



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

REGULAR  
SESSION

**THURSDAY, FEBRUARY 17, 2022**

Board Room  
Central Services  
Administration Building

**AGENDA**

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

- 9:00 am 1. **CALL TO ORDER** T. Boymook
  
- 2. **IN CAMERA SESSION**
  
- 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
  
- 4. **APPROVAL OF MINUTES**
  - 4.1 Board Meeting – Jan. 20, 2022 (encl.)
  
- 5. **CHAIR REPORT** T. Boymook  
(verbal)
  - 5.1 Turning Yourself Into a Leader: Bringing Your Authentic Self to 2022  
- Jan. 27, 2022
  - 5.2 ASBA Trustee Orientation Day 2 – Jan. 31, 2022
  - 5.3 Strathcona County Council Meeting – Feb. 7, 2022
  - 5.4 Board Chairs Meeting with Hon. Minister LaGrange – Feb. 8, 2022
  - 5.5 Education Partners Luncheon – Feb. 10, 2022
  - 5.6 Board Chair Orientation – Feb. 11, 2022
  
- 6. **SUPERINTENDENT REPORT** M. Liguori  
(verbal)
  - 6.1 Alberta Education – Charter School Engagement - Jan. 27, 2022
  - 6.2 Strathcona County Council Meeting – Feb. 7, 2022
  - 6.3 College of Alberta School Superintendents (CASS): Premier’s  
Announcement February 8 re: changes to the provincial requirements  
and COVID-19 – Feb. 9, 2022
  
- 7. **COMMENTS FROM THE PUBLIC AND STAFF  
GROUP REPRESENTATIVES**
  
- ASSOCIATION/LOCAL REPORTS**
  
- 8. **ASBA ZONE 2/3 REPORT** J. Shotbolt  
(verbal)  
Meeting held Jan. 28, 2022
  
- 9. **ATA LOCAL REPORT** D. Zielke  
(verbal)

**BUSINESS ARISING FROM PREVIOUS MEETING**

**NEW BUSINESS**

- 10. **BUSINESS ARISING FROM IN CAMERA**
  
- 11. **ASCA SCHOOL COUNCILS CONFERENCE AND ANNUAL GENERAL MEETING 2022: SPONSORSHIP** T. Boymook (encl.)
- 12. **BOARD POLICY 3: ROLE OF THE TRUSTEE** R. Footz (encl.)
- 13. **BOARD POLICY 7: BOARD OPERATIONS** R. Footz (encl.)
- 14. **BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS** R. Footz (encl.)
- 15. **BOARD POLICY 23: SCHOOL FEES** R. Footz (encl.)
- 16. **BOARD POLICY REVISIONS** R. Footz (verbal)
- 17. **BORROWING RESOLUTION** M. Liguori/L. Lewis (encl.)

**COMMITTEE REPORT**

- 18. **STUDENT EXPULSION COMMITTEE** R. Footz (verbal)  
Meetings held Jan. 28 and Feb. 16, 2022
- 19. **POLICY COMMITTEE** R. Footz (verbal)  
Meeting held Feb. 8, 2022

**REPORTS FOR INFORMATION**

- 20. **TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)

ADJOURNMENT

## RECOMMENDATIONS TO FEB. 17, 2022 BOARD OF TRUSTEES

2. That the Board meet In Camera.  
That the Board revert to Regular Session.

### *Land and People Acknowledgement*

3. That the Agenda be adopted as amended or as circulated.
- 4.1. That the Board of Trustees approve the Minutes of Jan. 20, 2022 Board Meeting as amended or as circulated.
5. That the Board of Trustees receive for information the Chair report.
6. That the Board of Trustees receive for information the Superintendent report.
7. *Comments from the Public and Staff Group Representatives*
8. That the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information.
9. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

### *Business Arising from Previous Meeting*

10. *Business Arising from In Camera.*
11. That the Board of Trustees approve up to \$5,000 to sponsor one school council member per school to take part in the ASCA 2022 School Councils Conference and Annual General Meeting – with a submission deadline aligning with the conference’s registration period.
12. That the Board of Trustees approve the amendments to Board Policy 3: Role of the Trustee, as presented.
13. That the Board of Trustees approve the amendments to Board Policy 7: Board Operations, as presented.
14. That the Board of Trustees approve the amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters, as presented.

