



AGENDA

The Board of Trustees of Edmonton School Division
One Kingsway
Edmonton, Alberta

Please note that the regular Board meeting will commence immediately following the Organizational Board meeting.

Board Meeting

CFE McCauley Chambers
Tuesday, October 10, 2023
2 p.m.

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
 - 1. DRAFT – Board Minutes – September 26, 2023
- G. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 12 p.m. on Friday, October 6, 2023, to speak under this item.)
- H. Reports
 - 2. Board Policy AB.BP Appeals
(Recommendation)
 - 3. Governance and Evaluation Committee 2023-2024 Work Plan
(Recommendation)
- I. Other Committee, Board Representative and Trustee Reports
- J. Trustees and Board Requests for Information
- K. Notices of Motion
- L. Meeting Dates
- M. Adjournment

BOARD OF
TRUSTEES

Vacant
Board Chair

Julie Kusiek
Board Vice-Chair

Trisha Estabrooks
Dawn Hancock
Marcia Hole
Marsha Nelson
Sherri O’Keefe
Jan Sawyer
Saadiq Sumar

MINUTE BOOK**Board Meeting**

Minutes of the meeting of the Board of Trustees of Edmonton School Division of Alberta held in the Centre for Education McCauley Chambers on Tuesday, September 26, 2023, at 2 p.m.

Present:**Trustees**

Trisha Estabrooks
Dawn Hancock
Marcia Hole

Julie Kusiek
Marsha Nelson

Sherri O'Keefe
Jan Sawyer
Saadiq Sumar

Officials

Angela Anderson
Todd Burnstad
Grace Cooke
Andrea Cooper

Karen Mills
Kathy Muhlethaler
Kent Pharis
Cliff Richard

Darrel Robertson
Carrie Rosa
Ron Thompson
Liz Yule

Board Chair: Trisha Estabrooks

Recording Secretary: Catherine Angeles

The Board Chair called the meeting to order with recognition that we are on Treaty 6 Territory, of which amiskwaciwâskahikan or Edmonton or Beaver Hills House is part of. We talk about Treaty and we acknowledge Treaty because although Treaty was created in the past, it is still very much part of the present. Treaty, the promises made, need to be part of conversations today as we work collectively and individually towards first uncovering truth and then working towards reconciliation.

A. O Canada

B. Roll Call: 2:00 p.m.

The Superintendent advised that all Trustees were present.

C. Approval of the Agenda

MOVED BY Trustee Nelson:

**“That the agenda for the September 26, 2023, Board meeting be approved as printed.”
(UNANIMOUSLY CARRIED)**

MINUTE BOOK**D. Communications from the Board Chair**

The Board Chair recognized Aiden Chen from Argyll School for receiving the 2023 Lieutenant Governor of Alberta Student Award. Aiden received this award yesterday at Government House from Lieutenant Governor Salma Lakhani and Minister of Education, Demetrios Nicolaides. Aiden was one of nine students recognized for their growth and success, both academically and personally.

The Board Chair noted that three students were selected from Edmonton Public to serve on the 2023-2024 Minister's Youth Council. They are Soloman Heys from McKernan School, Lilja Radstaak from Vimy Ridge Academy and Grace Zhang from Dr. Anne Anderson School. The 40-member council will help provide the provincial government with viewpoints and opinions from students' perspectives on Alberta's education system. She congratulated the three Edmonton Public students and thanked them for putting their names forward to serve on this important council.

The Board Chair shared that the Board of Trustees issued a statement about the rally that happened in our city last Wednesday. She said the Division is a welcoming, inclusive school community and, supported by the direction in their Board policies, the Board works hard to ensure that all students feel welcome, safe and included.

The Board Chair thanked parents and family members who have reached out to Trustees to share their feedback about transportation and bus services so far this year. She thanked parents for their patience as the Division works to resolve challenges with bus routes and driver shortages. The Board Chair also thanked Vice-Chair Kusiek and Trustee Sawyer, who attended the Alberta Student Transportation Advisory Council meeting last week. The Board of Trustees also thanked Minister Nicolaides for attending that meeting.

The Board Chair shared that yesterday was Yom Kippur and it was also a day off for students within the Division. Yom Kippur is a sacred day in the Jewish faith. The Board Chair said, on behalf of the Board, that they hoped it was a meaningful day of reflection for those who observed this holy day.

