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7.11 Approve construction projects in excess of five hundred thousand dollars ($500,000).

7.12 Approve annual amended budget

7.13 Monitor the fiscal management of the District through receipt of monthly financials and quarterly accountability reports including variance analyses and year--

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**July/August**

Meetings to be scheduled as needed

**As Required**

Attend trustee development/orientation sessions
Attend Board Liaison meetings as outlined in the Trustee calendar
Attend school functions (as invited)
Represent Board at BCSTA Metro Branch Meeting
Advance Board Positions through BCPSEA
Meetings with elected officials
Hear appeals as needed
Review the District Strategic Plan
Make disbursements from Capital Reserve Fund
Approve tender selection for contracts
Declare facilities surpluses to general school needs
Approve disposition and acquisition of real property (lands and buildings)
Ratify memoranda of agreement with bargaining units
Ratify Collective Agreements

**Monthly/Quarterly**

Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations)
Human Resources Update (Staffing) (Monthly Board In-Camera)
Non-Replacement Data (Staffing) (Quarterly Operations)
Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

*Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

*Revised: September 29, 2020*
*September 24, 2019*
*September 25, 2018*

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**Part 3:** The Board is elected for a four-year term. One key role is to represent the electorate within the boundaries of the district and effectively communicate to the electorate between elections in a manner, which creates accountability and builds confidence in the work of the Board.

**Evaluation Tool:** Collect, collate and analyze responses to a Communications/Representation questionnaire completed by all trustees.

**Part 4:** Boards have fiduciary, strategic and generative governance roles. All must be performed in an ethical manner.

**Evaluation Tool:** Collect, collate and analyze responses to a Readiness for Governance questionnaire completed by all trustees.

**Part 5:** With reference to the functioning of the First Team during the evaluation period Trustees will assess Board/Superintendent Relationships. In other words, is the Board effectively performing its role to make the First Team effective?

**Evaluation Tool:** Collect, collate and analyze responses to a Board/Superintendent questionnaire completed by all trustees.

**Part 6:** The Board's Policy role is critical to provide direction for the district, to delegate to and hold staff accountable through the office of the Superintendent, and to promote and protect public education. Regular review of Board policies is required to ensure the currency and effectiveness of such policies.

**Evaluation Tool:** Review the schedule of policy review to ensure the entire Handbook is subjected to review and revision once per term of office, identify any lack of alignment of practice with policy (e.g. from review of minutes) and make revisions as required in policy or practice as deemed appropriate.

**Part 7:**

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**Part 8:** Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning.

**Part 9:** Board assesses success or lack thereof addressing the positive path forward (PPF) approved as a result of the last evaluation and includes any required actions in the current PPF.

**Part 10:** Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

**Part 11:** Board approves the Positive Path Forward (PPF) by formal motion.

Note in the second and subsequent years the evaluation process will commence with an accountability review of the previous year's PPF to ensure actions were taken as required and desired results achieved

*SD No. 40 (New Westminster)*

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1.5 District programs and services;

1.6 Board's function as an appeal body;

1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and

1.8 Trustee remuneration and expenses.

2. The District will provide financial support for trustees to attend British Columbia School Trustees Association sponsored orientation seminars.

3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for trustees. The Superintendent shall ensure each trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.

4. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies and procedures.

*Legal Reference: Sections 49, 50, 52, 65, 85 School Act*
*Local Government Act*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

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# TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

*Conciliatory Measures*

2. Normally a trustee who believes that a fellow trustee has violated the Code of Conduct is encouraged to seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

3. Conciliatory measures shall include:

   3.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected.

   3.2 Failing resolution through the private conversation, the parties will engage the Board Chair, Vice-Chair or designate to gain resolution. If the concern is with the Board Chair, the concern should be raised with the Vice-Chair.

   3.3 The Chair and at the Chair's option the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the trustees involved.

4. It is recognized that a contravention of the Code may occur that is relatively minor, or

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4.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

4.7 Extend hospitality to trustees, officials of the Board, the media and members of the public.

5. Keep informed of significant developments within the District.

6. Assist with the Board's orientation program for new trustees.

7. Keep the Board and Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the District.

8. Be in regular contact with all Trustees and the Superintendent to maintain a working knowledge of current issues and events.

9. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees, which may affect the administration of the District.

10. Manage the Superintendent/CEO contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner.

11. Bring to the Board all matters requiring a corporate decision of the Board.

12. Act as ex-officio non-voting member of all committees appointed by the Board.

13. Act as a signing officer for the District.

14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

15. Ensure that inappropriate trustee behaviour is addressed by the chair or taken to the Board for resolution.

16.

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# ROLE OF THE BOARD VICE-CHAIR

The Vice-Chair shall be elected at the Inaugural Meeting of the Board in December each year and shall take office immediately. The Vice-Chair shall hold office at the pleasure of the majority of the Board.

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# ROLE OF THE BOARD VICE-CHAIR

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10.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.

10.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.

10.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.

10.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.

10.8 The Chair shall have the same voting rights as any other member

10.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.

10.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.

10.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

11. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

*Delegations*

11.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.

11.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.

11.3 Delegations shall have 10 minutes to present to the Board.

11.4 The Chair may refer to Robert's Rules of Order to ensure that all voices at the Board table have an opportunity to be heard.

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*Comment and Question Periods*

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

11.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.

11.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.

11.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.

11.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

*Correspondence*

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

11.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for

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11.12 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 11.10 or 11.11 above.

12. Trustee Remuneration and Expenses

12.1 Annual Remuneration

12.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.

12.1.2 Trustee stipend increases, if approved, will come in to effect on July 1 of each year.

12.2 Expenses

12.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

*Conference and Travel Expenses*

12.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

12.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.

12.2.4 The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.

12.2.5 Trustees may claim, while on Board business:

12.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;

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# NEW WESTMINSTER SANCTUARY SCHOOLS POLICY

The New Westminster Board of Education takes pride in its commitment to providing a safe and welcoming environment for all children and families who are ordinarily resident in New Westminster, including those with precarious immigration status or no immigration status.

## 1. OBJECTIVE

To uphold the Board's commitment to providing a safe and welcoming environment for all students who are ordinarily resident in New Westminster including those with precarious
1.

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# POLICY 22

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