



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**COMMITTEE OF THE WHOLE  
AGENDA**

February 25, 2014 from 9:30-11:30 a.m.  
School Board Office – Gibsons, BC

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1. Policy 2 (Role of the Board)
2. Bylaw 62.3 (Committees)

## 2 ROLE OF THE BOARD

On behalf of the students and citizens of the Sunshine Coast, the Board shall:

2.1 Ensure the school district operates with a clear set of Values, a Vision and a Mission Statement that are reflective of our community, and our students' needs.

2.2 Develop, carry forward and regularly evaluate a Strategic Plan that sets direction, for School District No. 46 (Sunshine Coast).

2.3 Adopt and review policies that establish a clear assignment of roles, responsibilities, accountability and evaluation among the Board and senior administration.

2.4 Protect the integrity of the community, students and public education by fostering an atmosphere of trust, respect and confidence free of discrimination, harassment, and any financial or ethical impropriety.

2.5 Make decisions and communicate publicly as a corporate body, with individual trustees having no authority to direct staff, or act or speak for the Board or school district, unless otherwise delegated to do so in Board policy.

2.6 Adopt and amend an annual budget.

2.7 Select and evaluate the Superintendent of Schools.

2.8 Support the participation and annual selection of a student trustee and District Student Leadership Team (DSLTT).

2.9 Comply with other statutory responsibilities such as the appointment of an auditor, and submission of Achievement Contract, School Growth Plans, Superintendent's Report on Student Achievement, School Calendar and Capital Plan.

2.10 Emphasize strong and balanced communications in support of the Board's Vision, Mission, Values and Strategic Plan by facilitating community involvement in district and school planning, and informing the community about (a) education issues, (b) services, programs and processes, and (c) local and provincial goals, plans and policies.

2.11 Create appropriate partnerships with other agencies to coordinate effective and efficient delivery of education and other services to the citizens of the Sunshine Coast.

2.12 Promote the continuity of governance capability by training and developing its trustees, including prompt orientation of new members.

- Submitted by Silas White

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Silas White 1 22, 2014 8:07 AM

**Comment [1]:** We've delegated the former 2.8 regarding appointing and reassigning admin to the Superintendent.

Silas White 1 22, 2014 7:48 AM

**Comment [2]:**

In the *School Act* these are actually called "school plans." We should be changing our procedures to approve these as a board as the *Act* suggests, or officially delegating this work to the Superintendent (in the Role of Superintendent).

From the *Act*:

**School plan**

8.3 (1) In each school year, a board must approve a school plan for every school in the school district.

(2) By a date set by the board, a school planning council must prepare and submit to the board a school plan for the school in respect of improving student achievement and other matters contained in the board's achievement contract relating to that school.

(3) A school planning council must consult with the parents' advisory council during the preparation of the school plan.

(4) The board may approve, approve with modifications or reject a school plan submitted under subsection (2) or (6).

(5) Before approving a school plan, the board may

(a) consult with the school planning council about modifications to the school plan, or (b) direct the school planning council to modify all or part of the school plan by a specified date.

(6) The board may direct the principal of a school to prepare and submit to the board a school plan for the school by a specific ... [2]

Silas White 1 21, 2014 9:47 PM

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Silas White 1 22, 2014 7:57 AM

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2.8 Take responsibility for the appointment and reassignment of key administrative personnel, including principals and vice-principals, after being presented with recommendations from the Superintendent.

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From the *Act*:

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**(5) Before approving a school plan, the board may**

**(a) consult with the school planning council about modifications to the school plan, or**

**(b) direct the school planning council to modify all or part of the school plan by a specified date.**

**(6) The board may direct the principal of a school to prepare and submit to the board a**

**school plan for the school by a specified date if**

**(a) the school planning council does not submit a school plan under subsection (2),**

**(b) the school planning council does not comply with a direction of the board under subsection (5) (b), or**

**(c) the board rejects the school plan submitted under subsection (2).**

**(7) A board must make a school plan approved under subsection (4) available to the parents of students attending that school.**

## 62 **Committees**

- 62.1 The Board will establish the mandate of each of its Standing Committees in Board Policy.
- 62.2 Appointments to Standing Committees shall be made annually at the January Regular Board Meeting and otherwise as required. There shall be no more than three trustees officially appointed to a Standing Committee.
- 62.3 The trustee members of each Standing Committee shall select their Committee Chair at the January Regular Board Meeting by consensus, or by the election procedures outlined in 50.3, presided by the Board Chair. If no Committee Chair is elected, the Board Chair shall appoint one.
- 62.4 Each Standing Committee shall choose a regular time to meet throughout the school year. The meetings shall be scheduled so that the meeting notes can be received by the Board Office eight (8) days prior to the Board's regularly scheduled meeting day, to be included in the next Board agenda package.
- 62.5 The Board may meet in a Committee of the Whole "working session" in order to review the Strategic Plan; prepare the Preliminary and Amended Budget; perform major hires and evaluations; conduct trustee orientations; discuss significant facility and program options and processes; and review the Governance section of board policies and bylaws.
- 62.6 Public Committee meetings will have their agendas confirmed in the regular public meeting agenda package and published on the School District No. 46 (Sunshine Coast) website at least seven (7) days prior to Committee Meetings. Committee meeting agenda packages will be distributed to Committee members at least four (4) days prior to the meetings.
- 62.7 The Superintendent of Schools and/or designate, should attend all Committee Meetings.
- 62.8 All Committees will be open to public attendance and participation, except when a Committee is specifically addressing confidential matters covered in Bylaw 54.1. Any trustee may attend any meeting of any Committee, and may participate in the proceedings.
- 62.9 Committees' rules of order may be relaxed at the discretion of the Committee Chair to encourage open and in-depth discussion: a Committee including Committee of the Whole shall take no actions that replace debate or actions at a public Board meeting, hence will have no motions or formal votes. Speakers must still be recognized, speak no longer than five (5) minutes at one time, stay relevant to the agenda item under consideration, and the Chair shall offer speaking priority to those who have not yet participated in each discussion.
- 62.10 Committee recommendations to the Board will be reached by consensus. If a single recommendation cannot be agreed upon, the Committee Chair will ensure the notes reflect the differing points of view.
- 62.11 Committees shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting. No recommendation of any Committee shall be binding on the Board until the action is formally approved by the Board.
- 62.12 Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Committee Chair (or designate) to record and confirm the meeting notes. The Chair of the Committee of the Whole must report any record or recommendations from Committee of the Whole to regular public Board meeting.

- 62.13 All Ad Hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of Board Standing Committees. Ad Hoc Committees are time-limited and are normally appointed to complete a task, at which time they cease to exist.
- 62.14 By motion, the Board may move into Committee of the Whole at any regular or closed session to accommodate open and in-depth discussion when deemed necessary.