

POLICY 2

ROLE OF THE BOARD

As the elected corporate body in Wolf Creek Public Schools, the Board is responsible for the development of goals and policies to set direction and guide the provision of education services to students' resident within the Division, in keeping with the requirements of government legislation and the values of the community as a whole.

Special Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1. Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- 1.2. Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to the Entire Community

The Board shall:

- 2.1. Make data-driven decisions that best reflect the Division's cultural values and represent the interests of the entire community in the Division. The Board shall act on behalf of the community as a whole, and be accountable to the community as a whole, rather than being advocates for specific geographic areas or interest groups.
- 2.2. Establish processes and provide opportunities for community input.
- 2.3. Report division results at least on an annual basis.
- 2.4. Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5. Model a culture of respect and integrity.

3. Three-Year Education Plan

The Board shall:

- 3.1. Provide overall direction for the Division by establishing mission, vision, values, strategic priorities and key outcomes.
- 3.2. Annually approve a Three-Year Education Planning process and timeline.

- 3.3. Identify Board priorities at the outset of the annual strategic planning process.
- 3.4. Annually approve a Three-Year Education Plan for submission to Alberta Education by the due date and in compliance with Alberta Education requirements.
- 3.5. Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.
- 3.6. Approve annually the Division budget for submission to Alberta Education by the due date.
- 3.7. Develop the process for the construction of and approve annually the Three-Year Capital Plan and Facilities Master Plan for submission to Alberta Infrastructure by the due date. Annually monitor progress in terms of previous years' submissions.
- 3.8. Approve the Annual Education Results Report for submission to Alberta Education by the due date, provide for a summary document to be distributed to the public and place the AERR on the Division website.

4. Policy Development

The Board shall:

- 4.1. Keep current governance policies which address the work of the Board.

5. Board/Superintendent Relations

The Board shall:

- 5.1. Select the Superintendent.
- 5.2. Delegate, through written Board policy, 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.
- 5.3. Communicate freely with staff but refrain from directing any staff other than the CEO.
- 5.4. Evaluate annually the Superintendent in accordance with a mutually agreed upon process, and annually review the compensation package provided to the Superintendent.

6. Political Advocacy

The Board may:

- 6.1. Develop an annual plan for advocacy aligned with the Three-Year Education Plan and Capital Plan that will include key messages and strategies.

- 6.2. Participate in activities and make decisions regarding relevant issues for those external organizations in which the Board holds membership.

7. Board Development

The Board shall:

- 7.1. Evaluate annually the Board's effectiveness.
- 7.2. Develop an annual plan for trustee development.

8. Fiscal Responsibility

The Board shall:

- 8.1. Early in the budget process identify Board priorities and approve budget assumptions.
- 8.2. Approve the annual budget and ensure resources are allocated to achieve desired results.
- 8.3. Approve the annual allocation formula for distributing funds to schools.
- 8.4. Approve the Auditor's terms of engagement and appoint an auditor and receive the annual audit report to ensure quality indicators are met.
- 8.5. Monitor the fiscal management of the Division with timely monitoring reports.
- 8.6. Solicit advice from the Superintendent in setting mandates for collective bargaining and for setting compensation levels for all non-union staff.
- 8.7. Ratify memoranda of agreement with bargaining units.
- 8.8. Determine corporate signing authority.

9. Selected Responsibilities

The Board shall:

- 9.1. Approve division school-year calendars.
- 9.2. Approve international field trips.
- 9.3. Approve the selection of architects for building construction and modernization projects.
- 9.4. Approve the tenders for building construction and modernization projects.
- 9.5. Develop and ensure the implementation of an annual public relations plan.
- 9.6. Develop an annual work plan outlining its key activities along with appropriate timelines.
- 9.7. Establish committees that are considered necessary for the proper governance of the Division.

- 9.8. Host an annual retirement and recognition celebration.
- 9.9. Conduct an annual Board self-evaluation.
- 9.10. Receive for information annual School Council reports.
- 9.11. Hear a recommendation for the dissolution of a School Council.
- 9.12. Approve all property leases (e.g. Playschools) and be made aware of other significant agreements.
- 9.13. Approve student transportation boundary areas.
- 9.14. Approve facility Joint Use Agreements.
- 9.15. Approve student scholarship allocations and funding for national / international competitions on a case-by-case basis.

