



**AGENDA**  
**Christmas Lunch at 12:00 at Elsa's**

1.	<b>Approval of the Agenda</b>	Motion Required
2.	<b>Adoption of the Minutes</b> 2.1 Adoption of the Minutes of November 21, 2019	Motion Required
3.	<b>Delegations</b> 3.1 Student Services Update – Shannon Smith 10:00 a.m.	Information
4.	<b>Business Arising from the Minutes</b> 4.1 School Calendars 4.2 Upcoming Conferences	Motion Required Discussion
5.	<b>Superintendent Report/Information Items</b> 5.1 Superintendent Report	Motion Required
6.	<b>Deputy Superintendent Report</b> 6.1 No report at this time	
7.	<b>Secretary Treasurer Report</b> 7.1	
8.	<b>New Business</b> 8.1 Admin/Board Retreat 8.2 Board Meeting Date Change 8.3 Policy Name Change 8.4 Borrowing Resolution	Information Discussion Motion Required Motion Required
9.	<b>Policy Review</b> 9.1 Policies referred from Policy Committee – December 5 Policy 6 – Role of the Vice Chair Policy 10 – Policy Making Policy 12 – Role of the Superintendent 9.2 Future Policies for review Policy 2 – Role of the Board Policy 15 – School Closure Code of Conduct – New Policy Student Code of Conduct – New Policy	Motions Required
10.	<b>Committee Reports</b> Policy Committee – December 5 Finance Committee – December 5 Communications Committee – December 5 Political Advocacy Committee – December 5 Teacher/Board Advisory Committee – December 5, 2019 <b>School Council Reports</b> Grassland School Council – November 21 Thorhild Central School – November 25 Rochester School Council – December 3 Council of School Council – November 27, 2019 <b>Community Reports</b> Meeting regarding Athabasca University – November 22, 2019	Information



# Aspen View

PUBLIC SCHOOLS

The Board of Trustees of  
Aspen View School Division  
December 12, 2019  
@ Division Office  
10:00 a.m.

	<b>Conference Reports</b>	
11.	<b>Correspondence</b> 11.1 Incoming 11.2 Out Going	Information
12.	<b>Upcoming Agenda Items</b> Motion 19-189 – January 16, 2020 Meeting Grassland Viability Study – January 16, 2020	Information
	<b>5 minute Break</b>	
13.	<b>In Camera</b> 13.1 Legal 13.2 Legal 13.3 Legal	
14.	<b>Adjournment</b>	Motion Required



# Aspen View

PUBLIC SCHOOLS

**Meeting Date:** December 12, 2019  
**Topic:** Adoption of the Minutes of November 21, 2019  
**Agenda No:** 2.1

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## **Background Information:**

The draft minutes from the regular meeting held November 21, 2019 are attached for review and consideration.

