



NOTICE OF MEETING

A SPECIAL MEETING OF THE BOARD OF TRUSTEES HAS BEEN CALLED IN ACCORDANCE WITH THE EDUCATION ACT, s. 64 AND THE BOARD PROCEDURES, ALBERTA REGULATION 82/2019 s. 3.

AGENDA

A Special Meeting of the Board of Trustees of Parkland School Division to be held at the Parkland School Division Boardroom on Tuesday, September 26, 2023, at 9:00 a.m.

- 1. CALL TO ORDER**
- 2. RESOLUTION TO FORM A PANEL FOR AN APPEAL**
- 3. ADJOURNMENT**



MEMORANDUM

September 26, 2023
Special Meeting

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

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees convenes an Appeal Hearing Panel composed of a minimum quorum of three (3) Trustees that includes either Board Chair Stewart, or Vice-Chair Wagner, or both. Further, members of the panel will be determined prior to the date of the Appeal Hearing.

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 September 19, 2023, Board Chair Stewart received an appeal request from a guardian regarding an education matter affecting their child.

On September 22, 2023, Board Chair Stewart sent the guardian an email. 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, and as such, has requested the Board form an Appeal Hearing Panel by resolution (Article 10).

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

LS:kz