

E-2 ACADEMY  
**POLICY MANUAL**

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**BOARD GOVERNANCE**

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## #100 Policy Development

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### POLICY STATEMENT

The Board of the E2 Society for Twice-Exceptional Learners (the "Society") is responsible for the development of policy to provide effective parameters and procedures to guide the governance and administration of E2 Academy (the "School"). In fulfilling its responsibility, the Board is directed by the following:

1. Board policies shall be consistent with the Society's By-Laws, relevant legislation, and Alberta Education policies.
2. All references in Board policies shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person.
3. Policies shall contain a broad, general statement of policy and specific relevant guidelines. Guidelines shall reflect an appropriate balance between the responsibility of the Board to develop a framework to guide and support and the responsibility of the Board to allow the Principal to exercise his professional expertise.
4. Policy development or amendment may be initiated by the Board, administration, Alberta Education, or by legislation.
5. The process for developing or amending policies shall be determined by the Board and may include participation of stakeholders where appropriate.
6. Policies and amendments shall be approved by the Board and shall specify the policy code, approval date, and where appropriate, the amendment date. Approved policies shall be maintained in a Policy Manual.
7. Where appropriate, the Board will develop and include forms as appendices to a policy. Such forms shall be maintained in the Policy Manual.
8. The Board shall review policies on a periodic basis.
9. The Principal is responsible for the implementation of appropriate administrative procedures which are guided by Board policy.

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## #101 Role of the Board and Board Member Code of Conduct

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### POLICY STATEMENT

The Board of E-2 will function as the governing Board of the School. The Board shall provide overall direction and leadership for the School. Board members shall conduct themselves in an ethical and responsible manner.

### GUIDELINES

1. The Board is responsible for:
  - (a) ensuring that the practices of the School and the Board are consistent with applicable legislation, the Bylaws, Board policies, and contractual obligations;
  - (b) developing policies;
  - (c) developing Bylaws of E-2;
  - (d) appointing and evaluating a President of the School;
  - (e) appointing a Secretary-Treasurer as the Chief Financial Officer of the School;
  - (f) in conjunction with the President, appointing a Principal of the School;
  - (g) directing and monitoring the finances of the School including approving the annual budget and audited financial statements;
  - (h) evaluating the levels of satisfaction held by students, parents and staff, and
  - (i) establishing Board committees.
2. Board members shall:
  - (a) be aware of their legal and fiduciary responsibilities;
  - (b) be informed about current issues and participate actively in decision making;
  - (c) act in the best interest of the school community;
  - (d) abide by and support all decisions of the board;
  - (e) declare conflicts of interest and excuse themselves from Board deliberations;
  - (f) be aware that communication of Board decisions is the responsibility of the Chair;
  - (g) maintain the confidentiality of the business of the Board, and
  - (h) act in a respectful and responsible manner when dealing with the school community.

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## **#102 Board Accountability**

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### **POLICY STATEMENT**

The Board is responsible for implementing ensuring that the School functions in accordance with the Society's purposes and is accountable to the Minister of Education, students, parents, staff and the public.

### **GUIDELINES**

1. The Board is accountable through the following:
  - (i) providing opportunities for stakeholders to participate in school-based decision making;
  - (j) developing and implementing an Annual Education Plan (AEP) to achieve the goals set out in the Society's Purposes and to fulfill provincial requirements;
  - (k) developing an Annual Education Results Report that provides information to the school community on progress towards achieving the goals set out in the AEP;
  - (l) developing and implementing a budget for the operations of the school;
  - (m) ensuring an annual audit of the financial operations;
  - (n) conducting annual surveys of the students, parents and staff to receive feedback regarding the educational programs;
  - (o) communicating Charter successes to the public; and
  - (p) external evaluations conducted by The Minister of Education.

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## #103 Board Committees

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### POLICY STATEMENT

The Board shall establish committees to assist in carrying out its responsibilities.

