



BOARD OF TRUSTEES PROCEDURES	
Adopted	November 25, 2014
Last Revised	April 23, 2019
Board Motion	14-R106

TRUSTEE ATTENDANCE

1. Trustees are to attend Board and Committee meetings (of which they are members) in order to fulfill their mandate.
2. Trustees who are unable to attend Board meetings must inform the Director's office prior to the meeting in order to have the leave of absence recorded in the minutes.
3. Trustees who are unable to attend committee meetings (of which they are members) must make every effort to contact the Director's office prior to the meeting in order to assure a quorum.
4. **Trustee Pregnancy and Parental Leave:**
 - 4.1 School boards are required to allow a trustee to take a pregnancy or parental leave for up to 20 weeks without authorization from their board.
 - 4.2 The Trustee will notify the board as soon as reasonably possible to inform it regarding an upcoming leave.
 - 4.3 The Trustee will indicate the purpose for the leave: trustee pregnancy, birth of member's child or the adoption of a child by the member.
 - 4.4 The Trustee will provide an expected date the leave is to begin and conclude provided the leave does not exceed 20 consecutive weeks and begins no later than the date of a third consecutively missed regular board meeting.
 - 4.5 The Trustee will provide relevant medical documentation (this could include medical certificates confirming pregnancy, proof of birth date, or adoption agency statements).
 - 4.6 Trustee Honoraria for base and enrolment amounts continue to be provided during the leave period.
 - 4.7 Relevant Trustee expenses will continue to be reimbursed (i.e. cellphone, computer).

4.8 The Trustee will continue to receive board-related material and have access to information during the leave.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards

Education Act, Section 229 Board Members: Attendance Required

Municipal Elections Act

Education Act

Other relevant Board policies/procedures/by-laws