

Public Schools Branch  
**GOVERNANCE POLICIES**  
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Date of Last Revision: September 21, 2023

**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

**DEFINITIONS**

<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces: <b>ELSB Definitions - February 25, 2014</b></i>	

- “Board” means the Board of Directors.
- “Director” means the Director of the Public Schools Branch.
- “Director of the Public Schools Branch” means the Chief Operating Officer.
- “Members” means members of the Board of Directors.
- “Public Schools Branch” means the corporation.

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**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

<b>STRATEGIC DIRECTION</b>	
<i>Policy Section</i> <b>STRATEGIC DIRECTION</b>	<i>Policy Number</i> <b>SD 1</b>
Pages <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces: ELSB E 1 Vision and Ends Statements – June 10, 2014</i>	

The Public Schools Branch Board of Directors sets the strategic direction for the organization in the context of the direction from and accountability to the Minister of Education, Early Learning and Culture as established in the *Education Act*.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

<b>GLOBAL DIRECTOR LIMITATION</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 1</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB – SL1 Global Superintendent Limitation - February 25, 2014</b>	

The director shall not cause or allow any organizational practice, activity, decision or circumstance, which is either:

- Unlawful;
- Imprudent; or
- In violation of commonly accepted business and professional ethics.

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Monitoring Method: Internal Director Report  
Monitoring Frequency: Annually

**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

<b>TREATMENT OF STUDENTS AND PARENTS</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 2</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 2 – Treatment of Students and Other Consumers – February 25, 2014</b>	

With respect to interactions with students and parents, the director shall not cause or allow conditions, procedures, or decisions which are unsafe, untimely, undignified, inequitable or unnecessarily intrusive.

The director will not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing student and parent information that fail to protect against improper access to the material.
3. Operate facilities without appropriate accessibility and privacy.
4. Operate without establishing with students and parents a clear understanding of what may be expected and what may not be expected from the service offered.
5. Operate without providing a way to be heard for persons who believe that they have not been accorded a reasonable interpretation of their rights under this policy.

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Monitoring Method: Internal Director Report  
Monitoring Frequency: Annually

**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

<b>TREATMENT OF STAFF</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 3</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 3 Treatment of Staff - February 25, 2014</b>	

With respect to treatment of paid and volunteer staff, the director shall not cause or allow conditions which are unethical, unfair, undignified, disorganized or unclear.

The director will not:

1. Operate without written personnel procedures that:
  - a. Clarify rules for staff;
  - b. Provide for effective handling of grievances; and
  - c. Protect against wrongful conditions.
2. Allow staff to perform their jobs without appropriate feedback
3. Allow staff to be unaware of the Director’s interpretations of their protections under this policy.
4. Operate without policies to protect against conflict of interest.
5. Allow staff to be unprepared to deal with emergency situations.

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Monitoring Method: Internal Director Report  
Monitoring Frequency: Annually

## Public Schools Branch BOARD GOVERNANCE POLICY

<b>COMPENSATION AND BENEFITS</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 4</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 4 Compensation and Benefits – February 25, 2014</b>	

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the director may not cause or allow jeopardy to fiscal integrity or publicimage.

The director will not:

1. Change the director's own compensation and benefits.
2. Create obligations over a longer term than revenue can be safely projected.

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Monitoring Method: Internal Director Report  
Monitoring Frequency: Annually

## Public Schools Branch BOARD GOVERNANCE POLICY

<b>FINANCIAL CONDITION &amp; ACTIVITIES</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 5</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> November 7, 2023
<i>Reviewed Date</i> November 7, 2023	<i>Effective Date</i> November 7, 2023
<i>Replaces:</i> PSB DL 5 – Financial Conditions & Activities – September 19, 2016	

With respect to actual, ongoing financial condition and activities of the Public Schools Branch the director may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in the *Strategic Direction* policies.

The director will not:

1. Knowingly incur any liability or make any capital expenditure or any other expenditure, unless:
  - a. The liability or expenditure can be provided for out of the Public Schools Branch’s annual budget or out of other monies available to the school board for the purpose.
  - b. The liability or expenditure is included in an amended budget approved by the Minister under Section 88 of the *Education Act*.
  - c. The liability or expenditure is approved by the Lieutenant Governor in Council.
2. Budget for a current deficit in any fiscal year if such deficit would create an accumulated deficit.
3. Use any unallocated long-term reserves without seeking permission of the board.
4. Maintain accounts in financial institutions that are not specified in the *Education Authority Regulations*.
5. Allow payables or receivables to be settled beyond a reasonable time frame.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Approve any commitment outside the approved budget without seeking board approval.
8. Make a single purchase or commitment from a single vendor of greater than \$250 000. Splitting orders to avoid this limit is not acceptable. This would exclude levies or taxes owing to government entities.
9. Acquire, encumber or dispose of real estate.
10. Issue expense cheques to himself or herself without the signature of a board-approved signatory who has been provided with appropriate documentation and receipts.

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Monitoring Method: Internal Director Report  
Monitoring Method: External

Monitoring Frequency: Quarterly  
Monitoring Frequency: Annually



# Public Schools Branch BOARD GOVERNANCE POLICY

<b>FINANCIAL PLANNING AND BUDGETING</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 6</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 6 – Financial Planning and Budgeting – February 25, 2014</b>	

The director shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year that:

- Deviates materially from board strategic direction,
- Risks financial jeopardy, or
- Is not derived from a multi-year plan.

The director will not allow budgeting which:

1. Risks incurring those situations or conditions described as unacceptable in the director limitations policy entitled “*Financial Condition & Activities*”.
2. Omits:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Quarterly financial update; and
  - d. Disclosure of planning assumptions.
3. Provides less than the amount determined annually by the board for the board’s direct use during the year.

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Monitoring Method: Internal Director Report  
Monitoring Frequency: Annually or as needed

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>ASSET PROTECTION</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 7</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 7 – Asset Protection - November 25, 2014</b>	

The director may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

The director may not:

1. Avoid insuring assets under the control of the board to the replacement value of the assets.
2. Avoid liability insurance to a level of \$15 million.
3. Allow personnel access to material amounts of funds.
4. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
5. Unnecessarily expose the organization, its board, or staff to claims of liability.
6. Receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
7. Make any purchase:
  - a. Wherein normally prudent protection has not been given against conflict of interest;
  - b. Of between \$3,000 and \$4,999 without obtaining a minimum of three telephone bids which are to be documented.
  - c. Of between \$5,000 and \$14,999 without reasonably attempting to obtain a minimum of three written quotations.
  - d. Of \$15,000 and over for goods or services without a public tender process.
8. Allow property, information and files to be unprotected from loss or significant damage.
9. Invest or hold operating capital in insecure instruments.
10. Endanger the organization's public image or credibility.
11. Change the organization's name or substantially alter its identity in the community.

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Monitoring Method:            Internal Director Report  
Monitoring Frequency:        Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>COMMUNICATION AND SUPPORT TO THE BOARD</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 8</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 8 – Communication and Support to the Board – February 25, 2014</b>	

The director will not permit the board to be uninformed or unsupported in its work.

