

ROLE OF THE BOARD

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

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

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

2. Accountability to the Community

The Board shall:

- 2.1 Make decisions that reflect community values and represent the interests of the entire District.
- 2.2 Establish processes and provide opportunities for community input.
- 2.3 Report District Directions, and Performance Plan results at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5 Provide for two-way communication between the Board and stakeholder groups (Student Leadership Council, District Parent Advisory Council, Coquitlam Teachers Association, Coquitlam Principals and Vice Principals Association, and Canadian Union of Public Employees) and School Planning Councils.
- 2.6 Model a culture of respect and integrity.

3. Planning

The Board shall:

- 3.1 Provide overall direction for the District by establishing purpose, beliefs and values, mission statement, and guiding principles.
- 3.2 Annually set District goals and key results and approve the Ministry required District Performance Plan (educational goals), the District Directions Document (overall goals) aligned with the District's Strategic Plan.
- 3.3 Approve the District's long term Strategic Plan.
- 3.4 Annually approve the District Directions goal setting process and timelines.

- 3.5 Annually approve the District Performance Plan for submission to British Columbia Ministry of Education by due date.
- 3.6 Monitor progress toward the achievement of student outcomes and other desired results as defined in the Performance Plan.
- 3.7 Annually evaluate the effectiveness of the District in achieving established goals and desired results.
- 3.8 Approve the District's Annual Report for distribution to the public.
- 3.9 Annually approve school improvement plans.

4. Policy

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.
- 4.2 Make the final decision as to the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change.
- 4.4 Provide direction regarding the mandate for employee negotiations.
- 4.5 Determine policies which outline how the Board is to function.
- 4.6 Delegate authority to the Superintendent and define commensurate responsibilities.

5. Board/Superintendent Relations

The Board shall:

- 5.1 Select the Superintendent.
- 5.2 Provide the Superintendent with clear corporate direction.
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 5.4 Evaluate the Superintendent and annually review compensation.
- 5.5 Respect and make effective the role of the Superintendent.

6. Political Advocacy

The Board shall:

- 6.1 Annually develop a plan for advocacy including focus, key messages and mechanisms.
- 6.2 Meet with municipal governments and other educational/public service governing authorities as appropriate to achieve political ends.
- 6.3 Participate in sessions and make decisions regarding British Columbia School Trustee Association and British Columbia Public Sector Employees' Association issues.
- 6.4 Advance District positions and priorities through BCSTA meetings.

7. Board Development

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Board development plan aligned with District priorities.

8. Fiscal

The Board shall:

- 8.1 Approve the principles, decision-making criteria, and assumptions for the creation of the annual budget.
- 8.2 Approve the annual budget which ensures resources available are allocated to achieve desired results as outlined in the District Performance Plan and District Directions document.
- 8.3 Approve annually its five-year capital plan for submission to British Columbia Ministry of Education by the date due.
- 8.4 At least once per trustee term, review the District's facilities planning document to ensure the directions contained therein best meets the District's long term facility needs.
 - 8.4.1 Declare facilities surplus to general school needs in the District.
 - 8.4.2 Lease of surplus school space for a period greater than one year.
 - 8.4.3 Approve by bylaw disposition of land and buildings.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter.
- 8.7 Ensure CEO fiscal accountability quality indicators are met.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 8.9 Make disbursements from the Capital Reserve Fund.
- 8.10 Approve the acquisition of school sites.
- 8.11 Approve tender selection for contracts over five million dollars.

Selected Responsibilities

1. Approve annually the "Board Annual Work Plan," outlining the time frame for various actions.
2. Establish parameters for early retirement incentive plans.
3. Approve annual District school calendars.
4. Approve Board authorized courses.
5. Hear appeals on the reconsideration of resource materials which are challenged.
6. Approve the naming of educational facilities and land.

Legal Reference: Section 85, School Act

Board Minutes

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