

#1666418

BDD-A

**Board Relationship with the Superintendent/Chief Executive Officer and  
Secretary-Treasurer/Chief Financial Officer**

**Role of the Board**

School Board governance is about setting and maintaining the course through leadership. Board governance is fiduciary in nature. The Board is responsible for oversight. Boards must ensure legal compliance, financial stability and commitment in achieving the school division's mission, priorities and goals.

**Governance Activities of the Board**

1. Ensure trustees are oriented to their role in the School Division
2. Ensure that a Strategic Plan, is developed and receive regular reports from the Superintendent/CEO regarding indicators of success and/or progress of identified outcomes.
3. Review and update the Board by-law annually.
4. Review, evaluate and adopt policy
5. Develop and approve an annual budget.
6. Approve the Annual Audit Report and the division's Financial Statements.
7. Evaluate the Superintendent/CEO annually.
8. Evaluate the Secretary-Treasurer/CFO annually.
9. Conduct a Board self-evaluation annually
10. Commit to an ongoing process for trustee development.

**Relationship with the Superintendent/CEO & Secretary-Treasurer/CFO**

The Board has a distinct and separate role from the Superintendent/CEO and the Secretary-Treasurer/CFO. Together they form the Division's leadership team. The Superintendent/CEO, Secretary-Treasurer/CFO and Board must develop a mutual understanding of their respective roles, then review and validate this understanding on a regular basis.

The Board, Superintendent/CEO and Secretary-Treasurer/CFO must be committed to ensure that the Board's distinct governance role and the administrative role of the Superintendent/CEO and Secretary-Treasurer/CFO are linked and carried out effectively in tandem.

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The Board of Trustees for the St. James-Assiniboia School Division has two employees, namely the Superintendent/CEO and the Secretary-Treasurer/CFO. The Superintendent/CEO is the educational leader of the Division responsible for the overall operation of the Division. The Secretary-Treasurer/CFO is responsible for financial and operational leadership. These two Senior Administrators work together in a dual track system, under the direction of the Board governance policies and in accordance with the duties assigned to each position as outlined in their respective job descriptions, to provide general supervision of all schools and personnel in the Division. Senior Administration is the means by which the Board connects with the operational organization

1. Senior Administration is expected to take necessary measures to ensure the Board is informed, supported, and protected in its work.
2. The Superintendent/CEO and Secretary-Treasurer/CFO are individually accountable to the Board. They may delegate to other Division personnel the exercise of any powers and the discharge of any duties imposed upon them by Board policies or Board resolution. The delegation of power or duty does not, however, relieve them of responsibility for the action taken under such delegation.
3. The employment agreement between the Board and Senior Administration are in the form of a written contract.
4. Only authorized decisions of the Board are binding on Senior Administration. Official directives to Senior Administration are through written policy or Board resolution. Senior Administration is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
5. Decisions and instructions from the Board are binding on Senior Administration, decisions and instructions from individual Trustees are not binding. Reporting to individual Trustees is not binding on Senior Administration. In the case of Board members or committees requesting information or assistance without Board authorization, Senior Administration may refuse requests that, in their opinion, require significant amounts of staff time or funds or are disruptive to the goals of the Division. The Trustee may refer a request to the full Board of Trustees for the Board's consideration.
6. All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent/CEO.

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**Appendix A – Board and Administration Matrix**

<b>Superintendent/CEO &amp; Secretary-Treasurer/CFO has authority to decide and act</b>	<b>Superintendent/CEO &amp; Secretary-Treasurer/CFO has authority to decide and act and the responsibility to inform the Board</b>	<b>Board has the responsibility and authority to decide and act. Superintendent/CEO may recommend</b>
<ul style="list-style-type: none"> <li>• Employ staff as delegated in the PSA (52)</li> <li>• Administer collective agreements</li> <li>• Implementation of Board Policy</li> <li>• Evaluate staff</li> <li>• Corporate sponsorship (\$5,000 and under)</li> <li>• Grant applications that will not require division resources</li> <li>• Staff Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to administrative procedure</li> <li>• Student suspensions of more than 5 days</li> <li>• Student out of province and/or overnight travel</li> <li>• Emergency school closures</li> <li>• Crisis situation</li> <li>• Support staff leaves up to 5 days</li> <li>• Superintendent/CEO Professional Development</li> <li>• Acceptance of Resignation</li> <li>• MTS PD Summary</li> <li>• Staff leaves of absence</li> <li>• Year-end staffing reports</li> <li>• Corporate sponsorship (\$5,001 - \$9,999)</li> </ul>	<ul style="list-style-type: none"> <li>• Policy development and approval</li> <li>• Student expulsion</li> <li>• Hiring and assignment of senior administration and supervisory positions as outlined in the PSA (52 and 53)</li> <li>• Teacher termination as outlined in the PSA (92)</li> <li>• Employee compensation and benefits</li> <li>• Change the administrative organization chart</li> <li>• Expenditures which exceed budget</li> <li>• Corporate sponsorship over \$10,000</li> <li>• Hiring additional staff outside formula</li> <li>• Division-wide strategic planning</li> <li>• Out-of-country student field trips</li> </ul>

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