

## Policy 2 - Role of the Board

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Sections 53, 61,85, 87, 282, 283, 286; The School Division Administration Regulations, 2017; The Education Regulations, 2015		
Date Revised:	February 4, 2019	Motion:	13431

The Board is responsible for setting the direction for the school division vision and to ensure appropriate performance of the Division. This includes the development of strategic directions, goals and policies to guide the provision of educational and financial services rendered within the Division, in keeping with the requirements of provincial legislation and the values of the electorate.

The fundamental work of the Board is to establish and safeguard the mission and plan for the future, ensuring proper management of daily operations, financial stewardship, performance monitoring and accountability to stakeholders, advocacy as required and risk management oversight. In accordance with this, the Board has the responsibility to create:

### Specific Areas of Responsibility

#### 1. Faith Leadership

- 1.1. A Catholic community that supports both the existence and the necessity of Catholic education.
- 1.2. Alignment with the teachings of the Catholic Church.
- 1.3. The link between the Archdiocese of Regina, Parishes, Clergy, Catholic organizations, Parents, Operational Associations.

#### 2. Accountability to Provincial Government/Electorate

- 2.1. Act in accordance with all statutory requirements to implement provincial educational standards and policies.
- 2.2. Perform Board functions required by governing legislation and existing Board policy.
- 2.3. Practice effective Board governance.

#### 3. Communication with Communities

- 3.1. Make decisions based on what is in the best interests of all students.
- 3.2. As part of the Annual Board Work Plan, develop and approve an annual communication and advocacy plan that includes ongoing communication strategies to provide opportunities for input and reporting, including collaboration with CCSTA, SCSBA and SSBA on advocacy efforts.
- 3.3. Communicate Division outcomes at least annually.
- 3.4. Develop procedures for and hear appeals as required by statute and/or Board.
- 3.5. Model a culture that reflects the Board's Code of Conduct and guiding principles.

- 3.6. Connect with Clergy, Religious, Staff Associations, Catholic School Community Councils, Catholic partners and electors to ensure the Division reflects Catholic community values.
- 3.7. Provide for student input at Public Board meetings through the involvement of student Trustees.

#### **4. Board Strategic Plan**

- 4.1. Identify Board priorities and key outcomes at the outset of the annual Strategic Planning review.
- 4.2. Provide feedback annually relative to any changes/updates to the strategic plan as prepared by the Director to address strategic priorities and achieve the key outcomes identified by the Board, and annually approve the Board Strategic Plan.
- 4.3. Provide overall direction for the Division by establishing foundational statements, strategic priorities and key outcomes.
- 4.4. Regularly review progress toward the achievement of student and other desired outcomes.
- 4.5. Approve the Annual Report for distribution.
- 4.6. Review the strategic plan's relevance every four (4) years and if required engage in a comprehensive stakeholder engagement process to ensure its alignment with division and provincial priorities.
- 4.7. Provide governance oversight of the Division Enterprise Risk Management process.

#### **5. Enterprise Risk Management**

- 5.1. Ranking of risks to the school division.
- 5.2. Establish processes to mitigate risk to the school division.
- 5.3. Conduct an annual review of risks and actions taken to address the risks.

#### **6. Policy**

- 6.1. Identify how the Board shall function.
- 6.2. Annually review Board policies to determine if the policy is producing the desired outcomes.
- 6.3. Delegate authority to the Director of Education and define corresponding responsibilities.

#### **7. Director/ Board Relations**

- 7.1. Select Director.
- 7.2. Provide the Director with clear Board direction.
- 7.3. 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.

- 7.4. Interact with the Director in an open, honest, proactive and professional manner.
- 7.5. Annually evaluate the Director in regards to the Director's job description and additional Board direction (e.g. hold Director accountable for achievements of the Strategic Plan).
- 7.6. Review the Director's compensation annually.
- 7.7. Ensure the Division has sufficient organizational capacity, including familiarity with Director's issues and processes to enable an internal interim successor to continue competent operation of the school division in the event of sudden loss of Director services.

## **8. Board Development and Capacity Building**

- 8.1. Develop an annual plan for Trustee development including;
  - 8.1.1. Role
  - 8.1.2. Process
  - 8.1.3. Issues
  - 8.1.4. Cultural Awareness
- 8.2. Annually evaluate Board effectiveness.
- 8.3. Prepare a New Board member orientation package.
- 8.4. Access Saskatchewan Catholic School Boards Association and Canadian Catholic School Boards Association resources.

