

# **BOARD POLICIES**



Fort Vermilion School Division  
*Our Children, Our Students, Our Future: Moving the Dial on Every Child*



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### **PREAMBLE**

Fort Vermillion School Division (FVSD) is situated in diverse rural communities across Mackenzie County. The Board Policies that follow are grounded in the concept of community values and recognize and respect the diverse values that exist within a shared commitment to student success.

To align with the *Superintendent/CEO Evaluation Process, Criteria and Timelines*, with the System Leadership Quality Standard all references throughout the Board Policy document are to the Superintendent/CEO.



# **FORT VERMILION SCHOOL DIVISION BOARD POLICIES**

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## ***1.0 FOUNDATIONS AND DIRECTION***

### **1.1 MANDATE**

Through the Education Act, the Minister of Education has vested in the Board of School Trustees the power and authority to govern Fort Vermilion School Division. The Board has determined that its stakeholders are society at large, students, parents, members of its local communities, and employees of the Division.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***1.0 FOUNDATIONS AND DIRECTION***

#### **1.2 VISION**

At the Fort Vermilion School Division, our vision is to provide an inclusive and nurturing learning environment that inspires and challenges students to become lifelong learners and responsible citizens. We strive to foster a culture of respect, empathy, and collaboration, where students feel supported and encouraged to achieve their full potential. Through innovative teaching methods, we aim to equip our students with the knowledge, skills, and values necessary to succeed in a rapidly changing world. Our goal is to empower students to be critical thinkers, creative problem solvers, and compassionate leaders who will make a positive impact in their communities and beyond. The Fort Vermilion School Division strives to be the best educational choice for parents and students.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### **1.0 FOUNDATIONS AND DIRECTION**

### **1.3 MOTTO AND MISSION**

#### **Motto**

Our Children, Our Students, Our Future: Moving the Dial on Every Child

#### **Mission**

At the Fort Vermilion School Division, our mission is to provide a high-quality, comprehensive education that prepares students for success in college, career, and life. We are committed to creating a safe and supportive learning environment with parents and community that fosters academic excellence, personal growth, and responsibility. Through our understanding of each community's history, family, and faith, we strive to inspire a lifelong love of learning and to cultivate the skills and character traits necessary for success in the world today.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***1.0 FOUNDATIONS AND DIRECTION***

#### **1.4 GUIDING PRINCIPLES**

Board members and staff will demonstrate best practice.

1.4.1 Students are our purpose.

1.4.2 Individuals will act with integrity in all circumstances.

1.4.3 The Division will be student-focused, stakeholder-driven, and results-oriented.

1.4.4 People will be accountable for their actions and strive to continuously improve performance.

1.4.5 Communications will be open, honest, and frank.

1.4.6 Relationships will be based on fairness, honesty, and mutual respect.

1.4.7 Parents will be treated as partners.



# **FORT VERMILION SCHOOL DIVISION BOARD POLICIES**

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## ***1.0 FOUNDATIONS AND DIRECTION***

### **1.5 GOALS**

- 1.5.1 Every Student is Successful.
- 1.5.2 Quality Teaching and School Leadership.
- 1.5.3 Effective Governance.





# **FORT VERMILION SCHOOL DIVISION BOARD POLICIES**

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## ***1.0 FOUNDATIONS AND DIRECTION***

### **1.6 CURRENT PRIORITIES (2023-2026)**

- 1.6.1 FVSD will foster connectivity and well-being amongst community, students, parents and staff
- 1.6.2 All students will improve literacy skills
- 1.6.3 All students will improve numeracy skills
- 1.6.4 All students will *Explore, Develop, Grow* and *Experience* chosen career paths



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***1.0 FOUNDATIONS AND DIRECTION***

### **1.7 KEY PERFORMANCE INDICATORS**

- 1.7.1 Student reading scores as measured by  
Test of Word Reading Efficiency  
Test of Silent Reading Efficiency and Comprehension  
Test of Silent Word Reading Fluency - *aligns with 1.6.2*
- 1.7.2 Numeracy scores as measured by Wide Range Achievement Test (WRAT5) – *aligns with 1.6.3*
- 1.7.3 Student performance on Mathematics Provincial Achievement Tests in Grades 6 and 9, Mathematics Diploma Exams, and English Language Arts Diploma Exams - *aligns with 1.6.2 & 1.6.3*
- 1.7.4 Drop-out rate data as supplied by Alberta Education - *aligns with 1.6.1*
- 1.7.5 High School Completion supplied by Alberta Education - *aligns with 1.6.1*
- 1.7.6 Connectivity survey created by FVSD – *aligns with 1.6.1*
- 1.7.7 Number of students graduating with credentials for post-secondary, or other licensed authorities – *aligns with 1.6.4*



