

Policy 8 – Board Operations

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Sections 80, 85, 87; The School Division Administration Regulations, 2017, Parts 4, 8; The Local Government Election Act, 2015; The Local Authority Freedom of Information and Protection of Privacy Act		
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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 organizational design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. The majority of the members of a Board of Education constitute a quorum for the purposes of conducting a meeting of the Board of Education (minimum of four Board members must be present to have a quorum). No act, proceeding, or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to preserve and enhance Catholic education generally and in the affairs of its operations in particular. Consistent with its objective to encourage the public to contribute to the Division's educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues and may go into Closed sessions for matters that are sensitive or exploratory in nature.

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

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

1. Electoral Boundaries

- 1.1. The total number of Trustees to be elected from the City of Regina at large shall be seven (7) Trustees.

2. Organizational Meeting

- 2.1. The Organizational Meeting of the Board shall be held in each calendar year in the Division Office Board Room, or other designated location, not later than November 30.
- 2.2. The Director or designate will give notice of the Organizational Meeting to each Trustee as if it were a special meeting.
- 2.3. The Director or designate shall call the meeting to order with a Treaty 4 Territory Land Acknowledgement and opening prayer, and in an election year, read the Declaration of Results from the Elections Clerk certifying the election of members.

- 2.4. The Director or designate shall review Trustee conflict of interest stipulations and determine any disclosure of information requirements.
- 2.5. In an election year, the Director or designate shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each Trustee, in accordance with Section 71 of *The Education Act*, 1995.
- 2.6. The Director or designate shall proceed to conduct the election of the Board Chair.
 - 2.6.1. Nominations shall be made by the Trustees for the office of Chair and need not be seconded.
 - 2.6.2. The Director or designate shall make three (3) calls for nomination.
 - 2.6.3. A vote upon the nominees shall be taken by show of hands or secret ballot as determined by the Board.
 - 2.6.4. The nominee who receives the majority of votes of the Trustees present shall therefore be declared elected.
 - 2.6.5. Where, on the tallying of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in Section 111(1) of the *Local Government Election Act*.
 - 2.6.6. In the event that only one (1) Trustee has indicated willingness to serve as Board Chair, that Trustee shall be declared elected by acclamation.
- 2.7. The Board Chair shall assume office and shall immediately proceed with the election of the Deputy Chair following the procedure noted above. The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.
- 2.8. The Organizational Meeting shall, in addition include, but not be restricted to, the following:
 - 2.8.1. Appoint the Division's signing officers;
 - 2.8.2. Approve the borrowing resolution;
 - 2.8.3. Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 2.8.4. Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - 2.8.5. Invite or appoint Board representatives to the various boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 - 2.8.6. Appoint the auditing firm; and
 - 2.8.7. Other organizational items as required.

3. Regular Meetings

- 3.1.1. Regular Board meeting dates and times shall be established at the annual organizational meeting.

- 3.1.2. Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 3.1.3. There will be an Unofficial Preparation Meeting 30 minutes prior to each Board meeting.
- 3.2. All Trustees shall notify the Board Chair or designate if they are unable to attend a Board meeting.
- 3.3. All Trustees who are absent from two consecutive public meetings shall:
 - 3.3.1. Obtain authorization by resolution of the Board to do so; or
 - 3.3.2. Provide to the Board Chair, or designate evidence of illness in the form of a medical certificate respecting the period of absence.
 - 3.3.3. Failure to attend may result in disqualification.
- 3.4. If both the Chair or Deputy Chair, through illness or other cause, are unable to perform the duties of the office or are absent, the Board shall appoint from among its Trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Deputy Chair's inability to act or absence.
- 3.5. Public meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed, the Board is dealing with a Trustee or Director disciplinary issue, or the Board is meeting with the auditor.

4. Planning Meetings

- 4.1. The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings, which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in Closed sessions.
- 4.2. As a general practice, Planning meetings shall be held as required.
- 4.3. Board members and other people attending Planning meetings are bound not to disclose the details of discussion at such meetings.

