

Policy 2

ROLE OF THE BOARD

The Board of Education of School District No. 67 (Okanagan Skaha) is the corporate entity established by provincial legislation and is given authority by the School Act and attendant regulations to provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.

The Board is charged with the responsibility for providing an education system that is organized and operated in the best interests of the students it serves. The BC School Act provides that the Board is responsible for the improvement of student achievement in the District.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

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

2. Developing and Maintaining a Culture of Student Learning

The Board shall:

- 2.1 Ensure Board agendas reflect the Board's commitment to improving student success.
- 2.2 Ensure the District's strategic plan identifies student learning key results.
- 2.3 Ensure the Framework for Enhancing Student Learning is reviewed at least annually including identification of trends and issues.
- 2.4 Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget.
- 2.5 Assess the effectiveness of the Superintendent's leadership in relation to improved student outcomes.

3. Accountability to and Engagement of Community

The Board shall:

- 3.1 Make decisions that address needs for all District students.
- 3.2 Establish processes and provide opportunities for community engagement.
- 3.3 Report District student learning outcomes at least once annually to the community.
- 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.

- 3.5 Meet regularly with municipal government representatives and as required with other entities to achieve desired educational outcomes.
- 3.6 Model a culture of respect and integrity.

4. Strategic Planning

The Board shall:

- 4.1 Provide overall direction for the District by establishing foundational statements.
- 4.2 Annually review District priorities and key results as indicated in the District's Strategic Plan.
- 4.3 Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results.
- 4.4 Approve the District Strategic Plan and any adjustments thereto.

5. Policy

The Board shall:

- 5.1 Identify how the Board is to function.
- 5.2 Delegate authority to the Superintendent and define commensurate accountabilities.
- 5.3 Identify the purpose to be achieved and the criteria for any new policies.
- 5.4 Make the final decision as to the approval of all policy statements.
- 5.5 Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- 5.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

6. Board/Superintendent Relations

The Board shall:

- 6.1 Select and hire the Superintendent.
- 6.2 Provide the Superintendent with clear Board direction.
- 6.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 6.4 Evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 6.5 Annually review Superintendent compensation.
- 6.6 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.
- 6.7 Ensure all Board members interact with the Superintendent in a respectful professional manner.

7. Political Advocacy/Influence

The Board shall:

- 7.1 Make decisions regarding British Columbia School Trustees Association (BCSTA) and British Columbia Public School Employers' Association (BCPSEA) issues.
- 7.2 Advance District positions and priorities, including through BCSTA as applicable.
- 7.3 Act as an advocate for public education and the District through the development of an advocacy initiative to support the District's Strategic Plan. Such an advocacy initiative shall identify the Board's preferred future relative to a specific matter, who needs to act in order to bring this about, and what actions the Board will take to increase the likelihood of achieving the desired result.
- 7.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.
- 7.5 Arrange meetings with elected provincial/federal government officials and Penticton Indian Band to communicate and garner support for the District's priorities and directions.

8. Board Development

The Board shall:

- 8.1 Annually develop Board professional development activities aligned with District priorities and Board evaluation outcomes.
- 8.2 Annually evaluate the Board's effectiveness as per Appendix B.

9. Fiscal Accountability

The Board shall:

- 9.1 Approve a budget process and timelines annually.
- 9.2 In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget.
- 9.3 Approve the annual budget and allocation of resources to achieve desired results, including strategic priorities.
- 9.4 Annually approve the District's updated Five Year Capital Plan.
- 9.5 Annually appoint the auditor and approve the terms of engagement.
- 9.6 Review annually the audit report and management letter and approve those recommendations to be implemented.
- 9.7 Make decisions regarding ratification of memoranda of agreement in local bargaining matters.
- 9.8 Approve the acquisition and disposition of District land and buildings.
- 9.9 Approve the spending plan for the annual facilities grant.
- 9.10 Approve the amended annual budget.

- 9.11 Monitor the fiscal management of the District through receipt of quarterly fiscal accountability reports.
- 9.12 Approve borrowing for capital expenditures within provincial restrictions.
- 9.13 Approve any transfer of funds between operating, capital, and special purpose funds.
- 9.14 Approve changes to student fee schedules.
- 9.15 Approve long term contracts after a review by the District solicitors. Such long term contracts of more than one year duration include: Real Property Lease Agreements, Real Property Purchase and Sale Agreements, Joint Use Agreements.

Additional Responsibilities

The Board Shall:

1. Approve the District calendar in accordance with legislation and collective agreements.
2. Approve Board Authority Authorized Courses.
3. Recognize students, staff and community members.
4. Approve contracts and agreements as required by legislation.
5. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
6. Approval and cessation of academies and programs of choice and changes in fees.
7. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with bargaining units.
8. Review and approve District expense rates annually.
9. Review Board compensation adjustments annually.
10. Approve changes to catchment areas for schools and District programs.
11. Approve changes in grade configurations.
12. Approve the reopening of a closed school.
13. Approve any field trip for any length of time which takes place outside the Province of British Columbia (including International travel).

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77. 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

Policy 2 - Appendix A

BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items

- Review and assess the audit report and management letter and financial statement discussion and analysis to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met:
 - Quality Indicators Relative to Fiscal Responsibility:
 - Ensures accepted Public Sector Accounting Board (PSAB) accounting principles are being followed.
 - Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor.
 - Ensures adequate internal financial controls exist and are being followed.
 - Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
 - Ensures an internal audit process is developed and implemented in regard to school-based funds and an annual report provided to the Board.
- Approve the audited financial statements.
- Appoint an auditor for the current fiscal year and review the terms of engagement.
- Approve any revisions to Board Annual Work Plan (including schedule of meetings).
- Review the audit report and management letter and approve for implementation the recommendations of the auditor.
- Receive Superintendent report on school start up.
- Assess summer learning accountability report.

