BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14
THURSDAY, APRIL 19, 2018
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. COMMITTEE OF THE WHOLE

10:00 am 3. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA

4. APPROVAL OF MINUTES
4.1 Board Meeting – March 15, 2018 (encl.)

5. CHAIR'S REPORT
5.1 Strathcona Christian Academy Elementary Spring Musical “Annie Kids”  
   - March 15, 2018 (verbal)
5.2 Ardrossan Junior/Senior Drama Performance “Cyrano de Bergerac”  
   - March 16, 2018
5.3 Budget 2018 Speech – March 22, 2018
5.4 School Tours (Andrew, Lamont Elementary, Lamont High School,  
   Elk Island Youth Ranch) – April 12, 2018
5.5 Sherwood Park Chamber - Great Canadian Trade Fair Opening  
   Ceremonies – April 13, 2018
5.6 Fort Saskatchewan Senior High Visit – April 13, 2018
5.7 National Volunteer Week – April 15 – 21, 2018
5.8 Sustainability in Our Community – April 18, 2018

6. SUPERINTENDENT’S REPORT  
M. Liguori
6.1 CASS/Alberta Education Annual Learning Conference – March 21-23, 2018 (verbal)

7. COMMENTS FROM THE PUBLIC AND STAFF GROUP REPRESENTATIVES

ASSOCIATION/LOCAL REPORTS

8. ASBA ZONE 2/3 REPORT  
C. Holowaychuk
March 16, 2018 (verbal)
9. ATA LOCAL REPORT
   D. Zielke
   (verbal)

BUSINESS ARISING FROM PREVIOUS MEETING

NEW BUSINESS

10. BUSINESS ARISING FROM IN CAMERA

11. POLICY COMMITTEE
   H. Wall
   11.1 Policy 7, Board Operations (encl.)
   11.2 Policy 16, Recruitment and Selection of Personnel (encl.)
   11.3 Policy 17, Student Transportation Services (encl.)
   11.4 Policy 19, Welcoming, Caring, Respectful and Safe Learning And Working Environments (encl.)

COMMITTEE REPORT

12. POLICY COMMITTEE
   T. Boymook
   March 19, 2018 (verbal)

13. TRANSPORTATION COMMITTEE
   T. Boymook
   March 19, 2018 (verbal)

14. ADVOCACY COMMITTEE
   T. Boymook
   March 20, 2018 (verbal)

REPORTS FOR INFORMATION

ADJOURNMENT
RECOMMENDATIONS TO APRIL 19, 2018 BOARD OF TRUSTEES

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

3. That the Agenda be adopted as amended or as circulated.

4.1 That the Board of Trustees approve the Minutes of March 15, 2018 Board Meeting as amended or as circulated.

5. That the Board of Trustees receive the Chair’s report for information.

6. That the Board of Trustees receive the Superintendent’s report for information.

7. Comments from the Public and Staff Group Representatives

8. That the Board of Trustees receive the report from the representative of the 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.

10. Business Arising from In Camera.

11.1 That the Board of Trustees approve the changes to Board Policy 7, Board Operations, as presented.

11.2 That the Board of Trustees approve the changes to Board Policy 16, Recruitment and Selection of Personnel, as presented.

11.3 That the Board of Trustees approve the changes to Board Policy 17, Student Transportation Services, as presented.

11.4 That the Board of Trustees approve the draft Board Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments, as presented, to ensure compliance with the School Act.

12. That the Board of Trustees receive the report from the Policy Committee meeting held March 19, 2018, for information.
13. That the Board of Trustees receive the report from the Transportation Committee meeting held March 19, 2018, for information.

14. That the Board of Trustees receive the report from the Advocacy Committee meetings held March 20, 2018, for information.
The regular meeting of the Elk Island Public Schools Regional Division Board of Trustees was held on Thursday, March 15, 2018, in the Board Room, Central Services Administration Building, 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
- R. Footz
- S. Gordon
- C. Holowaychuk
- A. Hubick
- D. Irwin
- J. Seutter
- H. Stadnick
- H. Wall

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

Also in attendance was D. Zielke, President, ATA Local #28.

**CALL TO ORDER**
Meeting called to order at 9:00 a.m.

**COMMITTEE OF THE WHOLE**
Moved by Trustee Irwin:

289/2018 THAT the Board meet In Camera (9:00 a.m.).
CARRIED UNANIMOUSLY

Moved by Trustee Stadnick:

290/2018 THAT the Board revert to Regular Session (9:45 a.m.).
CARRIED UNANIMOUSLY

The Board Chair welcomed ATA representative D. Zielke and member of the community.

I would like to acknowledge that the Board is meeting on the traditional land of Treaty 6 territory. The ancestors of diverse indigenous peoples have marked this land for centuries and it is now also settled by people from around the world.
AGENDA
The Board Chair called for additions or deletions to the agenda.

Moved by Trustee Irwin:

291/2018 THAT the Agenda be adopted, as circulated. CARRIED UNANIMOUSLY

APPROVAL OF MINUTES
The Board Chair called for confirmation of the February 15, 2018 Board Meeting Minutes.

Moved by Trustee Seutter:

292/2018 THAT the Board of Trustees approve the Minutes of February 15, 2018 Board Meeting, as circulated. CARRIED UNANIMOUSLY

CHAIR’S REPORT
Board Chair Boymook presented the Chair’s report.

Moved by Board Chair Boymook:

293/2018 THAT the Board of Trustees receive the Chair’s report for information. CARRIED UNANIMOUSLY

SUPERINTENDENT’S REPORT
Superintendent Liguori presented the Superintendent’s report.

Moved by Trustee Holowaychuk:

294/2018 THAT the Board of Trustees receive the Superintendent’s report for information. CARRIED UNANIMOUSLY

COMMENTS FROM THE PUBLIC AND STAFF GROUP PRESENTATIONS

ASSOCIATION/LOCAL REPORTS

ASBA Zone 2/3 Trustee Irwin presented to the Board the report from the ASBA Zone 2/3 meeting held on February 23, 2018.

Moved by Trustee Irwin:

295/2018 THAT the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information. CARRIED UNANIMOUSLY
Rural Caucus of Alberta School Boards

Trustee Footz presented to the Board the report from the Rural Caucus of Albert School Boards meeting held on March 4-6, 2018.

Moved by Trustee Footz:

296/2018 THAT the Board of Trustees receive the report From the representative of the Rural Caucus of Alberta School Boards for information. CARRIED UNANIMOUSLY

ATA Local Report

ATA representative D. Zielke presented the Local ATA report.

Moved by Trustee Hubick:

297/2018 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

NEW BUSINESS

Business Arising From In Camera No business arising.

Use of Closed School Building - Ministik School Superintendent Liguori presented a recommendation report to the Board to determine that there is no future use of Ministik School which closed June 30, 2017.

Moved by Trustee Holowaychuk:

298/2018 THAT the determine there is no future use for Ministik School, closed June 30, 2017. CARRIED UNANIMOUSLY

Surplus Land - Ministik School Superintendent Liguori presented to the Board recommendations to declare the Ministik School Reserve lands as surplus.

Moved by Trustee Irwin:

299/2018 THAT the Board of Trustees declare that the Ministik School Reserve lands are surplus to Board needs; and

THAT, pursuant to section 6(2) of Alberta Regulation 181/2010 the Disposition of Property Regulation, the Board asked the Minister to approve the Board’s declaration. CARRIED UNANIMOUSLY
Board Policy 1, Division Foundational Statements

Trustee Seutter presented the changes to Board Policy 1, Division Foundational Statements.

