



Board Policy 4

Trustee Code of Conduct

The Board and its members will conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

1. Trustees will serve the interests of the residents in Golden Hills School Division. Trustees recognize this responsibility to the whole to be greater than, but not limited to, the following:
 - 1.1 Any loyalty a Trustee may have to any other advocacy, interest or political groups;
 - 1.2 Loyalty based upon membership on other boards or staffs;
 - 1.3 The personal interest of any Trustee who is also a parent or guardian of a student in the organization; and
 - 1.4 Being a relative of an employee of the organization.
2. Trustees shall disclose the nature of any pecuniary interest on the Golden Hills Trustee Disclosure of Information Form, and abstain and absent themselves from discussion or voting on the matter in question.
3. To build trust among the members of the Board of Trustees and to ensure an environment conducive to effective governance, Trustees will:
 - 3.1 Carry out their responsibilities as detailed in Board Policy 3: Role of the Trustee with reasonable diligence.
 - 3.2 Endeavor to work with fellow Board members in a spirit of harmony and cooperation in spite of the differences of opinion that may arise during debate.
 - 3.3 Reflect the Board's policies and resolutions when communicating with the public.
 - 3.4 Respect issues of a sensitive or confidential nature and specifically those items discussed in camera.
 - 3.5 Avoid exercising individual authority over the Superintendent of Schools or any member of the staff. This includes:
 - 3.5.1 Negative judgements in a public forum of the Superintendent of Schools or individual staff's performance;
 - 3.5.2 The encouragement of direct communication with employees regarding issues that should be managed by various levels of school and district administration.
 - 3.6 Though each trustee is elected from different local wards, they will represent the best interests of the entire Division.
4. Trustees will not attempt to exercise individual authority over the organization.
 - 4.1 Trustees will not assume personal responsibility for resolving operational problems or complaints. Members will refer persons lodging operational complaints to the appropriate organizational level of impact.
 - 4.2 Members will not personally direct any employee or any part of the operational organization.
 - 4.3 When speaking to the press or otherwise publicly sharing personal opinions, members will respect decisions of the Board and will not undermine those decisions.



Board Policy 4

Trustee Code of Conduct

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 60, 81, 82, 83
- Alberta School Boards Association Code of Ethics (1983)

Attachments:

- Appendix: Trustee Code of Conduct Sanctions
- Form 4-1: Declaration of Pecuniary Interest

January 2006

Amended Nov 19, 2008



Board Policy 4 Appendix

Trustee Code of Conduct Sanctions

Trustees shall conduct themselves in an ethical and prudent manner in compliance with Policy 4, *Trustee Code of Conduct*. The failure by trustees to conduct themselves in compliance with this policy, including respecting matters of confidentiality and of a sensitive nature, may result in the Board instituting sanctions.

Breach of Confidentiality

1. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board Chair (or Vice Chair if the Chair is the suspected trustee) and request that the matter be discussed at an *in camera* meeting of the Board. If the Board agrees that a failure may have occurred, the following procedure shall be invoked:
 - 1.1 By resolution, the Board shall request that the Superintendent or designate (as Head of the Division under the *Freedom of Information and Protection of Privacy Act*), appoint an internal or external independent party to review the matter.
 - 1.2 The appointed party shall conduct an investigation and submit a report of findings as well as recommendations to the Board Chair and Superintendent. The Board Chair shall present the report *in camera*. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 1.3 By resolution, the Board shall determine if a violation of security, whether wilful or careless, has occurred. If the Board agrees that a violation has occurred, the Board, *in camera*, will consider the appropriate sanction from writing a letter of censure marked "Personal and Confidential" to removing the trustee from one or more Board appointments.
 - 1.4 By resolution, the Board shall determine the degree of sanction and duration.

All Other Breaches of the Code of Conduct

2. A trustee who believes that a fellow trustee has violated the Code of Conduct for matters other than respecting confidentiality may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. A trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of learning of the alleged event and indicate the nature of the complaint and the section or sections of the Code of Conduct that may have been violated by the trustee.
4. All trustees shall be forwarded a copy of the letter of complaint by the Board Chair within five (5) business days of the Board Chair receiving the letter of complaint. The matter will be discussed *in camera* by the Board.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW Appendix

BOARD APPROVAL:

MOTION NO.

Page 1 of 2

New Jan. 2011

January 11, 2011

2011-01-11-315



Board Policy 4 Appendix

Trustee Code of Conduct Sanctions

5. When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential.
6. If the Board agrees that a violation of the Code of Conduct has occurred, public disclosure of the complaint and/or the resulting decision(s) of the Board will be disclosed by way of Board motion(s).
7. A violation of any section of the Code of Conduct, other than matters of confidentiality, shall, by resolution of the Board, result in the Chair sending a letter of censure marked "Personal and Confidential" to the trustee in question and/or removal of the trustee from one or more Board appointments for a specified duration.
8. If a trustee is disqualified in accordance with the *School Act* at s.82 *Disqualification of trustees*, and/or at s.83 *Disclosure of pecuniary interest*, from remaining as a trustee of the Board and does not resign as per s.85, *Refusal to resign on disqualification*, the Board may by resolution declare the trustee to be disqualified from remaining a trustee or the Board may apply to the Court of Queen's Bench for an order to determine whether the trustee is qualified to remain as a trustee, or declare the trustee to be disqualified.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86



Board Policy 7

Board Operations

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The design is described in the following categories: wards, organizational meeting, regular meetings, special meetings, in-camera sessions, agenda for regular meetings, minutes, motions, delegations to the Board, recording devices, trustee compensation, trustee conflict of interest, and Board self-evaluation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public, as *per the School Act, RSA, C S-3, 2005, s. 70(1) which states: "The meetings of a board shall be held in public and no person shall be excluded from them except for improper conduct."*

While the Board believes its affairs should be conducted in public to the greatest extent possible, the Board also recognizes that there are times when public interest and the protection of individual privacy are best served by private discussion of specific issues in "in-camera" sessions.

