

KTCEA Wiyasowîwina

KTCEA Policy Manual

April 6, 2023



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In this Policy Manual, unless the context or subject matter requires a different meaning, the following terms shall have the following meanings:

- a) “Act” means the Companies Act R.S.A 2000 c C21 as may be amended or replaced from time to time.
- b) “Annual General Meeting” means the general meeting of the Members required by the Act to be held annually.
- c) “Articles” and “Articles of Association” means the Articles of Association of Kee Tas Kee Now Tribal Council Education Authority Ltd. signed on January 10, 2017 as may be amended or replaced from time to time.
- d) “Board” means the Board of Directors of the Company;
- e) “Company” means Kee Tas Kee Now Tribal Council Education Authority Ltd.
- f) “Director” means a person appointed pursuant to the Articles as a director of the Company.
- g) “Kee Tas Kee Now Tribal Council” (KTC) is comprised of Loon River Cree First Nation, Lubicon Lake Band, Peerless Trout First Nation, Whitefish Lake First Nation, and Woodland Cree First Nation. It was formed in 1995 to facilitate joint action by the member Nations on matters of mutual concern.
- h) “Member First Nation” has the same meaning as “Participating First Nation” and refers to one or more of the following communities:
 - a. Loon River Cree First Nation
 - b. Lubicon Lake Band
 - c. Peerless Trout First Nation
 - d. Whitefish Lake First Nation
 - e. Woodland Cree First Nation
- i) “Motion” shall have the same meaning as “Ordinary Resolution”.
- j) “Ordinary Resolution” means a resolution passed at a Board meeting by a majority of not less than 50% of votes cast.
- k) “Participating First Nation” has the same meaning as “Member First Nation” and refers to one or more of the communities listed above in ‘h’).
- l) “School Year” means the 12-month period beginning on September 1 and ending on the following August 31.
- m) "Special Resolution" means a resolution passed at a Board meeting of which not less than 21 twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given; and by a majority of not less than 75% of the votes cast in person or, if permitted, by proxy.
- n) “Superintendent” means the employee hired by the Board to act as the Company’s chief education manager.
- o) “Withdrawing member” means a Member First Nation voluntarily withdrawing from the Company pursuant to Article 4.7 of the Articles.

Policy 1: ᑭᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ ᑭᑦ ᑎᑦᑎᑦᑎᑦ
Pᑦᑎᑦᑎᑦᑎᑦ kwayask kâ-sîtoskâtamihk kitaskînow nîkânâpahtamowin, kîkway kâ-wî mâmawi itôtamihk mîna mâmawi kistakîhtamôwina

Legal Foundations and KTCEA Vision, Mission and Values

Legal Foundations

Kee Tas Kee Now Tribal Council Education Authority (KTCEA) has been delegated the responsibility for the operation of a Kindergarten to Grade 12 education authority by Loon River First Nation, Lubicon Lake Band, Peerless Trout First Nation, Whitefish Lake First Nation, and Woodland Cree First Nation (the “member First Nations”). Policies have been created under the authority of KTCEA Board of Directors.

KTCEA First Nations assert their right to protect and promote Treaty rights to education through the Treaty No. 8 relationship with the Crown, reaffirmed in Section 35 of the Canadian Constitution Act 1982. The Constitution Act recognizes and affirms the existing Aboriginal and treaty rights and specifies that the Federal government has exclusive Legislative authority over “Indians and Lands reserved for Indians”.

In accordance with Article 14.4 of the United Nations Declaration on the Rights of Indigenous Peoples, KTCEA First Nations also assert their “right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning”.

KTCEA Inc. was incorporated as a non-profit private company on March 10, 2017 under the Companies Act of Alberta, supported by the following:

- *Articles of Association*, signed by the five member First Nations;
- *Memorandum of Association*, signed by the five member First Nations; and
- *Band Council Resolutions*, signed by each member First Nation.

Subsequently, KTCEA signed Administrative Agreements with each of the five member First Nations describing KTCEA’s administrative services for the schools and teacherages.

KTCEA operates independently under its own Board of Directors (Board Members) and receives guidance and oversight from Kee Tas Kee Now Tribal Council (KTC). Government funding is also received by KTC and is provided to KTCEA through a sub-agreement.

Vision

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 nîhiyaw kiskinohamâkîwin nakacîwin
 Excellence in Indigenous Education

Mission and Values

We honour the vision of our Elders and leaders by coming together as one single authority responsible for the education of our children. Education is the legacy we collectively leave for present and future generations.

Our strength is in the richness of our land and the uniqueness of our language, history, identity and ways of being. Working closely with members of the community, we are committed to ensuring traditional teachings are nurtured so that students know and have pride in who they are.

Our actions and decisions are centered on what is best for students. We value holistic learning environments that promote respect, discipline, belonging, goodness, love and encouragement. Our school's foster student success, well-being and lifelong learning.

Policy 2: ᐅᓄᓐᓇᓂᐱᓄᓂ ᐅᓄᓄᓂᓂᓂᓄᓂ ᓂᓄᓂ ᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂᓄᓂ onîkânâpahtamowin o-paminîkwîn mîna kâ-nâkatohkâtamihk atoskahikowina

Board Governance and Responsibilities

The KTCEA Board of Directors (Board Members) is responsible and has the authority to provide leadership and direction for Kindergarten to Grade 12 education programming on behalf of the member First Nations.

