



Authority Policy 1004

ROLES AND RESPONSIBILITIES OF TRUSTEES

Legal References: Education Act: 2009, Sections

Related References:

Effective Date: April 2016

Revisions:

Reviewed:

1. Preamble

The Board of Trustees (the “**Board**”) of the KidsAbility School Authority (“**KASA**”) is accountable for the operational, financial, legal, academic, and political obligations of KASA to the Government of Ontario, the School, and the members of the community. The Board is responsible for the oversight and governance of the organization and the overall administration of the Education Program at KASA in accordance with the policies and procedures established by the Board, KASA, and as outlined in the *Education Act* and Regulations, the Ministry of Education Program, Memoranda, and Ministry Guidelines. The Board is responsible for ensuring that KASA operates within the requirements of the *Education Act*, Ministry directives and relevant statutory and regulatory requirements.

The Board reports directly to the Ministry of Education through the Board Chair, or a Trustee designated by the Board Chair.

At all times, KASA’s Vision, Mission and Strategic Plan shall guide decision making, planning and setting of priorities by the Board.

KASA VISION: Children with complex special needs prepared for school success.

KASA MISSION: KidsAbility’s unique school environment empowers our students to achieve continued success.

Role of the Board of Trustees

1. Strategic Planning

- 1.1. Provide overall direction for KASA by establishing a vision, a mission and belief statements.
- 1.2. Establish a multi-year strategic plan that outlines the strategic direction, priorities and outcomes for KASA in accordance with Ministry priorities.
- 1.3. Ensure that the strategic plan drives financial decisions, including but not limited to the budget process.
- 1.4. Develop and approve a multi-year plan action aimed at achieving the strategic plan.
- 1.5. Annually set priorities with expected outcomes with an aim at achieving the strategic plan to be approved annually in a public session.
- 1.6. Annually review the multi-year action plan with the KASA Principal/Senior Administrator.
- 1.7. Regularly monitor KASA's actions and outcomes towards the achievement of the strategic plan.

2. Policy Development, Implementation and Evaluation

- 2.1. Develop policies guiding KASA's successful operations aimed at achieving the Board's strategic plan and successful school operation.
- 2.2. Develop policies in keeping with Ministry of Education, statutory and regulatory requirements.
- 2.3. Approve policies developed by the Board.
- 2.4. Monitor and evaluate the effectiveness of policies developed by the Board.
- 2.5. Hold the Principal/Senior Administrator accountable for the implementation and review of Board policies.
- 2.6. Ensure that the Principal/Senior Administrator develops relevant procedures and guidelines required by Board policies.

3. Fiscal Responsibility

- 3.1. Develop a budget review process determining annual resource allocations and KASA needs focused on achieving the Board's strategic plan.
- 3.2. Annually approve a budget for KASA expenditures ensuring the financial resources are allocated to achieve the desired results as required by the strategic plan, Ministry guidelines and statutory and regulatory requirements.
- 3.3. Negotiate the KASA service agreement contract with KidsAbility Centre
- 3.4. Ensure KASA's expenditures are in keeping with the budget and provincial regulations through internal and external auditing.
- 3.5. Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups.

4. Board Development

- 4.1. Develop an annual action plan for both collective and individual Trustee development aimed at increasing knowledge of: the trustee role; processes, issues; and the Board's strategic plan.
- 4.2. Use the expertise of the Ministry of Education personnel and provincial organizations to help develop and support the Board's professional development plan.
- 4.3. Seek opportunities to network with other school authorities and local district school boards.
- 4.4. Ensure Board succession planning

5. Political Advocacy and Communication

- 5.1. Develop and maintain positive and effective relationships with the Minister of Education, members of provincial parliament and counterparts in municipal government.
- 5.2. Foster KASA's relationship with key stakeholders, including but not limited to KidsAbility Centre, KidsAbility Foundation, KASA staff, and parents and families of KASA students.

6. Oversight of the Principal/Senior Administrator

- 6.1. Hire/retain the Principal/Senior Administrator for KASA.
- 6.2. Provide the Principal/Senior Administrator with a clear job description.
- 6.3. Delegate appropriately to the Principal/Senior Administrator, through policy, administrative authority and clear instructions in accordance with the provisions and restrictions of the Education Act and its regulations.
- 6.4. Oversee the performance of the Principal/Senior Administrator in meeting his/her duties, including those imposed by the Education Act, related policies, guidelines and regulations as well as duties assigned under the strategic plan and any other duties assigned by the Board.

7. Human Resources

- 7.1. Promote the professional growth of the Principal/Senior Administrator in continuing to provide quality leadership.
- 7.2. Ensure ongoing capacity building and succession planning.
- 7.3. Oversee grievances, proper execution of employment agreements, and collective agreements.
- 7.4. Negotiate all employee contracts

Role of Individual Trustees

The following represent the roles and responsibilities of individual Trustees within the context of being a member of the Board. A Trustee shall:

- Attend and actively participate in meetings of the Board, including meetings of Board committees. Notice of regret shall be provided to the Chair of the Board or Chair of the committee where appropriate, in advance of any meetings.
- Participate in at least two (2) Board Committees in each school calendar year.
- Read meeting materials prior to the meeting to facilitate active engagement in discussions and avoidance of delay in Board votes.
- Uphold the implementation of any Board decision after it is passed by the Board.
- Entrust the day to day management of the Board to its staff through the KASA Principal/Senior Administrator.
- Comply with the KASA Board's Code of Conduct.
- Participate in educational opportunities.
- Attend KidsAbility School, Centre and Foundation events, where possible.
- Communicate with parents and stakeholders on Board initiatives, events and programs and activities.