

UNFINISHED BUSINESS
Reporting to Public Session, Tuesday, September 24, 2024

1. Deferred Policies #2, #3, #5 and #6 – Notice of Motion

The Board of Education, through its Policy Committee, has been working to review and update its current policies leading to a complete restructuring of the policy manual. In alignment with this process, the Superintendent will be reviewing and updating existing administrative procedures. The policies attached have been sent out for circulation as Notice of Motion, and no comments were received in the timeline allotted.

Recommendation:

THAT the Board of Education receive this information and that Policies #2, #3, #5 and #6, as presented, be approved for insertion into the Policy Manual.

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 of the Burnaby School District, the Board of Education is responsible for the development of policies to guide the provision of educational services for students in the District.

POLICY

THE BOARD IS RESPONSIBLE FOR PROVIDING AN EDUCATION SYSTEM THAT IS ORGANIZED AND OPERATED IN THE BEST INTERESTS OF THE STUDENTS IT SERVES. IT EXERCISES THIS RESPONSIBILITY THROUGH SETTING CLEAR STRATEGIC DIRECTION AND EFFECTIVE USE OF RESOURCES IN ALIGNMENT WITH THE DISTRICT'S STRATEGIC PLAN, INCLUDING THE VALUES AND GOALS SET WITHIN IT.

THE BOARD IS COMMITTED TO ENSURING THE EDUCATION SYSTEM ADDRESSES THE NEEDS OF ALL STUDENTS.

RESPONSIBILITIES**Specific Areas of Responsibility for the Board are:**1. Accountability to the Provincial Government

The Board shall:

- a. act in accordance with all statutory requirements of the Governments of Canada and British Columbia to implement educational standards and policies; and,
- b. perform Board functions required by governing legislation and existing Board policy.

2. Development and Maintenance of Student Learning

The Board shall ensure that:

- a. Board agendas reflect its commitment to success for all students;
- b. the District's Strategic Plan reflects the District's values and prioritizes achievement of student learning results;

- c. significant trends and issues that inform action to be taken by the Board are identified in conjunction with monitoring and tracking of Strategic Plan priorities;
- d. student achievement is reviewed at least annually with a focus on raising educational outcomes for all students, including Indigenous students, children and youth in care, students with disabilities, students with diverse abilities, and English Language Learners;
- e. resources for approved initiatives to improve student outcomes are prioritized for inclusion in the annual operating budget;
- f. opportunities are provided for students to have input to the Board's consideration of learning priorities and other matters pertinent to positive learning cultures and environments; and
- g. system effectiveness and the leadership of the Superintendent prioritize improving student outcomes.

3. Accountability to and Engagement with the Burnaby Schools Community

The Board shall:

- a. make decisions that consider community interests and the needs of the entire District;
- b. strive to ensure that the District embraces diversity and is inclusive and respectful;
- c. establish processes and opportunities for community engagement in welcoming, safe, supportive, and inviting school communities;
- d. communicate progress toward Strategic Plan priorities;
- e. develop and communicate procedures for complaints and appeals as required by statute and/or Board policy;
- f. engage and collaborate with community partners, families, and Indigenous Peoples;
- g. meet regularly with representatives from the municipal, provincial, and federal government, as well as Host Nations and, as required, with other entities to collaborate in support of desired educational outcomes; and,
- h. 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. have final approval of the District's Strategic Plan;
- c. provide direction such that all department plans are developed in alignment with the District's Strategic Plan and are reviewed and updated on a regular basis; and,
- d. annually set priorities, monitor and evaluate key results, and govern the implementation of the District's Strategic Plan and progress toward its goals.

5. Policy

The Board shall:

- a. create and maintain policies defining its roles and responsibilities;

- b. delegate authority to the Superintendent and define commensurate accountabilities; and,
- c. have final approval of all policies.

6. Board and Superintendent Relations

The Board shall:

- a. select the Superintendent;
- b. provide the Superintendent with clear direction; and,
- c. delegate, in writing, administrative authority and identify responsibilities subject to the provisions and restrictions in provincial legislation and regulations.

7. Advocacy

The Board shall:

- a. engage with provincial organizations to advance the interests of the District in a manner that is consistent with District values and priorities; and
- b. promote the interests and needs of the District as prioritized in the District's Strategic Plan and develop effective advocacy relationships through meetings with elected municipal, provincial, and federal government representatives, as well as local Host Nations.

8. Board Development

The Board shall:

- a. annually evaluate and document its effectiveness and create a development plan for improvements as needed.

9. Fiscal Accountability

The Board shall:

- a. have final approval of the processes and timelines for the annual budget process;
- b. have final approval of annual budgets;
- c. have final approval of the District's five-year Capital Plan Submission;
- d. at least once per the Board's term, review the Long-Range Facilities Plan to ensure the plan continues to meet long-term facility needs;
- e. appoint or reappoint the auditor to conduct the annual Financial Statement Audit;
- f. 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;
- g. make decisions regarding ratification of any memoranda of agreement in local bargaining matters;
- h. have final approval of the acquisition and disposition of land and buildings; and,
- i. have final approval of borrowing for capital expenditures within provincial restrictions.

Additional Responsibilities

As per the *School Act*, the Board shall have final approval and authority over:

1. the annual calendar in accordance with legislation and collective agreements and, where applicable, local school calendars;
2. Board Authority Authorized courses;
3. the process to be followed for naming or renaming of a District facility or part of a facility prior to any name being formally adopted;
4. contracts and agreements as required by legislation;
5. changes to student fee schedules;
6. convening hearings to address formal complaints and appeals that cannot be heard by the Superintendent or have not been resolved by the Superintendent or designate;
7. implementation and cessation of District programs;
8. Board compensation and expense rates annually;
9. catchment areas for schools;
10. changes in school grade configurations; and,
11. the reopening of a closed school.

Date Adopted: YYYY-MM
Date(s) Revised:

DELEGATION OF AUTHORITY

PREAMBLE

The Board of Education believes that effective governance of the School District requires clear delegation of authority to the Superintendent, who is responsible and accountable for the organization's achievement. The District's Foundational Statements contained in Policy #1 shall guide the Board and Superintendent when establishing policy, regulations, and administrative procedures. The Board believes that clarity of authority will improve system accountability and will increase educational outcomes.

POLICY

THE SCHOOL ACT ALLOWS THE BOARD TO DELEGATE CERTAIN RESPONSIBILITIES AND AUTHORITIES TO OTHERS. THE BOARD AUTHORIZES THE SUPERINTENDENT TO ACT OR EXERCISE ANY POWER THAT THE BOARD MAY HAVE EXCEPT FOR THOSE MATTERS WHICH, IN ACCORDANCE WITH THE SCHOOL ACT, CANNOT BE DELEGATED.

NOTWITHSTANDING THE ABOVE, THE BOARD RESERVES AUTHORITY TO MAKE DECISIONS ON SPECIFIC MATTERS REQUIRING BOARD APPROVAL, AS SET OUT IN LEGISLATION AND BOARD POLICIES, WHICH MAY BE AMENDED FROM TIME TO TIME. FURTHER, THE BOARD REQUIRES THAT NEW OR AMENDED PROVINCIAL, REGIONAL, OR LOCAL REQUIREMENTS MUST BE BROUGHT TO THE BOARD TO DETERMINE DECISION MAKING AUTHORITY.

RESPONSIBILITIES

This delegation of authority to the Superintendent specifically includes:

1. any authority or responsibility set out in the *School Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
2. the ability to enact administrative procedures, practices or regulations required to carry out this authority;
3. the ability to further delegate this authority and responsibility as required; and,
4. the direction to consult with the Board Chair, if time permits, in the event of the need for an immediate administrative response, and to subsequently inform the Board as soon as practicable

regarding the nature of the issue and action taken; the Board's Foundational Statements shall be used as a reference to guide the Superintendent's action.

Date Adopted: YYYY-MM

Date(s) Revised:

DRAFT

ROLE OF THE TRUSTEE

PREAMBLE

Trustees are elected in accordance with the *Local Government Act*. The British Columbia *School Act* prescribes eligibility requirements for the office of School Trustee. The *School Act* gives no individual authority to Trustees. As members of the corporate Board, Trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A Trustee must serve the community as an elected representative, but the Trustee's primary task is to act as a member of the corporate Board.

POLICY

EACH MEMBER OF THE BOARD OF EDUCATION CONTRIBUTES TO THE BOARD'S OVERARCHING RESPONSIBILITY TO WORK IN SUPPORT OF PUBLIC EDUCATION IN BURNABY. INDIVIDUALLY AND COLLECTIVELY, TRUSTEES STRIVE TO SUPPORT STUDENT SUCCESS AND THE DEVELOPMENT OF AN IMPROVED LEARNING ENVIRONMENT. THE OATH OF OFFICE TAKEN BY EACH TRUSTEE BINDS THAT PERSON TO WORK DILIGENTLY AND FAITHFULLY IN THE CAUSE OF PUBLIC EDUCATION AND IN ALIGNMENT WITH THE BOARD'S GOALS AND VALUES AS SET OUT IN THE DISTRICT'S STRATEGIC PLAN. TRUSTEE INDEMNIFICATION IS PROVIDED IN ACCORDANCE WITH THE INDEMNIFICATION BYLAW.

RESPONSIBILITIES**Areas of general responsibility for a Burnaby Schools Trustee include that the Trustee shall:**

1. become familiar with the District's Strategic Plan and promote the goals and values set out within it throughout their term of office;
2. commit to advancing positive and respectful relationships with Host Nations – including but not limited to the Reconciliation work the Board has identified and undertaken – and with District partners and the broader community; and,
3. carry out the responsibilities and work of the Board in good faith and with diligence, recognizing a shared public duty to advance the work of the Board.

Specific Responsibilities of Trustees

The Trustee shall:

1. become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business;
2. support majority decisions of the Board and monitor progress to ensure decisions are implemented;
3. refer governance queries, issues, and problems not covered by Board policy to the Board for discussion and decision;
4. report operational queries, issues, and problems raised by a parent or community member about a school practice to the Superintendent or designate;
5. arrange contact with staff through the Superintendent;
6. inform the Board and the Superintendent, in a timely manner, of matters that might affect the District;
7. provide the Superintendent with counsel and advice based on the Trustee's judgment, experience, and familiarity with the issue;
8. attend meetings of the Board, participate in and contribute to the decisions of the Board to provide the best solutions for students and the District;
9. attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner;
10. when delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way, recognizing the Trustee's primary task is to act as a member of a corporate Board;
11. participate in Board development sessions so that the quality of leadership and service in the District can be enhanced;
12. share with fellow Trustees materials and ideas gained from Trustee development activities at the next available opportunity;
13. commit to being informed regarding regional, provincial, national, and international educational issues and trends;
14. act as a liaison to assigned schools and represent the Board when a Board representative is requested at school functions, and engage with the school principal, as required;

15. develop and maintain a positive and respectful learning and working culture both within the Board and throughout the District;
16. carry out duties with integrity and responsibility at all times, including during a Trustee election period; and,
17. become familiar with and adhere to the Trustee Code of Conduct and report any violation of the Code to the Board during a closed session.

Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, Trustees must be briefed concerning existing Board policy and practice, statutory requirements, initiatives, and approved long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The orientation program following an election will provide information on:
 - a. role of the Trustee and the Board;
 - b. organizational structures and procedures of the District;
 - c. Board policy, agendas, meetings, and minutes;
 - d. existing District initiatives, annual reports, budgets, financial statements, and long-range plans;
 - e. District programs and services;
 - f. Board's function as an appeal body;
 - g. statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - h. Trustee remuneration and expenses.
2. The District will provide financial support for Trustees, as part of their professional development allocation, to attend seminars provided by the British Columbia School Trustees Association.
3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for Trustees. The Superintendent shall ensure each Trustee has access to the Board Policy Handbook and Administrative Procedures Manual as soon as practical once election results have been confirmed.

Date Adopted: YYYY-MM
Date(s) Revised:

ROLE OF THE SUPERINTENDENT

PREAMBLE

The Board of Education believes that to promote an effective relationship with the Superintendent, clarity of expectation of the role is required. Through the Delegation of Authority and Role of the Superintendent Policy, the Board establishes key relationships and expectations. The District's Foundation Statements shall guide the relationship and decision making processes between the Board and the Superintendent.

POLICY

THE BOARD RECOGNIZES THE NEED FOR ITS CHIEF EXECUTIVE OFFICER TO HAVE LEADERSHIP AND OVERSIGHT RESPONSIBILITY FOR THE MANAGEMENT OF THE SCHOOL DISTRICT. THEREFORE, THE BOARD DELEGATES TO THE SUPERINTENDENT RESPONSIBILITY FOR OVERALL ADMINISTRATION OF THE DISTRICT. THE SUPERINTENDENT IS RESPONSIBLE FOR SUPPORTING THE BOARD'S GOVERNANCE MANDATE AND ENSURING THAT THERE IS SOUND MANAGEMENT OF THE DISTRICT'S CONDUCT, AND OPERATIONS. THE SUPERINTENDENT'S DUTIES INCLUDE PROVIDING LEADERSHIP IN ADMINISTRATION AND INSTRUCTIONAL PROGRAMS, AND FOR ENSURING COMPLIANCE WITH LEGISLATIVE REQUIREMENTS AND STATUTES. ALL BOARD AUTHORITY DELEGATED TO THE STAFF OF THE DISTRICT IS DELEGATED THROUGH THE SUPERINTENDENT.

