



POLICY 7 BOARD OPERATIONS

Northern Lights School Division #113

October 2016

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Background

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 electorate of the Division, the Board shall plan to hold at least six (6) meetings per year but may meet as often as is necessary. A quorum, which is a majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. 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 and 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 are to be conducted in public to the greatest extent possible.

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

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

The Board also believes that public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and effectiveness of the Board.

Cellular telephones are to be turned off or set on vibrate mode at Board meetings unless the Board Chair approves such use in exceptional circumstances.

1. Elections

The Northern School Board was described in Order-in-Council 827/72. Subsequently, Order-in-Council 1217/75 amended the electoral areas.

Ministerial Order B-94 (December 21, 1978) renamed the Northern School Board as Northern School Division No. 113, with electoral sub-divisions rather than electoral areas. Ministerial Order Q-199 (April 6, 1979) changed the name of the Division to Northern Lights School Division No. 113.

Subsequently, Ministerial Order D-196 (July 3, 1980) clarified and confirmed the boundaries of the electoral subdivisions. Copies of the Orders are contained in various issues of the Saskatchewan Gazette.

- 1.1 Ministerial Order B-94 (December 21, 1978) further stipulated that Board members were to be elected as follows:
Nine (9) members are to be elected on the basis of subdivisions described in the Order; one (1) member from each subdivision.
- 1.2 The provisions of the *Local Government Election Act 2015* respecting the election of trustees shall apply to every election in each subdivision.

- 1.3 Pursuant to the *Local Government Election Act 2015* if a vacancy occurs in the membership of the Board prior to January 1 in the year of a general election, the Board shall provide for the holding of a by-election to fill the vacancy. Where the vacancy occurs subsequent to January 1 in the year of a general election, the Board may choose to leave the position vacant for the balance of the term, and where a vacancy has occurred, the Board shall appoint one (1) or more remaining trustees to represent that subdivision.

Where two (2) or more trustees have resigned, a recommendation will be made to the Minister of Education on the basis of existing circumstances at the time.

- 1.4 An orientation session will be held on the first day of the first regular meeting of the Board following a general election.

2. Organizational Meeting

- 2.1 The organizational meeting of the Board in each calendar year shall be held in the Division Office not later than November 30.

- 2.2 The Director or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

- 2.3 The Director or designate shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of trustees.

- 2.4 The Trustee Declaration of Office shall normally be administered to newly-elected trustees at the organizational meeting of the Board by a Commissioner of Oaths. If a trustee is absent, the Declaration of Office will be administered at the next meeting at which he or she is in attendance.

The Declaration of Office will be the first item of business at the organizational meeting. A trustee will not be entitled to take part in any matter of official Board business until he/she has taken the Declaration of Office.

The prescribed form shall be that provided in The Regulations (Form I) under the Education Act.

- 2.5 The Director or designate shall proceed to conduct the election of the Board Chair. Nominations shall be made by the trustees for the office of Chair and must be seconded. A vote upon the nominees following optional campaign addresses shall be taken by secret ballot. The nominee who receives the majority of votes of the members present shall therefore be declared elected. In the case of three (3) or more nominees, and no clear majority after first ballot, the person with the least number of votes is dropped from the ballot, and second vote is taken. Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in Section 111(1) of the *Local Government Election Act 2015*.

- 2.6 In the event that only one (1) member has indicated willingness to serve as Board Chair, that member shall be declared elected by acclamation.

- 2.7 The Board Chair shall assume office and shall immediately proceed with the election of the First and Second Vice-Chair with the same election procedure as for the Board Chair.

- 2.8 The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.

- 2.9 The organizational meeting shall, in addition include, but not be restricted to, the following:

2.9.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;

2.9.2 Appoint an auditor;

2.9.3 Appoint a solicitor;

- 2.9.4 Create such committees of the Board as are deemed appropriate, and appoint members;
- 2.9.5 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, or as required by collective agreements, as appropriate; and
- 2.9.6 Other organizational items as required, including a motion to destroy ballots.

