

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, 2019		
Date Revised:	September 3, 2024	Motion:	14037

The Board is responsible for setting the vision and direction for the school division 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 an inclusive 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 each student.
- 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 and membership with Canadian Catholic School Trustees Association (CCSTA), Saskatchewan Catholic School Boards Association (SCSBA) and Saskatchewan School Boards Association (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, guiding principles, and Catholic teachings.

- 3.6. Connect with Clergy, Religious, Staff Associations, Catholic School Community Councils (CSCC), 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. Strategic Planning

- 4.1. Establish Board priorities and review foundational commitments and key outcomes at the outset of annual Board Strategic Planning.
- 4.2. Approve the Board Annual Work Plan and Board Strategic Plan.
- 4.3. Regularly review progress toward the achievement of student and other desired outcomes.
- 4.4. Approve the Annual Report.
- 4.5. Review the Division 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.
- 4.6. Provide governance oversight of the Division Enterprise Risk Management process.
- 4.7. Engaging community partners to ensure equitable representation of student and community demographics.

5. Board Development and Capacity Building

- 5.1. Develop an annual plan for Trustee development including.
 - 5.1.1. Role
 - 5.1.2. Process
 - 5.1.3. Current Issues
 - 5.1.4. Diversity, Equity, Inclusion & Accessibility
 - 5.1.5. Faith Formation
 - 5.1.6. Truth and Reconciliation
- 5.2. Annually evaluate Board effectiveness. (Policy 8 – Appendix A)
- 5.3. Prepare a New Board member orientation package.
- 5.4. Access Saskatchewan Catholic School Boards Association (SCSBA) and Canadian Catholic School Trustees Association (CCSTA) resources.

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. Enterprise Risk Management

- 7.1. Ranking of risks to the school division.
- 7.2. Establish processes to mitigate risk to the school division.
- 7.3. Conduct an annual review of risks and actions taken to address the risks.

8. Director/ Board Relations

- 8.1. Select Director.
- 8.2. Provide the Director with clear Board direction.
- 8.3. 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.
- 8.4. Interact with the Director in an open, honest, proactive, and professional manner.
- 8.5. Annually evaluate the Director in regard to the Director's job description and additional Board direction (e.g., hold Director accountable for achievements of the Strategic Plan).
- 8.6. Review the Director's compensation annually.
- 8.7. 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 or the absence of Director services.
- 8.8. Ensure effective oversight of general policies for the management of the organizations employees including:
 - 8.8.1. Review and monitor effective succession plans, management development plans, and compensation plans for senior management.
 - 8.8.2. Review and monitor the Director's decisions regarding hiring and termination of senior management.
 - 8.8.3. Provide oversight of the human resource policies and procedures for equal opportunity employment.
 - 8.8.4. Provide oversight of the Employee Code of Conduct and Employee Harassment and Prevention.
 - 8.8.5. Monitor and support staff training programs for effectiveness.
 - 8.8.6. Review and implement any approved collective bargaining and local negotiation contracts.

9. Fiscal Accountability

- 9.1. Approve budget assumptions at the outset of the budget process.
- 9.2. 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.

- 9.3. Ensure resources allocated are achieving the goals, priorities and the Board's desired outcomes.
- 9.4. Annually approve the Division's budget for submission to the Ministry of Education by the due date.
- 9.5. Approve unanticipated expenditures of over two hundred thousand (\$200,000) dollars, which cannot be covered by contingency funds.
- 9.6. Annually approve major capital project plans.
- 9.7. Approve emergency expenditures in excess of two hundred thousand (\$200,000).
- 9.8. Approve major construction or renovation projects in excess of the budget.
- 9.9. Approve the submission of emergent funding requests to the Ministry of Education.
- 9.10. Appoint an auditor and approve the terms of engagement.
- 9.11. Meet with the auditor without administration present at the conclusion of the audit.
- 9.12. Receive the Audit Report and Management Letter and ensure quality indicators in the Director's evaluation are met.
- 9.13. Monitor revenue and expenditures on a quarterly basis.
- 9.14. Set the mandate for employee group negotiations and ratify Memoranda of Agreement with bargaining units.
- 9.15. Annually set the mandate for out-of-scope staff salaries and working conditions.

10. Facilities

- 10.1. Acquisition and disposal of land and buildings including expropriation proceedings.
- 10.2. Naming/renaming of schools, sub-sections of schools and other school division-owned Facilities.
- 10.3. Approval of facility Joint Use Agreements.
- 10.4. Approval of criteria for visual display.

Selected Responsibilities

1. Approval of Division school-year calendars and hours of instruction.
2. Approval of school division theme (as required).
3. Approval of international curricular field trips for students.
4. Hear harassment complaints when the Director is unable to act.
5. Encouragement of qualified and interested candidates to run for the office of Catholic school board Trustee. All interested candidates for election to the RCSD School Board must provide a Criminal Record Check Vulnerable Sector (CRC-VS) with their nomination form.
6. Recognition of staff through service awards and the Superannuate / Retiree Reception and Dinner.
7. Approval of location and grade levels for French Immersion Programs.
8. Approval of alternative or special programs or schools.

9. Approval of locally developed or new courses of instruction at the secondary level.
10. Approval of prekindergarten programs.
11. Approval of student school uniforms.
12. Approval of teacher secondment extensions beyond two (2) years.

