

## Policy 2

---

### ROLE OF THE BOARD

As the corporate body elected by the voters, the Board of Education is responsible for 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.

#### Specific Areas of Responsibility

1. Accountability for Student Learning
  - 1.1 Provide overall direction for the District by establishing mission, vision, values and goals.
  - 1.2 Approve the District Strategic Plan.
  - 1.3 Annually set District goals and key results, aligned with the District Strategic Plan.
  - 1.4 Approve District Achievement Contract.
  - 1.5 Monitor the achievement of outcomes.
  - 1.6 Annually evaluate the effectiveness of the District in achieving established goals and desired results.
2. Accountability to Community
  - 2.1 Make informed decisions that consider community values and represent the interests of the entire District.
  - 2.2 Establish processes and provide opportunity for focused community input.
  - 2.3 Promote school programs, needs and desires to the community.
  - 2.4 Promote the successful operation of Parent Advisory Councils in schools within the District.
  - 2.5 Report District outcomes to the community at least annually.
  - 2.6 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
  - 2.7 Model a culture of respect and integrity.
3. Accountability to Provincial Government Legislation
  - 3.1 Act in accordance with all statutory requirements to implement educational standards and policies.
  - 3.2 Perform Board functions required by governing legislation and existing Board policy.

4. Advocacy
  - 4.1 Act as an advocate for public education and the District.
  - 4.2 Plan for advocacy including focus, key messages, relationships and mechanisms.
  - 4.3 Promote regular meetings and maintain timely, frank and constructive communication with elected officials.
  - 4.4 Address external issues in a manner consistent with District values.
  - 4.5 Make decisions regarding British Columbia School Trustees Association and British Columbia Public Sector Employers' Association issues.
  - 4.6 Advance District positions and priorities through relevant provincial organizations and associations.
  - 4.7 Act in accordance with all statutory requirements of governing legislation through a co-governance model of public education.
5. Policy
  - 5.1 Approve broad policies for the District and evaluate their attainment.
  - 5.2 Monitor administrative procedures to ensure the effective operation of the District.
6. Board/Superintendent Relations
  - 6.1 Select the Superintendent.
  - 6.2 Provide the Superintendent with clear corporate direction.
  - 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in provincial legislation and regulations.
  - 6.4 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.
  - 6.5 Annually review Superintendent performance.
7. Board Development
  - 7.1 Annually evaluate the Board's effectiveness.
  - 7.2 Annually develop a Board development plan aligned with District priorities.
8. Fiscal Accountability
  - 8.1 Approve budget assumptions and establish priorities at the outset of the budget process.
  - 8.2 Approve the annual budget by bylaw and allocation of resources to achieve desired results.
  - 8.3 Approve extraordinary budget adjustments when necessary.

- 8.4 Monitor the fiscal management of the District through receipt of a semi-annual variance analysis and year-end projections, and approve the amended budget by bylaw.
- 8.5 Approve the appointment of the Auditor and the Banker.
- 8.6 Approve the Audit Report and ensure the terms of engagement are met.
- 8.7 Approve annually the District's facilities planning document.
- 8.8 Within provincial parameters, provide direction regarding the mandate for local employee negotiations.
- 8.9 Make decisions regarding the ratification of Memoranda of Agreement with bargaining units.
- 8.10 Approve short-term borrowings.

### **Selected Responsibilities**

1. Approve by bylaw, the acquisition and disposal of District land and buildings.
2. Approve school catchment areas.
3. Approve student walk limits for transportation eligibility.
4. Approve the naming of educational facilities and land.
5. Provide for recognition of students, staff and community members.
6. Approve local school calendars as requested, in accordance with legislation.
7. Approve Board Authorized Courses.
8. Approve contracts and agreements as required by legislation.
9. Review the student enrolment and staffing report.
10. Approve changes to student fee schedules in excess of the Vancouver C.P.I.
11. Approve all partnerships/agreements related to revenue enhancement.
12. Approve rental rates for District facilities.
13. Approve the issuing of debentures as and when required.
14. Approve a capital plan, as and when required.
15. Authorize referenda for taxing purposes, as and when required.

