



## BOARD POLICY #1 – FOUNDATION STATEMENTS

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The foundation statements are developed in consultation with the Mountain View School Division community. The mission and vision statements define the overall purpose and desired future state of the Division. The value statements are the Division's guiding principles. The motto is a short and concise statement that summarizes the general intention of the division.

### A. Motto

"Keeping Learners at the Centre"

### B. Mission Statement

Mountain View School Division will provide an inspiring, respectful and safe learning environment where every student is valued, nurtured and enabled to realize his/her full potential.

### C. Vision Statement

Mountain View School Division is a centre of educational excellence where all students become contributing citizens of a global society.

### D. Value Statements

#### 1. Students

Mountain View School Division values:

- all students engaged in an innovative and exemplary learning environment
- all students' intellectual, physical, emotional and social development

#### 2. Community

Mountain View School Division values:

- the support, involvement and partnerships with our communities

#### 3. Citizenship

Mountain View School Division values:

- all students as contributing members of their communities
- all students to be respectful, caring and responsible to self, others and the environment

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**Mountain View School Division**  
**BOARD POLICY #2 – GOVERNANCE MODEL**

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**A. Board Governance**

The Board is a unified body and, as the leader of MVSD, encourages and strengthens MVSD in its goal of student learning and student well-being. The primary activity of the Board is governance, and as such, the Board provides leadership in the achievements of MVSD by making informed decisions, setting broad goals, and ensuring that the *Policy Manual* is relevant, current and adhered to. The Board’s collective contribution is vital in its guidance and leadership of the division. The goal of each individual Trustee is to be a capable governor.

**B. Policy Leadership as a Governance Model**

Through governance policy statements, the Policy Manual, the Board provides leadership for the school division. According to PSA, only the Board can adopt new policies or revise existing policies. In MVSD, this is accomplished through policy leadership in order to ensure the pursuit of excellence.

The governance model practiced by the Board, informs the Board’s governance role and strengthens the connection between the Board and the community it is elected to represent. Policies are clearly worded and re-examined regularly by the Board to ensure that desired results are being achieved within the school division.

Accountability is clearly established through the delegation of authority to the Superintendent/CEO in written Board policy. The Board regularly reviews policies to ensure the necessary framework for administration to demonstrate achievement of the goals established by the Board and holds the Superintendent/CEO accountable for compliance with Board policies.

By practicing good governance, the Board ensures that policy is the basis for action and decision making within the school division.

MVSD is committed to following a governance model that:

- Focuses its energy and dedication on effective governance.
- Focuses on high level decisions, rather than the details of daily activities and operations of the school division.
- Delegates administrative and managerial authority to the Superintendent/CEO, excluding those exemptions defined in Board policy.
- Annually approves a divisional operating budget consistent with priorities and goals defined in Board policies and the Board’s Strategic Plan.
- Establishes procedures for evaluating Board policy compliance, and ties this to the performance evaluation of the Board and Superintendent.
- In response to community engagement and input, advice acquired from educational and pedagogical experts, the Board will reassess on a regular basis its defined vision of the future and realign Board policies as necessary.
- Provides for continuous progress and improvement through a program of professional development, evaluation and assessment.

By practicing good governance, the Board ensures that policy is the basis for action and decision-making within the school division.

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## BOARD POLICY #3 – ROLE OF SCHOOL BOARD

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Mountain View School Division Board of Trustees ensures that the values, aspirations and economic resource capacities under its jurisdiction are reflected within the actions of the division. Specific areas of responsibility are outlined below:

### 1. Accountability to Provincial Government

- Act in accordance with statutory requirements to implement Provincial and educational standards and policies
- Perform Board functions required by governing legislation and existing Board policy
  - Legislation and existing Board policy impacts profoundly on the day to day business of the Board. The Board cannot make decisions that contravene existing legislation or Board policy.

### 2. Accountability to the Community

- Focus decisions to optimize student learning while balancing educational needs with available resources. The Board makes decisions that respect community values and are rooted in sound educational research with efficient and effective use of resources.
- Report to community
  - The Board reports Division results to the community, as mandated by the provincial government.
- Establish processes and provide opportunities for community input
  - Input from community stakeholders is required from time to time in order to assist the Board of Trustees in making decisions. The Board of Trustees will ensure these processes are established in order to allow this to take place.
- Active with community organizations and agencies in building support for public education
- Develop processes for the hearing of appeals as required by statute and/or Board policy
  - The Board of Trustees is the final mechanism by which appeals may be heard and the Board has developed appeal procedures (see Board Procedures – Appeal Procedures).
- Model a culture of respect and integrity
  - The Board of Trustees strongly believes the development of an atmosphere of respect and integrity is crucial in conducting the business of Mountain View School Division. This will be reflected in every aspect of our day-to-day operations (see Board Policy #4 - Trustee Code of Conduct).

### 3. Setting Strategic Direction

- Provide overall direction for the Division by establishing the mission, vision and value statements; strategic direction(s); and expected outcomes

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## BOARD POLICY #3 – ROLE OF SCHOOL BOARD

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- The development of a mission statement, a vision statement, value statements and strategic direction(s) and outcomes for Mountain View School Division is considered one of the most important components of the Board of Trustees' mandate.

### 4. Policy

- Develop, monitor and maintain Board policy
  - Policy is integral to the efficient and effective operation of Mountain View School Division. Board policies are developed, monitored and maintained to reflect the actions of the Board and to describe the expectations of Senior Administration.

### 5. Appoint the Superintendent/CEO

- Appoint the Superintendent/CEO, set remuneration, define duties and conduct regular evaluations.

