

### 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 Elk Island Catholic Separate School Division, the Board has full control of the Division and has absolute and final authority, subject only to the statutorily granted authority of the Minister, in respect of all matters pertaining to the organization, management, control and operation of the Division. The Board exercises its authority through a democratic process.

The powers and duties of the Board shall be those set out in the Education Act and any other act or acts pertaining to the Board or Division, in force from time to time, the statutory regulations, and the requirements of the Government of Alberta or the Minister with respect to the Board or Division.

In keeping with the teachings of the Catholic Church, and the authorities and responsibilities set out in the Education Act, Board policies, and all other legislation that may be applicable from time to time, the duty of the Board is to represent Catholic electors and advocate for publicly funded Catholic education in a broader context.

The Board is charged with the responsibility of providing, for its students and their parents, an education system organized and operated in their best interests. It exercises this responsibility through setting of clear strategic direction and the wise use of resources.

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

#### Specific Areas of Responsibility

##### 1. Faith Development

The Board shall:

- 1.1 Act in accordance with Canon Law in regards to Catholic Education.
- 1.2 Meet annually with the Archbishop and the Ukrainian Bishop regarding Catholic Education issues in the Division.
- 1.3 Participate in ACSTA and Division Faith Development opportunities.
- 1.4 Ensure that a strong Faith Development component is provided for all students and staff.
- 1.5 Be visible and active in the parish community.
- 1.6 Maintain open communications with parish priests.

## 2. Assurance to the Provincial Government

The Board shall:

- 2.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
- 2.2 Perform Board functions required by governing legislation and existing Board policies.
- 2.3 Subsequent to the date of a general election and before December 31 of the same year, may pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith.

## Assurance to Community

The Board shall:

- 2.4 Make data-driven, evidence-based decisions that reflect community values and represent the interests of the entire community served.
- 2.5 Establish processes and provide opportunities for community input.
- 2.6 Report Division results at least annually.
- 2.7 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.8 Proactively work to build community support for Catholic education.
- 2.9 Promote Division unity.

## 3. Policy Development

The Board shall:

- 3.1 Identify areas that require Board policy and monitor policy currency and impact.
- 3.2 Develop/revise policies using a generative engagement process.
- 3.3 Monitor policy currency and relevancy.
- 3.4 Identify how the Board is to function.
- 3.5 Set the mandates for labour negotiations.
- 3.6 Delegate authority to the Superintendent and define commensurate responsibilities.

## 4. Four-Year Assurance Planning and Reporting

The Board shall:

- 4.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.
- 4.2 Approve annually the Division's Four-Year Assurance Planning and Reporting for submission to Alberta Education by the due date.

- 4.3 Ensure the Division's annual budget includes funding for priorities in the Four-Year Assurance Planning and Reporting and is driven by the plan.
- 4.4 Monitor on an ongoing basis the Division's progress in achieving the priorities, goals and desired outcomes mandated by the Board.
- 4.5 Evaluate annually the effectiveness of the Division in achieving its priorities, goals and desired outcomes over time.
- 4.6 Approve the Division Assurance Plan for submission to Alberta Education by the due date, and for distribution to the public.

## 5. Board/Superintendent Relations

The Board shall:

- 5.1 Select the Superintendent of Schools.
- 5.2 Provide the Superintendent with clear corporate direction.
- 5.3 Delegate, through written Board policy, administrative authority to the Superintendent and identify responsibility subject to provisions and restrictions in the Education 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 annually the Superintendent in regard to the Superintendent's job description and additional Board direction, (i.e., hold the Superintendent accountable for achieving the goals, priorities and desired outcomes in the Four-Year Assurance Planning and Reporting).
- 5.6 Review annually the Superintendent's compensation package.

## 6. Political Advocacy

The Board shall:

- 6.1 Develop a yearly plan for advocacy that includes focus, key messages and mechanisms.
  - 6.1.1 Utilize ASBA and ACSTA advocacy services.
  - 6.1.2 Enlist the support of local MLAs and parish communities as it provides a leadership role in support of our students and Catholic education initiatives.
  - 6.1.3 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.

## 7. Board Development

The Board shall:

- 7.1 Develop a yearly Work Plan which will include an In-Service focused on the knowledge of the Board's role and processes to further the implementation of the Four-Year Assurance Plan.
- 7.2 Review annually the Board's effectiveness.
- 7.3 Review annually the Board's compensation package.
- 7.4 Model and promote a culture of respect, integrity and dignity within the context of Catholic values.

## 8. Fiscal Accountability

The Board shall:

- 8.1 Determine the basis for annual resource allocations.
- 8.2 Approve annually the Division's budget for submission to Alberta Education by the due date.
- 8.3 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the Division's Four-Year Assurance Plan.
- 8.4 Set parameters and standards for transportation services and monitor implementation.
- 8.5 Approve annually the Capital and Facility Plans for submission to Alberta Education by the due date.
- 8.6 Monitor the fiscal management of the Division through monthly financial reports.
- 8.7 Ratify Memorandum of Agreements with bargaining units.
- 8.8 Appoint an external auditor for the Division.
- 8.9 Receive the annual Audit Report and ensure quality indicators are met.
- 8.10 Approve annually the Audited Financial Statements.

## **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. Establish entrance ages for student admission.
4. Name schools and other Division-owned facilities.
5. Approve the Division school-year calendar(s).
6. Provide for recognition of stakeholder accomplishments.

7. Make a recommendation to the Minister for the dissolution of a School Council.
8. Hear a conflict resolution appeal related to the operation of the School Council and rule on the appeal.
9. Approve contracts and agreements as required by the Government of Alberta.
10. Approve joint-use agreements with municipalities.
11. Approve the establishment and continued operation of alternative programs where numbers warrant.
12. Approve locally developed courses.
13. Approve instructional materials/textbooks, transportation and tuition fees.
14. Approve expense reimbursement rates.

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