

**POLICY MANUAL** 

# Policy 7

#### **BOARD OPERATIONS**

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order. Robert's Rules of Order shall be used as a tool to facilitate discussion and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.

The Board's fundamental obligation is to preserve, if not enhance, public trust in public education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" sessions as allowed under the School Act.

The Board further believes public interest can be enhanced by ongoing and meaningful public engagement, including having members of the public participate at Board meetings. In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in- camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

- Board Composition and Elections
   Seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.
- 2. Inaugural Meeting and Subsequent Annual Meeting
  - 2.1 Inaugural Meeting
    - After the general local election of school trustees, the Secretary-Treasurer must convene an inaugural meeting of the Board of Education as soon as possible and, in any event, within 30 days from the date that the newly elected Board begins its term of office. The Oath of Office and inaugural meeting shall be scheduled on the same date and done in consultation with the outgoing Board. If the Board is unable to agree on a date, the Secretary-Treasurer shall select a date. The order of business shall include:
      - 2.1.1.1 Statement of the Returning Officer;
      - 2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;
        2.1.1.2.1 Each trustee will take the oath of office immediately
        following the call to order of the inaugural meeting after

following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.



- 2.1.1.3 Election of Chair and Vice Chair;
- 2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;
- 2.1.1.5 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote).

#### 2.2 Annual Meeting

- 2.2.1 Each year thereafter during the term of office, the Board of Education shall hold elections at the regular board meeting in November to appoint the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:
  - 2.2.1.1 Report of Current Chair;
  - 2.2.1.2 Election of Chair and Vice Chair;
  - 2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;
  - 2.2.1.4 Election of BCPSEA representative and alternate.

Upon election of the Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.

The term of office of the Chair, Vice Chair, BCSTA representative and alternate, BCPSEA representative and alternate shall be from the date of the election until the following inaugural or annual meeting unless the trustee resigns from their assignment or a majority of the Board wishes to hold an election before the following inaugural or annual meeting date

2.2.2 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote).

### 3. Regular Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 Regular meetings of the Board shall be held typically on the fourth Tuesday of each month at 7:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place, including virtual meetings, or at some other time. Schedules for Board meetings are available on the District website.
- 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.3 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
- 3.4 A quorum, which the *School Act* states is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

### 4. Special Meetings

- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 4.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair.

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- 4.3 A special meeting of the Board may be called by the Secretary-Treasurer at the request of at least 2/3 of the trustees in office.
- 4.4 The business to be conducted shall be set out in the notice.
- 4.5 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.

# 5. In-camera Meetings

- 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
  - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
  - 5.1.2 Accident claims and other matters where Board liability may arise;
  - 5.1.3 Legal opinions respecting the liability or interest of the Board;
  - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 5.1.5 Medical Examiner's examinations and medical reports;
  - 5.1.6 Staff changes including appointments, transfers, resignations, promotions and demotions;
  - 5.1.7 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 5.1.8 Lease, sale or exchange or real property prior to finalization thereof;
  - 5.1.9 Matters pertaining to the safety, security of protection of Board property;
  - 5.1.10 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:00 7:00 p.m. or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 Trustees must uphold the confidentiality of proceedings of closed (in-camera) meetings.
- 5.7 The Board Chair and Superintendent shall establish items on the agenda for each incamera meeting. The agenda shall generally follow the order outlined below.
  - 5.6.1 Adoption of the Agenda
  - 5.6.2 Minutes for Approval
  - 5.6.3 Reports from Senior Management
  - 5.6.4 Other Business
  - 5.6.5 Items to be Reported out at Open Meeting
  - 5.6.6 Notice of Meetings
  - 5.6.7 Adjournment
- 5.8 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record or general statement of the closed meeting shall be available to the public.

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5.9 All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 9:30 p.m., unless in either case, the time limit is extended to 10:00 p.m. by two-thirds majority vote, and beyond 10:30 p.m. by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 5 shall be determined by those members present.

# Meeting Attendance by Trustees

Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format.

If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.

