

School District of Mystery Lake



Success for All

BOARD POLICY MANUAL

School District of Mystery Lake
Adopted: November 13, 2012



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Introduction

The Board of Trustees are dedicated to serving the educational needs and aspirations of the people within the School District of Mystery Lake. The Board is elected to “guard the public trust” in matters of education and does so primarily through policies, which guide the daily activities of the schools and the school district. Policies are principles adopted by the Board to set the course of action for the district. They are broad guidelines intended to provide clear direction, and to set ethical parameters around how policy goals are to be achieved. The role of the Board in the policy cycle is to determine the need for policy, to ensure that policy is developed, and that policy is followed. The role of the Administration is to execute policy within the spirit and intent written by the Board.

In addition:

- All edicts of the province of Manitoba, (including regulations) are considered mandated Board policy.
- All agreements signed through contract are considered mandated Board policy, such as the collective agreements signed with employee groups.
- All adopted rules and regulations concerning the Board’s own procedures and how the Board operates as the governance arm of the school district, are also policy statements and appear in the *Board Policy Manual*.

This *Board Policy Manual* is supplemented by the *Manual of Administrative Procedures*, the principal written document by which the Superintendent(s) directs the operations of the school district and the staff. The *Manual of Administrative Procedures* must be entirely consistent with the *Board Policy Manual*. The policies within this document reflect the requirements of the Board, and reflect provincial legislation and priorities, as outlined in the legislation and regulations governing education, including *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Workplace Safety and Health Act*, *The Manitoba Human Rights Code*, *The Child and Family Services Act*, *Appropriate Educational Programming in Manitoba: Standards for Student Services*, *the Freedom of Information and Protection of Privacy Act (FIPPA)*, and *the Personal Health Information Act (PHIA)*. Compliance with federal legislation including the *Charter of Rights and Freedoms*, *The Youth Criminal Justice Act* and *The Constitution Act* are also reflected within the policies and procedures of School District of Mystery Lake.

The development of two distinct documents reinforces the distinction between the governance responsibility of the Board and the administrative/managerial duties of the Superintendent(s) within the Board’s strategic governance model.



Board Governance

The Board leads the District as a unified body, encouraging and strengthening the entire District to achieve exciting and unprecedented results for students. The primary activity of the Board is governance, which means that in its leadership capacity, the Board guides the achievements of the School District by making high level decisions, setting broad goals, and ensuring that the Board's policy manual is current, relevant, and complied with. Therefore, Trustees do not run the school district; they are governors, not "bosses." The Board contribution is vital in its power and leadership, and the role of the individual Trustee is to learn to govern with excellence.

The Role of an Elected School Board

School Boards are responsible, by law, for the delivery of fair and equitable public education within their jurisdiction. As the governing Board, the Trustees are responsible to:

- Identify, express, and represent values which reflect the best hopes and aspirations of the community
- Choose and organize priorities and outcomes for the School District
- Establish structures and systems, and retain a Superintendent(s) for the school district
- Acquire and allocate resources
- Set out vital principles and the limits of acceptable behaviour
- Encourage commitment and compliance within the school district
- Evaluate performance of themselves, the Superintendent(s), and the school district
- Move the organization forward according to established decisions and standards

Policy Leadership as Strategic Governance

Through governance policy statement (*The Board Policy Manual*) the Board provides leadership for the District. According to *The Public Schools Act*, only the Board can adopt new policies or revise existing policies. In the School District, this is accomplished through policy leadership in order to ensure the pursuit of excellence within the District.

Strategic governance is practiced by the Board. This informs the Board's governance role and strengthens the connection between the Board and the community it is elected to represent. Policies are clearly worded and re-examined regularly by the Board to ensure that desired results are being achieved within the District. Accountability is clearly established through the delegation of authority to the Superintendent(s) in written Board policy. A regular monitoring cycle for Board policies ensures the necessary framework for Administration to demonstrate achievement of the goals established by the board and holds the Superintendent(s) accountable for compliance with Board policies.



Strong governance policies:

- Illustrate the relationship between core values and the actions of the school district
- Eliminate overlapping policies
- Provide easy maintenance
- Offer assurance of compliance
- Set a clear framework for operations within the school district
- Clarify accountability
- Are clear and concise

School boards develop four types of policy:

1. Specified results the Board wants to achieve
2. Defined authority and responsibility
3. The processes and operations of the Board itself
4. How the Board is connected to the management of the school district.

Administrative procedures are the delegated responsibility of the Superintendent(s) and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval (See Policies 13 and 15).

Policies are developed depending on responses to the following three questions:

- Does this policy communicate clearly the purposes of the Board?
- Does this policy define the Board's instructions to the Superintendent(s) in such a way as to allow the Superintendent(s) an acceptable range of implementation?
- How will this policy be monitored?

By practicing strategic governance, the Board ensures that the policy is the basis for action and decision making within the school district.



Policy 1 – Mandate and Legal Status

Date Adopted: November 13, 2012

Date Amended: April 22, 2014, May 12, 2015

The School District of Mystery Lake is a corporate body established by the government of Manitoba, authorized to deliver appropriate public education for all students who reside in, or are otherwise the responsibility of, the School District of Mystery Lake.

- 1.1 The members of the school board form a corporation called the School District of Mystery Lake Board of Trustees (herein referred to as the Board).
- 1.2 The School District of Mystery Lake and Board operate under the terms of the Manitoba *Public Schools Act* and any other Provincial, Municipal or Federal legislation or regulations that may apply, and is bound by its own policy manual.
- 1.3 School trustees are elected under the conditions and regulations of the *Public Schools Act* to represent the public ownership of the school district as the voting members of the Board.
- 1.4 The number of elected school trustees, their term of office, and parameters for conduct shall be in accordance with the provisions of the Manitoba *Public Schools Act*, its *Preamble* and attendant regulations, and this *Board Policy Manual*.
- 1.5 Procedural By-Laws not contained within this policy manual are binding upon the operations of the School District of Mystery Lake Board. They are available for viewing on the School District of Mystery Lake website at www.mysterynet.mb.ca.
- 1.6 Documentation of this policy manual and any attendant legislation and regulations are on the School District of Mystery Lake website at www.mysterynet.mb.ca

Legal Reference include: *The Public Schools Act, The Education Administration Act, The Safe Schools Charter, The Manitoba Human Rights Code, Appropriate Educational Programming, The Workplace Health and Safety Act.*



Policy 2 – Mission and Vision

Date Adopted: November 13, 2012, April 25, 2017

Date Amended:

Mission:

The School District of Mystery Lake will empower each student's learning potential and develop socially responsible lifelong learners with a strong sense of self-worth by providing a diversity of educational experiences.

Vision:

Success for All

Ethical Values:

Respect, Integrity, Empathy, Responsibility and Humility

We believe:

- Individuals have the right to access quality education in an equitable manner that maximizes individual potential.
- Learning is a wholistic lifelong pursuit that enhances the mind, body and spirit of the individual.
- In supporting a learning community to create and enhance respectful, safe and inclusive schools founded on cultural proficiency.
- Learning experiences must nourish a sense of wonder, curiosity and imagination in students.
- Public education serves the common good.
- In the importance of communication and engagement with all educational partners and the community at large.
- Practices must be linked to research and evidence..”

