

Superior-Greenstone District
 Accountability for Student Achievement and Well-
 System Leadership an
 Role of the Vice-
 Role of the Student Trustees
 The Role of the
 Superior-



1.10.3 Develop mechanisms to ensure that the District School Board recognizes community members and volunteers.

1 1

1.10.3

- x Approving the school year calendar.
- x Approving disposition of land and buildings.
- x Approving the issuance of debentures.
- x Designating a coordinator to administer the requirements of the Municipal Freedom of Information and Protection of Privacy Act.
- x \$ S S U R Y L Q J W K H % R D U G ¶ V D X G L W R U
- x \$ S S U R Y L Q J W K H % R D U G ¶ V O D Z \ H U V

References:

Education Act: Bill 177 Student Achievement and School Board Governance.

1.0

1.0 \$ 7 U X V W H H ¶ V M R E L V W R

- 1.1 Maintain a focus on student achievement and well-being.
- 1.2 Participate in making decisions that benefit the entire Board district while representing the interests of his or her constituents.
- 1.3 Interpret the views and decisions of the elected Board in reporting to their constituents.

2.0 The job description of the elected Board sets out the responsibilities that Trustees, as members of the collective Board, are required to undertake. The Education Act as recently amended clarifies the responsibilities of the individual Trustee or Board member to:

- 2.1 Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, and under related regulations and guidelines;
- 2.2 Attend and participate in meetings of the Board, including meetings of the Board committees of which he/she is a member;
- 2.3 & R Q V X O W Z L W K S D U H Q W V V W X G H Q W V D Q G V X - S S R U W H U
Year 2021-2022 Strategic Plan, 0 S T E € € p K H P R D U G ¶ V 0 W
- 2.4 Bring concerns of parents, students and supporters of the Board to the attention of the Board;
- 2.5

2.8

- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

7.2 MAY NOT

The following is a job description for the role of the Director of Education. It incorporates the most recent provisions of the Education Act. This resource parallels the job description of the elected Board, the dialogue and decision-making that clarifies the respective responsibilities of the Board of Trustees and the Director of Education.

1.1 Student Achievement and Well-Being

The Director of Education:

- 1.1.1 Takes the necessary steps to provide a safe, caring, learning environment.
- 1.1.2 Provides advice and leadership to the Board in setting goals for student achievement and in promoting the value that all children can learn.
- 1.1.3 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 1.1.4 Maintains the conditions that foster respectful and responsible behaviour for each student.
- 1.1.5 Takes the necessary steps to provide for the safety and well-being of students while they are participating in school programs, or are being transported to or from school programs on transportation provided by the school board.
- 1.1.6 Takes the necessary steps to provide facilities to accommodate students.
- 1.1.7 Ensures an attendance counseling function is maintained in the district.

2.1 Education Leadership

The Director of Education:

- 2.1.1 Provides leadership and direction in all matters relating to education in the district.
- 2.1.2 Develops and maintains positive and effective relations with schools and Board departments.
- 2.1. responsible behaviour

5.1 Fiscal Responsibility

The Director of Education:

5.1.1 Ensures that the fiscal management of the district is in accordance with

W K H 0 L Q L V W U \ ¶ V 6 W X G H Q W) R F X V H G) X Q G L Q J 0 R G H

- 9.1.1 Provides leadership in the planning, development, implementation and evaluation of Board policies

10.1 Communications and Community Relations

The Director of Education:

- 10.1.1 Establishes effective communication strategies to keep the district informed of key monitoring reports, student and staff success, local issues and Board decisions.
- 10.1.2 Ensures that open, transparent and positive internal and external communications are in place.
- 10.1.3 Ensures that School Councils and the Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or Board policy.
- 10.1.4 Participates in community affairs in order to enhance and support the district.

11.1 Student, Staff and District Recognition/Public Relations

The Director of Education:

- 11.1.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes.



52/(2) 7+(217\$5,238%/, & 6&+22/ %2\$5'6¶ \$662&,\$7,21 236%

7KH 2QWDULR 3XEOLF 6FKRRO %RDUGV¶ \$VVRFLDWLRQ 236%\$ U
boards and public school authorities across Ontario, which together serves more than 1.2
million public elementary and secondary students. The Association advocates on behalf of the
best interests and needs of the public school system in Ontario. OPSBA is seen as the credible
voice of public education in Ontario and is routinely called upon by the provincial government for

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at www.sgdsb.on.ca .

%HORIZ LV DQ RXWOLQH RI 236%\$ PHHWLQJ HYHQWV DQG GLUHFW exact dates and an in-depth look at what OPSBA does you can visit its website at

7+(52/(2) 7+(217\$5,2 678'(17 75867((6¶ \$662&,\$7,21 267\$

The Ontario Student Trustees' Association-l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) is the largest student stakeholder in education and the voice for the student vision. As a representative association of over 2 million students, it is a dynamic, diverse voice. It acts as consultants on policy for the Ministry of Education, collaborates with stakeholders in the education community and works to unite all Student Trustees across the province.

16

OSTA-AECO exists to advance the student vision. Student Trustees are elected by their peers to bring the student voice to district school board tables. Through a non-binding vote, these Trustees present the student perspective to improve the quality of education in schools across the province.

The organization has two divisions: the Executive Council and the Board Councils. The Executive Council is chosen through a series of elections at the OSTA-AECO Annual General Meeting (AGM) and includes a President, Chief Executive Officer, Chief Financial Officer, and four Officers for the areas of Communication, Policy, Professional Development, and Operations. Also elected are Cabinets of the Board Councils, each of whom has a respective President and Vice President. The two Board Councils are the Public Board Council (PBC) and Catholic Board Council (CBC).

OSTA- \$(& 2 ¶ V 3 R O L F \ & R P P L W W H H I R U P D O L] H V W K H V W X G H Q W Y L V L research reports, while its Communications Committee works to articulate and promote the student vision through its newsletter, the Echo, and its Student Trustee magazine, Our Voice.

The General Assembly of OSTA-AECO meets three times a term, at the Fall General Meeting, the Board Council Conferences, and the Annual General Meeting. Each school board is entitled to one vote in the association's affairs. At the AGM, the General Assembly elects the next year's executive council for the term starting 1 August of that year.

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and to attend at least one Ontario 3 X E O L F 6 F K R R O % R D U G V ¶ \$ V V R F L D W n e Q p o r 2 B o a r d A p p r o v a l S I R Q V R U H G F R C

More information regarding Trustee/Student Trustee Attendance at Conference is available as Policy 208 on the Board website at www.sgdsb.on.ca. As well, additional information about OSTA-AECO is available at www.osta.org.

17

Board Organizational Chart: Appendix E

This graphic provides an overview of the operational reporting structure within the Board system

in 

in
in
in

cases to which they are applicable and in which they are not inconsistent with the Board Bylaws and any special rules of order that the Board may adopt.



Regular meetings of the Board shall be held as determined by Board resolution at the Annual



The Annual Organizational Meeting of the Board for the second, third and fourth years of a
 %RDUG ¶V WHUP RI RIILFH VKDOO EH KHOG QR ODWHU WKDQ WKH
 %RDUG ¶V +HDG 2IILFH XQOHVV WKH %RDUG RWKHUZLVH GLUHFV

The Annual Organizational Meeting shall be for the purpose of electing officers and electing Board members to committees and for any other items of business deemed necessary.



When the reference herein is "Member" it is understood to include elected and appointed Trustees and the Student Representative.

1.3 Meeting Room

When this policy makes reference to a "meeting room" it is understood to imply the usual and designated meeting locations of the Board and its committees. The following persons shall be physically present in the meeting room of the board:

- a) The chair of the board or his/her designate
- b) At least one additional member of the board
- c) The Director of Education or his/her designate.

A trustee is automatically removed from the Board if he or she fails to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board in each twelve (12)-month period beginning December 1 {Education Act, Section 228 (1) (e)}.

2.5 Effectiveness

Electronic meetings must be designed and deemed to make positive contributions to the work of the Board. Their design must conform to the requirements of Reg.463/97

2.6 Conditions for Access

Conditions for access to meeting electronically are to be governed by:

- a) the purpose and nature of the meeting, and,
- b) the composition of participants in the meeting.

2.7 Accessibility

Generally, all scheduled Regular Board meetings, including meetings of the Committee of the Whole, and meetings of Standing Committees are accessible, upon request, via electronic means for all Members and the general public at designated sites.