## **Attachments:**

Draft minutes of November 21, 2019

## **Submitted by:**

T. Ledieu, Executive Assistant

## **Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools adopt the minutes of November 21, 2019 as presented.



<p><b>Call to Order</b></p>		<p>Minutes of the Regular Meeting of the Board of Trustees of Aspen View Public Schools held on Thursday, November 21, 2019 with the following members present:</p> <p><b>In Attendance:</b>          Candyce Nikipelo, Chair Aspen View Northeast          Anne Karczmarczyk, Vice Chair Aspen View North Central          Dennis MacNeil Aspen View North Central          Nancy Sand Aspen View Northwest          Donna Cherniwchan Aspen View Southeast          April Bauer Aspen View Southwest</p> <p><b>Absent with Regrets:</b>          Thomas Mykytiuk Aspen View South Central</p> <p><b>Administration:</b>          Neil O'Shea Superintendent          Karen Penney Deputy Superintendent          Amber Oko Secretary Treasurer          Tammy Ledieu Executive Assistant          Ross Hunter Communications Officer</p> <p>Chairman Nikipelo called the public meeting to order at 10:02 a.m. with the singing of O'Canada.</p>
<p><b>Approval of the Agenda</b></p>	<p>1.0</p>	<p>Addition:          4.2 Budget Correspondence to Stakeholders          8.6 Funding Research Questionnaire          10.1 Athabasca University          13.4 TEBA Update          13.5 Legal  <b>19-234</b>          Trustee Bauer moved that the Board of Trustees of Aspen View Public Schools approve the agenda as amended.          CARRIED UNANIMOUSLY</p>
<p><b>Adoption of the Minutes</b></p>	<p>2.1</p>	<p><b>Adoption of the Minutes of the Meeting held November 7, 2019</b>          Removal of wording from page 3564 item 8.1 was requested. As the discussion was led by Trustee MacNeil, he approved the removal of the said wording.  <b>19-235</b>          Trustee MacNeil moved that the Board of Trustees of Aspen View Public Schools adopt the minutes of the regular meeting held November 7, 2019 as amended.          CARRIED UNANIMOUSLY</p>

Initial: \_\_\_\_\_  
 Candyce Nikipelo

\_\_\_\_\_  
 Neil O'Shea



<p><b>Delegations</b></p>	<p>3.1</p>	<p><b>Audited Financial Statements</b>          Jeffrey Alliston, Metrix Group LLP, joined the meeting to present the Audited Financial Statement in-camera prior to the public presentation.  <b>19-236</b>          Trustee Karczmarczyk moved the meeting into camera at 10:10 a.m. to receive the audited financial statements.  <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <b>19-237</b>          Trustee Bauer moved the meeting out camera at 10:55 a.m.  <p style="text-align: right;">CARRIED UNANIMOUSLY</p>         Recess at 10:55 a.m.          Reconvened at 11:02 a.m.</p> <p>3.2</p> <p><b>Audited Financial Statements - Public</b>          Jeffrey Alliston, Metrix Group LLP presented the Audited Financial Statement.</p> <p>Superintendent O'Shea thanked Secretary Treasurer Oko and her staff for ensuring that the audit would go well. He also thanked Mr. Alliston and his team for their efficient and effective work on the audit.</p> <p>Chairman Nikipelo thanked the team for their work; she felt that this is a report card on how we are doing, and we are doing well.</p> <b>19-238</b> Trustee Bauer moved that the Board of Trustees of Aspen View Public Schools approve the transfer of (\$93,481) to Operating Reserves and (\$738,603) to Capital Reserves as recommended. <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <b>19-239</b> Trustee MacNeil moved that the Board of Trustees of Aspen View Public Schools approve the Audited Financial statements as presented by the auditor. <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
<p><b>Business Arising from the Minutes</b></p>	<p>4.1</p> <p>4.2</p>	<p><b>Annual Education Results Report Approval</b>          Deputy Superintendent Penney will review the AERR at 1:00 p.m.</p> <p><b>Budget Correspondence to Stakeholders</b>          Superintendent O'Shea shared a draft letter that will be sent to all stakeholders regarding the impact of the new budget on the Division. This letter will be shared through PowerSchool, as well to all school councils and Council of School Council. This correspondence will be sent out within the next couple days.</p>