RESPONSIBILITIES

1. Student Welfare

The Superintendent shall:

- a. establish a safe, caring, inclusive, and orderly learning environment that supports the well-being of all students;
- b. support and promote instructional strategies, assessment, and resources that reflect sensitivity to the diversity of individuals and their learning needs and incorporate themes of inclusion, respect, and acceptance;
- c. take action to support the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation authorized by the School District; and,

- d. take all action in support of facilities that adequately and safely accommodate District students.

2. Leadership

The Superintendent Shall:

- a. provide leadership in all matters relating to education and the operation of the District;
- b. provide curriculum design, delivery, and integration in alignment with the learning outcomes of the Ministry of Education and Child Care, such that students are supported in meeting those learning outcomes;
- c. implement policies and directions established by the Ministry of Education and Child Care and make the Board aware of pertinent legislative changes;
- d. implement the Board's Strategic Plan and report annually on results achieved;
- e. engage in professional development activities to enhance the quality, efficacy, and relevance of current educational practice;
- f. promote awareness of current research and best practices in support of curriculum and instruction; and,
- g. identify and provide strategic direction in anticipation of future opportunities, issues, and challenges.

3. Fiscal Responsibility

The Superintendent shall:

- a. take action such that the fiscal management by the Secretary-Treasurer is in accordance with statutory requirements and with the terms or conditions of any funding received by the Board;
- b. take action such that the District operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles;
- c. take action such that financial resources are expended in accordance with the annual budget approved by the Board, except in the event of an emergency;
- d. provide the Board with recommended annual operating and capital budgets along with quarterly revenue and expenditure statements;
- e. take action such that procurement procedures follow public sector standards, and that they consider factors including cost, local businesses and vendors, competitive and fair prices, as well as quality processes; and,
- f. ensure that insurance coverage is in place to adequately protect assets, indemnify liabilities, and consider risk management issues.

4. Human Resource Management

The Superintendent shall:

- a. have overall authority and responsibility for all personnel-related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy;

- b. promote at all times a high standard of collaborative professional leadership, effective and respectful relationships, and a spirit of educational innovation and advancement throughout the District;
- c. ensure a performance management system is in place for the evaluation and improvement of all staff;
- d. support diversity and contribute to the removal of barriers that limit opportunities for marginalized individuals and communities; and,
- e. take action to support a culturally safe space for all staff and potential recruits.

5. Policy and Administrative Procedures

The Superintendent shall:

- a. provide leadership and assistance in the planning, development, implementation, and evaluation of Board policies;
- b. inform the Board of any changes to administrative procedures and seek feedback on those changes; and,
- c. as appropriate, involve partner groups and Host Nations in the development and review of administrative procedures.

6. Superintendent and Board Relations

The Superintendent shall:

- a. establish and maintain a positive and impartial professional working relationship with the Board;
- b. respect and honour the Board's rights, roles and responsibilities, and facilitate the implementation of that role as defined in Board policy;
- c. keep the Board informed and updated through appropriate reports and updates on governance implications related to relevant developments within the District; and,
- d. consult with the Board to develop and implement the Trustee orientation program at the beginning or each new Board term.

7. Planning and Reporting

The Superintendent shall:

- a. lead the District Performance Planning and Strategic Planning processes and implement the plan as approved;
- b. involve the Board appropriately including: Board approval of the process and timelines; Board identification of priorities; provision for the Board's input early in the process; and final Board approval of the District's Strategic Plan;
- c. report regularly on results achieved; and,
- d. keep the Board and the community informed through a variety of media including the presentation of a Superintendent's Report at regular Board meetings.

8. Organizational Management

The Superintendent shall:

- a. demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial, and Board mandates and timelines;
- b. report to the Minister of Education and Child Care with respect to matters identified in and required by the *School Act*; and,
- c. define processes for gathering, analyzing, and using data for decision making.

9. Communications and Community Relations

The Superintendent shall:

- a. take appropriate actions to provide open, transparent, positive internal and external communications, and act in concert with the Board Chair as a key spokesperson;
- b. develop and maintain positive and effective relations with provincial and regional government departments and agencies, including those representing Host Nations;
- c. respond in an ethical and skilled way in all communications; and,
- d. demonstrate a commitment to consensus building, collaboration, and positive conflict resolution.

10. Leadership Practices

The Superintendent shall:

- a. practice positive leadership and develop effective teamwork with those whom the Superintendent works most directly in carrying out the directives of the Board and the Minister; and,
- b. model a high standard of values, ethics, and moral leadership.

Date Adopted: YYYY-MM
Date(s) Revised: