



SEC Board of Directors Policies and Procedures Table of Contents

BOARD OF DIRECTOR POLICY MANUAL ACKNOWLEDGMENT	3
SEC POLICY INTRODUCTION.....	4
VISION AND MISSION STATEMENT.....	5
THE PEOPLE AND THEIR SCHOOL	5
LEGAL STATUS	5
COMMUNICATION PROTOCOL.....	6
CONFLICT OF INTEREST	6
PARENTAL/GUARDIAN INVOLVEMENT	7
REPORTING TO COMMUNITIES.....	8
MEMBERSHIP OF THE BOARD ELECTIONS/APPOINTMENTS.....	8
POWER AND DUTIES OF THE BOARD OF DIRECTORS	8
ROLES AND RESPONSIBILITIES OF BOARD MEMBERS.....	9
CONFLICT OF INTEREST	9
BOARD MEMBER CODE OF ETHICS	10
BOARD MEMBER CODE OF ETHICS DECLARATION FORM	11

EXECUTIVE BOARD ELECTION PROCESS.....	12
EXECUTIVE OFFICERS.....	12
BOARD COMMITTEES	12
BOARD MEETINGS.....	13
SPECIAL BOARD MEETINGS.....	13
NOTIFICATION OF MEETINGS	13
QUORUM	13
VOTING METHOD.....	13
MINUTES.....	14
STUDENT HEARINGS/APEALS	14
BOARD POLICY PROCESS.....	14
POLICY ADOPTION.....	15
POLICY REVIEW AND REVISIONS	15
INTEGRATED STRATEGIC PLANNING PROCESS.....	15
BOARD MEMBER ORIENTATION.....	15
BOARD MEMBER TERMINATION/REMOVAL.....	16
BOARD MEMBER COMPENSATION AND EXPENSES	16
MEDIA RELATIONS.....	18
AUDITOR SELECTION AND ENGAGEMENT.....	18
SEC ORGANIZATIONAL CHART.....	19

BOARD OF DIRECTOR POLICY MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the SEC Board of Director Policy Manual. I agree and represent that I have read this Manual in its entirety and agree that if there is any policy or provision that I do not understand, I shall seek clarification from Human Resources. I understand that this Manual is only a reference guide and is not intended to create nor does it create an employment contract, either express or implied, on the part of SEC.

I understand and shall comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other SEC policy, rule, or guideline shall subject me to Board disciplinary action up to and including Board termination.

Director Name:

Director Signature:

Date:

Chairperson Signature:

SEC Policy Introduction

History

Southeast Collegiate (SEC) is unlike any other school in Canada. SEC is a unique facility that not only educates its students but houses the student body on site while nourishing the culture of First Nations in many of its day-to-day operations. SEC has partnerships with many First Nations, federal and provincial government groups, as well as organizations and agencies working together to achieve the goal of preparing students to continue to further their education goals.

Formation of Southeast College

The Southeast Resource Development Council (SERDC) established Southeast College as a private high school (Grades 10 to 12) (Zone 12) in 1995-96. SERDC is comprised of Bloodvein First Nation, Little Grand Rapids, Brokenhead, Pauingassi First Nation, Buffalo Point First Nation, Black River First Nation, Hollow Water, Berens River and Poplar River.

“40 Acres of Country in the City”

Many of the SERDC communities lack high schools and from this need arose the vision of having high school education centralized in one facility. The purchase of what was once known as the Nazarene College seemed like the ideal opportunity. Situated within the city of Winnipeg and nestled on approximately 40 acres, it has proved to be a wise decision. Prior to the establishment of SEC there were not many options of “culturally appropriate” schools in the province that suited the needs of the SERDC communities.

In a broader sense, the purchase of the college was an assertion that SERDC was in control of education and of its own destiny. A majority, if not all, of our students are from Cree, Oji-Cree and Ojibwe speaking communities.

Educational Programs

SEC adheres to the Manitoba curriculum. Over the years, the programs and services offered to students have expanded greatly with the development of many unique and award-winning programs. Some of these programs are Indigenous Wellness, Human Ecology, Virtual High School Courses, Multi-Media, Visions and Ventures, and Life Works Transition.

Eligibility Requirements

The geographical scope of the original mandate has also expanded over the years from the original plan to service the nine SEC communities to those communities

who qualify under an Education Agreement with Indigenous Services Canada (ISC). SEC now services eligible communities that do not have grades 10 to 12 and students wishing to take specialized education programs not offered at their local high school.

Vision and Mission Statement

Vision

Southeast Collegiate students are the heart of everything we do, experiencing education that positively impacts their future.

Mission

The mission of Southeast Collegiate is to provide sound academic standards with a holistic balance of quality education that includes traditional, cultural, and academic teachings.

The People and Their School

The SEC Board of Directors (Board) believes in community and staff involvement in decision-making in support of their vision and mission statements.

SEC is funded by the federal government through the Southeast Resource Development Corporation (SERDC) funding agreement. SEC receives further funding for eligible students outside of the SERDC communities from the Manitoba First Nations Education Resource Centre (MFNERC).

SEC receives funding based on rates set out by Frontier School Division. SEC is given those rates on a yearly basis and provides the federal government and MFNERC monthly invoices detailing student numbers.

Legal Status

The legal basis of Southeast Collegiate Inc. is derived from the Act and other federal, provincial and municipal statutes pertaining to education, court interpretation of the validity of these laws, and to the powers implied in them.

The official name of the school shall be: Southeast Collegiate Inc.

SEC is not formally recognized by the Manitoba Ministry of Education and is considered a First Nation School. SEC is mandated by a funding agreement to follow the Manitoba Ministry of Education Curriculum to continue to receive funding.

Although not required, SEC participates in provincial exams and formally submits student marks to the Manitoba Ministry of Education annually.

Communication Protocol

The SEC Board of Directors would like to clarify key Administration roles for all staff along with their respective areas of responsibility:

- Operations and Administration (Principals) – Student issues, Board liaison, teacher support, curriculum, and other general operational matters
- Human Resources – Payroll, vacation, benefits, and staff/disciplinary issues
- Finance – Cheques, VISA, expense claims, petty cash, budgets, funding liaison
- Repairs and Maintenance – Building and property repairs and maintenance
- Information Technology – Network, computer hardware and software
- Kitchen/Food Services – Food services and special requests
- Lodge Services – Lodge and security

Conflict of Interest

A conflict of interest is defined as:

any perceived or actual interest in, connection with, or benefit from activities which might adversely affect SEC, in part or as a whole, any perceived or actual benefit to an employee, committee member, Board member, or their immediate family member directly or indirectly as a result of their position or connection with SEC.

A conflict of interest occurs when an employee, Board member, or their immediate family member places, or is perceived to place, their own interests, or the interest of their immediate family member, above the interests of SEC.

SEC believes that all employees and Board members occupy positions requiring the trust and confidence of the public. All are expected to fulfill their duties and responsibilities professionally, impartially and with integrity. Each person must anticipate and avoid conflicts of interest, including situations that could give the appearance of being in a conflict of interest.

Any conflicts of interest must be declared and documented by the employee or Board member. The individual must further remove themselves from any discussion, decision, voting, or meeting where their conflict of interest could influence other individuals.

Standards of Conduct

- Duty of Loyalty:** All employees should work for the best interests of SEC and these interests should prevail over all personal or outside interests when dealing with matters related to SEC.
- No Personal Profit or Gain:** No employee shall use their position with SEC to make a personal profit or gain other personal advantages.

- c. **Good Faith:** All employees should always act in good faith and in a prudent and responsible manner.
- d. **Dual Allegiance:**
 - i. All employees who are involved in a similar capacity in other organizations owe a fiduciary and non-conflicting duty to SEC
 - ii. All employees are not to be restricted from similar involvement in other organizations. However, all parties should make themselves aware of potential conflicts and take appropriate action to prevent such conflict.
- e. **Compliance with Policies and Procedures:** All employees are responsible for familiarizing themselves with the contents of SEC policies and procedures. They are also responsible for ensuring that their actions comply with the terms set out therein.

Parental/Guardian Involvement

An effective partnership between parents/guardians and SEC increases student development and success. A partnership is effective when all partners understand and meet their individual and collective roles and responsibilities.