Moved by Trustee Stadnick:

300/2018 THAT the Board of Trustees approve the amended Policy 1, Division Foundational Statements, as presented. CARRIED UNANIMOUSLY

Board Policy 21, Expense Transparency

Trustee Seutter presented the amendments to Board Policy 21, Expense Transparency.

Moved by Trustee Footz:

301/2018 THAT the Board of Trustees approve the amended Policy 21, Expense Transparency, as presented. CARRIED UNANIMOUSLY

Reporting of Student Achievement Grades 7-12

Board Chair Boymook presented a recommendation to repeal and replace motion 067/207 (2007) to include letter grades for complimentary course for grades 7-9.

Moved by Trustee Irwin:

302/2018 THAT the Board of Trustee’s repeal and replace motion 067/207 (2007) with:

THAT in Grades 7-9 percentage grades will be assigned for core courses and letter grades for complimentary course; and

THAT in Grades 10-12 percentage grades will be assigned for all courses; and

THAT a motion of the Board shall be required to change this practice. CARRIED UNANIMOUSLY

Three-Year Capital Plan 2019-2022

Superintendent Liguori presented the Division’s Three-Year Capital Plan 2019-2022 to the Board for approval.

Moved by Trustee Seutter:

303/2018 THAT the Board of Trustees approve the Division Three-Year Capital Plan 2019-2022, as presented. CARRIED UNANIMOUSLY
Investment Treasurer Cole presented a recommendation to the Board to approve the Investment Statement Policy.

Moved by Trustee Gordon:

304/2018 THAT the Board of Trustees approve the Investment Statement Policy.

In Favour: Trustee Footz, Trustee Irwin, Trustee Seutter, Board Chair Boymook, Trustee Holowaychuk, Trustee Gordon

Opposed: Trustee Stadnick and Trustee Hubick

CARRIED

Amended 2017-2018 Board Chair Boymook presented to the Board an amended Board Meeting Schedule for approval. Recommendation was made to include the start time of 1:00 pm for the August 30th afternoon meeting to the schedule.

Moved by Trustee Seutter:

305/2018 THAT the Board of Trustees approve the amended 2017-2018 Board of Trustee Meeting Schedule, as presented.

UNANIMOUSLY

COMMITTEE REPORTS

Teacher Board Consultation Trustee Gordon presented a report from the Teacher Board Consultation Committee meeting held on February 22, 2018, for information.

306/2018 Moved by Trustee Gordon:

THAT the Board of Trustees receive the report from the Teacher Board Consultation Committee meeting held February 22, 2018, for information.

CARRIED

UNANIMOUSLY

REPORTS FOR INFORMATION


307/2018 Moved by Trustee Hubick:

THAT the Board of Trustees receive for information the Unaudited Financial Report for the period September 1, 2017 to February 28, 2018 for Elk Island Public Schools.

CARRIED

UNANIMOUSLY
TRUSTEES' REPORT/NOTICES OF MOTION

Trustees presented their reports.

The Chair declared the meeting adjourned at 12:20 p.m.

__________________________  __________________________
Board Chair                  Superintendent
DATE: April 19, 2018
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Policy 7, Board Operations
ORIGINATOR: Trina Boymook, Board Chair
RESOURCE STAFF: Mark Liguori, Superintendent
    Dave Antymniuk, Corporate Secretary
REFERENCE: Policy 10, Policy Making
EIPS PRIORITY: Enhance public education through effective engagement, partnership, and communication.
EIPS GOAL: Engaged and effective governance.
EIPS OUTCOME: The division is committed to ongoing advocacy and enhance public education.

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

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

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

The Policy Committee reviews Board Policies annually as per Board Policy 10, Policy Making and provide recommendations to the Board regarding additions, changes, and deletions required.
The Policy Committee met on March 19, 2018 and the following changes are recommended to Policy 7, Board Operations:

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.

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

10.2 Comments on Specific Board Agenda Items
1. A member of the public or a staff group representative may give a position to the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to give a position to the Board on a specific Board agenda item, the individual shall register with the Board Office Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak to 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 the Comments from the Public and Staff Group Representatives section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

1. If a member of the public or a staff group representative wishes to give a position to the Board on a specific Board agenda item, the individual shall register with the Board Office by noon the day prior to the meeting.
2. Speakers shall confine themselves to five minutes and address their comments to the Board Chair.
3. The total duration of public comments on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.

10.3 Formal Delegations and Presentations to Board

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

2. Groups or individual who wish to appear before the Board. 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. The Board Office shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.

3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Board Office in consultation with the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.

5. Written briefs or a digest of the information to be presented must be submitted to the Board Office Superintendent or designate at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.

6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category Comments from the Public and Staff Group Representatives and may appoint two spokespersons. The total duration of delegations under the Comments from the Public and Staff Group Representatives section of the agenda shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board. A maximum total time of 30 minutes will be allotted for delegations.

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 School Act, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

14. Board Self-Evaluation

On an annual basis, the Board will complete a self-evaluation. The annual Board self-evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

COMMUNICATION PLAN:

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

Attachment(s):

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

BOARD OPERATIONS

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

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

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

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

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

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

   1. Each of the following is established as a ward of the Regional Division:
      1. County of Minburn No. 27 (western portion)
      2. Lamont County
      3. Strathcona County, further divided into the following electoral subdivisions:
         1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
         2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;
3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.

2. The number of trustees to be elected in each ward is as follows:
   1. One trustee from the County of Minburn No. 27 (western portion) ward
   2. One trustee from the Lamont County ward
   3. Seven trustees from the Strathcona County ward, elected as follows:
      1. Two trustees from electoral subdivision 1
      2. Three trustees from electoral subdivision 2
      3. One trustee from electoral subdivision 3
      4. One trustee from electoral subdivision 4

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

4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.

2. **Swearing-In Ceremony**
   1. A formal swearing-in ceremony will be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the Oaths of Office. Family members may be invited to attend the ceremony.
   2. Each trustee will take the oath of office or make an affirmation as called upon in accordance with the agenda.
   3. Special provisions will be made for a trustee taking office following a byelection.

3. **Organizational Meeting**
   1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
   2. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
   3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
   4. The organizational meeting shall, in addition:
      1. Elect a Vice-Chair;
      2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
      3. Review standing committees of the Board as deemed appropriate;
4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
6. Address other organizational items as required.

5. At the next regular meeting of the Board, the Board Chair will nominate members to enable the Board to:
   1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
   2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**
   Regular Board meeting dates and times shall be as established at the annual organizational meeting.
   1. All meetings will ordinarily be held in the Division Office in Sherwood Park.
   2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
   3. All trustees who are absent from three consecutive regular meetings shall:
      1. Obtain authorization by resolution of the Board to do so; or
      2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
      Failure to attend may result in disqualification.
   4. Attendance of all Trustees at board meetings is an expectation under the School 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 71 of the School Act up to three times in a calendar year.
      1. Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
      2. In addition, there must be a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
      3. Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
4. The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.

5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.

6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.

7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair’s left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.

8. If a connection is lost three times during electronic participation, no further attempts to connect will be made.

9. A trustee shall be able to participate electronically a maximum of three times per year.

5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair’s and Vice-Chair’s inability to act or absence.

6. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s contract is being discussed.

5. Special Meetings

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

2. Special meetings of the Board will only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.

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

4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

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

6. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s contract is being discussed.