3. Regular Meetings

- 3.1 Regular Board meetings shall be as established at the annual organizational meeting.
 - 3.1.1 All meetings will ordinarily be held at the Division Office in La Ronge, except that one (1) meeting per year will ordinarily be held in the sub office in Beauval or other location designated by the Board.
 - 3.1.2 The official address of the Board is as follows:
 - Northern Lights School Division No. 113*
 - 108 Finlayson Street*
 - Bag Service 6500*
 - LA RONGE, SK*
 - SOJ 1LO*
 - Telephone: (306) 425-3302*
 - 3.1.3 The address of the sub office is:
 - Northern Lights School Division No. 113*
 - Beauval Sub Office 1 Beaver Avenue*
 - Bag Service 3*
 - BEAUVAL, SK*
 - SOM 0G0*
 - Telephone: (306) 288-2310*
 - 3.1.4 Notwithstanding the schedule established in 3.1, the Board may, by resolution, alter the schedule in such manner as it deems appropriate. All trustees are to be present when the schedule is altered.
 - 3.1.5 Trustees, the Director and designates, School Community Council Chairs, Principals and other organizations as may be identified from time to time shall be notified by the Director or designate in writing of the date, time and location of each regular meeting. This notice shall be sent to each person by regular mail as soon as possible after the matter is determined and shall, in all cases, serve as the official notice of meeting.
- 3.2 All trustees shall notify the Board Chair if they are unable to attend a Board meeting.
- 3.3 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 3.3.1 Obtain authorization by resolution of the Board to do so; or
 - 3.3.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
Failure to attend may result in disqualification.
- 3.4 If the Chair and Vice-Chairs 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-Chairs' inability to act or absence.
- 3.5 Regular meetings of the Board will be held with the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

- 3.6 In cases where the meeting is reduced to less than a quorum and, in the opinion of the remaining trustees, it is unlikely that there will be a quorum either at a particular session of a meeting or for the balance of the meeting, the Chair may either prorogue the meeting until the next session or declare the meeting adjourned and such will be recorded in the minutes.

4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

- 4.1 In accordance with Section 73 of the Education Act, special meetings of the Board may be called by the Board Chair at any time, or upon receipt of a written request signed by any three (3) members of the Board who shall state explicitly the reason therefore. Subject to the paragraph below, if an additional meeting of the Board is to be held, the Director or designate shall send a written notice of such a meeting as prescribed by the Education Act and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.2 The Board may, by unanimous consent in accordance with Section 74 of the Education Act, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the Board and shall be recorded in the minutes of the meeting in the form required by that section.
- 4.3 Special meetings of the Board will be held with the Director and/or designate(s) in attendance, unless the Director's contract is being discussed.

5. Electronic Meeting

- 5.1 In accordance with Section 80.1 of the Education Act, the Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
- 5.2 At least one (1) of the following persons must be present at the La Ronge Division Office during the meeting:
 - 5.2.2 A member of the Board.
 - 5.2.2 The Director or designate.
- 5.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 5.4 A trustee may participate from a location to which the public does not have access.

6. Closed Sessions

The Board may, by resolution, schedule a closed meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 The liability of the Board involving legal implications;
- 6.2 Personnel matters;

- 6.3 Negotiations for the purchase, lease or other acquisition of property;
- 6.4 Matters related either directly or indirectly to compensation packages of employees;
- 6.5 Matters concerning individuals, staff members and students; and
- 6.6 Other topics that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed meeting. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of discussions at such sessions.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

7. **Agenda for Regular Meetings**

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board meetings in consultation with the Vice-Chairs and the Director, in accordance with legislation and Board policy.

Agendas shall include all the data and back-up information so that the Board is able to make sound and objective decisions consistent with established goals.

7.1 The order of business at a regular meeting shall be as follows:

- 7.1.1 Call to Order;
- 7.1.2 Adoption of Agenda;
- 7.1.3 Adoption of Minutes of previous meeting(s);
- 7.1.4 Business Arising from previous minutes
- 7.1.5 Delegations;
- 7.1.6 Discussion/Decision Items;
- 7.1.7 Committee as a whole;
- 7.1.8 Information Items;
- 7.1.9 Board/Administration Reports;
- 7.1.10 Committee/Representative Reports;
- 7.1.11 Adjournment

7.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation.

