



**NISGA'A SCHOOL DISTRICT NO. 92  
BOARD OF EDUCATION  
REGULAR MEETING  
SCHOOL BOARD OFFICE  
GITLAXT'AAMIKS, BC**

**TUESDAY, DECEMBER 12, 2023 – 6:30 pm**

**A G E N D A**

1. <b>PROTOCOL</b>			
2. <b>CALL TO ORDER</b>			
3. <b>DECLARATION OF QUORUM</b>			
4. <b>APPROVAL OF AGENDA FOR DECEMBER 12, 2023</b>	Motion		
5. <b>ADOPTION OF MINUTES OF PRIOR MEETING:</b>			
5.1 Regular Meeting – November 21, 2023	Motion	Attachment	Page 1-7
6. <b>BUSINESS ARISING FROM THE MINUTES:</b>			
6.1			
7. <b>PRESENTATION:</b>			
7.1 NESS Student Presentation – Ethnomath Symposium	Verbal		
8. <b>EDUCATION:</b>			
SUPERINTENDENT			
8.1 Superintendent Report	Information	Attachment	Page 8-13
8.2			
8.3			
9. <b>BUSINESS:</b>			
SECRETARY-TREASURER			
9.1 Housing/Maintenance Report	Information	attachment	Page 14-15
9.2			
9.3			
9.4			
10. <b>POLICY DEVELOPMENT:</b>			
10.1 Policy 4 – Appendix: Trustee Code of Conduct Sanctions – 2 <sup>nd</sup>	Motion	Attachment	Page 16-20
& 3 <sup>rd</sup> reading			
11. <b>TRUSTEE REPORTS:</b>			
11.1			
11.2			
12. <b>CORRESPONDENCE RECEIVED:</b>			
13. <b>PUBLIC QUESTION PERIOD:</b>			
14. <b>ADJOURNMENT:</b>			

**Next Board Meeting – January 16, 2024**



**MEETING AGENDA ITEM 5.1**

<b>Action:</b>	X	<b>Information:</b>	
<b>Meeting:</b>	Regular	<b>Meeting Date:</b>	December 12, 2023
<b>Topic:</b>	Minutes of the Regular Meeting of the Board – November 21, 2023		

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

THAT the Minutes of the Regular Meeting of the Board held on November 21, 2023 be approved.

Presented by: Board Chair

**NISGA'A SCHOOL DISTRICT NO. 92  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
VIRTUAL MEETING - TEAMS  
GITLAXT'AAMIKS, BC**

**TUESDAY, NOVEMBER 21, 2023 – 6:30 PM**

<b>In attendance:</b>	Winnie Morven-Hansen Chair	Gitlaxt'aamiks Trustee
	George Nelson, Chair	Gingolx Trustee
	Edward Desson	Nass Camp & Surrounding Area
	Danica Moore	Laxgalts'ap Trustee
	Carl Azak	Gitwinksihkw Trustee

<b>Also in attendance:</b>	Jill Jensen	Superintendent of Schools
	Paul Mercer	Secretary Treasurer
	Kory Tanner	Secretary Treasurer
	Sharlene Grandison	Recording Secretary

**Absent:**

1. **PROTOCOL**  
Board Chair Morven-Hansen acknowledged the passing of family members of Wilps Axdii Wil Luugooda and Wilps Duuk. We send out condolences to all the families. (in the In-Camera Meeting).

2. **CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

Secretary Treasurer – Chair - Election for Board Chair and Vice-Chair

First call for Board Chair nominations

Trustee Moore nominated Trustee Morven-Hansen

Trustee Morven-Hansen accepts.

Second call for Board Chair Nominations - none

Third and final call for Board Chair Nominations - none

Trustee Morven-Hansen is proclaimed as Nisga'a School District 92 Board Chair.

Vice-Chair:

First call for nominations for Vice-Chair.

Trustee Morven-Hansen nominated Trustee Danica Moore.

Trustee Moore accepts nomination.

Second call for Vice-Chair nominations

Trustee Desson nominates Trustee George Nelson.

