachers' Collective Agreement: September 1, 2018 – August 31, 2020.

Trustee Hubick abstained from the vote because of a conflict of interest.

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

*CARRIED*

## **POLICY 19: WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING AND WORKING ENVIRONMENTS**

Trustee Hubick presented to the Board the amendments to Board Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments for approval.

118/2020 | Trustee Gordon moved: That the Board of Trustees approve amendments to Board Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments, as presented.

*CARRIED UNANIMOUSLY*

## **POLICY 21: EXPENSE TRANSPARENCY**

Trustee Hubick presented to the Board the amendments to Board Policy 21: Expense Transparency for approval.

119/2020 | Vice-Chair Wall moved: That the Board of Trustees approve amendments to Board Policy 21: Expense Transparency, as presented.

*CARRIED UNANIMOUSLY*

## **BOARD POLICY 9: BOARD REPRESENTATIVES**

Trustee Hubick presented to the Board the amendments to Board Policy 9: Board Representatives for approval.

120/2020 | Trustee Irwin moved: That the Board of Trustees approve amendments to Board Policy 9: Board Representatives, as presented.

*CARRIED UNANIMOUSLY*

## **2020-21 SUPPORTS FOR STUDENTS ADMINISTRATIVE FEES**

Associate Superintendent Stoddard presented to the Board the Play and Learn at School (PALS) fees for the 2020-21 school year for approval.

121/2020 | Vice-Chair Wall moved: That the Board of Trustees approve the PALS fees for the 2020-21 school year.

*CARRIED UNANIMOUSLY*

## **AUDIT ENGAGEMENT LETTER**

Vice-Chair Wall presented to the Board the 2020 audit engagement letter for approval.

122/2020 | Trustee Holowaychuk moved: That the Board of Trustees approve the 2020 audit engagement letter, as presented.

*CARRIED UNANIMOUSLY*

## **USE OF RESERVES FOR THE 2021 ELECTION**

Secretary-Treasurer Cole presented to the Board for approval a recommendation to transfer funds from the Election Reserve and Division Unallocated Reserve to accrue for the 2021 election.

123/2020 | Trustee Gordon moved: That the Board of Trustees approve a transfer from:

- The Election Reserve of up to \$90,486; and
- Division Unallocated Reserves of up to \$9,514

To accrue up to \$100,000 for the 2021 election.

*CARRIED UNANIMOUSLY*

## Committee Reports

### ADVOCACY COMMITTEE

Board Chair Boymook presented a report from the Advocacy Committee meeting held on May 28, 2020, for information.

124/2020 | Board Chair Boymook moved: That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on May 28, 2020.

*CARRIED UNANIMOUSLY*

### AUDIT COMMITTEE

Vice-Chair Wall presented a report from the Audit Committee meeting held on June 9, 2020, for information.

125/2020 | Vice-Chair Wall moved: That the Board of Trustees receive for information the report from the Audit Committee meeting held on June 9, 2020.

*CARRIED UNANIMOUSLY*

## Reports for Information

### UNAUDITED FINANCIAL REPORT FOR SEPTEMBER 1, 2019 TO MAY 31, 2020

Director Lewis presented to the Board the Unaudited Financial Report for Sept. 19 to May 31/20 for information.

126/2020 | Trustee Seutter moved: That the Board of Trustees receive for information the Unaudited Financial Report for Sept. 1/19 to May 31/20 for Elk Island Public Schools.

*CARRIED UNANIMOUSLY*

*Trustee Seutter left the meeting at 11:51 a.m. and returned at 11:53 a.m.*

### SUMMARY OF 2019-20 FEE CHANGES

Superintendent Liguori presented to the Board a summary of 2019-20 fee changes for information.

127/2020 | Trustee Irwin moved: That the Board of Trustees receive for information a summary of fee changes for the 2019-20 school year, for the period Jan. 1/20 to June 18/20.

*CARRIED UNANIMOUSLY*

### 2020-21 INFRASTRUCTURE MAINTENANCE & RENEWAL (IMR) PROJECTS PLAN

Superintendent Liguori introduced Director Wait and Assistant Director Derech and extended a thank you to the Facility Services team for their work in handling multiple projects especially during the COVID situation.

Director Wait and Assistant Director Derech presented to the Board the 2020-21 Infrastructure Maintenance & Renewal Plan for information. The Board also received an update relative to the Capital Maintenance and Renewal fund provided by the Government and Facility Services' Projects Plan.

128/2020 | Trustee Gordon moved: That the Board of Trustees receive for information the 2020-21 Infrastructure Maintenance and Renewal (IMR) Project Plan.

*CARRIED UNANIMOUSLY*

*The Board recessed for lunch at 12:12 p.m. and reconvened at 1:00 p.m. with all trustees noted above in attendance.*



## 2019-20 PLAYGROUND SUMMARY REPORT

Director Wait presented to the Board the 2019-20 Playground Summary Report for information.

129/2020 | Trustee Footz moved: That the Board of Trustees receive for information the 2019-20 Playground Summary Report.

*CARRIED UNANIMOUSLY*

## FIRST NATIONS, MÉTIS AND INUIT EDUCATION

Associate Superintendent Stoddard presented to the Board the First Nations, Métis and Inuit Education update for information.

130/2020 | Trustee Holowaychuk moved: That the Board of Trustees receive for information the First Nations, Métis and Inuit Education in Elk Island Public Schools (EIPS).

*CARRIED UNANIMOUSLY*

## NATIONAL AND INTERNATIONAL FIELD TRIPS 2019-20

Division Principal Antymniuk presented to the Board the 2019-20 National and International Field Trips report for information.

131/2020 | Trustee Stadnick moved: That the Board of Trustees receive for information the report on national and international field trips for 2019-20.

*CARRIED UNANIMOUSLY*

## LOCALLY DEVELOPED COURSES

Associate Superintendent Stoddard presented to the Board the Locally Developed Courses for information.

132/2020 | Vice-Chair Wall moved: That the Board of Trustees receive for information a report on Locally Developed Courses.

*CARRIED UNANIMOUSLY*

## Trustees' Report, Notices of Motion and Request for Information

Reports by trustees were presented.

133/2020 | Vice-Chair Wall moved: That the Board meet in camera (1:43 p.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 1:43 p.m. and reconvened in camera at 1:48 p.m. with all trustees noted above in attendance.*

134/2020 | Vice-Chair Wall moved: That the Board revert to regular session (1:52 p.m.).

*CARRIED UNANIMOUSLY*

## ADJOURNMENT

The Chair declared the meeting adjourned at 1:52 p.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# BOARD MEETING MINUTES

July 16, 2020

The special meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, July 16, 2020, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 1:00 p.m.

## BOARD MEMBERS PRESENT

On site:

T. Boymook  
R. Footz  
C. Holowaychuk  
A. Hubick  
J. Seutter  
H. Stadnick  
H. Wall

Video Conference:

S. Gordon  
D. Irwin

## ADMINISTRATION PRESENT

M. Liguori, Superintendent  
B. Billey, Associate Superintendent – Human Resources  
S. Stoddard, Associate Superintendent - Supports for Students  
C. Cole, Secretary-Treasurer  
L. McNabb, Director of Communications Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Meeting called to order at 1:00 p.m. with all trustees noted above in attendance.

## IN CAMERA SESSION

135/2020 | Trustee Hubick moved: That the Board meet in camera (1:01 p.m.).

*CARRIED UNANIMOUSLY*

136/2020 | Vice-Chair Wall moved: That the Board revert to regular session (1:14 p.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 1:14 p.m. and reconvened at 1:20 p.m. with all trustees noted above in attendance.*

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook called the meeting to order 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.

137/2020 | Trustee Hubick moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS**

Secretary-Treasurer Cole introduced the speakers from Strathcona Christian Academy Society.

The speakers were made aware that they had a maximum time limit of 30 minutes.

Strathcona Christian Academy Society members Duane Seelochan, Jeremy Cook, Jeremy Teeuwesen, and Henry Korthuis presented SCA Society fee structure to the Board. Included in the presentation was the June 29, 2020 letter shared with SCA parents outlining the SCA Society fees charged and for what purpose, as well as a statement outlining a brief history of the SCA Society fees.

Board Chair Boymook opened the floor for questions.

Board Chair Boymook thanked the group for their presentation and indicated the Board will follow up at a later date.

*The Board recessed at 2:39 p.m. and reconvened at 2:47 p.m. with all trustees noted above in attendance.*

## **New Business**

### **ACCESS TO RESERVES FOR 2019-20 TO COVER COVID COSTS**

Superintendent Liguori presented to the Board for approval a recommendation to transfer funds from the 2019-20 Division Unallocated Reserves to cover unforeseen operating costs related to COVID.

138/2020 | Trustee Footz moved: That the Board of Trustees approve the use of Division Unallocated Reserves of \$395,000 in 2019-20 to cover COVID costs.

