



POLICY 2: BOARD ROLE DESCRIPTION

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 Red Deer Catholic Separate School Division, the Board shall provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to resident students of the District 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 engagement of constituents.

The Board must fulfill its key role of ensuring education in our Division is Christ-centred and models Catholic values.

Specific 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 regular communication with the Bishop regarding Catholic Education issues in the Division.
 - 1.7 Ensure faith leadership decisions align with recommendations or resources provided by the congregation for Catholic education.
 - 1.8 Participate in Faith Development opportunities and ensure that a strong Faith Development component is provided for all students and staff.
 - 1.9 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.
- 2.3 Ensure all students, teachers, staff and Division leaders are provided with resources that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.

3. Community Assurance

- 3.1 Make data-driven 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 Keep the public informed of all aspects of the operation of the Division and specifically of the achievement of educational and performance standards.
- 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 Engage the community in a dialogue about Division programs, needs and desires.
- 3.8 Establish plans for collaborative work between the Division and First Nations.
- 3.9 Establish a forum for student engagement.
- 3.10 Develop culturally appropriate protocols to guide the Division.

4. Three-Year Education Plan

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities and key results.
- 4.2 Annually approve Three-Year Education Plan process and timelines.
- 4.3 Identify board priorities at the outset of the annual Three-Year Education Planning process.
- 4.4 Annually approve the Three-Year Education Plan and the Annual Education Results Report for submission to Alberta Education by the due date.
- 4.5 Approve the annual education report for distribution to the public.
- 4.6 Annually approve the budget (driven by the Three-Year Education Plan).
- 4.7 Annually evaluate the effectiveness of the division in achieving established goals and desired results.
- 4.8 Monitor progress toward the achievement of student outcomes and other desired results.

5. Policy
 - 5.1 Identify how the Board is to function.
 - 5.2 Identify areas for which board policy is required.
 - 5.3 Monitor policy currency and relevance.
 - 5.4 Delegate authority to the Superintendent and define commensurate responsibilities.
6. Superintendent/Board Relations
 - 6.1 Select the Superintendent.
 - 6.2 Provide the Superintendent with clear corporate direction.
 - 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
 - 6.4 Annually evaluate the Superintendent in regard to the Superintendent job description and additional board direction.
 - 6.5 Review annually the Superintendent succession plan.
 - 6.6 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.
 - 6.7 Interact with the Superintendent in an open, honest, respectful and professional manner.
 - 6.8 Annually review the compensation of the Superintendent.
7. Political/Advocacy
 - 7.1 Utilize ASBA and ACSTA advocacy services.
 - 7.2 Develop a yearly plan for advocacy.
 - 7.3 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic educational opportunities provided to the students of the Division.
 - 7.4 Act as an advocate for public Catholic Education and the Division.
 - 7.5 Arrange meetings with elected officials to communicate and garner support for education.
8. Board Development
 - 8.1 Annually evaluate board effectiveness.
 - 8.2 Develop a yearly plan for trustee development.
9. Fiscal Accountability
 - 9.1 Approve budget assumptions to be used in the development of the draft budget.

- 9.2 Approve the annual budget and allocation of resources to achieve desired results.
 - 9.3 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
 - 9.4 Establish reserve funds through the regular budget process for the purchase, replacement or upgrading of capital assets.
 - 9.5 Appoint the auditor.
 - 9.6 Receive the Audit Report and ensure the management letter recommendations are addressed.
 - 9.7 Monitor fiscal management of the Division through quarterly fiscal accountability reports, as outlined in Administrative Procedure 511.
 - 9.8 Set the parameters for labour negotiations after soliciting advice from the Superintendent and others.
 - 9.9 Direct the Superintendent to annually review all Senior Administration compensation and provide recommendations to the Board. The Board has final approval with regards to these recommendations.
 - 9.10 Approve annual school fees, transportation fees, and tuition for non-resident students.
 - 9.11 Approve substantive budget adjustments when necessary.
 - 9.12 Approve signing authorities for the Division.
 - 9.13 Approve transfer funds to/from reserves.
 - 9.14 Approve investment parameters, in alignment with the *Education Act* regulation.
10. Accountability for Student Learning and Wellness
- 10.1 Provide overall direction for the Division by establishing vision, mission and values.
 - 10.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
 - 10.3 Annually approve the process and timelines for the Three Year Education Plan.
 - 10.4 Enable processes to support quality teaching.
 - 10.5 Provide for school and program reviews as necessary to monitor the achievement of outcomes.
 - 10.6 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
 - 10.7 Identify Board priorities at the outset of the annual Three-Year Education planning process.
 - 10.8 Explore the use of natural person powers to enhance opportunities for student learning.

Selected Responsibilities

- 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.
- 2 Approve school catchment areas.
- 3 Name schools and other Division-owned facilities.
- 4 Approve the Division school-year calendar(s).
- 5 Provide for recognition of students, staff and community.
- 6 Approve joint-use agreements.
- 7 Support the formation of a Council of Schools Council (COSC) if desired.
- 8 Approve locally developed courses.
- 9 Approve joint-use planning agreements.

Legal Reference: Section 33,51,52,53,54,60,67,139,222 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

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