

Policy 2

ROLE OF THE BOARD

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 Prairie South Schools' Vision, Mission, Values and Commitments and that represent the interests of the entire School Division.
- 2.2. Establish processes and provide opportunities for information sharing with and engagement of the community and for community input.
- 2.3. Report Division results at least annually.
- 2.4. Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5. Model a culture that reflects the Board's Code of Conduct.
- 2.6. Provide for two-way communications between the Board and the School Community Councils.

3. Strategic Plan

- 3.1. Provide overall direction for the School Division by establishing mission, vision, values and commitments.
- 3.2. Annually approve priorities and key results.
- 3.3. Approve annual report for distribution to the public.
- 3.4. Annually approve budget (driven by the Strategic Plan).
- 3.5. Annually review the effectiveness of the School Division in achievement of student learning (student learning accountability reports).
- 3.6. Monitor progress toward the achievement of key results.

4. Policy

- 4.1. Identify the purpose to be achieved before creating a new policy.
- 4.2. Annually review policy statements.

5. Director of Education / Board Relations

- 5.1. Select the Director of Education and approve the contract.
- 5.2. Provide the Director of Education with clear corporate direction.

- 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 5.4. Make provision for the regular evaluation of the Director of Education.
- 5.5. Make provision for the regular review of the Director of Education's compensation.

6. Political / Advocacy

- 6.1. Annually approve a plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.

7. Board Development

- 7.1. Ensure a facilitated Board Self Assessment is conducted annually, a positive path forward is developed as a result of this assessment and the direction identified in the positive path forward are addressed in the following year.
- 7.2. Determine knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed.
- 7.3. Develop yearly plan for board development.
- 7.4. Consider Saskatchewan School Boards Association and CSBA resources.
- 7.5. Time activate the board development plan in the board annual work plan.

8. Fiscal

- 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. Submit the five-year capital plan to Ministry of Education by the due date.
- 8.3. Provide budget information to the Ministry of Education as per Ministry deadlines.
- 8.4. Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- 8.5. The Board of Education has delegated authority for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.

Competitive bids will be required the purchase lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized by the Education Act 1995 exceeding \$200,000.
- 8.6. Approve the submission of PMR projects to Ministry of Education.
- 8.7. Approve unanticipated expenditures of over \$100,000, which cannot be covered within the current budget.
- 8.8. Appoint the auditor and approve the terms of engagement for the auditor.

- 8.9. Receive the audit report and the management letter and ensure quality indicators are met and any identified deficiencies are remediated in a timely manner.
- 8.10. Set the mandate for employee group negotiations.
- 8.11. Ratify memoranda of agreement with bargaining units and approve conditions of employment changes for out-of-scope employees.
- 8.12. Approve the teaching/staffing formula basis annually.
- 8.13. Review financial accountability reports on a quarterly basis.
- 8.14. Dispose of lands and buildings, and approve lease, transfer or exchange of lands or buildings.
- 8.15. Authorize contributions to and expenditures from internally restricted surplus.

9. Recognition/celebration

- 9.1. Host annual partnership luncheon.

Selected Responsibilities

1. Name schools, rooms and other Board-owned properties.
2. Approve School Division sponsorships in excess of \$2500.
3. Approve the purchase of Board memberships in non-educational associations.
4. Approve school catchment areas.
5. Approve school calendar.
6. Approve non-funded pre-k programs.
7. Approve in principle applications for associate school status and approve the MOU's with associate schools.
8. Approve Division Partnerships.
9. Hearing of unresolved student and staff complaints of discrimination or harassment.
10. Serve as the final level of internal appeal.
11. Approve changes to the organizational structure.
12. Approve joint facility use agreements.
13. Provide final approval for School Community Development funding.
14. Approve student out of province travel.
15. Approve the location and grade levels for language learning offerings.

Reference: *The Education Act, 1995*, Sections 61, 85, 87, 277, 280, 282, 283, 286, 344, 355
The Education Regulations, 2015, Section 83
The School Division Administration Regulations, 2017, Sections 51, 52, 53, 54, 55, 57, 59, 61, 63, 64,
65, 66, 68, 69

September 4, 2018