



BOARD POLICY MANUAL



Policy Manual Table of Contents

Introduction

1. Motto, Vision, Mission and Values
2. Governance Model
3. Role of the Board
4. Strategic Planning and Indicators of Success
5. Annual Board Planning Cycle
6. Board Operations
7. Conflict of Interest
8. Code of Conduct
9. Policy Development
10. Board and Superintendent Relationship, Evaluation and Contingency Planning
11. Decision-Making Matrix
12. Learning Environment, Programs and Services
13. Safe and Respectful Schools
14. Human Diversity
15. Community Engagement
16. Fiscal Management
17. Assets and Facilities
18. Transportation



Policy Manual Introduction

The Board of Trustees (hereinafter referred to as the Board) is elected to represent the public in overseeing education within the Division and does so primarily through its policies. These policies serve as a foundation for the daily activities of the schools and school division. They are formally adopted by Board motion and provide clear direction to the Division. The Board determines the need for policy, ensures that policy is developed and reviewed on a regular basis, and monitors that it is being followed. The role of Administration is to execute policy within the spirit and intent in which it was adopted by the Board.

This Board Policy Manual is supplemented by Board Operating Procedures and Bylaws and the Administrative Procedures Manual. Board Operating Procedures and Bylaws prescribe the processes and rules that govern Board operational matters. The Administrative Procedures Manual is the principal document by which the Superintendent directs the ongoing operations of the school division and must be entirely consistent with the Board Policy Manual.

All three of the above mentioned documents must reflect provincial legislation and priorities, as outlined in the legislation and regulations governing education, including ***The Public Schools Act, The Education Administration Act, The Safe Schools Charter, The Workplace Safety and Health Act, The Manitoba Human Rights Code, The Child and Family Services Act, Appropriate Educational Programming in Manitoba: Standards for Student Services, The Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Health Information Act (PHIA), The Government of Manitoba General Manual of Administration (GMA), and The Public Interest Disclosure Act.*** Compliance with federal legislation including the ***Charter of Rights and Freedoms, The Criminal Code of Canada, The Youth Criminal Justice Act, The Canada Human Rights Act*** and ***The Constitution Act*** is mandatory.

The development of three discrete documents reinforces the distinction between the governance responsibility of the Board as reflected in the Board Policy Manual, the procedural duties of the Board as reflected in Board Operating Procedures and Bylaws, and the administrative responsibilities of the Superintendent as reflected in the Administrative Procedures Manual.



Board Policy #1 Motto, Vision, Mission and Values

Motto:

Educational Care and Excellence

Vision:

The Division's vision is to develop and empower all members of our school community to be successful, confident, and committed life-long learners.

Mission:

The Division is committed to providing a safe, inclusive, engaging and respectful learning environment to support and enable learners to develop the knowledge, skills and values necessary to reach their full potential.

The Division Values:

Integrity

Respect

Relationships

Inclusion

Diversity

Collaboration

Equity

Responsibility



Board Policy #2 Governance Model

Board Governance

The Board operates as a unified body and, as the elected leader of the Division, it promotes and reinforces the goals of student learning and student well-being. The role of the Board is governance. The Board provides leadership by setting goals, making informed decisions, and ensuring that its Policy Manual is current, relevant and adhered to. The Board's collective contribution is vital in its guidance and leadership of the Division. Individual trustees contribute as capable governors within the Board.

Policy Leadership as a Governance Model

The Board provides leadership for the school division. In accordance with the Public Schools Act, **only** the Board can adopt new policies or revise existing ones. Policies are clearly worded and re-examined regularly to ensure that the desired results are being achieved within the school division.

Policies are regularly reviewed to ensure that they possess the necessary framework for senior administration to demonstrate achievement of the goals established by the Board and to hold the Superintendent accountable for compliance with Board policies.