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board believes that soliciting public feedback and input on a variety of educational topics, through a variety of methods, enhances communications and the effectiveness of the Board.

1. Wards

Within the stipulations of Ministerial Order 036/2000, establishing Golden Hills School Division, the Board provides for the nomination and election of trustees within the Division by wards.

- 1.1 All wards shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be six (6); two (2) from Ward 4, and one (1) from each of Wards 1, 2, 3 and 5.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

March 22, 2011
Nov. 29, 2011 2011-11-29- 052
Aug, 28, 2012 BD20120828.1006
June 25, 2013 BD20130625.1005 November 5,
2013
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BOARD APPROVAL:

August 31, 2016

MOTION NO.

BD20160831.1005

Page 1 of 12



Board Policy 7

Board Operations

2. Organizational Meeting

a. Non Election Year

Annually, an organizational meeting of the Board shall be held on the fourth Tuesday of August, usually just prior to the beginning of a new school year. The Superintendent or his/her designate will give notice of the organizational meeting as if it were a special meeting.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair as per **Appendix B: Organizational Meeting Election Procedures**. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected, to serve during the pleasure of the Board.

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

- i. Elect a vice-chair;
- ii. Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- iii. Create such standing committees of the Board as are deemed appropriate, and appoint members;
- iv. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- v. Establish a list of organizations for which general attendance is supported by the Board;
- vi. Establish or review trustee compensation rates; and
- vii. Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

b. Election Year

No later than four weeks following Election Day when there has been a general election, the Superintendent or his/her designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

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

In an election year, the matters decided by the Board in the previous organizational meeting will continue until the organizational meeting following the election.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 2 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug,28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting unless otherwise altered by Board motion.

4. Special Meetings

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

Special meetings of the Board may be held from time to time as provided for under section 67 of the School Act. These are public meetings. Notwithstanding, the Board may, by resolution, meet in-camera when it is expedient to do so for the protection of an individual’s privacy or when the Board believes the public interest is best served by private discussion.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons: matters related to individual student or individual employees, collective bargaining or compensation issues, litigation, acquisition/disposal of property, and other topics that a majority of trustees present believe should be held in private for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Board members and other persons attending the session are honour-bound not to disclose the substance of deliberations at such sessions.

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

6. Agenda for Regular Meetings

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 3 of 12
March 22, 2011		August 31, 2016	BD20160831.1005	
Nov. 29, 2011	2011-11-29- 052			
Aug, 28, 2012	BD20120828.1006			
June 25, 2013	BD20130625.1005	November 5, 2013		
September 22, 2015	BD20150922.1010			



Board Policy 7

Board Operations

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

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

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

The agenda is considered DRAFT until approved by the Board.

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair prior to the establishment of the agenda (at least seven days prior to the Board meeting).
- 6.2 By notice of motion at the previous meeting of the Board.
- 6.3 As a request from a committee of the Board.
- 6.4 Emergent issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may only be made with the approval of a majority of those trustees present.

Materials for Board meetings will be distributed to each trustee and the Superintendent at least three calendar days prior to the meeting. Agenda packages, minus any confidential materials, will be provided to members of the press and the general public attending the meeting. Copies of the agenda will be sent electronically to all schools for distribution through the principal to staff and School Councils. The agenda will be posted on the web site three days prior to the meeting. The Superintendent or designate is responsible for distribution and posting from the Division.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

The Board believes it is important to maintain a record of all proceedings at regular and special meetings and Board committees, both standing and ad hoc.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 4 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

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

7.1 The minutes shall record:

- 7.1.1 Date, time and place of meeting and time of adjournment;
- 7.1.2 Type of meeting (regular, special or committee);
- 7.1.3 Name of presiding officer;
- 7.1.4 Names of those trustees and administration in attendance;
- 7.1.5 Approval of preceding minutes;
- 7.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
- 7.1.7 Names of persons making the motion;
- 7.1.8 Points of order and appeals;
- 7.1.9 Appointments;
- 7.1.10 Summarized reports of committees;
- 7.1.11 Recording of the vote on a motion (when requested pursuant to the School Act, RSA, 2005, Chapter S-3, s. 72 *Voting on Question*); and
- 7.1.12 Trustee declaration pursuant to the Act, s. 80 Pecuniary Interest.

7.2 The minutes shall:

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

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

7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 5 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
- 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office.
- 7.6 The approved minutes of a regular or special meeting shall be posted to the website, distributed to the schools, staff and School Councils as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 7.7 Agenda packages shall be filed with the approved minutes.

8. Motions

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

8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

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

8.2 Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 6 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

If the Chair wishes to speak on a motion, s/he shall ask the Vice-Chair to assume the Chair's role. The Chair may hand the gavel to the Vice-Chair and thus signal his/her desire to speak on a motion. The Chair normally speaks just prior to the last speaker, who will be the mover of the motion.

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

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

8.4 Reading of the Motion

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

8.5 Recorded Vote

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

8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

8.7 Debate

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 7 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving education in Division schools.

The presentation by a delegation shall be at a duly constituted meeting of the Board.

