

ROLE OF THE BOARD

The Board of Trustees is responsible for the development of goals and policies to guide the provision of educational services to students of Livingstone Range School Division No. 68, in keeping with the requirements of government legislation and the values of the electorate.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- a. Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- b. Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to the Community

The Board shall:

- a. Model a culture of respect and integrity.
- b. Make decisions that reflect Divisional values and interests.
- c. Establish processes and provide opportunities which foster community input.
- d. Edit and approve the Annual Education Results Report (AERR) and the Report to the Community annually.

3. Three-Year Education Plan

The Board shall:

- a. Provide overall direction for the Division by establishing vision, mission, core values, and guiding principles.
- b. Annually review multiple sources of data, strategic priorities and key results.
- c. Annually approve the Three-Year Education Plan process and timelines.
- d. Approve annually its Three-Year Education Plan for submission to Alberta Education by the due date.
- e. Annually set process and timelines to monitor progress toward the achievement of student outcomes and other desired results identified in the Three-Year Plan.
- f. Approve the Annual Education Results Report.

4. Policy

The Board shall:

- a. Determine policies which outline how the Board is to function.
- b. Identify the need, approve policy statements, and annually evaluate the effectiveness of policy in meeting the identified need.

5. Board/Superintendent Relations

The Board shall:

- a. Select the Superintendent.
- b. Provide the Superintendent with clear corporate direction.
- c. Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations.
- d. Annually evaluate the Superintendent in accordance with the approved Superintendent/CEO Evaluation Document including compensation.

6. Political Advocacy

The Board shall:

- a. Include in its Work Plan an advocacy plan which focuses on key messages and mechanisms.
- b. Meet with local Member of Parliament, Member of the Legislative Assembly, municipal governments and other educational/public service governing authorities.
- c. Participate in sessions and make decisions regarding Alberta School Boards Association issues.

7. Board Development

The Board shall:

- a. Annually evaluate the Board's effectiveness through self-evaluation. (See Appendix A.)
- b. Annually review Board Policies.
- c. Annually review the Board's goals, priorities and strategies.
- d. Ensure the review and implementation of the Board of Trustees Annual Work List. (See Appendix B.)

8. Fiscal

The Board shall:

- a. Determine the basis for annual resource allocations using the Board's Funding Allocation Principles.
- b. Approve the annual budget and ensure resources are allocated to achieve desired results.
- c. Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- d. Appoint an auditor.

- e. Receive the audit report and ensure quality indicators are met.
 - f. Monitor the fiscal management of the Division.
 - g. Participate in negotiations with local bargaining units using the Board's Guiding Principles for Bargaining.
 - h. Ratify memoranda of agreement with bargaining units.
 - i. Approve annually the audited Financial Statement.
 - j. Include in the Board of Trustees Annual Work List financial information sessions.
9. Celebration

The Board shall recognize and celebrate achievements of students, staff, and communities.

Selected Responsibilities

1. Approve annually the "Board of Trustees Annual Work List," outlining the timeframe for various actions. (See Appendix B.)
2. Naming of educational facilities.
3. Approval of annual calendars.
4. Receive and review information related to the tender selection for new building construction and modernization projects.
5. Approval of disposition of land and buildings.

Legal Reference: Section 56, 60, 61, 62, 187, 188, School Act
Approval Date: October 14, 2003
Amended: May 10, 2005
Amended: June 23, 2009
Renumbered BP 2 September 08, 2009 (Previously BP 3)
Amended: February 9, 2010
Renumbered BP 3 September 14, 2010
Amended: September, 2011; June, 2012; October 9, 2012; November, 2012
Revised: January, 2013
Amended: June, 2015

Role Expectations

Accountability to the Provincial Government

Responsibility

- ⇒ Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- ⇒ Perform Board functions required by governing legislation and existing Board policy.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • Statutory obligations are fully met in a timely manner. • Legislated functions are performed in an exemplary fashion. • All resident students are provided an education program consistent with the School Act and the statutory regulations. • Non-resident students are provided an education program consistent with the School Act and the statutory regulations, at the sole discretion of the Board. • Board governance policies clearly specify required Board functions. 	<ul style="list-style-type: none"> • Three-Year Education Plan. • Annual Education Results Report. • Budget Report Form. • Audited Financial Statements. • Parent and Student Satisfaction Survey data. • Published academic results. • Superintendent’s evaluation. • Policy review. • Division litigation status. • Relevant correspondence. • Board self-evaluation results.