5. Special Meetings

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

- 5.1. Special meetings of the Board may be called by the Board Chair at any time, or upon the agreement of the majority of Board members and receipt of a written request signed by any three (3) Trustees who shall state explicitly the reason. Therefore, subject to the paragraph below, if an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by *The Education Act*, 1995 and shall state the business to be transacted or to be considered. No other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.

- 5.2. The Board may, by unanimous consent, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each Trustee and shall be recorded in the minutes of the meeting in the form required by that section.
- 5.3. Special meetings of the Board will not be held without the Director and/or designate(s) in attendance, unless the Director's contract is being discussed, the Board is dealing with a Trustee or Director disciplinary issue, or the Board is meeting with the auditor.

6. Closed Sessions

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

- 6.1. Individual students;
- 6.2. Individual employees;
- 6.3. Matters related either directly or indirectly to collective bargaining;
- 6.4. Litigation issues;
- 6.5. Negotiations for purchase, lease or other acquisition or sale of property;
- 6.6. Sensitive matters that a majority of the Trustees present feel should be held in private, in the public interest.

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

All rules of the Board shall be observed in Closed session as far as applicable. The number of times a Trustee may speak on any question shall be determined at the discretion of the Board Chair.

The Board shall, during the Closed session, adopt only a resolution to rise and report to the Public Board meeting.

7. In-Camera Meetings

In-camera board meetings, with or without the Director, will follow each Public Board meeting.

8. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere which includes orderly procedure and encourages free discussion, problem identification, problem solving and the generation of ideas.

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

Agendas shall include all the data and background, information, rationale, and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

- 8.1. The order of business at a regular meeting shall generally be as follows:
 - 8.1.1. Vision Statement
 - 8.1.2. Opening Prayer
 - 8.1.3. Acknowledgement of Treaty 4 Territory
 - 8.1.4. Consent Items
 - 8.1.5. Adoption of Agenda
 - 8.1.6. Conflict of Interest Declaration
 - 8.1.7. Adoption of Minutes of previous meeting(s)
 - 8.1.8. Presentation(s) (in reference to a strategic purpose)
 - 8.1.8.1 Student Trustee (STRIVE) Report
 - 8.1.9. Decision Items
 - 8.1.10. Discussion
 - 8.1.10.1 Review Board Annual Work Plan and Event Schedule
 - 8.1.11. Governance
 - 8.1.12. Governance - Executive Council Reporting
 - 8.1.13. Reports
 - 8.1.13.1 Chair's Reports
 - 8.1.13.2 Committee Chair Reports
 - 8.1.13.3 Trustee Reports
 - 8.1.13.4 Director's Report
 - 8.1.14. Community Linkage
 - 8.1.15. Correspondence
 - 8.1.16. Closed Session
 - 8.1.17. Items for Future Agenda
 - 8.1.18. Adjournment
 - 8.1.19. Closing Prayer
- 8.2. Agenda items will be supported by information pertinent to the business, which will be of value to the Board in the performance of its duties. Each decision item will include a clear recommendation.
- 8.3. Items may be placed on the agenda in one (1) of the following ways:
 - 8.3.1. By having the item included in the Board Annual Work Plan.
 - 8.3.2. By notifying the Board Chair or Director prior to the regular meeting.
 - 8.3.3. By notice of motion at the previous meeting of the Board.
 - 8.3.4. As a request from a committee of the Board.

- 8.3.5. Although the Board seeks to minimize items being added without proper notice, issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to, and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 8.4. Materials for Board meetings will be available to each Trustee and the Director or designate a minimum of three (3) days in advance of the meeting. The Director or designate is responsible for distribution and posting. Accommodation or accessibility requirements for accessing Board materials will be met.
- 8.5. 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.