7.3 Items may be placed on the agenda in one (1) of the following ways:

- 7.3.1 By notifying the Board Chair or Director nine (9) days in advance of a regular meeting.
- 7.3.2 By notice of motion at a previous meeting of the Board.
- 7.3.3 As a request from a committee of the Board.
- 7.3.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

- 7.4 Materials for Board meetings will be distributed to each trustee and the Director and designates the Friday prior to the date of the meeting. The agenda will be posted on the NLSA #113 website prior to the meeting. The Director or designate is responsible for distribution and posting.
- 7.5 The list of agenda items shall be available in the Division Office. Any elector may view the agenda and request a copy.
- 7.6 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.

8 Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those trustees and administration in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Name of trustee making the motion;
 - 8.1.8 Points of order and appeals;
 - 8.1.9 Appointments;
 - 8.1.10 Recording of the vote on a motion (when requested pursuant to the Education Act);
 - 8.1.11 Trustee declaration of conflict of interest pursuant to the Education Act; and
 - 8.1.12 All notice of motions arising from a meeting.
- 8.2 The minutes shall:
 - 8.2.1 Be prepared as directed by the Director;
 - 8.1.1 Be reviewed by the Director prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 8.3 The Director or designate shall ensure, upon acceptance by the Board, that appropriate signatures are appended and the corporate seal is affixed to each page of the minutes.
- 8.4 The Director or designate shall establish a codification system for resolutions determined by the Board which will:
 - 8.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 8.4.3 Establish and maintain a file of all Board minutes.
- 8.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 8.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director or designate is responsible to distribute and post the approved minutes.
- 8.7 All committees of the Board shall appoint a recording secretary and unless otherwise directed, shall prepare and submit minutes or a report to the Board at the subsequent Board meeting.

9 Motions

- 9.1 Motions are to be stated in the positive.
- 9.2 Motions do not require a seconder, except in the case of all motions at the annual organizational meeting.
- 9.3 Notice of Motion
The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 9.4 Discussion on Motions
The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. 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. Motions may be submitted by the Board Chair or any trustee.
- 9.5 Speaking to the Motion
 - The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
 - A trustee may speak to a motion only twice, unless replying to a question, in which case the trustee may speak a third time. The mover of a motion may speak a third time and thereby close the debate on the question. The Board may, by majority vote, approve extended discussion of any subject.
 - If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the First Vice-Chair to preside. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.
 - The Board Chair has the responsibility to limit the discussion by a trustee 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.
 - 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.
 - Amendments to the motion may be proposed at any time during discussion. No more than two (2) amendments may be before the meeting at one (1) time. Discussion and voting on motions and amendments takes place in reverse order of their proposal. A trustee may speak to an amendment only twice, unless replying to a question, in which case the trustee may speak a third time. The mover of an amended motion may speak a third time and thereby close the debate on the question.
 - Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.
 - Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote, the Board Chair shall rule on further discussion.

9.6 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.7 Entitled Votes

The Board Chair shall ask a trustee to call for the question; following which the Board Chair will call for a vote on the motion.

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 69 of the Education Act.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote for or against.

9.8 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

9.9 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of the votes cast in the presence of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chairs, which is by secret ballot.

9.10 Debate

- 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 trustees in attendance.
- A 'point of order' may be called by any trustee at any time. The 'point of order' must be stated definitively and conclusively. The Board Chair decides, without debate, whether the 'point' is well taken.
- Any trustee may appeal a ruling of the Chair. The trustee states the reasons for the appeal; the Board Chair states the reason for the ruling. There is no debate. The Board Chair then asks, "Shall the decision of the Chair be sustained?" A simple majority decides the issue.
- A rejected motion is not to be re-introduced during the same meeting unless at least a majority of the trustees present approve a motion "That the question be re-considered". This motion is not debatable and calls for an immediate vote.
- A motion to table a motion shall not be subject to debate, but the motion may be debated when it is lifted from the table.