- 9.1 Notice to appear at the meeting, shall be given to the Superintendent or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Superintendent shall acquaint the Board members with the matter prior to the delegation meeting with the Board.
- 9.2 The purpose of the delegation shall be clearly stated in the notice.
- 9.3 A suggested amount of time required for the presentation shall be stated and recorded on the Board agenda. The Board Chair reserves the right to limit and control the discussion.
- 9.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 9.5 It is understood that the delegation shall have a spokesperson.
- 9.6 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.
- 9.7 Except in an emergency the Board shall defer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 9.8 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 8 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

9.9 Notwithstanding the Board’s provision for a delegation, if the Board has reason to believe that more than one or two delegations will desire an opportunity to address the Board on a particular educational matter, the Board may limit delegations at a Regular Meeting and instead convene a public hearing for the purpose of receiving input on a specific matter.

10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

11. Trustee Participation in Meetings via Video or Teleconference

A trustee may participate in a meeting of the Board by electronic means or other communication facilities providing the communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating by electronic or other communication facilities are deemed to be present at the meeting.

11.1 A trustee is normally expected to attend in person a meeting of the Board, unless there is a valid reason for attending by electronic means or other communication facilities. Valid reasons include weather conditions that affect the trustee’s ability to travel safely, illness that may limit the trustee’s ability to travel or be in a public meeting, or other circumstances that seem reasonable to the trustee.

11.2 A trustee attending a meeting by electronic means or other communication facilities is expected to provide sufficient advance notice to the Board Chair so that necessary accommodations, such as video conferencing service, can be in place at the designated meeting place for the expected duration of the meeting.

11.3 A trustee who is not able to attend a meeting in person determines if he/she will be considered absent, or if he/she will attend by electronic means or other communication facilities. The trustee will consider the cost implications to the Board, especially if he/she is outside the jurisdiction, the presumed reliability of the electronic means or other communication facilities, or any other circumstances such as confidentiality which may impact the normal business of a Board meeting.

12. The Board believes that trusteeship, first and foremost, is a public service.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 9 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board recognizes, however, that the discharge of this public service makes considerable time demands and often results in the trustee incurring expenses.

The Board also believes there is a need for on-going trustee and Board development. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

12.1 Trustees shall be compensated in accordance with **Appendix A: Trustee Compensation**. The Board will review compensation rates regularly.

12.2 Compensation will be contingent upon the completion of the appropriate claims form. Compensation claims forms are to be regularly, and within 90 days of the expense, submitted to and authorized by the Board Chair no later than the last Board meeting of the month. All claims are to be submitted prior to the end of the fiscal year for the year in which the expense occurred.

12.3 Trustees will establish an annual operating budget for trustees in conjunction with the Division budget planning process.

13. Trustee Conflict of Interest

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

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

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

13.1 The trustee is expected to be conversant with the School Act, R.S.A. 2000, Chapter S-3, Division 3 Conflict of Interest, and in particular, Pecuniary Interest s. 80 and Disclosure of Information s. 81.

13.2 The trustee is solely responsible for declaring him/herself to be in possible conflict of interest.

13.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 10 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Self-Evaluation

14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process.

14.2 The purpose of the Board self-evaluation is to answer the following questions:

14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

14.2.2 How do we perceive our interpersonal working relationships?

14.2.3 How well do we receive input and how well do we communicate?

14.2.4 How well have we adhered to our annual work plan?

14.2.5 How would we rate our Board-Superintendent relations?

14.2.6 How well have we adhered to our governance policies?

14.2.7 What have we accomplished this past year? How do we know?

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

14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

14.3.3 An evidence-based approach provides objectivity.

14.4 The components of the Board self-evaluation are:

14.4.1 Review of Board Role Performance

14.4.2 Monitoring Interpersonal Working Relationships

14.4.3 Monitoring Board Representation/Communication

14.4.4 Review of Annual Work Plan Completion

14.4.5 Monitoring Board-Superintendent Relations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 11 of 12

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug,28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

14.4.8 Creating a Positive Path Forward

15. Trustee Remuneration and Expenses

- 15.1 Trustees receive a monthly rate to remunerate them for regular business in their role as trustee. Regular business includes: attendance at school or public events in the Ward, and interactions with GHSD community, members and groups, etc.. These rates are listed in Appendix A.
- 15.2 Trustees will also receive monthly reimbursement for costs associated with technology, such as cellphone costs (see **Appendix A**).
- 15.3 Trustees may also claim reimbursement for meetings and travel, with Board Chair approval. Meetings that are eligible for reimbursement include: regular and special meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, PSBAA, Rural Caucus, ASBA Conventions and Provincial meetings or when representing the Board at other events in accordance with a Board motion, at the following rates as per daily/hourly rate.
- 15.4 Meal Reimbursement - Per Diem
 - 15.4.1 With the receipt, actual reasonable costs will be reimbursed.
 - 15.4.2 Without the receipt, trustees may claim for a per diem rate aligned with district expenses (see Appendix A).

Legal References:

- School Act, R.S.A. 2000, C. S-3, S. 60, 64, 65, 66, 67, 68, 70, 71* (Miscellaneous Statutes Amendment Act, 2009 amended Section 71 as of November 26, 2009, enabling trustees to participate in meetings via video or teleconference) , 72, 73, 74, 75, 76, 80, 81, 83, 145, 208, 237, 246, 247

Appendices:

- Appendix A: Trustee Remuneration and Expenses
- Appendix B: Organizational Meeting Election Procedures

Revised – Board Motion: October 23, 2007
 Amended – Board Motion: November 13, 2007
 Appendix: Amended – Board Motion October 14, 2008
 Appendix: Amended – Board Motion BD#20120626.1014
 Amended – Board Motion: April 7, 2009
 Amended – Board Motion August 25, 2009
 Amended – March, 2010

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 12 of 12
March 22, 2011		August 31, 2016	BD20160831.1005	
Nov. 29, 2011	2011-11-29- 052			
Aug, 28, 2012	BD20120828.1006			
June 25, 2013	BD20130625.1005			
November 5, 2013				
September 22, 2015	BD20150922.1010			



