



## **GOVERNANCE**

### **Procedures**

#### **Role of the Board of Trustees**

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

#### **1.0 Accountability for Student Achievement in the District**

- 1.1 Promote a culture that fosters caring, wellness and models high expectations.
- 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 Promote clear, consistent expectations that focus on a successful outcome for all students.

#### **2.0 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.

#### **3.0 Accountability to the Community**

- 3.1 Make decisions that reflect District School Board Ontario North East's mission, vision 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 Model a culture that reflects the trustees' Code of Ethics.

#### **4.0 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 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.

#### **5.0 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.

#### **6.0 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.

#### **7.0 Strategic Planning**

- 7.1 Provide overall direction for District School Board Ontario North East by establishing the purpose (mission), vision and strategic priorities.
- 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.

## **8.0 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.

## **9.0 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.

## **10.0 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.

**Appendices**

**References**

Education Act S. 170, S. 171