

Policy 2

ROLE OF THE BOARD

The Board is a body created by provincial legislation and it exercises its authority within the Education Act and its attendant Regulations. The Board is elected by the voters that support the Northern Lights School Division No. 113. The Board is responsible for the following:

1. Accountability to 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 the Northern Lights School Division #113 Community
 - 2.1 Make decisions that reflect the Division values and represent the interests of the entire community served.
 - 2.2 Establish processes and provide opportunities for community input and engagement.
 - 2.3 Communicate 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 of respect and integrity.
 - 2.6 Provide for two-way communications between the Board and School Community Councils.
3. Continuous Improvement Planning and Reporting
 - 3.1 Identify Board priorities at the outset of the annual Continuous Improvement Planning process.
 - 3.2 Annually approve Continuous Improvement Plan process and timelines.
 - 3.3 Provide overall direction for the Division by establishing mission, vision, core beliefs, strategic priorities and key results.
 - 3.4 Annually approve Continuous Improvement Plan for submission to the Ministry of Education.
 - 3.5 Monitor progress toward the achievement of student outcomes and other desired results.
 - 3.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
 - 3.7 Approve Annual Report for communication to the public.

4. Policy
 - 4.1 Determine the goals the Division wishes to pursue.
 - 4.2 Identify how the Board is to function.
 - 4.3 Monitor policy impact to determine if policy is producing the desired results.
 - 4.4 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 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 Interact with the Director in an open, honest, proactive and professional manner.
 - 5.6 Annually evaluate the Director in regard to the Director's job description and additional Board direction (e.g., hold Director accountable for achievements in the Continuous Improvement Plan.
 - 5.7 Annually review compensation.
6. Political Advocacy
 - 6.1 Develop a yearly plan for advocacy including focus, key messages and mechanisms.
7. Board Development
 - 7.1 Develop a yearly plan for Board/trustee development including increased knowledge of role, processes and issues to further effective implementation of the Continuous Improvement Plan.
 - 7.2 Annually evaluate Board effectiveness.
8. Fiscal Accountability
 - 8.1 Approve budget assumptions at the outset of the budget process.
 - 8.2 Annually approve budget and ensure resources are allocated to achieve desired results.
 - 8.3 Annually approve the capital plan and review facilities master plan.
 - 8.4 Approve the transfer of funds to reserves.
 - 8.5 Meet with the auditor without administration present both prior to and at the conclusion of the audit.
 - 8.6 Receive the Audit Report and Management Letter and ensure quality indicators are met.

- 8.7 Review Fiscal Accountability Reports semi-annually and on an emergent issue basis.
- 8.8 Ratify Memoranda of Agreement with bargaining units.

Selected Responsibilities

1. Approval of the school year calendar (s).
2. Recommend alternative school calendars, if necessary, to the Minister of Education.
3. Recommend alternative school hours, if necessary, to the Minister of Education.
4. Approve annually the Education Equity Plan.
5. Approve the engagement of external consultants who work directly with the Board.
6. Approve the awarding of tenders in excess of \$25,000.
7. Approve the names of schools and other Division buildings.
8. Approve the expansions and reductions of school programs.
9. Approval of religious instruction in any school.
10. Approve pilot projects for curriculum development.
11. Approve new programs of instruction.
12. Approve work experience programs.
13. Approve contracts for driver education programs.
14. Approve out of country field trips.
15. Approve budget adjustments to accommodate new programs or modifications of existing programs.
16. Approve architects for construction projects.
17. Approve opening or dedication ceremonies.
18. Approve disposal of real property.
19. Approve new student conveyance routes and extensions to existing routes which would increase the amount of the contract.
20. Approve recommended non-teaching staff appointments where entries appear on criminal record checks. and set criteria for approval of appointment to staff where appear on Criminal Record Check. The Director or designate may consider the following factors including but not limited to:
 - The nature and particulars of the criminal conviction;

- The age of the individual when the events in question occurred;
- Any extenuating circumstances as provided by the individual;
- The time that elapsed between the conviction and the application to the Board and the activities of the individual during that interim period;
- Any rehabilitative measures undertaken by the individual since the conviction;
- The relationship of the conviction to the position for which the person is applying;
- Frequency of minor offences (*Note: for example, a single shoplifting charge a long time ago is quite different than a series of multiple shoplifting offences indicating a problem with impulse control or some other ongoing problem*)

21. Approve staff attendance at NATA meetings during school days.

22. Establish and adjust staff salary rates.

23. Approve other leaves for teaching staff and longer term (5+ days) leave without pay for non-teaching staff. Other leaves for non-teaching (0-5 days) will be approved administratively.

24. Approve new positions.

25. Establish criteria for Board funded bursaries and scholarships.

Reference: Sections 61, 63, 85, 87, 108, 182, 277, 278, 279, 280, 281, 282, 283, 285, 286, 287, 288, 289, 292, 293 Education Act