



## **POLICY 1 - MANDATE AND LEGAL STATUS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

The School District of Whiteshell 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, School District of Whiteshell.

- 1.1 The members of the school board form a corporation called the School District of Whiteshell Board of Trustees (herein referred to as the Board).
- 1.2 The School District of Whiteshell 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 as 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 Board By-Laws not contained within this policy manual are binding upon the operations of the School District of Whiteshell Board. They are available for viewing at the School District of Whiteshell central office in Pinawa, Manitoba.
- 1.6 Documentation of this policy manual and any attendant legislation and regulations are located at or through the School District of Whiteshell central office in Pinawa, Manitoba.

*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.*



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## **POLICY 2 – VISION AND MISSION**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: April 9, 2015 – currently under review

The School District of Whiteshell Board of Trustees declares its vision:

“To provide an excellent learning environment where enthusiastic teaching inspires students and empowers them to live life to the fullest.”

In the spirit of this vision, the following Mission Statement has been adopted:

“The School District of Whiteshell will provide a quality teaching and learning environment in partnership with home and community, engaging learners to maximize individual potential as responsible, contributing members of society.”

- District operates public schools to benefit the learners enrolled in them.
- Partnerships with learners, other schools, community, parents, business and governments are an essential part of the school system.
- Learners successfully make transitions to employment and/or post-secondary education.
- Students learn life skills and gain familiarity with lifetime activities that can enrich their lives.
- District staff works together at a high level of performance displaying cooperation and high morale.

The Board of Trustees declares its corporate slogan as: “Beyond Bricks and Mortar”.



### **POLICY 3 – VALUES AND BELIEFS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: April 9, 2015 – currently under review

The Board regulates the performance of the District by monitoring Board policies, the evaluation of the Superintendent/CEO, and annual Board self-evaluation. The actions and activities of the Board are guided by core values and beliefs identified in consultation with the local community. Those values and beliefs provide the foundation for Board policy.

The School District of Whiteshell states:

We believe...

- High quality education and inspired learning are standards to strive for in our commitment to ourselves and to each other.
  - Strong collaboration skills and communication are fundamental to highly successful teaching and learning.
  - Citizenship, courtesy, respect and healthy relationships are valuable and important for all people.
  - Healthy living, environmental stewardship and sustainability are essential commitments.
  - Responsible leadership and accountability are principles that will guide the School District of Whiteshell community members.
1. Students Come First
    - a) success for every student is the goal of our work
    - b) every student is capable of learning
    - c) every student has individual strengths and learns in a unique way
    - d) a strength based approach will be used to support student learning and social development
    - e) every student is respected and in turn respects others
    - f) the diversity of our students will be recognized, and celebrated
    - g) student learning is the basis for all school system decision making and leadership
    - h) resources will be used effectively and responsibly to meet students' learning needs
    - i) student voice informs decision making
  2. Learning is Our Core Purpose
    - a) learning empowers people to achieve their potential
    - b) learning requires relevance and engagement
    - c) learning requires a safe, caring and respectful environment
    - d) positive relationships are critical to the learning process
    - e) every person has responsibility for his/her own learning

- f) learning requires a balance between social, academic and intellectual engagement
  - g) learning requires clean, well maintained and aesthetically pleasing physical environments
3. Public Education Serves the Common Good
- a) public education is essential for a vibrant democracy and a sustainable future
  - b) public education develops citizens working toward betterment of family, community, and world
  - c) public education is a shared responsibility of the home, school, and community
  - d) public education requires a balance of academic, personal/social and physical development
  - e) public education provides a foundation for life-long learning and responsible citizenship
  - f) public education must be responsive to the changing needs of society

## **POLICY 4 - GOVERNANCE MODEL**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

The Whiteshell Board will be characterized by the following governance model:\*

- 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 division.
- 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/CEO, excluding those exemptions defined in Board policy.
- 4.5 Annually, the Board will approve a divisional operating budget consistent with the priorities defined in Board policies and the Board'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/CEO.

