



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

**COMMITTEE OF THE WHOLE  
AGENDA**

May 26, 2015 from 9:30-11:30 a.m.  
School Board Office – Gibsons, BC

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1. Policy Review

- a) Policy 3 - Role of the Trustee
- b) Policy 7 - Trustee Donations
- c) Policy 4 - Role of the Chair

### **3 ROLE OF THE TRUSTEE**

The Board and Trustees shall operate in an ethical, respectful and professional manner. This policy shall be recognized as the Board's Code of Conduct. Consequently, trustees shall:

- 3.1 Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information.
- 3.2 Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.
- 3.3 Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees.
- 3.4 Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast), and not withhold from the Board any information necessary to make an informed decision.
- 3.5 Be knowledgeable and respectful of the roles of those who work with and for the Board.
- 3.6 Endeavour to fairly, impartially and equitably ensure the district and schools are administered by the most qualified and appropriate personnel.
- 3.7 Be loyal and accessible to the community at large, superseding any conflicting loyalties to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.
- 3.8 Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.
- 3.9 Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.
- 3.10 Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.
- 3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's "How to Communicate with Us", Regulation 5350.
- 3.12 When appointed to a liaison position, faithfully keep apprised of any concerns or circumstances of the particular school, PAC or external organization that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.
- 3.13 Share any materials or ideas gained from external professional development activities with the Board.
- 3.14 Carry out their fiduciary duty to vote on every motion before the Board, expressing their opinions during Board debate, but always abiding by majority decisions of the Board.

- 3.15 Make no disparaging remarks or accusations, in or out of Board meetings and including in election campaigns, about other members of the Board or their opinions, nor about Board employees.
- 3.16 Disclose the nature of any conflict of interest to the Board, and avoid exerting any influence on any school district issue when in conflict of interest—as defined by legislation, policy or personal declaration—including absenting oneself from discussing or voting on issues when in a conflict of interest.
- 3.17 Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast).
- 3.18 Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except as a liaison from the Board.
- 3.19 Comply with Policy 3 (Role of the Trustee), and all policies and bylaws of the Board of School District No. 46 (Sunshine Coast).

## **7 TRUSTEE DONATIONS**

In recognition of Policies 3, 3.7, 3.12 and 3.15, the Board of School Trustees of School District No. 46 (Sunshine Coast) believes that for effective and ethical governance, the office of trustee must be clear of any perception of favouritism or conflict of interest; and furthermore that our schools, programs, employees and students must be clearly separated from individual political or personal interests. Consequently, the Board of Trustees of School District No. 46 (Sunshine Coast) supports individual trustees making general, anonymous, un-targeted donations to the school district as a whole.

## **4 ROLE OF THE CHAIR**

The Chair shall protect the integrity of Board process, co-ordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board. Consequently, the Chair shall:

- 4.1 Maintain a strong understanding of the Board's policies, bylaws, rules of order and strategic plan, and hold the Board to its rules.
- 4.2 Ensure that meeting agendas and discussions are limited to those issues which, according to Board and provincial policy, are clearly in Board jurisdiction.
- 4.3 Facilitate reasonable opportunity of every trustee to be heard and understood by the Board, and take responsibility for developing and articulating a collective Board position.
- 4.4 Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keep deliberation timely, fair, orderly, thorough and efficient.
- 4.5 Vote while presiding over a meeting only when it will change the outcome of the decision.
- 4.6 Make decisions and representations on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policy, motions and planning, and keep the Board informed of such decisions and representations.
- 4.7 Coordinate and encourage input, concerns, ideas and information from trustees and senior administration, and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.
- 4.8 Establish a professional, working relationship with the Superintendent that emphasizes the clarification of Board directives; the sharing of information and trustee/community concerns; determination of accurate, thorough and up-to-date information to support Board decision-making; and a coherent and consistent division of district leadership.
- 4.9 Upon consultation with all trustees, appoint members and chairs of Board Standing Committees and Ad-hoc Committees, and representatives/liasons to external organizations and committees.
- 4.10 Coordinate and provide oversight of trustee professional development activities and expenditures.
- 4.11 Delegate duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.