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***1.0 FOUNDATIONS AND DIRECTION***

### **1.8 KEY STRATEGIES**

- 1.8.1 Foster safe and caring environments for learning and working.
- 1.8.2 Focus on recruitment, retention and recognition of capable, committed staff.
- 1.8.3 Recognize and celebrate excellence across the Division.
- 1.8.4 Meaningfully involve students, parents and school councils.
- 1.8.5 Promote focused and meaningful staff professional development.
- 1.8.6 Develop and provide student programming suitable to each student's needs.
- 1.8.7 Develop learning opportunities that correlate to community and cultural contexts.
- 1.8.8 Identify key components of student engagement and provide the necessary supports to improve student engagement in learning and in the life of the school.
- 1.8.9 Build partnerships with the local community, support agencies, and Alberta Education to enhance student learning opportunities.



# FORT VERMILION SCHOOL DIVISION

## BOARD POLICIES

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### 1.0 FOUNDATIONS AND DIRECTION

#### 1.9 VALUES

- 1.9.1 **Relationships:** The Fort Vermilion School Division (FVSD) strives to build and maintain relationships based on honesty, trust, and integrity among and between all levels of our operations including students, parents, staff, and communities.
- 1.9.2 **Innovation:** We value, encourage, and nurture innovation in all aspects and at all levels of the FVSD experience, functioning, and goal formation. We recognized that for a true spirit of innovation to thrive and grow it must be within an environment of collaboration and industry, with a mindset of growth, a recognition that learning can come out of failures, and with an expectation of success for all.
- 1.9.3 **Community:** The ultimate goal of the FVSD is to assist in the development of our young people into good citizens. We value our role in guiding our children to becoming positive productive members of society while recognizing that we are partners in this crucial endeavor with our families. We acknowledge the primary role and responsibility of parents in the growth and education of their children and honour the central role that culture and faith plays in the lives of our families and communities.
- 1.9.4 **Humanity:** While the FVSD embraces the shared values of family, faith, and respect, we also recognize the wide range of human experience that exists in our families, schools, and communities. In all that we teach and do in our schools we strive to model and encourage compassion, kindness, and empathy as being the most basic of our values with the goal of assisting our students and staff at all levels to embrace and carry them forward into their lives, families, and communities.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.1 APPROACH TO GOVERNANCE**

The Board must govern itself and the operations of the Division through policies designed to provide the best possible education to all students in a manner which respects the values of its communities.

**The Board must:**

- 2.1.1 Govern rather than manage the operations of the Division.
- 2.1.2 Make decisions as a corporate body, and monitor that committees, representatives, or individual Trustees act for the Board only if specifically authorized to do so.
- 2.1.3 Focus on strategic leadership to achieve its Mission.
- 2.1.4 Inspire and lead the Division by celebrating successes.
- 2.1.5 Decide the largest issue in each policy category before deciding any smaller issues.
- 2.1.6 Identify the information and resources it needs to establish and monitor policies.
- 2.1.7 Act with the discipline needed to govern with excellence.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.2 ROLE OF THE BOARD**

The Board of Trustees for FVSD is made up of nine elected Trustees. The Board is responsible for ensuring that students receive an education consistent with provincial requirements and with the expectations of the communities in the Division.

**The Board must:**

- 2.2.1 Be accountable to the provincial government by
  - a) Acting in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - b) Performing Board functions required by governing legislation and existing Board policy.
  
