

## Policy 2

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### ROLE OF THE BOARD

As the corporate entity established by provincial legislation and given authority by the *Education Act* and attendant Regulations and the corporate body elected in accordance with the *Local Authorities Election Act*, the Board of Trustees shall provide overall direction and leadership to the Division. The Medicine Hat Catholic Board of Education is accountable for the provision of appropriate educational programs and services to meet the needs of all students enrolled in a school operated by the board to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board has the responsibility to be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes. Alberta legislation defines what Boards must and may do. In addition, legislation allows Boards to delegate almost all these duties. The Board has defined its governance role as outlined below. Further, the Board must fulfill its key role of ensuring education in the Division is rooted in “Showing the Face of Christ to All”.

#### Specific Areas of Responsibility

1. Accountability to Provincial Government
  - 1.1 Act in accordance with all statutory requirements to implement provincial and education standards and policies.
  - 1.2 Perform Board functions required by governing legislation.
  - 1.3 In the event that the Alberta School Foundation Fund Regulation is re-passed (or reinstated), subsequent to the date of a general election and before December 31 of the same year, may pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith.
  
2. Accountability to the Division’s Communities
  - 2.1 Make transparent, evidence-based decisions which reflect the Gospel values and represent the interests of the entire Division.
  - 2.2 Provide opportunity for the engagement of parents, students, staff, and the community in the board’s plans and the achievement of goals, targets and management of public resources.
  - 2.3 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,
  - 2.4 Develop procedures for and hear appeals as required by statutes and/or Board policy.

- 2.5 Proactively work to build community support for the Catholic education system.
- 2.6 Report at least annually the success and challenges of the Division's priorities, goals and desired outcomes.
- 2.7 Annually approve a communications strategy.
- 2.8 Be visible in the school communities.

### 3. Faith Leadership

- 3.1 Make decisions which reflect Catholic values and beliefs.
- 3.2 Be visible within the Catholic faith community.
- 3.3 Participate in Division Faith Development Opportunities.
- 3.4 Ensure that a strong Faith Development component is provided for all students and staff.
- 3.5 Participate in ACSTA.

### 4. Three-Year Education and Strategic Planning

- 4.1 Provide overall direction for the Division by establishing mission, vision, values, strategic priorities and key results.
- 4.2 Annually approve Three Year Education Plan for submission to Alberta Education by due date and in compliance with Alberta Education requirements.
- 4.3 Identify Board priorities at the outset of the Annual Three-Year Education Planning process.
- 4.4 Make available to the public the complete Annual Education Results Report (AERR) and summary document and post on the Division website.
- 4.5 Annually approve budget reflective of strategic priorities and informed by the Three-Year Education Plan.
- 4.6 Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.

### 5. Policy Development

- 5.1 Identify areas that require Board policy and identify the preferred future to result from policy implementation.
- 5.2 Evaluate policy impact to determine if policy is producing the desired results.
- 5.3 Delegate authority to the Superintendent and define commensurate responsibilities.
- 5.4 Establish, implement and maintain a policy respecting the board's obligation to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behavior.

- 5.5 Establish a policy respecting the resolution of disputes or concerns at the school level between parents and school staff that supports a cooperative and collaborative learning environment for students.

## 6. Board / Superintendent Relations

- 6.1 Appoint a Superintendent of Schools for a period of not more than five years, and provide the Minister with notice, in writing, of the appointment of the superintendent
- 6.2 Provide the Superintendent with clear corporate direction.
- 6.3 Delegate the management/administration of the Division to the Superintendent who is the Chief Executive Officer and Chief Education Officer of the Board. Such delegation is subject to provisions and restrictions in provincial legislation and regulations.
- 6.4 Evaluate annually the Superintendent in accordance with a pre-established performance appraisal mechanism.
- 6.5 Review annually the Superintendent's compensation package.
- 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent actions which are exercised within the delegated discretionary powers of the position.
- 6.7 Interact with the Superintendent in an open, honest, respectful and professional manner.

## 7. Political Advocacy

- 7.1 Utilize ASBA and ACSTA advocacy services.
- 7.2 Develop an annual plan for advocacy aligned with the Three-Year Education Plan and Capital Plan that will include key messages and strategies.
- 7.3 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic education opportunities provided to the students of the Division.
- 7.4 Be accountable to the Division's Catholic ratepayers by being an advocate for the preservation of publicly funded Catholic education constitutional rights in Alberta.

## 8. Board Development

- 8.1 Review annually the Board's effectiveness.
- 8.2 Develop a plan for Board / Trustee development including increased knowledge of role, processes and issues to further the effective implementation of the Three-Year Education Plan.
- 8.3 Provide for effective Board orientation following municipal elections and ongoing professional development for Trustees.

8.4 Develop, implement, and make available to the public, a trustee code of conduct.

9. Fiscal

9.1 Approve budget assumptions and Board priorities at the outset of the budget process.

9.2 Approve annually the Division's budget for submission to Alberta Education by the due date.

9.3 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the Division's Three-Year Education Plan.

9.5 Approve annually the Three-Year Capital Plan and Facilities Master Plan for submission to Alberta Education by the due date.

9.6 Receive the annual audit report to ensure quality indicators are met, and that management letter recommendations are addressed.

9.7 Receive accountability reports to ensure effective stewardship of the boards resources and monitor fiscal management of the Division.

9.8 Review and approve compensation and benefits for exempt staff, and the parameters for negotiations for those covered by collective agreements, after soliciting advice from the Chief Superintendent (or other sources as needed) and at the Boards discretion ratify Memoranda of Agreements with bargaining units

9.9 Appoint an auditor and an architectural firm for the Division.

9.10 Appoint annually signing authorities for the Division.

9.11 Approve tenders over \$100,000.

9.12 Make available all school fees charged to a parent in accordance with regulations.

9.13 Approve joint use agreements and those partnership agreements that require a financial obligation of the Board.

9.14 Review and approve Board compensation and expenses.

9.15 Approve of the disposal of fixed assets with an acquisition cost of \$15,000 or more.

9.16 Approve transfer of funds to/from reserves.

9.17 Approve substantive budget adjustments when necessary.

9.18 Maintain transparency in all fiduciary aspects.

**Selected Responsibilities**

1. Determine and make publicly available for each school year the days, dates and number of days of school operation.
2. Naming of educational facilities.
3. Approving the acquisition and/or disposition of land and buildings.

4. Approving school attendance boundaries.
5. Approving transportation contracts.
6. Approving locally-developed, acquired and authorized junior and senior high school complementary courses.
7. Approving alternative programs.
8. Liaising with Parish Councils within the Division.
9. Hear appeals of harassment complaints when the Superintendent is not able to participate.
10. Hear allegations of illegal or unethical conduct when the Superintendent is not able to participate.
11. Approve the Board Annual Work Plan.
12. Approve Transportation Fees. (*from Policy 11*)
13. Approve in principle international field trips.

Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act  
 Fiscal Planning and Transparency Act  
 Local Authorities Elections Act  
 Borrowing Regulation  
 Disposition of Property Regulation  
 Early Childhood Services Regulation  
 Investment Regulation  
 School Fees Regulation  
 Alberta Schools Foundation Fund Regulation

First Reading: March 11, 2008  
 Second Reading: March 11, 2008  
 Third Reading: April 8, 2008

First Reading: December 13, 2011  
 Second Reading: March 13, 2012  
 Third Reading: March 13, 2012

First reading: June 9, 2020  
 Second reading: September 8, 2020  
 Third Reading: September 8, 2020