



BOARD JOB DESCRIPTION

A strong public education system is the foundation of a prosperous, caring, and civil society. All partners in the education sector, including the Minister, the Ministry, and the Boards, have a role to play in enhancing student achievement and well-being, closing gaps in student achievement, and maintaining confidence in the province's publicly funded education systems.

The Education Act provides for the establishment of four types of District school boards: English Public, English Catholic, French Public, and French Catholic. 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.

Limestone District School Board's major areas of responsibility are:

- 1.0.0 ACCOUNTABILITY FOR STUDENT ACHIEVEMENT AND WELL-BEING IN THE DISTRICT**
- 1.1.0 Promote a culture that supports student achievement and well-being.
- 1.2.0 Ensure that effective and appropriate educational programs are delivered to all students in the district.
- 1.3.0 Develop, maintain and review effectiveness of policies and organizational structures that promote the goals of 1.1.0 and 1.2.0.
- 1.4.0 Make decisions that reflect Limestone District School Board's philosophy and belief statements.
- 1.5.0 Promote clear, consistent expectations that focus on successful outcomes for students and that encourage pupils to pursue educational goals.

1.6.0 Ensure measures are considered that assess the academic achievement of pupils, including but not limited to tests administered by the Education Quality Accountability Office, average grades on student achievement reports, and the average number of secondary school credits accumulated.

2.0.0 ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

2.1.0 Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.

2.2.0 Perform Limestone District School Board functions required by provincial legislation and board policy.

2.3.0 Provide advice to the Ministry of Education and the provincial trustee association regarding regional and local implications of policy recommendations.

3.0.0 ACCOUNTABILITY TO THE COMMUNITY

3.1.0 Make decisions that reflect Limestone District School Board’s mission, belief statements and strategic plan that represent the interests of the entire district.

3.2.0 Establish processes that provide the community with opportunities for input.

3.3.0 Provide two way communications between Limestone District School Board and School Councils and between the Board and the School Council liaison Committee (Parent Involvement Committee).

3.4.0 Provide reports outlining district results in accordance with provincial policy.

3.5.0 Develop district procedures to hear appeals in accordance with appropriate statutes and district policies.

3.6.0 Model a culture that reflects the trustees’ Code of Ethics.

4.0.0 POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

4.1.0 Develop policies that outline how the district will successfully function.

4.2.0 Ensure that all new policies have in place a purpose statement prior to development.

4.3.0 Approve policy statements that meet the criteria identified by the district and Ministry of Education.

4.4.0 Review district policies at least every three years, to ensure that they reflect the desired impact and/or purpose, or more frequently where required to reflect system needs or ensure legislative compliance.

5.0.0 **DIRECTOR/ BOARD RELATIONS**

5.1.0 Select the Director of Education.

5.2.0 Provide the Director with a clear job description and corporate direction.

5.3.0 Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.

5.4.0 Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's Strategic Plan as the basis for the evaluation.

5.5.0 At least once a year at the Director or Board's request, provide the Director with an opportunity to meet alone with the board in closed session.

5.6.0 Periodically review the compensation of the Director and senior staff.

5.7.0 Promote a positive working relationship with the Director of Education.

6.0.0 **BOARD DEVELOPMENT**

6.1.0 Annually or biannually review Limestone District School Board's effectiveness and performance, using the multi-year Strategic Plan as its basis.

6.2.0 Develop an annual plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues).

6.3.0 Use the expertise of the Director of Education, and other provincial organizations (OPSBA, CODE, OPSOA) to help develop and support the district's development plan.

7.0.0 **STRATEGIC PLANNING**

7.1.0 Provide overall direction for Limestone District School Board by establishing the purpose (mission), vision and belief statements.

7.2.0 Set priorities with outcomes through the multi-year Strategic Plan.

- 7.3.0 Establish measures supporting student achievement.
- 7.4.0 Include measures respecting the allocation of resources in support of student achievement that falls below specified achievement outcomes.
- 7.5.0 Ensure effective stewardship of resources.
- 7.6.0 Approve the Strategic Plan in public session for district distribution.
- 7.7.0 Use the Strategic Plan to drive the budget process.
- 7.8.0 Evaluate the effectiveness of Limestone District School Board in relation to the Strategic Plan.
- 7.9.0 Monitor progress toward the improvement of student achievement.
- 8.0.0 **FISCAL RESPONSIBILITY**
- 8.1.0 Develop a budget review process to help determine annual resource allocations. (Use the Strategic Plan and other provincial and local directions.)
- 8.2.0 Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3.0 Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 8.4.0 Have in place an Audit Committee to ensure that the district is compliant with the provincial audit regulations and that the district has in place appropriate accountability processes.
- 8.5.0 Ratify Memoranda of Agreements with all bargaining units and non-union groups.
- 9.0.0 **POLITICAL ADVOCACY AND COMMUNICATION**
- 9.1.0 Actively advocate for Public Education, and the Limestone District School Board in alignment with the Strategic Plan.
- 9.2.0 Ensure that the district is communicating with the community.

10.0.0 RECOGNITION

10.1.0 Develop mechanisms to ensure that Limestone District School Board recognizes students and student achievement.

10.2.0 Develop mechanisms to ensure that Limestone District School Board recognizes staff and staff achievements.

10.3.0 Develop mechanisms to ensure that Limestone District School Board 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. Approval for the issuance of debentures

Legal Reference:

Education Act S. 170, S. 171, Bill 177 Student Achievement and School Board Governance Act

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