

Policy 2

ROLE OF THE BOARD

In keeping with the teachings of the Catholic church and the authorities and responsibilities set out in the Education Act, Board governance policies, and all other legislation that may be applicable from time to time, the duty of the Board is to represent Catholic electors and advocate for publicly funded Catholic education in a broader context. Further, the Board must fulfill its key role of ensuring quality education for each student in the Division that is Christ centered and models Catholic values.

A board has the capacity and, subject to the *Education Act* and associated regulations, the rights, powers and privileges of a natural person.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies;
- 1.2 Perform Board functions as required by governing legislation;
- 1.3 Appoint a Returning Officer in an election year; and
- 1.4 Set the Board calendar annually;
- 1.5 Deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success;
- 1.6 Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools;
- 1.7 Develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order.

2. Accountability to the Bishop

The Board shall:

- 2.1 Act in accordance with Canon Law (793-806/Appendix A) and other relevant documents in regard to Catholic education;

- 2.2 Be guided in our actions and policies by the teachings of the Catholic Church i.e. “Second Vatican Council” and the “Sacred Congregation for Catholic Education”; and
- 2.3 Meet annually with the Archbishop (or his designate) regarding Catholic education.
- 2.4 Approve the names of all Division schools and facilities and ensure compliance with Canon Law (793-806/Appendix A)

3. Accountability to the Community

The Board shall:

- 3.1 Live our mission statement;
- 3.2 Model a culture of caring, respect and integrity;
- 3.3 Approve Board participation in community and Catholic fundraisers, events and programs on an individual basis which reflect Catholic community values and represent the best interests of the entire Division;
- 3.4 Consult formally and informally with community stakeholders (i.e. CWL, K of C, Parish Council, Parish Priest, municipal councils)
- 3.5 Report Division results annually;
- 3.6 Develop procedures for and hear appeals as required by statute and/or Board policy;
- 3.7 Meet annually with school councils;
- 3.8 Review school council annual reports and financial statements;
- 3.9 Suspend a school council if deemed warranted; and
- 3.10 Recognize staff, students and community.
- 3.11 Ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- 3.12 Establish appropriate dispute resolution processes.

4. Faith Development

The Board shall:

- 4.1 Ensure that a strong Faith Development component is provided for all students and staff;
- 4.2 Participate in ACSTA and Division Faith Development opportunities;
- 4.3 Approve the Annual Board Faith Development plan as per the Board Annual Work Plan;

- 4.4 Provide Faith Development opportunities at all Board meetings;
- 4.5 Provide key Catholic education resources for reference for Trustees and the Board; both in hardcopy and/or electronic formats;
- 4.6 Be supportive of parish functions in the communities served by the Division; and

5. Political Advocacy

The Board shall:

- 5.1 Develop a plan for political advocacy including focus, strategies, and key messages;
- 5.2 Monitor legislative changes and advocate, advise and inform the appropriate government ministries and stakeholders about issues pertinent to publicly funded education;
- 5.3 Monitor legislative changes and advocate, advise and inform the appropriate government ministries and stakeholders about issues pertinent to Catholic education;
- 5.4 Maintain a strong relationship with Members of Parliament; Members of the Legislative Assembly; municipal councils; parish priests; parish councils; Catholic Women's League; Knights of Columbus; etc.;
- 5.5 Liaise with other school Boards regarding common interests and concerns; and
- 5.6 Support community events and organizations at the discretion of the Board (excluding political party fundraisers).

6. Strategic Planning

The Board shall:

- 6.1 Provide overall direction for the Division by establishing mission, vision, beliefs, strategic priorities and key results;
- 6.2 Approve annually Three-Year Education Plan / AERR processes and timelines;
- 6.3 Identify Board priorities at the outset of the annual Three-Year Education Plan / AERR process;
- 6.4 Approve annually the Three-Year Education Plan / AERR for submission to Alberta Education by the due date;
- 6.5 Monitor progress toward the achievement of student outcomes and other desired results;
- 6.6 Evaluate annually the effectiveness of the Division in achieving established goals and desired results;
- 6.7 Approve annually the Budget (driven by the Three-Year Education Plan / AERR);

- 6.8 Approve annually the distribution of the Three-Year Education Plan / AERR to the public;
- 6.9 Approve locally developed/acquired senior high school complementary courses;
- 6.10 Approve alternative instructional programs;
- 6.11 Approve Division school year calendars; and make publicly available for each school year the days, dates and number of days of school operation.
- 6.12 Approve out of province field trips;
 - 6.12.1 Within Canada for K–12 students;
 - 6.12.2 Outside of Canada for students in grades 9-12

7. Superintendent/Board Relations

The Board shall:

- 7.1 Select the Superintendent;
- 7.2 Approve the Superintendent job description, qualifications and remuneration;
- 7.3 Provide the Superintendent with clear corporate direction, through Board motions and/or as tasked through the Board Action Sheet.
- 7.4 Delegate administrative authority and identify responsibility subject to the provisions and restrictions in the Education Act;
- 7.5 Evaluate annually the Superintendent as outlined in the Superintendent's job description; the Superintendent Evaluation Process Criteria and Timelines document and review compensation; and

8. Policy Development

The Board must:

- 8.1 Develop policies in keeping with the mission, vision, beliefs, core values and strategic and operational priorities of the Division;
- 8.2 Review policies annually; and
- 8.3 Monitor and evaluate the effectiveness of the established policies on a regular basis.

9. Fiscal Accountability

The Board shall:

- 9.1 Monitor fiscal management of the Division by reviewing financial reports;
- 9.2 Make necessary banking arrangements;
- 9.3 Determine the basis for annual resource allocations;

- 9.4 Approve the budget annually and ensure resources are allocated to achieve desired results;
- 9.5 Make budget adjustments when necessary;
- 9.6 Receive annual financial audit report and ensure quality indicators are met;
- 9.7 Approve contracts and agreements of financial auditors and any other auditors required by the Board;
- 9.8 Appoint annually signing authorities;
- 9.9 Approve allocations of one-time exceptional funding;
- 9.10 Solicit advice (from Superintendent and ASBA) to set the mandates for collective agreement negotiations;
- 9.11 Ratify memorandum of agreement with bargaining units;
- 9.12 Approve annually the schedule of fees, including curricular, transportation fees, international student tuition and non-resident fees;
- 9.13 Approve annually the capital and facility plans for submission to Alberta Education by the due date;
- 9.14 Advise the Superintendent regarding the hiring of a Secretary-Treasurer;
- 9.15 Review annually Trustee honoraria and reimbursement;
- 9.16 Ensure the Division has adequate insurance coverage; and
- 9.17 Approve all contracts where the procurement value is:
 - a) \$75,000 or greater for services of an architect; or
 - b) \$200,000 or greater for construction and modernization projects;
- 9.18 Approve the acquisition and disposal of land and buildings (Capital Assets);
- 9.19 Approve 'initial' leases and changes in rental fees and be made aware of other significant agreements (e.g. Joint Use Agreement)

10. Board and Trustee Development

The Board shall:

- 10.1 Evaluate annually Board effectiveness;
- 10.2 Develop a plan for Trustee development including increased knowledge of role, processes and issues to be reviewed on an annual basis;
- 10.3 Consider and utilize provincial and national Board associations, (such as ASBA, ACSTA, CSBA, CCSTA and Newman College);
- 10.4 Develop and implement the Board Annual Work Plan; and
- 10.5 Ensure new Trustees to the Board are provided appropriate orientation opportunities for support and mentoring at the local and provincial levels.

Legal Reference: Section 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