- 2.2.2 Be accountable to the community by
  - a) Modeling a culture of respect, understanding and integrity.
  - b) Representing the interests and values and of the community served.
  - c) Establishing processes for, and providing opportunities for, community input.
  - d) Joining with constituents to advocate for the education of students and to ensure that the system reflects the values of the local communities.
  - e) Making data-driven decisions
  - f) Reporting Division results at least annually.
  - g) Developing procedures for appeals
  - h) Hearing appeals as required by statute and/or Board policy.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.2.3 Align with the Three-Year Education Plan by
- a) Providing overall direction for the Division including establishing the mission, vision, and identifying the strategic priorities, and desired results.
  - b) Approving the Three-Year Education Plan for submission to Alberta Education on an annual basis.
  - c) Evaluating progress toward the achievement of student outcomes and other desired results.
  - d) Annually evaluating the effectiveness of the Division in achieving established goals and desired results.
  - e) Approving Annual Education Results Report for distribution to public.
- 2.2.4 Develop and implement policy by
- a) Determining the goals and objectives the Division wishes to pursue.
  - b) Identifying how the Board will function.
  - c) Evaluating the impact of policy to determine if it is producing the desired results.
  - d) Delegating authority to the Superintendent/CEO and defining corresponding responsibilities.
  - e) Establishing policies that reflect the values and perspectives the Board believes its communities hold.
  - f) Directing and monitoring the Division through policies which:
    - i) articulate expected outcomes for the Division;
    - ii) establish processes by which the Board will conduct its business and how it will relate to its staff;
    - iii) set limitations for staff action.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.2.5 Establish Superintendent/CEO/Board relations by
- a) Selecting the Superintendent/CEO.
  - b) Providing the Superintendent/CEO with clear corporate direction.
  - c) Delegating administrative authority and identifying responsibility subject to provisions and restrictions in the Education Act.
  - d) Respecting the authority of the Superintendent/CEO to carry out executive action and supporting the Superintendent's/CEO's actions which are exercised within the delegated discretionary powers of the position.
  - e) Evaluating the Superintendent/CEO on an annual basis in regard to the Superintendent/CEO job description and additional Board direction.
- 2.2.6 Engage in political advocacy by
- a) Identifying advocacy opportunities, including focuses, key messages, and strategies.
  - b) Fostering relationships with other governing bodies to enhance the delivery of education and other services to the stakeholders.
- 2.2.7 Commit to board development by
- a) Evaluating Board effectiveness on an annual basis.
  - b) Directing corporate Board development as needed.
  - c) Ensuring flexibility for individual trustee development.
  - d) Ensuring the continuity of Board governance capability by orienting, training, and developing its members as needed.





# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.2.8 Commit to fiscal management by
- a) Approving the budget annually and establishing trustee compensation rates.
  - b) Approving the Three-Year Capital Plan for submission to Alberta Education on an annual basis.
  - c) Approving audit reporting and ensuring quality indicators are met.
  - d) Monitoring fiscal management of the Division.
  - e) Soliciting advice to inform setting the mandates for negotiations with staff.
  - f) Ratifying Memoranda of Agreement on local bargaining with the Local ATA #77.
- 2.2.9 Undertake selected responsibilities by
- a) Approving Division school-year calendars.
  - b) Establishing school attendance areas.
  - c) Approving a primary second language of instruction at a school when necessary.
  - d) Approving religious programs of instruction when necessary.
  - e) Approving requests to the Minister for the disposition of land and buildings.
  - f) Approving final name selection of schools and other Board-owned facilities.
  - g) Providing opportunities for dialogue with School Councils.
  - h) Making a recommendation to the Minister for the dissolution of a School Council.
  - i) Approving the operations of an alternative program.
  - j) Approving guidelines around student record retention schedules if different from the Student Record Regulation.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### 2.2.10 Closure of Schools

- a) Where the Board has given notice of motion at a regular meeting of the Board that it is considering the closure of a school, the Board must
  - i) Organize and convene a public meeting to discuss the information provided to the parents of every child and student enrolled in the school who, in the opinion of the board, will be significantly affected by the closure of the school. The date and location of the public meeting must be posted in (five) 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting. The public meeting must be advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure on at least two (2) occasions as close as possible to the date of the meeting.
  - ii) Provide an opportunity for the council of the municipality in which the school is located to provide a statement to the Board about the impact the closure may have on the community.
  - iii) Identify at least two (2) trustees to attend the public meeting.
  - iv) Prepare minutes of all public meetings held.
- b) The Board must wait at least three (3) weeks after the date of the public meeting before making a final decision on the proposed closure and must give due consideration to any written submissions on the proposed closure that it receives after the public meeting.