Board Policy 7

Board Operations

Appendix A – Trustee Remuneration and Expenses

Remuneration

(Effective January 01, 2019)

Trustee Remuneration Monthly Rate	
Chair	\$1,160
Vice-Chair	\$945
All other trustees	\$700
Technology Allowance	\$50

Benefits	
As per trustee eligibility	ASEBP Benefits OR a \$2,500 ASEBP Health Spending Account

Hourly Rates

(Submitted through approval process)

Meeting Hourly Rate	
Meeting – Hourly	\$55
Meeting – Full Day (7 or more hours)	\$385
Travel* – Hourly Rate	\$27

Travel and Expenses Reimbursement	
As set for GHSD staff travel	Current CRA Rates

* Other travel expenses (.e. parking, taxi fares, airfare, internet access, etc.) will be reimbursed as receipted.

Meal Reimbursement			
	Breakfast	Lunch	Dinner
Without Receipt	\$12	\$17	\$22
With Receipt	As per receipt		

Trustee Development**
\$4,000 allocation per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars) in topics specifically related to education and governance. ** All Trustee development expenditures to be approved by Board Chair.

** Includes travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates are assessed against the trustee’s individual allocation for self-directed development.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 2

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

Accommodation	
With Receipt	As receipted
Without Receipt	Lodging allowance for private accommodations (e.g. relative's home) at \$75 max/stay

Note: Trustees are encouraged to submit expense claims within 35 days from the date of expenditure.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 2 of 2

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Appendix B - Organizational Meeting Election Procedures

Election of Chair and Vice Chair (Script)

CHAIR

Step 1 - Secretary Treasurer: “The next order of business is the election of Chair.”

Step 2 - Secretary Treasurer: “I now call for nominations for the position of Chair of the Golden Hills School Division for the insert year Term.” *(Pause and wait for nominations to start.)*

Step 3 - Trustee: “I nominate insert name for Chair”.

Step 4 - Secretary Treasurer asks the Nominee: “Do you accept the nomination?”

Step 5 - Nominee replies: “Accept” or “Decline”

Step 6 - Secretary Treasurer: “I acknowledge the nomination of insert name. Are there any further nominations?” *(Pause and wait for any further nominations. If there are more, repeat steps 3 - 6, then carry on to step 7.)*

Step 7 - Secretary Treasurer: “I call for nominations a second time?”

Step 8 - Secretary Treasurer: “I call for nominations a third time?” *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Secretary Treasurer declares nominations ceased.)*

Step 9 - Secretary Treasurer: “I declare nominations closed.” *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Secretary Treasurer: “May I have a motion to declare Trustee insert name acclaimed as the Chair of Golden Hills School Division for the insert year Term?”

Secretary Treasurer: “Congratulations, Chair insert name. Please accept the gavel.” *(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)*

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Secretary Treasurer: “For Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc.”

Secretary Treasurer: “I appoint insert name of Associate Superintendent as Returning Officer.” *(Ballots are distributed at this time.)*

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 3

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

Secretary Treasurer: “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Chair.”

Returning Officer (*receives the ballots and tallies the official count. He then lets the Secretary Treasurer know the vote.*)

Secretary Treasurer: “May I have a motion to declare that Trustee insert name has been elected as Chair of Golden Hills School Division for the insert year Term.”

Secretary Treasurer: “May I have a motion to destroy the ballots? All in favour?”

Secretary Treasurer: “Congratulations, Chair insert name. Please accept the gavel.” (**ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.**)

VICE CHAIR

Step 1 - Chair: “The next order of business is the election of Vice Chair”.

Step 2 - Chair: “I now call for nominations for the position of Vice Chair of the Golden Hills School Division for the insert year Term. (*Pause and wait for nominations to start.*)

Step 3 - Trustee: “I nominate insert name for Vice Chair”.

Step 4 - Chair asks the Nominee: “Do you accept the nomination?”

Step 5 - Nominee replies: “Accept” or “Decline”

Step 6 - Chair: “I acknowledge the nomination of insert name. Are there any further nominations?” (*Pause and wait for any further nominations. If there are more, repeat steps 3-6, then carry on to step 7.*)

Step 7 - Chair: “I call for nominations a second time?”

Step 8 - Chair: “I call for nominations a third time?” (*Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Chair declares nominations ceased.*)

Step 9 - Chair: “I declare nominations closed.” (*This verifies the closing of nominations.*)

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Chair: “May I have a motion to declare Trustee insert name acclaimed as the Vice Chair of Golden Hills School Division for the insert year Term?”

Chair: “Congratulations Vice Chair insert name.”

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Chair: “For Vice Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc.”

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 2 of 3

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 7

Board Operations

Chair: “I appoint insert name of Associate Superintendent as Returning Officer.” *(Ballots are distributed at this time.)*

Chair: “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Vice Chair.”

Returning Officer *(receives the ballots and tallies the official count. He then lets the Chair know the vote.)*

Chair: “May I have a motion to declare that Trustee insert name has been elected as Vice Chair of Golden Hills School Division for the insert year Term.”

Chair: “May I have a motion to destroy the ballots? All in favour?”

Chair: “Congratulations Vice Chair insert name.”

TIE VOTE

In the event of a tie vote:

- You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address Trustees and answer questions may be provided prior to additional ballots.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 3 of 3

March 22, 2011

August 31, 2016

BD20160831.1005

Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010



Board Policy 13

Appeals & Hearings Regarding Student Matters

Under the School Act, the only matters on which the Minister of Education will consider appeals are:

1. Special education placement;
2. Language of instruction;
3. Home education programs;
4. Student expulsion;
5. Amount and payment of fees or costs;
6. Access to, or the accuracy or completeness of student records;
7. Amount of fees payable by a Board to another Board; or
8. Board responsibility for a specific student.

