

## ROLE OF THE BOARD

### Background

As an elected corporate body which governs Elk Island Public Schools, the Board of Trustees shall provide overall direction and leadership to the Division and is accountable for the provision of educational services and programs.

### Guidelines

#### 1. Specific areas of responsibility

- 1.1. Accountability to the provincial government:
  - 1.1.1. Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 1.1.2. Perform Board functions required by governing legislation and existing Board policy.
- 1.2. Accountability to the community:
  - 1.2.1. Make informed decisions that consider community values and represent the interests of the Division as a whole.
  - 1.2.2. Provide opportunities for community input.
  - 1.2.3. Report Division outcomes to the community annually.
  - 1.2.4. Develop appeal procedures and hold hearings as required by statute and Board policy.
  - 1.2.5. Model a culture of respect and integrity.
- 1.3. Four-Year Education Plan:
  - 1.3.1. Provide overall direction for the Division by establishing mission and belief statements.
  - 1.3.2. Annually approve the process and timelines for the Four-Year Education Plan.
  - 1.3.3. Identify Board priorities and goals at the outset of the annual Four-Year Education Plan planning process.
  - 1.3.4. Annually approve the Four-Year Education Plan, including strategic priorities and key results, for submission to Alberta Education.
  - 1.3.5. Monitor the achievement of outcomes.
  - 1.3.6. Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
  - 1.3.7. Approve the *Annual Education Results Report* for distribution to the public.
- 1.4. Policy:
  - 1.4.1. Develop, approve and monitor the implementation of policies to guide the Division.
  - 1.4.2. Provide direction in those areas over which the Board has authority.
  - 1.4.3. Annually review all Board policies.

- 1.5. Board-Superintendent relations:
  - 1.5.1. Select the Superintendent.
  - 1.5.2. Provide the Superintendent with clear corporate direction.
  - 1.5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
  - 1.5.4. Respect the authority of the Superintendent to carry out the delegated discretionary powers of the position.
  - 1.5.5. Annually evaluate the Superintendent.
  - 1.5.6. Annually review the compensation of the Superintendent.
- 1.6. Advocacy:
  - 1.6.1. Identify issues for advocacy on an ongoing basis.
  - 1.6.2. Develop a strategic approach for advocacy.
  - 1.6.3. Act as an advocate for public education and the Division.
- 1.7. Board development:
  - 1.7.1. Develop a plan for Board and Trustee development.
  - 1.7.2. Develop an annual work plan with timelines.
  - 1.7.3. Annually evaluate Board effectiveness.
- 1.8. Fiscal accountability:
  - 1.8.1. Approve budget assumptions and establish priorities at the outset of the budget process.
  - 1.8.2. Approve the annual budget and allocation of resources.
  - 1.8.3. Approve substantive budget adjustments.
  - 1.8.4. Monitor the fiscal management of the Division through receipt of quarterly variance analyses and semi-annual year-end projections.
  - 1.8.5. Receive the audit report and ensure the terms of engagement are met.
  - 1.8.6. Annually approve the *Three-Year Capital Plan* for submission to Alberta Education.
  - 1.8.7. Set the parameters for negotiations after soliciting advice from the Superintendent and other resources.
  - 1.8.8. Approve conditions of employment for employees and groups.
  - 1.8.9. At its discretion, ratify memoranda of agreement with bargaining units.
  - 1.8.10. Approve transfer of funds to reserves.
  - 1.8.11. Approve student transportation fees, school-facility rental rates, Alberta non-resident and international-student tuitions, and specialized student services fees charged to other school jurisdictions.
  - 1.8.12. Approve the Borrowing Resolution.
  - 1.8.13. Approve the Investment Policy Statement.

## **2. Selected responsibilities**

- 2.1. The Board shall retain selected authority to:
  - 2.1.1. acquire and dispose of land and buildings;
  - 2.1.2. approve the Signing Authority Matrix;
  - 2.1.3. approve school attendance areas;
  - 2.1.4. name schools and other Division-owned facilities;

- 2.1.5. approve the Division school-year calendar;
  - 2.1.6. provide for Division recognition of students, staff and community;
  - 2.1.7. determine the continuation of the junior high honours program; and
  - 2.1.8. make a recommendation to the Education Minister for the dissolution of a school council.
- 2.2. The Board shall approve contracts and agreements, as follows:
- 2.2.1. consulting contracts with purchase orders in excess of \$350,000—dual-signing authority with the Secretary-Treasurer;
  - 2.2.2. personal-services contracts in excess of \$200,000—dual-signing authority with the Associate Superintendent of Human Resources;
  - 2.2.3. the Superintendent's contract; and
  - 2.2.4. non-compliant transactions of more than \$2,500,000—dual-signing authority with the Secretary-Treasurer.
- 2.3. The Board shall encourage the formation of a Committee of School Councils (COSC).
- 2.3.1. If a COSC is formed, its primary purpose shall be to enhance communication among the school councils, the Board, the Superintendent and the community.
  - 2.3.2. Discussions regarding school personnel or individual student concerns shall not occur at COSC meetings. Parents and guardians are encouraged to present their concerns directly to the teacher or Principal.
  - 2.3.3. Further terms of reference and operating procedures shall be as determined by COSC.

## References

Sections 33, 51, 52, 53, 54, 60, 67, 139, 222 *Education Act*

Last reviewed:	Last updated:
Sept. 17, 2015	
Dec. 4, 2017	
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 3, 2018
Dec. 18, 2018	Jan. 24, 2019
Oct. 15, 2019	
Dec. 11, 2019	Dec. 11, 2019
Oct. 13, 2020	Nov. 26, 2020
April 13, 2021	May 26, 2021
March 1, 2022	March 17, 2022
	April 21, 2022
March 14, 2023	April 20, 2023

Oct. 31, 2023

Nov. 30, 2023

Dec. 3, 2024

Dec. 19, 2024