#### 2.2.11 Ward Structure

- a) The electoral ward structure will be determined with representation by population and geographical location. Population will be determined considering county and town census, Alberta Education students enrolled and total enrollment.
- b) The Board will hold community consultations in affected wards prior to passing a bylaw amending the current ward structure.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

### **2.3 ROLE OF THE CHAIR**

The Chair must protect the integrity of the Board's process, represent the Board to outside parties, and speak for the Board.

**The Chair must:**

- 2.3.1 Enforce the Board's own rules and those imposed upon the Board from outside the organization.
- 2.3.2 Restrict meeting agendas and discussions to those issues which, according to Board Policies, are clearly in the Board's jurisdiction.
- 2.3.3 Keep deliberation fair, orderly, thorough, efficient, time-limited, and to the point.
- 2.3.4 Chair Board meetings with all the commonly accepted powers (e.g., ruling, recognizing).
- 2.3.5 Make decisions on behalf of the Board which fall within and are consistent with a reasonable interpretation of its "Governance and Management" policies.
- 2.3.6 Represent the Board to outside parties by stating positions consistent with its policies, resolutions, and bylaws.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.4 ROLE OF THE TRUSTEE**

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken, or affirmation made, by each trustee when they assume office binds them to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out those duties only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

##### **Specific Responsibilities of Individual Trustees:**

- 2.4.1 Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
- 2.4.2 Provide for the engagement of parents, students, staff, and all communities.
- 2.4.3 Respectfully bring forward and advocate for local issues and concerns.
- 2.4.4 Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
- 2.4.5 Refer administrative matters to the Superintendent/CEO.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.4.6 Upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the appropriate level and will inform the Superintendent/CEO or designate of this action.
- 2.4.7 Keep the Superintendent/CEO and the Board informed in a timely manner of all matters coming to their attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent/CEO only.
- 2.4.8 Attend Board meetings (and committee meetings as assigned) and be prepared to participate in the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 2.4.9 Recognize their fiduciary responsibility to the Division and act in the best interests of the Division, understanding that Division needs are paramount.
  - 2.4.9.1 Vote on every Board motion, unless there is a conflict of interest.
  - 2.4.9.2 Support a majority vote of the Board as if the vote had been unanimous.
- 2.4.10 When delegated responsibility, the trustee must exercise such authority within the defined terms of reference in a responsible and effective way.
- 2.4.11 Participate in Board/trustee development sessions so the quality of leadership and service in the Division can be enhanced.
- 2.4.12 Be aware of educational issues and trends brought forward by Administration.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.4.13 Share the materials and ideas gained at a trustee development activity with fellow trustees at the following Board meeting.
- 2.4.14 Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- 2.4.15 Liaise with School Council(s) as assigned and attend local school council meetings, when possible.
- 2.4.16 Attend as a representative when possible and/or appropriate:
  - 2.4.16.1 Provincial ASBA functions.
  - 2.4.16.2 Zone ASBA functions.
  - 2.4.16.3 Division functions/events.
- 2.4.17 Attend when designated by the Board or formally invited by the Principal as Board representative:
  - 2.4.17.1 Extra-curricular school activities.
  - 2.4.17.2 Staff social functions.
- 2.4.18 Participate in community initiatives/activities, when possible, as the community's trustee.
- 2.4.19 Become familiar with, and adhere to, the Trustee Code of Conduct.
- 2.4.20 Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.



# **FORT VERMILION SCHOOL DIVISION BOARD POLICIES**

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## ***2.0 GOVERNANCE AND MANAGEMENT***

### **2.5 ROLE OF COMMITTEES AND REPRESENTATIVES**

The Board must operate as a corporate body and must appoint other committees or representatives to help carry out its governance responsibilities only when deemed appropriate.

**Board committees and representatives must:**

- 2.5.1 Respect and carry out the Board's job.
- 2.5.2 Respect the delegation from the Board to the Superintendent/CEO.
- 2.5.3 Speak or act for the Board only when formally given such authority.
- 2.5.4 Provide the Board with recommendations rather than options and implications, only when specifically requested to do so.
- 2.5.5 Be created and/or delegated to help the staff do its jobs.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.6 TRUSTEE CODE OF CONDUCT**

The Board and its members must operate in an ethical and businesslike manner and in accordance with Board Policies.