### 6. Board Development and Succession Planning

- The Board regularly evaluates board effectiveness through monitoring of policy and the Board's self-evaluation process (see Board Procedures – Board Evaluation and Development).

All Trustees engage in the pursuit of board excellence through board development and trustee development training and education.

The Board encourages a qualified slate of candidates for trustee elections and provides the authority for Senior Administration to inform the public of candidates and election issues.

### 7. Fiscal

As per the Manitoba Public School Act, the Board of Trustees is responsible for:

- Determining budget annually and ensure resources are allocated to achieve desired results
- Reviewing and approving annually the five year capital plan for submission to the Public Schools' Finance Board
- Approving the appointment of the external auditor;
- Receiving audit report and management letter and ensuring quality indicators are met
- Monitoring fiscal management of the Division
- Ratifying Memoranda of Agreement with bargaining units
- Setting Trustee remuneration and expense reimbursement

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## BOARD POLICY #3 – ROLE OF SCHOOL BOARD

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### Board Member Authority

Because all powers of the Board of Trustees lie in its action as a group, individual Board members exercise their authority over division affairs only as they vote to take action at a legal meeting of the Board. In other instances, an individual Board member, including the chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

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## BOARD POLICY #4 – TRUSTEE CODE OF CONDUCT

### A. School Trustee Code of Conduct

A school board must establish a code of conduct that applies to trustees as per Public Schools Act sections [35.1\(1\)](#) and [35.1\(2\)](#). The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the school trustees of Mountain View School Division will:

- Abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, and *The Public Schools Act*, as well as school division by-laws and policies;
- Recognize that the School Board’s authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the School Board only if they have been authorized to do so;
- Uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission may be brought by a Trustee.
- Understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential and not use it for either personal gain or to the detriment of the Board;
- Strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the designated individuals of their pending absence;
- Review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the Board or committee;
- Listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions; and
- Treat Board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.
- Refrain from expressing opinions and/or sharing information through social media that would discredit, undermine or compromise the integrity of the Board.
- Refrain from accepting a gift from any person or entity that has dealings with the Board if it could be perceived that the gift could influence the Trustee when performing his or her duties to the Board. Exchanges of gifts and tokens shall be permitted in association with cultural ceremonies and customary traditions.

### B. Pecuniary Interest

The provisions of Sections [37](#), [38](#) and [39](#) of the Public Schools Act, Province of Manitoba, shall govern the Board.

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**Mountain View School Division**  
**BOARD POLICY #4 – TRUSTEE CODE OF CONDUCT**

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**C. Relationship Bias**

It is recognized that the Trustees elected to serve Mountain View School Division are often involved in a variety of activities in their community and may have family, relations and friends working for the school division. It is further recognized that trustees often make decisions that affect large numbers of people in the communities served by Mountain View School Division and will have knowledge of a wide range of confidential information. Regardless, Trustees are always expected to place the public interest first in carrying out their duties. Part of protecting the public interest involves avoiding or effectively resolving relationship bias situations where private or personal interests influence or may appear to influence, the performance of their duties and responsibilities.

Trustees shall act at all times in the best interests of Mountain View School Division as a whole, fulfilling their responsibilities and obligations as elected public officials in a fashion that inspires confidence and trust in the integrity, objectivity and impartiality of the school board.

**1. Definition**

A relationship bias exists when an individual trustee's personal interests, or those of family members, business partners, or close personal associates, financial or otherwise, interfere with or compromise the trustee's ability to act in the best interests of the school division and the constituents whom it serves. Such relationship bias may be real or perceived.

In addition to the provisions of the Public Schools Act concerning monetary conflicts of interest, trustees are also considered to have a relationship bias in these circumstances:

- When they, their dependents, business partners or close personal associates may benefit financially or professionally, either directly or indirectly, from the trustee's position on the Board;
- When circumstances arise that compromise, or appear to compromise, independence and impartiality to make fair and unbiased decisions. (i.e. employment or professional status, political affiliations, community affiliation that may conflict with trustee responsibilities);
- When they appropriate divisional financial or other resources for personal use. (i.e. information, equipment, supplies); and
- When they are involved in staffing and student issues involving dependents, business associates or personal friends (i.e.: contracting for services, hiring, promotions, evaluations, disciplinary actions).

Sec. 36(1) of the Public Schools Act defines a dependent as (a) the spouse or common-law partner of a trustee, and (b) any child, natural or adopted, of the trustee who resides with the trustee.

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## BOARD POLICY #4 – TRUSTEE CODE OF CONDUCT

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### 2. Disclosure

- A trustee must openly disclose a real or perceived relationship bias as soon as the issue arises and before the Board or its committees deal with the matter.
- Where uncertain about whether or not the issue constitutes a relationship bias, the trustee may consult with the Board Chair or the Secretary-Treasurer for advice and guidance.
- Where any trustee is aware of a real or perceived conflict of interest not declared by any other trustee, he/she has a responsibility to raise the issue of clarification with the individual, and if unresolved, then with the Board.
- Full disclosure does not remove or eliminate a relationship bias.

### 3. Decision-Making Process

- Where there is question or uncertainty about a relationship bias, the Board by vote shall make a final determination.
- Where a relationship bias is declared/confirmed, the trustee so affected will be present during the discussion of the issue and will not vote upon it. The trustee shall not attempt to personally intimidate the Board's decision in regard to the issue.
- The Secretary-Treasurer shall duly record relationship bias disclosures and decisions in the official minutes of the meeting at which such disclosure/decision occurred.