6. In-Camera Sessions

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

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
   1. Personnel
      1. Individual students;
      2. Individual employees;
   2. Matters relating to negotiations;
   3. Acquisition/disposal of real property;
   4. Litigation brought by or against the Board;
   5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.

3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.

4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

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

1. The agenda will be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties. Depending on the report, the Board will receive one of the following:
   1. Report for Recommendation
   2. Report for Information or

2. Items may be placed on the agenda in one of the following ways:
   1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
   2. By notice of motion at the previous meeting of the Board.
   3. As a request from a committee of the Board.
   4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

3. The electronic agenda package, containing the agenda and supporting information, will be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting;
and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. **Minutes for Regular or Special Meetings**
   The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
   1. Date, time, and place of meeting;
   2. Type of meeting;
   3. Name of presiding officer;
   4. Names of those trustees and senior administration in attendance;
   5. Approval of preceding minutes;
   6. All resolutions, including the Board’s disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
   7. Names of persons making the motions;
   8. Points of order and appeals;
   9. Appointments;
   10. Receipt of reports of committees;
   11. Recording of the vote on all motions;
   12. Trustee declaration of vote pursuant to the *School Act*; and
   13. The hour of adjournment.

2. The minutes shall:
   1. Be prepared as directed by the Superintendent;
   2. Be reviewed by the Superintendent prior to submission to the Board;
   3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
   4. Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.

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

4. The Superintendent or designate will establish and maintain a file of all Board minutes.

5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The
Superintendent or designate is responsible to distribute and post the approved minutes.

9. **Motions**

Motions do not require a seconder.

1. **Notice of Motion**

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

2. **Discussion on Motions**

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

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

Motions may be submitted by any trustee, including the Board Chair.

3. **Speaking to the Motion**

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

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 will normally speak just prior to the last speaker who will be the mover of the motion.

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

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

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

4. **Reading of the Motion**

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

5. **Required Votes**

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School 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 will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.
6. Debate
In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert’s Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Comments, Presentations, and Delegations at Board Meetings
The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

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

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

1. If a member of the public or a staff group representative wishes to give a position to the Board on a specific Board agenda item, the individual shall register with the Board Office by noon the day prior to the meeting.
2. Speakers shall confine themselves to five minutes and address their comments to the Board Chair.
3. The total duration of public comments on a specific agenda item shall not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.
3. Formal Delegations and Presentations to Board

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

2. If a delegation from the public or a staff group wishes to make a presentation to or a request, The Board Office shall advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.

2. Groups or individuals who wish to appear before the Board 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.

4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Board Office in consultation with the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.

5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.

5. 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.

6. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons. The total duration of delegations under the Comments from the Public and Staff Group Representatives section of the agenda shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.

6. A maximum total time of 30 minutes will be allotted for delegations.

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 *School Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

11. **Audio Recording Devices**
   The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

12. **Trustee Compensation and Expenses**
   The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.
   1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
   2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
   3. Remuneration shall be paid annually, in 12 equal monthly payments.
   4. Trustees’ compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.
   5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
   6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
   7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
   8. Travel Allowance is separated into three categories:
      1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
         1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
         2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
      2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
      3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel will 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 will be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.

10. Discretionary funds can be allocated to four main categories of trustee expenses:
   1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
   2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board’s budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.
   3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops will be allocated out of general funds.
   4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1).

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. Any Board Governance surplus exceeding the allowable carry-forward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board.

13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
   1. Trustees participate in employee benefits plans at their own expense.
   2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
   3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and will be covered until the end of the four year period.

5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.

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

7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.

8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.

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

15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. **Trustee Conflict of Interest**

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

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

1. The trustee is expected to be conversant with sections 80-91 of the School Act.

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

   1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

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

3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

4. The recording secretary will record in the minutes:

   1. The trustee’s declaration;

   2. The trustee’s abstention from the debate and the vote; and

   3. That the trustee left the room in which the meeting was held.

14. **Board Self-Evaluation**

   On an annual basis, the Board will complete a self-evaluation. The annual Board self-
evaluation process will be undertaken in concert with the Superintendent evaluation process to reinforce alignment of purpose.

Reference:

Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262,
School Act
Local Authorities Elections Act
Income Tax Act (Canada)

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Policy 7

BOARD OPERATIONS

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

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

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

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

1. **Wards**

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

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

1. Each of the following is established as a ward of the Regional Division:
   1. County of Minburn No. 27 (western portion)
   2. Lamont County
   3. Strathcona County, further divided into the following electoral subdivisions:
      1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
      2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;
3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.

2. The number of trustees to be elected in each ward is as follows:
   1. One trustee from the County of Minburn No. 27 (western portion) ward
   2. One trustee from the Lamont County ward
   3. Seven trustees from the Strathcona County ward, elected as follows:
      1. Two trustees from electoral subdivision 1
      2. Three trustees from electoral subdivision 2
      3. One trustee from electoral subdivision 3
      4. One trustee from electoral subdivision 4

3. The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.

2. Swearing-In Ceremony
   1. A formal swearing-in ceremony will be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the Oaths of Office. Family members may be invited to attend the ceremony.
   2. Each trustee will take the oath of office or make an affirmation as called upon in accordance with the agenda.
   3. Special provisions will be made for a trustee taking office following a byelection.

3. Organizational Meeting
   1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
   2. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
   3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
   4. The organizational meeting shall, in addition:
      1. Elect a Vice-Chair;
      2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
      3. Review standing committees of the Board as deemed appropriate;
4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
6. Address other organizational items as required.

5. At the next regular meeting of the Board, the Board Chair will nominate members to enable the Board to:
   1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
   2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

4. **Regular Meetings**
   Regular Board meeting dates and times shall be as established at the annual organizational meeting.
   1. All meetings will ordinarily be held in the Division Office in Sherwood Park.
   2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
   3. All trustees who are absent from three consecutive regular meetings shall:
      1. Obtain authorization by resolution of the Board to do so; or
      2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
      Failure to attend may result in disqualification.
   4. Attendance of all Trustees at board meetings is an expectation under the School 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 71 of the School Act up to three times in a calendar year.
      1. Trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
      2. In addition, there must be a quorum of other members of the Board who will be present at the meeting place to ensure the meeting can continue and decisions can be made if the communication connection failed; and the Superintendent of Schools or designate must be present at the meeting place.
      3. Costs incurred for long distance telephone service will be charged to the office of the Trustee(s) participating electronically.
4. The Board or the Committee concerned will consider requests for exceptions from the above procedure when exceptional circumstances exist.

5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.

6. If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the Trustee back into the meeting when the item under discussion has been dealt with.

7. The Chair shall conduct voting verbally by asking Trustees present to state their name in order of seating (e.g. the Chair’s left to right) followed by the Trustee(s) participating electronically first for those in favour and then for those opposed.

8. If a connection is lost three times during electronic participation, no further attempts to connect will be made.

9. A trustee shall be able to participate electronically a maximum of three times per year.

5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair’s and Vice-Chair’s inability to act or absence.

6. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s contract is being discussed.

5. **Special Meetings**

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

2. Special meetings of the Board will only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.

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

4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

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

6. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s contract is being discussed.

6. **In-Camera Sessions**

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

1. The Board may, by resolution, schedule an in-camera meeting at a time or place
agreeable to the Board or recess a meeting in progress for the purpose of meeting
in-camera. Such resolutions shall be recorded in the minutes of the Board and
shall specify those individuals eligible to attend in addition to trustees and the
Superintendent.

