ROLE OF THE BOARD

The Board is a corporate entity accountable for the provision of appropriate educational programs and services to resident students of the Division consistent with the requirements of government legislation and the priorities of the electorate.

The Board is responsible for governance of an education system that is operated in the best interests of the students it serves through setting of clear strategic direction and the prudent use of resources.

Specific Areas of Responsibility

1. Accountability for Student Learning and Wellness
   The Board shall:
   
   1.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.
   1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
   1.3 Annually approve Three-Year Education Plan process and timelines.
   1.4 Initiate school and program reviews as necessary to monitor the achievement of student outcomes.
   1.5 Monitor the effectiveness of the Division in achieving established priorities and desired results.

2. Community Assurance
   The Board shall:
   
   2.1 Make informed decisions which consider community priorities.
   2.2 Engage the community in a dialogue about Division programs, services and supports.
   2.3 Establish processes and provide opportunities for focused community input.
   2.4 Work collaboratively with First Nations, Metis and Inuit.
   2.5 Support student engagement.
   2.6 Report results to the community at least annually.
   2.7 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
   2.8 Model a culture of respect, understanding and integrity.
   2.9 Maintain transparency in all fiduciary aspects.

3. Accountability to Provincial Government
The Board shall:

3.1 Perform Board functions required by governing legislation and existing Board policy.

4. Fiscal Accountability

The Board shall:

4.1 Establish and approve a budget based on Board priorities.
4.2 Establish and approve fees and reimbursement rates.
4.3 Monitor fiscal management through a monthly balance sheet and statement of revenue and expenditures.
4.4 Receive the Audit Report and ensure management letter recommendations are addressed.
4.5 Approve annually the Three-Year Capital Plan for submission to Alberta Education by the date due.
4.6 Approve borrowing for capital expenditures within provincial restrictions.
4.7 Solicit advice then set the mandates for local negotiations.
4.8 Ratify Memoranda of Agreement with the bargaining unit.
4.9 Approve any contracts in excess of two hundred and fifty thousand dollars ($250,000).
4.10 Appoint members to the Board’s Audit Committee.
4.11 Approve the Superintendent’s contract.
4.12 Annually approve signing authorities for the Division.
4.13 Approve transfer of funds to/from reserves.
4.14 Approve investment parameters.

5. Superintendent/Board Relations

The Board shall:

5.1 Select the Superintendent.
5.2 Provide the Superintendent with clear corporate direction.
5.3 Delegate, in policy, 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 Annually evaluate the Superintendent in regard to the Superintendent’s job description and additional Board direction.
5.6 Annually review compensation.
5.7 Interact with the Superintendent in an open, honest, respectful and ethical manner.

6. Board Development

The Board shall:
6.1 Establish a yearly plan for trustee development.
6.2 Annually evaluate Board effectiveness.
6.3 Maintain and keep current a Trustee orientation package.

7. Policy
The Board shall:
7.1 Identify how the Board is to function.
7.2 Develop/revise policies.

8. Political Advocacy
The Board shall:
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 and implement an advocacy plan that includes focus, key messages and mechanisms.
8.4 Facilitate regular meetings and maintain timely, frank and constructive communication with other locally elected officials.
8.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

Selected Responsibilities
The Board shall:

1. Approve Division school-year calendars.
2. Establish school attendance areas.
3. Approve an alternative primary second language of instruction at a school.
4. Approve religious programs of instruction.
5. Approve requests to the Minister for the disposition of land and buildings.
6. Name schools and other Board-owned facilities.
7. Provide opportunities for dialogue with School Councils.
8. Hear concerns raised by a School Council or Principal, following an attempt of resolution by the Superintendent.
9. Make a recommendation to the Minister for the dissolution of a School Council.
10. Approve joint-use agreements.
11. Approve locally developed/acquired courses for students.
12. At its discretion, seek legal advice to assist with points of law.

Adopted/Revised: Resolution No. WR20181127.1005

Legal Reference: Section 56, 60, 61, 62, 63, 187, 188 School Act
Government Accountability Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide