



# FORT VERMILION SCHOOL DIVISION

## BOARD POLICIES

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

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

The Board shall appoint the Superintendent of Schools as its Chief Executive Officer to manage the operations of the Division.

**The Board shall:**

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

Without restricting in any way the very broad delegation of authority as noted above, **the Chief Executive Officer shall:**

- 2.9.8 Student Learning
  - a) Provide leadership in all matters relating to education in the Division.



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- b) Ensure students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- c) Ensure that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- d) Provide leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- e) Provide leadership in implementing education policies established by the Minister and the Board.

#### **2.9.9 Student Welfare**

- a) Ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- b) Ensure that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
- c) Ensure the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
- d) Ensure the facilities adequately accommodate Division students.
- e) Act as, or designate, the attendance officer for the Division.

#### **2.9.10 Fiscal Responsibility**

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



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#### 2.9.11 Personnel Management

- a) Have 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) Monitor the performance of all staff and ensure appropriate evaluation processes are in place.
- c) Facilitate professional development and training sessions for staff.
- d) Ensure the coordination and integration of human resources within the Division.
- e) Ensure 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) Have authority to suspend or terminate a teacher as per the Education Act. (Board Motion 08-03-15079)

#### 2.9.12 Policy/Administrative Procedures

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

#### 2.9.13 Superintendent/Board Relations (“The First Team”)

- a) Engage in and maintain positive, professional working relations with the Board.
- b) Respect and honour the Board’s role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c) Attend all Board meetings and make recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- d) Provide the information and counsel which the Board requires to perform its role.
- e) Keep the Board informed on sensitive issues in a timely manner.



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

- f) Attend, and/or designate, administrative attendance at all committee meetings.
- g) Demonstrate respect, integrity and support, which is conveyed to the staff and community.

#### **2.9.14 Strategic Planning and Reporting**

- a) Lead a generative Strategic Planning engagement process.
- b) Assist the Board in determining the present and future educational needs of the Division through the development of short-and long-range plans.
- c) Involve the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- d) Implement plans as approved.
- e) Report regularly on results achieved.
- f) Develop the Annual Education Results Report for Board approval.

#### **2.9.15 Organizational Management**

- a) Demonstrate effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- b) Report to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- c) Review, modify and maintain an organizational chart which accurately delineates lines of authority and responsibility.
- d) Build an organizational structure and promote a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

#### **2.9.16 Communications and Community Relations**

- a) Take appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- b) Ensure parents have a high level of satisfaction with the services provided and the responsiveness of the Division.



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- c) Maintain effective relationships within the system and the community served by the system.
- d) Act 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, serve as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

#### **2.9.17 Leadership Practices**

- a) Practice leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- b) Develop and maintain positive and effective relations with provincial and regional government departments and agencies.
- c) Ensure that meaningful collaboration arises from relationships built on trust, honesty and respect.