

ROLE OF THE BOARD

PREAMBLE

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 the Burnaby School District, the Board of Education is responsible for the development of policies to guide the provision of educational services to students attending District schools and programs in keeping with the requirements of government legislation and the values of the electorate.

POLICY

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 IN ALIGNMENT WITH THE STRATEGIC PLAN AND DISTRICT VALUES AND GOALS.

THE BOARD IS ALSO COMMITTED TO RECONCILIATION AND WILL WORK TOGETHER WITH THE HOST FIRST NATIONS COMMUNITY, INCLUDING THE XʷMəθKʷəYəM (MUSQUEAM), SKʷXWÚ7MESH (SQUAMISH), Səlilwətał (TSLEIL-WAUTUTH), AND KʷIKʷəłəM (KWIKWETLEM) PEOPLES IN ENSURING THE EDUCATION SYSTEM IT IS RESPONSIBLE FOR ADDRESSES THE NEEDS OF ALL STUDENTS.

RESPONSIBILITIES

Specific Areas of Responsibility for the Board of Education are:

1. Accountability to the Provincial Government

The Board shall:

- a. Act in accordance with all statutory requirements of the Government of British Columbia to implement educational standards and policies.
- b. Perform Board functions required by governing legislation and existing Board policy.

2. Development and Maintenance of a Culture of Student Learning

The Board shall:

- a. Ensure Board agendas reflect the Board's commitment to improve student success for all students.
- b. Ensure the Burnaby School District (BSD) strategic plan reflects the District's values and references student learning key results.
- c. Ensure the Enhancing Student Learning Report (ESLR) is reviewed at least annually to identify significant trends and issues that inform action to be taken by the Board.
- d. Ensure the Indigenous Education Enhancement Agreement is reviewed at least annually to identify trends and issues that inform action to be taken by the Board to improve learning outcomes for Indigenous students.
- e. Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget.
- f. Increase opportunities for students to have input into the learning priorities, including encouraging input through Student Voice.
- g. Ensure the effectiveness of the Superintendent's leadership in improving student outcomes is assessed annually.

3. Accountability to and Engagement of Community

The Board shall:

- a. Make decisions that reflect community values and represent the interests of the entire District.
- b. Ensure that inclusion, diversity and anti-racism strategies guide the district in all decisions to create a safe, supportive and welcoming community for all individuals.
- c. Establish processes and provide opportunities for community engagement by providing accepting, safe, supportive, and inviting school communities.
- d. Communicate the strategic plan and report outcomes including student performance results indicated by the Enhancing Student Learning Report (ESLR) to the community at least once annually.
- e. Develop procedure for appeals as required by statute and/or Board policy.
- f. Provide for two-way communication between the Board, partner groups and Rights Holders.
- g. Increase engagement and collaboration and information sharing with community partners and families.
- h. Meet regularly with municipal and provincial government representatives and as required with other entities, including Rights Holders, to achieve desired educational outcomes.
- i. Model a culture of respect and integrity.

4. Planning

The Board shall:

- a. Provide overall direction for the District by establishing Foundational Statements which include the Burnaby vision, mission statement, values and beliefs.
- b. Approve the Board's strategic plan for the District.

- c. Ensure that an Education Technology Plan and a Long-Range Facility Plan are established and maintained on an ongoing basis.
- d. Annually set priorities, monitor key results and govern the implementation of the Enhancing Student Learning Report aligned with the District's strategic plan.
- e. Monitor progress toward the achievement of student outcomes and other desired results as indicated in the Enhancing Student Learning Report
- f. Annually evaluate the effectiveness of the District in achieving established priorities and key results.

5. Policy

The Board shall:

- a. Determine policies which outline how the Board is to function.
- b. Delegate authority to the Superintendent and define commensurate accountabilities.
- c. Identify the purpose to be achieved and the criteria for a new policy.
- d. Make the final decision as to the approval of all policies for the Board Policy Manual.
- e. Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- f. Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

6. Board/Superintendent Relations

The Board shall:

- a. Select the Superintendent.
- b. Provide the Superintendent with clear corporate direction.
- c. Delegate in writing administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- d. Annually evaluate the Superintendent in accordance with a pre-established written performance appraisal mechanism.
- e. Annually review the Superintendent's compensation.
- f. 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.
- g. Respect and make effective the role of the Superintendent.

7. Advocacy

The Board shall:

- a. Participate in sessions and make decisions regarding British Columbia School Trustees Association (BCSTA) and British Columbia Public Sector Employers' Association (BCPSEA) issues.
- b. Advance positions and priorities including through the BCSTA where applicable.
- c. Act as an advocate for public education and the District.
- d. Address external issues in a manner consistent with District values.

- e. Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
- f. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees and host First Nations and Indigenous families attending Burnaby schools.
- g. Arrange meetings with elected municipal/provincial/federal government officials to communicate and garner support for Burnaby School District priorities and directions.

8. Board Development

The Board shall:

- a. Annually evaluate the Board's effectiveness in a written documented process.
- b. Annually develop a Board development plan aligned with priorities and Board evaluation outcomes.

9. Fiscal Accountability

The Board shall:

- a. Approve budget process and timelines for annual budget deliberations at the outset of the budget process.
- b. In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget.
- c. Approve the annual budget which ensures resources available are allocated to achieve desired results.
- d. Annually approve the district's annual five-year capital plan submission.
- e. At least once per the Board's term review the Long-Range Facilities Plan to ensure directions contained therein best meet long-term facility needs.
- f. Appoint or reappoint the auditor and approve the terms of engagement.
- g. Review the recommendation from the Finance Committee and provide the final approval of the annual financial statements for submission to the Ministry of Education and Child Care.
- h. Review annually the audit report and management letter and approve those recommendations to be implemented.
- i. Annually review the District risk register to ensure alignment with the budget, the enhancing student learning report and the strategic plan.
- j. Make decisions regarding ratification of any memoranda of agreement in local bargaining matters.
- k. Approve the acquisition and disposition of land and buildings.
- l. Approve the amended annual budget.
- m. Ensure the Superintendent's fiscal accountability indicators (Policy #6 – Role of Superintendent) are met.
- n. Approve borrowing for capital expenditures within provincial restrictions.
- o. Approve transfer of funds to/from restricted and non-restricted surplus funds in accordance with the accumulated operating surplus policy.

Additional Responsibilities

The Board Shall:

1. Approve an annual calendar in accordance with legislation and collective agreements and where applicable, local school calendars.
2. Approve Board Authority Authorized Courses.
3. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities.
4. Establish parameters for early retirement incentive plans.
5. Recognize students, staff and community members.
6. Approve contracts and agreements as required by legislation.
7. Approve changes to student fee schedules.
8. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
9. Approve the implementation and cessation of District programs.
10. Review and approve Board compensation and expense rates annually.
11. Approve catchment areas for schools.
12. Approve changes in the current K-7 and 8-12 grade configurations.
13. Approve the reopening of a closed school.

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Date Adopted: YYYY-MM

Date(s) Revised:

Cross References: Policy #6

Statutory: Sections 65, 85 School Act

Other: