



Policy 19

Board Governance and Operations

Purpose

The following governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

1. The Board shall conduct itself in accordance with the *School Act*, the *Northland School Division Act*, provincial legislation and regulations, and the procedures outlined in this policy.
2. These procedures will apply to:
 - 2.2 All regular and special meetings of the Board.
 - 2.2 All activities and actions of the Board and the Trustees.

Definitions

Board, or, the Board	Board of Trustees of the Northland School Division
Board Chair, or, Chair	The Chairperson of the Board
Board Chairperson	The Chairperson of the Local School Board Committee
Division	The Northland School Division No. 61
In Private Meeting	A meeting of the Board in accordance with sections 70 (3) and 70 (4) of the <i>School Act</i> . In the past this has been referred to as an in camera meeting.
Local School Board Committee	A School Board Committee Elected in Accordance with section 4 of the <i>Northland School Division Act</i> in each Subdivision
Oath of Office	The Official Oath as prescribed in the <i>Oaths of Office Act</i> , RSA 2000
Parent	As defined by section 1(2) of the <i>School Act</i> , RSA 2000



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Quorum A majority of the Trustees that have been elected to the Board

1. **Board Meetings**

- 1.1 All regular and special meetings of the Board shall be open to the public unless a private session is deemed necessary. No act or action shall be valid unless it has been adopted at a meeting of the Board at which a quorum is present.

All Board meetings shall be:

- 1.1.1 Formal enough to give clear direction to the Superintendent in implementing the Board's expectations.
- 1.1.2 Informal enough to allow a complete, honest, and factual sharing of information and opinions.

1.2 Organizational Meeting

The organizational meeting shall be held in accordance with section 10 (6) of the *Northland School Division Act*.

- 1.2.1 The Secretary-Treasurer shall set the time and place of the organizational meeting and give notice of the meeting to all Trustees as if it were a special meeting.
- 1.2.2 The Superintendent or designate shall call the meeting to order and preside as Chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair.
- 1.2.3 All votes for the position of Board Chair and Vice-Chair shall be conducted by secret ballot unless there is unanimous agreement among the Trustees to use a show of hands.
- 1.2.4 The place, dates and times of regular Board meetings will be determined at the organizational meeting.

3.1 Regular Meetings of the Board

- 3.1.1 The Superintendent shall ensure that the meeting agenda and supporting materials are issued to Trustees at least four days prior to the meeting.



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3.1.2 Meetings of the Board will be held in public unless a majority of the Trustees present are of the opinion that it is the public interest to hold the meeting, or part of the meeting, in private.

4.1 Special Meetings of the Board

Occasionally unanticipated or emergent issues require the immediate attention of the Board. In such cases a special meeting of the Board will be held to deal with emergent issues in accordance with section 67 of the *School Act*.

4.1.1 The Secretary-Treasurer or Board Chair will ensure that proper notice to the Trustees is given or alternatively ensure that every Trustee waives the requirement for notice.

4.1.2 Special meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer in attendance.

5.1 In Private Meetings of the Board

The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues where a majority of the Trustees are of the opinion that it is best to do so.

5.1.1 A resolution of the Board is required to move into a private meeting and the resolution shall be recorded in the minutes of the Board. The resolution shall also state those individuals eligible to attend.

5.1.2 The Board does not have authority to pass by-laws or resolutions while in private with the exception of a resolution to return to the public meeting. This resolution shall be recorded in the minutes of the Board.

5.1.3 Meetings held in private will generally be held to discuss sensitive matters pertaining to:

5.1.3.1 Individual students

5.1.3.2 Individual employees and/or groups of employees

5.1.3.3 Collective bargaining with employees



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5.1.3.4 Acquisition/disposal of real property

5.1.3.5 Litigation brought by or against the Board

5.1.4 Neither minutes or notes shall be taken by any individual that is in attendance at an in private meeting.

5.1.5 Trustees and other members attending an in private meeting of the Board must not disclose any details of the discussion that occurred.

6.1 Delegations at Board Meetings

The Board welcomes presentations on school matters by individuals or groups and may enter into a dialogue with a delegation concerning their expressed opinions, requests or demands in order to clarify the issues and/or explain policy. The Board is not obligated to act in connection with a matter or matters raised by a delegation.