Appendix A Board Annual Work Plan

Month	Regular Board Meeting Agenda Items	Planning/Committee	Budget Considerations	Community Linkage
August		- Board Strategic Planning Meeting - Policy 1 – Division Foundational Commitments and Board Strategic Plan - Review Strategic Plan - Set Board Goals - Policy 2 – Role of the Board - Review Annual Work Plan - Policy 8 – Board Operations - Review Appendix B - Schedule of Remunerations and Expense Allowances - Board/Executive Council Strategic Planning Meeting		- CLASS – Mass & Commissioning Ceremony - Opening Mass & Faith Formation
September	- Director Reporting on Policy 1 - Quarterly Board Governance Budget Summary & Trustee Remuneration and Expense Allowances Report (Mar-May) - Quarterly Financial Report (Mar-May) - RCSD Nominations for SCSBA Executive and Awards - Transportation Report (Mar-Jun)	- Planning Meeting - Review SCSBA and SSBA Bylaws and Resolutions and submit if any - Distribute Annual Declaration of Potentially Conflicting Interests Forms - Board / Archdiocesan Liaison Committee Meeting		- Home Based Educators Meeting (if required) - School Board/City Council Liaison Committee - Clergy Luncheon - SSBA Board Chairs' Council - SCSBA Board of Directors Meeting
October	- Director Reporting – Policy 14 - Approve SCSBA and SSBA Bylaws and Resolutions (if any) for AGM's - Quarterly Board Governance Budget Summary & Trustee Remuneration and Expense Allowances Report (Jun-Aug) - Trustee Annual Declaration of Potentially Conflicting Interests Filed	- Planning Meeting - Review Draft Audited Financial Statements - Schedule Meeting with Minister of Education - Schedule Meeting with Government and Opposition MLAs		- SSBA Board Chairs' Council - Board / Diversity, Equity, Inclusion and Accessibility (DEIA) Committee Linkage

Appendix A Board Annual Work Plan

Month	Regular Board Meeting Agenda Items	Planning/Committee	Budget Considerations	Community Linkage
November	- Organizational Meeting - Director Reporting – Policy 2 (Section 7 – Enterprise Risk Management & Section 9– Fiscal Accountability) - Special Public Meeting - Approve Annual Report - Approve Audited Financial Statements - Enterprise Risk Management Report - PMR Program Renewal Approval - School Board Elections (if applicable)	- Planning Meeting - Review Draft Annual Report - Review Draft Audited Financial Statements	Budget Review	- Minister of Education Meeting (Nov or Dec) - SCSBA AGM - SSBA Fall Assembly & AGM - SSBA Board Chairs' Council - Catholic School Community Council Meeting (CSCC) - Employee Groups Executive (CUPE; RCAA, RCSTA; RCSESPA)
December	- Enterprise Risk Management Report - PMR Program Renewal Approval	Planning Meeting		- Director's Meeting - SSBA Board Chairs' Council
January	- Director Reporting – Policy 11 (Section 1 – Administrative Applications & Section 2 – Payment of Account for Expenditure) - Approval of School Year Calendar for next school year and submission to Ministry - Policy 12 - Role of the Director (Mid-Year Discussion) - Approval of Annual Meeting of Electors Agenda - Enterprise Risk Management Report - PMR Program Renewal Approval - Quarterly Financial Report (Sept – Nov) - Quarterly Board Governance Budget Summary & Trustee Remuneration and Expense Allowances Report (Sept-Nov) - Transportation Report (Sep-Nov)	- Planning Meeting - Policy 12 – Role of the Director – Performance Assessment Begins - Board Policy Review Committee (Full Review of Policies every three years or as required)	Budget Review	- Consecrated Life Luncheon - MLA's Government - MLA's Opposition - School Board/City Council Liaison Committee - RCSD/RPSD School Boards Meeting
February	- Director Reporting - Policy 13 - Division Theme Approval (if required) - Enterprise Risk Management Report - PMR Program Renewal Approval	- Planning Meeting - Human Resource Services Accountability Reporting	Budget Review	- Annual Meeting of Electors - Circle of Voices (Trustee Representatives) - Board/ Post-Secondary Institute Linkage (Biennially – every two years) - Ukrainian Program Presentation - SSBA Board Chairs' Council

Appendix A Board Annual Work Plan

Month	Regular Board Meeting Agenda Items	Planning/Committee	Budget Considerations	Community Linkage
March		- Planning Meeting - Provincial Budget Review - Director's Performance Assessment Completed - Financial Accountability Reporting	Provincial Budget (Mar/Apr)	- Regina Catholic Connections Meeting - Mother Teresa Middle School (MTMS) Presentation - Catholic School Community Council (CSCC) - SSBA Board Chairs' Council
April	- Set the Annual Mill Rate and inform Ministry by May 1st (Policy 2) - Detailed Implementation Plan - Quarterly Board Governance Budget Summary & Trustee Remuneration and Expense Allowances Report (Dec-Feb) - Quarterly Financial Report (Dec-Feb) - Transportation Report (Dec-Feb)	- Planning Meeting - Board Self-Evaluation Begins	Budget Review	- SCSBA Board of Directors Meeting - SSBA Spring Assembly - SSBA Board Chairs' Council - Board / Circle of Voices Linkage
May	- Capital Project Priority Approval - Detailed Implementation Plan	- Planning Meeting - Board Self-Evaluation Completed	Budget Review	- SSBA Board Chairs' Council - School Board/City Council Liaison Committee
June	- Director and Board Evaluations Approved and Filed - Appoint Auditor - Budget Review and Preliminary Approval - Special Public Board Meeting - Budget Approval - Budget Submitted to Ministry - Detailed Implementation Plan	- Planning Meeting - PSAB PS2200 Related Party Disclosure by June 30	Budget Review and Approval	- CCSTA Conference - Board Hosted Superannuate and Retiree Reception & Dinner - Circle of Voices Committee (Trustee Representative)