### D. Disclosure of Information

Prior to taking the oath or affirmation of office, every trustee of a school division or school district shall file with the Secretary-Treasurer of the school division or school district a statement disclosing assets and interests (*Reference Section [39.3](#), Public School Act*).

Trustees are subject to the provisions of the PSA, Sections 36 to 39 inclusive, which govern Board member conduct with reference to certain contracts, transactions, personnel decisions and disclosures, all as particularly set forth in the law.

### E. Use of Division Property

Division property, including vehicles, equipment and material, shall be used primarily for carrying out Division business.

The Superintendent/CEO or designate may authorize the use of supplies or equipment if he/she feel that such use will assist Board members in their assigned work for the school division. It may be required that some staff and Trustees regularly retain district-owned supplies or equipment in their possession.

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A written record of the authorization of the use of supplies or equipment shall be maintained indicating the time of release, the signature of the user, and the date on which the item is returned.

Trustees are responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of district-owned equipment or material entrusted to their care.

While actively campaigning for election, use of any Division-owned resources:

- i. May not be used other than to carry out Division related business
- ii. Use of Division trademarks and logos are not permitted in campaign material
- iii. Use of trustee divisional email accounts are not permitted in campaign correspondence or advertising

### F. Enforcement of the Code of Conduct

#### 1. Identifying a Breach of the Code

- A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.
- Any allegation of a breach of the Code must be brought to the attention of the Chair no later than four (4) weeks after the breach comes to the knowledge of the Trustee reporting the breach. In no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.
- It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the informal process. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or recurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

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## BOARD POLICY #4 – TRUSTEE CODE OF CONDUCT

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### 2. Chair/Presiding Officer

- The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair.
- The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

### 3. Informal Complaint Procedure

- The Chair of the Board on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) may review the complaint and may, along with a designate, meet informally, with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private. If an informal resolution is achieved a sufficiently detailed resolution will stand as the record.
- The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Manitoba School Boards Association. The remedial measures will be determined by a Board motion.
- If the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, or if the agreed upon remedy is not carried out in an agreed upon timeframe, then a formal complaint will be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with through sanctions provided in the Public Schools Act.

### 4. Formal Complaint Procedure

- A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by providing to the Chair of the Board: (i) the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) when the alleged breach occurred; (iv) information as to when the alleged breach came to the Trustee's attention; (v) the grounds for the belief of the Trustee that a breach of the Code has occurred; and (vi) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- The Chair of the Board shall share with all Trustees of the Board an oral report of the complaint within fifteen (15) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees Code of Conduct Committee for

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a decision as to whether or not the Trustee has breached this Code and a resolution is brought forward.

- The Chair shall appoint a Committee of three (3) consisting of the Chair and two (2) other Trustees – one selected by the trustee alleged to have breached the code and one selected by the trustee alleging the breach of the code, invited by the chair.

### 5. Refusal to Conduct Inquiry

- If the Code of Conduct Committee is of the opinion that the breach is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

### 6. Steps of Inquiry

- Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
- The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the inquiry and in writing.
- Once the formal inquiry is complete, the investigators shall provide a confidential draft summary report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the investigator (s). The purpose of providing the draft summary report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have fifteen (15) business days (or such reasonable period of time as deemed appropriate by the investigator(s)) from the receipt of the draft report to provide a written response.
- If the accused Trustee refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

### 7. Suspension of Inquiry

- If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

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## BOARD POLICY #4 – TRUSTEE CODE OF CONDUCT

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### 8. Decision

- The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
- Trustees shall consider only the findings in the Final Report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
- The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, attempt to intimidate the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.
- The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least two thirds (2/3rd) of the entire Board.
- In accordance with subsection 35.2(2) of the Public Schools Act, the motion may be debated at a board meeting that is closed to the public, but must be voted on in public.
- Whether the complaint is found to be valid or unfounded, a record of the decision, any action taken, and all written documentation of the complaint shall be maintained in confidence by the Secretary-Treasurer.

### 9. Sanctions

- If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board will take action. The Board may choose to impose remedies as outlined in the Informal Complaint Procedure above, or may impose one or more of the following sanctions as stated in subsection 35.2(1) of the Public Schools Act:
  - a. Censuring the trustee.
  - b. Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board.

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- c. Suspending the trustee from the school board, including suspending all the trustee's rights, duties and privileges as a member of the school board, for up to three months.
- The Board shall not impose a sanction, which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
  - A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
  - The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Public Schools Act regarding absences from meetings as stated in subsection 35.2(3).

### 10. Appeal to Adjudicator

- As stated in subsection 35.3(1) of the Public Schools Act, in accordance with the regulations, a Trustee who is sanctioned under item 2 or 3 of subsection 35.2(1) may appeal to a single adjudicator appointed by the minister.
- In accordance with subsection, 35.3(2) of the Public Schools Act a Trustee who wishes to appeal a sanction must provide written notice to the minister within 10 days of the day the sanction was imposed.
- As stated in subsection 35.3(3) of the Public Schools Act an adjudicator who hears an appeal under this section may vary or set aside the sanction imposed on a Trustee, as the adjudicator sees fit.
- In accordance with subsection 35.3(4) of the Public Schools Act the costs of an adjudication must be paid by the school division. If authorized by the adjudicator, the school division may recover some or all of the costs from the Trustee.
- In accordance with the Public Schools Act Trustee Code of Conduct Appeal Regulation, the final determination of the Adjudicator will be provided to both parties.