In addition to the authority granted by the Articles of Association (Appendix A), KTCEA may exercise all such powers, or others, if such acts are not expressly prohibited by the Articles or the Companies Act of Alberta.

The Articles of Association take precedence over Policies and Administrative Procedures, unless a Special Resolution has been passed indicating a Policy or an Administrative Procedure takes precedence.

Board Authority and Responsibilities

Fiscal Responsibility

The Board shall:

- 1. Monitor the fiscal management and approve the annual budget which determines how resources are allocated to schools and programs to best meet the needs of KTCEA students.
- 2. Approve substantive budget adjustments when necessary.
- 3. Participate in the negotiation and authorization of core funding agreements.
- 4. Approve large capital asset acquisition.
- 5. Appoint an external auditor and approve annually the terms of engagement for the external auditor, including remuneration.
- 6. Receive the Audit Report and ensure the management letter recommendations are addressed.
- 7. Ensure the purchase of liability insurance to protect the Board Members.
- 8. Approve the multi-year Capital Plan.
- 9. Approve tenders/purchases/contracts/lease agreements in excess of one hundred fifty thousand dollars (\$150,000.00).

Strategic and Operational Planning

The Board shall:

- 10. Approve overall priorities through Strategic Planning that identifies the vision, mission, values and goals for the Education Authority.
- 11. Develop a yearly Work Plan including scheduling of Board meetings and attend Board professional development sessions or events.
- 12. Evaluate Board effectiveness in meeting performance indicators.
- 13. Develop a yearly plan for advocacy, including focus, key messages and mechanisms.

Policy

The Board shall:

14. Develop, revise and approve board policies using an engagement process, when appropriate.
15. Monitor policy currency, relevancy and effectiveness.

Communications and Community Relations

The Board shall:

16. Report on education authority progress by making public an Annual Community Report and the Annual Audited Financial Statements.
17. Establish processes for engagement with community partners including, Parents/Guardians, Elders and Students.
18. Bring forward any concerns which impact education within their Nation.
19. Provide updates to member First Nations through KTCEA's and KTC's Annual General Meeting.
20. Respond to member First Nation's inquiries in a timely fashion as they arise.

Superintendent Relations

The Board shall:

21. Hire and evaluate the Superintendent and provide succession planning as required.
22. Review and approve the Superintendent's contract.
23. Provide the Superintendent with corporate direction.
24. Delegate to the Superintendent the administration of KTCEA.
25. Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
26. Annually review compensation and benefits of the Superintendent.

Leadership Practices

The Board shall:

27. Partner with and enter into agreements with other governments and organizations.
28. Attend meetings and events related to KTCEA business and ensure preparation of meeting minutes for approval by KTCEA Board Members and make available as requested.
29. Support the implementation of specialized programs for students, staff, and community members.
30. Hear appeals as required by policy.

Privacy

The Board shall:

31. Oversee data collection, data sharing, and data use in alignment with the First Nations principles of Ownership, Control, Access, and Possession (OCAP) and the Freedom of Information and Protection of Privacy Act.

Appointment of Officers – Guidelines

KTCEA may from time to time appoint officers of KTCEA, including but not limited to a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, or a Secretary Treasurer. These positions must be appointed from the Board. KTCEA may specify the duties of any officers in accordance with the Articles and delegate to such officers, powers to manage the business and affairs of KTCEA subject to the provisions of the Companies Act of Alberta.

1. Unless specified otherwise in the Articles, an officer need not be a Board Member of KTCEA, and one person may hold more than one office.
2. KTCEA may from time to time vary, add to, limit, or otherwise vary the duties and powers of any officer through a Special Resolution.
3. Appointed officers shall hold office until they resign, their term is completed, or if KTCEA removes them, whichever occurs first.
4. An officer may resign by delivering one month notice to the KTCEA Chairperson. Such resignation shall be effective on the date when the notice is delivered, unless the notice specifies a later date. The notice period for that resignation may be reduced or removed at the discretion of the Board.

Board Committees

The Board may establish committees as it sees necessary or desirable by passing an Ordinary Resolution. The Board will determine the terms of reference for each committee, including committee structure, purpose, powers and duties, frequency of meetings, and membership. Board committees shall only exercise such powers as are specifically assigned by the Board.

Committees may allow the Board to study aspects of education in more detail and may save time and expenses for certain projects or allow for better communication and control during some activities. The Board, however, must approve all proposed actions of a KTCEA Committee.

Committees shall report to the KTCEA Board and have only such authority as delegated to them by motion.

Compliance with Legislation, Policy and Standards

The Board shall follow current federal or other government requirements in implementing educational standards and policies as required, including meeting the requirements under the School Program Declaration submission to Alberta Education.

Development of Administrative Procedures

The Board may delete or suspend a policy and subsequently delegate the Superintendent authority over the relevant area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.

The development of Administrative Procedures regarding a policy is the responsibility of the Superintendent. The Administrative Procedures will be reviewed by the Superintendent in consultation with the Board Policy Board Committee.

Board Members may bring concerns regarding Administrative Procedures to the attention of the Board Chairperson, who will communicate these concerns to the Superintendent. The Superintendent will review the Administrative Procedures with the Board. All changes in Administrative Procedures will be placed on the subsequent Board Meeting Agenda as information items.

Board Review of Administrative Decisions and Rules

The Board has the right to review and change any decision or rules made by administrative staff that are inconsistent with policies or goals KTCEA has developed and formally adopted into practice.

