



ROLE OF THE BOARD

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2019.04.30

POLICY

As per section 30 of the *School Act* each school district in British Columbia is required to have a Board of Education comprised of trustees locally elected or appointed by the Minister of Education. The number of trustees on each board is determined by the Lieutenant-Governor in Council which effectively means the provincial cabinet. All seven trustees are elected at large with a four-year term.

The Board of Education of School District No. 57 (Prince George) functions as a corporate body and exercises those mandatory (must) and optional (may) powers granted or implied by the *School Act* and Regulations. As a corporate entity its rights duties and powers reside with the Board and not individual trustees.

The Board is committed to making decisions in the best interest of the students it serves.

The *School Act* provides for the Board of Education to delegate specific and general administrative and management duties. The Board has chosen to retain in its role the following duties.

Specific Areas of Responsibility

1. Accountability to Governments

The Board shall:

- 1.1 Act in accordance with all applicable requirements of federal and provincial legislation.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to and Engagement of Community

The Board shall:

- 2.1 Within available resources make decisions that best address the needs and demands of the school district in service of students.
- 2.2 Establish processes and provide opportunities for community engagement.
- 2.3 Report school district outcomes to the community at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.

2.5 Meet as deemed appropriate with municipal governments and other educational/public service or business governing authorities to achieve educational ends.

2.6 Model a culture of respect, transparency and integrity.

3. Strategic Planning and Reporting

The Board shall:

3.1 Provide overall direction for the school district by establishing foundational statements.

3.2 Annually approves school district priorities and key results and the school district's strategic directions.

3.3 Annually evaluate the effectiveness of the school district in achieving established priorities and key results.

4. Policy

The Board shall:

4.1 Identify how the Board is to function.

4.2 Delegate authority to the Superintendent and define commensurate accountabilities.

4.3 Identify the purpose to be achieved and the criteria for any new policies.

4.4 Make the final decision as to the approval of all policy statements.

4.5 Develop/assess/revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.

4.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

4.7 Review all policies at least once in a term of office, to ensure currency and relevancy.

4.8 Annually review the school district's Central Administration Office Organization Chart, prepared by the Superintendent, and assume responsibility for granting prior approval of the addition of new positions or the deletion of existing positions.

5. Board/Superintendent Relations

The Board shall:

5.1 Select the Superintendent.

5.2 Provide the Superintendent with clear corporate direction.

5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.

5.4 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism.

5.5 Annually review Superintendent Compensation.



- 5.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

6. Political Advocacy

The Board shall:

- 6.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public School Employers' Association issues.
- 6.2 Advance school district positions and priorities through relevant provincial organizations and associations.
- 6.3 Act as an advocate for public education and the school district.
- 6.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
- 6.5 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.
- 6.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

7. Board Development

The Board shall:

- 7.1 Annually conduct an externally facilitated self-evaluation the Board's effectiveness in keeping with the British Columbia School Trustees Association's guidelines and standard.
- 7.2 Annually develop a Board development plan aligned with school district priorities.

8. Fiscal Accountability

The Board shall:

- 8.1 Approve budget process and timelines at the outset of the budget process.
- 8.2 In collaboration with the Superintendent, identify budget assumptions and draft Board priorities to be used in the creation of the annual operating budget.
- 8.3 Approve the annual budget and allocation of resources to achieve desired results.
- 8.4 Annually approve the school district's updated Five Year Capital Plan.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter and specify those recommendations to be implemented by the Superintendent.
- 8.7 Approve the annual audited financial statements.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.



- 8.9 Approve the acquisition and disposition of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
- 8.10 Approve amended annual budget
- 8.11 Monitor the fiscal management of the school district through receipt of monthly financials and quarterly accountability reports including variance analyses and year-end projections.
- 8.12 Approve borrowing for capital expenditures within provincial restrictions.
- 8.13 Approve transfer of funds to/from reserves.
- 8.14 Approve signing authorities for the school district.

Selected Responsibilities

1. Approve annual school district calendar in accordance with legislation and collective agreements February consultation and March approval.
2. Annually approve the Board's yearly work plan including schedule of meetings.
3. Approve Board Authority Authorized Courses.
4. Approve the naming of educational facilities and land.
5. Recognize students, staff and community members.
6. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
7. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with bargaining units.
8. Annually Review and approve Board compensation and expense rates.
9. Approve catchment areas for schools and special programs.
10. Approval of and cessation of academies and programs of choice.

Responsibility Centre: Board Chairperson and Superintendent of Schools
References: *School Act* Sections 77, 85

