

## Policy 2 – Role of the Board of Education

As the elected community representatives, the Board of Education is the corporate body responsible for the development of goals and policies to guide and oversee the provision of educational services in the District. The mandate and responsibilities of the Board are determined through the requirements of government legislation and in consideration of the values of the electorate.

Specific areas of responsibility are:

1. Accountability to the Provincial Government
  - 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 existing Board policy.
  
2. Accountability to the Community
  - 2.1 Make decisions that reflect Abbotsford School District's principles and belief statements, and represent the broad interests of the community.
  - 2.2 Establish processes and provide opportunities for public information sharing and community input.
  - 2.3 Report District results at least annually.
  - 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
  - 2.5 Model a culture that reflects the Board's *Code of Ethics* and shared community values.
  - 2.6 Provide for two-way communication between the Board and stakeholder groups.
  - 2.7 Meet as needed with municipal government and other governing authorities in educational/public service or business to assist in achieving educational goals.
  
3. Planning
  - 3.1 Provide overall direction for the District by establishing the mission, vision, values, planning principles, and strategic goals to be met.
  - 3.2 Approve the District's long term Strategic plan.
  - 3.3 Approve the District's annual Achievement Contract.
  - 3.4 Annually set district priorities and outcomes.
  - 3.5 Monitor and evaluate the progress of student achievement, intended outcomes and other desired results.
  - 3.6 Annually approve school improvement plans.
  - 3.7 Annually approve budget.
  - 3.8 Approve other plans as required by the *School Act*.
  - 3.9 Annually develop a District Communication Plan.

4. Policy
  - 4.1 Identify the reason and/or intended purpose before creating a new policy.
  - 4.2 Make the final decision regarding the approval of all policy statements.
  - 4.3 Evaluate policy impact to determine if policy has created the desired change or results.
  - 4.4 Establish policies that outline how the Board/school district will function.
  - 4.5 Delegate authority to the Superintendent and define commensurate responsibilities.
  
5. Board/Superintendent Relations:
  - 5.1 Select the Superintendent.
  - 5.2 Provide the Superintendent with clear corporate (Board) direction.
  - 5.3 Delegate in writing, administrative authority and identify responsibilities subject to the provisions and restrictions in provincial legislations and regulations.
  - 5.4 Respect the delegated authority of the Superintendent to carry out executive action and support those actions which are exercised within the discretionary powers of the position.
  - 5.5 Evaluate the Superintendent and review the contract of employment.
  
6. Political Advocacy and Responsibility
  - 6.1 Review a plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.
  - 6.2 Make all decisions regarding British Columbia School Trustee Association and British Columbia Public Sector Employees' Association.
  - 6.3 Advance board/district positions and priorities through local/community and provincial organizations and as deemed appropriate.
  
7. Board Development
  - 7.1 Evaluate the Board's effectiveness in regards to District priorities.
  
8. Fiscal Accountability
  - 8.1 Approve the annual budget.
  - 8.2 Approve the principles and decision-making criteria, for the creation of the annual budget.
  - 8.3 Approve the process and timelines for budget deliberations.
  - 8.4 Annually appoint the auditor and approve the terms of engagement.
  - 8.5 Annually review the audit report and management letter.
  - 8.6 Annually approve the Audited Financial Statement.
  - 8.7 Provide direction regarding the mandate for local employee negotiations.
  - 8.8 Ratify memoranda of agreement with bargaining units.
  - 8.9 Approve compensation levels for all excluded (out-of-scope) staff.
  - 8.10 Approve the acquisition and disposition of District land and buildings.
  - 8.11 Approve tender selection for contracts over one hundred and fifty thousand dollars (\$150,000).
  - 8.12 Approve construction projects in excess of five hundred thousand dollars (\$500,000).
  - 8.13 Annually approve the five-year capital plan and review facilities master plan.
  - 8.14 Regularly monitor fiscal management of the District.

9. Additional Responsibilities
  - 9.1 Approve annual local school calendars in accordance with legislation.
  - 9.2 Approve Board Authority Authorized Courses.
  - 9.3 Hear appeals on the reconsideration of resource materials which are challenged.
  - 9.4 Approve the process for and the naming of educational facilities, school district properties and portions thereof.
  - 9.5 Approve school catchment areas.
  - 9.6 Approve District partnerships and associated contracts.
  - 9.7 Approve the purchase of Board memberships in non-educational associations.
  - 9.8 Establish parameters for early retirement incentive plans.
  - 9.9 Ensure that the office of the Superintendent is made aware of their whereabouts, for emergency contract purposes, when Trustees are absent from the District for an extended period.

*Revised December 10, 2013*