1. The Administration shall develop administrative procedures that align with KTCEA approved policy.
2. Before making a change to a decision or rule made by administrative staff, the Board shall review the matter with the Superintendent and affected administrators.
3. Changes to decisions or rules will be made in a manner that allows for effective working relations to be maintained among affected administrators and staff after the change.

Policy 2-A: ᑎᐱᓴᓴᓐᓂᓴᓐ, ᑲ ᐸᑕᑎᑲᓐᓂᓴᓐ ᑲᐱ ᑲ ᐸᑎᑎᓐᓂᓴᓐ ᓂᑲᑲᐱᓐᓂᓴᓐ
tipiyawihowin, kâ-atoskahitwâw mîna kâ-pakitinihtwâw o-nîkânapowak
Eligibility, Appointment and Termination of Board Members

Guidelines:

1. The affairs of KTCEA shall be managed by a Board of not less than one (1) individual from each of the five (5) member First Nations and not more than fifteen (15) Board Members.
2. At all times, each member First Nation shall be entitled to appoint up to three (3) Board Members of their choosing to serve on the Board, subject to any eligibility restrictions contained within the Articles of Association or the Companies Act of Alberta.
3. The initial Board Members shall be appointed by the member First Nations at the first Annual General Meeting. Each member First Nation must appoint initial Board Members from among the Chief and the Councillors of that member First Nation.
4. A member First Nation must appoint subsequent Board Members from among the Chief and Councillors of that member First Nation and any other person that has been approved to be a Board Member by that participating First Nation as evidenced by a Band Council Resolution.
5. The term of the appointment of a Board Member who is a Chief or Councillor shall be the earlier of two (2) years from the date of the appointment as a Board Member or the date upon which that Board Member ceases to be a Chief or Councillor, as the case may be.
6. The term of the appointment of a Board Member who is not a Chief or Councillor shall be two (2) years from the date of appointment.
7. The appointment of a Board Member may be terminated upon Special Resolution of the Board Members.
8. Board Members appointed by a Withdrawing Member shall automatically cease to be Board Members as of the effective date of the withdrawal from KTCEA of the Withdrawing Member.
9. A Board Member may retire from office upon giving five (5) days' notice in writing to KTCEA. Such resignation shall take effect upon the expiration of such notice or its earlier written acceptance by the Board.
10. The following persons are disqualified from being a Board Member of KTCEA:
 - a. any person who is less than eighteen (18) years of age,
 - b. any person who becomes of unsound mind or is legally found to be mentally incompetent,
 - c. any person who is not an individual,
 - d. any person who is not a resident of Alberta,
 - e. any person who has the status of a bankrupt; and
 - f. any person who is or becomes an "ineligible individual", as the term is defined by the Income Tax Act RSC 1985 c. 1, as amended from time to time.

- to staff, agents, contractors, consultants, or other services providers.
3. Board Members must not speak on behalf of the Board unless authorized to do so.
 4. Board Members must act with discretion and be judicious in what material they post on social media.
 5. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chairperson, Board committees, and to the Superintendent. Under the direction of the Superintendent, staff in Administration serves the Board as a whole. No individual Board Member has executive authority over the Superintendent or staff in Administration.
 6. Board Members must not:
 - a. Involve themselves in matters of Administration that fall within the authority of the Superintendent, except as directed by Board policies;
 - b. Use, or attempt to use, their authority or influence on any staff member with the intent of interfering in that staff member's duties; or
 - c. Maliciously or falsely injure the professional reputation, prospects or practice of staff members.

Discrimination and Harassment

1. Board Members have a duty to treat members of the public, one another and staff with dignity and respect and without harassment, bullying, or intimidation, and to ensure that the work environment is free from discrimination and harassment.
2. No Board Member shall speak or act in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

Compliance

1. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board, or by a third-party investigator appointed by the Board.
2. Board Members are expected to cooperate in securing compliance with the application and enforcement of this Code of Conduct.
3. No Board Member shall undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct.
4. If the Board determines that it is appropriate to do so, the Board may impose sanctions on a Member who contravenes this Code of Conduct. Sanctions that may be imposed include but are not limited to:
 - a. issuing a letter of reprimand,
 - b. requesting the Board Member to issue a letter of apology,
 - c. requiring the Board Member to attend training,

- d. suspending or removing the Member from membership on a committee,
 - e. requiring the Member to reimburse monies received,
 - f. requiring the Member to return School Division property or reimburse its value,
 - g. restricting the Member's contact with Administration staff,
 - h. restricting how documents are provided to the Member,
 - i. disqualifying the Member from the Board.
5. Nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

Policy 2-E: ᐅᓃᓃᓃᓃ ᑭᓃᓃᓃ ᓃ ᓃ ᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ ᓃᓃᓃᓃᓃᓃᓃᓃᓃ
Board Member Conflict of Interest

A Board Member is responsible to KTCEA and ultimately to their communities, First Nations members, and Chiefs and Councils. On appointment to KTCEA, a Board Member assumes a position of trust and is expected to act accordingly. Board Members shall avoid conflict of interest in decisions.

Guidelines:

For the purposes of this policy, a Board Member is deemed to be in conflict of interest when he/she benefits personally or financially from actions or decisions made in their official capacity as Board Members. This includes any advantages that may extend to family members or friends.