15. That the Board of Trustees approve the amendments to Board Policy 23: School Fees, as presented.
16. To support the Division's commitment to learning and working environments that are welcoming, caring, respectful and safe, the Board of Trustees requests that administration revise all Division Policies and Administrative Procedures to ensure gender-inclusive pronouns are utilized.
17. That the Board of Trustees approve the borrowing resolution to meet expenditures during the fiscal year 2021-22.
18. That the Board of Trustees receive for information the report from the Student Expulsion Committee meetings held Jan. 28 and Feb. 16, 2022.
19. That the Board of Trustees receive for information the report from the Policy Committee meeting held Feb. 8, 2022.



# BOARD MEETING MINUTES

January 20, 2022

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Jan. 20, 2022, in the Board Room, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Boymook calling the meeting to order at 9:03 a.m.

## BOARD MEMBERS PRESENT

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
C. Allen  
R. Footz  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt  
R. Sorochan

## ADMINISTRATION PRESENT

M. Liguori, Superintendent  
S. Stoddard, Associate Superintendent  
B. Billey, Associate Superintendent  
C. Cole, Secretary-Treasurer  
D. Antymniuk, Division Principal  
L. McNabb, Director, Communication Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Meeting called to order at 9:03 a.m. with all trustees noted above in attendance.

## IN CAMERA SESSION

001/2022 | Vice-Chair Holowaychuk moved: That the Board meet in camera (9:03 a.m.).

*CARRIED UNANIMOUSLY*

002/2022 | Trustee Irwin moved: That the Board revert to regular session (9:41 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 9:41 a.m. and reconvened at 10:04 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 entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## **AGENDA**

Board Chair Boymook called for additions or deletions to the Agenda.

003/2022 | Trustee Sorochan moved: That the Agenda be adopted, as circulated.  
*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the Dec. 16, 2021 Board Public Meeting Minutes.

004/2022 | Trustee Shotbolt moved: That the Board of Trustees approve the Minutes of Dec. 16, 2021 Board Meeting, as circulated.  
*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

005/2022 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.  
*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Liguori presented the Superintendent's report.

006/2022 | Trustee Miller moved: That the Board of Trustees receive the Superintendent's report for information.  
*CARRIED UNANIMOUSLY*

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

No comments, presentations and delegations were presented.

## **Association and Local Reports**

### **ATA LOCAL REPORT**

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

007/2022 | Vice-Chair Holowaychuk moved: That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.  
*CARRIED UNANIMOUSLY*

## **Business Arising from Previous Meeting**

Trustee Irwin restated the notice of motion presented to the Board on Dec. 16, 2021, to direct administration to complete a review or study of division the area of Sherwood Park, electoral Ward 1.

008/2022 | Trustee Irwin moved: Be it resolved that the Board of Trustees undertake an internal review or study of dividing the area of Sherwood Park, Ward 1, into three election zones or areas.

IN FAVOUR: D. Irwin and J. Seutter

OPPOSED: T. Boymook, C. Holowaychuk, C. Allen, R. Footz, S. Miller, R. Sorochan, J. Shotbolt

*DEFEATED*

## New Business

### **BUSINESS ARISING FROM IN CAMERA**

No business arising from in camera.

### **BOARD POLICY 4: TRUSTEE CODE OF CONDUCT AND POLICY 4 APPENDIX: TRUSTEE CODE OF CONDUCT SANCTIONS**

Trustee Footz presented to the Board for approval the amendments to Board Policy 4: Trustee Code of Conduct and to Board Policy 4 Appendix: Trustee Code of Conduct Sanctions.

009/2022 | Trustee Irwin moved: That the Board of Trustees approve the amendments to Board Policy 4: Trustee Code of Conduct, as presented.

*CARRIED UNANIMOUSLY*

010/2022 | Trustee Allen moved: That the Board of Trustees approve the amendments to Board Policy 4 Appendix: Trustee Code of Conduct Sanctions, as presented.

*CARRIED UNANIMOUSLY*

### **BOARD POLICY 7: BOARD OPERATIONS**

Trustee Footz presented to the Board for approval a suspension of Section 4.4.3 of Board Policy 7: Board Operations.

011/2022 | Trustee Seutter moved: That the Board of Trustees suspend Section 4.4.3 of Board Policy 7: Board Operations effective January 20, 2022, until the end of the 2021-22 school year.

*CARRIED UNANIMOUSLY*

### **BOARD POLICY 24: PERSONAL COMMUNICATION DEVICES**

Trustee Footz presented to the Board for approval the amendments to Board Policy 24: Personal Communication Devices.

012/2022 | Trustee Irwin moved: That the Board of Trustees approve the amendments to Board Policy 24: Personal Communication Devices, as presented.

*CARRIED UNANIMOUSLY*

### **2022-23 SCHOOL CALENDAR**

Division Principal Antymniuk presented to the Board for approval the proposed 2022-23 School Calendar.

