

POLICY 2

ROLE OF THE BOARD

As the elected corporate body in Grande Prairie RCSSD No. 28, the Board is responsible for the development of goals and policies to set direction and guide the provision of education services to students residing within the District, in keeping with the requirements of government legislation and the values of the Catholic Community as a whole.

1. Accountability to the Bishop

- 1.1 Act in accordance with Canon Law in regards to Catholic Education; and
- 1.2 Meet at least annually with the Archbishop regarding Catholic Education issues in the District.

2. Faith Development

- 2.1 Participate in ACSTA and District Faith Development opportunities; and
- 2.2 Ensure that a strong Faith Development component is provided for all students and staff.
- 2.3 Ensure that a Chaplain is assigned to each school by the local Parish.

3. Accountability to Provincial Government

- 3.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies;
- 3.2 Perform Board functions required by governing legislation;
- 3.3 In an election year appoint a Returning Officer;
- 3.4 Approving locally-developed, acquired and authorized junior and senior high school Complementary Courses for a three year period (17-20); and
- 3.5 Annually set the Board's Work Plan in September

4. Accountability to the Catholic Community

- 4.1 Make decisions which reflect community values and represent the interests of the entire community;
- 4.2 Establish processes and provide opportunities for community input and engagement;

- 4.3 Report District results at least annually;
- 4.4 Develop procedures for and hear appeals as required by statute and/or Board policy;
- 4.5 Model a culture of respect and integrity; and
- 4.6 Live our Mission Statement.

5. Strategic Plan

- 5.1 Provide overall direction for the District by establishing mission, vision, strategic priorities and key results;
- 5.2 Annually approve Strategic Plan process and timelines;
- 5.3 Identify Board priorities at the outset of the annual strategic planning process;
- 5.4 Annually approve plans for submission to Alberta Education by due date;
- 5.5 Approve Annual Report for distribution to public;
- 5.6 Annually Approve Budget (driven by Strategic Plan & Three Year Plan);
- 5.7 Annually evaluate the effectiveness of the District in achieving established goals and desired results through Accountability Reports; and
- 5.8 Monitor progress toward the achievement of student outcomes and other desired results.

6. Policy

- 6.1 Determine the goals and objectives the District wishes to pursue;
- 6.2 Identify areas for which Board policy is required and identify preferred future to result from the implementation of this policy;
- 6.3 Approve policy statements which meet criteria identified by the Board;
- 6.4 Monitor policy impact to determine if policy has created the desired change;
- 6.5 Determine policies which outline how the Board is to function;
- 6.6 Delegate authority to the CEO and define commensurate responsibilities; and
- 6.7 Perform Board functions in existing policy.

7. CEO/Board Relations

- 7.1 Select the CEO;
- 7.2 Provide the CEO with clear corporate direction;
- 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School Act;
- 7.4 Annually evaluate the CEO in regard to the CEO job description and additional Board direction and review compensation; and

7.5 Provide for CEO succession planning as required.

8. Political/Advocacy

8.1 Develop a yearly plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms;

8.1.1 Meet at least twice a year with local MLA's to present Board advocacy priorities, build positive relations and provide advice with respect to education;

8.2 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends; and

8.3 Participate in sessions and make decisions regarding ASBA, ACSTA and Chamber of Commerce issues.

9. Board Development

9.1 Annually evaluate Board effectiveness;

9.2 Develop a yearly plan for Trustee development. Consider increasing knowledge of roles, processes, and issues:

9.2.1 Consider ASBA, ACSTA, CSBA, and CCSTA resources; and

9.2.2 Time activate the plan.

9.3 Ensure those new to the Board are provided appropriate orientation opportunities at the local and provincial levels.

10. Fiscal

10.1 Establish budget principles and budget priorities;

10.2 Approve budget annually and ensure resources are allocated to achieve desired results;

10.3 Make budget adjustments when necessary;

10.4 Approve annually the Capital and Facility plans for submission to Alberta Education/Infrastructure by the date due;

10.5 Approve the Audited Financial Statements and ensure the approved management Letter Deficiencies are addressed;

10.6 Monitor fiscal management of the District through receipt of quarterly variance analyses and year-end projections;

10.7 Receive listings of the Tenders for contracted work and leases and agreements, as requested;

10.8 Solicit advice (from the CEO and ASBA) and then set the mandates for collective agreement negotiations;

10.9 Ratify memoranda of agreement with bargaining units;

10.10 Annually appoint signing authorities;

- 10.11 Approve allocations of one time exceptional funding;
- 10.12 Approve Auditors, and the Audit Committee including Public members;
- 10.13 Approve changes in rental fees for District facilities; and
- 10.14 Establish Trustee Honoraria and Reimbursement (Policy 9 Appendix A)

11. Delegation of Authority

- 11.1 To the Superintendent through policy;
- 11.2 To Committees of the Board; and
- 11.3 To Board Representatives who serve on external committees.

12. Recognition

- 12.1 Students
- 12.2 Staff
- 12.3 Community
- 12.4 Parish; and
- 12.5 Grade 12 graduation.

13. Selected Responsibilities

- 13.1 Approving the annual school-year calendar;
- 13.2 Naming of educational facilities;
- 13.3 Approving the disposition of land and buildings;
- 13.4 Approving out-of-province student travel except for travel to Peace Country destinations (e.g. Fort St. John) and trips of more than four nights in Alberta or Northern British Columbia;
- 13.5 Determining the schools and grades where Second Languages and French Immersion are offered;
- 13.6 Determining the schools where Junior Kindergarten is located;
- 13.7 Determining the schools where Programs of Choice are located;
- 13.8 Annually reviewing grade configurations in District schools, using the Three Year Capital Plan;
- 13.9 Responding to recommendations from the Directors of the Grande Prairie and District Catholic Schools Education Foundation;
- 13.10 Suspend a School Council if deemed warranted;
- 13.11 Liaising with School Council Chairs; and
- 13.12 Liaising with Parish Councils within the District.

13.13 Select Directors for the Education Foundation for a three year term

13.14 Approve ASBA Zone 1 award nominations

Reference: Section 60, School Act