Therefore, SEC expects that parents/guardians will:

- Be informed about SEC's expectations of their student(s) while in attendance
- Review student and parent handbooks as provided
- Be informed about their students' progress
- Encourage their student(s) to attend school regularly in accordance with legislation
- Encourage student participation in the wide variety of activities SEC has made available both in the school and the lodge
- Instill in their student(s) the desire to work to the best of their ability
- Remind students to have respect for property and resources while at SEC
- Ensure their student(s) to respect the rights of fellow students and the SEC staff
- Contact SEC Administration when there are areas of concern or when they require additional support.

Reporting to Communities

SEC recognizes the public's right to know the achievement, or lack of achievement, of its stated goals and objectives. The Board's commitment to accountability requires effective reporting to the SERDC communities.

The Board is committed to open and candid progress reporting. Reports will be available to all students, staff, parents, and the Board.

It is expected that Board Directors will provide information on or about relevant topics to their respective communities and that every Director will act as an ambassador of SEC.

The SEC Administration and Board will provide the following each year:

- Report cards to students and parents
- Periodic updates to the SEC website
- Periodic updates on social media
- Annual audited financial statements
- Other appropriate communication as approved by the Board of Directors

Membership of the Board Elections/Appointments

Each SERDC First Nation community will select, through election or appointment by the respective community Chief and Council, a designated Southeast Collegiate (SEC) Board of Directors representative. Each First Nation community shall acknowledge their member representative whose name shall be forwarded to the Board Chairperson.

If other First Nations communities are to participate in Board meetings as ex-officio members because of respective student enrollment, they shall not have voting rights and will be responsible for their own expenses when attending any Board meetings.

Board members are elected/appointed and the term duration on the Board of Directors shall be at the discretion of each community. Every First Nation has the authority to appoint their Board representative without question or challenge from other communities.

Power and Duties of the Board of Directors

The Board has the authority to govern the overall management of the school and the lodge through policy development. It is the responsibility of the Board to review and change policies as required.

Day-to-day operations, human resource management, procurement, student

disciplinary decisions, finance/accounting, and other operational areas shall be the responsibility of the SEC Administration and staff team.

Roles and Responsibilities of Board Members

The Board, through its policies and procedures, will:

- Be responsible for managing the planning and delivery of education programs and services to the students
- Be an advocate for all residents of the community they represent, reflecting their values and responding to their needs. The Board will carry out these responsibilities through the development of policies, strategic planning and the establishment of an annual budget reflecting the Board's priorities
- Oversee evaluations of the school curriculum and lodge programs on a five-year basis with tenders for this service
- Develop a work plan outlining the Board roles and responsibilities that will assist the Board in governing SEC appropriately. This plan, which reinforces legislative requirements and Board directions, will outline monthly and yearly duties.

The major responsibilities to be covered in the Board work plan are:

- Accountability to the communities each member represents
- Accountability to funder terms and conditions of the contribution agreement
- Strategic planning
- Policy development and ongoing review
- Board relations
- Board development
- Fiscal responsibility

The work plan shall be reviewed and, if necessary, revised annually.

Conflict of Interest

A conflict of interest is defined as:

any perceived or actual interest in, connection with, or benefit from activities which might adversely affect SEC, in part or as a whole, any perceived or actual benefit to an employee, committee member, Board member, or their immediate family member directly or indirectly as a result of their position or connection with SEC.

A conflict of interest occurs when an employee, Board member, or their immediate family member places, or is perceived to place, their own interests, or the interest of their immediate family member, above the interests of SEC.

SEC believes that all employees and Board members occupy positions requiring the trust and confidence of the public. All are expected to fulfill their duties and responsibilities professionally, impartially and with integrity. Each person must anticipate and avoid conflicts of interest, including situations that could give the appearance of being in a conflict of interest.

Any conflicts of interest must be declared and documented by the employee or Board member. The individual must further remove themselves from any discussion, decision, voting, or meeting where their conflict of interest could influence other individuals.

Board Member Code of Ethics

The Board believes that all elected/appointed officials of SEC should operate within professional boundaries and has developed a Code of Ethics to clarify the expectations of a Board member.

Board members are responsible for establishing the policies by which SEC should be administered. A Board member's first and greatest concern is the best interest of every person at SEC, including staff and students. A Code of Ethics shall be signed by each new Board member as part of their orientation.