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## BOARD POLICY #5 – STRATEGIC DIRECTION

The Board of Trustees in partnership with students, parents, staff and community developed the current 2016-2021 strategic directions and focus areas as outlined below:

1. Learning - Enhancing Student Learning in Foundational Skills
  - Literacy - enhance student achievement in literacy
  - Numeracy - enhance student achievement in numeracy
  - Career Development - enhance awareness, skill development and opportunities for career development
2. Well-Being - Enhancing Student Well-Being
  - Mental Health - enhance student positive mental health through strength-based approaches to learning and socio-emotional development
  - Safe and Caring Schools - enhance the climate and culture in schools by building strong relationships and inclusive environments

### A. Setting Strategic Direction

1. **Provide overall direction for the Division by establishing the mission, vision and value statements; strategic direction(s); and expected outcomes**

The development of a mission statement, a vision statement, value statements and strategic direction(s) and outcomes for Mountain View School Division is considered one of the most important components of the Board of Trustees' mandate. Every three to five years, the Board of Trustees, in consultation with stakeholders, will establish the Divisional strategic directions, expected outcomes and indicators of success. These strategic directions guide administration in the development of action plans, which are brought forward to the board for information.

2. **Community Consultation**

Prior to the development of a new strategic plan, the Board of Trustees will engage stakeholders through student, staff, and parent/community consultation sessions.

### B. Monitoring and Evaluating Progress

1. **Evaluate the Division's progress towards achieving established strategic directions and desired outcomes**

Annually, at the Board/Senior Admin Planning Session, the Board of Trustees will evaluate progress towards achieving established strategic directions. The annual planning session will provide opportunities for discussion and study of issues relative to the organization and administration of the division for the purpose of reviewing and developing strategic directions.

The Board will receive monitoring reports on progress towards identified strategic directions through the Superintendent/CEO report as detailed in Board Procedures - Monitoring Reports.

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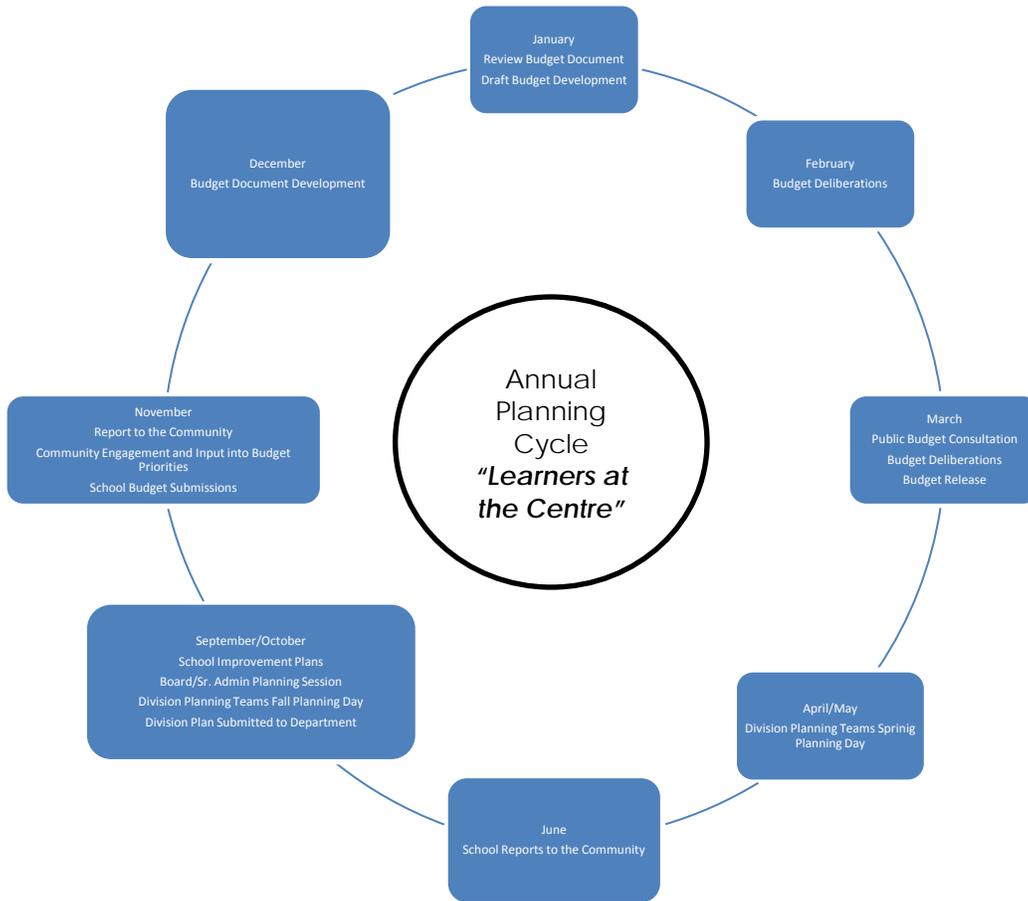


**Mountain View School Division**  
**BOARD POLICY #5 – STRATEGIC DIRECTION**

**C. Planning Cycle**

Mountain View School Division Board of Trustees follows an annual planning cycle. The cycle represents key activities and processes regarding planning, consultation and reporting for divisional goals.

Annual pre-budget consultation sessions are held for staff, parents, and the community. The information gathered from the consultations assist the Board in setting strategic directions and budget development. The annual planning cycle is illustrated below.



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## Mountain View School Division

# BOARD POLICY #6 – POLICY DEVELOPMENT, AMENDMENTS AND REVIEW SCHEDULE

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A primary role of the Board is the development, amendment and monitoring of policy.

