

## Board Policy 2

### Role of the Board

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As the corporate body elected by the electors that support Northern Gateway Regional Division No. 10, the Board of Trustees is accountable for the provision of appropriate educational services and programs to resident students within the Division, in keeping with the requirements of government legislation and the values of the electorate.

#### Specific Areas of Responsibility

1. Accountability to Provincial Government
  - 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
  - 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.
  - 2.2 Establish processes and provide opportunity for focused community input.
  - 2.3 Report Division results to the community at least annually.
  - 2.4 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
  - 2.5 Model a culture of respect and integrity.
3. Three-Year Education Plan/Alberta Education Results Reports
  - 3.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.

- 3.2 Annually approve the Three-Year Education Plan process and timelines.
  - 3.3 Identify Board priorities within the Three-Year Educational Planning process.
  - 3.4 Annually approve the Three-Year Education Plan for submission to Alberta Education.
  - 3.5 Monitor and report the achievement of student outcomes.
  - 3.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
  - 3.7 Approve the Annual Education Results Report for distribution to the public.
4. Policy
- 4.1 Determine the goals and directions the Division will pursue.
  - 4.2 Identify how the Board is to function.
  - 4.3 Monitor policy effectiveness.
  - 4.4 Set the parameters for contract and labour negotiations after soliciting advice from the Superintendent and others.
  - 4.5 Provide direction in those areas over which the Board wishes to retain authority.
5. Superintendent/Board Relations
- 5.1 Select the Superintendent.
  - 5.2 Provide the Superintendent with clear corporate direction.
  - 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act.
  - 5.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

- 5.5 Evaluate the Superintendent in accordance with Policy 12.
- 5.6 Annually review compensation of the Superintendent.
- 6. Advocacy
  - 6.1 Develop a yearly plan for advocacy including focus, key messages, relationships, and mechanisms.
- 7. Board Development
  - 7.1 Develop an annual work plan with timelines. – see Appendix A
  - 7.2 Develop a plan for Board/trustee development. - see Appendix B
  - 7.3 Evaluate Board effectiveness. (as per Policy 7 – Section 13)
- 8. Fiscal Accountability
  - 8.1 Approve budget assumptions and establish priorities at the outset of the budget process.
  - 8.2 Approve the annual allocations for distribution of funds to schools.
  - 8.3 Approve annual budget and allocate resources to achieve desired results.
  - 8.4 Make budget adjustments when necessary.
  - 8.5 Receive Audit Report and ensure quality indicators are met.
  - 8.6 Review fiscal accountability reports.
  - 8.7 Approve Conditions of Employment with employees/groups.
  - 8.8 Approve transfer of funds to capital reserves.
  - 8.9 Approve distribution of investment returns.
- 9. Three-Year Capital Plan
  - 9.1 Approve annually the Three-Year Capital Plan for submission to Alberta Education.

10. Operational Viability of Schools
  - 10.1 To review annually the Operational Viability of Division owned/operated Schools in accordance with provisions of Policy 15 – School Operational Viability.
11. Student Transportation Services
  - 11.1 To review annually Student Transportation Services in accordance with provisions of Policy 18 – Student Transportation Services.

### **Selected Responsibilities**

The Board shall:

1. Acquire and dispose of land and buildings.
2. Approve religious instruction in any school.
3. Approve locally developed/acquired junior and senior high school complementary courses.
4. Approve national/international field trips.
5. Name schools and other Division-owned facilities.
6. Approve Division school-year calendars.
7. Approve pre-school programs in schools.
8. Approve language immersion programming.
9. Provide for recognition of students, staff and community.
10. Make a recommendation to the Minister for the dissolution of a School Council.
- 11.. Hear presentations of School Reviews.

12. Approve maximum limits for school fees.
13. Approve fees for international student tuition and student transportation.
14. Approve Facility Joint Use, Transportation, Tuition and Lease Agreements.

