**Policy 2**

# ROLE OF THE BOARD

In keeping with the teachings of the Catholic Church, and the authorities and responsibilities set out in the *Education Act* and all other legislation that may be applicable from time to time, the duty of the Board is to represent Catholic electors and to advocate for and to protect, preserve and defend publicly funded Catholic education.

As the corporate entity established by provincial legislation and given authority by the *Education Act* and attendant Regulations and the corporate body elected by the electors that support Edmonton Catholic Schools, the Board shall provide overall direction and leadership to the Division.

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 and the wise use of resources.

**Specific Areas of Responsibility**

1. Accountability to the Archbishop
    1.1 Provide opportunities for the Board to meet with the Archbishop of Edmonton to discuss matters of Catholic education at least once per year.
    1.2 Seek the advice and guidance of the Archbishop of Edmonton in formulating policy which specifically engage a moral or religious dimension, or upon which the Church has commented through doctrine, catechism or official teaching.
    1.3 Work in collaboration on matters involving Catholic education with the Archbishop of Edmonton's delegate for Catholic Education.
    1.4 At all times, seek to uphold, support and proclaim the theology, philosophy, doctrine and teachings of the Catholic Church in Edmonton Catholic Schools.

2. Interface with the Ukrainian Bishop of the Edmonton Eparchy
    2.1 Provide opportunities for the Board to meet with the Ukrainian Bishop of the Edmonton Eparchy at least once per year.
    2.2 Seek the advice and guidance of the Ukrainian Bishop of the Edmonton Eparchy in formulating policy which specifically engage a moral or religious dimension, or upon which the Church has commented through doctrine, catechism or official teaching.
    2.3 Work in collaboration on matters involving Catholic education.
    2.4 At all times, seek to uphold, support and proclaim the theology, philosophy, doctrine and teachings of the Church in Edmonton Catholic Schools.

3. Faith Leadership

   3.1 Be accountable to the Division's Catholic ratepayers and community by being an advocate for the preservation of publicly funded Catholic education constitutional rights in Alberta.

   3.2 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.

   3.3 Act in accordance with Canon Law in regards to Catholic education.

   3.4 Ensure that a strong faith development component is provided for all students and staff including, at minimum, one annual staff faith development event.

4. Accountability for Student Learning

   4.1 Provide overall direction for the Division by establishing and reviewing Board Policy 1 which sets out the Board's foundational values, mission and fundamental premises.

   4.2 Approve the Board's strategic priorities and key results early in the annual Three-Year Education planning process, review the draft three-year plan and provide final approval of the plan and AERR prior to submission to Alberta Education.

   4.3 Assess the effectiveness of the Division in achieving established priorities and key results.

5. Catholic Community Accountability

   5.1 Maintain a strong relationship with the Catholic communities served by Edmonton Catholic Schools.

   5.2 Educate and inform the Catholic and broader community as to issues pertinent to publicly funded education as well as issues specific to publicly funded Catholic education.

   5.3 Make informed decisions that consider Catholic community values and represent the interests of the entire Division.

   5.4 Establish processes and provide opportunities for community engagement.

   5.5 Ensure that Division outcomes are publicly reported at least annually.

   5.6 Develop procedures and hold hearings as required by statute and/or Board policy.

   5.7 Model a culture of respect and integrity.

   5.8 Maintain transparency in all fiduciary aspects.

6. Accountability to Provincial Government

   6.1 Act in accordance with all statutory requirements to implement provincial standards and policies.

6.2 Perform Board functions required by governing legislation and existing Board policy.

7. Fiscal Accountability

7.1 Approve budget assumptions and Board priorities at the outset of the budget process.

7.2 Review the draft operating budget and approve the annual operating budget to achieve desired results prior to submission to Alberta Education.

7.3 Approve Trustee expense reimbursement rates.

7.4 Approve substantive budget adjustments when necessary.

7.5 Monitor the fiscal management of the Division through receipt of, at minimum, quarterly fiscal accountability reports, including variance analyses and year-end projections.

7.6 Review the audit report and management letter to ensure any deficiencies are remediated in a timely manner prior to annually approving the audited financial statements.

