

Part D: Operation of the Board

2150 ~~Roles and Responsibilities of the Board~~ School Trustee Code of Conduct

Policy 2150 STATUS: ADOPTED FOR CIRCULATION

~~ROLES AND RESPONSIBILITIES OF THE BOARD~~ School Trustee Code of Conduct

Board Approved and Codified: January 20, 1986

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150)

Description:

The Board of Education is responsible for the success of an effective school district in SD #59. The Board of Education fulfills this responsibility by providing oversight, establishing goals and setting policy to guide decision-making through a governance process that includes defining roles, relationships, structures and processes. The Board of Education is responsible to ensure the most effective and efficient use of public funds, as well as to ensure educational programs and services meet the needs of all students.

The role of the Board of Education is to:

- Govern in a manner that is responsive to its entire community;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and well-being in the Board of Education's work with the community, the municipality and the province;
- Promote confidence in publicly-funded education through its communication about the goals and achievements of the Board of Education.

The Board of Education is responsible:

- For setting the overall direction for the school district through a multi-year strategic plan;
- For providing direction through its policy processes;
- To hold the district accountable for achieving results;
- To approve the way in which resources are allocated to schools and programs through the annual budget process;
- To listen to all requests and suggestions of stakeholders and refer them to the proper administrative authority. The duty of the trustee is to engage the executive staff in the resolution of problems, rather than seek to resolve problems individually;
- To be informed on district matters so that they can at all times give informed answers when citizens of the community ask them questions relative to the actions of the Board of Education or the practices within the district;
- To delegate administrative responsibility solely to the Superintendent/CEO;
- To support the Superintendent in their authorized functions;
- To encourage teamwork between the Superintendent and the Board of Education;
- To recognize that the resolution of all issues in schools is the duty of the Superintendent.

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Board Approved: February 1971

Last Revised: June 19, 2013; January 23, 2020 (Combined 2155 & 2150)

1. The Board of Education, will fulfill its responsibilities by executing their duties as follows:
 - 1.1. Establishing a strategic plan for the District;
 - 1.2. Establishing policy;
 - 1.3. Approving Board Authority Authorized (BAA) Courses;
 - 1.4. Hiring the Superintendent and consulting on the appointment of senior staff members;
 - 1.5. Approving the budget and policies whereby the administration may formulate procedures and regulations for the orderly accomplishment of business;
 - 1.6. Managing district funds for the operation, support, maintenance, improvement and ongoing development of the school district;
 - 1.7. Providing for planning, expansion, improvement, construction, maintenance, use and disposition of facilities of the school district within funding options;
 - 1.8. Maintaining a liaison role with the Parent Advisory Councils in assigned schools.
 - 1.9. **The Board shall review this policy and regulation within six months of the Inaugural Board Meeting.**

2. The Board of Education will adhere to the following Trustee Code of Conduct that reflects the principles of trustee conduct and ethics:
 - 2.1. Integrity:
 - 2.1.1. All decisions will be based on putting students first;
 - 2.1.2. Trustees will carry out their responsibilities in accordance with the School Act, Regulations and board policy;
 - 2.1.3. Trustees will make all decisions based on available facts and their independent judgment and shall refuse to surrender that judgment to individuals or special interest groups;
 - 2.1.4. Trustees will act with the highest standards of professional integrity and in a manner that inspires public confidence in the Board of Education, the district and the staff.
 - 2.1.5. **Be aware of their obligations as outlined in the BC Human Rights Code.**

 - 2.2 Respect:
 - 2.2.1 While trustees will express their individual opinions on issues under consideration by the board, in doing so they will respect the differing points of view of colleagues, staff and the public and thereby enhance public confidence in the work of the Board of Education;

- 2.2.2 Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the board and its committees.
- 2.2.3 Ensure the use of electronic devices do not adversely affect the business of a meeting.

2.3 Confidentiality:

- 2.3.1 Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.

2.4 Responsibility

- 2.4.1 Once the Board of Education has voted, trustees are bound by the majority decision and will publicly uphold the Board of Education's decisions;
- 2.4.2 Trustees will recognize that the expenditure of Board of Education funds is a public trust and will ensure effective stewardship of the Board of Education's resources in the best interests of the students.

2.5 Conflict of Interest

- 2.5.1 Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect or deemed) or any perceived conflict of interest in matters before the Board of Education or a committee of the Board of Education.

2.6 Relationships

- 2.6.1 Trustees will speak as the voice of the entire district and communities (including people who do not have children in the school system or people outside of their direct constituency) at the board table;
- 2.6.2 Trustees will work with other trustees in a spirit of respect, openness, courtesy and cooperation in spite of differences of opinion that may arise during debate. Trustees will refrain from gossip;
- 2.6.3 Trustees will refrain from any negative commentary (public or private) about the superintendent or other members of district staff.
- 2.6.4 Trustees are individually responsible for the content of their comments, posts, and "likes" on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.

3 Breaches and Sanction

- 3.1 When there is a concern regarding misconduct, it is best to develop solutions to resolve issues early and with measures that are proportionate with the underlying factual content.
- 3.2 When appropriate the board can take an incremental approach: have an informal complaint process and mediate conversations before a formal complaint process is triggered.
- 3.3 If proactive measures do not result in changed behaviour, disciplinary measures for breaches may be imposed in a remedial and restorative manner, reflecting the seriousness of the breach.

3.3.1 Write a letter of apology.

3.3.2 Participate in specific training, coaching, or counselling as directed by the board.

3.3.3 Being subject to a motion of censure passed by a majority of the voting trustees at a closed board meeting; or

3.3.4 Being removed from one, some or all board committees, or other appointments by a majority of voting trustees in a closed meeting.

- It is important to note that, except as expressly permitted by the *School Act*, a board's authority does not extend so far as to effectively remove a trustee from their elected office.

3.4 The board must comply with its obligations to protect the privacy of others under the *School Act* and the *Freedom of Information and Protection of Privacy Act*.

3.5 The board may, at its discretion, and by resolution of the voting trustees, to promote public confidence, make public that the breaches and sanctions process was followed.