



POLICY 2

Revised November 2024

ROLE OF THE BOARD

Section 33 of the *Education Act* outlines the role of the Board. Further to this, as the body elected by the Catholic electors of the division, the Board is responsible to the electors for the development of the educational objectives and goals of the division in keeping with the Christian ideals and values of the Catholic community. 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 Holy Spirit Catholic 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 students of the division to enable their success, in keeping with the requirements of government legislation, values of the electorate, and alignment with the Magisterium of the Catholic Church.

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 engagement of constituents.

The Board must fulfill its key roles of ensuring education in our division is Christ-centered and models Catholic values.

Areas of Responsibility

1. Faith Leadership
 - 1.1 Make decisions which reflect Catholic values and beliefs.
 - 1.2 Be visible within the Catholic faith community.
 - 1.3 Be involved in and supportive of parish functions in each of the communities served by the division.
 - 1.4 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.

- 1.5 Be accountable to the division's Catholic ratepayers by being an advocate for the preservation of Catholic education constitutional rights in Alberta.
 - 1.6 Ensure faith leadership decisions align with recommendations from the Bishop of Calgary and/ or resources provided by the Bishops of Alberta and Northwest Territories, Canadian Conference of Catholic Bishops, and documents from the Vatican.
 - 1.7 Participate in faith development opportunities and ensure that a strong faith development component is provided for all students and staff.
 - 1.8 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
2. Accountability to Provincial Government
- 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 policy.
3. Accountability to Community
- 3.1 Make data-informed decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
 - 3.2 Establish processes and provide opportunities for community input.
 - 3.3 Report division results at least annually.
 - 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
 - 3.5 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
 - 3.6 Proactively work to build community support for this Catholic education system.
 - 3.7 Be visible in our school communities.

4. Three-Year Education Plan

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities, and key results, in three-year cycles.
- 4.2 Annually approve the Annual Education Assurance Results Report and the Three-Year Education Plan.
- 4.3 Monitor progress toward desired results.

5. Recognition

- 5.1 Staff - long term service and retirement.
- 5.2 Community - modeling Catholic values within the school system.
- 5.3 School – annual recognition in some form acceptable to the Board.

6. Policy

- 6.1 Determine the goals and objectives the division wishes to pursue.
- 6.2 Identify the areas that require Board policy.
- 6.3 Develop and revise policies as per *Policy 7: Appendix C: Policy Development and Review Committee Terms of Reference*.
- 6.4 Monitor policy impact to determine if policy is producing the desired results.

7. Superintendent / Board Relations

- 7.1 Select the Superintendent.
- 7.2 Provide the Superintendent with clear corporate direction.
- 7.3 Delegate, in writing, authority to the Superintendent and identify responsibility subject to provisions and restrictions in the *Education Act*.
- 7.4 Entrust the day-to-day management of the school division to the staff through the Superintendent.
- 7.5 Interact with the Superintendent in an open, honest, respectful, and professional manner.

- 7.6 Evaluate the Superintendent on an agreed upon schedule based upon the Superintendent job description and additional Board direction
 - 7.7 Annually review the compensation of the Superintendent.
8. Political / Advocacy
- 8.1 Utilize Alberta School Boards' Association (ASBA) and ACSTA advocacy services.
 - 8.2 Develop a yearly work plan that addresses advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.
 - 8.3 Enlist the support of the municipal and provincial government and provide a leadership role in support of our students and Catholic education initiatives.
 - 8.4 Be the voice of, and advocate for Catholic education within our communities on the role of locally elected Boards and other political issues.
9. Board Development
- 9.1 Annually evaluate Board effectiveness.
 - 9.2 Ensure the Board engages in professional learning. And consider increasing knowledge of role, processes, and issues.
 - 9.3 Consider ASBA, ACSTA, Canadian Catholic School Trustees' Association (CCSTA) and Canadian School Boards Association (CSBA) resources.
10. Fiscal Responsibility
- 10.1 Determine annual resource allocations based on the Board's strategic priorities.
 - 10.2 Approve budget annually and ensure resources are allocated to achieve desired results.
 - 10.3 Approve annually the Three-year Capital Plan and Infrastructure and Maintenance Renewal (IMR) Plan.

- 10.4 Review and approve all new and replacement playground requests.
- 10.5 Establish reserve funds through the regular budget process for the purchase, replacement, or upgrading of capital assets.
- 10.6 Establish reserve funds for an accumulated operating surplus, which approaches but does not exceed the percentage threshold set by Alberta Education.
- 10.7 Appoint the auditor.
- 10.8 Receive audit report and ensure quality indicators are met.
- 10.9 Monitor fiscal management and internal financial controls of the division.
- 10.10 Approve the Audited Financial Statements.
- 10.11 Support and respond to the fiscal requirements and regulation established from time to time by the Auditor General and Alberta Education.
- 10.12 Set the mandates for labour negotiations and ratify memoranda of agreement with bargaining units.

References Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *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