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 the Audit Report and Management Letter
- Approve the Audited Financial Statements
- Receive the Annual Report of the Delta Business Company
- Receive Continuing Education and International Programs Reports
- Approve Board Annual Work Plan

##### Events

- New Administrators' Welcome

#### October

##### Regular Board Meeting Agenda Items

- Receive Student Enrolment and Staffing Report
- Approve Learning Improvement Fund Report

##### Events

- World Teachers' Day
- BCSTA Provincial Council Meeting
- BCPSEA Symposium

#### November

##### Regular Board Meeting Agenda Items

- Receive Literacy and Career Programs Reports

##### Events

- BCSSA Conference

#### December

##### Regular Board Meeting Agenda Items

- Elect Board Chair, Vice-Chair (Inaugural Meeting)
- Approve Superintendent's Report on Student Achievement
- Review committee/representative appointments

##### Events

- BCSTA Trustee Academy

## January

### **Regular Board Meeting Agenda Items**

- Circulate draft Budget development process to stakeholders
- Receive Student Leadership and “Kids To Work” Program Reports

### **Events**

- BCSTA Provincial Council
- BCPSEA Annual General Meeting

## February

### **Regular Board Meeting Agenda Items**

- Approve Budget development process for upcoming year’s Budget
- Approve amended Budget for current year
- Approve Annual Report on the Aboriginal Enhancement Agreement
- Review policy positions for submission to BCSTA Annual General Meeting

### **Events**

- BCSTA Provincial Council Meeting

## March

### **Regular Board Meeting Agenda Items**

- Approve Auditor appointment
- Receive Ministry of Education funding announcement
- Receive public input for upcoming year’s Budget
- Receive DSASSI Program Report
- Nominate projects for Premier’s Award of Excellence and BCSTA Innovation Award

### **Events**

- 

## April

### **Regular Board Meeting Agenda Items**

- Approve Audit Plan
- Receive delegates re: Budget decisions
- Approve Budget for upcoming year
- Approve Capital Plan
- Approve Board Authorized Courses
- Receive Energy Ambassadors and Laptops For Learning Program Reports

**Events**

- District Science Fair
- BCSTA Annual General Meeting
- National Day of Mourning

<b>May</b>
------------

**Regular Board Meeting Agenda Items**

- Approve local school calendars

**Events**

- 

<b>June</b>
-------------

**Regular Board Meeting Agenda Items**

- Approve District Literacy Plan
- Approve District Achievement Contract
- Approve Crossing Guards
- Approve upcoming year's Board meeting schedule
- Complete CEO self evaluation and Board self-evaluation
- Approve Board development plan
- Review Strategic Plan

**Events**

- Long Service/Retirement Recognition Awards Ceremony
- Student Awards
- Valedictory and Awards Ceremonies
- Aboriginal Recognition Ceremonies

<b>Ongoing</b>
----------------

- Hear appeals, as needed
- Respond to media requests on governance matters
- Ratify Memoranda of Agreement with bargaining units
- Attend liaison school or PAC functions, upon request
- Approve disposition and acquisition of buildings and land
- Attend trustee development/orientation sessions
- Declare facilities surplus to school needs
- Attend internal/external committee meetings and report to the Board
- Meetings with elected officials

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

<b>DELTA SCHOOL DISTRICT BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE</b>		
<b><u>Role Expectation:</u></b> <b><u>Accountability for Student Learning</u></b>	<b><u>Evaluation Evidence</u></b>	<b><u>Quality Indicators</u></b>
<p>The Board shall:</p> <p>1.1 Provide overall direction for the District by establishing mission, vision, values and goals.</p> <p>1.2 Approve the District Strategic Plan.</p> <p>1.3 Annually set District goals and key results, aligned with District Strategic Plan.</p> <p>1.4 Annually approve an Achievement Contract.</p> <p>1.5 Monitor the achievement of outcomes.</p> <p>1.6 Annually evaluate the effectiveness of the District in achieving established goals and desired results.</p>	<ul style="list-style-type: none"> <li>• Foundational statements</li> <li>• District Strategic Plan</li> <li>• Annual goals and key results</li> <li>• Achievement Contract</li> <li>• Annual Report</li> <li>• Superintendent's evaluation</li> <li>• Relevant correspondence</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Compelling foundational statements for the District are established.</li> <li>• A forward focused District Strategic Plan is in place.</li> <li>• Annual goals and key results are identified.</li> <li>• A progressive annual Achievement Contract is approved.</li> <li>• District performance and achievement is monitored, evaluated and reported.</li> </ul>

