



BOARD POLICY MANUAL

Evergreen School Division
Adopted September 2006



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Introduction

The Board of Trustees is dedicated to serving the educational needs and aspirations of the people within the Evergreen School Division. The Board is elected to “guard the public trust” in matters of education and does so primarily through policies, which guide the daily activities of the schools and the school division. Policies are principles adopted by the Board to set the course of action for the division. They are broad guidelines intended to provide clear direction, and to set ethical parameters around how policy goals are to be achieved. The role of the Board in the policy cycle is to determine the need for policy, to ensure that policy is developed, and that policy is followed. The role of the Administration is to execute policy within the spirit and intent written by the Board.

In addition:

- All edicts of the province of Manitoba, (including regulations) are considered mandated Board policy.
- All agreements signed through contract are considered mandated Board policy, such as the collective agreements signed with employee groups.
- All adopted rules and regulations concerning the Board’s own procedures and how the Board operates as the governance arm of the school division, are also policy statements and appear in the *Board Policy Manual*.

This *Board Policy Manual* is supplemented by the *Manual of Administrative Procedures*, the document by which the Superintendent/CEO directs the operations of the school division and the staff. The *Manual of Administrative Procedures* must be entirely consistent with the *Board Policy Manual*. The policies within this document reflect the requirements of the Board, and reflect provincial legislation and priorities, as outlined in the legislation and regulations governing education, including *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Workplace Safety and Health Act*, *The Manitoba Human Rights Code*, *The Child and Family Services Act*, *Appropriate Educational Programming in Manitoba: Standards for Student Services*, *the Freedom of Information and Protection of Privacy Act (FIPPA)*, and *the Personal Health Information Act (PHIA)*. Compliance with federal legislation including the *Charter of Rights and Freedoms*, *The Youth Criminal Justice Act* and *The Constitution Act* are also reflected within the policies and procedures of Evergreen School Division.

The development of two distinct documents reinforces the distinction between the governance responsibility of the Board and the administrative/managerial duties of the Superintendent/CEO within the Board’s strategic governance model.



Board Governance

The Board leads the Division as a unified body, encouraging and strengthening the entire Division to achieve exciting and unprecedented results for students. The primary activity of the Board is governance, which means that in its leadership capacity, the Board guides the achievements of the School Division by making high level decisions, setting broad goals, and ensuring that the Board's policy manual is current, relevant, and complied with. Therefore, Trustees do not run the school division; they are governors, not 'bosses.' The Board contribution is vital in its power and leadership, and the role of the individual Trustee is to learn to govern with excellence.

The Role of an Elected School Board

School Boards are responsible, by law, for the delivery of fair and equitable public education within their jurisdiction. As the governing Board, the Trustees are responsible to:

- Identify, express, and represent values which reflect the best hopes and aspirations of the community
- Choose and organize priorities and outcomes for the School Division
- Establish structures and systems, and retain a Superintendent/Chief Executive Officer for the school division
- Acquire and allocate resources
- Set out vital principles and the limits of acceptable behavior
- Encourage commitment and compliance within the school division
- Evaluate performance of themselves, the Superintendent/CEO, and the school division
- Move the organization forward according to established decisions and standards

Policy Leadership as Strategic Governance

Through governance policy statement (*The Board Policy Manual*) the Board provides leadership for the Division. According to *The Public Schools Act*, only the Board can adopt new policies or revise existing policies. In Evergreen, this is accomplished through policy leadership in order to ensure the pursuit of excellence within the Division.

Strategic governance is practiced by the Board. This informs the Board's governance role and strengthens the connection between the Board and the community it is elected to represent. Policies are clearly worded and re-examined regularly by the Board to ensure that desired results are being achieved within the Division. Accountability is clearly established through the delegation of authority to the Superintendent/CEO in written Board policy. A regular monitoring cycle for Board policies ensures the necessary framework for Administration to demonstrate achievement of the goals established by the board and holds the Superintendent/CEO accountable for compliance with Board policies.

Strong governance policies:

- Illustrate the relationship between core values and the actions of the school division
- Eliminate overlapping policies
- Provide easy maintenance
- Offer assurance of compliance
- Set a clear framework for operations within the school division
- Clarify accountability

School boards develop four types of policy:

- Specified results the Board wants to achieve
- Defined authority and responsibility
- The processes and operations of the Board itself
- How the Board is connected to the management of the school division.

Administrative procedures are the delegated responsibility of the Superintendent/CEO and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval (See Policies 12 and 14).

Policies are developed depending on responses to the following three questions:

- Does this policy communicate clearly the purposes of the Board?
- Does this policy define the Board's instructions to the Superintendent/CEO in such a way as to allow the Superintendent/CEO an acceptable range of implementation?
- How will this policy be monitored?

By practicing strategic governance, the Board ensures that the policy is the basis for action and decision making within the school division.



Policy 1 – Mandate and Legal Status

Date Adopted: September 2006

Date Amended: October 2010; November 2015; January 2019

Date Reviewed: October 2019

The Evergreen School Division is a corporation established by the Province of Manitoba, authorized to deliver appropriate public education for all students who reside in, or are otherwise the responsibility of, Evergreen School Division.

- 1.1 The members of the school board form a corporation called the Evergreen School Division (herein referred to as the Board).
- 1.2 The Evergreen School Division and Board operate under the terms of the Manitoba *Public Schools Act* and any other Provincial, Municipal or Federal legislation or regulations that may apply, and is guided by its own policy manual.
- 1.3 School trustees are elected under the conditions and regulations of the *Public Schools Act* to represent the public ownership of the school division as the voting members of the Board.
- 1.4 The number of elected school trustees, their term of office, and parameters for conduct shall be in accordance with the provisions of the Manitoba *Public Schools Act*, its *Preamble* and attendant regulations, and this *Board Policy Manual*.
- 1.5 Board By-Laws not contained in this policy manual are binding upon the operations of the Evergreen School Division Board.
- 1.6 This policy manual and any attendant legislation and regulations are located at or through the Evergreen School Division central office in Gimli, Manitoba and on the Division website.

Legal References include: *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Manitoba Human Rights Code*, *Appropriate Educational Programming*, *The Workplace Health and Safety Act*.



Policy 2 – Vision, Mission and Acknowledgement

Date Adopted: September 2006

Date Amended: January 2009; January 2015; January 2018

Date Reviewed: October 2019

The Board of Evergreen School Division declares its Vision as:

“Learning Today to Improve Tomorrow”

In the spirit of this vision, the following Mission Statement has been adopted:

“Evergreen School Division will engage students in learning to become contributing citizens of a democratic society.”

In recognition of Traditional Lands, the Division acknowledges:

We acknowledge the traditional territory Evergreen School Division resides upon as Treaty One and Treaty Two territory and the Metis homeland.

We honour our partnership with Indigenous peoples and respect the gifts of history, culture and language of Canada’s original peoples. We commit to moving forward in partnership with Indigenous peoples and communities in a spirit of collaboration and reconciliation.

See Policy 3 – Values and Beliefs



Policy 3 – Values and Beliefs

Date Adopted: September 2006

Date Amended: January 2009; February 2013; January 2015; April 2017;
January 2018

Date Reviewed: October 2019

The actions and activities of the Board are guided by core values and beliefs.

Values and Beliefs

Students Come First

Ensuring student success is our goal. We recognize that every student is capable of learning. Resources must be in place to ensure our diverse student population meets its learning needs.

Learning is Our Core Purpose

Learning empowers students to achieve their potential. It requires engagement in relevant learning experiences in a safe, caring and respectful environment — an environment that promotes positive relationships and well-being.

Public Education Serves the Common Good

Public education is essential for a vibrant democracy and a sustainable future. It prepares citizens to work toward the betterment of their family, community and the world. Public education is a shared responsibility of the home, school and community. It requires balancing academic, socio-emotional and physical development.

Legal Reference: The Public Schools Act



Policy 4 – Governance Model

Date Adopted: September 2006

Date Amended: September 2014; September 2015; September 2016; January 2019

Date Reviewed: October 2019

The Evergreen Board will be characterized by the following governance model:

- 4.1 To provide effective governance, the Board will focus its energy on high level decisions, rather than the daily activities and operations of the school division.
- 4.2 The Board will review its vision of the future and realign Board policies as necessary based on new information, including that which is provided by community and advice from educational experts.
- 4.3 All managerial and administrative authority is delegated to the Superintendent/CEO, excluding those exemptions defined in Board policy.
- 4.4 Annually, the Board will approve a divisional operating budget informed by the Board's priorities and the Board's Education Plan.
- 4.5 The Board will ensure that administrative procedures are maintained to comply with its policies.
- 4.6 The Board will annually perform a Board self-evaluation and trustee self-evaluation. Additionally, the Board will complete a performance appraisal of the Superintendent/CEO.

See Policy 5 – Board Operations

Policy 8 – Role of the Board

Policy 10 – Policy Development and Amendment

Policy 11 – Board and Superintendent/CEO Relationship

Policy 13 – General Executive Constraint/Decision-Making Matrix



Policy 5 – Board Operations

Date Adopted: September 2006

Date Amended: November 2006; March 2015; February 2016;

April 2017

Date Reviewed: October 2019

The Board Operations are structured to best serve and facilitate its governance role in accordance with the Procedure By-law.