## **9. Fiscal Accountability**

- 9.1. Approve budget assumptions at the outset of the budget process.
- 9.2. Annually approve budget and consider changes to the mill rate.
- 9.3. Prior to May 1, notify the Ministry and Municipality of the City of Regina, who collects taxes on our behalf, of the annual mill rate set by the Board.
- 9.4. Ensure resources allocated are achieving the goals, priorities and the Board's desired outcomes.
- 9.5. Annually approve the Division's budget for submission to the Ministry of Education by the due date.
- 9.6. Approve unanticipated expenditures of over fifty thousand (\$50,000) dollars, which cannot be covered by contingency funds.
- 9.7. Annually approve capital plans.
- 9.8. Approve the awarding of all contracts and all capital projects in excess of one hundred thousand (\$100,000) dollars in value, and the financing of capital projects. Approve change orders on approved projects in excess of 10% of the project cost or \$100,000 whichever is less.
- 9.9. Approve allocation of any unanticipated funding.

- 9.10. Approve allocation of any surplus funds.
- 9.11. Approve the submission of emergent funding program to the Ministry of Education.
- 9.12. Approval of the transfer of funds to reserves.
- 9.13. Appoint an auditor and approve the terms of engagement.
- 9.14. Meet with the auditor without administration present both prior to and at the conclusion of the audit.
- 9.15. Receive the Audit Report and Management Letter and ensure quality indicators in the Director's evaluation are met.
- 9.16. Review Fiscal Accountability Reports quarterly.
- 9.17. Set the mandate for employee group negotiations, and ratify Memoranda of Agreement with bargaining units.
- 9.18. Annually set the mandate for out-of-scope staff salaries and working conditions.

### **Selected Responsibilities**

1. Receive Strategic Plan progress on an annual basis.
2. Approval of transportation boundaries and service levels. (Policy 16)
3. Act as final authority for appeals. (Policy 13)
4. Approval of Division school-year calendars and hours of instruction.
5. Approval of international field trips for students.
6. Hear harassment complaints when the Director is unable to act.
7. Acquisition and disposal of land and buildings, including expropriation proceedings.
8. Naming of schools, sub-sections of schools and other school division-owned facilities.
9. Approval of facility Joint Use Agreements.
10. Approval of leases.
11. Encouragement of qualified and interested candidates to run for the office of Catholic school board Trustee.
12. Recognition of staff and alumni through the Distinguished Employee Awards, Distinguished Alumni Gala, long service awards, and the Superannuate/Retirement reception and dinner.
13. Review membership in the Saskatchewan School Boards Association (SSBA), Saskatchewan Catholic School Boards Association (SCSBA), the Canadian School Boards Association (CSBA) and Canadian Catholic School Trustees Association (CCSTA).
14. Annually review the Division's foundational statements.
15. Approval of location and grade levels for French Immersion Programs.
16. Approval of alternative or special programs or schools.
17. Approval of locally developed or new courses of instruction at the secondary level.
18. Approval of prekindergarten programs.
19. Approval of student school uniforms.
20. Approval of teacher secondment extensions beyond two (2) years
21. Approval of the Board Annual Work Plan (Appendix A) and the frequency of policy review and reporting (Appendix B).

