

Eastern School District By-Laws Governing Operations

INTRODUCTION

Pursuant to the requirement of Section 74.1 (d) of the Schools Act, 1997 to create by-laws respecting the calling and conduct of meetings of the Board and the administration and business of the Board, and in compliance with Section 74.2 of the Schools Act, 1997, the following by-laws are enacted to regulate the activities of the Board.

DEFINITIONS

In these By-Laws:

- i. "Board" means the Eastern School Board
- ii. "Minister" means the Minister of Education
- iii. "Chairperson" means the Chairperson of the Board
- iv. "District" means the Eastern School District
- v. "Schools Act" means the Schools Act, 1997
- vi. "Parent" means a parent as defined in the Schools Act, 1997

Any terms used in these By-Laws which are also used in the Schools Act, 1997 and the regulations therein shall have the same meaning as they do in the said Act and regulations.

1. MEETING OF THE BOARD

- 1.01 Election of Officers and Executive members at the Annual Meeting shall be by secret ballot, and shall be decided by a clear majority of trustees present.
- 1.02 (a) The regular meetings of the Board shall be held at 7:30 p.m. on the first Wednesday of each month of the school year or as otherwise determined by the Board.
- (b) Meetings of the Board may be held anywhere in the District as the Board may from time to time determine.
- (c) The order of business shall be as follows:
- i. Call to order
 - ii. Approval of Agenda
 - iii. Consideration of the Minutes
 - iv. Business Arising
 - v. Report from Committees
 - vi. Correspondence

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- vii. New Business
- viii. Report of the CEO/Director
- ix. Adjournment

- 1.03 All agenda items must be submitted to the Chairperson of the Board or CEO/Director of Education at least one week prior to the Board meeting date. No items can be discussed at a Regular Meeting of the Board unless trustees are given four (4) days notice in writing, of the business to be transacted.
- 1.04 Article 1.03, notwithstanding, an item for discussion may be added to the agenda at a regular meeting with unanimous consent of the trustees present.
- 1.05 Unless urgent and accepted by 2/3 majority vote, all written communications (other than that intended for information only) including questions, petitions, inquiries shall upon presentation be referred by the Chairperson to the proper committee without a motion.
- 1.06 Meetings of the Board, including meetings in which there is a privileged session, shall be adjourned after two and one half hours unless the trustees vote with a two-thirds majority vote in favour of an extension, which in any event shall not exceed one hour.
- 1.07 Resource persons may participate in meetings of the Board or Board Committee only upon invitation by the CEO/Director with the approval of the Board or Board Committee.
- 1.08 Minutes shall be kept for all meetings of the Board and all meetings of all Committees.
- 1.09 Except as otherwise expressly provided in these by-laws, questions arising at any meeting of the Board and Committees shall be decided by a majority vote of those present and voting. *Where a vote is tied, the question shall be considered as resolved in the negative.* All votes at any such meeting shall be taken by ballot if so demanded by any member present, but if no demand is made, the vote shall be taken by assent or dissent. A declaration by the Chairperson that a resolution has been carried and any entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The names of the mover and seconder of each resolution shall be recorded in the minutes.
- 1.10 At the call for a vote each member, including the Chairperson, is required to vote or declare “abstaining to vote”.
- 1.11 Any questions of procedure relating to any meetings of the Board or of any Committee which have not been provided for in these by-laws shall be determined by the Chairperson in accordance with the Schools’ Act 1997 and these By-Laws.

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1.12 Roberts Rules of Order shall govern in instances where no other rules are defined in the Constitution or By-Laws of the Board

2. **GENERAL PROCEDURES FOR BOARD MEETINGS**

2.01 The business of the Board shall be conducted under the following regulations:

- (a) The Board must act as a body as determined by a majority of its members.
- (b) All trustees shall have equal opportunity to participate in decision-making.
- (c) Minutes of regular Board meetings will be considered public information and will be available to the public from the Office of the CEO/Director and on the Board's official website following Board approval.

2.02 The chairperson will preside at all meetings. In the absence of the chairperson, the vice-chairperson will preside. The chairperson may:

- (a) Entertain motions as needed to resolve issues.
- (b) Call a recess as needed.

2.03 All actions of the Board will proceed by a motion and a second to the motion. Main motions may be made one at a time and must be concluded prior to the introduction of additional main motions. All adoptions of motions will be by a majority of votes cast, a quorum being present.