Legal Reference: *The Public Schools Act, Manitoba Human Rights Code*

Policy 1 – Mandate and Legal Status

Policy 2 – Vision and Mission

Policy 4 – Governance Model

Policy 7 – Community Engagement

Policy 9 – Board Statement of Integrity / Code of Conduct

Policy 14 – Learning Environment/Programs and Services



Policy 6 – System Goals and Indicators of Success

Date Adopted: September 2006

Date Amended: January 2008; January 2009; February 2011; February 2012; February 2013; February 2014; January 2015; February 2017; September 2017; January 2018
May 2019; December 2019

Date Reviewed:

The Board of Trustees will monitor the effectiveness of the school division through reports in the following areas:

Education Plan Achievements and Division Foundations

Superintendent Report	Date/Frequency
Superintendent Board Report	Regular Board meetings
School Reports on Education Plan	October, Board presentations
Education Plan Progress Report	January/ June
Administrative Procedures	As Developed/Annual report
Superintendent Self-Evaluation Report	May
Annual Reports to Community (Schools)	September
Student Services	Annually
Graduation Rates Report	As Received
Annual Report to Community (Division)	November
Report on Continuous Improvement	November

Assistant Superintendent Report	Date/Frequency
Assistant Superintendent Board Report	Regular Board meetings
Consultant Reports	Annually
Grade 12 Standards Test Reports	As received
Grade 3 Assessment	As received / Annually
Grade 7/8 Assessment	As received / Annually
“Our School” Survey Reports	As Received
Aboriginal Education Program	Annually
Credit Attainment – student results	October
Literacy and Numeracy results	October
Early Development Instrument	As received

Board Effectiveness

Report / Activity	Date/Frequency
Board goal setting session	May/ June
Committee review/selection	September
Board community consultation	As Required
Board planning session	Annually
Individual Trustee self-reflection	Ongoing and April
Board self-evaluation	April / May
Evaluation of the Superintendent	May
Relationship disclosure	September

Management

Superintendent Report	Date/Frequency
Class Size Reports	September (all schools) and March (high schools only)
Suspension Report	Regular Board meetings
Professional Staff Report	Regular Board meetings
Vocational Students to LSSD	Fall
Health Care Needs Summary	Fall
Schools of Choice summary	October
Division Staff listing	September

Assistant Superintendent Report	Date/Frequency
Support Staff Report	Regular Board meetings
HR Summary Report	September / October
Home Schooling	November
ICT Manager Reports	September and June

Finance and Operations

Secretary-Treasurer	Date/Frequency
Board Report	Regular Board meetings
Cheque List Summary	Regular Board meetings
Debenture By-laws	As required
Borrowing By-laws	May/June
School Fund Summaries (carryover)	September
Audited Financial Statement report	October
Outstanding Invoice reports – First Nations	Quarterly
Special Levy Collections	As required
School Insurance Annual Report	As received
Trustee Professional Development Report	January
Tender Results over \$50,000	As Received
Operating Statement	Monthly
Surplus Review	September
Division Capital “D” Report	June

5 year Capital Plan	June
Bus Route and Driver Information	October
Transportation Requests	As received
Capital Project Progress Reports	Quarterly – during project
Division Management Report	September & June
Safety Officer Report	June
Grounds Report	June



Policy 7 – Community Engagement

Date Adopted: September 2006

Date Amended: June 2008; May 2011; May 2015; May 2016; January 2018;
December 2019

Date Reviewed:

The Superintendent/CEO will develop and implement strategies to enhance the Division's communication and engagement with communities, ratepayers and citizens of Evergreen School Division. These strategies will include:

- Engagement with local and provincial government, agencies and service groups to explore options for potential collaboration and information sharing.
- Using digital technologies to enhance communication as a means to share information and news regarding division activities, announcements, events and highlights of student learning.
- Inviting community to participate in appropriate sessions for planning and budget consultations.
- Circulation of Division's 'Annual Report to the Community'.
- Ensuring participation in school and community-school functions, e.g. assemblies, open houses, graduation and award ceremonies, concerts, special events.
- Consulting with communities, ratepayers and citizens regarding emerging matters in education and the school division, e.g. new and existing programs.
- Ensuring opportunities for Trustee participation in school functions.

Policy 1 – Mandate and Legal Status

Policy 2 – Vision and Mission

Policy 3 – Values and Beliefs

Policy 5 – Board Operations

Policy 6 – System Goals and Indicators of Success

Policy 8 – Role of the Board

Policy 9 – Board Statement of Integrity / Code of Conduct

Policy 10 – Policy Development and Amendment

Policy 13 – General Executive Constraint/Decision Making Matrix



Policy 8 – Role of the Board

Date Adopted: September 2006

Date Amended: September 2014; September 2015; September 2016; April 2017; September 2019

Date Reviewed: December 2019

The Board regulates the performance of the Division by monitoring Board policies, the evaluation of the Superintendent/CEO and annual Board self-evaluation. The Board is entrusted to ensure that educational needs are met in a fiscally responsible way.

Areas of Responsibility of the Board:

Accountability to the Provincial Government

The Board is responsible to adhere to legislation and regulation.

Community Accountability and Leadership

The Board makes decisions that reflect the values and educational needs of the communities of Evergreen School Division.

Board members are active within the Evergreen communities, building support for public education.

Board members should not serve in an official capacity on external organizations with which the Board had related interests.

There are processes in place to appeal decisions of the Board and Administration.

The Board reports progress on the Education Plan to the community.

Division Education Plan

The Board provides overall direction for the Division through its Education Plan. The Education Plan is developed in consultation with the community, staff and students. The selection of priorities is influenced by provincial direction, research, survey results, focus groups and student achievement data.

Policy

The Board reviews policy annually and revises policies as necessary.

The purpose of governance policies is to describe the actions of the Board and expectations within the Division.

All policy is written and available to the public.

Fiscal Responsibility

The Board approves an annual budget and establishes the amount of the local property tax levy.

The Board appoints an auditor for Evergreen School Division and acts on any recommendations for compliance.

The Board ratifies and ensures the administration of collective agreements with employee groups.

Legal Reference: *The Public Schools Act; The Labour Relations Act*

Policy 1 – Mandate and Legal Status

Policy 2 – Vision and Mission

Policy 3 – Values and Beliefs

Policy 4 – Governance Model

Policy 7 – Community Engagement

Policy 10 – Policy Development and Amendment

Policy 16 – Audits

Policy 17 – Assets



Policy 9 – Board Statement of Integrity / Code of Conduct

Date Adopted: September 2006

Date Amended: February 2008; January 2009; September 2012; September 2015; September 2016; January 2018; September 2019; December 2019

Date Reviewed:

The Board members of Evergreen School Division (ESD or the Division) occupy positions of public trust and confidence and hold fiduciary obligations with respect to the Division. They are expected to maintain the integrity of the Board and their position as a Board member/Trustee. Board members will discharge their duties and responsibilities in a professional and impartial manner. It is imperative that trustees be and be seen to be acting in the best interests of the Division, on behalf of the people they serve.

Trustee Code of Conduct

9.1 Integrity and Dignity of Office

- i. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- ii. Trustees will commit themselves to dignified, ethical, professional and lawful conduct.
- iii. Trustees' responsibility is to the Division, which includes our students, the parents and guardians in our school system, our employees and the communities we serve.
- iv. Trustees shall recognize that the expenditure of Division funds is a public trust and endeavor to ensure see that the funds are expended efficiently, and in the best interests of its students.
- v. Trustees will participate in continuous learning and self-evaluation.
- vi. Trustees will attend all regular and special meetings of the Board and those meetings of the committees on which they serve and if unable to do so, will advise the appropriate individuals.
- vii. Trustees will review meeting agendas and other relevant information prior to Board and committee meetings and arrive at such meetings informed and prepared to contribute to open discussion about matters before the Board or committee.
- viii. Trustees will listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits, keeping in mind the best interests of the Division.
- ix. Trustees shall treat other Board members, divisional and school staff, students and community members in a respectful and courteous manner and comply with the Division's Respectful Workplace Policies.

9.2 Avoidance of Personal Advantage and Conflict of Interest

- No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might perceive that the gift could influence, or be intended to influence, the Trustee when performing his or her duties to the Board.
- A Trustee shall not use his or her office to advance the Trustee's personal interests or the interests of any family member or person or organization with whom or with which the Trustee is related and/or associated.
- A Trustee shall not use his or her office to obtain employment with the Division for the Trustee or a family member.
- Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
- Trustees with family members who work for the school division will not be appointed to the 'Liaison and Negotiations Committee' (More specifically, trustees will not participate in dialogue regarding a bargaining unit in which they are related to a member.)

Trustees shall avoid circumstances, or the appearance of circumstances, where impartiality may be compromised. To this end, **the Board believes the following;**

- Trustees should not serve in an official capacity on an external organization with which the Division has an indirect or direct interest.
- A Trustee may attend a community / external agency meeting as a Board representative when the Trustee has been directed by the Board to share a message that has been prepared by the Board in advance.
- Trustees should avoid discussing any Board or division business with family members who work for the school division.
- A Trustee is always perceived as a Trustee; it is not possible to "put on a different hat."

In the event that a Trustee self identifies a potential personal and/or pecuniary conflict of interest beyond that of an ordinary rate payer /Trustee, the following shall apply;

- The Trustee shall have an obligation to declare the potential conflict
- The Trustee will not take part in the discussion of any questions in which he or she has a personal and/or pecuniary interest beyond his or her interest as an ordinary rate payer/Trustee
- When the Board is to decide on an issue about which a Trustee has a potential personal and/or pecuniary conflict of interest, that Trustee shall absent themselves without comment, from not only the vote, but also from the deliberation. The Trustee shall not attempt to influence the vote.