The Board will hear appeals on administrative decisions, submitted in accordance with the relevant sections of the School Act, that significantly affect the education of a student.

All Matters Other Than Expulsion of a Student

1. Prior to a decision being appealed to the Board, it must be appealed to the Superintendent.
2. Parents of students, and students 16 years of age or over, have the right to appeal to the Board a decision of the Superintendent. The Superintendent must advise parents and students of this right of appeal.
3. The appeal to the Board must be made within five days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents, or students as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. Appeals will be heard by the Board at a regular Board meeting, whenever possible. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Superintendent, or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.



Board Policy 13

Appeals & Hearings Regarding Student Matters

6. The Board Chair will consider any requests for adjournments of hearings of appeals regarding student matters, and must consider the reason for the request and whether the person making the request has sufficient notice and time to prepare for the presentation.
7. The appeal will be heard at an in-camera meeting of the Board.
8. The Board reserves the right to make its decision at a subsequent Board meeting. The parties to the appeal will be advised when the decision will be made. The Board decision will be made in open session.
9. The appeal hearing will be conducted in accordance with the following guidelines:
 - 9.1 The Chair will outline the purpose of the hearing, which is to provide:
 - 9.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 9.1.2 The Board with the means to receive information and to review the facts of the dispute;
 - 9.1.3 A process through which the Board can reach a fair and impartial decision.
 - 9.2 Notes of the proceedings will be recorded for the purpose of the Board's records.
 - 9.3 The Superintendent and/or designate(s) will explain the decision and give reasons for the decision.
 - 9.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or designate(s).
 - 9.5 The Superintendent and/or designate(s) will have an opportunity to respond to information presented by the appellant.
 - 9.6 Board members will have the opportunity to ask questions or clarification from both parties.
 - 9.7 No cross-examination of the parties shall be allowed, unless the Chair deems it advisable under the circumstances.
 - 9.8 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
 - 9.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
 - 9.10 The Board decision and the reasons for that decision will be communicated to the appellant by telephone and confirmed in writing following the hearing. Included in the communication



Board Policy 13

Appeals & Hearings Regarding Student Matters

to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Board, if the matter under appeal is a matter described in the School Act.

Expulsion of a Student

The Board will hear representations with respect to a recommendation for a student expulsion in accordance with the School Act.

If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension to the Superintendent and provide a recommendation to the Board through the office of the Superintendent.

The Board will convene in an in-camera session upon the call of the Superintendent but in no event shall the hearing occur later than ten school days from the first day of suspension.

Parents of students, or students 16 years of age or over, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.

The Board may have legal counsel in attendance.

Notes of the proceedings will be recorded for the purpose of the Board's records.

The expulsion hearing will be conducted in accordance with the following guidelines:

1. The Chair will outline the purposes of the hearing, which are to:
 - 1.1 Provide an opportunity to hear representations relative to the recommendation from the Principal;
 - 1.2 Provide an opportunity for the student and/or the student's parent to make representations;
 - 1.3 Reinstatement or expulsion of the student.
2. The Chair will outline the procedure to be followed, which will be as follows:
 - 2.1 The Principal will present the report documenting the details of the case and the recommendation to expel the student;
 - 2.2 The student and the student's parents will be given an opportunity to respond to the information presented and to add any additional relevant information;
 - 2.3 The members of the Board will have the opportunity to ask questions of clarification from both the Principal and the student and the student's parents;



Board Policy 13

Appeals & Hearings Regarding Student Matters

- 2.4 The Board will meet without either the administration or the student and the student's parents present, to discuss the case and the recommendation. The recording secretary will remain in attendance. Legal counsel may also remain in attendance.
 - 2.5 Should the Board require additional information, both parties will be requested to return in order to provide the requested information;
 - 2.6 The Board will make a decision to either reinstate or expel the student; and
 - 2.7 The Board's decision shall be communicated in writing to the student and the student's parents within five days of the hearing, with copies being provided to the Principal and the Superintendent. (The Superintendent's office will attempt to inform the parent(s) and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.)
3. If the Board's decision is to expel the student, the following information must be included in the letter to the student and the student's parents:
 - 3.1 The length of the expulsion which must be greater than 10 school days;
 - 3.2 The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
 - 3.3 The right of the student and the student's parents to request a review of the decision by the Minister of Education.
 4. Expulsion is at the discretion of the Board. The Board, in making its decision, shall take into account the circumstances under which the student committed the offence. The following offences may be considered by the Board as justification for expulsion:
 - 4.1 Open opposition to the authority of the staff;
 - 4.2 Conduct deemed to be injurious to the general tone and well-being of the student population being served by the school and the staff employed by the Division;
 - 4.3 Willful disobedience over a prolonged period or in a single instance where the disobedience endangers the students, teacher, building or general climate of orderly behavior;
 - 4.4 Habitual neglect to do work that is assigned to the student and which is within his/her competence to complete;
 - 4.5 Profane or indecent language in the presence of other students or staff;
 - 4.6 Threats of physical violence or acts of violence against a staff member or a serious unprovoked attack on other students;
 - 4.7 Any act of indecency in a school building or on the school grounds;
 - 4.8 Failure to observe and to obey any reasonable rule, regulation or procedure established by a staff member for maintaining a climate of behavior conducive to learning;



Board Policy 13

Appeals & Hearings Regarding Student Matters

- 4.9 Willful or malicious damage to property or equipment on school premises; or
- 4.10 Prohibited use of drugs, alcohol, or tobacco.

