

Board Policy 2

Role of the Board

As the corporate body elected by the electors that support Northern Gateway Regional Division No. 10, the Board of Trustees is accountable for the provision of appropriate educational services and programs to resident students within the Division, in keeping with the requirements of government legislation and the values of the electorate.

Specific Areas of Responsibility

1. Accountability to Provincial Government
 - 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
 - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
 - 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.
 - 2.2 Establish processes and provide opportunity for focused community input.
 - 2.3 Report Division results to the community at least annually.
 - 2.4 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 2.5 Model a culture of respect and integrity.
3. Three-Year Education Plan/Alberta Education Results Reports
 - 3.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.



- 3.2 Annually approve the Three-Year Education Plan process and timelines.
 - 3.3 Identify Board priorities at the outset of the annual Three-Year Education Planning process.
 - 3.4 Annually approve the Three-Year Education Plan for submission to Alberta Education.
 - 3.5 Monitor and report the achievement of student outcomes.
 - 3.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
 - 3.7 Approve the Annual Education Results Report for distribution to the public.
4. Policy
- 4.1 Determine the goals and directions the Division will pursue.
 - 4.2 Identify how the Board is to function.
 - 4.3 Monitor policy effectiveness.
 - 4.4 Set the parameters for contract and labour negotiations after soliciting advice from the Superintendent and others.
 - 4.5 Provide direction in those areas over which the Board wishes to retain authority.
5. Superintendent/Board Relations
- 5.1 Select the Superintendent.
 - 5.2 Provide the Superintendent with clear corporate direction.
 - 5.3 Delegate, in writing, 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 Evaluate the Superintendent in accordance with Policy 12.
- 5.6 Annually review compensation of the Superintendent.
- 6. Advocacy
 - 6.1 Develop a yearly plan for advocacy including focus, key messages, relationships, and mechanisms.
- 7. Board Development
 - 7.1 Develop an annual work plan with timelines. – see Appendix A
 - 7.2 Develop a plan for Board/trustee development. - see Appendix B
 - 7.3 Evaluate Board effectiveness. (as per Policy 7 – Section 13)
- 8. Fiscal Accountability
 - 8.1 Approve budget assumptions and establish priorities at the outset of the budget process.
 - 8.2 Approve the annual allocations for distribution of funds to schools.
 - 8.3 Approve annual budget and allocate resources to achieve desired results.
 - 8.4 Make budget adjustments when necessary.
 - 8.5 Receive Audit Report and ensure quality indicators are met.
 - 8.6 Review fiscal accountability reports.
 - 8.7 Approve Conditions of Employment with employees/groups.
 - 8.8 Approve transfer of funds to capital reserves.
 - 8.9 Approve distribution of investment returns.
- 9. Three-Year Capital Plan
 - 9.1 Approve annually the Three-Year Capital Plan for submission to Alberta Education.

10. Operational Viability of Schools
 - 10.1 To review annually the Operational Viability of Division owned/operated Schools in accordance with provisions of Policy 15 – School Operational Viability.
11. Student Transportation Services
 - 11.1 To review annually Student Transportation Services in accordance with provisions of Policy 18 – Student Transportation Services.

Selected Responsibilities

The Board shall:

1. Acquire and dispose of land and buildings.
2. Approve religious instruction in any school.
3. Approve locally developed/acquired junior and senior high school complementary courses.
4. Approve national/international field trips.
5. Name schools and other Division-owned facilities.
6. Approve Division school-year calendars.
7. Establish entrance ages for student admission.
8. Approve pre-school programs in schools.
9. Approve language immersion programming.
10. Provide for recognition of students, staff and community.
11. Make a recommendation to the Minister for the dissolution of a School Council.
12. Hear presentations of School Reviews.

13. Approve maximum limits for school curricular fees.
14. Approve fees for international student tuition and student transportation.
15. Approve Facility Joint Use, Transportation, Tuition and Lease Agreements.

Reference: Sections 45, 56, 60, 61, 62, 63, 187, 188 School Act

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

August

- Conduct Board Meetings
- Set School Tour Schedule

September

- Conduct the Board Meetings
- Board workshop
- Review financial update
- Review Fiscal Accountability reports
- Host Board/Staff/Contractor appreciation evening
- Strategic Planning Session – 2013/16 Education Plan (once in three year cycle)

October

- Conduct the Board Meetings
- Conduct a Board Orientation (in an election year)
- Conduct the Organizational Meeting
- Review Fiscal Accountability reports
- Review Comprehensive Approach Plan (CAP)
- Approve yearly communication plan
- Review School Council reports – for information only
- Approve the Board Advocacy plan

November

- Conduct the Board Meetings
- Approve the AERR
- Review Fiscal Accountability reports
- Meet with the Auditor
- Review and approve AFS (includes the management letter and the Board review)
- Attend the ASBA fall AGM
- Evaluate progress relative to previous years AERR
- Review Accountability Pillar measures
- School Results Reports presentations to the Board
- Receive Advocacy Plan Update
- Review School Operational Viability Report

December

- Conduct the Board Meetings
- Review Fiscal Accountability reports

January

- Conduct the Board Meetings
- Review Fiscal Accountability reports

February

- Conduct the Board Meetings
- Review Fiscal Accountability reports
- Identify possible Policies of the Board for ASBA FGM
- Initiate Process for Superintendent/Board Evaluation
- Approve Student Curricular/Transportation/International Student Fees
- Set Board Finance Committee Meeting after release of Provincial Budget
- Finance Meeting (Board Priorities)

March

- Conduct the Board Meetings
- Accept Edwin Parr information and nominate appropriate candidate
- Review Fiscal Accountability reports
- Approve budget planning assumptions and allocations
- Approve School Calendar
- Approve Three-Year Capital Plan

April

- Conduct the Board Meetings
- Review Fiscal Accountability reports
- Review of initial budget

May

- Conduct the Board Meetings
- Review and approve the final budget
- Approve IMR (Infrastructure Maintenance Renewal) work plan
- Approve Fiscal Accountability Reports
- Discuss Auditor terms of engagement
- Attend Edwin Parr Ceremony
- Receive Advocacy Plan Update

June

- Conduct the Board Meetings
- Review Fiscal Accountability reports
- Attend the ASBA Convention
- Conduct the annual CEO and Board evaluation
- Approve the Board/trustee development plan
- Approve locally developed courses
- Forward Board advocacy priorities to Zone 2/3

Ongoing

- Host MLA meetings
- Host ATA liaison meetings
- Host Support Staff liaison meeting
- Host School Council Symposium
- Review and amend Board policies as required
- Appoint Division auditor when current appointment expires
- Ratification of Memoranda of Agreements
- Approval of out-of-province field trips
- Capital project tenders
- Participate in ASBA Zone 23

Legal Reference: Sections 45, 56, 60, 61, 62, 63, 187, 188 School Act

Policy 2 – Appendix B

1. ASBA: All trustees can attend Spring General Meetings/Fall General Meetings.
2. PSBAA: as per attached schedule for trustees. Board Chair can attend Spring/Fall General Meetings.
3. Additional Professional Development Sessions capped at \$2500.00 per year per trustee. This amount does not include travel or honoraria. These additional PD sessions must follow the following criteria:
 - a) Out of the Division
 - b) Within the Province
 - c) Sponsored by ASBA, PSBAA or Government of Alberta
4. Any trustee can put forth to the Board a request for Professional Development.
5. Trustees may mutually adjust scheduled conferences/sessions with each other, in consultation with the Board Chair, and then must inform Board Chair and Secretary-Treasurer.