		<p>Trustee Sand inquired if the insurance increase should be referenced in the letter. Trustee MacNeil also mentioned about the static nature of education funding envelope until 2022 should be referenced.</p> <p>Following discussion, it was agreed that the message should be a positive message around where the division is currently. Another correspondence will be sent following the release of the spring budget and the potential impact of that budget at that time.</p> <p>It was agreed that a statement around the insurance increase would be included as an amendment to the original correspondence.</p> <p><b>19-240</b>        Trustee Karczmarczyk moved that the Aspen View Public Schools send the amended budget correspondence to the stakeholders as soon as possible.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>A discussion on a three to five year financial plan will be referred to the Finance Committee to look at the future funding of Aspen View Public Schools.</p>
<b>Superintendent Report/Information Items</b>	5.1	<p><b>Superintendent Report</b>        Superintendent O’Shea provided a verbal update to his written report.</p> <p><b>19-241</b>        Trustee Cherniwchan moved that the Board of Trustees of Aspen View Public Schools receive the Superintendent Report as presented for information.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
<b>Deputy Superintendent Report</b>	6.0	Nothing to Report
<b>Secretary Treasurer Report</b>	7.1	<p><b>Finance Update</b>        Secretary Treasurer Oko reviewed her written financial update.</p> <p><b>19-242</b>        Trustee MacNeil moved that the Board of Trustees of Aspen View Public Schools receive the financial update as provided for information.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
<b>New Business</b>	8.1	<p><b>Schedule of Christmas Concerts</b>        Mr. O’Shea reviewed the Christmas Concert schedule advising that a Division Office representative at each concert/festival. If trustees are unable to attend their local concert, please let Division Office know so the information can be shared with other trustees in the event that someone else would be interested in attending.</p>



	8.2	<p><b>Nutrition Grant</b>          Superintendent O'Shea reviewed the Nutrition Grant allocations for information.</p>
	8.3	<p><b>School Calendars</b>          Superintendent O'Shea reviewed the School Calendars for information. This will be shared with the Council of School Council meeting and Administrative Association for review and approval on December 12, 2019 meeting.</p> <p>Discussion around the last day of classes for high school students were held; it was advised that each school sets the last day of classes. A discussion around absenteeism was held. A discussion around November Break was held, in particular around volleyball zones and provincials.</p>
	8.4	<p><b>Rochester School Trip Amendment</b>          Superintendent O'Shea reviewed the amendment in the Rochester School trip.</p>
	8.5	<p><b>Upcoming Conferences</b>          Superintendent O'Shea reviewed the upcoming conferences. This will be on the agenda for December 12, 2019 for full discussion.</p>
	8.6	<p><b>Funding Questionnaire</b>          Superintendent O'Shea reviewed the request for a funding questionnaire that he has forwarded to the Board. Rather than having the survey completed, Mr. O'Shea would like to submit the original notes/concerns that have been raised by Aspen View Public Schools around the funding formula to the Researcher. Following discussion, it was agreed that Mr. O'Shea would in fact submit the original concerns.</p>
<b>Policy Review</b>	9.0	No policies to review at this time
<b>Reports</b>	10.0	<p><b>Committee Reports</b>          No Committee Reports</p> <p><b>School Council Reports</b>  <i>Boyle School – November 18, 2019</i> Trustee Nikipelo was unable to attend, however, advised that the school shop was broken into and some tools were stolen.  <i>Landing Trail Intermediate School – November 19, 2019</i> Trustee Karczmarczyk provided a verbal update.</p> <p>Recess for Lunch at 12:04 p.m.          Reconvened at 12:36 p.m.</p> <p><i>Smith School – November 20, 2019</i> Trustee Sand was unable to attend</p>





