



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, FEBRUARY 16, 2023

Boardroom
Central Services Office

AGENDA

Mission: To provide high-quality, student-centred education

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- 9 a.m. **1. CALL TO ORDER** T. Boymook
- 2. IN-CAMERA SESSION**
- 10 a.m. **3. LAND ACKNOWLEDGMENT**
- 4. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
- 5. APPROVAL OF MINUTES**
- 5.1 Board Meeting – Jan. 19, 2023 (encl.)
- 5.2 Board Special Meeting – Feb. 7, 2023 (encl.)
- 6. CHAIR REPORT** T. Boymook
- 6.1 ASBA Board Chairs’ Meeting – Jan. 30, 2023
- 6.2 Town of Bruderheim | EIPS Meeting – Jan. 31, 2023 (verbal)
- 6.3 Bev Facey Community High School’s Northern Alberta First Tech
 Challenge Robotics Championship – Feb. 4, 2023
- 6.4 French Immersion Public Engagement No. 2 – Feb. 7, 2023
- 6.5 Jackie Armstrong-Homeniuk, Member of Legislative Assembly Meeting
 – Feb. 10, 2023
- 6.6 Alberta Teachers’ Association Partners in Education Luncheon – Feb. 10, 2023
- 6.7 Community Association for Lasting Success (CALs) Funding Announcement,
 A.L. Horton Elementary – Feb. 13, 2023
- 6.8 Uncas Elementary and Fultonvale Elem./Jr. High School Tours - Feb. 16, 2023
- 7. SUPERINTENDENT REPORT** M. Liguori
- 6.1 Town of Bruderheim | EIPS Meeting – Jan. 31, 2023 (verbal)
- 6.2 French Immersion Public Engagement No. 2 – Feb. 7, 2023
- 6.3 Uncas Elementary and Fultonvale Elem./Jr. High School Tours – Feb. 16, 2023
- 8. COMMENTS FROM THE PUBLIC AND STAFF
 GROUP REPRESENTATIVES**
- ASSOCIATION/EMPLOYEE GROUPS**
- 9. ASBA ZONE 2/3 REPORT** J. Shotbolt
- Meeting held Jan. 20, 2023 (verbal)

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| 10. | ATA LOCAL REPORT | D. Zielke
(verbal) |
| 11. | EMPLOYEE RELATIONS GROUP (ERG) REPORT | D. Jarvin
(verbal) |

BUSINESS ARISING FROM PREVIOUS MEETING

NEW BUSINESS

- | | | |
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| 12. | BUSINESS ARISING FROM IN CAMERA | |
| 13. | ASCA SCHOOL COUNCILS CONFERENCE AND ANNUAL GENERAL MEETING 2023: SPONSORSHIP | T. Boymook
(encl.) |
| 14. | BOARD POLICY 3: ROLE OF THE TRUSTEE | R. Footz
(encl.) |
| 15. | BOARD POLICY 11: BOARD DELEGATION OF AUTHORITY | R. Footz
(encl.) |
| 16. | BOARD POLICY 13: APPEALS AND HEARING REGARDING STUDENT MATTERS | R. Footz
(encl.) |
| 17. | BOARD POLICY 17: STUDENT TRANSPORTATION | R. Footz
(encl.) |
| 18. | AUDITOR REAPPOINTMENT – ONE YEAR EXTENSION FOR MNP LLP | C. Holowaychuk
(encl.) |
| 19. | BORROWING RESOLUTION | M. Liguori/C. Cole/L. Lewis
(encl.) |

COMMITTEE REPORT

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| 20. | STUDENT EXPULSION COMMITTEE
Meetings held Jan. 18 and Feb. 1, 2023 | R. Footz
(verbal) |
| 21. | ADVOCACY COMMITTEE
Meeting held Feb. 1, 2023 | T. Boymook
(verbal) |
| 22. | AUDIT COMMITTEE
Meeting held Feb. 9, 2023 | C. Holowaychuk
(verbal) |
| 23. | POLICY COMMITTEE
Meeting held Feb. 14, 2023 | R. Footz
(verbal) |

REPORTS FOR INFORMATION

- | | | |
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| 24. | TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION | (verbal) |
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ADJOURNMENT

RECOMMENDATIONS: BOARD OF TRUSTEES FEB. 16, 2023

2. That the Board meet in camera.
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approve the Minutes of Jan. 19, 2023 Meeting, as amended or as circulated.
- 5.2. That the Board of Trustees approve the Minutes of Feb. 7, 2023 Special Meeting, as amended or as circulated.
6. That the Board of Trustees receive for information the Chair Report.
7. That the Board of Trustees receive for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives*
9. That the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information.
10. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
11. That the Board of Trustees receive the report from the representative of the Employee Relations Group for information.
12. *Business Arising from In Camera.*
13. That the Board of Trustees approve up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 21-23—one member per school. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 6.
14. That the Board of Trustees approve amendments to Board Policy 3: Role of the Trustees, as presented.

