



Living Sky School Division No. 202

Policy Type:	Governance and Management
Policy Title:	2010 Role of the Board
Legal Reference:	Education Act, 1995 Sections: 61, 85, 87, 277, 280, 282, 283 & 286

Policy

As the corporate body elected by the eligible voters that support the Living Sky School Division No. 202 of Saskatchewan, the Board of Education is responsible for:

- 1. Providing Direction – Strategic Plan/Policy**
- 2. Enterprise Risk Management**
- 3. Setting Expectations/Accountability**
- 4. Resourcing, Human and Financial**
- 5. Monitoring Results**

Specific areas of responsibility are:

1. Providing Direction - Strategic Plan

- a) Provide overall direction for the School Division by establishing purpose, vision, values and goals.
- b) Review the strategic plan annually.
- c) Approve the annual report for submission to the Ministry of Education.
- d) Approve a budget that aligns with the strategic plan annually.
- e) Approve accountability reports that monitor progress toward the achievement of the goals in the strategic plan.

Policy

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

2. Enterprise Risk Management

- a) Provide governance oversight of the enterprise risk management process.
- b) Review identified risks to the school division.
- c) Review risk strategy plans for the most significant risks and determine risk appetite.
- d) Monitor the status of risks and actions taken to mitigate them.

3. Setting Expectations/Accountability

Accountability to Provincial Government (Increase Accountability)

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



Accountability to Community (Increase Accountability)

- a) Make decisions that reflect Living Sky School Division values and belief statements and that represent the interests of the entire School Division.
- b) Establish processes and provide opportunities for information sharing with the community and for community input.
- c) Report Division results at least annually.
- d) Develop procedures for and hear appeals as required by statute and/or Board policy.
- e) Model a culture that reflects the Board's *Code of Ethics*.
- f) Provide for two-way communications between the Board and the School Community Councils.

4. Providing Human Resources

- a) Select the Director.
- b) Provide the Director with clear corporate direction.
- c) Delegate, in writing, administrative authority and identify the Director's responsibilities subject to provisions and restrictions in the Education Act.
- d) 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 Operational Plan).
- e) Annually review Director's compensation.

5. Responsible for Financial Resources

- a) Annually approve budget and ensure resources are allocated to achieve desired results.
- b) Annually approve the five-year capital plan and three-year preventative maintenance and renewal plan (PMR). Submit the plans to the Ministry by the due date.
- c) Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- d) Appoint an auditor.
- e) Receive the audit report and the management letter and ensure quality indicators are met.
- f) Monitor fiscal management of the Division.
- g) Set the mandate for employee group negotiations.
- h) Participating in negotiations and ratifying memoranda of agreement with bargaining units (See Policy 2050 Role of Committees).
- i) Annually approve compensation levels for out-of-scope staff.

6. Monitoring Results – Board Development

- a) Annually evaluate Board effectiveness.
- b) Develop yearly plan for trustee development. Consider increasing knowledge in areas such as:
 - i. Role
 - ii. Processes
 - iii. Issues
 - iv. Cultural awareness
- c) Consider Saskatchewan School Boards Association and Canadian School Boards Association resources.

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.