

Role of the Board of Directors

Preamble

As the corporate entity established by provincial legislation and given authority by the Education Act and attendant regulations, the Alberta Classical Academy Board of Directors shall provide overall direction and leadership to the schools under its authority. It is accountable for the provision of appropriate educational programs and services to promote students' moral and intellectual development, in keeping with the requirements of the Education Act and the Charter under which it operates. It exercises this responsibility through setting of clear strategic and policy direction, and through the wise use of resources.

Areas of Responsibility

1. *Guardians of Philosophical integrity*

- i. Provide overall direction for the School Authority by establishing and reviewing the charter, and associated policies and standards
- ii. Approve and periodically review curriculum documents including the K-12 curriculum maps, grade level curriculum maps, core and supplemental reading lists, graduate profile, and philosophy of disciplines documents
- iii. Create effective metrics and processes to evaluate the success of schools in implementing the Charter and other relevant standards and policies
- iv. Provide guidance and advice in the hiring criteria and development of senior faculty and staff to ensure they are equipped to carry out the Charter
- v. Provide final approval for school crests, mottos, and sports team names, and other matters relating to the school's brand identity
- vi. Develop effective processes to select and appoint Directors who are committed to preserving the organization's unique philosophy and mission, and who are able and willing to make substantive contributions to ensure its success

2. *Accountability for Student Learning*

- i. Annually approve the process and timelines for the refinement of the Three-Year Education Plan
- ii. Approve the Board's strategic priorities and key results early in the annual planning process
- iii. Review the draft Three-Year Education Plan and the Annual Education Results Report (AERR) and provide final approval of the plans prior to submission to Alberta Education
- iv. Assess the effectiveness of the School Authority in achieving established priorities and monitor key results
- v. Annually approve the "rolling" Three-Year Education Plan and Annual Education Results Report
- vi. Annually approve school calendars

3. *Accountability to the Provincial Government*

- i. Act in accordance with all statutory requirements to implement provincial standards and policies
- ii. Perform Board functions required by governing legislation

4. *Fiscal and Human Resources Management*

- i. Approve budget priorities at the outset of the budget process
- ii. Review the draft budget and approve the annual budget
- iii. Approve material budget adjustments when necessary
- iv. Monitor the fiscal management of the school authority through receipt of quarterly variance analyses and year-end projections
- v. Review the Audit Report and Audit Findings Report and ensure any deficiencies are remediated.
- vi. Review and approve annually, or as needed, Capital Plans
- vii. Approve any borrowing for capital expenditures
- viii. Approve investment parameters
- ix. Review and approve student fee schedules annually
- x. Review and approve salary grids after soliciting the advice of the Superintendent
- xi. Approve, as required but at least annually, signing authorities for the School Authority

5. *Community Engagement*

- i. Engage and inform the broader educational and parent community about the unique aspects of the School Authority and the educational results achieved by the school
- ii. Ensure that each school has a well-functioning School Council, and engage with School Council leaders to solicit input from parents
- iii. Maintain membership in The Alberta Association of Public Charter Schools
- iv. Maintain public transparency in regards to the School Authority's academic results and fiscal management
- v. Approve the School Handbook and any changes thereto as required

6. *Board / Superintendent Relations*

- i. Select the Superintendent and anyone who is expected to act in the place of the Superintendent for a period longer than one year (365 days) duration.
- ii. Provide the Superintendent with clear corporate direction.
- iii. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- iv. Respect the authority of the Superintendent to carry out executive action and exercise the delegated discretionary powers of the position.
- v. Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
- vi. Approve the Superintendent's contract and any amendments thereto.
- vii. Annually review compensation of the Superintendent.
- viii. Approve, by motion, the Superintendent's professional development.

7. *Policy*

- i. Develop and approve policies in a timely manner as required by provincial legislation or regulations, and as needed to ensure the effective implementation of the Charter.
- ii. Ensure Board policies are reviewed as needed and at a minimum, once every three years

8. *Board Development*

- i. Annually evaluate Board effectiveness in meeting its role and responsibilities.
- ii. Annually review membership and participation in provincial or other professional organizations.

9. *Public Policy Dialogue and Development*

- i. Identify issues for advocacy on an ongoing basis.
- ii. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- iii. Annually and/or as needed review and approve advocacy/influence plan. A vital component of this plan shall be advocacy for school choice/educational pluralism, and the classical liberal arts
- iv. Promote regular meetings with and maintain timely, frank and constructive communication with relevant education partners
- v. Regularly review events and strategic partnerships and make decisions on Board representation.

10. *Responsibilities Not Delegated*

- i. Approve borrowing for capital expenditures within provincial restrictions.
- ii. Review and approve staff compensation
- iii. Review all policies at least once every three years
- iv. Approve the Chief Superintendent's contract and any amendments thereto
- v. Name schools
- vi. Approve the expansion of the school authority to new/additional facilities and/or geographic regions
- vii. Make a recommendation to the Minister for dissolution of a School Council
- viii. Hear and adjudicate unresolved student or staff complaints and appeals on student matters

Adopted: November 21 2023

Legal References: Alberta Education Act Sections 33, 42, 51, 52 – 62, 64 – 72, 88 – 89, 138 – 143, 181 – 184, 187 – 191, 193 – 195, 215, 222; Charter Schools Exemption and Application Regulation, AR 76/2019; Charter Schools Regulation, AR 85/2019; Alberta Classical Academy Bylaws