

Policy 2 - Role of the Board

As the corporate body elected to represent Clearview School Division, the Board 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 the Division, in keeping with the requirements of government legislation and the values of the electorate.

Specific Areas of Responsibility

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.
 - 1.3. Ensure all students, teachers and Division leaders learn about First Nations, Métis and Inuit perspectives, experiences and contributions throughout history; treaties, and the history and legacy of residential schools.
2. Accountability to Community
 - 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 through the Alberta Education Results Report.
 - 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. Alberta Education Results Report (AERR)
 - 3.1. Provide overall direction for the Division by establishing vision, mission and strategic priorities.
 - 3.2. Annually approve the process and timelines for the AERR.
 - 3.3. Identify Board priorities at the outset of the annual AERR development process.
 - 3.4. Annually approve the AERR, 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 AERR for distribution to the public.
- 4. Policy and Bylaw
 - 4.1. Develop, approve, and monitor the implementation of policies and bylaws to guide the Division.
 - 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.
 - 5.5.1. In the first year of hiring a Superintendent, there may be a preliminary review after six (6) months and before eight (8) months
 - 5.6. Annually review compensation of the 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.
 - 6.3. 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 analysis.
 - 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.
 - 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 Memorandum 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.
- 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.

Selected Responsibilities:

- 1. Approve locally developed/acquired junior and senior high courses.
- 2. Approve joint-use and planning agreements, as required.
- 3. Notify the Minister of any real property acquisition; apply to the Minister for authority to expropriate land if necessary.

4. Ensure services to, and titles or enforceable long-term interests in land, are in place prior to a school capital project construction.
5. Subsequent to the completion of construction of a school capital project, transfer the real property to Government and secure a leasehold interest in the real property that was transferred to Government.
6. Dispose of land and buildings with the approval of the Minister.
7. Ensure fairness and safety in its extra-curricular athletics programs.
8. Approve all field trips to destinations outside of the province on a case by case basis.
9. Make a recommendation to the Minister for the dissolution of a School Council.
10. By resolution of the Board, may review any material on a trustee user account and files.

Reference: **Section 18,33,51,52,53,53.1,54,58,60,67,139,143,188,191,192,193,194,195,222 Education Act**
Section 33,51,52,53,54,60,67,139,222 Education Act

Fairness and Safety in Sport Act

Fairness and Safety in Sport Regulation

Fiscal Planning and Transparency Act

Local Authorities Elections Act

Section 670.1,672,673 Municipal Government Act

Borrowing Resolution

Disposition of Property Regulation

Early Childhood Services Regulation

Investment Regulation

Joint Use and Planning Agreements Regulation 110.2025

School Fees Regulation

Truth and Reconciliation Commission Calls To Action

Ministerial Order 030/20

Effective: March 14, 1996

Amended: November 10, 2020, December 14, 2022, June 20, 2024, August 21, 2025