2. The Board may convene in-camera only to discuss matters of a sensitive nature,
including:
   1. Personnel
      1. Individual students;
      2. Individual employees;
   2. Matters relating to negotiations;
   3. Acquisition/disposal of real property;
   4. Litigation brought by or against the Board;
   5. Other topics that a majority of the trustees present feel should be held in
      private, in the public interest.

3. Such sessions shall be closed to the public and press. The Board shall only discuss
the matter(s) that gave rise to the in-camera meeting. Board members and other
persons attending the session shall maintain confidentiality and shall not disclose
the details of the discussion at such sessions.

4. The Board shall, during the in-camera session, adopt only such resolution as is
required to re-convene the Board in an open, public meeting.

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

1. The agenda will be supported, electronically, by copies of letters, reports,
contracts, and other materials as are pertinent to the business that will come
before the Board and will be of value to the Board in the performance of its
duties. Depending on the report, the Board will receive one of the following:
   1. Report for Recommendation
   2. Report for Information or

2. Items may be placed on the agenda in one of the following ways:
   1. By notifying the Board Chair or Superintendent at least eight calendar
days prior to the Board meeting.
   2. By notice of motion at the previous meeting of the Board.
   3. As a request from a committee of the Board.
   4. Emergent issues that require Board action may arise after the agenda has
been prepared. The Board Chair, at the beginning of the meeting, shall ask
for additions to and/or deletions from the agenda prior to agenda approval.
Changes to the agenda may be made by a majority of those present.

3. The electronic agenda package, containing the agenda and supporting
information, will be available to each trustee five calendar days prior to the Board
meeting. Subsequently, emergent information may be provided at the meeting;
and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

8. **Minutes for Regular or Special Meetings**
   The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

   1. The minutes shall record:
      1. Date, time, and place of meeting;
      2. Type of meeting;
      3. Name of presiding officer;
      4. Names of those trustees and senior administration in attendance;
      5. Approval of preceding minutes;
      6. All resolutions, including the Board’s disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
      7. Names of persons making the motions;
      8. Points of order and appeals;
      9. Appointments;
      10. Receipt of reports of committees;
      11. Recording of the vote on all motions;
      12. Trustee declaration of vote pursuant to the *School Act*; and
      13. The hour of adjournment.

   2. The minutes shall:
      1. Be prepared as directed by the Superintendent;
      2. Be reviewed by the Superintendent prior to submission to the Board;
      3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
      4. Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.

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

   4. The Superintendent or designate will establish and maintain a file of all Board minutes.

   5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

   6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The
Superintendent or designate is responsible to distribute and post the approved minutes.

9. **Motions**

Motions do not require a seconder.

1. **Notice of Motion**

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

2. **Discussion on Motions**

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

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

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   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.

   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 will normally speak just prior to the last speaker who will be the mover of the motion.

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

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

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

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

4. **Reading of the Motion**

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

5. **Required Votes**

   The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School 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 will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.
6. Debate
In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to the most recent version of Robert’s Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Comments, Presentations, and Delegations at Board Meetings
The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

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

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

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

3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.

5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.

6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category Comments from the Public and Staff Group Representatives and may appoint two spokespersons. The total duration of delegations under the Comments from the Public and Staff Group Representatives section of the agenda shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.

7. Decisions regarding requests made by delegations 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 School Act, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

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

12. Trustee Compensation and Expenses
   The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the Governance budget must be set, monitored, and publicly reported as part of the budgeting process.
   1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
   2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
   3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees’ compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

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

6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.

7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.

8. Travel Allowance is separated into three categories:
   1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
      1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
      2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
   2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
   3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.

9. Travel will 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 will be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.

10. Discretionary funds can be allocated to four main categories of trustee expenses:
    1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
    2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars,
events and conferences, etc. Additional PD funds are available to trustees from the Board’s budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.

3. Equipment – Expenses incurred to provide equipment to perform the trustee’s role. Acceptable expenses include cell phones, upgrades to basic laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee’s term. The cost of basic laptops will be allocated out of general funds.

4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc. Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7-1). Any use of discretionary funds must be seen as a responsible use of public funds upon external review.

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

12. Any Board Governance surplus exceeding the allowable carry-forward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board.

13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
   1. Trustees participate in employee benefits plans at their own expense.
   2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
   3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
   4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and will be covered until the end of the four year period.
   5. Participating trustees make application for benefits through the Human Resources Department. The premium costs shall be deducted from their monthly remuneration.
   6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
   7. Claims for reimbursement shall be submitted directly to the Insurance Carrier.
   8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.

14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

13. **Trustee Conflict of Interest**

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

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

1. The trustee is expected to be conversant with sections 80-91 of the *School Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
   1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
   2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *School Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary will record in the minutes:
   1. The trustee’s declaration;
   2. The trustee’s abstention from the debate and the vote; and
   3. That the trustee left the room in which the meeting was held.

14. **Board Self-Evaluation**

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

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**Reference:**

Sections 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 208, 210, 261, 262, *School Act*

*Local Authorities Elections Act*

*Income Tax Act* (Canada)

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DATE: April 19, 2018
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Policy 16, Recruitment and Selection of Personnel
ORIGINATOR: Trina Boymook, Board Chair
RESOURCE STAFF: Mark Liguori, Superintendent
Dave Antymniuk, Corporate Secretary
REFERENCE: Policy 10, Policy Making
EIPS PRIORITY: Enhance public education through effective engagement, partnership, and communication.
EIPS GOAL: Engaged and effective governance.
EIPS OUTCOME: The division is committed to ongoing advocacy and enhance public education.

RECOMMENDATION:
That the Board of Trustees approve the changes to Board Policy 16, Recruitment and Selection of Personnel, as presented.

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

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

The Policy Committee reviews Board Policies annually as per Board Policy 10, Policy Making and provide recommendations to the Board regarding additions, changes, and deletions required.
The Policy Committee met on March 19, 2018 and the following changes are recommended to Policy 16, Recruitment and Selection of Personnel:

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.
3. The Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.

COMMUNICATION PLAN:
The Board Policies will be updated on the website and StaffConnect, and stakeholders will be advised.

ATTACHMENT(S):
1. Policy 16, Recruitment and Selection of Personnel (marked)
2. Policy 16, Recruitment and Selection of Personnel (unmarked)

:tb
Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.

2. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.

3. The Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.

4. The Board has the sole authority to recruit and select an individual for the position of Superintendent.

4. The following process will be followed for the Corporate Secretary and/or Treasurer positions:
   1. The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.
   2. The Board Chair, Board Vice-Chair and the Superintendent shall constitute the interview team. The Board’s auditor may be asked to attend as an observer. The Superintendent may choose additional individuals to be part of the interview team.
   3. The decision will normally be made by consensus of the interview team. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must be one of the votes in the majority.
   4. The position shall have a role description and a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.

5. All offers of employment to the Corporate Secretary and/or Treasurer shall be conditional on the successful applicant providing a criminal record check and an Intervention Record Check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

6. The Superintendent is delegated full authority to recruit and select staff for all positions other than the Corporate Secretary and/or Treasurer positions detailed above.
   1. The Superintendent may choose to involve the Board Chair on the interview team for the Associate Superintendent positions.
   2. All senior administration level positions shall have a role description and each person occupying one of these positions shall have a written contract of
employment. Prior to an offer of employment, the contract of employment shall be vetted by Division legal counsel to ensure compliance with all applicable legal requirements. The Superintendent is delegated full authority to determine contract renewals.

