



BOARD DIRECTIONAL POLICY	
DIRECTIONAL POLICY TITLE	DIRECTIONAL POLICY NUMBER
STEWARDSHIP OF RESOURCES	600

Title of Directional Policy:

Stewardship of Resources

Date Approved:

October 24, 2023

Projected Review Date:

2028

Policy:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will demonstrate fiscal accountability by effectively using the resources entrusted to it for the purposes of delivering Catholic education in a manner that upholds public confidence and is in keeping with Gospel values and Catholic Social Teachings.

Purpose:

The Board of Trustees is responsible for making strategic fiscal decisions. The purpose of the *Stewardship of Resources* policy is to support the Board's decision-making structures and processes in order to maximize its human and operational resources. The policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of resources that adhere to relevant legislation and regulations, and ensures the effective and efficient delivery of services to students, parents, staff and other stakeholders.

Alignment with Multi-Year Strategic Plan:

The *Stewardship of Resources Directional Policy* informs priorities under the [2021-2025 Strategic Plan, Vision and Mission: Building a Community that Accompanies](#), particularly the priorities of Maximizing Resources, Ensuring Equity and Valuing Relationships.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan;
- setting direction and policy that governs the PVNC Catholic District School Board;
- assigning responsibility to the Director of Education for operationalizing and managing the *Stewardship of Resources Policy* and associated administrative procedures;
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the *Stewardship of Resources Policy*;
- establishing informed, accountable and ethical decision-making for resource management.

The Director of Education is responsible for:

- providing leadership regarding adherence, implementation and operational details in the *Stewardship of Resources Policy* and associated administrative procedures;
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the *Stewardship of Resources Policy*;
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

Superintendent of Business and Finance is responsible for:

- collaboratively leading the development of the administrative procedures and practices aligned with the *Stewardship of Resources Policy*;
- managing and providing leadership in developing the supports and resources to ensure the implementation of the *Stewardship of Resources Policy*;
- work collaboratively with the Director and Superintendents, Managers, Principals and Vice-Principals, Federations, Unions, and Non-aligned groups to build capacity of all staff in their knowledge and understanding of the *Stewardship of Resources Policy* and associated administrative procedures.

Superintendents are responsible for:

- providing leadership and supports for Principal/Vice-Principals, Managers, Executive/Administrative Assistants and all departmental staff in their knowledge, understanding, implementation and adherence to the *Stewardship of Resources Policy* and associated administrative procedures.

Principals, Vice-Principals and Managers are responsible for:

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the *Stewardship of Resources Policy* and associated administrative procedures.

Staff are responsible for:

- working collaboratively with colleagues to successfully implement *Stewardship of Resources Policy*.
- adhering to the administrative procedures that support the *Stewardship of Resources Policy*.
- being proactive and self-directed in building their knowledge and understanding.

PROGRESS INDICATORS:

- achieving compliance with the Education Act and various regulations with respect to accountability measures;
- approval of annual budgets in compliance with the Education Act;
- sound application and management of financial systems and internal controls;
- meeting regular timelines for financial and operational reporting.

DEFINITIONS:**REFERENCES:**

- [Catholic Social Teachings](#)
- [Education Act](#)