15. That the Board of Trustees approve amendments to Board Policy 11: Board Delegation of Authority, as presented.
16. That the Board of Trustees approve amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters, as presented.
17. That the Board of Trustees approve amendments to Board Policy 17: Student Transportation, as presented.
18. That the Board of Trustees approve the reappointment of MNP LLP as auditors for the year-end Aug. 31, 2023.
19. That the Board of Trustees approve the borrowing resolution to meet expenditures during the fiscal year 2022-23.
20. That the Board of Trustees receive for information the report from the Student Expulsion Committee meetings held Jan. 18 and Feb. 1, 2023.
21. That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on Feb. 1, 2023.
22. That the Board of Trustees receive for information the report from the Audit Committee meeting held on Feb. 9, 2023.
23. That the Board of Trustees receive for information the report from the Policy Committee meeting held on Feb. 14, 2023.



BOARD MEETING MINUTES

January 19, 2023

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Jan. 19, 2023, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:00 a.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBER ABSENT

R. Footz

ADMINISTRATION PRESENT

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

CALL TO ORDER

Meeting called to order at 9:00 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

003/2023 | Trustee Irwin moved: That the Board meet in camera (9:01 a.m.).

CARRIED UNANIMOUSLY

004/2023 | Trustee Irwin moved: That the Board revert to regular session (10:04 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:04 a.m. and reconvened at 10:13 a.m. with all trustees noted above in attendance.

TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook 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.

005/2023 | Trustee Seutter moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Boymook called for confirmation of the Dec. 15, 2022 Board Meeting Minutes.

006/2023 | Trustee Sorochan moved: That the Board of Trustees approve the Minutes of Dec. 15, 2022 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

Board Chair Boymook called for confirmation of the Jan. 5, 2023 Board Special Meeting Minutes.

007/2023 | Trustee Shotbolt moved: That the Board of Trustees approve the Minutes of Jan. 5, 2023 Board Special Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Boymook presented the Chair's report.

008/2023 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

No report was presented.

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were reported.

Association/Employee Groups

ATA LOCAL REPORT

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

009/2023 | Vice-Chair Holowaychuk moved: That the Board of Trustees receive for information the report from the representative of the ATA Local #28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Boymook welcomed ERG representative D. Jarvin. Representative Jarvin presented to the Board the report on behalf of the Employee Relations Group.

010/2023 | Trustee Irwin moved: That the Board of Trustees receive for information the report from the representative of the Employee Relations Group.

CARRIED UNANIMOUSLY

Business Arising from Previous Meeting

No business arising from the previous meeting.

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

BOARD POLICY 4: TRUSTEE CODE OF CONDUCT

Trustee Sorochan presented to the Board amendments to Board Policy 4: Trustee Code of Conduct for approval.

011/2023 | Trustee Miller moved: That the Board of Trustees approve amendments to Board Policy 4: Trustee Code of Conduct, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 7: BOARD OPERATIONS

Trustee Sorochan presented to the Board amendments to Board Policy 7: Board Operations for approval.

012/2023 | Trustee Seutter moved: That the Board of Trustees approve amendments to Board Policy 7: Board Operations, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 24: PERSONAL COMMUNICATION DEVICES

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

013/2023 | Trustee Irwin moved: That the Board of Trustees approve amendments to Board Policy 24: Personal Communication Devices, as presented.

CARRIED UNANIMOUSLY

2023-24 SCHOOL FEE PARAMETERS

Secretary-Treasurer Cole presented to the Board for approval the parameters for establishing 2023-24 school fees.

014/2023 | Trustee Allen moved: That the Board of Trustees approve parameters for establishing 2023-24 school fees, as presented.

CARRIED UNANIMOUSLY

UKRAINIAN LANGUAGE AND CULTURE

Associate Superintendent Stoddard presented to the Board for approval a recommendation to change the Ukrainian Bilingual Program to a Ukrainian Language and Culture Program and that the German and Ukrainian Language and Culture programs be designated as Alternative programs.