0

3.1 Deemed Present

A Member who participates in any meeting through electronic means as defined and described herein shall be deemed to be present at egulah50meeting or ulah50mubrpos

- ¾ School Year CalendarFebruary
- ¾ Elementary Staffing ProposalApril
- ¾ Graduation Schedules for InformationApril
- ¾ Secondary Staffing ProposalMay
- ¾ Second Interim Financial Report.....May
- ¾ Special Education Annual ReportMay or June
- ¾ Educational Assistants Staffing ProposalJune
- ¾ Budget Approval.....June
- ¾ Third Interim Financial Report.....August

6.3

Statutory Committee appointments for the Special Education Advisory Committee and the Audit Committee are in effect for the full term of the Board. Standing Committee assignments are determined annually or as per the appointment schedule illustrated below.

| Committee Names | Statutory | Standing | Duration of Appointment | Appointed Trustees | Meeting Schedule | General Scheduling Routines |
|-------------------------------|-----------|----------|-------------------------|--------------------|------------------|---|
| Audit | 9 | | Board Term | 3 no alternate | 3 A* | Thursday Evening (6:30 pm ±max 2 hours) |
| Parent Involvement | 9 | | Annual | 1 + 2 alternates | 4 SY* | Evening (6:30 pm ±one hour meeting) |
| Special Education Advisory | 9 | | Board Term | 3 + 2 alternates | 10 SY | Tuesday (3:00 pm - one hour meeting) |
| Student Alternative Learning | 9 | | Annual | 1 + 1 alternate | As required | As required |
| Board Discipline | | 9 | Board Term | 5 no alternate | As required | As required |
| Board Policy Review | | 9 | Board Term | 5 + 2 alternates | 4 SY | Tuesdays (6:30 pm ±one hour) |
| Indigenous Education Advisory | | 9 | Annual | 2 + 1 alternate | 3 SY | Tuesdays (10:00 am-12:00 pm) |
| Occupational Health & Safety | | 9 | Annual | 1 + 1 alternate | 4 A | Varies (during the work day) |

*Annual / * School Year

6.4

Also included in Policy 215 Trustee Honorarium Calculation is a provision for remuneration for meeting attendance. Trustees who attend meetings required by the Act of Regulation can submit time cards for maximum \$50 per meeting attended with a distance allowance of \$50 if the meeting site is more than 200 km (one-way) from their residence. Statutory committee meetings include:

- x Audit Committee
- x Board Discipline Committee
- x Parent Involvement Committee
- x Special Education Advisory Committee
- x Special Education Appeal Board

Board Policy Review Committee (BPRC)

The Board Policy Committee is a standing committee responsible to the board for developing policies that outline how Superior-Greenstone District School Board will successfully function. School Boards are responsible for facilitating the policy development and review process, which involves

- x Ensuring that board policies are consistent with the Education Act and Regulations and other legislation;
- x Reviewing policies to ensure that they are still relevant;
- x Reviewing policies to ensure that they conform to the criteria for board governance policies; and
- x Ensuring that policies have been implemented effectively.

M

- a) Trustees as determined by the board;
- b) The chair of the board, as an ex officio member; and
- c) The director of education and/or the dire

Parent Involvement Committee (PIC)

The Parent Involvement Committee (PIC) is to support, encourage and enhance parent



Meetings will be held at least 3 times per year.

Special Education Advisory Committee (SEAC)

Each Board in the Province of Ontario is required to establish a Special Education Advisory Committee (SEAC) as defined in [the Education Act](#) made under the [Education Act](#).

All SEAC meetings are open to the general public and may take place by teleconference, videoconference, face-to-face, or a combination of the three methods. Meetings normally take place the second Tuesday of the month.

SEAC members consist of local associations as well as trustees and resource personnel. Members are required to attend, participate, review and make recommendations on a variety of subject matters as it relates to Special Education in our communities. Some activities include but are not limited to, reviewing the SGDSB Special Education Plan, reviewing Special Education budgets, participating in professional development, corresponding with other boards and advocating system needs. SEAC meetings foster equity and human rights practices for all students in Superior-Greenstone District School Board.

Audit Committee

The primary role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight.