In the event that a potential personal and/or pecuniary conflict of interest is raised by a member of the public or by a fellow Trustee regarding a Trustee, the following shall apply;

- The Trustee in question shall be given the opportunity to describe the circumstances of the potential personal and/or pecuniary conflict of interest
- In the absence of the Trustee, the Board will make a determination on whether the Trustee in question will be required to recuse themselves from future discussions, deliberations, and decisions regarding the raised potential personal and/or pecuniary conflict of interest.
- The determination of the Board shall be final and binding on the Trustee.

9.3 Civil Behaviour

- i. No Trustee shall engage in conduct that would discredit or compromise the integrity of the Board, at any time, including during Board or committee meetings.
- ii. A Trustee shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee.
- iii. When expressing individual views, Trustees shall respect the differing points of view of other Trustees, staff, students and the public.
- iv. Trustees shall at all times act with decorum and shall be respectful of other Trustees, staff, students and the public.
- v. No Trustee shall discredit, undermine or compromise the integrity of the Board by expressing opinions and/or sharing information through social media or otherwise. When using social media, Trustees shall do so responsibly, including an acknowledgement that opinions expressed are those of the individual, not of the Board.

9.4 Respect for Confidentiality

- i. Every Trustee shall keep strictly confidential any information disclosed or discussed at an In Camera meeting of the Board unless required to divulge such information by law or authorized by the Board to do so.
- ii. No Trustee shall use confidential information for either personal gain or to the detriment of the Board.
- iii. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.
- iv. In any circumstance where the Trustee is required to disclose information by law under (i) or (iii), the Trustee shall notify the Board Chair in advance of the disclosure.

9.5 Upholding Decisions

- i. All Trustees shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board. Therefore, a Trustee will only speak or act on behalf of the Board if authorized to do so.
- ii. A Trustee must be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- iii. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission may be brought forward by a Trustee.
- iv. Each Trustee shall comply with Board policies, procedures, by-laws, and Rules of Order.
- v. The Board Chair is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Board Chair.

Enforcement of the Code of Conduct

9.6 Identifying a Breach of the Code

- i. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.
- ii. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than two (2) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the date of when the contravention became known.
- iii. Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.
- iv. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the informal process. It is recognized that from time to time a contravention of the Code may occur that is trivial (more specifically committed through inadvertence, or an error of judgment made in good faith). Determination on the severity of the breach shall be made by the Board Chair in concert with the Vice-Chair of the Board. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or recurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

9.7 Chair/Presiding Officer

- i. The Code of Conduct applies equally to the Board Chair. In the case of an allegation of a breach by the Board Chair, wherever a process requires action by the Board Chair, it shall be modified to read the Vice-Chair.

- ii. The Board Chair or Presiding Officer of any Board or committee shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

9.8 Informal Complaint Procedure

- i. The Chair of the Board upon receipt of a complaint, or on his/her own initiative, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss any remedial measures that are deemed necessary by the Board Chair. The complaint will be brought to the attention of the Trustee in question within 10 business days. The meeting will be conducted in private and followed by a summary report outlining the issue and resolution. This document will be maintained in a sealed envelope by the Secretary-Treasurer during the term of the Trustee and destroyed when the Trustee ceases to be a Trustee.
- ii. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Manitoba School Boards Association. If the Board Chair and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

9.9 Formal Complaint Procedure

- i. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:
 - the name of the Trustee who is alleged to have breached the Code;
 - the alleged breach or breaches of the Code;
 - information as to when the alleged breach came to the Trustee's attention;
 - the grounds for the belief of the Trustee that a breach of the Code has occurred;
 - the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- ii. The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within fifteen (15) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.
- iii. The Chair shall appoint Committee of three (3) consisting of two (2) Trustees and a neutral third party.

9.10 Refusal to Conduct Inquiry

- i. If the Code of Conduct Committee determines that the alleged breach is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

9.11 Steps of Inquiry

- i. Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
- ii. The formal inquiry may involve both written and/or oral statements by any witnesses, the Complainant Trustee and the Respondent Trustee.
- iii. The Respondent Trustee shall have an opportunity to respond to the allegations both in a private meeting with the inquiry Code of Conduct Committee and in writing.
- iv. Once the formal inquiry is complete, the Code of Conduct Committee shall provide a confidential draft copy of their report containing the findings of fact to the Complainant Trustee and the Respondent for their written comment to the investigator (s). The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have fifteen (15) business days (or such reasonable period of time as deemed appropriate by the investigator(s)) from the receipt of the draft report to provide one written response, which will be filed with the investigation report.
- v. If the Respondent Trustee refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence and an adverse inference may be drawn from his or her failure to cooperate.

9.12 Suspension of Inquiry

- i. If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by another authority, or is being dealt with in accordance with a procedure established under another Act, the inquiry may be suspended in the discretion of the Code of Conduct Committee. Any suspension of formal inquiry shall be reported to the Board of Trustees.

9.13 Decision

- i. The Code of Conduct Committee shall prepare a report outlining its determination of whether or not the Respondent Trustee breached the Code of Conduct ("Final Report").
- ii. The Final Report shall conclude whether or not there was a breach. The final report shall be delivered to the Board of Trustees, and a decision by the Board as to whether or not to accept the Final Report and/or impose a sanction, if any, for the breach shall be made as soon as practical after receipt of the Final Report.

- iii. Trustees shall consider only the findings in the Final Report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
- iv. The Respondent shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- v. The Respondent Trustee may be present during the deliberations regarding the above but shall not participate in the deliberations and shall be permitted to answer any questions at that meeting.
- vi. The Respondent Trustee shall not in any way, after the Final Report is completed, influence the vote on the decision to accept the Final Report or sanction, except as permitted below.
- vii. The imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolution shall be recorded in the minutes of the meeting. The resolution shall be decided by a majority vote, unless the sanction is a barring or suspension which requires a 2/3 majority in accordance with subsection 35.2(1) and 35.2(2) of the Public Schools Act.
- viii. In accordance with subsection 35.2(2) of the Public Schools Act, the motion may be debated at an In Camera Board meeting but must be voted on in public.
- ix. Whether the complaint is found to be valid or unfounded, a record or the decision, any action taken, and all written documentation of the complaint shall be maintained in confidence by the Secretary Treasurer.

9.14 Sanctions

- i. If the Board determines that the Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions as stated in subsection 35.2(1) of the Public Schools Act:
 - a) Censuring the trustee.
 - b) Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board.
 - c) Suspending the trustee from the school board, including suspending all the trustee's rights, duties and privileges as a member of the school board, for up to three months.
- ii. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant, as a result of a breach of the Code of Conduct.
- iii. A Trustee who is barred from attending all or part of a Board or committee meeting is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

- iv. The imposition of a sanction barring a Trustee from attending all or part of a Board or committee meeting shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Public Schools Act regarding absences from meetings as stated in subsection 35.2(3).
- v. A motion to sanction a Trustee is subject to the following rules:
 - a) The motion may be debated at a Board meeting that is closed to the public, but must be voted on in the public meeting.
 - b) To be approved a motion to impose a sanction requires an affirmative vote of 2/3 of the members of the school board.

9.15 Appeal of Sanction

- i. To appeal a sanction, the Trustee must provide the following to the Minister within 10 days of the sanction being imposed:
 - a. a copy of the school board's motion to sanction the trustee;
 - b. a written statement setting out
 - i. the particular sanction or sanctions the trustee wishes to appeal, and
 - ii. the reasons for the appeal.

Further steps in the appeal process can be found in the PSA Section 35.3.

School Board Member Ethics

As a member of the Evergreen School Division Board of Trustees, I will strive to improve public education, and to that end I will:

1. Attend all regularly scheduled board and respective committee meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Make decisions only after full discussion at committee and board meetings;
3. Render all decisions based on available facts and my independent judgment, and refuse to compromise that judgment to individuals and special interest groups;
4. Encourage the free expression of opinion by all Trustees and use the proper channels of communication for the exchange of information with students, staff and community;
5. Work with other Trustees to establish effective board policies and to delegate authority for the administration of the schools to the senior administrative staff;
6. Communicate to other Trustees and senior administrative staff expressions of public reaction to board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information;
8. Support the employment of those people best qualified to serve as school staff, and insist on a regular impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;
10. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged;
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the schools of the Evergreen School Division;
12. Recognize that authority rests with the Board in legal session, and not with individual members of the Board;
13. Refrain from making statements to the media that alienate, prejudice, or jeopardize another board;
14. Associate myself with members of other school boards, both personally and in conferences, for the purpose of discussing school problems and co-operating in the solution of them;
15. Encourage my Board to associate itself with other boards through the Manitoba School Boards Association, to utilize the services of the Association, to give proper considerations to its recommendations, and to promote its growth and objectives.

Board Member Conflicts of Interest

Trustees of Evergreen School Division will comply with the disclosure requirements contained in the Public Schools Act sections 36 - 39.8.

Legal Reference: *The Public Schools Act*
Policy 2 – Vision and Mission
Policy 3 – Values and Beliefs
Policy 5 – Board Operations
Policy 7 – Community Engagement



Policy 10 – Policy Development and Amendment

Date Adopted: September 2006

Date Amended: October 2006; October 2008; November 2015; November 2016;
January 2019; December 2019

Date Reviewed:

A primary role of the Board is the development, amendment and monitoring of policy as per the Policy Monitoring Record.