		<p><i>Vilna School – November 20, 2019</i> Trustee Cherniwchan provided a verbal update</p> <p><b>Community Report</b>          Trustee Karczmarczyk advised that she will be meeting with Mr. van Dijken, MLA, as well as other stakeholders, on Friday, November 22, 2019 regarding the Athabasca University status in the Town of Athabasca.</p> <p><b>Conference Reports</b>  <i>PSBC Meeting – November 16, 2019</i> Trustee Bauer provided a verbal update  <i>Rural Caucus Meeting – November 17, 2019</i> Superintendent O’Shea, Trustees Sand, Cherniwchan, Bauer and Nikipelo attended and provided a verbal update.  <i>ASBA Fall General Meeting – November 17-19, 2019</i> Trustees Bauer, Nikipelo, Cherniwchan, Sand, MacNeil, Karczmarczyk attended, as well as Superintendent O’Shea.</p> <p><b>19-243</b>          Trustee MacNeil moved that the Board of Trustees of Aspen View Public Schools receive all reports as presented for information.  <b>CARRIED UNANIMOUSLY</b></p>
<b>Correspondence</b>		<p><b>Incoming</b>  <b>Out Going</b></p>
<b>Upcoming Agenda Items</b>		<p>School Calendar Approval – December 12, 2020          Upcoming Conferences Discussion – December 12, 2020          Motion 19-189 – January 16, 2020 Meeting          Grassland Viability Study – January 16, 2020</p>
<b>Business Arising Continued</b>	<b>4.1</b>	<p><b>AERR Presentation – Dr. Karen Penney – 1:00 p.m.</b>          Deputy Superintendent Penney joined the meeting at 1:00 p.m. to review the AERR report.</p> <p><b>19-244</b>          Trustee Cherniwchan moved that the Board of Trustees of Aspen View Public Schools approve the Annual Education Results Report as presented.  <b>CARRIED UNANIMOUSLY</b>          Chairman Nikipelo requested a final copy be made for each Trustee.</p>





<p><b>In Camera</b></p>	<p><b>19-245</b> Trustee MacNeil moved the meeting into camera at 1:52 p.m. CARRIED UNANIMOUSLY</p> <p><b>19-246</b> Trustee MacNeil moved the meeting out of camera at 3:45 p.m. CARRIED UNANIMOUSLY</p> <p><b>19-247</b> Trustee MacNeil moved that the Board of Trustees of Aspen View Public Schools ratify the ATA Memorandum of Agreement for the 2018-2020 contract as recommended by the ATA Negotiation Committee. CARRIED UNANIMOUSLY</p> <p><b>19-248</b> Trustee Sand moved that the Board of Trustees of Aspen View Public Schools direct Administration to finalize the transfer of land in Waskatenau to Lakeland Catholic School Division. CARRIED UNANIMOUSLY</p>
<p><b>Adjournment</b></p>	<p><b>19-249</b> Trustee Cherniwchan moved adjournment at 3:55 p.m.</p> <p>_____</p> <p style="text-align: right;">Candyce Nikipelo, Board Chair</p> <p>_____</p> <p style="text-align: right;">Neil O'Shea, Superintendent</p>



**Meeting Date:** December 12, 2019  
**Topic:** Upcoming Conferences  
**Agenda No:** 4.2

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### **Background Information:**

The following conferences are coming up for the remainder of the 2019-2020 School Year:

March 1-3, 2020 – Rural Education Symposium – Fantasyland Hotel  
In the past, we have invited municipalities to attend as our guests  
Last year, we paid registration fee only. 7 rooms have been booked.

**Recommendation:** The focus of the conference in the last 2 years has been on building partnerships, however the focus for 2020 is visioning for the future. The recommendation is to make our municipal partners aware of the conference however not provide any funding to attend.

April 20-22, 2020 – CASS FNMI Gathering – Fantasyland Hotel  
In the past, we have invited FNMI partners to attend – we have covered all expenses. 7 rooms have been booked

**Recommendation:** Conference registration fees be covered for the members of the Wisdom Council.

April 24-26, 2020 – Alberta School Council Association – Delta Marriott Edmonton South  
In the past, we have covered the costs for one member from each School Council, or, the registration for two members from a School Council, but not expenses (if paying for more than one member)

**Recommendation:** Conference registration fees be covered for 1 member of each school council

May 29-30, 2020 – PSBAA Spring General Meeting – Cambridge Hotel – Red Deer – Hotels are booked

June 1-3, 2020 – TENTATIVE – ASBA Spring General Meeting – Cambridge Hotel Red Deer – no rooms booked at this point

**Recommendation:** In uncertain times is it important that the Board of Trustees continue to network with other trustees and to interface with government officials. Attendance at the spring PSBAA and ASBA general meetings continue.

The senior administration team will not be attending the College of Alberta School Superintendent summer conference in Kananaskis in the summer of 2020.

**Attachments:**

None

**Submitted by:**

**N. O'Shea, Superintendent**

**Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools direct Administration to proceed as per the above recommendations



# Aspen View

PUBLIC SCHOOLS

**Meeting Date:** December 12, 2019  
**Topic:** Superintendent Report  
**Agenda No:** 5.0

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## **Background Information:**

Activities since the last board meeting include:

November 22	Meeting with Glen van Dijken, MLA
November 25	Fall Update Meeting- J. MacIsaac
November 26	Fall Update Meeting – D. Nolan
November 26	Fall Update Meeting – L. Kravontka
November 27	Fall Update Meeting – S. Kucey
November 27	Council of School Councils
November 28	Joint Use Agreement meeting with EPC and Multiplex
November 28	Meeting Grassland School staff – Viability Study
November 29	Meeting with Saddle Lake Superintendent – D. Cardinal
December 5	Policy, Communications and Political Advocacy Committee
December 5	TBAC Committee Meeting
December 6	CASS Meeting
December 10	Admin Association Meeting

## **Attachments:**

No attachments

## **Submitted by:**

**N. O'Shea, Superintendent**

## **Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools receive the Superintendent Report as presented for information.



# Aspen View

PUBLIC SCHOOLS

**Meeting Date:** December 12, 2019  
**Topic:** Board Meeting Date Change  
**Agenda No:** 8.2

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## **Background Information:**

Due to Trustee calendar conflicts, a request to change the February 6<sup>th</sup> meeting to February 10<sup>th</sup> has been made.

## **Attachments:**

none

## **Submitted by:**

N. O'Shea, Superintendent

## **Recommendation or Action Requested:**

For discussion and direction



**Meeting Date:** December 12, 2019  
**Topic:** Policy 15 – Name Change  
**Agenda No:** 8.3

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**Background Information:**

The name of Policy 15 – School Closure was discussed by the Policy Committee. Following discussion, it was agreed that a name change of Policy 15 be considered based on the fact that a Viability Study does not necessarily mean a school, or selected grade level will be closed.

**Attachments:**

none

**Submitted by:**

N. O’Shea, Superintendent

**Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools rename Policy 15 to “School and Program Viability”



**Meeting Date:** December 12, 2019  
**Topic:** New Business – Financial Borrowing Resolution  
**Agenda No:** 8.4

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**Background Information:**

Historically Aspen View Public Schools has had a borrowing resolution with ATB Financial in the amount of \$1,000,000. This line of credit provides the Division with accessible short terms funds if unanticipated circumstances arise in which cash is required quickly.

**Attachments:**

Borrowing Resolution

**Submitted by:** A Oko, Secretary Treasurer

**Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools approve the \$1,000,000 borrowing resolution with ATB Financial for the 2019-2020 year.



## **Borrowing Resolution School Division/District – Current Expenditures**

WHEREAS the Board of Trustees of the Aspen View School Division/District No. 78 (hereafter called the "Board") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures for its schools for its financial year commencing September 1, 2019;

NOW THEREFORE, pursuant to the provisions of the School Act, be it resolved by the Board that:

1. The Board do borrow from Alberta Treasury Branches (hereafter called "ATB") sums of money from time to time in the said financial year as required to meet current expenditures of the Board in the said financial year, provided that the total principal amount owed to ATB at any one time hereunder shall not exceed the sum of ~~One Million~~ DOLLARS (\$1,000,000.00).
2. The Chairman and Treasurer of the Board be and they are hereby authorized for and on behalf of the Board:
  - (a) to apply to ATB for the aforesaid loans to the Board;
  - (b) to obtain advance of monies from ATB in the said financial year by way of an overdraft on the Board's account at an ATB or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB; and
  - (c) to execute on behalf of the Board such bills, promissory notes or similar forms of obligation as ATB may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and ATB shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Resolution.

3. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to One Quarter (0.25%) PER CENT Below the Prime Lending Rate established from time to time by ATB, and such interest shall be calculated and due and payable monthly.
4. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than August 31 of the said financial year.
5. As security for payment of money borrowed hereunder, the Board hereby charges to and in favour of ATB the whole of the Alberta Learning Funding received or to be received by the Board, and all other money due or accruing due to the Board, and the Chairman and Secretary of the Board are hereby authorized on behalf and in the name of the Board to execute and deliver to ATB such security documents as ATB may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with interest all sums borrowed from ATB and ATB shall not be bound to recover any such funding or other monies before being entitled to payment from the Board.
6. ATB shall be furnished with a certified copy of this Resolution and a list of the officers of the Board together with specimens of their signatures, and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Alberta Treasury Branch at which the account of the Board is kept.

### **CERTIFICATE**

WE HEREBY CERTIFY that the foregoing Resolution was duly passed by the Board therein mentioned at a duly and regularly constituted meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_ at which a quorum was present, and that the said Resolution is in full force and effect.

WITNESS our hands and the seal of the Board this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Chairman

(Seal)

\_\_\_\_\_  
Secretary

**ATB Financial™**



**Meeting Date:** December 12, 2019  
**Topic:** Policy Review  
**Agenda No:** 9.1

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**Background Information:**

The following policies are referred from the Policy Committee:

**Attachments:**

Policy 6 – Role of the Vice Chair – Clean and Track Changes  
Policy 10 – Policy Making – Clean and Track Changes  
Policy 12 – Role of the Superintendent – Clean and Track Changes

**Submitted by:**

N. O’Shea, Superintendent

**Recommendation or Action Requested:**

That the Board of Trustees of Aspen View Public Schools give first reading to Policy 6 – Role of the Vice Chair as recommended by the Policy Committee.

AND

That the Board of Trustees of Aspen View Public Schools give first reading to Policy 10 – Policy Making as recommended by the Policy Committee.

AND

That the Board of Trustees of Aspen View Public Schools give first reading to Policy 12 – Role of the Superintendent as recommended by the Policy Committee.

## Policy 6

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### ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office during the pleasure of the Board.

#### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
  - 1.1 In the case the Chair does not attend within fifteen minutes after the time appointed for a meeting and a quorum is present, the vice-chair shall call the meeting to order and shall preside during the meeting or until the arrival of the Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. The Vice-Chair may be assigned other duties and responsibilities held by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the Division.
- 4.5. The Vice Chair is invited to participate in the regular board agenda review session with the Board Chair and the Superintendent.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act  
Board Procedures Regulation

~~Legal Reference: Section 65, School Act~~

## Policy 6

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#### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
  - 1.1 In the case the Chair does not attend within fifteen minutes after the time appointed for a meeting and a quorum is present, the vice-chair shall call the meeting to order and shall preside during the meeting or until the arrival of the Chair.
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3. The Vice-Chair may be assigned other duties and responsibilities held by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the Division.
5. The Vice Chair is invited to participate in the regular board agenda review session with the Board Chair and the Superintendent.

Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act  
Board Procedures Regulation

## Policy 10

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### POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the ~~School Act~~Education Act and provincial as well as federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

#### 1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

#### 2. Development

The Board may develop the policy itself or delegate the responsibility for development to the Policy Committee or the Superintendent.

#### 3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

#### 4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review each policy at least once during the term of the Board.

