

### ROLE OF THE BOARD

As the corporate body elected by the electors that support Battle River School Division No. 31, the Board of Trustees 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. Accountability to Provincial Government
  - 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
  - 2.1 Proactively identify student needs and develop mechanisms to address those needs.
  - 2.2 Make data informed decisions that reflect community values and represent the interests of the entire Division.
  - 2.3 Establish processes and provide opportunities for focused community input. On an annual basis the Board will consult with various stakeholders groups.
  - 2.4 Report Division results to the community at least annually.
  - 2.5 Develop procedures for and hear appeals as required by statute and/or Board policy.
  - 2.6 Model a culture of respect and integrity.
3. Three-Year Education Plan
  - 3.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.
  - 3.2
  - 3.3 Identify Board priorities at the outset of the annual Three-Year Education Planning process.
  - 3.4 Annually approve Three-Year Education Plan for submission to Alberta Education.
  - 3.5 Monitor progress toward the achievement of student outcomes and other desired results.

- 3.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
- 3.7 Approve Annual Education Results Report for distribution to public.
4. Policy
  - 4.1 Determine the goals and objectives the Division wishes to pursue.
  - 4.2 Identify how the Board is to function.
  - 4.3 Monitor policy impact to determine if policy is producing the desired results.
  - 4.4 Solicit advice (from the Superintendent and ASBA), then set the mandates for negotiation.
  - 4.5 Delegate authority to the Superintendent and define commensurate responsibilities.
  - 4.6 Provide direction in those areas over which the Board wishes to retain authority.
5. Superintendent / Board Relations
  - 5.1 Select the Superintendent.
  - 5.2 Provide the Superintendent with clear corporate direction.
  - 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the School 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 Annually evaluate the Superintendent in regard to the Superintendent job description and additional Board direction (e.g., hold Superintendent accountable for achievements of Three-Year Education Plan).
  - 5.6 Annually review compensation of Superintendent.
6. Political Advocacy
  - 6.1 Develop a yearly plan for advocacy including focus, key messages, relationships, and mechanisms.
  - 6.2 Build consensus amongst competing public interests regarding issues where compromise is required.
7. Board Development
  - 7.1 Annually evaluate Board effectiveness.
  - 7.2 Develop a yearly plan for Board/trustee development including increased knowledge of role, processes and issues to further the effective implementation of the Three-Year Education Plan.
  - 7.3 Develop an annual work plan outlining its key activities along with appropriate timelines. Refer to Schedule A – Board Annual Work Plan.

## 8. Fiscal Accountability

- 8.1 Approve budget annually and ensure resources are allocated to achieve desired results.
- 8.2 Approve annually the Capital Plan for submission to Alberta Education by the date due.
- 8.3 Receive Audit Report and ensure quality indicators are met.
- 8.4 Monitor fiscal management of the Division.
- 8.5 Ratify Memoranda of Agreement with bargaining units.
- 8.6 Approval of the transfer of funds to capital reserves.
- 8.7 Approve all contracts for good and non-employment services with the Division that exceed a value of \$200,000.00 unless such contracts follow explicitly from budget approval.

### **Selected Responsibilities**

The Board shall:

- 1. Acquire and dispose of land and buildings.
- 2. Approve alternative programs.
- 3. Approve religious instruction in any school.
- 4. Approve locally developed/acquired junior and senior high school complementary courses.
- 5. Approve international travel study trips.
- 6. Name schools and other Board-owned facilities.
- 7. Approve Division school-year calendars.
- 8. Establish school attendance areas.
- 9. Establish entrance ages for student admission.
- 10. Provide for recognition of students, staff and community.
- 11. Make a recommendation to the Minister for the dissolution of a School Council.
- 12. Hear appeals of the Superintendent's decision on harassment complaints.
- 13. Hear appeals of the Superintendent's decision related to transportation.
- 14. Approve specific initiatives to be funded from the Board's Innovations fund.

15. Approve facility Joint Use Agreements when required.
16. Approve new leases.
17. Name trustee(s) to serve on selected joint Board-administrative committees.

Legal Reference: Section 56, 60, 61, 62, 63, 116, 187, 188, School Act

Amended: April 2018