



**Date:** September 23, 2024 **Agenda Item:** 9.4

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Policy Committee  
Senior Administrative Team

**Subject:** **Policy Committee Report**

**Background:**

At the Public Board meeting on August 28, 2024, the Board established an ad hoc Policy Committee for the 2024-2025 school year.

**Report Summary:**

The Policy Committee held an online meeting on September 9, 2024. The following is a summary of that meeting:

- *Policy 235: Board Operations; Appendix C - Electoral Wards* was reviewed.
  - The Policy Committee has referred Policy 235 to the September 23, 2024, Public Board meeting for review and approval.
- *Policy 700: Superintendent of Schools* was reviewed.
  - The Policy Committee recommended that the policy come back to the next Policy Committee meeting for further discussion.
- *Policy 900: Student Conduct and Discipline* was reviewed.
  - The Policy Committee has referred Policy 900 to the September 23, 2024, Public Board meeting for review and approval.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

**COMPETENCY:** (6) School Authority Operations and Resources  
**INDICATORS:** a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and  
 c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

**COMPETENCY:** (7) Supporting Effective Governance  
**INDICATORS:** a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;

- d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- f. supporting the board in the fulfillment of its governance functions in the fiduciary, strategic and generative realms; and
- g. implementing board policies and supporting the regular review and evaluation of their impact.

**Governance Implications:****Education Act**

Delegation of power

52(1) Subject to subsections (4) and (5), a board may authorize

- (b) a committee of the board or a committee established by the board to do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise.

**Board Procedures Regulation** (Education Act - Alberta Regulation 82/2019)

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

**Policy 230: Board Committees**

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.

**Policy 221: Role of the Trustee**

2.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

- 2.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.

The Committee Chair is prepared to respond to questions at the September 23, 2024, Public Board meeting.

**Attachment(s):**

1. Policy Committee Notes - September 9, 2024



# Policy Committee Meeting Notes

## September 9, 2024

### Microsoft TEAMS Online Meeting

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**In Attendance:** Janine Pequin, Trustee, Committee Chair  
Irene Gibbons, Trustee  
Stacey Buga, Vice Chair

**Other Trustees:** Tasha Oatway-McLay, Chair  
Cindy Briggs, Trustee

**Administration:** Shawna Warren, Superintendent  
Jonathan Konrad, Deputy Superintendent, Education Services  
Lisa Lacroix, Associate Superintendent, Human Resources  
Sean Nicholson, Associate Superintendent, Corporate Services

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**1. Call to Order**

2:37 p.m. - Shawna Warren, Superintendent called the meeting to order.

**2. Election of Committee Chair**

The Superintendent called for nominations for Committee Chair.

Stacey Buga nominated Janine Pequin to serve as Chair of the Committee. Janine Pequin, Trustee, accepted the nomination.

The Superintendent called for nominations a second time for Committee Chair.

**MOVED by Vice Chair Buga**, that Trustee Janine Pequin be declared Committee Chair.

**CARRIED UNANIMOUSLY**

### 3. Approval of the Agenda

**MOVED by** Stacey Buga, Vice Chair

**THAT** the September 9, 2024, Policy Committee agenda be approved as amended to include Board Retreat - Lawyer Feedback on Policies.

**CARRIED UNANIMOUSLY**

### 4. New Business

#### 4.1 Policy Checklist

Standing item on the Policy Committee agenda.

#### 4.2 Policy Recommendations

The Committee requested that Administration compile comparisons to similar rural boards that are G-TECH model boards and bring back the information for the Committee to consider. The Committee discussed renumbering the policies.

#### 4.3 Policy 235: Board Operations; Appendix C - Electoral Wards

Administration presented updated maps that illustrate the ward boundary changes required by the Ministerial order.

Janine Pequin, Committee Chair, recommended that Administration bring Policy 235; Board Operations; Appendix C, as amended, to the next Public Board meeting, on September 23, 2024, for review and approval.

#### 4.4 Policy 700: Superintendent of Schools

Discussion held on recommended Policy 700: Superintendent of Schools. The Committee recommended that the policy come back to the next Policy Committee meeting for further discussion.

#### 4.5 Policy 900: Student Conduct and Discipline

Discussion ensued. Schools are currently collecting feedback from staff, students and families. If feedback comes to Trustees, encourage all stakeholders to communicate ideas and requests to teachers, counselors and school Administration.

Janine Pequin, Committee Chair, recommended that Administration bring Policy 900: Student Conduct and Discipline, with the changes presented, to the next Public Board meeting, on September 23, 2024, for review and approval.

**5. Other**

**5.1 Board Retreat - Lawyer Feedback on Policies**

Discussion held on Policy 220: Trustee Code of Conduct with a request that this policy be reviewed at a future committee meeting.

**6. Next Meeting**

Date: TBD after Board Retreat

Time: TBD

**7. Adjournment**

Meeting adjourned at 3:50 p.m.