*CARRIED UNANIMOUSLY*

### **IN CAMERA SESSION**

139/2020 | Vice-Chair Wall moved: That the Board meet in camera (3:19 p.m.).

*CARRIED UNANIMOUSLY*

*Vice-Chair Wall left the meeting at 4:14 p.m.*

140/2020 | Trustee Holowaychuk moved: That the Board revert to regular session (4:28 p.m.).

*CARRIED UNANIMOUSLY*

### **ADJOURNMENT**

The Chair declared the meeting adjourned at 4:28 p.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# RECOMMENDATION REPORT

**DATE:** Aug. 27, 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, management and investment in Division infrastructure.

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## **RECOMMENDATION:**

**That the Board of Trustees suspend Section 4.4.3 of Board Policy 7: Board Operations for the 2020-21 year.**

## **BACKGROUND:**

Section 4.4.3. of Board Policy 7: Board Operations states, "A trustee shall be able to participate electronically a maximum of three times per year." Due to the COVID-19 pandemic and the requirement for physical distancing to minimize the spread of the virus, it is recommended that this policy section be suspended for the 2020-21 school year.

Trustees will have the option of attending meetings via Zoom or in person in the Boardroom at Central Services. As we are limiting public visitors into our schools, we will not be allowing the public to attend meetings in person. Public Board meetings will be live-streamed using the Zoom platform for the 2020-21 year so the public will be able to observe the Board conducting its business.

## **COMMUNICATION PLAN:**

All meetings will be live-streamed on the EIPS YouTube channel. EIPS will also post highlights shortly after the meeting takes place. The website will be updated accordingly.

## **ATTACHMENT(S):**

1. Board Policy 7: Board Operations

## POLICY 7

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### 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.

1.1 Each of the following is established as a ward of the Regional Division:

1.1.1 County of Minburn No. 27 (western portion)

1.1.2 Lamont County

1.1.3 Strathcona County, further divided into the following electoral subdivisions:

1.1.3.1 Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;

1.1.3.2 Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

1.1.3.3 Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;

1.1.3.4 Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.

1.2 The number of trustees to be elected in each ward is as follows:

1.2.1 One trustee from the County of Minburn No. 27 (western portion) ward

1.2.2 One trustee from the Lamont County ward

1.2.3 Seven trustees from the Strathcona County ward, elected as follows:

1.2.3.1 Two trustees from electoral subdivision 1

1.2.3.2 Three trustees from electoral subdivision 2

1.2.3.3 One trustee from electoral subdivision 3

1.2.3.4 One trustee from electoral subdivision 4

1.3 The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.

1.4 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

2.1 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.

2.2 Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.

2.3 Special provisions shall be made for a trustee taking office following a by-election.

## 3. Organizational Meeting

3.1 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.

3.2 The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.

3.3 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.

3.4 The organizational meeting shall, in addition:

3.4.1 Elect a Vice-Chair;

3.4.2 Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;

3.4.3 Review standing committees of the Board as deemed appropriate;

3.4.4 Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;

3.4.5 Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and

3.4.6 Address other organizational items as required.

3.5 At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:

3.5.1 Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and

3.5.2 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.

- 4.1 All meetings shall ordinarily be held in the Division office in Sherwood Park.
- 4.2 All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- 4.3 All trustees who are absent from three consecutive regular meetings shall:
  - 4.3.1 Obtain authorization by resolution of the Board to do so; or
  - 4.3.2 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.

4.4 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*.

- 4.4.1 A 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.
- 4.4.2 A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
- 4.4.3 A trustee shall be able to participate electronically a maximum of three times per year.
- 4.4.4 Costs incurred for long distance telephone service shall be charged to the office of the trustee(s) participating electronically.
- 4.4.5 Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
- 4.4.6 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.
- 4.4.7 The Chair shall conduct voting verbally when a trustee is participating by audio only 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.
- 4.4.8 If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
- 4.4.9 The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.

4.5 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.

4.6 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

5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

5.2 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.

5.3 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.

5.4 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.

5.5 Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.

5.6 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.

6.1 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.

6.2 The Board may convene in-camera only to discuss matters of a sensitive nature, including:

6.2.1 Personnel

6.2.1.1 Individual students;

6.2.1.2 Individual employees;

6.2.2 Matters relating to negotiations;

6.2.3 Acquisition/disposal of real property;

6.2.4 Litigation brought by or against the Board;

6.2.5 Other topics that a majority of the trustees present feel should be held in private, in the public interest.

6.3 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.

6.4 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.



7.1 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:

7.1.1 Report for Recommendation

7.1.2 Report for Information or

7.1.3 Report for Feedback.

7.2 Items may be placed on the agenda in one of the following ways:

7.2.1 By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.

7.2.2 By notice of motion at the previous meeting of the Board.

7.2.3 As a request from a committee of the Board.

7.2.4 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.

7.3 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.

7.4 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.

7.5 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.

7.6 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.

8.1 The minutes shall record:

8.1.1 Date, time, and place of meeting;

8.1.2 Type of meeting;

8.1.3 Name of presiding officer;

8.1.4 Names of those trustees and senior administration in attendance;

8.1.5 Approval of preceding minutes;

8.1.6 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;

8.1.7 Names of persons making the motions;

8.1.8 Points of order and appeals;

8.1.9 Appointments;

8.1.10 Receipt of reports of committees;

8.1.11 Recording of the vote on all motions;

8.1.12 Trustee declaration of vote pursuant to the *Education Act*; and

8.1.13 The hour of adjournment.

8.2 The minutes shall:

8.2.1 Be prepared as directed by the Superintendent;

8.2.2 Be reviewed by the Superintendent prior to submission to the Board;

8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and

8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

8.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.

8.4 The Superintendent or designate shall establish and maintain a file of all Board minutes.

8.5 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.

8.6 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.

### 9.1 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.

### 9.2 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.

### 9.3 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.

#### 9.4 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.

#### 9.5 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.

#### 9.6 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.

#### 10.1 General Comments on an Educational Issue at a Board Meeting

10.1.1 A member of the public or a staff group representative may address the Board on any educational issue.

10.1.2 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.

10.1.3 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.

10.1.4 Speakers shall address their comments to the Board Chair.

#### 10.2 Comments on Specific Board Agenda Items

10.2.1 A member of the public or a staff group representative may address the Board on a specific Board agenda item.

10.2.2 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.

10.2.3 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.

10.2.4 Speakers shall address their comments to the Board Chair.

#### 10.3 Formal Delegations and Presentations to Board

10.3.1 A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.

10.3.2 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.

10.3.3 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.

10.3.4 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.

10.3.5 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.

10.3.6 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.

10.3.7 Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will 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.

12.1 Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.

12.2 The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.

12.3 Remuneration shall be paid annually, in 12 equal monthly payments.

12.4 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.

12.5 Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.

12.6 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.

12.7 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.

12.8 Travel allowance is separated into three categories:

12.8.1 A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.

12.8.1.1 In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.

12.8.1.2 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.

12.8.2 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.

12.8.3 The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.

12.9 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.

12.10 Discretionary funds can be allocated to four main categories of trustee expenses:

12.10.1 Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.

12.10.2 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.

12.10.3 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.

12.10.4 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.

12.11 It is the trustee's responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.

12.12 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.

12.13 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.

12.13.1 Trustees participate in employee benefits plans at their own expense.

12.13.2 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.

12.13.3 Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.

12.13.4 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.

12.13.5 Participating trustees make application for benefits through the human resources department. The premium costs shall be deducted from their monthly remuneration.

12.13.6 Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.

12.13.7 Claims for reimbursement shall be submitted directly to the insurance carrier.

12.13.8 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.

12.14 All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.

12.15 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.

13.1 The trustee is expected to be conversant with sections 85-96 of the *Education Act*.

13.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.

13.2.1 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.

13.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

13.3 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.

13.4 The recording secretary shall record in the minutes:

13.4.1 The trustee's declaration;

13.4.2 The trustee's abstention from the debate and the vote; and

13.4.3 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, 54, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

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. 3, 2019
	Feb. 20, 2020
	March 26, 2020



# RECOMMENDATION REPORT

Page 1 of 2

**DATE:** Aug. 27, 2020

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Policy 26: School Dispute Resolution

**ORIGINATOR:** Annette Hubick, Chair, Policy Committee

**RESOURCE STAFF:** Mark Liguori, Superintendent

**REFERENCE:** Policy 10: Policy Making

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

**EIPS GOAL:** Positive learning and working environments.

**EIPS OUTCOME:** The Division's learning and working environments are welcoming, inclusive, respectful and safe.

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## RECOMMENDATION:

- A. That the Board of Trustees approve new Board Policy 26: School Dispute Resolution, as presented.
  
- B. That the Board of Trustees approve the amendment to Board Policy 13: Appeals and Hearings Regarding Student Matters, 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.

