

<b><i>Policy Manual</i></b>	<b>Policy 2</b> <b>TITLE:</b> Role of the Board <b>APPROVED:</b> May 26, 2009 <b>AMENDED/REVIEWED:</b> January 24, 2023
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<b>LEGAL REFERENCE:</b> Education Act; Section 33,51,52,53,54,60,67,139,222; Fiscal Planning Act; Local Authorities Elections Act; Borrowing Resolution; Disposition of Property Regulation; Early Childhood Services Regulation; Investment Regulation; School Fees Regulation; Truth & Reconciliation Calls to Action	

## **Policy**

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 support the Grande Prairie Public School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

## **Specific Areas of the Board's Responsibility**

### **1. Accountability for Student Learning**

- 1.1 Provide overall direction for the Division by establishing a vision, mission, universal guiding principles and operational guiding principles in consultation with stakeholders.
- 1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
- 1.3 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
- 1.4 Identify Board priorities at the outset of the annual Three-Year Education Planning process.
- 1.5 Enable processes to support quality teaching.
- 1.6 Conduct school and program reviews as necessary to monitor the achievement of outcomes.
- 1.7 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
- 1.8 Annually approve the "rolling" Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
- 1.9 Explore the use of natural person powers to enhance opportunities for student learning.

### **2. Community Assurance**

- 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.

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- 2.2 Engage the community in a dialogue about Division programs, needs and desires.
- 2.3 Establish a forum for student engagement.
- 2.4 Report Division outcomes to the community at least annually.
- 2.5 Meet regularly with School Council Chairs or designates.
- 2.6 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
- 2.7 Model a culture of respect, transparency, and integrity.
- 2.8 Maintain transparency in all fiduciary aspects.
- 2.9 Develop culturally appropriate protocols to guide the Division.

3. Accountability to Provincial Government

- 3.1 Act in accordance with all statutory requirements to implement provincial standards and policies.
- 3.2 Perform Board functions required by governing legislation and existing Board policy.

4. Policy

- 4.1 Identify how the Board is to function.
- 4.2 Develop/revise policies using a generative engagement process.
- 4.3 Monitor policy currency and relevancy.

5. Board / Superintendent Relations

- 5.1 Select the Superintendent and provide for succession planning as required.
- 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 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 Hold the Superintendent accountable for management of the Division.
- 5.6 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.
- 5.7 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
- 5.8 Annually review compensation of the Superintendent.

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## 6. Political Advocacy

- 6.1 Act as an advocate for public education and the Division.
- 6.2 Identify issues for advocacy on an ongoing basis.
- 6.3 Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- 6.4 Participate in provincial, national and/or international school board associations as deemed appropriate.
- 6.5 Promote regular meetings and maintain timely, frank and constructive communication with local and provincial elected officials.
- 6.6 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.
- 6.7 Utilize Alberta School Boards' Association and Public School Boards' Association of Alberta advocacy services.

## 7. Board Development

- 7.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
- 7.2 Ensure Continuous Improvement Index is updated and reviewed on a continuous basis.
- 7.3 Ensure new Trustees are provided appropriate orientation opportunities at local and provincial levels.
- 7.4 Provide opportunities to Trustees for professional development to support their role and to keep abreast of changes in education.
- 7.5 Determine annually the process that will be used to evaluate the Board.

## 8. Fiscal Accountability

- 8.1 Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
- 8.2 Approve the annual budget and allocation of resources to achieve desired results.
- 8.3 Approve annual fees for instructional resources, transportation and tuition for non-resident students.
- 8.4 Approve expense reimbursement rates.
- 8.5 Approve substantive budget adjustments when necessary.
- 8.6 Monitor the fiscal management of the Division through receipt of at minimum quarterly variance analyses and year-end projections.

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- 8.7 Appoint the Auditor and the Audit Committee, including the Public members.
- 8.8 Approve the audited financial statements and ensure approved management letter deficiencies are addressed.
- 8.9 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
- 8.10 Approve borrowing for capital expenditures within provincial restrictions.
- 8.11 Set the parameters for negotiations through engagement with the Board’s Negotiations Committee as per [Board Policy 8 - Committees of the Board](#) Appendix A.
- 8.12 At its discretion, ratify Memoranda of Agreement with bargaining units.
- 8.13 Approve the Superintendent’s contract.
- 8.14 Approve annually signing authorities for the Division.
- 8.15 Approve transfer of funds to/from reserves.
- 8.16 Approve investment parameters in alignment with the Education Act Regulation.
- 8.17 Ensure all programs are regularly reviewed to test the relevancy, effectiveness, and efficiency of the programs against desired outcomes.
- 8.18 Approve purchases in excess of \$50,000 above the overall existing budget.

9. Human Resources

- 9.1 Ratify Memoranda of Agreement with bargaining units.
- 9.2 Participate in the selection and appointment of the Deputy Superintendent and the Associate Superintendent of Business Services.
- 9.3 Approve Division employment/recruitment incentives.
- 9.4 Establish Trustee honoraria and reimbursement.
- 9.5 Approve Health Care Benefits provider.

10. Selected Responsibilities

- 10.1 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.
- 10.2 Approve school attendance areas.
- 10.3 Name schools and other Division-owned facilities.
- 10.4 Approve the Division school-year calendar(s).
- 10.5 Provide for recognition of students, staff, and community.
- 10.6 Make a recommendation to the Minister for dissolution of a School Council.

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- 10.7 Approve joint-use agreements (Standing Committee on Recreational and Educational Services).
- 10.8 Liaise with School Councils as outlined in Board Policy 9.6 [Board Policy 9 - Board Representatives - Section 6](#).
- 10.9 Approve locally developed courses.
- 10.10 Hear, in accordance with Policy 12 – Appeals Regarding Student Matters, Policy 13 – Hearings on Teacher Matters and Policy 14 – Whistle Blowing Protection, unresolved student or staff complaints of discrimination or harassment.
- 10.11 Approve all international field trips and out-of-province field trips in excess of three (3) school days.
- 10.12 Send a letter of condolence, a card, and flowers to the family of the deceased in the event of the death of a Grande Prairie Public School Division student or the spouse or child of a staff member of the Grande Prairie Public School Division.
- 10.13 Review annually Division satisfaction surveys results.