

# POLICY 1 – ROLE OF THE BOARD

As the corporate body elected by the voters and the ratepayers that support the Saskatoon School Division No. 13 of Saskatchewan, herein after called Saskatoon Public Schools, the Board of Education is responsible for the development of the strategic plan and policies to guide the provision of educational services rendered within the Division, in keeping with the requirements of provincial legislation and the values of the electorate.

Specific areas of responsibility are:

## 1. Accountability to Provincial Government

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- 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

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- 2.1. Make decisions that reflect Saskatoon Public Schools' strategic plan and commitments and that represent the interests of the entire school division.
- 2.2. Establish processes and provide opportunities for information sharing with the community and for community input.
- 2.3. Report division results through Accountability Reports at Board meetings.
- 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 Ethics.
- 2.6. Provide for two-way communications between the Board and the School Community Council Assembly (SCCA) and the school community councils of individual schools.

## 3. Strategic Plan

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- 3.1. Provide overall direction for the school division by establishing vision, commitments, and goals.
- 3.2. Annually approve the Strategic Planning and Management System.
- 3.3. Approve annual report for submission to the Ministry of Education.
- 3.4. Annually approve a budget which aligns with the Strategic Plan.
- 3.5. Approve accountability reports that monitor progress toward the achievement of the goals in the Strategic Plan.
- 3.6. Provide governance oversight of the Enterprise Risk Management program.

## 4. Enterprise Risk Management

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- 4.1. Identify and rank risks to the school division.
- 4.2. Review risk strategy plans for the most significant risks.
- 4.3. Monitor the status of risks and actions taken to address them.

## 5. Policy

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- 5.1. Identify the purpose to be achieved before creating a new policy.
- 5.2. Approve policy statements that meet criteria identified by the Board.
- 5.3. Evaluate policy impact to determine if policy has created the desired change.
- 5.4. Determine policies that outline how the Board is to function.

## 6. Director / Board Relations

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- 6.1. Select the director.
- 6.2. Provide the director with clear corporate direction.
- 6.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 6.4. Annually evaluate the director regarding the director's job description, Board Policy 11, and additional Board direction (e.g., hold director accountable for achievements of the Strategic Plan).
- 6.5. Annually review director's compensation.

## 7. Political / Advocacy

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- 7.1. Annually develop governance priorities that include a plan for advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.

## 8. Board Development

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- 8.1. Annually evaluate Board effectiveness.
- 8.2. Develop yearly plan for trustee development. Consider increasing knowledge of:
  - 8.2.1. Role
  - 8.2.2. Processes
  - 8.2.3. Issues
  - 8.2.4. Cultural competence
- 8.3. Consider Saskatchewan School Boards Association and Canadian School Boards Association (CSBA) resources.
- 8.4. Time activate the plan.

## 9. Fiscal

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- 9.1. Annually approve budget and ensure resources are allocated to achieve desired results.
- 9.2. Annually review the ten-year capital construction plan and approve requests for major capital program funding for submission to the Ministry of Education by the end of February.
- 9.3. Responsibility to provide budget information to the Ministry of Education by June 30.
- 9.4. Authorize, by resolution, the borrowing of required monies to cover necessary expenditures.
- 9.5. Approve all expenditures and contracts in excess of \$250,000.
- 9.6. Approve the submission of emergency block capital projects to the Ministry of Education.
- 9.7. Appoint an auditor.
- 9.8. Receive the audit report and the management letter and ensure quality indicators are met.
- 9.9. Monitor fiscal management of the division.
- 9.10. Set the mandate for employee group negotiations.
- 9.11. Ratify memoranda of agreement with bargaining units.
- 9.12. Annually approve compensation levels for out-of-scope staff.

## Selected Responsibilities

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1. Approval of individual professional development leaves of beyond six weeks for senior administration.
2. Acquisition and disposal of land and buildings, including expropriation proceedings.
3. Naming of schools and other Board-owned facilities.
4. Maintaining membership in the Saskatchewan School Boards Association.
5. Approval of the purchase of Board memberships in non-educational associations.
6. Encouragement of qualified and interested candidates to run for the office of public-school trustee.

Legal Reference:

Date Last Revised: March 15, 2022