Medicine Hat Public School Division
601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 200 – Board Governance

POLICY 200: ROLE OF THE BOARD OF TRUSTEES

BACKGROUND

As a corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support Medicine Hat Public School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation, regulations and orders, and the values of the electorate.

POLICY

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

The Board shall refrain from issuing statements or taking positions on political, social or ideological matters that are not relevant to the fulfillment of the Board's obligation under the Education Act.

GUIDELINES

Specific Areas of Responsibility:

1. Accountability for Student Learning and Wellness
   - 1.1. Provide overall direction for the Division by establishing vision, mission and values.
   - 1.2. Support the establishment of a safe and caring environment that fosters and maintains respectful and responsible behaviours.
   - 1.3. Annually approve the process and timelines for the refinement of the multi-year Education Plan.
   - 1.4. Identify Board priorities at the outset of the Education Plan engagement process.

1.5. Enable the infusion of cultural perspectives within student learning, as defined by each community.
1.6. Ensure that each student enrolled in a school operated by the Board is free to express any perspective or idea at school in a manner that complies with the code of conduct for students established by the Board and all applicable legislation.
1.7. Through Policy and Administrative Procedure(s), ensure that students refrain from engaging in any form of violence at school and during school-related activities.
1.8. Enable and support the development of pathways beyond the residential school legacy.
1.9. Enable processes to support quality teaching.
1.10. Ensure that employees of the Board are not required directly or indirectly to participate in an exercise, or to affirm, recite, or make a statement that is inconsistent with employees' conscientious, political, social, or ideological beliefs, unless that participation, affirmation, recitation, or making comprises part of
    1.10.1. a course or program of study, or religious instruction or exercises, prescribed or approved under the Act, or
    1.10.2. religious instruction, exercises or activities related to the management, administration or operation of the Board.
1.11. Provide for school and program reviews as necessary to monitor the achievement of outcomes.
1.12. Monitor and ensure the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
1.13. Annually approve the Education Plan and the Annual Education Results Report for submission to Alberta Education and for distribution to the public.
1.14. Explore the use of natural person powers to enhance opportunities for student learning.

2. Community Assurance
    2.1. Make informed decisions that consider community values and represent the interests of the entire Division.
    2.2. Engage the community in a dialogue about Division programs, needs and desires.
    2.3. Establish processes and provide opportunities for community engagement.
    2.4. Establish plans for collaborative work between the Division and First Nations.
    2.5. Establish a forum for student engagement.
    2.6. Report Division outcomes to the community at least annually.
    2.7. Meet twice yearly with the Council of School Councils or with all School Council Chairs.
    2.8. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
    2.9. Model a culture of respect and integrity.
    2.10. Maintain transparency in all fiduciary aspects.
    2.11. Develop culturally appropriate protocols to guide the Division.

3. Accountability to Provincial Government
   3.1. Act in accordance with all statutory requirements to implement provincial standards and policies, including adherence to Alberta Education and Childcare priorities in planning processes.
   3.2. Perform Board functions required by governing legislation, regulations and orders, and existing Board policy.
   3.3. Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.

4. Fiscal Accountability
   4.1. Within the context of results-based budgeting, approve budget assumptions/principles and establish priorities at the outset of the budget process.
   4.2. Approve the annual budget and allocation of resources to achieve desired results.
   4.3. Approve annual fees for instructional resources, transportation and tuition for non-resident students.
   4.4. Approve expense reimbursement rates.
   4.5. Approve substantive budget adjustments when necessary.
   4.6. Monitor the fiscal management of the Division through receipt of at minimum quarterly variance analyses and year-end projections.
   4.7. Receive the Audit Report and ensure the management letter recommendations are addressed.
   4.8. Approve annually the Three-Year Plan for submission to Alberta Education.
   4.9. Approve borrowing for capital expenditures within provincial restrictions.
   4.10. Set the parameters for negotiations after soliciting advice from the Superintendent and others.
   4.11. At its discretion, ratify Memoranda of Agreement with bargaining units.
   4.12. Approve annually signing authorities for the Division.
   4.13. Approve transfer of funds to/from reserves.
   4.14. Approve investment parameters in alignment with the Education Act Regulation.
   4.15. Ensure all programs are regularly reviewed to test the relevancy, effectiveness and efficiency of the programs against desired outcomes.