Pursuant to requirements identified in section 41 of the *Education Act*, Policy 26: School Dispute Resolution has been developed for approval.

## COMMUNICATION PLAN:

Once approved, the Board Policies and Administrative Procedures will be updated on the website and StaffConnect, and stakeholders will be advised.





# RECOMMENDATION REPORT

## **ATTACHMENT(S):**

1. Draft Policy 26: School Dispute Resolution
2. Policy 13: Appeals and Hearings Regarding Student Matters (marked)
3. Policy 13: Appeals and Hearings Regarding Student Matters (unmarked)

## **POLICY 26**

### **SCHOOL DISPUTE RESOLUTION**

As required by section 41 of the *Education Act*, this Policy outlines the procedures for resolving disputes or concerns between parents and school staff that will support a co-operative and collaborative learning environment for students.

#### **Procedures**

1. The parent should address the dispute or concern directly with the staff member involved, either in person or in writing. Anonymous complaints or concerns may be forwarded to the Principal, and will only be investigated if there is independent corroborating evidence supporting the matter of concern.
2. If the parent's dispute or concern is not resolved by directly addressing it with the staff member involved, the parent shall bring it forward to the Principal or principal designate for resolution.
3. The Principal may utilize a variety of techniques to resolve issues, including but not limited to:
  - 3.1. meeting with the parent and the staff member;
  - 3.2. mediation;
  - 3.3. restorative justice;
  - 3.4. obtaining the advice, services, or opinion of a medical practitioner or other professional;
  - 3.5. involving child welfare, social services, police, other external agencies; or
  - 3.6. involving Division staff or consultants who have relevant expertise to the dispute or concern.
4. If the Principal feels that the dispute or concern has been adequately addressed but the parent does not, the Principal shall advise the parent of Division appeal mechanisms.

#### **References**

Section 40, 41, 42, 43, 52, 53, 196, 197, 222 *Education Act*  
Policy 13: Appeals and Hearings Regarding Student Matters

Last updated: August 2020

## Policy 13

# APPEALS AND HEARINGS REGARDING STUDENT MATTERS

The Division supports the right of parents to make inquiries or bring forward concerns regarding student matters. In the interests of open communication, such issues must first be directed to the staff member(s) most directly involved.

~~Normally, disputes over student matters can be resolved with the parties involved. If not, Administrative Procedure 152, Dispute Resolution, shall be adhered to.~~

The Board shall hear appeals on administrative decisions that significantly impact the education of the student, which are submitted in accordance with section 42 of the *Education Act*. The Board shall not hear appeals on expulsions of students.

1. Prior to a decision being appealed to the Board, the Division dispute resolution mechanism shall be followed.
2. Parents of a student, and in the case of a student 16 years of age or over, either a parent of the student or the student, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the students of this right of appeal.
3. The appeal to the Board must be made within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal shall be heard in-camera, with specified individuals in attendance.
7. The appeal hearing shall be conducted in accordance with the following guidelines:
  - 7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
    - 7.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
    - 7.1.2. The Board with the means to receive information and to review the facts of the dispute.
  - 7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.

- 7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent and/or staff.
- 7.4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.
- 7.5. The Superintendent and/or staff shall have an opportunity to respond to information presented by the appellant.
- 7.6. Board members shall have the opportunity to ask questions for clarification from both parties.
- 7.7. No cross-examination of the parties shall be allowed.
- 7.8. The Board shall meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
- 7.9. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal shall be requested to return to the hearing for the required additional information.
  - 7.9.1. The Board's decision and the reasons for that decision shall be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Board, if the matter under appeal is a matter described in section 43 of the *Education Act*.
    - 7.9.1.1. Under section 43 of the *Education Act*, the only matters on which the Minister of Education may consider appeals are:
      - 7.9.1.2. Provision of specialized supports and services to a student or to a child enrolled in an early childhood services program;
      - 7.9.1.3. The expulsion of a student;
      - 7.9.1.4. Board responsibility for a specific student;
      - 7.9.1.5. Access to or the accuracy or completeness of the student records.

## **Expulsion of a Student**

It is expected that all students shall comply with section 31 of the *Education Act*, Board Policy, Administrative Procedures, and School Regulations.

In accordance with section 52 of the *Education Act*, the Board delegates to the Student Expulsion Committee the power to make decisions with respect to the expulsion of students.

The Student Expulsion Committee of the Board shall hear representations with respect to a recommendation for a student expulsion in accordance with sections 36 and 37 of the *Education Act*.

If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and

provide a recommendation to the Student Expulsion Committee of the Board through the Office of the Superintendent.

The Student Expulsion Committee shall convene in an in-camera session upon the call of the Superintendent, but in no event shall the meeting occur later than 10 school days from the first day of suspension.

Parents of students, or students 16 years of age or over, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

The Student Expulsion Committee may have legal counsel in attendance.

Notes of the proceedings shall be recorded for the purpose of the Board's records.

The expulsion hearing shall be conducted in accordance with the following guidelines:

1. The Committee Chair shall outline the purpose of the hearing, which is to:
  - 1.1. Provide an opportunity to hear representations relative to the recommendation from the Principal;
  - 1.2. Provide an opportunity for the student and/or the student's parents to make representations;
  - 1.3. Reinstate or expel the student.
2. The Committee Chair shall outline the procedure to be followed, which shall be as follows:
  - 2.1. The Principal shall present the report documenting the details of the case and the recommendation to expel the student;
  - 2.2. The student and the student's parents shall be given an opportunity to respond to the information presented and to add any additional relevant information;
  - 2.3. The members of the Student Expulsion Committee shall have the opportunity to ask questions of clarification from the Principal and the student and the student's parents;
  - 2.4. The Student Expulsion Committee shall meet, without either the administration or the student and the student's parents present, to discuss the case and the recommendation. The recording secretary may remain in attendance. Legal counsel for the Board may also remain in attendance;
  - 2.5. Should the Student Expulsion Committee require additional information, both parties shall be requested to return in order to provide the requested information;
  - 2.6. The Student Expulsion Committee shall then make one of the following decision(s):
    - 2.6.1. Reinstatement, or
    - 2.6.2. Single school expulsion, or
    - 2.6.3. Expulsion from the School Division;
  - 2.7. If the recommendation is for single school expulsion, the Student Expulsion Committee shall direct the placement of the student. Alternative educational programming shall be offered by the School Division; and

- 2.8. The Student Expulsion Committee decision shall be communicated in writing to the student and the student's parents within five days of the hearing, with copies being provided to the Principal and the Superintendent. (The Superintendent's office shall attempt to inform the parent(s) and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.)
3. If the Student Expulsion Committee's decision is to expel the student, the following information must be included in the letter to the student and the student's parents:
  - 3.1. The length of the expulsion which must be greater than 10 school days;
  - 3.2. The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
  - 3.3. The right of the student and the student's parents to request a review of the decision by the Minister of Education.

**Reference:**

Sections 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 *Education Act*

Last reviewed:	Last updated:
Nov. 5, 2015	Nov. 26, 2015
Jan. 7, 2016	Jan. 21, 2016
April 11, 2016	May 30, 2016
March 19, 2018	-
Dec. 18, 2018	Jan. 24, 2019
Oct. 15, 2019	Nov. 21, 2019
Dec. 19, 2019	Dec. 19, 2019

## Policy 13

# APPEALS AND HEARINGS REGARDING STUDENT MATTERS

The Division supports the right of parents to make inquiries or bring forward concerns regarding student matters. In the interests of open communication, such issues must first be directed to the staff member(s) most directly involved.

The Board shall hear appeals on administrative decisions that significantly impact the education of the student, which are submitted in accordance with section 42 of the *Education Act*. The Board shall not hear appeals on expulsions of students.

1. Prior to a decision being appealed to the Board, the Division dispute resolution mechanism shall be followed.
2. Parents of a student, and in the case of a student 16 years of age or over, either a parent of the student or the student, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the students of this right of appeal.
3. The appeal to the Board must be made within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal shall be heard in-camera, with specified individuals in attendance.
7. The appeal hearing shall be conducted in accordance with the following guidelines:
  - 7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
    - 7.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
    - 7.1.2. The Board with the means to receive information and to review the facts of the dispute.
  - 7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
  - 7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent and/or staff.
  - 7.4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.

- 7.5. The Superintendent and/or staff shall have an opportunity to respond to information presented by the appellant.
- 7.6. Board members shall have the opportunity to ask questions for clarification from both parties.
- 7.7. No cross-examination of the parties shall be allowed.
- 7.8. The Board shall meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
- 7.9. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal shall be requested to return to the hearing for the required additional information.
  - 7.9.1. The Board's decision and the reasons for that decision shall be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Board, if the matter under appeal is a matter described in section 43 of the *Education Act*.
    - 7.9.1.1. Under section 43 of the *Education Act*, the only matters on which the Minister of Education may consider appeals are:
      - 7.9.1.2. Provision of specialized supports and services to a student or to a child enrolled in an early childhood services program;
      - 7.9.1.3. The expulsion of a student;
      - 7.9.1.4. Board responsibility for a specific student;
      - 7.9.1.5. Access to or the accuracy or completeness of the student records.