**DELTA SCHOOL DISTRICT BOARD SELF EVALUATION  
PERFORMANCE ASSESSMENT GUIDE**

<p style="text-align: center;"><b><u>Role Expectation:</u></b> <b><u>Accountability to Community</u></b></p>	<p style="text-align: center;"><b><u>Evaluation Evidence</u></b></p>	<p style="text-align: center;"><b><u>Quality Indicators</u></b></p>
<p>The Board shall:</p> <p>2.1 Make informed decisions that consider community values and represent the interests of the entire District.</p> <p>2.2 Establish processes and provide opportunity for focused community input.</p> <p>2.3 Promote school programs, needs and desires to the community.</p> <p>2.4 Report District outcomes to the community at least annually.</p> <p>2.5 Develop appeal procedures and hold hearings as required by statute and/or Board policy.</p> <p>2.6 Model a culture of respect and integrity.</p>	<ul style="list-style-type: none"> <li>• Briefing notes and reports</li> <li>• Public meetings/focus groups/surveys</li> <li>• Annual Report</li> <li>• Audited Financial Statements</li> <li>• District publications</li> <li>• Appeals bylaw</li> <li>• Press releases</li> <li>• Media reports</li> <li>• Superintendent's evaluation</li> <li>• Relevant correspondence</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> <li>○ Community engagement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Decisions are based on relevant data and are representative of the interests of the entire community.</li> <li>• Mechanisms for community input are readily available.</li> <li>• Processes are established to communicate Board decisions to its constituents.</li> <li>• Promotional materials are developed.</li> <li>• Information is disseminated to appropriate publics.</li> <li>• Appeal hearing processes are transparent and cognizant of due process.</li> <li>• The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion.</li> </ul>



<b>DELTA SCHOOL DISTRICT BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE</b>		
<b><u>Role Expectation</u></b> <b><u>Accountability to Provincial Government Legislation</u></b>	<b><u>Evaluation Evidence</u></b>	<b><u>Quality Indicators</u></b>
<p>The Board shall:</p> <p>3.1 Act in accordance with all statutory requirements to implement educational standards and policies.</p> <p>3.2 Perform Board functions required by governing legislation and existing Board policy.</p>	<ul style="list-style-type: none"> <li>• Achievement Contract</li> <li>• District Literacy Plan</li> <li>• Annual Report</li> <li>• Budget Report</li> <li>• Audited Financial Statements</li> <li>• Superintendent's evaluation</li> <li>• Policy review</li> <li>• District litigation status</li> <li>• Relevant correspondence</li> <li>• Board self-evaluation questionnaire results <ul style="list-style-type: none"> <li>○ Board role</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Statutory obligations are fully met in a timely manner.</li> <li>• Legislated functions are performed in an exemplary fashion.</li> <li>• All resident students are provided an education program consistent with the School Act and the statutory regulations.</li> <li>• Non-resident students are provided an education program consistent with the School Act and the statutory regulations, at the sole discretion of the Board.</li> <li>• Board governance policies clearly specify required Board functions.</li> </ul>

## DELTA SCHOOL DISTRICT BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<b><u>Advocacy</u></b>		
The Board shall:		
4.1 Act as an advocate for public education and the District.	<ul style="list-style-type: none"> <li>• Board Work Plan</li> <li>• Advocacy issues identified</li> </ul>	<ul style="list-style-type: none"> <li>• The Board participates in advocacy processes at the local, provincial and national levels.</li> </ul>
4.2 Plan for advocacy including focus, key messages, relationships and mechanisms.	<ul style="list-style-type: none"> <li>• Meetings with MLAs, Ministers, municipal partners, neighbouring educational/public service authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Content and strategies for advocacy are developed.</li> </ul>
4.3 Promote regular meetings and maintain timely, frank and constructive communication with elected officials.	<ul style="list-style-type: none"> <li>• Relevant correspondence</li> <li>• Media releases</li> <li>• Website development</li> </ul>	<ul style="list-style-type: none"> <li>• The Board conveys key messages regularly to MLAs, municipal partners and the media.</li> </ul>
4.4 Address external issues in a manner consistent with District values.	<ul style="list-style-type: none"> <li>• Active participation in regional, provincial and national organizations</li> </ul>	<ul style="list-style-type: none"> <li>• The Board conveys key messages to its MPs when appropriate.</li> </ul>
4.5 Make decisions regarding British Columbia School Trustee Association and British Columbia Public Sector Employers Association issues.	<ul style="list-style-type: none"> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Positions are determined on BCSTA and BCPSEA issues.</li> </ul>
4.6 Advance District positions and priorities through relevant provincial organizations and associations.		

<b>DELTA SCHOOL DISTRICT BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE</b>		
<b><u>Role Expectation</u></b>	<b><u>Evaluation Evidence</u></b>	<b><u>Quality Indicators</u></b>
<p style="text-align: center;"><b><u>Policy</u></b></p> <p>The Board shall:</p> <p>5.1 Approve broad policies for the District and evaluate their attainment.</p> <p>5.2 Monitor administrative procedures to ensure the effective operation of the District.</p>	<ul style="list-style-type: none"> <li>• Policy development and review               <ul style="list-style-type: none"> <li>○ New policies</li> <li>○ Revised policies</li> </ul> </li> <li>• Board motions summary</li> <li>• Superintendent's evaluation</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Board governance policies clearly specify required Board functions and implementation standards.</li> <li>• Established policies facilitate smooth, effective provision of quality educational services for the District.</li> <li>• Policy impact is regularly monitored to determine if policy is producing the desired results.</li> <li>• The Superintendent's roles and responsibilities are clearly outlined in Board policy.</li> <li>• Feedback is provided to the Superintendent on the efficacy of administrative procedures.</li> </ul>