Trustee Moore accepts.

Third and final call for nominations for Vice-chair – none

Voting:

3 to 2 for Trustee Moore

Trustee Danica Moore is Vice-Chair

3. **DECLARATION OF QUORUM:**

There is a declaration of quorum.

4. **APPROVAL OF AGENDA:**

**R02-1561**

That the Board of Education approve the November 21, 2023, Agenda as presented.

Trustee Azak/Trustee Moore

Carried

5. **ADOPTION OF MINUTES OF PRIOR MEETING:**

5.1 Minutes of October 17, 2023, Regular Meeting Minutes

**R02-1562**

That the Minutes of the Regular Meeting of the Board held on October 17, 2023, be approved.

Trustee Desson/Trustee Moore

Carried

**6. BUSINESS ARISING FROM THE MINUTES:**

No Business arising from the October 17, 2023 Minutes.

**7. PRESENTATION:**

**7.1 NESS Presentation – Charity Peal**

Presented on:

- Student Code of Conduct – Grades 9 – 12
  - Discussed what a code of conduct is?
  - Why we considered it necessary.
  - What we felt it would look like for our school
  - What did we agree with.
  - What makes sense for our school.
  - Looked at...are there things that we want to add, there were things we may want discuss further.
  
- Student Input
  - Why is it important – We need a common understanding.
  - What do we agree with – What parts fit at NESS.
  - Invited input from Knowledge Keepers.
  
- Compassion & Kindness

**8. EDUCATION:**

Superintendent

**8.1 Superintendent's Update & Public Interest Disclosure Act – Operational Procedures**

Superintendent Jensen's report for 21 Gwilatkw 2023:

UBC Geer Up – submitted by NESS Staff

Public Interest Disclosure – Operational Policy 403

Indigenous Education Councils

School Plans for Enhancing Learning:

- Quality Teaching and Leadership
- Student-Centered Learning
- Future Orientation
- High and measurable standards
- Health and Effective learning environments

9. **BUSINESS:**  
Secretary-Treasurer

9.1 Board Chair/Vice-Chair Elections

Elections done after "Call to Order".

9.2 SOFI – Statement of Financial Information

For consistency with the Budget Transparency and Accountability Act, respecting Public Accounts reporting, a Statement of Financial Information (SOFI) must be submitted by each school district within six months following the corporation's fiscal year end. School Districts are defined as corporations as outlined in the Financial Information Act.

Reference the attached 2022/2023 School District Statement of Financial Information (SOFI) Report.

**R02-1563**

That the Board of Education approve the 2022/2023 Statement of Financial Information (SOFI) for the year end June 30, 2023.

Trustee Nelson/Trustee Desson

Carried

9.3 Information Technology Report

Information Technology Report for Board review.

Information only.

10. **POLICY DEVELOPMENT:**

10.1 Policy 4 – Appendix: Trustee Code of Conduct Sanctions – first reading

Superintendent Jensen:

We have added an appendix to Policy 4 – Trustee Code of Conduct. The Sanctions portion needed to be updated to be in compliance with Provincial expectations and the BC School Trustees Association. Recommending the Board approve the Appendix as presented.

**R02-1564**

That the Board of Education approve first reading – Policy 4 - Appendix Trustee Code of Conduct Sanctions as presented.

Trustee Nelson/Trustee Azak

Carried

## 11. TRUSTEE REPORTS:

### 11.1 BCSTA Provincial Council – Trustee Desson

Report on meeting of the BC School Trustees Association - Provincial Council

Meeting was held on October 20, 2023

The Provincial Council was established in 1987 to ensure the interest of all Boards represented in the governance of BCSTA, and to facilitate dialogue between member boards.

Meeting summary:

A presentation was given by Metis Nation of British Columbia, it overviewed Metis history in Canada, current Metis Nation programming, and resources that are available to schools.

Following that, there was an evening social among representatives of the Provincial Council. Where I learned a bit of the challenges facing other Northern Boards and the solutions that they implemented. It was time well spent.