7.7 Approve annually the Three-Year Capital Plan for submission to Alberta Education.

7.8 Approve borrowing for capital expenditures within provincial restrictions.

7.9 Approve the parameters for negotiations after soliciting advice from the Chief Superintendent.

7.10 Approve any transfer of funds to/from capital reserves.

7.11 Annually approve investment parameters.

7.12 Approve any supplementary pension plan for staff.

7.13 Approve a financial institution to provide banking services and review this appointment at least every four years.

7.14 Annually approve or confirm the external auditor and the terms of engagement.

8. Board/Chief Superintendent Relations (“First Team”)

8.1 Select the Chief Superintendent and advise the Minister in accordance with the requirements of the *Education Act*.

8.2 Provide the Chief Superintendent with clear corporate direction, including through Board Priorities, the 3 Year Education Plan, and Board motions.

8.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.

8.4 Acknowledge and respect the authority of the Chief Superintendent to carry out executive actions which are exercised within the delegated discretionary powers of the position.

8.5 Annually evaluate the Chief Superintendent, in accordance with a pre-established performance appraisal mechanism.

8.6 Approve the Chief Superintendent’s contract and any amendments thereto.

8.7 Annually review compensation of the Chief Superintendent.

9. Board Development

    9.1 Annually approve and implement a Board development plan to support Board development initiatives.

    9.2 Ensure an annual facilitated Board self-evaluation is conducted and remedial actions are taken as required.

    9.3 Maintain membership and active involvement, including Board development offerings, in ACSTA and ASBA.

    9.4 Provide effective Board orientation for new Trustees and as a corporate Board following school board elections.

    9.5 Determine on an annual basis the need for a facilitated performance review of Board assignments of special responsibility as set out in Board Policy 2 – Appendix "B"

10. Policy

    10.1 Develop, revise and approve Policy in order to identify parameters by which the Board is to function.

    10.2 Ensure Board policies are reviewed during orientation and further reviewed for currency and relevancy at least once in a four year term.

11. Political Advocacy

    11.1 Monitor legislative changes and advocate, advise and inform the appropriate government ministries about issues pertinent to publicly funded education as well as issues specific to publicly funded Catholic education.

    11.2 Act as an advocate for publicly funded Catholic education.

    11.3 Annually approve an advocacy/influence plan and review the efficacy of the plan annually. A vital component of this plan shall be advocacy for Catholic education.

    11.4 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.

    11.5 Arrange meetings with elected municipal, provincial and federal government officials to communicate and solicit support for education in general and Catholic education in particular.

**Selected Responsibilities**

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. Name and re-name schools and other Division-owned facilities.

3. Make a recommendation to the Minister for dissolution of a School Council.

4. Approve joint-use agreements.

5. Approve locally developed courses.

6. Hear unresolved student, parent or staff complaints of discrimination or harassment where the Chief Superintendent would be in conflict.

7. Recognition and Celebration

   7.1 Provide recognition to students, staff and community members.

   7.2 Consider submission of nominations for ASBA and ACSTA awards.

   7.3 Play a role in celebration events.

8. Attend meetings with municipal, provincial, federal officials and community partners.

9. Approve parameters for negotiations after soliciting advice from the Chief Superintendent and Ratify Memoranda of Agreement with bargaining units.

10. Review and approve Board compensation and expense reimbursement categories.

11. Develop and provide a Board Annual Work Plan for the information of the Board at the beginning of each school year.

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| Revised: | September 25, 2018, October 22, 2019, June 30, 2021, January 25, 2023, May 31, 2023 |
| Legal Reference: | Local Authorities Elections Act<br>Government Accountability Act, Section 16<br>Canon Law 794, ss.1; 795; 799; 803, ss.1; 803, ss.2; 804, ss. 2; 805; 804, ss.1; 806, ss.1<br>Education Act, Sections 11, 18, 19, 33, 51, 52, 53, 54, 60, 67, 139, 184, 185, 222<br>Fiscal Planning and Transparency Act<br>Disposition of Property Regulation |