9. Minutes for Regular or Special Meetings

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

- 9.1. The minutes shall record:
 - 9.1.1. Date, time and place of meeting;
 - 9.1.2. Type of meeting;
 - 9.1.3. Name of presiding officer;
 - 9.1.4. Names of those Trustees, Executive Council, and Recorder in attendance;
 - 9.1.5. Trustee declaration of conflict of interest pursuant to *The Education Act, 1995*;
 - 9.1.6. Approval of preceding minutes;
 - 9.1.7. Motion # and name of Trustee making the motion;
 - 9.1.8. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 9.1.9. Points of order and appeals;
 - 9.1.10. Minutes or reports of committees; and
 - 9.1.11. Recording of the vote on a motion (when requested prior to the vote).
- 9.2. The minutes shall:
 - 9.2.1. Be prepared as directed by the Director or designate.
 - 9.2.2. Be reviewed by the Director prior to submission to the Board.
 - 9.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board.
 - 9.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 9.3. The Director or designate shall ensure, upon acceptance by the Board, that appropriate signatures are provided.
- 9.4. The Director or designate shall establish a codification system identifying resolutions determined by the Board which will:

- 9.4.1. Provide for ready identification as to the meeting at which it was considered.
- 9.4.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- 9.4.3. Establish and maintain a file of all Board minutes.
- 9.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director or designate is responsible for distributing and posting the approved minutes.

10. Motions

Motions do not require a seconder.

10.1. 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.

10.2. Discussion on Motions

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

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

10.3. Speaking to the Motion

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

The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a Trustee should not speak for longer than five (5) 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.

Amendments to the motion may be proposed at any time during discussion. No more than one (1) amendment may be made at any one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the Trustees present.

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

10.4. 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.

10.5. Entitled Votes

All Trustees, except the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest.

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

10.6. Recorded Vote

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

10.7. Required Votes

Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of the quorum of the Board will decide in favour of the question. In the case of a tie vote, the vote by the Chair decides the vote. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands or secret ballot.

10.8. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by referencing current governance practises. If this reference is inadequate, procedure may be determined by a motion and supported by the majority of Trustees in attendance.

11. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the Board.

The Board reserves the right to refuse a request from a representative or delegation.

11.1. Delegations Requesting to Present at a Board Meeting

11.1.1. Delegations must complete and submit the form *Request to Present at a Public Board Meeting* attached to *Administrative Application 2000 – Presentations to the Board*. This request must be submitted at least ten (10) working days in

advance of the scheduled meeting at which they wish to be heard. Such requests will be directed to the Board Chair/Office of the Director.

11.1.1.1 Delegations are required to state the nature of the subject that they intend to bring before the Board. The names of the presenters must be identified in the online submission or written request.

11.1.1.2 Delegations of more than one (1) person shall declare one (1) individual as their designated spokesperson.

11.1.1.3 Individuals who are representing an organization must state the name of the organization and their position in the delegation request. Individuals who are representing an informal group or community must provide verification that they are authorized to speak on behalf of the group.

11.1.1.4 The Board Chair, Deputy Chair and Director will review the request and determine if the subject matter pertains to Board business as part of establishing the agenda for the Board meeting.

11.1.1.5 Once a decision has been made regarding a delegation request, the Director of Education or designate shall notify the individual or organization in writing.

11.1.2. The Board may limit the number of delegations scheduled for any meeting.

11.1.3. Individuals or groups who appear at a meeting of the Board and wish to speak, without having made prior arrangements, may do so at the discretion of the Board.

11.2. Delegations Approved to Present at a Board Meeting

When delegations are approved to present at a Board Meeting, the following processes and considerations apply:

11.2.1. The delegation is added to an upcoming agenda of a regular meeting.

11.2.1.1 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a Closed session of the Board.

11.2.2. The delegation is notified of the time and place of the meeting and provided a copy of this Board Policy.

11.2.3. The Director of Education or designate shall include delegation request information in the Board package, as background for the Board members.

11.3. Delegations Not Approved to Present at a Board Meeting

11.3.1. The individuals or organizations may appeal in writing to the Board as a whole.

11.3.2. If a majority of Board members approve the appeal, the delegation is placed on the agenda of the next regular meeting.

11.4. Protocol for Delegates

11.4.1. At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice. Normally, the delegation will be given fifteen (15) minutes with five (5) minutes for questions.

11.4.2. Delegations are expected to uphold the principles of respect in speech, decorum, environment, and interaction.

11.5. Protocol for Board Members

11.5.1. Only the Board Chair shall act as spokesperson for the Board, will introduce the individual(s) or group(s) and reserves the right to control discussion.