2.04 If the Chairperson and the Vice-Chairperson should be absent for the opening of the meeting, the trustees present, if there is a quorum, shall elect a trustee to preside at the meeting.

2.05 In the event of the resignation, termination or death of the Chairperson during the year, the Vice Chair will assume the position of Chairperson for the remainder of the year. At the first regular meeting thereafter, the Board shall elect a Vice Chairperson who will serve for the remainder of the year.

2.06 The Chairperson, or in his/her absence, the Vice Chairperson or a chairperson elected for that meeting, shall preside over meetings of the Board and of the Executive Committee and shall have the same right to vote as other trustees.

2.07 Should the Chairperson elect to vacate the Chair to take part in any debate or discussion or for any other reason, the Vice-Chairperson will assume the role of chairperson. In the

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absence of the Vice-Chairperson, one of the trustees will be designated to fill the role of the chairperson until the Chairperson resumes it. The Vice-Chairperson or any trustee temporarily occupying the Chair shall discharge all the duties and enjoy all the rights of the Chairperson. The Chairperson shall not resume the Chair until the matter has been resolved.

- 2.08 When called upon to decide a point of order or practice, the Chairperson shall, before deciding, state the rule applicable to the case, without comment.
- 2.09 The ruling of the Chairperson shall be final, subject only to an appeal to the Board by a trustee, without debate. An appeal shall be decided by simple majority.
- 2.10 When a division takes place on any question, the votes of the trustees may be recorded on the request of a trustee.
- 2.11 Voting on motions shall be ordinarily by voice or show of hands, except that at the request of a trustee, a motion for a vote by ballot will be entertained.
- 2.12 Any trustee desiring to speak shall indicate by upraised hand and, upon verbal recognition by the Chairperson, the trustee may then speak.
- 2.13 No trustee shall speak longer than three minutes to the same question without leave of the Board. A trustee may not speak a second time to a motion until such time as the other members have had an opportunity to speak to the same motion. This does not prohibit a trustee from speaking on a point of privilege or order.
- 2.14 Notwithstanding a motion to defer consideration of a matter coming before the Board, (which motion is not debatable) a trustee who submits a Notice of Motion which appears on the agenda shall be given an opportunity to address the Board for a period not exceeding three minutes on such Notice of Motion.
- 2.15 Every motion shall be seconded and shall be voted upon at the time unless the mover and seconder, by permission of the Chair, withdraw the motion.

3. CLOSED SESSIONS OF THE BOARD

- 3.1 The Board may, by a resolution passed in the public session, refer any matter to a committee for consideration and/or disposition in private (closed) session provided that such resolution stipulates the reason for such referral.
- 3.2 The following matters shall be considered by the Board in closed meetings:

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- (a) The liability of the Board which in the opinion of the Chairperson of the Board and the CEO/Director may involve legal action.
- (b) Personnel matters such as employee performance, medical reports or sensitive staff matters.
- (c) Reports by the CEO/Director or district office staff, which in the opinion of the Chairperson of the Board and the CEO/Director, might be prejudicial to the operation of the schools.
- (d) Lease or purchase of property.
- (e) Negotiations of salary and wage schedules of employees.
- (f) Suspension, expulsion, exclusion of pupils and re-admission of same (confidential record of which shall be kept in the Office of the CEO/Director).
- (g) Materials and information concerning criminal or civil actions which are not part of a public court record;
- (h) Strategy sessions pertaining to collective bargaining, pending or potential litigation, when an open meeting would affect the bargaining or litigation position of the Board;
- (i) Discussions which would disclose the identity of a bona fide and lawful donor to the district, when the donor has requested anonymity;
- (j) Discussions of the content of documents protected by the Access to Information and Protection of Privacy Act;
- (k) Training and orientation sessions conducted to assist members of the board in the fulfillment of their responsibilities;
- (l) Discussion of potential or actual emergencies or matter of security related to the preservation of the public peace, health, and safety;
- (m) Preliminary discussions of tentative information relating to school attendance zones, personnel needs, or fiscal requirement.
- (g) Other matters as determined by the Board.

