



# BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

## Organizational Meeting

# AGENDA

**Date:** August 28, 2024 **Start Time:** 9:00 a.m.

**Location:** Frank Robinson Education Centre  
9820 - 104 Street, Morinville, Alberta

1. [Roll Call](#) (Associate Superintendent, Corporate Services)
2. [Call to Order](#) (Associate Superintendent, Corporate Services)
3. [Treaty 6 Acknowledgement Statement](#)
4. [Election of Chair](#)

The Board Chair will assume the Chair

5. [Election of Vice Chair](#)
6. [Code of Ethics](#)
7. [Date, Time, Place of Regular Meetings](#)
8. [Trustee Membership of Committees](#)
  - 8.1 Committee of the Whole
  - 8.2 ATA Negotiations Committee
  - 8.3 CUPE Negotiations Committee
  - 8.4 Teacher Board Advisory Committee (Policy Advisory - ATA)
  - 8.5 Labour Management Committee (Policy Advisory - CUPE)

## 9. Board Representatives to Other Organizations

- 9.1 Alberta School Boards Association  
*1 Representative, 1 Alternate Representative*
- 9.2 Public School Boards Association of Alberta  
*1 Representative, 1 Alternate Representative*
- 9.3 TEBA Representative
- 9.4 Sturgeon Composite High School - School Council Representatives (Alternating)
- 9.5 Sturgeon Public Virtual Academy - School Council Representatives (Alternating)
- 9.6 Student Discipline Committee (as required)
- 9.7 Morinville Sturgeon Rotary Representative
- 9.8 Community Services Advisory Representative

## 10. Close of Meeting



**Date:** August 28, 2024 **Agenda Item:** 6.0

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Superintendent's Office

**Governance Policy:** [Board Policy 220: Trustee Code of Conduct](#)

**Additional Reference:** [220: Appendix A - Code of Ethics](#)  
[Board Policy 225: Role of the Board](#)  
[Board Policy 235: Board Operations](#)  
[AP717: Workplace Violence and Harassment](#)  
Education Act: *Sections 64, 85, 86, 87, 88, 256*  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**  
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Supporting Effective Governance

**Subject:** **Code of Ethics**

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**Purpose:**

For information.

**Background:**

As stated in Board Policy 220: Trustee Code of Conduct, *“The Board’s Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.”*

Administration is prepared to respond to questions at the August 28, 2024, Organizational meeting.

**Attachment(s):**

1. Appendix A: Code of Ethics



## 220: Appendix A - Code of Ethics

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As an elected member of the Board of Trustees,

1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.

2.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

3.0 I will endeavor to work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancor and bitterness; observe proper decorum and behavior; encourage full and open discussions in all matters with my fellow members of the Board.

4.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.

5.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of the school Trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.

6.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.

7.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent and his/her staff; therefore, I will refer complaints and other communications to the Superintendent in accordance with policies and procedures approved by the Board.

8.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

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## **Board Policies II. School Board Governance and Operations**



**Date:** August 28, 2024 **Agenda Item:** 7.0

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Superintendent's Office

**Governance Policy:** [Board Policy 235: Board Operations](#)

**Additional Reference:** Education Act:  
*Division 2, Board Procedures;*  
*Division 5, Conflict of Interest and Disqualification; and*  
*Sections 33, 34, 64, 75*  
Board Procedures Regulation 82/2019  
Robert's Rules of Order

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Supporting Effective Governance

**Subject:** **Date, Time, Place of Regular Meetings**

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**Purpose:**

For approval. Motion required.

**Recommended Motion:**

THAT the Board of Trustees approve the Schedule of Public Board Meetings - 2024/2025 as attached to the Organizational meeting package, with the September date changed to September xx, 2024; and

Further, the Public Board meetings be held at the Frank Robinson Education Centre in Morinville at 9:00 a.m.

**Background:**

Every year, at the Organizational meeting of the Board, as stated in Policy 235: Board Operations, *"The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board."*

This does not preclude resolutions to schedule additional regular meetings, as required, throughout the year. The Chair is also empowered to call Special meetings at their discretion.



Administration is prepared to respond to questions at the August 28, 2024, Organizational meeting.

