

ROLE OF THE BOARD

As per section 30 of the [School Act](#) each school district in British Columbia is required to have a Board 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.

By Ministerial Order dated April 6, 2018 the School District No. 57 (Prince George) Board of Education consists of seven Trustees elected from three Trustee Electoral Areas as follows: five from the Prince George Trustee Electoral Area, one from the Mackenzie Trustee Electoral Area and one from the Robson Valley Trustee Electoral Area.

The Board 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 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. Developing and maintaining a Culture of Student Learning

The Board shall:

- 2.1 Ensure Board agendas reflect the Board's commitment to improving student success.
- 2.2 Ensure the district's strategic plan identifies student learning key results.
- 2.3 Ensure the planning documents, including such things as the Framework for Enhancing Student Learning, Local Education Agreements and Strategic Planning documents are reviewed at least annually, including identification of trends and issues.

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- 2.4 Ensure resources for approved initiatives to improve student outcomes are aligned to the annual operating budget.
- 2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes are assessed annually.

3. Accountability to and Engagement of Community

The Board shall:

- 3.1 Model a culture of respect, transparency and integrity.
- 3.2 Within available resources make decisions that best address the needs and demands of the school district in service of students.
- 3.3 Establish processes and provide opportunities for community engagement.
- 3.4 Report school district outcomes to the community at least annually.
- 3.5 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 3.6 Meet as deemed appropriate with Chief and Council of Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw First Nation.
- 3.7 Meet as deemed appropriate with municipal and local governments and other educational/public service or business governing authorities to achieve educational ends.
- 3.8 Annually conduct public engagement opportunities in each of Mackenzie, McBride, Prince George and Valemount.

4. Strategic Planning and Reporting

The Board shall:

- 4.1 Provide overall direction for the school district by establishing foundational statements.
- 4.2 Annually approve school district priorities, key results and the school district's strategic directions.
- 4.3 Annually evaluate the effectiveness of the school district in achieving established priorities and key results.

5. Policy

The Board shall:

- 5.1 Identify how the Board is to function.
- 5.2 Delegate authority to the Superintendent and define commensurate accountabilities.
- 5.3 Identify the purpose to be achieved and the criteria for any new policies.
- 5.4 Make the final decision as to the approval of all policy statements.

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- 5.5 Develop/assess/revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
 - 5.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.
 - 5.7 Review all policies at least once in a term of office, to ensure currency and relevancy.
 - 5.8 Annually review the school district's Organization Chart, prepared by the Superintendent and assume responsibility for granting approval regarding the addition or removal of positions.
6. Board/Superintendent Relations
- The Board shall:
- 6.1 Select the Superintendent of Schools.
 - 6.2 Provide the Superintendent with clear corporate direction.
 - 6.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
 - 6.4 Annually evaluate the Superintendent in accordance with a pre-established and mutually agreed upon performance appraisal mechanism in accordance with Policy 12 Appendix.
 - 6.5 Annually review the Superintendent's compensation.
 - 6.6 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.
7. Political Advocacy
- The Board shall:
- 7.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public School Employers' Association issues.
 - 7.2 Advance school district positions and priorities through relevant provincial organizations and associations.
 - 7.3 Act as an advocate for public education and the school district in a non-partisan way.
 - 7.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
 - 7.5 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.
 - 7.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

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8. Board Development

The Board shall:

- 8.1 Annually conduct an externally facilitated self-evaluation of the Board's effectiveness in keeping with the British Columbia School Trustees Association's guidelines and standard as outlined in Appendix A.
- 8.2 Annually develop a Board development plan aligned with school district priorities.

9. Fiscal Accountability

The Board shall:

- 9.1 Approve budget process and timelines at the outset of the budget process.
- 9.2 In collaboration with the Superintendent, identify budget assumptions and draft Board priorities to be used in the creation of the annual operating budget.
- 9.3 Approve the annual budget and allocation of resources to achieve desired results including strategic priorities.
- 9.4 Annually approve the school district's updated Five Year Capital Plan.
- 9.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 9.6 Review annually the audit report and management letter and specify those recommendations to be implemented by the Superintendent.
- 9.7 Approve the annual audited financial statements.
- 9.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 9.9 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.
- 9.10 Approve the amended annual budget.
- 9.11 Monitor the fiscal management of the school district through receipt of monthly financials and quarterly accountability reports including variance analyses and year-end projections.
- 9.12 Approve borrowing for capital expenditures within provincial restrictions.
- 9.13 Approve transfer of funds to/from reserves.
- 9.14 Approve signing authorities for the school district.
- 9.15 Approve changes to the schedule of student fees and deposit and ensure that procedures are in place to address financial hardship in [Policy 5101 Financial Hardship](#).

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Selected Responsibilities

1. Approve annual school district calendar in accordance with legislation and collective agreements.
2. Approve anaphylaxis protection procedures established in accordance with legislation under Ministerial order M234/09 included in [Policy 5141.21 Anaphylaxis](#).
3. Approve provision of menstrual products to students established in accordance with legislation under Ministerial order M149/89 Support Services for Schools.
4. Annually approve the Board's Annual Work Plan included in Appendix B including the schedule of meetings.
5. Approve Board Authority Authorized Courses.
6. Approve the naming and renaming of educational facilities and land.
7. Recognize students, staff and community members.
8. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
9. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with bargaining units.
10. Annually Review and approve Board compensation and expense rates.
11. Approval of and cessation of academies and programs of choice.
12. Annually approve continuing with British Columbia School Trustees' Association membership.
13. Approve catchment areas and changes thereto.
14. Approve Local Education Agreements with local First Nations.

