



Policy References	Policy Development Tracking
External: Education Act: Sections 61, 85, 87, 277, 280, 282, 283, 285, 286, 288, 289, 292 Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

The Board is a body created by provincial legislation and it exercises its authority within The Education Act and its attendant Regulations. The Sun West Board of Education is elected by the voters that support Sun West School Division No. 207. The Board of Education is responsible for the following:

1. Accountability to Provincial Government
 - 1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.
 - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
 - 2.1 Make decisions that reflect Sun West mission, vision and guiding principles and that represent the interests of the entire Division.
 - 2.2 Establish processes and provide opportunities for information sharing with the community and for community input.
 - 2.3 Identify key results and ensure annual reporting on these results.
 - 2.4 Develop procedures for and hear appeals as determined by the Board.
 - 2.5 Model a culture that reflects the Board’s guiding principles and Code of Conduct.
 - 2.6 Provide for two-way communications between the Board and the School Community Councils and between the Board and students and between the Board and the community.
3. Education Sector Strategic Plan (ESSP) Reporting
 - 3.1 Provide overall direction for the Division by establishing annual priorities and key results.
 - 3.2 Annually approve the ESSP Level 2 Plan.
 - 3.3 Identify accountability reports to be presented to the Board and, through such reports, monitor progress toward the achievement of key results.
 - 3.4 Annually evaluate the effectiveness of the Division in terms of key results.
 - 3.5 Approve the Annual Report for distribution to the public.
4. Policy
 - 4.1 Establish governing policies and monitor administrative procedures to ensure the effective operation of the Division.
 - 4.2 Identify the purpose to be achieved before creating a new policy.
 - 4.3 Approve policy statements that achieve the purposes identified by the Board.
 - 4.4 Evaluate policy impact to determine if policy has created the desired change.

5. Board/Director Relations

- 5.1 Select the Director.
- 5.2 Provide the Director with clear corporate direction.
- 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 5.4 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.
- 5.5 Interact with the Director in an open, honest, respectful and professional manner.
- 5.6 Regularly evaluate the Director in regard to the Director's job description and additional Board direction (e.g., hold Director accountable for results identified in the ESSP Level 2 Plan).
- 5.7 Review Director's compensation as per contract.

6. Advocacy for Education

- 6.1 Develop an annual advocacy plan to support the ESSP Level 2 Plan.

7. Board Development

- 7.1 Develop an annual plan to engage all trustees in Board development training to strengthen governance processes.
- 7.2 Annually evaluate Board effectiveness.

8. Fiscal Accountability

- 8.1 Annually approve budget and ensure resources are allocated to achieve desired results and submit the annual budget to the Saskatchewan Ministry of Education by the due date.
- 8.2 Annually approve the five-year capital plan and review facilities master plan. Submit the five-year capital plan to the Saskatchewan Ministry of Education by the due date.
- 8.3 Authorize, by motion, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- 8.4 Approve the submission of emergency block capital projects to the Saskatchewan Ministry of Education.
- 8.5 Appoint an auditor and set the terms of engagement.
- 8.6 Receive the audit report and the management letter and ensure quality indicators are met.
- 8.7 Monitor revenues and expenditures on a quarterly basis.
- 8.8 Set the mandate for employee group negotiations.
- 8.9 Ratify memoranda of agreement with bargaining units.
- 8.10 Annually review compensation for out-of-scope staff as per the established salary grids.

Selected Responsibilities

1. Acquisition and disposal of land and buildings, including expropriation proceedings.
2. Naming of schools, rooms within schools and other Board-owned facilities.

3. Obtaining membership in the Saskatchewan School Boards Association.
4. Review of the purchase of Board memberships in non-educational associations.
5. Support recognition of students, staff and volunteers.
6. Review of school attendance areas.
7. Provide input as required regarding Division boundaries.
8. Approval of the school year calendar.
9. Review of variances in school hours of operation.
10. Review of alternate programs or schools.
11. Review of locally developed courses.
12. Review of prekindergarten programs not funded by the Saskatchewan Ministry of Education.
13. Review of Division and school partnerships.
14. Hearing of unresolved student and staff complaints of discrimination or harassment.
15. Review of facility Joint-Use Agreements.
16. Review and approve trustee expenditure claims at least quarterly, in accordance with Board policy.