### GUIDELINES

1. Committees and their terms of reference shall be established by Board motion.
2. Committees shall be advisory only and shall not speak or act on behalf of the Board except when given such authority by Board motion for a specific and time-limited purpose.
3. The Board chair is an ex-officio member of all board committees and is eligible to vote.
4. Each committee shall be chaired by a Board member who is appointed by Board motion. It shall be the responsibility of the committee Chair to provide recommendations to the Board as they deem advisable or as requested by the Board.
5. A E-2 member in good standing may be approved by the Board to serve as a member of those committees identified by the Board.
6. The standing committees shall be as follows:
  - (a) The Finance Committee will:
    - (i) be chaired by the Treasurer;
    - (ii) review the draft budget prepared by Administration and present it for approval; and
    - (iii) review the draft audited financial statements and present them for approval.
  - (b) The Policy Committee will:
    - (i) in response to requests from Alberta Education, the Board, Board committees or administration, develop and review policy;
    - (ii) solicit input on draft policies from stakeholders when appropriate; and
    - (iii) maintain the Board Policy Manual.
  - (c) The Personnel Committee will:
    - (i) be chaired by the Board Chair;
    - (ii) meet with the President to coordinate/identify personnel matters;
    - (iii) review the Principal's remuneration on an annual basis;

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- (iv) chair selection panels as may be required to hire employees/contractors for E-2; and
- (v) complete a performance evaluation of the Principal for recommendation to the Board.
- (d) The Facility Committee will:
  - (i) on an annual basis develop the Board's facility and capital priorities and provide this information to the Minister and Alberta Education staff; and
  - (ii) advocate and communicate on facility issues with provincial and municipal politicians and their administrations.
- (e) The Survey Committee will:
  - (i) develop, in conjunction with the Principal, an annual survey of the parents and students;
  - (ii) compile the completed surveys and provide the data to the Principal; and
  - (iii) communicate to the parents a summary of the survey results.
- 7. The Board may, by Board motion, establish ad hoc committees as required.
- 8. The Chair may, from time to time, convene the Board as a Committee of the Whole.

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## **#104 Presentations to the Board**

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### **POLICY STATEMENT**

The Board provides opportunity for E-2 members and the public to make presentations to the Board.

### **GUIDELINES**

1. Requests to make presentations to the Board shall be in writing to the Board Chair a minimum of 14 days prior to the next regular Board meeting. The request shall include a summary of the presentation and an estimate of the time required to make the presentation.
2. The Board Chair shall determine whether the presentation will be permitted and whether the presentation should be held in public or in closed session. Considerations shall include, but not be limited to, whether Board policy has been followed and the potential to prejudice the Board's ability to hear an appeal.
3. The Board Chair shall notify the requestor a minimum of 7 days in advance of the next regular Board meeting regarding the placement of the presentation on the agenda and the time allotted for the presentation.
4. If the requestor is seeking a decision of the Board, that decision shall be communicated in writing to the individual who requested the presentation in a timely manner.

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## #105 Student and Parent Grievance Policy

### POLICY STATEMENT

The Board shall ensure the resolution of a grievance by persons served or their families.

The Board has a complaint and grievance procedure available to families who are dissatisfied with a service provided by E2 Academy, disagree with a decision made by staff or director(s), or believe they have not been treated fairly or respectfully. The board encourages students or their families to communicate their grievances to foster a supportive, transparent and collaborative environment for everyone. All grievances will be dealt with in a safe, respectful and timely fashion.

### PROCEDURES

1. The focus of the program will always be the child and the family. With that focus in mind, it seems clear that people of goodwill can be expected to resolve issues thoughtfully and amicably. On the rare occasions when no such resolution is possible, parents and guardians may access the following appeal process:
- 2.
3. 1 The issue or concern shall first be raised with the individual involved. Grievances may be made in person or in writing. The individual will inform the Principal that a grievance has been raised. In the instance that the grievance is made in person, a third party will minute the conversation.
4. 2 If either party is not satisfied with the decision, the issue or concern shall be raised with the person in next level on the reporting structure. The individual mediating the grievance shall make a decision and communicate the decision to both parties in a timely manner (within 3 business days);
5. 3 If any of the parties remain dissatisfied with the decision, the decision may be appealed in writing to the level on the reporting structure. That person (or people) will initiate mediation and investigate the circumstances for the grievance. The mediator shall make a decision and communicate the decision in writing in a timely manner (within 3 business days) to the parties involved and the Board.
- 6.
7. This procedure may vary according to the nature of a grievance.
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## POLICY ELEMENTS

### Grievance definition

A grievance is defined as any complaint, problem, or concern of a student or parent regarding their classroom, school, or relationships with staff, directors or classmates.