### **Expulsion of a Student**

It is expected that all students shall comply with section 31 of the *Education Act*, Board Policy, Administrative Procedures, and School Regulations.

In accordance with section 52 of the *Education Act*, the Board delegates to the Student Expulsion Committee the power to make decisions with respect to the expulsion of students.

The Student Expulsion Committee of the Board shall hear representations with respect to a recommendation for a student expulsion in accordance with sections 36 and 37 of the *Education Act*.

If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and provide a recommendation to the Student Expulsion Committee of the Board through the Office of the Superintendent.



The Student Expulsion Committee shall convene in an in-camera session upon the call of the Superintendent, but in no event shall the meeting occur later than 10 school days from the first day of suspension.

Parents of students, or students 16 years of age or over, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

The Student Expulsion Committee may have legal counsel in attendance.

Notes of the proceedings shall be recorded for the purpose of the Board's records.

The expulsion hearing shall be conducted in accordance with the following guidelines:

1. The Committee Chair shall outline the purpose of the hearing, which is to:
  - 1.1. Provide an opportunity to hear representations relative to the recommendation from the Principal;
  - 1.2. Provide an opportunity for the student and/or the student's parents to make representations;
  - 1.3. Reinstate or expel the student.
2. The Committee Chair shall outline the procedure to be followed, which shall be as follows:
  - 2.1. The Principal shall present the report documenting the details of the case and the recommendation to expel the student;
  - 2.2. The student and the student's parents shall be given an opportunity to respond to the information presented and to add any additional relevant information;
  - 2.3. The members of the Student Expulsion Committee shall have the opportunity to ask questions of clarification from the Principal and the student and the student's parents;
  - 2.4. The Student Expulsion Committee shall meet, without either the administration or the student and the student's parents present, to discuss the case and the recommendation. The recording secretary may remain in attendance. Legal counsel for the Board may also remain in attendance;
  - 2.5. Should the Student Expulsion Committee require additional information, both parties shall be requested to return in order to provide the requested information;
  - 2.6. The Student Expulsion Committee shall then make one of the following decision(s):
    - 2.6.1. Reinstatement, or
    - 2.6.2. Single school expulsion, or
    - 2.6.3. Expulsion from the School Division;
  - 2.7. If the recommendation is for single school expulsion, the Student Expulsion Committee shall direct the placement of the student. Alternative educational programming shall be offered by the School Division; and
  - 2.8. The Student Expulsion Committee decision shall be communicated in writing to the student and the student's parents within five days of the hearing, with copies being provided to the Principal and the Superintendent. (The Superintendent's office shall

attempt to inform the parent(s) and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.)

3. If the Student Expulsion Committee's decision is to expel the student, the following information must be included in the letter to the student and the student's parents:
  - 3.1. The length of the expulsion which must be greater than 10 school days;
  - 3.2. The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
  - 3.3. The right of the student and the student's parents to request a review of the decision by the Minister of Education.

**Reference:**

Sections 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 *Education Act*

Last reviewed:	Last updated:
Nov. 5, 2015	Nov. 26, 2015
Jan. 7, 2016	Jan. 21, 2016
April 11, 2016	May 30, 2016
March 19, 2018	-
Dec. 18, 2018	Jan. 24, 2019
Oct. 15, 2019	Nov. 21, 2019
Dec. 19, 2019	Dec. 19, 2019



# RECOMMENDATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** 2020-21 Trustee School Liaison Representative List

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 3: Role of the Trustee  
Board Policy 7: Board Operations

**EIPS PRIORITY:** Enhance public education through effective engagement.

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board of Trustees approve the 2020-21 Trustee School Liaison Representative list, as presented.**

**BACKGROUND:**

Trustees are assigned to liaise with schools in their geographic area.

**COMMUNICATION PLAN:**

The 2020-21 listing will be shared with the Board of Trustees, Executive Team and School and Central Administration.

