



Date: March 20, 2024 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 225: Role of the Board](#)

Additional Reference: Policy 105: Vision, Mission and Values
Policy 240: Policy Development
Policy 700: Superintendent of Schools

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 300: School Based Decision-Making**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees rescind *Board Policy 300: School Based Decision-Making* as recommended at the March 20, 2024, Public Board meeting.

Background:

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and leadership to the Division.

Policies provide direction and signal the major intentions and priorities of the board of trustees. Directional policy is expressed in the board goals and strategic directions and is clearly aligned with government priorities. Directional policies signal long-term institutional commitments to student achievement and well-being, to values and to fairness.

The Education Act, Board Policy 105: Vision, Mission and Values, Board Policy 225: Role of the Board, Board Policy 240: Policy Development and Board Policy 700: Superintendent of Schools capture the governance role of the Board of Trustees for school based decision making.



Policy 300: School Based Decision Making was brought to the March 6, 2024, Committee of the Whole for review.

A new Administrative Procedure has been developed, *AP210: Role of School Administration*, to replace existing *AP210: School Based Decision Making* to ensure that Principals and Vice Principals have a clear procedure outlining their responsibilities.

Administration has reviewed and recommends rescinding *Board Policy 300: School Based Decision-Making*.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Policy 300: School Based Decision Making
2. Administrative Procedure 210: Role of School Administration
3. Administrative Procedure 210: School Based Decision Making

Policy 300 - Recommendation to Rescind

School Based Decision-Making

1.0 POLICY

Governance and oversight of schools within Sturgeon Public Schools is the responsibility of the Board of Trustees. **Captured in Board Policy 225: Role of the Board.**

The School Board, through policy, sets the vision, establishes the parameters for division operations and approves the budget. **Captured in Board Policies 105: Vision, Mission and Values, 240: Policy Development and 225: Role of the Board.**

Within this context, the Board of Trustees supports a centrally coordinated approach to school-based decision-making. **We want to move to empower Principals to make the best decisions for their schools as per the Education Act.**

Speaks to the role of governance and not the operations of a school directed by the principal.

Policy 225: The board shall:

- Review and approve the vision for the Division
- Annually review and approve ed goals
- Set governance standards

The Board believes that, at all times, school-based decision-making must focus on maintaining high standards for teaching and learning. **Captured in Board Policy 225: Role of the Board.**

Schools and all services are given full responsibility and accountability for results within the parameters and guidelines established by Board Policies, Admin Procedures, and division planning documents and, through the Superintendent, are held accountable for their results. The Board supports school councils, school-based staff, parents, students and/or community members participating in school-based decision-making. **Policies 225: Role of the Board and 700: Superintendent of Schools.**

References:

Administrative Procedures:

AP205 – Developing Administrative Procedures

AP210 – School Based Decision Making

History

2019 Apr 24 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

NEW AP 210- Role of School Administration

Purpose

As outlined in the Education Act (Section 197), the Principal is the instructional leader of the school and is responsible for the management of the school. The Principal is directly accountable to the Superintendent.

Procedure

With respect to the role of the School Principal:

1. The Principal shall, at all times, act in full accordance with the Education Act.
2. The Principal shall, at a minimum, demonstrate leadership in full alignment with the current provincial Leadership Quality Standard.
3. The Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.
4. The Principal shall provide opportunities for the staff and School Council to be meaningfully involved in school based decisions involving programs, budgets and procedures.
5. Subject to any applicable collective agreement and the Principal's contract of employment, the Principal shall carry out those duties that are assigned to the Principal by the Superintendent.

With respect to the role of the Vice Principal and notwithstanding those duties applicable to the Vice Principal in support of, or in absence of the Principal:

1. The Vice Principal is an educational leader in the school and shall be directly accountable to the Principal.
2. The Vice Principal shall, at a minimum, demonstrate leadership in alignment with any applicable requirements of the current Leadership Quality Standard.
3. The Vice Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.

With respect to the role of school administration (Principal and Vice Principal(s)):

1. School administration shall ensure that the standard of care is met with respect to order and discipline in the school and on the school grounds and during activities sponsored by the Division.
2. School administration shall promote cooperation between the school and the community that it serves.

3. School administration shall facilitate effective communication with school stakeholders.
4. School administration shall establish procedures and practices to meaningfully collaborate with other school administrators as full members of the Division's Leadership Team.

References

Education Act Sections 197, 199

Leadership Quality Standard

Collective Agreement

Policy 700- Superintendent of Schools

210: School Based Decision Making Replacing with 210 Role of School Administrators

Responsible Administrator: Superintendent

PURPOSE

Sturgeon Public Schools empowers its schools to make decisions and allocate resources in a collaborative manner to best support the educational needs of all students. Distributed decision making within the statutory requirements, Policies and resource allocation set by the Board of Trustees, places responsibility and accountability for results at each school/site level.

PROCEDURE

1. The school principal shall:

1.1 provide for effective school based management, including all aspects of instruction, student services and school operations in adherence to Board policy, the division's resource allocation, the Education Act and within the context of Alberta Education policy and regulations.

1.2 work constructively with staff, school councils, community and the Superintendent in the implementation of school based decisions, division policies and Administrative Procedures.

1.3 establish a consultative decision-making process within each school, that includes the School Council, school-based staff and other stakeholders as required, to provide input to:

1.3.1 the annual establishment of school goals through the development of school action plans;

1.3.2 the development and implementation of strategies to achieve school goals;

1.3.3 the implementation of evaluations to measure whether goals have been achieved; and

1.3.4 the completion of an annual results report.

1.4 ensure that goals, outcomes and strategies in each school are in harmony with the educational and fiscal goals, school operation expectations, and policy set by the Board of Trustees.

2. School based staff will:

2.1 advise and consult with the Principal on matters and issues related to the school; and

2.2 work constructively with the Principal in the implementation of school based decisions, division Policies and Administrative Procedures.

3. The role of the School Council is to:

3.1 advise and consult with the Principal on matters related to the school.

4. The Superintendent of Schools shall ensure that:

4.1 All centralized services provide support to the schools;

4.2 Administrative Procedures are reviewed regularly and in concert with policy review to ensure that they provide the context necessary to guide and direct school-based decision making as per division policy; and

4.3 Where appropriate, assistance is provided to support the sharing of services between schools.

References:

Board Policy: 300 School Based Decision Making

History

2020 Jan 29 Initial Approval