

ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the *School Act* and attendant Regulations and the corporate body elected by the electors that support New Westminster School District No. 40, the Board of Education shall provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to resident students of the District and non-resident enrolled students 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 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 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 address the needs and demands of the 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 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 and integrity.

Strategic Planning

The Board shall:

- 2.7 Provide overall direction for the District by establishing foundational statements.
- 2.8 Annually approves District priorities and key results and the District's strategic directions.
- 2.9 Annually evaluate the effectiveness of the District in achieving established priorities and key results.

3. Policy

The Board shall:

- 3.1 Identify how the Board is to function.
- 3.2 Delegate authority to the Superintendent and define commensurate accountabilities.
- 3.3 Identify the purpose to be achieved and the criteria for any new policies.
- 3.4 Make the final decision as to the approval of all policy statements.
- 3.5 Develop/assess/revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- 3.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.
- 3.7 Review all policies at least once in a term of office.

4. Board/Superintendent Relations

The Board shall:

- 4.1 Select the Superintendent.
- 4.2 Provide the Superintendent with clear corporate direction.
- 4.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 4.4 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 4.5 Annually review Superintendent compensation.
- 4.6 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. Political Advocacy

The Board shall:

- 5.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public Sector Employees' Association issues.
- 5.2 Advance District positions and priorities through relevant provincial organizations and associations.
- 5.3 Act as an advocate for public education and the District.
- 5.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
- 5.5 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.
- 5.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

6. Board Development

The Board shall:

- 6.1 Annually evaluate the Board's effectiveness as per Appendix B.
- 6.2 Annually develop a Board development plan aligned with District priorities.

7. Fiscal Accountability

The Board shall:

- 7.1 Approve budget process and timelines at the outset of the budget process.
- 7.2 In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the annual operating budget.
- 7.3 Approve the annual budget and allocation of resources to achieve desired results.
- 7.4 Annually approve the District's updated Five Year Capital Plan.
- 7.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 7.6 Review annually the audit report and management letter and specify those recommendations to be implemented by the Superintendent.
- 7.7 Approve the annual audited financial statements.
- 7.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 7.9 Approve the acquisition and disposition of District land and buildings.

- 7.10 Approve tender selection for contracts over two hundred and fifty thousand dollars (\$250,000).
- 7.11 Approve construction projects in excess of five hundred thousand dollars (\$500,000).
- 7.12 Approve annual amended budget
- 7.13 Monitor the fiscal management of the District through receipt of monthly financials and quarterly accountability reports including variance analyses and year-end projections.
- 7.14 Approve borrowing for capital expenditures within provincial restrictions.
- 7.15 Approve transfer of funds to/from reserves.
- 7.16 Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
- 7.17 Annually approve signing authorities for the District.

Selected Responsibilities

1. Approve annual district calendar in accordance with legislation and collective agreements
2. February consultation and March approval.
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.
11. Approval of field trips outside of mainland North America.

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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