**Trustees must:**

- 2.6.1 Carry out their responsibilities as detailed in Policy 2.4 – Role of the Trustee with reasonable diligence.
- 2.6.2 Represent the best interest of the entire Division.
- 2.6.3 Reflect the Board’s policies and resolutions when communicating with the public.
- 2.6.4 Put the interests of the provincial and local communities above those of individuals, groups, organizations, or themselves.
- 2.6.5 Follow Board Policies or specific Board resolutions for direction when exercising authority over the Division, its staff, or its students.
- 2.6.6 Represent the positions of the Board.
- 2.6.7 Respect the Board and its decisions.
- 2.6.8 Understand and respect the scope of their authority.
- 2.6.9 Behave respectfully in group and individual interactions.
- 2.6.10 Engage with social media as community members, acknowledging that their posts reflect their own personal views.
- 2.6.11 Respect issues of a sensitive or confidential nature.





# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

2.6.12 Fulfill their Board-mandated responsibilities. Board-mandated responsibilities supersede any loyalty, such as interest groups and memberships on other Boards or staffs or acting as an individual consumer of the Division's services.

2.6.13 Disclose the nature of any pecuniary financial interest(s) and abstain and absent themselves from discussion or voting on the matter in question.

2.6.14 Respect the Division's hiring processes.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

### **2.7 TRUSTEE CODE OF CONDUCT SANCTIONS**

- 2.7.1 Trustees must conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 2.6. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
- 2.7.2 A trustee who believes that a fellow trustee has violated the Code of Conduct is encouraged to seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- 2.7.3 A trustee who wishes to commence an official complaint under the Code of Conduct must file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring. The letter must indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The Board Chair or, where otherwise applicable in what follows, the Vice-Chair must forward a copy of the letter of complaint to the trustee who is alleged to have violated the Code of Conduct and all other trustees within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
- 2.7.4 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 is strictly confidential. Any public disclosure of the complaint is a violation of the Code of Conduct. Public disclosure of the complaint, and any resulting decision taken by the Board, may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.



# **FORT VERMILION SCHOOL DIVISION**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.7.5 To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide a letter indicating support for having the complaint heard at a Code of Conduct hearing. This letter must be received within three (3) days of the original complaint being forwarded to all trustees. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
- 2.7.6 Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
- 2.7.7 Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.
- 2.7.8 At the special meeting of the Board, the Board Chair must indicate at the beginning of the meeting the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

Without limiting what appears below, the Board Chair must provide for fairness in dealing with the complaint by adhering to the following procedures.

- 2.7.8.1 The Code of Conduct complaint process must be conducted at an in-camera, Code of Conduct hearing, during a special meeting of the Board convened for that purpose. All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.



# **FORT VERMILION SCHOOL DIVISION**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

2.7.8.2 The sequence of the Code of Conduct hearing must be:

2.7.8.2.1 The complaining trustee must provide a presentation which may be written or oral or both;

2.7.8.2.2 The respondent trustee must provide a presentation which may be written or oral or both;

2.7.8.2.3 The complaining trustee must then be given an opportunity to reply to the respondent trustee's presentation;

2.7.8.2.4 The respondent trustee must then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;

2.7.8.2.5 The remaining trustees of the Board must be given the opportunity to ask questions of both parties;

2.7.8.2.6 The complaining trustee must be given the opportunity to make final comments; and

2.7.8.2.7 The respondent trustee must be given the opportunity to make final comments.

2.7.8.3 Following the presentation of the respective positions of the parties, trustees must deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.7.8.4 If the remaining trustees in deliberation require further information or clarification, the parties must be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 2.7.8.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 2.7.8.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 2.7.8.7 The presiding Chair must reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 2.7.8.8 All documentation related to the Code of Conduct hearing must be returned to the Superintendent/CEO or designate immediately upon conclusion of the Code of Conduct hearing and must be retained in accordance with legal requirements.
- 2.7.8.9 The presiding Chair shall declare the special meeting of the Board adjourned.
- 2.7.9 A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions
  - 2.7.9.1 Having the presiding Chair write a letter of censure marked “personal and confidential” to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

2.7.9.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.

2.7.9.3 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee's term as trustee.