- 1. A Board Member shall not have any monetary interest in, or receive, or expect to receive any profit or benefit from any contract, agreement, engagement or undertaking made or entered into either in his/her own name or in the name of another KTCEA employee or Board Member.
- 2. A Board Member shall declare him/herself to be in a conflict of interest or a potential conflict of interest.
- 3. A Board Member will make this declaration of a conflict of interest prior to any discussion of the issue.
- 4. Upon making this declaration, the Board Member shall request that this declaration be recorded in the minutes of the meeting.
- 5. Upon receiving this declaration, it shall be recorded into the minutes.
- 6. On declaring a conflict of interest, the Board Member shall request the KTCEA Chairperson excuse the Board Member from any further participation on the issue.
- 7. If the Chairperson makes the declaration, the Vice Chairperson will excuse the Chairperson from further participation in that particular matter.

A Board Member is solely responsible for declaring themselves to be in a possible conflict of interest. It is the responsibility of the Board Member to absent themselves from a meeting in which they have a conflict of interest and ensure that their declaration and absence is properly recorded within the minutes.

conduct was lawful.

2. No Board Member or other Officer of KTCEA shall be liable for:
 - a. The acts, receipts, neglects or defaults of any other Board Member, Officer, or employee, or for joining in any receipt or other act for conformity.
 - b. Any loss, damage, or expense happening to KTCEA through the insufficiency or deficiency of title to any property acquired for or on behalf of KTCEA.
 - c. The insufficiency or deficiency of any security in or upon which any of the monies of KTCEA shall be invested.
 - d. Any loss or damage arising from the bankruptcy, insolvency, or unlawful act of any person with whom any monies, securities, or effects of KTCEA were deposited.
 - e. Any loss occasioned by any error of judgment or oversight on the Board Member's or Officer's part; or,
 - f. Any other loss, damage or misfortune that happens in the performance of the duties of his or her office.
 - i. Unless:
 - The same is otherwise provided in a contract of service with such Board Member or officer.
 - The same is occasioned by willful neglect, misconduct, or omission; or,
 - The same shall happen by or through his or her failure to exercise the powers and to discharge their duties honestly in good faith with a view to the best interests of KTCEA, which includes the duty to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
3. No provision of the Articles or the Policy Manual shall be construed as to relieve any Board Member or Officer from the duty to act in accordance with the Companies Act of Alberta or from liability under the Companies Act of Alberta.
4. KTCEA shall purchase and maintain insurance for the benefit of any person referred to in this section from personal liability in the event of legal action and in respect of its operations, keep in force adequate and appropriate policies of insurance for the purpose of, at a minimum, indemnifying the Board and its employees and school councils in respect of claims for:
 - a. damages for death or personal injury,
 - b. damage to property, and
 - c. damage to property owned by the board in respect of which the board has an insurable interest;
 - i. that the board has agreed to insure, or
 - ii. for which the board otherwise has or may have assumed liability.

detailing such dispute, difference, or claim.

KTCEA will endeavour to address disputes, differences and/or claims internally wherever possible using an internal dispute resolution process and local facilitators.

If KTCEA is unable to resolve a dispute, difference or claim, the matter shall be referred to a professional mediator for attempted resolution.

If no settlement has been achieved through mediation, the matter will be resolved by final and binding arbitration pursuant to the Arbitration Act (Alberta) by a single arbitrator agreed to by a majority of the Members. If agreement cannot be reached by a majority, an independent, impartial arbitrator shall be appointed by a Justice of the Court of Queen's Bench and such appointment shall be binding.

The Board Members agree to submit to arbitration pursuant to the Arbitration Act (Alberta) and this section. The decision of the Arbitrator shall be final and binding upon the parties concerned.

Policy 2-P: Board Operations

updated February 13, 2023

PREAMBLE

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the Kee Tas Kee Now Tribal Council Education Authority, the Board shall hold meetings as often as is necessary. Board members are expected to follow the KTCEA board declaration of manâtiswiwin in all board operations.

A quorum, required for any meeting of the Board, shall be at least 60% of the Board of Directors and at least one Board of Director representing each Member First Nation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible. No person shall be excluded from a public session except for improper conduct.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either employment agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

1. Appointments
 - 1.1. Board of Directors are currently appointed by the Chief of each Nation. Each Nation shall have three (3) Board of Directors.

2. Organizational Meeting

- 2.1. An organizational meeting of the Board shall be held annually as part of the Annual General Meeting.
- 2.2. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
- 2.3. Each Board of Director will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a Board of Director taking office following a by-election.
- 2.4. Upon election as Chair, the Board Chair shall take the oath of office and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one (1) year.
- 2.5. The organizational meeting shall, in addition:
 - 2.5.1. Elect a Vice-Chair;
 - 2.5.2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
 - 2.5.3. Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
 - 2.5.4. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 - 2.5.5. Each Member First Nation will have representation on all committees in 2.5.3 and 2.5.4. Board of Directors of each Member First Nations will decide their own committee representation.
 - 2.5.6. Review Board of Director conflict of interest stipulations and complete disclosure of information requirements; and
 - 2.5.7. Address other organizational items as required.

In the organizational meeting, items 2.5.3 and 2.5.4 may be deferred until the subsequent monthly meeting.

