

Policy 2

POLICY 2 - ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body elected by the electors that support School District No. 79 (Cowichan Valley), the Board of Trustees shall provide overall direction and leadership to the District. It is accountable for the provision of excellent educational programs and services to resident students of the District to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board is therefore charged with the responsibility of providing an education system that is high quality, organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction and the wise use of resources. The Board has natural person powers in carrying out its role.

Specific Areas of Responsibility

1. Accountability to Governments

The Board shall:

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and Ministerial directions.

2. Accountability to and Engagement of Community

The Board shall:

- 2.1 Make decisions that address the needs of the entire District.
- 2.2 Establish processes and provide opportunities for community engagement.
- 2.3 Report 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 regularly with municipal and regional governments, First Nations Chiefs and Councils and the *Métis* nation and other educational/public service or business governing authorities to achieve educational ends.
- 2.6 Model a culture of respect and integrity.

3. Strategic Priorities

The Board shall:

- 3.1 Provide overall direction for the District by establishing foundational statements.
- 3.2 Annually set District priorities and key results to be included in the District's Strategic Priorities.

- 3.3 Annually evaluate the effectiveness of the 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 Annually 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.

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.
- 5.7 Establish and maintain positive professional working relations with the Superintendent.

6. Political Advocacy

The Board shall:

- 6.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public Sector Employees' Association issues.
- 6.2 Advance District positions and priorities through relevant provincial organizations and associations.
- 6.3 Act as an advocate for public education and the District.
- 6.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms consistent with the District foundation statements, priorities and provincial legislative framework.

- 6.5 Promote regular meetings and maintain communication with locally elected officials including liaison with selected municipal, regional, and non-governmental organizations including First Nations Chiefs and Councils and the *Métis* nation.
- 6.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

7. Board Growth Plan

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Growth Plan for the Board aligned with the District priorities and the Board's most recent evaluation.

8. Fiscal Accountability

The Board shall:

- 8.1 Approve budget process and timelines at the outset of the annual budget process.
- 8.2 In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the annual budget.
- 8.3 Approve the annual budget and allocation of resources to achieve desired results.
- 8.4 Appoint or reappoint the auditor and annually approve the terms of engagement.
- 8.5 Review annually the audit report and management letter and approve those recommendations to be implemented.
- 8.6 Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with Bargaining units.
- 8.7 Approve the acquisition and disposition of District land and buildings.
- 8.8 Approve tender selection for contracts over two hundred thousand dollars (\$200,000).
- 8.9 Approve construction projects in excess of five hundred thousand dollars (\$500,000).
- 8.10 Approve substantive budget adjustments when necessary.
- 8.11 Monitor the fiscal management of the District through receipt of quarterly 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 fee schedules for academies, International Students and Out-of-Province Students.
- 8.15 Approve rental rates for District facilities.
- 8.16 Annually approve a 5-year capital plan, and annually approve the Annual Facilities Grant plan (AFG) as and when required.
- 8.17 Review and approve Board compensation and expense rates.

Selected Responsibilities

The Board Shall:

1. Approve by bylaw, the acquisition and disposal of District land and buildings.
2. Approve catchment areas for schools and special programs.
3. Approve the naming of educational facilities and land.
4. Provide for recognition of students, staff and community members.
5. Approve District calendar.
6. Approve Board Authority Authorized Courses.
7. Annually review the student enrolment and staffing report.
8. Approve transportation service level changes.
9. Approve District partnerships.
10. Authorize referenda for taxing purposes, as and when required.
11. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
12. Approval of and cessation of academies and programs of choice.
13. Approve all out-of-country student travel.

Legal Reference: Sections 77, 85 School Act

Adopted: September 2018

Amended: April 5, 2022