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

Adopted: August 2004

Revised: February 2007
August 2009

Reviewed: October 2009
November 2013
February 2017
June 2017

POLICY 2 – Appendix A

BOARD YEAR PLAN

September	<ul style="list-style-type: none">• Conduct the Board meeting• Review School Council reports - for information only• Attend ASBA Zone 4• Set dates for Audit Committee Meetings• Host Central Office/Board 'Welcome Back' lunch• Consider potential agenda for Board Retreat as necessary• World Teacher Day, October 5th
October	<ul style="list-style-type: none">• Conduct the Board meeting• Conduct a Board Orientation meeting (election year only)• Conduct the Board Organizational meeting (election year only)• Attend the Administrators' Retreat• Attend ASBA Zone 4• School Plan presentations to the Board• Attend the PSBA fall AGM• Receipt of the AERR and Three Year Plan first Draft with further review of the Draft at the November Committee of the Whole meeting• Attend the Board Retreat (non-election year)• Set Date for ATA/Board Liaison Meeting (November) - prepare agenda for input• Plan for Board/Student Council Chairs Meeting
November	<ul style="list-style-type: none">• Conduct the Board meeting• Approve the fiscal monitoring report• Review and approve AFS (includes the management letter and the Board review)• Attend the ASBA FGM• Attend ASBA Zone 4• Review and approve combined divisional annual report (AERR) and education plan (Three Year Plan)• Evaluate progress relative to previous years AERR• Review PAT's and Diplomas• School Plan presentations to the Board• Conduct the annual CEO and Board evaluation
December	<ul style="list-style-type: none">• Conduct the Board meeting• Review and accept the fiscal monitoring report• School Plan presentations to the Board• Review and identify strategic priorities and key outcomes

January	<ul style="list-style-type: none"> • Conduct the Board meeting • Attend ASBA Zone 4 • Review principles applied in creating the rolling base calendar to ensure the calendar continues to meet the needs of the Division • Attend the Board Retreat (election year only) • School Plan presentations to the Board
February	<ul style="list-style-type: none"> • Conduct the Board meeting • Establish the ATA negotiations mandate if required to facilitate the opening of negotiations (superseded by 5 year agreement) • Establish Board Budget assumptions • Review and accept the fiscal monitoring report • Devise policies of the Board for ASBA FGM • Attend ASBA Zone 4 meeting • Board/School Council Chairs Meeting Scheduled for March
March	<ul style="list-style-type: none"> • Conduct the Board meeting • Attend ASBA Zone 4 • Accept Edwin Parr information and nominate appropriate candidate • Receive and approve the rolling base calendar • Review and approve updated Three Year Capital Plan
April	<ul style="list-style-type: none"> • Conduct the Board meeting • Review and accept the fiscal monitoring report • Attend ASBA Zone 4 • Review of initial budget • Review and approve IMR (Infrastructure Maintenance Renewal) Plan • Establish Instructional Material Fees and Non-Resident Tuition Fees • Leadership Practices - 2015-2016: Division Office Staff who report directly to the Superintendent • Education Week - May Campaign (first full week in May)
May	<ul style="list-style-type: none"> • Conduct the Board meeting • Review and approve the final budget • Establish priorities for the Three Year Plan portion of the combined AERR/Three Year Plan report to Alberta Education • Attend ASBA Zone 4 • Attend Edwin Parr ceremony • Review and approve differentiated calendars • Select Board Retreat dates • Set up the CEO/Board Evaluation Date for November
June	<ul style="list-style-type: none"> • Conduct the Board meeting • Review and accept the fiscal monitoring report • Host system retirement and recognition • Attend the ASBA Spring Convention

	<ul style="list-style-type: none"> • Attend the PSBA Spring Assembly • Review and provide feedback on priorities for the Three Year Plan portion of the combined AERR/Three Year Plan report to Alberta Education • Schedule Board/School Council Chairs meeting for October
Ongoing	<ul style="list-style-type: none"> • Host MLA meetings and Municipal Networking Events • Host ATA Liaison meetings • Host bi-annual School Council Chairs meetings • Review and amend Board policies • Host Support Staff Liaison meeting(s) • Attend local School Council meetings • Appoint jurisdiction Auditor when current appointment expires • Ratification of the MOA (superseded by 5 year agreement) • Approval of international field trips • Architect selection and capital project tenders • Approve transportation boundary areas • Approve all property leases