013/2022 | Trustee Footz moved: That the Board of Trustees approve the 2022-23 school year calendar, as presented.

Board Chair opened the floor for discussion.

Trustee Seutter requested [Motion 013/2022](#) be amended to read: That the Board of Trustees approve the 2022-23 school year calendar, maintain fall break, 181 instructional days and early dismissal for a three-year term.

Board Chair opened the floor for discussion from the Board on the amendment.

**Point of Order** called by Superintendent Liguori as the motion on the table ([Motion 013/2022](#)) is for the 2022-23 School Calendar only.

Trustee Seutter withdrew his request to amend [Motion 013/2022](#).

Board Chair opened the floor for discussion.

**VOTE ON MOTION 013/2022: CARRIED UNANIMOUSLY**

### **BUDGET REALLOCATION FOR 2021-22**

Secretary-Treasurer Cole presented to the Board for approval proposed budget reallocations for 2021-22.

[014/2022](#) | Trustee Irwin moved: That the Board of Trustees approve a budget reallocation of unanticipated surplus for a total of \$1.495 million to the projects identified in this report and as summarized on Attachment 2 for 2021-22.

*CARRIED UNANIMOUSLY*

### **RESERVE REQUESTS FOR 2021-22**

Secretary-Treasurer Cole presented to the Board for approval reserve requests for 2021-22.

[015/2022](#) | Vice-Chair Holowaychuk moved: That the Board of Trustees request approval from the Minister of Education to access operating reserves for the items outline on Attachment 1 for a total of \$1,401,500 in 2021-22.

*CARRIED UNANIMOUSLY*

[016/2022](#) | Trustee Irwin moved: That the Board of Trustees approve \$292,385 of capital reserves be accessed in the current year for \$215,000 office renovations and \$77,385 for server upgrades.

*CARRIED UNANIMOUSLY*

### **2022-23 SCHOOL FEE PARAMETERS**

Secretary-Treasurer Cole presented to the Board for approval the proposed 2022-23 School Fee Parameters.

*Trustee Shotbolt left the meeting at 11:51 a.m. and returned at 11:52 a.m.*

[017/2022](#) | Trustee Shotbolt moved: That the Board of Trustees approve the parameters for setting school fees for the 2022-23 school year, as presented.

*CARRIED UNANIMOUSLY*

## **Committee Reports**

### **POLICY COMMITTEE**

Trustee Footz presented to the Board for information the report from the Policy Committee meetings held Dec. 16, 2021, and Jan. 11, 2022.

[018/2022](#) | Trustee Footz moved: That the Board of Trustees receive the report from the Policy Committee meetings held Dec. 16, 2021, and Jan. 11, 2022, for information.

*CARRIED UNANIMOUSLY*



## Reports for Information

### **SCHOOL STATUS REPORT 2020-21**

Secretary-Treasurer Cole presented to the Board for information the School Status Report for 2020-21.

019/2022 | Trustee Allen moved: That the Board of Trustees receive for information the School Status Report for 2020-21.

*CARRIED UNANIMOUSLY*

### **2021-22 INTERIM SCHOOL FEE APPROVAL SUMMARY**

Secretary-Treasurer Cole presented to the Board for information the 2021-22 Interim School Fee Approval Summary.

020/2022 | Trustee Seutter moved: That the Board of Trustees receive for information a summary of fee changes for the 2021-22 school year.

*CARRIED UNANIMOUSLY*

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

Reports by trustees were presented.

### **ADJOURNMENT**

Board Chair Boymook declared the meeting adjourned at 12:25 p.m.

---

Trina Boymook, Board Chair

---

Mark Liguori, Superintendent



# RECOMMENDATION REPORT

Type text here

**DATE:** Feb. 17, 2022

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** ASCA School Councils Conference and Annual General Meeting 2022: Sponsorship

**ORIGINATOR:** Board of Trustees

**RESOURCE STAFF:** Trina Boymook, Board Chair  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 2: Role of the Board

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

**EIPS GOAL:** Parent engagement

**EIPS OUTCOME:** Student learning is supported and enhanced by providing meaningful opportunities for parents to be involved in their child's education

---

## RECOMMENDATION:

**That the Board of Trustees approve up to \$5,000 to sponsor one school council member per school to take part in the ASCA 2022 School Councils Conference and Annual General Meeting—with a submission deadline aligning with the conference's registration period.**