Reference:

Section 60, 61, 113, 114, 115, 116, 117, School Act
Freedom of Information and Protection of Privacy Act

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Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board, in the case of the Superintendent, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.
3. The Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of staff vacancies.
4. The following process will be followed for the Corporate Secretary and/or Treasurer positions:
   1. The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.
   2. The Board Chair, Board Vice-Chair and the Superintendent shall constitute the interview team. The Board’s auditor may be asked to attend as an observer. The Superintendent may choose additional individuals to be part of the interview team.
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   4. The position shall have a role description and a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. All offers of employment to the Corporate Secretary and/or Treasurer shall be conditional on the successful applicant providing a criminal record check and an Intervention Record Check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
6. The Superintendent is delegated full authority to recruit and select staff for all positions other than the Corporate Secretary and/or Treasurer positions detailed above.
   1. The Superintendent may choose to involve the Board Chair on the interview team for the Associate Superintendent positions.
   2. All senior administration level positions shall have a role description and each person occupying one of these positions shall have a written contract of employment. Prior to an offer of employment, the contract of employment shall be vetted by Division legal counsel to ensure compliance with all applicable legal...
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Reference:

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DATE: April 19, 2018
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Policy 17, Student Transportation Services
ORIGINATOR: Trina Boymook, Board Chair
RESOURCE STAFF: Mark Liguori, Superintendent
Dave Antymniuk, Corporate Secretary
REFERENCE: Policy 10, Policy Making
EIPS PRIORITY: Enhance public education through effective engagement, partnership, and communication.
EIPS GOAL: Engaged and effective governance.
EIPS OUTCOME: The division is committed to ongoing advocacy and enhance public education.

RECOMMENDATION:
That the Board of Trustees approve the changes to Board Policy 17, Student Transportation Services, as presented.

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

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

The Policy Committee reviews Board Policies annually as per Board Policy 10, Policy Making and provide recommendations to the Board regarding additions, changes, and deletions required.
The Policy Committee met on March 19, 2018 and the following changes are recommended to Policy 17, Student Transportation Services:

**School/Program of Choice Busing**

15. Students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. To school, however, School/program of choice busing services on a yellow school bus may be made available at a fee to parents/guardians.

16. School/program of choice busing services may be made available to students providing:
   1. There is space available on the bus.
   2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
   3. Parents/guardians have paid a fee for service.

**COMMUNICATION PLAN:**
The Board Policies will be updated on the website and StaffConnect, and stakeholders will be advised.

**ATTACHMENT(S):**
1. Policy 17, Student Transportation Services (marked)
2. Policy 17, Student Transportation Services (unmarked)
Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes in providing a safe, caring and efficient transportation service for students.

Student Transportation Eligibility

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

Payride Busing

8. Payride busing services may be made available to students who are ineligible for busing under Alberta Education guidelines.

Definitions

1. Payride busing is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school.
10. Payride busing services may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service.
11. Payride busing services shall be limited to space available on existing school buses, and will be offered on a first come first serve basis, with preference given to students presently receiving payride service.
12. Payride busing service shall be for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June.
13. Payride busing fees shall be reviewed and set annually by the Board.
14. Students previously accommodated will continue to be accommodated unless circumstances change and they are otherwise notified.

School/Program of Choice Busing
15. Students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation to school; however, School/program of choice busing services on a yellow school bus may be made available at a fee to parents/guardians.
16. School/program of choice busing services may be made available to students providing:
   1. There is space available on the bus.
   2. There is no significant diversion from regular routing that would impact cost effectiveness or ride time.
   3. Parents/guardians have paid a fee for service.

Provision of Transportation Services
17. Transportation Services will normally be provided by contract. The Board’s representative for the purposes of administration of agreements shall be the Superintendent or designate.
18. The Superintendent or designate make other busing agreements where it is feasible and fiscally responsible and inform the Board.

Transportation Fees
19. Transportation fees will not be charged to eligible students.
20. Fee payment options shall be made available for transportation fees.
21. A fee waiver process shall be in place for Payride transportation fees to the designated school.

Reference:

Sections 13, 45, 51, 52, 53, 60, 61, 113, School Act
Traffic Safety Act

Last reviewed: Last updated:
March 12, 2014 March 20, 2014
March 7, 2017 June 15, 2017
December 4, 2017 January 25, 2018
March 19, 2018
Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes in providing a safe, caring and efficient transportation service for students.

Student Transportation Eligibility

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

Payride Busing

8. Payride busing services may be made available to students who are ineligible for busing under Alberta Education guidelines.
9. Definitions
   1. *Payride busing* is a service provided on a yellow school bus at a fee for students who reside less than 2.4 kilometres from their designated school.
10. Payride busing services may be available to students whose parents/guardians reside less than 2.4 kilometres away from their designated school providing parents/guardians have paid a fee for service.
11. Payride busing services shall be limited to space available on existing school buses, and will be offered on a first come first serve basis, with preference given to students presently receiving payride service.

12. Payride busing service shall be for ten (10) months, commencing the first instructional day in the school year, ending the last instructional day in June.

13. Payride busing fees shall be reviewed and set annually by the Board.

14. Students previously accommodated will continue to be accommodated unless circumstances change and they are otherwise notified.

School/Program of Choice Busing
15. Students who choose to attend a school/program other than their designated school/program assume responsibility for their transportation. School/program of choice busing services may be made available at a fee to parents/guardians.

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   1. There is space available on the bus.
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Reference:

Sections 13, 45, 51, 52, 53, 60, 61, 113, School Act
Traffic Safety Act

Last reviewed: Last updated:
March 12, 2014 March 20, 2014
March 7, 2017 June 15, 2017
December 4, 2017 January 25, 2018
March 19, 2018
DATE: April 19, 2018  
TO: Board of Trustees  
FROM: Mark Liguori  
SUBJECT: Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments  
ORIGINATOR: Tracy Muth, Director, Inclusive Learning, Supports for Students  
RESOURCE STAFF: Dave Antymniuk, Corporate Secretary  
Diane Hansen, Consultant, Inclusive Learning, Supports for Students  
Karen Baranec, Communication Networking Specialist, Communications  
REFERENCE: Policy 10, Policy Making  
Administrative Procedure 311, Welcoming, Caring, Respectful and Safe Learning Environments for Students  
Administrative Procedure 350, Student Code of Conduct  
EIPS PRIORITY: Enhance high quality learning and working environments.  
EIPS GOAL: A focus on wellbeing including student citizenship and staff engagement.  
EIPS OUTCOME: Our learning and working environments are welcoming, caring, respectful and safe.  

RECOMMENDATION:  
That the Board of Trustees approve the changes to Board Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments, as presented, to ensure compliance with the School Act.  

BACKGROUND:  
The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.  
The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.
The following changes are recommended to Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments:

1. **Paragraphs 1 to 3:**

   The Board is committed to ensuring that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful, and safe learning and working environment that respects diversity and fosters a sense of belonging. As provided for in the *Alberta Human Rights Act*, the *Canadian Charter of Rights and Freedoms*, and the *School Act*, all individuals within the Division have the right to learn and work in settings that promote equality of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

   Our Division values all members of our educational community where everyone is treated with dignity and respect. We value and respect diversity and strive to treat others with kindness, caring, and tolerance by appreciating and accepting all those we encounter in our school community. To this end, the Board supports the creation of voluntary student organizations that promote a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. Further, the Board recognizes its responsibilities around the disclosure of personal information by the school authority as governed by the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Act*.