Reference: Sections 45, 56, 60, 61, 62, 63, 187, 188 School Act

Policy 2 – Appendix A

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BOARD ANNUAL WORK PLAN

**AUGUST**

- Conduct Board Meetings
- Set School Tour Schedule
- Year End Suspension Report

**SEPTEMBER**

- Conduct Board Meetings
- Board Workshop
- Review Financial Update
- Review Fiscal Accountability Reports
- Host Board/Staff/Contractor Appreciation Evening
- Meet with the Auditor
- Approve the Board/Trustee Development Plan

**OCTOBER**

- Conduct Board Meetings
- Conduct a Board Orientation (in an Election Year)
- Conduct the Organizational Meeting
- Review Fiscal Accountability Reports
- Review Comprehensive Approach Plan (CAP)
- Approve yearly Communication Plan
- Review School Council Reports – for information only
- Receive the Board Advocacy Plan
- Review and approve Audited Financial Statement (includes the management letter and the Board review)

**NOVEMBER**

- Conduct Board Meetings
- Approve the AERR
- Review Fiscal Accountability Reports
- Attend the ASBA Fall AGM
- Evaluate progress relative to previous years AERR
- Review Accountability Pillar Measures
- School Results Reports presentations to the Board
- Approve Advocacy Plan
- Review School Operational Viability Report

### DECEMBER

- Conduct Board Meetings
- Review Fiscal Accountability Reports

### JANUARY

- Conduct Board Meetings
- Review Fiscal Accountability Reports

### FEBRUARY

- Conduct Board Meetings
- Review Fiscal Accountability Reports
- Identify possible Policies of the Board for ASBA FGM
- Initiate Process for Superintendent/Board Evaluation (Bi-Annually)
- Approve Student Curricular/Transportation/International Student Fees (post Provincial Budget)
- Set Board Finance Committee (Meeting after release of Provincial Budget)(post Provincial Budget)
- Finance Meeting (Board Priorities) (post Provincial Budget)
- Approve Budget Planning Assumptions and Allocations (post Provincial Budget)

### MARCH

- Conduct Board Meetings
- Accept Edwin Parr information and nomination appropriate candidate
- Review Fiscal Accountability Reports
- Approve School Calendar
- Approve Three-Year Capital Plan
- Three-Year Educational Planning Session (as necessary)

### APRIL

- Conduct Board Meetings
- Review Fiscal Accountability Reports
- Review of Initial Division Budget

### MAY

- Conduct Board Meetings
- Approve the Final Division Budget
- Approve IMR (Infrastructure Maintenance Renewal) Work Plan
- Approve Fiscal Accountability Reports
- Discuss Auditor Terms of Engagement
- Attend Edwin Parr Ceremony
- Receive Advocacy Plan Update
- PSBAA By-Law Amendments

## JUNE

- Conduct Board Meetings
- Review Fiscal Accountability Reports
- Attend the ASBA Convention
- Conduct the Annual CEO and Board Evaluation
- Forward Board Advocacy Priorities to ASBA Zone 2/3

## ONGOING

- Host School Council Symposium
- Review and amend Board Policies as required
- Appoint Division Auditor when current appointment expires
- Ratification of Memoranda of Agreements
- Approval of out-of-province field trips
- Capital project tenders
- Participate in ASBA Zone 2/3
- Approve locally developed courses

Legal Reference: Sections 45, 56, 60, 61, 62, 63, 187, 188 School Act



## Policy 2 – Appendix B

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1. ASBA: All trustees may attend ASBA and PSBAA Fall General Meetings and Spring General Meetings.
2. In addition to the Annual Development Schedule, Professional Development Sessions capped at \$1000.00 for registration fees per year per trustee, may be attended. This amount does not include travel, meals, accommodation and Honoraria, which may be charged to the trustee monthly expense claim. Additional PD sessions must follow the following criteria:
  - a) Out of the Division
  - b) Within the Province
  - c) Sponsored by ASBA, PSBAA or Government of Alberta
3. Any trustee can put forth to the Board a request for Professional Development, not considered by the above.
4. Adjustments to the schedule shall only be made in September of the assigned year and only for the same PD opportunity. (i.e: NSBA for NSBA – etc).