Recommendation for consideration of policy development or amendment may come to the Board through the monitoring process, the Superintendent, any Board committee, Trustees, division personnel or from the public.

Process for Policy Amendment or Development:

The Board may request the Superintendent/CEO to provide additional information in order to develop a better understanding of specific policy issues.

Legal Reference: *The Public Schools Act*

Policy 2 – Vision and Mission

Policy 4 – Governance Model

Policy 5 – Board Operations

Policy 9 – Board Statement of Integrity / Code of Conduct

Policy 11 – Board and Superintendent/CEO Relationship

Policy 13 – General Executive Constraint/Decision-Making Matrix



Policy 11 – Board and Superintendent/CEO Relationship

Date Adopted: September 2006

Date Amended: November 2007; March 2015; May 2016; January 2018;
December 2019

Date Reviewed:

The official connection between the Board and the school division operations shall be through the Superintendent/CEO.

The Superintendent/CEO and Board will ensure both the Board and the Superintendent / CEO are informed, supported, and protected in its work.

Only official decisions of the Board are binding on the Superintendent/CEO.

The Board is a body corporate, and all directions to the Superintendent/CEO shall be given through written policy or Board motion.

The Superintendent/CEO is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.

Directions or requests from individual Trustees are not binding on the Superintendent/CEO. In the case of Board members or Committees requesting information or assistance without Board authorization, the Superintendent/CEO may refuse requests that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the Division.

The Superintendent/CEO is responsible for the actions of the staff of Evergreen School Division, therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent.

The Board and any individual Trustee shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO. Evaluation of the Superintendent/CEO shall be through established processes and procedures.

Policy 4 – Governance Model

Policy 8 – Role of the Board

Policy 13 – General Executive Constraint/ Decision Making Matrix



Policy 12 – Emergency Superintendent Succession

Date Adopted: September, 2006

Date Amended:

Date Reviewed:

In order to protect the Board and the school division from the sudden loss of Superintendent/CEO services, the Superintendent/CEO will have at least one other school division administrator familiar with Board and Superintendent/CEO issues, including the principles of policy leadership and strategic governance.

Policy 9 – Board Statement of Integrity / Code of Conduct



Policy 13 – General Executive Constraint/ Decision–Making Matrix

Date Adopted: January 2006

Date Amended: December 2007; January 2009; December 2010; February 2011; February 2012; February 2013; February 2014; September 2015; April 2016; February 2017; January 2018; May 2019

Date Reviewed: December 2019

The Evergreen School Division will not operate illegally, unethically, imprudently, or in contravention of Board policies. The Superintendent/CEO will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, in violation of commonly accepted business practices and ethics, or is contrary to the *Board Policy Manual* of Evergreen School Division, *The Public Schools Act*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, or any other federal, provincial or municipal law. The following decision-making matrix outlines the General Executive Constraints.

<i>Superintendent has complete authority to act</i>	<i>Superintendent has authority but must inform Board</i>	<i>Board Decision; Superintendent may recommend</i>
<ul style="list-style-type: none"> ◆ Evaluate staff ◆ Evaluate programs ◆ Administer collective agreements ◆ Professional development ◆ Implementation of Board Policy and Administrative Procedures ◆ Staff Leaves within Administrative Procedure 2.A.55 ◆ Expenditures within budget ◆ Administrative Procedures ◆ Alternative Student Programming (on and off campus) ◆ Staff out of province travel 	<ul style="list-style-type: none"> ◆ Evaluate principals ◆ Staff Hiring ◆ Student suspensions (up to 6 weeks) ◆ Extended Leaves in emergent or extenuating circumstances ◆ Grant applications ◆ Significant changes to programming ◆ Programs which may cause public concern ◆ Crisis situation (i.e. lockdown) inform Board ◆ Approve urgent school of choice applications ◆ Corporate sponsorship ◆ Emergency School closures ◆ Student overnight travel ◆ Administrative Procedures which are: <ul style="list-style-type: none"> • new • controversial ◆ Acceptance of Resignations including outside contract period ◆ Extension of Medical Leave ◆ Maternity/Paternity Leaves ◆ Change the administrative organization chart ◆ School Calendar 	<ul style="list-style-type: none"> ◆ Policy Development and Approval ◆ Employee termination ◆ Student Expulsion (and warnings) ◆ Employee Compensation/Benefits ◆ Approval of budget ◆ Setting staffing levels ◆ Special levies ◆ Appeals to the Board ◆ Staff Extended leaves outside Administrative Procedure 2.A.55 ◆ Over-expenditure of budget ◆ Student out of province travel ◆ Hiring additional staff outside budget ◆ Hiring Senior Administration ◆ Approve tenders as per PSA



Policy 14 – Learning Environment/Programs and Services

Date Adopted: September 2006

Date Amended: June 2011; March 2015; January 2018; December 2019

Date Reviewed:

In response to stated vision, mission, values and beliefs, the Board expects effective, engaging and caring learning communities.

The Superintendent/CEO will:

- 14.1 Ensure that programs and services comply with provincial requirements.
- 14.2 Implement assessment and evaluation practices which
 - a) Ensure the achievement of provincial, division and school goals;
 - b) Foster an effective and efficient school system;
 - c) Promote growth and improvement.
- 14.3 Establish and enforce administrative procedures to maintain safe and effective environments for all students and staff.
- 14.4 Establish a dispute resolution process to be followed if there is disagreement about the appropriateness of the educational programming being provided to a student.
- 14.5 Take appropriate action with staff, students or volunteers who demonstrate behaviours, actions, or attitudes that threaten the academic progress and/or well-being of students.
- 14.6 Ensure a culture characterized by mutual respect.
- 14.7 Inform the Board before implementing a new program if it is potentially controversial.

Legal Reference: *The Public Schools Act*

Policy 2 – Vision and Mission

Policy 3 – Values and Beliefs

Policy 6 – System Goals and Indicators of Success

Policy 11 – Board and Superintendent/CEO Relationship



Policy 15 – Fiscal Responsibility

Date Adopted: September 2006

Date Amended: January 2008; November 2014; November 2015;

April 2017; January 2019; October 2019

Date Reviewed:

The Board places responsibility for the financial operations of the Division with the Superintendent/CEO. Evergreen School Division shall not be operated in ways which jeopardize its financial stability, nor shall it be operated in ways which jeopardize the effective and efficient use of its financial resources.

The Superintendent/CEO will ensure that the school division operates its annual financial affairs in accordance with the Public Schools Act.

The Superintendent/CEO will ensure that all accounting practices of the school division are within the generally accepted accounting principles as outlined by the Province of Manitoba.

The Superintendent/CEO will provide the Board with a budget report on a quarterly basis or as requested.

All expenditures of the Division will be approved via dual signatures. The dual signatures will consist of one member of senior administration and one member of the audit committee. The audit committee is comprised of the Board chair, Vice-chair, and one other member.

Legal References: *The Public Schools Act*

Policy 1 – Mandate and Legal Status

Policy 4 – Governance Model (4.5)

Policy 8 – Role of the Board

Policy 11 – Board and Superintendent/CEO Relationship

Policy 13 – General Executive Constraint/Decision Making Matrix

Policy 16 – Audits



Policy 16 - Audits

Date Adopted: September 2006

Date Amended: January 2007; May 2015; November 2015; April 2017;
May 2019

Date Reviewed:

The Board will furnish a duly audited financial statement and summary, available for public perusal, in compliance with the *Public Schools Act*. The Board will review the auditor appointment at minimum every three years.

The Board's appointed audit committee shall operate in accordance with their Mandate/Purpose as established by the Board.

The audit committee shall meet annually with the appointed external auditor both to receive and review matters that may be reported by the auditor, and to receive and review the audited financial statements.

Legal Reference: *The Public Schools Act*
See Policy 1 – Mandate and Legal Status
Policy 11 – Board and Superintendent/CEO Relationship
Policy 13 – General Executive Constraint/Decision Making Matrix
Policy 15 – Fiscal Responsibility



Policy 17 – Assets

Date Adopted: September 2006

Date Amended: November 2015; April 2017; January 2019

Date Reviewed:

The Evergreen School Division shall not be operated in ways which fail to protect and maintain its assets, or which unnecessarily risk its assets.

Consequently, the Superintendent/CEO shall:

- 17.1 Adhere to provincial requirements
- 17.2 Protect against theft, casualty and liability losses to the Board, staff, or school division itself through proper insurance
- 17.3 Not allow uninsured personnel access to material amounts of funds
- 17.4 Not knowingly expose the school division, the Board or its staff to claims of liability
- 17.5 Maintain a safe and efficient transportation system
- 17.6 Not acquire, encumber, or dispose of school division real property (land and any permanent fixtures on it) without the prior approval of the Board and the Province of Manitoba, if required.

Policy 1 – Mandate and Legal Status

Policy 2 – Vision and Mission

Policy 11 – Board and Superintendent/CEO Relationship

Policy 16 – Audits



Board By-Laws

EVERGREEN SCHOOL DIVISION BY-LAW NO. 6/19

BEING A BY-LAW to regulate the proceedings of the Board of Trustees of the Evergreen School Division and the Committees thereof.

WHEREAS Section 33(1) of the Public Schools Act provides that every school board shall pass a by-law establishing Rules of Procedure for the guidance of the board in the conduct of its meetings.

NOW THEREFORE be it hereby enacted as a By-Law of the Board of Trustees of the Evergreen School Division that, unless they shall at any time be contrary to the overriding provisions of the Public Schools Act, the following Rules of Procedure shall regulate the operation of the Board, and By-Law 3/19 shall be repealed.

