

Policy 2

ROLE OF THE BOARD

In keeping with the teachings of the Catholic church and the authorities and responsibilities set out in the School Act, Board governance policies, and all other legislation that may be applicable from time to time, the duty of the Board is to represent Catholic electors and advocate for publicly funded Catholic education in a broader context. Further, the Board must fulfill its key role of ensuring quality education for each student in the Division that is Christ centered and models Catholic values.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies;
- 1.2 Perform Board functions as required by governing legislation;
- 1.3 Pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith, subsequent to the date of a general election and before December 31 of the same year;
- 1.4 Appoint a Returning Officer in an election year; and
- 1.5 Set the Board calendar annually.

2. Accountability to the Bishop

The Board shall:

- 2.1 Act in accordance with Canon Law (793-806/Appendix A) and other relevant documents in regard to Catholic education;
- 2.2 Be guided in our actions and policies by the teachings of the Catholic Church i.e. “Second Vatican Council” and the “Sacred Congregation for Catholic Education”; and
- 2.3 Meet annually with the Archbishop (or his designate) regarding Catholic education.

3. Accountability to the Community

The Board shall:

- 3.1 Live our mission statement;
- 3.2 Model a culture of caring, respect and integrity;

- 3.3 Approve Board participation in community and Catholic fundraisers, events and programs on an individual basis which reflect Catholic community values and represent the best interests of the entire Division;
- 3.4 Consult formally and informally with community stakeholders (i.e. CWL, K of C, Parish Council, Parish Priest, municipal councils)
- 3.5 Report Division results annually;
- 3.6 Develop procedures for and hear appeals as required by statute and/or Board policy;
- 3.7 Meet annually with school councils;
- 3.8 Review school council annual reports and financial statements;
- 3.9 Suspend a school council if deemed warranted; and
- 3.10 Recognize staff, students and community.

4. Faith Development

The Board shall:

- 4.1 Ensure that a strong Faith Development component is provided for all students and staff;
- 4.2 Participate in ACSTA and Division Faith Development opportunities;
- 4.3 Approve the Annual Board Faith Development plan as per the Board Annual Work Plan;
- 4.4 Provide Faith Development opportunities at all Board meetings;
- 4.5 Provide key Catholic education resources for reference for Trustees and the Board; both in hardcopy and/or electronic formats;
- 4.6 Be supportive of parish functions in the communities served by the Division; and
- 4.7 Approve the names of all Division schools and facilities and ensure compliance with Canon Law (793-806/Appendix A)

5. Political Advocacy

The Board shall:

- 5.1 Develop a plan for political advocacy including focus, strategies, and key messages;
- 5.2 Monitor legislative changes and advocate, advise and inform the appropriate government ministries and stakeholders about issues pertinent to publicly funded education;
- 5.3 Monitor legislative changes and advocate, advise and inform the appropriate government ministries and stakeholders about issues pertinent to Catholic education;

- 5.4 Maintain a strong relationship with Members of Parliament; Members of the Legislative Assembly; municipal councils; parish priests; parish councils; Catholic Women's League; Knights of Columbus; etc.;
- 5.5 Liaise with other school Boards regarding common interests and concerns; and
- 5.6 Support community events and organizations at the discretion of the Board (excluding political party fundraisers).

6. Strategic Planning

The Board shall:

- 6.1 Provide overall direction for the Division by establishing mission, vision, beliefs, strategic priorities and key results;
- 6.2 Approve annually Three Year Education Plan / AERR processes and timelines;
- 6.3 Identify Board priorities at the outset of the annual Three Year Education Plan / AERR process;
- 6.4 Approve annually the Three Year Education Plan / AERR for submission to Alberta Education by the due date;
- 6.5 Monitor progress toward the achievement of student outcomes and other desired results;
- 6.6 Evaluate annually the effectiveness of the Division in achieving established goals and desired results;
- 6.7 Approve annually the Budget (driven by the Three Year Education Plan / AERR);
- 6.8 Approve annually the distribution of the Three Year Education Plan / AERR to the public;
- 6.9 Approve locally developed/acquired senior high school complementary courses;
- 6.10 Approve alternative instructional programs;
- 6.11 Approve Division school year calendars; and
- 6.12 Approve out of province field trips;

7. Superintendent/Board Relations

The Board shall:

- 7.1 Select the Superintendent;
- 7.2 Approve the Superintendent job description, qualifications and remuneration;
- 7.3 Provide the Superintendent with clear corporate direction, through Board motions;
- 7.4 Delegate administrative authority and identify responsibility subject to the provisions and restrictions in the School Act;

- 7.5 Evaluate annually the Superintendent as outlined in the Superintendent's job description; the Superintendent Evaluation Process Criteria and Timelines document and review compensation; and
- 7.6 Provide for Superintendent succession planning as required.

