

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 strategic directions, goals 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 - Increase Accountability

- 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 - Increase Accountability

- 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 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 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 (Increase Focus)

- 3.1. Provide overall direction for the school division by establishing vision, commitments, and goals.
- 3.2. Annually set priorities and outcomes.
- 3.3. Approve annual report for submission to the Ministry of Education.
- 3.4. Annually approve budget (driven by the Strategic Plan).
- 3.5. Annually evaluate the effectiveness of the school division in achievement of student learning.
- 3.6. Monitor progress toward the achievement of outcomes.
- 3.7. Provide governance oversight of the Enterprise Risk Management program.

4. Enterprise Risk Management (Mitigate Risks)

- 4.1. Rank risks to the school division
- 4.2. Establish processes to mitigate risk to the school division
- 4.3. Conduct annual review of risks and actions taken to address the risks

5. Policy (Increase Clarity of Boundaries and Processes)

- 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 (Increase Potency)

- 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 in regard to the director's job description 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 (Increase Influence)

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

8. Board Development (Increase Capacity)

- 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 awareness
- 8.3. Consider Saskatchewan School Boards Association and Canadian School Boards Association (CSBA) resources.
- 8.4. Time activate the plan.

9. Fiscal (Increase Stewardship)

- 9.1. Annually approve budget and ensure resources are allocated to achieve desired results.
- 9.2. Annually approve the five-year capital plan and review facilities master plan. Submit the five-year capital plan to the Ministry of Education by the due date.
- 9.3. Responsibility to provide budget information to the Ministry of Education by August 31.
- 9.4. Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- 9.5. Approve the awarding of all capital projects in excess of \$250,000 and the debt financing of capital projects.
- 9.6. Approve the awarding of operational contracts in excess of \$250,000 that are not flow through agreements.
- 9.7. Approve the submission of emergency block capital projects to the Ministry of Education.
- 9.8. Approve unanticipated expenditures of over \$250,000, which cannot be covered within the current budget.
- 9.9. Approve annual individual sponsorships in excess of \$250,000.
- 9.10. Appoint an auditor.
- 9.11. Receive the audit report and the management letter and ensure quality indicators are met.
- 9.12. Monitor fiscal management of the division.
- 9.13. Set the mandate for employee group negotiations.
- 9.14. Ratify memoranda of agreement with bargaining units.
- 9.15. Annually approve compensation levels for out-of-scope staff.
- 9.16. On a semi-annual basis, the Budget and Audit Manager will submit an audit plan to the Board and then present significant findings.

Selected Responsibilities

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. Obtaining 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: May 5, 2020