

## **ROLE OF THE BOARD**

As the corporate body elected by the voters and the ratepayers that support the Greater St. Albert Roman Catholic Separate School Division, the Board of Trustees has specific mandatory and discretionary powers. The Board 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.

### **Specific Areas of Responsibility**

#### **1. Faith Advocacy**

The Board shall:

- 1.1 Make decisions which reflect Catholic values and beliefs.
- 1.2 Be visible within the Catholic faith community.
- 1.3 Support Activities that enhance the viability of Catholic education at a local, provincial and national level.
- 1.4 Maintain positive relationships with clergy, bishops and other Catholic partners and/or agencies.
- 1.5 Ensure that a strong faith development component is provided for students and staff.
- 1.6 Maintain active membership in the Alberta Catholic School Trustees' Association (ACSTA).

#### **2. Planning**

The Board shall:

- 2.1 Make decisions based on serving in the best interest of student learning and wellness.
- 2.2 Provide overall direction for the Division by establishing the vision, mission, and values statements.
- 2.3 Develop long-range plans for the Division.
- 2.4 Annually approve the Three-Year Assurance Plan process and timelines.
- 2.5 Annually set strategic priorities and key results.
- 2.6 Annually approve Division assurance survey instruments and processes.
- 2.7 Annually approve its Three-Year Assurance Plan for submission to Alberta Education by due date.

- 2.8 Monitor progress toward the achievement of student outcomes and other desired results.
- 2.9 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
- 2.10 Approve the Annual Education Results Report and provide for its distribution to the public.

### 3. Policy

The Board shall:

- 3.1 Determine policies which outline how the Board is to function.
- 3.2 Delegate authority to the Superintendent and define commensurate responsibilities.
- 3.3 Approve policy statements which meet criteria identified by the Board.
- 3.4 Evaluate policy impact to determine if policy has created the desired change.
- 3.5 Undertake dispute resolution by incorporating the principles of natural justice and procedural fairness in accordance with legislation and policies/procedures.

### 4. Board/Superintendent Relations

The Board shall:

- 4.1 Select the Superintendent.
- 4.2 Entrust the day-to-day management of the School Division to the staff through the superintendent.
- 4.3 Provide the Superintendent with clear corporate direction.
- 4.4 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 4.5 Annually evaluate the Superintendent in accordance with relevant policy, legislation, standards and provisions in the Superintendent contract and review compensation.

### 5. Governance Accountability and Assurance

The Board Shall:

- 5.1 Exercise effective governance through a corporate will to optimize effective trustee practices.
- 5.2 Comply with all applicable acts and regulations.

### 6. Fiscal

The Board shall:

- 6.1 Approve the annual budget and ensure resources are allocated to provide the personnel, physical facilities and other means necessary to achieve Division goals.
- 6.2 Approve annually its three-year capital plan and reaffirm the facilities master plan for submission to Alberta Infrastructure by the date due.
- 6.3 Appoint an auditor.
- 6.4 Receive the audit report and ensure quality indicators are met.
- 6.5 Monitor the fiscal management and internal financial controls of the Division.
- 6.6 Set the mandate for negotiations.
- 6.7 Ratify memoranda of agreement with bargaining units.

## 7. Fees

The Board, in accordance with the School Fees Regulation (AR 95/2019) and the School Transportation Regulation (AR 96/2019), shall:

- 7.1 Ensure processes are in place and opportunities are provided for parent input on all school fees allowed in the *School Fees Regulation* prior to setting, increasing and decreasing school fees.
- 7.2 Ensure that transportation fees, in accordance with the *School Transportation Regulation*, are initially considered at a Regular Board Meeting or Committee of the Whole Meeting for discussion only, prior to being placed on the Agenda for approval at a subsequent Regular Board Meeting.
- 7.3 Ensure there is a demonstrated need to charge a school or transportation fee, on a cost recovery basis, on all fees allowed in the above Regulations, prior to Board review and approval.
- 7.4 Review and consider all fees, as allowed in the above Regulations, for approval, as recommended by the Secretary-Treasurer, by April 30 of the year prior to which they apply, unless an extension is granted by the Board.
- 7.5 Ensure processes are in place, as outlined in Administrative Procedure 521 – Administration of School Generated Funds, for all fees collected to be spent on the purpose for which they were intended.
- 7.6 Ensure processes are in place, as outlined Administrative Procedure 502 – Instructional Fees, Refunds, and Waivers, for which all fees, as allowed in the above Regulations, may be waived or refunded.
- 7.7 Ensure a Board approved School Fee Summary, indicating the maximum per student fee that may be assessed in a year, is posted on the website along with Board Policy 2 and relevant, associated Administrative Procedures. Fees charged to students may be less than the indicated maximum on the School Fee Summary, but shall never exceed the approved maximum per student fee. Communication of posting and content on the Fee section of the website is to be shared with school administrators prior to the start of the school year for which the School Fee Summary was approved. Any fee absent from the Board approved School Fee Summary may not be charged.

