



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

---

### ***2.0 GOVERNANCE AND MANAGEMENT***

### **2.9 DELEGATION OF AUTHORITY AND RESPONSIBILITY**

The Board must appoint the Superintendent of Schools as its Chief Executive Officer (CEO) to manage the operations of the Division.

**The Board must:**

- 2.9.1 Delegate the Superintendent/CEO the authority and responsibility to manage the operations of the Division.
- 2.9.2 Support the Superintendent/CEO in fulfilling the legislated responsibilities of a Superintendent of Schools.
- 2.9.3 Hold the Superintendent/CEO accountable for achieving and complying with the policies that apply to the system.
- 2.9.4 Hold the Superintendent/CEO accountable for supporting the Board in achieving and complying with the policies that apply to the Board.
- 2.9.5 Review and approve annual targets proposed by the Superintendent/CEO for achieving the System Goals established by the Board.
- 2.9.6 Permit the Superintendent/CEO to delegate authority and responsibility and to provide resources to other staff, and to hold them accountable.
- 2.9.7 Outline, in policy, the scope of choice given to the Superintendent/CEO.
- 2.9.8 Direct the Superintendent/CEO only through decisions made as a corporate body.



# FORT VERMILION SCHOOL DIVISION

## BOARD POLICIES

---

### ***2.0 GOVERNANCE AND MANAGEMENT***

**Without restricting the very broad delegation of authority as noted above, the Superintendent/CEO must:**

- 2.9.9 Enhance student learning by
- a) Providing leadership in all matters relating to education in the Division.
  - b) Providing every opportunity for students in the Division to meet or exceed the standards of education set by the Minister.
  - c) Putting the conditions in place to create learning environments that contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
  - d) Providing leadership in fostering conditions that promote the improvement of educational opportunities for all students.
  - e) Providing leadership in implementing education policies established by the Minister and the Board.
- 2.9.10 Enhance student welfare by
- a) Putting the conditions in place so that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
  - b) Putting the conditions in place so that the social, physical, intellectual, cultural, and emotional growth needs of students are met in the overall school environment.
  - c) Putting the conditions in place to enhance the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
  - d) Putting the conditions in place to have facilities that adequately accommodate Division students.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

---

### ***2.0 GOVERNANCE AND MANAGEMENT***

#### 2.9.11 Demonstrate fiscal responsibility by

- a) Monitoring the fiscal management of the Division by the Associate Superintendent of Finance (Secretary-Treasurer) to confirm it is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- b) Monitoring the Division to confirm it operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- c) Directing the preparation and the presentation of the budget.
- d) Monitoring the Board to confirm it has current and relevant financial information.
- e) Directing the preparation of the Three-Year Capital Plan for submission to the Board.
- f) Reviewing, annually, the Transportation and Student Fee as per School Fees and Costs and School Transportation Regulation.

#### 2.9.12 Enhance personnel management by

- a) Having overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- b) Monitoring the performance of all staff and ensure appropriate evaluation processes are in place.
- c) Facilitating professional development and training sessions for staff.
- d) Monitoring the coordination and integration of human resources within the Division.
- e) Monitoring that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- f) Having authority to suspend or terminate a teacher as per the Education Act. (Board Motion 08-03-15079)



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

---

### ***2.0 GOVERNANCE AND MANAGEMENT***

#### 2.9.13 Monitor policy/administrative procedures by

- a) Providing leadership in the planning, development, implementation and evaluation of Board policies.
- b) Developing and keeping current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

#### 2.9.14 Foster Superintendent/CEO/Board Relations by

- a) Engaging in and maintaining positive, professional working relations with the Board.
- b) Respecting and honouring the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c) Attending all Board meetings and make recommendations on matters requiring Board action.
- d) Providing the information and counsel which the Board requires to perform its role.
- e) Keeping the Board informed on sensitive issues in a timely manner.
- f) Attending, and/or designating, administrative attendance at all committee meetings.
- g) Demonstrating respect, integrity and support, which is conveyed to the staff and community.

#### 2.9.15 Enhance strategic planning and reporting by

- a) Leading a Strategic Planning engagement process that includes input from all Division stakeholders.
- b) Assisting the Board in determining the present and future educational needs of the Division through the development of short-and long-range plans.
- c) Involving the Board in the approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval.
- c) Implementing plans as approved.
- d) Reporting regularly on results achieved.
- e) Developing the Annual Education Results Report for Board approval.



# **FORT VERMILION SCHOOL DIVISION**

## **BOARD POLICIES**

---

### ***2.0 GOVERNANCE AND MANAGEMENT***

- 2.9.16 Demonstrate organizational management by
- a) Utilizing effective organization skills to result in Division compliance with all legal, Ministerial and Board mandates and timelines.
  - b) Reporting to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
  - c) Reviewing, modifying, and maintaining an organizational chart which accurately delineates lines of authority and responsibility.
  - d) Building an organizational structure and promoting a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 2.9.17 Enhance communications and community relations by
- a) Taking appropriate actions to develop and maintain open, transparent, positive internal and external communications.
  - b) Putting the conditions in place, including but not limited to community consultations, to enhance parents' level of satisfaction with the services provided and the responsiveness of the Division.
  - c) Maintaining effective relationships within the system and the community served by the system.
  - d) Acting as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
  - e) In consultation with the Board Chair, serving as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.
- 2.9.18 Demonstrate leadership by
- a) Practicing leadership in a manner that is viewed positively and has the support of those with whom the Superintendent/CEO works most directly in carrying out the directives of the Board and the Minister.
  - b) Developing and maintaining positive and effective relations with provincial and regional government departments and agencies.
  - c) Demonstrating, through actions, that meaningful collaboration arises from relationships built on trust, honesty and respect.