

## **BOARD OPERATIONS**

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 hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every 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, 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.

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 collective 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.

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

### **1. Wards**

Within the stipulations of Ministerial Orders 137/94 and 162/94, which established Battle River Regional Division No. 31, the Board determined in Bylaw 1-95 to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions, where appropriate.

Ward 1 shall be comprised of all those lands within the City of Camrose.

1.1.1 Two (2) Trustees shall be elected from Ward 1.

Ward 2 shall be divided into two electoral subdivisions described as follows:

- a) Beaver County Electoral Subdivision #1 shall be comprised of:
- All of Ranges 10, 11, 12, 13, 14, 15, 16; and

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- In Range 17, Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, 36 in Township 48 to 51 inclusive; and
- The Town of Viking; and
- The Village of Holden.

b) Beaver County Electoral Subdivision #2 shall be comprised of:

- In Range 17, Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, 33 in Township 48 to 51 Inclusive; and
- All of Ranges 18, 19, 20, 21; and
- The Town of Tofield; and
- The Village of Ryley.

1.2.1 Two (2) Trustees shall be elected from Ward 2.

Ward 3 shall be divided into two electoral subdivisions described as follows:

a) Camrose County Electoral Subdivision #1 shall be comprised of:

- The north half of the Camrose County that includes that portion of Township 46 (excluding the City of Camrose) located north of the Battle River and all of Townships 47 (excluding the City of Camrose), 48, 49, and 50; plus
- The Village of Bittern Lake; and
- The Village of Hay Lakes.

b) Camrose County Electoral Subdivision #2 shall be comprised of:

- The south half of the Camrose County that includes all of Townships 41, 42, 43, 44, and 45, and that portion of Township 46 located south of the Battle River; and
- The Town of Bashaw
- The Village of Bawlf
- The Village of Edberg
- The Village of Ferintosh
- The Village of Rosalind; and
- The Hamlet of New Norway.

1.3.1 Two (2) Trustees shall be elected from Ward 3.

1. Ward 4 shall be divided into two electoral subdivisions described as follows:

a) Flagstaff County Electoral Subdivision #1 shall be comprised of:

- All of Townships:
  - Part of 43-9, part of 42-9, part of 41-9, part of 40-9 – all that portion contained within the boundaries of the Flagstaff County.
  - Part of 45-10, part of 44-10, 43-10, part of 42-10, part of 41-10, part of 40-10, part of 39-10 – all that portion contained within the boundaries of the Flagstaff County.
  - 45-11, 44-11, 43-11, 42-11, 41-11, 40-11, part of 39-11 – all that portion contained within the boundaries of the Flagstaff County.

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- 45-12, 44-12, 43-12, 42-12, 41-12, 40-12, part of 39-12 - all that portion contained within the boundaries of the Flagstaff County.
- Part of 46-13, 45-13, 44-13, 43-13, part of 40-13, part of 39-13 - all that portion contained within the boundaries of the Flagstaff County.
- Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36 of 43-14. Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36 of 44-14. Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36 of 45-14. Sections 1, 2, 3, 10, 11, and 12 of 46-14 - all that portion contained within the boundaries of the Flagstaff County, including:
  - The Town of Hardisty
  - The Town of Killam
  - The Town of Sedgewick
  - The Village of Alliance; and
  - The Village of Lougheed.

### b) Flagstaff County Electoral Subdivision #2 shall be comprised of:

- All the Townships:
  - 42-13, 41-13 - all that portion contained within the boundaries of the Flagstaff County.
  - Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, and 33 of 43-14. Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, and 33 of 44-14. Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, and 33 of 45-14. Sections 4, 5, 6, 7, 8, 9, 17, 18, 19, 20, 29, 30, 31, and 32 of 46-14, 42-14, 41-14; part of 40-14 - all that portion contained within the boundaries of the Flagstaff County.
  - 46-15, 45-15, 44-15, 43-15, 42-15, 41-15, part of 40-15 - all that portion contained within the boundaries of the Flagstaff County.
  - 46-16, 45-16, 44-16, 43-16, 42-16, part of 41-16, part of 40-16 - all that portion contained within the boundaries of the Flagstaff County.
  - Part of 43-17, part of 42-17, part of 41-17 - all that portion contained within the boundaries of the Flagstaff County, including:
    - The Town of Daysland
    - The Village of Forestburg
    - The Village of Heisler
    - The Hamlet of Galahad; and
    - The Hamlet of Strome.

#### 1.4.1 Two (2) Trustees shall be elected from Ward 4.

- 1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward in the same manner as if it were a subdivision in a school division.