Appendix A – Board Annual Work Plan

Policy References	Policy Development Tracking
<p>External: Education Act: Sections 61, 85, 87, 277, 280, 282, 283, 285, 286, 288, 289, 292</p> <p>Internal: BP 14 Viable Schools AP 110 Education Sector Strategic Plan (ESSP)</p>	<p>Adopted: June 28, 2011</p> <p>Amended: June 26, 2018</p>

Regular Board Meeting Agenda Items	Events/Action Items
August	August
<ul style="list-style-type: none"> • Receive Operating Financial and Board Expense report • Review the ESSP term goals or targets • Plan for MLA Forum in November and other areas of advocacy 	
September	September
<ul style="list-style-type: none"> • Consider nominations for the SSBA’s Premier’s Board of Education Award For Innovation and Excellence and the SSBA Award of Distinction • Authorize borrowing resolution (if required) • Approve B-5 Facilities Plan Application • Board motion for formal school review must occur by October 15th • Review plans for Board/Director evaluations • Approve Transportation report • Approve Facilities report 	<ul style="list-style-type: none"> • Public Boards Section Executive Meeting
October	October
<ul style="list-style-type: none"> • Approve plans for Organizational Meeting • Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention • Conduct Director annual evaluation • Conduct Board self-evaluation • Board Meeting Survey (January/June/October) 	<ul style="list-style-type: none"> • Board Seminar • Public Boards Section Executive Meeting
November	November
<ul style="list-style-type: none"> • Approve Annual Report for distribution to the public • Orientation for new Board members • Organizational Meeting • Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly • Approve Audited Financial Statements • Approve Audit report • Receive Operating Financial and Board Expense report • Determine if and when a Public Meeting will be held • Approve proposals for altered school year calendar • ESSP Level 2 Wall Walk 	<ul style="list-style-type: none"> • SSBA Fall General Assembly • Public Boards Section General Meeting • Meeting with MLAs • Meeting with Sun West Teachers’ Association Liaison Group

Regular Board Meeting Agenda Items	Events/Action Items
December	December
<ul style="list-style-type: none"> Review Audit Report and Management Letter Graduation Rate report 	<ul style="list-style-type: none"> Division Office Staff Lunch at December Regular Meeting
January	January
<ul style="list-style-type: none"> Motion for school closure or grade discontinuance must occur by January 31st Receive Student Support Services report Board Meeting Survey (January/June/October) 	
February	February
<ul style="list-style-type: none"> Approve annual budget planning process Receive initial projected enrollment for next year Receive Operating Financial and Board Expense report 	<ul style="list-style-type: none"> Public Boards Section Executive Meeting
March Regular	March
<ul style="list-style-type: none"> Review Budget Principles and Priorities Sun West Distance Learning Centre report 	<ul style="list-style-type: none"> Congress on Rural Education
April	April
<ul style="list-style-type: none"> Approve school year calendar Approve school closures or grade discontinuance Review draft Budget proposal Review the subdivision boundaries at least every four (4) years to coincide with elections. Any changes are to be in place by June 30 of the election year. 	<ul style="list-style-type: none"> SSBA Spring General Assembly Public Boards Section Executive Meeting Student Leadership Conference
May	May
<ul style="list-style-type: none"> Approve Budget for June submission to Ministry of Education Receive Operating Financial and Board Expense report Determine whether Board policies need to be evaluated Receive Technology report Approve ESSP Level 2 Plan 	<ul style="list-style-type: none"> Meeting with Youth Consultation Group Employee Recognition and Graduations (Retirement gifts/years of service pin presentations and graduations) Sun West Teachers' Association Liaison Meeting
June	June
<ul style="list-style-type: none"> Receive Curriculum and Assessment report Receive Human Resources Staffing report School Community Council report Board Meeting Survey (January/June/October) 	<ul style="list-style-type: none"> Public Boards Section General Meeting School Year End BBQ for Division Office Staff (Board Sponsored lunch and service pin award presentation)
Ongoing	
<ul style="list-style-type: none"> Consider new developments and directions from Ministry of Education Attend meetings as determined by the Board Engage in individual trustee development approved by the Board Engage in celebration/recognition of students, staff and volunteers Attend official school opening ceremonies Attend School Community Council meetings when possible Teachers' Convention (dates to be determined) Receive Union Negotiations update 	

Appendix B – Board Performance Assessment Guide

Policy References	Policy Development Tracking
External: Education Act: Sections 61, 85, 87, 277, 280, 282, 283, 285, 286, 288, 289, 292	Adopted: June 28, 2011 Amended: June 26, 2018
Internal:	