Duties of the Audit Committee include reviewing the financial reporting process, internal controls, internal auditing, external auditing, compliance matters, risk management and any other board proposed activity.

The Audit Committee is also responsible for recommending approval of the financial statements to the Board of Trustees.

<https://www.rainbowschools.ca/wp-content/uploads/2016/03/Ministry-of-Education-Regulation-361.10.pdf>

Occupational Health and Safety Committee

A joint health and safety committee (JHSC) is composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.

Education Committee

The Education Committee meets on an ad hoc basis regarding business that is pertinent to the education of students. Chaired by a Trustee, the committee also includes Superintendents of Education, and other Board staff who serve as resources to the committee. Reports in this committee relate to the on-going educational successes of students in the Board, and include

8

The following is a list of ineligible expenses the board would deem to be inappropriate:

- x Movies (in room or theatre)
- x Charges for use of recreational facilities
- x Alcoholic beverages
- x Gifts for staff
- x Admission fees for social activities or events
- x Traffic violation including parking tickets
- x Mini-bar snacks
- x Charges incurred by family members
- x Travel between home and the employee's work site

9.0

9.1 The following is a list of eligible expenses the board would deem to be appropriate:

- x Hotel room charges (standard room)
- x Meals including taxes and gratuities to the maximums outlined
- x Business telephone calls
- x Taxi costs
- x Necessary parking fees

ETFO:.....

PLAR: Prior Learning Assessment and Recognition

Primary Division: Junior Kindergarten to Grade 3.

PST:..... Program Support Team

PTR: Pupil Teacher Ratio

RECAPP:..... Real Estate Capital Asset Priority Planning System

School Councils: Advisory bodies comprised of parents, community members and others with a mandate to provide advice to the school principal and the school board on certain matters.

SEAB: Special Education Appeal Board. A committee established by a school board to hear an appeal of an IPRC decision, either for or against identifying a student as exceptional.

SEAC:..... Special Education Advisory Committee. A committee established by each VFKRRO ERDUG WR PRQLWRU WKH ERDUG ¶ V VSHFLDO and plans.

Secondary Level: ... Grades 9 to 12

SEF:..... School Effectiveness Framework

SEL:..... School Effectiveness Lead

SEIU: 6 H U Y L F H (P S O R \ H H V ¶ , Q W H U Q D W L R Q D O 8 Q L R Q

Senior Division: Grades 11 and 12.

SEPPA:..... Special Education per Pupil Amount

SET:..... Special Education Tribunal. A tribunal established by the Ministry of Education to hear final appeals made by parents who disagree with a board decision for or against identifying a student as exceptional.

SHSM: Secondary High Skills Major (this is a type of program connecting high school and college)

SIP:..... School Improvement Plan

SK:..... Senior Kindergarten.

SERT: Special Education Resource Teacher

SWST: Student Work Study Teacher

TAP:..... 7 H D F K H U ¶ V \$ G Y L V R U \ 3 U R J U D P

TPA:..... Teacher Performance Appraisal

WHMIS: Workplace Hazardous Materials Information System

WSIB: Workplace Safety and Insurance Board

12/11

12/11

Google MapQuest was used to assign round trip kilometers. Figures have been rounded up to the next kilometer.





Trustee Cell Phone Flat Fee Application

Name: _____

Street Address: _____

Town: _____

Postal Code: _____

I have agreed to let the Board use my personal cell phone number to contact me when necessary.

I will be paid a monthly allowance of \$50.00.





A. PURPOSE

The following organizational bylaws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business by board members and staff.

These bylaws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

B. NAME OF THE BOARD

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

C. JURISDICTION

The area served by the Board shall be as delineated by Government Regulation and as it may be altered by Regulation from time to time.

D. BOARD STATUS

Pursuant to section 58.5(1) of the



ARTICLE IV - Member s

Section 1. Elected Trustees

Elected Trustees are elected at a regular election in accordance with the *Municipal Elections Act*, 1996.

Section 2. First Nations Representative

The First Nations Representative(s) is appointed to the board to represent the interests of the First Nation students and is deemed to be an elected member of the board, with all the rights, privileges and responsibilities of any other member in accordance with the *Education Act*.