015/2023 | Vice-Chair Holowaychuk moved: That the Board of Trustees approve the Ukrainian Bilingual Program designation at A.L. Horton be officially removed and replaced with the Ukrainian Language and Culture Program (that is currently being piloted) effective for the 2023-24 school year.

CARRIED UNANIMOUSLY

016/2023 | Trustee Sorochan moved: That both the German and Ukrainian Language and Culture programs be designated as Alternative programs.

CARRIED UNANIMOUSLY

Committee Reports

ADVOCACY COMMITTEE

Board Chair Boymook presented a report from the Advocacy Committee meeting held on Jan. 4, 2023, for information.

017/2023 | Board Chair Boymook moved: That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on Jan. 4, 2023.

CARRIED UNANIMOUSLY

STUDENT EXPULSION COMMITTEE

Trustee Irwin presented a report from the Student Expulsion Committee meeting held on Jan. 6, 2023, for information.

018/2023 | Trustee Irwin moved: That the Board of Trustees receive for information the report from the Student Expulsion Committee meeting held on Jan. 6, 2023.

CARRIED UNANIMOUSLY

POLICY COMMITTEE

Trustee Sorochan presented a report from the Policy Committee meeting held on Jan. 10, 2023, for information.

019/2023 | Trustee Sorochan moved: That the Board of Trustees receive for information the report from the Policy Committee meeting held on Jan. 10, 2023.

CARRIED UNANIMOUSLY

Reports for Information

THREE-YEAR ENGAGEMENT STRATEGY PROJECT 4: VEGREVILLE VALUE SCOPING SESSION

Superintendent Liguori and Planner Dragon presented to the Board for information the Three-Year Engagement Strategy Project 4: Vegreville Value Scoping Session for information.

020/2023 | Trustee Irwin moved: That the Board of Trustees receive for information an update on the EIPS Three-Year Engagement Strategy -- specifically Project 4: Vegreville Value Scoping Session and the accompanying solutions report.

CARRIED UNANIMOUSLY

SCHOOL STATUS REPORT 2021-22

Superintendent Liguori and Planner Dragon presented to the Board for information the School Status Report for 2021-22.

021/2023 | Vice-Chair Holowaychuk moved: That the Board of Trustees receive for information the School Status Report for 2021-22.

CARRIED UNANIMOUSLY

2022-23 INTERIM SUMMARY OF SCHOOL FEE CHANGES

Secretary-Treasurer Cole presented to the Board for information a summary of fee changes for the 2022-23 school year.

022/2023 | Trustee Seutter moved: That the Board of Trustees receive for information a summary of fee changes for the 2022-23 school year.

CARRIED UNANIMOUSLY

Trustee Notices of Motions and Requests for Information

No notices of motions or requests for information were presented.

ADJOURNMENT

Board Chair Boymook declared the meeting adjourned at 11:47 a.m.

Trina Boymook, Board Chair

Mark Liguori, Superintendent



BOARD MEETING MINUTES

February 7, 2023

The special meeting of the Elk Island Public Schools Board of Trustees was held on Tuesday, February 7, 2023, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 1:31 p.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

C. Langford-Pickering, Executive Assistant/Recording Secretary

Also in attendance was Leroy Sloan, Consultant, Sloan Consultants Ltd.

CALL TO ORDER

Meeting was called to order at 1:31 p.m. with all trustees noted above in attendance.

TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook 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.

IN-CAMERA SESSION

023/2023 | Vice-Chair Holowaychuk moved: That the Board meet in camera (1:31 p.m.).

CARRIED UNANIMOUSLY

024/2023 | Trustee Miller moved: That the Board revert to regular session (3:58 p.m.).

CARRIED UNANIMOUSLY

New Business

RECRUITMENT OF SUPERINTENDENT

025/2023 | Trustee Footz moved: That the Board make a contract of employment for the position of Superintendent/CEO Elk Island Public Schools to candidate 2023-001 subject to:

1. the offer being within the parameters agreed to by the Board,
2. the candidate providing documentation required for completion of the notification of Superintendent Appointment acceptable to the Chair and Vice-Chair, and
3. a mutually acceptable contract. And further,

That the Board authorize the Chair and Vice-Chair to conclude negotiations and sign the contract on behalf of the Board.