10 Delegations to Board Meetings

The Board may make provision for delegations to make presentations at Board meetings in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

- 10.1 All delegations wishing to appear before the Board shall be required to give notice thereof, in writing, at least one (1) week prior to the requested meeting date clearly stating the purpose of the presentation they intend to bring to the Board.
- 10.2 The Board Chair and the Vice-Chairs will jointly determine if the subject matter is pertinent to the business of the Board, and rule on the request at the agenda-setting meeting. The Director or designate shall notify the individual or organization.
- 10.3 All delegations are required to submit their presentation in writing for inclusion in the Board agenda package.
- 10.4 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 10.5 Normally, thirty (30) minutes is allowed for the presentation by the delegation and further time for clarifying questions if necessary. The Board Chair will introduce the individual(s) or group(s) and reserves the right to limit and control the discussion.
- 10.6 At the time of presentation, the delegation shall confine its comments to the purpose stated in the notice.
- 10.7 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. The purpose of delegations is to allow individuals or groups to express problems, make suggestions and requests, and give information to the Board. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion or commit the Board to any specific course of action.
- 10.8 The Board shall not communicate to the delegation any commitments on the matter at hand as no decision shall be reached in the presence of the delegation.
- 10.9 Normally, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. This is intended to give individual trustees sufficient time to consider the information supplied by the delegation prior to making a decision. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Board members to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.10 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 10.11 The Board Chair and the Director may waive the time requirement in extenuating circumstances.

11 Petitions

The Board shall be bound to receive and acknowledge any petition sent to it and have it read at the next regular meeting. The Board will communicate any action or decision taken on such petitions in writing within thirty (30) days after the reading and follow up as required.

12 Audio/Video Recording Devices

The Board expects that anyone wanting to use an audio and/or video recording device at a public Board meeting shall obtain prior approval of the Chair or designate. All trustees present shall be notified of such recordings.

13 Trustee Compensation and Expenses

Trustees need to be reimbursed for time and expenses incurred while undertaking the business of the Board. The Division also needs to be provided with proper documentation for all claims

made upon it by trustees. The authority of these payments arises from Section 81 and 82 of *the Education Act*.

Honoraria

- 13.1 Only payments to trustees consistent with this policy are allowed.
- 13.2 Trustees will be compensated with an annual base remuneration of \$27,500. This amount will compensate the trustee for time spent on Board business. This will include prep-time and attendance at regular meetings, special meetings, committee meetings, conventions, professional development activities and any subdivision duties whether held within or outside the trustee's subdivision. Other than expenses, this sum is to constitute the entire remuneration amount for trustees with two exceptions. The Board Chair will receive extra remuneration and all trustees will receive a remuneration/kilometer for time spent traveling separate from their vehicle and meal allowance. Travel expenses incurred must reflect the most reasonable and economical option available to accommodate travel.
- 13.3 The Board Chair's annual remuneration in addition to the above base and in addition to any travel time remuneration will be \$7200 per year. In situations where the Board Chair is absent for a full regular or special meeting day, a Vice-Chair will assume the duties of the Chair. The Acting Chair will receive remuneration at a rate of \$200.00 per day above the base salary.
- 13.4 The travel remuneration is \$0.27/km for travel to and from Board sanctioned events. The trustee for the Athabasca basin will receive \$400 travel remuneration for each trip to a Board sanctioned event whether in La Ronge, Prince Albert, Saskatoon or any other Southern center.
- 13.5 Trustees will receive vehicle expense and meal allowance for all attendance at regular meetings, special meetings, committee meetings, conventions, professional development activities. Any travel expenses outside of the subdivision on subdivision issues would require prior approval of the Board. Rates for this will be set annually, usually in January. Travel to meetings requiring air travel will be accommodated by the most reasonable and economical means available.
- 13.6 Travel expenses may not be advanced more than one week prior to an event.
- 13.7 Where a trustee travels to attend a meeting and is unable to attend that meeting as a result of sickness, extenuating circumstances or cancellation, the trustee shall receive appropriate travel time remuneration.
- 13.8 Where a trustee travels to attend a meeting, but chooses not to attend the meeting, the trustee shall not be eligible to receive travel time remuneration.
- 13.9 The annual remuneration of each trustee will be paid in twelve or twenty-four payments on the middle and/or last of every month. There will be no advances other than the mid-month advance. Trustees will be deducted \$250/day for any time missed from regular and special board meetings, designated conventions and board committee meetings. There will be no deduction for failure to attend optional conventions (eg CSBA), the Annual Meeting of Electors, to participate in professional development activities, or attend subdivision activities.

