

<b>Policy Title</b>	<b>Role Description – Board of Trustees</b>		
<b>Date of Issue</b>	March 24, 2009	<b>Related Procedure</b>	
<b>Revision Dates</b>	October 19, 2010; February 21, 2012 (rev. Rationale-Strategic Plan); December 18, 2012; March 24, 2015; June 21, 2022	<b>Related Forms</b>	
<b>Review Date</b>	June 1, 2027	<b>Originator</b>	Board of Trustees
<b>References</b>			
Education Act S. 169, S. 170, S171; BP 1601-D “The Development and Implementation of Board Policy”; “School Board Governance: A Focus on Achievement” Report of the Governance Review Committee to the Minister of Education of Ontario, April, 2009; BP 1108-D “Code of Conduct – Trustee”; BP 1103-D “Role Description – Director of Education”; BP 1107-D “Performance Review – Director of Education”; BP 4107-D “Advocacy Expenditures”; BP 1408-D “Privacy and Information Management”			

**1.0 RATIONALE**

- 1.1 The Education Act provides for the establishment of locally elected school boards responsible for operating publicly funded schools within their jurisdiction and for the delivery, appropriateness and quality of educational programs and services. Legal accountability for decisions made by the board of trustees applies to the corporate entity rather than to individual trustees.
- 1.2 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.

**2.0 DEFINITIONS**

**Bluewater District School Board**

Refers to the organization as a whole, which provides the facilities and services and operation of the school board. Includes all employees and the Board of Trustees. May be referred to as “the board” or “the school board”.

**Board**

A district school board or a school authority.

**Board of Trustees**

Includes the nine elected and one First Nations appointed trustee.

**Corporate Board**

Includes the trustees, secretary of the board (director of education), and treasurer (superintendent of business services).

**Data**

May include quantitative information (e.g., levels of achievement, percentage grades) gathered from a variety of assessments and student products, as well as qualitative data gathered through teacher observations, student-teacher conversations, and self and peer assessments.

**Trustee**

A member of the Board of Trustees.

**3.0 POLICY**

Trustees of Bluewater District School Board will operate in accordance with BP 1108-D “Code of Conduct – Trustee”, and consistent with the board’s Vision, Mission and Strategic Plan priorities.

**4.0 SYSTEM EXPECTATIONS**

The Board of Trustees’ major areas of accountability are:

**4.1 Student Achievement and Well-Being in the Board**

Bluewater District School Board is accountable for student achievement and well-being by providing quality instruction and learning experiences in an equitable and inclusive environment. The Board of Trustees shall:

- a) nurture a culture that supports student success and well-being;
- b) help create productive relationships in an engaging and supportive climate of excellence;
- c) promote an effective educational program for all students in the board;
- d) make decisions that reflect the belief that all students can learn;
- e) use student achievement data to make informed evidence-based decisions; and
- f) promote high standards of achievement for all students.

**4.2 Fiscal Responsibility**

The Board of Trustees shall:

- a) be accountable for the responsible stewardship of resources;
- b) ensure a budget review process is in place to help determine annual resource allocations (Use the system priorities and other provincial and local directions);
- c) approve the budget annually to ensure that the financial resources are allocated to achieve the system priorities and comply with provincial requirements;
- d) approve as per legislation all capital plans and other planning documents that will drive budget decisions;
- e) have in place an Audit Committee to ensure compliance with the provincial audit regulations and ensure appropriate fiscal accountability processes; and
- f) ratify Memoranda of Agreements with all bargaining units.

**4.3 Strategic Planning**

The Board of Trustees shall:

- a) develop a Multi-Year Strategic Plan aimed at achieving the following goals:
  - i. promoting student achievement and well-being;
  - ii. ensuring effective stewardship of the board’s resources; and
  - iii. delivering effective and appropriate education programs to its pupils.
- b) review this multi-year plan on an annual basis with the director of education;
- c) provide overall direction for Bluewater District School Board by establishing the Vision, Mission and Strategic Plan priorities.
- d) ensure that the board’s Vision, Mission and Strategic Plan priorities for student achievement and well-being drive the board’s improvement efforts;
- e) set and review system priorities annually in partnership with Administrative Council and develop a process for communicating this with the system; and
- f) use the established priorities to drive the annual budget process.