It is expected that all students will comply with the relevant sections of the School Act, Board policy and school policy.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 10, 12, 24, 25, 48, 61, 123, 124, 125

Feb 2006

Reviewed April 7, 2009



Board Policy 14

Hearings on Teacher Transfers

The Superintendent may transfer a teacher in accordance with the relevant section of the School Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

Specifically

1. A teacher who has been given a notice of transfer by the Superintendent must make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer within seven (7) days of receipt of the transfer notice.
2. The request for a hearing before the Board shall be submitted by the teacher to the Secretary-Treasurer with a copy being provided to the Superintendent.
3. The Board may set a date and time for the hearing requested not earlier than 14 days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.
4. The Secretary-Treasurer shall advise the teacher in writing of the date, time and location of the hearing.
5. Any written materials the teacher or the Superintendent wishes trustees to consider must be submitted to the recording secretary not less than four (4) days prior to the scheduled date of the meeting. The recording secretary will provide copies to the trustees, the Superintendent, and the teacher.
6. The teacher or the Superintendent may be accompanied by counsel or other representative, and may bring witnesses if, not less than four (4) days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing:
 - 6.1 The names of counsel, other representatives, and any witnesses; and
 - 6.2 An explanation satisfactory to the Board Chair as to why the witnesses' evidence may not be adequately presented in writing.
7. At the hearing on teacher transfer appeals, the following procedural rules will apply:
 - 7.1 Notes of the proceedings will be recorded for the purposes of the Board's records.
 - 7.2 The Superintendent and the teacher shall be given an opportunity to make introductory and closing statements.
 - 7.3 If the Superintendent considers it necessary to have witnesses appear with respect to the transfer decision, they shall be called to appear prior to the teacher making any representations.



Board Policy 14

Hearings on Teacher Transfers

- 7.4 Trustees shall ask questions of a witness only after the party calling the witness has completed its presentation.
- 7.5 The presentation of the teacher's case shall commence after the Superintendent has presented his/her evidence.
- 7.6 After the teacher's closing statement, the Superintendent shall have an opportunity to respond to information presented by the teacher.
- 7.7 Board members will have the opportunity to ask questions or clarification from both parties.
- 7.8 No cross-examination of witnesses shall be allowed, unless the Board Chair deems it advisable.
- 7.9 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
- 7.10 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
- 7.11 The Board decision will be communicated to the teacher by telephone and confirmed in writing following the hearing.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 104, 105, 107, 109

Adopted January, 2006

Reviewed April 28, 2009



Board Policy 15

Program Reduction and School Closure

In accordance with the School Act and accompanying regulations, the Board of Trustees is responsible for the use of school facilities. The Board of Trustees may make recommendations or set priorities for replacement, modernization or new capital investment for submission to the Ministry of Education. Further, the Board of Trustees may make decisions regarding closure of schools or programs and disposition of property. In keeping with this responsibility, the Board may need to consider program reduction or closure of a school for efficiency and effectiveness of operations and may consider any one or more of the following criteria: the necessity to safeguard the health and safety of students, staff or the public; the sustainability of the operation; student enrolment which makes it difficult to resource instructional programming; the cost of maintaining operable conditions or restoring operable condition is unreasonably high, and the need to consolidate or relocate existing schools or programs to serve the overall interests of public education under the jurisdiction of the Board of Trustees.

Procedures

1. Program reduction will occur when the Board decides it will no longer offer 3 grade programs.
2. During the school year, the Board will receive information as part of regular Board meetings regarding the status of all schools in the system. This information will be received through the annual school summaries report, enrollment reports, transportation reports, capital reports as well as others. In addition to the formal process for receiving information, the Board may also receive information through other sources including parent feedback or parent requests.

The Board may use any or all of this information to identify which schools or programs if any should be considered for complete or partial closure.

3. Based on the consideration of information from various sources, the Board shall raise the matter by way of a motion at a public board meeting that it is considering complete or partial closures of designated schools for the next year.
4. When considering the possible closure or partial closure of a school or school program, the Board will comply with the procedures outlined in the School Act and associated Ministerial Regulations.
5. When the Board of Trustees determines to close a school entirely, the Board shall request Ministerial consent to dispose of the building and site in a manner that is consistent with the best interests of the School Division and with consideration for the community impacted by the decision.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 58, 200
- Alberta Regulation Closure of School Regulation 238/97

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 2

December 2009; Sept. 27,
2011;
June 2013 BD20130625.1006

March 2014



Board Policy 15

Program Reduction and School Closure

Note: Procedural requirements, including notice, public meeting, time frame are detailed in the Regulation which can be accessed at http://www.qp.alberta.ca/574.cfm?page=1997_238.cfm&leg_type=Regs&isbncln=9780779735167

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

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MOTION NO.

Page 2 of 2

December 2009; Sept. 27,
2011;
June 2013 BD20130625.1006

March 2014



Board Policy 16

Recruitment and Selection of Personnel

The Board believes that the recruitment and selection of personnel in formal leadership positions is a shared responsibility between the Board and the Superintendent.

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board and Superintendent together select the Deputy Superintendent, Associate Superintendent and Secretary-Treasurer positions.
 - The Superintendent shall be responsible for advertising available positions.
 - The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - The Board and the Superintendent shall constitute the interview team.
 - These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
3. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including the senior administration detailed above.
4. The following process will be followed for the appointment of candidates to the position of Principal.
 - The Superintendent shall form an interview team with the opportunity to include one trustee.
 - The successful candidate must be supported by a clear majority of the interview team and the Superintendent must be one of the votes in the majority.
 - The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
 - The Superintendent may appoint an “acting principal” without going through the formal selection process. The position vacancy will be advertised prior to the commencement of the subsequent school years.
5. Other than the positions described above, the Superintendent is delegated full authority to recruit and select staff for all positions.
6. The Superintendent may initiate a procedure for transfers of Principals and Associate Principals between schools.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

June, 2009

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BOARD APPROVAL:

March 25, 2014

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Page 1 of 2



Board Policy 16

Recruitment and Selection of Personnel

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 61, 113, 114, 115, 116, 117

Amended June 23, 2009

Revised March 24, 2014

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

June, 2009

NEW POLICY

BOARD APPROVAL:

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Page 2 of 2



Board Policy 17

Student Transportation Services

The Board of Trustees believes student safety is of paramount importance in the operating of the transportation system.

