

## Policy 2

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### ROLE OF THE BOARD

As the elected corporate body in Medicine Hat Roman Catholic Separate School District No. 21, the Board is responsible for the development of policies and goals to set direction and guide the provision of education services to student's resident within the District.

Alberta legislation defines what Boards must and may do. In addition, legislation allows Boards to delegate almost all of 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 District 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 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 evidence based decisions which reflect the Gospel values and represent the interests of all students served.
  - 2.2 Establish processes and provide opportunities for community input.
  - 2.3 Develop procedures for and hear appeals as required by statutes and/or Board policy.
  - 2.4 Proactively work to build community support for this Catholic education system.
  - 2.5 Report at least annually the success and challenges of the District's priorities, goals and desired outcomes
  - 2.6 Annually approve a communications strategy.
  - 2.7 Be visible in our 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 District 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, strategic priorities and key results.
  - 4.2 Annually approve Three Year Education Plan process and timelines.
  - 4.3 Identify Board priorities at the outset of the Annual Three Year Education Planning process.
  - 4.4 Annually approve the Three Year Education Plan and AERR for submission to Alberta Education by the respective due dates.
  - 4.5 Approve the Annual Education Results Report (AERR) for distribution to the public.
  - 4.6 Annually approve budget (driven by the Three Year Education Plan).
  - 4.7 Annually evaluate the effectiveness of the District in achieving student outcomes and other established goals and desired results.
  - 4.8 Annually identify long-term strategic priorities.
- 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 the preferred future has been achieved.
  - 5.3 Delegate authority to the Superintendent and define commensurate responsibilities.
- 6. Board / Superintendent Relations
  - 6.1 Select the Superintendent of Schools who is the Chief Executive Officer (CEO) and Chief Education Officer of the Board.
  - 6.2 Provide the Superintendent with clear corporate direction.
  - 6.3 Delegate, through written Board policy, administrative authority to the Superintendent and identify responsibility subject to provisions and restrictions in the School Act.
  - 6.4 Evaluate annually the Superintendent in regard to the Superintendent's job description and additional Board direction.
  - 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 Participate in ASBA and ASBA Zone 6 and ACSTA and utilize their advocacy services.
- 7.2 Develop a yearly plan for advocacy. Consider the focus of such advocacy, key messages and advocacy mechanisms.
- 7.3 Enlist the support of local MLA's and provide a leadership role in support of our students and Catholic education initiatives.
- 7.4 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
- 7.5 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.
- 7.6 Advocate for the maintenance and development of Catholic education in the Division and the Province.

## 8. Board Development

- 8.1 Review annually the Board's effectiveness.
- 8.2 Develop a yearly plan for Board development including increased knowledge of the Board's role, processes and issues to further the implementation of the Three-Year Plan.

## 9. Fiscal

- 9.1 Approve budget assumptions at the outset of the budget process.
- 9.2 Determine the basis for annual resource allocations.
- 9.3 Approve annually the District's budget for submission to Alberta Education by the due date.
- 9.4 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the District Three-Year Education Plan.
- 9.5 Approve annually the Three-Year Capital Plan and Facilities Master Plan for submission by the due date.
- 9.6 Receive Audit Report and Management Letter and ensure quality indicators in CEO Evaluation are met.
- 9.7 Receive fiscal accountability reports to ensure the fiscal management of the Division.
- 9.8 Set the mandate and ratify Memoranda of Agreement with bargaining units.
- 9.9 Appoint an Auditor and an architectural firm for the District.
- 9.10 Appoint annually signing authorities for the District.
- 9.11 Approve tenders over \$200,000.
- 9.12 Annually approve instructional/general fees for all students.

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

### **Selected Responsibilities**

1. Setting the initial parameters and approving the annual school-year calendar;
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 District;
9. Hearing of an appeal of a discrimination or harassment complaint.
10. Approve the Board Annual Work Plan.
11. Approve Transportation Fees. (*from Policy 11*)

Reference: Section 22, 39, 56, 60, 61, 62, 63, School Act

First Reading:	MARCH 11, 2008
Second Reading:	MARCH 11, 2008
Third Reading:	APRIL 08, 2008

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

First Reading	September 12, 2017
Second Reading	September 12, 2017
Third Reading	October 10, 2017

First Reading	March 13, 2018
Second Reading	March 13, 2018
Third Reading	April 10, 2018