



BOARD POLICY	
<i>Approval Date</i> 2019	<i>Replacing</i> All previous policies
<i>Review Date</i> 2024	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2051

BOARD ROLES AND RESPONSIBILITIES

1.0 PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the Board of Trustees.

Under the Education Act, locally elected school boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery of quality educational programs and services. Legal accountability for board decisions applies to the Board as a corporate entity rather than to individual Trustees.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1. Education Act S. 169.1, S. 170, S. 171, S. 176
- 2.2. BD-2055 Advocacy Policy
- 2.3. HR-1550 Annual Evaluation of the Director of Education
- 2.4. BD-2045 Trustee Code of Ethics/Code of Conduct
- 2.5. BD-2007/2008 District School Council/Parent Involvement Committee
- 2.6. BD-2110/2111 Trustee Use of School Board Resources During Municipal and School Board Election Campaign
- 2.7. OPSBA's Guide to Governance 2018-2022

3.0 TERMS AND DEFINITIONS

- 3.1. EDU – Ministry of Education
- 3.2. OPSBA – Ontario Public School Boards' Association
- 3.3. CODE – Council of Ontario Directors of Education
- 3.4. OPSOA – Ontario Public Supervisory Officials' Association
- 3.5. Trustee – a duly elected member of a district school board
- 3.6. Director – Director of Education

4.0 RESPONSIBILITIES

Trillium Lakelands District School Board's major areas of responsibility are:

- 4.1 **ACCOUNTABILITY FOR STUDENT ACHIEVEMENT AND WELL-BEING:**

- 4.1.1 Promote a culture that supports individual learning and student success;
- 4.1.2 To promote student achievement and well-being;
- 4.1.3 Deliver effective and appropriate education programs to our students;
- 4.1.4 Make decisions that reflect Trillium Lakelands District School Board's philosophy and belief statements that all students can learn;
- 4.1.5 Promote clear, consistent expectations that focus on a successful outcome for students.

4.2 ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT:

- 4.2.1 Act in accordance with the Education Act and Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies;
- 4.2.2 Perform Trillium Lakelands District School Board functions required by provincial legislation and board policy;
- 4.2.3 Provide advice to the Ministry of Education and OPSBA regarding regional and local implications of new policy recommendations.

4.3 ACCOUNTABILITY TO THE COMMUNITY

- 4.3.1 Make decisions that reflect Trillium Lakelands District School Board's mission and belief statements and multi-year plan that represent the interests of the entire Board;
- 4.3.2 Implement processes that provide the community with opportunities for input and response;
- 4.3.3 Endeavour to respond in a timely and appropriate manner;
- 4.3.4 Provide two-way communications between Trillium Lakelands District School Board, District School Council/Parent Involvement Committee, and School Councils;
- 4.3.5 Provide reports outlining Board results in accordance with provincial policy;
- 4.3.6 Develop Board procedures to hear appeals in accordance with appropriate statutes and Board policies;
- 4.3.7 Model a culture that reflects the Trustees' Code of Ethics, Code of Conduct, and Trustee/Staff Protocol.

4.4 POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

- 4.4.1 Develop policies that outline how Trillium Lakelands District School Board will successfully function;
- 4.4.2 Ensure that all new policies have in place a purpose statement prior to development;
- 4.4.3 Approve policy statements that meet the criteria identified by Trillium Lakelands District School Board;
- 4.4.4 Monitor and evaluate Board policies to ensure that they reflect the desired impact and/or purpose.

4.5 DIRECTOR/BOARD RELATIONS

- 4.5.1 Select the Director of Education;
- 4.5.2 Provide the Director with a clear job description and corporate direction;
- 4.5.3 Delegate, through policy, administrative authority and responsibility subject to the provisions and restrictions of the Education Act and Regulations;
- 4.5.4 Evaluate the performance of the Director of Education in the first year of service and annually thereafter. Use the Director's job description and the Board Strategic Directions (multi-year plan) as the basis for the evaluation;
- 4.5.5 At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the Board in an informal session;
- 4.5.6 Periodically review the compensation of the Director and senior staff;
- 4.5.7 Promote a positive working relationship with the Director of Education;
- 4.5.8 Support the Director in the implementation of the Strategic Directions (multi-year plan).

4.6 BOARD DEVELOPMENT

- 4.6.1 Annually evaluate Trillium Lakelands District School Board's effectiveness and performance;
- 4.6.2 Develop an annual plan for Trustee development (both collectively and individually) by increasing knowledge of:
 - a) Role;
 - b) Processes;
 - c) Current issues;
- 4.6.3 Use the expertise of the Director of Education, and other provincial organizations (EDU, OPSBA, CODE, OPSOA) to help develop and support the Board's Strategic Directions (multi-year plan).

4.7 STRATEGIC PLANNING

- 4.7.1 Develop a multi-year plan aimed at achieving its goals;
- 4.7.2 Provide overall direction for Trillium Lakelands District School Board by establishing the purpose (mission), vision and belief statements;
- 4.7.3 Annually set priorities with outcomes (Strategic Plan);
- 4.7.4 Annually approve the Strategic Plan in public session for Board distribution;
- 4.7.5 Annually use the Strategic Plan to drive the budget process;
- 4.7.6 Annually evaluate the effectiveness of Trillium Lakelands District School Board in relation to the Strategic Plan;
- 4.7.7 Monitor progress toward the improvement of student learning and success.

4.8 FISCAL RESPONSIBILITY

- 4.8.1 Ensure effective stewardship of the Board's resources;
- 4.8.2 Develop a budget review process to help determine annual resource allocations. (Use the Strategic Plan and other provincial and local directions);
- 4.8.3 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results;
- 4.8.4 Approve as per legislation all capital plans and other planning documents that will drive budget decisions;
- 4.8.5 Have in place an Audit Committee or alternative structure to ensure that Trillium Lakelands District School Board is in compliance with the provincial regulations and that the Board has in place, appropriate accountability processes;
- 4.8.6 Ratify Memoranda of Agreements with all bargaining units and non-union groups;
- 4.8.7 Be available to participate as a member of board negotiating committees during collective bargaining periods.

4.9 ADVOCACY

- 4.9.1 See TLDSB Advocacy Policy BD-2055

4.10 RECOGNITION

- 4.10.1 Develop mechanisms to ensure that Trillium Lakelands District School Board recognizes students and student learning and success;
- 4.10.2 Develop mechanisms to ensure that Trillium Lakelands District School Board recognizes staff and staff achievements;
- 4.10.3 Develop mechanisms to ensure that Trillium Lakelands District School Board recognizes the contribution of community members and volunteers.