Accountability to the Community

(Appendix A, Continued)

Responsibility

- ⇒ **Model a culture of respect and integrity.**
- ⇒ **Make decisions that reflect Divisional values and interests.**
- ⇒ **Establish processes and provide opportunities which foster community input.**
- ⇒ **Edit and approve the Annual Education Results Report (AERR) and the Report to the Community annually.**

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion. • Decisions are reflective of Division values and interests. • Mechanisms for community input are readily available. • Processes are established to communicate Board decisions and key messages to constituents. • Information is disseminated to the public. 	<ul style="list-style-type: none"> • Briefing notes and reports. • Public meetings / focus groups / surveys. • Accountability Pillar results. • Satisfaction Survey data. • Annual Education Results Report. • Audited Financial Statements. • Division publications. • Media reports. • Superintendent's evaluation. • Relevant correspondence. • Board self-evaluation. • Trustee Monthly Report.

Three Year Education Plan

(Appendix A, Continued)

Responsibility

- ⇒ Provide overall direction for the Division by establishing vision, mission, core values, and guiding principles.
- ⇒ Annually review multiple sources of data, strategic priorities and key results.
- ⇒ Annually approve the Three-Year Education Plan process and timelines.
- ⇒ Approve annually its Three-Year Education Plan for submission to Alberta Education by the due date.
- ⇒ Annually set process and timelines to monitor progress toward the achievement of student outcomes and other desired results identified in the Three-Year Plan.
- ⇒ Approve the Annual Education Results Report.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • Foundational statements for the Division are established which allow it to move forward to a future that continues to enhance student learning and to achieve the Division's education goals. • Planning process and timelines allow for development with Board and appropriate stakeholder input. • The Three-Year Education Plan identifies annual strategies, priorities and key results which move the Division forward. • The allocation of resources reflects an effort to ensure student achievement. • Division performance and achievement is monitored, evaluated and reported. 	<ul style="list-style-type: none"> • Foundational statements. • Annual goals and priorities. • Three-Year Education Plan. • Budget Report Form. • Three-Year Capital Plan. • Facilities Master Plan. • Annual Education Results Report. • Three-Year Education Plan Reports. • Superintendent's evaluation. • Relevant correspondence. • Board self-evaluation.

Policy

(Appendix A, Continued)

Responsibility

- ⇒ Determine policies which outline how the Board is to function.
- ⇒ Identify the need, approve policy statements, and evaluate policy's effectiveness in meeting the identified need.
- ⇒ Renew its foundational statements on a ten year cycle. (Last review 2009.)

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none">• Board governance policies clearly specify required Board functions and implementation standards.• Established policies facilitate smooth, effective provision of quality educational services for the Division.• Policy impact is regularly evaluated to determine if policy is producing the desired results.	<ul style="list-style-type: none">• Policy development and review:<ul style="list-style-type: none">⇒ New policies⇒ Revised policies• Board motions summary.• Superintendent's evaluation.• Board self-evaluation results.

Board / Superintendent Relations

(Appendix A, Continued)

Responsibility

- ⇒ Selection of the Superintendent.
- ⇒ Provide the Superintendent with clear corporate direction.
- ⇒ Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations.
- ⇒ Annually evaluate the Superintendent in accordance with the approved Superintendent / CEO Evaluation Document including compensation.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • The Board has absolute and final responsibility in the Superintendent selection subject to the Minister's statutory authority. • Clear corporate direction is provided to the Superintendent. • The Superintendent has been delegated responsibility for all executive functions together with commensurate authority. • The Superintendent is evaluated annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction. • The Superintendent's compensation package is reviewed annually with due consideration for fairness, equity and economic conditions. 	<ul style="list-style-type: none"> • Hiring and re-appointment process. • Policy review. • Board motions summary. • Superintendent's evaluation. • Board self-evaluation results.

