



**DISTRICT SCHOOL BOARD
ONTARIO NORTH EAST**

Policy No. 1.1.6

Section: Board and Committees

Related References:

Appendices:

Approved: June 19, 2007

Revised: 2011

February 14, 2017

Review Date:

TITLE: Governance Policy

1.0 Rationale:

Under the Education Act, locally elected school boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees. Through policy, the Board of Trustees delegates administrative authority and responsibility to the Director of Education, subject to the provisions and restrictions of the Education Act and Regulations.

2.0 Policy:

The Director reports directly to the Corporate Board. The Director is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the Board. All Board authority delegated to staff is delegated through the Director of Education.

PROCEDURES:

Role of the Board of Trustees

The District School Board Ontario North East Trustees major areas of responsibility are:

1. Accountability for Student Achievement in the District

- 1.1. Promote a culture that supports student success.
- 1.2. Ensure that an effective educational program is available for all students under the jurisdiction of District School Board Ontario North East.
- 1.3. Make decisions that reflect District School Board Ontario North East's philosophy and belief statements that all students can learn.
- 1.4. Promote clear, consistent expectations that focus on a successful outcome for all students.

2. Accountability to the Provincial Government

- 2.1. Act in accordance with the Education Act, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2. Perform District School Board Ontario North East functions required by provincial legislation and board policy.
- 2.3. Provide advice to the Ministry of Education **and/or** the provincial trustee association regarding regional and local implications of new policy recommendations.

3. Accountability to the Community

- 3.1. Make decisions that reflect District School Board Ontario North East's mission, Board values and strategic plan that represent the interests of the entire District.
- 3.2. Establish processes that provide the community with opportunities for input.
- 3.3. Provide two way communications between District School Board Ontario North East, School Councils and Parent Involvement Committees.
- 3.4. Provide reports outlining Board results in accordance with provincial policy.
- 3.5. Develop Board procedures to hear appeals in accordance with appropriate statutes and Board policies.
- 3.6. Model a culture that reflects the trustees' Code of Ethics.

4. Policy Development, Implementation and Review

- 4.1. Develop policies that outline how the Board will successfully function.
- 4.2. Ensure that all new policies have in place a purpose statement prior to development.
- 4.3. Approve policy statements that meet the purpose identified by the Board.
- 4.4. Review Board policies to ensure that they reflect the desired impact and/or purpose.
- 4.5. Ensure that policy development process has opportunity for input from stakeholders.

5. Director/ Board Relations

- 5.1. Select the Director of Education.
- 5.2. Provide the Director with a clear job description and corporate direction.

- 5.3. Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the Education Act and Regulations.
- 5.4. Evaluate the Director in accordance with the service agreement. Use the Director's job description and Board's Strategic Plan as the basis for the evaluation.
- 5.5. At least once a year at the Director's or Board's request, provide the Director and/or Board with an opportunity to meet alone in closed session.
- 5.6. Periodically review the compensation of the Director.
- 5.7. Promote a positive working relationship with the Director of Education.
- 5.8. The Board will ensure that no committee or individual on the Board will come between the Board and the Director.

6. Board Development

- 6.1. Annually evaluate District School Board Ontario North East's effectiveness and performance.
- 6.2. Develop a plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues).
- 6.3. Use the expertise of the Director of Education, and other provincial organizations (OPSBA, CODE, OPSOA) to help develop and support the Board's development plan.

7. Strategic Planning

- 7.1. Provide overall direction for District School Board Ontario North East by establishing the purpose (mission), vision and belief statements.
- 7.2. Annually set priorities with outcomes (Strategic Plan) in consultation with senior administration (Board Improvement Plan and School Improvement Plans).
- 7.3. Annually approve the Strategic Plan in public session for district distribution.
- 7.4. Annually use the Strategic Plan to drive the budget process.
- 7.5. Annually evaluate the effectiveness of District School Board Ontario North East in relation to the Strategic Plan.
- 7.6. Monitor progress toward the improvement of student achievement.