The Division is committed to following a leadership model that:

- focuses on and is dedicated to effective governance;
- focuses on high level decisions rather than the details of daily activities and operations;
- delegates administrative and managerial authority to the Superintendent, 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 the Superintendent;

- reassesses its vision and mission and realigns policies as necessary in response to community engagement and input as well as to ongoing advice provided by educational and pedagogical experts; and
- provides for continuous improvement through the support of professional development for the Board and senior administration.

By practicing effective governance, the Board ensures that policy remains the foundation for action and decision-making within the school division.



Board Policy #3 Role of the Board

The Board will ensure that its stated motto, vision, mission and values, are reflected within the actions of the Division.

Board Member Authority

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

Areas of Responsibility:

Educational Accountability

The Board is responsible for setting the educational goals of the Division and for reviewing student outcomes. The goals for educational excellence shall grow out of the Division's Mission statement and may include individual goals for specific administrators and schools.

Fiscal Responsibility

- The Board approves the annual budget and establishes the local property tax levy.
- The Board appoints the auditor for the School Division.
- The Board receives the audit report and ensures that quality indicators are in place.
- The Board ratifies and ensures the administration of collective agreements with any locally bargained employee groups.
- The Board approves the Division's annual five-year capital plan for submission to the Province's Public Schools Finance Board.

Community Leadership

- The Board is visible within the communities it serves.
- The Board makes decisions that reflect the values and anticipated educational needs of the communities through community engagement.
- Trustees show their support of school and divisional activities through attendance at division and school events.
- The Board seeks regular feedback and input from the community.

Accountability to the Provincial Government

The Board is responsible for adherence to all governing legislation, regulations and directives.

Accountability to the Community

- The Board reports division results to the community, as mandated by the provincial government.
- The Board encourages the involvement of parents and guardians in the education of their children and responds appropriately to their concerns.
- The Board develops, maintains, and communicates appeal procedures regarding decisions of Administration.
- The Board actively engages with community organizations and agencies that can contribute towards building support for public education.
- The Board approves the annual school calendar and length of the school day.
- The Board grants final approval for the acquisition or construction of division-owned facilities irrespective of resources made available by the Province.
- The Board retains adequate insurance to protect the assets of the division.

Appointment of Senior Administration

The Board appoints the Superintendent, determines their remuneration, and defines their duties. Additionally, the Board approves the hiring and assignment of all administrators, principals, directors and managers.

Board Succession Planning

The Board ensures that new trustees receive an orientation to their role within the Division and provides the opportunity for new trustees to attend orientation programs delivered by the Manitoba School Boards Association.

Board Education and Evaluation

All trustees participate in training and educational opportunities that enhance Board and trustee development.

The Board annually evaluates board effectiveness through monitoring of goals, policies and board operations. Evaluation includes processes and tools that evaluate the Board as a team and provide for the self-evaluation of individual trustees.



Board Policy #4 Strategic Planning and Indicators of Success

The Board develops a strategic plan that identifies specific actions and directions that will contribute to the achievement of the vision and mission of the School Division. The plan will be constructed using SMART goals: Specific, Measurable, Achievable, Relevant and Time-Bound. Although an annual cycle will be appropriate for most goals, longer periods may be required for Board priorities that will encompass significant change and/or achievement over many years.

The Board and senior administration conduct annual planning sessions in order to establish strategic priorities for the Division. The Board considers input from individual trustees, senior administration and any other relevant sources. These strategic priorities direct the development of an annual plan in collaboration with senior administration to identify specific activities designed to achieve the strategic priorities established by the Board. The plan is reviewed and approved by the Board and forms the basis for annual budget preparation.

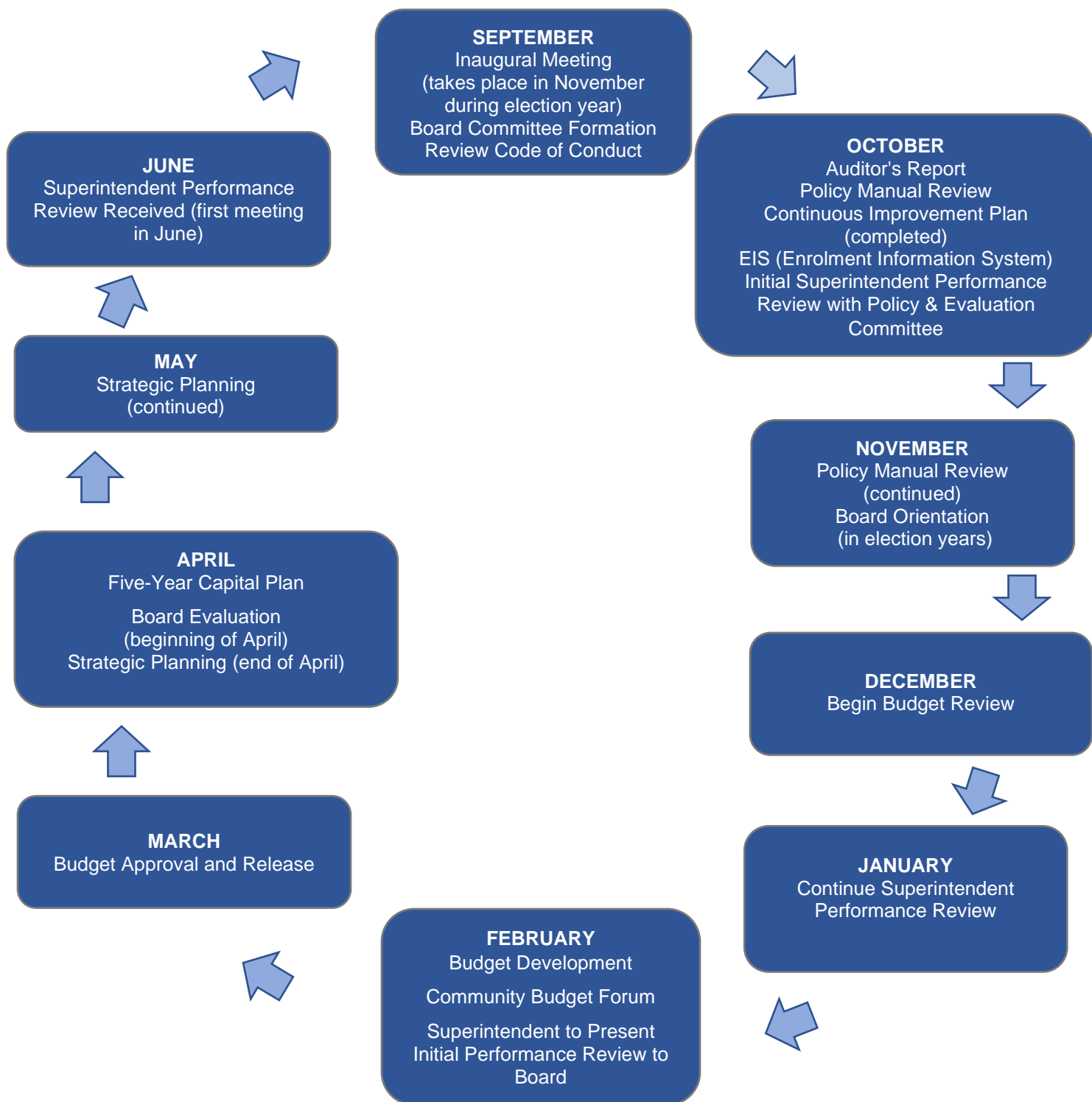
The annual plan will be integrated within the Board's Annual Planning Cycle (Policy #5) to facilitate continuous reporting by senior administration on activities, processes and indicators of success in all identified priority areas.