The director will not:

1. Neglect to submit monitoring data required by the board according to its policy *Monitoring Director Performance*:
  - a. In a timely, accurate and understandable fashion;
  - b. Directly addressing provisions of the board policies being monitored;
  - c. Including the director interpretations consistent with the *Delegation to the Director* policy; and
  - d. Including relevant data.
2. Let the board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits and significant external and internal changes.
3. Allow the board to be unaware that, in the director's opinion, the board is not in compliance with its own policies.
4. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information e.g. monitoring, action, and FYI.
6. Allow the board to be without a workable mechanism for official board, officer or committee communications.
7. Deal with the board in a way that favors or privileges certain board members over others. The director will fulfill requests for information and respond to board members, executive officers or committees duly charged by the board.
8. Allow the board to be unaware of any actual or anticipated noncompliance with any policy of the board regardless of the board's monitoring schedule.

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Monitoring Method: Internal Director Report  
Monitoring Method: Board Inspection

Monitoring Frequency: Annually  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>EMERGENCY DIRECTOR SUCCESSION</b>	
<i>Policy Section</i> <b>DIRECTOR LIMITATIONS</b>	<i>Policy Number</i> <b>DL 9</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB SL 9 – Emergency Superintendent Succession – February 25, 2014</b>	

In order to protect the board from the sudden loss of director services, the director shall not permit there to be fewer than two other persons familiar enough with board and director issues and procedures to be able to maintain organization services.

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Monitoring Method:                      Internal Director Report  
Monitoring Frequency:                  Annually or as needed

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>GLOBAL GOVERNANCE PROCESS</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 1</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP1 Global Governance Process – February 25, 2014</b>	

The purpose of the Board of Directors is to oversee the Public Schools Branch in achieving organizational results in keeping with the approved strategic direction, and in accordance with its policies.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>GOVERNING STYLE AND POLICY DEVELOPMENT</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 2</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 2 – Governing Style and Policy Development – February 25, 2014</b>	

The board will govern lawfully with an emphasis on

- encouragement of diversity in viewpoints
- strategic leadership more than administrative detail
- clear distinction of board and director roles
- collective rather than individual decisions
- present and future rather than past
- pro-activity rather than reactivity

1. The board will direct, control, and inspire the organization in accordance with the *Education Act*, regulations, Minister's Directives and the policies of the Public Schools Branch. The board's major policy focus will be on board governance and the intended impacts, management and services of the Public Schools Branch.
2. The board will cultivate a sense of group responsibility and working collaboratively. The board, not the staff, will be responsible for excellence in governing. The board will normally be the initiator of governance policy and the director will be the initiator of operational policy.
3. The board is responsible for approving policy in accordance with the *Education Act*.
4. The board, by majority vote, may adopt, revise, or rescind its policies at any time at a public meeting.
5. The board may, when a policy proposal is considered at a public meeting, direct the director to engage in consultation with the public and stakeholder groups on the policy proposal. Policy proposals that are referred for consultation will be presented to the board for discussion and adoption at a subsequent public meeting in accordance with the direction of the board.
6. New, amended or rescinded policy is considered to be effective once approved by the board or as otherwise stated.
7. Staff and other interest groups will be notified of new policy or changes to policy. Policies will be made available to the public through the Public Schools Branch website or through the branch office.
8. The board will not use the expertise of individual members to substitute for the judgment of the board although the expertise of individual members may be used to enhance the understanding of the board as a body.
9. The board will enforce upon itself whatever discipline is needed to itself. Discipline will apply to conduct of board members that interferes with governance capability. Although the board can change its governance process policies at any time, it will carefully observe those currently in force.
10. Continual board development will include appropriate professional development, orientation of new members in the board's governance process and periodic board discussion of process improvement.

11. The board will monitor and discuss the board's process and performance, as necessary. Self-monitoring will include comparison of board activity and discipline to policies in the governance process and board director delegation categories.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>BOARD JOB DESCRIPTION</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 3</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 3 – Board Job Description - February 25, 2014</b>	

The specific duties of the board are to ensure appropriate organizational performance.

Accordingly, the board:

1. Will serve the public interest and will be accountable to the Minister of Education.
2. Will provide written governing policies that guide organizational decisions and situations.
  - a. Director Limitations: Constraints on authority which establish boundaries within which all activity and decisions must take place.
  - b. Governance Process: Specification of how the board conceives, carries out and monitors its own task.
  - c. Director Delegation: How power is delegated and its proper use monitored; the director role, authority and accountability.
3. Will provide assurance of successful organizational strategic direction and director limitations through the monitoring of its policies.

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Monitoring Method: Board Inspection  
 Monitoring Frequency: Annually



# Public Schools Branch BOARD GOVERNANCE POLICY

<b>BOARD MEMBERS' CODE OF CONDUCT AND ETHICS</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 4</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 4 – Board Members’ Code of Conduct and Ethics – January 20, 2015</b>	

The board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Decisions must be made in the best interest of the organization.
2. Board members will adhere to the *Education Authority Regulations* regarding pecuniary interest.
3. Board members will not attempt to exercise individual authority over the organization.
  - a. Individual board members will not have the authority to represent the board in dealings with the director or staff, unless authorized by the board.
  - b. Members may not speak for the board except regarding public board decisions.
  - c. Members will not express individual judgments of performance of employees or the director, except when participating in board deliberation about whether the director has reasonably interpreted board policy.
4. Members will not disclose any information acquired through their role as board members that has not already been released to the public in a manner lawfully authorized by an appropriate authority within the board.
  - a. Members will adhere to the confidentiality agreement of Public Schools Branch
5. Members will properly prepare for board meetings.
6. Members will support the legitimacy, authority and final decisions of the board, irrespective of members’ personal positions on the issue.
7. Members are expected to attend meetings. Members may resign from the board by given written notice to the board Chair. Following the deemed resignation, the board Chair will submit notification of the resignation and vacancy to the Minister. Members are disqualified in accordance with the *Education Authority Regulations*.
8. Board decisions made at public meetings will be made by a majority vote. Some exceptions may be made at the discretion of the board.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>BOARD CHAIR ROLE</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 5</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 5 – Board Chair Role – February 25, 2014</b>	

The board Chair, a specially empowered member of the board, appointed by the Minister of Education, assures the integrity of the board's process and, secondarily, represents the board to outside parties.

1. The assigned result of the Chair's job is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - a. Deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point.
2. The board Chair is authorized to use any reasonable interpretation of the provisions in the *Governance Process* and *Board Director Delegation* policies.
  - a. The board Chair is empowered to chair board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
  - b. The board Chair is empowered to create the board meeting agendas.
3. Board agendas and meeting materials will be received by board members no less than 4 calendar days prior to regularly scheduled meeting. Individual board members will have the opportunity to add agenda items at the beginning of the meeting.
4. The board Chair has no authority to make decisions regarding the board's strategic direction or about policies created by the board within the director limitations policy area. Therefore, the full board is responsible for supervising and directing the director unless otherwise authorized by the board.
5. The board Chair will represent the board to outside parties in announcing board-stated positions and in stating board Chair decisions and interpretations within the areas delegated to him or her. The board Chair may delegate this authority, but will remain accountable for its use.