5. Board/Superintendent Relations
   5.1. Receive Ministerial approval in writing before entering into a contract of employment or renewing a contract of employment with a Superintendent.
   5.2. Provide for succession planning as required.
   5.3. Provide the Superintendent with clear corporate direction.

5.4. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
5.5. Respect the authority, by resolution, of the Superintendent to carry out executive action.
5.6. Support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
5.7. Demonstrate respect, integrity and support, which is then conveyed to the staff and the community.
5.8. Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal mechanism.
5.9. Annually review compensation of the Superintendent.

6. Board Development
   6.1. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
   6.2. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
7. Policy
   7.1. Identify how the Board is to function.
   7.2. Develop/revise policies using a generative engagement process.
   7.3. Monitor policy currency and relevancy.
8. Political Advocacy
   8.1. Act as an advocate for public education and the Division.
   8.2. Identify issues for advocacy on an ongoing basis.
   8.3. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
   8.4. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
   8.5. Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.
   8.6. Refrain from issuing statements or taking positions, including political, social or ideological positions, that are not relevant to the fulfillment by the Board of its obligations under the Act.

Selected Responsibilities

The Board shall:

1. Approve joint-use and planning agreements, as required.
2. Notify the Minister of any real property acquisition; apply to the Minister for authority to expropriate land if necessary.

3. Ensure services to, and titles or enforceable long-term interests in land, are in place prior to a school capital project construction.
4. 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.
5. Cooperate with the Minister when a written notice is received to transfer ownership of real property to the Crown.
6. Approve school attendance areas.
7. Approve the Division school-year calendar(s).
8. Provide for recognition of students, staff and community.
9. Make a recommendation to the Minister for dissolution of a School Council.
10. Encourage the formation of a Council of School Councils (COSC).

    1.1. If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils, the Board, the Superintendent and the community.

    1.2. Parents with concerns are encouraged to present their concerns directly to the teacher/principal. School personnel or individual student concerns are not to be discussed at COSC meetings.
11. Establish and implement methods that facilitate the meaningful involvement of parents in student learning and decisions respecting non-instructional school activities.
12. Approve locally developed courses.
13. Implement and continuously monitor the delivery of courses or programs of study prescribed, approved and authorized under the Education Act to ensure each student enrolled in a school operated by the Board receives high-quality and academically challenging instruction.
14. Ensure that courses or programs of study offered at a school operated by the Board are focused on academic rigour, intellectual integrity and essential knowledge.
15. Ensure that delivery of any education programming not prescribed, approved, or authorized under the Education Act is impartial, fair, neutral and free from personal bias.
16. Hear, in accordance with Policy 528: Discrimination, Harassment, Violence and Bullying; Policy 532: Healthy Interactions; and Policy 618: Appeals and Hearings Related to Student Matters, unresolved student or staff complaints of discrimination or harassment.
17. Approve all international field trips and all out-of-province field trips in excess of three (3) school days.
18. Ensure fairness and safety in its extra-curricular athletics programs.

REFERENCES

Policy 208 – Board Committees

Policy 218 – Superintendent of Schools – Roles and Responsibilities

Policy 218.1 Appendix: Superintendent Performance Assessment Guide

Education Act: Sections 16, 18, 18.01,33,51,52,53,53.1,54,58,60,67,139,143,187.2, 188,191,192,193,194,195,222, 223.1
Results-Based Budgeting Act
Fairness and Safety in Sport Act
Local Authorities Elections Act
Section 670.1,672,673 Municipal Government Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Fairness and Safety in Sport Regulation
Investment Regulation
Joint Use and Planning Agreements Regulation 110.2025
School Fees Regulation
Truth and Reconciliation Commission Calls To Action
Standards for the Selection, Availability and Access of School Literary Materials Ministerial Order 018/2026

Approved: January 20, 2004
Revised: September 22, 2026