Indicators of Success

The Board will monitor the effectiveness of the strategic plan through reports provided under the direction of the Superintendent throughout the year. While the Superintendent will determine the scheduling and specificity of reports, the Board may at any time, by resolution, call for the preparation and presentation of a report on a specific issue or area of Board interest.



Board Policy #5 Annual Board Planning Cycle





Board Policy #6 Board Operations

Board Operating Procedures

Board Operating Procedures are directive and precise in specifying how a particular aspect of Board governance will occur.

Bylaws

Board Bylaws are prescriptive in nature and are created when the Board is required by legislation or chooses to entrench a procedure that cannot be easily changed. Board Bylaws can only be adopted or amended by motion through a process that requires three formal “readings”. The intent of this process is to ensure that opportunities for full discussion of the matter under consideration are provided in open board meetings and that there is sufficient time available to prepare for any potential changes that may be enacted by the Bylaw.

Board Operating Procedures and Bylaws are found under this title on the Division website.



Board Policy #7 Conflict of Interest

Trustees will act in the best interest of the Division at all times, fulfilling their responsibilities and obligations as elected officials in a manner that promotes confidence and trust in the integrity, objectivity and impartiality of the Board.

Trustees will adhere to the provisions of all federal, provincial and local legislation, including but not limited to, that identified in the Introduction to the Board Policy Manual as well as Board Policies, Operating Procedures and Bylaws. For purposes of this policy, trustees will be governed by legislation set out in Sections 36-39 of The Public Schools Act which specifically lays out the procedures and sanctions available for dealing with conflict of interest.

Definition

A conflict of interest exists when an individual trustee's financial interests, or those of family members or close personal associates, interfere with or compromise the trustee's ability to act objectively in the best interests of the School Division and the constituents it serves. Such conflict can be **real, potential or perceived**.

In addition to the provisions of The Public Schools Act concerning monetary conflicts of interest, trustees are also considered to be in conflict of interest in the following situations:

- when they appropriate financial or other resources for personal use (e.g., information, equipment, supplies, transportation, training, staff time) outside normal business unless specifically authorized by the Board; and
- when they use division-assigned email accounts and/or division logos while campaigning for election.



Board Policy #8 Code of Conduct

The Board has established a code of conduct for trustees in accordance with the provisions of *The Public Schools Act* (PSA) sections 35.1(1) and 35.1(2).

This code of conduct is an agreement between the organization and individual trustees that identifies the standards of behaviour and accountability expected of trustees.

Trustee Responsibilities

Act with Integrity and Dignity of Office

- Recognize that they have a responsibility to the students, parents and guardians in the school system, employees and the communities that they serve.
- Discharge their duties loyally, faithfully, impartially and in a manner that inspires public confidence in the abilities and integrity of the Board.
- Commit themselves to dignified, ethical, professional and lawful conduct.
- Recognize that the expenditure of Division funds is a public trust and ensure that the funds are expended effectively and efficiently, in the best interests of the students.

Comply with Regulatory and Division Requirements

- Adhere to the provisions of all federal, provincial and local legislation including, but not limited to, those identified in the Introduction to the Board Policy Manual as well as to all Board Policies, Operating Procedures and Bylaws.

Acknowledge Authority

- Recognize that the Board's authority rests with the corporate body, not with individual trustees.
- Accept the Chair as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
- Accept that no other trustee speaks on behalf of the Board unless expressly authorized to do so by the Board Chair.

Uphold Decisions

- Uphold Board Motions.
- Be prepared to explain the rationale for a motion passed by the Board.
- Recognize that a motion passed by the Board may be reversed by Board motion.

Respect Confidentiality

- Understand that trustees may be privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and must keep any such information confidential unless authorized by law or by the Board.

Actively Participate and Make Informed Decisions

- Prioritize and accept responsibility 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 Secretary-Treasurer and Board Chair by email or phone of their pending absence at least two hours prior to the start of the meeting.
- Recognize that unexcused absences from regular and special meetings may result in removal from office, as stipulated in the PSA, or in the loss of a portion of the trustee's annual indemnity, as stipulated by the Board.

Comply with Participation Requirements

- Virtual attendance: Adhere to expectations for conduct, attire, and engagement in virtual board meetings the same as in-person meetings. Utilize participation strategies including leaving the camera on throughout the meeting (if bandwidth permits) and actively participate in discussion. Trustees must ensure that the environment they are joining from is suitable for confidentiality and upholds the decorum of the board.
- All meetings: Review meeting agendas and other relevant information prior to board and committee meetings and be prepared to contribute to an open and honest discussion of matters before the Board or committee.
- Safeguard the confidentiality of all documents and email activities that are recorded automatically by the Division's domain, including the opening and editing of documents.

- Listen respectfully and with an open mind to the full range of opinions on each matter before the Board, and make decisions based on the merits of evidence presented.
- Make decisions based on the available facts and independent judgment.
- Keep informed about current education issues by individual study and through participation in continuing education programs.

Behave Respectfully

- Engage in conduct that demonstrates the integrity of the Board at all times.
- Treat trustee 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 initiating or participating in discussions of board business with other trustees (whether in person or via electronic means) when such discussions should rightly take place at an official school board meeting.

Recognize Potential for Relationship Bias

The Board supports the rights of trustees to be involved in community projects and activities as citizens of the community. Trustees:

- will work in the best interest of the Division and set aside opposing interests of the other organizations or agencies of which they are a part;
- do not represent the Board in any official capacity unless requested by the Board to do so;
- shall not discuss confidential Board or division business outside of Board meetings including with family members, dependents and close associates who work for or attend classes in the school division;
- shall avoid relationship bias, whether real, potential or perceived, as outlined in Policy #7 Conflict of Interest;
- shall 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 their duties to the Board; and
- shall respectfully acknowledge that exchanges of gifts and tokens are permitted in association with cultural ceremonies and customary traditions.

Use of Division Property

- Division property, including vehicles, equipment and material, are used primarily for carrying out Division business.
- The Superintendent or Secretary-Treasurer may authorize the use of supplies or equipment if they feel that such use will assist trustees in their assigned work for the Division. It may be required that some staff and trustees regularly retain district-owned supplies or equipment in their possession.
- A written record of the authorization of the use of supplies or equipment is 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, the following activities are prohibited and are considered a conflict of interest under the provisions of Policy #7.

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

Involvement with External Organizations

Trustees must be cognizant of the potential conflict that exists when serving as members of any organization (whether school or community based) that may from time to time make a request of the Board. This includes Parent Advisory Councils (PACs), Recreation Commissions, MB Rural Learning Consortia, sports leagues, clubs, or other organizations with potential connections to the Division.

If a trustee is a member, officiant, or otherwise involved with any other organization that may have like interests to those of the Division they:

- may not appear as part of the organization's delegation or take part in any formal presentation the organization may make to the Board;
- are recused from any discussion or vote on the matter involving that organization and shall immediately leave the room; and
- may not remain in the meeting as an observer.

Breaches of the Code

Prescribed procedures for dealing with perceived or actual breaches of the Code are found in **Board Operating Procedures and Bylaws**.



Board Policy #9 Policy Development

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

Identification of Areas for Policy Development

Recommendations for consideration of policy development or revision may come to the Board from individual trustees, board committees, senior administrators, division personnel, the public, students and Provincial or Federal governments.

Process for Policy Development

Once the Board has determined that policy development is required:

- the draft policy is developed, reviewed and where necessary revised by the Policy and Evaluation Committee with input from senior administration;
- with approval of the Board, the Policy and Evaluation Committee may seek public consultation and input in the development of the policy; and
- the draft policy is brought to the Board for review, revision and approval.

