

**MEDICINE HAT SCHOOL DISTRICT NO. 76****ROLE OF THE BOARD OF TRUSTEES****BACKGROUND**

As the corporate entity established by provincial legislation and given authority by the School Act and attendant Regulations and the corporate body elected by the electors that support Medicine Hat School District No. 76, the Board of Trustees shall provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to resident students of the District to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

**POLICY**

The Board is therefore 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 the setting of clear strategic direction and the wise use of resources.

**GUIDELINES****Specific Areas of Responsibility**

1. Accountability for Student Learning
  - 1.1. Provide overall direction for the District by establishing vision, mission and values.
  - 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 District 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
  - 2.1. Make informed decisions that consider community values and represent the interests of the entire District.
  - 2.2. Inform the community about District programs, needs and desires.
  - 2.3. Establish processes and provide opportunities for community engagement.

- 2.4. Report District outcomes to the community at least annually.
- 2.5. Meet twice yearly with the Council of School Council Chairs.
- 2.6. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
- 2.7. Model a culture of respect and integrity.
- 2.8. 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 the annual budget and allocation of resources to achieve desired results.
  - 4.3. Approve annual fees for instructional resources, transportation and tuition.
  - 4.4. Approve expense reimbursement rates.
  - 4.5. Approve substantive budget adjustments when necessary.
  - 4.6. Monitor the fiscal management of the District through receipt of at minimum quarterly variance analyses and year-end projections.
  - 4.7. Receive the 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 District.
  - 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 School 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 respect, integrity and support, which is then conveyed to the staff and the community.
- 5.6. Evaluate the Superintendent, in accordance with Policy 210.1.
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/revise policies using a generative engagement process.
  - 7.3. Monitor policy currency and relevancy.
8. Political Advocacy
  - 8.1. Act as an advocate for public education and the District.
  - 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. Approve the naming of schools and other District-owned facilities in accordance with Policy 204.
4. Approve the District school-year calendar(s).
5. Provide for recognition of students, staff and community.
6. Make a recommendation to the Minister of Education for dissolution of a School Council.
7. Approve joint-use agreements.

8. Encourage the formation of a Council of School Councils (COSC).
  - 8.1. If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.
  - 8.2. 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.
9. Approve locally developed courses.
10. Hear unresolved student or staff complaints of discrimination or harassment.
11. Approve all international field trips and out-of-province field trips in excess of three (3) school days.

**Approved:  
January 20, 2004**

**Revised:  
September 20, 2016**

## **REFERENCES**

[School Act](#): Sections 45, 45.1, 56, 60, 61, 62, 63, 78, 113, 147  
[Local Authorities Elections Act](#)  
[Fiscal Planning and Transparency Act](#)  
[Results-Based Budgeting Act](#)  
[Disposition of Property Regulation](#)  
[Early Childhood Services Regulation](#)