## 2. Organizational Meeting

An organizational meeting of the Board shall be held annually, and no later than four weeks following election-day, when there has been a general election. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

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Each trustee will take the oath/affirmation of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, 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 year.

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

- 2.1 Elect a vice-chair;
- 2.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.3 Approve the annual work plan for the Board;
- 2.4 Approve a borrowing resolution and a maximum loan amount;
- 2.5 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
- 2.6 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.7 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

### 3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting.

- 3.1 All meetings will ordinarily be held in the Division Board office in Camrose.
- 3.2 Notwithstanding the schedule noted in 2.2, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.3 All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
- 3.4 All trustees 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 Superintendent evidence of illness in the form of a medical certificate respecting the period of absence.Failure to attend may result in disqualification.
- 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 inability to act or absence.

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### 4. Special Meetings

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

Special meetings of the Board may be held from time to time as provided for under section 67 of the School Act. These are public meetings.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees 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.

### 5. 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 trustees and the Superintendent. The reason for the In-Camera session shall be limited to discussion pertaining to the following stated reasons:

- 5.1 Individual students;
- 5.2 Individual employees;
- 5.3 Collective bargaining issues;
- 5.4 Litigation issues;
- 5.5 Acquisition/disposal of property; and
- 5.6 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 that gave rise to the closed meeting. Board members and other persons attending the session shall maintain confidentiality and not disclose the substance of deliberations at such sessions.

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

### 6. Agenda for Regular Meetings

The Board Chair is responsible for preparing an agenda for Board meetings in consultation with the Vice-Chair and the Superintendent.

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

- 6.1.1 Call To Order
- 6.1.2 Treaty Acknowledgement
- 6.1.3 Timed Items
- 6.1.4 Approval of Agenda
- 6.1.5 Approval of Minutes
  - ♦ Minutes of Organizational Board Meetings

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- ◆ Minutes of Regular Board Meetings
- ◆ Minutes of Special Board Meetings

- 6.1.6 Information Items
- 6.1.7 Business Arising Out of Minutes
- 6.1.8 New Business
- 6.1.9 Superintendent's Report
  - ◆ Administrator's Reports
- 6.1.10 In-Camera Session
- 6.1.11 Board Chair's Report
  - ◆ Generative Discussion
- 6.1.12 Trustee Matters
- 6.1.13 Trustee Events
- 6.1.14 Upcoming Items
- 6.1.15 Adjournment

Items scheduled for a specific time shall be clearly identified on the agenda.

- 6.2 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.
- 6.3 Items may be placed on the agenda in one of the following ways:
  - 6.3.1 By notifying the Board Chair or Superintendent at least six days prior to the Board meeting.
  - 6.3.2 By notice of motion at the previous meeting of the Board.
  - 6.3.3 As a request from a committee of the Board.
  - 6.3.4 Emergent 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.
- 6.4 The agenda package, containing the agenda and supporting information, will be provided to each trustee at least three (3) days prior to the date of the meeting. Subsequently, emergent information may be sent electronically.
- 6.5 The list of agenda items shall be posted on the Division website and be available in the Division office. Any elector may inspect the agenda and request a copy. Copies of the agenda will be sent electronically to all schools for distribution to staff and School Councils.
- 6.6 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.

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6.7 During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

### 7. Minutes for Regular or Special Meetings

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

#### 7.1 The minutes shall record:

- 7.1.1 Date, time and place of meeting;
- 7.1.2 Type of meeting;
- 7.1.3 Name of presiding officer;
- 7.1.4 Names of those trustees and administration in attendance;
- 7.1.5 Approval of preceding minutes;
- 7.1.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- 7.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 7.1.8 Names of persons making the motion;
- 7.1.9 Points of order and appeals;
- 7.1.10 Appointments;
- 7.1.11 Summarized reports of committees;
- 7.1.12 Recording of the vote on a motion (when requested pursuant to the School Act); and
- 7.1.13 Trustee declaration pursuant to the School Act.

#### 7.2 The minutes shall:

- 7.2.1 Be prepared as directed by the Superintendent;
- 7.2.2 Be reviewed by the Chair, Vice Chair, and Assistant Superintendent – Business, prior to submission to the Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

7.3 The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.

7.4 The Superintendent or designate shall establish and maintain a file of all Board minutes.

7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny through posting on the Division website or availability at the Board office.

## 8. Motions

Motions do not require a seconder, except in rare instances as described below.

### 8.1 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.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

### 8.2 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 must generally be 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.

### 8.3 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.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any 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.

