

## POLICY 2

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### ROLE OF THE BOARD

As a corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support Lakeland Roman Catholic Separate School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, 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 engagement of constituents.

The Board must fulfill its key role of ensuring education in our Division is Christ-centered and models Catholic values.

#### Specific Areas of Responsibility

##### 1. Faith Leadership

- 1.1 Be accountable to the Division's Catholic ratepayers by being an advocate for the preservation of Catholic Education constitutional rights in Alberta.
- 1.2 Participate in and make decisions regarding Alberta Catholic School Trustees Association (ACSTA) matters.
- 1.3 Ensure regular communication with the Bishop regarding Catholic Education issues in the Division.
- 1.4 Act in accordance with Canon Law in regards to Catholic Education.
- 1.5 Participate in Faith Development opportunities and ensure that a strong Faith Development component is provided for all students and staff.

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

- 2.1 Provide overall direction for the Division by establishing vision, mission and values.
- 2.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.

- 2.3 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
  - 2.4 Identify Board priorities at the outset of the annual Three-Year Education planning process.
  - 2.5 Enable the infusion of cultural perspectives within student learning, as defined by each community.
  - 2.6 Enable and support the development of pathways beyond the residential school legacy.
  - 2.7 Enable processes to support quality teaching.
  - 2.8 Provide for school and program reviews as necessary to monitor the achievement of outcomes.
  - 2.9 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
  - 2.10 Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
  - 2.11 Explore the use of natural person powers to enhance opportunities for student learning.
3. Community Assurance
- 3.1 Make informed decisions that consider community values and represent the interests of the entire Division.
  - 3.2 Engage the community in a dialogue about Division programs, needs and desires.
  - 3.3 Establish processes and provide opportunities for community engagement.
  - 3.4 Establish plans for collaborative work between the Division and First Nations.
  - 3.5 Establish a forum for student engagement.
  - 3.6 Report Division outcomes to the community at least annually.
  - 3.7 Meet yearly with all School Council Chairs or designate.
  - 3.8 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
  - 3.9 Model a culture of respect and integrity.

- 3.10 Maintain transparency in all fiduciary aspects.
  - 3.11 Develop culturally appropriate protocols to guide the Division.
4. Accountability to Provincial Government
- 4.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
  - 4.2 Perform Board functions required by governing legislation and existing Board policy.
  - 4.3 Ensure students, teachers and Division leaders have access to 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.
5. Fiscal Accountability
- 5.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
  - 5.2 Approve the annual budget and allocation of resources to achieve desired results.
  - 5.3 Approve annual fees for instructional resources, transportation and tuition for non-resident students.
  - 5.4 Approve expense reimbursement rates.
  - 5.5 Approve substantive budget adjustments when necessary.
  - 5.6 Monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses and year-end projections.
  - 5.7 Receive the Audit Report and ensure the management letter recommendations are addressed.
  - 5.8 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
  - 5.9 Approve borrowing for capital expenditures within provincial restrictions.
  - 5.10 Set the parameters for negotiations after soliciting advice from the Superintendent and others.
  - 5.11 At its discretion, ratify Memoranda of Agreement with bargaining units.
  - 5.12 Approve the Superintendent's contract.
  - 5.13 Approve annually signing authorities for the Division.

- 5.14 Approve transfer of funds to/from reserves.
  - 5.15 Approve investment parameters, in alignment with the Education Act regulation.
  - 5.16 Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.
6. Board/Superintendent Relations
- 6.1 Select the Superintendent; provide for succession planning as required.
  - 6.2 Provide the Superintendent with clear corporate direction.
  - 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
  - 6.4 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.
  - 6.5 Demonstrate respect, integrity and support for the work of the Superintendent.
  - 6.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
  - 6.7 Annually review compensation of the Superintendent.
7. Board Development
- 7.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
  - 7.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
8. Policy
- 8.1 Identify how the Board is to function.
  - 8.2 Develop/revise policies using a generative engagement process.
  - 8.3 Monitor policy currency and relevancy.
9. Political Advocacy
- 9.1 Advocate for public Catholic education and the Division.

- 9.2 Identify issues for advocacy on an ongoing basis.
- 9.3 Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- 9.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
- 9.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

### **Selected Responsibilities**

The Board shall:

- 1. Acquire and dispose of land and buildings; ensure titles and services to or enforceable long-term interests in land are in place prior to capital project construction.
- 2. Approve school attendance areas.
- 3. Name schools and other Division-owned facilities.
- 4. Approve the Division school-year calendar(s).
- 5. Provide for recognition of students, staff and community groups/members.
- 6. Make a recommendation to the Minister for dissolution of a School Council.
- 7. Approve the selection of architects/consulting engineers for building construction and modernization projects.
- 8. Approve the tenders for building construction and modernization projects.
- 9. Assess, at least once every three years, the suitability of the financial institution(s) with which it does business.
- 10. Ratify all contracts for service with the Division that exceed a value of \$100,000.
- 11. Approve joint-use agreements.
- 12. Approve locally developed courses.
- 13. Hear, in accordance with Policy 13 – Appeals to the Board, unresolved student or staff complaints of discrimination or harassment.

14. Approve all international field trips and out-of-province field trips in excess of three (3) school days.

Legal 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  
Truth and Reconciliation Commission Calls To Action