3.3 Minutes of closed sessions will be limited to decisions only and approved in closed sessions.

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4. SPECIAL MEETINGS OF THE BOARD

- 4.01 Special meetings shall be called in accordance with the provisions of the Schools Act 1997, Section 63(3).
- 4.02 Whenever requested by the Chairperson or in his or her absence the Vice Chairperson, the CEO/Director shall call a special meeting of the Board.
- 4.03 If a majority of board members request in writing, which writing shall contain detail on the topic to be considered, the Chairperson or CEO/Director of the Board shall call a special meeting of the Board.
- 4.04 Notification of any special meeting shall be given by telephone or delivered in writing to each Board member at least four (4) days in advance of the meeting and such notification shall specify the topics to be considered. No business shall be transacted at a special meeting other than business for which the meeting was called.
- 4.05 All information including minutes of the previous meeting and other sensitive documents or notes related to special meetings must remain as exclusive property of the meeting and will be filed exclusively at the Office of the C.E.O./Director of Education.

5. QUORUM OF THE BOARD AND COMMITTEES

- 5.01 A quorum of the Board and Committees shall consist of a majority of the trustees, excluding vacancies.
- 5.02 If there is no quorum present within thirty minutes of the time appointed, the Board or Committee shall not convene and the names of trustees present shall be recorded.

6. PUBLIC PARTICIPATION

- 6.01 Consistent with The Schools Act, 1997, Section 61, all meetings of the Board will be open to the public unless it is declared by vote of the trustees to be a closed meeting from which members of the public shall be excluded.
- 6.02 The Board shall conduct the business of the District in an orderly and efficient manner, and will, therefore, require reasonable controls to regulate public presentations to the Board. At an appropriate time, the Chairperson may invite comments by visitors.
- 6.03 The Chairperson is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the remarks to the subject under consideration.

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- 6.04 Individual(s) or groups of individuals desiring to be heard by the Board will make such a request in writing, stating the purpose of the hearing and the action required. The request will be presented to the Board at the meeting next following receipt of the *Request for Hearing*, provided it is received at least one (1) week prior to the Board meeting.
- 6.05 Except as otherwise expressly provided in these by-laws or by specific Board policies, or procedures, or unless urgent and accepted by 2/3 majority vote, all requests for public presentation to the Board shall be referred to the appropriate officers or committees of the Board.
- 6.06 A delegation which has the approval to speak to the Board or Board Committee shall designate not more than one person as spokesperson and no other member of the delegation shall address the Board, except by invitation of the Chairperson.
- 6.07 All verbal or written submissions by delegations to the Board either direct or through a Board Committee, inclusive of petitions, will be recorded and the Board's response to the presenters shall be in writing and form an integral part of the Board's official record.
- 6.08 The Board will designate a time and location for Public Hearings when, in the opinion of the Board, the electors should be consulted or when the electors within a Board Zone request the same and are deemed to be a significant per cent of the total Zone electorate.

7. PUBLIC COMPLAINTS

- 7.1 Situations may arise in the operation of the District which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officials of the district, such as the school staff, the principals, the district office and the Board. The Board considers it the obligation of employees of the district to entertain the questions of parents or the public. The following guidelines constitute the proper procedure to be followed by persons with questions or complaints:
- (a) Matters concerning individual students should first be addressed to the teacher.
 - (b) Unsettled matters from (a) above or problems and questions concerning individual schools should be directed to the principal of the school.
 - (c) Unsettled matters from (b) above or problems and questions concerning the District should be directed to the CEO/Director.
 - (d) If the matter cannot be settled satisfactorily by the CEO/Director, it should be brought to the Board. Questions and comments submitted to the Chairperson of the Board in letter form will be brought to the attention of the Board.

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8. BOARD MEETING MINUTES

- 8.01 The CEO/Director shall ensure that an orderly and accurate record of the official acts of the Board is maintained, which shall be signed by the Chairperson and the designated recorder.
- 8.02 The minutes shall record all motions, showing the member making the motion, the second, and the result of the voting. On all matters requiring vote, the abstentions and the nays shall be recorded only if the individual(s) request(s) such.
- 8.03 The minutes of the preceding meeting shall be approved by motion of the Board, subject to the correction of any errors or omissions.