3. Regular Meetings

- 3.1. All meetings will ordinarily be held at the Kee Tas Kee Now Tribal Council Education Authority central office or other venues as decided by the Board.
- 3.2. While it is the preference of the Board to have all Board of Directors present in person at a common location, there may be instances when Board of Directors will need to participate from a remote setting.
 - 3.2.1. Board of Directors should ensure that the means and location used to participate in the meeting will allow for moving in-camera and will meet all requirements of an in-camera session as per section 5 of this policy. This

includes ensuring that all confidential information relating to KTCEA is fully protected, and ensuring that a reliable phone and internet connection is in place.

- 3.2.2. Board of Directors are encouraged to have their camera on when participating from a remote location.
- 3.3. All Board of Directors shall notify the Superintendent or designate if they are unable to attend a Board meeting. The Superintendent or designate shall inform the Board Chair of the Board of Directors who are unable to attend.
- 3.4. All Board of Directors who are absent from three consecutive regular meetings shall:
 - 3.4.1. Obtain authorization by resolution of the Board to do so; or
 - 3.4.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
 - 3.4.3. Provide to the Board Chair acceptable reasons other than illness to be absent from three consecutive regular meetings.

Failure to attend may result in disqualification as a Board of Director.

- 3.5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's absence or inability to act..
- 3.6. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

4. Special Meetings

- 4.1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 4.2. Special meetings of the Board will only be called when the Chair or the majority of Board of Directors are of the opinion that an issue must be dealt with before the next regular Board meeting.
- 4.3. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Board of Directors are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.4. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
- 4.5. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

5. Closed (In-Camera) Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board, and shall specify those individuals eligible to attend in addition to the Board of Directors and the Superintendent. Such resolutions must be supported by a two-thirds majority of the Board of Directors in attendance.

The Board may convene in-camera only to discuss matters of a sensitive nature, including:

- 5.1. Individual students;
- 5.2. Individual employees;
- 5.3. Matters relating to negotiations;
- 5.4. Acquisition/disposal of real property;
- 5.5. Litigation brought by or against the Board;
- 5.6. Matters that the Board considers as privileged information.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the topic or substance of the discussion at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to reconvene the Board in an open, public meeting.

- 5.7. Once out of camera, the Board will report briefly on the topics discussed respecting the confidentiality principles of in-camera.

6. Agenda for Regular Meetings

The Superintendent, within two (2) weeks prior to the date of the regular board meeting or at such other time as the Board determines, is responsible for preparing an agenda for Board meetings in consultation with the Board Chair and the Vice Chair.

- 6.1. The order of business at a regular meeting shall generally be as follows:
 - 6.1.1. Call to Order
 - 6.1.2. Opening Prayer
 - 6.1.3. Approval of the Agenda

- 6.1.4. Conflict of Interest
- 6.1.5. Approval of Minutes
- 6.1.6. Business Arising from the Minutes
- 6.1.7. Delegations
- 6.1.8. Board Chair Report
- 6.1.9. Superintendent Report
- 6.1.10. Action Items
- 6.1.11. Administrative Reports
- 6.1.12. Committee or Board of Director Reports
- 6.1.13. Motion to Go In Camera (if required)
- 6.1.14. Motion to Come Out Of Camera (if required)
- 6.1.15. Report of In Camera
- 6.1.16. Action in Response to In Camera
- 6.1.17. Future Business Items, including
 - 6.1.17.1. Meeting Dates
 - 6.1.17.2. Notice of Motion
 - 6.1.17.3. Topics for Future Agendas
 - 6.1.17.4. Requests for Information
 - 6.1.17.5. Response to Requests for Information
- 6.1.18. Closing Prayer, and
- 6.1.19. Adjournment
- 6.2. Items scheduled for a specific time shall be clearly identified on the agenda.
- 6.3. The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Board and will be of value to the Board in the performance of its duties.
- 6.4. Each action item will include a clear recommendation.
- 6.5. Items may be placed on the agenda in one (1) of the following ways:
 - 6.5.1. By notifying the Board Chair, Vice Chair or Superintendent at least ten (10) calendar days prior to the Board meeting;
 - 6.5.2. By notice of motion at the previous meeting of the Board (this may be waived as per s.8.1.3)
 - 6.5.3. As a request from a committee of the Board; and/or
 - 6.5.4. Emergent issues that require Board action may arise after the agenda has been prepared.
 - 6.5.5. Changes to the agenda may be made by a majority of those present.

- 6.6. The agenda package, containing the agenda and supporting information, will be available to each Board of Director at least (5) calendar days prior to the Board meeting.
- 6.7. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.
- 6.8. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.9. During the course of the Board meeting, the majority of Board of Directors present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 6.10. The list of agenda items shall be posted on the Education Authority website and be available at the Education Authority office. Any elector may inspect the agenda and request a copy.

