



Becoming a Trustee: Your Role in Red Deer Public Schools

Leading with Integrity,
Serving with Dedication



Introduction

School board trustees are elected representatives who play an essential role in shaping the future of public education. In Alberta, locally elected public, Catholic, and francophone school board trustees provide critical governance and oversight for school boards, which are pivotal decision-making bodies guiding the educational experiences of thousands of students across the province. This guide highlights the key responsibilities of school board trustees and offers valuable insights into the path to becoming one.

Inside, you will find:

- A detailed overview of trustees' roles and responsibilities,
- Essential skills for success as a trustee,
- Key considerations for trustee candidates.

Whether you are a first-time candidate or seeking re-election, your participation in this democratic process underscores the importance of local governance and leadership in strengthening Alberta's education system. Together, we can build a brighter future for all members of our communities.





Overview



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About Red Deer Public Schools



History & Overview

History

- 1887: Education in Red Deer began with a one-room schoolhouse.
- 1891: The Red Deer School District was officially established.
- 1907-1994: The division expanded significantly, introducing multi-room schools, secondary education, and modernized facilities.
- 1994-Present: Renamed as Red Deer Public Schools, the division continues to evolve, focusing on inclusivity, innovation, and student success.

Current Statistics and Community Overview

- Schools: 28 total, including 13 elementary, 5 middle, 2 high schools, and 8 alternative programs.
- Students: 11,414 enrolled as of September 2024.
- Staff: 1,427 educators and support personnel.
- Community: Serves a diverse population, with 16% aged 15 and under.

Commitment to Excellence

Red Deer Public Schools is dedicated to providing high-quality education that prepares students for success in an ever-changing world. The division supports learners academically, socially, and emotionally, fostering critical skills for future success. Red Deer Public Schools prioritizes inclusivity, innovation, and collaboration, working with families and the broader community to ensure all students thrive.



Red Deer Public Schools Values

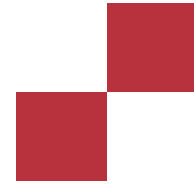
Red Deer Public Schools' core values guide our actions and decisions.

These values include:

- **Equity:** Ensuring fairness for all students through excellent instruction, student support, and barrier reduction.
- **Inclusion:** Celebrating diversity and maintaining open, accessible schools for every student.
- **Democracy:** Schools are community-owned, embodying civil democracy and fostering interdependent relationships for healthy communities. We practice democratic principles in actions and decision-making.
- **Local Autonomy:** Representing the local community's unique beliefs, values, and aspirations while balancing local interests with provincial government direction.
- **Integrity:** Modeling integrity, trust, and transparency in our actions.
- **Respect:** Demonstrating respect toward everyone.
- **Care:** Caring for the needs of others, especially the least advantaged.
- **Service:** Exhibiting a service-oriented attitude in interactions with others.
- **Collaboration:** Working together and with various partners to meet student needs.
- **Commitment to Improvement:** Continuously striving for improvement.

For detailed information on Red Deer Public Schools' Core Values, refer to [Board Policy 1](#).

Role of the Board: Summary



Core Responsibility

The Board, established by provincial legislation and the Education Act, provides leadership and direction to the Red Deer Public School Division, ensuring educational programs and services align with government legislation and community values. The Board is collectively responsible for governance, with all trustees bound by its decisions. Individual trustees hold no legal authority, as decision-making power rests solely with the board.

Specific Areas of Responsibility

1. Accountability for Student Learning:
 - Set the Division's vision, mission, and values.
 - Support a safe and welcoming learning environment.
 - Approve and refine the Three-Year Education Plan.
 - Monitor Division effectiveness and student outcomes.
 - Approve and report the Three-Year Education Plan/Annual Education Results Report.
2. Community Assurance:
 - Make decisions reflecting community values and interests.
 - Engage the community in dialogue about Division programs and needs.
 - Report outcomes to the community annually.
 - Maintain transparency and model respect and integrity.
3. Accountability to Provincial Government:
 - Implement provincial standards and policies.
 - Ensure education on First Nations, Métis, and Inuit perspectives and history.
4. Fiscal Accountability:
 - Approve budget assumptions, annual budget, and resource allocation.
 - Approve fees, expense rates, and substantive budget adjustments.
 - Monitor fiscal management through quarterly reports and year-end projections.
 - Approve the Three-Year Capital Plan and borrowing for capital expenditures.
 - Set negotiation parameters and ratify agreements with bargaining units.
 - Approve the Superintendent's contract and signing authorities.
 - Ensure program relevancy, effectiveness, and efficiency.
5. Board/Superintendent Relations:
 - Select and evaluate the Superintendent.
 - Provide clear corporate direction and respect the Superintendent's authority.
 - Annually review Superintendent compensation.
6. Board Development:
 - Develop governance excellence plans.
 - Evaluate Board effectiveness annually.
7. Policy:
 - Define Board functions and develop policies.
 - Monitor policy relevance and currency.
8. Political Advocacy:
 - Advocate for public education and the Division.
 - Develop and implement advocacy plans.
 - Maintain communication with local, provincial, and federal officials.



Role of the Board: Summary

Selected Responsibility

- Acquire/dispose of land and buildings.
- Approve significant purchases, school attendance areas, and school names.
- Approve the Division school-year calendar and locally developed courses.
- Hear unresolved complaints of discrimination or harassment.
- Approve international field trips, signing authorities, contracts, and trustee remuneration.
- Monitor fiscal management through quarterly reports and external audit reviews.

This summary encapsulates the Board's diverse responsibilities, emphasizing its leadership, accountability, fiscal management, and community engagement roles in ensuring high-quality education within the Division. For detailed information on the Role of the Board, refer to [Board Policy 2.](#)





Role of the Trustee: Summary

Core Responsibility

Trustees contribute to the Board's mandate to fulfill its core purpose in public education, taking an oath to work diligently and faithfully for the betterment of education. While the Board is collectively responsible for governance and decision-making power rests solely with it, trustees are bound by its decisions. However, trustees carry leadership and accountability roles, both to their constituents and the broader community. In this capacity, they serve as role models and set a positive example for others.

Board Structure:

- The Board acts as a corporation, and decisions made in properly constituted meetings are those of the corporation.
- Individual trustees may carry out duties on behalf of the Board if given authority by Board motion, but otherwise, they have no more authority than any other citizen.

Specific Areas of Responsibility

- Familiarity: Understand Division policies, procedures, meeting agendas, and reports.
- Fiduciary Responsibility: Act in the best interests of the Division, prioritizing its needs.
- Voting: Vote on every Board motion unless there is a conflict of interest.
- Support Majority Decisions: Support Board decisions as if the vote were unanimous.
- Engagement: Engage parents, students, and the community in educational matters.
- Advocacy: Bring forward and advocate for issues and concerns respectfully.
- Liaison: Serve as a liaison to assigned schools.
- Referral: Refer administrative matters to the Superintendent and other issues requiring a corporate decision to the Board.
- Complaints: Direct complaints or inquiries to appropriate personnel and inform the Superintendent. Complaints about the Superintendent are referred to the corporate Board and must be written and signed.

Participation

- Attend Board and committee meetings, contributing to decisions.
- Exercise delegated authority responsibly.
- Engage in development sessions for improved leadership and service.
- Share knowledge from development activities with fellow trustees.
- Foster a positive and respectful culture within the Board and Division.
- Attend School Council meetings, Division functions/events, and extracurricular activities when possible.
- Year in a Glance:
 - Monthly Board Meetings - January - June & September - December - full day
 - City Wide School Council Meeting - 4 to 5 per year - evenings
 - Public School Boards Association General Meetings - three days in May & October
 - Alberta School Board Association General Meetings - three days in May & November
 - School Holiday Concerts - up to 3 in December - evenings
 - School Open Houses - up to 3 in March & April - evenings
 - Edwin Parr Banquet - May - evening
 - Graduation Ceremonies - 4 in May and June - afternoon/evening
 - Zone 4 Alberta School Boards Association Meetings - one trustee - January - May & September - November - full-day
 - Public School Board Council - one trustee - three days in February, April, August & November

Adherence

- Follow the Trustee Code of Conduct.
- Report any violations of the Code of Conduct.

Indemnification

- The Board indemnifies trustees for liabilities incurred in the lawful performance of their duties, provided they act honestly and in good faith.
- Indemnification does not cover actions such as fraud, dishonesty, or misconduct, and trustees may be required to repay legal defence costs if found guilty.

Orientation

- An orientation program for new trustees ensures a smooth transition and effective trusteeship.
- The program includes information on the role of the trustee and Board, policies, procedures, initiatives, plans, and statutory requirements.
- Trustees are expected to attend all orientation sessions, with support provided for attending provincial association seminars.
- Incumbent trustees are encouraged to help new trustees become informed.

For detailed information on the Role of a Trustee, refer to [Board Policy 3](#).