See Policy 3 – Values and Beliefs



Policy 3 – Values and Beliefs

Date Adopted: November 13, 2012

Date Amended: May 12, 2015

The Board regulates the performance of the District by monitoring Board policies, the evaluation of the Superintendent(s), and annual Board self-evaluation.

The actions and activities of the Board are guided by core values and beliefs identified in consultation with the School District community. Local values and beliefs provide the foundation for Board policy.

School District of Mystery Lake Core Ethical Values

Respect

Honesty

Empathy

Responsibility

Humility

Beliefs

We believe:

- Individuals have the right to access quality education in an equitable manner that maximizes individual potential.
- Learning is a personal, lifelong pursuit that enhances physical, emotional, intellectual and spiritual aspects within the individual.
- All individuals have the right to learn in a welcoming, positive, respectful, secure and healthy environment.
- Education is essential to progress and will provide keys to the future.
- In the importance of communication and engagement with all educational partners and the community at large.
- In linking practice to research and evidence.



Policy 4 – Governance Model

Date Adopted: November 13, 2012

Date Amended: May 12, 2015, March 8, 2016, Reviewed Mar 28, 2018

The School District Board will be characterized by the following principles.

- 4.1 The Board will focus its energy and dedication on effective governance.
- 4.2 The focus of the Board will be high level decisions, rather than the details of daily activities and operations of the School District.
- 4.3 In response to its community connections and advice acquired from educational and pedagogical experts, the Board will reassess its defined vision of the future and realign Board policies as necessary.
- 4.4 All managerial and administrative authority is delegated to the Superintendent(s), excluding those exemptions defined in Board policy.
- 4.5 Annually, the Board will approve a District operating budget consistent with the priorities defined in Board policies and the District's Strategic Plan.
- 4.6 The Board will establish procedures for evaluating Board policy compliance, and tie this to the performance evaluation of the Superintendent(s).

See Policy 7 – Role of the Board
Policy 10 – Board Operations
Policy 11 – Annual Board Planning Cycle
Policy 12 – Board and Superintendent(S) Relationship
Policy 13 – Decision-Making Matrix



Policy 5 – System Goals and Indicators of Success

Date Adopted: November 13, 2012

Date Amended: May 12, 2015. Reviewed Mar 28, 2018

The Board of Trustees intends that the School District of Mystery Lake:

- shall prepare students for meaningful adult citizenship
- shall be attentive to the needs of all students
- shall provide all students with relevant and engaging learning experiences
- shall provide inclusive, safe, respectful and caring environments for students and staff
- shall foster the development of positive relationships between students, staff and community
- shall provide for the personal, social and physical well being of all students
- shall provide clean, well-maintained and aesthetically pleasing physical environments

The Board will consider the following key indicators when measuring the success of its System Goals:

- attendance rates
- maximized student achievement within the abilities of each student as measured through a variety of assessment indicators
- student participation in citizenship initiatives and activities
- high school completion rates
- level of student, parent and staff satisfaction
- level of student and staff engagement

Organization of Instruction

The Board of Trustees of the School District of Mystery Lake are responsible for public education, in Grades 1 through 12, throughout the District according to provincial guidelines. Other instructional opportunities are provided where possible including technology education, vocational education and arts education. The district also provides a half time Kindergarten program.

Legal Reference: *The Public Schools Act*

Policy 2 – Mission and Vision

Policy 3 – Values and Beliefs

Policy 6 – Community Engagement

Policy 15 – Learning Environments/Programs and Services

Policy 16 – Safe Schools



Policy 6 – Community Engagement

Date Adopted: November 13, 2012

Date Amended: April 26, 2016, Reviewed Mar 28, 2018

The Board will develop and implement strategies to enhance the Board's communication and engagement with communities, ratepayers and the citizens of School District of Mystery Lake. These strategies will include:

- community presentations during regular board meetings
- comprehensive and current School District of Mystery Lake website
- District annual report to the community
- community invitation to and participation in annual district planning session
- community invitation to and participation in public budget consultation
- newsletters, notices and bulletins
- board participation in school and community-school functions, (e.g. assemblies, open houses, graduation and award ceremonies, concerts, Parent Advisory Council meetings, special events)
- dialogue with other levels of government, agencies and service groups to explore options for potential collaboration & partnership
- consultation with all stakeholders regarding important issues in education, (e.g. parent surveys, grad surveys, and new program initiatives)
- participation in various community committees, initiatives, events, etc.

Policy 1 – Mandate and Legal Status

Policy 2 – Mission Statement

Policy 3 – Values and Beliefs

Policy 5 – Indicators of Success

Policy 7 – Role of the Board

Policy 8 – Board Statement of Integrity

Policy 10 – Board Operations

Policy 11 – Annual Board Planning Cycle



Policy 7 – Role of the Board

Date Adopted: November 13, 2012

Date Amended: April 26, 2016, Reviewed Mar 28, 2018

The Board is entrusted to ensure that the values, aspirations and economic resource capacities of the jurisdiction are reflected within the actions of the District:

Areas of Responsibility of the Board:

7.1 Community Leadership

- a. The Board is visible within the community.
- b. The Board makes decisions that reflect the values and anticipated educational needs of the communities of School District of Mystery Lake.
- c. Board members show their support of school and district activities through physical attendance at school concerts, championships, etc.

7.2 Accountability to the Provincial Government

- a. The Board is responsible for adherence to governing legislation and regulation throughout School District of Mystery Lake.

7.3 Accountability to the Community

- a. The Board makes decisions that respect community values and human rights, and are rooted in sound educational research.
- b. The Board reports District results to the community, as mandated by the provincial government.
- c. The Board has developed appeal policies regarding decisions of the administration.
- d. Board members are active within the School District of Mystery Lake communities, building support for the District and public education.
- e. The Board approves the annual school calendar and length of the school day.
- f. The Board grants final approval of newly constructed school and other District owned buildings.
- g. The Board retains insurance to protect the public assets of the District.

7.4 District Strategic Plan

- a. The Board provides overall direction for the District's strategic plan through the identification of Board priorities.

7.5 Policy

- a. All policy is written, and adhered to within the policy governance model.
- b. Governance policy statements define Board expectations.



- c. The Board monitors district progress toward the achievement of student outcomes and other stated desired results through the regular assessment of policy compliance.
- d. Policy which is deemed by the Board to be no longer relevant toward the achievement of Board outcomes is evaluated and amended appropriately.

7.6 **Board Development**

- a. All Trustees engage in the pursuit of Board excellence through board development and trustee development training and education.
- b. The Board evaluates board effectiveness by adhering to the policy monitoring schedule and the annual Board self-evaluation process.

7.7 **Fiscal Responsibility**

- a. The Board approves the District's budget annually and establishes the amount of the local property tax levy.
- b. The Board shall annually appoint an auditor for School District of Mystery Lake.
- c. The Board receives the audit report and ensures that quality indicators are met.
- d. The Board ratifies and ensures the administration of collective agreements with employee groups.
- e. The Board approves the District's annual 5 year capital plan for submission to the province's Public Schools Finance Board.