Board Approval Criteria

As a final step before approving a new or revised policy, the Board will consider:

- whether the policy clearly communicates the Board's intent;
- whether the policy articulates the Board's instructions to senior administration in such a way as to allow senior administrators an acceptable range of options for implementation; and
- how the policy will be monitored.

Policy Dissemination

Once a policy has been developed or revised and approved by the Board, it will be distributed to all staff via division e-mail, placed on the division website and a hard copy maintained by senior administration in the division office.

Monitoring and Reviewing Policy

Annual review of division policies is required to ensure that they are compliant with all relevant legislation, consistent with community values, and meeting the needs of all students. All policies will be reviewed annually by the Policy and Evaluation Committee. Results of its review will be reported to the Board.

Government-Mandated Policies

In addition to the legislative requirements identified in the Introduction to the Board Policy Manual, government may direct that Boards create or adopt specific policies or procedures to address topical issues. These directives are addressed in Administrative Procedures.



Board Policy #10 Board and Superintendent Relationship, Evaluation and Contingency Planning

The Superintendent is employed as Chief Executive Officer under a written contract with the Board and shall be responsible for the management, under the Board's policies, of all sectors of the school system. The Board's sole official connection to the operations of the Division, its achievements, and conduct of staff and students will be through the Superintendent. The Superintendent shall take the necessary measures to ensure that the Board is fully informed, supported and protected in its work.

The Superintendent shall work collaboratively with the Board, individual trustees, senior administration, government stakeholders, community, parents, guardians, staff and students to best serve the needs of all students.

The Superintendent is directly accountable to the Board. The Superintendent shall have the authority to delegate to other division personnel the exercise of some powers and the discharge of some duties imposed upon the Superintendent by Board policies or by resolution of the Board. The Superintendent is responsible for the action taken under such delegation.

Official directives to the Superintendent shall be through Board motion. The Superintendent is authorized to establish administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.

Decisions and instructions from individual trustees are not binding on the Superintendent. In the case of trustees or committees requesting information or assistance without Board authorization, the Superintendent may refuse requests that, in the opinion of the Superintendent, require significant amounts of staff time or funds, or are disruptive to the goals of the division. Trustees may refer a formal request to the Board for consideration.

The Superintendent is responsible for the actions of the staff of the Division. The Board or individual trustees do not provide direction to people who report directly or indirectly to the Superintendent and shall refrain from evaluating, either formally or informally, any staff other than the Superintendent.

Superintendent Evaluation

- The evaluation of the Superintendent shall be carried out by the Board and/or a committee so directed by the Board. The evaluation shall be based on established criteria and guidelines which are known in advance to both the Superintendent and the Board.
- The Superintendent shall be formally evaluated annually.
- The results of the evaluation shall be provided in writing to the Superintendent within 30 days of the completion of the evaluation.

Contingency Planning

In order to protect the Board and the Division from the sudden loss of CEO services, the Superintendent will ensure that at least one other school division senior administrator is familiar with matters of the Board and Superintendent, including the principles of policy leadership and good governance. In this manner, the Board will ensure that provisions are in place to allow for the timely continuation of senior administrative services in the event of a crisis resulting in the Superintendent being unable to fulfill their duties.

Similarly, it is incumbent upon the Superintendent to develop and maintain up-to-date plans for dealing with foreseeable loss that may impact school or division operations.

The review of these plans will be conducted and reported to the Board by the Superintendent as part of the Division's risk management strategy.