Section 3. Student Trustee



ARTICLE VI - Meetings

Section 1. Regular Meetings

Regular Meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

Section 2. Annual Organizational Meeting

The Annual Organizational Meeting of the Board for the second, third and fourth years of a f December at the

The Annual Organizational Meeting shall be for the purpose of electing officers and electing board members to committees and for any other items of business deemed necessary.

Section 3. Inaugural Meeting

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the *Education Act*.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

Section 4. Special Meetings

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

Section 5. Quorum

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

Section 6. Notice of Meetings

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.



ARTICLE VIII - Committees

Section 1. Statutory Committees

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

Section 2. Standing Committees

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Native Education Advisory Committee (NEAC), Occupational Health and Safety Committee (OH&S), Education Committee, and Business Committee.

Section 3. Ad Hoc (Special Committees)

Ad Hoc Committees (Special Committees) may be established by the Board and comprised of individuals deemed necessary to provide in TLang (en-C&ETQ EMC /Span #MCID 16/Lang (en-CA)BDC q0.00



The following provisions shall apply.

(a) Acclamation

If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.

(b) Contested

Where more than one member stands, a vo0 612 792c3o0.00000912 0 67aowidccla3(d)13k(dccn(



Balloting

The Secretary shall announce the results of any ballot, but shall not declare the count.

Assuming Chair

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

Destroying Ballots

Once the successful candidate for chair is declared and assumes the role, the chair shall announce that the ballots are to be destroyed. No vote is required.

Vice-Chair

The Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

Committee Members

Elections

The Chair shall
for members of Committees in the order as presented in the bylaws. *(Motion 50/16)*

Destroy Ballots

Once the successful members are declared, the Chair shall announce that the ballots are to be destroyed.

Committee Chairs

Committee Chair elections shall occur by ballot, unless by acclamation, at the first meeting of the committee.

Other Business

Any other general business of the Board shall then be conducted.

Term of Office

The term of office for all elected Board Officers shall be for one (1) year and until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual member shall serve as an Officer of the Board.





Public Access to Meetings and Minutes

Meetings

All Meetings of the Board and its Committees shall be open public meetings except for those portions held In-Camera in accordance with the provisions of the *Education Act*.

Minutes

Minutes of Regular Board Meetings shall be made available on the Board website.

Exclusion of Persons

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

Temporary Chair

If at any meeting there is no Chair or Vice-Chair present, the members present may by consensus appoint a member in attendance with the Director or designate to be the Chair for that Meeting.

Voting by Chair

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all meetings of the Board and its Committees.

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

Reconsideration

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for six months, unless the members, by a 2/3 vote, agree to do so.



Appendix D

DELEGATIONS

Conditions



Referred to Committee

The Chair or Director may assign a requested delegation to a Committee of the Board.

Time Limit

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

Questions

Questions of clarification may be asked by the members following a presentation.

Decision

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.



- 10.7 The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.

11. SUSPENSION OF FORMAL INQUIRY

- 11.1 If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by police, that a



12.8 Despite s. 207 (1) of the Education Act, the part of the meeting of the Board

considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:

- a) The security of the property of the board;
- b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c) The acquisition or disposal of a school site;
- d) Decisions in respect of negotiations with employees of the board; or
- e) Litigation affecting the board.

13. SANCTIONS

13.1

Conduct, the Board may impose one or more of the following sanctions:

- a) Censure of the Trustee
- b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
- (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.

13.2 The Board shall not impose a sanction, which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development at the vacant.

13.3 A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

13.4 The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

14. RECONSIDERATION

14.1

Conduct the Board shall,

- a) Give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- b) The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least seven (7) business days after the submissions are received by the Trustee; and;