11.5.2. Individual Trustees may only seek clarification on items presented by the delegation.

11.5.3. At no time during the presentation shall any of the Trustees voice their opinion thereon; nor shall they, by any statement, commit the Board to any specific course of action.

11.5.4. Except in an emergency, the Board shall refer 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 and appropriate time.

11.5.5. 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.

11.6. Members of the Public In-Person Attendance at Board Meetings

11.6.1. Members of the public attending a Board Meeting in person will be asked to pre-register. Prior to entering the Board Room, they will be asked to sign-in and present photo identification to the designated RCSD staff attendant.

11.7. In Times of Disruption in a Board Meeting

11.7.1. Delegations or members of the public may be asked to leave the meeting if they do not abide by procedures as set out in Board Policy and or *The Education Act, 1995, Section 80(4)*.

11.8. The Board reserves the right to invite delegations to appear before the Board.

12. Electronic Meetings

Public meetings are livestreamed via the website and meeting minutes will be posted on the Division website.

Upon request, the Board shall accommodate an electronic meeting for a Trustee who is unable to be physically present at a Board or Committee meeting. In this case the Trustee will be deemed present (Appendix C – Electronic Meetings).

Anyone wanting to use recording devices at a Public Board meeting shall seek permission of the Board Chair or designate.

13. Trustee Conflict of Interest

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

The Trustee:

- 13.1. Is expected to be conversant with *The Education Act, 1995*, its Regulations and with the conflict-of-interest provisions of Policy 4 – Trustee Code of Conduct.
- 13.2. Is responsible for declaring themselves to be in possible conflict of interest.
- 13.3. Shall make such a declaration in an open meeting prior to Board or committee discussion of the subject matter which may place the Trustee in conflict of interest.
- 13.4. Is responsible to excuse themselves from the meeting in accordance with the requirements of *The Education Act, 1995* and ensure that their declaration and absence is properly recorded within the minutes.
- 13.5. Is responsible for completing the Public Sector Accounting Board (PSAB) PS 2200 – Related Party Transactions Disclosure form for Key Management Personnel (KMP).

14. Board Facilitated Self-Evaluation

- 14.1. The annual Board self-evaluation process will be carried out as described in Appendix A - Board Self-Evaluation Process, Criteria, Considerations and Survey.

15. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing board development, advocacy, and services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

15.1. Membership and Participation

The Board:

- 15.1.1. Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2. Supports active participation of its Trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3. Recognizes expenses incurred by Trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

15.2. SSBA Voting Delegates

- 15.2.1. The Board is to determine on or before November of each year, which of the Trustees delegated to the Convention are voting delegates.
- 15.2.2. The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
- 15.2.3. Each Trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4. Any votes remaining un-apportioned are to be divided as equally as possible in whole numbers among Trustees attending Convention.

- 15.2.5. When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

16. Saskatchewan Catholic School Boards Association (SCSBA)

After 34 years as a separate Association, the Trustees of Catholic Boards affiliated in 1952 with the Saskatchewan School Trustees Association and formed the Association's Catholic Section, which is now called the Saskatchewan Catholic School Boards Association. This Association represents the eight (8) Catholic school divisions in Saskatchewan.

16.1. Membership

The Board:

- 16.1.1. Endorses full active membership in the Association through its payment of the annual fee to the SCSBA.
- 16.1.2. Supports active participation and faith development of its Trustee membership in the Association.
- 16.1.3. Recognizes expenses incurred by Trustees attending SCSBA sponsored meetings, seminars, workshops and conventions.

17. Annual Meeting of Electors

Although it is no longer required according to the *Education Regulations*, the Regina Catholic School Board will hold an annual meeting of electors.