#### 6. Conduct of Board Meeting Attendees

- 6.1 The Board expects all persons attending its meetings to conduct themselves in a respectful manner.
- 6.2 The Board recognizes the values and objectives of the B.C. Human Rights Code and specifically Section 7 of the code which prohibits persons from making or publishing statements which indicate an intention to discriminate against a person or group which are likely to expose a person or group to hatred or contempt, because of any of the prohibited grounds. The Board is responsible for avoiding such statements in the conduct of its meetings.
- 6.3 The Board supports and endorses the values expressed in the Canadian Charter of Rights and Freedoms, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by Section 2 of the Charter. These rights and freedoms, however, must be balanced with the school board's commitment to Section 7 of the Human Rights Code.
- 6.4 Pursuant to those values and objectives, the school board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.
- 6.5 A person who engages in improper conduct at an in-person or remote board meeting (e.g., discriminatory conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chair or other member presiding the meeting. Public statements which are contrary to Section 7 of the Human Rights Code will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include oral statements made in public at a board meeting and written statements distributed to the public at a Board meeting).
- The decision to expel an attendee or terminate their presentation, or a failure to do so may be appealed through a written statement which will be considered by the whole Board at its next meeting. A vote must be held to uphold the decision or provide a remedy.

#### Trustee In-Service Sessions

- 7.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity to receive information in an informal setting, not for decision-making.
- 7.2 The Board shall prepare a record containing a general statement as to the nature of each in-service session of the matters discussed.

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# 8. Notice and Agendas

- 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
  - 8.3.1 Adoption of Agenda
  - 8.3.2 Approval of Minutes
  - 8.3.3 District Presentations (staff and students)
  - 8.3.4 Delegations (10 minutes per presentation)

    Must be scheduled in advance through the Office of the Secretary-Treasurer.
  - 8.3.5 Comment and Question Period from Visitors (15 minutes)
  - 8.3.6 Comment and Questions from Stakeholders (DPAC, NWTU & CUPE) 3 minutes each
  - 8.3.7 Correspondence
  - 8.3.8 Board Committee Reports
    - 8.3.8.1 Education Policy and Planning Committee
    - 8.3.8.2 Operations Policy and Planning Committee
  - 8.3.9 Reports Senior Management
  - 8.3.10 Old Business
  - 8.3.11 New Business
  - 8.3.12 Trustee Reports
  - 8.3.13 Question Period (15 minutes)
  - 8.3.14 Notice of Meetings
  - 8.3.15 Reporting Out from In-Camera Meeting
  - 8.3.16 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
  - 8.4.1 Board Annual Work Plan
  - 8.4.2 Business arising from previous meetings
  - 8.4.3 Business from committee-of-the whole meetings
  - 8.4.4 Business from sub-committee meetings
  - 8.4.5 Superintendent of Schools or designate
  - 8.4.6 Individual Trustees
- 8.5 Items for the agenda are to be submitted to the Superintendent or designate by the noon on the Monday of the week preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.

In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary (and with consultation / inclusion of submitter).

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If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g., information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Board who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be "incamera" or "regular open."

The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Friday by noon, preceding the date of the Board meeting;

- 8.6 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 8.7 All supporting material for Special Open and In-Camera Board emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

#### 9. Minutes

- 9.1 The minutes shall:
  - **9.1.1** Be prepared as directed by the Secretary-Treasurer
  - 9.1.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 9.1.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business
- 9.2 The Secretary-Treasurer shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.
- 9.3 The Secretary-Treasurer shall establish a codification system for resolutions which will:
  - 9.3.1 Provide for ready identification as to the meeting at which it was considered
  - 9.3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 9.3.3 Establish and maintain a file of all Board minutes
- **9.4** All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.



- 9.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent 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 within 48 hours or 2 regular business days following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 9.7 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

#### 10. Motions

- 10.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 10.2 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 10.3 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 10.4 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.5 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.6 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.7 The Chair shall have the same voting rights as any other member
- 10.8 Where the number of votes on a motion is equal, the motion is defeated, and the Chair shall so indicate.
- 10.9 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.10 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

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#### 11. Public Participation

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

#### Delegations

- 11.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 11.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation and all presentation materials to the Secretary-Treasurer by noon on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.
- 11.3 Delegations shall have 10 minutes to present to the Board.
- 11.4 The Chair may refer to Robert's Rules of Order to ensure that all voices at the Board table have an opportunity to be heard.
- 11.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

#### Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting. Both comment/question periods have a 15- minute maximum each but may be extended by resolution of the Board.