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.

### 8.4 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.

### 8.5 Recorded Vote

Whenever a trustee requests a recorded vote, before the vote is taken, the minutes shall record the names of the trustees who voted for or against the



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matter. 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.

### 8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority 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. 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-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

### 8.7 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.

## 9. Delegations to Board Meetings

The Board believes that it has the responsibility to encourage residents of the Division to bring matters of concern regarding the education of children and the operation of the Division to regular meetings of the Board. The Board also believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient fashion. The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

- 9.1 All delegations wishing to appear before the Board shall give six days notice thereof in writing to the Board Chair or Superintendent before the meeting at which they wish to appear. The notice shall be given on Form 7-1 and shall contain sufficient information to enable the trustees to become acquainted with the subject beforehand. A copy of the request shall be sent to each trustee with the agenda for the meeting at which the delegation is to appear.
- 9.2 In an emergent situation where time does not permit adherence to this timeline, the Board may agree to receive a delegation. The Superintendent shall acquaint the trustees with the problem at the morning session and shall arrange for the delegation to meet with the Board in the afternoon.
- 9.3 A spokesperson(s) for the delegation must be identified.
- 9.4 Delegations are encouraged to keep their presentations brief, with a maximum of fifteen (15) minutes. The Board Chair has the right to restrict the length of time for any delegation at any meeting.
- 9.5 Matters deemed to be of a sensitive and/or confidential nature shall be heard at an in-camera session of the Board. Personnel issues will not be discussed in an open forum.
- 9.6 In discussing matters with the delegation, the Board Chair shall act as spokesperson for the Board. The Board will normally hear the matter presented to it without entering into discussion or debate. However, individual trustees or

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administrators may raise questions of clarification and address these to the delegation. At no time during the presentation shall any trustee commit the Board to any specific course of action.

- 9.7 Delegations will be given a copy of this section of Policy 7 prior to their presentation.
- 9.8 The Board will not necessarily make a decision on the matter at the same meeting that a representation or delegation is heard. Upon completion of the presentation, the Board Chair shall inform the delegation when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.

### 10. Recording Devices

- 10.1 The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.
- 10.2 Regular meetings of the Board will be taped to assist the recording secretary in the preparation of accurate minutes. These tapes will be erased when the Board has approved the minutes of a particular meeting.

### 11. Trustee Compensation

The Board believes trustees, the Board Chair, and Vice-Chair have important roles to fulfill and, as such, should be fairly reimbursed for their time spent carrying out Board business.

- 11.1 The Honoraria and Per Diem Rates are adjusted in September of each year by an increase in accordance with the percentage increase in base grants provided to Battle River School Division by Alberta Education. Honoraria shall be reviewed by the Board, in consultation with the Assistant Superintendent - Business every four years.
  - 11.1.1 The Board Chair, Vice-Chair and trustees will receive a basic annual honorarium in recognition of the responsibilities of their positions and as part of Trustee public relations. These responsibilities include:
    - 11.1.1.1 Regular Board meetings
    - 11.1.1.2 Special Board meetings
    - 11.1.1.3 Meetings of ad hoc committees of the Board
    - 11.1.1.4 Attendance at school activities where the trustee is formally invited to participate, and is authorized by the Board, such as concerts, student competitions, plays, and/or other social functions of the schools or staffs
    - 11.1.1.5 Informal, unsolicited school or office visits and individual meetings with members of the staff or public
    - 11.1.1.6 Attendance at graduation exercises unless requested to act on behalf of the Board

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- 11.1.1.7 Other activities where the Board places an obligation on the trustee(s) to attend and/or participate; School Councils and ATA Liaison Meetings.

Of this honorarium, 1/6 is considered to be a general expense allowance to cover various costs including those for phone lines, office supplies, copying and other expenses. In addition, 1/6 is considered to be a travel expense allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings (excluding regularly scheduled meetings) as elected representatives. In summary, these allowances are provided to offset costs incurred by Trustees, which are not reimbursed through the Board's personal expense claim process.

