



# **PORTAGE LA PRAIRIE SCHOOL DIVISION**

***“Dedicated to the Pursuit of Excellence”***

## **BOARD POLICY #3 Role of the Board**

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The Board will ensure that its stated motto, vision, mission and values, are reflected within the actions of the School Division.

### **Board Member Authority**

Because all powers of the Board lie in its action as a group, individual trustees exercise their authority over division affairs only as they vote to take action at a legal meeting of the Board. In all other instances, an individual trustee, including the chairperson, shall have power only when the Board, by policy or motion, has delegated authority to them.

### **Areas of Responsibility:**

#### **Educational Accountability**

- The Board is responsible for setting the educational goals of the School Division and for reviewing how well students learn.
- The goals for educational excellence shall grow out of the School Division’s Mission statement and may include individual goals for specific administrators and schools.

#### **Fiscal Responsibility**

- The Board approves the annual budget and establishes the local property tax levy.
- The Board appoints the auditor for the School Division.
- The Board receives the audit report and ensures that quality indicators are in place.
- The Board ratifies and ensures the administration of collective agreements with any locally bargained employee groups.
- The Board approves the School Division’s annual five-year capital plan for submission to the Province of Manitoba.

#### **Community Leadership**

- The Board is visible within the communities it serves.
- The Board makes decisions that reflect the values and anticipated educational needs of the communities through community engagement.
- Trustees show their support of school and divisional activities through attendance at division and school events.

#### **Accountability to the Provincial Government**

- The Board is responsible for adherence to all governing legislation, regulations and directives.

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

- The Board reports School Division results to the community, as mandated by the provincial government.

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- The Board encourages the involvement of parents and guardians in the education of their children and responds appropriately to their concerns.
- The Board develops, maintains, and communicates appeal procedures regarding decisions of administration.
- The Board actively engages with community organizations and agencies that can contribute towards building support for public education.
- The Board approves the annual school calendar and length of the school day.
- The Board grants final approval for the acquisition or construction of division-owned facilities irrespective of resources made available by the Province.
- The Board retains adequate insurance to protect the assets of the School Division.

### **Appointment of Senior Administration**

- The Board appoints the Superintendent, determines their remuneration, and defines their duties.
- Additionally, the Board approves the hiring and assignment of all administrators, principals, directors and managers.

### **Board Succession Planning**

- The Board ensures that new trustees receive an orientation to their role within the School Division and provides the opportunity for new trustees to attend orientation programs delivered by the Manitoba School Boards Association.

### **Board Education and Evaluation**

- All trustees participate in training and educational opportunities that enhance Board and trustee development.
- The Board annually evaluates board effectiveness through monitoring of goals, policies and board operations. Evaluation includes processes and tools that evaluate the Board as a team and provide for the self-evaluation of individual trustees.

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