- 17.1. The Board shall convene an annual meeting of electors after receipt of the Auditor's Report and Financial Statement of the Board. In the year a general election of members of the Board is held, the annual meeting must be held before the general election.
- 17.2. The Chief Financial Officer shall give notice of the meeting in accordance with the provisions of *The Local Government Election Amendment Act, 2018* after May 15.
- 17.3. The Board shall establish the agenda for the meeting.
- 17.4. Prior to the Annual Meeting of Electors, copies of the school division annual report for the preceding year will be made available to Catholic School Community Councils.
- 17.5. The past Chair of the Board or designate shall preside as Chairperson and a secretary shall be appointed to record the minutes of the meeting.
- 17.6. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, shall be distributed to the Board and Catholic School Community Councils.

18. Special Meeting of Electors

- 18.1. A special meeting of electors may be held at any time.
- 18.2. The Chief Financial Officer is to call a special meeting when required to do so by the Board, the Minister of Education or a request in writing by twenty-five or more electors of the school division.
- 18.3. The Chief Financial Officer is to give notice of the meeting in accordance of the provisions of [*School Division Administration Regulations Part 7 \(33\)*](#) with any necessary modifications.

- 18.4. Procedures for conducting the meeting are the same as for the annual meeting of electors with the exception that only business that is set out in the notice of meeting is to be considered at the meeting.

19. Board Remuneration and Expenses

- 19.1. The Board remunerates Board members in accordance with its Appendix B - Schedule of Remuneration and Expense Allowance. Remuneration shall be reviewed annually, effective September 1st of each year, and approved by the Board. The schedule of remuneration and expense allowance recognizes:
- 19.1.1. Annual salary remuneration
 - 19.1.2. Professional Development
 - 19.1.3. Travel, Accommodation and Expense Allowances for Board related business
 - 19.1.4. Attendance at seminars, conventions, Trustee development, linkage meetings, and as requested to serve on special committees as approved by the Board.
 - 19.1.5. The schedule is to provide for payment such that payments are timely and understood clearly by the public.
- 19.2. The Board believes that the role of Trustee is one of service to the community. The Board acknowledges that in serving the community personal expense is incurred. The Board strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.
- 19.3. A non-monetary recognition to honor outgoing Trustees will be provided based on years of service as a Trustee as referenced in Appendix B – Schedule of Remuneration and Expense Allowances Item 16 - Recognition of Outgoing Trustees.
20. In the event of the death of a Trustee, the Board will work with the Director to ensure all protocols are followed.

Appendix A
Policy 8 – Board Operations
BOARD SELF-EVALUATION PROCESS,
CRITERIA, CONSIDERATIONS AND SURVEY

1. The purpose of the Board self-evaluation is primarily to answer the following questions:

- 1.1. How well have we fulfilled each of our defined roles as a Board this past year?
- 1.2. How do we perceive our interpersonal working relationships?
- 1.3. How well do we receive input and how well do we communicate?
- 1.4. How well have we adhered to our Board Annual Work Plan?
- 1.5. How would we rate our Board-Director relationship?
- 1.6. How well have we adhered to our governance policies?
- 1.7. What have we accomplished this past year? How do we know?
- 1.8. Who do we serve and how do we serve them? Evaluated by completing the SSBA's DEIA Board Self-evaluation and referencing their Indigenous Education Responsibility Framework.

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

- 2.1. A learning organization or a professional learning community is focused on the improvement of practice.
- 2.2. A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
- 2.3. An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation.

3. The components of the Board self-evaluation are:

- 3.1. Review of Board Role Performance
- 3.2. Monitoring Interpersonal Working Relationships
- 3.3. Monitoring Board Community Engagement
- 3.4. Review of Board Annual Work Plan Completion
- 3.5. Monitoring Board-Director Relationship
- 3.6. Review of Board Motions
- 3.7. Review of Board Governance Policies
- 3.8. Creating a Positive Path Forward

Appendix A
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BOARD SELF-EVALUATION PROCESS,
CRITERIA, CONSIDERATIONS AND SURVEY

Board Self-Evaluation Considerations

1. Roles of the Board during the Year

- Review and adhere to Board Policies, and amend by motion when necessary
- Strategic Plan
- Multi-year facility planning
- Annual Work Plan
- Advocacy
- Communication with stakeholders
- Provide direction to Director
- Participate in on-going professional development