7. Minutes for Regular or Special Meetings

- 7.1. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
- 7.2. The minutes shall record:
 - 7.2.1. Date, time and place of meeting;
 - 7.2.2. Type of meeting;
 - 7.2.3. Name of presiding officer;
 - 7.2.4. Names of those Board of Directors and senior administration in attendance,(excused Board of Director absences as regrets; unexcused absences as absences);
 - 7.2.5. Approval of agenda;
 - 7.2.6. Approval of preceding minutes;
 - 7.2.7. All resolutions;
 - 7.2.8. Names of persons making the motions;
 - 7.2.9. Points of order and appeals;
 - 7.2.10. Approved Appointments;
 - 7.2.11. Receipt of reports of committees;
 - 7.2.12. The recording of the vote on a motion;
 - 7.2.13. Individual Board of Director declaration of vote; and
 - 7.2.14. Time of adjournment.
- 7.3. The minutes shall: be prepared and reviewed as directed by the Superintendent, prior to submission to the Board;

- 7.4. An audio version of the draft minutes will be provided whenever possible to the Board in Cree and English.
- 7.5. Minutes shall be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- 7.6. Minutes shall be deemed to be the official and sole record of the Board's business upon adoption.
- 7.7. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended to each page of the minutes.
- 7.8. The Superintendent or designate shall establish and maintain a file of all Board minutes.
- 7.9. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 7.10. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval.
 - 7.10.1. The Superintendent or designate is responsible to post the approved minutes.
- 7.11. All committees of the Board, shall maintain records of the proceedings.
 - 7.11.1. Once approved by the committee chair, the minutes shall be presented to the Board for approval

8. Motions

- 8.1. Notice of Motion
 - 8.1.1. A notice of motion serves the purpose of officially placing an item on the agenda of a future, regular meeting; giving notice to all Board of Directors that an item shall be discussed while also providing time for consideration and preparation for the motion;
 - 8.1.2. A notice of motion shall exist as a standing item on regular Board meeting agendas to provide Board of Directors an opportunity to speak to, and suggest a motion for, future consideration for action.
 - 8.1.3. The mover may ask the Board to "waive notice of motion" so that the debate and vote can happen immediately;
 - 8.1.4. A notice of motion can only be waived by a unanimous decision of the Board; and
 - 8.1.5. There is no debate on a notice of motion.
- 8.2. All motions require a seconder.

- 8.3. A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue.
- 8.4. Motions may be submitted by any Board of Director, including the Board Chair.

9. Speaking to a Motion and Discussion

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

- 9.1. Once a motion is before the Board, and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.
- 9.2. The mover of a motion speaks first and then any Elder present is invited to speak to the motion. Thereafter every Board of Director shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 9.3. Whenever the Board Chair wishes to speak on a motion, the Chair is temporarily vacated and the Vice Chair presides.
- 9.4. The Board Chair shall normally speak just prior to the last speaker.
- 9.5. The last speaker shall be the mover of the motion, given that the mover of the motion is permitted to close debate on the motion.
- 9.6. The Board Chair will then ask if any of the Elders present have any closing comments before the vote is taken.
- 9.7. As a general guide, a Board of Director should not speak longer than five (5) minutes on any motion.
 - 9.7.1. The Board Chair has the responsibility to limit the discussion by a Board of Director when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.8. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
- 9.9. Should a Board of Director arrive at the meeting after a motion has been made and prior to taking a vote, the Board of Director may request further discussion prior to the vote.
 - 9.9.1. The Board Chair shall rule on further discussion.
- 9.10. A Board of Director may require the motion under discussion to be read at any time during the debate, except when a Board of Director is speaking.
- 9.11. Only the Board Chair may call the question. The Board Chair may choose to call the question once he/she feels that sufficient debate has taken place.

10. Voting on the Motion

- 10.1. All Board votes on items, except for those taken by secret ballot, will be recorded as follows:
 - 10.1.1. Minutes will indicate if vote is unanimous
 - 10.1.2. If the vote is not unanimous, then the dissenting voters will be identified and recorded in the minutes
- 10.2. The Board Chair, and all Board of Directors present, unless in a conflict of interest, shall vote on each question.
 - 10.2.1. Each question shall be decided by a majority of the votes of those Board of Directors who are present.
 - 10.2.2. A simple majority of a quorum of the Board shall decide in favour of the question.
 - 10.2.2.1. In the case of an equality of votes, the question is defeated
 - 10.2.2.2. A vote on a question shall be taken by open vote, expressed by show of hands or if a member is attending via electronic means, votes will be made vocally so all can hear, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.
- 10.3. Information reports may be used to communicate factual data or knowledge about a particular circumstance, event or activity that may be of pertinent interest to the Board.
 - 10.3.1. Questions or comments related to the information are permitted, but no decisions are required or expected.
 - 10.3.2. These items shall only require written acknowledgment in the recorded minutes that they were received as information only.
11. Debate
 - 11.1. In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to *Robert's Rules of Order*. If this reference is inadequate, procedure may be determined by motion supported by the majority of Directors in attendance.
12. Elder Participation at Board Meetings
 - 12.1. The meaningful involvement and engagement of Elders is strongly promoted at Board meetings.
 - 12.2. Elders may provide their valuable advice to motions on the floor prior to the vote.
13. Delegations to the Board
 - 13.1. The Superintendent shall ensure that delegations wishing to appear before the Board have pursued all avenues of resolution (where appropriate) prior to requesting an

opportunity to appear before the Board and, further, the Superintendent shall provide the delegation with a copy of the Board policy excerpt regarding public participation at Board meetings.

- 13.2. The delegation shall provide to the Superintendent ten (10) days' written notice of intent, prior to the regular meeting at which they wish to appear; the notice shall include a written brief articulating the matter.
 - 13.3. Topics upon which the delegation wishes to speak must be within the jurisdiction of the Board and not deal with personal complaints about school personnel.
 - 13.4. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.
 - 13.5. The delegation will be afforded fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for Board of Director questions.
 - 13.6. The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.
 - 13.7. If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.
 - 13.8. The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances where the health and/or safety of students and/or staff are of concern.
 - 13.9. The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.
14. Audio/Video Recording Devices
- 14.1. The Board expects that anyone wanting to use recording devices at a public Board meeting shall obtain prior approval of the Board Chair who will advise the Board.