Legal Reference: *The Public Schools Act; The Labour Relations Act*

Policy 1 – Mandate and Legal Status

Policy 2 – Mission Statement

Policy 3 – Values and Principles

Policy 6 – Community Engagement

Policy 11 – Annual Board Planning Cycle

Policy 12 – Policy Development and Amendment

Policy 19 – Audits

Policy 20 – Assets



Policy 8 – Board Statement of Integrity

Date Adopted: November 13, 2012

Date Amended: April 26, 2016, Reviewed Mar 28, 2018

In fulfilling its governing role, the School Board will emphasize policy, strategy, and corporate decision-making to:

- improve student engagement, success and achievement in learning;
- improve communication and engagement with all educational partners and the community, and strengthen the public profile of the School District of Mystery Lake through the development of a comprehensive public relations plan;
- model a commitment to and promote a professional learning community founded in cultural proficiency, social justice and excellence in education;
- strengthen the capacity and leadership development of staff providing quality professional growth opportunities and succession planning: and
- effectively link policy, procedures and practice to research and evidence.



Policy 9 – Code of Conduct / Conflict of Interest/Sanctions

Date Adopted: November 13, 2012

Date Amended: February 24, 2015, May 12, 2015, June 21, 2016

A Trustee of the School District of Mystery Lake shall strive to improve public education and shall commit to work towards high and equitable achievement for all students of the School District of Mystery Lake.

9.1 Each Trustee will:

- a. remember always that the first and greatest concern shall be the educational welfare of all students attending its schools;
- b. carry out any functions with honesty, integrity, independence and good faith, and shall act only in the best interests of the constituents of the School District of Mystery Lake;
- c. encourage the free expression of opinion within the Board and seek systematic communication between the Board, students, staff and all elements of the community;
- d. be alert to information which the School District of Mystery Lake can use to develop improved policies and strategies within a framework of cultural diversity;
- e. respect the confidentiality of information received in the performance of duties, as well as the confidentiality of the deliberations of the Board, both during and after tenure on the Board or its committees;
- f. base personal decisions upon all available facts in each situation; vote with honest conviction in every case, unswayed by individuals or special interest groups of any kind; and thereafter abide by and uphold the final majority decision of the Board;
- g. work with all trustees to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent(s);
- h. not assist any person or any organization in any dealings with the School District of Mystery Lake when such intervention may result in real or apparent preferential treatment to that person or organization by the District;
- i. not use for one's personal benefit or advantage, or for the benefit or advantage of any family member, any information acquired in the exercise of the position as a trustee that is not otherwise generally available to the public;



- j. not use, directly or indirectly, any facilities, property or services of the School District of Mystery Lake, nor allow them to be used for purposes other than as expressly approved by the District;
- k. endeavour to work with fellow trustees in a spirit of harmony and cooperation, in spite of differences of opinion that may arise during debate:
 - i. observe proper decorum;
 - ii. treat colleagues with respect and consideration;
 - iii. encourage full and open discussions in all matters with colleagues on the Board;
 - iv. not withhold or conceal from colleagues any information or matter with which they could be concerned;
 - v. not hold a grudge nor bear hostility
- l. adhere to all laws per the Public Schools Act Sections 37(1) to 37(7) in regard to conflict of interest:
 - i. make a personal decision based on careful and objective consideration when faced with a perceived conflict of interest;
 - ii. declare if in a position of conflict and ask to be excused and cause to be recorded;
 - iii. avoid actions which might embarrass oneself or the Board;
 - iv. perceived conflicts should be discussed prior to a public meeting as a professional courtesy.
 - v. guard with particular interest the areas of Board operations in relation to purchasing and hiring or evaluation of personnel;

9.2 Sanctions for Breach of Code of Conduct:

- a. censuring the trustee;
- b. barring the trustee from attending all or part of a meeting of the school board or a committee of the school board; or
- c. suspending the trustee from the school board, including suspending all the trustee's rights, duties and privileges as a member of the school board, for up to three months.



Motion re Sanction:

- a. the motion may be debated at a board meeting that is closed to the public, but must be voted on in public;
- b. to be approved, a motion to impose a sanction under item (a) or (b) of section 9.2 requires an affirmative vote of $2/3$ of all the members of the school board;

Sanctioned Member Not Considered to be Absent:

- a. when a sanction has been imposed under item (a) or (b) of section 9.2, it is considered to be an absence authorized by the school board

Effect on Indemnity:

- a. a board may specify that the annual indemnity payable may be reduced as a result of a trustee being sanctioned under item 9.2(c)

9.3 Challenge to Sanction:

- a. A trustee who is sanctioned may appeal to a single adjudicator appointed by the Minister of Education and Training.
- b. A trustee who wishes to appeal a sanction must provide written notice to the minister within 10 days of the day the sanction was imposed.
- c. The costs of an adjudication must be paid by the school division. If authorized by the adjudicator, the school division may recover some or all of the costs from the trustee.



Policy 10 – Board Operations

Date Adopted: November 13, 2012

Date Amended: May 12, 2015

One Voice Commitment

According to provincially legislated authority and accountability, the Board is a corporate body established to provide governance leadership for the School District of Mystery Lake. As members of a democratically elected body, it is important and necessary for individual Trustees to be in active attendance at Board meetings, and to encourage and represent a diversity of viewpoints. Individual trustees are ultimately accountable to the public for bringing forward the voice and views of the people within the School District jurisdiction. This One Voice Commitment does not demand unanimous decisions, but does require that all Trustees shall respect the decisions of the Board.

According to this One Voice Commitment, Trustees:

- a. *Support Board decisions.* Trustees are expected to contribute and to influence the decisions of the Board. Board decisions are only those that have been voted upon and are reflected in the Minutes of the Board meetings as policies or resolutions. Once the Board has made a decision, each Trustee must support the decision of the Board and be prepared to explain the decision of the Board to the public.
- b. *Never attempt to exercise individual authority over the organization or the Superintendent(s).*
While the Board expects individual Trustees to be given common courtesy, it does not require the Superintendent(s) or any other staff member to heed any individual Trustee's opinions or instructions. Individual Trustees have no authority over staff and no authority to assert themselves into staff operations.
- c. *As members of a strategic governance board, Trustees will focus on what needs to be accomplished for effective governance while at the Board table.*
- d. *State the policy when issues are raised by community members, staff or Trustees. Discussion shall center on whether the concerns justify changes to the policy or whether monitoring of the policy is necessary, not on the details of the issue.*
- e. *Recognize that the Chairperson is the official spokesperson of the Board, unless that responsibility has been delegated by the Board.*