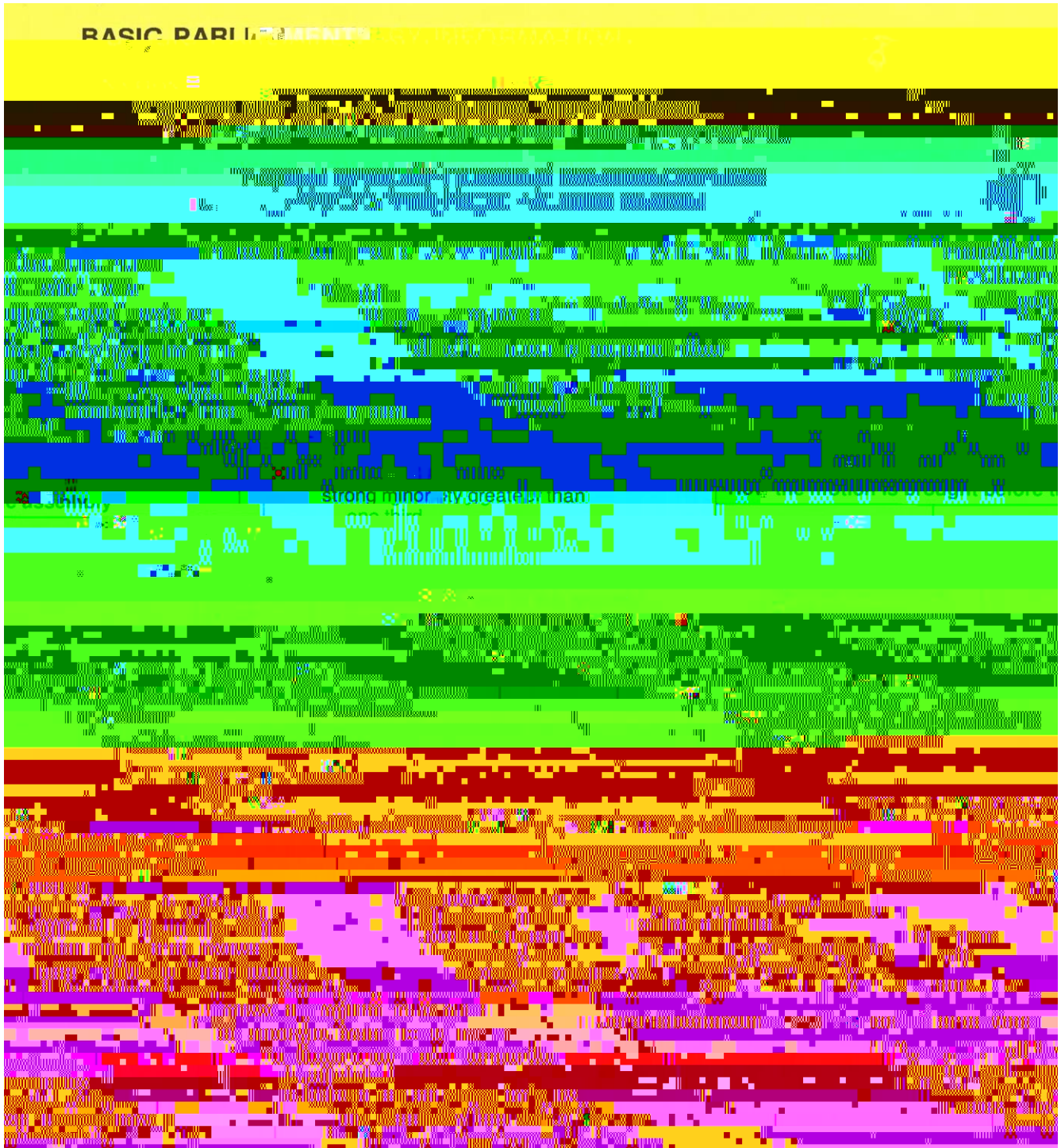
c)



