

## **POLICY 2: ROLE OF THE BOARD**

### **ROLE OF THE BOARD**

The Board of Trustees is the corporate body with natural persons powers, established by provincial legislation and given authority by the Education Act and attendant Regulations. Elected by the voters that support the Canadian Rockies School Division, the Board of Trustees is responsible for the development of goals and policies to guide the provision of educational services to students resident within the Division, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

#### **Specific Areas of Responsibility:**

##### **1. Accountability to the Provincial**

Government: The Board shall:

- a. act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies; and
- b. perform Board functions required by governing legislation and existing Board policy.
- c. ensure all students, teachers and Division leaders are provided with the opportunities that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contributions throughout history; treaties, and the history and legacy of residential schools.

##### **2. Accountability for Student Learning and Wellness The**

Board shall:

- a. provide overall direction for the Division by establishing vision, mission and values.
- b. support the establishment of a welcoming, caring, respectful and safe learning environment.
- c. annually approve the process and timelines for the refinement of the Four-Year Education Plan.
- d. enable the infusion of cultural perspectives within student learning, as defined by each community.
- e. enable processes to support quality teaching.
- f. provide for school and program reviews as necessary to monitor the achievement of outcomes.

- g. monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
- h. annually approve the “rolling” Four-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
- i. explore the use of natural person powers to enhance opportunities for student learning.

### 3. Assurance to the Community

The Board shall:

- a. make decisions that take into consideration the interests of the entire community.
- b. establish processes and provide opportunities for community input.
- c. establish collaborative work between the Division and First Nations.
- d. establish a forum for student engagement.
- e. report Division results at least on an annual basis.
- f. develop procedures for and hear appeals as required by statute and/or Board policy.
- g. model a culture of respect and integrity.

### 4. Four-Year Plan The

Board shall:

- a. provide overall direction for the Division in establishing mission, vision, strategic priorities and key results.
- b. approve annually the Four-Year Plan process and timelines.
- c. identify corporate Board priorities at the outset of the annual Four-Year Planning process.
- d. approve annually its Four-Year Education Plan for submission to Alberta Learning by the date due.
- e. monitor progress toward the achievement of student outcomes and other desired results.
- f. annually evaluate the effectiveness of the Division in achieving established goals and desired results.
- g. approve the Annual Education Results Report and provide for its distribution to the public.

### 5. Policy

The Board shall:

- a. determine the goals and objectives of the Division
- b. identify areas for which Board policy is required and identify the attributes of such a policy.
- c. approve policy statements that meet criteria identified by the Board.
- d. monitor policy impact to determine if policy has created the desired change.
- e. approve policies which outline how the Board is to function.
- f. delegate authority to the Superintendent and define commensurate responsibilities.

## 6. Board/Superintendent Relations

The Board shall:

- a. select the Superintendent.
- b. provide the Superintendent with clear corporate direction.
- c. delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- d. respect the privilege 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.
- e. evaluate the Superintendent after the first year of the Superintendent's initial contract, and again the year prior to the Superintendent's contract renewal. In the interim years, the Superintendent and the Board shall engage in yearly performance highlights.
- f. provide for Superintendent succession.

## 7. Political Advocacy

The Board shall:

- a. act as an advocate for public education and the Division.
- b. develop a yearly plan for advocacy that will include key messages and strategies.
- c. meet with municipal governments and neighboring educational/public service governing authorities to advance mutual interests.
- d. participate in sessions and make decisions regarding relevant issues for those external organizations to which the Board holds membership.

## 8. Board Development

The Board shall:

- a. annually evaluate the Board's effectiveness.
- b. Develop a yearly plan for Trustee development

## 9. Fiscal Management

The Board shall:

- a. Within the context of results-based, budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
- b. approve the annual budget process and timelines.
- c. determine the basis for annual resource allocations.
- d. approve the annual budget and ensure resources are allocated to achieve desired results.
- e. annually approve its capital plan and facilities master plan for submission to Alberta Infrastructure by the date due.
- f. appoint an auditor.
- g. receive the audit report and ensure quality indicators are met.
- h. approve annual fees for instructional resources, transportation and tuition for non-resident students.
- i. approve expense reimbursement rates.
- j. monitor the fiscal management of the Division with timely monitoring reports that would deal with unusual circumstances.
- k. solicit advice from the Superintendent in setting the mandates for collective bargaining negotiation.
- l. ratify memorandum of agreement with bargaining units

### **Selected Responsibilities:**

1. Approval of out-of-country field trips.
2. Acquire and dispose of land and buildings; ensure titles and services to long-term interests in land are in place prior to capital project construction.
3. Name schools and other Division-owned facilities.
4. Approval of submission of a tender for school construction to the Minister.
5. Approval of the school year and of the length of the school day, including instructional hours.
6. Make a recommendation to the Minister for dissolution of a School Council.
7. Approve joint-use agreements.

### **Legal Reference**

Section 56, 60, 61, 62, 187, 188, Education Act

### **History**

Prepared: September 2003  
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