CARRIED UNANIMOUSLY

026/2023 | Trustee Allen moved: That the Board authorize the Chair to complete the Notification of Appointment form and submit it to Alberta Education.

CARRIED UNANIMOUSLY

IN-CAMERA SESSION

027/2023 | Trustee Irwin moved: That the Board meet in camera (3:58 p.m.).

CARRIED UNANIMOUSLY

Trustee Shotbolt left the meeting at 3:58 p.m.

028/2023 | Vice-Chair Holowaychuk moved: That the Board revert to regular session (4:29 p.m.).

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Boymook declared the meeting adjourned at 4:29 p.m.

Trina Boymook, Board Chair

Colleen Holowaychuk, Vice-Chair



RECOMMENDATION REPORT

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DATE: Feb. 16, 2023

TO: Board of Trustees

FROM: Trina Boymook, Board Chair

SUBJECT: ASCA School Councils Conference and Annual General Meeting 2023: Sponsorship

ORIGINATOR: Board of Trustees

RESOURCE STAFF: Trina Boymook, Board Chair
Carol Langford-Pickering, Executive Assistant
Emma Small, Communications & Public Engagement Assistant

REFERENCE: Board Policy 2: Role of the Board

EIPS PRIORITY: Enhance public education through effective engagement

EIPS GOAL: Parent and caregiver engagement

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

RECOMMENDATION:

That the Board of Trustees approve up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 21-23—one member per school. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 6.

BACKGROUND:

The 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 seven years alone, the Board's sponsorship has allowed 53 school council members in attending the conference:

- 2022 – seven members
- 2021 – nine members
- 2020 – n/a (conference cancelled)
- 2019 – nine members
- 2018 – 10 members
- 2017 – 10 members
- 2016 – eight members



RECOMMENDATION REPORT

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.

CURRENT INFORMATION OR KEY POINTS:

This year's event is to bring school councils in Alberta back together, to connect, in person. The ASCA School Councils Conference is scheduled to take place April 21-23—Friday 12 p.m. to 4:30 p.m.; Saturday 7:45 a.m. to 4:45 p.m.; and Sunday 8:00 a.m. to 4 p.m. The theme: "to CONNECT" provides opportunities for school councils to share experiences, challenges and growth. To benefit student success, sessions will offer elements of wellbeing, resilience, school culture, inclusion, learning equity, curriculum and honouring family.

ASCA will post more details about the conference once finalized—session topics, schedule and online 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 2023 Conference and Annual General Meeting Brochure
2. ASCA 2023 Registration Fees
3. ASCA 2023 Event Schedule at a Glance

TB:clp

Alberta School Councils



Delta Marriott Edmonton South



Conference and Annual General Meeting

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 2023 event will bring school councils in Alberta back together again, to CONNECT, in person. With shared experiences, challenges and growth, a fresh appreciation for community is anticipated. Celebrating the work of school councils to benefit student success, sessions will offer elements of wellbeing, resilience, school culture, inclusion, learning equity, curriculum, and honouring family.

The event is presented over three days, starting Friday afternoon, all day Saturday and Sunday, with options to purchase event passes or individual event tickets.

Attendees include parents, teachers, community members, students, trustees, principals, superintendents, government, and education organizations personnel.

Two pre-conference session workshops are offered on Friday starting at 12:00 pm for Fundraising Associations.

Saturday sessions, keynotes, and an evening banquet are presented prior to the Sunday business meeting and election of the ASCA Board of Directors.

Vendors with products, services and resources relevant to schools, communities and fundraising associations will be exhibiting. The Trade Fair operates Friday from 4 pm to 7 pm, as well as Saturday until 4 pm. Prizes are available to be won, by entering draws and contest activities.

Delta Marriott Edmonton South Conference Centre

4404 Gateway Boulevard
Edmonton AB T6H 5C2

Conference room rate is \$150 + tax for single/double occupancy.

Reserve before March 31, 2023.

Contact the hotel directly for reservations in the [Alberta School Councils group booking](#).

Phone 780.434.6415 or toll free 1.800.268.1133 [Website](#)

Visit www.albertaschoolcouncils.ca for schedule details and registration information.



REGISTRATION FEES

Registration deadline is Friday, April 14, 2023 at 5 pm.