FACILITATED BOARD SELF-EVALUATION PROCESS

PROCESS

The annual externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process described in the appendixes to [Policy 12 Appendix](#) and entitled, *Superintendent Evaluation Guiding Principles*. The two evaluation processes are complementary in nature.

PURPOSE

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How well do we perceive that we are performing as a corporate entity in terms of fiduciary, strategic, generative and ethical governance?
5. How would we rate our Board-Superintendent relations?
6. How well have we adhered to our governance policies?
7. What have we accomplished this past year? How do we know?
8. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a positive path forward.

EVALUATION PRINCIPLES

The following principles form the basis for the Board self-evaluation process.

1. A learning organization is focused on the improvement of practice.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.
4. The annual Board evaluation process shall model the Board's commitment to principles 1-3.
5. A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board and fosters an excellent Board- Superintendent relationship.
6. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.

Policy 2 Appendix A

CONTEXT

The Board is a corporate entity created by provincial legislation and given authority by the School Act and the attendant Regulations. The Board exercises its authority through a democratic process.

The duty of the Board is to represent its electors and advocate for publicly funded education in a broader context.

The Board is charged with the responsibility of providing, for its students and their parents/guardians, an education system organized and operated in their best interests. It exercises this responsibility through setting of clear strategic direction and the wise use of resources.

Approved 2022.06.22

BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items:

- Review audit report, management letter and Management's internal report
- Review and approve the audited financial statements
- Review Financial Statement Discussion and Analysis document
- Review and approve 5 year Minor Capital Plan
- Review and approve catchment and capacity ad hoc committee terms of reference
- Review and approve proposed Trustee calendar for partner meetings, Board meetings and related functions
- Review Superintendent compensation

Events:

- BCSTA Northern Interior Branch – Education Meeting (September or October)
- Recognize National Day for Truth and Reconciliation

October

Regular Board Meeting Agenda Items:

- Complete Superintendent/CEO evaluation and Board evaluation
- Review and approve Board Annual Work Plan (including schedule of meetings)

Events

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day

November

Inaugural or Annual Board Meeting Agenda Items

- Elect Chair/Vice-Chair, BCSTA Provincial Councillor and alternate, BCPSEA representative and alternate
- Trustee appointments to committees, community liaison groups, and school liaison assignments

Events

- BCSTA Trustee Academy (November or December)

December

Regular Board Meeting Agenda Items

- Review report on school district enrollment
- Review and approve budget consultation ad hoc committee terms of reference

Events

Policy 2 Appendix B

January

Regular Board Meeting Agenda Items

- Review progress re Strategic Planning results
- Review and approve Amended Annual Budget for Current Fiscal Year
- Review and approve draft Budget Development Process and Circulate to stakeholders
- Receive the Report of the catchment and capacity committee
- Provide direction through SD57 Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events

- Represent Board at BCPSEA AGM
- BCSTA Northern Interior Branch AGM

February

Regular Board Meeting Agenda Items

- Review recommended school district calendar
- Review and approve Budget development process for upcoming year's Budget
- Review and approve Budget assumptions for the upcoming years budget
- Review the school district's Organization Chart
- Review policy positions for submission to BCSTA Annual General Meeting
- Review and approve Board Authority Authorized Courses
- Review Student Learning accountability report and assess Student Learning QI's re Policy (Framework for Enhancing Student Learning).

Events

- BCSTA Provincial Council Meeting
- Long Service Recognition Ceremony

March

Regular Board Meeting Agenda Items

- Review and approve school district calendar
- Review preliminary budget revenue information for the upcoming year's budget including the Ministry of Education funding announcement

April

Regular Board Meeting Agenda Items

- Receive the Report of the Budget Consultation Committee
- Review preliminary draft budget for the upcoming year

Events

- Attend and participate in BCSTA AGM

Policy 2 Appendix B

May

Regular Board Meeting Agenda Items

- Review and approve Annual Facility Grant Expenditure Plan
- Review and approve terms of engagement and appoint or reappoint auditor
- Review and approve annual budget for upcoming fiscal year
- Review and approve schedule of fees and deposits

June

Regular Board Meeting Agenda Items

- Review and approve 5 year Major Capital Plan
- Review and approve Board Development Plan
- Review and approve Framework for Enhancing Student Learning Annual Report
- Review and approve Strategic Plan – Annual Progress Report

Events

- Employee Retirement Dinner and Recognition
- Recognize National Indigenous Peoples Day

Ongoing

- Attend Trustee development/orientation sessions (when available)
- Attend school functions (as invited)
- Review the School District Strategic Plan
- Hear appeals (as required)
- Ratify memoranda of agreement with bargaining units
- Declare facilities surpluses to general school district needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings (as scheduled)
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Northern Interior Branch Meeting
- Meet with elected officials (as scheduled)
- Engage in policy review
- Public engagement

Legal References: *School Act* Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158

Related Policies:

Policy 3 – Role of the Trustee

Policy 4 – Trustee Code of Conduct

Policy 5 – Role of the Board Chair

Policy 6 – Role of the Vice-Chair

Policy 7 – Board Operations

Policy 8 – Board Committees

Policy 9 – Board Representatives

Policy 10 – Policy and Policy Development

Policy 11 – Board Delegation of Authority

By-Law 1 – Appeals

By-Law 2 – Indemnification

By-Law 3 – Trustee Elections

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