The Board Chair noted that this Saturday is the National Day for Truth and Reconciliation. The Division staff and students will mark the day on Friday with a livestream event. This day gives us an opportunity as a Division to learn about and reflect on the truth of residential schools. Through truth, it is then that we can start the process of reconciliation. She said we need to sit in and with the truth for a long time, as was shared with her by an Elder this summer. Those who endured residential schools are truly survivors. She asked that later this week we take a moment to honour them and also remember the children who tragically died as a result of the genocide at residential schools in this country.

E. Communications from the Superintendent of Schools

The Superintendent shared that this Thursday, September 28, the Division will be celebrating the new location for Centre High Campus. Centre High is a school for returning fourth- and fifth-year high school students. It's an adult-like atmosphere for Division students, where they have the ability to not only complete other high school programming, but also can begin to test the waters in terms of career and post-

MINUTE BOOK

secondary aspirations. The Division is thrilled to be relocating Centre High into the former Alberta College campus just off the river valley. The Division is very fortunate and appreciative of the decision of the Board to purchase the Alberta College building for Centre High because it helps the Division to optimize our operational funds every year rather than spending money on leases, through that pathway of ownership. The Superintendent expressed his appreciation to the Board and said the Division is looking forward to the celebration on Thursday.

F. Approval of the Minutes

1. Board Meeting – September 12, 2023

MOVED BY Vice-Chair Kusiek:

**“That the minutes of the Board meeting held September 12, 2023, be approved as printed.”
(UNANIMOUSLY CARRIED)**

G. Comments from the Public and Staff Group Representatives

There were no registered speakers for this item.

H. Reports

2. Process and Timeline for the Fall Review of the 2022-2023 Results and the 2023-2024 Plans

MOVED BY Trustee Sumar:

**“That the process and timeline for the 2022-2023 Results Review and the 2023-2024 Plans as outlined in Attachment I, be approved.”
(UNANIMOUSLY CARRIED)**

3. 2022-2023 Board Self-Evaluation Summary

The Board of Trustees provided to the public a summary of the annual Board Self-Evaluation survey results from the 2022-2023 school year.

Vice-Chair Kusiek provided feedback and suggested the committee consider getting rid of the neutral response option in future Board self-evaluations.

Trustee Nelson commented that she would love to see the Board schedule a mid-year review of the Board self-evaluation, either in January or February.

MINUTE BOOK**I. Comments from the Public and Staff Group Representatives – 5 p.m.**

There were no registered speakers for this item.

J. Other Committee, Board Representatives and Trustee Reports - None**K. Trustees and Board Requests for Information - None****L. Notices of Motions - None****M. Next Board Meeting: Tuesday, October 10, 2023, at 2 p.m.****N. Adjournment: 2:31 p.m.**

The Board Chair adjourned the meeting.

Trisha Estabrooks, Board Chair

Karen Mills, Director Board and
Superintendent Relations

DATE: October 10, 2023

TO: Board of Trustees

FROM: Trustee Marcia Hole, Policy Review Committee
Trustee Jan Sawyer, Policy Review Committee
Trustee Saadiq Sumar, Chair, Policy Review Committee

SUBJECT: Board Policy AB.BP Appeals

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Naimo Bille, Grace Garcia Cooke, Kelsey Duebel, Nancy Petersen, Wanas Radwan

REFERENCE: [Trustees Handbook](#) Section 5.4 – Caucus Committee
[Board Policy CH.BP – Framework for Policy Development and Review](#)

ISSUE

The Policy Review Committee (PRC) has reviewed Board Policy AB.BP Appeals and is presenting the updated policy to the Board of Trustees (the Board) for first reading.

BACKGROUND

The *Education Act* directs the Board to establish a “policy respecting the resolution of disputes or concerns at the school level, between parents and school staff that supports a cooperative and collaborative learning environment for students.”

Currently, Board Policy AB.BP Appeals outlines the Board’s expectations for school-level appeal procedures. To align with the requirements and direction in the *Education Act* and current practices in the Division, the updated Board Policy AB.BP Appeals, which includes the development of a dispute resolution policy, has been drafted to provide greater clarity for students, parents and staff regarding:

- Principles and values to guide dispute resolution and appeals processes.
- Parameters and expectations for dispute resolution and appeals processes.
- Authority for final decisions on appeals.

