



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

PROCEDURE 105 Governance and Administration

Section: Governance
Dates of Revisions:
Date of Adoption and
Resolution Number: June 13, 2018- 76/18

The Board of Education:

The board is the school district's governing body. It comprises seven elected trustees who, together, represent all district school communities. The board delegates responsibility for administration of its policies and procedures, through the superintendent of schools.

The chairperson and vice chairperson shall be elected at the first meeting of the board in December each year and shall take office immediately. The incumbents shall hold office at the pleasure of the majority of the board.

The Board Chairperson:

The board delegates to the chair the following powers and duties:

1. Preside over all board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each board meeting, consult with the trustees and confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
 - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 3.2 Ensure that all issues before the board are well-stated and clearly expressed;
 - 3.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached;
 - 3.4 Ensure that debate is relevant. The chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion

that the discussion is not relevant to the question, remind members that they must speak to the question;

3.5 Decide questions of order and procedure, subject to an appeal to the rest of the board. The chair may speak to points of order in preference to other members.

3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;

3.7 Extend hospitality to other trustees, officials of the board, the press and members of the public.

4. Keep informed of significant developments within the District.
5. Keep the board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the district.
6. Be in regular contact with the superintendent to maintain a working knowledge of current issues and events.
7. Convey directly to the superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the District.
8. Bring to the board all matters requiring a decision of the board.
9. Act as the chief spokesperson for the board except for those instances where the board has delegated this role to another individual or group.
10. Act as an ex-officio member of all committees appointed by the board.
11. Act as a signing officer for the school district.
12. Represent the board, or arrange alternative representation, at official meetings or other public functions.
13. Address inappropriate behaviour on the part of a trustee.
14. Ensure that the board engages in regular assessments of its effectiveness as a board.

The Board Vice Chairperson:

The board assigns to the vice chair specific responsibilities:

1. The vice chair shall act on behalf of the board chair, in the latter's absence and shall have all the powers, duties and responsibilities of the board chair.
2. The vice chair shall assist the board chair in ensuring that the board operates in accordance with its own policies and procedures and in providing leadership and guidance to the board.

3. The vice chair may be assigned other duties and responsibilities by the board chair.

Superintendent of Schools:

The board recognizes the need for one person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the board designates the Superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the District and delegates to the Superintendent responsibility for overall administration of the District. The Superintendent makes reports which focus on governance implications and is accountable to the corporate board for the conduct and operation of the District, for providing leadership in administration and instructional programs for students, and for ensuring compliance with legislative requirements. All board authority delegated to the staff of the district is delegated through the Superintendent.

The Secretary Treasurer:

The board's secretary treasurer ensures board compliance with accounting and an administrative procedure specified by the Minister of Education, keeps a record of the proceedings of the board, including those assigned by the board in relation to its corporate affairs, and performs duties outlined in School Regulation 265/89, as amended from time to time.

Principals, Vice Principals and the Director of Instruction:

These operate under the direction of the superintendent of schools to enact the powers and discharge the duties outlined in School Regulation 265/89, as amended from time to time. Principals and vice principals are responsible for administering and supervising the schools to which they are assigned. The director of instruction works, in consultation with principals and vice principals, to improve instruction. He/she has free access to any school, classroom, or school record.

References:

- School Act s. 65, 67, 70, 85
- School Regulation 265/89, s.5 (1-10), 6, 7.
- School District No 64 (Gulf Islands) Bylaw No. 1
- Policy and Procedure 135