9. COMMUNICATIONS

- 9.01 The CEO/Director shall have delivered four (4) days prior to the Board meeting, the minutes of the previous regular meeting, agenda and other relevant information.
- 9.02 Section 8.01 notwithstanding, copies of the minutes of closed meetings will be provided at the meeting only and shall not be available to the general public. Minutes of Agenda items deemed by a committee to be subject to discussions in a closed session of the Board will similarly be provided at a closed session of the Board only and shall not be available to the general public.
- 9.03 All communications or reports to the Board from staff members and staff organizations will be submitted to the Board through the Office of the CEO/Director of Education. However this will not be construed as denying the right of any staff member to appeal any action or decision of the CEO/Director to the Board.
- 9.04 All official communications, policies, and directives to employees from the Board will be communicated through the Office of the CEO/Director of Education.
- 9.05 Individual Board trustees interested in visiting schools or classrooms will make arrangements for visitations to schools through the office of the principal. Such visits will be confined to informal expressions of interest in school affairs.
- 9.06 Staff and trustees share a keen interest in the schools and in education generally, and it is expected that when they meet at social affairs and other functions, they may normally discuss general educational matters. However, it is recognized that individual trustees have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action.

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9.07 The Chairperson and the CEO/Director of Education (or designates) shall be the official spokespersons for the Board.

10. **STANDING COMMITTEES**

10.01 The standing committees of the Board shall be as follows:

- (a) Executive
- (b) Finance and Property
- (c) Programs

10.02 Terms of Reference of Standing Committees shall be developed by the respective Committees for Board approval and shall be in accordance with the Board Constitution, By-Laws and Schools Act (1997) and shall be consistent with the following purposes:

Executive Committee

The Executive Committee shall:

- (a) Act in place of the Board consistent with the Schools Act, 1997, Section 56, and in accordance with limitations as imposed through these By-Laws. All actions taken and decisions made by the Executive Committee when acting in place of the Board shall be reported to the School Board at the next regular meeting of the Board.
- (b) Act as an appeals panel for all parent/student appeals initiated under Section 22 of the Schools Act, 1997.
- (c) Under the authority of the Schools Act, 1997, Section 39(2), appoint three trustees to serve as an appeals panel in respect to student expulsions.
- (c) Act as an advisory committee to make recommendations to the Board when dealing with:
 - Staffing of Senior Administrative Personnel
 - Constitution & By-Laws Recommendations
 - Planning & Priorities
 - General Policies

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Finance and Property Committee

The Finance and Property Committee shall be an advisory committee reporting to the Board on all finance and property matters pertaining to the Board's operation that will include the following:

- Finance
- Property
- Staffing of support personnel
- Student Transportation
- Policies relating to Finance and Property

Programs Committee

The Program Committee shall be an advisory committee reporting to the Board on all matters related to programs to be offered in our schools. These matters will include the following:

- Programs
- Personnel for teaching staff
- Policies relating to Programs and Programs personnel

10.03 Each committee shall confine their deliberations to the matters prescribed in their Terms of Reference as approved by resolution of the Board.

10.04 Committee meetings will not be open to the public except for the provision of public presentations as approved by the Board and/or the affected committee.

10.05 The Board Chairperson shall be ex-officio to all Standing Committees and shall have the same right to vote as other trustees, but other than for the Executive Committee, shall not be counted for a quorum of any committee and shall not be eligible to be Chair of any committee other than the Executive Committee. The Board Chairperson shall be the Chairperson of the Executive Committee.

10.06 The Board may appoint such Ad Hoc Committees, in addition to those required in the Constitution of the Board, as it may deem necessary for the proper governance of the Board and shall set their Terms of Reference.

10.07 The membership of each Committee, shall, subject to the Board Constitution and these

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by-laws, be established by the board following recommendations to the Chairperson.

10.08 Any member of a Committee shall cease to be a member of that Committee upon motion of the Board.

10.09 The business of committees shall be conducted under the following regulations:

- (a) Roberts Rules of Order shall govern in instances where no other rules are defined in the Constitution or By-Laws of the Board.
- (b) Unless otherwise determined by the Board, each committee shall elect a Chairperson from its trustees at its first yearly meeting.
- (c) The number of times of speaking on any question shall not be limited.
- (d) At the call for a vote each member, including the Chairperson, is required to vote or declare "abstaining to vote".
- (e) In the absence of, or until the arrival of the Committee Chairperson, one of the other trustees shall be elected to preside and shall discharge the duties of the Chairperson.
- (f) The minutes of all meetings of every committee shall be accurately entered in a book provided for that purpose and shall not be available to the general public.
- (g) When a division takes place on any question the votes of the trustees shall be recorded if so requested by one of the trustees.
- (h) A majority of the active trustees of a committee shall constitute a quorum.
- (i) Committee meetings shall be adjourned after two and one half hours unless the trustees vote two-thirds in favor of an extension, which in any event shall not exceed one hour.