The Board encourages reporting all incidents of harassment, bullying, discrimination, or violence regardless of the identity of the alleged harasser or offender.

The Board supports the establishment of student organizations and student-led activities that promote equality and non-discrimination of race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status or sexual orientation.

Responsibilities

The Superintendent shall:

1. Ensure all schools are respectful, safe, and caring for all students and staff and visitors.
2. Develop, implement, and regularly evaluate policy, procedures, programs to support respectful, safe, and caring environments and to create schools free of harassment, discrimination, and violence.

**Policy 4: PⁿP^o"<L>ΔbΓ\ /▷ᵇ⁹"ΔdL<ᵇ σⁿb<ᵇJΔ^o kiskinohamâtôwikamik/onîkîhkomâwak
niskawâsimôwîwin **School-Parent Advisory Circles****

KTCEA recognizes its responsibility to ensure that all KTCEA schools encourage positive school-parent relationships.

Specifically:

1. Each school will have a School-Parent Advisory Circle to provide advice, information and support to the school Principal to ensure that the Principal is well informed in providing effective and efficient governance, leadership, and management.
2. Each school will have a School-Parent Advisory Circle to ensure effective communication and information to and from the school and community.
3. Each School-Parent Advisory Circle will operate under the KTCEA School.
4. Each School-Parent Advisory Circle will be chaired by the School Principal.
5. Each School-Parent Advisory Circle member will be required to attend training prior to fulfilling their duties. Training will be provided and/or coordinated by KTCEA.

The Superintendent is responsible for the development and implementation of appropriate Administrative Procedures in support of this policy, including those related to the creation and functioning of School-Parent Advisory Circles.

2. The Board shall approve the Professional-Development Plan and ensure adequate financial support for the approved plan is contained in the annual budget.
3. The Superintendent shall provide the Board with a quarterly report of his or her professional development activity.

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Role of the Superintendent

Reporting directly to the Board, the Superintendent is the Chief Education Officer of KTCEA and is accountable to the Board for the conduct and operation of KTCEA. Authority. The Superintendent directs school operations towards the achievement of the educational goals established by the Authority and the direction provided by the Strategic Plan. All authority delegated to staff is delegated through the Superintendent. The Deputy Superintendent will act for the Superintendent in his/her absence or in the event of a conflict of interest.

Educational Leadership

The Superintendent shall:

1. Provide leadership in all matters relating to education within KTCEA.
2. Ensure students have the opportunity to access the standards of education set by the Board.
3. Implement education policies established by the Authority.
4. Engage in collaborative leadership based on current research and promising practices.

Fiscal Responsibility

The Superintendent shall:

5. Appoint the Director of Finance.
6. Ensure the fiscal management of the Authority by the Director of Finance is in accordance with the terms or conditions of any funding received by the Authority and is in accordance with government and professional regulations and standards.
7. Ensure the Authority operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
8. Ensure the Board has current and relevant financial information.
9. Directs the preparation of the Capital Plan for submission to the Board.

Personnel Management

The Superintendent shall:

10. Have overall authority and responsibility for all personnel-related issues, except those personnel matters precluded by Board delegation, policy, legislation, or contracts.
11. Support and engage in the development of all staff.
12. Monitor the performance of all staff and ensures appropriate evaluation processes are in place.
13. Ensures the coordination and integration of human resources within the Authority.

Policy

The Superintendent shall:

14. Disseminate and communicate KTCEA Policies, ensuring all employees are aware and comply with KTCEA policies.
15. Ensure the Policy Manual is maintained and up to date and that all personnel have access to KTCEA policies.
16. Following KTCEA approval of new or revised policies, post the policies on the KTCEA website for public access.
17. Meet and confer with staff as required to ensure understanding of policies and needed strategies to ensure effective implementation of policy direction and requirements.
18. Ensure continuous review and evaluation of policies including:
 - Calling attention to policies that need revision and/or replacement,
 - Reporting annually to the KTCEA Board,
 - Providing a schedule for policy review, and
 - Providing an assessment of the impact the policy has had since its adoption; and recommendations for continuing, adding to or revising, replacing or rescinding policies.
19. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and legislation, regulations, and procedures.

Board Relations

The Superintendent shall:

20. Establish and maintain positive professional working relations with the Board.
21. Respect and honor the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
22. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decision.
23. Provide information and updates to the Board in a timely manner.
24. Support the Board in their community engagement.
25. Provide respectful recommendations to support the Board in its work.

Strategic and Operational Planning

The Superintendent shall:

26. Lead the Strategic Planning process including the development of goals, budget, facilities and transportation plans, student improvement, and implement plans as approved.
27. Involve the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).
28. Report regularly on results achieved.

Organizational Management

The Superintendent shall:

29. Provide overall direction for the effective management of the organization, including structures, processes, practices, and procedures.
30. Ensure compliance with all legal, governmental, and Board mandates and timelines.
31. Develop a respectful and welcoming workplace environment across the Authority.

Communications and Community Relations

The Superintendent shall:

32. Take appropriate actions to ensure transparent, positive external and internal communications are developed and maintained.
33. Participate actively in community engagement activities in order to enhance and support the educational vision and goals of KTCEA.
34. Develop and approve all public communications.
35. Use an inclusive approach with our partners in education.