8. Fiscal Responsibility

- 8.1. Develop a budget review process to help determine annual resource allocations. (Use the Strategic Plan and other provincial and local directions.)
- 8.2. Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3. Approve as per legislation all Capital Plans and other planning documents that will drive budget decisions.
- 8.4. Have in place a structure to ensure that the Board is compliant with the provincial audit regulations and that the Board has in place appropriate accountability processes.
- 8.5. Ratify Memoranda of Agreements with all bargaining units and non-union groups.

9. Political Advocacy and Communication

- 9.1. Annually develop a plan for Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2. Annually develop a plan to ensure that the Board is communicating with the community and beyond.

10. Recognition

- 10.1 Develop mechanisms to ensure that District School Board Ontario North East recognizes students and student achievement.
- 10.2 Develop mechanisms to ensure that District School Board Ontario North East recognizes staff and staff achievements.
- 10.3 Develop mechanisms to ensure that District School Board Ontario North East recognizes community members and volunteers.

The board also has the following responsibilities:

- 1. Approval of school year calendars
- 2. Naming of educational facilities
- 3. Approval of tender selection for major building construction and modernization
- 4. Approval of disposition of land and buildings
- 5. Approval of education development charges
- 6. Designation of the “head” for Freedom of Information and Protection of Privacy
- 7. Involved in Superintendent interviews along with the Director of Education as per succession plan model including approval of successful candidate, after the Ministry of Education has approved the appointment.

Legal Reference: *Education Act S. 170, S. 171*

Role of the Director of Education

Areas of Responsibility

1. Student Welfare

- 1.1. Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- 1.2. Takes the necessary steps to provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by District School Board Ontario North East.
- 1.3. Takes the necessary steps to provide facilities to accommodate District School Board Ontario North East students.
- 1.4. Acts as, or designates, the local attendance counsellor for the Board.

2. Educational Leadership

- 2.1. Provides leadership in all matters relating to education in the Board.
- 2.2. Ensures that students in the Board have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.3. Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.4. Develops and maintains positive and effective relations with schools and board departments.
- 2.5. Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.

3. Fiscal Responsibility

- 3.1 Ensures that the fiscal management of the Board is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the Education Act and Regulations.

4. Organizational Management

- 4.1. Demonstrates effective organizational skills that result in Board compliance with all legal, Ministerial and Board mandates and timelines.
- 4.2. Reports to the Minister with respect to matters identified in and required by the Education Act and Regulations.

5. Strategic Planning

- 5.1. Provides leadership for the development of an annual plan and/or three to five year education plans, as required.
- 5.2. Ensures involvement of the board (approval of process and timelines, establishment of board priorities and outcomes, key results and final board approval).
- 5.3. Reports regularly on results achieved and Board improvement plans.

6. Personnel Management

- 6.1. Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 6.2. Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.
- 6.3. Ensures involvement of the Board of Trustees in the process of Superintendent selection.
- 6.4. Regularly reviews compensation of senior administration and brings it to the board for approval.

7. Policy/Procedures

- 7.1. Facilitates the planning, development, implementation, review and evaluation of board policies.
- 7.2. Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

8. Director/Board Relations

- 8.1. Establishes and maintains positive working relations with District School Board Ontario North East.
- 8.2. Supports District School Board Ontario North East in performing its role and facilitates the implementation of its role as outlined in board policy.
- 8.3. Communicates effectively with the board and individual trustees.
- 8.4. The Director will ensure that no committee or individual on the Board will come between the Board and the Director.

9. Communications and Community Relations

- 9.1. Establishes effective communication strategies to keep the Board informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions in a timely fashion.
- 9.2. Ensures that open, transparent and positive internal and external communications are in place.
- 9.3. Ensures that School Councils and Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.
- 9.4. Participates in community affairs in order to enhance and support the Board and promote public education.

10. Student, Staff and District Recognition/Public Relations

- 10.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

11. System Leadership

- 11.1 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely.

11.2 Makes succession plans to ensure strong future leadership for the District School Board Ontario North East.

Legal Reference: *Education Act S. 283, S. 286, S. 301; Bill 177 (2009)*