

## Policy 2

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### ROLE OF THE BOARD

The Board is a body created by provincial legislation and it exercises its authority within *The Education Act, 1995* and its attendant Regulations. The Saskatchewan Rivers Public School Board is elected by the voters that support the Saskatchewan Rivers Public School Division. The Board of Education is responsible for the following:

#### 1. Accountability to Provincial Government

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

#### 2. Accountability to Community

- 2.1 Make decisions that reflect Saskatchewan Rivers Public Schools' mission and educational beliefs and that represent the interests of the entire Division.
- 2.2 Establish processes and provide opportunities for information sharing with the community and for community input.
- 2.3 Identify key results and ensure annual reporting on these results.
- 2.4 Develop procedures for, and hear appeals as determined by the Board.
- 2.5 Exhibit behaviours that reflect the Board's shared Educational Beliefs and Code of Ethics.
- 2.6 Provide for two-way communications between the Board and School Community Councils and between the Board and the community.
- 2.7 Approve the hours of public access to the all central offices.

#### 3. Continuous Improvement Planning and Reporting

- 3.1 Provide overall direction for the Division by establishing annual priorities and key results.
  - 3.1.1 Annually approve budget (driven by the Board priorities).
- 3.2 Identify accountability reports to be presented to the Board and through such reports monitor progress toward the achievement of key results.
- 3.3 Annually evaluate the effectiveness of the Division in terms of key results.
- 3.5 Approve Annual Report for distribution to the public.

#### 4. Policy

- 4.1 Identify the purpose to be achieved before creating a new policy.
- 4.2 Approve policy statements that achieve the purposes identified by the Board.
- 4.3 Regular review the Board policies for currency and appropriateness.

#### 5. Director / Board Relations

- 5.1 Select the Director.
- 5.2 Provide the Director with clear corporate direction.
- 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in *The Education Act, 1995*.

- 5.4 Respect the authority of the Director to carry out executive action and support the Director's actions which are exercised within the delegated discretionary powers of the position.
- 5.5 Interact with the Director in an open, honest, respectful and professional manner.
- 5.6 Annually evaluate the Director in regard to the Director's job description and additional Board direction unless mutually agreed by February 1 of the current evaluation year by both parties to not complete the evaluation. (i.e., hold Director accountable for results identified in the continuous improvement plan.)
- 5.7 Review Director's compensation as per contract.

## **6. Political / Advocacy**

- 6.1 Develop/review an annual advocacy plan to support the continuous improvement plan.

## **7. Board Development**

- 7.1 Develop a yearly plan for trustee development to support the Division's continuous improvement plan.
- 7.2 Annually evaluate Board effectiveness.

## **8. Fiscal Accountability**

- 8.1 Annually approve budget and ensure resources are allocated to achieve desired results.
- 8.2 Annually approve the five-year capital plan and review facilities master plan.
- 8.3 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for revenues.
- 8.4 Approve the submission of capital projects to the Ministry of Education, including emergency block capital projects.
- 8.5 Appoint an auditor and set the terms of engagement.
- 8.6 Receive the audit report and the management letter and ensure quality indicators are met.
- 8.7 Monitor revenues and expenditures on a monthly basis.
- 8.8 Set the mandate for employee group negotiations.
- 8.9 Review and approve, within the second year of the Board's four year mandate, the [Trustee Guidelines 2014](#).
- 8.10 Review and approve compensation for out-of-scope staff as per contracts.
- 8.11 Approve emergency expenditures over \$100,000.00 in excess of the budget. (The Board authorizes the Director to approve emergency expenditures under \$100,000.00.)

## **Selected Responsibilities**

- 1. Acquisition and disposal of land and buildings, including expropriation proceedings.
- 2. Naming of schools and other Board-owned facilities.
- 3. Obtaining membership in the Saskatchewan School Boards Association & Public Section
- 4. Approval of the purchase of Board memberships in non-educational associations.
- 5. Recognition of students, staff and community.
- 6. Approval of early resignation incentive formula for gratuities beyond the collective agreements.
- 7. Approval of the school year calendar in accordance with the Board's stated interests.
- 8. Approval of associate school status.

9. Approval of school locations for French Immersion programming.
10. Approval of Prekindergarten programs not funded by Saskatchewan Education.
11. Approval of Division and school partnerships.
12. Approve service providers for driver education training
13. Hearing of unresolved student and staff complaints of discrimination or harassment or where the Director cannot hear the complaints due to a conflict.
14. Hear appeals.

Legal Reference: Sections 61, 63, 85, 87, 108, 277, 278, 279, 280, 281, 282, 283, 285, 286, 287, 288, 289, 292, 293, *The Education Act, 1995*

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