



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy A.2 Governance

Date Passed: November 24, 1998

Date Revised: Sept. 25, 2018

Preamble

Haida Gwaii School District #50 receives authorization from the BC School Act, and as such, this policy does not supersede it. The citizens of Haida Gwaii elect five representatives as a Board of Education for the purpose of governing School District No. 50 on their behalf.

Section 67(5) of the School Act requires boards to establish procedures governing the conduct of its meetings.

1.0 Haida Gwaii School District Governance

- i. The Haida Gwaii School Board has collectively established Aims that will be used to direct the collective governance of the District.

- ii. Edits or changes to the Aims policy can only occur with unanimous consent of the board.

- iii. HG SD 50 recognizes the two official languages of Haida Gwaii, Haida and English.

- iv. HG SD 50 recognizes the National Anthem of Haida Gwaii, the Lyell Island Song.

- v. HG SD 50 recognizes that the School District operates on the territory of the Haida Nation.

1.1 The Board's prime responsibilities are:

- i. to address the expectations of the community within the legal and financial parameters set by the province.

- ii. to cooperatively govern the School District as set out in Haida Gwaii School Board A.1 Aims Policy.

- iii. to establish policies in accordance with the BC School act, Local Education Agreements and the Haida Gwaii School Board Aims Policy.

2.0 Trustees

- i. While it is recognized that each trustee is elected by their respective areas, the SD 50 board recognizes that working as a whole for the benefit of all Haida Gwaii is the main objective.

2.1 Oath of Office

- i. In addition to the oath process outlined in the School act, SD 50 trustees may take oath in presence of Elder and/or Chief of the area they are representing



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

2.2 Trustee Orientation

As reference materials may change from year to year, trustee Orientation packages should contain the most up to date and relevant information required in order to properly orient new Trustees in their role.

- i. Orientation package that includes, but is not limited to:
 - a. Most up to date policy manual
 - b. First Nations Handbook
 - c. Trustee Handbook
 - d. Applicable forms i.e. expense claims
 - e. Constitution of the Haida Nation
 - f. Haida Nation Youth Declaration
 - g. Checklist: who to meet etc. school visits
 - h. Administrative requirements: calendar; time expectation

3.0 Board Meetings

- i. The Board has meetings in order to carry out legislated responsibilities and to engage the public in the district.
- ii. Roberts rules of order are the accepted and legal way of conducting meetings, however, SD 50 recognizes our ability to conduct meetings according to agreed upon practices that recognize Haida Law.
- iii. Board meeting schedules are set annually and approved through motion of the Board.
- iv. The board recognizes the intergenerational effects of residential school, that schools are not always the most welcoming location for engaging the community, in this respect, the board will seek to have meetings outside of schools in community meeting spaces.
- v. In recognition of Haida practice, and in the spirit of reconciliation, for those meetings that occur during dinner time, the Board will provide food for community attendees. First priority for catering will be to support student fundraising groups.
- vi. The Board reserves the right to delay or to refrain from making a decision.

3.1. Notice of meetings

- i. The agenda and notice of meetings are prepared by the Secretary Treasurer, or person designated by the board, with approval of the Chairperson.
- ii. Written notice and agenda will be sent to identified stakeholders.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

3.2. Meeting Agenda and package

- i. The order of business at all regular meetings will be decided upon during agenda setting and can be changed to accommodate the needs of the public and trustees
- i. Meeting packages are provided to the board within 1 week of the scheduled meeting.

3.3. Meeting minutes

- i. Minutes of School board meetings are set out in the school act.
- ii. In the event the Board requires an alternate form of minute taking this will be done through consensus.
- iii. Draft meetings minutes will be sent to the Board chair for a 5-day review period within 2 days of the meeting. The Chair will approve draft minutes for a 5-day Board review period.
- iv. Minutes are not circulated to the public until approved by the Board.

3.4 Special Meetings (s):

- i. A Special Meeting of the Board may be called by the Chairperson or, upon written request of a majority of the trustees or SI/ST.
- ii. Written notice of a special meeting and an agenda shall be given to each trustee at least forty-eight (48) hours in advance of the meeting.
- iii. Delivery of a written notice and the agenda may be waived by a majority vote, providing all reasonable steps have been taken to notify all trustees of the meeting.

3.5 Closed meeting (In Camera)

- i. The Board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature can be discussed.
- ii. No trustees shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- iii. Matters of a confidential nature include Student, Personnel and Property Matters.

3.6 Delegates to meetings

- i. The board welcomes engagement through delegation procedures.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- ii. Requests to present to a Board meeting can be sent to the Superintendent/Chair. The Superintendent/Chair will notify the delegation of their approval on the agenda.

3.7 Board Chair(s)

- i. The Chairperson and the co or vice- Chairperson shall be elected for a term of one (1) year in December of each year.
- ii. Chair Responsibilities:
 - a. conduct meetings according to agreed upon meeting rules
 - b. represents the Board to outside parties,
 - c. act as the Board's spokesperson.
 - d. set board meeting agendas and review requests for delegations.
 - e. Make decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies.
- iii. Has no individual authority to make decisions beyond policy created by the Board

4.0 Bylaws

The process for bylaws is set out in the School Act.

5.0 Policy

- i. Haida Gwaii School District 50 policy forms a framework that:
 - a. the duties of the District Superintendent can be executed
 - b. the priorities of the Aims policy are implemented in the district
 - c. fulfill the mandate of the Ministry and carry out legislated duties
 - d. are representative of Haida Gwaii
- ii. The revision, deletion or creation of policy will require a 30-day public review process.
 - a. draft policy change(s) are presented at a meeting of the board
 - b. the policy is made available for public review for 30 days
 - c. Policy changes are reviewed by the Policy committee and then presented to the Board

5.1. Policy Review/Evaluation

- i. During the strategic planning process, as outlined in the Aims policy, the Board will establish a policy review/evaluation schedule to be carried out by the Policy committee.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

5.2 Policy creation

- i. Other than legislated policy, the Board may create policy for the governance of the district
- ii. New policy will be evaluated using the Aims policy.

5.3 Policy deletion

- i. The board recognizes that there is no need for policy that already exists through the School Act, and provincial and federal law.

6.0 Committees

- i. The Board may create specialized committees to focus on individual issues as required.
- ii. Committees report out to the board at each meeting
- iii. The board may choose to appoint a trustee to a committee for longer than one year, in order to provide consistency