## Specifically

1. Requests to consider the development of a new policy or to revise or delete an existing policy can be initiated by the Board or the Superintendent.
2. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
3. The Policy Committee or the Superintendent will make a recommendation to the Board. The recommendation shall be placed on the agenda of a regular Board meeting.
4. Proposed policy and significant amendments will be ratified in accordance with the following schedule:
  - 4.1 First reading:
    - Proposal is presented for action.
    - Clarification and directions for additional information are given.
    - The proposal may be circulated for reactions and recommendations.
  - 4.2 Second and Final reading:
    - Merits of the proposal, including amendments, are debated.
    - Proposal and any amendments are approved or rejected.
    - If the proposed policy is rejected, the Board may direct further development, or may choose to eliminate the proposed policy.
5. At the same meeting, after the first reading, with unanimous consent of all present, the second reading may occur.
6. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
8. The Board may request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
9. The Superintendent must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
10. The Superintendent must inform the Board in a Board Agenda of any changes to Administrative Procedures.
11. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

12. All Board policies shall be posted on the Division's website and distributed electronically to all principals and central office administration will be notified of any new or amended policy.
13. Stakeholders may be provided with the opportunity for consultation and involvement in the development, review and/or rescission of policy statements through school councils, the division Teacher/Board Advisory Committee and/or any other means as determined by the Board or Policy Committee.
14. Unless otherwise determined by the Board, all policy and development review will be concluded by the end of the school year in which it was initiated.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act  
Board Procedures Regulation

Legal Reference: Section 60, 61, School ActEducation Act



## Policy 10

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### POLICY MAKING

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The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Superintendent to exercise professional judgment in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for development to the Policy Committee or the Superintendent.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review each policy at least once during the term of the Board.

## Specifically

1. Requests to consider the development of a new policy or to revise or delete an existing policy can be initiated by the Board or the Superintendent.
2. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
3. The Policy Committee or the Superintendent will make a recommendation to the Board. The recommendation shall be placed on the agenda of a regular Board meeting.
4. Proposed policy and significant amendments will be ratified in accordance with the following schedule:
  - 4.1 First reading:
    - Proposal is presented for action.
    - Clarification and directions for additional information are given.
    - The proposal may be circulated for reactions and recommendations.
  - 4.2 Second and Final reading:
    - Merits of the proposal, including amendments, are debated.
    - Proposal and any amendments are approved or rejected.
    - If the proposed policy is rejected, the Board may direct further development, or may choose to eliminate the proposed policy.
5. At the same meeting, after the first reading, with unanimous consent of all present, the second reading may occur.
6. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
8. The Board may request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
9. The Superintendent must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
10. The Superintendent must inform the Board in a Board Agenda of any changes to Administrative Procedures.
11. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

12. All Board policies shall be posted on the Division's website and distributed electronically to all principals and central office administration will be notified of any new or amended policy.
13. Stakeholders may be provided with the opportunity for consultation and involvement in the development, review and/or rescission of policy statements through school councils, the division Teacher/Board Advisory Committee and/or any other means as determined by the Board or Policy Committee.
14. Unless otherwise determined by the Board, all policy and development review will be concluded by the end of the school year in which it was initiated.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act  
Board Procedures Regulation  
Education Act

## Policy 12

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### ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

~~The Superintendent is designated Head of the Division for the purposes of the Freedom of Information and Protection of Privacy Act.~~

Specific Areas of Responsibility:

#### 1. Student Welfare

The Superintendent shall:

- 1.1 Ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters responsible behaviors.
- 1.2 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- 1.3 Ensure the facilities adequately accommodate the needs of division students.
- 1.4 Act as, or designate, the local attendance officer for the Division.

4.41.5 Ensure that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.

#### 2. Educational Leadership

The Superintendent shall:

- 2.1. Provide leadership in all matters relating to education in the Division.
- 2.2. Ensure students in the Division have the opportunity to meet the standards of education set by the Minister.
- 2.3. Implement education policies established by the Minister and the Board.

2.3-2.4. Ensure that leadership is the shared responsibility of everyone within the organization and build leadership capacity.