   The Board affirms the rights in the *Alberta Human Rights Act*, the *Canadian Charter of Rights and Freedoms*, and the *School Act* and is committed to protect all those involved in the Division from discrimination, harassment, bullying, intimidation, and violence during the Division’s work and school-related activities. The Board acknowledges its responsibility to support and assist any employee, volunteer, person providing goods and services, or student who is subjected to harassment or violence within its schools or workplaces. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must be instrumental in creating a welcoming, caring, respectful, and safe learning environment.

2. **Section 2.2.1:**

   2.2.1 administrative procedure as specified in the *School Act* specific to students

   2.2.1.1 indicating permission for the establishment of a student organization or holding of an activity be granted immediately;

   2.2.1.2 indicating the Principal must within a reasonable time from the date the Principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity and if no staff
member is available to serve as staff liaison, the principal shall immediately inform the Division and the Minister;

2.2.1.3 including students’ right to select a respectful and inclusive name for the organization or activity and the principal shall not prohibit or discourage students from choosing a name that includes Gay-Straight Alliance (GSA), Queer-Straight Alliance (QSA), or other similar club as specified in the School Act;

2.2.1.4 maintaining the right of sexual minority students to privacy and confidentiality regarding their sexual orientation, gender identity, or gender expression and protecting them from unwanted disclosure of such information.

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

ATTACHMENT(S):
1. Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments (marked)
2. Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments (unmarked)
3. Administrative Procedure 311, Welcoming, Caring, Respectful and Safe Learning Environments for Students (marked)
4. Administrative Procedure 350, Student Code of Conduct

DA:tb
WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING AND WORKING ENVIRONMENTS

The Board is committed to ensuring that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful, and safe learning and working environment that respects diversity and fosters a sense of belonging. As provided for in the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, and the School Act, all individuals within the Division have the right to learn and work in settings that promote equality of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

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The Board affirms the rights in the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, and the School Act and is committed to protect all those involved in the Division from discrimination, harassment, bullying, intimidation, and violence during the Division’s work and school-related activities. The Board acknowledges its responsibility to support and assist any employee, volunteer, person providing goods and services, or student who is subjected to harassment or violence within its schools or workplaces. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must be instrumental in creating a welcoming, caring, respectful, and safe working and learning environment.

To this end, the Board will not tolerate harassment, discrimination, bullying, intimidation, and violence and encourages reporting of all incidents of this nature, regardless of the identity of the alleged harasser or offender. In addition, the Board requires the reporting of allegations of harassment, discrimination, bullying, intimidation, or violence to be investigated in a timely and respectful manner.

1. Definitions

1.1 Discrimination
means treating a person negatively or disrespectfully, or refusing, without lawful excuse, to provide an opportunity or benefit with respect to access to learning or access to any term or condition of employment because of any of the protected categories in The Alberta Human Rights Act. The behaviour giving rise to a complaint of discrimination need not be intentional in order to be considered discrimination. With respect to student placement decisions, the above does not apply to a refusal, limitation, specification, or preference based on a bona fide educational requirement. With respect to employment, the above does not apply to a refusal, limitation, specification, or preference based on a bona fide occupational requirement.
1.2 Harassment
is unwelcome verbal or physical conduct, including harassment that relates to discrimination. Usually, it must be repeated to constitute harassment, but single acts can be harassing if they are severe, or involve obvious power imbalance. Harassment is insulting, demeaning or intimidating. Examples of harassment include but are not limited to the following: verbal or physical abuse; threats; derogatory remarks; jokes; innuendo or taunts about appearance or beliefs; display or electronic transfer of pornographic, racist or offensive images; and condescension that undermines self-confidence or is an unreasonable invasion of one’s person. Harassment can be bullying or outright physical assault. The behaviour giving rise to a complaint need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought reasonably to know, that the behaviour is offensive and unwelcome.

1.3 Sexual harassment
is any unwelcome behaviour that is sexual in nature. Unwanted sexual advances, unwanted requests for sexual acts, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the harasser knows or ought to know that it is unwelcome. Sexual harassment includes such things as unwanted touching (e.g. pinching, patting, rubbing); leering, sexist or dirty jokes; the display of sexually suggestive material; derogatory or degrading comments; sexually suggestive gestures; and unwelcome propositions, innuendos, demands or inquiries of a sexual nature.

1.4 Intimidation
is intentional behaviour that would cause a person of ordinary sensibilities fear of injury or harm.

1.5 Bullying
means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.

1.6 Violence
is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury. Examples include, but are not limited to the following: threatening behaviour such as shaking fists, destroying property, or throwing objects; verbal or written threats that express an intent to inflict harm; physical attacks; or any other act that would arouse fear in a reasonable person in the circumstances.

2. Guidelines

2.1 Application of this policy includes, but is not limited to, trustees, employees, students, parents, volunteers, visitors, and contractors. This policy covers behaviour not only at Division schools and offices, but also at any Board or school-related function including field trips, conferences, training sessions, work done off site, and social functions. This applies whether the contact is face-to-face, by phone, fax, email, Internet or Intranet, or by any other means of communication.

2.2 To ensure application of this policy, the Board has directed administration to create an applicable:
   2.2.1 administrative procedure as specified in the School Act specific to students
   2.2.1.1 indicating permission for the establishment of a student organization or holding of an activity be granted immediately;
   2.2.1.2 indicating the Principal must within a reasonable time from the date the Principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity and if no staff member is
available to serve as staff liaison, the principal shall immediately inform the Division and the Minister;

2.2.1.3 including students’ right to select a respectful and inclusive name for the organization or activity and the principal shall not prohibit or discourage students from choosing a name that includes Gay-Straight Alliance (GSA), Queer-Straight Alliance (QSA), or other similar club as specified in the School Act;

2.2.1.4 maintaining the right of sexual minority students to privacy and confidentiality regarding their sexual orientation, gender identity, or gender expression and protecting them from unwanted disclosure of such information.

2.2.2 administrative procedure specific to adults, and

2.2.3 administrative procedure dealing with the student code of conduct that addresses:

2.2.3.1 resolving issues peacefully;

2.2.3.2 developing empathy, and

2.2.3.3 contributing to welcoming, caring, respectful, and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Reference:

Sections 12, 16, 18, 20, 24, 25, 45, 50, 105 School Act
Canadian Charter of Rights and Freedoms
Criminal Code
Alberta Human Rights Act
Teaching Profession Act

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Policy 19 - Draft
WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING AND WORKING ENVIRONMENTS

The Board is committed to ensuring that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful, and safe learning and working environment that respects diversity and fosters a sense of belonging. As provided for in the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, and the School Act, all individuals within the Division have the right to learn and work in settings that promote equality of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

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To this end, the Board will not tolerate harassment, discrimination, bullying, intimidation, and violence and encourages reporting of all incidents of this nature, regardless of the identity of the alleged harasser or offender. In addition, the Board requires the reporting of allegations of harassment, discrimination, bullying, intimidation, or violence to be investigated in a timely and respectful manner.

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2. **Guidelines**

2.1 Application of this policy includes, but is not limited to, trustees, employees, students, parents, volunteers, visitors, and contractors. This policy covers behaviour not only at Division schools and offices, but also at any Board or school-related function including field trips, conferences, training sessions, work done off site, and social functions. This applies whether the contact is face-to-face, by phone, fax, email, Internet or Intranet, or by any other means of communication.