Expenses

- 13.10 Travel expenses of trustees will be paid according to rates established by the Board annually in January of each year.
- 13.11 Trustees will be reimbursed for:
 - 13.11.1 Meals at a per diem daily rate as set by the Board while in attendance at Board sanctioned events away from the trustee's home community; or while traveling to and from Board sanctioned events at a rate of \$0.13/km. This rate also is to be reviewed annually.
 - 13.11.2 Hotel charges, including parking fees, but excluding liquor charges, personal phone calls and other personal items charged to the bill;
 - 13.11.3 Hotel arrangements will be made by the Division administrative staff and communicated to Board members. It is expected that Board members will notify Division staff or contact the hotel directly to cancel hotel rooms when necessary. Failure to do so will result in the Board member being responsible for 'no show' room hotel room charges.
 - 13.11.3.1 When a meeting ends after 3:00 p.m. or if the arrival time in the home community is beyond 8:00 p.m. hotel expenses will be covered for that evening;
 - 13.11.3.2 In situations where inclement weather or road conditions makes travel dangerous, additional hotel and travel expenses may be approved by the Board Chair;
 - 13.11.3.3 Travel costs at the Board approved rate per kilometer, or actual air fares;
 - 13.11.4. Incidental expenses at set rates; and
 - 13.11.5 Business-related expenses substantiated by receipts.
- 13.12 Trustees will be reimbursed for the cost of having a cellular telephone available for board communication purposes at the rate of \$50.00/month, with the exception of the Board Chair. The Board Chair will be given the option of:
 - 13.12.1 Supply his/her own cellular telephone to be reimbursed at the rate of \$100.00/month
 - 13.12.2 Be provided with a cellular telephone at the expense of the Board.
- 13.13 Trustees will also receive a monthly allowance of \$50 to provide their own fax line to be available for board communication. Payment will be made on an annual basis in December of each year up to and including the final month of the trustee's term in office.
- 13.14 Trustees will also receive a monthly allowance of \$50 to provide their own internet service. Payment will be made on an annual basis in December of each year up to and including the final month of the trustee's term in office.
- 13.15 Trustees will receive an annual \$500 equipment allowance during their term in office. Reasonable equipment purchases would include but are not limited to; printers, scanners, computer hardware, electric stapler, etc.

14 Trustee Attendance at Conferences

The Board believes that in order to provide for essential ongoing growth, learning and professional development for trustees, and to facilitate effective educational planning, decision making and stewardship in the Division, trustees must attend conventions, seminars, conferences and other learning events, as encouraged and facilitated by the Board.

Generally, these learning, growth and professional development activities fall into two categories:

- The conferences sponsored by the Saskatchewan School Boards Association (SSBA) and open to all trustees as well as the SSBA Aboriginal Council meetings each year. Attendance by individual trustees at the SSBA Aboriginal Council meetings will be deemed to be optional and will be at the expense of the Board.
- Seminars, workshops and short courses that provide for the learning needs of individual trustees, who will then be better able to contribute to the needs of the Division.

14.1 Trustees will be expected to attend the Saskatchewan School Boards Association Annual Convention(s) each year. In addition, new trustees are expected to attend the School for New Trustees which is run shortly after Board general elections held every fourth year. Trustees are encouraged to attend the Northern Area Teachers Association Annual Convention. As such the Board will provide funds to cover the full cost of attending these events. Returning members may choose to attend the School for New Trustees at the expense of the board.

