

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 mission, vision, 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 Understand and support the development of pathways for Reconciliation.
 - 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 Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
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 and culturally based communities, including indigenous communities.
 - 2.5 Establish a forum for student engagement.
 - 2.6 Report Division outcomes to the community at least annually.
 - 2.7 Support collaboration among school councils.
 - 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 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 contributions throughout history.

4. Fiscal Accountability

- 4.1 Review budget assumptions/principles and establish priorities at the outset of the budget process.
- 4.2 Approve the annual Division budget.
- 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.
- 4.14 Approve transfer of funds to/from reserves.
- 4.15 Approve investment parameters in alignment with the Education Act Regulation.
- 4.16 Ensure all accounting processes are regularly reviewed to test the relevancy, effectiveness, and efficiency of the programs against desired outcomes.

5. Superintendent/Board Relations

- 5.1 Select the Superintendent and provide for succession planning as required.
 - 5.2 Develop the Superintendent's Contract in accordance with legislation.
 - 5.3 Provide the Superintendent with clear corporate direction.
 - 5.4 Delegate administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
 - 5.5 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.
 - 5.6 Demonstrate respect for the Superintendent in public.
 - 5.7 Evaluate the Superintendent in accordance with Policy 12.
 - 5.8 Annually review the compensation of the Superintendent.
6. Board Development
- 6.1 Develop and maintain an annual work plan with timelines (Appendix A).
 - 6.2 Develop a plan for Board/Trustee development.
 - 6.3 Determine a Board evaluation process (Policy 7, Section 11).
7. Policy
- 7.1 Through policy, identify how the Division is to function.
 - 7.2 Regularly monitor policy effectiveness.
 - 7.3 Provide direction in those areas over which the Board chooses 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 Maintain timely and constructive communication with locally, provincially, and federally elected officials.

9. Additional Responsibilities

- 9.1 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.
- 9.2 Approve religious instruction in any school.
- 9.3 Approve school attendance areas.
- 9.4 Name schools and other Division-owned facilities.
- 9.5 Approve Division school-year calendars.
- 9.6 Provide for recognition of students, staff, and community.
- 9.7 Make a recommendation to the Minister for the dissolution of a School Council.
- 9.8 Approve joint-use agreements.
- 9.9 Approve courier contract rates, transportation contract rates and custodial contract rates and receive timely notice of change of contract providers.
- 9.10 Approve locally developed courses.
- 9.11 Hear, in accordance with Policy 13 – Appeals to the Board, unresolved student or staff complaints of discrimination or harassment.
- 9.12 Approve all international and out-of-province field trips in excess of three (3) school days.
- 9.13 Approve language immersion programming.

References: 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

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER to JUNE

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports (Policy 2, Section 4.6)

SEPTEMBER

- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (in Non-election Years)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set the School Visits Schedule
- Review the PSBAA Fall AGM Agenda
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)
- Review the Year-end Suspension Report
- [ASBA Long Service Awards Deadline September 16, 2025](#)

OCTOBER

- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review the Annual School Council Reports (Policy 2, Section 2.7)
- Review the ASBA Proposed Position Statements (non-election years)
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)

NOVEMBER

- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Approve the Audited Financial Statements (Policy 2, Section 4.7)
- Conduct the School Results Review (November/December)
- Review and accept the School Operational Viability Report (Policy 15)
- Review the Annual Community Engagement Strategies (Policy 8, Section 4.2)

DECEMBER

- Approve the Borrowing By-law
- Conduct the School Results Review (November/December)
- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (following School Results Review)
- Identify Goals for the Advocacy Plan (Policy 2, Section 8.2)

JANUARY

- Review the Draft School Calendars (Policy 2, Section 9.5)
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations \(February 5, 2025 Deadline\)](#)

FEBRUARY

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Approve the School Calendar (Policy 2, Section 9.5)
- Approve the Advocacy Plan (Policy 2, Section 8.3)
- Identify Possible Position Statements for ASBA Fall General Meeting (non-election years)
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct the First Finance Committee Meeting
- Contribute to the Three-Year Educational Planning Process (Policy 2, Section 1.3, 1.4)
- [ASBA Friends of Education Award Discussion \(March 18, 2025 Deadline\)](#)

MARCH

- Approve the Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- Conduct a Governance, Strategy and Development (GSD) Committee Meeting
- [ASBA Edwin Parr Teacher Award \(March 18, 2025 Deadline\)](#)
- [PSBAA Awards Deadlines](#)

APRIL

- Review the Draft Three-Year Education Plan (Policy 2, Section 1.4)
- [ASBA Lieutenant Governor of Alberta Student Award \(April 14, 2025 Deadline\)](#)

MAY

- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget
- Set Board Regular/Organizational Meeting Dates, Results Review Dates, and Workshop Dates
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony

JUNE

- Receive the Superintendent's Annual Review of the SLQS
- Conduct a Governance, Strategy and Development (GSD) Meeting
- [ASBA Awards Discussion](#)

TERM WORK PLAN

DECEMBER – Year 3

- Review and Confirm Ward Boundaries
Policy 19, Section 4: The Board shall pass a by-law to reaffirm ward and subdivision boundaries, or if necessary, adjust boundaries, within the first three years of a term of office.

AWARDS DEADLINES (2025)

Alberta School Boards Association (ASBA)

February 5	Honouring Spirit: Indigenous Student Awards
March 18	Edwin Parr Teacher Award
March 18	Friends of Education Award
April 14	ASBA Lieutenant Governor of Alberta Student Award
September 16	Community Engagement Award
September 16	Distinguished Service Award
September 16	School Board Innovation and Excellence Award
September 16	Distinguished Service Award
September 16	Long Service Awards

Public School Boards' Association of Alberta (PSBAA)

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

References:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action