

Date: April 23, 2025 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Policy Committee
Shawna Warren, Superintendent

Subject: **Policy 215: Organization Chart**

Recommended Motion:

THAT the Board of Trustees rescind Policy 215: Organization Chart to align with the Board's governance responsibilities and principles of effective policy development.

Background:

The Board of Trustees is committed to maintaining a policy framework that is strategic, relevant and aligned with the Division's mission and legal obligations. Research demonstrates that student achievement and well-being are best supported when boards focus on governance policies that provide clear direction while delegating administrative matters to staff (Leithwood, 2013). Regular policy reviews are essential to ensure that policies remain relevant and effective. In line with this commitment, the Policy Committee has identified several policies for rescission, as they are either outdated, redundant or better addressed through administrative procedures.

Board Policy 225: Role of the Board establishes that the Board's core governance responsibilities include:

- Developing policies that guide the Division's mission, vision and improvement efforts.
- Ensuring that policies focus on accountability, equity and student success.
- Delegating operational details to the Superintendent and staff.

Furthermore, Section 33(1)(i) of the Education Act mandates that the Board has the responsibility to "ensure effective stewardship of the Board's resources". Streamlining policies by removing redundancies and transferring operational matters to administrative procedures supports this requirement.

Principles of Effective Policy Development:

As outlined in the Public School Boards' Association of Alberta (PSBAA) *Module 7: Exercising Authentic Governance*, strong school boards develop and maintain policies that:

- Focus on student achievement and well-being.
- Provide clear direction without micromanaging administrative functions.
- Ensure compliance with legislation and government requirements.
- Engage stakeholders through open and accountable policy development.
- Enable effective decision-making and risk management.

- Align with evidence-based practices and board goals.

Review and Recommendation:

Administration conducted a thorough review of the policies, referring to the G-Tech Model, and reviewing other School Boards that use the G-Tech Model. The Policy Committee reviewed the policies that were grouped into an Omnibus Motion at the February 24, 2025, Policy Committee meeting and referred them to the March 19, 2025, Public Board meeting, where the Omnibus Motion was defeated. The policies were reviewed again at the April 16, 2025, Policy Committee meeting and the Policy Committee recommended that Policy 215 be removed from the Omnibus Motion and brought forward as an independent motion. The Policy Committee recommends that the Board of Trustees rescind Board Policy 215: Organization Chart.

Board Policy 215: Organization Chart

Organizational structures are dynamic and best managed through an administrative procedure rather than a fixed policy. As outlined in the Public School Boards' Association of Alberta (PSBAA) Module 7: Exercising Authentic Governance, strong school boards develop and maintain policies that “provide clear direction without micromanaging administrative functions”.

Governance Implications:

- **Clarity in Roles and Responsibilities:**
 - The Board is responsible for setting **direction and priorities**, while the Superintendent oversees **operational implementation**.
- **Legal and Regulatory Compliance:**
 - These changes ensure alignment with the **Education Act**, which requires policies to focus on **board governance** rather than operational matters.
- **Efficiency and Accountability:**
 - **Reducing policy clutter** allows the Board to concentrate on **strategic priorities** that impact student success and system improvement.
 - The Education Act does not prescribe or require the establishment of an organizational chart as a governance responsibility for Boards of Trustees; operational structuring remains the responsibility of the Superintendent.
- **Transparency and Public Confidence:**
 - By focusing on **high-impact policies**, the Board ensures that its governance efforts remain **student-centered and publicly accountable**.

By rescinding this policy, the Board aims to streamline its policy framework, eliminate redundancies and enhance governance efficiency, thereby better serving the Division's stakeholders.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|--|
| COMPETENCY: | (3) Visionary Leadership |
| INDICATORS: | c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives; and
d. ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation and incorporates the school community's perspectives. |
| | |
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts. |
| | |
| COMPETENCY: | (7) Supporting Effective Governance |
| INDICATORS: | d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms; and
g. implementing board policies and supporting the regular review and evaluation of their impact. |

Governance Implications:[Education Act](#)

Board responsibilities

- 33(1) A board, as a partner in education, has the responsibility to
- (i) ensure effective stewardship of the board's resources,

[Board Procedures Regulation](#)



Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

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

Governance and Organization

- 26. Develop, approve and monitor the implementation of policies to guide the Division and the Board.
- 28. Monitor the development, revision and implementation of policy

Administration is prepared to respond to questions at the April 23, 2025, Public Board meeting.

Attachment(s):

1. Board Policy 215: Organization Chart

215: Organization Chart - To be rescinded and replaced with an AP.

1.0 POLICY

The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a wellordered administrative and management structure.

2.0 GUIDELINES

2.1 The Superintendent of Schools, as the Chief Executive and Educational Officer for the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.

2.2 The Board expects the Superintendent to keep the management structure current and able to respond to the changing needs of the school system.

2.3 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.

2.4 Additional staff positions may be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.

2.5 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.

[Download Organization Chart](#)

History

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended