



Montessori School of Regina
PROMOTING THE LOVE OF LEARNING SINCE 1971

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POLICY 108

Board Meetings

The Board shall conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, on the final Thursday of each month unless special circumstances dictate a revised date.

Additional special meetings may be held at any time with the consent of all members. Meetings will be held in July and August at the call of the Board Chair for urgent business only.

Meetings will be held in person at a Montessori Campus location communicated in advance of the meeting. In exceptional circumstances (i.e. to meet quorum requirements where a time sensitive decision is required, a pandemic occurs, etc.), and at the Board Chair's discretion, the Board Chair may provide a virtual meeting link to some or all members.

On the written request of a majority of members, the Chair may call special meetings on dates other than those of regularly scheduled meetings. All members must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

Individual members or groups of members may also meet at working sessions, seminars, discussions with members of the public or staff, or as committees. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Meeting minutes will be compiled by the Board Secretary and distributed within two weeks of the meeting. On occasion, items requiring a vote may be deferred to email voting after a meeting, with the results communicated to all board members and added to the previous meeting's minutes as an addendum.

In-Camera Meetings

In-camera meetings are occasionally required for such matters including those where privacy of employees, students, parents or others need to be respected or matters subject to negotiations (e.g., employment contracts, labour relations, etc), guidance

provided by counsel, or litigation. In-camera meetings will include only the voting members of the Board (except where a conflict of interest is declared or is identified by the board chair). In-camera meetings will not include the Head of School, other members of school administration nor the public.

To request an item be discussed in-camera, board members should provide advance notice to the board chair to determine whether the topic fits the above criteria for an in-camera session or whether the item should be included in the regular agenda. There may also be times where unexpected, urgent items occur and require an in-camera discussion where advance notice is not possible. These items will be considered against the above criteria to determine if moving to an in-camera session is merited.

In-camera sessions may be conducted at either the commencement of the meeting or at the end of a meeting.

At the commencement of the meeting, an in-camera session provides an opportunity for board members to flag any sensitive or contentious agenda items and to agree on how or whether to deal with them in advance. It also provides an opportunity for the board chair or others to advise of confidential information which they have in advance of the meeting.

At the end of a meeting, an in-camera or board-only session provides an opportunity to assess the success of the meeting and the materials provided in support of the meeting, what could have been improved, whether the time was used productively, and to address any issues of dissent or chair or board member performance.

Not all matters that individual board members wish to raise are appropriate to discuss in an in-camera session. In-camera sessions are designed to address specific sensitive matters. They are not designed as a forum to raise personal agendas or special interests, nor to alter a decision that has been presented and approved.

Care must be exercised by the chair to ensure that in-camera sessions remain focussed on appropriate items and do not digress into areas that should be discussed in the presence of the Head of School or other administration. The board chair must exercise his/her authority as chair to determine the appropriateness and relevance of issues raised in-camera, and to provide opportunities for all board members to contribute meaningfully to the discussion.

Following each board meeting, the chair of the board and/or the vice chair should meet with the Head of School to de-brief matters raised at the in-camera session(s) that directly relate to operational or performance concerns, but will take care not to attribute comments to particular board members.

In general, board business should not be transacted in an in-camera session unless it is minuted. Minutes of such meetings shall be kept in the same manner as those of a regular meeting, but shall be approved or amended only in an in-camera session. Minutes of in-camera meetings shall be filed separately from those of regular meetings

and only available to those who participated in the in-camera session. In-camera minutes will be approved as a confidential addendum by the participants at the next regular meeting. Board members, other than the chair, should not maintain personal notes of in-camera sessions.