

ROLE OF THE BOARD

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 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 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 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 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. 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.
- 3.8 Engage the community in a dialogue about Division programs, needs and desires.
- 3.9 Establish plans for collaborative work between the Division and First Nations.

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 Three-Year Education Plan.
- 4.3 Identify Board priorities at the outset of the annual Three-Year Education Assurance process.
- 4.4 Annually approve the Three-Year Education Plan and the Annual Education Assurance Report for submission to Alberta Education by the due date and ensure access for the public.
- 4.5 Annually approve budget (driven by the Three-Year Education Plan).
- 4.6 Annually evaluate the effectiveness of the division in achieving established goals and desired results.
- 4.7 Monitor progress toward the achievement of student outcomes and other 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 areas for which Board policy is required.
 - 6.3 Monitor policy impact to determine if policy is producing the desired results.
7. CEO (Superintendent) / Board Relations
 - 7.1 Select the CEO (Superintendent).
 - 7.2 Provide the CEO (Superintendent) with clear corporate direction.
 - 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
 - 7.4 Evaluate the CEO (Superintendent) on an agreed upon schedule based upon the CEO (Superintendent) job description and additional Board direction.
 - 7.5 Delegate authority to the CEO (Superintendent) and define commensurate responsibilities.
 - 7.6 Provide for CEO (Superintendent) succession planning as required.
 - 7.7 Respect the authority of the CEO (Superintendent) to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 7.8 Interact with the CEO (Superintendent) in an open, honest, respectful and professional manner.
 - 7.9 Annually review the compensation of the CEO (Superintendent).
8. Political/Advocacy
 - 8.1 Utilize 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 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.
 - 8.4 Enlist the support of local MLAs and the provincial government and provide a leadership role in support of our students and Catholic education initiatives.

- 8.5 Meet with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
 - 8.6 Be the voice of Catholic education within our communities on advocacy and political issues.
 - 8.7 Advocate for the preservation and enhancement of Catholic education in the division and the province.
 - 8.8 Advocate on the importance of the role of locally elected boards and trustees.
 - 8.9 Support the work of GrACE: Grateful Advocates for Catholic Education.
 - 9. Board Development
 - 9.1 Annually evaluate Board effectiveness.
 - 9.2 Develop a yearly work plan that includes trustee development. Consider increasing knowledge of role, processes and issues.
 - 9.3 Consider ASBA, ACSTA, and CSBA resources.
 - 9.4 Provide an annual program of trustee orientation to enhance understanding of the school division (within four-year mandate).
 - 10. Fiscal
 - 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 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 to expense ratio, as recommended 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.
 - 10.13 Will be a member of the Finance Committee.
-

Legal 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