2. Interpersonal Working Relationships

- Stay informed
- Participate in important discussions
- Listen to others point-of-view
- Work towards consensus
- Encourage/recognize/support
- Respect confidentiality of issues

3. Receive Input and Communicate Well

- Work with Ministry, Archdiocese, Director and Community to receive information, provide input and to deal with issues/concerns.
- Work with RCSD Associations including RCSTA, CUPE, RCSESPA, CSCC; Catholic Partners including Clergy and Religious, and Catholic Connections; and Educational Partners.
- Establish Committees with Board leadership and representation to examine aspects that affect education within our school division.
- Make informed decisions after discussion of issues and implications.
- Respond to inquiries, concerns and “good works” when necessary.

4. Adhere to Annual Work Plan

- Establish the Annual Work Plan prior to the commencement of the school year following policy and the strategic plan.
- Review the Annual Work Plan monthly.
- If changes to the work plan are required, a motion may be required before implementation of the change.

5. Board-Director Relationship

- Knowledge and understanding of Board and Director roles.
- Provide direction to the Director.
- Two-way communication is respected and encouraged.
- Review policies and their compliance as part of the Annual Work Plan.
- Annually established a process for the Director's performance and feedback.
- Works with the Director to establish a positive plan forward.

Appendix A
Policy 8 – Board Operations
BOARD SELF-EVALUATION PROCESS,
CRITERIA, CONSIDERATIONS AND SURVEY

6. Adhere to Governance Policies

- A report is provided by the Director or designate on selected policies in the Annual Work Plan.
- Compliance is expected, if compliance is not achieved, a timeframe and further report is expected.
- Policies are reviewed by a committee and brought to the Board for approval.
- If changes are necessary, rationale and approval are necessary by the Board.

7. Annual Goals have been Accomplished

- Goals are reviewed at the Board Strategic Planning meeting each year.
- Board goals include:
 - Promoting, preserving, and protecting Catholic education
 - Developing and supporting Diversity, Equity, Inclusion and Accessibility.
 - Integrate the directives outlined in The Truth and Reconciliation Commission of Canada: Calls to Action.
 - Active role in SSBA and SCSBA.
 - Establishment of committees to review important work of the Board and to keep the Board informed.
 - Active leadership and participation in committee work.
 - Establishment and adherence to the new Board policies and Annual Work Plan.
 - Advocacy through engagement with provincial government, community and stakeholders.
 - Fiduciary responsibility.

Appendix A
Policy 8 – Board Operations
BOARD SELF-EVALUATION PROCESS,
CRITERIA, CONSIDERATIONS AND SURVEY

Board Evaluation Survey

1. We have effectively fulfilled our defined roles as a Board during the year.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

2. We perceive that our interpersonal working relations are effective.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

3. We receive input and communicate well.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

4. We adhere to our Board Annual Work Plan.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

5. Our Board-Director relations would be rated as very good.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

Appendix A
Policy 8 – Board Operations
BOARD SELF-EVALUATION PROCESS,
CRITERIA, CONSIDERATIONS AND SURVEY

6. We adhere to our Governance Policies.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

7. We have accomplished our goals this year.

Never Rarely Occasionally Fairly Often Usually Almost Always

Comments:

Appendix B
Policy 8 – Board Operations
SCHEDULE OF REMUNERATION AND EXPENSE ALLOWANCES

1. **Remuneration** Annual remuneration shall be reviewed and adjusted September 1st of each year based on Saskatchewan's Canada Price Index (CPI) at June 30th each year with a cap of 4.0%.
 - 1.1. Effective September 1, 2025, an increase of 1.7% will be applied based on the Saskatchewan's CPI rate at June 30, 2025.
2. Annual remuneration shall be:
 - 2.1. \$36,644 for the Board Chair effective September 1, 2024
\$37,267 for the Board Chair effective September 1, 2025
 - 2.2. \$34,084 for the Deputy Chair effective September 1, 2024
\$34,663 for the Deputy Chair effective September 1, 2025
 - 2.3. \$31,527 for Trustees effective September 1, 2024
\$32,063 for Trustees effective September 1, 2025
3. The Board Chair and Trustees shall be paid on a semi-monthly basis for the periods of January to June and September to December of each year.
4. In the event that the Deputy Chair is required to chair a Public meeting, the Deputy Chair will receive the per diem as listed below. If the Chair and Deputy Chair are absent, the Trustee designated to chair the meeting will receive the Chair per diem of:
 - 4.1. \$159 effective September 1, 2024
\$162 effective September 1, 2025