Political Advocacy

(Appendix A, Continued)

Responsibility

- ⇒ Include in its annual goals planning for advocacy including focus, key messages and mechanisms.
- ⇒ Meet with local Member of Parliament, Member of the Legislative Assembly, municipal governments and other educational/public service governing authorities as appropriate to achieve advocacy goals.
- ⇒ Participate in sessions and make decisions regarding Alberta School Boards Association issues.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • A plan for political advocacy is included in the Annual Work List. • The Board conveys key messages regularly to MLAs, municipal partner and the media. • The Board conveys key messages to Members of Parliament when appropriate. • The Board participates in advocacy processes at the local, provincial and national levels. 	<ul style="list-style-type: none"> • Board Annual Work List. • Meetings with MP, MLAs, Ministers, municipal partners, educational / public service authorities. • Relevant correspondence. • Media releases. • Active participation in regional, provincial and national organizations. • Board self-evaluation results.

Board Development

(Appendix A, Continued)

Responsibility

- ⇒ Annually evaluate the Board’s effectiveness through self-evaluation.
- ⇒ Annually review Board’s policies.
- ⇒ Annually review the Board’s goals, priorities and strategies.
- ⇒ Ensure the review and implementation of the Board of Trustees Annual Work List.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> • An annual Board self-evaluation, which defines a positive path forward, is completed. • Annual education goals and priorities which move the Division forward are established. • Individual trustees participate in conferences and other activities to further Board and Trustee effectiveness. • Planning sessions and workshops are scheduled to enhance Board effectiveness. • The Board Annual Work List is reviewed and implemented. • Interactions amongst trustees demonstrate respect, understanding and integrity. 	<ul style="list-style-type: none"> • Board Annual Work List. • Board strategic planning sessions. • Board workshops. • Conference / Activity Reports. • Board self-evaluation results. • Trustee monthly reports.

Fiscal Responsibility

(Appendix A, Continued)

Responsibility

- ⇒ Determine the basis for annual resource allocations using the Board’s Funding Allocation Principles.
- ⇒ Approve the annual budget and ensure resources are allocated to achieve desired results.
- ⇒ Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- ⇒ Appoint an auditor.
- ⇒ Receive the audit report and ensure quality indicators are met.
- ⇒ Monitor the fiscal management of the Division.
- ⇒ Participate in negotiations with local bargaining units using the Board’s Guiding Principles for Bargaining.
- ⇒ Ratify memoranda of agreement with bargaining units.
- ⇒ Approve annually the audited Financial Statement.
- ⇒ Include in the Board of Trustees Annual Work List financial information sessions.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> • Budget assumptions are clearly understood by the Board. • Needs are determined and prioritized. • The basis for resource allocations within the Division is established by the Board. • The approved budget clearly reflects the Board’s goals and priorities. • Capital and facility plans allow for suitable student and program accommodation. • An auditor is appointed. • Quality indicators for financial operations are established by the Board and confirmed by internal and/or external audits. • Resources are used efficiently and effectively. • Variance analyses and year-end projections are received on a regular basis. • Negotiation processes and mandates are clearly established, with due consideration for fairness, equity and economic conditions. • Successful completion and execution of collective agreements occur. 	<ul style="list-style-type: none"> • Monthly Financial Reports. • External Audit Report. • Audited Financial Statements. • Annual Education Results Report. • Negotiations mandates. • Collective agreements. • Board Work List. • Relevant correspondence. • Superintendent’s evaluation. • Board self evaluation results.

Celebration

(Appendix A, Continued)

Responsibility

⇒ The Board shall recognize and celebrate achievements of students, staff and communities.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none">• Celebratory events are organized.• Congratulatory correspondence is composed and dispatched.• Suitable mementos are presented as determined.	<ul style="list-style-type: none">• Events.• Correspondence.• Mementos.• Website.