Strong governance policies:

- Illustrate the relationship between core values and the actions of the school division;
- Eliminate overlapping policies;
- Allow for easy maintenance;
- Provide for assurance of compliance;
- Set a clear framework for operations within the school division;
- Clarify accountability;
- Specify results the Board wants to achieve;
- Define authority and responsibility;
- Outline processes and operations of the Board itself; and
- Outline how the Board is connected to the management of the school division.

### A. Identify areas for which Board policy is required

Policy is integral to the efficient and effective operation of Mountain View School Division. The Board determines policy requirements through consultation with Senior Administration and other stakeholders as required. The Board of Trustees sees the development of policy as providing effective parameters and broad guidelines for the action of the Board of Trustees and Senior Administration.

Recommendation for consideration of policy development or amendment may come to the Board through the monitoring process, any Board committee, Trustees, the Superintendent/CEO, division personnel or from the public.

Once the Board determines that policy development is required, Trustees may identify their own anticipated outcomes, values and rationale for the proposed policy development. The Board will, by Board motion, identify the values and rationale for the proposed policy development and assign the policy for development to the Policy committee. Policy development and/or amendment may include communication strategies and public participation as determined by the Board of Trustees.

#### 1. Process for development of policy

- a. The development of the new policy is assigned, by Board motion, to the Policy committee.
- b. Senior Administration will create a draft policy based on the Trustees' values and rationale for the proposed policy.
- c. The draft policy is reviewed and where necessary revised by the Policy committee.
- d. The draft policy is brought to the full Board for review, revisions and approval.

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## BOARD POLICY #6 – POLICY DEVELOPMENT, AMENDMENTS AND REVIEW SCHEDULE

### B. Monitor and review policy

The Board of Trustees monitors the effectiveness of policy on an ongoing basis through monitoring reports via the Superintendent/CEO report as detailed in Board Procedures – Monitoring Reports.

MVSD believes that in order to maintain a strong and relevant school system, it needs to review division policies on a continual basis in an effort to ensure that policies are compliant with federal and provincial laws, consistent with community values and meet the educational needs of all students. Therefore, policies will be reviewed on an annual basis by the Policy Committee. Review of policy will involve consideration of Division foundations: Vision, Mission and Values.

Expectations and authority shall be carefully stated in order not to conflict with the authority delegated by the Board of Trustees to the Superintendent/CEO (see Board Policy #8 – Board and Superintendent/CEO Limitations/Decision-Making Matrix).

### C. Approve policy which meets criteria identified by the Board

All policies must be approved by the Board of Trustees. As a final step before approving a new or revised policy, the Board considers the following three questions:

- Does this policy communicate clearly the purpose of the Board?
- Does this policy define the Board's instructions to the Superintendent/CEO in such a way as to allow the Superintendent/CEO an acceptable range of implementation?
- How will this policy be monitored?

Each policy will contain a section that includes cross reference, Board approval date, review date, revision date and page numbering system.

Once the policy has been approved, it becomes the role of Senior Administration to develop and implement processes/procedures, which will allow the policy to take effect.

Administrative procedures are the delegated responsibility of the Superintendent/CEO and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval. Senior Administration will provide to the Board for information any new administrative procedures and any revisions, additions or deletions deemed to be central to the work of the trustees.

### D. Policy dissemination

The Board deems that an up-to-date policy manual be located on the MVSD website and available to all stakeholders.

Once a policy has been developed and/or modified and approved by the Board of Trustees by a majority vote, the developed or revised policy will be distributed to all staff via division e-mail, placed on the division website and a hard copy will be maintained by the Superintendent/CEO.

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**Mountain View School Division**  
**BOARD POLICY #7 – BOARD AND**  
**SUPERINTENDENT/CEO RELATIONSHIP**

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**A. Plan for and select the Superintendent/CEO**

The Board of Trustees is responsible for hiring the Superintendent/Chief Executive Officer (CEO).

**B. Board and Superintendent/CEO relationship**

1. The Superintendent/CEO is responsible for the overall leadership and management of the Division's schools and support facilities. The Superintendent/CEO may choose to delegate the exercise of identified powers, duties and responsibilities to other Divisional personnel, but shall remain accountable for actions taken under such delegation. The Board or individual trustees shall not provide instruction to staff who report directly or indirectly to the Superintendent/CEO.
2. The Superintendent/CEO shall have overall accountability for the effective and efficient operation of the division office and public schools of the Division, including program delivery, support services, financial administration, school systems administration, technological innovation, management and supervision of all division employees.
3. The Superintendent/CEO will provide a link between the day-to-day administration of the Division and the Board and is responsible for the execution of the action plans in order to achieve the Board's strategic directions.
4. The Superintendent/CEO will take the necessary measures to ensure the Board is informed, supported and protected in its work.
5. Only authorized decisions of the Board are binding on the Superintendent/CEO. Official directives shall be through written policy and Board motion. The Superintendent/CEO is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
6. Decisions and instructions from individual Trustees are not binding on the Superintendent/CEO. The Superintendent/CEO may refuse requests from individual Board members or Committees that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the Division.
7. The Superintendent/CEO will work collaboratively with the Board of Trustees, Senior Administration, government stakeholders, community, parents, staff and students to improve the learning outcomes for all students.
8. The Superintendent/CEO shall, at all times, understand and respect that the Superintendent/CEO is directly responsible to the Board for all actions taken and shall recognize this through regular reports to the Board and when in doubt shall defer action until there is opportunity to discuss the matter with the Board, except that in an

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Mountain View School Division  
**BOARD POLICY #7 – BOARD AND  
SUPERINTENDENT/CEO RELATIONSHIP**

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- emergency situation the Superintendent/CEO shall act and inform the Board as soon as possible.
9. The Board and individual trustees shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO.
  10. In addition to the above, along with other duties assigned by the Board of Trustees, the expectations for the Superintendent/CEO are outlined in Board Procedures – Superintendent/CEO Job Description and Evaluation Procedures.

**C. Evaluate annually the Superintendent/CEO**

Mountain View School Division is committed to the evaluation of the performance of the Superintendent/CEO. The purpose of the evaluation process for the Superintendent/CEO will be to effect improvements in student learning outcomes as well as to ensure the effective and efficient operation of Mountain View School Division (see Board Procedures – Superintendent/CEO Job Description and Evaluation Procedures).

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**BOARD POLICY #8 – BOARD AND SUPERINTENDENT/CEO  
LIMITATIONS/DECISION-MAKING MATRIX**

Mountain View School Division will operate legally, ethically, prudently, and with respect of Board policies. The Superintendent/CEO will take reasonable measures to ensure all practices, activities, decisions, or organization circumstances are prudent, legal, consistent with commonly accepted business practices and ethics, aligned with the Board Policy Manual of Mountain View School Division, The Public Schools Act, The Safe Schools Charter of Manitoba, The Education Administration Act, or any other federal, provincial or municipal law. The following decision-making matrix outlines the general executive authorities.

<b>Board decisions (In consultation with Superintendent/CEO):</b>	<b>Superintendent/CEO has authority (must inform Board):</b>	<b>Superintendent/CEO has complete authority to act:</b>
<ul style="list-style-type: none"> <li>• Set strategic direction</li> <li>• Hire and prepare job description for the Superintendent/CEO, Secretary-Treasurer and Assistant Superintendent</li> <li>• Approve budget (includes staff ratio/process, surplus allocation)</li> <li>• Approve administrative structure</li> <li>• Negotiate collective agreements</li> <li>• Set policy</li> <li>• Superintendent/CEO evaluation</li> <li>• Appeals of personal contract agreements</li> <li>• School reviews/closures</li> <li>• Special levy</li> <li>• Over-expenditure on overall budget</li> <li>• Student expulsions</li> <li>• School calendar</li> <li>• Employee terminations</li> <li>• Exceptions to terms of collective agreement</li> <li>• Student travel out of province over 3 days and international</li> <li>• Appeals to the Board</li> <li>• Corporate Sponsorship (over \$10,000)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop action plans</li> <li>• Progress towards strategic direction</li> <li>• Annual report of senior administration evaluations</li> <li>• Report significant revisions, additions, or deletions to administrative procedures that the Superintendent/CEO deems central to the work of trustees</li> <li>• Staff hiring (with the exception of Senior Administration)</li> <li>• Acceptance of resignations (with the exception of Senior Administration)</li> <li>• Employee placed on paid administrative leave or suspended</li> <li>• Student suspensions (up to six weeks)</li> <li>• Staff job descriptions</li> <li>• Emergency school closures</li> <li>• Serious incidents (bus accidents, chemical spills, lock downs, etc.)</li> <li>• New programming</li> <li>• Program evaluation</li> <li>• Budget variances</li> <li>• Grant applications that will require school and/or division resources</li> <li>• Corporate sponsorship (\$5,001-\$9,999)</li> </ul>	<ul style="list-style-type: none"> <li>• Execution of division action plan</li> <li>• Staff evaluations</li> <li>• Out-of-town field trips and sports trips</li> <li>• Department reporting requirements</li> <li>• Staff professional development requirements</li> <li>• Implementation of Board Policy</li> <li>• Administer collective agreements</li> <li>• Grant applications that will not require school and/or division resources</li> <li>• Corporate Sponsorship (under \$5,000)</li> </ul>

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**Mountain View School Division**  
**BOARD POLICY #9 – CONTINGENCY AND SUCCESSION**  
**PLANNING**

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In order to protect the Board and the school division from the sudden loss of Superintendent/CEO services, the Superintendent/CEO in consultation with Board Chair will have at least one other school division administrator familiar with Board and Superintendent/CEO issues, including the principles of policy leadership and good governance.

The Board will ensure that measures are in place to allow for the timely continuation of division services in the event of a disruption or loss of said services. A contingency plan will be monitored regularly to comply with changes within the division.

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## Mountain View School Division

# BOARD POLICY #10 – LEARNING ENVIRONMENT, PROGRAMS AND SERVICES

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The Board of Trustees of Mountain View School Division is responsible for public education, Grades 1 through 12, throughout the division according to provincial guidelines. The division follows the Manitoba Curriculum for all English programming and schools offer the entire core curriculum, as well as many optional components.

In response to Mountain View School Division's stated mission, vision and values, the Board expects effective, engaging and caring learning environments.

The Board of Trustees believes that a strong public school system is the cornerstone of a democratic society that promotes well-being and citizenship for all. Given the crucial importance of schools in the intellectual, emotional, social and physical development and growth of all children and youth, each school must be a place of high quality teaching and learning. Quality learning opportunities, that are available equitably to all children and youth, enable each student to reach his/her full potential.

