

The Board of Education, School District No. 48 (Sea to Sky), believes that the business of the Board should be conducted in an open and public manner, whenever possible. However, there are a number of meeting options open to the Board depending upon the nature of the business being conducted.

1. Regular Meetings

- 1.1 The Board shall meet as often as is necessary to transact its business and in any event not less than once in every three (3) months. *School Act*, Section 67(3)
- 1.2 A regular meeting shall be held at least once a month on the second Wednesday of the month or upon such other day as the Board may decide. In any case a meeting shall be held in January of each year and not less than once in every three months. Additional meetings shall be held as the Board may decide.
- 1.3 All meetings shall stand adjourned at three hours after commencement unless a resolution is passed by a two-thirds majority to extend the hour of adjournment.

2. Special Meetings

- 2.1 A special meeting of the Board may be called by the Chairperson or, upon written request of a majority of the trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 2.2 Written notice of a special meeting and an agenda shall be given to each trustee at least 48 hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all trustees of the meeting.

3. In-Camera Meetings

- 3.1 Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting but shall be approved by the Board only in closed meetings and shall not be filed with the minutes of regular meetings.
- 3.2 Unless otherwise determined by the Board the following matter shall be considered in closed session:
 - 3.2.1 Salary claims and adjustments and the consideration of request of employees and Board officers with respect to collective bargaining procedures;
 - 3.2.2 Accident claims and other matters where Board liability may arise;
 - 3.2.3 Legal opinions respecting the liability or interest of the Board;
 - 3.2.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 3.2.5 Medical examiners or examinations and medical reports;
 - 3.2.6 Confidential matters pertaining to individual students;
 - 3.2.7 Staff changes including appointments, transfers, resignations, promotions and demotions;

- 3.2.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claims by owners, determination of Board offers and expropriation procedures;
- 3.2.9 Lease, sale or exchange of real property prior to finalization thereof;
- 3.2.10 Matters pertaining to the safety, security or protection of Board property;
- 3.2.11 Such other matters where the Board by motion decides that the public interest so requires.