2.7.9.4 Having a motion to disqualify a trustee as a Board member with respect to issues involving pecuniary interests.

2.7.10 The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Note: All letters in 2.7 Trustee Code of Conduct Sanctions require a signature. Letters may be handwritten or typed and delivered personally or by electronic means.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.8 MEETINGS**

The Board must operate in a businesslike manner.

**The Board must:**

- 2.8.1 Hold its organizational meeting in October.
- 2.8.2 Publish a schedule of its regular meetings.
- 2.8.3 Use the procedures outlined in Robert's Rules of Order, when necessary.
- 2.8.4 Use the following agenda for its regular meetings.
  - a) Call to Order
  - b) Focus on Student Achievement
  - c) Approval of Agenda
  - d) Approval of Minutes
  - e) Communications
  - f) Trustee Sharing on PD/Committees
  - g) Delegations or External Presentations
  - h) Monitoring Reports
  - i) Other Business
  - j) Adjournment
- 2.8.5 Assess the effectiveness of each regular meeting.
- 2.8.6 Establish a schedule for linking with its stakeholders and for monitoring its policies.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

### **2.9 DELEGATION OF AUTHORITY AND RESPONSIBILITY**

The Board must appoint the Superintendent of Schools as its Chief Executive Officer (CEO) to manage the operations of the Division.

**The Board must:**

- 2.9.1 Delegate the Superintendent/CEO the authority and responsibility to manage the operations of the Division.
- 2.9.2 Support the Superintendent/CEO in fulfilling the legislated responsibilities of a Superintendent of Schools.
- 2.9.3 Hold the Superintendent/CEO accountable for achieving and complying with the policies that apply to the system.
- 2.9.4 Hold the Superintendent/CEO accountable for supporting the Board in achieving and complying with the policies that apply to the Board.
- 2.9.5 Review and approve annual targets proposed by the Superintendent/CEO for achieving the System Goals established by the Board.
- 2.9.6 Permit the Superintendent/CEO to delegate authority and responsibility and to provide resources to other staff, and to hold them accountable.
- 2.9.7 Outline, in policy, the scope of choice given to the Superintendent/CEO.
- 2.9.8 Direct the Superintendent/CEO only through decisions made as a corporate body.





# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

**Without restricting the very broad delegation of authority as noted above, the Superintendent/CEO must:**

- 2.9.9 Enhance student learning by
- a) Providing leadership in all matters relating to education in the Division.
  - b) Providing every opportunity for students in the Division to meet or exceed the standards of education set by the Minister.
  - c) Putting the conditions in place to create learning environments that contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
  - d) Providing leadership in fostering conditions that promote the improvement of educational opportunities for all students.
  - e) Providing leadership in implementing education policies established by the Minister and the Board.
- 2.9.10 Enhance student welfare by
- a) Putting the conditions in place so that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
  - b) Putting the conditions in place so that the social, physical, intellectual, cultural, and emotional growth needs of students are met in the overall school environment.
  - c) Putting the conditions in place to enhance the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
  - d) Putting the conditions in place to have facilities that adequately accommodate Division students.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### 2.9.11 Demonstrate fiscal responsibility by

- a) Monitoring the fiscal management of the Division by the Associate Superintendent of Finance (Secretary-Treasurer) to confirm it is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- b) Monitoring the Division to confirm it operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- c) Directing the preparation and the presentation of the budget.
- d) Monitoring the Board to confirm it has current and relevant financial information.
- e) Directing the preparation of the Three-Year Capital Plan for submission to the Board.
- f) Reviewing, annually, the Transportation and Student Fee as per School Fees and Costs and School Transportation Regulation.

#### 2.9.12 Enhance personnel management by

- a) Having overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- b) Monitoring the performance of all staff and ensure appropriate evaluation processes are in place.
- c) Facilitating professional development and training sessions for staff.
- d) Monitoring the coordination and integration of human resources within the Division.
- e) Monitoring that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- f) Having authority to suspend or terminate a teacher as per the Education Act. (Board Motion 08-03-15079)



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### 2.9.13 Monitor policy/administrative procedures by

- a) Providing leadership in the planning, development, implementation and evaluation of Board policies.
- b) Developing and keeping current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

#### 2.9.14 Foster Superintendent/CEO/Board Relations by

- a) Engaging in and maintaining positive, professional working relations with the Board.
- b) Respecting and honouring the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c) Attending all Board meetings and make recommendations on matters requiring Board action.
- d) Providing the information and counsel which the Board requires to perform its role.
- e) Keeping the Board informed on sensitive issues in a timely manner.
- f) Attending, and/or designating, administrative attendance at all committee meetings.
- g) Demonstrating respect, integrity and support, which is conveyed to the staff and community.