Legal Reference: *The Public Schools Act, Manitoba Human Rights Code*

Policy 1 – Mandate and Legal Status

Policy 2 – Mission Statement

Policy 4 – Governance Model

Policy 6 – Community Engagement

Policy 8 – Board Statement of Integrity

Policy 15 – Learning Environment/Programs and Services



Policy 11 – Annual Board Planning Cycle

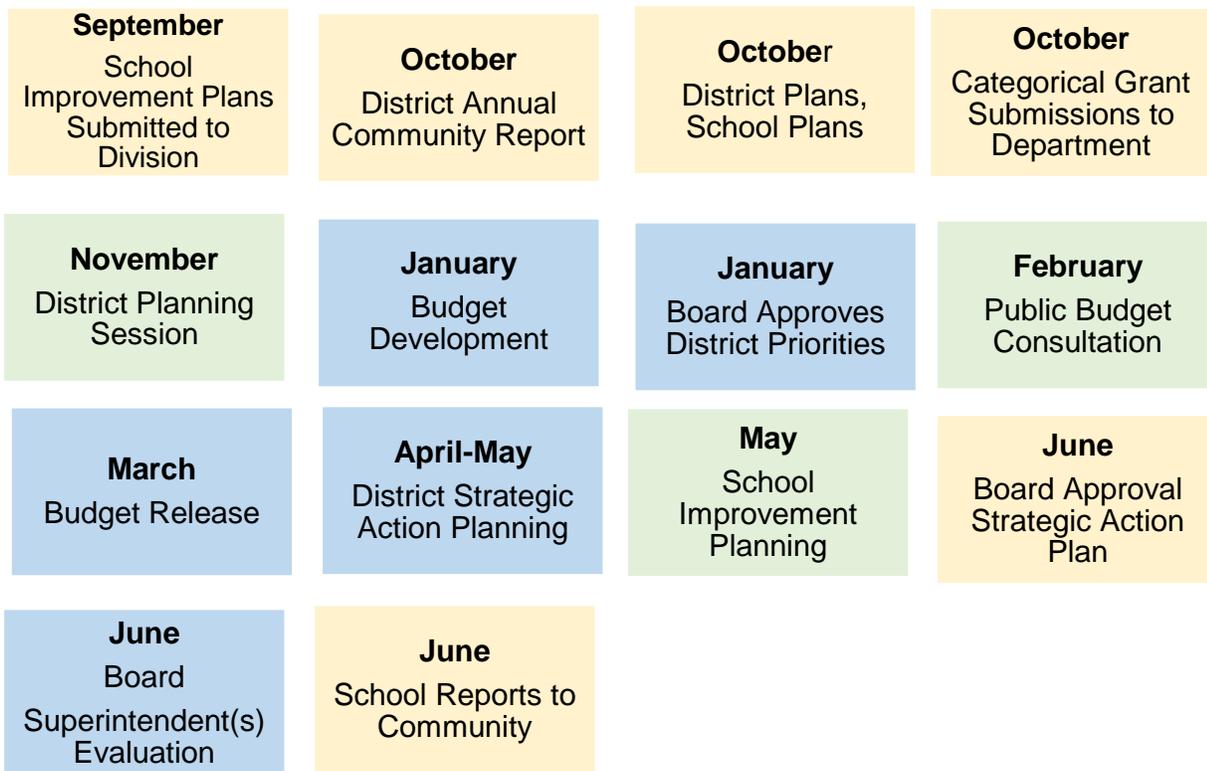
Date Adopted: November 13, 2012

Date Amended: _____

The School District of Mystery Lake Board follows an annual planning cycle. This cycle represents key activities and processes regarding planning, consultation and reporting for district strategic direction. Board agendas reflect this planning cycle.

District priorities are established through annual District Planning Sessions held prior to the commencement of the budget process. These priorities provide direction to District staff for budget development, district strategic planning, and school planning.

The following diagram summarizes the planning cycle:



Legend

Upcoming Year

Current Year

Public Consultation



Policy 12 – Board and Superintendent(s) Relationship

Date Adopted: November 13, 2012

Date Amended: May 12, 2015, June 21, 2016

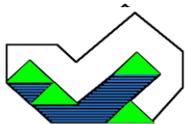
The sole official connection between the Board and the school district operations, its achievements, and conduct shall be through the Superintendent(s).

The Superintendent(s) will not allow the Board to be uninformed, unsupported, or unprotected in its work.

Only official decisions of the Board are binding on the Superintendent(s).

- 12.1 The Board is a body corporate, and all directions to the Superintendent(s) shall be given through written policy.
- 12.2 The Superintendent(s) is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
- 12.3 Decisions and instructions from individual Trustees are not binding on the Superintendent(s). In the case of Board members or Committees requesting information or assistance without Board authorization, the Superintendent(s) may refuse requests that, in the opinion of the Superintendent(s), require significant amounts of staff time or funds, or are disruptive to the goals of the District.
- 12.4 The Superintendent(s) is responsible for the actions of the staff of the School District of Mystery Lake, therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent(s).
- 12.5 The Board and any individual Trustee shall refrain from evaluating, either formally or informally, any staff other than the Superintendent(s). Evaluation of the Superintendent(s) shall be through established processes and procedures.

Policy 4 – Governance Model
Policy 7 – Role of the Board
Policy 13 – Decision Making Matrix



Policy 13 - Decision Making Matrix

Date Adopted: November 13, 2012

Date Amended: March 11, 2015, May 12, 2015, March 8, 2016, Nov 14, 2017

Superintendent(s) has complete authority to act	Superintendent(s) has authority but must inform Board	Board Decision; Superintendent(s) may recommend	Superintendent(s) must get prior Board approval
<ul style="list-style-type: none"> ◆ Evaluate Staff ◆ Evaluate Programs ◆ Administer collective agreements ◆ Professional development ◆ Implementation of Board Policy ◆ Staff Leaves up to 10 days ◆ Overnight Field Trips within Manitoba ◆ Extension of Medical Leave ◆ Maternity/Paternity Leaves ◆ Transfer of teachers ◆ <u>Research for internal use only</u> 	<ul style="list-style-type: none"> ◆ Evaluate principals ◆ Staff Hiring (non-administrative) ◆ Student suspensions (up to 6 weeks) ◆ Grant applications ◆ Crisis situation (e-mail) <ul style="list-style-type: none"> • e.g. Lockdown ◆ Corporate sponsorship ◆ Emergency School closures ◆ Administrative Procedures ◆ Setting staffing levels ◆ Appoint Attendance Officer ◆ Acceptance of Resignations & Retirements ◆ Internal Research/District Personnel ◆ Transfers of administration (principals/vice-principals) 	<ul style="list-style-type: none"> ◆ Employee termination ◆ Student Expulsion ◆ Employee Compensation/ Benefits ◆ Approval of budget ◆ Special levies ◆ Appeals to the Board (ie: suspensions and expulsions) 	<ul style="list-style-type: none"> ◆ Board Policy development and approval ◆ Hiring additional staff outside of formula ◆ New Programming ◆ Staff extended leaves (beyond 10 days) ◆ Expenditures that were not allocated in original budget ◆ Student and staff out of province extra-curricular travel ◆ School calendar ◆ Hiring of Principals and/or Senior Administration ◆ Change the administrative organizational chart ◆ Approved tendered contracts or contractors ◆ Superintendent(s) Professional Development (out of Province) ◆ External research <u>for external publication</u>



Policy 14 – Role Description – Superintendent(s)

Date Adopted: November 13, 2012

Date Amended: May 12, 2015, June 21, 2016

Superintendent of Educational Services and Programming

Major Emphasis of Position

The Superintendent of Educational Services and Programming will support the development of a community of learners based on shared values and commitment to excellence in education by providing leadership in the implementation of educational services and programs.