#### 3. Fiscal Responsibility

The Superintendent shall:

- 3.1. Ensure the fiscal management of the Division is in accordance with the terms or

conditions of any funding received by the Board under the ~~School Act~~Education Act or any other applicable Act or regulation.

- ~~3.2.~~ Ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

#### 4. Personnel Management

The Superintendent shall:

- 4.1. Have overall authority and responsibility for all personnel-related issues, ~~save and except:~~ the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 4.2. Monitor and take action designed to improve the performance of all staff.
- 4.3. Ensure that all personnel practices are conducted in a legal and ethical manner, and in accordance with Board direction.

- ~~4.4.~~ Ensure that all individuals are supervised and evaluated, ~~involved in supervision, evaluation and recognition of personnel abstain from participation in proceedings when family relatives are under active consideration.~~

~~4.4.4.5.~~ not be involved in the evaluation or supervision of family members.

#### 5. Policy / Procedures

The Superintendent shall:

- 5.1. Provide leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures.

#### 6. Superintendent / Board Relations

The Superintendent shall:

- 6.1. Establish and maintain positive, respectful, professional working relations with the Board and endeavor to ensure staff interacts with the Board in a similar manner.
- 6.2. Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.

- ~~6.3.~~ Provide information that the Board requires to perform its role.

~~6.3.6.4.~~ Ensure that the relationship between the Superintendent and the Board demonstrates mutual support and that this is conveyed to all stakeholders.

#### ~~7. Three Year Planning~~

~~The Superintendent shall:~~

- ~~7.1.~~ ~~Lead the Three Year Planning process including the development of Division goals, budget, facilities and transportation plans and implement plans as approved.~~
- ~~7.2.~~ ~~Involve the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).~~
- ~~7.3.~~ ~~Report regularly on results achieved.~~

~~8. Organizational Management~~~~The Superintendent shall:~~

- ~~8.1. Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.~~
- ~~8.2. Report to the Minister with respect to matters identified in and required by the School Act.~~

OR:Planning and AccountabilityDemonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.Report to the Minister with respect to matters identified in and required by the Education Act.Facilitate the three-year education planning process including the development of Division goals, budget, facilities and transportation plans and implement plans as approved.Involve the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.9.7. Communications And CommunityRelations The Superintendent shall:

- 9.1. Take appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.  
~~Take appropriate actions to ensure positive external and internal communications are developed and maintained.~~
- 9.2. Provides opportunity to ensure that that parents and students have a high level of satisfaction with services provided and the responsiveness of the Division.
- 9.3. maintain effective relationships within the system and the community served.
- 9.4. The Superintendent is designated Head of the Division, including, for the purposes of the Freedom of Information and Protection of Privacy Act.

10.8. Leadership Practices

The Superintendent shall:

- 10.1. Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.
- 10.2. Develop and maintain positive and effective relations with provincial and ~~regional~~, municipal government departments and agencies.

Legal Reference: Section 8, 33, 35.1, 51, 52, 222, 224 Education Act  
Freedom of Information and Protection of Privacy Act  
Trust and Reconciliation Commission Calls To Action  
Superintendent Leadership Quality Standard

~~Legal Reference: Section 14, 45, 113, 114, 115, School Act~~

## Policy 12

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- 4.3. Ensure that all personnel practices are conducted in a legal and ethical manner, and in accordance with Board direction.
- 4.4. Ensure that all individuals are supervised and evaluated.
- 4.5. Not be involved in the evaluation or supervision of family members.

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- 6.3. Provide information that the Board requires to perform its role.
- 6.4. Ensure that the relationship between the Superintendent and the Board demonstrates mutual support and that this is conveyed to all stakeholders.

#### 7. Planning and Accountability

The Superintendent shall:

- 7.1. Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 7.2. Report to the Minister with respect to matters identified in and required by the Education Act.

- 7.3 Facilitate the three-year education planning process including the development of Division goals, budget, facilities and transportation plans and implement plans as approved.
- 7.4 Involve the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.

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