Per Diem Allowances

5. Per Diem Allowances apply to Board business and are in accordance with allowances established by the SSBA (Executive Expenses) or as noted below. Trustees shall receive the following per diem of:
 - 5.1. \$260 per day (more than four (4) hours) for travel and in-person attendance at meetings and/or conferences for Board business including any Board meetings deemed necessary in July and August.
 - 5.2. \$130 per in-person meeting and/or conference (less than or equal to four (4) hours).
 - 5.3. \$25 per hour (prorated for half hour increments) for virtual or phone call attendance at meetings and/or conferences.
 - 5.4. Such per diems are capped at \$2,600 per fiscal year. If the maximum per diem has been expended, Trustees may access their remaining professional development funds.
6. Trustees shall receive the following per diem for attendance at Linkage and Committee meetings.
 - 6.1. \$112 for Trustees effective September 1, 2024
\$114 for Trustees effective September 1, 2025

Such per diem is capped at **\$2,850** (25 meetings) per fiscal year.

Appendix B
Policy 8 – Board Operations
SCHEDULE OF REMUNERATION AND EXPENSE ALLOWANCES

7. To facilitate Board business, Trustees may either elect to receive a cell phone and service plan directly paid for by the Division or Trustees may elect to receive a maximum monthly allowance of \$60 for the use of personal cell phones and service.
8. Regular attendance by Trustees at Board meetings and Board-related functions is expected. The Board shall be represented at all functions by Trustees on a rotating basis, except for functions where the Chair in their opinion must attend. Trustees are responsible for self-regulation and control. When and if a Trustee is deemed negligent in their responsibilities, the Board will review the matter and decide on a course of action.
9. Trustees shall file quarterly activity reports with the Director of Education or designate, specifying events and activities attended. The reporting periods shall be September to November, December to February, March to May, and June to August. Activity Reports shall be placed on the school division's web site.

Travel and Conferences/Professional Development

10. A budgetary allocation shall be made to enable Trustees to keep abreast of local, provincial, national, and international developments in education; the allocation to be \$5,500 for each Trustee and \$8,000 for the Board Chair.

When a member is disabled to the extent that they must be accompanied by an assistant, the expense occasioned by the assistant shall be recognized as an expense of the Board. Excluded from the allocation are expenses incurred for attending the Annual General Meeting of both the Saskatchewan Catholic School Board Association (SCSBA) and the Saskatchewan School Board Association (SSBA).

In the year of Trustee elections, any over-expenditure from the previous fiscal year shall be deducted from the Trustee's September and/or October remuneration payment(s).

11. Trustees shall be reimbursed for the actual cost of travel and accommodation when on Board-related business, except when such activities are held in Regina.

Expense Allowances

12. Expense Allowances are in accordance with allowances as established by the SSBA (Executive Expense) or as noted below.

- 12.1. Hotel Accommodation

Actual costs are supported by a receipt. Trustees will be required to stay, wherever possible, at hotels that have corporate rates established with the school division. Trustees not requiring hotel accommodation will be entitled to an allowance of \$35 per day.

- 12.2. Travel

Travel rates paid to Trustees shall be paid at the rate established by the SSBA.

- 12.3. Meals

A maximum of \$65 per day where meals are not provided by the conference. Meals are reimbursed at \$15-Breakfast; \$20-Lunch; \$30-Dinner.

- 12.4. Incidental Expenses

A maximum of \$10 per day for all charges such as gratuities and taxis, without receipts.

Appendix B
Policy 8 – Board Operations
SCHEDULE OF REMUNERATION AND EXPENSE ALLOWANCES

- 12.5. Registration
Actual expenses supported by receipts.
- 12.6. Expense Allowance Review
Expense Allowances are subject to bi-annual review.