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Monitoring Method:                      Board Inspection  
Monitoring Frequency:                 Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>BOARD COMMITTEE PRINCIPLES</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 7</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 7 Board Committee Principles – February 25, 2014</b>	

Board committees, when used, will be assigned to help the board do its job, to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to director.

1. Board committees ordinarily will assist the board in their deliberation. Board committees will normally not have direct dealings with current staff operations.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the director.
3. Board committees cannot exercise authority over staff. The director works for the full board, and will therefore not be required to obtain approval of a board committee before an executive action.
4. Committees will be used sparingly and ordinarily in an ad hoc capacity.
5. This policy applies to any group that is formed by board action whether or not it is called a committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the director.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>BOARD COMMITTEE STRUCTURE</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 8</b>
Pages <b>1 of 1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 8 Board Committee Structure – February 25, 2014</b>	

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. Committee structure will be defined by *Product, Authority and Composition* and a record of committees established will be maintained.
2. The board shall appoint members to committees and these members shall serve at the pleasure of the board. Unless otherwise stated in a board committee's terms of reference, the board will:
  - a. Appoint the committee Chair; or
  - b. Direct the committee to select its committee Chair.
3. With the exception of the Hearing Committee, to which the board Chair and the director are not Ex Officio members, the board Chair and the Director are non-voting Ex Officio members on all board committees. The board Chair is a voting member in the case of a tie.
4. All meetings of committees shall be held in camera.
5. The committee chairperson shall be responsible for:
  - a. Establishing agendas for meetings and ensuring that properly prepared agenda materials are circulated to the members with sufficient time for study prior to the meeting;
  - b. Reporting to the board of directors; and
  - c. Submitting a written final report to the directors following the completion of the work, if required by the terms of reference.
6. Minutes of all meetings of board committees shall be kept and filed in a timely manner with the branch office for the corporate record and indicate at least the following information:
  - a. Date, time and place of meeting;
  - b. Attendees and regrets received;
  - c. Record of decisions and who is assigned any actions arising; and
  - d. Date, time and place of next meeting.
7. All board committees and the terms of reference are listed in the governance process section as 8a, b, c, etc.

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>AUDIT AND FINANCE COMMITTEE TERMS OF REFERENCE</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 8A</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>May 9, 2023</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>May 9, 2023</b>
<i>Replaces:</i> n/a	

## 1. ESTABLISHMENT:

The Audit and Finance Committee (the “Committee”) is established under the authority of, and is accountable to, the Board of Trustees (the “Board”) of the Public Schools Branch (the “PSB”). The Committee shall function in accordance with these Terms of Reference and the PSB Governance Policies and Procedures.

## 2. COMPOSITION, PROCEDURES AND ORGANIZATION:

- a. Members of the Committee shall be nominated and appointed by the members of the Board.
- b. The Committee shall consist of a minimum of three members, of the Board.
- c. The Director of the Public Schools Branch, Director of Corporate Services and Financial Services Coordinator shall serve as *ex officio* (non-voting) members of the Committee. In addition, the Executive Assistant for Corporate Services will provide administrative support.
- d. The Chair of the Committee shall be recommended by the Committee and approved by the Chairperson of the Board.
- e. Meetings of the Committee shall be held in closed session unless the Committee resolves to carry out a meeting or part of a meeting in open session.
- f. Quorum at a meeting shall be a majority of Committee members.
- g. Each member participating shall have one vote and the vote of the majority shall decide. Members may participate by teleconference or other electronic means.
- h. The Director of the Public Schools Branch or Director of Corporate Services (where necessary or appropriate to facilitate and support the business of the Committee) may designate PSB staff to serve as resource persons for particular items of business before the Committee at a meeting.

## 3. MANDATE AND DUTIES:

The mandate of the Committee is to assist and advise the Board with respect to audit and financial matters of the PSB. Without limiting the scope of the Committee’s mandate, it shall:

- a. Review and provide recommendations to the Board regarding annual budgets, financial statements and other official financial information provided to the public;
- b. Review and provide recommendations to the Board regarding the PSB's accounting procedures and internal protocols, including compliance with applicable policies and procedures and risk management;
- c. Oversee the annual independent audit process, including appointing/retaining the independent auditor and reviewing all reports from the auditor;
- d. Review the overall scope of the audit and provide recommendations to the Board in respect of same;
- e. Review the implementation and effectiveness of any corrective measures enacted as a result of audits, and report to the Board in respect of same;
- f. Review the insurance requirements and coverages in respect of all aspects of the Public Schools Branch that require insurance and provide recommendations to the Board; and
- g. Consider any other questions or matters of audit or finance referred to it by the Board.

**4. GENERAL PROVISIONS:**

- a. The Committee shall meet at least two times per calendar year. The Committee may meet in person, by telephone or other electronic means or a combination of them.
- b. The Committee shall be given reasonable notice of meetings and are expected to attend all meetings, if possible.
- c. The Committee shall have a calendar of business, maintained by the Chairperson, for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in these Terms of Reference.
- d. The Committee shall report its discussions to the Board by maintaining notes of its meetings and providing a written report within a reasonable time following each Committee meeting.
- e. The Committee shall review its Terms of Reference at least once every three calendar years and recommend any changes it feels are appropriate to the Board.

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Heather Mullin  
Board Chair

Monitoring Method: Board Inspection  
Monitoring Frequency: Every three (3) years

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# Public Schools Branch BOARD GOVERNANCE POLICY

## HEARING COMMITTEE TERMS OF REFERENCE

<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 8d</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>

*Replaces:* **ELSB GP 8d Student Appeal Committee Terms of Reference – June 16, 2015**

### 1. PURPOSE/CHARGE:

- a. to determine whether to hear a student appeal
- b. to hold a student appeal hearing
- c. to make decisions respecting a student appeal
- d. to hold a hearing concerning an expulsion of a student

### 2. MEMBERSHIP:

- a. A minimum of three persons appointed by the board who meet the following criteria:
  - i. Canadian citizen;
  - ii. Resident of Prince Edward Island;
  - iii. At least eighteen years of age; and
  - iv. Not an employee of the Public Schools Branch.
- b. A board member may be appointed as a member of the hearing committee.
- c. The board will appoint the committee Chair.
- d. The hearing committee may retain any legal or other assistance this it considers necessary for the purpose of conducting a hearing.

### 3. REPORTING:

After the conclusion of a hearing, the hearing committee shall give written notice of its decision and the reasons for the decision to the Board of Directors, Director of the Public Schools Branch and the parent or independent student.

### 4. TERM:

Members will serve a 3 year term which may be renewed by the board.

### 5. AUTHORITY:

The authority of the hearing committee is in accordance with the *Education Act*, *Student Regulations* and the *Public School Branch Policies*.

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>NAMING OF A SCHOOL COMMITTEE TERMS OF REFERENCE</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 8e</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>September 21, 2023</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 21, 2023</b>
<i>Replaces:</i>	

## 1. Authority:

The Naming of a School Committee (the “Committee”) is established under the authority of, and is accountable to, the Board of Trustees (the “Board”) of the Public Schools Branch (the “PSB”). The Committee shall function in accordance with these Terms of Reference and the PSB Governance Policies and Procedures.

## 2. Purpose:

- a) To lead the process for naming or renaming a school/major component of a school; and
- b) To make a recommendation to the Board on the name/renaming of a school/major component of a school.

## 3. Membership and Procedure:

- a) Members of the Committee shall be appointed by the Board.
- b) The Committee shall consist of:
  - i. two trustees, one of whom is the trustee in the zone where the name or renaming is occurring;
  - ii. a community representative
  - iii. a Home and School representative;
  - iv. a current student who lives in the school zone;
  - v. any other person the Board feels is necessary.
- c) The Board Chair and the Director of the Public Schools Branch shall serve as *ex officio* (non-voting) members of the Committee.
- d) The Board will appoint the Committee Chair.
- e) The Director of the Public Schools Branch (where necessary or appropriate to facilitate and support the work of the Committee) may designate PSB staff to serve as resource persons to the Committee for particular items of business at a meeting.

## 4. Committee Procedures

- a) Meetings of the Committee shall be held in camera.
- b) Quorum at a meeting shall be a majority of Committee members.
- c) Each member participating shall have one vote and the vote of the majority shall decide. Members may participate by teleconference or other electronic means.
- d) The Committee shall meet as needed. The Committee may meet in person, by telephone or other electronic means or a combination of them.
- e) The Committee Chair shall provide the other members reasonable notice of meetings.
- f) Committee members are expected to attend all meetings, if possible.
- g) The Committee Chair shall appoint a member to take the minutes of the meetings.
- h) The Committee shall report its discussions to the Board, as requested.



## **5. Mandate**

The mandate of the Committee is to provide a recommendation to the Board on the name or renaming of a school/major component of a school and in accordance with PSB Board Governance Policy GP 15, ensure the reputation and the values of the PSB is given the highest priority when making such a recommendation. In doing so the Committee shall:

- a) Create and implement a consultation plan and associated timelines for seeking input on the matter.
- b) Within the consultation plan, include consultation with the school community, Mi'kmaq Community and area Home and School representatives.
- c) Vet suggested names by gathering background information while considering the criteria set out in PSB Board Governance Policy GP 15, Naming of a School; and
- d) Consult with the Government of Prince Edward Island on any potential names prior to recommending to the Board.
- e) Prepare and deliver a report to the Board outlining the process, relevant information and the Committee's recommendation.

## **6. Term**

- a) Members will serve on the Committee from the time of appointment until the Committee provides their recommendation to the Board, or as otherwise extended by the Board.

## **7. Cross Reference**

- a) PSB Board Governance Policy GP 7 - Board Committee Principles
- b) PSB Board Governance Policy GP 8 - Board Committee Structure
- c) PSB Board Governance Policy GP 15 - Naming of a School

**Public Schools Branch  
BOARD GOVERNANCE POLICY**

<b>ANNUAL WORK PLANNING</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 9</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 9 Annual Work Planning – February 25, 2014</b>	

To accomplish its job - the board will establish an annual work plan which will include:

- a) reviewing its governance policies and strategic direction
- b) identifying board training and education opportunities
- c) monitoring director performance
- d) evaluating progress and results from the board's strategic direction

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>GOVERNANCE INVESTMENT</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 10</b>
<i>Page</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB GP 10 Governance Investment – February 25, 2014</b>	

The board will invest in its governance capacity.

- a. Training and retraining will be used to orient new board members as well as to maintain and increase existing board member skills and understandings.
- b. Outside assistance may be arranged so that the board can exercise confident control over organizational performance. This includes but is not limited to financial audit and other monitoring processes.
- c. Outreach mechanisms may be used as needed to ensure the board's ability to listen to citizen viewpoints and values.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>STUDENT APPEAL</b>	
<i>Policy Section</i> <b>Governance Process</b>	<i>Policy Number</i> <b>GP 11</b>
<i>Pages</i> <b>3</b>	<i>Approved Date</i> <b>June 20, 2017</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>June 20, 2017</b>
<i>Replaces:</i> <b>PSB GP 11 Student Appeal - September 19, 2016</b>	

## 1. POLICY STATEMENT

- 1.1. The board strongly encourages parents/guardians and students to work together with their teachers, principal and the Public School Branch administration to resolve issues in an open and constructive manner. The board expects that prior to initiating the student appeal process, parents/guardians and students will attempt to resolve issues at the school and branch operational level in accordance with the *Concerns and Resolutions* operational procedure.

## 2. DEFINITIONS

- 2.1. Appellant - A parent/guardian or independent student who requests a student appeal hearing.
- 2.2. Board – Board of Directors for the Public Schools Branch.
- 2.3. Director – the person appointed as the chief operating officer of the Public Schools Branch.
- 2.4. Hearing Committee – The Hearing Committee will have the authority to make decisions related to student appeal matters. The membership of the Hearing Committee will be in accordance with the *Hearing Committee Terms of Reference – GP 8d*.
- 2.5. Independent Student – a student who is 18 years of age or older or 16 years of age or older and in the opinion of the director, is living independently of his or her parents or is party to an agreement under the section 13(2) of the *Child Protection Act*.

## 3. SCOPE

- 3.1. Student appeals are conducted in accordance with the *Education Act* and its regulations.
- 3.2. The board will appoint a Hearing Committee to act on behalf of the board in matters concerning student appeals.
- 3.3. This policy allows for an appeal on:
  - 3.3.1. A suspension of a student
  - 3.3.2. Conditions imposed on a student in accordance with section 51 of the *Education Act*;
  - 3.3.3. A decision of a Public Schools Branch employee that significantly affects the education, health or safety of a student.
- 3.4. Examples of decisions that may significantly affect the education, health or safety of a student include:
  - 3.4.1. The transfer of a student from one school to another for discipline reasons;
  - 3.4.2. The exclusion of a student from school for a health condition;
  - 3.4.3. The PSB is required to provide schooling to a non-graduate up to the age of 20;
  - 3.4.4. The placement of a student in an educational program. (This does not include preference for a classroom, teacher, or employee assignment, except in exceptional circumstances and which does not contravene a collective agreement.)

## 4. MAKING AN APPEAL

- 4.1. A student appeal must be submitted to the Public Schools Branch using the *Request for Student Appeal* form.
- 4.2. The Chair of the Hearing Committee will provide notice of the appeal to the director of the Public Schools Branch.

- 4.3. An appeal shall be made in the name of a student. An independent student can appeal on his/her own behalf. A parent/guardian must initiate an appeal on behalf of a student, if the student is not an independent student.
- 4.4. A request for an appeal will not delay a suspension or any action resulting from a decision of a branch employee.
- 4.5. Decision Regarding a Student Suspension from School  
An appeal of a suspension must be made to the Chair of the Hearing Committee no later than 10 business days from the day the appellant received written notice of the suspension.
- 4.6. Decision Regarding Other Significant Matters  
An appeal of a branch employee's decision that significantly affects the education, health or safety of a student must be made to the Chair of the Hearing Committee no later than 10 business days from the day the appellant received verbal or written notice of the decision by the Director of the Public Schools Branch.