## BACKGROUND:

The 2022 ASCA School Councils Conference and Annual General Meeting is an annual event hosted by the Alberta School Councils' Association (ASCA). The conference offers a selection of development sessions for school council members, opportunities for attendees to share information and resources to help build school communities and student success. Every year, to help support and enhance school council engagement and development, the Board determines if it has the means to sponsor one school council member, per school, to attend the conference and AGM. Over the last six years alone, the Board's sponsorship has allowed 46 school council members in attending the conference:

- 2021 – nine members
- 2020 – n/a (conference cancelled)
- 2019 – nine members
- 2018 – 10 members
- 2017 – 10 members
- 2016 – eight members

Year over year, conference attendance proves valuable for EIPS school council members. In fact, many have commented the conference helped develop their skills as school council representatives, understanding about the issues facing education in Alberta and networks to learn from the experiences of others.



# RECOMMENDATION REPORT

## **CURRENT INFORMATION OR KEY POINTS:**

Because of pandemic, and to ensure the health and safety of participants, the ASCA School Councils Conference is virtual this year—using the platform Zoom. Currently, it's slated to take place April 22-24—Friday 12:30 p.m. to 5 p.m.; Saturday 8:45 a.m. to 4:30 p.m.; and Sunday 8:30 a.m. to 4 p.m. The theme: "Cultivating Compassion: How promoting the work of school council and well-being in the school community benefits student success." ASCA will post more details about the conference once finalized—session topics, schedule and registration information.

## **COMMUNICATION PLAN:**

If approved, the Division will share the information at the next Committee of School Councils meeting. Members will then disseminate the information to their school councils.

## **ATTACHMENT(S):**

1. [ASCA 2022 Virtual School Councils Conference and Annual General Meeting Brochure](#)
2. [ASCA 2022 Registration Fees](#)

:clp



April 22, 23, 24, 2022

## School Councils Conference

**Annual General Meeting**  
Alberta School Councils' Association

*Providing development sessions, information sharing and resources for the school community, the event offers opportunity to engage in provincial education and network with others on school council.*

The Alberta School Councils' Association (ASCA) is pleased to present the 2022 annual conference and general meeting ONLINE, utilizing the Zoom video web platform.

*Suitable for desktop, laptops, tablets, and smart phones, participants can join from a PC, Mac, iOS or Android device.*

The 2022 event will consider "**School Councils: Cultivating Compassion**", promoting the work of school council and wellbeing in the school community to benefit student success.

*"Compassion promotes meaningful connections, facilitates problem-solving, and improves overall wellbeing."*

The online event is presented over three days, starting Friday at 12:30 pm until 5:00 pm, Saturday 8:45 am to 4:30 pm, and Sunday 8:30 am to 4:00 pm.

Breakout sessions, keynotes and plenary presentations are scheduled, prior to the business meeting day and election of the ASCA Board of Directors.

Attendees include parents, community members, students, teachers, principals, superintendents, and school board trustees, as well as government and organizations in education.

Vendor sponsors with products, services and resources relevant to schools, communities and fundraising associations will be participating. Prizes are available to be won, by entering draws and contest activities.

Two 1.5-hour pre-conference workshops are offered on Friday morning starting at 8:45 am.

Three post-conference sessions are scheduled for Saturday evening at 5:00 pm to 6:15 pm.

*Creating a culture of compassion. Building communities of compassion. School Councils Conference 2022.*

Visit [www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca) for schedule details and online registration information.



April 22, 23, 24, 2022

## School Councils Conference

Annual General Meeting  
Alberta School Councils' Association

## 2022 REGISTRATION FEES

Registration deadline is 5 pm on Friday, April 15, 2022.

Tickets	Parents on ASCA Member School Councils	School Board Trustees and Division Administration sponsoring ASCA membership	Non-Member Rate
Pre - conference Sessions <b>Friday</b> April 22 8:45 am - 10:15 am 10:45 am - 12:15 pm	\$25 each or 2 for \$45	\$30 each or 2 for \$50	\$50 each or 2 for \$75
Conference <sup>▽</sup> <b>Friday</b> April 22 12:30 pm - 5:00 pm and <b>Saturday</b> April 23 8:45 am - 4:30 pm (Includes Session Recordings <sup>^</sup> )	\$125	\$195	\$250
Breakout Sessions ONLY (attending maximum of 3) <i>ASCA sessions are ASCE Grant eligible</i>	\$25 each	\$40 each	\$60 each
Breakout Session Recordings <sup>^</sup> ONLY (not attending)	\$60	\$80	\$100
Pre - AGM Sessions <b>Saturday</b> April 23 5:00 pm - 6:15 pm	\$0 (no charge) for Conference and/or AGM Registrants		
Annual General Meeting (AGM) <b>Sunday</b> April 24 8:30 am - 4:00 pm  <i>Each ASCA Member School Council carries ONE vote at the AGM.</i>  <i>There is no limit on how many parents from a Member School Council can attend.</i>	\$35 ASCA School Council Members  \$0 for 1 Parent Voting Delegate*  <i>*There is no charge for the (1) parent designated (Credentialed) voting delegate.</i>	\$65	\$95