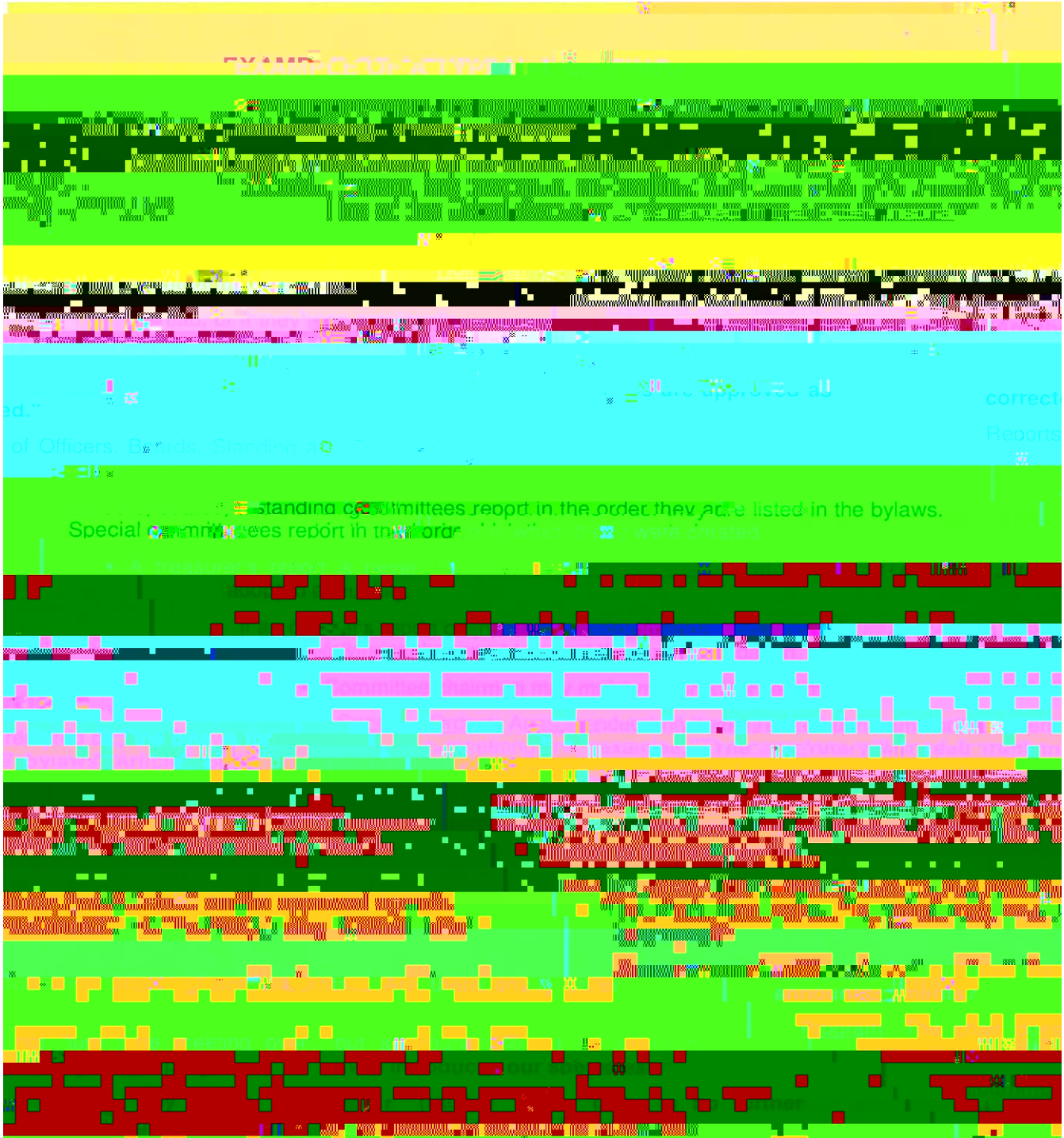
Appendix F

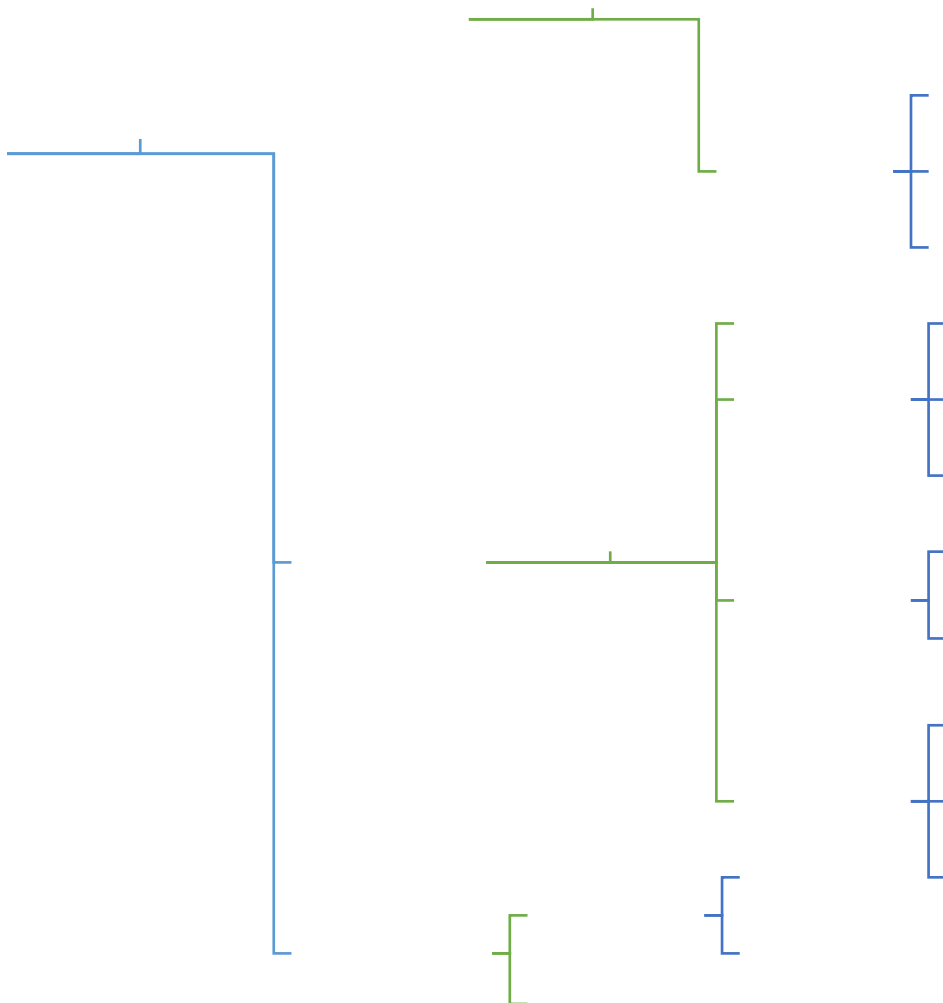
Basic Parliamentary Information

"This excerpt reprinted as originally published with permission of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®. Copies of the original publication "Basic Information Leaflet", © 2012, all rights reserved from which this excerpt is taken, are available for purchase at the NAP Headquarters, 213 South Main Street, Independence, Missouri 64050, 816-833-3892".









SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section Personnel

Policy Name CONFLICT OF INTEREST

723

Board Approved: June 22, 2021

Review By: December 2026

- 3.2 In order to adequately address any disclosed or potential conflicts of interest, it may be necessary for the immediate supervisor to seek direction and guidance from senior staff. If such consultation or further discussion is necessary, the supervisor will advise the affected individual accordingly.

4.0 CONSEQUENCES OF BREACH

- 4.1 Anyone who engages in activities that contravene this policy, including failing to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate measures.

5.0 ACCOUNTABILITY

- 5.1 Employees are charged with a personal responsibility to identify and report conflict of interest situations in accordance with this Policy.
- 5.2 Immediate Supervisors are responsible for identifying and/or clarifying conflict of interest situations with the employees who report to them before passing this to the Director or designate.