## Appendix A Board Annual Work Plan

Month	Regular Board Meeting Agenda Items	Planning/Committee	Budget Considerations	Community Linkage
<b>August</b>		<ul style="list-style-type: none"> <li>• Strategic Planning Meeting               <ul style="list-style-type: none"> <li>○ Review Strategic Plan</li> <li>○ Review Annual Work Plan</li> <li>○ Policy Review and Approval</li> </ul> </li> <li>• Review Policy 8 – Appendix B - Schedule of Remunerations and Expense Allowances</li> </ul>		<ul style="list-style-type: none"> <li>• Opening Mass &amp; Faith Formation</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Approve New Board Policy Handbook</li> <li>• Review Policies 1,3,4,5</li> <li>• Director Reporting on Policy 1</li> <li>• Quarterly Transportation Report (Mar-May)</li> <li>• Develop and approve Board Development Plan</li> <li>• RCSD Nominations for SCSBA Executive and Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Human Resource Services Review Committee</li> <li>• Review SCSBA and SSBA Bylaws and Resolutions and submit if any</li> </ul>		<ul style="list-style-type: none"> <li>• SSBA Executive Meeting and Board Chair’s Council</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Review Policies 9, 10, 14</li> <li>• Director Reporting – Policy 14</li> <li>• Approve SCSBA and SSBA Bylaws and Resolutions (if any) for AGM’s</li> <li>• Quarterly Transportation Report (Jun – Aug)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Faith Committee Meeting</li> <li>• Board Finance Review Committee</li> <li>• Board / Director Working Meeting</li> <li>• Board / Archdiocesan Liaison Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Review</li> </ul>	<ul style="list-style-type: none"> <li>• Circle of Voices</li> <li>• CSCC</li> <li>• School Board/City Council Liaison Committee</li> <li>• SCSBA AGM &amp; Convention</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Organizational Meeting</li> <li>• Review Policies 2,6,7, 17</li> <li>• Director Reporting –Policy 2 (Section 5 – Enterprise Risk Management &amp; Section 9 – Fiscal Accountability)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Review Draft Annual Report</li> <li>• Review Draft Audited Financial Statements</li> </ul>		<ul style="list-style-type: none"> <li>• SSBA Fall Assembly &amp; AGM</li> <li>• 4 Urban School Divisions</li> <li>• Employee Groups               <ul style="list-style-type: none"> <li>○ CUPE</li> <li>○ RCSTA</li> <li>○ RCSESPA</li> </ul> </li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Approve Annual Report</li> <li>• Approve Audited Financial Statements and Representation Letter</li> <li>• Review Policy 8</li> <li>• Director Reporting - Policy 8 (Section 12 Electronic Devices)</li> <li>• Approval of School Year Calendar for next school year and submission to Ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> </ul>		<ul style="list-style-type: none"> <li>• Circle of Voices</li> <li>• Director’s Meeting</li> </ul>

## Appendix A Board Annual Work Plan

Month	Regular Board Meeting Agenda Items	Planning/Committee	Budget Considerations	Community Linkage
<b>January</b>	<ul style="list-style-type: none"> <li>• Review Policies 11, 12</li> <li>• Director Reporting – Policy 11 (Section 1 – Administrative Applications &amp; Section 2 – Payment of Account for Expenditure)</li> <li>• Policy 12 - Role of the Director (Mid-year discussion)</li> <li>• Approval of Annual Meeting of Electors Agenda for February</li> <li>• Quarterly Transportation Report (Sept-Nov)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Policy Review Committee</li> <li>• Board Human Resource Services Review Committee</li> </ul>		<ul style="list-style-type: none"> <li>• RPSD/RPSD Trustees</li> <li>• Home-based Education Meeting</li> <li>• Opposition MLA's</li> <li>• Regina MLA's</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Review Policies 13, 15</li> <li>• Director Reporting - Policy 13</li> <li>• School Theme Approval (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Finance Review Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Review</li> </ul>	<ul style="list-style-type: none"> <li>• Regina Catholic Connections Forum</li> <li>• Circle of Voices</li> <li>• Concentrated Life Luncheon</li> <li>• Board/ Post-Secondary Institute Linkage (Biennially – every two years)</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Review the Board Development Plan progress</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Review</li> </ul>	<ul style="list-style-type: none"> <li>• CSCC</li> <li>• Employee Groups <ul style="list-style-type: none"> <li>○ CUPE</li> <li>○ RCSESPA</li> <li>○ RCSTA</li> </ul> </li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Review Policy 16</li> <li>• Director Reporting – Policy 16</li> <li>• Quarterly Transportation Report (Dec-Feb)</li> <li>• Set the Annual Mill Rate and inform Ministry by May 1<sup>st</sup> (Policy 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Finance Review Committee</li> <li>• Policy 12 – Role of the Director – Performance Assessment Begins</li> <li>• Board/Director Working Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Review</li> <li>• Provincial Budget</li> </ul>	<ul style="list-style-type: none"> <li>• SSBA Spring Assembly</li> <li>• SSBA Board Chair's Council</li> <li>• SCSBA Spring Assembly</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Approval of Board Hosted Superannuate/Retirement Reception &amp; Dinner Agenda</li> <li>• Capital Project Priority approval</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Faith Committee</li> <li>• Board / Archdiocesan Liaison Committee</li> <li>• Board Human Resource Services Review Committee</li> <li>• Director and Board Evaluations Begin</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Review</li> </ul>	<ul style="list-style-type: none"> <li>• RCSD/RPSD School Board/City Council Members' Meeting</li> <li>• Clergy Luncheon</li> <li>• Circle of Voices</li> <li>• Mother Teresa Middle School</li> <li>• Ukrainian Programme</li> <li>• CCSTA Conference</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Director and Board Evaluations approved and filed</li> <li>• Budget Review and Approval</li> <li>• Budget submitted to Ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Meeting</li> <li>• Board Policy Review Committee</li> <li>• PSAB PS2200 Related Party Disclosure by June 30</li> </ul>		<ul style="list-style-type: none"> <li>• Board Hosted Superannuate/Retirement Reception &amp; Dinner</li> <li>• RCSTA Superannuation Reception</li> <li>• Circle of Voices</li> </ul>