<p><u>Role Expectation:</u> <u>Accountability to Provincial Government</u></p>	<p><u>Evaluation Evidence</u></p>	<p><u>Quality Indicators</u></p>
<p>The Board shall:</p> <p>1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.</p> <p>1.2 Perform Board functions required by governing legislation and existing Board policy.</p>	<ul style="list-style-type: none"> ◆ ESSP Level 2 Plan ◆ Annual Report ◆ Budget ◆ Audited Financial Statements ◆ Director’s evaluation ◆ Policy review ◆ Division litigation status ◆ Relevant correspondence ◆ Board self-evaluation questionnaires <ul style="list-style-type: none"> ○ Board role 	<ul style="list-style-type: none"> ◆ Statutory obligations are fully met in a timely manner ◆ Legislated functions are performed in an exemplary fashion ◆ All resident students are provided an education program consistent with The Education Act and the statutory regulations ◆ Non-resident students are provided an education program consistent with The Education Act and the statutory regulations, at the sole discretion of the Board ◆ Board governance policies clearly specify required Board functions

Board Performance Assessment Guide

<u>Role Expectation:</u> <u>Accountability to Community</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>2.1 Make decisions that reflect Sun West mission, vision and guiding principles and that represent the interests of the entire Division.</p> <p>2.2 Establish processes and provide opportunities for information sharing with the community and for community input.</p> <p>2.3 Identify key results and ensure annual reporting on these results.</p> <p>2.4 Develop procedures for and hear appeals as determined by the Board.</p> <p>2.5 Model a culture that reflects the Board's guiding principles and Code of Conduct.</p> <p>2.6 Provide for two-way communications between the Board and School Community Councils and between the Board and students and between the Board and the community.</p>	<ul style="list-style-type: none"> ◆ Briefing notes and reports ◆ Public meetings/focus groups/surveys ◆ Annual Report ◆ Audited Financial Statements ◆ Division publications ◆ Media reports ◆ Director's evaluation ◆ Relevant correspondence ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role ○ Community engagement 	<ul style="list-style-type: none"> ◆ Decisions are reflective of the Division mission, guiding principles and interests ◆ Mechanisms for community input are readily available ◆ Processes are established to communicate Board decisions to its constituents ◆ Information is disseminated to appropriate publics ◆ Appeal hearing processes are transparent and cognizant of due process ◆ The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion ◆ Two-way communication processes as identified in policy are in place

Board Performance Assessment Guide

<u>Role Expectation: ESSP Level 2 Planning and Reporting</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>3.1 Provide overall direction for the Division by establishing annual priorities and key results.</p> <p>3.2 Annually approve the ESSP Level 2 Plan.</p> <p>3.3 Identify accountability reports to be presented to the Board and, through such reports, monitor progress toward the achievement of key results.</p> <p>3.4 Annually evaluate the effectiveness of the Division in terms of key results.</p> <p>3.5 Approve the Annual Report for distribution to the public.</p>	<ul style="list-style-type: none"> ◆ Annual priorities and key results ◆ ESSP Level 2 Plan ◆ Budget ◆ Capital Plan ◆ Annual Report ◆ Monitoring Reports ◆ Director’s evaluation ◆ Relevant correspondence ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role 	<ul style="list-style-type: none"> ◆ The ESSP Level 2 Plan identifies annual priorities and key results which move the Division forward ◆ The allocation of resources reflects an effort to ensure student achievement ◆ Division performance and achievement is monitored, evaluated and reported

Board Performance Assessment Guide

<u>Role Expectation: Policy</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>4.1 Establish governing policies and monitor administrative procedures to ensure the effective operation of the Division.</p> <p>4.2 Identify the purpose to be achieved before creating a new policy.</p> <p>4.3 Approve policy statements that achieve the purposes identified by the Board.</p> <p>4.4 Evaluate policy impact to determine if policy has created the desired change.</p>	<ul style="list-style-type: none"> ◆ Policy development and review <ul style="list-style-type: none"> ○ New policies ○ Revised policies ◆ Board motions summary ◆ Director's evaluation ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role 	<ul style="list-style-type: none"> ◆ Board governance policies clearly specify required Board functions and implementation standards ◆ New policies are carefully designed with specific purposes to be achieved ◆ Policy impact is regularly evaluated to determine if policy is producing the desired results ◆ Established policies facilitate smooth, effective provision of quality educational services for the Division ◆ New or revised administrative procedures have been received as information

Board Performance Assessment Guide

<u>Role Expectation: Board/Director Relations</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>5.1 Select the Director.</p> <p>5.2 Provide the Director with clear corporate direction.</p> <p>5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in The Education Act.</p> <p>5.4 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.</p> <p>5.5 Interact with the Director in an open, honest, respectful and professional manner.</p> <p>5.6 Annually evaluate the Director in regard to the Director's job description and additional Board direction (e.g., hold Director accountable for results identified in the ESSP Level 2 Plan).</p> <p>5.7 Review Director's compensation as per contract.</p>	<ul style="list-style-type: none"> ◆ Hiring process ◆ Policy review ◆ Board motions summary ◆ Director's evaluation ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role ○ Board/Director relations 	<ul style="list-style-type: none"> ◆ The Board has absolute and final responsibility in Director selection ◆ Clear corporate direction is provided to the Director ◆ The Director has been delegated responsibility for all executive functions together with commensurate authority ◆ The Director's authority to carry out executive action is respected, and the Director's actions which are exercised within the delegated discretionary powers of the position are supported ◆ The Board's interaction with the Director is open, honest, respectful and professional ◆ The Director is evaluated annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction ◆ The Director's compensation package is reviewed annually with due consideration for fairness, equity and economic conditions