- 5.3 Human Resources is responsible for ensuring that all new employees are aware of this policy.
- 5.4 The Director or designate, in consultation with Human Resources, is responsible for deciding whether a conflict-of-interest situation exists and the subsequent action(s) that may be required.

6.0 SCOPE

- 6.1 This policy applies to board employees, volunteers and trustees.
- 6.2 This policy shall in no way relieve any employee, volunteer or trustee from complying with any laws, statutes, regulations, rules, or applicable standards of professional conduct or practice.

7.0 NOTIFICATION

- 7.1 Each employee and volunteer will be made aware of the Policy.

Legal References

Education Act

Municipal Freedom of Information & Protection of Privacy Act

Related Procedures and Policies

Policy 704 Hiring Policy

Policy 207 Lines of Communication Regarding Complaints

Policy 210 Student Trustee

Policy 217 Trustee Expenses 11.p(u)3(en)14(t)4 Tf47



Superior-Greenstone District School Board Conflict of Interest Declaration Form

Please complete this form if you believe that you may be involved in a conflict-of-interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest. Please read Superior-Greenstone District School Board Conflict of Interest Policy 723

SECTION 1: PERSONAL DETAILS

NAME: Click here to enter text.

JOB TITLE / AREA OF RESPONSIBILITY: Click here to enter text.

PHONE: Click here to enter text. **EMAIL:** Click here to enter text.