Every Board member will:

- Attend and actively participate in all regularly scheduled Board meetings
- Make decisions on policies after full discussions have taken place
- Render all decisions based on the available facts and independent judgement and refuse to surrender that judgement to individuals or special interest groups
- Encourage free and respectful expression of opinion by all Board members
- Work with other Board members and SEC Administration
- Adhere to confidentiality as applicable to sensitive SEC matters
- Support the employment of those persons best qualified to serve as school and lodge staff and insist on regular impartial evaluations of all staff
- Avoid being placed in a position where there may be a conflict of interest and refrain from using the Board position for personal or partisan gain
- Take no private action that will compromise SEC, the Board, staff, or students;
- Respect the confidentiality of information that is privileged.

Executive Board Election Process

Election Process

Should a vacancy occur, the election/appointment process shall be as follows:

- At the next scheduled Board meeting where quorum is achieved, an agenda item shall be added to address the vacancy
- Board members shall indicate if they are interested in assuming the vacant role.
- A motion to bring those name(s) forward shall commence by the Board
- If more than one name is brought forward for the vacancy, a vote shall determine the outcome
- The voting process will open
- The newly elected Executive member shall immediately assume the role
- All nominations, votes, and newly elected Executive member will be documented in the minutes of the Board meeting
- Board meetings minutes will be approved at the subsequent Board meeting.

Executive Officers

The Board shall elect the following Officers:

1. **Chairperson:** Convenes meetings and is the main Officer with legal signatory status on behalf of the Board.
2. **Vice Chairperson:** Convenes meetings in absence of the Chairperson.
3. **Secretary/Treasurer:** Bank account and financial signatory status on behalf of the Board.

Board Committees

The Board may establish working committees as needed if regular business meetings are not able to complete the required work. A committee may be a subset of the Board and may include external members at the discretion of the Board. A committee cannot approve any decisions and can only recommend to the broader Board. The Board may or may not approve a committee recommendation.

The committee(s) shall communicate with the rest of the members on any recommendations or findings. The overall recommendations must be documented with minutes and tabled at the next duly convened Board meeting.

Committee members are bound by the same Code of Ethics and expectations as the Board and are expected to sign all relevant documentation for accountability.

Board Meetings

SEC Board meetings shall be held a minimum of (3) times a year as follows:

1. First meeting - end of October
2. Second meeting - end of January or February
3. Third meeting - end of April

The Board Chairperson or designate is responsible for preparing the meeting agendas, with input from Board members and SEC Administration staff.

The Secretary/Treasurer or SEC Administration designate is responsible for preparing, updating, maintaining, and retaining Board meeting minutes.

Special Board Meetings

Special Board meetings may have to be convened at times. If this is necessary, the Board members will be called upon to attend the meeting.

The special meeting time, location, and purpose will be communicated to all Board members by the Board Chairperson.

Notification of Meetings

When possible, Board members will be notified at least 30 days in advance of a meeting date. Board members will be reminded of scheduled meetings one week prior to the agreed upon date by the Chairperson. The Chairperson will email the proposed agenda two weeks prior to the meeting. A copy of the previous minutes will be emailed by SEC Administration in draft form for approval at the meeting.

Board members or SEC Administration who want to add agenda items are asked to contact the Board Chairperson with the details. They may also add the item at the call out for agenda additions at the Board meeting. Note that, without prior adjustment to the agenda, the additions may be tabled for a later date.

Quorum

The SEC Board shall be established with (8) voting members, each representing one community with one voting right per community. The Board quorum shall comprise half of the Board members present at the meeting plus one more present voting member. The ex-officio members are not allowed to vote.

Voting Method

The Board members will vote on decisions by a show of hands. If no consensus is reached (i.e., split vote) or if voting anonymity is required, then a secret ballot may be used. The secret ballot procedure shall be followed if requested by two or more Board members and must be documented in the meeting minutes. It shall be carried out by the Chairperson.

Minutes

Board minutes shall be recorded by a designated SEC Administration employee or the Secretary/Treasurer position of the Board. Until approved by the Board, the minutes will be recorded as "Draft".

As per the agenda, the Board minutes shall be read and a motion to accept the minutes shall be brought forward. Upon the motion being passed, the minutes shall have the "Draft" removed and be signed by the Board Chairperson.

The original minutes signed by the Chairperson are retained by SEC Administration and filed with fiscal minutes for the year.