2.2 To ensure application of this policy, the Board has directed administration to create an applicable:

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2.2.1.2 indicating the Principal must within a reasonable time from the date the Principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student
organization or to assist in organizing the activity and if no staff member is available to serve as staff liaison, the principal shall immediately inform the Division and the Minister;

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2.2.3.1 resolving issues peacefully;

2.2.3.2 developing empathy, and

2.2.3.3 contributing to welcoming, caring, respectful, and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

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Sections 12, 16, 18, 20, 24, 25, 45, 50, 105 School Act
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Administrative Procedure 311 - Draft

WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING ENVIRONMENTS FOR STUDENTS

BACKGROUND:
The Division is committed to ensuring all members of the school community are provided with welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging. All individuals within the Division have the right to learn in settings that promote equality of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

All students and staff have a right to an environment free from discrimination, threats, and personal harassment including sexually harassing behaviours. This includes ensuring we create safe, caring environments for all irrespective of their actual or perceived sexual orientation, gender expression, or gender identity. This responsibility is expressed in the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act, and the School Act. Additionally, Bill 10 directs school boards to have policies and practices in place to protect the rights of sexual minorities (lesbian, gay, bisexual, transgender, questioning) students, families, and staff.

Incidents of harassment, bullying, or discrimination related to actual or perceived diverse sexual orientations, gender identities, and gender expressions of any member of the school community are taken seriously. The Division is also committed to the investigation of these reported incidents in a timely manner and taking necessary action(s) or remedies as a result of an investigation.

DEFINITIONS:

Bullying:
is repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.

Bullying can take different forms:

- physical – pushing, hitting;
- verbal – name calling, threats;
- social – exclusion, rumors; and
- cyber – using the computer or other technology to harass or threaten.

Conflict in Relationship:
occurs through episodic acts of breakdowns in relationship between students. Conflict is an inevitable component of students learning to grow within social relationships. Disagreement and misunderstanding between parties is at the heart of conflict. However, conflict does not constitute premeditated efforts to cause harm, fear, or distress. Parameters for addressing conflict between students may be dealt with through counselling and/or Administrative Procedure 350, Student Conduct.
**Personal Harassment:**
is any unwelcome behaviour, conduct, or communication directed intentionally or unintentionally at an individual that is offensive to that individual and is based on the rights identified in the *Alberta Human Rights Act*, including, but not limited to, race, religious beliefs, colour, gender, gender identity, gender expression, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Personal harassing behaviour may include, but is not limited to, threats, intimidation, ostracism, offensive gestures, offensive remarks or jokes, demeaning or humiliating actions, or behaviour that supports a hostile or poisonous environment.

The test in determining if an action is harassing is whether a reasonable person knows or ought to know the behaviour would be considered unwelcome or inappropriate by the recipient. Such an action may be a single event or may involve a continuing series of incidents. It may involve the abuse of authority or position, or it may involve relations among co-workers and affiliated personnel. Personal harassment, however, does not include the appropriate exercising of an individual’s supervisory authority.

**Sexual Harassment:**
is any unwelcome behaviour, conduct, or communication directed intentionally or unintentionally at an individual which is sexual in nature and known or ought to be known to impact the well-being of others. This includes, but is not limited to, unwelcome physical contact (e.g., patting, pinching, rubbing, grabbing), unwelcome remarks or compromising invitations or requests, verbal abuse or display of suggestive pictures, leering, whistling, innuendoes, jokes, demands for sexual favours, stalking, embarrassing, suggestive or threatening language, displays of pornographic materials, sexting, or behaviour that supports a hostile or poisonous environment.

**Restorative Practice:**
promotes values and principles that use inclusive, collaborative approaches among students, families, and school staff. These approaches validate the experiences and needs of everyone within the community, particularly those who have been marginalized, oppressed, or harmed. These approaches allow schools to act and respond in ways that are healing, rather than alienating or coercive. Restorative discipline is a strategy that a principal may use to address bullying within a school.

**Supporting Positive Behaviours:**
is a strategy for schools to further the social responsibility and responsiveness of students in meeting behavioural expectations in a school. Within this model, pre-determined levels of support and intervention are established to enhance a positive climate of school engagement for all students. While the support model may look different at each school, three levels may be clearly identified:

- **Basic/Universal Support:** Systematic teaching that produces a clear understanding of expectations is developed in a collaborative and respectful culture.
- **Targeted Support:** Additional support is provided for those students who have not yet internalized appropriate responses to the expectations that they have been expected to follow.
- **Individual/Intensive Support:** Highly focused support is established for those students who require ongoing adult monitoring in order to engage in appropriate behaviours.
Supporting Positive Behaviours is based upon a belief that teaching and nourishing appropriate behaviours has a far greater success than relying upon a model of consequences and punishment. This model is applied according to the age and stage of development of the learner, and is a strategy that a principal may also use to address bullying within a school.

PROCEDURES:

1. All members of the school community are expected to play a positive role to promote healthy relationships and prevent bullying behaviours.
2. Students and parents are encouraged to report bullying behaviour to school staff.
3. All reports of bullying and/or harassment shall be taken seriously and investigated by school staff.
4. If, in the opinion of the teacher or Principal, an act of bullying has occurred, interventions shall be applied dedicated to stopping the behaviour in the future and educating the student who is targeted about how to address the issue in the future. Interventions shall be applied to both those who are targets of bullying behaviour and those who engage in bullying behaviour in order to further a safe and caring culture within the school.
5. Parents play a primary role in assisting with the resolution of matters pertaining to bullying. Apprising them of issues in this area as they have impacted their children should occur at the earliest opportunity.
6. A Principal may use a Restorative Discipline or Positive Behavioural Support model to address matters of discipline.
7. Incidences of bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of Sections 24 or 25 of the School Act (Suspension and Expulsion) or Administrative Procedure 355, Suspension or Expulsion of Students.
8. The Division shall establish consistent school-based practices to ensure sexual minority members of school communities and their families are welcomed, accepted, and included in all aspects of education and school life. Further, the Division shall make equitable access to resources and support services for sexual minority students and staff as provided to other students and staff members.
9. The Division shall provide and promote opportunities for staff to increase their awareness and understanding of the scope and impact of discrimination against sexual minority people, including professional learning opportunities, so staff are informed and familiar with expectations pertaining to human rights, discrimination, harassment, sexual and gender minority diversity, and become aware of and sensitive to the needs and concerns of sexual and gender minority students and their families.
10. The Division shall commit to ongoing, constructive, and open dialogue with sexual minority communities to increase cooperation and collaboration among home, school, and community.
11. Teachers are encouraged to help students acquire the skills and knowledge to understand the unique perspectives and lived realities of sexual and gender minorities. Teachers shall use language and educational resources and approaches that are inclusive, age appropriate and respectful of diverse sexual orientations, gender identities and gender expressions.
12. Staff will have access to information about available community resources and expertise. When needed, staff may help a student (or student’s family) identify and access relevant and appropriate resources beyond the school. The Division shall ensure staff will not refer students to programs or services that attempt to change or repair a student’s sexual orientation or gender identity.
13. Learning, curriculum, and library resources shall reflect and value the diversity in the Division, so all students see themselves and their lives positively reflected.
14. Principals shall identify a staff person(s) annually to be a safe contact for students who identify themselves as sexual minorities. Principals shall inform students and staff about the location and availability of this contact person.
15. Principals shall support the establishment and naming of Gay-Straight Alliances (GSAs), Queer-Straight Alliances (QSAs), or other similar clubs as specified in the School Act. Students have the right to name a student organization a GSA or QSA and these names cannot be prohibited nor their use discouraged. Permission by a Principal for the establishment of a student organization or the holding of an activity must be granted immediately. Parental permission or notification is not required to attend a GSA or QSA. The privacy of students who join a GSA or QSA is protected and the Principal shall ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of this information.