October 21, 2023:

- More a business meeting in the morning with the adoption of agenda and minutes.
- President's Presentation – relayed their support for SOGI, support for disabled access into buildings, outlined safety of employees as a priority, and the need for an updated Code of Conduct to be put in place by the Spring 2024.
- Virtual Trustee Information Session will be held November to January.
- CEO Report – gave thanks to working groups for their work, talked about Advocacy Day which was a great success. Suggested that we check it out on social media, learning resources are not available on the portal for trustees to use, reminded that the CEO is in direct contact with the Ministry most of the time.
- This was followed by the Canadian School Board Association presentation. Focusing on priorities – indigenous education, on-going discussion with Yukon school boards on joining the association, and that tension is high in rural areas among school boards.
- Standing Committee Reports
- Improving student outcomes

## 12. CORRESPONDENCE RECEIVED:

No correspondence received.

13. **PUBLIC QUESTION PERIOD: 7:08 pm**

Derek Azak

Will the Board move away from virtual meetings? Very ineffective way to hold public meetings with technical issues, not everyone has access to Teams. Technical issue with freezing.

Board Chair Morven-Hansen

The reason why the Board is meeting virtually at this time is the weather conditions, and that has not been changed, it has more to do with safety.

Kathryn Kervel

Suggestion perhaps utilizing another platform such as Zoom that allows for more flexibility and security. For example, NLG uses the zoom webinar features to hold their meetings online for the public and can use the gallery view to see all participants.

Derek Azak:

Public Question period has technical issues with TEAMS as well. Please show all board trustees on the share screen for TEAMS during the meetings. We cannot see when the trustees are voting/raising their hand. This will provide more transparency for public board meeting held virtually.

Kory Tanner:

Which is why you call out the names of those that voted.

Board Chair Hansen-Morven:

Thank you, that will be definitely done in the future.

14. **ADJOURNMENT:**

The meeting adjourned at 7:30 p.m.

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Certified correct,  
Winnie Morven-Hansen,  
Board Chair

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Certified correct,  
Paul Mercer,  
Secretary Treasurer





**MEETING AGENDA ITEM 8.1**

<b>Action:</b>		<b>Information:</b>	X
<b>Meeting:</b>	Regular	<b>Meeting Date:</b>	December 12, 2023
<b>Topic:</b>	Superintendent's Report to the Board		

**Background/Discussion:**

Superintendent's Report to the Board dated 21 Luut'aa 2023.

**Recommended Action:**

For information only

Presented by: Superintendent



## Nisga'a School District No. 92

Respect § Compassion § Integrity § Patience § Teamwork § Curiosity § Creativity § Sayt K'ilim Goot

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### MEMO

**To: Board of Education**  
**From: Superintendent of Schools**  
**Date: 12 Luut'aa 2023**  
**Re: Report to Board of Education**

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### BCSTA Academy

Trustees attended the annual BC School Trustees Association academy in Vancouver at the end of November. It is an opportunity for professional learning, capacity building, and networking.

Highlights included :

Increased Indigenous representation and voice. This was evident with the Fishbowl activity during the pre-conference where all participants were Indigenous, and the focus was on Indigenous education. Trustee Nelson was on the fishbowl panel which garnered at least 75 questions from the session.

The opportunity to network with trustees from across the province is valuable and the academy focused on building trustee capacity, awareness and understanding of how to engage in productive activism.

### Celebrating Student Learning and Leadership

NESS students participated in an Ethnomath symposium with students from Alaska and Hawaii. Ethnomath is:

- Real world problem solving
- Math that is relevant to place, with a focus on the cultural significance of math in traditional ways of being
- Connects learning and improves attitudes about math to everyday experiences and cultural practices
- Empowers student to be locally-minded, global citizens with a sense of purpose and place
- Leaves the learner with a sense of math being "all around us"



## Compassionate Systems Awareness – Student Leadership

Compassionate Systems Awareness is a cornerstone of the BC's [Mental Health in Schools Strategy](#). BC's Ministry of Education and Child Care is engaged in the work of with Compassionate Systems Awareness through its connection with the [Center for Systems Awareness](#) at MIT.