Boards are required to provide transportation for students who reside more than 2.4 km from their designated schools. However, the Board permits other students to access available space at existing stops on existing routes.

Transportation routes support the school attendance boundaries.

The Board may set fees for transportation services as per the current AB ED Funding Manual.

The Board may enter into transportation agreements with other boards.

Specifically

1. The Superintendent or designate shall be responsible for designing safe, efficient, effective transportation services and may adjust, eliminate, establish or alter routes at any time during the year.

2. **Registration and Application Process**

All riders are category A or B. Students who are eligible for transportation and/or those requesting courtesy service must apply. See Request for Transportation Services Form (see Form 18-1). The Superintendent, or designate, approves the applications and in a timely manner notifies the applicant. Applications are approved according to the following order of priority.

3. **Order of Priority for Service**

A. *Essential Service - Distance 2.4+ km to designated school or students with special needs directed to an out-of-area school.*

3.1. Distance

Students residing more than 2.4 km from their designated school are eligible for transportation services to that school. Registration and approval is considered continuous unless the student moves or changes school.

3.2. a. Exceptional Special Needs

Students with exceptional special needs may be directed to a school when services or programs are unavailable in the designated school. Students are eligible for



Board Policy 17

Student Transportation Services

transportation services or support for parent transportation to the directed school (subject to approval from the Superintendent or designate).

b. Out of School Areas

Direction to attend an out-of-area school shall continue from year to year provided that the condition under which the direction was granted continues to exist.

B. Courtesy Service - (listed by priority)

Courtesy service is subject to availability and expires at the end of the school year in which it is offered. Parents must apply annually for courtesy service.

3.3 Safety Considerations

Students residing within the 2.4 km distance may access transportation if the walk to their designated school poses significant safety hazards (e.g. crossing a highway, outside town boundaries) subject to available space on existing routes.

3.4 Elementary Students

Students K-6 residing further than 0.75 km from their designated school may access transportation to that school.

3.5 Junior/ Senior High Students

Students in grades 7-12 residing within 2.4 km of their designated school may access transportation to that school, subject to availability on existing routes, at existing stops.

3.6 Program of Choice (i.e., a school other than the designated school)

Subject to annual renewal students attending a program of choice may access transportation to the program of choice, subject to available space, at an existing stop, on an existing route. Parents are responsible for making appropriate arrangements for supervision of their child at the stop. Appropriate arrangements include written consent and agreement to provide supervision from the residents at the existing stop. Parents must contact the Transportation Supervisor for information regarding the supervision requirements.

3.7 Children Drop Off/Pickup

A parent may request, with sufficient notice, that his/her child be picked up/dropped off at a *regular* caregiver's location rather than the child's place of residence. If these

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 2 of 3

March 2014

May 23, 2017

BD20170523.1011



Board Policy 17

Student Transportation Services

arrangements require the student to be transported on a different bus from his/her regular route, approval is subject to availability of a seat on the other bus. Requests will be approved by the Superintendent, or designate, only if the caregiver's location is on an established bus route.

4. Other Considerations

Materials required for a student's program at school may be transported on the school bus provided the size, weight, or nature of the materials do not compromise the safety of students. A driver may refuse to transport items that he/she deems to be a danger to the safety of the students.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 51, 52, 53, 60, 62
- Traffic Safety Act, R.S.A. 2000, C. T-6
- Alberta Education Funding Manual



Board Policy 18

Alternative Programs

The Board believes in providing a variety of programs in order to meet the specific needs and interests of students and their parents. To provide opportunity for parental choice, Alternative Programs may be offered in Golden Hills School Division.

Definition

An “alternative program” is defined as an education program that emphasizes a particular language, culture, religion or subject-matter, or uses a particular teaching philosophy. An alternative program is not a Section 47 special education program, a Section 10 Francophone education nor a program of religious education offered by a separate school board.

Procedures

1. Proponents shall submit a proposal to establish an Alternative Program to the Superintendent or designate. A submission shall be made with sufficient notice before the expected start up date in order to provide adequate time for clarification, discussion and planning. Feedback on the proposal will be provided to the originators of the Alternative Program proposal. Once the proposal is deemed to be complete, the Superintendent will arrange for the originators to make a presentation of the proposal to the Board. The Board may reject the proposal or direct Administration to bring recommendation(s) to the Board for further discussion and a decision to accept or reject the proposal. If the proposal is accepted by the Board, detailed preparations such as timelines, transportation, student recruitment, staffing and location will be carried out through the office of the Superintendent.
2. Each Alternative Program proposal must include, but is not limited to, the following elements:
 - 2.1 Background research
 - 2.2 Philosophy, objectives and mission statement
 - 2.3 Distinguishing feature(s) of the Alternative Program
 - 2.4 Operational budget
 - 2.5 Staffing profiles to meet the Alternative Program objectives
 - 2.6 Evaluation of Alternative Program methodology and objectives
 - 2.7 Projected student population and geographical location and ages/grades of students
 - 2.8 Transportation of students to and from the Alternative Program
 - 2.9 Curriculum and instructional materials in addition to Alberta Education curriculum
 - 2.10 School Council implications
3. Criteria for development and continued support of an Alternative Program:

