

### ROLE OF THE CHARTER BOARD

The Board of Directors is responsible for the development of goals and policies to guide the provision of educational services to its students, in keeping with the requirements of government legislation, the values of the MECCS Charter and the interests of the parents.

#### General Areas of Responsibility

The Board is responsible to set priorities and policies to provide leadership and overall direction for MECCS.

The Board shall serve as an advocate of the charter schools and public education.

#### Specific Areas of Responsibility

1. Accountability to Provincial Government
  - 1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.
  - 1.2 Perform Board functions required by governing legislation and existing Board policy.
2. Accountability to Community
  - 2.1 Proactively identify student needs and develop mechanisms to address those needs.
  - 2.2 Make decisions that reflect values outlined in the Charter and represent the interests of parents.
  - 2.3 Establish processes and provide opportunities for focused community input.
  - 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. Combined Annual Education Results Report and Education Plan
  - 3.1 Provide overall direction for MECCS by establishing mission, vision, strategic priorities and key results.
  - 3.2 Annually approve planning process and timelines.
  - 3.3 Identify Board priorities at the outset of the annual planning process.
  - 3.4 Annually approve *Combined Annual Education Results Report and Education Plan* for submission to Alberta Education by due date.
  - 3.5 Monitor progress toward the achievement of student outcomes and other desired results.
  - 3.6 Approve *Combined Annual Education Results Report and Education Plan* for distribution to public.
4. Policy

## Policy 2

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- 4.1 Determine the goals and objectives MECCS wishes to pursue.
  - 4.2 Identify the manner in which the Board is to function.
  - 4.3 Monitor policy impact to determine if policy is producing the desired results.
  - 4.4 Solicit advice (from the Superintendent), then set the mandates for negotiations.
  - 4.5 Define responsibilities for the Superintendent.
5. Superintendent / Board Relations
    - 5.1 Select the Superintendent.
    - 5.2 Provide the Superintendent with clear corporate direction.
    - 5.3 Identify administrative authority, in writing, subject to provisions and restrictions in the School Act and the Charter School Regulations.
    - 5.4 Annually evaluate the Superintendent in regard to the Superintendent's job description and additional Board direction.
    - 5.5 Annually review compensation of Superintendent.
    - 5.6 Provide for Superintendent succession planning as required.
6. Political Advocacy
    - 6.1 Develop a yearly plan for advocacy including focus, key messages, relationships, and mechanisms.
7. Board Development
    - 7.1 Develop a yearly plan for Board/director development including increased knowledge of role, processes and issues to further the effective implementation of the Education Plan.
    - 7.2 Develop an annual work plan outlining its key activities along with appropriate timelines.
8. Fiscal Accountability
    - 8.1 Approve budget annually and ensure resources are allocated to achieve desired results.
    - 8.2 Receive Audit Report and ensure quality indicators are met.
    - 8.3 Monitor fiscal management of MECCS.
    - 8.4 Ratify Salary Agreement(s) with staff
    - 8.5 Approve the transfer of funds to capital reserves.
    - 8.6 Approve all contracts for goods and services with MECCS that exceed a value of \$10,000 unless such contracts follow explicitly from budget approval.

### Selected Responsibilities

The Board shall:

## Policy 2

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1. Acquire and dispose of land and buildings as permitted by the School Act and regulations.
2. Approve school-year calendar.
3. Establish entrance ages for student admission.
4. Provide for recognition of students, staff and community.
5. Hear appeals of the Superintendent's decision on harassment complaints.
6. Approve instructional materials fees.
7. Approve new leases; such leases to include any provisions for the placement or modification of facilities by outside agencies.
8. Approve the appointment of a secretary-treasurer.

Legal Reference: Section 56, 60, 61, 62, 63, **116**, 187, 188, School Act

Adopted: June 2011  
Reviewed: December 2014  
Amended:  
Due for Review: June 2019