Leadership Practices

The Superintendent shall:

36. Practice collaborative leadership that supports the Board's policies and the Strategic Plan.
37. Develop and maintain positive and effective relations with federal, provincial, and regional government departments, agencies, and organizations.

Privacy

The Superintendent shall:

38. Act as the "designated head" for all information and privacy situations, including for the purposes of the Freedom of Information and Protection of Privacy Act.

Additional Responsibilities:

Additional responsibilities may be designated to the Superintendent by the Board through Special Resolution.

Students are prohibited from engaging in unacceptable behaviour within schools or on any school or Board-related trips or activities. Examples of such activities include but are not limited to those defined in federal or provincial legislation, Board policies, Administrative Procedures, and in School Codes of Conduct.

**Policy 8: ᐅᐅᑦᑲᑦᑲᑦᑲᑦ ᑲᑦ ᐅᑦᑲᑦᑲᑦᑲᑦ ᐅᑲᑲᑦᑲᑦᑲᑦ onîkîhikomâwak mîna
onâkatîyimowîwak otatoskîwinowâw **Parent/Guardians Rights and Responsibilities****

Parents are a key partner in education and have the responsibility to act as the primary guide and decision-maker with respect to their child’s education. Parents have a responsibility to:

1. take an active role in the student educational success,
2. ensure that the student attends school regularly,
3. ensure that the parent’s conduct contributes to a caring, respectful, and safe learning environment,
4. co-operate and collaborate with school staff to support the delivery of supports and services to the student,
5. foster collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school.

Parents are encouraged to be involved in educational decisions relating to their children, including the review of final course standings or program placements.

Parents are encouraged to address matters of concern with the teacher first. If the matter is unresolved, parents may bring the matter to the Principal. If the matter requires further resolution, it can be referred to the Superintendent. All parental concerns will be addressed in a timely manner.

To ensure fairness and justice, the student and the parent(s)/guardian(s) have the right to appeal decisions affecting the student. KTCEA holds that parents and students are entitled to an open and transparent appeal process in the event of a dispute regarding the student’s final course standing or program placement, or in other instances where a decision of an employee of KTCEA, or in certain cases, a decision of KTCEA, significantly affects the education of the student.

Board members are to refer all matters brought to them from parents to the Superintendent.

The Board directs the Superintendent to develop and implement Administrative Procedures with respect to complaints, appeals, and hearings initiated by parents.

9-D: ᓂᑦᑕ ᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕ nihtâ tâpasinahikîwin **Fine Arts**

KTCEA supports students’ access to a Fine Arts Program to develop artistic and academic skills. The intent is to explore and communicate thoughts and cultural identity using a variety of art forms. The Program may include expressions through an improved understanding of art, music, drama, and dance theory and technique subject to resource availability.

9-E: ᓂᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕ ᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕᑦᑕ kiskîyitamowin mîna kika masinahikîhikôsowin **Knowledge and Employability (K & E) Programs**

KTCEA will offer and support The Knowledge and Employability (K & E) curriculum to students in Grades 8 through 12 who meet the program student academic criteria. K&E courses will provide students with opportunities to experience success and become well prepared for graduation, employment, further studies, and lifelong learning. KTCEA schools will offer K & E programming at designated schools.

3. Profiting as a result of insider knowledge of KTCEA activities or access to information.
4. Disclosing confidential and proprietary information to outside parties.
5. Falsification of time or payroll records.
6. Abuse of KTCEA credit cards.
7. Personal expenses paid for by KTCEA that do not have a business purpose.
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to KTCEA with the exception of gifts less than \$500 in value.
9. Intentional abuse of KTCEA assets.
10. Destruction, removal, or inappropriate use of KTCEA records, furniture, fixtures, and equipment.
11. Any similar or related irregularity.

Policy 17: P NVΛ" C J Δ σ σ ◁ ki-tipîyih tamôwininawa apacihtâwina ikwa kâ-nîkân isîhcikîhk
Capital Assets and Planning

KTCEA is responsible for ensuring effective and efficient stewardship and planning of its capital assets and all resources placed in its trust for the provision of K-12 education services.

The Authority recognizes that the management of its assets and finances is based on a foundation of integrity, prudent stewardship, public accountability, and full disclosure. Capital projects shall be funded and included in the annual budget for the year they are to be undertaken. Capital projects must be planned, budgeted for and authorized prior to the commencement of any work.

KTCEA is committed to a system-wide culture of collaboration and as such, Board Members, senior staff officials, and all staff share the responsibility for modelling effective and efficient stewardship of capital resources. It is expected that all staff will exercise their stewardship of capital and financial resources by knowing and understanding their respective managerial authority, responsibility, and accountability for decisions that have a financial impact on KTCEA.

KTCEA will enter into arrangements acknowledging the buildings are the property of each of the five Member Nations of the Kee Tas Kee Now Tribal Council to maintain the integrity of the buildings' ownership.

Superintendent Responsibilities

To safeguard and provide effective oversight and accountability for the use of KTCEA funds and assets and their management, the Superintendent shall implement this policy by developing and implementing administrative procedures, processes, and best practices aligned with provincially and federally legislated requirements, professional accounting standards, and the assignment of responsibilities and accountabilities; and a system of internal controls as recommended in Financial Management Plans.