**ATTACHMENT:**

1. 2020-21 Trustee Liaison Representatives List

:clp

Dept.		School	Phone No.	Fax No.	Principal	Assist. Principal(s)	School Address	Trustee School Contacts
004	ALH	A. L. Horton Elementary (K-6)	780-632-3113	780-632-3933	Matthew Spronk	Ralph Arndt	5037 - 48 Avenue, Vegreville T9C 1L8	Randy Footz
002	ADW	Andrew (K-6)	780-365-3501	780-365-3734	Greg Cruickshank	n/a	Box 390, Andrew TOB 0C0	Colleen Holowaychuk
001	AEL	Ardrossan Elementary (K-6)	780-922-2066	780-922-5787	Helene Hewitt (acting)	Kyla Harding	53131 Range Road 222, Ardrossan T8E 2M8	Skip Gordon
003	AJS	Ardrossan Junior Senior High (7-12)	780-922-2228	780-922-5757	MJ Nam	Lonnie Hicks / Paul Schwartz	53129 Range Road 222, Ardrossan T8E 2M8	Skip Gordon
005	BFH	Bev Facey Community High (10-12)	780-467-0044	780-467-3467	Barclay Spady	Darby Hanson/Cherum Orr / Matt Shudra / Trudi Williamson	99 Colwill Boulevard, Sherwood Park T8A 4V5	Trina Boymook
007	BWD	Brentwood Elementary (K-6)	780-467-5591	780-464-5338	Garry Russell	David Roper	28 Heron Road, Sherwood Park T8A OH2	Annette Hubick
010	BRU	Bruderheim (K-6)	780-796-3936	780-796-3937	Cheryl Semeniuk	n/a	Box 190, Bruderheim TOB OSO	Colleen Holowaychuk
011	CBN	École Campbelltown (K-6)	780-467-5143	780-467-8608	Greg Probert	Annie Garneau	271 Conifer Street, Sherwood Park T8A 1M4	Trina Boymook
013	CAS	**Castle (Scotford Colony) (1-9)	780-998-0784	780-998-0797	Cheryl Semeniuk (DeVries)	Teacher-in-Charge (Jennifer Fredeen)	55262 Range Road 214, Fort Saskatchewan T8L 4A3	Heather Wall
015	CLB	Clover Bar Junior High (7-9)	780-467-2295	780-467-2292	Colleen Alpern	Grant Fiddes	50 Main Boulevard, Sherwood Park T8A OR2	Annette Hubick
016	DCE	Davidson Creek Elementary (K-6)	780-467-5557	780-449-5898	Kaye Schindeler	Murray Howell / Marlis Marler	360 Davenport Drive, Sherwood Park T8H 1Y1	Annette Hubick
038	EYR	***Elk Island Youth Ranch Learning Centre (7-12)	780-895-2228	780-895-2600	Amit Mali	Brent Sonnenberg	<u>mailing address:</u> 4811 - 50 Avenue, Lamont TOB 2R0	Colleen Holowaychuk
019	FRH	F. R. Haythorne Junior High (7-9)	780-467-3800	780-467-4041	Jessica Smith	Erin Clark / Aaron Tuckwood	300 Colwill Boulevard, Sherwood Park T8A 5R7	Don Irwin
020	FSC	Fort Saskatchewan Christian (K-9)	780-998-7044	780-998-7388	Dave Armbruster	Jon Alstad	9806 - 101 Street, Fort Saskatchewan T8L 1V4	Harvey Stadnick
021	FSE	Fort Saskatchewan Elementary (K-6)	780-998-7771	780-998-0484	Jaqueline Holmes	Janice Sundar	9802 - 101 Street, Fort Saskatchewan T8L 1V4	Heather Wall
025	FHS	Fort Saskatchewan High (10-12)	780-998-3751	780-992-1040	Curtis Starko	D'Anne Bennett	10002 - 97 Avenue, Fort Saskatchewan T8L 1R2	Heather Wall
027	FTV	Fultonvale Elementary Junior High (K-9)	780-922-3058	780-922-3061	Jeff Spady	Mark Wever	52029 Range Road 224, Sherwood Park T8C 1B5	Jim Seutter
029	GLN	Glen Allan Elementary (K-6)	780-467-5519	780-467-3436	Judy Anderson	Dustine Vivic	106 Georgian Way, Sherwood Park T8A 2V9	Don Irwin
055	HHE	Heritage Hills Elementary (K-6)	780-467-7447	780-467-4484	Bill Schlacht	Kyle Samaratunga	280 Heritage Drive, Sherwood Park T8A 6J8	Jim Seutter
031	JMW	James Mowat Elementary (K-6)	780-992-1272	780-992-1267	Stacey Boyko	John Murphy	9625 - 82 Street, Fort Saskatchewan T8L 3T6	Harvey Stadnick
030	LLR	Lakeland Ridge (K-9)	780-416-9018	780-416-9042	Jeff Huculak	Jen Ference / Melissa Kerr	101 Crimson Drive, Sherwood Park, T8H 2P1	Jim Seutter
032	LME	Lamont Elementary (K-6)	780-895-2269	780-895-7468	Kari Huk	Jay Robertson	4723 - 50 Avenue, Lamont, AB <u>mailing address:</u> BOX 329, Lamont TOB 2R0	Colleen Holowaychuk
034	LHS	Lamont High (7-12)	780-895-2228	780-895-2600	Amit Mali	Brent Sonnenberg (acting)	4811 - 50 Avenue, Lamont TOB 2R0	Colleen Holowaychuk
033	MHV	Mills Haven Elementary (K-6)	780-467-5556	780-467-3437	Sven Danzinger	Keri Busenius	73 Main Boulevard, Sherwood Park T8A OR1	Annette Hubick
036	MUN	Mundare (K-8)	780-764-3962	780-764-3785	Bill Korec	n/a	Box 319, Mundare TOB 3H0	Colleen Holowaychuk
018	EPE	École Parc Élémentaire (K-6)	780-998-3741	780-992-0400	Dan Verhoeff	Tandy Atchison	9607 Sherridon Drive, Fort Saskatchewan T8L 1W5	Heather Wall
037	PNE	Pine Street Elementary (K-6)	780-467-2246	780-464-2761	Tracey Arbuthnott	Kerri Williams (Remeka)	133 Pine Street, Sherwood Park T8A 1H2	Trina Boymook
040	PLR	***Pleasant Ridge Colony (1-9)	780-658-3782		Matthew Spronk	Teacher-in-Charge (Vanessa Benoit)	PO Box 549, Vegreville T9C 1R6	Randy Footz
028	RHJ	Rudolph Hennig Junior High (7-9)	780-998-2216	780-998-7374	Ken Wlos	Sharon Gach/Paul McKay	9512 - 92 Street, Fort Saskatchewan T8L 1L7	Harvey Stadnick
041	SAL	Salisbury Composite High (10-12)	780-467-8816	780-467-4555	Sunny Sandhu	Krista Porter/Brandon Salzyn/Liane Schultz	20 Festival Way, Sherwood Park T8A 4Y1	Annette Hubick
043	SWH	Sherwood Heights Junior High (7-9)	780-467-5930	780-467-5931	Paul Pallister	Sherri Johnston / Kris Reid	241 Fir Street, Sherwood Park T8A 2G6	Trina Boymook
050	SPS	SouthPointe	780-998-2747	n/a	Carol Brown	Corey Kropp	11 SouthPointe Blvd, Fort Saskatchewan T8L 0T9	Heather Wall
042	SCE	Strathcona Christian Academy Elem. (K-6)	780-449-2787	780-449-3548	Francis Poole	Darlene Janzen / Jaime Peters	52362 Range Road 231, Sherwood Park T8B 0A3	Jim Seutter
044	SCS	Strathcona Christian Academy Sec. (7-12)	780-464-7127	780-464-3954	Jon Elzinga	Matt Matheson / Wes Merta	1011 Clover Bar Road, Sherwood Park T8A 4V7	Trina Boymook
045	UNC	Uncas Elementary (K-6)	780-922-4025	780-922-5031	TJ Kennerd	n/a	21313 Township Rd 524, Ardrossan T8G 2G2	Skip Gordon
046	VJS	Vegreville Composite High (7-12)	780-632-3341	780-632-3533	Rod Leatherdale	Holly Warawa	Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5	Randy Footz
047	WHF	Wes Hosford Elementary (K-6)	780-464-1711	780-467-5342	Patti Berry	Susan Freiheit	207 Granada Boulevard, Sherwood Park T8A 3R5	Don Irwin
049	WBO	Westboro Elementary (K-6)	780-467-7751	780-467-3525	Mike Lastiwka	Shelby Hines	1078 Strathcona Drive, Sherwood Park T8A OZ9	Don Irwin
051	WFG	Win Ferguson Elementary (K-6)	780-998-1441	780-998-1444	Lana Lastiwka	Justin Mazur	9529 - 89 Street, Fort Saskatchewan T8L 1J2	Harvey Stadnick
053	WBF	Woodbridge Farms Elementary (K-6)	780-464-3330	780-467-3442	Andy Cunningham	Teri Pearn	1127 Parker Drive, Sherwood Park T8A 4E5	Don Irwin
		<u>Next Step</u>						
070	SPO	Next Step Senior. High - Sher. Park (10-12)	780-464-1899	780-410-2951	Joe Clark	Karen Ramsey	1604 Sherwood Drive, Sherwood Park T8A OZ2	Jim Seutter
074	FSO	Next Step Senior High - Ft. Sask. (10-12)	780-992-0101	780-992-0153	" "		9807 - 108 Street, Fort Saskatchewan T8L 2J2	Harvey Stadnick
078	VJO	Next Step Senior High - Vegreville (10-12)	780-632-7998	780-632-7970	" "		4908 - 50 Avenue, Vegreville T9C 1M3	Randy Footz
610	CED	Next Step Continuing Education	780-467-7292	780-449-3530	" "		20 Festival Way, Sherwood Park T8A 4Y1	

\*\*administered by BRU

\*\*\*administered by ALH

\*\*\*\*administered by LHS



# INFORMATION REPORT

**DATE:** Aug. 27, 2020

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Facility Services – 2019-20 Summer Projects Update

**ORIGINATOR:** Calvin Wait, Director, Facility Services

**RESOURCE STAFF:** Robert Derech, Assistant Director, Facility Services  
Darcie Bennett, Manager, Contract Services  
John Halko, Project Manager, Facility Services  
Ryan Morrison, Project Manager, Facility Services  
Rick Siebenga, Project Manager, Facility Services  
Allan Schwanke, Foreman, Facility Services  
Christina Keroack, Business Manager, Facility Services  
Brandy Chimko, Booking Agent, Facility Services  
Cathie Pratt, Project Assistant, Facility Services

**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, management and investment in Division infrastructure.

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**ISSUE:**

**That the Board of Trustees receive for information the Facility Services – 2019-20 Summer Projects update.**

**BACKGROUND:**

The Facility Services Department is working toward the completion of the Department’s summer projects planned for this season. For the period ended Aug. 27, 2020, 72% of the 205 Infrastructure, Maintenance and Renewal (IMR) projects planned are 100% complete.

In addition to performing the normal summer projects contained within our maintenance program (gym floor refinishing, painting, inspection of fire protection systems, air handling system duct cleaning, parking lot repairs, etc.), Facility Services is also undertaking the following:

- Project Management of the Heritage Hills Elementary Replacement School to including the fit out of furniture and equipment, remaining seasonal work and completion of the playground installation. The

Division's new flagship has been completed on schedule and ready for staff and student occupancy for the new school year.

- Project Management of Wye School abatement and demolition. Abatement of the school has commenced with an anticipated completion of mid-September. Demolition to commence thereafter.
- Moving of the 2015 modular from Wye School to SouthPointe School. The modular classroom has been relocated and will be ready for occupancy for the new school year.
- Truco Modular re-roofing at Ardrossan Elementary and SouthPointe School. The re-roofing of the modular classrooms has been completed. Alberta Infrastructure approved our application for the capital funding of these projects.

The major summer IMR Project highlights include:

- Replace roof sections at A.L. Horton Elementary, Andrew School, Clover Bar Junior High and James Mowat Elementary
- Front parking lot at Ardrossan Junior Senior High
- Phase 2 air handling units at Bev Facey Community High
- Replace 2 air handling units at Brentwood Elementary
- Replace 2 air handling units at Rudolph Hennig Junior High
- Front Entrance upgrade and repair at Bev Facey Community School
- Front Entrance upgrade and door replacement at Salisbury Composite High
- Data Cabling Upgrade to CAT 6 in Glen Allan Elementary and École Campbelltown
- Fort Saskatchewan High Façade Upgrade
- Office relocation and upgrade at Vegreville Composite High

## **CURRENT SITUATION OR KEY POINT:**

Projects are determined by several methods:

- Facility Condition Indexing – annual inspections by Government consultants and results documented with Alberta Infrastructure's VFA facility condition reports
- Feedback from School Administrators
- Feedback from Operations & Maintenance staff
- Facility Services Management facility walk through

As for prioritizing of the projects, the following are considered in order of highest priority to lowest:

- Health and safety items, including code violations
- Items that may compromise the integrity of the building envelope and reduce the life of the facility
- Building components that have failed
- Educational areas to meet program requirements
- Facility requirements of students with special needs
- Building components that enhance energy conservation



# INFORMATION REPORT

Page 3 of 3

## Capital Maintenance and Renewal (CMR)

In addition to the projects noted above, in early April of this year, Premier Kenney announced that the government would be accelerating Capital Maintenance and Renewal (CMR) funding for Education. This investment is to allow government and school jurisdictions to act quickly with the intention to keep Albertans working during these challenging times, while also providing needed upgrades to existing schools.