Conference and Annual General Meeting		Parents on ASCA Member School Councils	Trustees, Division Administration sponsoring ASCA membership	Non-Member Rate
Ticket	Description / Includes			
Conference Event* Friday April 21 4:00 pm - 9:00 pm and Saturday April 22 7:00 am - 9:00 pm <i>*(Excludes Pre-sessions)</i>	In Person Friday Trade Fair, Reception, Social. Saturday breakfast, lunch, plenaries, breakout sessions, Trade Fair. Saturday evening Banquet dinner.	\$495	\$535	\$595
Virtual Sessions	Plenaries only (3 total) Via Zoom	\$50 each or 3 for \$125	\$60 each or 3 for \$150	\$70 each or 3 for \$200
Annual General Meeting (AGM) Event Sunday April 23 8:00 am - 4:00 pm	In Person Sunday breakfast, lunch, business meeting. Digital voting ONLY. <i>All voting delegates must have a device.</i>	\$90 \$0 for 1 parent voting delegate*	\$110	\$195
<i>Each ASCA Member School Council carries ONE vote at the AGM. There is no limit on how many parents from a Member School Council can attend. * There is no charge for the (1) designated (Credentialed) voting parent delegate.</i>				
Virtual	Via Zoom	\$45	\$75	\$105
Individual Tickets (Covers specific events only)				
Friday Pre-sessions (<i>*NOT included in Conference Event Ticket</i>)				
12:00 pm - 1:30 pm	Session A - 1.5 hr	\$80	\$90	\$100
2:00 pm - 4:30 pm	Session B - 2.5 hr	\$130	\$140	\$150
Combo-(includes snack)	Session A & B	\$200 (\$10 off)	\$225 (\$5 off)	\$250
Friday Evening Social 4:00 pm - 9:00 pm	Trade Fair, Reception, Welcome Social.	\$100	\$105	\$115
Saturday Daytime 7:00 am - 4:30 pm	Breakfast, lunch, plenaries, breakout sessions, Trade Fair.	\$395	\$435	\$495
Saturday Evening Banquet 6:00 pm - 9:00 pm	Gourmet dinner, entertainment.	\$80	\$85	\$90
Delta Marriott Edmonton South	Hotel Room Single / double occupancy	\$150 + tax (\$180 deluxe room)	Book the Hotel directly before March 31, 2023.	

Online registration opens mid-February 2023.

Please Note – Refunds are subject to a 5% service charge fee. NO refunds issued after April 14, 2023.

Delegate substitution is accepted after April 14th with a \$35 administration charge.



Conference and Annual General Meeting

Providing development sessions, information sharing and resources for the school community, the event offers opportunity to engage in Education and network with school council members from across Alberta.

The 2023 event will bring school councils in Alberta back together again, to CONNECT, in person. With shared experiences, challenges and growth, a fresh appreciation for community is anticipated. Celebrating the work of school councils to benefit student success, sessions will offer elements of wellbeing, resilience, school culture, inclusion, learning equity, curriculum, and honouring family.

The event is presented over three days, starting Friday afternoon, all day Saturday and Sunday, with options to purchase event passes or individual event tickets.

Two pre-conference session workshops are offered on Friday starting at 12:00 pm and 2:00 pm.

Vendors with products, services and resources relevant to schools, communities and fundraising associations will be exhibiting. The Trade Fair operates Friday from 4 pm to 7 pm, as well as Saturday until 4 pm. Prizes are available to be won, with contest activities.

Saturday sessions, keynotes, and an evening banquet are presented prior to the Sunday business meeting and election of the ASCA Board of Directors.

EVENT SCHEDULE AT A GLANCE*

Friday April 21	
12:00 pm - 1:30 pm	Pre-session A
2:00 pm - 4:30 pm	Pre-session B
2:00 pm - 7:00 pm	Check-in
4:00 pm - 7:00 pm	Trade Fair
7:00 pm - 9:00 pm	Welcome Social Mixer
Saturday April 22	
7:00 am	Check-in, Breakfast
7:45 am	Opening Greetings
8:15 am - 8:45 am	Plenary Presentation
9:00 am - 10:00 am	Breakout Sessions
10:00 am	Trade Fair & Refreshments
10:45 am	Keynote Speaker
11:30 am	Networking & Trade Fair
12:00 pm	Lunch
12:30 pm	Plenary Presentation
1:30 pm - 2:40 pm	Breakout Sessions
2:45 pm	Trade Fair & Refreshments
3:30 pm - 4:45 pm	Breakout Sessions
6:00 pm - 9:00 pm	Candidates Meet 'n Greet, Banquet Dinner
Sunday April 23	
8:00 am - 9:00 am	Check-in, Breakfast
9:00 am - 12:00 pm	Meeting, Elections
12:00 - 12:45 pm	Lunch
12:45 pm - 4:00 pm	Meeting, Elections