<sup>^</sup> all available recorded sessions

<sup>▽</sup> Paid registrants attending an ASCA Webinar Wednesday Feb 9 – Apr 6 can receive a \$25 discount (promo code) to reduce Conference<sup>▽</sup> fees. *Note – conference registration fees are NOT ASCE Grant eligible.*

*Please Note – Refunds are subject to a 5% service charge fee. NO refunds issued after April 15, 2022.*



# RECOMMENDATION REPORT

**DATE:** Feb. 17, 2022

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 3: Role of the Trustee

**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent

**REFERENCE:** Board Policy 10: Policy Making

**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.

---

**RECOMMENDATION:**

**That the Board of Trustees approve amendments to Board Policy 3: Role of the Trustee, 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.

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

At the January 6 Caucus meeting, the Board requested the Policy Committee give it further review. The Policy Committee amended section 14 as not all professional development activities require written format reporting. Recommended amendments are shown in Attachment 1. Amendments ensure consistency, improve readability and reduce redundancies.

**COMMUNICATION:**

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

**ATTACHMENT(S):**

1. Board Policy 3: Role of the Trustee (marked)
2. Board Policy 3: Role of the Trustee (unmarked)

## Policy 3

# ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Trustee when ~~s/he~~she assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

### Specific responsibilities of individual trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Promote positive community engagement.
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The Trustee, upon receiving a complaint or an inquiry from a parent or community member about operations, shall refer the parent or community member back to the school or department and shall inform the Superintendent of this action.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board in order to provide the best possible outcomes for education within the Division.
8. Attend business meetings, caucus meetings and other public duties of the Board.
9. Respectfully bring forward and advocate for local issues.
10. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.
12. Participate in Board/Trustee development sessions so the quality of leadership and service in the Division can be enhanced.
13. Stay current with respect to provincial, national, and international educational issues and trends.
14. ~~Following trustee professional development activities, s~~Share ~~the~~ materials and ideas ~~gained~~ with fellow trustees at a Board Caucus meeting, ~~in written format, following a trustee professional development activity.~~
15. ~~Strive to~~Develop a positive and respectful learning and working culture ~~both~~ within the Board and the Division.

16. Attend ~~school council~~ school council stakeholder meetings as assigned.
17. Attend, when possible, Division or school community functions.
18. Participate, when possible, in community initiatives/activities.
19. Attend, when possible, functions of provincial associations of which the Board is a member.
20. Become familiar with, and adhere to, the Trustee Code of Conduct.
21. Report any violation of the Trustee Code of Conduct to the Board Chair.

## Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.

1. The Division shall provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.
2. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures, and issues.

Reference:

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Oct. 24, 2016	Nov. 24, 2016
Dec. 4, 2017	Jan. 25, 2018
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 20, 2018
Oct. 15, 2019	Nov. 21, 2019
Oct. 13, 2020	Nov. 26, 2020

Dec. 16, 2021

Jan. 11, 2022



### Policy 3

## ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken or affirmation made by each Trustee when he/she assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A Trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

### Specific responsibilities of individual trustees

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Promote positive community engagement.
3. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The Trustee, upon receiving a complaint or an inquiry from a parent or community member about operations, shall refer the parent or community member back to the school or department and shall inform the Superintendent of this action.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the Division.
7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board in order to provide the best possible outcomes for education within the Division.
8. Attend business meetings, caucus meetings and other public duties of the Board.
9. Respectfully bring forward and advocate for local issues.
10. Recognize his/her fiduciary responsibility to the Division and act in the best interests of the Division understanding that Division needs are paramount.
11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.
12. Participate in Board/Trustee development sessions so the quality of leadership and service in the Division can be enhanced.
13. Stay current with respect to provincial, national, and international educational issues and trends.
14. Following trustee professional development activities, share materials and ideas with fellow trustees at a Board Caucus meeting.
15. Develop a positive and respectful learning and working culture within the Board and the Division.
16. Attend stakeholder meetings as assigned.