The Superintendent of Educational Services and Programming will further be responsible to ensure the financial accountability of the projects, programs and services for which they are responsible and to maintain the integrity of the district and its programs.

The Superintendent plays a critical collaborative role to support the leadership of the Board of Trustees and therefore advises the Board on all aspects of the school district, adheres to the Board governance model, and all policies and limitations thereof, as developed by the Board of Trustees.

I. General Duties, Authorities and Responsibilities

1. Plans, organizes and guides meetings with district support staff, and coordinators to promote consistency in the direction of schools as it relates to the implementation of educational services.
2. Provides leadership in the area of curriculum, program development, best instructional practices and policy development to support the realization of district goals, priorities and plans.
3. Ensures that all duties are performed and all curriculum and programs are implemented in a manner consistent with provincial statutes, regulations, by-laws and policies of the Board of Trustees.
4. Acts in a consultative capacity and attends meetings and required committees of the Board of Trustees as directed.
5. Deals with inquiries by parents and the community with respect to the areas of responsibility of the Superintendent of Educational Services and Programming.
6. Models lifelong learning through a commitment to personal professional development.
7. Liaises with Manitoba Education and Training, community based educational and non-educational institutions, agencies and/or organizations as appropriate and as it relates to educational services.
8. Prepares, facilitates and/or supervises the preparation of reports as prescribed by the Province of Manitoba, and the Board of Trustees.
9. Supervises and evaluates school principals in collaboration with the Superintendent of Human Resources and Policy.

10. May delegate portions of responsibility and authority to subordinate personnel but may not delegate overall responsibility or any portion of accountability.

II. Operational Duties, Authorities and Responsibilities

Mission and Vision

1. In partnership with the Board of Trustees, develops a process to ensure the regular articulation and review of the vision and mission with stakeholder groups.
2. Articulates and applies the mission vision and value statements of the district to the development and implementation of all decisions, practices and programs.
3. Ensures that structures exist to support the involvement of stakeholders in the development of the vision, mission and policies
4. Promotes the involvement of students, parents, community and staff in school based and district decision making where possible and appropriate.
5. Develops structures for the adaptation and implementation of programs to meet the needs of diverse communities.

Educational Leadership

1. Leads, directs, manages and controls all aspects of the organization and operation of the school district through a district senior leadership team and includes: educational services, budget management, financial expenditures and accountability, assignment of pupils to schools, maintenance and construction of school facilities, public relations and building equity and consistency into the system to support excellence, innovation and collaboration.
2. Keeps up to date on general developments in the fields of education, and brings such information to the attention of the Trustees and school personnel as necessary.
3. Encourages the investigation of new ideas, provides the opportunity for innovative program development and ensures the implementation of research based best practices.

Curriculum and Programming

1. Provides leadership in the planning, development and implementation of educational programming, consistent with the goals and objectives of the district.
2. Provides leadership and assistance to school administrators, teachers and support personnel on matters related to curriculum and curriculum projects within the district.
3. Ensures that Manitoba Education and Training curriculum and program directives are implemented and assessed in accordance with prescribed guidelines.
4. Initiates professional development training.
5. Supervises, coordinates and directs the implementation of information technology across the curriculum.
6. Coordinates the development, revision, enhancement and assessment of provincially initiated and district initiated programs designed to meet the needs of our student population.
7. Coordinates the development, implementation and assessment of new programs.
8. Researches, administers and assesses the development and implementation of specialized education programs and services.

9. Conducts reviews of student assessment results to support informed instructional and program planning decisions.
10. Initiates, coordinates and develops student assessment, evaluation and reporting policies and practices to ensure they are in keeping with Manitoba Education and Training and District priorities and directions.

Policy Development and Implementation

1. Collaborates with the Board of Trustees to provide leadership that recognizes the rights of all students to an education within a policy framework that is lawful, respectful of individuals and understood by the divisional community.
2. Assists the Board of Trustees in decision making and policy development by providing all relevant information and research.
3. Performs all duties in accordance with Provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
4. Interprets and ensures compliance with relevant legislation, statutes and provincial policies governing education and public schools.
5. Keeps informed of legislative changes or new legislation which affects the operation of the school district. Provides interpretation to the Board of Trustees and relevant stakeholders and facilitates the development of proactive strategies to support the implementation of same.
6. Develops structures which support the regular and ongoing review, revision and development of district policies to ensure alignment with legislated obligations and district mandates as a foundation for planning and decision making.
7. Promotes effective and thoughtful planning and policy development through a commitment to research driven decision making and data collection.

Operational Structure and Planning

1. Directs strategic planning to support priorities identified by the Board and in a manner which demonstrates a commitment to excellence in teaching, learning and innovation.
2. Regularly reports to the Board of Trustees on the progress of the district in meeting the outcomes of the annual district plan and/or long term strategic plans.
3. Assists in establishing short and long term objectives for the school district and the Board of Trustees and ensures that program and service delivery planning supports the attainment of intended outcomes.
4. Recommends to the Board of Trustees changes in the structure and function of the district administrative organization to meet the needs of the district and to support excellence in programming and service delivery.

Professional Practice

1. Establishes a supportive structure for teaching and learning for all students in the district.
2. Establishes an appropriate system of assessment to monitor student performance, and to ensure the educational provision is meeting the needs of all students.
3. Promotes democratic practices and structures that involve school community members in broad-based, skillful participation in the work of district leadership.

4. Ensures collaboration amongst multiple partners (e.g. government departments, community agencies, universities and other provincial organizations).

Research and Development

1. Leads research on current developments in education and makes recommendations for change as they relate to the needs of the school district.
2. Builds equity, consistency and excellence in programming, teaching and learning by developing and enhancing programs based on the district vision and mission, engaging staff, building teams and highlighting successful strategies.
3. Builds a community of learners based on shared values by using a variety of data collection tools with students, graduates, parents, staff and stakeholders and using those results to inform planning and to formulate recommendations to the Board.
4. Directs district staff in data collection, coordinating data collection and using data to facilitate continuous improvement in education service delivery.

Community Building and Public Relations

1. Develops and maintains adequate internal and external communication systems with respect to the functions of the school district.

Finance

1. Advises and assists the Secretary Treasurer with the development of the annual operating and capital budget for the programs and activities which fall within the scope of responsibilities of the Superintendent of Educational Services and Programming.
2. Administers funds as allocated in the approved budget for the programs and activities which fall within the scope of responsibility of the Superintendent of Educational Services and Programming.

III. Additional Duties, Authorities and Responsibilities

Personnel

1. Supervises and directs all personnel directly responsible to the Superintendent of Educational Services and Programming.
2. Conducts regular assessments of staff who report directly to the Superintendent of Educational Services and Programming.
3. Prepares reviews and revises for the approval of the Board of Trustees job descriptions of personnel who report directly to the Superintendent of Programming.
4. Recommends to the Board the selection, tenure and termination of district personnel as per board policy.