14.2 In addition, trustees will be allocated the sum of four thousand dollars (\$4,000.00) annually in professional development allowance to cover the Board approved expenses and honoraria for the purpose of attending such conventions, seminars, conferences and other learning events as the trustee may choose.

14.3 In order to provide an equal allocation of the professional development allowance all expenses related to travel from the trustee's home community to PRINCE ALBERT shall be provided by the Board and only that portion of the expense beyond Prince Albert shall be applied to the individual trustee's professional development allowance. The costs associated with honoraria, accommodations, and/or meeting expenses pertaining to the professional development activity are a cost of the trustee's personal professional development allocation. This would also include activities occurring in Prince Albert.

14.4 Professional development allowances shall not be used beyond the annual limit unless the trustee has unspent amounts from prior years of his/her current term in office. Where a trustee has fully utilized their annual allocation, no further professional development activities will be available for the period of September to August of that year.

14.5 As indicated in Section 13 – Trustees Compensation and Expenses, honoraria and expense reimbursement shall be made as provided by legislation and policy, and in keeping with the following terms:

14.5.1 The trustee participated in an activity in which s/he was accountable to the Board and which was in pursuit of the Board's goals;

14.5.2 The honoraria and/or expense allowance reimburses the trustee at least in part, for lost revenue or expenses while s/he was discharging his/her duties;

14.5.3 The honoraria and/or expense allowances are provided within legislation and policy.

14.6 Trustees who choose to attend, shall be reimbursed for expenses as required, to attend conferences, conventions, or meetings which provide valuable interchange of ideas and information on issues and development of interests to the Board to the limit of their professional development allowance.

Expense reimbursements will be made to trustees following submission of the expense claim form with attached receipts (where required) for the following:

- Vehicle travel at the Board approved rate per kilometer;
- Rail, bus or air travel;
- Actual hotel expenses;
- Registration fees; and

- Meals on the basis of a per diem approved by the Board.
This policy is to be reviewed by the Board and the Director every four (4) years immediately following the election of a new Board and such a review shall serve as an orientation exercise for newly elected trustees.

15 **Trustee Retirement Savings Fund**

In order to provide trustees with the ability to make the transition from trustee to private citizen at the end of their career as a trustee, the Board agrees to provide the trustee the ability to deduct up to six hundred dollars (\$600.00) per month to be set aside in a savings plan of the trustee's choice for his/her retirement. The amount is entirely trustee funded, however, the Division will ensure the funds are directed to the savings vehicle of the trustee's choice.

- 15.1 Payments shall be deducted from the trustee's honoraria from all sources.
- 15.2 Deductions shall be limited to six hundred dollars (\$600.00) per month.
- 15.3 The monthly limit shall not be cumulative.
- 15.4 Payments may be remitted to:
 - 15.4.1 A Registered Retirement Savings Plan of the trustee's choice,
 - 15.4.2 The Saskatchewan Pension Plan, or
 - 15.4.3 To any other location of the trustee's choice.
 - 15.4.4 Payments will be made within the first five (5) days of the month following the month of deduction to the trustee's chosen location.
- 15.5 All deductions are made after applicable taxes and deductions have been made. (The institution will provide the receipt for RRSP or pension contributions for tax purposes if the trustee wishes this form of contribution.)

16 **Trustee Conflict of Interest**

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

- 16.1 The trustee is expected to be conversant with Sections 69, 70 and 90 of the Education Act and with Policy 4 – Trustee Code of Ethics, and its appendices.
- 16.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.
 - 16.2.1 The trustee shall make such declaration in open meeting prior to Board discussion of the subject matter which may place the trustee in conflict of interest.
- 16.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 16.4 The recording secretary will record in the minutes:
 - 16.4.1 The trustee's declaration;
 - 16.4.2 The trustee's abstention from the debate and the vote;
 - 16.4.3 That the trustee left the room in which the meeting was held; and
 - 16.4.4 That the trustee returned subsequent to the discussion.

17 Board/Trustee Access to Personnel Records

- 17.1 Personnel files are confidential and consequently open only to the Director, those designated by the Director and the individual employee.
- 17.2 Trustees acting as individuals do not have access to personnel files. The Board, however, may request information from those files.