11. CONFLICT OF INTEREST

11.01 All trustees shall be familiar and act in accordance with the conflict of interest laws as stipulated in the Schools Act, 1997, Sections 68 and 69.

11.02 Trustees are required, not only to adhere to all laws regarding conflict of interest, as outlined in the Schools Act, 1997, but to be alert to situations which have the appearance of a conflict of interest and to avoid actions that might embarrass themselves or the

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Board.

- 11.03 No trustee of the Board will have any direct pecuniary interest in a contract with the school district, or furnish directly any labour, equipment, supplies, or services to the district. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board trustee is an employee of the firm. However, in such instances the trustee may be expected to declare an association with the firm and refrain from debating or voting on the question.
- 11.04 The Board declares that conflict of interest can arise when a Board trustee will personally derive any private benefit that is pecuniary in nature from Board action. In order to avoid any real or perceived conflict of interest, the Board will not purchase supplies, equipment or personal services from a firm, business, corporation, or association in which a trustee has a substantial interest unless such purchases are made on the basis of competitive bids or quotations solicited in accordance with the Public Tendering Act.
- 11.05 In the event of any real or perceived conflict of interest, the Board trustee will disclose the conflict to the Board prior to the vote. The record of the disclosure will be attached to the minutes of the meeting at which Board action occurred relating to the matter disclosed. A trustee shall not vote on a matter where s/he has a conflict of interest.
- 11.06 When a trustee suspects that another trustee is in a conflict of interest on a matter before the board or a committee of the board, either trustee may make a request of the chairperson to add the perceived conflict to the Board agenda prior to any Board decisions related to the matter. If there remains any doubt as to whether or not the trustee has a conflict of interest, the board will decide the question by majority vote and its decision on the matter will be final.

12. ATTENDANCE AND TENURE OF TRUSTEES

- 12.1 Each Board member shall faithfully attend all meetings of the Board. A record of attendance will be included in the minutes of all meetings of the Board of Trustees.
- 12.2 If a Board member submits a written resignation, dies, no longer resides in the zone for which he or she was elected, or absents himself or herself from three consecutive meetings of the Board without good reason, the Board shall inform the Minister and further request that the position be declared vacant.
- 12.3 If a Board member acts in an irregular, improper or improvident manner with respect to his or her duties as a Board member, the Board may, by a resolution approved by not less than two-thirds of the remaining members, request of the Minister that the offending Board member be dismissed from the Board.

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13 DUTIES OF THE OFFICERS AND MEMBERS

13.01 The Chairperson shall:

- (a) Preside at all meetings of the Board;
- (b) Be an ex-officio voting member of all Committees of the Board;
- (c) Represent the Board in its relations with the government, other educational authorities and the public;
- (d) Carry out such other duties as may be assigned by the Board from time to time;

13.02 The Vice-Chairperson shall:

- (a) Act as Chairperson and have all the powers and perform all the duties of the Chairperson in the absence of the Chairperson;
- (b) Assist the Chairperson in the execution of the duties of the Chair;
- (c) Perform such other duties, if any, as may be delegated by the Chairperson.

13.03 Board Members shall:

- (a) Act in the best interests of all students across the entire district;
- (b) Assume no individual authority to act in the name of the Board except where provided for in the Constitution or By-laws of the Board or by a resolution of the Board;
- (c) Abide by any resolution of the Board after the adoption of that resolution;
- (d) Abstain from speaking or voting on any question where a conflict of interest, as defined in the schools Act, arises;
- (e) Keep confidential any matter arising in a closed meeting that continues to be excluded from the public record;
- (f) Be a liaison to the Board for the schools for which the Board may, from time to time, designate the Board member to be responsible.

14. DUTIES OF PRINCIPALS, ASSISTANT PRINCIPALS AND TEACHERS

14.01 Every principal shall carry out duties as defined in the Schools Act, 1997, and in accordance with the By-Laws and Policies of the Board.

14.02 Every teacher shall carry out responsibilities as defined in the Schools Act, 1997, and in accordance with the By-laws and Policies of the Board.

14.03 The duties of Principals, Assistant Principals, and Teachers shall be in accordance with

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the requirements as outlined in the Schools Act, 1997 and policies as determined from time to time by the School Board.