#### 4.4 Director/ Board Relations

The Board of Trustees shall:

- a) select the director of education;
- b) provide the director of education with a clear job description (BP 1103-D “Role Description – Director of Education”) and corporate direction;
- c) delegate to the director of education, through policy, administrative authority and responsibility subject to the provisions and restrictions of the Education Act and relevant regulations;
- d) evaluate the director of education in the first year of service and annually thereafter using the director’s job description (BP 1103-D “Role Description – Director of Education”) and the board’s Vision, Mission and Strategic Plan priorities as the basis for the evaluation, following BP 1107-D “Performance Review – Director of Education”;
- e) provide the director of education with an opportunity to meet alone with the board of trustees in-camera at least once a year, at the director’s request. This meeting will not be scheduled at the initial or inaugural board meetings;
- f) review the compensation of the director of education and senior staff, annually;
- g) promote a positive working relationship with the director of education; and
- h) communicate effectively as individuals and as a Board of Trustees with the director of education.

#### 4.5 Policy Development, Implementation, and Review

The Board of Trustees shall:

- a) develop and maintain policies that outline how the board will successfully function and promote the board’s goals and encourage students to pursue their goals related to achievement and well-being;
- b) monitor and evaluate the effectiveness of board policies in achieving the above goals; and
- c) ensure the processes for policy development, implementation, and review comply with board policy BP 1601-D “The Development and Implementation of Board Policy”.

#### 4.6 Board Development

The Board of Trustees shall:

- a) evaluate effectiveness of the corporate board processes on a regular basis (BP 1109-D “Board Self-Assessment: Governance Performance”);
- b) develop an annual plan for trustee development both collectively and individually by increasing knowledge of i) role, ii) processes, iii) issues; and
- c) use the expertise of the director of education, and provincial organizations (e.g., Ontario Public School Boards’ Association (OPSBA), Council of Ontario Directors of Education (CODE), Ontario Public Supervisory Officials Association (OPSOA)) to help develop and support the trustee development plan, including an orientation plan for new trustees.

#### 4.7 Political Advocacy

The Board of Trustees shall:

- a) develop, uphold, and regularly review a board advocacy plan that defines what the board’s focus, key messages, and advocacy mechanisms are;
- b) develop and maintain partnerships to strengthen the advocacy role;
- c) communicate, when appropriate, with elected municipal, provincial, and federal officials; and
- d) ensure that advocacy expenditures authorized by the Board of Trustees comply with board policy BP 4107-D “Advocacy Expenditures”.

#### 4.8 Provincial Government

The Board of Trustees shall:

- a) act in accordance with the *Education Act*, regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies;
- b) perform Bluewater District School Board functions required by provincial legislation and board policy; and
- c) provide advice to the Ministry of Education, either directly or through OPSBA, regarding relevant issues.

#### 4.9 Community and Commitment to Parent Engagement

The Board of Trustees shall:

- a) provide the community with opportunities for input and consultation consistent with provincial regulations and board policies and procedures;
- b) annually review the Multi-Year Strategic Plan to ensure that the board is communicating with the community and beyond;
- c) provide two-way communications between Bluewater District School Board and school councils;
- d) support the growth and development of the board Parent Involvement Committee (PIC);
- e) support the growth and development of the board Special Education Advisory Committee (SEAC);
- f) establish mechanisms to provide effective communications and consultation with our Indigenous communities;
- g) provide reports outlining board results (e.g., Education Quality and Accountability Office (EQAO)) in accordance with provincial policy; and
- h) develop administrative procedures to hear appeals in accordance with appropriate statutes and board policies.

#### 4.10 Recognition

The Board of Trustees shall develop mechanisms to ensure that Bluewater District School Board recognizes and celebrates the achievements of student, staff, community members, and volunteers.

#### 4.11 Other

The Board of Trustees also has the following responsibilities:

- a) approval of school year calendars;
- b) naming of educational facilities;
- c) approval of tender selection process for major building construction and modernization;
- d) approval of acquisition and disposition of land and buildings;
- e) approval of education development charges;
- f) approval for the issuance of debentures;
- g) designation of the head under the Municipal Freedom of Information and Protection of Privacy Act, as per BP 1408-D "Privacy and Information Management"; and
- h) involvement in superintendent interviews as per succession plan model.