[Peter Senge](#) and [Mette Boell](#) are the co-founders of the Center. They have worked closely with BC educators and have been pivotal in the development of our BC network, and the growth of [Compassionate Systems Leadership BC](#). Several of our staff have participated in the introductory training and we have two Master Practitioners and one Master Practitioner in training, in our district. We are committed to growing compassionate systems practices for the well-being of ourselves, our staff, our students, and our communities, and for the cultivation of caring, compassionate, and inclusive environments.



We are grateful for the dedicated support from both Peter Senge (who was onsite in September) and Mette Boell the founders of Compassionate Systems Awareness at MIT.

*The **Center for Systems Awareness** honors the mind-heart-body system of the learner, the social reality of relationships, family and community that is the context for all learning and responds to the need to engage learners of all ages in fostering systemic well-being at all levels, from the individual to the larger systems of institutions, society, economy, and ecology.*

There is an amazing global community of **Youth Leaders** and we have several students who will be participating in the introductory training at MIT in January. We know that when youth step forward and engage in leading transformation, we see change. We look forward to learning and growing in caring and compassionate ways with our youth.

Principal Charity Peal shares the following:

K'e'em goot - compassion . . . a philosophy of the Nisga'a . . . since my engagement in the introductory workshop in Boston, MA over two years ago I have looked for opportunities for others to become engaged . . . the connection between Compassionate Systems and Nisga'a ways of being are so interconnected . . . we have since had 3 of our elementary teachers, 7 of our Elders & Knowledge Keepers and most recently 1 of our high school teachers complete the introductory workshop . . .

We have the incredible opportunity to have 5 of our high school students travel to Boston, MA for the Introductory workshop at Massachusetts Institute of Technology.

This opportunity is exciting!

All of the students who will attend have voiced in many instances that we need to do school differently - they see opportunity to do things differently and that we can accommodate all of the different ways of knowing & being . . . as our students move on and into life beyond school they believe in the opportunity to do things in a better, more caring way . . .

We will be supported by 2 Elders during the trip as well as a month after we will be supported and connected to the Youth Leadership team from Compassionate Systems - we will meet with them over zoom and perhaps in person over the course of the year.

We will also connect with our Elders & Knowledge Keepers here in the Valley and bring in more youth.

We cannot wait to return and have a presentation for the Board about our learning.

## **Provincial School Outreach**

Provincial School Outreach is a new initiative jointly funded by the Ministry of Education and Child Care and the Ministry of Children and Family Development. The program launched in September 2023 with a core mandate of providing in-person and virtual support to districts across the province, especially those located in rural and remote areas. Provincial School Outreach consists of a small team of inclusive education specialists who can be accessed for support by school districts that are struggling to provide these services due to recruitment and retention challenges. At this time, the PSO is staffed with a full-time occupational therapist, a half-time school psychologist, half-time speech language pathologist, and half-time learning resource teach consultant. The program continues to recruit specialist personnel and hopes to have a team of ten in place by the second year of its mandate.

During its initial phase, the program's director, Vince White, has been visiting rural and remote regions to meet with school district and community members in order to invite their input on how Provincial School Outreach can be optimally designed. Vince has twice visited Nisga'a, and the school district is currently receiving support from the team's occupational therapist and speech language pathologist.



## LITERACY

As part of the district's goal to improve student learning and achievement, specially in the area of early literacy, as identified by the district's Framework for Student Learning, K-3 staff at all four schools have been deepening their learning and developing their literacy instruction skills through the Joyful Literacy framework.