Where necessary, expenses will be paid for a total of two (2) days for travel to and from a convention or related function.

13. The above amounts shall be in U.S. currency when the conference is taking place in the United States.
14. Trustees attending Board-related activities outside of Regina shall file with the Chair of the Board an itemized account indicating the activity attended, location of the activity, the date of the activity, the days in attendance and the expenses incurred.
15. Procedures are to be such that administration is not placed in a judgmental position when processing expense allowance reimbursements. The Chair is expected to review and approve reimbursement claims made by the Trustees. The Deputy Chair is expected to review and approve reimbursement claims made by the Chair. Exceptions to this Policy shall be approved by the Board.
16. Quarterly monitoring reports shall be provided by Executive Council reporting on the Governance Budget and Trustee Remuneration and Expenses for items (2) (4), (5), (6), (7) and (10) above.

Recognition of Outgoing Trustees

17. In recognition of years of services for out-going Trustees, non-monetary gifts will be purchased according to the following scale:

\$150	1-6 years of service
\$250	7-12 years of service
\$350	13-18 years of service
\$475	19 and over years of service

18. Trustees will conduct a full review of Appendix B every five (5) years.

Appendix C

Policy 8 – Board Operations

ELECTRONIC MEETINGS

The Board has created policy to guide the use of electronics for the holding of meetings of the Board and/or Committees/Linkage of the Board. All provisions in the legislation regarding In-camera meetings and conflict of interest will apply to electronic meetings (hybrid) of the Board and/or its Committees/Linkage meetings.

The Board recognizes the necessity of providing Trustees with the ability to participate in all meetings arranged by the Board that require representative attendance and participation. The use of electronics is recognized as being a legitimate means of conducting business of the Board. The provision of electronics is intended to allow for the participation of Board members in meetings where extenuating circumstances make it impossible for the Board member to physically attend.

In special circumstances, with the approval of the Board, electronic meetings of the Board may be necessary to provide for a more efficient use of time and productive resources in circumstances where time and/or availability of Trustees and/or staff make it a better means of conducting a Board or Committee/Linkage meeting.

Process

1. At the request of a Trustee, in situations where it is not possible for the Trustee to attend regularly scheduled or special meetings of the Board or Committee/Linkage of the Board, the Board shall provide the electronic means for Trustees to participate in the meeting of the Board or its Committee(s).
2. Electronic participation in Board or Committee meetings shall comply with *The Education Act and Regulations*.
3. A Trustee who participates in a meeting by electronic means shall be considered present at the meeting, subject to such conditions or limitations that may be provided for in *The Education Act and/or Regulations*.
4. Electronic meetings of the Board are intended to allow for extenuating circumstances rather than to replace regularly scheduled meetings.
5. All rules pertaining to in-person member, Board or Committee/Linkage meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.
6. All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
7. All provisions and policy related to in-camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees.
8. At no time will meeting participants record any portion of the meeting without prior consent of the Board. The only exception to this is any recording made by the Senior Executive Assistant or approved designate for the purpose of minute taking. Any such recording must be destroyed once the official minutes of the meeting have been approved.
9. In no circumstance are discussions in the "chat" function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.

9.1. The Chair of the Board or Committee will be the chair of the meeting.

Appendix C

Policy 8 – Board Operations

ELECTRONIC MEETINGS

- 9.2. Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- 9.3. The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- 9.4. The meeting will be administered in such a way that the rules governing conflict of interest are complied with.
- 9.5. The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. This may mean using separate connections and log-ins for scheduled in camera/executive sessions.
- 9.6. Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- 9.7. Participants will identify themselves before speaking in order to assist the Senior Executive Assistant or designate in recording the minutes.
- 9.8. Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- 9.9. All meeting participants will be provided with the agenda and meeting package prior to the meeting for reference during the electronic meeting.
- 9.10. Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.
 - The Chair will make the decision as to whether the motion was carried or defeated.
 - When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- 9.11. To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless recognized by the Chair.
- 9.12. Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.