*Policy 7 – Role of the Board*

*Policy 9 – Board Operations*

*Policy 10 – Annual Board Planning Cycle*

*Policy 11 – Policy Development and Amendment*

*Policy 12 – Board and Superintendent/CEO Relationship*

*Policy 14 – General Executive Constraint/Decision-Making Matrix*



## **POLICY 5 - SYSTEM GOALS AND INDICATORS OF SUCCESS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

The Board of Trustees intends that the Whiteshell School District:

- Shall provide quality learning opportunities for all students
- Shall prepare students for meaningful adult citizenship
- Shall be attentive to the needs of all students
- Shall provide students with relevant and engaging learning experiences in their completion of high school graduation requirements
- 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 a clean, well-maintained and aesthetically pleasing physical environment.

The Board will consider the following key indicators when measuring the success of its system goals:

- 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 School District of Whiteshell Board of Trustees is responsible for public education, Grades K through 12, throughout the District according to provincial guidelines. Other instructional opportunities are provided where possible including technology education and arts education. The district also provides a .66 FTE 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: June 20, 2012

Review Cycle: Annual

Date Amended:

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

- Community Connections presentations during Regular Board Meetings
- Comprehensive and current School District of Whiteshell website
- Division Annual Report to the Community
- Community invitation and participation in Annual District Planning Session
- Community invitation and participation in Public Budget Consultation
- News from the Board
- Board participation in school and community-school functions, e.g. assemblies, open houses, graduation and award ceremonies, concerts, PAC meetings, special events
- Dialogue with LGD of Pinawa, agencies and service groups to explore options for potential collaboration
- Consultation with all stakeholders regarding important issues in education, e.g. parent surveys, grad surveys, new program initiatives

*Policy 1 – Mandate and Legal Status*

*Policy 2 – Mission Statement*

*Policy 3 – Values and Principles*

*Policy 5 – Indicators of Success*

*Policy 7 – Role of the Board*

*Policy 8 – Board Statement of Integrity*

*Policy 9 – Board Operations*

*Policy 10 – Annual Board Planning Cycle*

*Policy 11 – Policy Development and Amendment*



## **POLICY 7 - SUSTAINABLE DEVELOPMENT**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: April 9, 2015

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/CEO is responsible for the implementation of this policy and the communication and promotion of the policy within and outside the school division.

The school division 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 Senior Leadership Team will strive to meet the following goals:

1. To implement strategies ensuring that operations, activities, programs and facilities are sustainable without compromising the ability of present/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 resource policies, practices and development plans with sustainable development principles.
5. To apply sustainability principles to the design, construction and renewal of division 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 nonrenewable 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 division'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 9 – Board Statement of Integrity*

*Policy 10 – Board Operations*

*Policy 13 – Board and Superintendent/CEO Relationship*

*Policy 15 – General Executive Constraint/Decision-Making Matrix*

## **POLICY 8 - ROLE OF THE BOARD**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: April 9, 2015

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:**

#### **8.1 Community Leadership**

- a. The Board strives to be visible within the community.
- b. The Board makes decisions that reflect the values and anticipated educational needs of the community of Pinawa and School District of Whiteshell.
- c. Board members show their support of school and District activities through physical attendance at school concerts, championships, etc.

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

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

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

- a. The Board makes decisions that respect community values 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 community, building support for public education.
- e. The Board approves the annual school calendar and length of the school day.
- f. The Board grants final approval of new construction and District-owned buildings.
- g. The Board retains insurance to protect the public assets of the District.

#### **8.4 District Strategic Plan**

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

#### **8.5 Policy**

- a. All policy is written.

- 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.

### **8.6 Board Development**

- a. All Trustees engage in the pursuit of Board excellence through Board development and Trustee development training and education.
- b. The Board regularly evaluates board effectiveness through monitoring of policy and the Board's self-evaluation process.

### **8.7 Fiscal Responsibility**

- a. The Board approves the District budget annually and establishes the amount of the local property tax levy.
- b. The Board appoints the auditor for School District of Whiteshell.
- 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 10 – Annual Board Planning Cycle*

*Policy 11 – Policy Development and Amendment*

*Policy 18 – Audits*

*Policy 19 – Assets*



## **POLICY 9 - BOARD STATEMENT OF INTEGRITY**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: May, 2013, April 9, 2015, currently under review

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

- 9.1 The Board will operate in all ways mindful of its trustee obligations to the electorate.
- 9.2 The Board will discipline itself to govern with excellence.
- 9.3 The Board is obligated to continuous self-evaluation.
- 9.4 Board members will be familiar with the Board Policy Manual and Manitoba Public Schools Act.
- 9.5 The Board will adhere to the Conflict of Interest guidelines as articulated in the Administrative Procedures for the School Division.
- 9.6 The Board will adhere to the guidelines of the Code of Ethics for Board Members as articulated in the appendices of the Board Policy Manual.