8. Policy Development

The Board shall:

- 8.1 Develop policies in keeping with the mission, vision, beliefs, core values and strategic and operational priorities of the Division;
- 8.2 Review policies annually;
- 8.3 Approve policies as per Roberts Rules of Order; and
- 8.4 Monitor policy effectiveness.

9. Fiscal Accountability

The Board shall:

- 9.1 Monitor fiscal management of the Division with timely monitoring reports;
- 9.2 Make necessary banking arrangements;
- 9.3 Determine the basis for annual resource allocations;
- 9.4 Approve the budget annually and ensure resources are allocated to achieve desired results;
- 9.5 Make budget adjustments when necessary;
- 9.6 Receive annual financial audit report and ensure quality indicators are met;
- 9.7 Approve contracts and agreements of financial auditors and any other auditors required by the Board;
- 9.8 Appoint annually signing authorities;
- 9.9 Approve allocations of one-time exceptional funding;
- 9.10 Solicit advice (from Superintendent and ASBA) to set the mandates for collective agreement negotiations;
- 9.11 Ratify memorandum of agreement with bargaining units;
- 9.12 Approve annually the schedule of fees, including curricular, transportation fees, international student tuition and non-resident fees;
- 9.13 Approve annually the capital and facility plans for submission to Alberta Education by the due date;
- 9.14 Advise the Superintendent regarding the hiring of a Secretary-Treasurer;
- 9.15 Review annually Trustee honoraria and reimbursement;
- 9.16 Ensure the Division has adequate insurance coverage; and

- 9.17 Approve all contracts where the procurement value is:
- a) \$75,000 or greater for services of an architect; or
 - b) \$200,000 or greater for construction and modernization projects;
1. Approve the acquisition and disposal of land and buildings (Capital Assets);
 2. Approve 'initial' leases and changes in rental fees and be made aware of other significant agreements (e.g. Joint Use Agreement)

10. Board and Trustee Development

The Board shall:

- 10.1 Evaluate annually Board effectiveness;
- 10.2 Develop a plan for Trustee development including increased knowledge of role, processes and issues to be reviewed on an annual basis;
- 10.3 Consider and utilize provincial and national Board associations, (such as ASBA, ACSTA, CSBA, CCSTA and Newman College);
- 10.4 Develop and implement the Board Annual Work Plan; and
- 10.5 Ensure new Trustees to the Board are provided appropriate orientation opportunities for support and mentoring at the local and provincial levels.

Reference: Section 56, 60, 61, 62, 63, School Act

Policy 2 – Appendix A – Role of the Board

CANON LAW Catholic Education (Can. 793-806)

Can. 793 §1. Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.

§2. Parents also have the right to that assistance, to be furnished by civil society, which they need to secure the Catholic education of their children.

Can. 794 §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.

§2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.

Can. 795 Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

CHAPTER 1. SCHOOLS

Can. 796 §1. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.

§2. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.

Can. 797 Parents must possess a true freedom in choosing schools, therefore, the Christian faithful must be concerned that civil society recognizes this freedom for parents and even supports it with subsidies; distributive justice is to be observed.

Can. 798 Parents are to entrust their children to those schools which provide a Catholic education. If they are unable to do this, they are obliged to take care that suitable Catholic education is provided for their children outside the schools.

Can. 799 The Christian faithful are to strive so that in civil society the laws which regulate the formation of youth also provide for their religious and moral education in the schools themselves, according to the conscience of the parents.

Can. 800 §1. The Church has the right to establish and direct schools of any discipline, type, and level.

§2. The Christian faithful are to foster Catholic schools, assisting in their establishment and maintenance according to their means.

Can. 801 Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.

Can. 802 §1. If schools which offer an education imbued with a Christian spirit are not available, it is for the diocesan bishop to take care that they are established.

§2. Where it is expedient, the diocesan bishop is to make provision for the establishment of professional schools, technical schools, and other schools required by special needs.

Can. 803 §1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.

§2. The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life.

§3. Even if it is in fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.

Can. 804 §1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.

§2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life, and teaching skill.

Can. 805 For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or moral requires it.

Can. 806 §1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also

issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.

§2. Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.