**5. APPEAL PROCEDURE**

- 5.1. The appellant will receive confirmation upon the Hearing Committee's receipt of a request for an appeal.
- 5.2. The Hearing Committee shall hold a hearing, as soon as reasonably possible.
- 5.3. The appellant and the director, will be given written notice at least 10 days prior to the appeal hearing which will include the date, time and location of the appeal hearing.

**6. HEARING**

- 6.1 An appeal hearing shall be held in-camera and closed to the public.
- 6.2 In accordance with section 8 of the *Student Regulations*, the Hearing Committee may determine its own procedures for holding a hearing.
- 6.3 Upon the conclusion of an appeal hearing, the Hearing Committee may
  - 6.3.1 Uphold, vary or terminate the suspension or conditions on a student; or
  - 6.3.2 Confirm the decision of the employee or substitute its own decision in place of the appealed decision.
- 6.4 The Hearing Committee shall give written reasons for its decision, within 10 days of the hearing, to the Board of Directors, Director of the Public Schools Branch, appellant and the person whose decision was appealed.
- 6.5 Records and information relating to a student appeal are confidential and must not be disclosed except in accordance with the *Education Act, Freedom of Information and Protection of Privacy Act*, and applicable Public Schools Branch policy.
- 6.6 The decision of the Hearing Committee is final and binding on the student and the student's parent and shall not be appealed.

**7. FORMS**

- 7.1. Request for Student Appeal

**8. CROSS REFERENCE**

- 8.1. *Student Appeal Committee Terms of Reference - GP 8d*
- 8.2. *Concerns and Resolutions Procedure 102.1*

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch

## BOARD GOVERNANCE POLICY

<b>ESTABLISHMENT OF SCHOOL ATTENDANCE ZONES</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 12</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>June 20, 2017</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>June 20, 2017</b>
<i>Replaces:</i> <b>PSB GP 12 Establishment of School Attendance Zones – September 19, 2016</b>	

1. The Public Schools Branch establishes school attendance zones for students based upon their place of residence. This enables the director to plan for operational requirements.
2. School attendance zone means a defined geographical area within the Public Schools Branch.
3. The Public Schools Branch is divided into 9 families of schools. All schools will be assigned to a particular family of schools. The established attendance zones are defined in the Public Schools Branch's *School Attendance Zone Manual*.
4. Where circumstances warrant, a student may be permitted to attend a school outside his/her school attendance zone in accordance with Public Schools Branch *Operational Procedure 401.1 Student Transfer Requests* and/or French Immersion zoning policy.
5. Establishing and changing school attendance zones is the responsibility of the Board of Directors. A change to a school attendance zone will be in accordance with Public Schools Branch policy.
6. Cross Reference: *401.1 Student Transfer Requests*

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Monitoring Method:            Board Inspection  
 Monitoring Frequency:        Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>SCHOOL REVIEW</b>	
<i>Policy Section</i> <b>Governance Process</b>	<i>Policy Number</i> <b>GP 14</b>
<i>Pages</i> <b>6</b>	<i>Approved Date</i> <b>June 26, 2019</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>June 26, 2019</b>
<b>Replaces: PSB GP 14 School Change - September 19, 2016</b>	

## 1. POLICY STATEMENT

- 1.1 The Public Schools Branch is committed to
- (a) Ensuring that its students have access to quality educational programs and services
  - (b) Maintaining healthy, safe and effective learning environments
  - (c) Maximizing the use of available resources
- 1.2 The Public Schools Branch recognizes that schools are interconnected with the communities that surround them and close relationships between home, school and community positively affect public education.
- 1.3 The Board of Directors (Board) recognizes that the achievement of the objectives in section 1.1 may, from time to time, require changes that will affect the interests of students, parents, and other stakeholders as may be identified by the Public Schools Branch. Consequently, where the Board is considering making a school change, the Board will ensure that these groups:
- (a) Are given fair notice of any such proposed change;
  - (b) Are advised of the decision-making process that will be followed before the proposed change is made;
  - (c) Receive information to provide meaningful input to the decision-making process; and
  - (d) Are given a reasonable opportunity to make submissions before the Board makes a decision on any such proposed change, and to have those submissions fairly considered by the board.
- 1.4 This policy may be initiated due to factors including but not limited to:
- (a) Branch-wide efforts to support student achievement;
  - (b) Declining student enrollment;
  - (c) Increasing student enrollment;
  - (d) Maximizing resources; and/or
  - (e) Opening of a new school.

## 2. DEFINITIONS

- 2.1 In this policy and section:
- (a) “Municipal Authority” means a municipality under the *Municipal Government Act*, R.S.P.E.I. 1988, c. M-12.1 that has jurisdiction in an area of the Province which will likely be affected by a school change.
  - (b) “Parent” means a “parent” as defined in section 1(1)(v) of the *Education Act*;

- (c) “Review of Schools” means a written document prepared by the Director pursuant to section 4.1.
  - (d) “Publicly Available” means available to the public by:
    - (i) Making copies available for review at Public Schools Branch offices or other locations convenient for the public without charge;
    - (ii) Providing a reasonable number of copies to interested persons either without charge or at a price not greater than the cost of printing the report; or
    - (ii) Making a copy available on the Public Schools Branch website.
  - (e) “Public Notice” means a notice that is:
    - (i) Posted on the Public Schools Branch website; or
    - (ii) Published in a newspaper with general circulation within the area of the province that will likely be affected by a school change;
  - (f) “Resolution” means a resolution passed by a quorum of the Board (the Board) at a regular public or special meeting;
  - (g) “Study Report” means a written report prepared for the Board;
- 2.2 In this policy “Director” includes the Director of the Public Schools Branch or a person designated by the Director to fulfill the Director’s role and duties as specified in this policy.

### 3. APPLICATION

- 3.1 This policy establishes a framework for addressing changes to school attendance zones, grade configurations in schools or permanent school closures.
- 3.2 Notwithstanding section 3.1, this policy does not apply to the following school changes:
  - (a) The Board is building a replacement school on the existing school’s site, or one that is located within the existing school’s attendance zone;
  - (b) The Board is remediating, repairing, rebuilding or renovating a school, and the students must be temporarily relocated to ensure their health or safety during the renovations;
  - (c) The Board is reducing the size of a school building;
  - (d) A facility has been serving as a temporary school for students whose permanent school is under construction or repair;
  - (e) Any discontinuance of a regular, alternative, or special needs program at a particular school or relocation to another school;
  - (f) A school closure that is authorized by section 16 or 21 the Education Act, R.S.P.E.I. 1988 Cap. E-2.1, Education Authority Regulations or by any other enactment;
  - (g) A change to a school attendance zone that is made for a specific area of the school attendance zone which, the Board determines not to have any substantial impact on the larger population of the school attendance zone outside of that specific area. These changes will be made by the decision of the Board, with input from the Director and such stakeholders as identified by the Director in a consultation plan in the form set out in Appendix “A”; or
  - (h) Any other change not identified in section 3.1.