EIPS' application dated April 17, 2020, for this economic stimulus funding was approved up to \$3,900,000.

Please refer to the attached CMR Stimulus Funding Monthly Report that identifies the approved allocation for our schools.

### **ATTACHMENT(S):**

1. 2019-20 Summer Projects list
2. CMR Stimulus Funding Monthly Report

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>A.L. HORTON ELEMENTARY</b>		
	Painting front railing, entrance area	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	ECS Room Recoating	Summer
	Custodial Summer Cleaning Regime	Summer
	Re-Roofing - Sections B, C & D	Spring
	Install 2 bottle fillers	Summer
	CO Detectors- 10 Air Handling Units, & 3 Boiler Rooms	Summer
	Roofing Update	Summer
	Basketball Hoop Inspections	Summer
	Fuse Replacement	Summer
	Elevator Inspections and Mntce	Summer
	Fire Inspections & Deficiencies	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Custodial Room Floor	Summer
<b>ANDREW SCHOOL</b>		
	Improvements to metal roofing @ village main entrance	Spring
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Sprinkler system inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Replacement of existing flooring north east corridors	Spring
	Roof Leaks	Summer



## *Property, Operations and Maintenance Spring/Summer Projects*

School Name	Project	Anticipated Start Date
	Andrew Regrading	Summer
	CO Detectors - 2 Boiler Room	Summer
	Fire prevention services	Summer
	Fire Inspections & Deficiencies	Summer
	Re-Roofing Section A	Summer
<b>ARDROSSAN ELEMENTARY</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Removal of fencing at old Ardrossan site	Summer
	Fire extinguisher inspections and servicing	Summer
	Sprinkler system servicing and inspections	Summer
	Dryer Duct Cleaning	Spring
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	School Drawings	Summer
	Fire Inspections & Deficiencies	Summer
	Install power to change table in infirmary room	Summer
<b>ARDROSSAN JUNIOR SENIOR HIGH</b>		
	Dust collector servicing and inspections	Spring
	Fire extinguisher inspections and servicing	Summer
	Inpections of kitchen fire suppression systems	Summer
	Sprinkler system servicing and inspections	Summer
	Fire alarm systems inspections and servicing	Summer
	Commercial kitchen exhaust cleaning	Spring
	Dryer Duct Cleaning	Spring
	Drop down fire doors Inspection	Summer
	Clean grease traps and sump pits	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Rehabilitation failing asphalt front parking lot	Summer

## ***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	Front Parking (Design Only-Refer to Rehabilitation failing asphalt)	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Roofing Repair	Summer
	Interior fire rated doors stairwell doors	Summer
	Modular Demo - Approved by AB Ed 03.21.19-Awaiting on 2 from modular program	Summer
	Drama Room Office Floor	January
	Install Commercial Door	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Exhaust Fans	Summer
	Elevator Inspections & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	CTS - Phase 2	Summer
<b>BEV FACEY COMMUNITY HIGH</b>		
	Paint doors throughout school	Summer
	Paint classroom FS 123, 131, 142, 143, 144, 148, 149, 152, 153	Spring
	Paint parking Lot lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Locker door changes	Spring
	Dust collector servicing and inspections	Spring
	Sprinkler system servicing and inspections	Summer
	Commercial kitchen exhaust cleaning	Spring
	Sewer line flushing	Summer
	Inspections of kitchen fire suppression systems	Summer
	Emergency generator testing	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Gas Detector semi annual testing/recalibration	Summer
	Dryer Duct Cleaning	Spring
	Clean grease traps and sump pits	Summer
	Custodial Summer Cleaning Regime	Summer

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Air Handling Units, duct & controls Replacement Phase 2 North Penthouse	Spring/Summer
	Remove and replace front entrance concrete slab	Spring/Summer
	11 Air Handling Units North and South Penthouses - Phases 2 & 3 - Design only	Summer
	Fire Inspections & Deficiencies	Summer
	Elevator Inspections and Mntce	Summer
	Heat Detectors	Summer
	Install stair tread	Summer
	Replace Generator	Summer
	5 AHU's Carried forward from 17/18 Ph 2 of Phase 1- Gym and Center Penthouse	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
<b>BRENTWOOD ELEMENTARY</b>		
	Paint parking Lot Lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Sprinkler system servicing and inspections	Summer
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	2 Air Handling Units Replacement	Spring/Summer
<b>BRUDERHEIM SCHOOL</b>		
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Fire Inspections & Deficiencies	Summer
<b>CLOVER BAR JUNIOR HIGH</b>		
	Paint parking Lot Lines	Summer
	Paint hallways	Spring

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Dust collector servicing and inspections	Spring
	Emergency generator testing	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Sewer line flushing	Summer
	Dryer Duct Cleaning	Spring
	Clean grease traps and sump pits	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Re-Roofing - Section L	Spring
	Breaker Panels	Summer
	Fire Inspections & Deficiencies	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Replace breakers on main distribution	Summer
	Repair steps at front of school	Summer
<b>DAVIDSON CREEK ELEMENTARY</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Landscape Inspection	Spring
	Sprinkler system servicing and inspections	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Flooring seam repair	Summer
	Custodial Summer Cleaning Regime	Summer
	School Drawings	Summer
	Fire Inspections & Deficiencies	Summer
	Elevator Inspections and Mntce	Summer
	Fire extinguisher inspections and servicing	Summer
<b>ECOLE CAMPBELLTOWN ELEMENTARY</b>		

## ***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	Paint parking Lot Lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Modify/repair modular skirting	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
	Data Cabling Upgrade	Spring
	Carbon Monoxide Detectors - 8 Air Handling Units, 1 Boiler & 10 Modulars	Spring
	Asphalt repairs	Summer
	Roofing repair	Summer
	Fire Inspections & Deficiencies	Summer
	School Drawings	Summer
	Modular Overage	Summer
<b>ÉCOLE PARC ÉLÉMENTAIRE</b>		
	Paint parking Lot lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Modify/repair modular skirting	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
	Roofing Update	Summer
	Basketball Hoop Inspections	Summer
	Basketball backboard reinforcement	Summer
	Basketball backboard manual winches and safety straps in gym	Summer
	Windows	Summer
	AHU's - Gymnasium	Summer
	Fire Inspections & Deficiencies	Summer
<b>EIPS HEAD OFFICE</b>		
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Dryer Duct Cleaning	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Central signage installation	Summer
<b>FORT SASKATCHEWAN CHRISTIAN</b>		
	Cladding Pillars in 3 Classrooms	Spring
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Flooring Replacement	Spring
	Asphalt repairs	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Roofing Update	Summer
<b>FORT SASKATCHEWAN ELEMENTARY</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Security Camera installation	Summer
	Custodial Summer Cleaning Regime	Summer
	Roofing Update	Summer
	Fire Inspections & Deficiencies	Summer
<b>FORT SASKATCHEWAN HIGH</b>		
	Parking Lot Lines	Summer
	Paint hallways and front foyer area	Spring
	Annual Basketball Backboard Support and Power Systems	Spring

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Septic system cleaning	Spring
	Commercial kitchen exhaust cleaning	Spring
	Sprinkler systems servicing and inspections	Summer
	Inspections of kitchen fire suppression systems	Summer
	Sewer line flushing	Summer
	Dryer Duct Cleaning	Spring
	Clean grease traps and sump pits	Summer
	Custodial Summer Cleaning Regime	Summer
	Replace Fire Alarm panel	Summer
	Façade upgrade and Roof Replacement Phase 1	Summer
	Fire Inspections & Deficiencies	Summer
	Library Floor Replacement	Summer
	School Drawings	Summer
	CO Detectors - 2 AHU, 3 Boiler	Summer
	Exhaust Fans 1986 D3042.01	Summer
	Intercom System	Summer
	Windows - West Side	Summer
	Elevator Inspections and Mntce	Summer
	Roofing Update	Summer
<b>F.R. HAYTHORNE JUNIOR HIGH</b>		
	Parking Lot Lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Custodial Summer Cleaning Regime	Summer
	Seclusion Room	Spring
	Washroom Flooring	Spring
	Basketball Hoop Inspections	Summer
	Asphalt Repairs	Summer
	Fire Inspections & Deficiencies	Summer
	Elevator Inspections and Mntce	Summer
	Repair furnace DX boards in modulars	Summer
	Install security gate	Summer
	Roofing repair	Summer
	Painting FS 126,127 and 128	Summer
	Reapir ground fault and door mags	Summer
<b>FULTONVALE ELEMENTARY JUNIOR HIGH</b>		
	Install outdoor basketball backboards	Spring
	Annual Basketball Backboard Support and Power Systems	Spring
	Modify riser on exist steps on east modulars	Summer
	Parking Lot Painting of Island	Summer
	Dust collector servicing and inspections	Spring
	Emergency fire pump maintenance	Summer
	Annual Fire pump service and inspection	Summer
	Drop down fire doors Inspection	Summer
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Roofing repair	Summer
	Replace fire pump batteries	Summer
	Replace 28 Broken windows	Summer
	Fire Inspections & Deficiencies	Summer
	Parking Lot Asphalt replacement	Summer