SECTION 1 - FIRST OR INAUGURAL MEETING

- 1) The first meeting of the School Board following a regular election shall be held within 14 days after the election at an hour to be fixed by the Secretary-Treasurer of the School Division, who shall notify each Trustee of the time and place of the meeting. [Section 29(1) P.S.A.]
- 2) At the first meeting in September of the Board in a non-election year, the Trustees present shall elect from among themselves a Chairperson and Vice-Chairperson for the next ensuing year and the Secretary-Treasurer of the School Division shall preside at the election, or, if there is no Secretary-Treasurer present, the Trustees present shall select one of themselves to preside at the election, and the member selected to preside may vote on the election. [Section 29(2) P.S.A.]
- 3) In the event of more than one nomination in selecting a Chairperson, Vice-Chairperson or Board Committee Chair, the School Board shall determine by lot, and in a secret manner, who shall cast the deciding vote. [Section 29(3) P.S.A.] The Board will elect a Chairperson and Vice-Chairperson and Board Committee Chair by a minimum of 5 votes. In the event three people are nominated and no one receives 5 votes, the person with the fewest votes will be dropped from the ballot and the vote will be retaken. In the event of a tie, a vote will be taken to determine which name will be removed from the ballot.
- 4) Interest forms for the remaining committee positions will be submitted by all trustees by the end of the inaugural meeting. The Board Chair and Vice-Chair will determine the appointments giving consideration to balanced representation, interests, and experience.

SECTION 2 - MEETINGS OF THE BOARD

- 1) After the first or Inaugural Meeting of the Board, the Board shall hold a Regular Meeting on the first Wednesday of each and every month in the Board Rooms at the hour of 6:15 P.M. or at such other times and places that the Board may from time to time designate.
- 2) The Board shall not remain in session later than 9:15 o'clock P.M, unless it shall be otherwise determined by a two-thirds (2/3) vote of the members present.
- 3) The Committee of the Whole Board In-Camera shall meet when required on the first and third Wednesday of each and every month in the Board Rooms at the hour of 5:00 P.M. or at such other times and places that the Board may from time to time designate.
- 4) The Education Committee of the Whole Board shall meet when required on the third Wednesday of each and every month in the Board Rooms at the hour of 5:00 P.M. or at such other times and places that the Board may from time to time designate.
- 5) Special or Emergency Meetings of the Board may be convened at any time by the Chairperson directly, or by the Chairperson at the request of a quorum of Trustees. At a Special or Emergency Meeting, no subject or matters, other than those mentioned in the Notice calling the Special or Emergency Meeting, shall be considered, except that items may be added with unanimous consent of the Board.
- 6) The Board may hold a meeting at any time and any place to deal with an emergency situation if all the Trustees consent thereto and are present thereat. [Section 30(1) P.S.A.]
- 7) Notice of all Board Meetings, Regular and Special, shall be given by the Secretary-Treasurer to all Trustees, so that the Notice will be received at every Trustee's designated address at least 24 hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting. [Section 30(2) P.S.A.]
- 8) The Chairperson shall preside at the meetings of the Board and may vote with the other members on all questions and any question on which there is an equality of votes shall be deemed to be negative. [Section 31 P.S.A.] The Chairperson of the Board does not have a deciding vote.
- 9) In the absence of the Chairperson, the Vice-Chairperson shall preside and shall have all the powers of the Chairperson. [Section 32 P.S.A.] In the absence of the Chairperson, and the Vice-Chairperson, a Chairperson shall be appointed by the members present, who shall preside at said meeting or until the arrival of the Chairperson, or Vice-Chairperson.
- 10) A majority of the whole Board shall constitute a quorum. The number required for a quorum does not change if there is a vacancy. When, at any meeting of the Board, there is no quorum present at the expiration of one-half (1/2) hour from the time appointed for the commencement of the meeting, the meeting shall stand adjourned,

and the Secretary-Treasurer shall enter into the record the names of those members present.

- 11) An act or proceeding of a Board that is not done or taken at a Regular or Special Meeting of the Board is not valid or binding on any person affected thereby. [Section 35 P.S.A.]
- 12) Where the Board has not made a rule for governing a particular proceeding, Roberts Rules of Order shall be the parliamentary guide.

SECTION 3 - REGULAR BOARD MEETING AGENDA

- 1) The Superintendent shall prepare the Agenda and provide the order of business in the form of a prepared Agenda, the order of the same to be in accordance with, or similar to, the following:

AGENDA FORMAT

Reading of Vision and Mission Statements
Reading of Treaty Lands Acknowledgement

1. AGENDA
 - 1.01 Adoption of Agenda
2. MINUTES OF LAST BOARD MEETING
 - 2.01 Reading
 - 2.02 Omissions and Errors
 - 2.03 Adoption of Minutes
3. VISITORS AND DELEGATIONS
4. SCHOOL AND COMMUNITY CONNECTIONS
 - 4.01 Evergreen School Division Student Voice
5. SUPERINTENDENT'S DEPARTMENT REPORTS
 - 5.01 Secretary-Treasurer
 - 5.01.1 Secretary-Treasurer's Report
 - 5.02 Assistant Superintendent
 - 5.02.1 Assistant Superintendent's Report

5.03 Superintendent/CEO

5.03.1 Superintendent/CEO's Report

6. COMMITTEE REPORTS

6.01 Committee of the Whole Board (In-Camera)

6.02 Education Committee of the Whole Board

6.03 Finance Committee of the Whole Board

6.04 Division Committee Reports

6.04.1 Evergreen Foundation

6.05 Board Development Committee

6.07.1 Trustee Conference and Meeting Reports

6.06 Audit Committee

6.07 Liaison & Negotiations Committee

6.08 Ad Hoc Committee Reports

6.09 Trustee Reports

7. OTHER BUSINESS

8. CORRESPONDENCE AND INFORMATION PACKAGE

8.01 MSBA

8.02 OTHER CORRESPONDENCE and INFORMATION

TRUSTEE READINGS

TRUSTEE CORRESPONDENCE

FOR PERUSAL

9. ITEMS FOR NEXT AGENDA

10. ADJOURNMENT

11. MEDIA AVAILABILITY (Board Chair and Superintendent)

- 1) Any variation of the foregoing order of business requires a two-thirds (2/3/) majority vote of the members present, which shall be without debate.
- 2) Introduction of new matters, other than matters of privilege or petitions, shall be published in the Agenda and delivered to Trustees at least twenty-four (24) hours before the meeting.
- 3) Any Trustee may request of the Chairperson or the Superintendent that an item be placed on the Agenda.

- 4) Any items received too late for the Agenda shall be held until the following Regular Meeting, unless deemed to be of an emergency nature, as determined by the Superintendent and/or the Chairperson.

SECTION 4 - REGULAR BOARD MEETINGS

GENERAL REGULATIONS FOR MEETINGS

- 1) Each and every member of the Board has equal rights.
- 2) The first person recognized by the Chairperson as desiring to speak has the right to the floor.
- 3) No Trustee shall be interrupted while speaking, unless he/she is out of order, or on a point of privilege, or for clarification.
- 4) When a matter is before the Board, the consideration of same cannot be interrupted except on a motion for adjournment, to be put on the table, for postponement, for referral or for amendment.
- 5) Exceptions to rules within the jurisdiction of the Board can be made by a two-thirds (2/3) majority vote of the member present.

Duties of the Chairperson

- 1) The Chairperson should call the meeting to order precisely at the hour for which the meeting was called, providing a quorum is present, or as soon as a quorum is present, as herein before provided.
- 2) It shall be the duty of the Chairperson at all times to preserve order and endeavor to conduct all business before the Board with propriety and dispatch, in accordance with the Rules of Procedure herein provided.
- 3) When called upon to decide a point of order or practice, the Chairperson shall state the rule applicable to the case, without argument or unnecessary comments, and without debate. The decision of the Chairperson shall be final, unless reversed by a two-thirds (2/3) vote of the members present.

Motions

- 1) All motions must be put in writing and seconded before being stated by the Chairperson, after which they shall be disposed of by vote of the Board, unless the mover and seconder, by permission of the Board, withdraw same.
- 2) To begin a motion, "I move that" is the correct phrase to use.
- 3) Any Trustee who has made a motion shall have the liberty to withdraw or modify it with the consent of the second and prior to the question.

- 4) An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment shall be entertained. An amendment can only modify a motion, not change the intent of the motion.
- 5) A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a Trustee is addressing the Board.
- 6) A motion for postponement takes precedence over a motion for referral, and a motion for referral takes precedence over a motion to amend or a vote on the original subject.
- 7) A motion may be:
 - Postponed: to a specific date.
 - Referred: to a committee
 - Tabled: for an indefinite period or until lifted from the table by any Trustee.
 - Received: to accept and no action be taken.
- 8) A motion "to recess or adjourn debate", "to lay on the table" or "to resolve into Committee of the Whole" shall be decided without debate.
- 9) No member of the Board shall take part in the discussion of any question in which he/she has a personal or pecuniary interest, as defined in Section 36 - 39.7(7) inclusive of the Public Schools Act, and shall disclose the general nature of the direct or pecuniary interest or liability and withdraw from the meeting as required by Section 38(1) of the Public Schools Act. The Secretary-Treasurer shall record the conflict and withdrawal from the meeting on the prescribed form and file with the minutes.
- 10) Every member, previous to speaking, shall address himself/herself to the Chairperson and shall confine himself/herself to the question under debate. When two or more members speak at once, the Chairperson shall name the member who is to speak first.
- 11) No member, while speaking, shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member so interrupting shall confine himself/herself strictly to the point of order or explanation.
- 12) If any member transgresses the rules, the Chairperson shall, or any member can, call him/her to order, in which case the member so called shall immediately be silent, but shall afterwards be permitted to explain, and the Board, if appealed to, shall decide the case, but without debate.
- 13) No member, unless otherwise herein provided, shall speak to a question or motion for longer than five (5) minutes, nor more than once (except in Committee) on the same question, without leave of the Chair. The Trustee who proposes the question is permitted to reply and thereby closes debate. A member may speak more than once for clarification purposes only.

