

# Board Policies

## 2 – Role of the Board

Effective: March 14, 1996  
Amended: May 25, 2017

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As the corporate body elected to represent Clearview Public Schools , the Board of Trustees shall provide overall direction and leadership to the Division. The Board is responsible for the development of goals and policies to guide the provision of educational services and programs to resident students within Clearview, in keeping with the requirements of government legislation and the values of the electorate.

1. Accountability to Provincial Government
  - 1.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
  - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
  - 2.1
    - 2.1 Make data informed decisions which reflect community values and represent the interests of the entire Division.
    - 2.2 Establish processes and provide opportunity for community input.
    - 2.3 Report Division results to the community at least annually.
    - 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
    - 2.5 Model a culture of respect and integrity.
3. Three-Year Education Plan
  - 3.1 Provide overall direction for Clearview by establishing vision, mission and, strategic priorities.
  - 3.2 Annually approve the process and timelines for the Three-Year Education Plan.
  - 3.3 Identify Board priorities at the outset of the annual Three-Year Education Plan development process.
  - 3.4 Annually approve the Three-Year Education Plan, including strategic priorities and key results, for submission to Alberta Education and for distribution to the public.
  - 3.5 Monitor progress toward the achievement of student outcomes and other desired results.
  - 3.6 Annually evaluate the effectiveness of the Division in achieving established goals and desired results.
  - 3.7 Approve Annual Education Results Report for distribution to public.
4. Policy
  - 4.1 Develop, approve, and monitor the implementation of policies to guide the Division.

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- 4.2 Identify how the Board is to function.
- 4.3 Provide direction in those areas over which the Board wishes to retain authority.
- 5. Superintendent/Board Relations
  - 5.1 Select the Superintendent.
  - 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 legislation.
  - 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 Annually evaluate the Superintendent in regard to the Superintendent job description and additional Board direction.
  - 5.6 Annually review compensation of Superintendent.
  - 5.7 Provide for Superintendent succession planning as required.
- 6. Advocacy
  - 6.1 Identify issues for advocacy on an ongoing basis.
  - 6.2 Plan for advocacy including focus, key messages, relationships, and mechanisms.
  - 6.2 Act as an advocate for public education with learning partners.
- 7. Board Development
  - 7.1 Annually evaluate Board effectiveness.
  - 7.2 Develop an annual plan for Board / Trustee development.
  - 7.3 Develop an annual work plan along with timelines.
  - 7.4 Organize an annual Board workshop.
- 8. Fiscal Accountability
  - 8.1 Review budget assumptions and establish priorities at the outset of the budget process.
  - 8.2 Approve annual budget and allocation of resources to achieve desired results.
  - 8.3 Approve substantive budget adjustments when necessary.
  - 8.4 Monitor the fiscal management of the Division through receipt of quarterly variance analyses.
  - 8.5 Receive Audit Report and ensure the terms of engagement are met.
  - 8.6 Approve annually the Three-Year Capital Plan for submission to Alberta Education.

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- 8.7. Set the parameters for negotiations after soliciting advice from the Superintendent and others.
  - 8.8. Approve and/or monitor Conditions of Employment for employees/groups.
  - 8.9. Ratify Memoranda of Agreement with bargaining units.
  - 8.10. Approve transfer of funds to reserves.
  - 8.11. Approve and/or monitor school and transportation fees.
  - 8.12. Approve Borrowing Resolution.
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- 9. Recognition
    - 9.1. Recognize student achievements and accomplishments.
    - 9.2. Recognize staff for exemplary and long service.
    - 9.3. Recognize community members and organizations that support the directions and values of the Division.

### Appendix

Board Self-Evaluation Template