## ***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	Dryer Duct Cleaning	Summer
	School Drawings	Summer
<b>GLEN ALLAN ELEMENTARY</b>		
	Paint parking Lot Lines	Summer
	Modify modular skirting	Summer
	Paint front entrance doors	Summer
	Paint music room	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
	Data Cabling Upgrade	Spring
	Fire Inspections & Deficiencies	Summer
	3 Exhaust Fans 1972 3042.01	Summer
	Asphalt - Visitor Parking	Summer
	Basketball Hoop Inspections	Summer
	Modular Hazard Assessment - 2 modulars	Summer
	Gym Lighting	Summer
	Paint principals's office	Summer
<b>HERITAGE HILLS ELEMENTARY</b>		
	Final construction, landscaping and deficiencies of school	Spring/Summer
	Furniture and equipment set up	Spring/Summer
	Playground install	Spring/Summer
	Custodial Summer Cleaning Regime	Summer
<b>JAMES MOWAT ELEMENTARY</b>		
	Modify boot racks by modulars	Spring
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
	Re-Roofing	Spring/Summer

## *Property, Operations and Maintenance Spring/Summer Projects*

School Name	Project	Anticipated Start Date
	Fire Inspections & Deficiencies	Summer
	Modular exit Flooring Repair	Summer
	Staff Room Renovation	Summer
	Kitchen Renovation	Summer
	Clean up asbestos insulation above ceiling tiles	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Modular Hazard Assessment - 8 modulars	Summer
	Air monitoring for asbestos clean up	Summer
	Roofing repair	Summer
<b>LAKELAND RIDGE</b>		
	Paint hallway to portables	Summer
	Relocate some lockers from WYE school	Summer
	Fire extinguisher inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Sprinkler systems servicing and inspections	Summer
	Drop down fire doors Inspection	Summer
	Fire alarm systems inspections	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Intercom	Summer
	Roofing Update	Summer
	Basketball Hoop Inspections	Summer
	Parking Lot Signage	Summer
<b>LAMONT ELEMENTARY</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Kitchen Fire System inspection and servicing	Summer

## *Property, Operations and Maintenance Spring/Summer Projects*

School Name	Project	Anticipated Start Date
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	FS 127 Flooring Replacement	Spring
	FS 127 Countertops and Cabinets	Spring
	Parking Lot Grading	Summer
	Fire Inspections & Deficiencies	Summer
	Elevator Inspections and Mntce	Summer
	CO Detectors - 2 AHU, 1 Boiler	Summer
	LPPD Lift Repair	Summer
<b>LAMONT HIGH</b>		
	Install manual winches and safety straps in gymnasium	Spring
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Dryer Duct Cleaning	Spring
	Custodial Summer Cleaning Regime	Summer
	Cafeteria Upgrade - Phase 2	Summer
	Install bottle filler	Summer
	Install gym curtain	Summer
	Reupholster bench in cafeteria	Summer
	Fire Inspections & Deficiencies	Summer
	Exhaust Fans	Summer
	Roofing Update	Summer
	Drainage Corrections	Summer
	LINKS FS 105/106 Upgrade (exrtra electrical from 2018/19)	Summer
	CTS - Shop Upgrade	Summer
	School Drawings	Summer
	CO Detectors 1AHU, 2 Boiler	Summer

## *Property, Operations and Maintenance Spring/Summer Projects*

School Name	Project	Anticipated Start Date
<b>MILLS HAVEN ELEMENTARY</b>		
	Paint hallway to Portables	Spring
	Paint Entrance Doors	Spring
	Annual Basketball Backboard Support and Power Systems	Spring
	Modify modular skirting	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Custodial Summer Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Replace water line	Summer
	Music Room Flooring and Millwork	Summer
	Flooring Replacement - FS 127	Summer
	ECS millwork (2nd room)	Summer
	Roofing	Summer
	New Doors	Summer
	Seclusion Room FS123	Summer
<b>MUNDARE SCHOOL</b>		
	Correct misaligned pole sockets in gymnasium	Spring
	Annual Basketball Backboard Support and Power Systems	Spring
	Sprinkler systems servicing and inspections	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Custodial Summer Cleaning Regime	Summer
	Replace water line	Summer
	Music Room Flooring and Millwork	Summer
	Hour Zero Map Upgrade	Summer
	Drainage Corrections	Summer
<b>NEXT STEP SHERWOOD PARK</b>		
	Fire extinguisher inspections and servicing	Summer

## *Property, Operations and Maintenance Spring/Summer Projects*

School Name	Project	Anticipated Start Date
	Fire alarm systems inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
<b>NEXT STEP VEGREVILLE</b>		
	Fire extinguisher inspections and servicing	Summer
	Custodial Summer Cleaning Regime	Summer
<b>PINE STREET ELEMENTARY</b>		
	Paint parking Lot Lines	Summer
	Wooden lockers-repaint	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Asphalt repairs	Summer
	Security Camera installation	Summer
	Basketball backstop replacement x 6	Summer
	Fire Inspections & Deficiencies	Summer
	Remove Carpet in FS 142 - Music room	Summer
	Exhaust Fans	Summer
	Roof Repairs	Summer
	Flag pole	Summer
<b>RUDOLPH HENNIG JUNIOR HIGH</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Trim various doors due to new matting	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Emergency generator testing	Summer
	Sprinkler systems servicing and inspections	Summer
	Dust collector servicing and inspections	Spring
	Dryer Duct Cleaning	Spring
	Custodial Summer Cleaning Regime	Summer

## ***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	2 Air Handling Units Replacement	Spring/Summer
	2 Air Handling Units PH 2 - Design	Spring/Summer
	Fire Inspections & Deficiencies	Summer
	Pothole Repairs PO&M	Summer
	Elevator Inspections and Mntce	Summer
	Eliminate Generator	Summer
	Security Camera installation	Summer
	New Doors	Summer
<b>SALISBURY COMPOSITE HIGH</b>		
	Paint Bus Loop	Summer
	Paint FS 104, 110, 112 (Junior automotive, welding, construction classrooms)	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Sewer line flushing	Summer
	Inspections of kitchen fire suppression systems	Summer
	Emergency generator testing	Summer
	Repair noise and vibration issue AHU2	Spring
	Dryer Duct Cleaning	Spring
	Clean grease traps and sump pits	Summer
	Custodial Summer Cleaning Regime	Summer
	Front Entrance Repair and Upgrade	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Replace gym lighting ( Large gym)	Summer
	Replace Generator	Summer
	Gas Detector semi annual testing/recalibration	Summer
	Asphalt repairs	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Paint wall in basketball court	Summer
	Power to Auto lift	Summer

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Weld flanges to basketball backborads	Summer
	Commercial kitchen exhaust cleaning	Summer
	BMS Upgrade	Summer
	Gym Lighting - small	Summer
	Fan Motor Repair	Summer
	Elevator Inspections and Mntce	Summer
	Roofing Update	Summer
	Cos Lab Reno - Flooring Change Order	Summer
	Data Cabling Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Interior Door replacement	Summer
	Solar Tube	Summer
	Large Gym Lighting	Summer
	Install duct and fan	Summer
<b>SHERWOOD HEIGHTS JUNIOR HIGH</b>		
	Paint hallways in front entrance including doors and frames	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dust collector servicing and inspections	Spring
	Replace Hot Water Tank	Spring
	Custodial Summer Cleaning Regime	Summer
	Painting main, north and east stairwell.	Summer
	Dryer Duct Cleaning	Summer
	Asphalt repairs	Summer
	CO Detectors - 1 AHU, 3 Boiler	Summer
	Elevator Inspections and Mntce	Summer
	Mould Remediations	Summer
	Fire Inspections & Deficiencies	Summer
<b>SOUTHPOINTE SCHOOL</b>		

## ***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	Sidewalk mud jacking @ front entrance	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Install of Modular from Wye School	Spring
	Truco Modular reroofing funded by Alberta Infrastructure	Spring
	Fire extinguisher inspections and servicing	Summer
	Sprinkler systems servicing and inspections	Summer
	Fire alarm systems inspections	Summer
	Dust collector servicing and inspections	Spring
	Dryer Duct Cleaning	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	BMS System Update for new modular	Summer
	Sprinkler System for new modular	Summer
	Install exit stairs for new modular	Summer
	Fire Inspections & Deficiencies	Summer
	Consulting Fees to include emergency protocols on floor plans.	Summer
	School Drawings	Summer
<b>UNCAS ELEMENTARY</b>		
	Paint gym	Summer
	Fire extinguisher inspections and servicing	Summer
	Replace gym lighting	Spring
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Fire Inspections & Deficiencies	Summer
	School Drawings	Summer
	Basketball Hoop Inspections	Summer
	Modular Hazard Assessment - 3 modulars	Summer
	Bathroom Tile Repair	Summer