*NOTE - schedule may be subject to change



RECOMMENDATION REPORT

Page 1 of 1

DATE: Feb. 16, 2023
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 8: Board Committees
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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

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 to the preamble, sections 1, 5, 10, 12, 15 and 21 for improved readability and conciseness, 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 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 they assume 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/guardian or community member about operations, ~~shall~~may refer the parent/guardian 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 their 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 their 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 professional 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 meetings.

15. ~~Contribute to 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 as per Policy 4. ~~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

Feb. 17, 2022

March 1, 2022

Jan. 10, 2023

Policy 3

ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its mandate. The oath of office taken or affirmation made by each Trustee when they assume 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 policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Promote positive community engagement.
3. Refer queries, 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/guardian or community member about operations, may refer the parent/guardian 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 their 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 their fiduciary responsibility to the Division and act in the best interests of the Division.
11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.
12. Participate in Board/Trustee professional 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 Board Caucus meetings.

15. Contribute to 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 as per Policy 4.

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

Dec. 16, 2021

Jan. 11, 2022

Jan. 10, 2023

Nov. 26, 2020

Feb. 17, 2022

March 1, 2022



RECOMMENDATION REPORT

DATE: Feb. 16, 2023
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 11: Board Delegation of Authority
ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair
RESOURCE STAFF: Mark Liguori, Superintendent
REFERENCE: Board Policy 8: Board Committees
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 11: Board Delegation of Authority, 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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

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 to section 4 for readability, and housekeeping edits throughout for consistency, 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 11: Board Delegation of Authority (marked)
2. Board Policy 11: Board Delegation of Authority (unmarked)

Policy 11

BOARD DELEGATION OF AUTHORITY

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except the power to make final decisions on those matters set out in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#) and other policies as established by the Board from time to time, or those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- ~~a~~Any authority or responsibility set out in the *Education Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
- ~~t~~The ability to enact Administrative Procedures, practices, or regulations required to carry out this authority; and
- ~~t~~The ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board requires any significant new legislation, or provincial, regional, or local initiatives to be initially brought to the Board for discussion and determination of decision-making authority.

Specific delegation

For further clarity, the Board specifically delegates the following powers:

1. To suspend a teacher from the performance of the teacher's duties pursuant to section 213(1)(2) of the *Education Act*, and to terminate the contract of employment or designation of a teacher pursuant to section 215(1) of the *Education Act*.
2. To suspend or terminate the contract of employment of any non-certificated staff member.
3. To develop administrative procedures for the following program areas:
 - 3.1. Special ~~e~~Education
 - 3.2. ~~g~~Guidance and counselling
 - 3.3. ~~s~~Services for students and children
 - 3.4. ~~s~~School-based decision-making
 - 3.5. ~~s~~Student evaluation
 - 3.6. ~~t~~Teacher growth, supervision and evaluation
 - 3.7. Home ~~e~~Education
 - 3.8. Early ~~e~~Childhood ~~s~~Services
 - 3.9. Outreach Education
 - 3.10. ~~l~~Locally developed courses, ~~/~~acquired courses and authorized junior and senior high ~~school~~-complementary courses
 - 3.11. ~~k~~Knowledge and employability courses
 - 3.12. Off-Campus Education
 - 3.13. English language learning
 - 3.14. French as a second language, French language immersion and alternate French programming.

4. The Superintendent is directed to develop ~~an~~ administrative procedures to fulfill Board obligations created by any federal legislation or provincial legislation.

Reference:

Sections 33, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222 *Education Act*.

Last reviewed:

Nov. 26, 2015

March 6, 2017

Feb. 12, 2018

Jan. 29, 2019

Dec. 11, 2019

Dec. 8, 2020

Jan. 11, 2022

Jan. 10, 2023

Last updated:

Nov. 26, 2015

Dec. 11, 2019

Policy 11

BOARD DELEGATION OF AUTHORITY

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except the power to make final decisions on those matters set out in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#) and other policies as established by the Board from time to time, or those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- any authority or responsibility set out in the *Education Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
- the ability to enact Administrative Procedures, practices, or regulations required to carry out this authority; and
- the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board requires any significant new legislation, or provincial, regional, or local initiatives to be initially brought to the Board for discussion and determination of decision-making authority.