The Board has established the following channels of communication for parents and other groups to address their concerns regarding:

6.1.1 Issues regarding the selection of learning materials and the interpretation of Board policy by employees shall be communicated in the following order:

6.1.1.1 Teacher

6.1.1.2 Principal

6.1.1.3 Local School Board Committee

6.1.1.4 Superintendent

6.1.1.5 Board

6.1.2 Issues and concerns about Board policies or actions shall be:

6.1.2.1 Submitted to the Superintendent for review, discussion, and clarification.

6.1.2.2 If the concerns are not addressed to the satisfaction of a concerned individual or group, a written submission may be made to the Board. The concerned party may also request an appearance before the Board.



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- 6.1.3 Procedures for delegations wishing to make a presentation to the Board are as follows:
 - 6.1.3.1 The delegation shall give the Superintendent at least five (5) calendar days' notice before the day of the meeting at which it wishes to appear.
 - 6.1.3.2 The notice shall be accompanied by a summary or explanation of the problem or concern that it wishes to discuss.
 - 6.1.3.3 The notice and summary shall be included in the agenda package for the meeting.
 - 6.1.3.4 The delegation shall appoint not more than two (2) persons to speak on their behalf at the meeting and to respond to questions from the Board.
 - 6.1.3.5 Normally, the Board will make their decision at the next regularly scheduled meeting.

2. **Board Meeting Agenda, Minutes and Records**

2.1 Agenda

- 2.1.1 The Superintendent shall prepare all Board agendas in cooperation with the Board Chair.
- 2.1.2 The Superintendent shall ensure that the agenda packages are prepared and provided to all of the Trustees at least 4 calendar days in advance of the meeting.
- 2.1.3 The Superintendent shall send the agenda package to the schools for distribution to Division employees and to the media serving the residents of the Division.

2.2 Minutes

A record of all proceedings and resolutions of Board meetings will be taken and maintained. The Secretary-Treasurer shall ensure that the minutes are maintained in a safe and secure manner.

2.2.1 Contents:



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The Minutes shall record:

- 2.2.1.1 Date, time, and place of meeting
- 2.2.1.2 Type of meeting (regular, special or committee)
- 2.2.1.3 Name of presiding officer
- 2.2.1.4 Names of those in attendance
- 2.2.1.5 Approval of preceding minutes
- 2.2.1.6 A brief summary of the circumstances which gave rise to the matter being considered by the Board
- 2.2.1.7 The names of those proposing resolutions
- 2.2.1.8 The disposition of all resolutions placed before the Board
- 2.2.1.9 The recording of the vote on a resolution when requested pursuant to section 72 of the *School Act*
- 2.2.1.10 Points of order and appeals
- 2.2.1.11 Appointments
- 2.2.1.12 Summarized reports of committees

2.2.2 Preparation:

The Minutes shall:

- 2.2.2.1 Be prepared by the Secretary-Treasurer and reviewed by the Superintendent prior to submission to the Board
- 2.2.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board

2.2.3 Distribution:

Copies of Minutes adopted by the Board shall be distributed to all Trustees and schools as soon as is practicable.

2.2.4 Accuracy:



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2.2.4.1 The Board Chair shall, upon acceptance by the Board, affix initials to each page of the Minutes and shall, together with the Secretary-Treasurer sign the concluding page of the Minutes

2.2.4.2 The Secretary-Treasurer shall establish a codification system for all resolutions placed before the Board that will provide for ready identification as to the meeting at which it was considered

2.2.5 Public Access:

Upon adoption by the Board, the Minutes of Public Meetings shall be available to the public at the Board office or from the local community school.

3. **Relationship With The News Media**

The Board recognizes that co-operation with the media in a cordial and positive manner will enhance understanding and public support for education.

Persons communicating information to the media must be knowledgeable about the system and about the Board's position on all issues.