Students and/or their parents can file grievances for any of the following reasons:

- Harassment and/or bullying
- Health and safety
- Student, staff and/or director behaviour
- Academic and/or learning concerns
- Social/emotional concerns

This list is not exhaustive. However, students and/or parents will try to resolve less important issues informally before they resort to a formal grievance by speaking to the other party.

Students and/or parents who file grievances have the right to:

- Contact a member of school leadership team or board of directors
- Provide a written letter explaining the situation in detail
- Refuse to attend formal meetings on their own
- Appeal on any formal decision

Students and/or parents who face allegation have the right to:

- Receive a copy of the allegations against them
- Respond to the allegations
- Appeal on any formal decision

The Board is obliged to:

- Have a formal grievance procedure
- Communicate the procedure
- Investigate all grievances promptly
- Treat all persons who file grievances equally
- Preserve confidentiality at all stages of the process
- Resolve all grievances when possible

### Reporting Structure

<b>Grievance Against:</b>	<b>Students/Parents report to:</b>
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Learning Facilitators and Educational Assistant	Teacher
Teachers	Assistant Principal/Principal
Administrative Staff	Assistant Principal/Principal
Principal	The Board
Board Member	The Board exclusive of the director named in the grievance

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### #106 Role of School Council

#### **POLICY STATEMENT**

A school council shall be established in accordance with the *School Act*. Through the council, the school community has an opportunity to advise and consult with the Principal or Board on matters set out in the *School Act* and the *School Councils Regulation*.

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## #107 Public Disclosure of Travel and Expenses

### POLICY STATEMENT

The Board of Directors will provide public, timely, and detailed disclosure of the expenses reimbursed to directors and senior officials of the E-2 Society for Twice-Exceptional Learners.

The purpose of this policy is to:

- Improve accountability and transparency through routine disclosure of information on expenses reimbursed to directors and senior school officials.
- Establish parameters for the proactive and routine disclosure of expense information.
- Enhance public confidence in the oversight of expenses incurred by directors and senior school officials.

The routine disclosure of expense reports:

- Demonstrates a commitment to enhanced transparency and accountability in local government and to taxpayers.
- Promotes integrity and confidence in local authorities.
- Provides equal and timely access to expense information.
- Furthers the principles of the *Freedom of Information and Protection of Privacy Act* with respect to proactive release of information.

### DEFINITIONS

Expenses are defined as the following costs and allowances incurred by an individual, in the course of Board or school business, for which reimbursement has been provided by the E-2 Society for Twice-Exceptional Learners:

- Travel, including transportation, accommodation, meals and incidentals.
- Working sessions (i.e. food or beverage provided during a meeting held to facilitate school business).
- Hospitality (i.e. food or beverage served as a courtesy to guests of the school).

### GUIDELINES

1. Application and Scope:
  - (a) Requirements to disclose expense reports apply to the following individuals and those incurring expenses on these individuals' behalf:

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- (i) Elected officials (i.e. Directors)
- (ii) Senior Management (i.e. President, Secretary Treasurer)

#### 2. Expense Reporting Requirements:

- (a) Expense reports shall be posted on the school website no later than sixty (60) days after the reimbursement or payment of the expense has been processed.
- (b) Posted expense reports shall, at a minimum, include the following information:
  - (i) Name and position of individual who incurred the expense.
  - (ii) Date of transaction.
  - (iii) Amount of each expense.
  - (iv) Expense category (i.e. travel, including transportation, accommodation, meals, and incidentals; working sessions; hospitality).
  - (v) Description and rationale for each expense.
- (c) A detailed receipt for each reimbursable expense shall be provided by the claimant. If a detailed receipt is not available, the claimant must provide a written statement attesting to the following:
  - (i) The expense was incurred in the course of and is related to school business.
  - (ii) The expense was not claimed previously.
  - (iii) The circumstances as to why the receipt is missing.
  - (iv) The attestation must be signed by the claimant and the approver of the claim.
- (d) Detailed receipts will not be included with posted expense reports. However, upon request, individuals will be provided with opportunity to view receipts for which reimbursement has been provided.
- (e) Expenses incurred by one individual on behalf of another must be attributed to the individual for whom the expenses were incurred.
- (f) Costs for alcoholic beverages cannot be claimed and will not be reimbursed.
- (g) Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, will be redacted from supporting documentation and will not be publicly disclosed.

1.