### PART I – CONDUCTING REVIEW OF SCHOOLS AND PREPARING A REPORT

- 4.1 The Director shall conduct a Review of Schools on his/her own initiative on a regular basis, or on direction from the Board and prepare a Review of Schools Report.
- 4.2 A Review of Schools Report should include an overview of the nature of the challenges faced by the school(s) being reviewed. They may, for example, arise from:
  - (a) Physical Issues – e.g. health, safety, environmental issues, or other deficiencies relating to the physical condition of a school building, site, or location;
  - (b) Program issues – e.g. a school has difficulty providing students with equitable access to appropriate educational programs or services;
  - (c) Capacity issues – e.g. underutilization of, or overcrowding in, a school;



- (d) Financial issues – e.g. a school’s operating or maintenance costs are substantially higher than the average per student cost in other schools;
  - (e) Demographic issues – e.g. projected increase or decrease in the population or student population in an area; and
  - (f) Such other issues as the Director deems relevant.
- 4.3 In a Review of Schools Report, the Director may recommend to the Board that:
- (a) The status quo at the school(s) be maintained;
  - (b) The status quo be maintained, but that the situation at the school(s) be monitored; or
  - (c) A more in-depth study of the school(s) be done, and that options for change be explored.
- 4.4 The Board may, by resolution, accept or reject a recommendation made by the Director under section 4.3, or may make such other decision as it deems appropriate.
- 4.5 If, by a resolution made under section 4.4, the Board decides that a change to a school(s) should be considered, the Board will follow the process as outlined in this policy.

## 5. Part II – CONDUCTING STUDY AND PREPARING STUDY REPORT

### 5.1 Resolution Directing Study

- 5.1.1 Where a resolution to consider a change to a school(s) is passed under section 4.5, the Director will conduct a study, and will prepare a Study Report.
- 5.1.2 Upon commencement of the study, the Director will prepare a consultation plan in the form set out in Appendix “A”, and will communicate the resolution and that plan to the stakeholders identified in that plan in the manner specified in that plan.
- 5.1.3 In conducting the study and preparing the Study Report, the Director will consider the following factors as identified in the *Education Authority Regulations*, if and to the extent they are relevant in the particular circumstances:
- (a) The possible effects on educational opportunities available to students as a result of the change;
  - (b) The possible effects on cost of providing educational services to the students affected;
  - (c) The possible effects on the affected community;
  - (d) Enrolment and population patterns and projections; and
  - (e) Information available to the Public Schools Branch regarding future development(s) in the community.
- 5.1.4 The Director may:
- (a) With the approval of the Board, hire an outside consultant to assist in gathering of data and information, analyzing and developing options for change for consideration by the Director, and in conducting the study consultation process; or
  - (b) Delegate some or all those duties to staff.

### 5.2 Study Report Consultation

- 5.2.1 During the study process, the Director will give interested persons and affected parties a reasonable opportunity to discuss factors to be considered, the factors’ application in the particular circumstances and to exchange data and information, including available options for change.
- 5.2.2 Consultations under this section may be conducted orally or in writing. The Director will determine the form, process, place, time and length of such consultations.
- 5.2.3 The Director may consult with such other persons and groups in the manner as the Director considers appropriate.
- 5.2.4 The Director will ensure that a summary of the consultations held under this section is prepared and retained.

### 5.3 Content of the Study Report

Following the completion of the study, the Director will prepare a Study Report.

5.3.1 The Study Report should include:

- (a) A copy of the summaries identified in section 5.2.4 (except those pertaining to discussions held with or about staff;
- (b) Relevant factual and other information collected during the study as it relates to 5.1.3;
- (c) An analysis of reasonably viable options for change; and
- (d) Options and/or recommendations for change.

### 5.4 Study Report Options/Recommendations

5.4.1 In the Study Report, the Director may provide options or recommend that:

- (a) The status quo at a school(s) be maintained;
- (b) The status quo be maintained, but that the situation at a school(s) be monitored; or
- (c) That a change be made to a school(s).

5.4.2 Upon completion of the Study Report, the Director will present it to the Board at an in-camera Committee of the Whole meeting.

5.4.3 The Study Report shall be tabled at a public Board meeting and released for public input in accordance with this policy and the *Education Authority Regulations*.

## 6. PART III – PUBLIC RELEASE OF STUDY REPORT

6.1 Following the tabling of the Study Report, the Board shall provide Public Notice of the Study Report which will include:

- (a) The nature of the change(s) being considered;
- (b) That a public consultation process on the change(s) will be taking place and how and in what form input will be received;
- (c) That public input will be received for a period of at least 30 calendar days;
- (d) How further information about the proposed change and process can be obtained; and
- (e) Where to view or obtain a copy of the Study Report.

6.2 The Board will also hold at least one public meeting, in a forum decided by the Board, to consider the Study Report prior to making any decisions.

## 7. PART IV – BOARD'S FINAL DECISION ON STUDY REPORT

7.1 The Board may, by resolution, accept or reject the options and/or recommendations made by the Director under section 5.4.1, or may make such other decisions as it deems appropriate. A resolution shall specify the effective date of any change to be made.

7.2 If, under a resolution made pursuant to section 7.1, the Board decides to proceed with a school closure, it:

- (a) Will request the approval of the Lieutenant Governor in Council to permanently close a school no later than June 30 of the school year immediately preceding the school year in which the school change will take place; and
- (b) Will determine a reasonable effective date of the change

7.3 If the Board decides to request approval from Lieutenant Governor in Council to permanently close a school, the Board shall send a certified copy of the resolution to the Lieutenant Governor in Council for approval, as required by the *Education Authority Regulations*.

7.4 *Upon receipt of approval from Lieutenant Governor in Council to permanently close a school, the Board will proceed to implement the permanent school closure.*

7.5 After the Board permanently closes a school, the Director shall prepare a report respecting the effects of the permanent closure of the school. The Director shall submit the report to the Board not later than December 31 following the permanent closure of the school.

7.6 If, under a resolution passed pursuant to section 7.1, the Board decides not to proceed with a particular change to a school, it may make such other decisions respecting the school as it considers appropriate. It may, for example, defer its decision on that change for a reasonable time.

7.7 Notice of the Board’s decision under section 7.1 shall be given to all stakeholders identified in the consultation plan in accordance with that plan. The Board will also give Public Notice of the decision under section 7.1.

**8. TRANSITION**

8.1 If any resolution made by the Board under this policy requires the relocation of students and staff to another school, the Director will immediately establish a committee which will be responsible for planning and implementing the positive transition of affected students and staff.

8.2 The Transition Committee will consist of the following persons:

- (a) The Director
- (b) Two Public Schools Branch staff representatives designated by the Director
- (c) The school principal from each affected school
- (d) Such other personnel as the Director may require

8.3 A parent representative(s) will be invited to work with the Transition Committee where appropriate.

8.4 The Transition Committee will operate within any timelines set out in the Board’s decision and will meet as often as required.

8.5 The Transition Committee will report to the Director, and through the Director, to the Board.

**9. GENERAL**

9.1 If any procedural matter arises which is not dealt with in this policy, the Board may, by resolution, determine the procedure to be followed.

9.2 Any notice to an individual or organization required by this policy or a consultation plan and timeline may be given by mail or email to the last known address that the Board has for the recipient and, if mailed, shall be deemed to be received 5 days after it is posted.

9.3 The Board, by resolution, may decide to extend or abridge any time period prescribed by this policy (with the exception of section 9.2) on such terms as it deems appropriate.