17. Attend, when possible, Division or school community functions.
18. Participate, when possible, in community initiatives/activities.
19. Attend, when possible, functions of provincial associations of which the Board is a member.
20. Become familiar with, and adhere to, the Trustee Code of Conduct.
21. Report any violation of the Trustee Code of Conduct to the Board Chair.

## **Orientation**

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.

1. The Division shall provide support within the Board governance budget for trustees attending provincial association sponsored orientation seminars.
2. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures, and issues.

### Reference:

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Oct. 24, 2016	Nov. 24, 2016
Dec. 4, 2017	Jan. 25, 2018
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 20, 2018
Oct. 15, 2019	Nov. 21, 2019
Oct. 13, 2020	Nov. 26, 2020
Dec. 16, 2021	
Jan. 11, 2022	



# RECOMMENDATION REPORT

**DATE:** Feb. 17, 2022

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Policy 7: Board Operations

**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent

**REFERENCE:** Board Policy 10: Policy Making

**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.

---

## **RECOMMENDATION:**

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

## **BACKGROUND:**

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

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

The Policy Committee is recommending the following, as shown in Attachment 1:

1. Amendments to ensure consistency, improve readability and reduce redundancies
2. Amendments to reflect current service charges (4.4.4)
3. Add statements to establish when recordings of Board meetings are archived (4.7 and 5.7)
4. Amendments to include a fifth category to cover supplies and materials for discretionary funds (12.10)
5. Amendments to include the provision of health benefits (12.13)

## **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. Policy 7: Board Operations (marked)
2. Policy 7: Board Operations (unmarked)

:clp

## Policy 7

# BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational 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 obligations are to preserve and enhance the public trust in education and in the affairs of the Board's operations. 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, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, 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 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.
  - 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 contact number~~ 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~~ provided that trustees participating in the meeting and members of the public attending the meeting are able 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 charges 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.

4.6.4.7. Any recordings of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 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.

5.6.5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 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 ~~M~~meeting.

~~7.6.~~

## 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 each round 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.
  - 12.8.1.3. 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.
  - 12.8.1.4. 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 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. Discretionary funds can be allocated to ~~four~~ five 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.
  - ~~12.10.4.~~ 12.10.5. Supplies and Materials – Expenses incurred for consumable materials and supplies such as office supplies, paper, printer ink, 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 ~~shall be enrolled~~ ~~are eligible for enrolment~~ in the 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.~~

12.13.1. 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.

12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.

12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per guidelines of the insurance carriers.

~~12.13.1.1.~~12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.

~~12.13.2. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.~~

~~12.13.3.~~12.13.2. 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~~ yearfour-year period.

~~12.13.4. Participating trustees make application for benefits through the human resources department. The premium costs shall be deducted from their monthly remuneration.~~

~~12.13.5. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.~~

~~12.13.6.~~12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.

~~12.13.7.~~12.13.4. A trustee is not eligible for benefits if ~~he/shes/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

Dec. 8, 2020

Jan. 21, 2021

Dec. 16, 2021

Jan. 11, 2022

Feb. 8, 2022

## Policy 7

# BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational 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 obligations are to preserve and enhance the public trust in education and in the affairs of the Board's operations. 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, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, 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 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.
  - 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.
- 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 contact number 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 provided that trustees participating in the meeting and members of the public attending the meeting are able 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 service charges 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.
- 4.7. Any recordings of a Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 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.
- 5.7. Any recordings of a special Board meeting shall be retained for a period of 24 hours and then disposed of accordingly.

## 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.

The Chair shall normally speak each round just prior to the last speaker.

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.
- 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.
    - 12.8.1.3. 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.

- 12.8.1.4. 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 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. Discretionary funds can be allocated to five 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.
- 12.10.5. Supplies and Materials – Expenses incurred for consumable materials and supplies such as office supplies, paper, printer ink, etc.
- 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 shall be enrolled in the insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
- 12.13.1. 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.

- 12.13.1.1. Mandatory insurance is provided for all eligible trustees, with premiums paid by the Division.
- 12.13.1.2. Individual benefit coverage is provided for all trustees, with premiums paid by the Division. Individual benefit coverage may be waived, as per guidelines of the insurance carriers.
- 12.13.1.3. Family benefit coverage is available for trustees who wish to add it to their plan. Premiums for family coverage are paid by the trustee.
- 12.13.2. 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.
- 12.13.3. Claims for reimbursement shall be submitted directly to the insurance carrier.
- 12.13.4. A trustee is not eligible for benefits if he/she 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
Dec. 8, 2020	Jan. 21, 2021
Dec. 16, 2021	
Jan. 11, 2022	
Feb. 8, 2022	



# RECOMMENDATION REPORT

**DATE:** Feb. 17, 2022

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 13: Appeals and Hearings Regarding Student Matters

**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent

**REFERENCE:** Board Policy 10: Policy Making

**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.

---

**RECOMMENDATION:**

**That the Board of Trustees approve amendments 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.

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

As formal communication is already stated, the Policy Committee is recommending section 2.8 be amended by removing the phrase in parenthesis.