### **Trustee Code of Conduct**

The position of school trustee is one of responsibility and trust, and individuals holding that position must conduct themselves accordingly. Therefore, the School District of Whiteshell school trustees:

1. Will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, The Public Schools Act, and school division by-laws and policies.
2. Recognize that the school board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on the behalf of the school board only if authorized to do so.
3. Understand that their position may make them privy to confidential information about individuals including students or staff, or financial or other sensitive matters, and will keep any such information confidential.
4. Strive to attend all regular and special meetings of the board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
5. Review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee.

6. Listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
7. Treat board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.

### **Enforcement of code of conduct**

If the Board determines that a trustee has breached the code of conduct that applies to the trustee, the Board may impose one or more of the following sanctions:

1. Censuring the trustee.
2. Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board.
3. 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 motion to sanction a trustee is subject to the following rules:

1. The motion may be debated at a board meeting closed to public, but must be voted on in public.
2. To be approved, a motion to impose a sanction under item 2 or 3 of subsection (1) requires an affirmative vote of 2/3 of all the members of the school board.

### **Special application: breach of confidentiality**

For the purpose of subsections 39.7(1) and (5) of the PSA, the provisions of a trustee code of conduct respecting a trustee's requirement to keep in confidence any personal or confidential information obtained in his or her capacity as a trustee and not disclose the information except when required by law or authorized by the school board to do so are deemed to be a provision of this Act.

## **POLICY 10 - BOARD OPERATIONS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: November 21, 2014 - April 9, 2015 – January 20, 2016

The Board is structured to best serve and facilitate its governance role.

### **Role of the Chair**

The Chairperson is elected by the Trustees to lead the processes of the Board. The Board recognizes that the Chairperson is not the head of the District. The Chairperson is typically the official spokesperson of the Board, signs all legal documents on behalf of the Board, and chairs most of the meetings of the Board.

- a. At regular meetings of the Board, the Chair shall preside. At special meetings of the Board, the Chair may delegate the chairmanship of the meeting to the Vice-Chair.
- b. In the absence of the Chair, the Vice-Chair will preside over all meetings of the Board.
- c. The Chair shall call all meetings to commence on time.
- d. The Chair shall maintain order and preserve decorum, and may, if necessary, call a Trustee or another member of the Board to order and if necessary, to cause that person to be removed.
- e. The Chair shall determine which Trustee has the right to speak.
- f. The Chair shall determine that all Trustees that wish to speak, or have spoken to a motion, and when the Trustees are ready to vote, shall call the vote.
- g. The Chair votes on all questions.

### **10.1 Principles Surrounding Committee Structure**

Committees of the Board are established to enhance the work of governance. They complement the work of the Board, and are different from administrative committees. Board Committees assist the Board to do its work; they do not assist or advise the staff. Standing Committees and Ad Hoc Committees of the Board are established by the Board for a specified purpose. In keeping with the broad focus of the Board, Board committees will not normally have direct dealings with staff operations.

### **10.2 Meetings**

#### ***Inaugural Meeting***

The first meeting of the Board shall take place in September. In a trustee election year, the first meeting of the Board shall take place within 14 days after Trustee general elections, in accordance with the *Public Schools Act*.

#### **Regular Meetings**



A proposed agenda is presented at the beginning of each Regular Board Meeting, which shall take place at least monthly, excluding July, on dates determined annually at the inaugural meeting. The agenda reflects the business the Board must monitor, attend to, and pursue in their governance role. The meeting format respects Roberts Rules of Order.

### **Special Meetings**

Special Board meetings may be convened at any time by the Chair with the consent of a quorum of the Trustees, as per provincial legislation. Special meetings are not usually convened without the Superintendent and Secretary-Treasurer present.

### **In Camera Meetings**

According to the *Public Schools Act* of Manitoba, all School Board meetings are held openly and no one is excluded or removed from those meetings except for improper conduct. However, at all times, it is appropriate for the Board to meet behind closed doors when the Board must deal with sensitive matters such as negotiations, personnel matters, litigation, student files, land acquisitions/disposal, security and discipline matters. All discussion is, and shall be, confidential.