Organization

1. Makes recommendations to the Board of Trustees with respect to changes to the structure and function of teams which fall under the direction of the Superintendent of Educational Services and Programming.

2. Supervises and evaluates all personnel which report directly to the Superintendent of Programs.
3. Supervises and provides support and guidance to school based administrators as it relates to educational services programming.

Relationships

1. Reports directly to the Board of Trustees.
2. Maintains relationships and consults with personnel and/or representatives within and outside of the school district as are necessary to accomplish the functions of this position.
3. Acts a liaison person with the Thompson Teachers Association.
4. Represents the district on committees.
5. Works collaboratively with governmental, non -governmental departments and agencies on special projects and/or to establish beneficial partnerships.
6. Works as an integral member of the district senior administrative team.
7. Directs, advises and assists the Administrative Assistant to the Superintendent, Facilities Manager and Secretary-Treasurer in the fulfillment of their functions.
8. Maintains membership in the Manitoba Association of School Superintendents, participates in the activities and work of the Association so as to further professional development and thereby benefit the school district.

General

1. Perform other duties consistent with the position as may be assigned from time to time by the Board of Trustees.

Superintendent of Human Resources and Policy

Major Emphasis of Position

The Superintendent of Human Resources and Policy will support the development of a community of learners based on shared values and commitment to excellence in education by providing leadership in the implementation of human resource management strategies and policies.

The Superintendent of Human Resources and Policy will further be responsible to ensure the financial accountability of the projects, programs and services for which they are responsible and to maintain the integrity of the district and its programs.

The Superintendent plays a critical collaborative role to support the leadership of the Board of Trustees and therefore advises the Board on all aspects of the school district, adheres to the Board governance model, and all policies and limitations thereof, as developed by the Board of Trustees.

I. General Duties, Authorities and Responsibilities

1. Plans, organizes and guides meetings with district support staff, administrators, coordinators and non-teaching personnel to promote consistency in the implementation of human resource policies.
2. Reports regularly to the Board of Trustees on salient Human Resources and personnel issues.
3. Ensures that all duties are performed in a manner consistent with provincial statutes, regulations, by-laws and policies of the Board of Trustees.
4. Acts in a consultative capacity and attends meetings and required committees of the Board of Trustees.
5. Models lifelong learning through a commitment to personal professional development.
6. Liaises with Manitoba Education, community based educational and non-educational institutions, agencies and/or organizations as appropriate and as it relates to the position.
7. Prepares, facilitates and/or supervises the preparation of documents for reporting data as prescribed by the Province of Manitoba and the Board of Trustees.
8. Supervises and evaluates school administrators in collaboration with the Superintendent of Educational Services and Programming.
9. May delegate portions of responsibility and authority to subordinate personnel but may not delegate overall responsibility or any portion of accountability.

Mission and Vision

1. In partnership with the Board of Trustees, develops a process to ensure the regular articulation and review of the vision and mission with stakeholder groups.
2. Articulates and applies the mission vision and value statements of the district to the development and implementation of all decisions, practices and programs.
3. Ensures that structures exist to support the involvement of stakeholders in the development of the vision, mission and policies

4. Promotes the involvement of students, parents, community and staff in school based and District decision making where possible and appropriate.
5. Develops structures for the adaptation and implementation of programs to meet the needs of diverse communities.

Educational Leadership

1. Leads, directs, manages and controls all aspects of the organization and operation of the school district through a district senior leadership team and includes: developing and supervising human resource management, budget management, financial expenditures and accountability, assignment of pupils to schools, maintenance and construction of school facilities, public relations and building equity and consistency into the system to support excellence, innovation and collaboration.
2. Keeps up to date on general developments in the fields of education, and brings such information to the attention of the Trustees and school personnel as necessary.
3. Encourages the investigation of new ideas, provides the opportunity for innovative program development and ensures the implementation of research based best practices.

Human Resources

1. Provides leadership and directs all human resource management functions which fall within the scope of responsibility of the Superintendent of Human Resources and Policy including administering and negotiating contracts, grievances, recruitment, hiring and retention of teachers, substitute teachers, coordinators and school administrators.
2. Ensures that all human resources procedures and practices comply with Provincial statutes, the Labour Relations Act and contractual obligations within the District.
3. Supervises the maintenance of teacher personnel records including compliance with FIPPA laws and staff evaluation systems.
4. Determines the Human Resource needs of the District in conjunction with the Board of Trustees and the Secretary Treasurer.
5. Initiates, directs and coordinates professional development training for staff and programs in consultation with the Superintendent of Educational Services & Programming.
6. Provides leadership and direction with respect to models of supervision and staff evaluation.
7. Assists principals and vice principals in maintaining a consistent and effective teacher evaluation program and initiates probationary procedures when required.

Policy Development and Implementation

1. Collaborates with the Board of Trustees to provide leadership that recognizes the rights of all students to an education within a policy framework that is lawful, respectful of individuals and understood by the divisional community.
2. Assists the Board of Trustees in decision making and policy development by providing all relevant information and research.
3. Performs all duties in accordance with Provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
4. Interprets and ensures compliance with relevant legislation, statutes and provincial policies governing education and public schools.
5. Keeps informed of legislative changes or new legislation which affects the operation of the school district. Provides interpretation to the Board of Trustees and relevant stakeholders

and facilitates the development of proactive strategies to support the implementation of same.

6. Develops structures which support the regular and ongoing review, revision and development of district policies to ensure alignment with legislated obligations, district mandates as a foundation for planning and decision making.
7. Promotes effective and thoughtful planning and policy development through a commitment to research driven decision making and data collection.

Operational Structure and Planning

1. Directs strategic planning to support priorities identified by the Board and in a manner which demonstrates a commitment to excellence in teaching, learning and innovation.
2. Regularly reports to the Board of Trustees on the progress of the district in meeting the goals and objectives of the annual district plan and/or long term strategic plans.
3. Assists in establishing short and long term objectives for the school district and the Board of Trustees and ensures that program and service delivery planning supports the attainment of approved objectives.
4. Recommends to the Board of Trustees changes in the structure and function of the district administrative organization to meet the needs of the district and to support excellence in programming and service delivery.

Professional Practice

1. Establishes a framework for teaching and learning for all students in the district.
2. Establishes an appropriate system of assessment to monitor student performance and to ensure the educational provision is meeting the needs of all students.
3. Establishes an infrastructure of democratic practices and structures that involve school community members in broad-based, skillful participation in the work of district leadership.
4. Ensures collaboration amongst multiple partners (e.g. government departments, community agencies, universities and other provincial organizations).

Research and Development

1. Leads research on current developments in education and makes recommendations for change as they relate to the needs of the school district.
2. Builds equity, consistency and excellence in programming, teaching and learning by developing and enhancing programs based on the district vision and mission, engaging staff, building teams and highlighting successful strategies.
3. Builds a community of learners based on shared values by using a variety of data collection tools with students, graduates, parents, staff and stakeholders and using those results to inform planning and to formulate recommendations to the Board.
4. Directs district staff in data collection, coordinating data collection and using data to facilitate continuous improvement in education service delivery.

