

Public Schools Branch - Board of Trustees

The Education Authority responsible for the delivery of the English Language School System across the province is known as the Public Schools Branch (PSB). The PSB is a crown corporation responsible for the operations of 56 schools, which provide education and education services to over 20,500 students. The PSB has a budget of \$297M and approximately 4,000 employees. The PSB Director, who serves as the CEO of the organization, oversees PSB management and staff, and reports directly to the Board of Trustees.

The PSB structure includes the Director's office and six departments (Human Resources, Finance, Property Management, Student Services, Transportation and Risk Management, and English/French as an Additional Language) each providing numerous services to students, parents, staff, other educational partners, and the public.

What is the function of the Board?

The Board of Trustees provides a governance role to the PSB. Through its branch-based and school-based employees, the Board is responsible for:

- strategic planning and setting policy for the English public schools;
- approving PSB budget and operational plans;
- recruitment, employment, management and evaluation of education authority staff;
- the transportation of students to and from school;
- ensuring facilities are maintained in a proper manner and to provide a safe learning environment for students;
- ensuring the development of and approval of school effectiveness plans;
- monitoring and evaluate the effectiveness of schools;
- the provision of a wide range of student services;
- the provision of English / French as an Additional Language services;
- being accountable to students, parents, community members, and Minister for the performance and operations of the Education Authority;
- following the direction of the Minister respecting the delivery of professional development to address instructional personnel development needs; and
- following the direction of the Minister respecting the implementation of the Provincial Programs of Study and education programs prescribed, approved or authorized pursuant to the *Education Act*.

The PSB is not responsible for things like curriculum development/implementation or the professional development of teachers.

Board decisions are made using the following guiding principles:

- A trustee is a member of a team.
- Only the Board of Trustees, not an individual trustee, has the authority to make decisions or act on behalf of the Education Authority through formal resolutions.
- Although trustees are representatives of a geographical area or identified group of people, the Board of Trustees must place the needs of the system and all students first when making any decision.
- Trustees must consider conflicting interests and values.

- Trustees are required to uphold the implementation of any resolution after it is passed by the Board.

How many people are on the PSB Board of Trustees?

The PSB board consists of eight elected and three appointed trustees.

What are the requirements of Board trustees?

Trustees help to facilitate community engagement and involvement in the Education Authority as they administer the English Language School Systems across the province.

Trustees are accountable to the students, parents, families they represent from the electoral zone from which they were elected or appointed. They are also accountable for all students within the Public Schools Branch; not just those from within their electoral zone. The Board of Trustees is accountable to the Province of Prince Edward Island for the proper conduct of their duties and powers, including the implementation of Provincial policies, and the use of provincially allocated funding.

Board trustees have important roles including:

- establishing policy direction in their areas of responsibility. Policies set out the expectations and describe what should happen or how services are to be provided within the Education Authority. Well-written policies describe to students, parents, staff, and the public what they can expect.
- ensuring that the Director of the Education Authority carries out the implementation of the Board's policies.
- Entrusting the day-to-day management and operation of the Education Authority to its staff through the Director of the Education Authority.

As outlined in the *Education Act* and Regulations, trustees are responsible to:

- attend meetings of the education authority and exercise the powers and duties of a member of the education authority in good faith;
- comply with
 - (i) the Act and the Regulations,
 - (ii) an order of the Minister made pursuant to subsection 38(6) of the Act and directed to the member,
 - (iii) the Minister's directives, and
 - (iv) the policies of the education authority;
- ensure appropriate policies are in place to allow for the efficient and safe operation of the education authority;
- provide financial oversight for the operations of the education authority;
- provide strategic direction to the organization with respect to identifying high level priorities for the organization;
- identify capital needs for the organization;
- liaise with education stakeholder groups on education matters affecting the education authority; and
- provide direction to the Director of the Public Schools Branch.

Trustees shall also, in respect of meetings of the trustees:

- establish policies and procedures respecting the conduct of meetings;
- give public notice of the date, time, and location of each meeting; and
- hold an annual meeting prior to the submission of the annual report of the education authority to the Minister.

What are the nomination requirements?

A person is eligible to be appointed as a trustee if they are:

- a Canadian citizen;
- at least 18 years of age;
- a PEI resident for at least six months; and
- eligible to vote in the school board election.

Experience in the following areas would be considered assets:

- knowledge of the education system
- understanding of good business practices
- policy development experience
- strategic thinking
- finance and/or financial management experience
- human resource management
- board governance
- legal/risk management

A person is not eligible to be appointed as a Trustee if they are:

- A person that does not meet the criteria noted above.
- An employee of an Education Authority such as school or school board staff.
- A Department of Education and Lifelong Learning employee who has a potential conflict of interest.
- A person who has previously been disqualified from being a trustee.
- A person found guilty or convicted of an indictable offense.

Will I get paid?

Trustee remuneration rates are set by the *Education Act* – Education Authority Regulations. The PSB receives \$42,779 to be allocated between the 11 elected/appointed trustees.

Will I be protected by any insurance as a board trustee?

Yes, it is standard practice for school boards to obtain 'directors and operators' insurance to protect their board members and staff in regards to decisions made and actions taken.

What is the time commitment of the Board?

The Board usually meets every second month. Depending on the agenda, a meeting is generally 1-2 hours. There is also an annual workshop in the afternoon. The Board may also decide to have subcommittee meetings to discuss other items, as well as meetings with education system stakeholders, which would add to the time commitment. There would also be travel time to and from the meeting.

How long would I be a trustee?

The appointed trustees within the PSB Board have two-year terms. Appointed trustees can serve for two consecutive terms.

How can I apply?

If you would like to apply to serve as a PSB trustee, you can find more information online through Engage PEI.

Who can I contact about this Board?

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