- 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 or designate. ~~(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.)~~

**COMMUNICATION:**

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

**ATTACHMENT(S):**

- 1. Board Policy 13: Appeals and Hearings Regarding Student Matters (marked)
- 2. Board Policy 13: Appeals and Hearings Regarding Student Matters (unmarked)

## 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:
  1. The Board Chair shall outline the purpose of the hearing, which is to provide:
    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;
    2. The Board with the means to receive information and to review the facts of the dispute.
  2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
  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.
  4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.

5. The Superintendent and/or staff shall have an opportunity to respond to information presented by the appellant.
6. Board members shall have the opportunity to ask questions for clarification from both parties.
7. No cross-examination of the parties shall be allowed.
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.
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.
  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*.
    1. Under section 43 of the *Education Act*, the only matters on which the Minister of Education may consider appeals are:
      1. Provision of specialized supports and services to a student or to a child enrolled in an early childhood services program;
      2. The expulsion of a student;
      3. Board responsibility for a specific student;
      4. 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 or designate. ~~(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
Aug. 27, 2020	Aug. 27, 2020

[Jan. 11, 2022](#)

## 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:
  1. The Board Chair shall outline the purpose of the hearing, which is to provide:
    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;
    2. The Board with the means to receive information and to review the facts of the dispute.
  2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
  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.
  4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.

5. The Superintendent and/or staff shall have an opportunity to respond to information presented by the appellant.
6. Board members shall have the opportunity to ask questions for clarification from both parties.
7. No cross-examination of the parties shall be allowed.
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.
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.
  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*.
    1. Under section 43 of the *Education Act*, the only matters on which the Minister of Education may consider appeals are:
      1. Provision of specialized supports and services to a student or to a child enrolled in an early childhood services program;
      2. The expulsion of a student;
      3. Board responsibility for a specific student;
      4. 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 or designate.

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
Aug. 27, 2020	Aug. 27, 2020
Jan. 11, 2022	



# RECOMMENDATION REPORT

**DATE:** Feb. 17, 2022  
**TO:** Board of Trustees  
**FROM:** Policy Committee  
**SUBJECT:** Board Policy 23: School Fees  
**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair  
**RESOURCE STAFF:** Mark Liguori, Superintendent  
**REFERENCE:** Board Policy 10: Policy Making  
**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.

---

## **RECOMMENDATION:**

**That the Board of Trustees approve amendments to Board Policy 23: School Fees, 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.

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

The Policy Committee is recommending amendments under Definitions to improve readability and provide clarity, as shown in Attachment 1.

## **COMMUNICATION:**

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

## **ATTACHMENT(S):**

1. Board Policy 23: School Fees (marked)
2. Board Policy 23: School Fees (unmarked)

## Policy 23

# SCHOOL FEES

The Board may charge fees to provide quality programs, enhance learning experiences, and/or provide goods or services for students.

### Definitions

1. Alberta Non-Resident Tuition and International Student Tuition  
Fees charged ~~when to an Alberta non-resident~~ student ~~is an Alberta non-resident~~ or International resident student for which whom ~~as no~~ provincial funding is not provided/received.
2. Instructional Fees  
Fees charged for instructional supplies and materials that enhance existing curricula for core courses.
3. School Fees  
Fees include optional course fees and other fees.
  1. Optional course fees  
Fees charged to cover a portion of the resources and materials provided in each specific non-core course ~~(e.g., band, fine arts, advanced placement, second languages, knowledge and employability, career and technology studies, etc.)~~.
  2. Other fees  
Fees charged ~~by schools, including activity (field trip) fees,~~ for consumables, graduation, lunch hour supervision, and student activities, including field trips, student unions, athletics teams, clubs, fine arts groups, etc.

### Expectations

1. Instructional Fees shall not be charged to Alberta resident students.
2. The Board shall charge a tuition to Alberta non-resident and international students.
3. School fees shall be set after consultation with parents.
4. School fees shall be set at cost recovery and only be used for the purpose collected.
5. On an annual basis, the Board shall approve fees set by the schools. Fees that arise throughout the year shall be approved by the Superintendent and Secretary-Treasurer.
6. Fee payment options shall be made available for school fees.
7. A fee waiver and refund process shall be in place for school fees.
8. Non-payment of fees shall not hinder a student from achieving core learning outcomes.
9. Prior to registration for a course or an extra-curricular activity, schools shall provide students and parents/guardians with a list of approximate school fees.