RELATED FACTS

- Updates to Board Policy AB.BP Appeals have been informed by PRC meetings in the 2021-2022 and 2022-2023 school years. The PRC completed a final review of the draft Board Policy AB.BP Dispute Resolution and Appeals on September 5, 2023.
- As part of the review process, an environmental scan was conducted to inform decisions related to the scope of this policy (i.e., identifying disputes that can be addressed using this policy and identifying disputes that are eligible for appeal). This scan included a review of relevant legislation and existing board policies and administrative regulations.
 - The *Education Act* provides direction on school authority responsibilities relevant to school-level dispute resolution and appeals. In alignment with these expectations, Board Policy AB.BP Appeals has been updated to:
 - State the principles and values that guide dispute resolution and appeals.

- Convey the scope of the policy and confidentiality requirements.
- Outline the parameters and expectations for dispute resolution and appeals.
- Provide clarity regarding authority for final decisions on appeals.
- Updates to each of these areas were reviewed and confirmed by General Counsel.
- Revisions to this policy also include:
 - Changes to the title of the policy to reflect dispute resolution (i.e., AB.BP Appeals is changed to AB.BP Dispute Resolution and Appeals).
 - The addition of relevant definitions (i.e., “Appeal,” “Dispute Resolution” and “Operational Day”).
- Given the specific role of the policy to set direction within the parameters of legislation, the ability for public engagement to authentically inform significant changes to the policy is limited.
 - Engagement will focus on collecting stakeholder input around the clarity and accessibility of language.
 - Public engagement will occur through an online public survey that will be open for four weeks following the policy’s first reading at the public Board meeting on October 10, 2023.

RECOMMENDATION

1. **That Board Policy AB.BP Dispute Resolution and Appeals be read for the first time and be approved for stakeholder feedback.**

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve first reading of the policy.
2. Provide the PRC with feedback to inform revision of the document to support approval of first reading at an upcoming Board meeting.

CONSIDERATIONS and ANALYSIS

The proposed Draft Board Policy AB.BP Dispute Resolution and Appeals supports clarity and alignment with the *Education Act*, and reflects Board values and current practices in place to resolve school-level disputes and appeals.

The PRC’s 2023-2024 work plan includes a review of Board Policy AB.BP Appeals. Approval to move forward with the draft of this policy will align with this timeline.

NEXT STEPS

Upon approval of the recommendation, the draft policy and a public survey will be posted to the Division website for four weeks to gather stakeholder feedback.

ATTACHMENTS and APPENDICES

ATTACHMENT I Draft Board Policy AB.BP Dispute Resolution and Appeals

SS:wr

CODE: AB.BP

EFFECTIVE DATE: (11-09-2001)

TOPIC: Dispute Resolution and Appeals

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2008)

PURPOSE

To outline the Board of Trustees' (the Board) expectation for how Division staff, parents/guardians and students work to resolve school-level disputes and appeals in a manner that supports a cooperative and collaborative learning environment and aligns with the requirements of the *Education Act*.

DEFINITIONS

Appeal refers to the process used to reconsider a school-level decision by an employee of the Board after the dispute resolution process has been used and no resolution has been reached.

Dispute Resolution refers to the process used to address concerns and complaints at the school level.

Operational Day refers to a day when teachers have duties assigned by the Board. Operational days include instructional days (when students receive instruction) and non-instructional days (when students are not receiving instruction). The school year typically begins with an operational day and ends with an operational day.

POLICY

The Board recognizes and supports the right of parents/guardians and students to raise disputes to employees of the Board.

The Board expects that dispute resolution and appeals:

- Are approached in a respectful manner that upholds the integrity of the education system and has the intent for resolution.
- Are addressed openly and collaboratively to facilitate cooperation and understanding among involved parties.
- Treat all parties fairly and ethically, in alignment with the Division's cornerstone values of accountability, equity, collaboration and integrity.
- Are supported through clear and accessible administrative procedures.

The Division's dispute resolution and appeals processes will be used for school-level issues and staff decisions not already addressed through separate processes outlined in other board policies, administrative regulations, procedures and guiding documents.

A dispute must be handled in a confidential manner, in accordance with the *Alberta Freedom of Information and Protection of Privacy Act*.