#### 2.9.15 Enhance strategic planning and reporting by

- a) Leading a Strategic Planning engagement process that includes input from all Division stakeholders.
- b) Assisting the Board in determining the present and future educational needs of the Division through the development of short-and long-range plans.
- c) Involving the Board in the approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval.
- c) Implementing plans as approved.
- d) Reporting regularly on results achieved.
- e) Developing the Annual Education Results Report for Board approval.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.9.16 Demonstrate organizational management by
- a) Utilizing effective organization skills to result in Division compliance with all legal, Ministerial and Board mandates and timelines.
  - b) Reporting to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
  - c) Reviewing, modifying, and maintaining an organizational chart which accurately delineates lines of authority and responsibility.
  - d) Building an organizational structure and promoting a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 2.9.17 Enhance communications and community relations by
- a) Taking appropriate actions to develop and maintain open, transparent, positive internal and external communications.
  - b) Putting the conditions in place, including but not limited to community consultations, to enhance parents' level of satisfaction with the services provided and the responsiveness of the Division.
  - c) Maintaining effective relationships within the system and the community served by the system.
  - d) Acting as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
  - e) In consultation with the Board Chair, serving as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.
- 2.9.18 Demonstrate leadership by
- a) Practicing leadership in a manner that is viewed positively and has the support of those with whom the Superintendent/CEO works most directly in carrying out the directives of the Board and the Minister.
  - b) Developing and maintaining positive and effective relations with provincial and regional government departments and agencies.
  - c) Demonstrating, through actions, that meaningful collaboration arises from relationships built on trust, honesty and respect.



# FORT VERMILION SCHOOL DIVISION

## BOARD POLICIES

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### ***2.0 GOVERNANCE AND MANAGEMENT***

#### **2.10 MONITORING PERFORMANCE**

The Board must establish a schedule and identify methods for monitoring its policies on a regular and systematic basis but may also monitor any policy by any method whenever it perceives the need to do so.

**The Board must:**

- 2.10.1 Monitor achievement or compliance only against policy and any previously set criteria.
- 2.10.2 Use the results of monitoring to improve performance and create the future by reviewing and revising existing policies and by formulating new policies.
- 2.10.3 Monitor its policies using reports from staff through the Superintendent/CEO from external sources (e.g., auditors, provincial exams), and/or by direct inspection by the Board.
- 2.10.4 Be mindful of the professional, ethical and legal considerations in its monitoring process.
- 2.10.5 Monitor and evaluate its own performance using the Fort Vermilion School Division Board Self-Evaluation.
- 2.10.6 Evaluate the Superintendent's/CEO's performance at least annually in accordance with the *Superintendent/CEO Evaluation Process, Criteria and Timelines* document.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

#### **3.1 GENERAL CONSTRAINTS**

The Division must operate legally, ethically, prudently, and in adherence to Board Policies.

**The Superintendent/CEO must:**

- 3.1.1 Monitor any practice, activity, decision, or organizational circumstance to their adherence to professional and business ethics, and Board Policies.
- 3.1.2 Take the actions necessary to ensure that the Division operates in compliance with provincial requirements.
- 3.1.3 Seek Board approval to change the number of Associate Superintendent positions.
- 3.1.4 Inform the Board before increasing the number of supervisory positions with division-wide responsibilities.
- 3.1.5 Inform the Board before hiring an Assistant Principal, Principal, or Associate Superintendent.
- 3.1.6 Seek Board approval before travelling internationally in their role as Superintendent.
- 3.1.7 Inform the Board in advance of any out of province travel by staff or students on division business.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

### **3.2 RELATIONSHIPS**

The Division must not treat or tolerate the treatment of students, parents, staff and community members in contravention of the Board's "Guiding Principles" policy.