Specific delegation

For further clarity, the Board specifically delegates the following powers:

1. To suspend a teacher from the performance of the teacher's duties pursuant to section 213(1)(2) of the *Education Act*, and to terminate the contract of employment or designation of a teacher pursuant to section 215(1) of the *Education Act*.
2. To suspend or terminate the contract of employment of any non-certificated staff member.
3. To develop administrative procedures for the following program areas:
 - 3.1. Special Education
 - 3.2. guidance and counselling
 - 3.3. services for students and children
 - 3.4. school-based decision-making
 - 3.5. student evaluation
 - 3.6. teacher growth, supervision and evaluation
 - 3.7. Home Education
 - 3.8. Early Childhood Services
 - 3.9. Outreach Education
 - 3.10. locally developed courses, acquired courses and authorized junior and senior high complementary courses
 - 3.11. knowledge and employability courses
 - 3.12. Off-Campus Education
 - 3.13. English language learning
 - 3.14. French as a second language, French language immersion and alternate French programming.

4. The Superintendent is directed to develop administrative procedures to fulfill Board obligations created by any federal legislation or provincial legislation.

Reference:

Sections 33, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222 *Education Act*.

Last reviewed:

Nov. 26, 2015

March 6, 2017

Feb. 12, 2018

Jan. 29, 2019

Dec. 11, 2019

Dec. 8, 2020

Jan. 11, 2022

Jan. 10, 2023

Last updated:

Nov. 26, 2015

Dec. 11, 2019



RECOMMENDATION REPORT

DATE: Feb. 16, 2023

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 8: Board Committees
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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

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, as shown in Attachment 1, to:

- The preamble to align with proper protocol;
- Section 1 to reference Policy 26 for clarification and direction;
- Section 2 for improved readability;
- The fifth paragraph under Expulsion Hearings for clarification;
- Correct grammatical errors in sections 2.2.3, 2.2.4, and 3.3.2.



RECOMMENDATION REPORT

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

Appeals

The ~~Division Board~~ 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, Policy 26: School Dispute Resolution ~~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, haves the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the students of this right of appeal.
3. The appeal to the Board must be made within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal shall be heard in-camera, with specified individuals in attendance.
7. The appeal hearing shall be conducted in accordance with the following guidelines:
 - 7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
 - 7.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 7.1.2. The Board with the means to receive information and to review the facts of the dispute.
 - 7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
 - 7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent and/or staff.
 - 7.4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.

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

Expulsion Hearings

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 no~~ later than 10 school days from the first day of suspension as identified in the recommendation for expulsion.

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 of~~ the Principal and the student and the student's parents;
 - 2.4. The Student Expulsion Committee shall then 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 expulsion is from a single school, the Student Expulsion Committee shall direct the placement of the student to another school or alternative educational program
 - 2.7.1. If the expulsion is from the Division, alternative educational programming shall be offered by the 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 shall be included in the letter to the student and the student's parents:
 - 3.1. Any rules and conditions of the expulsion;
 - 3.2. The educational program ming to be provided to the student; and
 - 3.3. The right of the student and the student's parents to request a review of the Board's 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	Feb. 17, 2022
April 12, 2022	May 25, 2022

[Jan. 10, 2023](#)

Policy 13**APPEALS AND HEARINGS REGARDING STUDENT MATTERS****Appeals**

The Board supports the right of parents to make inquiries or bring forward concerns regarding student matters.

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, Policy 26: School Dispute Resolution 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, has the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the students of this right of appeal.
3. The appeal to the Board must be made within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal shall be heard in-camera, with specified individuals in attendance.
7. The appeal hearing shall be conducted in accordance with the following guidelines:
 - 7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
 - 7.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 7.1.2. The Board with the means to receive information and to review the facts of the dispute.
 - 7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
 - 7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent and/or staff.
 - 7.4. The Superintendent and/or staff shall explain the decision and give reasons for the decision.
 - 7.5. The Superintendent and/or staff shall have an opportunity to respond to information presented by the appellant.

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

Expulsion Hearings

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 an in-camera session no later than 10 school days from the first day of suspension as identified in the recommendation for expulsion.