A. DISPUTE RESOLUTION

1. Disputes must be first raised to staff directly involved in the issue or decision in question. If a dispute is raised with a Trustee or staff member not directly involved in the issue, the dispute will be referred to the staff member who is directly involved.
2. If a resolution is not reached at the school level and the dispute is eligible for appeal, the dispute may be appealed to the Superintendent of Schools, in accordance with Section B of this policy.

B. APPEALS

1. In alignment with Section 42 of the *Education Act*,
 - A parent of a student or child and
 - In the case of the student who is 16 years of age or older, either a parent of the student or the student.may appeal a decision made by an employee of the Board within 30 operational days from when the parent or student was informed of the decision.

A parent or student over the age of 16 must follow the Division's dispute resolution process prior to appealing a decision.

Only the following decisions are eligible for appeal:

- a. Decisions that significantly affect the education of a student or of a child enrolled in a Division early childhood education program.
 - b. Decisions respecting access to, accuracy or completeness of a student record, which may only be appealed by a person who may review a student record as per Section 56 of the *Education Act*.
 - c. The Division's failure to make a decision respecting 1(a) and/or 1(b).
2. With respect to Section B(1)(a), decisions that are subject to appeal include, but are not limited to:
 - a. Provision of and access to specialized supports and services.
 - b. Access to enrolment at a particular school or program.
 - c. Eligibility for and access to transportation services.
 3. Decisions not subject to appeal, include, but are not limited to:
 - a. Student academic assessment and performance.
 - b. Student suspensions and expulsions.

- c. Teaching and learning resources.
 - d. Human resources matters.
 - e. Trustee conduct and Board governance matters.
4. The Board delegates authority to the Superintendent of Schools to determine whether a specific employee decision is subject to appeal, in accordance with this policy.
 5. Subject to Section 52 of the *Education Act*, the Board delegates authority for review and final decision on appeals to the Superintendent of Schools. This delegation of authority to the Superintendent of Schools includes the right to sub-delegate authority and responsibility to a designate(s). Superintendent/designate decisions on appeals are not subject to further appeal.
 6. In alignment with Section 43 of the *Education Act*,
 - A parent of a student or child and
 - In the case of a student who is 16 years of age or older, either a parent of the student or the student.who is affected by a decision may request that the Minister of Education review the decision if it relates to:
 - a. The provision of specialized supports and services to a student in accordance with Section 11(4) of the *Education Act* or to a child enrolled in a Division early childhood services program.
 - b. The expulsion of a student.

A person who may review a student record under Section 56 of the *Education Act* may request that the Minister review a decision respecting access to, accuracy or completeness of the student record.

ACCOUNTABILITY

The Superintendent of Schools will be responsible for implementing this policy through appropriate regulations and communication with Division stakeholders, including staff, students and parents/guardians.

REFERENCES

AB.AR Appeal Processes
CHA.BP Board Delegation of Authority
DEA.AR Transportation Services
FA.BP Human Resources Framework
FBCA.AR Respectful Working Environments
FBCB.AR Division Staff Code of Conduct
FBM.AR Grievance Process

GI.AR Teaching and Learning Resources
GK.BP Student Assessment, Achievement and Growth
GKB.AR Standards for Evaluation
HA.BP Inclusive Education
HA.AR Students in Need of Specialized Supports and Services
HB.AR Student Placement
HC.BP Resident Student Enrolment
HC.AR Student Admission and Enrolment
HEC.BP Non-resident Student Admission and Enrolment
HED.BP Student Attendance
HED.AR Student Attendance
HG.BP Student Behaviour and Conduct
HG.AR Student Behaviour and Conduct
HGD.BP Student Suspension and Expulsion
HGD.AR Student Suspension and Expulsion
HO.AR Student Records
IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives
Trustees' Handbook
Education Act Sections 42, 43, 52

DATE: October 10, 2023

TO: Board of Trustees

FROM: Trustee Marsha Nelson, Governance and Evaluation Committee
Trustee Sherri O’Keefe, Chair, Governance and Evaluation Committee
Trustee Saadiq Sumar, Governance and Evaluation Committee

SUBJECT: Governance and Evaluation Committee 2023-2024 Work Plan

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

REFERENCE: [Trustees’ Handbook](#), Subsection 6.1.1 – Governance and Evaluation Committee

ISSUE

The Governance and Evaluation Committee is responsible for developing and presenting to the Board of Trustees an annual Work Plan. The Governance and Evaluation Committee 2023-2024 Work Plan is being submitted for Board approval.