**Attachment(s):**

1. Schedule of Public Board Meeting - 2024/2025



## Schedule of Public Board Meetings – 2024/2025

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- **September 25, 2024** **\*\*Date change needed\*\***  
Recommended: Monday, September 23, 2024  
Alternate Option: Thursday, September 26, 2024
- **October 23, 2024**
- **November 27, 2024**
- **December 18, 2024**
- **January 29, 2025**
- **February 26, 2025**
- **March 19, 2025**
- **April 23, 2025**
- **May 28, 2025**
- **June 18, 2025**
- **September 24, 2025**
- **October 29, 2025 (Organizational Meeting and New Board of Trustees)**







**Date:** August 28, 2024 **Agenda Item:** 8.0

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Superintendent's Office

**Governance Policy:** [Board Policy 230: Board Committees](#)

**Additional Reference:** [230: Appendix A - Committee of the Whole](#)  
[230: Appendix C - ATA Negotiations Committee](#)  
[230: Appendix E - C.U.P.E. Negotiating Committee](#)  
[230: Appendix D - Teacher Board Advisory Committee \(TBAC\)](#)  
[230: Appendix F - Labour Management Committee](#)  
Education Act: Sections 51, 52(1)(b)  
Board Procedures Regulation 82/2019

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):  
Supporting Effective Governance

**Subject:** **Trustee Membership of Committees**

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**Purpose:**  
For approval. Motion required.

**Recommended Motion:**  
THAT the Board of Trustees approve the following Membership Committees for the 2024-2025 school year:

**Committee of the Whole**  
All Trustees

**ATA Negotiations Committee**  
Trustee \_\_\_\_\_, Trustee \_\_\_\_\_, Trustee \_\_\_\_\_

**CUPE Negotiations Committee**  
Trustee \_\_\_\_\_, Trustee \_\_\_\_\_, Trustee \_\_\_\_\_

**Teacher Board Advisory Committee (TBAC)**  
Trustee \_\_\_\_\_, Trustee \_\_\_\_\_, Trustee \_\_\_\_\_



**Labour Management Committee (CUPE)**

Trustee \_\_\_\_\_, Trustee \_\_\_\_\_, Trustee \_\_\_\_\_

**Background:**

Every year, at the Organizational meeting of the Board, as stated in Policy 230: Board Committees, *“The Board shall annually establish standing committees, including mandate and membership at their organizational meeting.”*

Administration is prepared to respond to questions at the August 28, 2024, Organizational meeting.

**Attachment(s):**

1. Board Policy 230: Board Committees
2. 230: Appendix A - Committee of the Whole
3. 230: Appendix C - ATA Negotiations Committee
4. 230: Appendix E - C.U.P.E. Negotiating Committee
5. 230: Appendix D - Teacher Board Advisory Committee (TBAC)
6. 230: Appendix F - Labour Management Committee



## 230: Board Committees

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### 1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

### 2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator, unless already stated in the appendices to this policy who the chair is.

2.5 The committee shall report to the Board on a regular basis at the Public Board meeting.

2.6 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.6.1 COMMITTEE OF THE WHOLE

2.6.2 STUDENT DISCIPLINE COMMITTEE

2.6.3 ATA NEGOTIATIONS COMMITTEE

2.6.4 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.6.5 C.U.P.E. NEGOTIATIONS COMMITTEE

2.6.6 LABOUR MANAGEMENT COMMITTEE

2.6.7 STUDENT ADVISORY COMMITTEE

### **3.0 Appointed Representation**

3.1 The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.

3.2 Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.

3.3 Board representatives shall be appointed to the following groups:

3.3.1 Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate)

3.3.2 Public School Board Association (PSBAA) (One Representative, One Alternate)

3.3.3 Sturgeon County Community Services Advisory Board (One Trustee)

3.3.4 School Joint Use Committee (Local Trustee and Principal)

3.3.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)

3.3.6 Teachers' Employer Bargaining Association (TEBA) (One Representative)

3.3.7 Local Chambers of Commerce

### 3.3.8 Morinville Sturgeon Rotary

#### **References:**

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

#### **History**

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended

2023 Aug 23 Amended

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#### **Board Policies II. School Board Governance and Operations**



## **230: APPENDIX A - COMMITTEE OF THE WHOLE**

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### **1.0 Committee Powers:**

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

### **2.0 Committee Terms of Reference**

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2.2 Make recommendations for agenda items for subsequent Board meetings.

2.3 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

2.4 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees and posted to the website.

2.5 Meetings: Committee meetings are scheduled as follows:

2.5.1 Pre-Public Board Meeting Sessions: Held two Wednesdays before the Public Board meeting each month beginning at 9:00 a.m. These sessions are designed for in-depth preparatory discussions and are open to the public..

2.5.2 Public Board Meeting Days: Additional meetings take place in the afternoon of Public Board meeting days to finalize discussions and preparations. The exact timing will be set based on the agenda and availability. Meetings are open to the public.

2.6 Reporting: The Committee Chair will report to the Board.

### **3.0 Committee Authority**

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

#### **References:**

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

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## **Board Policies II. School Board Governance and Operations**



## **230: APPENDIX C - ATA NEGOTIATIONS COMMITTEE**

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### **1.0 Committee Powers:**

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

### **2.0 Committee Terms of Reference**

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Director, Human Resources, will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.



2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

### **3.0 Committee Authority**

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

#### **References:**

Education Act: Sections 51, 52 (1)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

Administrative Procedure: AP250 – Student Advisory Committee

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### **Board Policies II. School Board Governance and Operations**



## **230: APPENDIX E - C.U.P.E. NEGOTIATING COMMITTEE**

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### **1.0 Committee Powers:**

1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

### **2.0 Committee Terms of Reference**

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Director, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Director, Human Resources, records matters on which agreement has been reached.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

### **3.0 Committee Authority**

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

#### **References:**

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

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### **Board Policies II. School Board Governance and Operations**



## **230: APPENDIX D - TEACHER BOARD ADVISORY COMMITTEE (TBAC)**

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### **1.0 Committee Powers:**

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

### **2.0 Committee Terms of Reference**

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

### **3.0 Committee Authority**

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

#### **References:**

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

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#### **Board Policies II. School Board Governance and Operations**



## **230: APPENDIX F - LABOUR MANAGEMENT COMMITTEE**

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### **1.0 Committee Powers:**

1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.

1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

### **2.0 Committee Terms of Reference**

2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

### **3.0 Committee Authority**

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

#### **References:**

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

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### **Board Policies II. School Board Governance and Operations**



**Date:** August 28, 2024 **Agenda Item:** 9.0

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Superintendent's Office

**Governance Policy:** [Board Policy 230: Board Committees](#)  
[230: Appendix B - Student Discipline Committee](#)

**Additional Reference:** Education Act: Sections 51, 52(1)(b)  
Board Procedures Regulation 82/2019

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**  
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Supporting Effective Governance

**Subject:** **Board Representatives to Other Organizations**

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**Purpose:**  
For approval. Motion required.

**Recommended Motion:**  
THAT the Board of Trustees approve the following Board Representatives to Other Organizations for the 2024-2025 school year:

**Alberta School Boards Association - Zone 2/3**  
Trustee \_\_\_\_\_ ; Alternate Trustee \_\_\_\_\_

**Public School Boards Association of Alberta**  
Trustee \_\_\_\_\_ ; Alternate Trustee \_\_\_\_\_

**TEBA Representative**  
Trustee \_\_\_\_\_

**Sturgeon Composite High School - School Council**  
Trustee \_\_\_\_\_ , Trustee \_\_\_\_\_

**Sturgeon Public Virtual Academy - School Council**  
Trustee \_\_\_\_\_





**Student Discipline Committee**

Trustees will rotate attendance (a quorum of two)

**Morinville Sturgeon Rotary Representatives**

Rotation of: Trustee \_\_\_\_\_, Trustee \_\_\_\_\_

**Community Services Advisory Board**

Trustee \_\_\_\_\_

**Background:**

Every year, at the Organizational meeting of the Board, as stated in Policy 230: Board Committees, *“The Board shall annually establish standing committees, including mandate and membership at their organizational meeting.”*

**Sturgeon Composite High School and Sturgeon Public Virtual Academy - School Councils**

As stated in Board Policy 230: Board Committees, section 3.3.5, *“School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)”*

**Local Chambers of Commerce**

For the past two years, the Board has purchased memberships. Membership is not required to attend Chamber events.

Current memberships with Morinville & District Chambers of Commerce (\$121.92/year), Legal & District Chamber of Commerce (\$50.00/year) and St. Albert and District Chamber of Commerce (\$170.69/year).

**Morinville Sturgeon Rotary**

Membership purchased beginning in 2016 and Rotary meeting attendance rotated between Trustees. Membership for the 2024-2025 year would be \$380.

**Community Services Advisory Board**

The Community Services Advisory Board makes recommendations and reports to Council on matters pertaining to Parks and Recreation, Culture, Family and Community Support Services, and Library Services.

Administration is prepared to respond to questions at the August 28, 2024, Organizational meeting.

**Attachment(s):**

1. 230: Appendix B - Student Discipline Committee



## **230: APPENDIX B - STUDENT DISCIPLINE COMMITTEE**

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### **1.0 Committee Powers:**

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

### **2.0 Committee Terms of Reference**

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

### **3.0 Committee Authority**

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

## **4.0 Hearing Process**

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.

4.2.7 Intervention checklist with a summary of interventions implemented to date.

4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.

4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.

4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.

4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.

4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.

4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.

4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.

4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

## **References:**

Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)

Board Procedures Regulation 82/2019