### **Delegations to the Board Meeting**

Delegations from the public are welcome to present to the Board at a public board meeting, but no presentation shall exceed 10 minutes, and 5 additional minutes shall be allowed for Trustee questions of clarification. Trustees do not offer decisions to a delegation at the time of presentation. The requesting delegation shall submit their request in writing, including contact information, no later than 72 hours prior to a regular public meeting. Any associated documentation and background information will be considered by the Board.

## **10.3 Community Connections**

The Board will strategically establish formal connections with the Pinawa community, with government, and with other relevant agencies and organizations to build understanding toward the achievement of Board goals for the School District. The Board will share information, proactively identify issues of importance, work collaboratively, and build relationships.

## **10.4 One Voice Commitment**

According to provincially legislated authority and accountability, the Board is a corporate body established to provide governance leadership to the School District of Whiteshell. 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 Whiteshell 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:**

10.4.1 *Support Board decisions.*

Trustees are expected to contribute to and 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.

10.4.2 *Never attempt to exercise individual authority over the organization or the Superintendent.*

While the Board expects individual Trustees to be given common courtesy, it does not require the Superintendent/CEO 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.

10.4.3 *As members of a strategic governance board, Trustees will focus on what needs to be accomplished for effective governance while at the Board table.*

10.4.4 *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.*

10.4.5 *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: June 20, 2012

Review Cycle: Annual

Date Amended: currently under review

The School District of Whiteshell 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:



## **POLICY 12 – POLICY DEVELOPMENT AND AMMENDMENT**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

The development, amendment and monitoring of policy is one of the primary roles of the Board. Any consideration of policy will first involve the careful consideration of District foundations, which are the basis of policy development. The Board will then consider how the proposed policy or policy amendments and wording will impact or reflect these foundations.

The Board will identify issues that might require policy development or amendment and specify the issue(s) to be addressed. Recommendations for consideration of policy development or amendment may come to the Board from the Superintendent, any Board committee, Trustees, District personnel, or from the public. Often the need for policy amendments will emerge through the policy monitoring processes of the Board.

### **Process for Policy Amendment or Development:**

At any point in the policy process, the Board may request from the Superintendent/CEO, additional information in order to develop more complete knowledge and a better understanding of specific policy issues, to support effective Board monitoring, and to develop better policy.

- a. The Board will, by Board motion, determine when policy development or amendment should be considered.
- b. If the Board determines that policy development or amendment is required, Trustees may identify their own anticipated outcomes, values and rationale for the proposed policy development or amendment.
- c. The Board will, by Board motion, identify the outcomes and values that the governance policy development or amendment will address and the proposed timelines for the work involved.

The Board resolutions will inform the work of the Superintendent/CEO in making recommendations to the Board for policy action.

*Legal Reference: The Public Schools Act*

*Policy 2 – Mission Statement*

*Policy 4 – Governance Model*

*Policy 8 – Board Statement of Integrity*

*Policy 9 – Board Operations*

*Policy 12 – Board and Superintendent/CEO Relationship*

*Policy 14 – General Executive Constraint/Decision-Making Matrix*



## **POLICY 13 – BOARD AND SUPERINTENDENT / CEO RELATIONSHIP**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

The sole official connection between the Board and the School District operations, its achievements, and conduct shall be through the Superintendent/CEO.

The Superintendent/CEO will not allow the Board to be uninformed, unsupported, unprotected in its work.

Only official decisions of the Board are binding on the Superintendent/CEO.

- 12.1** The Board is a body corporate, and all directions to the Superintendent/CEO shall be given through written policy.
- 12.2** The Superintendent/CEO 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/CEO. In the case of Board members or Committees requesting information or assistance without Board authorization, the Superintendent/CEO may refuse requests that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the District.
- 12.4** The Superintendent/CEO is responsible for the actions of the staff within the School District of Whiteshell, and therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent.
- 12.5** The Board and any individual Trustee shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO. Evaluation of the Superintendent/CEO shall be through established processes and procedures.

*Policy 4 – Governance Model*

*Policy 7 – Role of the Board*

*Policy 14 – General Executive Constraint/ Decision Making Matrix*



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## **POLICY 14 – EMERGENCY SUPERINTENDENT SUCCESSION**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

### **EMERGENCY SUPERINTENDENT SUCCESSION**

In order to protect the Board and the School District from the sudden loss of Superintendent/CEO services, the Superintendent/CEO will have at least one other school division administrator familiar with Board and Superintendent/CEO issues, including the principles of policy leadership and strategic governance.