To this end, the Superintendent/CEO is responsible for:

- Ensuring that programs and services are in compliance with provincial requirements.
- Ensuring that all schools provide a continuum of services through a divisional framework for supporting the learning needs of all students.
- Implementing assessment and evaluation practices which:
  - Ensure the achievement of provincial, division and school goals;
  - Foster an effective and efficient school system; and
  - Promote growth and improvement.
- Establishing administrative procedures to maintain safe and effective environments for all students and staff.
- Establishing a dispute resolution process to be followed if there is disagreement about the appropriateness of the educational programming being provided to students.
- Taking appropriate action with staff, students or volunteers who demonstrate behaviours, actions, or attitudes that threaten the academic progress and/or well-being of students.
- Ensuring a culture characterized by mutual respect.
- Ensuring that the International Student Program will be financially self-sufficient and beneficial to the participating schools, as well as the Division as a whole.
- Ensuring off-site activities (athletic and educational) are an extension of classroom instruction and that such activities shall be linked to curriculum, division and school plans.

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## BOARD POLICY #11 – SAFE AND RESPECTFUL SCHOOLS

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Mountain View School Division Board of Trustees believes that learning requires a safe, caring, respectful and inclusive environment for all students, staff and members of the learning community who learn at, work at, or visit Mountain View School Division schools and work sites. The Board expects that schools and workplaces will focus on safety and responsible citizenship as defined by the foundational statements of Mountain View School Division and the legislative requirements of Canada and the Province of Manitoba.

The Board is committed to working in collaboration with all of its education partners to ensure and enhance the safety of Mountain View School Division schools and school communities.

To ensure that Mountain View School Division is a safe, caring, respectful and inclusive learning environment, the Superintendent/CEO is responsible for:

1. Ensuring that the administrative procedures, operations and practices implemented in the school division are compliant with national and provincial legislative requirements regarding safe schools and safe workplaces as well as division foundations. These include:
  - a. Canadian Charter of Rights and Freedoms (Canada)
  - b. The Public Schools Act (Manitoba)
  - c. The Education Administration Act (Manitoba)
  - d. The Human Rights Code (Manitoba)
  - e. The Freedom of Information and Privacy Protection Act (Manitoba)
  - f. Criminal Code (Canada)
  - g. The Workplace Safety and Health Act (Manitoba)
  - h. The Accessibility for Manitobans Act
2. Ensuring a code of conduct for pupils and staff is established in each school.
3. Ensuring an emergency response plan for the school has been established.
4. Ensuring that each school's code of conduct and emergency response plan are reviewed annually.
5. Ensuring that the division and each school has a critical incident response plan and threat assessment protocols.
6. Ensuring that the use of technology by staff and students is responsible and supports student learning and digital citizenship.
7. Ensuring that staff are appropriately trained through approved professional development opportunities.

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## BOARD POLICY #12 – COMMUNITY ENGAGEMENT

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The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents and community members. The Board believes that such communication promotes a culture of openness that supports an environment of trust, safety, and respect; student learning and well-being; and the Board's mission, vision and values.

The Board will develop and implement strategies to enhance the Board's communication and engagement with communities, ratepayers and the citizens of Mountain View School Division. These strategies include:

1. Formal connections with the community, with government, and with other relevant agencies and organizations in order to support the achievement of Board goals for the Division. The Board will share information, proactively identify issues of importance, work collaboratively and build relationships.
2. The Board believes that all reasonable efforts should be made to identify the desires of the community and to be responsive, through its actions, to those desires. There are two major ways in which the will of the community shall influence the development of Board policies and strategic plan:
  - a. The people of the Division are responsible for electing Board members to represent their ward
  - b. All citizens of the Division will be encouraged to express ideas, concerns, and opinions about the schools through such means as:
    - i. written suggestions or proposals;
    - ii. presentations at hearings or at Board meetings;
    - iii. responses to surveys made regarding education;
    - iv. attendance at open meetings of the Board; and
    - v. active involvement with the school's Parent Council.
3. Keeping the public informed of the Board's and division successes, challenges, deliberations, policies, and actions by encouraging the attendance of media at all meetings with the exception of in-camera meetings.
4. Designating a Board spokesperson who will endeavour to be current on all matters of Board governance and policy. In most cases, this will be the Board Chair or the Chair's designate.
5. The Superintendent/CEO or his/her designate will act as the primary spokesperson for operational or administrative matters.

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## Mountain View School Division

### BOARD POLICY #13 – HUMAN RESOURCES/PERSONNEL

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Mountain View School Division believes student learning is impacted most significantly by recruiting and supporting dedicated and effective staff. The Board recognizes that human resources are critical in meeting the diverse needs of students and supporting the Division Vision, Mission, Values, and Strategic Directions. The Board values the dedication, professional contributions, achievements, and performance of Division staff that are committed and engaged in supporting and advancing student learning and achievement, the Division's reputation, and public support for education. Mountain View School Division employees will be recognized annually by the Board of Trustees.

Mountain View School Division is committed to human resource management practices that:

- Meet all legislated requirements, collective agreements and terms and conditions of employment, and consider current and future Division needs, fiscal responsibility, and organizational health;
- Utilize effective recruitment and selection procedures that are based on merit and qualifications;
- Have clearly defined roles through the use of job descriptions;
- Support staff through ongoing professional development;
- Utilize effective and clearly defined evaluation procedures that improve instruction, promote professional growth and support the Division Strategic Plan;
- Ensure continuity of instruction and Division services are maintained;
- Promote positive, safe, and respectful working environments that foster collaborative and responsible behaviour and reflects the diversity of our community; and
- Achieve desired outcomes in an ethical, efficient and effective manner.

The Board approves the Administrative Structure for the School Division, plans for and selects Senior Administration positions: Superintendent/CEO, Secretary-Treasurer and Assistant Superintendent.

- The Board of Trustees and Superintendent/CEO are responsible for the hiring of the Assistant Superintendent and Secretary-Treasurer positions.
- In consultation with the Superintendent/CEO, review the job descriptions and employment contracts of Senior Administration as required.