- 14) A member may require the question or motion to be read for his/her information at any time of the debate, but not so as to interrupt a member speaking.
- 15) No member shall speak to any question after a vote on the question has been called by the Chairperson.

Voting Method

- 1) Reversal of Decisions
 - (i) Subject to subsection 1(ii), a question, once decided by the Board, shall not be reversed unless:
 - (a) Written notice of a proposal to reverse the decision has been given from at least one meeting to another; and
 - (b) A majority of the total number of Trustees for the Division votes in favour of the reversal. [Section 33(2) P.S.A.]
 - (ii) A decision of the Board may,
 - (a) at the same meeting at which it is made; and
 - (b) by unanimous consent of all members present and voting therein be reversed. [Section 33(3) P.S.A.]
- 2) Although it is the duty of every member who has an opinion on a question to express it by his/her vote, he/she can abstain since he/she cannot be compelled to vote. If a Trustee abstains from voting without permission of a majority Trustees present, his/her absentia should be considered as a negative vote.
- 3) When the question under consideration contains distinct propositions, upon the request of any member, the vote upon each such distinct proposition shall be taken separately.
- 4) The Chairperson shall declare the motion under consideration as Carried or Defeated.
- 5) The Secretary-Treasurer shall enter into the minutes a record of all trustees who voted against or who abstained for all motions.

Giving Notice

- 1) Written notice may be given by any Trustee from one meeting to the next for the purpose of the following:
 - (i) reversal of a decision previously made by the Board;
 - (ii) introduction of a By-Law;
 - (iii) introduction of a Policy change

Electronic Meetings

- 1) In accordance with Section 39.7.1 of The Public Schools Act and Regulation 201/2004, trustees may participate in Regular Board Meeting by electronic means
- 2) In Evergreen School Division, meeting participation by electronic means should be restricted to emergent or personal illness situations and to a limit of once per year
- 3) The following persons must be physically present in the meeting room of the Board:
 - i. The Chair of the Board or his or her designate
 - ii. At least one additional member of the Board
 - iii. The Superintendent of the Division or his or her designate
 - iv. The Secretary-Treasurer or his or her designate
- 4) A member of the Board participating through electronic means shall be deemed present for the meeting and recorded as such
- 5) A member of the Board participating by electronic means shall notify the Chair of their departure (either temporarily or permanently) from the meeting before absenting themselves
- 6) A trustee wishing to participate by electronic means shall provide as much advance notice as possible and shall endeavor to provide twenty-four (24) hour notice
- 7) All the rules of participation as provided for by the Public Schools Act, Board Governance By-laws or Code of Ethics shall apply whether participating in person or electronic means
- 8) Participation by electronic means to be limited to the public portion of the regular monthly board meeting

By-Laws

- 1) Every proposed By-Law shall receive three (3) separate readings before it is finally passed and becomes a By-Law and a proposed By-Law may be amended on any reading thereof. A By-Law may be given two (2) readings at one meeting, except as otherwise provided in the Public Schools Act [Section 213(3)] or as may otherwise be determined by the Board.

Committees

- 1) Meetings of Committees may be held In-Camera [Section 30(4) P.S.A.]
- 2) Standing Committees as determined by the Board shall be appointed at the Inaugural or Regular Meetings. Other Committees may be appointed at the Inaugural or Regular Meetings for specific purposes as required, and shall be discharged when that purpose has been met, and upon receipt and acceptance of the written report to the Board.
- 3) If a Chairperson of a Committee is not appointed by the Board, it shall be the duty of the first named on the Committee to convene the first meeting, at which time a Chairperson should be elected.
- 4) The Chairperson of the Board is an Ex-Officio member of all Committees. He/she may attend all meetings and contribute to the debate, but should not have the right to vote.
- 5) The number of Trustees on any Committee shall be less than a quorum of the Board, except for Committee of the Board as a Whole.

- 6) It is recommended that at least one senior administrative staff officer attend each Committee meeting to provide background, do research and record the Minutes.
- 7) Committees appointed to report on any subject referred to them by the Board shall report in writing a statement of facts and their opinion therein.
- 8) By a vote of the majority of the members present, the Board may resolve itself into "Committee of the Whole" for the purpose of discussing reports of Committees, or any other motion or matter before the Board.
- 9) The Rules of Procedure of the Board shall be observed in Committee of the Whole, so far as applicable. No decision of the Board shall be made while in Committee of the Whole, and no Minutes shall be recorded, other than a record in the Minutes of the Regular Meeting of the topic discussed while in Committee of the Whole.
- 10) When the Board chooses to go In-Camera or meets as Education Committee of the Whole Board, the Vice-Chairperson shall preside.

SECTION 5 - PUBLIC PARTICIPATION AT BOARD MEETINGS

- 1) The Board shall hold its meetings openly, and no person shall be excluded or removed from any meeting, except for improper conduct. [Section 30(3) P.S.A.]
- 2) Any resident elector of the Division shall have the right to be placed on the Agenda of a Regular Board Meeting to be heard under "Delegations". They shall provide the Superintendent, wherever possible, a written brief or petition for inclusion in the Agenda package and shall identify a spokesperson whom the Chairperson can address, and to whom correspondence can be forwarded. During a presentation by a delegation, the Board will only ask questions for clarification.
- 3) The Board may hear any other delegations at its discretion.
- 4) The delegation will be heard for information purposes only. In the event a decision of the Board is required, the matter shall be postponed to the next Regular Meeting for action. If a decision is required prior the next regularly scheduled meeting, the Board may suspend the rules and consider the delegation's request at the same meeting.

That this By-Law shall become effective on the 16th day of October 2019.

Done and passed in open session of the meeting of the Board of Trustees of the Evergreen School Division, held in the Rural Municipality of Gimli this 16th day of October 2019.

Given 1st Reading this 2nd day of October 2019

Given 2nd Reading this 16th day of October 2019

Given 3rd Reading this 16th day of October 2019

Chairperson

Secretary-Treasurer

THE EVERGREEN SCHOOL DIVISION

BY-LAW NO. 5/19

BEING A By-Law of the Evergreen School Division to provide for the payment of indemnities and expenses to the Chairperson of the Board and to each Trustee for services rendered to the Board.

WHEREBY, by virtue of Section 56, Subsection 1 - 3 inclusive, of the Public Schools Act, being Chapter P. 250 of the Revised Statutes of Manitoba, providing for the payment of annual indemnities and reimbursement of expenses to the Chairperson and Trustees, the Board of Trustees of the Evergreen School Division deems it desirable to declare the indemnities and expenses payable to the Chairperson and to each Trustee in respect of services rendered to the Board annually.

NOW THEREFORE BE IT ENACTED as a By-Law of the Evergreen School Division:

1. The Regular Trustee Indemnity shall be as outlined in 2, 3 and 4 below and shall be adjusted in accordance with any salary adjustments provided to the Evergreen Teachers Association.
2. THAT the Chairperson of the Board shall be paid and may accept the sum of Nine Thousand One Hundred and Ten Dollars and Seventy cents (\$9,110.70) [plus Chairperson's allowance of Two Thousand Dollars (\$2,000.00)] as compensation for services rendered to the Board annually.
3. THAT the Vice-Chairperson of the Board shall be paid and may accept the sum of Nine Thousand One Hundred and Ten Dollars and Seventy cents (\$9,110.70) [plus Vice-Chairperson's allowance of One Thousand Dollars (\$1,000.00)] as compensation for services rendered to the Board annually.
4. THAT each Trustee shall be paid and may accept the sum of Nine Thousand One Hundred and Ten Dollars and Seventy cents (\$9,110.70) as compensation for services rendered to the Board annually.
 - (a) THAT the Chairperson of the Board, or designate, may claim such additional expenses as are necessary from time to time in the carrying out of the responsibilities of the Office as sanctioned by the Board of Trustees.
 - (b) THAT the Chairperson of the Board be provided with a Division paid Smart Phone for use in the carrying out of the responsibilities of the Office as sanctioned by the Board of Trustees.
5. (a) THAT the Chairperson and each Trustee shall be paid and may accept a sum, at a rate approved by the Board from time to time per kilometre, for each kilometre actually and necessarily travelled from his or her place of residence in the school division to the place of meetings of the Board, and return to his or her place of residence, such sum to be allowed only once for each School Division meeting.