8. Community Building and Public Relations

1. Develops and maintains adequate internal and external communication systems with respect to the functions of the School District.

Finance

1. Advises and assists the Secretary Treasurer with the development of the annual operating and capital budget for the programs and activities which fall within the scope of responsibilities of the Superintendent of Human Resources and Policy.
2. Administers funds as allocated in the approved budget for the programs and activities which fall within the scope of responsibility of the Superintendent of Human Resources and Policy.

II. Additional Duties, Authorities and Responsibilities

Personnel

1. Supervises and directs all personnel directly responsible to the Superintendent of Human Resources and Policy.
2. Recommends to the Board the selection, promotion, tenure and termination of district personnel as per board policy.
3. Conducts regular assessments of staff who report directly to the Superintendent of Human Resources and Policy.
4. Prepares reviews and revises for the approval of the Board of Trustees job descriptions of senior administrative personnel who report directly to the Co-Superintendents.

Organization

1. Supervises and evaluates all personnel which report directly to the Superintendent of Human Resources and Policy
2. Supervises and provides support and guidance to school based administrators as it relates to human resources, contracts and policy.

Relationships

1. Reports directly to the Board of Trustees.
2. Maintains relationships and consults with such personnel and/or representatives within and outside of the School District as are necessary to accomplish the functions of this position.
3. Acts as a liaison person with the Thompson Teachers Association.
4. Represents the district on committees.
5. Works collaboratively with governmental, non -governmental departments and agencies on special projects and/or to establish beneficial partnerships.
6. Works as an integral member of the District Senior Administrative team.
7. Directs, advises and assists the Administrative Assistant to the Superintendent, Facilities Manager and Secretary-Treasurer in the fulfillment of their functions.
8. Maintains membership in the Manitoba Association of School Superintendents, participates in the activities and work of the association so as to further professional development and thereby benefit the School District.

General

1. Perform other such duties consistent with the position and as may be assigned from time to time by the Board of Trustees.



Policy 15 – Learning Environment/Programs and Services

Date Adopted: November 13, 2012

Date Amended: May 12, 2015, June 21, 2016

In response to the stated mission, vision, values and beliefs of the School District of Mystery Lake the Board expects effective, engaging and caring learning environments.

The Superintendent(s) will:

- 15.1 Ensure that programs and services are in compliance with provincial requirements.
- 15.2 Implement assessment and evaluation practices which
 - a) Ensure the achievement of provincial, district and school goals;
 - b) Foster an effective and efficient school system;
 - c) Promote growth and improvement.
- 15.3 Establish and enforce administrative procedures to maintain safe and effective environments for all students and staff.
- 15.4 Establish a dispute resolution process to be followed by the board if there is disagreement about the appropriateness of the educational programming being provided to a student.
- 15.5 Take appropriate action with staff, students or volunteers who demonstrate behaviours, actions, or attitudes that threaten the academic progress and/or well-being of students.
- 15.7 Ensure a culture characterized by mutual respect.

The Superintendent(s) shall *not*:

- 15.6 Tolerate practices within the school district that
 - a. Conflict with provincial requirements or Board Policy
 - b. Are not consistent with sound pedagogy
 - c. Jeopardize the safety or well-being of students and staff

Legal Reference: *The Safe Schools Charter, The Public Schools Act*

Policy 2 – Mission Statement

Policy 3 – Values and Beliefs

Policy 5 – Indicators of Success

Policy 12 – Board and Superintendent(s) Relationship



Policy 16 – Safe Schools

Date Adopted: November 13, 2012

Date Amended: February 24, 2015, May 12, 2015, June, 21 2016

In accordance with the legislative changes accompanying the *Safe Schools Charter of Manitoba*, the School District of Mystery Lake is committed to working in effective collaboration with all of its education partners to ensure and enhance the safety of the School District schools and school communities.

The Superintendent(s) must:

- 16.1 Ensure that each Principal, in consultation with the Parent Advisory Council or its equivalent at that school, will establish a code of conduct for pupils and staff.
- 16.2 Ensure that each Principal, in consultation with the Parent Advisory Council or its equivalent at that school, will establish an emergency response plan for the school.
- 16.3 Ensure that each school's code of conduct, emergency response plan and Bullying Reporting Administrative Procedures are reviewed annually by all school staff.
- 16.4 Ensure that the Respecting Human Diversity Administrative Procedure is reviewed annually by all School District personnel.

Legal Reference: *The Public Schools Act, The Safe School's Charter*

Policy 1 – Mandate and Legal Status

Policy 12 – Board and Superintendent(s) Relationship



Policy 17 - Finances/Audit

Date Adopted: November 13, 2012

Date Amended: September 23, 2014, May 12, 2015, November 24, 2015

February 14, 2017, Reviewed Oct 4, 2017

The Board places responsibility for fiscal prudence and compliance in the office of the Superintendent(s). The School District of Mystery Lake shall not be operated in ways which jeopardize its financial health and stability, nor shall it be operated in ways which jeopardize the effective, efficient use of its financial resources.

The Superintendent(s) and Secretary-Treasurer will ensure that the school district operates its annual financial affairs in accordance with the *Public Schools Act*.

The Superintendent(s) and Secretary-Treasurer will ensure that all accounting practices of the school district are within the generally accepted accounting principles as outlined by the Province of Manitoba.

The Board shall appoint an auditor on an annual basis who shall carry out the duties of an auditor in accordance with the Public Schools Act.

The Secretary-Treasurer will provide the Board with a report of revenue and expenditures on a quarterly basis.

The Board shall appoint a finance committee on an annual basis to monitor the fiscal requirements of the School District.

Legal References: *The Public Schools Act*

Policy 1 – Mandate and Legal Status

Policy 4 – Governance Model

Policy 11 – Annual Board Planning Cycle

Policy 12 – Board and Superintendent(s) Relationship



Policy 18 - Assets

Date Adopted: September, 2006

Date Amended: November 13, 2012, September 23, 2014, May 12, 2015
February 14, 2017, Reviewed Oct 4, 2017

The School District of Mystery Lake shall not be operated in ways which fail to protect and maintain its assets, or which unnecessarily risk its assets.

Consequently, the Superintendent(s) shall:

- 19.1 Adhere to provincial requirements
- 19.2 Protect against theft, casualty and liability losses to the Board, staff, or school district itself through proper insurance
- 19.3 Not allow uninsured personnel access to material amounts of funds
- 19.4 Not expose the school district, the Board or its staff to claims of liability
- 19.5 Maintain safe and efficient modes of transportation
- 19.6 Not acquire, encumber, or dispose of school district real property (land and any permanent fixtures on it) without the prior approval of the Board.

Policy 1 – Mandate and Legal Status
Policy 2 – Mission Statement
Policy 12 – Board and superintendent(s) Relationship
Policy 17 – Finances



Policy 19 – Sustainable Development

Date Adopted: November 13, 2012

Date Amended: May 12, 2015, Reviewed Oct 04, 2017

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Education for Sustainable Development (ESD) encourages us to explore the profound interdependencies of ecological, societal, and economic systems.