**The Superintendent/CEO must:**

- 3.2.1 Take reasonable steps to maintain a safe, healthy and respectful environment for learning and working.
- 3.2.2 Permit decisions on assigning, promoting, evaluating, or disciplining students or staff to be based on criteria that achieve or comply with Board Policies.
- 3.2.3 Operate within fair and consistent procedures for hiring and terminating staff.
- 3.2.4 Seek input from students, parents, staff, and community members in monitoring performance and setting direction at the Division and individual school levels.
- 3.2.5 Operate in adherence with procedures for handling complaints about the environment for learning and working, decisions of staff, or the education of students.
- 3.2.6 Communicate the conduct expected and the rights assured under this policy
- 3.2.7 Operate within an effective and efficient communications system.
- 3.2.8 Cultivate positive relationships with stakeholders and foster the public image of the jurisdiction.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

### **3.3 PROGRAMS AND SERVICES**

The Division must offer programs and services that support and enhance the education and well-being of students.

**The Superintendent/CEO must:**

- 3.3.1 Expect programs, services or courses to operate in adherence with provincial requirements.
- 3.3.2 Implement practices which:
  - a) adhere to provincial requirements or Board Policies;
  - b) are consistent with sound pedagogy;
  - c) enhance the safety or well-being of students.
- 3.3.3 Approve assessment and evaluation practices which:
  - a) ensure achievement of provincial and local goals;
  - b) foster an effective and efficient school system;
  - c) involve the participants
  - d) provide for self-evaluation;
  - e) solicit feedback from appropriate sources;
  - f) promote growth and improvement.
- 3.3.4 Hire staff with the competence and commitment to provide effective and efficient programs and services.
- 3.3.5 Take appropriate action with staff who demonstrate a lack of competence or commitment, or who contravene Board Policies.





# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

### **3.4 FINANCES**

The Division must be operated in ways which prioritize its financial health and stability, and the effective, efficient use of its financial resources.

**The Superintendent/CEO must:**

- 3.4.1 Prepare a Division budget, and approve school and other site budgets, in adherence with provincial and Division goals and requirements.
- 3.4.2 Permit the Division to have an operating deficit at the end of any fiscal year, only if the deficit is authorized by the Board.
- 3.4.3 Inform the Board in a timely manner of any material deviation from the approved budget.
- 3.4.4 Establish compensation and benefits which align with identified market standards for the skills employed in similar types of service sectors.
- 3.4.5 Purchase products or services through a fair, reasonable and efficient process.
- 3.4.6 Seek Board approval to use the significant resources generated for ECS to Grade 12 to support other initiatives.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

### **3.5 ASSETS**

The Division must be operated in ways which protect and maintain its assets.

**The Superintendent/CEO must:**

- 3.5.1 Adhere to provincial requirements.
- 3.5.2 Insure Board member, staff, and the Division against theft, casualty, and liability losses.
- 3.5.3 Operate a program of regular and preventative maintenance.
- 3.5.4 Maintain a transportation system which is safe and efficient.
- 3.5.5 Act in a way that does not expose the Division, the Board, or its staff to claims of liability.
- 3.5.6 Receive, process or disburse funds under controls which are sufficient to meet the Board-appointed auditor's standards.
- 3.5.7 Seek Board approval to acquire, encumber or dispose of real property.
- 3.5.8 Follow the Education Act Disposition of Property Regulation when disposing of real property.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

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### ***3.0 LIMITATIONS ON OPERATIONS***

### **3.6 COMMUNICATIONS WITH THE BOARD**

The Board must be provided with the information it requires to fulfill its governance responsibilities.

**The Superintendent/CEO must:**

- 3.6.1 Submit the monitoring data required by the Board in a way that is timely, accurate and understandable.
- 3.6.2 Inform the Board of relevant trends, anticipated significant media coverage, and material external and internal changes affecting the Division, and particularly changes in the assumptions upon which any policy was established.
- 3.6.3 Provide the information required for the Board of Trustees to communicate effectively with stakeholders.
- 3.6.4 Present information clearly and concisely.
- 3.6.5 Issue only accurate and fair information about the Division's operations.
- 3.6.6 Provide the Board with recommendations rather than options and implications, only when specifically requested to do so.
- 3.6.7 Interact with Trustees in a manner that enhances the Board's ability to function as an effective corporate body.
- 3.6.8 Report in a timely manner a known, suspected or anticipated noncompliance with any policy of the Board or provincial directive by the Superintendent/CEO, a Trustee, a representative, committee or the Board itself.