



Christ the Teacher Catholic Schools **Board Policy**

Policy Title: Role of the Board

Code: BP 2

Date Issued: November 2007

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As the elected corporate body of Christ the Teacher Roman Catholic Separate School Division No. 212 *The Education Act, 1995* has vested the power and authority to govern the Division in the Board. Accordingly the mandate of the Board is to provide students of the Division with learning opportunities delivered within the context of the Board's mission, vision and foundational values.

The work of the Board is to serve as trustees for the Catholic community, guardians of Catholic education, and to provide visionary leadership for the Division by determining and demanding appropriate and excellent organizational performance.

Specific Areas of Responsibility

1. Accountability in Law

- 1.1 Act in accordance with all statutory requirements to implement provincial and education standards and policies.
- 1.2 Perform Board functions required by governing legislation.

2. Accountability to the Community

- 2.1 Make evidence based decisions which reflect the Gospel values and represent the interests of all students served.
- 2.2 Establish processes and provide opportunities for community input.
- 2.3 Develop procedures for and hear appeals as required by statutes and/or Board policy.
- 2.4 Proactively work to build community support for Catholic education, both locally and provincially.
- 2.5 Report at least annually the success and challenges of the Division's priorities, goals and desired outcomes
- 2.6 Annually approve a communications strategy.

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3. Faith Leadership
 - 3.1 Within constraints of provincial legislation, make decisions which reflect Catholic values and beliefs and which are consistent with Canon Law Catholic Education (see Appendix A)
 - 3.2 Be visible and active within the Catholic faith community.
 - 3.3 Participate in Faith Development opportunities.
 - 3.4 Ensure that a strong Faith Development component is provided for all students and staff.
 - 3.5 Retain membership and participate in Saskatchewan Catholic School Boards Association (SCSBA).

4. Continuous Improvement Planning and Reporting
 - 4.1 Provide overall direction for the Division by establishing annual priorities and key results.
 - 4.2 Annually approve budget (driven by the Continuous Improvement Plan).
 - 4.3 Identify accountability reports to be presented to the Board and through such reports monitor progress toward the achievement of key results.
 - 4.4 Annually evaluate the effectiveness of the Division in terms of key results.
 - 4.5 Approve Annual Report for distribution to the public.

5. Policy Development
 - 5.1 Identify areas that require Board policy and identify the preferred future to result from policy implementation.
 - 5.2 Evaluate policy impact to determine if the preferred future has been achieved.
 - 5.3 Delegate authority to the Director and define responsibilities.

6. Board / Director Relations
 - 6.1 Select the Director who is the Chief Executive Officer (CEO) and Chief Education Officer of the Board.
 - 6.2 Provide the Director with clear corporate direction.
 - 6.3 Delegate, through written Board policy, administrative authority to the Director and identify responsibility subject to provisions and restrictions in *The Education Act, 1995*.
 - 6.4 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.
 - 6.5 Interact with the Director in an open, honest, respectful and professional manner.

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- 6.6 Evaluate annually the Director in regard to the Director's job description and additional Board direction.
- 6.7 Review Director's compensation as per contract.
- 7. Political Advocacy
 - 7.1 Develop a yearly plan for advocacy that includes focus, key messages and mechanisms.
- 8. Board Development
 - 8.1 Review annually the Board's effectiveness.
 - 8.2 Develop a yearly plan for Board development including increased knowledge of the Board's role, processes and issues to further the implementation of the Continuous Improvement Plan.
 - 8.3 Ensure those new to the Board are provided appropriate orientation opportunities at the local and provincial levels.
- 9. Fiscal Accountability
 - 9.1 Approve budget assumptions at the outset of the budget process.
 - 9.2 Determine the basis for annual resource allocations.
 - 9.3 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the Division's Continuous Improvement Plan.
 - 9.4 Approve annually the Division's budget for submission to Saskatchewan Learning by the due date.
 - 9.5 Establish a mill rate and notify the proper taxing authorities, on the date set in a particular year by the Minister.
 - 9.6 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
 - 9.7 Approve budget revisions and or transfers greater than one hundred thousand dollars (\$100,000) between budgeted areas.
 - 9.8 Approve contracts in excess of one hundred thousand dollars (\$100,000).
 - 9.9 Approve capital, non-capital and maintenance projects of one hundred thousand dollars (\$100,000) or more.
 - 9.10 Review fiscal accountability reports to ensure the fiscal management of the Division.
 - 9.11 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.
 - 9.12 Appoint an Auditor and set the terms of engagement and appoint an architectural firm for the Division.
 - 9.13 Receive Audit Report and Management Letter and ensure quality indicators in CEO Evaluation are met.

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- 9.14 Appoint annually signing authorities for the Division.
- 9.15 Set the mandate and ratify Memoranda of Agreement with bargaining units.
- 9.16 Annually review instructional/general fees for all students.
- 9.17 Approve joint use agreements and those partnership agreements that require a financial obligation of the Board.

Selected Responsibilities

1. Recognition of students, staff and community.
2. Setting the initial parameters and approving the annual school-year calendar;
3. Naming of educational facilities;
4. Approving the disposition of land and buildings;
5. Approving school attendance boundaries;
6. Determining the entrance age for regular kindergarten and grade one programs.
7. Approving increases beyond half-time kindergarten.
8. Approving implementation of special programs, when required by legislation.
9. Approving bus transportation contracts.
10. Hearing of an appeal of a discrimination or harassment complaint which can not be heard by the Director.

Reference: Sections 61,63,85,87,108,277,278,279,280,281,282,283,285,286,287,388,289,292,293 Education Act