15. SUSPENSION OF STUDENTS

Eastern School Board recognizes the role of discipline in maintaining a positive learning environment. The Board supports suspension of a student as required in response to inappropriate, disruptive, or dangerous student behaviour. The Board shall have in place policy and protocol pertaining to suspension in accordance with the guiding principles of natural justice, due process, and the right of appeal, and within the context of the legislative requirements of the provisions of The Schools Act, 1997.

16. STUDENT APPEALS

Eastern School Board recognizes the right of students, parents, and employees to appeal any decision and action engaged in by employees, structures, Board and Committees of the school district. The Board shall have in place policy and protocol relating to the appeals process in accordance with the guiding principles of natural justice, due process, fairness, reasonableness, and timeliness, and within the context of the legislative requirements and provisions of The Schools Act, 1997.

17. SCHOOL FEES, LEVIES AND FUND-RAISING

17.1 School Councils shall hold the first meeting in each school year not later than September 30th.

17.2 All fees, levies, and funds raised shall be subject to the Board's *Fiscal* Accountability and Reporting Policy for Schools.

17.3 The Board shall maintain a policy respecting school fees, levies, and funds raised by a school in accordance with Section 13, 14, and 26 of the *Schools Act, 1997* and School Councils will be bound by that policy.

17.4 School Councils shall enter into a protocol agreement with the Board that is to be reviewed annually with revisions and final signing completed by October 31st of the school year.

18. POLICY MAKING

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18.01 Policy Development

- (a) The Board shall develop policies which shall provide the framework for District operations. The administration shall operate the District within the framework of these policies.
- (b) Adoption of new policies or changes to existing policies is solely the responsibility of the Board.
- (c) Proposals for new policies or changes to existing policies may be initiated by a Board member, by the CEO/Director, or by any citizen of the District. The proposals shall be made in writing to the CEO/Director and shall be placed on the agenda of a regular or special board meeting for consideration.
- (d) The CEO/Director (or his designate), shall be responsible for ensuring appropriate input from the district and for developing a draft policy for consideration of the appropriate Board committee.
- (e) The CEO/Director shall seek legal counsel when there may be a question of legality or of proper legal procedure in the development of any proposed Board policy.

18.02 Policy Adoption

- (a) When policies are approved by the appropriate Board committee, they will be recommended by that Committee to the Board for approval. All policies to be approved by the Board will be included as attachments to committee minutes that will be distributed in the Board meeting package at least four (4) days prior to the Board meeting at which the policy is to be considered for approval.

18.03 Policy Dissemination

- (a) The CEO/Director shall establish an orderly plan for preserving and making accessible the policies adopted by the Board.
- (b) All school principals will be informed of any new policy adopted by the Board through electronic mail to which a copy of the policy will be attached.
- (c) The Board's Official Policy Manual will be maintained on a secure District Website and will be accessible to the public in electronic format.

18.04 Revision of Policy

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- (a) In an effort to keep its written policies up to date so that they may be used consistently as a basis for board action and administrative decisions, the Board shall review its policies on a continuing basis.
- (b) The board shall evaluate how the policies have been implemented by staff and shall weigh the results. It shall rely on staff, students, and the community to provide evidence of the effect of the policies which it has adopted.
- (c) The CEO/Director has the continuing responsibility of calling to the Board's attention all policies that are out of date or for any other reason appear to need revision.

19 BOARD MEMBER ORIENTATION

- 19.1 It shall be the responsibility of the CEO/Director to provide to new members copies of the Board Policy Manual, the minutes of the Board meetings for the previous year, and other materials which will acquaint them with the powers and duties of the Board and the operation of the district.
- 19.2 The Chairperson and the CEO/Director shall arrange for new members to meet as soon as possible other trustees, the CEO/Director, and others that attend regular Board meetings.
- 19.3 New members shall be required to attend workshops for new Board members as sponsored by the Board and the Newfoundland and Labrador School Boards Association.
- 19.4 Orientation to the office should be considered an ongoing process for all Board members and a vital responsibility for effective Board membership.

20. CONFIDENTIALITY

- 20.1 All information and written materials supplied to or obtained by Board members, officers and employees of the Board including, but not limited to student information, all personnel matters, and all materials and information involved in Committee work and sessions of the Board shall be deemed to be, and shall be kept, confidential until it is a matter of public record.