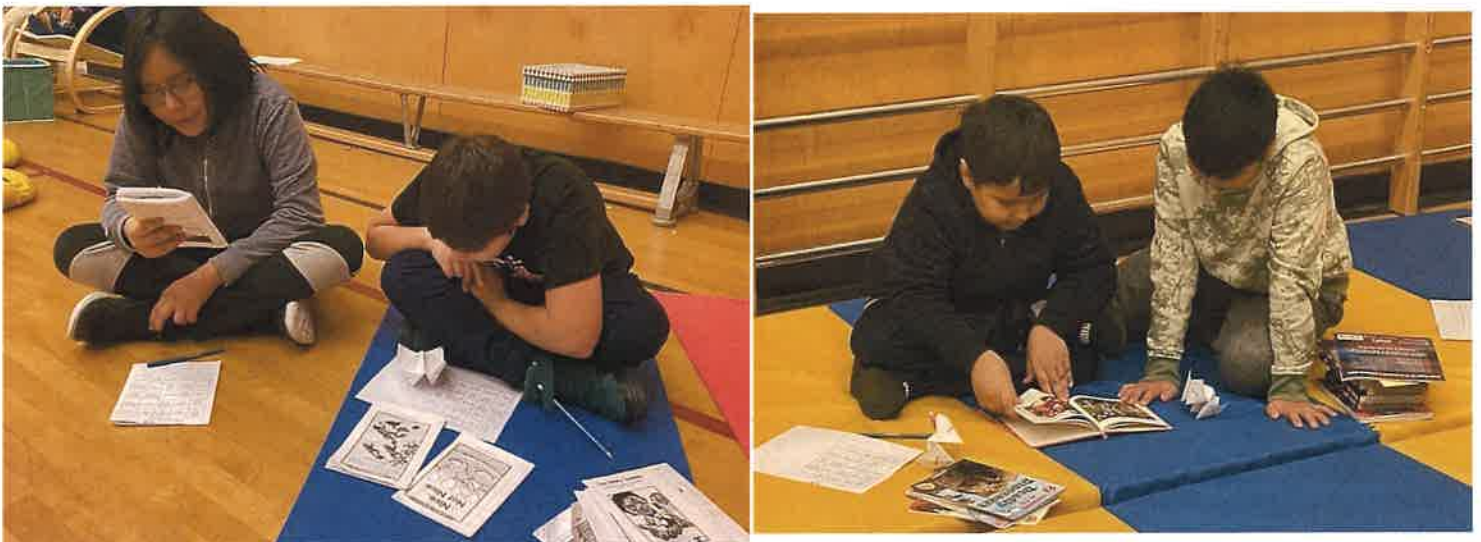
Joyful Literacy focuses on students mastering the essential literacy skills in the primary grades. Evidence indicates that 90% of all children can be successful in their school years leading to graduation, if all these skills are mastered by grade 2/3. Joyful literacy is an approach of measuring, deliberate, targeted literacy instruction through play, tracking of individuals over the course of the school year.

In September, all K-7 staff participated in a Joyful Literacy kickoff, with developer, Janet Mort and her team of literacy coaches. K-3 staff were offered 1:1 literacy coaching to support their classroom work. At the October Pro-D, several staff participated in the Joyful Literacy Summit - a professional development day with the JL team to take a deep dive into literacy instruction. Throughout Sept/Oct, all district K-3 staff conducted their initial data collection, using the Circle Charts. Staff were encouraged to use the new JL circle chart app for ease of tracking.

From this initial tracking, primary staff have been focusing on targeted literacy interventions, with the idea of focusing on individual learner needs. The use of circle charts throughout the learning, is encouraged and vital to informing staff instructional planning.

*"I do like the circle charts. I try and update them regularly to see what students need help with. It has helped me determine some groupings for review of letters and their sounds. I have seen so much growth in some kids in my letter circle charts. I have been looking at the circle charts to see which students are needing more support with mastering letters and sounds. I will then do a small group activity with a focus on specific letters. One child came in able to identify some letters and their sounds but now they are able to recognize many more and they are on their way to doing some reading." K/1 teacher*

In the New Year, we will reassess how literacy is going across the district and determine next steps with Janet Mort and her team and the circle chart data.