- There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be three minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.
- 11.7 The question period is also intended to enable members of the community to obtain information from the Board that cannot be otherwise provided by staff.
- 11.8 Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.
- 11.9 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, and the time limit for putting such questions by any individual shall also be three minutes, excluding responses from the Board.
- 11.10 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No



motions or action will be considered by the Board at the time of presentation: matters requiring action may be referred to a Committee meeting for consideration.

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

### Correspondence to the Board

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

- 11.12 Where correspondence is received that appears to require a formal Board response, that correspondence will be referred to the Board for corporate discussion and decision. Should correspondence, received by noon on the Monday of the week preceding the date of the regular Board meeting and specifically relate to an agenda item, it will be considered on the agenda under "Correspondence." Correspondence that does not meet the above will be circulated to Trustees and uploaded to the Teams folder.
- 11.13 Consistent with Policy 3, should a trustee receive a complaint or an inquiry from a parent, staff member or community member about an operational matter, they will refer the parent, staff member or community member back to the teacher, Principal of District Office personnel and will inform the Superintendent or designate of this action.
- 11.14 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees and uploaded to the Teams folder.
- 11.15 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 11.10 or 11.11 above.

# 12. Trustee Remuneration and Expenses

# **12.1** Annual Remuneration

- 12.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.
- **12.1.2** Trustee stipend increases, if approved, will come into effect on July 1 of each year.

# 12.2 Expenses

12.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation, and expected to follow any and all relevant administrative procedures regarding travel and expenses.

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#### 13. Board Parental Leave

The New Westminster Board of Education recognizes the importance of supporting Trustees who may wish to give birth or adopt a child during their term of office. This policy is in support of Trustees in their decision to become parents while balancing their work as elected officials.

## 13.1 Eligibility

13.1.1 Trustees who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this policy. Trustees who are the co-parent/spouse of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

### 13.2 Leave Provisions

### 13.2.1 Maternity Leave

Paid maternity leave up to six months is available to Trustees who are pregnant or have given birth. Trustees on maternity leave will continue to receive their full remuneration.

# 13.2.2 Parental Leave

Paid parental leave up to six months following the birth or adoption of a child is available to Trustees regardless of family status or gender. Trustees on parental leave will continue to receive their full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the Trustees' term of office, unless re-elected.

## 13.3 Official Roles and Responsibilities

- 13.3.1 Trustees on maternity/parental leave will continue to have access to information through official Board communications (i.e., email, MS Teams), unless the Trustee on leave chooses to opt-out.
- 13.3.2 Trustees will be exempt, without consequence, from attending meetings of the Board and any committee of which the Trustee is a member. All appointments will be re-assigned temporarily until the Trustee's return.
- 13.3.3 A Trustee on leave reserves the right to participate as an active member of the Board at any time during their leave. This refers to attending committee, Board and in-service meetings only. The Trustee on leave must notify the Board Chair and Superintendent in writing at least 48 hours before on their intention to attend one of the above listed meetings.
- 13.3.4 A Trustee on leave shall utilize an out-of-office email feature to identify they are on leave and offer an alternate contact.

# 13.4 Notice

13.4.1 Trustees who wish to take maternity/parental leave must notify the Board Chair and Superintendent in writing at least four weeks prior, if possible, to the anticipated commencement of the leave indicating the expected start and end dates of the leave. No Board motion is required for approval of maternity/parental leave.

### 13.5 Return to Duties

13.5.1 Following a Trustee's return from leave, they will work with the Board Chair and/or Superintendent to get up to speed on any relevant information/issues.



### **Contact Information**

Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act

Financial Disclosure Act

Income Tax Act

SD No. 40 (New Westminster)

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