

Policy 2 – ROLE OF THE BOARD

The Board is a body created by provincial legislation and it exercises its authority within the Education Act and its attendant Regulations. The Board is elected by the voters that support the Northwest School Division No. 203. 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 the Division mandate, vision, mission, values and guiding principles 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. Model a culture that reflects the Board's Code of Conduct.
 - 2.6. Provide for two-way communications between the Board and School Community Councils.
 3. Continuous Improvement Planning and Reporting
 - 3.1. Provide overall direction for the Division by establishing annual priorities and key results.
 - 3.2. Annually approve the Provincial Education Plan.
 - 3.3. Annually approve budget (driven by the Provincial Education Plan).
 - 3.4. Identify accountability reports to be presented to the Board by the Director or designate, and through such reports monitor progress toward the achievement of key results.
 - 3.5. Annually review the effectiveness of the Division in terms of key results.
 - 3.6. 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.
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- 4.3. Evaluate policy impact to determine if policy has created the desired change. This is to take place in year two and every four-year Board term, or as required.
 - 4.4. Determine policies that outline how the Board is to function.
5. Director / Board Relations
 - 5.1. Select the Director.
 - 5.2. Provide the Director with clear corporate direction via Board motions and through the Annual Plan.
 - 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in Education Act.
 - 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. Evaluate the Director in regard to the Director's job description and compensation, and additional Board direction (e.g., hold Director accountable for results identified in the Provincial Education Plan as per contract.
6. Political Advocacy
 - 6.1. Develop an annual advocacy plan to support the Provincial Education Plan.
7. Board Development
 - 7.1. Develop annual plan for Board/trustee development to support the needs of the trustees.
 - 7.2. Annually evaluate Board effectiveness.
8. Fiscal Accountability
 - 8.1. Annually approve budget assumptions.
 - 8.2. Annually approve budget and ensure resources are allocated to achieve desired results.
 - 8.3. Annually approve the three-year Major Capital Plan and review Preventative Maintenance and Renewal Program Plan (PMR). Submit the three-year Major Capital Plan to the Ministry of Education by the due date.
 - 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. Approve the submission of emergency block capital projects to the Ministry of Education.

- 8.6. Appoint an auditor and set the terms of engagement.
- 8.7. Receive the audit report and the management letter and ensure quality indicators are met.
- 8.8. Approve emergency expenditures which are over one hundred thousand dollars (\$100,000) in excess of budget.
- 8.9. Approve change orders in excess of twenty thousand dollars (\$20,000).
- 8.10. Monitor revenues and expenditures on a monthly basis.
- 8.11. Set the mandate for employee group negotiations.
- 8.12. Ratify memoranda of agreement with bargaining units.
- 8.13. Review compensation for out-of-scope staff as per contracts.

Selected Responsibilities

1. Acquisition and disposal of land and buildings, including expropriation proceedings.
2. Naming of schools and other Division-owned facilities.
3. Obtaining membership in the Saskatchewan School Boards Association.
4. Recognition of students, staff and community.
5. Approval of retirement gratuity formula for gratuities beyond the collective agreements.
6. Approval of the school year calendar in accordance with the Board's stated interests.
7. Approval of associate school status.
8. Approval of religious education instruction and opening exercises.
9. Approval of school locations for French Immersion programming.
10. Approval of pre-Kindergarten programs.
11. Approval of Division and school partnerships.
12. Hearing of unresolved grievances of non-union employees.
13. Hear appeals of harassment complaints when the Director is not able to participate.

Reference: Sections 61, 85, 87, 182, 277, 280, 282, 283, 286, Education Act