



# SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

## 120 - Governance

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### 1.0 General

- 1.1 The Board of Education of School District 10 Arrow Lakes consists of five trustees with the responsibility of governing the school district. The Board's prime responsibility is ensuring the provision of educational services to students attending District schools. The Board reflects the values of the communities served, within the requirements of government legislation.
- 1.2 The Board makes decisions as a corporate body based on a majority vote. Individual trustees have no authority to act for the school district or to direct staff.
- 1.3 The Board Chair or designate will be recognized as the official spokesperson for the Board.

### 2.0 Role of the Board

- 2.1 The Board governs the operations of the school district with respect for the community's vision and values for education. The priorities of the Board are:
  - 2.1.1 student achievement, success, and well-being;
  - 2.1.2 consultation with educational partners and staff;
  - 2.1.3 connection with community;
  - 2.1.4 establishment and review of policies;
  - 2.1.5 development, implementation, and monitoring of the District Strategic Plan;
  - 2.1.6 creation of partnerships with other agencies and organizations; and
  - 2.1.7 fulfillment of legislated responsibilities.
- 2.2 The Board reviews data and information regarding student achievement and success, school and district programs, and district operations; and thereby ensures strong performance of the school district.
- 2.3 The Board maintains financial oversight through regular financial reports and involvement in the annual district audit process.
- 2.4 The Board co-develops the annual district budget and engages in budget consultation and processes.

### 3.0 Governance

- 3.1 The Board governs the school district through policies and bylaws which:
  - 3.1.1 articulate the Board's values, goals, and expected outcomes;
  - 3.1.2 establish processes by which the Board conducts its business; and
  - 3.1.3 describe the Board's relationship with staff.

#### 4.0 Board of Education Code of Conduct

- 4.1 The Board and Trustees shall operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
- 4.2 Trustees are expected to:
  - 4.2.1 At all times, represent unconflicted fidelity to the district which supersedes any conflicting loyalty to individual communities, advocacy or interest groups, other councils or boards, or personal interest.
  - 4.2.2 Never attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Specifically, trustees will recognize that:
    - 4.2.2.1 any interactions they have as individuals with staff, lack authority;
    - 4.2.2.2 individual interactions with the public, press or other entities lack authority; and
    - 4.2.2.3 evaluations of the Superintendent/Secretary-Treasurer are made only by assessing performance through the contractual process, policy, and district protocol.
  - 4.2.3 Recognize the high level of responsibility that elected trusteeship demands. Trustees will conduct themselves in a manner that represents the Board in a positive light, taking no private action that will compromise the Board and its decisions.
  - 4.2.4 Make themselves knowledgeable about the roles and responsibilities of those who work with and for the Board and will respect the dignity and rights of these people.
  - 4.2.5 Undergo a criminal record check upon election.

#### 5.0 Role of the Chair

- 5.1 The Chair shall protect the integrity of the Board's policies, represent the Board to outside parties, and act as Spokesperson for the Board.
- 5.2 Specifically, the Chair:
  - 5.2.1 Holds the Board to its own rules and those legitimately imposed upon the Board from outside the organization. These rules include the Board's governance policy, bylaws, and provincial and federal legislative requirements.
  - 5.2.2 Ensures that meeting agendas and discussions are limited to those issues which, according to Board policy, are clearly in the Board's jurisdiction, not the Superintendent/Secretary-Treasurer's.
  - 5.2.3 Keeps deliberation respectful, fair, orderly, thorough, efficient, and to the point.
  - 5.2.4 Chairs Board meetings with all commonly accepted rules of order and facilitates open and frank discussion in a safe environment.
  - 5.2.5 Makes decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies, and will keep the Board informed of such decisions.
  - 5.2.6 Has no authority to supervise or direct the Superintendent/Secretary-Treasurer.

5.2.7 May represent the Board to outside parties by stating positions consistent with Board policies, resolutions and bylaws, and will keep the Board informed of such representations.

5.2.8 Supports the Vice-Chair in fulfilling the duties of the Chair as required.

## 6.0 The Superintendent / Secretary-Treasurer

6.1 The Board directs and evaluates only one employee, the Superintendent/Secretary-Treasurer, as its Chief Executive Officer. All other employees are directed and evaluated as determined by the Superintendent/Secretary-Treasurer in accordance with Board Policy, Collective Agreements and Administrative Protocol.

6.2 The Superintendent/Secretary-Treasurer is responsible to the Board for ensuring that the school district achieves the articulated goals and plans.

6.3 The Superintendent/Secretary-Treasurer is authorized to manage the school district in accordance with Board policy, or a reasonable interpretation of it.

6.4 The Superintendent/Secretary-Treasurer takes direction only from the Board as a whole and not from individual Trustees or the Chair. The Superintendent/Secretary-Treasurer may accede to or refuse requests for information and/or assistance from individual Trustees or the Chair unless otherwise directed by the Board.

## 7.0 Communication Plan

7.1 The Board of Education is committed to a communication plan that provides clear, accurate, relevant, timely, and effective communication that meets the needs of its educational partners and the larger community.

7.2 The Board shall:

7.2.1 Ensure that all Board communications support and inform the Board's vision, mission and goals.

7.2.2 Promote effective, balanced and respectful communications.

7.2.3 Promote participation in district planning.

7.2.4 Inform about education issues, available services and provincial and district goals.

7.2.5 Establish effective communication links with:

7.2.5.1 staff, students, and parents of the school district;

7.2.5.2 the communities it serves;

7.2.5.3 prospective staff, students, and families;

7.2.5.4 the public within and outside the school district;

7.2.5.5 other school boards;

7.2.5.6 local and provincial governing bodies and community agencies;

7.2.5.7 post-secondary institutions; and

7.2.5.8 the BC Ministry of Education.