

ROLE OF THE BOARD

As the corporate body entity established by provincial legislation and given authority by the Education Act and attendant Regulations and the corporate body that supports Peace River School Division, the Board of Trustees 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 is charged with 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 and the wise use of resources. The Board has natural person powers in carrying out its role.

Specific Areas of Responsibility

1. Accountability for Student Learning
 - 1.1 Provide overall direction for the Division by establishing vision, mission and beliefs.
 - 1.2 Establish 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 Initiate school and program reviews as necessary to monitor the achievement of outcomes.
 - 1.6 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
 - 1.7 Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
2. Community Assurance and Engagement
 - 2.1 Make informed decisions that consider community values and represent the interests of the entire Division.
 - 2.2 Engage the community in a dialogue about Division programs, needs and desires.
 - 2.3 Establish processes and provide opportunities for community engagement.
 - 2.4 Establish a forum for student engagement.
 - 2.5 Report Division outcomes to the community at least annually.
 - 2.6 Meet twice yearly with the Council of School Councils.

- 2.7 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
 - 2.8 Model a culture of respect and integrity.
 - 2.9 Maintain transparency in all fiduciary aspects.
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. Fiscal Accountability
 - 4.1 Within the context of results-based budgeting, approve budget assumptions/ principles and establish priorities at the outset of the budget process.
 - 4.2 Approve annual budget and allocation of resources to achieve desired results.
 - 4.3 Approve expense reimbursement rates.
 - 4.4 Approve substantive budget adjustments when necessary.
 - 4.5 Approve purchases/contracts/lease agreements in excess of one hundred fifty thousand dollars (\$150,000.00).
 - 4.6 Monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses and year-end projections.
 - 4.7 Receive Audit Report and ensure the management letter recommendations are addressed.
 - 4.8 Approve annually the Three-Year Capital Plan for submission to Alberta Education.
 - 4.9 Approve borrowing for capital expenditures within provincial restrictions.
 - 4.10 Set the parameters for negotiations after soliciting advice from the Superintendent and others.
 - 4.11 At its discretion, ratify Memoranda of Agreement with bargaining units.
 - 4.12 Approve the Superintendent's contract.
 - 4.13 Approve annually signing authorities for the Division.
 - 4.14 Approve transfer of funds to/from reserves.
 - 4.15 Approve investment parameters.
 - 4.16 Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.
5. Board/Superintendent Relations ("First Team")
 - 5.1 Select the Superintendent; 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 Demonstrate mutual respect and support, which is conveyed to the staff and the community.
 - 5.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
 - 5.7 Annually review compensation of the Superintendent.
6. Board Development
 - 6.1 Develop a plan for governance excellence in fiduciary, strategic and generative engagement modes.
 - 6.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
7. Policy
 - 7.1 Identify how the Board is to function.
 - 7.2 Develop/policies using a generative engagement process.
 - 7.3 Monitor policy currency and relevancy.
8. Advocacy
 - 8.1 Act as an advocate for public education and the Division, including that of mutually beneficial partnerships.
 - 8.2 Identify issues for advocacy on an ongoing basis.
 - 8.3 Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
 - 8.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
 - 8.5 Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.

Selected Responsibilities

The Board shall:

1. Acquire and dispose of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
2. Approve school attendance areas.
3. Establish entrance ages for student admission.
4. Name schools and other Division-owned facilities.

5. Approve the Division school-year calendar(s).
6. Provide for recognition of students, staff and community.
7. Make a recommendation to the Minister for dissolution of a School Council.
8. Approve joint-use agreements with municipalities.
9. Encourage the formation of a Council of School Councils (COSC).
 - 9.1 If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
 - 9.2 Parents with concerns are encouraged to present their concerns directly to the teacher/Principal. School personnel or individual student concerns are not to be discussed at COSC meetings.
10. Approve locally developed courses.
11. Hear unresolved student or staff complaints of discrimination or harassment.

JUNE 2016/JAN 2018/NOV 2018/NOV 2019/NOV 2020

Legal Reference: Section 11, 33, 52, 53, 60, 67, 139, 222 Education Act
Local Authorities Election Act
Results-Based Budgeting Act
Disposition of Property Regulation
Early Childhood Services Regulation