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 of the Principal and the student and the student's parents;
 - 2.4. The Student Expulsion Committee shall then 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 expulsion is from a single school, the Student Expulsion Committee shall direct the placement of the student to another school or alternative educational program
 - 2.7.1. If the expulsion is from the Division, alternative educational programming shall be offered by the 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 shall be included in the letter to the student and the student's parents:
 - 3.1. Any rules and conditions of the expulsion;
 - 3.2. The educational programming to be provided to the student; and
 - 3.3. The right of the student and the student's parents to request a review of the Board's 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	Feb. 17, 2022
April 12, 2022	May 25, 2022
Jan. 10, 2023	



RECOMMENDATION REPORT

DATE: Feb. 16, 2023
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 17: Student Transportation
ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair
RESOURCE STAFF: Mark Liguori, Superintendent
REFERENCE: Board Policy 8: Board Committees
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 17: Student Transportation, 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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

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 to section 1.1.3 to allow temporary eligibility for student transportation in situations that is not limited to one example, 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 17: Student Transportation (marked)
2. Board Policy 17: Student Transportation (unmarked)

Policy 17

STUDENT TRANSPORTATION SERVICES

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

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

1. Student transportation eligibility

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

2. Enhanced student transportation

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

3. Provision of transportation services

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

3.2. Where it is feasible and fiscally responsible, the Superintendent or designate may make other busing agreements and inform the Board as such.

4. Transportation fees

4.1. Transportation fees shall be paid prior to accessing busing.

4.2. Payment options shall be made available for transportation fees.

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

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

Reference:

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

Last Reviewed

Last Updated

Dec. 8, 2020

Feb. 20, 2020

Jan. 11, 2022

Jan. 10, 2023

Policy 17

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Dec. 8, 2020

Jan. 11, 2022

Jan. 10, 2023



RECOMMENDATION REPORT

DATE: Feb. 16, 2023

TO: Board of Trustees

FROM: Audit Committee

SUBJECT: Auditor Reappointment – One Year Extension for MNP LLP

ORIGINATOR: Colleen Holowaychuk, Audit Committee Chair

RESOURCE STAFF: Candace Cole, Secretary-Treasurer
Leah Lewis, Director, Financial Services
Stacey Heinish, Senior Accountant

REFERENCE: Section 138, *Education Act*
Board Policy 8: Board Committees

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

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve the reappointment of MNP LLP as auditors for the year-ended Aug. 31, 2023.

BACKGROUND:

Pursuant to section 138 of the *Education Act*, the Board shall appoint an auditor to examine and report on the Board's annual financial statements. As per Board Policy 8: Board Committees, the Audit Committee shall recommend the appointment of the external auditor.

MNP LLP has been EIPS' auditor since 2017 at which time they were appointed to a three-year term, followed by an additional three-year term in 2020. MNP LLP is a highly recognized accounting firm with areas of specialty including accounting and audit resources, taxation and consulting. MNP LLP provides an independent partner review (external review from a senior level) for every audit and this partner is changed every three years.

Having the same auditors in excess of six years is acceptable.

CURRENT SITUATION OR KEY POINT:

The Asset Retirement Obligation (ARO) is a new accounting standard that is being implemented for the 2022-23 year. Administration has been working closely with our auditors on this implementation which will be required for our Aug. 31, 2023 year end. The province selected EIPS for an early audit of ARO opening balances, which was completed by MNP in December 2022 and resulted in an unqualified opinion (EIPS' balances were verified



RECOMMENDATION REPORT

and passed the audit). Changing auditors from 2022 to 2023 could be problematic with ensuring the ARO implementation goes smoothly, considering we are midway through this transition.

EIPS has obtained a quote for the 2022-23 audit and the cost increase is acceptable.

In November 2023, a report will be brought to Audit Committee to obtain feedback on further extension of MNP's term or consideration of issuing a public Request for Proposal for audit services.

ATTACHMENT(S):

n/a



RECOMMENDATION REPORT

Page 1 of 3

DATE: Feb. 16, 2023

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Borrowing Resolution 2022-23

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: Learning and working environments are supported by 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 2022-23.

BACKGROUND:

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

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



RECOMMENDATION REPORT

Borrowing Resolution			
<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"> A) Board Chair B) Superintendent C) Secretary-Treasurer 			
Credit Facility	Purpose	Amount	Usage in 2021-22
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	The average monthly spend was \$415,000 in purchasing card transactions. The 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
Total		\$17,500,000	



RECOMMENDATION REPORT

COMMUNICATION PLAN:

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

ATTACHMENTS:

N/A