- (b) THAT Trustees be paid and may accept a sum, at a rate approved by the Board from time to time per kilometre, for each kilometre actually and necessarily travelled by them in the performance of their duties in attending meetings, seminars and conferences, etc. in Manitoba [in addition to those referred to in Clause 5(a)], said payment to be paid upon completion of a form prescribed by the Secretary-Treasurer.
6. THAT Trustees appointed by the Board to Standing Board Committees, Ad Hoc Committees and Divisional Committees be paid for attendance at Committee meetings at the rate of Sixty-Five Dollars (\$65.00) per meeting.
 7. THAT Trustees be provided with a Travel Rate of \$20.00 per hour to a maximum of 2 hours at attend all Division Board and Committee meetings, conferences and Professional Development.
 8. THAT the payment of indemnities as provided for shall be made on a monthly basis, and the payment of expenses, as provided for herein, shall be paid forthwith upon approval by the Secretary-Treasurer acting on behalf of the Board. In the event that a Chairperson or Trustee of the Board does not serve a whole twelve (12) month period, he/she shall be paid such proportion of his/her annual indemnity as the number of months served bears to twelve (12). Trustees will be deducted at the current daily rate for designated monthly meetings missed after two absences in any given year (inaugural to inaugural) unless excused by the Board for medical reasons. Designated meetings shall include Regular Board Meetings, Education and Finance Committee of the Whole Board meetings, Board Evaluation and Superintendent Evaluation.
 9. THAT By-Law No. 1/19 be repealed on November 1, 2019.
 10. THAT this By-Law be effective as of November 1, 2019.

DONE AND PASSED by the Board of Trustees, in open session assembled at the Board Office in the Rural Municipality of Gimli, in Manitoba, this day on October 16th, 2019.

GIVEN FIRST READING: October 2nd, 2019

GIVEN SECOND READING: October 16th, 2019

GIVEN THIRD READING: October 16th, 2019

CHAIRPERSON

SECRETARY-TREASURER

POLICY FOR REIMBURSEMENT FOR EXPENSES OF TRUSTEES

REFERENCE: PUBLIC SCHOOLS ACT, CAP. P. 250 SEC. 56(3)

REIMBURSEMENT FOR EXPENSES:

A school board may reimburse its trustees, trustees-elect or employee for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.

It is the policy of the Evergreen School Division that Trustee's may attend conferences, conventions or workshops. Each trustee shall be provided with an annual budget as set by the Board to be used for Professional Development during the fiscal year. Unused budgets shall not be carried forward. In addition, the Board shall provide an annual budget that trustees may access upon authorization by the Board.

It is also the policy of the Evergreen School Division that Trustees will be reimbursed for reasonable expenses incurred, within the above budget allocations, while attending conventions, conferences, workshops, seminars, and such other activities as may be approved by the Board, including:

- (1) Registration fees;
- (2) Transportation, including airfare, taxi and cancellation insurance where necessary;
- (3) Actual accommodation expenses and meal costs;
- (4) A per diem of One Hundred Eighty Dollars (\$180.00) for full day events and Ninety Dollars (\$90.00) for half day events of less than 3 hours;

SUBMISSION OF EXPENSE CLAIMS:

- (1) Expense claims shall be submitted monthly, or at least once every three (3) months.
- (2) Expense claims shall be submitted for payment to the Secretary-Treasurer.



Trustee Responsibility to Parental and Community Concerns

A Trustee's role when contacted by community people / parents with an educational concern is as follows:

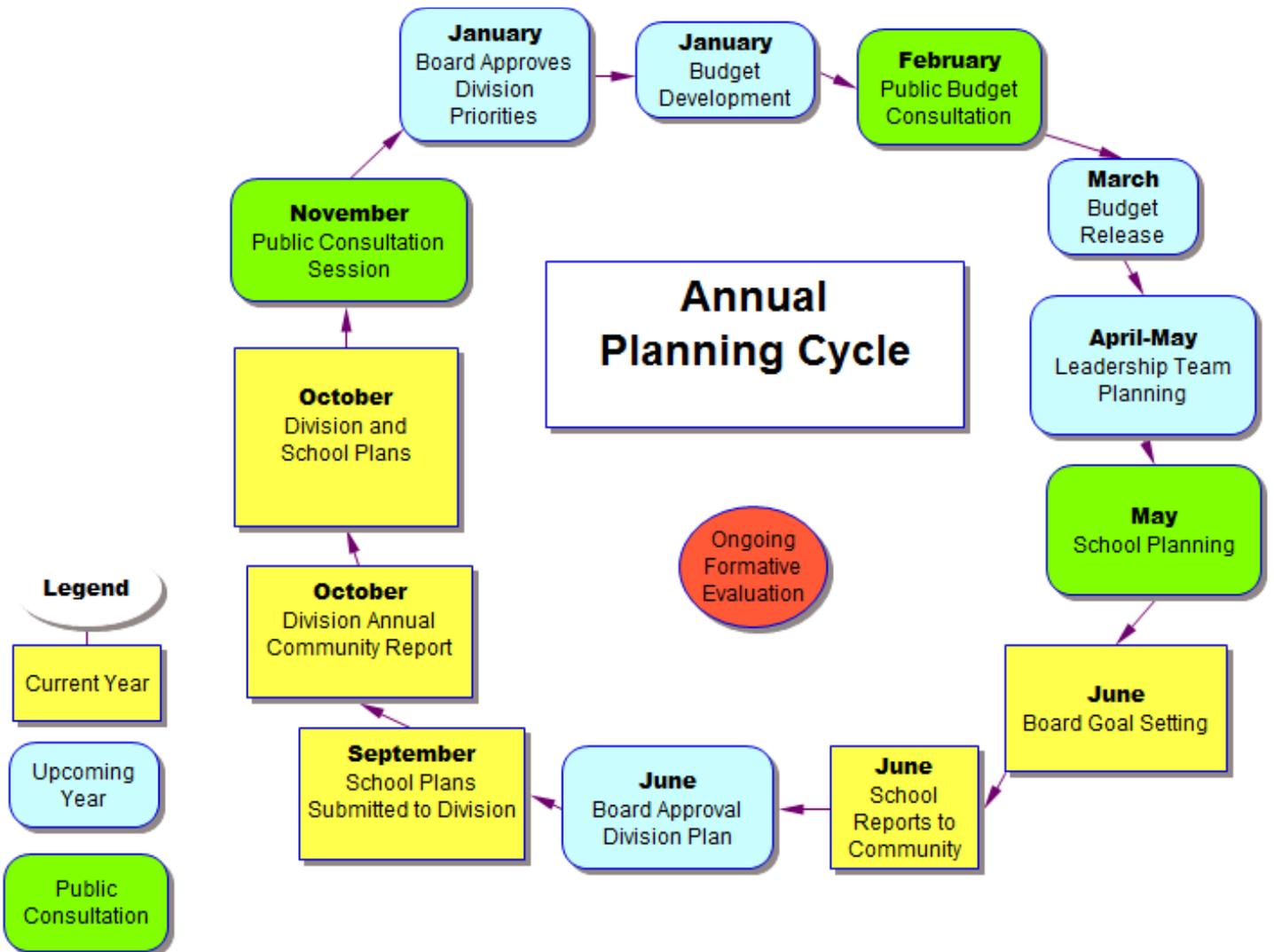
- Listen carefully and make notes
- You can be sympathetic and understanding but not an individual problem solver
- Make sure that you understand and can explain the line of communication
- Do not offer educational advice or express your opinion at this time
- Explain that you cannot make a decision as an individual but if the matter comes to the Board agenda via the Superintendent that you can speak to it with some background information
- Refer the situation to the Superintendent's office for procedure or clarification
- The Superintendent will act on the concern and provide direction
- Your role is to provide direction not solutions. The solutions will occur at the appropriate level in the line of communication
- Above all – make sure they understand what it is they must do for their next step or closure

Annual Board Planning Cycle

The Evergreen School Division Board follows an annual planning cycle. This cycle represents key activities and processes regarding planning, consultation and reporting for division priorities. Board agendas reflect this planning cycle.

Division priorities are established through annual Division Planning Sessions held prior to the commencement of the budget process. These priorities provide direction to Division staff for budget development, division planning, and school planning.

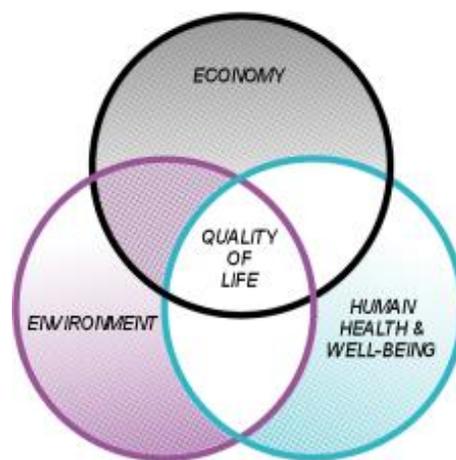
The following diagram summarizes the planning cycle:



Education for Sustainability

The Evergreen School Division Board acknowledges the widely-accepted view of Education for Sustainable Development (ESD) as a guiding principle in this policy. ESD is a concept that has been widely accepted by governments, educational institutions and agencies internationally. The Board had adopted the term Education for Sustainability to represent the school division's philosophy and beliefs regarding the application of this concept.

Education for Sustainability is a complex and evolving concept and requires learning about key themes from a social, cultural, environmental and economic perspective. It also explores how these factors are interrelated and interdependent. The Venn diagram to the right represents the interrelationship of the themes.



Education for Sustainability is about respecting and preserving our histories, valuing culture and community; caring for others and the environment; and taking action to create a fair, healthy and safe world for all beings. Education for Sustainability also supports flexibility, creativity, critical reflection and fosters a sense of personal responsibility for the economy, society and the environment.

Vision for Education for Sustainability

Students will become informed and responsible decision-makers, playing active roles as citizens of Canada and the world, and will contribute to social, environmental, and economic well-being and an equitable quality of life for all, now and in the future.