- 7.8 In the event of a dispute or concern in regard to a school fee, a request for resolution by the Board may be made in writing, only after the parent has consulted with and has received an unsatisfactory response from the specific positions in the following order:
- i) School Principal (if unsatisfactory response, proceed to 2);
  - ii) Secretary-Treasurer (if unsatisfactory response, proceed to 3);
  - iii) Superintendent (if unsatisfactory response, proceed to Board).
- 7.9 In the event of a dispute or concern in regard to a transportation fee, a request for resolution by the Board may be made in writing, only after the parent has consulted with and has received an unsatisfactory response from the specific positions in the following order:
- i) Transportation Supervisor (if unsatisfactory response, proceed to 2);
  - ii) Secretary-Treasurer (if unsatisfactory response, proceed to 3);
  - iii) Superintendent (if unsatisfactory response, proceed to Board).

## 8. Board Development

The Board shall:

- 8.1 Evaluate the Board's effectiveness biennially, or as deemed necessary.
- 8.2 Develop a yearly plan for Board and trustee development.
- 8.3 Encourage trustees to attend conventions and activities designed to improve their effectiveness as trustees.
- 8.4 Encourage trustees to engage in faith development activities designed to enhance their effectiveness as models of faith.

## 9. Political Advocacy

The Board shall:

- 9.1 Be an advocate for Catholic education.
- 9.2 Develop a yearly plan for advocacy including focus, key messages and mechanisms.
- 9.3 Meet with municipal governments and other educational/public service governing authorities as appropriate to achieve political ends.

## 10. Assurance to the Community

The Board shall:

- 10.1 Make decisions that reflect community values and represent the interests of the entire school Division.
- 10.2 Establish processes and provide opportunities for community input.

- 10.3 Keep the Division's supporters informed of the purpose, value, conditions, needs and results achieved by the Division.
- 10.4 Serve as a liaison to school councils throughout the Division.
- 10.5 Establish and maintain governance and organizational structures that promote student well-being and success and monitor and evaluate their effectiveness.
- 10.6 Ensure effective stewardship of Board resources.
- 10.7 Commit to working collaboratively with First Nations, Métis and Inuit partners.

## 11. Assurance to the Provincial Government

The Board shall:

- 11.1 Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- 11.2 Perform Board functions required by governing legislation and existing Board policy.
- 11.3 Demonstrate accountability for and assurances of student achievement.

## 12. Recognition of Service

- 12.1 Staff - long service and retirement. (See Appendix A)
- 12.2 Community – affirming those who enhance the welfare of students.
- 12.3 Schools and Offices – annual staff appreciation activities.
- 12.4 Board Members – in conjunction with long service recognition.

## **Selected Responsibilities**

- 1. Selection of the Secretary-Treasurer in conjunction with the Superintendent, and the determination of contract provisions for this individual.
- 2. Approval of calendars.
- 3. Naming of educational facilities.
- 4. Approval of the tender selection for building construction and modernization.
- 5. Approval of request to the Minister for disposition of land and buildings.
- 6. Conduct an annual review of the Administrative Procedure 260 - Field Trips for school and Division field trips including a review of the successes, challenges and recommendations for changing the criteria for field trips.
- 7. Approval of the transfer of funds to or from capital reserves.
- 8. Approval of amendments to or the termination of the Deferred Salary Leave Plan.
- 9. Hear recommendations for the dissolution of a School Council.

Legal Reference:-Section 33 *Education Act*

**Board Recognition of Service Criteria****Long Service**

Staff will be recognized as they complete the equivalent of 5 year increments of employment with the Division to a maximum of 35 years. These increments must be completed in full by June 30<sup>th</sup> (for 10 month employees) or August 31<sup>st</sup> (for 12 month employees) of the year prior to the award ceremony.

Prior to August 31, 2018:

For calculation purposes, one year of service is equivalent to a minimum of .60 FTE for time worked during the year. For teachers, this means a minimum of 120 full days worked during the year. For 10-month support staff, this means a minimum of 910 hours per year (based on a 35-hour work week – to be prorated accordingly). For 12-month support staff, this means a minimum of 1,092 hours per year (based on a 35-hour work week – to be prorated accordingly).

Effective September 1, 2018:

For calculation purposes, an employee will be granted one year of service regardless of their FTE, subject to proration for unpaid leaves of absence in excess of 30 days.

**Retirement**

Any employee who has reached the age of 55, is eligible to receive a pension, and will no longer be employed by the Division, will be publicly recognized at the year-end mass by trustees and provided a monetary gift of \$100.

Following the retirement recognition program, any employee who is leaving the Division, but is not being formally recognized as a retiree, will also be invited to receive a blessing.

The Board reserves the discretion to change the criteria of its awards programs based upon evolving financial or regulatory circumstances.