Appendix B. Sample Trustee Annual Work List

<i>Month</i>	<i>Sample Item</i>
Ongoing	<ul style="list-style-type: none"> ⇨ Monthly Board Meetings except July and August ⇨ Hear Appeals as needed ⇨ Individual Trustee Development ⇨ Trustee attendance at School Councils (in subdivisions) ⇨ Joint-use Agreement approved as required ⇨ Appoint Returning Officer in election years ⇨ Ratification of Collective Agreements ⇨ Monitor Progress of Board Priorities Monthly ⇨ Attend ASBA Zone 6 Meetings
August	<ul style="list-style-type: none"> ⇨ Board/Admin – “Welcome Back” Breakfast ⇨ Planning Meeting
September	<ul style="list-style-type: none"> ⇨ Organizational Meeting (<i>election years, Nov</i>) ⇨ Review Trustee Honorarium, Benefits, Mileage Rates, Other Expenses ⇨ Borrowing Resolution approved ⇨ Audited Financial Statement Inservice ⇨ Review Preliminary Enrollment data ⇨ CEO Evaluation and Compensation ⇨ Board Self Evaluation ⇨ Annual review of Work List (<i>election years, Dec</i>) ⇨ Board/ATA Teacher Induction and Retirement Banquet
October	<ul style="list-style-type: none"> ⇨ Annual Emerging Artists Gala ⇨ Board Retreat; Update / Establish Board Priorities ⇨ Plan for Board Members to meet with MLA / Minister ⇨ Review ASBA Directions for Action and Policy Changes for Fall General Meeting. ⇨ IMR Program Expenditure Plan ⇨ Review Actual September 30th enrollment data ⇨ Audit Committee Pre-Audit Meeting ⇨ Regional School Council Meeting ⇨ Regional Council of Student Leaders
November	<ul style="list-style-type: none"> ⇨ Approval of Three-Year Education Plan ⇨ Board review results (Accountability Pillar, PATs and Diplomas) ⇨ Board approval of Annual Education Results Report ⇨ Board identifies and approves priorities / timelines ⇨ Audited Financial Statement received and approved ⇨ Budget Update reviewed based on Sept. 30th count data ⇨ Review Priorities Results Summary ⇨ Alberta School Boards Association Fall General Meeting ⇨ Divisional Day - Long Service Recognition Awards ⇨ Regional Council of Student Leaders
December	<ul style="list-style-type: none"> ⇨ Fiscal Monitoring Report ⇨ Budget related information session ⇨ ATA / Board Supper / Scholarship Presentations ⇨ Board Christmas school visits and Christmas Concerts

January	<ul style="list-style-type: none"> ⇨ Fiscal Monitoring Report ⇨ Budget Process Review ⇨ Report to the Community
February	<ul style="list-style-type: none"> ⇨ Fiscal Monitoring Report ⇨ Review Instructional Materials Fees (2017-18 per motion 14-037) ⇨ Review Projected enrolment data ⇨ Meeting MLA / MP ⇨ Approval of School Calendar(s) as required
March	<ul style="list-style-type: none"> ⇨ Approve allocations for Funding Formula ⇨ Fiscal Monitoring Report ⇨ Updated Capital Plan / updated Facility Plan approved ⇨ Discuss and submit proposed bylaw amendments to ASBA for Spring General Meeting ⇨ Consideration of paid professional leave requests ⇨ Budget related information session ⇨ Awards Committee Selection and Submission of Edwin Parr Teacher Nomination to Zone VI ⇨ Regional Council of Student Leaders ⇨ Regional School Council
April	<ul style="list-style-type: none"> ⇨ Celebrate “Education Week” ⇨ Discuss and submit proposed policies and directives for action issues to Zone 6 ⇨ Alberta School Council Association Annual Conference/Meeting
May	<ul style="list-style-type: none"> ⇨ Fiscal Monitoring Report ⇨ Awards Committee Selection of Lloyd Cavers Scholarship Nominees ⇨ Zone 6 Edwin Parr Banquet ⇨ Zone Appreciation Award (Alberta School Boards Association) ⇨ ASBA Awards (Friends of Education Award, Honorary Life Member, Long-Service, Premier’s Award) ⇨ Board/Admin Retreat; Review Priorities ⇨ Approve Annual Budgets ⇨ Attend Graduation Ceremonies
June	<ul style="list-style-type: none"> ⇨ Alberta School Boards Association Spring General Meeting ⇨ Fiscal Monitoring Report ⇨ Budget related information session ⇨ Review Proposed September salary adjustments ⇨ Develop Board Annual Work List ⇨ Set date CEO and Board Evaluation for September ⇨ Dr. Lloyd Cavers Awards (Board Meeting) ⇨ Awards Committee; Selection of Divisional Scholarships (Enmax, Livingstone Macleod Bursary) ⇨ Awards Committee; Selection of Emerging Artists ⇨ Review current 3 Year Plan / Accountability Pillar ⇨ Attend Graduation Ceremonies