## Appendix B

### Policy Review and Reporting Schedule and Standing Committee and Community Linkage Meeting Guide

Policy Review and Reporting Schedule		
Public Meetings	Board to Review Policy	Director/Senior Admin to provide Reports to the Board
<b>August</b>	Policy 1 – Division Foundational Commitments and Board Strategic Plan Policy 8 – Board Operations – Appendix B – Schedule of Remuneration and Expense Allowances	
<b>September</b>	Policy 3 – Policy Making Policy 4 - Role of the Trustee Policy 5 – Trustee Code of Conduct	Policy 1 – Division Foundational Commitments and Board Strategic Plan (Section 1, 2, 3)
<b>October</b>	Policies 9 – Board Committees Policy 10 – Board Representatives Policy 14 – School Reviews	Policy 14 - School Reviews
<b>November</b>	Policy 2 – Role of the Board Policy 6 – Role of the Board Chair Policy 7 – Role of the Deputy Chair Policy 17 – Catholic School Community Councils	Policy 2 – Role of the Board (Section 5 - Enterprise Risk Management and Section 9 - Fiscal Accountability)
<b>December</b>	Policy 8 – Board Operations	Policy 8 – Board Operations - Section 12 – Electronic Devices
<b>January</b>	Policy 11 – Board Delegation of Authority Policy 12 – Role of the Director	Policy 11 – Board Delegation of Authority (Section 1 – Administrative Applications and Section 2 – Payment of Accounts for Expenditures) Policy 12 – Role of the Director (mid-year review)
<b>February</b>	Policy 13 – Appeals and Hearings of Student Matters Policy 15 – Board Involvement in Personnel Matters	Policy 13 – (Sections - Student Matters Aside from Suspension and Expulsion; Suspension and Expulsion and/or Violence Threat Risk Assessment (VTRA) of a Student)
<b>April</b>	Policy 16 - Transportation	Policy 16 - Transportation

## Appendix B Policy Review and Reporting Schedule and Standing Committee and Community Linkage Meeting Guide

<b>Standing Committee and Community Linkage Meeting Guide</b>		
<b>Standing Committees</b>	<b>Meetings / Year</b>	<b>Preferred month</b>
Board / Archdiocesan Liaison	2	October & May
Board Faith	2	October & May
Board Finance Review	3	October, February & April
Board Human Resource Services Review	3	September, January, May
Board Linkage	As required	As required
Board Policy Review	2	January & June
<b>Community Linkage</b>	<b>Meetings / Year</b>	<b>Preferred month</b>
4 Urban School Divisions	1	November
Access Communications	1	
Board Fundraising with Stakeholders	As required	
Circle of Voices	5	October, December, February, May & June
Catholic School Community Council (CSCC) Linkage	2	Mid-late October & March
Clergy	1	May
Consecrated Life	1	February
Employee Groups (RCSTA, CUPE, RCSESPA)	2	November & Mar/April
MLA's Opposition	1	January
MLA's Regina	1	January
Post-Secondary Education Institutions	Biennially (Every two years)	February
RCSD and RPSD School Boards	1	January
RCSD, RPSD School Boards and City Councillors	1	May
Regina Catholic Connections Forum	1	February
Saskatchewan Catholic School Boards Association (SCSBA)	Determined by the SCSBA Executive	As required
Saskatchewan School Boards Association (SSBA)	Determined by SSBA Executive	As required
Saskatchewan School Boards Association (SSBA) – Board Chairs' Council		
School Board/City Council Liaison	1	October
Ukrainian Programme	1	May