

Hamilton-Wentworth District School Board Board of Trustees Job Description

The Education Act provides for the establishment of four types of District school boards: English Public, English Catholic, French Public, and French Catholic. Under the Education Act, locally elected school boards are responsible for operating publicly funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board of Trustees' decisions applies to the Hamilton-Wentworth District School Board as a corporate entity rather than to individual trustees.

A Board of Trustees must be able to function as a cohesive whole, providing a clear sense of purpose and direction to the entire district school board organization and the community it serves. Its focus is on the big picture, improving student achievement through effective policy-making, visionary planning, evaluating student outcomes and identifying major implications for the school district. Responsibility for day-to-day operations is delegated to the Director of Education.

The Hamilton-Wentworth District School Board has broad areas of accountability. These partly reflect obligations to stakeholder groups served. They also include critical processes that the Board of Trustees must put in place in order to provide effective governance and fulfill its obligations under the Education Act. Key areas are as follows: accountability for student achievement; accountability to the community; accountability to the Provincial Government; accountability for Board/Director Relations; and, for governance processes.

The Board of Trustees for the Hamilton-Wentworth District School Board has the following major areas of responsibility:

1. Accountability for Student Achievement

- 1.1 Promote a culture that supports student success.
- 1.2 Ensure that effective educational programs are available for all students.
- 1.3 Make decisions that reflect Hamilton-Wentworth District School Board's philosophy and belief statements that all students can learn.
- 1.4 Promote clear, consistent expectations that focus on a successful outcome for all students.

2. Accountability to the Community

- 2.1 Make decisions that reflect Hamilton-Wentworth District School Board's philosophy, belief statements and strategic plan, and that represent the interests of the entire organization.
- 2.2 Establish processes that provide the community with opportunities for input.
- 2.3 Provide opportunities for communication between Hamilton-Wentworth District School Board and School Councils and Home and School Associations.
- 2.4 Provide reports outlining the Hamilton-Wentworth District School Board results in accordance with provincial policy.
- 2.5 Develop policy to hear appeals in accordance with appropriate statutes and Hamilton-Wentworth District School Board policies.

3. Accountability to the Provincial Government

- 3.1 Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 3.2 Perform the functions required by provincial legislation and Hamilton-Wentworth District School Board policy.
- 3.3 Provide advice to the Ministry of Education and the provincial trustee association regarding regional and local implications of funding and policy recommendations.

4. Policy Development, Implementation and Review

- 4.1 Develop policies that outline how the Hamilton-Wentworth District School Board will successfully function.
- 4.2 Ensure that all new policies have in place a purpose statement prior to development.
- 4.3 Approve policy statements that meet the criteria identified by the Hamilton-Wentworth District School Board.
- 4.4 Regularly review policies to ensure that they reflect the desired impact and/or purpose.

5. Board/Director Relations

- 5.1 Select the Director of Education.
- 5.2 Provide the Director with a clear job description and corporate direction.
- 5.3 Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 5.4 Evaluate the Director annually or bi-annually. Use the Director's job description and Strategic Plan as the basis for the evaluation.
- 5.5 At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the Board of Trustees in closed session.
- 5.6 Periodically review the compensation of the Director and senior staff.
- 5.7 Promote a positive working relationship with the Director of Education.

6. Board Development

- 6.1 Annually or biannually review the effectiveness and performance of the Board of Trustees.
- 6.2 Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of the role, processes, and issues.
- 6.3 Use the expertise of the Director of Education, and other provincial organizations (Ontario Public School Board Association, Council of Directors of Education, Ontario Public Supervisory Officers Association) to help develop and support the Board of Trustees' development plan.

7. Strategic Planning

- 7.1 Provide overall direction for Hamilton-Wentworth District School Board by establishing the purpose (mission), vision and belief statements.
- 7.2 Annually set priorities with outcomes (Strategic Plan).
- 7.3 Annually approve the Strategic Plan in public session for distribution.
- 7.4 Annually use the Strategic Plan to drive the budget process.

- 7.5 Annually evaluate the effectiveness of Hamilton-Wentworth District School Board in relation to the Strategic Plan.
- 7.6 Monitor progress toward the improvement of student achievement.

8. Fiscal Responsibility

- 8.1 Develop a budget review process to help determine annual resource allocations. (Use the Strategic Plan and other provincial and local directions.)
- 8.2 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3 Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 8.4 Have in place an Audit Committee or alternative structure to ensure that the Hamilton-Wentworth District School Board is compliant with the provincial audit regulations and with appropriate accountability processes.
- 8.5 Solicit advice (from the Director of Education and Ontario Public School Board Association) then set the mandates for negotiation.
- 8.6 Ratify Memoranda of Agreements with all bargaining units and non-union groups.

9. Political Advocacy and Communication

- 9.1 Annually develop an advocacy plan for Hamilton-Wentworth District School Board. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2 Annually develop a plan to ensure that the Board of Trustees is communicating with the community, city council, members of the provincial parliament and beyond.
- 9.3 Annually review political advocacy and build on successes.

10. Recognition

- 10.1 Develop mechanisms to ensure that Hamilton-Wentworth District School Board recognizes students and student achievement.
- 10.2 Develop mechanisms to ensure that Hamilton-Wentworth District School Board recognizes staff and staff achievements.
- 10.3 Develop mechanisms to ensure that Hamilton-Wentworth District Board recognizes community members and volunteers.

The board of trustees also has the following responsibilities:

- 1. Approval of school year calendars.
- 2. Naming of educational facilities.
- 3. Approval of disposition of land and buildings.
- 4. Approval of education development charges.
- 5. Approval for the issuance of debentures.
- 6. Designation of a coordinator for Freedom of Information and Protection of Privacy.
- 7. Approval of the Hamilton-Wentworth District School Board auditor.
- 8. Approval of the Hamilton-Wentworth District School Board lawyers.

Legal Reference: *Education Act S. 170, S. 171*

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