

Board Policy 2

Role of the Board

As the corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support Northern Gateway School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational services and programs to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

Specific Areas of Responsibility

1. Accountability for Student Learning and Wellness
 - 1.1 Provide overall direction for the Division by establishing vision, mission and values.
 - 1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
 - 1.3 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
 - 1.4 Identify Board priorities at the outset of the annual Three-Year Education planning process.
 - 1.5 Enable the infusion of cultural perspectives within student learning, as defined by each community.
 - 1.6 Enable and support the development of pathways beyond the residential school legacy.
 - 1.7 Enable processes to support quality teaching.



- 1.8 Provide for school and program reviews as necessary to monitor the achievement of outcomes.
- 1.9 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
- 1.10 Annually approve the "rolling" Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
- 1.11 Explore the use of natural person powers to enhance opportunities for student learning.

2. Community Assurance

- 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.
- 2.2 Engage the community in a dialogue about Division programs, needs and desires.
- 2.3 Establish processes and provide opportunities for community engagement.
- 2.4 Establish plans for collaborative work between the Division, First Nations, as well as other culturally-based communities.
- 2.5 Establish a forum for student engagement.
- 2.6 Report Division outcomes to the community at least annually.
- 2.7 Encourage the formation of a Council of School Councils (COSC). If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
- 2.8 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
- 2.9 Model a culture of respect and integrity.
- 2.10 Develop and maintain transparency in all fiduciary responsibilities.
- 2.11 Develop culturally appropriate protocols to guide the Division.





3. Accountability to Provincial Government
 - 3.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
 - 3.2 Perform Board functions required by governing legislation and existing Board policy.
 - 3.3 Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Metis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.

4. Fiscal Accountability
 - 4.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
 - 4.2 Approve the annual budget and allocation of resources to achieve desired results.
 - 4.3 Approve annual fees for instructional resources, transportation and tuition for non-resident students.
 - 4.4 Approve expense reimbursement rates.
 - 4.5 Approve substantive budget adjustments when necessary.
 - 4.6 Monitor the fiscal management of the Division through receipt of at minimum quarterly variance analyses and year-end projections.
 - 4.7 Receive Audit Report and ensure the management letter recommendations are addressed.
 - 4.8 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
 - 4.9 Approve borrowing for capital expenditures within provincial restrictions.
 - 4.10 Set the parameters for negotiations after soliciting advice from the



Superintendent and others.

- 4.11 At its discretion, ratify memoranda of agreement with bargaining units.
- 4.12 Approve the Superintendent's contract.
- 4.13 Approve annually, signing authorities for the Division.
- 4.13 Approve transfer of funds to/from reserves.
- 4.14 Approve investment parameters in alignment with the Education Act Regulation.
- 4.15 Ensure all accounting processes are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.

5. Superintendent/Board Relations

- 5.13 Select the Superintendent and provide for succession planning as required.
- 5.14 Develop the Superintendent's Contract in accordance with the Superintendent of Schools Regulation AR 98/2019.
- 5.15 Provide the Superintendent with clear corporate direction.
- 5.16 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 5.17 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.
- 5.18 Demonstrate respect, integrity and support, which is then conveyed to the staff and the community.
- 5.19 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
- 5.20 Annually review compensation of the Superintendent.



6. Board Development

- 6.13 Develop and maintain an annual work plan with timelines. – see-Appendix A: to foster governance excellence in fiduciary, strategic and generative engagement modes.
- 6.14 Develop a plan for Board/trustee development. – see Appendix B
- 6.15 Bi-Annually evaluate Board effectiveness in meeting performance indicators.

7. Policy

- 7.1 Identify how the Board is to function.
- 7.2 Develop/revise policies using a generative engagement process.
- 7.3 Annually monitor policy currency and relevancy.
- 7.4 Provide direction in those areas over which the Board wishes to retain authority.

8. Political Advocacy

- 8.1 Act as an advocate for public education and the Division.
- 8.2 Identify issues for advocacy on an ongoing basis.
- 8.3 Develop a plan for advocacy including focus, key messages, relationships, and mechanisms.
- 8.4 Promote ongoing meetings and maintain timely, frank and constructive communication with locally elected officials.
- 8.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

9. Operational Viability of Schools

- 9.1 To review annually the Operational Viability of Division



owned/operated Schools in accordance with provisions of Policy 15 – School Operational Viability.

10. Student Transportation Services

10.1 To review annually Student Transportation Services in accordance with provisions of Policy 18 – Student Transportation Services.

Additional Responsibilities

The Board shall:

1. Acquire and dispose of land and buildings; ensure titles and services to or enforceable long-term interests in land are in place prior to capital project construction.
2. Approve religious instruction in any school.
3. Approve school attendance areas.
4. Name schools and other Division-owned facilities.
5. Approve Division school-year calendars.
6. Provide for recognition of students, staff and community.
7. Make a recommendation to the Minister for the dissolution of a School Council.
8. Approve Joint Use agreements.
9. Approve courier contract rates, transportation contract rates and custodial contract rates and receive timely notice of change of contract providers.
10. Approve locally developed courses.
11. Hear, in accordance with Policy 13 – Appeals to the Board, unresolved student or staff complaints of discrimination or harassment.
12. Approve all international field trips and out-of-province field trips in excess of three (3) school days.



13. Approve language immersion programming.

Reference: Sections 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Borrowing Resolution
Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Truth and Reconciliation Commission Calls to Action
Superintendent of Schools Regulation AR 98/2019



Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

AUGUST

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Year End Suspension Report

SEPTEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Organizational Meeting (September – Except in non-Election Year)
- Hold Board Workshop (in non-Election years)
- Set School Tour Schedule
- Review Financial Update
- Host Annual Employee Appreciation Evening (September/October)

OCTOBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Organizational Meeting (September – Except in non-Election Year)
- Conduct a Board Orientation (in an Election Year)
- Review School Council Reports
- Review ASBA Proposed Position Statements
- Review PSBAA AGM Agenda
- Host Annual Employee Appreciation Evening (September/October)

NOVEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the (AERR) Annual Education Results Report
- Conduct School Results Review
- Review Accountability Pillar Measures
- Approve Board Advocacy Plan
- Review School Operational Viability Report
- Approve Audited Financial Statement



DECEMBER

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Hold Board Workshop (in Election year)

JANUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports

FEBRUARY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Identify possible Positions Statements for ASBA FGM
- Initiate Process for Superintendent
- Initiate Process for Board Evaluation (Bi Annually)
- Approve International Student Fees
- Conduct Finance Committee Meeting (post Provincial Budget)
- Approve Board Communication Plan
- Receive the Board Advocacy Plan

MARCH

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Nominate Edwin Parr Candidate
- Honoring Spirit: Indigenous Student Awards
- Approve Three-Year Capital Plan
- Participate in Three-Year Educational Planning Session
- Approved Student Transportation Fees

APRIL

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Review of Draft Division Budget
- Approve School Calendar

MAY

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Approve the Final Division Budget
- Approve (Infrastructure Maintenance Renewal) Work Plan
- Attend ASBA Zone 2/3 Edwin Parr Ceremony



JUNE

- Conduct Board Meetings
- Review Monthly Fiscal Accountability Reports
- Conduct the Annual CEO and Board Evaluation

AWARD DEADLINES

ASBA

- Honouring Spirit: Indigenous Student Awards – Deadline – February 1, 2021
- Edwin Parr Teach Award – Deadline Closed
- Zone Appreciation Award – Deadline – October 9, 2020
- Friends of Education Award – Deadline – October 9, 2020
- Honourary Life Membership Award – Deadline – October 9, 2020
- Long Service Awards – Deadline – October 9, 2020
- Public Engagement Award – October 9, 2020
- School Board Innovation and Excellence Award – October 9, 2020

PSBAA

- Advancing Association Business and Initiatives – Deadline - March 17
- Long Service Award – Deadline – March 17
- Special Contribution to Public Education – Deadline – March 17
- Special Contribution to Public Education: Media – Deadline – March 17
- Dick Baker Legacy Award – Deadline – March 17

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





Policy 2 – Appendix B – ANNUAL TRUSTEE PROFESSIONAL DEVELOPMENT SCHEDULE

Trustee Professional Development Schedule (Original)

SCHEDULE FOR 2018-2021

2017-2018	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Trustee 6	Trustee 7	Trustee 8	Trustee 9
ACSA									
CSBA									
NSBA									

2018-2019	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Trustee 6	Trustee 7	Trustee 8	Trustee 9
ASCA									
CSBA									
NSBA									

2019-2020	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Trustee 6	Trustee 7	Trustee 8	Trustee 9
ASCA									
CSBA									
NSBA									

2020-2021	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Trustee 6	Trustee 7	Trustee 8	Trustee 9
ASCA									
CSBA									
NSBA									

* 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.)

ASCA – April 23-25, 2021 – Delta Marriott Edmonton South

CSBA – 2021 National Trustees Gathering on Indigenous Education – Virtually on July 5, 2021
- 2021 Annual Congress – Virtually on July 7 and 9, 2021

NSBA – April 10-12, 2021 – New Orleans, USA





Policy 2 – Appendix C – ADDITIONAL TRUSTEE PROFESSIONAL DEVELOPMENT

1. All trustees may attend ASBA and PSBAA Fall General Meetings and Spring General Meetings.
2. In addition to the Annual Trustee Professional Development Schedule (Appendix B) Sessions capped at \$1000.00 for registration fees per year per trustee, may be attended. This amount does not include travel, meals, accommodation and Honorarium, which may be charged to the Trustee monthly expense claim. Additional PD sessions must follow the following criteria:
 - Such Professional Development sessions must be hosted by ASBA, PSBAA or Government of Alberta Agency.
3. Any trustee can put forth to the Board a request for Professional Development, not considered by the above.

