



**MEMORANDUM**

September 12, 2023  
 Regular Board Meeting

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| <b>TO</b>                   | Board of Trustees   |
| <b>FROM</b>                 | Lorraine Stewart, Board Chair   |
| <b>ORIGINATOR</b>           | Lorraine Stewart, Board Chair   |
| <b>RESOURCE</b>             | Parkland School Division Board of Trustees  |
| <b>GOVERNANCE POLICY</b>    | Board Policy 2: Role of the Board<br>Board Policy 5: Role of the Board Chair<br>Board Policy 7: Board Operations<br>Board Policy 13: Appeals to the Board Regarding Student Matters |
| <b>ADDITIONAL REFERENCE</b> | BP 13: School Dispute Resolution and Process for Appeal<br>BP 13: Appeal to the Board<br>Schedule 13.1: Board Appeal Hearing Process<br><i>Education Act</i>                        |
| <b>SUBJECT</b>              | <b>APPEAL HEARING PANEL APPOINTMENT</b>   |

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**PURPOSE**

For approval. A recommendation is required.

**RECOMMENDATION**

That the Board of Trustees convenes an Appeal Hearing Panel composed of Board Chair Stewart, Board Vice-Chair Wagner and Trustee Osborne to hear the Appeal of a parent regarding an education matter affecting their child.

**BACKGROUND**

As per Board Policy 13: Appeals to the Board Regarding Student Matters, *“Through legislation, policy and practice, the Board supports the importance of a fair process of appeal while recognizing the authority of the Superintendent, the Principal or the Teacher as the final authority where legislated or delegated.”*

## **REPORT SUMMARY**

On July 19, 2023, Board Chair Stewart received an appeal request from a parent regarding an education matter affecting their child.

On July 20, 2023, Board Chair Stewart responded to the email request advising that she would initiate contact at the conclusion of summer 2023.

On August 24, 2023, Board Chair Stewart contacted the parent via email and reviewed the data. As Board Chair of Parkland School Division Board of Trustees, and as per Board Policy 13: Appeals to the Board Regarding Student Matters; Article 9, Board Chair Stewart determined that this appeal request has sufficient merit to proceed formally with an Appeal Hearing.

The Executive Assistant to the Board of Trustees, Keri Zylla, has been designated as the Appeal Hearing contact for both parties.

LS:kz