9.4 If the procedure provided for in this policy cannot proceed on schedule at any point in time for any reason, the Board may decide to continue the process within a reasonable time, and it will not be necessary for the board to repeat any step already taken.

9.5 No proceeding under this policy will be rendered invalid by any defect in form or technical irregularity.

9.6 The Director may delegate his/her role and duties as specified in this policy to an employee of the Public Schools Branch or to another person.

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Monitoring Method: Board Inspection

Monitoring Frequency: Annually

**APPENDIX A**

**CONSULTATION PLAN**

**Matter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WHO WILL BE CONSULTED?** *(Key stakeholders, check all that apply)*

- | <b>PSB EducationalCommunity</b>                            | <b>Internal to PSB</b>                                 | <b>External/Other</b>                                 |
|------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Students                          | <input type="checkbox"/> Directors                     | <input type="checkbox"/> Agencies/Associations        |
| <input type="checkbox"/> Parents/Guardians                 | <input type="checkbox"/> Principals or Vice Principals | <input type="checkbox"/> Community Groups             |
| <input type="checkbox"/> Home and School/School Council(s) | <input type="checkbox"/> PSB Staff                     | <input type="checkbox"/> Municipal Authorities        |
| <input type="checkbox"/> District Advisory Council(s)      | <input type="checkbox"/> Other                         | <input type="checkbox"/> French Language School Board |
| <input type="checkbox"/> Union(s)                          |                                                        | <input type="checkbox"/> Other                        |
| <input type="checkbox"/> First Nation Band(s)              |                                                        |                                                       |
| <input type="checkbox"/> Public                            |                                                        |                                                       |
| <input type="checkbox"/> Other                             |                                                        |                                                       |

Additional Notes: \_\_\_\_\_

**HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS?** *(Check all that apply)*

- |                                                                   |                                                            |
|-------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Media advertisement (print and/or radio) | <input type="checkbox"/> Home and School/School council(s) |
| <input type="checkbox"/> Email distribution                       | <input type="checkbox"/> School newsletter                 |
| <input type="checkbox"/> Letter distribution                      | <input type="checkbox"/> PSB website                       |
| <input type="checkbox"/> School Posting                           | <input type="checkbox"/> Other                             |

Additional Notes: \_\_\_\_\_

**HOW WILL THE CONSULTATION BE CARRIED OUT?** *(Check all that apply)*

- |                                                |                                                              |
|------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Focus groups          | <input type="checkbox"/> Home and School/School council(s)   |
| <input type="checkbox"/> Interviews            | <input type="checkbox"/> Public meetings                     |
| <input type="checkbox"/> Mail-out email        | <input type="checkbox"/> Survey/questionnaire                |
| <input type="checkbox"/> Circulation           | <input type="checkbox"/> Web-based notice/Web-based comments |
| <input type="checkbox"/> Open houses/workshops | <input type="checkbox"/> Other                               |

Additional Notes: \_\_\_\_\_

**CONSULTATION TIMELINE - TARGETED DATE FOR RECOMMENDATION/FINALDECISION:**

<b>Projected Date(s)</b>	<b>Activity/Milestone</b>	<b>Notes</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**HOW WILL THE RESULTS OF THE CONSULTATION AND THE FINAL DECISION BE COMMUNICATED TO CONTRIBUTORS TO THE PROCESS?** *(Check all that apply)*

- |                                                                   |                                            |
|-------------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Media advertisement (print and/or radio) | <input type="checkbox"/> School newsletter |
| <input type="checkbox"/> Email distribution                       | <input type="checkbox"/> PSB website       |
| <input type="checkbox"/> Letter distribution                      | <input type="checkbox"/> Other             |
| <input type="checkbox"/> School Posting                           |                                            |

# Public Schools Branch

## BOARD GOVERNANCE POLICY

<b>NAMING OF A SCHOOL</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 15</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>June 26, 2019</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>June 26, 2019</b>
<i>Replaces:</i> <b>GP 15 Naming of a School – September 19, 2016</b>	

The Public Schools Branch Board of Directors has the responsibility to name and re-name a school, and a major component of a school within its jurisdiction. The Board will initiate the naming or re-naming of a school/major component of a school or accept requests from a school community that indicate significant community interest for this action. The Board values partnerships with parents and community groups and believes that naming of schools should be consultative.

1. The Board will establish terms of reference in accordance with its policies and appoint a committee to lead the process for naming or re-naming a school/major component of a school. The committee will:
  - a. Provide a recommendation to the Board;
  - b. Ensure the reputation and the values of the Public Schools Branch is given the highest priority when making such a recommendation; and
  - c. Seek any permissions, if necessary, on a name the Board approves.
  
2. Prior to making a recommendation to the Board, the committee will:
  - a. Consult with the school community, to discuss the matter and/or seek suggested names.
  - b. Vet suggested names by gathering background information while considering sections 1, 5 and 6 for naming or re-naming a school and sections 1 and 7 for naming a major component of a school.
  - c. Consult with the Government of Prince Edward Island’s Naming of Public Buildings Committee on a potential name.
  
3. The Board can accept or reject a recommendation made by the committee, or may make such other decisions as it deems appropriate.
  
4. The Board reserves the right to revoke the name of the school/major component of a school if the name no longer represents the values or the direction of the Public Schools Branch.

### Criteria for Naming or Re-naming a School

5. Schools should be named:
  - a. For the districts in which they are located;
  - b. For locations or events that show great Canadian historical significance;
  - c. After an individual of recognized stature, whose life work aligns with the strategic direction of the Public Schools Branch;
  - d. After an individual who has demonstrated exemplary achievement of the Public Schools Branch’s strategic direction; or
  - e. By any other name that may be deemed appropriate by the Board of Directors.

6. A school name will ordinarily reflect the grade configuration of the school. In the case where there has been a change to the grade configuration of a school, the name of the school will automatically change to reflect the new configuration.

**Criteria for Naming or Re-naming a Major Component of a School**

7. A major component of the school such as a library, gymnasium or other addition or renovation may be named to recognize a particular or long term contribution of an individual who has enhanced the learning environment and overall well-being of the school community.

**Commemorating a Financial Contribution**

8. A financial contribution which constitutes a significant percentage of the total cost of a component of a school may be commemorated with a suitably placed and sized plaque inscribed with the donor's name, or another form of recognition, with the approval of the Director.
9. A plaque recognizing a donor shall be modest, in good taste, complement the style and design of the facility and project, shall not constitute commercial advertising, and shall be displayed for an appropriate amount of time, as determined by the Director or designate.

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# Public Schools Branch

## BOARD GOVERNANCE POLICY

<b>EXPULSION HEARING</b>	
<i>Policy Section</i> <b>GOVERNANCE PROCESS</b>	<i>Policy Number</i> <b>GP 16</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i>	

### 1. POLICY STATEMENT

1.1. The board recognizes the role of discipline in creating a safe and supportive learning environment in which all students can reach their potential. While ideally students should be in regular attendance at school, the board acknowledges that there are times when a student needs an extended opportunity to reflect and learn from experience to further their education, and/or to ensure the safety of others. As a result, a student may be expelled.