Student Hearings/Appeals

The SEC Principals and Administration are responsible for student disciplinary decisions, including student suspensions and expulsions. The SEC Principals will notify the Board via email regarding student withdrawals, suspensions, and expulsions. No specific details regarding the situation will be emailed to the entire Board; however, a Board member may contact Principals directly for information.

If a student and/or the student's guardians object to and disagree with a SEC student suspension or expulsion decision made by SEC Principals, a special hearing/appeal with the Board may be scheduled. As confidential information regarding a minor and/or student will be discussed at this meeting, only Board members, Principals, student, and student parents/guardians are authorized to attend.

Based on the evidence provided by both the student and the SEC Administration, the Board may or may not overturn a suspension or expulsion decision. The Board decision is final and there will be no appeals after a Board decision has been made.

Board Policy Process

When the Board is developing or reviewing a new/revised policy, the Board must hear from SEC Administration on the issues surrounding the need for the policy. After satisfactory information has been made available to the Board, the Board must have a motion to enact the new policy.

When there is no stated policy by the Board, it will be at the discretion and judgment of SEC Administration to decide in consultation with the Board Chairperson. The Board will establish a new policy where no policy exists as soon as possible.

Policy Adoption

If there is no objection to a draft policy, the Board will make a motion to adopt the policy as written. The new or revised policy will be uploaded immediately to DocuShare and internal servers.

Policy Review and Revisions

The Board will discuss issues that have changed and how best to revise policies. If there are suggested changes, these will be made formally. The policy will be revised and submitted by SEC Administration to the Board for final review and adoption. Adoption of revised policies will be noted in meeting minutes.

Every three years, a complete review shall be made of all policies by the Board to ensure that they continue to meet SEC objectives and operational requirements.

If N/C is noted in the revision date section, it shall be known that it was reviewed and that no changes were made.

Integrated Strategic Planning Process

The Board will develop, approve, update, and monitor progress against the below important organizational processes and documents:

1. 5-Year Strategic Plan
2. Annual Strategic Plan
3. Annual Operating Plan
4. Annual Operating and Capital Budgets

Incorporating the above reports, SEC Administration and staff will further develop annual employee goals and work plans for performance management and evaluation purposes.

Board Member Orientation

New Board members who are elected or appointed must undergo an orientation. The Board Chairperson or a designated individual will deliver the orientation package before the first meeting. This orientation will cover the following key activities:

- Reviewing SEC operational goals and strategic plan
- Understanding Board roles, responsibilities, and duties
- Getting familiar with by-laws, policies, and procedures
- Signing the SEC Code of Ethics and Confidentiality Agreement
- Reviewing the most recent budget and work plans
- Meeting with SEC Administration and staff

At the next Board meeting following orientation completion, the minutes will document the orientation session details. The minutes should also reflect the sign-off of the new members' Code of Ethics.

Board Member Termination/Removal

The Board Chairperson or designate shall contact the respective community Chief and Council if a Board member resigns to receive an appropriate replacement.

Board members must attend meetings as regularly as possible to provide community representation. If any Board member misses TWO consecutive meetings without just reason, the Chairperson may discuss potential Board member removal and replacement with the respective community Chief and Council.

Board Member Compensation and Expenses

Board members will be paid at the current established rate for expenses and travel:

- Initial \$800 for 2-day minimum including travel time and first day meeting
- Further daily rate of \$400 for any additional meeting day(s), if required
- Return community travel is based on the Government of Canada driving mileage rate for the prescribed community area and total driving distance based on kilometers from the community to meeting location.

Board members will only be paid the above-referenced compensation for scheduled and duly convened Board meetings or other required SEC meetings/events where a Board member is specifically requested to attend. For all other SEC events and meetings that Board members voluntarily attend, no compensation will be provided.

Payments will not be made in advance of meetings and will be paid upon meeting conclusion based on actual Board member attendance documented in the minutes. If meetings are over multiple days, payment will be withheld until the last day of the meeting schedule. Should weather delay travel home, additional daily rate per day should be paid.

Any Board member expenses for which reimbursement is being requested must be approved through the Board **prior** to incurring any expenses and documented in the Board meeting minutes. Board Member expenses for reimbursement must be reasonable and relevant to SEC Board involvement or business. Receipts must be

provided to SEC Administration for reimbursement.