18 Board Self-Evaluation

- 18.1 The annual Board self-evaluation process will complement the Director evaluation process described in the document entitled Director Evaluation Process, Criteria and Timelines.
- 18.2 The purpose of the Board self-evaluation is to answer the following questions:
 - 18.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
 - 18.2.2 How do we perceive our interpersonal working relationships?
 - 18.2.3 How well do we receive input and how well do we communicate?
 - 18.2.4 How well have we adhered to our annual work plan?
 - 18.2.5 How would we rate our Board-Director relations?
 - 18.2.6 How well have we adhered to our governance policies?
 - 18.2.7 What have we accomplished this past year? How do we know?
- 18.3 The principles upon which the Board self-evaluation is based are as follows:
 - 18.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 18.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 18.3.3 An evidence-based approach provides objectivity.
- 18.4 The components of the Board self-evaluation are:
 - 18.4.1 Review of Board Role Performance.
 - 18.4.2 Monitoring Interpersonal Working Relationships.
 - 18.4.3 Monitoring Board Representation/Communication.
 - 18.4.4 Review of Annual Work Plan Completion.
 - 18.4.5 Monitoring Board-Director Relations.
 - 18.4.6 Review of Board Motions.
 - 18.4.7 Review of Board Governance Policies.
 - 18.4.8 Creating a Positive Path Forward.

19 Years of Service Awards

The Board recognizes the dedication of trustees and has made provisions for recognition of non-returning Board Members as follows:

- 19.1 One (1) term of service – Board Member Ring or watch
- 19.2 Two (2) consecutive terms of service – Board Member Ring with Sapphire embedded.
- 19.3 Three (3) consecutive terms of service – Board Member Ring with Sapphire and Ruby stones embedded.
- 19.4 Four (4) consecutive terms of service – Board Member Ring with Sapphire, Ruby and Emerald stones embedded.
- 19.5 Five (5) consecutive Terms of Service – Board Member Ring with Sapphire, Ruby, Emerald and Diamond stones embedded.

19.6 Board members will receive an additional one hundred dollars (\$100.00) per year of service to a maximum of three thousand dollars (\$3,000.00).

Awards may be made posthumously.

Presentations will be made at the School Community Councils workshop or at another appropriate event.

The Board may, at its discretion, provide a suitable substitution in lieu of a ring or watch where the situation warrants. \$200 per term to a maximum of \$1,000

20 Annual Meeting of Electors

The Board shall convene an annual meeting of all the electors of the Division after the receipt of the audited statement of the Board.

20.1 In the year a general election of trustees is held, the annual meeting must be held before the general election. (calendar year)

20.2 The Director or designate is to give notice of the meeting in accordance with the provisions of the Local Government Election Act with necessary modification.

20.3 At least fourteen (14) days prior to the meeting School Community Councils are to receive copies of the:

20.3.1 Report of the Board (educational developments in year preceding).

20.3.2 Report of the Auditor and financial statements for the preceding year.

20.3.3 Report of the Director (progress of education in schools of the Division).

20.4 The agenda for the Annual Meeting shall be determined by the Electors in consultation with the School Community Councils.

20.5 The Director or designate is to facilitate the nomination procedure and conducting of the meeting until the Chair is elected.

20.6 Electors present at the meeting are to elect one (1) of their members to preside as Chair and one (1) other to serve as Secretary for the meeting.

20.7 The Chair shall conduct the meeting in accordance with (3) and to include any exchange, resolutions, information concerning reports in (4).

20.8 The statement of proceedings of the meeting, as prepared by the Secretary to the meeting, is to be distributed to the Board and to the School Community Councils.

20.9 The Annual Meeting of Electors will be deemed to be an optional meeting and will be at the expense of the Board for those trustees choosing to attend.

Reference: Education Act Sections 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 80.1, 81, 82, 84, 87, 97, 98, 106
Local Authorities Freedom of Information and Protection of Privacy Act
Local Government Election Act
Electronic Meeting Procedures Regulation