**DELTA SCHOOL DISTRICT BOARD SELF EVALUATION  
PERFORMANCE ASSESSMENT GUIDE**

<u>Role Expectation</u> <u>Board/Superintendent</u> <u>Relations</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>6.1 Select the Superintendent.</p> <p>6.2 Provide the Superintendent with clear corporate direction.</p> <p>6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act.</p> <p>6.4 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.</p> <p>6.5 Annually review Superintendent 's performance.</p>	<ul style="list-style-type: none"> <li>• Hiring process</li> <li>• Policy review</li> <li>• Board motions summary</li> <li>• Superintendent's evaluation</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> <li>○ Board/ Superintendent relations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Board has a transparent process in place for Superintendent selection.</li> <li>• Clear corporate direction is provided to the Superintendent.</li> <li>• The Superintendent has been delegated responsibility for all executive functions together with commensurate authority.</li> <li>• The Superintendent is supported in actions exercised within the delegated discretionary powers of the position.</li> <li>• The Chief Executive Officer role of the Superintendent is respected and conveyed to the staff and the community.</li> <li>• The Superintendent's performance is reviewed annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction.</li> </ul>

**DELTA SCHOOL DISTRICT BOARD SELF EVALUATION  
PERFORMANCE ASSESSMENT GUIDE**

<b><u>Role Expectation</u></b> <b><u>Board Development</u></b>	<b><u>Evaluation Evidence</u></b>	<b><u>Quality Indicators</u></b>
<p>The Board shall:</p> <p>7.1 Annually evaluate the Board effectiveness.</p> <p>7.2 Annually develop a Board development plan aligned with District priorities.</p>	<ul style="list-style-type: none"> <li>• Board Work Plan</li> <li>• Board strategic planning sessions</li> <li>• Board workshops</li> <li>• Conference/Activity Reports</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> <li>○ Interpersonal Working Relationships</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A regular Board self-evaluation, which defines a positive path forward, is completed.</li> <li>• Interactions amongst trustees demonstrate respect, understanding and integrity.</li> <li>• A yearly plan for Board/trustee development is developed.</li> <li>• Individual trustees participate in conferences and other activities to further Board and trustee effectiveness.</li> <li>• Planning sessions and workshops are scheduled to enhance Board effectiveness.</li> </ul>

## DELTA SCHOOL DISTRICT BOARD SELF EVALUATION PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p style="text-align: center;"><b><u>Fiscal Accountability</u></b></p> <p>The Board shall:</p> <p>8.1 Approve budget assumptions and establish priorities at the outset of the budget process.</p> <p>8.2 Approve annual budget by bylaw and allocation of resources to achieve desired results.</p> <p>8.3 Approve substantive budget adjustments when necessary.</p> <p>8.4 Approve transfers between budget functions and individual capital projects in excess of \$100,000.</p> <p>8.5 Monitor the fiscal management of the District through receipt of quarterly variance analyses and year-end projections.</p> <p>8.6 Approve the appointment of the Auditor and the Banker.</p> <p>8.7 Receive Audit Report and ensure the terms of engagement are met.</p> <p>8.8 Approve annually the District's facilities planning document.</p> <p>8.9 Provide direction regarding the mandate for local employee negotiations.</p> <p>8.10 Make decisions regarding the ratification of Memoranda of Agreement with bargaining units.</p> <p>8.11 Approve short-term borrowings and transfer of funds to/from reserves.</p>	<ul style="list-style-type: none"> <li>• Quarterly Financial Reports</li> <li>• Audit Report</li> <li>• Audited Financial Statements</li> <li>• Annual Report</li> <li>• Negotiations mandates</li> <li>• Collective agreements</li> <li>• Board Work Plan</li> <li>• Relevant correspondence</li> <li>• Superintendent's evaluation</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>○ Board role</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Budget assumptions are clearly understood by the Board.</li> <li>• Needs are determined and prioritized.</li> <li>• The approved budget clearly reflects the Board's priorities.</li> <li>• The basis for resource allocations within the District is established by the Board.</li> <li>• Resources are used efficiently and effectively.</li> <li>• Transactions in excess of \$100,000 are approved as required.</li> <li>• Quarterly variance analyses and year-end projections are received.</li> <li>• An auditor and a banker is appointed.</li> <li>• Quality indicators for financial operations are established by the Board and confirmed by internal and/or external audits.</li> <li>• Capital and facility plans allow for suitable student and program accommodation.</li> <li>• Negotiation processes and mandates are clearly established.</li> <li>• Successful completion and execution of collective agreement occurs.</li> <li>• Funds are managed for maximum benefit.</li> </ul>