

101 Board of Education - Role and Function; Stipend, Resources and Expenses

Revised: September 25, 2001

Revised: October 24, 2007 (References to *Board of Trustees* changed to *Board of Education*)

Revised: May 28, 2008

Policy

The Legislature of the Province of British Columbia has approved the *School Act* assigning certain powers and duties to locally elected Boards of Education. The Board of Education of School District No. 44 (North Vancouver) is comprised of seven members elected for a three-year term by the electors of North Vancouver City (three Trustees) and North Vancouver School District (four Trustees) to govern the educational affairs of the School District.

The Board of Education (referred in its policies as “The Board”) shall be a corporation with perpetual succession and a common seal, having the rights, powers, duties and liabilities set forth in the *School Act*. It is recognized that authority rests solely in the corporate Board and not with individual Trustees.

The functions of the Board include the following:

- Formulating, adopting and interpreting policies and bylaws
- Delegating administrative responsibilities and duties
- Making decisions on educational and budget issues that in the Board’s judgment cannot or should not be delegated
- Selecting the Superintendent of Schools and other senior administrative personnel
- Ensuring that appropriate channels of communication exist both within the School District’s internal organization and between the Board and the North Vancouver community
- Appraising the School District’s educational, administrative, and planning processes in comparison with the Board’s stated goals and objectives
- Acting as a body of final appeal within the School District where other means of dispute resolution in the School District are unsuccessful
- Board decisions that significantly affect the education, health or safety of a student may be appealed to a Superintendent of Achievement in the Ministry of Education.

The only mechanism for official action or decision of the Board shall be duly-called and legally-conducted Board meetings which conform with policy and procedures set out in Board [Policy 104 Board of Education – Meetings](#).

The Board shall appoint a Chair and a Vice-Chair with duties and responsibilities as described in the administrative procedures associated with this policy.

In accordance with the provisions of the *School Act*, Trustees shall receive an annual stipend, paid on a monthly basis, the amount of which shall be set by Board resolution. Additional amounts, also set by Board resolution, shall be paid to the Chair and Vice-Chair respectively.

The Board will authorize the reimbursement of Trustee expenses as provided in the *School Act* and which are consistent with the provisions described in the administrative procedures associated with this policy.

Trustees represent the public interest in public education, acting as liaison between the community and the education system. The Board recognizes that Trustees must remain informed and must continue to upgrade their skills. To that end, the Board may include funds in the annual budget to cover Trustee expenses for attendance at provincial, national and international seminars, conferences, or workshops related to education.

Administrative Procedures

Duties of the Board Chair and Vice-Chair

The Chair and Vice-Chair of the Board shall be elected at the inaugural meeting of the Board and annually thereafter in November.

The Chair shall preside at all meetings of the Board and may vote at the same time as other Trustees on all motions placed before the Board for action. The Chair, with the Secretary-Treasurer, shall sign such documents on behalf of the Board as may require signature. The Chair shall represent the Board in deliberations with other Boards or agencies unless another Trustee is so designated. The Chair will act as spokesperson for the Board and shall be assisted in this task by the Superintendent or designate as needed.

The Vice-Chair of the Board shall, in the absence of the Chair, perform all duties of the Chair while acting in that capacity.

In the absence of both the Chair and Vice-Chair, the Trustees present at a Board meeting shall elect a temporary Chair for that meeting.

Payment of Stipend

The work of School Trustees in exercising their duties is recognized by payment of an annual stipend. One third of the stipend is an allowance for expenses incurred by Trustees in the discharge of their duties and is not taxable as permitted by the *Income Tax Act*. The non-taxable allowance is expected to cover all in-District travel such as to Board meeting, School District events and functions and to liaison schools; additional vehicle insurance; and local telephone calls.

Provision of Resources

The Board believes that all Trustees require resources to effectively assist them in carrying out their duties and will provide such resources to Trustees during their term in office. These resources may include a laptop computer and a printer (including print cartridges and paper), reimbursement of one Internet connection, School District e-mail service, a cell phone and related business usage, business cards and lapel pins. Equipment provided by the District must be returned to the Board upon termination of their role as Trustee.

Travel Expenses

Trustees will be reimbursed travel expenses on the same basis as employees consistent with the Board's policy. Trustees may apply for a travel advance to cover out-of-pocket costs, which are later accounted for through their expense claim.

Expense Claims

Trustees shall submit expense claims on a regular basis and at least annually before June 30 of each fiscal year to ensure expenses are recorded in the correct fiscal year of the School District. Where a Trustee, as a representative of the Board, incurs reasonable travelling and living expenses in attending meetings in the Lower Mainland area, the Board will authorize the payment of these expenses.

Expenses Paid by Outside Organizations

When a Trustee, as a representative of the Board, incurs expenses as a result of carrying out duties assigned by that organization or committee, these expenses shall be borne by that organization or committee.

Trustees representing the Board at provincial meetings of the BC School Trustees Association's Provincial Council or the BC Public Schools Employers' Association's Representative Council or serving on Ministry of Education committees will be compensated by those organizations in accordance with their expense policies.

Professional Development

In order for Trustees to fulfill their role, Trustees may access professional development opportunities including:

- Access to educational publications such as books, journals and newsletters
- Participation in conferences, workshops and in-services activities at the local, provincial and national levels
- Membership in the BC School Trustees Association (BCSTA).

Trustees may choose to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that will contribute to their growth as a School Trustee. Professional development should reflect the goals of the Board as well as the needs of the individual. Materials and information acquired should be shared with all members of the Board.

Conferences and programs may include those where:

- Representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters. Examples include the annual general meetings of the BCSTA, and the BC Council for Leadership in Education (BCCLEA). This would include specially-called conferences at which the Board should be represented as issues arise.
- Conferences and training workshop programs aimed at the dissemination of information intended to assist locally-elected representatives of educational systems to meet their responsibilities and duties. Examples would include BCSTA Academies and annual regional Trustee education programs.

Budgetary Provisions For and Limitations on Conference Attendance

BCSTA

Budgetary provisions will be made annually to permit each Trustee to attend the BCSTA's Annual General Meeting and December Academy.

Other Conferences

The Board will include a provision in its annual operating budget for Trustees to attend other conferences in addition to those hosted by the BCSTA. In December of each year, the Secretary Treasurer, in consultation with Trustees, will create a master calendar of conferences for the coming year. This will coincide with new Trustee assignments following the election of the new Chair and Vice Chair each year. The Board will review the calendar at a subsequent meeting and decide which Trustee(s) will attend each conference. This may be revised quarterly as new conferences or activities are identified. The Board shall ensure that funds budgeted for Trustee professional development will be used in an equitable manner. The Board Chair will monitor the conference expenses of Trustees and decide how to further allocate any unspent funds.