### 2. DEFINITIONS

- 2.1. Expulsion - An exclusion from a school operated by an education authority until the end of the school year in which the exclusion occurs. A suspension for any period after April 30 until the end of the school year is not considered an expulsion.
- 2.2. Hearing Committee – A committee authorized by the *Education Act* which has the authority to make decisions related to student appeal and expulsion matters. The membership of the Hearing Committee will be in accordance with *the Hearing Committee Terms of Reference GP 8d*.
- 2.3. Independent Student – a student who is 18 years of age or older or 16 years of age or older and in the opinion of the Director, is living independently of his or her parents or is party to an agreement under the section 13(2) of the *Child Protection Act*.

### 3. EXPULSION PROCESS

- 3.1. The director may recommend the expulsion of a student to the board.
- 3.2. Where the board receives the director's recommendation to expel a student, and is considering the expulsion, the matter shall be referred to the Hearing Committee.
- 3.3. The board shall provide written notice to the Hearing Committee to hold a hearing and a copy of the notice will be sent to the parent of the student or independent student.
- 3.4. The notice will include a description of the student conduct that led to the recommendation of the expulsion and a copy of any supporting documentation.
- 3.5. The Hearing Committee shall give the parent of the student or independent student and the board Chair at least 10 days written notice of the hearing date, time, and location of the hearing.

### 4. HEARING

- 4.1. The hearing shall be held in-camera and closed to the public.
- 4.2. In accordance with section 8 of the *Student Regulations*, the Hearing Committee may determine its own procedures for holding a hearing.
- 4.3. After holding a hearing, the Hearing Committee shall decide whether there is sufficient reason to justify the expulsion of the student.

**5. DECISION**

- 5.1. Within in 10 days of completing the hearing, the Hearing Committee will providewritten notice to the parent of the student or independent student and the board Chair of its decision, including the reasons for the decision.
- 5.2. Where the Hearing Committee has decided that there is sufficient reason to justifythe expulsion of a student, the board may expel the student.
- 5.3. The board shall promptly give written notice of an expulsion to the parent of the student or independent student and to the Director of the Public Schools Branch including thereasons for and the duration of the expulsion.
- 5.4. Records and information relating to a hearing are confidential and must not be disclosed except in accordance with the *Education Act, Freedom of Information and Protection of Privacy Act*, and applicable Public Schools Branch policy.
- 5.5. The decision of the hearing committee is final and binding on the student and the student's parent and shall not be appealed.

**6. CROSS REFERENCE**

- 6.1. *Hearing Committee Terms of Reference Policy - GP8d*

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**Public Schools Branch  
BOARD GOVERNANCE POLICY**

<b>GLOBAL BOARD-MANAGEMENT DELEGATION</b>	
<i>Policy Section</i> <b>BOARD DIRECTOR DELEGATION</b>	<i>Policy Number</i> <b>BDD 1</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB BSD 1 Global Board- Management Delegation – February 25, 2014</b>	

The board's sole official connection to the operational organization, its achievements, and conduct will be through a chief-operating officer, titled the director.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch BOARD GOVERNANCE POLICY

<b>UNITY OF CONTROL</b>	
<i>Policy Section</i> <b>BOARD DIRECTOR DELEGATION</b>	<i>Policy Number</i> <b>BDD 2</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB BSD 2 Unity of Control – February 25, 2014</b>	

Officially passed motions of the board are binding on the director.

1. Decisions or instructions of individual board members, officers, or committees are not binding on the director except in rare instances when the board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the director can refuse such requests that require, in the director's opinion, a material amount of staff time or funds, or are disruptive.

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Monitoring Method: Board Inspection  
 Monitoring Frequency: Annually

# Public Schools Branch

## BOARD GOVERNANCE POLICY

<b>ACCOUNTABILITY OF THE DIRECTOR</b>	
<i>Policy Section</i> <b>BOARD DIRECTOR DELEGATION</b>	<i>Policy Number</i> <b>BDD 3</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB BSD 3 Accountability of the Superintendent – February 25, 2014</b>	

The director is the board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the director.

1. The board will give direction to the director rather than to the persons who report directly or indirectly to the director.
2. The board will evaluate the director. Evaluations of persons who report directly or indirectly to the director will be done by the director or designate.
3. The board will view the director's successful performance as the organizations accomplishments linked to the board's strategic direction and the avoidance of board prohibited means.

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Monitoring Method: Board Inspection  
 Monitoring Frequency: Annually

**Public Schools Branch**  
**BOARD GOVERNANCE POLICY**

<b>DELEGATION TO THE DIRECTOR</b>	
<i>Policy Section</i> <b>BOARD DIRECTOR DELEGATION</b>	<i>Policy Number</i> <b>BDD 4</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces:</i> <b>ELSB BSD 4 Delegation to the Superintendent – February 25, 2014</b>	

The board will instruct the director through written policies that prescribe the organizational strategic direction to be achieved and describe limitations on the director’s authority and decisionmaking, allowing the director to use any reasonable interpretation of these policies.

1. The board will develop policies instructing the director to achieve specified results, for specified recipients, at a specified cost.
2. The board will develop policies that limit the latitude that the director may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the board even if they were to be effective.
3. As long as the director uses any reasonable interpretation of the board's policies, the director is authorized to make all decisions, take all actions, establish all practices and develop all activities in the management of the Public Schools Branch
4. The board may change policies, thereby shifting its direction. The board and its members will respect and support the director’s choices consistent with its policies.

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Monitoring Method: Board Inspection  
Monitoring Frequency: Annually

# Public Schools Branch

## BOARD GOVERNANCE POLICY

<b>MONITORING DIRECTOR PERFORMANCE</b>	
<i>Policy Section</i> <b>BOARD DIRECTOR DELEGATION</b>	<i>Policy Number</i> <b>BDD 5</b>
<i>Pages</i> <b>1</b>	<i>Approved Date</i> <b>September 19, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>September 19, 2016</b>
<i>Replaces: <b>ELSB BSD 5 Monitoring Superintendent Performance – February 25, 2014</b></i>	

Monitoring of director job performance will be against the director’s organizational accomplishment of the board’s strategic direction and avoidance of board-prohibited means.

1. Monitoring will determine the degree to which board policies are being met. Information that does not do this will not be considered to be monitoring data.
2. The board will acquire monitoring information by one or more of three methods:
  - a. By INTERNAL REPORT: in which the director discloses interpretations and compliance information to the board;
  - b. By EXTERNAL REPORT: in which an external, neutral 3rd party selected by the board assesses compliance with the director’s interpretation of board policies; and
  - c. By DIRECT BOARD INSPECTION: in which a designated board member or members of the board assess compliance with director’s interpretation of the appropriate policy criteria.
3. In every case, the board will judge
  - a. the reasonableness of the director’s interpretation
  - b. that the evidence validates the reasonableness of the interpretation
  - c. whether evidence demonstrates accomplishment of the interpretation.
4. The standard for compliance shall be any reasonable director interpretation of the board policy being monitored. The board is the final arbiter of reasonableness, but will always utilize a “reasonable person” test rather than with interpretations favored by board members or by the board as a whole.
5. All policies that instruct the director will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

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Monitoring Method: Board Inspection  
 Monitoring Frequency: Annually