BACKGROUND

The current Governance and Evaluation Committee Terms of Reference were approved at the January 17, 2017, public Board meeting. This year’s Governance and Evaluation Committee plan includes the duties outlined in the Committee’s Terms of Reference, and incorporates work that has arisen from observations and requests made over the past year.

RECOMMENDATIONS

1. That the Board approve the Governance and Evaluation Committee 2023-2024 Work Plan.
2. That the Board approve the expenditure of up to \$5000.00 from the Board Initiative Fund for two professional learning sessions of two to four hours each, to be facilitated by external facilitators.

OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the proposed Governance and Evaluation Committee 2023-2024 Work Plan and fund request.
2. Provide feedback and request changes be made to the work plan and/or fund request.

ATTACHMENTS and APPENDICES

ATTACHMENT I Governance and Evaluation Committee Terms of Reference
ATTACHMENT II Governance and Evaluation Committee 2023-2024 Work Plan

SO:km

Governance and Evaluation Committee

Terms of Reference approved ([January 17, 2017, Board meeting](#))

Purpose

The Governance and Evaluation Committee is responsible for assisting the Board of Trustees to conduct:

- an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities;
- an annual evaluation of the Superintendent of Schools in accordance with Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools' contract in accordance with the [Education Act](#).
- identify and develop the priorities that will guide Division operations and the budget planning cycle for the Board's four-year term of office; and
- carry out its duties and commitments in relation to the Division Priorities by making recommendations on governance-related matters

Composition

The committee will consist of three Trustees, from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested by the Superintendent and/or designate.

Terms of Reference

A. Board Self-Evaluation

The Board will undertake an annual Board evaluation to inform the Board's continued development and improved performance.

The Board self-evaluation process should:

- measure Board performance with respect to the Mission, Vision, Values, Division Priorities, Division Strategic Plan, the roles and responsibilities of the Board, and the principles of operation of the Board;
- assist the Board in identifying Board strengths and areas for improvement;
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board's mandate and role and responsibilities;
- provide an opportunity for Trustees to discuss the Board evaluation results in the context of Board development; and
- provide an opportunity to recognize the Board's accomplishments.

The committee will:

- develop and recommend to Caucus Committee:
 - a plan for the annual evaluation of the Board of Trustees;
 - a proposed Board result statement based on an analysis of the Board's self-evaluation;

- present the Board evaluation result statement on behalf of the Caucus Committee to public Board for approval; and
- in the last year of a term, assist Administration in the creation of a summary document of the Board’s results and work still to be accomplished to aid in the transition for the next Board.

B. Evaluation of the Superintendent of Schools

The evaluation of the Superintendent of Schools is a vital process toward creating and maintaining a healthy school division. The Board of Trustees believes that organizational outcomes must be clearly and explicitly stated to:

1. ensure the Superintendent of Schools understands what is being expected and evaluated;
2. ensure the Board understands what to expect of the Superintendent; and
3. ensure the Superintendent of Schools and the Board clearly understand their respective roles and responsibilities.

The evaluation process and supporting information sources serve to:

- help to continuously improve the functioning of the Division;
- recognize areas and trends that are showing positive change or progress;
- provide feedback to the Superintendent of Schools regarding his leadership and performance expectations in key areas;
- provide ground work for establishing future goals;
- allow the Superintendent of Schools to report on his successes and challenges during the year, and provide feedback relating to continuous improvement efforts and annual goals;
- enable the Board and Superintendent of Schools to engage in dialogue about results, and discuss any issues or concerns associated with the role and the evaluation process; and
- strengthen the relationship between the Superintendent of Schools and the Board.

Process

1. The committee will be responsible for:
 - a. recommending the evaluation process to be used by the Caucus Committee;
 - b. overseeing the approved evaluation process;
 - c. reporting the evaluation results to the Caucus Committee and to public Board; and
 - d. initiating a timely review and/or renewal process for the Superintendent of Schools contract of employment in accordance with the [Education Act](#) and provisions of the Superintendent’s contract.
2. The evaluation process will provide the Superintendent of Schools with an opportunity to:
 - a. review all pertinent information used in the evaluation;
 - b. discuss the evaluation report with the Trustee subcommittee;
 - c. include a response to the evaluation in the report to Caucus Committee; and
 - d. discuss the evaluation report with the Caucus Committee.
3. Notwithstanding 1 and 2 above, if the evaluation process calls for individual Trustee evaluations of the Superintendent of Schools, the individual evaluations will be compiled and summarized for reporting purposes by the administrator assigned to assist the committee and destroyed once the Superintendent of Schools has an opportunity to review them.