Events

- Business Committee Meeting.
- Education Committee Meeting.

October

Regular Board Meeting Agenda Items

- Recognize World Teachers' Day.
- Review enrollment report and staffing report.
- Receive School Growth Plans for information.

- Review International Student Program report.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend and participate in BCSTA Provincial Council Meeting.
- Attend and participate in BCPSEA Symposium.
- Determine Board member representation at Remembrance Day ceremonies.

November

Regular Board Meeting Agenda Items

- Elect Chair/Vice-Chair.
- BCPSEA Provincial Representative and BCSTA Provincial Councilor.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend and participate in BCSTA Academy.
- Attend Remembrance Day celebrations.
- Metis dinner.

December

Regular Board Meeting Agenda Items

- Review quarterly fiscal accountability report.
- Trustee school liaison assignments after Chair's recommendation.
- Approve committee/representative appointments after Chair's recommendation.
- Review and assess student outcomes including, student welfare and six year completion rates.
- Review FSA results.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend Christmas concerts when available.

January

Regular Board Meeting Agenda Items

- Approve budget development process and timelines for next year's annual budget.
- Review quarterly facilities report.
- Review and assess annual strategic priorities accountability report to monitor progress relevant to achieving the key results.
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters.
- Conduct Superintendent/CEO evaluation and compensation review.
- Complete Board self-evaluation.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend and participate in BCSTA Provincial Council.
- Attend and participate in BCPSEA Annual General Meeting.

February

Regular Board Meeting Agenda Items

- Approve amended annual budget for current fiscal year and make any required adjustments (e.g., if it is a negative report, cut, expend from reserves, agree to a deficit that will be first call on the next year's budget. If it is a positive report, agree to incur a surplus, direct expenditure to meet an emergent need, plan to build the 1%-3% surplus). The accountability report shall include variance analyses and year-end projections.
- Review policy positions for submission to BCSTA Annual General Meeting.
- Approve Board Authority Authorized Courses.
- Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend and participate in BCSTA Provincial Council Meeting.
- Attend Ministry Partner Meetings/Board Chair's Meeting.

March**Regular Board Meeting Agenda Items**

- Review quarterly fiscal accountability report.
- Review budget assumptions, public feedback, and Board priorities for the annual budget for the coming year.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Thompson Okanagan Branch Meeting.
- Attend the Okanagan College Community Reception.

April**Regular Board Meeting Agenda Items**

- Review draft budget for the upcoming year and provide any required direction regarding adjustments or further consultation prior to approval.
- Approve annual budget for next fiscal year.
- Approval of District calendar for the next school year.
- Approve school based fees.
- Review quarterly facilities report.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Attend and participate in BCSTA Annual General Meeting.
- BCSTA Leadership workshop.
- Attend Indigenous Cultural Bridges in selected schools.

May**Regular Board Meeting Agenda Items**

- Review annual staffing and labour relations accountability report and assess Personnel Quality Indicators re Policy 12.
- Receive presentation of the annual report on Indigenous Education.

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Participate in school graduation ceremonies and the Indigenous graduation luncheons.
- District science inquiry event.
- District celebration event.
- District mentorship celebration.

June**Regular Board Meeting Agenda Items**

- Review internal audit accountability report.
- Assess strategic planning results report.
- Review Student Learning Accountability Report and assess Student Learning Quality Indicator's re Policy 12 (District Growth Plan).
- Approve proposed trustee calendar for Board meetings and related functions for the coming year.
- Review video surveillance report.
- Approve Five Year Capital Plan, and Annual Facilities Grant Plan (AFG).

Events

- Business Committee Meeting.
- Education Committee Meeting.
- Host Retirement Recognition Awards Ceremony.
- Attend and participate in Student Awards.
- Attend and participate in Graduation Ceremonies.
- Participate in Strategic Planning workshop including priority setting for the coming year.

July**August****Ongoing**

- Advocate for public education and the District's role in the community.
- Attend trustee development/orientation sessions.

- Attend school functions (as invited).
- Hear appeals as needed.
- Ratify memoranda of agreement with bargaining units.
- Approve disbursements from and contributions to the Local Capital Reserve Fund.
- Declare facilities surpluses to general school needs.
- Approve purchase and disposition of real property (lands and buildings).
- Advance Board positions through BCPSEA.
- Initiate meetings with other elected officials.
- Purposefully meet with government MLA's and Ministers, First Nations and municipal governors.
- Receive for information purposes only Principal and Vice Principal transfer report.
- In an election year in the first week of September host an information meeting for those who express interest in running for the position of School Board trustee.
- Approve any field trip for any length of time which takes place outside the Province of British Columbia (including International travel).

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act.

Policy 2- Appendix B

Facilitated Board Self-Evaluation Process
School District No. 67 (Okanagan Skaha)

PROCESS

The externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process described in the appendixes to Policy 12 and entitled, *Superintendent/CEO Evaluation Process, Criteria and Timelines*. The two evaluation processes are complementary in nature.

PURPOSE

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How would we rate our Board-Superintendent relations?
5. How well have we adhered to our governance policies?
6. What have we accomplished this past year to improve student learning? How do we know? What else have we accomplished this past year?
7. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a positive path forward.

EVALUATION PRINCIPLES

The following principles form the basis for the Board self-evaluation process.

1. A learning organization is focused on the improvement of student learning.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.
4. The annual Board evaluation process shall model the Board's commitment to principles 1-3.
5. A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board and fosters an excellent Board-Superintendent relationship.
6. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.