# BC DOGWOOD DIPLOMA GRADUATION CHECKLIST

## REQUIRED COURSES | 80 CREDITS MINIMUM

13 Core (52 Credits) | 7 Electives (28 Credits Minimum)

At least 16 credits must be at the Grade 12 level

### GRADE 10

- English First Peoples 10 or English 10
- Math 10
- Science 10
- Social Studies 10
- Physical Health Education 10
- 2 Electives

### GRADE 10, 11, 12

- Arts Education 10, 11, or 12 or Applied Design, Skills and Technologies (ADST) 10, 11, or 12
- Career Life Education
- Career Life Connections

### GRADE 11

- English First Peoples 11 or English 11
- 3 Electives

### GRADE 11 OR 12

- a Math 11 or a Math 12
- a Science 11 or a Science 12
- a Social Studies 11 or a Social Studies 12

### GRADE 12

- English First Peoples 12 or English 12
- 3 Electives

### PROVINCIAL GRADUATION ASSESSMENTS

- Numeracy 10
- Literacy 10
- Literacy 12 (2020/2021)



Explore Learning First Peoples Classrooms Resources

[fnesc.ca/lfp](http://fnesc.ca/lfp)

## GRADUATION PATHWAYS

Helping students discover and follow their passions in preparation for a career is an essential component of high school. Nisga'a Elementary Secondary is working to develop ways to support students' interests.

The BC Curriculum offers flexibility to students in creating their graduation pathway.

Recognizing the difference between Dogwood graduation requirements and post-secondary program requirements is critical for students as they plan their high school program. Parents & students should review program progress at least **3 times each year** in grades 10, 11, and 12.

**Graduating from high school with a Dogwood Graduation Diploma does NOT guarantee entry into post-secondary.** Students need to know the requirements of the program they wish to enter. Requirements vary from institution to institution and from program to program.

Grade 9 students are already beginning to work on their graduation pathways, learning about the requirements and thinking about work and career interests.

If you have ANY questions about the graduation program or post-secondary program, contact:

Mark Koebel [mkoebel@nisgaa.bc.ca](mailto:mkoebel@nisgaa.bc.ca) Principal

Charity Peal [cpeal@nisgaa.bc.ca](mailto:cpeal@nisgaa.bc.ca) Principal

We have had several adults contact the district about completing the Ministry requirements for graduation to attain their Dogwood. If you know of anyone who is interested, please contact:

Jill Jensen [jjensen@nisgaa.bc.ca](mailto:jjensen@nisgaa.bc.ca) Superintendent



**MEETING AGENDA ITEM #9.1**

<b>Action:</b>	X	<b>Information:</b>	
<b>Meeting:</b>	Regular	<b>Meeting Date:</b>	December 12, 2023
<b>Topic:</b>	Housing/Maintenance Report – December 7, 2023		

**Background/Discussion:**

Housing Report:

- Units assigned/set aside
- Ongoing
  
- Maintenance:  
Projects
  
- Staff announcement

**Recommended Action:**

For information only.

Presented by: Secretary Treasurer

## **Housing Report**

**December 7, 2023**

### Units assigned/set aside

- Three units have been assigned to incoming new hires. Two in Gitlaxt'aamiks and one in Laxgalts'ap.
- January 2024 three units have been set aside for two confirmed new hires and one pending successful negotiation for another position.

### Ongoing:

- One unit on Adams Crescent is 80% complete for full renovation.
- Renovations of two units on Morven Street set to begin January 2024
- Two units are slated for refresh not full renovation; one commences late December and the other will be March 2024

## **Maintenance**

### Projects

- GES in final stage of completion; contractor is finishing off items listed as deficient.
- NESS Electrical Upgrade 80% complete
- NESS Senior Bathroom renovation has resumed; paused at 60% complete, contractor has been advised to have project to 95% by the end of December 2023. Possibility of 100% completion if the back order of door frames is resolved. Delay attributed to supply chain issue.
- AAMES Handicap Bathroom- 90% complete; contractor waiting on two items that were back ordered (supply chain).

Pleased to announce that Wayne Nisyok has agreed to the Manager of Operations role and commenced on December 1, 2023.