The following guidelines shall apply to communication with the news media:

3.1 The Board Chair or the Superintendent shall respond to the media on behalf of the Division.

3.2 The Principal shall be the official spokesperson for the school.

3.3 To facilitate the flow of information to the public in a positive manner, the Superintendent shall issue a news release to the local media following each Board meeting.

3.4 Periodic news releases to the media at large dealing with major accomplishments or long-term planning are encouraged.



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4. **Trustee Development**

The Board believes that Trustees can best discharge their obligations to the electorate and the Board when they possess the necessary knowledge and skills.

4.1 The Board shall establish, in its Annual Budget, a sum of monies for the purpose of defraying expenses incurred by Trustees who attend workshops, conferences and seminars conducted beyond the boundaries of the Division.

4.1.1 Monies may be accumulated in the first two years following the election year, but in the third year, the budget must be balanced.

4.1.2 Surplus accounts in election year will go back to the general revenues.

4.1.3 Deficit accounts will be accepted in the first two years, providing a Three-year plan is submitted to the Board outlining how the deficit will be cleared in the third year of the election term.

4.2 Monies shall be paid in accordance with the schedule of honoraria, travel and subsistence, and registration fee rates established by the Board.

4.3 Monies shall not be expended on behalf of any person other than the Trustee.

4.4 Monies shall not be expended on objects, including alcoholic beverages, or personal entertainment.

4.5 The Secretary-Treasurer shall advise the Trustees of their cumulative expenditures on a quarterly basis.

5 **Trustee Compensation**

The Board recognizes that trusteeship results in board members incurring expenses and places considerable demands on their personal time.

The Board shall:



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- 5.1 Include amounts for Trustee honoraria and expenses in its annual budget.
- 5.2 Establish rates of compensation for honoraria and expenses at the organizational meeting and include these as Appendix 2.
- 5.3 Reclaim expenses and honoraria when Board members fail to attend meetings or conferences for which they have been compensated unless there is an emergency or illness.
The following procedures shall be followed:
- 5.4 Honoraria rates shall be established for:
 - 5.4.1 The Board Chair to engage in official Division business as directed by the Board.



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- 5.4.2 Trustees for:
 - 5.4.2.1 Attendance at Board meetings.
 - 5.4.2.2 Attendance at meetings, conferences, or workshops authorized by the Board.
 - 5.4.2.3 Performing duties assigned and approved by the Board.
- 5.4.3 The Local School Board Committee Chairperson.
- 5.4.4 The Local School Board Committee Secretary.
- 5.4.5 Local School Board Committee members for attendance as visitors at regular Board meetings.
- 5.5 Expense rates shall be established for:
 - 5.5.1 Transportation
 - 5.5.1.1 Transportation for Trustees and Local School Board Committee members to attend Board meetings, workshops or conferences.
 - 5.5.1.2 No more than two vehicles per community shall be utilized per trip.
 - 5.5.2 Accommodation
 - 5.5.2.1 Reimbursement to maximum rates established by the Board for:
 - 5.5.2.1.1 Accommodation with receipts.
 - 5.5.2.1.2 Accommodation without receipts.
 - 5.5.2.1.3 Accommodation in a private dwelling.
 - 5.5.3 Meals
 - 5.5.3.1 Breakfast may be claimed if departure is earlier or the time of return is later than 7:30 a.m.
 - 5.5.3.2 Lunch if departure is earlier or return is later than 1:00 p.m.



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5.5.3.3 Dinner if departure is earlier or return is later than 6:30 p.m.

6. Trustee Computers

The Board recognizes that every attempt should be made to communicate within the Division in an effective and efficient manner. The use of computer technology for this function will facilitate information flow and enable Trustees to fulfill their duties in a timely manner. Therefore access to computer technology will be provided for this purpose while a Trustee on the following basis:

- 6.1 Trustees recognize that this access is on a loan basis for the purpose of engaging in Division-related business.
- 6.2 This use is subject to Administrative Procedure 129 – Use of Technology.
- 6.3 At the end of their term as Trustee they will have the option of returning this equipment or purchasing it at fair market value (as determined by the Superintendent or designate).

Legal Reference: Section 68, 69, 70, 71, 72, 73, 74, 75, School Act, RSA 2000
Northland School Division Act, RSA 2000