

ROLE OF THE BOARD

As the corporate body elected by the voters and the ratepayers who support The High Prairie School Division (HPSD), the Board of Trustees is responsible for the development of goals and policies to guide the provision of educational services to students who are resident within the division, in alignment with its Vision, Mission and Core Values, and in keeping with the requirements of government legislation and being representative of the community.

Specific Areas of Responsibility

1. Accountability to Student Learning

The Board Shall:

- 1.1. Provide overall direction for the Division by establishing the Foundation Statements.
- 1.2. Establish a welcoming, caring, respectful and safe learning environment for all staff and students.
- 1.3. Provide opportunity for a diverse student voice in the planning documents.
- 1.4. Annually approve the process and timelines for the refinement of the Education Plan.
- 1.5. Identify Board priorities at the outset of the annual Education planning process.
- 1.6. Initiate school and program reviews as necessary to monitor the achievement of outcomes.
- 1.7. Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
- 1.8. Annually approve the Education Plan/Report for submission to Alberta Education and for distribution to the public.

2. Accountability to the Community

The Board Shall:

- 2.1. Make decisions that take into consideration the interests of its entire community.
- 2.2. Establish respectful and inclusive processes and opportunities for community input.
- 2.3. Report Division results at least on an annual basis.
- 2.4. Develop procedures for, and to hear appeals as required by statute and/or Board policy.
- 2.5. Model a culture of respect and integrity.
- 2.6. Respect other languages, cultures, and identities.
- 2.7. Promote a united division.
- 2.8. Provide opportunities to celebrate student, school and division successes and accomplishments.
- 2.9. Maintain transparency in all fiduciary aspects.

3. Accountability to the Provincial Government

The Board Shall:

- 3.1. Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
- 3.2. Perform Board functions required by governing legislation and existing Board policy.

4. Strategic Plan

The Board Shall:

- 4.1. Provide overall direction for the Division in establishing mission, vision, strategic priorities, and key results.
- 4.2. Approve annually the Strategic Plan process and timelines.
- 4.3. Identify corporate Board priorities at the outset of the annual strategic planning process.
- 4.4. Approve annually its Education Plan for submission to Alberta Education as required.
- 4.5. Monitor progress toward the achievement of student outcomes and other desired results.
- 4.6. Evaluate annually the effectiveness of the Division in achieving established goals and desired results.
- 4.7. Approve the Annual Education Results Report and provide access to the public.

5. Policy

The Board Shall:

- 5.1. Determine the goals and objectives of the Division.
- 5.2. Identify areas for which Board policy is required and identify the attributes of such a policy.
- 5.3. Approve policy statements identified by the Board.
- 5.4. Monitor policy impact to outline how the Board is to function.
- 5.5. Monitor policy impact to determine if policy meets desired outcomes.
- 5.6. Develop, approve and/or reaffirm policies which outline how the Board is to function.
- 5.7. Delegate authority to the Superintendent and define commensurate responsibilities.

6. Board/Superintendent Relations

The Board Shall:

- 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. 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.
- 6.5. Demonstrate mutual respect and support, which is conveyed to the staff and the community.
- 6.6. Annually evaluate the Superintendent.
- 6.7. Annually review compensation of the Superintendent.
- 6.8. Address formal complaints regarding the Superintendent through the following process:
 - 6.8.1. Receive formal written complaints through the Board Chair.
 - 6.8.2. Enable the Board Chair in Committee of the Whole to assess complaints merit and dismiss complaints deemed vexatious or unsubstantiated.
 - 6.8.3. Initiate an external third-party investigation when complaints are deemed valid.
 - 6.8.4. Ensure the Superintendent receives notification and opportunity to respond to complaints.
 - 6.8.5. Review investigation findings as a Board.
 - 6.8.6. Make decisions on appropriate action based on investigation results.
 - 6.8.7. Maintain confidentiality throughout the complaint process.
 - 6.8.8. Ensure appropriate documentation of all complain proceedings.

7. Political Advocacy

The Board Shall:

- 7.1. Develop a yearly plan for advocacy that will include key messages and strategies.
- 7.2. Meet with municipal governments and neighboring educational/public service governing authorities to advance mutual interests.
- 7.3. Participate in sessions and make decisions regarding relevant issues for those external organizations to which the Board holds membership.

8. Board Development

The Board Shall:

- 8.1. Develop a plan for governance excellence in fiduciary, strategic and generative engagement modes.
- 8.2. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
- 8.3. Develop a yearly plan for Board/Trustee professional development.
- 8.4. Provide for Trustee orientation.
- 8.5. Provide for Board Chair orientation.

9. Fiscal Management

The Board Shall:

- 9.1. Provide for Trustee development in fiduciary understanding.
- 9.2. Approve budget assumptions and establish priorities at the outset of the budget process.
- 9.3. Approve the annual budget and ensure resources are allocated to achieve desired results.
- 9.4. Make budget adjustments when necessary.
- 9.5. Approve transfers to/from reserves.

- 9.6. Annually appoint signing authorities.
- 9.7. Approve allocations of one-time exceptional funding.
- 9.8. Approve architects, and tenders, contracts, and agreements over \$50,000.
- 9.9. Approve lease/joint use agreements.
- 9.10. Approve annually its capital plan and facilities master plan for submission to Alberta Infrastructure as required.
- 9.11. Appoint an independent auditor.
- 9.12. Receive the audit report and ensure quality indicators are met.
- 9.13. Monitor the fiscal management of the Division with timely monitoring reports that would deal with unusual circumstances and reserves.
- 9.14. Solicit advice from the Superintendent in setting the mandates for collective bargaining negotiation.
- 9.15. Ratify memoranda of agreement with bargaining units.
- 9.16. Approve the sale or acquisition of real property and leases of real property when the term of the lease is 12 months or longer.
- 9.17. Establish annually Trustee honoraria and reimbursement.
- 9.18. Pass borrowing resolutions, as required.
- 9.19. Approve annual fees for instructional resources, transportation, and tuition.
- 9.20. Approve expense reimbursement rates.

10. Selected Responsibilities:

The Board shall:

- 10.1. Recruit and select personnel as per Policy 15.
- 10.2. Approve the selection of architects/consulting engineers for building construction and modernization.
- 10.3. Approve field trips beyond Alberta.
 - 10.3.1. National field trips require final approval only.
 - 10.3.2. International field trips require approval in principle and final approval.
- 10.4. Approve annual calendars.
- 10.5. Approve donations to students who represent their school or the school system at the provincial, national, or international level.
- 10.6. Provide for recognition of students, staff, and community.
- 10.7. Make a recommendation to the Minister for the dissolution of a School Council.
- 10.8. Hear presentations of School Reviews.
- 10.9. Meet with schools' councils on a regular basis and support and engage in a Council of School Councils.
- 10.10. Upon written request, hear appeals on administrative decisions including student matters and teacher transfers.
- 10.11. When necessary, initiate the process that allows for the discontinuance of a school or portion thereof.
- 10.12. Organize and engage in community consultation opportunities for the purpose of collecting information to support planning.
- 10.13. Hear unresolved complaints from students and staff regarding discrimination or harassment.

Legal Reference

Education Act, Sections 52, 53, 60, 84, 184, 185

Approval Date

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