### Reference:



Section 13, 18, 19, 21, 53, 47, 59 *Education Act*

Last reviewed:	Last updated:
	June 15, 2017
May 15, 2018	May 28, 2018
Dec. 18, 2018	Jan. 24, 2019
Dec. 10, 2019	Jan. 23, 2020
Dec. 8, 2020	Jan. 21, 2021
<u><a href="#">Jan. 11, 2022</a></u>	

## **Policy 23**

# **SCHOOL FEES**

The Board may charge fees to provide quality programs, enhance learning experiences, and/or provide goods or services for students.

### **Definitions**

1. Alberta Non-Resident Tuition and International Student Tuition  
Fees charged to an Alberta non-resident student or International resident student for whom provincial funding is not provided.
2. Instructional Fees  
Fees charged for instructional supplies and materials that enhance existing curricula for core courses.
3. School Fees  
Fees include optional course fees and other fees.
  1. Optional course fees  
Fees charged to cover a portion of the resources and materials provided in each specific non-core course.
  2. Other fees  
Fees charged for consumables, graduation, lunch hour supervision and student activities, including field trips.

### **Expectations**

1. Instructional Fees shall not be charged to Alberta resident students.
2. The Board shall charge a tuition to Alberta non-resident and international students.
3. School fees shall be set after consultation with parents.
4. School fees shall be set at cost recovery and only be used for the purpose collected.
5. On an annual basis, the Board shall approve fees set by the schools. Fees that arise throughout the year shall be approved by the Superintendent and Secretary-Treasurer.
6. Fee payment options shall be made available for school fees.
7. A fee waiver and refund process shall be in place for school fees.
8. Non-payment of fees shall not hinder a student from achieving core learning outcomes.
9. Prior to registration for a course or an extra-curricular activity, schools shall provide students and parents/guardians with a list of approximate school fees.

### **Reference:**

Section 13, 18, 19, 21, 53, 47, 59 *Education Act*

Last reviewed:

May 15, 2018

Dec. 18, 2018

Dec. 10, 2019

Dec. 8, 2020

Jan. 11, 2022

Last updated:

June 15, 2017

May 28, 2018

Jan. 24, 2019

Jan. 23, 2020

Jan. 21, 2021



# RECOMMENDATION REPORT

**DATE:** Feb. 17, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Borrowing Resolution 2021-22

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services

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

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

**EIPS GOAL:** Quality infrastructure for all.

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

---

## RECOMMENDATION:

**That the Board of Trustees approve the borrowing resolution to meet expenditures during the fiscal year 2021-22.**

## BACKGROUND:

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

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



# RECOMMENDATION REPORT

<b>Borrowing Resolution</b>			
<p><i>Administrative Procedure 514, Signing Authority</i> requires any two of the following signing officers to provide authorization for Credit Facility Agreements:</p> <ul style="list-style-type: none"> <li>A) Board Chair</li> <li>B) Superintendent</li> <li>C) Secretary-Treasurer</li> </ul>			
<b>Credit Facility</b>	<b>Purpose</b>	<b>Amount</b>	<b>Usage in 2020-21</b>
Overdraft Lending Facility	<p>To assist with daily operating cash requirements.</p> <p>Overdraft would only be accessed if insufficient funds were available to cover withdrawals. The Division completes cash flow projections and adjusts investments, etc. to minimize the use of the Overdraft Lending Facility.</p>	\$5,000,000	None
Corporate MasterCard	<p>To finance all expenses eligible under the EIPS purchasing card program.</p> <p>Monthly transactions are charged against this credit facility. No interest charges are incurred as the Division pays the bill in full each month.</p>	\$4,000,000	Approximately \$300,000 per month in purchasing card transactions, balance is cleared monthly (no interest charges incurred).
Direct Electronic Funds Transfer (DEFT)	<p>DEFT for payroll, bill payments or other cash management services.</p> <p>This credit facility is required by BMO as a guarantee for DEFT files processed by EIPS. It is in place to protect the bank if insufficient funds were available to process the DEFT file. The Division cannot choose to draw on this facility as part of a cash management strategy.</p>	\$8,500,000	None
<b>Total</b>		<b>\$17,500,000</b>	



# RECOMMENDATION REPORT

**COMMUNICATION PLAN:**

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

**ATTACHMENTS:**

N/A