ESD is about respecting and preserving our histories, valuing culture and community, caring for others and the environment, and taking action to create a fair, healthy, and safe world for all beings. ESD also supports flexibility, creativity, critical reflection, and fosters a sense of personal responsibility for the economy, society, and environment.

Vision for Education for Sustainable Development:

Students will become informed and responsible decision-makers, playing active roles as citizens of Canada and the world, and will contribute to social, environmental, and economic well-being and an equitable quality of life for all, now and in the future.

Responsibilities:

The school district will comply with applicable legislative requirements, including federal/provincial statutes, regulations, guidelines and any other applicable standards.

The Superintendent(s) is responsible for the implementation of this policy and the communication and promotion of the policy within and outside the school district.

The school district will review sustainable development goals and outcomes on an annual basis and audit progress against these objectives.

Goals:

In order to achieve the vision and mission of the school district, the district seeks to meet the following goals:

1. To implement strategies to ensure that operations, activities, programs and facilities are sustainable without compromising the ability of present and future generations to fulfill their own goals.
2. To implement a systemic approach to sustainable development.
3. To equip students with the knowledge, skills, attitudes and life practices that will contribute to a sustainable future.
4. To align human resources policies, practices and development plans with sustainable development principles.
5. To apply sustainability principles to the design, construction and renewal of district buildings and all aspects of facility management, procurement, resource use and transportation.



6. To offer services and carry on its activities in such a way as to:
 - a. reduce consumption of non-renewable resources and the wastes generated from them;
 - b. use all renewable materials and energy resources at rates equal to, or lower than, their natural rates of deposition, reformation or reproduction in the ecosphere;
 - c. reduce and eventually eliminate the toxicity of these operations to the productivity and diversity of the ecosphere.
7. To encourage the development and adoption by students and staff of modes of transportation that progressively reduce consumption of non-renewable resources, renewable resources, and energy resources, and that eliminate discharges of toxic substances and wastes to the ecosphere.
8. To integrate environmental, social and economic considerations in all aspects of management decision-making.
9. To establish decision-making processes, policies and procedures for sustainability which encourage participation by all those affected by the decisions made.
10. To continuously improve the school district's sustainable development plan.

Legal Reference: *The Public Schools Act, The Sustainable Development Act*

Policy 2 – Mission and Vision

Policy 3 – Values and Beliefs

Policy 4 – Governance Model

Policy 8 – Board Statement of Integrity

Policy 10 – Board Operations

Policy 12 – Board and Superintendent(s) Relationship

Policy 13– Decision-Making Matrix



Appendix A
Policy Monitoring Record - Revised October 10, 2017

Policy Number	Name of Policy	Monitoring Method	Monitoring Frequency	Date of Next Monitor
1	Mandate and Legal Status	Policy Committee	Annually	April 2018
2	Vision and Mission	Policy Committee	3-5 Years	October 2020
3	Values and Beliefs	Policy Committee	3-5 Years	October 2020
4	Governance Model	Policy Committee	Annually	March 2018
5	System Goals and Indicators of Success	Policy Committee	Annually	March 2018
6	Community Engagement	Policy Committee	Annually	April 2018
7	Role of The Board	Policy Committee	Annually	April 2018
8	Board Statement of Integrity	Policy Committee	Annually	April 2018
9	Code of Conduct & Breach of Conduct	Policy Committee	Annually	February 2018
10	Board Operations	Policy Committee	Annually	May 2018
11	Annual Board Planning Cycle	Policy Committee	Annually	May 2018
12	Board – Superintendent(s)- Relationship	Policy Committee	Annually	May 2018
13	Decision Making Matrix	Policy Committee	Annually	March 2018
14	Role Description – Superintendent(s)	Policy Committee	Annually	June 2018
15	Learning Environment/ Programs and Services	Policy Committee	Annually	June 2018
16	Safe Schools	Policy Committee	Annually	June 2018
17	Finances/Audits	Policy Committee	Annually	November 2017
18	Assets	Policy Committee	Annually	November 2017
19	Sustainable Development	Policy Committee	Annually	October 2017



Appendix B

Terms of Reference – Education & Programming Committee

Terms of Reference:

1. Membership shall consist of chair of the committee plus two (2) trustees. Responsibilities of this committee shall include:
 - a) Review staffing requirements related to educational programming
 - b) Review and provide feedback regarding new education programs (not including regular programming)
 - c) Review student accommodation outside of district programming
 - d) Review and update Board Policy Manual according to the current governance structure of the School District of Mystery Lake (with any policy change/revision going to the Policy Committee for review)
 - e) Review effectiveness of programming to improve student success for all through monitoring of student achievement indicators
 - f) Review priorities for educational staffing, programs, services and corresponding budget
 - g) Other matters as assigned by the Board of Trustees



Appendix B

Terms of Reference – Finance/Property/Personnel Committee

Date Adopted:

Date Amended:

Date Reviewed: November 2017

Terms of Reference:

1. Membership shall consist of chair of the committee plus two (2) trustees. Responsibilities of this committee shall include the following:
 - a) Consider and make recommendations respecting budget guidelines
 - b) Monitor the budget
 - c) Present the budget to the board for final approval
 - d) Act as an audit and advisory committee
 - e) Monitor and control expenditures/purchasing
 - f) New construction and renovations
 - g) Rentals and community use
 - h) Long range planning and site requirements
 - i) Deals with personnel matters and policies of a non-routine nature consistent with Board Policy 13



Appendix B Terms of Reference – Policy Committee

Terms of Reference:

1. Membership shall consist of chair of the committee plus two (2) trustees supported by a member of senior administration.

2. Responsibilities of this committee shall include the following:
 - a) Review and monitor the board policy manual on a continuing basis for currency and adherence to provincial legislation, regulations and board practice
 - b) Ensure a cyclical review of the board policy manual and procedural by-laws is conducted as per schedule
 - c) Report to the board any suggested referrals to other committees for action
 - d) Forward board policies to the board of trustees for discussion and final approval
 - e) Act as a resource for the development of administrative procedures



Appendix B

Terms of Reference – Public Relations and Communications Committee

Terms of Reference:

1. Membership shall consist of chair of the committee plus two (2) trustees. Responsibilities of this committee shall include the following:
 - a) Suggest strategies for effective promotion of the Board's vision and accomplishments
 - b) Review trustees scholarships and awards
 - c) Consider outside requests for sponsorship and support



Appendix B

Terms of Reference – Board Negotiating Committee

Terms of Reference:

1. Membership shall consist of chair of the committee plus two (2) trustees. Responsibilities of this committee shall include the following:
 - a) Negotiate the Thompson Teacher Association collective agreement
 - b) Negotiate the USW Locals 8223-13 and 8223-00 collective agreements
 - c) Negotiate salaries and working conditions of the non-unionized personnel
 - d) Report to the board the results of its deliberations upon completion of negotiations
 - e) Deal with any matter referred to the committee by the board