The Board of Trustees delegates to the Superintendent/CEO, the responsibilities of recruitment and selection of all school division staff, and grants the Superintendent/CEO, the authority to employ and assign all employees in this regard.

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**Mountain View School Division**  
**BOARD POLICY #14 – TRANSPORTATION**

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The Board is responsible for ensuring safe, reliable, and cost effective bus transportation services to all eligible students requiring access to educational programs at all community schools within divisional boundaries. The Board will assist in providing transportation services for students participating in approved co-curricular and extra-curricular programs when feasible.

The Board believes that continued investment towards the transportation system, the maintenance and upkeep of all school buses are in the public's best interest. Regular review and evaluation of bus life cycles in addition to appropriate resources for regular and preventative maintenance are important to extend the useful life of the fleet and reduce more significant future taxpayer investments.

The Board believes the fundamentals of a quality student transportation system includes:

- Adherence to all provincial regulations set by Pupil Transportation, Manitoba Education and Training
- The fundamental considerations of student safety, ride duration as well as the consistency and accessibility of service
- A high level of service within annual budgetary allocations

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**Mountain View School Division**  
**BOARD POLICY #15 – FINANCE AND AUDIT**

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The Board of Trustees commits to the fiscal stewardship of public funds in an ethical, effective, and prudent manner. This stewardship is characterized by open and transparent public reporting of all financial processes, results, matters, and related issues. This fiscal stewardship is grounded in the value of accountable democratic practice for wise use of the public's funds.

The Board of Trustees is publicly accountable for its financial resources. The budget is a fiscal statement of the Board's goals and objectives for education in Mountain View School Division. The budget is a blueprint for action, accomplishment and fiscal control.

Resources are managed in an efficient, effective and ethical manner in accordance with the Division's values, vision and mission, and in compliance with The Public Schools Act and other applicable legislation.

**A. Budget Planning**

Budget preparation and control shall be the responsibility of the Superintendent/CEO and the Secretary-Treasurer in consultation with the Board, and with input sought from the public and other stakeholders. This budget includes all aspects of the operation of the School Division. Community budget consultation meetings are held each year prior to the budget being approved and submitted to the Provincial Government.

The Board will approve the Special Levy on or before March 15<sup>th</sup> of each year, will approve the annual budget on or before March 31<sup>st</sup> of each year, and provide, by the exercise of its taxing power, the funds necessary to finance the operation of schools.

**B. Audits**

The School Division is required to have an external audit on an annual basis. The Board of Trustees will approve the appointment of the external auditors through the audit tender process. The auditors will provide documentation and a verbal report to the Board of Trustees as to the findings of this audit. Each year, the Board will furnish a duly audited financial statement and summary, available for public perusal, in compliance with Section 41 of Manitoba's Public Schools Act.

**C. Purchasing Authority**

The Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. The success of division programs are directly dependent on the funding provided and the effective, efficient management of those funds.

The objective of the purchasing process is to serve the educational program by providing the necessary supplies, equipment and services. Mountain View School Division will purchase competitively without prejudice and seek maximum educational value for every dollar expended.

The Board authorizes the Superintendent/CEO, or her designate, to purchase all materials, goods and supplies for the school system in accordance with the approved budget.

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Mountain View School Division  
**BOARD POLICY #15 – FINANCE AND AUDIT**

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**D. Board Signing Authority**

The signing officers of the Division will be either the Chairperson or Vice-Chairperson and either the Secretary-Treasurer or the Coordinator of Finance.

**E. Finances**

The Superintendent/CEO will ensure the Division operates its annual financial affairs and implements accounting practices that are in accordance with generally accepted accounting principles and all legislative or regulatory requirements. The Board shall be kept informed of all expenditures in an efficient and timely manner and this shall be done by circulating regular financial reports.

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**Mountain View School Division**  
**BOARD POLICY #16 – ASSETS AND FACILITIES**

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**A. Assets**

The Mountain View School Division shall operate in ways which protect and maintain its assets, and which will not unnecessarily expose its assets to risk.

Consequently, the Superintendent/CEO is responsible for:

- Adherence to all provincially legislated requirements
- Taking measures to ensure the adequate security of all division assets
- Taking measures to protect against theft, casualty and liability losses to the Board, staff, or the school division itself through proper insurance
- Taking measures to ensure uninsured personnel do not have access to material amounts of funds
- Taking measures to ensure the school division, the Board or its staff are not unknowingly exposed to claims of liability
- Maintenance of a safe and efficient transportation system
- Not acquiring, encumbering, or disposing of school division real property (land and any permanent fixtures on it) without the prior approval of the Board
- Ensuring resources provided for use by division staff are used exclusively for School Division related activities

**B. Facilities**

The Mountain View School Division is responsible for assuring safe, inviting, well designed, and well-maintained school grounds and facilities across the division and has a fiduciary responsibility to their citizens and taxpayers to protect their investments in the educational infrastructure.

The Superintendent/CEO is responsible to set the school division's facility management goals, action plans, and procedures.

The Board believes that well-maintained facilities contribute to student success. The regular review and evaluation of facility life cycles and appropriate expenditures for required and preventative maintenance extend the useful life of facilities and reduce more significant future taxpayer investments.

The Board's guiding principles for procedure development in facility maintenance shall:

- Strive towards accessible, healthy and safe environments for students, staff, and public
- Utilize multi-year planning for maintenance and capital improvements to efficiently manage available resources
- Utilize preventative maintenance practices to maximize the life of buildings and building systems
- Support facility design and construction practices that incorporate sustainable environmental goals and enhance student learning

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