Board Policy #11 Decision-Making Matrix

Superintendent has complete authority to:	Superintendent has authority but must inform the Board of:	Board Decisions; Superintendent may make recommendations:
<ul style="list-style-type: none"> - Evaluate all staff - Evaluate programs - Administer collective agreements - Organize professional development - Implement Board Policies - Approve staff leaves as per collective agreements - Develop and administer Administrative Procedures - Establish alternative student programming (on-and-off campus) - Act as spokesperson for the division on administrative matters 	<ul style="list-style-type: none"> - Staff hiring (teachers /non-teaching staff) as per Section 52 of the Public Schools Act - Student suspensions (up to 6 weeks) - Termination of employment - Staff extended leaves in emergent or extenuating circumstances - Significant changes to programming - Crisis situations – notify board chairperson - Student out-of-province travel - Emergency school closures - Student overnight travel - All new Administrative Procedures which may be controversial or unusual - Acceptance of resignations including outside of contract period - Changes to the divisional organization chart - School calendar - Setting staffing levels - Hiring within salary range 	<ul style="list-style-type: none"> - Policy development and approval - Student expulsion - Global compensation/benefits - Approval of budget - Appeals to the board - Staff extended leaves - Over-expenditure of budget due to new budget requests, including hiring of additional staff - Approval of tenders as per PSA - Hiring of the Superintendent - Approval of hiring and assignment of all administrators, principals, directors and managers - Catchment area changes - Evaluation of the Superintendent - Board evaluation



Board Policy #12 Learning Environment, Programs and Services

The Board is responsible for public education K-12 throughout the Division according to provincial guidelines. The Division follows the Manitoba curriculum for all programming and schools offer the entire core curriculum as well as optional components.

In support of the Division's stated motto, vision, mission and values, the Board is committed to the development and maintenance of equitable, effective, engaging and caring learning communities.

The Superintendent 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 that supports the learning needs of all students;
- implementing assessment and evaluation practices that:
 - ensure the achievement of provincial, divisional 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 behaviors or actions that threaten the academic progress and/or well-being of students;
- ensuring a culture characterized by mutual respect;
- ensuring that any religious exercise or instruction is conducted in accordance with the provisions of sections 80 – 84 of the Public Schools Act; and
- ensuring off-site activities (athletic and educational) are an extension of classroom instruction and that such activities are linked to curriculum, division and school plans.

The Superintendent shall not tolerate practices within the Division that conflict with provincial requirements or Board policy, are not consistent with sound pedagogy, or jeopardize the safety and well-being of students or staff.



Board Policy #13 Safe and Respectful Schools

The Division accepts its responsibility to foster and maintain a safe, caring, respectful and inclusive school environment for its students, staff, and community. The Board expects that schools and workplaces are directed to focus on safety and responsible citizenship based on the Division's values and the legislative requirements of Canada and the Province of Manitoba. Specifically, the *Public Schools Act* states that every school board shall ensure that each pupil within their jurisdiction "*is provided with a safe and caring school environment that fosters and maintains respectful and responsible behaviours*". [Sec. 41(1) (b.1)]

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

The Superintendent shall:

- ensure that the administrative procedures, operations and practices implemented in the Division are compliant with federal and provincial legislative requirements as found in, but not limited to, the legislation identified in the Introduction to this Policy Manual;
- ensure that each principal will establish a code of conduct for pupils and staff and shall inform the Parent Advisory Council or its equivalent;
- ensure that each principal will establish an emergency response plan for the school and shall inform the Parent Advisory Council or its equivalent;
- ensure that each school's code of conduct and emergency response plan are communicated appropriately and submitted to senior administration annually;
- ensure that the Division and each school has a critical incident response plan and threat assessment protocol;
- ensure that the use of technology by staff and students is responsible and supports student learning and digital citizenship; and
- ensure that staff are appropriately trained, through approved professional development opportunities, in how to foster safe and respectful schools.



Board Policy #14 Human Diversity

The Division is committed to creating and maintaining an environment in which students, parents/guardians and employees are aware of and respect the rights and human dignity of others. These are identified in the Manitoba Human Rights Code, the Canadian Charter of Rights and Freedoms, the United Nations Universal Declaration of Human Rights and the legislative requirements from the Province of Manitoba respecting human diversity.



Board Policy #15 Community Engagement

The Board will develop and implement the following strategies to enhance communication and consultation with communities, ratepayers, and the citizens of the Division to promote community engagement.

