

Policy 2 ROLE OF THE BOARD

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 Catholic electors that support The East Central Alberta Catholic School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate Catholic educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation, regulations and orders, and the values of the Catholic electorate.

The Board accepts the responsibility of providing a Catholic education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagement of constituents.

1. Accountability

1.1 Accountability to the Provincial Government

- 1.1.1 Act in accordance with all statutory requirements and legislation;
- 1.1.2 Perform Board functions required by governing legislation and existing Board policy.
- 1.1.3 Report Division results annually, keeping the public informed of the operation of the Division and specifically of the achievement of educational and performance standards;
- 1.1.4 Develop procedures and hear appeals as required by statute and Board policy;

1.2 Accountability to the Catholic Community

- 1.2.1 Make decisions, which reflect Catholic community values and represent the interests of Catholic education;
- 1.2.2 Establish processes and provide opportunities for community input;
- 1.2.3 Report Division outcomes to the community at least annually;
- 1.2.4 When required establish a forum for student engagement.
- 1.2.5 Maintain transparency in all fiduciary aspects.

1.3 Model a culture of respect and integrity; and

1.4 Work proactively to build community support for Catholic education.

2. Faith Leadership

- 2.1 Make decisions which support our mission, values and commitments;
- 2.2 Promote the hiring of practicing Catholics; and
- 2.3 Participate in the Catholic faith community;

2.4 Support parish functions in the communities served by the Division;

2.5 Encourage staff to support Catholic functions in the parish.

3. Education Planning

3.1 Provide overall direction for the Division, establish priorities and monitor results each year of the three-year education plan;

3.2 Approve the education plan for submission by the due date, to Alberta Education, annually;

3.3 Approve the annual results report for distribution to the public;

3.4 Evaluate the effectiveness of the Division in achieving established goals and desired results annually; and

3.5 Monitor progress toward the achievement of student outcomes and other desired results.

4. Policy

4.1 Determine policies which outline how the Board is to function.

4.2 Identify/approve areas for which Board policy is required;

4.3 Monitor policies to determine if they are producing the desired results;

4.4 Determine the goals and objectives the Division wishes to pursue, and

4.5 Delegate authority to the Superintendent and define responsibilities.

5. Board/Superintendent Relations

5.1 Select the Superintendent;

5.2 Ensure the Superintendent is a practicing Catholic who provides servant leadership, builds Catholic practices, and enhances Catholic identity amongst students and staff;

5.3 Provide the Superintendent with clear corporate direction;

5.4 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act* and provincial regulations;

5.5 Annually evaluate the Superintendent in regard to the job description, provide Board direction (e.g. hold the Superintendent accountable for achievements of Strategic Plan) and review compensation; and

5.6 Ensure succession planning for the Superintendent, as required.

6. Finance

6.1 Monitor the fiscal management of the Division;

6.2 Determine basis for annual resource allocations;

6.3 Approve the budget annually and ensure resources are allocated to achieve desired results;

- 6.4 Appoint the auditor; receive the auditor's report and ensure quality indicators are met;
- 6.5 Approve the capital plan and facilities plan annually for submission to Alberta Education by the due date;
- 6.6 Establish reserve funds through the regular budget process for the purchase, replacement, or upgrading of capital assets; and
- 6.7 Solicit advice from the Superintendent, Secretary Treasurer or Designate for labour negotiations.
- 6.8 Approve annual fees for instructional resources, transportation and tuition for non-resident students.
- 6.9 Approve expense reimbursement rates.
- 6.10 Approve substantive budget adjustments when necessary
- 6.11 Approve annually signing authorities for the Division.
- 6.12 Approve transfer of funds to/from reserves.
- 6.13 Approve investment parameters in alignment with the Education Act Regulation
- 6.14 Ensure programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.

7. Advocacy

- 7.1 Meet with the bishops to determine priorities for Catholic education, and establish positive relationships with the spiritual leaders of the Catholic community;
- 7.2 Meet with local MLA's to present Board priorities and to build positive relations.
- 7.3 Meet with the local municipal governments, chambers of commerce and neighboring educational governing authorities as appropriate to advocate for our Catholic schools;
- 7.4 Monitor the Division to ensure that it is meeting educational standards and legal obligations, and following Board policies and directives.
- 7.5 Consult with stakeholders on an ongoing basis.

8. Board Development

- 8.1 Evaluate Board effectiveness annually;
- 8.2 Provide opportunities for trustee training;
- 8.3 Utilize provincial and national board associations;
- 8.4 Implement the plan to achieve goals for the current year and evaluate goals.

9. Recognition

- 9.1 Recognize students for local, provincial, national accomplishments and achievements
- 9.2 Recognize staff for notable achievements, and provide awards for long service to the Division

10. Selected Responsibilities

The Board shall:

- 10.1 Approve joint-use and planning agreements, as required
- 10.2 Notify the Minister of any real property acquisition; apply to the Minister of authority to expropriate land if necessary.
- 10.3 Ensure services to, and titles or enforceable long-term interests in land, are in place prior to a school capital project construction.
- 10.4 Subsequent to the completion of construction of a school capital project, transfer the real property to the Government and secure a leasehold interest in the real property that was transferred to the Government.
- 10.5 Dispose of land and buildings with the approval of the Minister.
- 10.6 Approve school attendance areas.
- 10.7 Name schools and other Division-owned facilities.
- 10.8 Approve the Division school-year calendar(s).
- 10.9 Make a recommendation to the Minister for dissolution of a School Council.
- 10.10 Approve locally developed courses.
- 10.11 Hear, in accordance with Policy 13 – Appeals and Hearings Regarding Student Matters, unresolved student complaints of discrimination or harassment.
- 10.12 Approve in principle all international field trips and all national field trips;
- 10.13 Ensure fairness and safety in its extra-curricular athletics programs.

Legal Reference: Section 18, 33, 51, 52, 53, 53.1, 54, 58, 60, 67, 139, 143, 188, 191, 192, 193, 194, 195, 222
Education Act

Fairness and Safety in Sport Act
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Section 670.1, 672, 673 Municipal Government Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Fairness and Safety in Sport Regulation
Investment Regulation
Joint Use and Planning Agreements Regulation 110.2025
School Fees Regulation
Truth and Reconciliation Commission to Calls to Action Ministerial Order 030/2025

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