**POLICY 15 – GENERAL EXECUTIVE CONSTRAINTS / DECISION-MAKING MATRIX**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended: April 9, 2015 – currently under review

The School District of Whiteshell will not operate illegally, unethically, imprudently, or in contravention of Board policies. The Superintendent/CEO will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, in violation of commonly accepted business practices and ethics, or is contrary to the *Board Policy Manual* of the School District of Whiteshell, *The Public Schools Act*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, or any other federal, provincial or municipal law. The following decision-making matrix outlines the General Executive Constraints.

<b><i>Superintendent has complete authority to act</i></b>	<b><i>Superintendent has authority but must inform Board</i></b>	<b><i>Board Decision; Superintendent may recommend</i></b>
<ul style="list-style-type: none"> <li>• Evaluate staff</li> <li>• Reassignment of all staff members</li> <li>• Evaluate programs</li> <li>• Administer collective agreements</li> <li>• Professional development</li> <li>• Implementation of Board Policy</li> <li>• Staff Leaves up to 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate principals</li> <li>• Staff hiring (non-administrative)</li> <li>• Student suspensions (up to 6 weeks)</li> <li>• Grant applications</li> <li>• Crisis situation (e-mail) e.g. Lockdown</li> <li>• Corporate sponsorship</li> <li>• Emergency school closures</li> <li>• Student overnight travel</li> <li>• Superintendent P.D. (out of province)</li> <li>• Administrative Procedures</li> <li>• Appoint Attendance Officer</li> <li>• Acceptance of Resignations</li> <li>• Extension of Medical Leave</li> <li>• Maternity/Paternity Leaves</li> <li>• Approve contractor(s) work to \$5000</li> <li>• Support staff termination</li> <li>• Teacher termination</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Development and Approval</li> <li>• Student Expulsion</li> <li>• Employee Compensation/Benefits</li> <li>• Approval of budget</li> <li>• Setting staffing levels</li> <li>• Special levies</li> <li>• Appeals to the Board</li> <li>• New programming</li> <li>• Staff Extended leaves (beyond 5 days)</li> <li>• Over-expenditure of budget</li> <li>• Student/Staff out of province travel</li> <li>• School Calendar</li> <li>• Hiring additional staff outside formula</li> <li>• Hiring and assignment of Principals and/or Senior Administration</li> <li>• Change the admin organization chart</li> <li>• Approve tendered contractor(s)</li> <li>• Principal / Vice Principal termination</li> </ul>

## **POLICY 16 – LEARNING ENVIRONMENT/PROGRAMS AND SERVICES**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

In response to stated mission, vision, values and beliefs, the Board expects effective, engaging and caring learning communities. The Superintendent/CEO 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; and
  - 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 if there is disagreement about the appropriateness of the educational programming being provided to a student by the Board.
- 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/CEO 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

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

*Policy 2 – Mission Statement*

*Policy 3 – Values and Principles*

*Policy 5 – Indicators of Success*

*Policy 12 – Board and Superintendent/CEO Relationship*

## **POLICY 17 – SAFE SCHOOLS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

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

The Superintendent/CEO 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 and emergency response plan are reviewed at least annually.

*Legal Reference: The Public Schools Act, The Safe School's Charter  
Policy 1 – Mandate and Legal Status  
Policy 12 – Board and Superintendent Relationship and Superintendent/CEO Relationship*

## **POLICY 18 – FINANCES**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:



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The Board places responsibility for fiscal prudence and compliance in the office of the Superintendent/CEO. The School District of Whiteshell 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/CEO will ensure that the school district operates its annual financial affairs in accordance with Section 42 of the *Public Schools Act*.

The Superintendent/CEO 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 Superintendent/CEO will provide the Board with an operating statement on a monthly basis.





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## **POLICY 19 – AUDITS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

Each year, the Board shall appoint an auditor, and the Board will furnish a duly audited financial statement and summary for the government and the school year, available for public perusal, in compliance with Section 41 of Manitoba's Public Schools Act.

The Board, on an annual basis, will monitor the internal control function.



## **POLICY 20 – ASSETS**

Date Adopted: June 20, 2012

Review Cycle: Annual

Date Amended:

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

Consequently, the Superintendent/CEO 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 a safe and efficient transportation system (as required)
- 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.