

As the elected corporate body in Pembina Hills Regional Division No. 7, the Board is responsible for the development of priorities and policies to set direction and guide the provision of education services to students residing within the Division, in keeping with the requirements of government legislation and the values of the community as a whole.

Trustees act as one corporate body encompassing three major roles:

1. Governor: Accountable to the Government of Alberta and residents of the Division; responsible for the Division's Three-Year Education Plan, Policy Development, Board Development, Political Advocacy, and Fiscal Responsibility
2. Employer of the Superintendent
3. Adjudicator – Judge: The Board will hear appeals of administrative decisions on all student-related matters other than expulsion of students, which are submitted in accordance with section 123 of the *School Act* and that significantly affect the education of a student. Review of Board decision will follow the guidelines as outlined in the *School Act* Section 124. The Board will make decisions on Suspension/Termination of teacher contracts. Appeals will only be heard on matters which significantly affect the education of a student, or regarding teacher transfers.

#### Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements of the Government of Alberta, including the *School Act*, to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.
- 1.3 Advocate provincially for the betterment of education in the Division.

2. Community Assurance

The Board shall:

- 2.1 Make decisions, based on data, that best reflect the Division's cultural values and represent the interests of the entire community in the Division. The Board shall act on behalf of the community as a whole, and be accountable to the community as a whole, rather than being advocates for specific geographic areas or interest groups.
- 2.2 Establish processes and provide opportunities for community input and/or engagement.

- 2.3 Report Division results at least on an annual basis.
- 2.4 Develop policy and procedures for appeals, and to hear appeals, as required by statute and/or Board policy.
- 2.5 Model a culture of respect and integrity.

3. Accountability for Student Learning

The Board shall:

- 3.1 Provide overall direction for the Division by establishing purpose, mandate, motto, beliefs, strategic priorities and key outcomes.
- 3.2 Annually approve a Strategic Planning Process and timelines.
- 3.3 Annually approve a Three-Year Education Plan for submission to Alberta Education by the due date and in compliance with Alberta Education requirements.
- 3.4 Monitor and evaluate progress toward the achievement of the goals, outcomes, and measures in relation to targets identified in the Three-Year Education Plan.
- 3.5 Annually approve the Division budget for submission to Alberta Education by the due date.
- 3.6 Develop the process for the construction of and approve annually the Three-Year Capital Plan for submission to Alberta Education by the due date.
- 3.7 Approve the Annual Education Results Report (AERR) for submission to Alberta Education by the due date, provide for a summary document to be distributed to the public and place the AERR on the Division website.

4. Policy Making

The Board shall:

- 4.1 Keep current governance policies which address the work of the Board.
- 4.2 Develop policy which is required through the *School Act*.

5. Board/Superintendent Relations

The Board shall:

- 5.1 Hire the Superintendent.
  - 5.1.1 Identify a hiring process that meets the expectations of the *School Act* which may include the retaining of a consultant and gathering of feedback from those directly reporting to or working with the Superintendent.
- 5.2 Delegate, through written Board policy, the management/administration of the Division to the Superintendent who is the Chief Executive Officer and Chief

Education Officer of the Board. Such delegation is subject to provisions and restrictions in provincial legislation and regulations.

- 5.3 Review, understand, and/or approve the contents of the Superintendent's contract:
- When there is a new Board
  - When there are changes to the contract
  - When there is a new contract

5.3.1 Where approval is required, the Board may consider delegating the closing of the contract to the Chair and Vice-Chair through Board motion.

- 5.4 Seek independent legal advice upon the renewal or expiration of the Superintendent's contract according to the timelines in the *School Act*.

- 5.5 Annually evaluate the Superintendent in accordance with Policy 12 Role of the Superintendent and the Appendices, as well as review the compensation package provided to the Superintendent, as per contract.

## 6. Political Advocacy

The Board shall:

- 6.1 Advocate for the priorities of the Division as outlined in the Three Year Education Plan and Three Year Capital Plan.
- 6.2 Participate in activities and make decisions regarding relevant issues for those external organizations in which the Board holds membership.
- 6.3 Consult its constituents and share information with Members of the Legislative Assembly and government.

## 7. Board Development

The Board shall:

- 7.1 Evaluate annually the Board's effectiveness. The Board Evaluation process is detailed in Policy 7-12.
- 7.2 Support Trustee professional learning.

## 8. Fiscal Responsibility

The Board shall:

- 8.1 Approve the annual budget and ensure resources are allocated to achieve desired results.
- 8.1.1 Provincial funding is specific for the instruction of students currently attending Division schools. Requests from outside sources for Division funding will be guided by this criteria.

- 8.2 Approve the annual allocation formula for distributing funds to schools.
- 8.3 Appoint an auditor and receive the annual audit report to ensure quality indicators are met.
- 8.4 Monitor the fiscal management of the Division with timely monitoring reports.
- 8.5 Solicit advice from the Superintendent in setting mandates for collective bargaining and for setting compensation levels for all non-union staff.
- 8.6 Ratify memoranda of agreement with bargaining units.
- 8.7 Determine corporate signing authority.

9. Selected Responsibilities

The Board shall:

- 9.1 Approve Division school-year calendar.
- 9.2 Approve in principle out of province and international field trips.
- 9.3 Develop an annual Workplan outlining its key activities along with appropriate timelines. The Board Workplan can be found under the “Board” tab on the website.
- 9.4 Recognize staff years of service.
- 9.5 Receive for information the dissolution of a School Council.
- 9.6 Approve leases and agreements.
- 9.7 Approve student transportation boundary areas.
- 9.8 Approve facility Joint Use Agreements.
- 9.9 Name schools and other Board-owned facilities

**Reference:**

Sections 45, 56, 60, 61, 62, 63, 187, 188 [School Act](#)  
[Policy 8 Committees of the Board](#)  
[Policy 13 Appeals to the Board Regarding Student Matters](#)  
[Policy 14 Hearings on Teacher Matters](#)  
[AP 20-23 Protocol for Trustee/Dignitary Recognition at School or Public Events](#)  
[AP 40-31 Employee Awards and Recognition](#)  
[Form 2-12 Request for Trustee/Superintendent Representation](#)