16. The Division shall ensure staff address and provide appropriate remedial consequences for interactions involving the use of comments, behaviours, and actions that are homophobic, transphobic, and sexist, whether they occur in person or in digital form.

17. The Division shall use respectful and inclusive language in its communication to students, staff, families, and the community. The unique identities of sexual minority students, families, cultures and communities are valued by schools’ use of non-gendered language in regular communication tools (websites, newsletters, social media sites etc.) and the open identification of an inclusive environment for all.

18. The Division shall maintain the right of sexual minority students and staff to privacy and confidentiality regarding their sexual orientation, gender identity, or gender expression and protect them from unwanted disclosure of such information. This includes all student and employee records, forms, and processes.

19. Students’ right of self-identification is the sole measure of their sexual orientation, gender identity and/or gender expression. Transgender students shall have the right to be addressed by their preferred name(s) and pronoun(s) that correspond to their lived gender identities. Students shall be informed of limitations regarding their chosen name and gender identity or gender expression in relation to official school records that require legal name designation.

20. Principals shall ensure dress codes are flexible, inclusive, and respectful of the gender identities and gender expressions of all members of the school community.

21. The Division shall make gender neutral washrooms and change rooms available to students and staff. Students are to be able to access washrooms and change rooms that are congruent with their lived gender identity and the Division shall make reasonable efforts to provide solutions that are respectful, discreet, and safe for all students.

22. All students, regardless of their sexual orientation, gender identity, or gender expression, shall be able to participate in physical education classes and extracurricular activities in ways that are safe, comfortable, and consistent with their lived gender identity.

23. The Division shall work with all schools, communities, and educational stakeholders to ensure this Administrative Procedure is respectfully implemented to support all students, staff, and families in our schools.

24. The Division recognizes that change occurs over time and that as understandings of diverse sexual orientations, gender identities, and gender expressions evolve, procedures and practices to support welcoming, caring, respectful, and safe learning and working environments shall develop correspondingly.

Reference:
Section 12, 16.1, 16.2, 18, 20, 23, 30, 45, 45.1, 50.1, 50.2, 60, 61, 96, 113, 116, 117 School Act
Alberta Bill of Rights
Alberta Human Rights Act
Ministerial Order on Student Learning 001/2013
Guide to Education ECS to Grade 12
Canadian Charter of Rights and Freedoms
Truth and Reconciliation Final Report
Administrative Procedure 350
STUDENT CODE OF CONDUCT

BACKGROUND:

The Division is committed to ensuring that each student is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. The primary focus of the Student Code of Conduct is to help students learn how to:

- resolve issues peacefully;
- develop empathy; and
- contribute to a welcoming, caring, respectful, and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Students are expected to learn, practice, and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful, and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act, and the School Act. As a fundamental principle and as a matter of public policy, the Division believes that all students have the right to learn in settings that promote equality of opportunity, dignity, and respect, without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. As such, students are expected to foster a sense of belonging among all students.

Students are expected to pursue academic and cultural studies to maximize their individual potential in becoming contributing members of society.

The purposes of the Student Code of Conduct are to:

- establish and maintain a welcoming, caring, respectful, and safe learning environment that fosters diversity and nurtures a sense of belonging and a positive sense of self;
- establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- establish and publish expectations for student behaviour while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school; and
- address issues such as consequences for unacceptable behaviour.

DEFINITIONS:

Bullying: is repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.
Bullying can take different forms:

- physical – pushing, hitting;
- verbal – name calling, threats;
- social – exclusion, rumors; and
- cyber – using the computer or other technology to harass or threaten.

Conflict in Relationship:
occurs through episodic acts of breakdowns in relationship between students. Conflict is an inevitable component of students learning to grow within social relationships. Disagreement and misunderstanding between parties is at the heart of conflict. However, conflict does not constitute premeditated efforts to cause harm, fear, or distress.

PROCEDURES:

1. Student Responsibilities

1.1 The Student Code of Conduct sets out behavioural expectations for students, including those behaviours that are consistently promoted and modeled by all in the school community—staff, students, and parents. Students shall be held accountable for conduct that occurs outside of the school building or school day and/or electronically if the conduct negatively affects members of the school community or interferes with the school environment. The Student Code of Conduct encourages compliance with section 12 of the School Act.

1.2 Students are expected to display acceptable behaviour. Examples of acceptable behaviour include:

1.2.1 Respect yourself and the rights of others in school.
1.2.2 Treat all students and staff with dignity, respect, and fairness at all times.
1.2.3 Make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects diversity and fosters a sense of belonging of others in your school.
1.2.4 Resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and optimal growth. Parameters for addressing conflict between students may be dealt with through counselling, community conferencing, or other forms of restorative justice.
1.2.5 Refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours and/or electronically.
1.2.6 Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
1.2.7 Act in ways that honour and appropriately represent you and your school.
1.2.8 Attend school regularly and punctually.
1.2.9 Be ready to learn, actively engage in and diligently pursue your education.
1.2.10 Know and comply with the rules of your school.
1.2.11 Cooperate with all school staff.
1.2.12 Be accountable for your behaviour to your teachers and other school staff.
1.2.13 Take appropriate measures to help those in need of assistance.
1.2.14 Be kind to all persons.
1.2.15 Demonstrate honesty and integrity.
1.2.16 Demonstrate respect for authority, other people, and their personal property, school property, and equipment.
1.2.17 Demonstrate digital citizenship through the appropriate use of technology.
1.2.18 Contribute positively to your school and your community.
1.3 Students are to refrain from engaging in unacceptable behaviour. While school staff members are not able to control what students do outside of school, where that behaviour spills into the school environment, there may be consequences for the behaviour. Examples of unacceptable behaviours may include:

1.3.1 behaviours that interfere with the learning of others and/or the school environment;
1.3.2 behaviours that create unsafe conditions;
1.3.3 acts of bullying, harassment, or intimidation;
1.3.4 physical violence;
1.3.5 retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern;
1.3.6 any form of harassment, including bullying, via electronic means and/or through social networking sites whether through language or frequency of messages; and
1.3.7 any illegal activity. Examples include but are not limited to:

1.3.7.1 possession, use, or distribution of illegal or restricted substances;
1.3.7.2 possession, distribution, or display of offensive messages or pictures;
1.3.7.3 possession or use of weapons; and
1.3.7.4 theft or damage to property.

2. Consequences of Unacceptable Behaviour

2.1 Unacceptable student behaviour may be grounds for disciplinary action, and provides an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, conflict resolution, communication, and social skills development.

2.2 Consequences of unacceptable behaviour take into account the student’s age, maturity, individual circumstances, and frequency of misconduct. The specific circumstances of the situation and of the student shall be taken into account when determining appropriate consequences.

2.3 While this code of conduct addresses consequences for inappropriate behaviour, support shall be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.

2.4 The consequences of unacceptable behaviour may include but are not limited to:

2.4.1 assignment of a student to an alternate supervised location, when behaviour is unacceptable, disruptive, or destructive;
2.4.2 short term removal of privileges;
2.4.3 detention;
2.4.4 use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
2.4.5 interventions such as positive behaviour supports, community conferencing, or other forms of restorative justice;
2.4.6 replacement of or payment for damage to school property;
2.4.7 corrective student transfer;
2.4.8 suspension; and/or
2.4.9 recommendation for expulsion.

Reference:
Section 12 School Act
Canadian Charter of Rights and Freedoms
Alberta Human Rights Act

Last Updated: November 2017