

BACKGROUND

The Board of Trustees of Rocky View Schools (the Board) is a corporate entity established by provincial legislation and operates under the authority of the *Education Act* and other associated statutory regulations and requirements. Embracing the Division's foundational purpose to deliver education programming to enable student success, the Board will provide an education system that is organized and operated in the best interests of the students it serves.

The general mandatory powers and duties of the Board are defined in the *Education Act*. The Board is charged with the responsibility of ensuring that its education services and operations are consistent with the requirements of the *Education Act*. The Board will also provide overall strategic direction and leadership to the Division through governance, oversight, accountability, assurance, engagement and advocacy. The Board carries out its authority through the setting of policy.

Powers of the Board shall only be exercised in a duly constituted meeting of the Board, unless delegated by means of written Board policy or resolution. The Board expects Division operations to be conducted in accordance with government regulations and approved Board policy and entrusts the day-to-day operations of the division to the Superintendent.

GUIDELINES

1. Governance

The Board is responsible for governing the Division through a policy framework setting the strategic direction for the Division. Specifically, this will be achieved by:

- 1.1. Developing and executing plans to foster governance excellence.
- 1.2. Establishing vision, purpose and core values for the Division.
- 1.3. Identifying strategic priorities and establishing a Divisional Strategic Plan each electoral term.
- 1.4. Determining how the Board and Division is to function and operate through the setting of policy.
- 1.5. Developing, approving and monitoring the implementation, effectiveness and relevancy of policies that guide the Board and the Division.
- 1.6. Annually evaluating Board success and determining areas of growth and focus.
- 1.7. Providing an onboarding program for incoming Board and new trustees.
- 1.8. Providing the Superintendent with clear corporate direction and respecting their authority to carry out executive action.

2. Oversight

The Board is responsible for providing oversight to the Division and creating the conditions for student, staff and organizational success. Specifically, this will be achieved by:

- 2.1. Monitoring the operations of the Division through timely and regular reporting from the Superintendent.
- 2.2. Setting budget priorities at the outset of the annual budget process in alignment with the Divisional Strategic Plan.
- 2.3. Assessing the fiscal management and position of the Division through receipt of three financial reports per year.
- 2.4. Tracking the effectiveness of the Divisional Strategic Plan in achieving priorities and outcomes and providing direction aimed at continuous improvement.
- 2.5. Receiving annual update on the Division's Education Plan and monitoring the effectiveness of achieving established outcomes.

3. Accountability

The Board is accountable to the Minister of Education and the communities served by the Division for ensuring the delivery of quality education in line with all statutory requirements. Specifically, this will be achieved by:

- 3.1. Approving annual budget and any budget adjustments greater than 0.5 percent of total operating budget.
- 3.2. Approving the Division's Education Plan in alignment with the Divisional Strategic Plan.
- 3.3. Authorizing the Three-Year Capital Plan priorities and the modular classroom request annually for submission to Alberta Education.
- 3.4. Establishing the Divisional school-year calendar.
- 3.5. Naming schools and other Division owned facilities, grounds and spaces.
- 3.6. Approving borrowing for capital expenditures.
- 3.7. Ratifying Memorandum of Agreement with ATA Local #35.
- 3.8. Determining Support Employees and Exempt Employees Terms of Employment.
- 3.9. Setting the parameters for local labour negotiations.
- 3.10. Negotiating the Superintendent's contract.
- 3.11. Designating signing authorities for the Division.
- 3.12. Authorizing the transfer of funds to/from reserves.
- 3.13. Approving Joint Use Planning Agreements with municipalities.
- 3.14. Approving the acquisition and disposition of land and buildings.

4. Assurance

The Board is responsible for providing assurance to the Minister of Education and the public that the Division is fulfilling its obligations under legislation to achieve student success. Specifically, this will be achieved by:

- 4.1. Reviewing and approving the Annual Education Results Report for submission to Alberta Education and distribution to the public.
- 4.2. Reviewing and endorsing the annual Audited Financial Statements, receiving the Audit Report and ensuring the Auditor management letter recommendations are addressed.
- 4.3. Considering diverse community values and representing the interests of the entire Division when making decisions.
- 4.4. Providing for the recognition of students, staff and community.
- 4.5. Striving to create a high level of satisfaction with the services provided by the Division.
- 4.6. Approving transportation route exceptions that enhance program viability and educational opportunities.

5. Engagement

The Board is responsible for ongoing engagement to build understanding and allow for the sharing of values and viewpoints to ensure an education system that is aligned with the diversity of those served by the Division. Specifically, this will be achieved by:

- 5.1. Providing processes and opportunities for meaningful engagement with students, parents/guardians, staff, community and public as appropriate.
- 5.2. Establishing the parameters and level of consultation for Divisional engagements.
- 5.3. Ensuring effective, transparent and regular communication with the public about Board decisions, strategic goals and priorities, advocacy, student achievement results, and other Divisional matters.
- 5.4. Communicating with school councils and providing opportunity for school councils to connect with each other and the Board.

6. Advocacy

The Board is responsible for advocating for the needs of the Division to provide the best support possible to enable student success. Specifically, this will be achieved by:

- 6.1. Acting as a champion for the Division and public education.
- 6.2. Establishing Board Advocacy priorities, a minimum of once per electoral term.
- 6.3. Developing a yearly plan for effective advocacy that includes key actions and strategies.
- 6.4. Monitoring and reviewing advocacy efforts and adjusting as needed.
- 6.5. Identifying emergent issues for advocacy on an ongoing basis.



POLICY 2

ROLE OF THE BOARD

Approved: 2025 05 01

- 6.6. Promoting regular meetings and maintaining timely and constructive communication with elected officials, business leaders, community organizations, parents/guardians, school councils and decision makers to garner support for the Division and public education.

Legal References:

- Section 33,51,52,53,54,60,67,139,222 Education Act
- Fiscal Planning and Transparency Act
- Local Authorities Elections Act
- Borrowing Resolution
- Disposition of Property Regulation
- Early Childhood Services Regulation
- Investment Regulation
- School Fees Regulation