

## **ROLE OF THE BOARD**

As the corporate body elected by the electors that support the Good Spirit School Division, the Board of Education is responsible for the development of continuous improvement directions, goals, and policies to guide the provision of educational services rendered within the Division, in keeping with the requirements of provincial legislation.

Specific areas of responsibility are:

### **1. Accountability to the 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 evidence-based decisions that balance community values and 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 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.4 Model a culture of dialogue, respect, and integrity.

### **3. Strategic Planning and Reporting**

- 3.1 Provide overall direction for the Division by establishing the Division's Foundational Statements, strategic priorities, outcomes, and key results.
- 3.2 Annually approve the Division's Foundational Statements, strategic priorities, outcomes, and key results.
- 3.3 Ensure accountability reports are received by the Board relative to the achievement of defined outcomes.
- 3.4 Annually evaluate the effectiveness of the Division in achievement of the strategic priorities.
- 3.5 Approve annual report for distribution to the public, including the reporting of key results.

### **4. Policy**

- 4.1 Identify the purpose to be achieved before creating a new policy.

- 4.2 Approve policies that meet criteria identified by the Board.
- 4.3 Evaluate policy impact to determine if policy has created the desired change.
- 4.4 Determine policies that outline how the Board is to function.
- 4.5 Delegate authority to the Director and define commensurate responsibilities.

## **5. Director / Board Relations**

- 5.1 Select the Director.
- 5.2 Provide the Director with clear corporate direction.
- 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the 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 Annually evaluate the Director regarding the Director's job description and additional Board direction (e.g., hold Director accountable for achievements of the Strategic Plan).
- 5.6 Annually review the Director's compensation.

## **6. Political Advocacy**

- 6.1 Annually review a plan for advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.
- 6.2 Promote Board membership and an accurate understanding of the current role of the Board.
- 6.3 Promote the building of relationships with key contacts outside the organization.

## **7. Board Development**

- 7.1 Provide for Board member orientation.
- 7.2 Develop a yearly plan for ongoing Board member development, including increased knowledge of roles, processes, and issues to further effective continuous improvement planning.
- 7.3 Annually evaluate Board effectiveness.

## **8. Fiscal Accountability**

- 8.1 Annually approve budget and ensure resources are allocated to achieve desired results.
- 8.2 Annually approve the Preventative Maintenance and Renewal three-year capital plan and review facilities master plan. Submit the three-year capital plan Application for Major Capital Funding annually to the Ministry of Education by the due date.

- 8.3 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- 8.4 Approve tenders for the capital expenditures for motor vehicles, furniture and fixtures, equipment and educational materials and supplies exceeding \$100,000, capital expenditures for building materials exceeding \$100,000, contracts for other capital works exceeding \$250,000, and transportation services exceeding \$100,000.
- 8.5 Approve the submission of emergent funding applications for capital projects to the Ministry of Education.
- 8.6 Approve changes to an approved budget more than \$100,000.
- 8.7 Approve annual individual sponsorships more than \$100,000.
- 8.8 Appoint an auditor; set terms of reference and schedule post-audit meetings.
- 8.9 Receive the audit report and the management letter and ensure quality indicators are met.
- 8.10 Ensure accountability for the fiscal management of the Division.
- 8.11 Set the mandate for employee group negotiations except for provincially mandated negotiations.
- 8.12 Ratify memoranda of agreement with bargaining units.
- 8.13 Establish compensation guidelines for out-of-scope staff.

### **Selected Responsibilities**

1. Establishment of school attendance boundaries.
2. Approval of Division school-year calendars.
3. Approval of international field trips for students.
4. Acquisition and disposal of land and buildings, including expropriation proceedings.
5. Naming of schools and other Board-owned facilities.
6. Approval of School Improvement Plans.
7. Approval of facility Joint Use Agreements.
8. Approval of new leases; such leases to include any provisions for the placement or modification of facilities by outside agencies.
9. Approval of designation of any or all surplus in a fiscal year for restricted uses.
10. Approval of specific initiatives to be funded from the Board's discretionary fund.

11. Approval of the purchase of memberships in non-educational associations.
12. Encouragement of qualified and interested candidates to run for the office of public-school trustee.
13. Recognition of students, staff, and community.

Legal Reference: Section 61, 85, 87, 277, 280, 282, 283, 286 Education Act

**Updated: January 13, 2015, January 19, 2016, December 19, 2019, November 18, 2021, November 17, 2022, October 12, 2023**