



Living Sky School Division No. 202

Policy Type:	Governance and Management
Policy Title:	2030 Code of Conduct
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Policy

This policy does not deal with matters of trustee disqualification, forfeiture of office due to conflict of interest, or the ouster of a trustee. These are addressed in *The Education Act, 1995*.

The Code of Conduct for the Living Sky School Division No. 202 shall be the Saskatchewan School Boards Association Code of Ethics.

Regulations

1. Purpose

The commitment of each board member to high ethical standards is required to ensure that the school board can responsibly fulfill its obligations and discharge its duties.

As a School Board Member:

- a) I will be motivated primarily by an earnest desire to serve my school division to the best of my ability to meet the educational needs of all students.
- b) I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently, in the best interests of the students.
- c) I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the school division, and I will resist outside pressure to so use my position.
- d) I will act with integrity and do everything possible to maintain the dignity of the office of a school board member.
- e) I will carry out my duties objectively, and I will consider all information and opinions presented to the board in making my decisions, without bias.
- f) I will work with other board members in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that arise during debate.
- g) I will accept that authority rests with the board and that I have no individual authority outside the board and I will abide by the majority decisions of the board once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.



- h) I will express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside board meetings, about other board members or their opinions.
- i) I will communicate and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
- j) I will not divulge confidential information, which I obtain in my capacity as a board member, and I will not discuss those matters outside the meetings of the board or the board's committees.
- k) I will endeavour to participate in trustee development opportunities to enhance my ability to fulfill my obligations as a school board member.
- l) I will not conduct myself in a manner that is intended to be to the detriment of another school board.
- m) I will support the value of public education and will endeavour to participate and encourage my board to participate in activities that support or promote public education in Saskatchewan.

2. **Contravention of the Code of Ethics**

The Code of Ethics requires that the board commit itself and its members to ethical and appropriate conduct. Failure of a trustee to conduct him/herself in compliance with this policy may result in the board instituting sanctions.

- a) Sanctions – For a violation of the Code of Ethics, corrective measures may include:
 - i. An aggrieved trustee going to the offending trustee to seek resolution if the matter is between those trustees;
 - ii. The Board Chair and Vice Chair meeting with the offending trustee to seek resolution;
 - iii. Having the matter discussed in an in-camera session of the board to seek resolution;
 - iv. The board authorizing the Board Chair to send a letter of clarification or direction to the trustee.
 - v. If there are subsequent occurrences, the principles of progressive discipline will be followed.
 - vi. The board may additionally remove the offending trustee from some or all of the positions to which the board may have appointed the trustee.

*Note – Numbers i. to iv. Do not require an investigation.
- b) Confidentiality – The Code of Ethics 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.
 - i. If it is believed that a breach of confidentiality has occurred, it shall be reported to the Board Chair and Director of Education.
 - ii. The board shall be advised in closed session.
 - iii. If the breach is minor, it shall be dealt with by the board.
 - iv. If the breach is significant, an independent investigator shall review the matter. The final decision rests with Chair, unless the Chair is the accused, in which case the decision to undergo an investigation will rest with the Vice Chair.
 - v. The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and Director.
 - vi. The Board Chair shall present, at a closed 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.
 - vii. If it is determined by a majority vote of the board that a willful breach of confidentiality has occurred, the board will determine the next appropriate actions.
 - viii. The board shall consult with the Division's LAFOIP Coordinator to determine if notifications need to be made.
- c) If issues regarding board member conduct are brought to the attention of the Director, the Director will immediately inform the Board Chair.



3. Conflict of Interest Guidelines

Boards of education, as bodies responsible to the public, are required to exercise power in a fair and unbiased manner.

- a) Section 69 of *The Education Act, 1995* sets out the conflict of interest provisions for board members:
 - i. Board members shall not be or become directly interested in any contract entered into by or on behalf of the board of education of which they are members.
 - ii. Board members shall not participate directly in the profit or in any benefit or emolument arising from a contract entered into by or on behalf of the board of education of which they are members.
 - iii. Board members shall not accept any office or place of emolument under the board of education of which they are members.
 - iv. Board members shall not perform any duty, transact any business or do anything whatever in any character or capacity for or in expectation of any fee, gain or reward for or on behalf of the board of education of which they are members.
- b) In addition to the circumstances described in the Act, board members will be in a conflict of interest in situations such as those stated below:
 - i. If a particular resolution might result in an advantage to an immediate relative of the board member;
 - ii. If a particular issue has an impact on a business for which the board member works;
 - iii. If the board member has a personal relationship with an individual affected by a board decision such as in a hiring or firing or a discipline matter, or
 - iv. If the board member accepts inappropriate gifts, incentives or hospitality that could be construed as improper or implying an obligation.

4. Declaration of a Conflict of Interest

- a) Each board member is responsible for declaring if he or she is in a possible conflict of interest.
- b) The board member shall make his or her declaration in open meeting before board or committee discussion of the subject matter that may place the board member in a conflict of interest.
- c) It is the responsibility of the board member not to participate in discussion, nor to vote on the issue.
- d) The recording secretary will record in the minutes the board member's declaration, the board member's abstention from discussion and voting, and an indication that the board member left the meeting room.