Housing and Maintenance prepared by: Paul Mercer, MBA, ST/CFO/DOO





**MEETING AGENDA ITEM #10.1**

<b>Action:</b>	X	<b>Information:</b>	
<b>Meeting:</b>	Regular	<b>Meeting Date:</b>	December 12, 2023
<b>Topic:</b>	Policy 4: Appendix: Trustee Code of Conduct Sanctions		

**Background/Discussion:**

- First reading done at the November 21, 2023 Board Meeting.
- 2<sup>nd</sup>, 3<sup>rd</sup> and final reading

**Recommended Action:**

That the Board of Education approve 2<sup>nd</sup>, 3<sup>rd</sup> and final reading for Policy 4: Appendix: Trustee Code of Conduct Sanctions.

Presented by: Superintendent

## APPENDIX: TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the board instituting sanctions.

### Code of Conduct Sanctions other than a Failure of Security

2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. Conciliatory measures will normally include:
  - 3.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected.
  - 3.2 Failing resolution through the private conversation the parties will engage the board chair, vice-chair to gain resolution. If the concern is with the board chair, the concern is to be raised with the vice-chair.
  - 3.3 The chair and at the chair's option the chair and vice-chair will attempt to resolve the matter to the satisfaction of the trustees involved.
4. A trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the board chair within thirty (30) days of the alleged event occurring and 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 trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the board chair, or where otherwise applicable in what follows, by the vice-chair, 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.
5. 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 shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be 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.
6. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other trustee must provide to the board chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. 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.

7. 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.
8. 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 closed (in-camera) meeting of the board to allow the complaining trustee to present their views of the alleged violation of the Code of Conduct.
9. At the closed (in-camera) meeting of the board, the board chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted.

Without limiting what appears below, the board chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

9.1 The Code of Conduct complaint shall be heard at a Code of Conduct hearing, at a closed (in-camera) board meeting convened for that purpose. All preliminary matters, including whether one (1) 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.

9.2 The sequence of the Code of Conduct hearing shall be:

9.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;

9.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;

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

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

9.2.5 The remaining trustees of the board shall be given the opportunity to ask questions of both parties;

9.2.6 The complaining trustee shall be given the opportunity to make final comments; and

9.2.7 The respondent trustee shall be given the opportunity to make final comments.

9.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration, other than the continuing presence

- of the secretary treasurer, shall remain in compliance. 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(s).
- 9.4 If the remaining trustees in deliberation require further information or clarification, the parties shall 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.
  - 9.5 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.
  - 9.6 The remaining trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent trustee.
  - 9.7 The presiding chair shall reconvene the parties to the Code of Conduct hearing.
  - 9.8 All documentation that is related to the Code of Conduct hearing shall be returned to the superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
  - 9.9 The presiding chair shall call for a resolution(s) to be placed before the board.
  - 9.10 The presiding chair shall declare the closed (in-camera) board meeting adjourned.
10. A violation of the Code of Conduct may result in the board instituting, without limiting what follows, any or all of the following sanctions:
    - 10.1 Having the board 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 closed (in-camera) meeting of the board;
    - 10.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the board;
    - 10.3 Having a motion to remove the offending trustee from one (1), 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 closed (in-camera) meeting of the board.
    - 10.4 Having a motion to remove the offending trustee from one (1), 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 public meeting of the board.
  11. The board may, in its discretion, make public its findings where the board has not upheld the complaint alleging a violation of the Trustee'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.

## Failure of Security

12. The Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the board, at a closed (in-camera) meeting of the board. If by majority vote the board agrees that a failure has occurred, the failure shall be recorded by the board and the following procedure shall be invoked:
  - 12.1 The board chair shall request that the superintendent (as head of the district under the *Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed (in-camera) meeting of the board. This decision shall immediately be approved in a public meeting of the board.
  - 12.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the board chair and to the superintendent.
  - 12.3 The board chair shall present at a closed (in-camera) meeting of the board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
  - 12.4 If it is determined by a majority vote of the board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed (in-camera) meeting of the board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the board.
  - 12.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the board. This motion shall be approved by a majority vote of trustees present at such a meeting.

Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95 *School Act*