- Develop formal connections with community, government, and other relevant agencies and organizations in order to gain support for the achievement of Board goals for the Division. The Board will share information, proactively identify issues of importance, and work collaboratively to build positive relationships.
- Residents may influence the development of Board policies by:
 - electing trustees to represent the interests of the Division;
 - writing suggestions or proposals;
 - presenting at hearings or Board meetings;
 - responding to surveys;
 - attending open meetings of the Board; and
 - attending their respective schools' Parent Advisory Council or their equivalent.
- Keep the public informed of the Board's deliberations, policies, challenges and actions by encouraging public attendance at all meetings with the exception of in-camera meetings.
- Designate 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.
- Authorize the Superintendent or their designate to act as the primary spokesperson on operational or administrative matters.



Board Policy #16 Fiscal Management

Stewardship

The Board commits to the responsible fiscal stewardship of public funds. This stewardship is characterized by open and transparent reporting of all financial processes, results, matters and related issues.

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

The Secretary-Treasurer will ensure that the Division operates its annual financial affairs in accordance with generally accepted accounting principles and all requirements of The Public Schools Act. The Secretary-Treasurer will keep the Board apprised of its financial position through the provision of operating statements on a quarterly basis or as requested.

Budget

Budget preparation and control shall be the responsibility of the Superintendent and the Secretary-Treasurer in consultation with the Board, the public and other stakeholders. The Board will approve the annual budget and direct the funds necessary to finance the operation of schools. Upon Board motion accepting the proposed budget, the Board shall, on or before March 31st of each year, submit the ensuing year's budget to the Minister of Education and Early Childhood Learning.

Audit

The Board shall appoint an external auditor and furnish a duly audited annual financial statement and summary, available for public perusal, in compliance with The Public Schools Act. The Board will meet annually with the external auditor to receive and review the audited financial statements, act on any recommendations for compliance, and forward copies of the audited financial statements to the Minister of Education and Early Childhood Learning.



Board Policy #17 Assets and Facilities

Assets

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

The Superintendent is responsible for:

- adhering to all federal and/or provincially legislated requirements;
- ensuring adequate security of all division assets;
- protecting against theft, casualty and liability losses to the Board, staff, or the Division itself through proper insurance;
- ensuring only authorized personnel have access to material amounts of funds;
- ensuring the Division, the Board or its staff are not unknowingly exposed to claims of liability;
- maintaining a safe and efficient transportation system;
- acquiring, encumbering, or disposing of division property (land and any permanent fixtures on it) with the prior approval of the Board; and
- ensuring resources provided for use by division staff are used exclusively for division related activities.

Facilities

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

The Superintendent is responsible for the approval of the Division's facility management goals, action plans, and procedures.

The Board endorses facility maintenance to 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 expenditures and investments.

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; and
- support facility design and construction practices that incorporate sustainable environmental goals and enhance student learning.



Board Policy #18 Transportation

The Board is responsible for the provision of safe, reliable and cost-effective transportation for all eligible students requiring access to educational programs at division-operated schools within the Division. The Board will assist in providing transportation services for students participating in approved co-curricular and extra-curricular programs when feasible and within established administrative guidelines.

The Board endorses an on-going investment in student transportation, including the maintenance, upkeep and replacement of school buses. Regular review and evaluation of bus life-cycles and appropriate expenditures for preventative and required maintenance extends the useful life of the fleet and protects the Division's transportation investment.

The Superintendent is responsible for the approval of the Division's transportation management procedures based on the following principles:

- student safety;
- bus transportation, organization and management must adhere to all provincial legislation and regulations; and
- the school timetable and route duration are fundamental considerations when establishing transportation service.

Quality and accessibility will be provided within annual budgetary considerations.

The Board's only direct involvement in transportation management is to hear appeals to decisions made by the Superintendent.