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 2

June 08, 2009



Board Policy 18

Alternative Programs

- 3.1 All Golden Hills School Division policies and procedures apply unless specifically exempted by the Board.
 - 3.2 The approach to education is pedagogically sound and the numbers of students are sufficient to warrant the program.
 - 3.3 The program respects and supports the rights of other students in the Division.
 - 3.4 The program follows the Program of Studies for the Province of Alberta.
 - 3.5 The program is accommodated within an existing school wherever feasible.
 - 3.6 The program is financially viable.
 - 3.7 Staff are employed, evaluated, and responsible to Golden Hills School Division, according to Golden Hills policy and procedures.
4. The Board may charge a fee for defraying all or a portion of any non-instructional costs to parents who wish to enroll their children in an Alternative Program if the per student cost of the Alternative Program exceeds costs incurred by the Board in providing its regular education program or to defray costs that may be incurred by the Board in developing and offering the Alternative Program.
 5. Alternative Program(s) will be reviewed on an on-going basis by the Superintendent to assess viability.
 6. The Board, School Council or another advisory body, which is delegated authority by the Board with respect to an Alternative Program, shall provide at least six months notice that it no longer plans to offer or support the Alternative Program. Notice of less than six months may be accepted by mutual agreement, or a specific agreement between the Board and an Alternative Program may detail other provisions for notice of termination of the agreement or termination of the program.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 10, 21, 22, 47
- Alternative Programs Policy 1.1.5

Reviewed June 8, 2009



Board Policy 19

Disposition of Property

When land and buildings or other property become surplus to needs, the Board of Trustees shall arrange for the effective disposal of these items.

In accordance with the School Act and accompanying Regulations, the Board of Trustees is responsible for the use of school facilities. The Board of Trustees may make recommendations or set priorities of replacement, modernization or new capital investment for submission to the Ministry of Education. Further, the Board of Trustees may make decisions regarding closure of schools or programs and disposition of property.

Procedures:

1. The Board of Trustees shall dispose of land and buildings in the best interest of the community and of the students in the District, pursuant to existing government legislation and regulation.
2. Disposal of surplus land and buildings requires the approval of the Board of Trustees.

Board policy respecting use of school buildings (AR 181/2010 – Section 2)

3. The following criteria shall be used to determine whether the Board of Trustees has use for a school building that has been closed pursuant to the Closure of Schools Regulation:
 - a. Demographic factors and enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve.
 - b. Consultation with other publicly funded school boards with respect to their needs for the school building.
 - c. Any other criteria the Board of Trustees considers necessary.

Board policy respecting surplus reserve land (AR 181/2010 – Section 4)

4. The following criteria shall be used to determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Board of Trustee's needs:
 - a. Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve.
 - b. Student accommodation and transportation issues.
 - c. Whether a school on the school reserve, municipal and school reserve or municipal reserve is included in the Board of Trustees' capital plan.
 - d. Consultation with other publicly funded school boards with respect to their needs for the school reserve, municipal and school reserve or municipal reserve.
 - e. Any other criteria the Board of Trustees considers necessary.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 3

June 26, 2012
March 22, 2016

March 2014

BD20120626.1015
BD20160322.1009



Board Policy 19

Disposition of Property

Declaration of surplus reserve land (AR 181/2010 – Section 6)

5. If the Board of Trustees is of the opinion that a school reserve, municipal and school reserve or municipal reserve in which the Board of Trustees has an interest is surplus to its needs, the Board of Trustees shall provide the Minister with a declaration to that effect.

Municipal Government Act

6. Where interest in a school reserve, municipal and school reserve or municipal reserve is determined to be surplus, the Board of Trustees will transfer its interest in the land to the municipality where the reserve land is located, for consideration mutually agreed upon between the Board of Trustees and the municipality, as prescribed in the section 672 of the Municipal Government Act.

Lease of Real Property (AR 181/2010 – Section 8)

7. Notwithstanding section 200(2) of the School Act, the Board may, without approval of the Minister;
 - a. Lease any real property that is neither a school building nor a portion of a school building,
 - b. Lease a school building or portion of it for less than 12 months, and
 - c. Lease a school building or portion of it for 12 months or more if the lease contains a termination provision allowing the Board to terminate the lease on 12 months' notice.

Method of Sale (AR 181/2010 – Section 9)

8. If the Board intends to sell real property that has a value of more than \$50,000, the Board must conduct the sale in accordance with the *Disposition of Property Regulation, School Act*.
9. If the Board of Trustees intends to sell personal property that has a value of more than \$10,000, it shall:
 - a. Obtain two or more current independent appraisals of the market value of the property,
 - b. Conduct the sale by tender or public auction, and
 - c. Advertise the sale at least twice in a newspaper circulating in the District prior to the sale.
10. If the Board of Trustees intends to sell personal property that has a value of less than \$10,000, it shall:

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 2 of 3

June 26, 2012
March 22, 2016

March 2014

BD20120626.1015
BD20160322.1009



Board Policy 19

Disposition of Property

- a. Follow the procedures outline in Regulation 12 above or,
- b. Follow such other procedures as may be approved by the Superintendent of Schools or designate.

Sale of Real Property (AR 181/2010 – Section 10)

11. If the Board sells real property, the Board must repay all outstanding debt relating to that real property and any proceeds remaining must be distributed as prescribed in the *Disposition of Property Regulation, School Act*.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 200
- Alberta Regulation Disposition of Property Regulation 181/2010
- Alberta Regulation Closure of Schools Regulation 238/1997
- Policy 15, Program Reduction and/or School Closure
- Municipal Government Act 672

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 3 of 3

June 26, 2012
March 22, 2016

March 2014

BD20120626.1015
BD20160322.1009