Board Performance Assessment Guide

<u>Role Expectation: Advocacy for Education</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>6.1 Develop an annual advocacy plan to support the ESSP Level 2 Plan.</p>	<ul style="list-style-type: none"> ◆ Board Annual Work Plan ◆ Meetings with MP, MLAs, Ministers, municipal partners, educational/public service authorities ◆ Relevant correspondence ◆ Division publications ◆ Media releases ◆ Active participation in regional, provincial and national organizations ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role 	<ul style="list-style-type: none"> ◆ A plan for political advocacy is developed ◆ The Board conveys key messages regularly to MLAs, municipal partners and the media ◆ The Board conveys key messages to its MP when appropriate ◆ The Board participates in advocacy processes at the local, provincial and national levels

Board Performance Assessment Guide

<u>Role Expectation: Board Development</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>7.1 Develop an annual plan to engage all trustees in Board development training to strengthen governance processes.</p> <p>7.2 Annually evaluate Board effectiveness.</p>	<ul style="list-style-type: none"> ◆ Board Annual Work Plan ◆ Board-strategic improvement planning sessions ◆ Board workshops ◆ Conference/Activity Reports ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role ○ Interpersonal Working Relationships 	<ul style="list-style-type: none"> ◆ A yearly plan for Board/trustee development is developed ◆ Individual trustees participate in conferences and other activities to further Board and trustee effectiveness ◆ Planning sessions and workshops are scheduled to enhance Board effectiveness ◆ The Board Annual Work Plan is reviewed and implemented ◆ Interactions amongst trustees demonstrate respect, understanding and integrity ◆ An annual Board self-evaluation, which defines a positive path forward, is completed

Board Performance Assessment Guide

<u>Role Expectation:</u> <u>Fiscal Accountability</u>	<u>Evaluation Evidence</u>	<u>Quality Indicators</u>
<p>The Board shall:</p> <p>8.1 Annually approve budget and ensure resources are allocated to achieve desired results and submit the annual budget to the Saskatchewan Ministry of Education by the due date.</p> <p>8.2 Annually approve the five-year capital plan and review facilities master plan. Submit the five-year capital plan to the Saskatchewan Ministry of Education by the due date.</p> <p>8.3 Authorize, by motion, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.</p> <p>8.4 Approve the submission of emergency block capital projects to the Saskatchewan Ministry of Education.</p> <p>8.5 Appoint an auditor and set the terms of engagement.</p> <p>8.6 Receive the audit report and the management letter and ensure quality indicators are met.</p> <p>8.7 Monitor revenues and expenditures on a quarterly basis.</p> <p>8.8 Set the mandate for employee group negotiations.</p> <p>8.9 Ratify memoranda of agreement with bargaining units.</p> <p>8.10 Annually review compensation for out-of-scope staff as per the established salary grids.</p>	<ul style="list-style-type: none"> ◆ Budget ◆ Capital Plan ◆ Facilities Master Plan ◆ Quarterly Financial Reports ◆ External Audit Reports ◆ Expense account postings for Board and Director ◆ Audited Financial Statements ◆ Audit Committee reports ◆ Annual Report ◆ Negotiations mandates ◆ Collective agreements ◆ Board Annual Work Plan ◆ Relevant correspondence ◆ Director's evaluation ◆ Board self-evaluation questionnaire results <ul style="list-style-type: none"> ○ Board role 	<ul style="list-style-type: none"> ◆ Budget assumptions are clearly understood by the Board ◆ Needs are determined and prioritized ◆ The basis for resource allocations within the Division is established by the Board ◆ The approved budget clearly reflects the Board's priorities ◆ Capital and facility plans allow for suitable student and program accommodation ◆ An auditor is appointed ◆ An Audit Committee is established ◆ Quality indicators for financial operations are established by the Board and confirmed by internal and/or local and provincial external audits ◆ Resources are used efficiently and effectively ◆ Variance analyses and year-end projections are received on a quarterly basis ◆ Financial information on facilities maintenance and technology are received ◆ Negotiation processes and mandates are clearly established, with due consideration for fairness, equity and economic conditions ◆ Successful completion and execution of collective agreements and staff contracts occurs