***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
<b>VEGREVILLE COMPOSITE HIGH</b>		
	Annual Basketball Backboard Support and Power Systems	Spring
	Commercial kitchen exhaust cleaning	Summer
	Inspections of kitchen fire suppression systems	Summer
	Dust collector servicing and inspection	Spring
	Sprinkler systems servicing and inspections	Summer
	Paint booth fire system inspection	Summer
	Sewer line flushing	Summer
	Gas Detector semi annual testing/recalibration	Summer

***Property, Operations and Maintenance Spring/Summer Projects***

School Name	Project	Anticipated Start Date
	Dryer Duct Cleaning	Spring
	Clean grease traps and sump pits	Summer
	Custodial Summer Cleaning Regime	Summer
	Public Adresss System	Summer
	Office renovations	Summer
	Overhead Door Inspection - Contractor - Annual	Summer

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Fire Inspections & Deficiencies	Summer
	Front Entrance Post Reinforcement	Summer
	Courtyard Façade and flashing	Summer
	Courtyard Windows	Summer
	School Drawings	Summer
	CO Detectors - 1 AHU, 1 Boiler,. 1 Automotive shop	Summer
	Roofing repair	Summer
<b>WESTBORO ELEMENTARY</b>		
	Paint parking Lot Lines	Summer
	Annual Basketball Backboard Support and Power Systems	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Custodial Summer Cleaning Regime	Summer
	Asphalt Repairs	Summer
	Intercom	Summer
	AHUS carried from 2017/18	Summer
	Modular Hazard Assessment - 6 modulars	Summer
	Fire Inspections & Deficiencies	Summer
<b>WES HOSFORD ELEMENTARY</b>		
	Parking Lot Lines	Summer
	Portable touch ups or repaint	Spring
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Basketball Hoop Inspections	Summer
	Custodial Summer Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Flooring Replacement Rooms 102/126	Summer

**Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Wes Hosford East Drainage	Summer
<b>WIN FERGUSON ELEMENTARY</b>		
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Dryer Duct Cleaning	Spring
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Fire Inspections & Deficiencies	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Modular Hazard Assessment - 8 modulars	Summer
<b>WOODBIDGE FARMS ELEMENTARY</b>		
	Paint parking Lot Lines	Summer
	Remove library shelving	Spring
	Repaint doors and frames	Summer
	Fire extinguisher inspections and servicing	Summer
	Fire alarm systems inspections and servicing	Summer
	Gym Floor Re-Coating	Summer
	Custodial Summer Cleaning Regime	Summer
	Install 2 bottle fillers	Summer
	Autism Room	Summer
	Exterior Door Replacement	Summer
	Basketball Hoop Inspections	Summer
	Annual Basketball Backboard Support and Power Systems	Summer
	Fire Inspections & Deficiencies	Summer
	Modular Hazard Assessment - 6 modulars	Summer
<b>Various</b>		
	Paint fire gates	Summer
	Paint pipe rail at various locations	Summer
	Roof inspections	Spring

## CMR STIMULUS FUNDING MONTHLY REPORT

<b>Jurisdiction:</b>	The Elk Island School Division	
<b>Report as of:</b>	Jul/2020	
<b>Approved Allocation:</b>	\$	3,900,000

Project Name	Project Description	Initial Estimated Budget	Project Expenditures to Date	Expenditures will be Capitalized or Expensed?	Project Status	Number of Jobs Created	Additional Comments
Bev Facey High School	Generator	\$ 190,000	\$ -	Capitalized	Planning/design	3	
Bev Facey High School	Roofing	\$ 250,000	\$ -	Capitalized	Tendered	6	
Bev Facey High School	Air Handling Units	\$ 1,000,000	\$ -	Capitalized	Tendered	25	
Bruderheim Elementary	Roofing	\$ 100,000	\$ -	Capitalized	Tendered	5	
Campbelltown Elementary	Roofing	\$ 100,000	\$ -	Capitalized	Tendered	5	
Lamont Elementary	4 Boilers	\$ 240,000	\$ 13,223.24	Capitalized	Tendered	2	
Lamont Elementary	Replace Millwork	\$ 200,000	\$ 173.74	Capitalized	Tendered	9	
Lamont Elementary	Windows	\$ 225,000	\$ 173.73	Capitalized	Tendered	6	
Lamont High School	6 Unit Ventilators	\$ 180,000	\$ -	Capitalized	Tendered	2	
Salisbury Composite High School	Front Vestibule Repair	\$ 100,000	\$ -	Capitalized	Planning/design	4	
Salisbury Composite High School	Generator	\$ 150,000	\$ -	Capitalized	Planning/design	3	
Salisbury Composite High School	Exterior Door Replacement	\$ 180,000	\$ -	Capitalized	Tendered	4	
Salisbury Composite High School	Roofing	\$ 600,000	\$ -	Capitalized	Tendered	8	
Vegreville Composite High School	22 Exhaust Fans	\$ 200,000	\$ -	Capitalized	Planning/design	4	
Wes Hosford Elementary	Asphalt Replacement	\$ 130,000	\$ -	Capitalized	Tendered	6	

<b>Total Expenditure to Date:</b>	\$ 13,571	<b>This field will automatically sum based on the information provided above</b>
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<b>Funds Remaining:</b>	\$ 3,886,429
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<b>Percentage of approved Funds Spent to Date:</b>	0.35%
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**Signature of Superintendent or Designate approving this submission**

**Please Print Name of Superintendent or Designate approving this submission**

**Please retain all documentation associated with each project for audit purposes.**



# INFORMATION REPORT

**DATE:** Aug. 27, 2020

**TO:** Board of Trustees

**FROM:** Brent Billey, Associate Superintendent, Human Resources

**SUBJECT:** Benefits Premium Rates – Effective Sept. 1, 2020

**ORIGINATOR:** Brent Billey, Associate Superintendent, Human Resources

**RESOURCE STAFF:** Joanne Boot, Benefits and Health Advisor, Human Resources

**REFERENCE:** Alberta School Employee Benefit Plan

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

**EIPS GOAL:** Positive learning and working environments.

**EIPS OUTCOME:** The Division's learning and working environments are welcoming, inclusive, respectful and safe.

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**ISSUE:**

**That the Board of Trustees receive for information the Alberta School Employee Benefit Plan premium rates effective Sept. 1, 2020.**

**BACKGROUND:**

ASEBP sets the premium rates each year by considering many factors, including the claims experience of the pool, current market conditions and forecasted benefit usage. The premium rates for 2020/2021 were originally to increase by 11.9 per cent, however the ASEBP Trustees are drawing down part of the Capital Adequacy Reserve to offset premium rates, as a result the premium rate increase is limed to 4.7 per cent.

**CURRENT SITUATION OR KEY POINT:**

- Premium rates are provided to all schools and departments by Human Resources prior to September 1.

**ATTACHMENT(S):**

1. Alberta School Employee Benefit Plan premium rates effective Sept. 1, 2020.
2. Alberta School Employee Benefit Plan premium rates effective Sept. 1, 2019.

**Elk Island Public Schools  
Alberta School Employee Benefits Plan (ASEBP)  
Benefit Premium Rates  
Effective September 1, 2020**

**Certificated Staff - 100% Employer Paid**

**Classified Staff 100% Employer Paid**

Life Insurance		0.1017 per \$1000
Accidental Death & Dismemberment		0.011 per \$1000
Extended Disability (EDB)		1.5711% of payroll
Extended Health Care	Single	\$97.75/month
Extended Health Care	Family	\$230.25/month
Dental Health Care	Single	\$55.00/month
Dental Health Care	Family	\$149.50/month
Vision Care	Single	\$10.00/month
Vision Care	Family	\$24.75/month

**Retirement Benefits Package select combination of above no EDB**

**Elk Island Public Schools  
Alberta School Employee Benefits Plan (ASEBP)  
Benefit Premium Rates  
Effective September 1, 2019**

**Certificated Staff - 100% Employer Paid**

**Classified Staff 100% Employer Paid**

Life Insurance		0.0961 per \$1000
Accidental Death & Dismemberment		0.011 per \$1000
Extended Disability (EDB)		1.461% of payroll
Extended Health Care	Single	\$86.50/month
Extended Health Care	Family	\$207.75/month
Dental Health Care	Single	\$55.00/month
Dental Health Care	Family	\$149.50/month
Vision Care	Single	\$9.75/month
Vision Care	Family	\$24.25/month

**Retirement Benefits Package select combination of above no EDB**