4. The committee Chair will provide the Board Chair with the Superintendent’s evaluation report for review prior to the report being shared with the Superintendent.
5. The Superintendent of Schools will be provided a copy of the evaluation report submitted to Caucus Committee and the final evaluation report to Board.
6. The Caucus Committee evaluation report and Board evaluation report will be filed in the Board corporate records. The records will be accessible to the Superintendent of Schools, a Trustee for that evaluation period, or as directed by motion of the Caucus Committee.

C. Identification and Development of Division Priorities

Division priorities should fit within the scope of the Board's mandate and be few in number so that Division resources may be effectively concentrated to achieve measurable results.

After an election, following the organizational meeting, the Committee will:

- recommend and facilitate a process for each Board member to contribute to the development of the Division Priorities;
- seek student, staff, parent and community stakeholder input into the Division Priorities;
- consider all input received and develop and recommend a Division Priorities statement to public Board for approval.

The Committee will also:

- develop Board retreat agendas and chair the retreats;
- review and monitor Board Work Plan progress;
- review at least once per term or as required, to ensure they are current and relevant:
 - the Trustee Protocols
 - the School Board Governance and Operations Section of the Policy Manual
 - the Trustee remuneration package
 - the post-election orientation process
- develop an orientation plan for the next Board; and
- seek input from other Board committees to perform this work.

Governance and Evaluation Committee 2023-2024 Work Plan

PURPOSE

The Governance and Evaluation Committee is responsible for assisting the Board of Trustees to:

- conduct an annual evaluation of the Superintendent of Schools in accordance with Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools' contract in accordance with the [Education Act](#);
- conduct an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities;
- identify and develop the priorities that will guide Division operations and the budget planning cycle for the Board's four-year term of office; and
- carry out its duties and commitments in relation to the Division Priorities by making recommendations on governance-related matters.

ACTIVITIES

Board Self-Evaluation

The Committee will:

- Review the Board's Self-Evaluation Instrument to determine if any changes are required. (February 2024)
- Initiate the process for the Board Self-Evaluation. Each Trustee will be asked to complete the Board Self-Evaluation Instrument. (June 2024)
- With support from the Director Board and Superintendent Relations, compile and summarize the individual evaluations for reporting purposes. (June/July 2024)
- Provide the final Board Self-Evaluation survey results to Trustees at a meeting for discussion (September 2024)
- Prepare a summary statement of the Board Self-Evaluation results to be read at a public Board meeting. (September 2024)

Superintendent of Schools' Evaluation

The Committee will:

- Conduct a public tender process to select an external administrator for the Superintendent's Evaluation. (October 2023 – January 2024)
- Initiate the process for the Superintendent's Evaluation. (March 2024)
- Provide the Superintendent an opportunity to review the Evaluation and discuss implications with the Committee Chair. (May 2024)
- Submit the final Superintendent's Evaluation results and a report to Caucus Committee, which includes a response to the evaluation from the Superintendent. (June 2024)
- Prepare a summary statement of the evaluation results to be read at a public Board meeting. (September 2024)
- If needed, work with the Policy Review Committee on Board-governance-related policy in the Trustee's Handbook through providing content recommendations to the Policy Review Committee on existing Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#).

Governance

The Committee will:

- Develop schedules for Board off-site meetings, generative discussions and professional learning sessions, along with agendas and facilitation plans for each. (October 2023, with updates as needed)

- Continue resource development for the Budget Toolkit and the Trustee Toolkit (ongoing)
- Oversee revisions to the Trustees' Handbook as needed (ongoing)

REQUESTED RESOURCES

- Staff to assist with the tender process for the Superintendent Evaluation, along with assistance with the Trustees' Handbook updates will be required. The Committee will have support from the Director Board and Superintendent Relations to define the scope of work and required resources.
- Up to a maximum of \$5000 for two professional learning sessions of two to four hours each, to be facilitated by external facilitators is requested.