- 11.1.2 In addition to the above, the Chair and Vice-Chair will receive an additional honorarium to cover their increased duties. As defined in 1.1 above, 1/6 is considered to be a general expense allowance and 1/6 is considered to be a travel expense allowance.
- 11.1.3 Services for which trustees shall receive daily per diem remuneration are as per Schedule A of this policy.
- 11.2 Trustees will receive a taxable allowance to cover travel to and from regularly scheduled meetings.
- 11.3 Travel expenses (kilometerage) may not be claimed by Board members in the performance of their regular official duties covered under 11.1 above. The following travel expenses actually incurred by Board members in the performance of their official duties covered under 11.1 above, and not reimbursed by any other source, will be deemed approved expenses and appropriate for reimbursement:
  - 11.3.1 All commercial transportation less than first class airfare. Ground transportation will not exceed transportation fares from hotel of residence to the meeting and return, transportation fares from the airport to the hotel of residence and return, or kilometerage, meals, and accommodation at rates established by the Board and appended to this policy;
  - 11.3.2 Kilometerage, meals, and accommodation for meetings out of the Battle River School Division #31 boundary.
  - 11.3.3 Payments shall be made monthly following presentation of the Expense Claim form. The Chair and Vice-Chair shall make a determination on any item claimed that is in dispute or is not addressed by this policy.
  - 11.3.4 Trustee Monthly Expenditure forms are to be submitted monthly, no later than two months after the end of the month being claimed. These claims will not be paid if they are submitted after that period.
  - 11.3.5 Trustees will be reimbursed at the rates established by the Board as per Schedule B of this policy.

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- 11.4 Trustees are able to participate in Division benefit plans, with the Division paying the same portion for Trustees as it does for other employees. If a Trustee is ineligible for AESBP benefits the Board will pay to the Trustee an amount equal to the benefit premium. This payment is subject to income tax.
- 11.5 The Board believes knowledgeable and skilled Board members can best discharge their obligations to the electorate and the Board. The Board encourages trustees to improve their knowledge and understanding of educational matters through attendance at appropriate professional development activities.
- 11.5.1 Each school year, an inservice budget for trustees will be established to encourage attendance at professional development activities related to school system governance responsibilities.
- 11.5.2 The inservice budget, including all costs for per diem, travel, meals, accommodation and registration costs, shall be determined as part of budget deliberations. The amount in the budget is divided by eight and this figure is used as a guideline for individual trustees. If trustees do not access the funds in the applicable year, they may be carried forward until the end of their term.
- 11.5.3 Conventions and inservice activities sponsored by the Alberta School Board Association (ASBA) and the Public School Boards Association of Alberta (PSBAA) do not require Board approval prior to attendance by trustees.
- 11.5.4 Attendance at professional development activities outside the province of Alberta requires Board approval.
- 11.5.5 A report on each conference attended will be presented to the Board.
- 11.6 Trustee attendance is expected at the following:
- ASBA Fall and Spring General Meetings
  - Board – Senior Administration Retreat
  - Board – Administration Retreat
- Accommodation for these events will be paid by the Division. If a Trustee is not able to attend, they are responsible for cancelling the room. Any costs associated with failure to cancel will be deducted from the Trustee's next remuneration.

Trustees will be provided with appropriate technology as outlined in Appendix 1.

## 12. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

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The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

- 12.1 The trustee is expected to be conversant with sections 80-91 of the School Act.
- 12.2 The trustee is solely responsible for declaring him/herself to be in possible conflict of interest.
  - 12.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  - 12.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 12.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 12.4 The recording secretary will record in the minutes:
  - 12.4.1 The trustee's declaration;
  - 12.4.2 The trustee's abstention from the debate and the vote; and
  - 12.4.3 That the trustee left the room in which the meeting was held.

### 13. Board Self-Evaluation

- 13.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.
- 13.2 The purpose of the Board self-evaluation is to answer the following questions:
  - 13.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
  - 13.2.2 How do we perceive our interpersonal working relationships?
  - 13.2.3 How well do we receive input and how well do we communicate?
  - 13.2.4 How well have we adhered to our annual work plan?
  - 13.2.5 How would we rate our Board-Superintendent relations?

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- 13.2.6 How well have we adhered to our governance policies?
- 13.2.7 What have we accomplished this past year? How do we know?

13.3 The principles upon which the Board self-evaluation is based are as follows:

- 13.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
- 13.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
- 13.3.3 An evidence-based approach provides objectivity.

13.4 The components of the Board self-evaluation are:

- 13.4.1 Review of Board Role Performance
- 13.4.2 Monitoring Interpersonal Working Relationships
- 13.4.3 Monitoring Board Representation/Communication
- 13.4.4 Review of Annual Work Plan Completion
- 13.4.5 Monitoring Board-Superintendent Relations
- 13.4.6 Review of Board Motions
- 13.4.7 Review of Board Governance Policies
- 13.4.8 Creating a Positive Path Forward

Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, School Ac  
Local Authorities Elections Act  
Ministerial Order 137/94  
Ministerial Order 162/94

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