

**School District No. 22 (Vernon)
Special Meeting of The Board of Education**

Date: Monday, December 5, 2011

Time: 5:00 p.m.

Place: District Office – Board Room

Purpose: Declaration and Oath of Office

MEETING AGENDA

1. Call to Order by Secretary-Treasurer Hoffman

2. Declaration and Oath of Office

Secretary-Treasurer will administer the declaration and oath of office to the newly elected and acclaimed trustees.

3. Election of Board Chairman

4. Election of Board Vice-chair

5. Upcoming Dates

6. Adjournment

December 5, 2011 Special Meeting

Agenda Item 2

Declaration and Oath of Office Secretary-Treasurer Hoffman

Declaration and Oath of Office
Trustee Code of Ethics

CERTIFICATE OF SCHOOL TRUSTEE OATH OF OFFICE

I,, do [swear] [solemnly affirm] that:

- I am qualified to hold office as a trustee in School District No. 22 (Vernon) and meet the trustee qualification requirements set out in the *School Act*;
- I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying, intimidation or other election offences in relation to my election as a trustee;
- I will abide by the *School Act* and I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;
- I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

Sworn/affirmed before me at the City of Vernon
this 5th day of December, 2011

Randy Hoffman
Secretary-Treasurer

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Trustee

School District No. 22 (Vernon) **POLICY**

Please file in By-Laws, Policy & Procedure Manual

No. 1.1.3

Adopted: November 15, 2011

Trustee Code of Ethics

The Board of Education and trustees will conduct themselves in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of School District No. 22 (Vernon).

Trustees will:

- Devote time, thought and study to the duties and responsibilities so that they may render effective and credible service.
- Recognize the expenditure of school funds is a public trust, and have a fiduciary responsibility to see that all such funds shall be expended efficiently, economically and for the best interest of the students.
- Endeavor to work with fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate. Observe proper decorum and behavior; encourage full and open discussions in all matters with fellow trustees; treat them with respect and consideration; and not withhold or conceal from them any information or matter with which they should be concerned.
- Base personal decision upon all available facts in each situation; vote with honest conviction in every case, unswayed by partisan bias of any kind; and thereafter, abide by and uphold the final majority decision of the board.
- Not use the schools or any part of the school program for personal advantage or for the advantage of friends; do everything possible to maintain the integrity, confidence and dignity of the office of school trustee; and resist every temptation and outside pressure to use the position as a trustee to benefit either themselves or any other individual or agency.
- Remember at all times that as an individual, trustees have no legal authority outside the meetings of the board, unless the board has so delegated. Trustee relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.
- Not discuss the confidential business of the board outside of a school board meeting or a committee meeting thereof.

- Always bear in mind that the primary function of the board is to establish the policies by which the school district is to be administered, and that the daily administration of the educational program and conduct of school business shall be the responsibility of the superintendent of schools and his/her staff.
- Attempt to understand the needs and aspirations of the entire school system and to support effective educational programs for the students.

Refer complaints to District Administration

Upon being elected to a term as trustee for the Vernon School District, and as part of the Inaugural Meetings, trustees will be asked to commit to these statements by formally signing a Code of Ethics.

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Agenda Item 3

Election of Board Chairman Secretary-Treasurer Hoffman

The Secretary-Treasurer will call for nominations for the position of Chairman of the Board of Education for 2011-2012.

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Agenda Item 4

Election of Board Vice-chair Board Chairman

The Board Chairman will call for nominations for the position of Vice-chair of the Board of Education for 2011-2012.

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Agenda Item 5

Upcoming Dates Board Chairman

December 7	Trustee Shop Talk
December 8-10	Trustee Academy
December 20	Board of Education – public meeting
	Last day of school for students
January 4	Classes resume for students
January 11	Trustee Shop Talk
January 17	Board of Education – public meeting (Charles Bloom – Lumby)