Responsibilities

The Superintendent/CEO is responsible for the implementation of this policy and the communication and promotion of the policy within and outside the school division. An annual monitoring report will be provided to the Board of Trustees regarding its implementation.

The school division will comply with applicable legislative requirements, including federal/provincial statutes, regulations, guidelines and any other applicable standards.

The school division will review Education for Sustainability goals and outcomes on an annual basis and audit progress against these objectives.

Goals

In order to achieve the vision and mission of the school division, the division seeks to meet the following goals:

1. To implement strategies to ensure that operations, activities, programs and facilities are sustainable without compromising the ability of present and future generations to fulfill their own goals.
2. To implement a systemic approach to Education for Sustainability.

3. To equip students with the knowledge, skills, attitudes and life practices that will contribute to a sustainable future.
4. To align human resources policies, practices and development plans with sustainability principles.
5. To apply sustainability principles to the design, construction and renewal of division buildings and all aspects of facility management, procurement, resource use and transportation.
6. To offer services and carry on its activities in such a way as to:
 - a. reduce consumption of non-renewable resources and the wastes generated from them;
 - b. use all renewable materials and energy resources at rates equal to, or lower than, their natural rates of deposition, reformation or reproduction in the ecosphere;
 - c. reduce and eventually eliminate the toxicity of these operations to the productivity and diversity of the ecosphere.
7. To encourage the development and adoption by students and staff of modes of transportation that progressively reduce consumption of nonrenewable resources, renewable resources, and energy resources, and that eliminate discharges of toxic substances and wastes to the ecosphere.
8. To integrate environmental, social and economic considerations in all aspects of management decision-making.
9. To establish decision-making processes, policies and procedures for sustainability which encourage participation by all those affected by the decisions made.
10. To continuously improve the school division's Education for Sustainability plan.
11. To integrate Education for Sustainability curriculum outcomes into the division's curriculum.
12. To meaningfully encourage and engage all education stakeholders – trustees, administration, staff, students and community to contribute to the implementation of this policy.



Board Meeting Guidelines

Committee of the Whole – In Camera

The difference between a Committee of the Whole meeting and a board meeting is twofold: firstly, a meeting of the Committee of the Whole may be held in-camera, and secondly, the board, when sitting as the Committee of the Whole, cannot make any decision that is legally binding. The Committee of the Whole functions in much the same manner as any other committee; it submits its report to the board in public session, and the board then acts upon the report. The Committee of the Whole is an important instrument in that it allows the board to discuss thoroughly issues which it believes should not be debated in public, while still making the final decision in a public meeting.

Without limiting the discretion of the Board to discuss any matter in Committee of the Whole In-Camera, the following will comprise a list of items which may routinely be discussed In-Camera:

- Legal opinions respecting liability of the Board
- Personnel matters of a confidential nature
- Medical reports
- Confidential matters relating to students
- Senior staff changes
- Purchase of property
- Confidential reports of outside organizations
- Lease or sale of property prior to actual acceptance of offer
- Negotiation reports
- Budget deliberations
- Other matters that may be deemed sensitive or confidential in nature

Education Committee

Terms of Reference

Revised January 2018

Rationale

In order to ensure a comprehensive knowledge of student achievement and information related to the functioning of the Division, it is necessary for the Board to review Division and school level data. Facilitated conversations which include small group dialogue and open time for questions is best achieved in the less formal committee meeting structure.

Mandate / Purpose

1. To monitor progress on our Education Plan (including Division and school level student achievement data)
2. To learn more about educational topics related to Division Priorities (including consultant reports, and presenters as appropriate)
3. Agenda items for the Education Committee meeting will be informed by Board monitoring reports and the annual Board Goals.
4. To Communicate with and engage the public regarding Division plans and priorities
5. Explore initiatives and emerging relevant educational topics

Committee Structure

All Trustees and Senior Administration

Frequency of meetings.

Approximately 5 times per year, as determined by the Board

Financial Audit Committee

Terms of Reference

Revised January 2018

Rationale

To provide oversight of the financial reporting process, the auditing process, the system of internal controls and compliance with laws and regulations.

Mandate/Purpose

1. To meet with the External Auditor to review the Audited Financial Statements and Management Letter.
2. To ensure that any significant findings and recommendations of the External Auditor are acted upon in a timely fashion.
3. To review annually the appointment of Auditors and make a recommendation to the Board of Trustees.
4. To review with Management, the systems of Internal Control on a periodic basis and make recommendations to the Board of Trustees as required.
5. To meet with Management, to discuss any financial matters that may be referred by the Board of Trustees.

Committee Structure

Board Chair, Board Vice-Chair, Chair of Finance Committee of the Whole Board,
Senior Administration

Frequency of Meetings

Up to 4 meetings per year.

Board Development Committee

Terms of Reference

Revised March 2017

Rationale

Board development and trustee learning is essential to the effective leadership that is proactive and assists in decision making that is strategic in helping the organization achieve its goals. Research demonstrates that boards which dedicate themselves to a planned and systematic approach to board development face fewer crises, and achieve higher levels of success, including a positive impact on student learning.

Board development takes place in many forms, including regular participation at Education Committee meetings and planning sessions, seminars and conferences, reading of educational journals and magazines, and networking with colleagues facing similar challenges.

The identification of areas where the board may require development activities can be accomplished through regular self-evaluation. Board self-evaluation enables the board to evaluate decision making, interpersonal relationships, and the ability to communicate effectively. To benefit from this information, the board needs a plan of action on how to proceed toward developing those areas that need attention and strengthening those that need improvement.

Mandate

The mandate of the Board Development Committee is to provide recommendations to the whole board regarding:

1. Board Self-Evaluation Activities
2. Annual Board Development/Planning Session
3. Conference/Workshop/Meeting Attendance
4. Recommend agenda items for the Education Committee meetings
(from planning/goal setting suggestions)
5. Budget for Board Development

Committee Structure

The committee will be comprised of four Trustees and Superintendent and/or delegate.

Frequency of Meetings

Up to 4 meetings per year.

Liaison and Negotiations Committee

Terms of Reference

January 2018

Rationale

To negotiate contracts with unions and non-union employee groups and to act as liaison in labour relations.

Mandate/Purpose

1. To meet with Senior Administration and MSBA Labour Relations Consultant participate in Collective Agreement negotiations as required
2. To liaise with Labour Unions to discuss and provide clarification to the interpretation of the Collective Agreements as required

Committee Structure

The committee will be comprised of four Trustees and Superintendent and/or delegate.

Frequency of Meetings

As required

Policy Monitoring Record (2020 – 2021)

Policy Number	Name of Policy	Monitoring Method	Monitoring Frequency	Date of Next Monitor
1	Mandate and Legal Status	Board Review	Annually	October
2	Vision and Mission	Board Review	3 – 5 Years	2022
3	Values and Beliefs	Board Review	3 – 5 Years	2022
4	Governance Model	Board Review	Annually	October
5	Board Operations	Board Review	Annually	October
6	System Goals and Indicators of Success	Board Review	Annually	Retreat
7	Community Engagement	Board Review	Annually	November
8	Role of the Board	Board Review	Annually	Retreat
9	Board Statement of Integrity / Code of Conduct	Board Review	Annually	Retreat
10	Policy Development and Amendment	Board Review	Annually	November
11	Board – Superintendent/CEO Relationship	Board Review	Annually	November
12	Emergency Superintendent Succession	Board Review	Annually	November
13	General Executive Constraint / Decision-Making Matrix	Board Review	Annually	Retreat
14	Learning Environment/ Programs and Services	Board Review	Annually	November
15	Fiscal Responsibility	Board Review	Annually	March
16	Audits	Board Review	Annually	March
17	Assets	Board Review	Annually	March

**Board Goals
2019-2020**

Goal	Strategies	Indicators	Timeline	Responsibility
<p>1. The Evergreen Board of Trustees will engage in learning to improve their skills and effectiveness (impartiality and decorum) as a Board and as individual trustees.</p>	<ul style="list-style-type: none"> • Attend related professional development as directed by the Board • Uphold belief statements regarding code of conduct • Attendance at <ul style="list-style-type: none"> ○ Annual Board Planning Session ○ Learning Walks in schools ○ Education committee meetings (incl evals) ○ Public Information / Budget evenings • Provide readings at each board meeting regarding trustee/ board effectiveness • Increase formality re: rules of order at Board meetings • Use of visual cues/ sentence stems to guide dialogue these may also be used by trustees in order to share the responsibility for keeping the group accountable • Chair of Board to follow up with individual trustees as required • Check-in & then re-survey on items specific to impartiality and decorum 	<p>Reports on conference attendance</p> <p>Trustee actions are in keeping with code of conduct</p> <p>Trustees ability to speak in a common way regarding our Education Plan and related practices</p> <p>Readings provided</p> <p>Clarity regarding new strategies/ reminders to improve meetings</p> <p>Board Self evaluation & Trustee individual self evaluation regarding improved effectiveness</p> <p>Improved survey results</p>	<p>Ongoing</p>	<p>Individual trustees</p> <p>Individual trustees/ Board Chair</p> <p>Board / Board Development Committee</p>

**Board Goals
2019-2020**

Goal	Strategies	Indicators	Timeline	Responsibility
<p>2. To respond appropriately to the outcomes of the Education Review</p>	<ul style="list-style-type: none"> • Host evening forum (November) to share information/ gather feedback on <ul style="list-style-type: none"> ○ Education Plan / Provincial priorities ○ budget consultation • Other meetings and communication to be determined. 			