Character Traits of a Successful Trustee



Successful trustees often demonstrate the following character traits:

1. **Commitment:** Dedication to the well-being and success of students and the community.
2. **Integrity:** Ethical behaviour, transparency, and accountability.
3. **Visionary Leadership:** Providing strategic direction and advocating for innovation and improvement.
4. **Effective Communication:** Active listening, clear communication, and fostering trust through dialogue.
5. **Collaboration:** Working with others to achieve common goals.
6. **Problem-Solving Skills:** Analyzing issues and implementing solutions for the benefit of students and the community.
7. **Adaptability:** Embracing change and new perspectives to address evolving challenges.
8. **Advocacy:** Passionately supporting public education and ensuring equitable opportunities for all students.
9. **Service:** Demonstrating servant leadership and ensuring all voices are heard and respected.

Skills of a Successful Trustee

To excel as a trustee, candidates should possess the following key skills:

- **Strategic Planning:** Contributing to the development and implementation of strategic plans that align with the division's goals and values.
- **Financial Acumen:** Understanding budgeting and financial management to ensure responsible resource stewardship.
- **Legislative Knowledge and Policy Development:** Familiarity with the Education Act, Local Authorities Election Act, and related policies, along with the ability to create policies that support student achievement and well-being.
- **Community Engagement:** Engaging with diverse stakeholders to understand their perspectives and advocate for their interests.
- **Leadership and Collaboration:** Inspiring stakeholders and working as part of a team to make decisions in the best interests of students.
- **Analytical Thinking:** Analyzing data to inform decision-making and evaluate policies.
- **Communication Skills:** Resolving conflicts diplomatically and engaging effectively with diverse audiences, including students, parents, and community members.
- **Willingness to Learn:** Leveraging technology and participating in ongoing professional development to stay current with educational advancements.



Red Deer Public Schools Trustee Nomination Requirements

In accordance with Section 9 of the Local Authorities Election Act, a person may be nominated as a candidate for trustee for Red Deer Public Schools if, on nomination day, the person:



01

Is eligible to vote in that election



02

Has been a resident of the local jurisdiction (Red Deer Public Schools) for the six consecutive months immediately preceding nomination day



03

On nomination day, is not employed by a school division, a charter school, or private school in Alberta, unless the person is on a leave of absence granted under Section 22 of the Local Authorities Election Act



04

Is not otherwise ineligible or disqualified

All candidates for trustee for Red Deer Public Schools must file a nomination paper with 5 signatures of eligible electors who reside within the city limits of Red Deer.

Nominations must be filed during the designated nomination period, which begins on January 1, 2025, and closes at 2:00 PM on Nomination Day, September 22, 2025.

Key Dates & Timeline

Nomination Period: October 31, 2024 - December 31, 2025

- **Campaign Period:** May 1 - October 19, 2025
- **Election Day:** October 20, 2025
- **Official Results Date:** October 24, 2025 at Noon
- **Term Start Date:** October 2025 - October 2029

Save the Dates:

- **RDPSD Information Night**
 - **RDPSD Trustee Orientation:** Wednesday, October 29 - Friday, October 31
 - **Alberta School Boards Association FGM:** Sunday, November 16 - 18, 2025 in Edmonton
 - **Public School Boards Association FGM:** Wednesday, November 18 - 21, 2025 in Edmonton
-

Key Issues & Priorities

01 Student Growth & Achievement

The ongoing progress of students' learning, relative to identified provincial learning outcomes that enable them to engage intellectually, grow continuously as learners, and demonstrate citizenship.

02 Teaching & Leading

Teachers and leaders apply appropriate knowledge and abilities to make decisions that demonstrate professional practice standards, which result in quality teaching, leading, and optimum learning for all students.

03 Learning Supports

Using resources to create optimal learning environments where diversity is embraced, a sense of belonging is emphasized and all students are welcomed, cared for, respected and safe.

04 Governance

Processes that determine strategic direction, establish policy and manage fiscal resources. transparency in budget management.

05 Local & Societal Context

Engagement practices that enable the education system to proactively respond to the learning needs and diverse circumstances of all students.



Trustee Compensation

Remuneration: Trustees receive an annual honorarium, per diem payments, and expense reimbursements.

- **Honorarium:**
 - Fixed monthly payments for general trustee duties.
 - Increased honoraria for Chair and Vice-Chair to reflect additional responsibilities.
 - 2023 Rates:
 - Chair: \$22,935 per annum
 - Vice-Chair: \$19,916 per annum
 - Trustee: \$18,080 per annum
 - Activities covered:
 - Regular Board meetings,
 - School Council meetings,
 - City-Wide School Council meetings,
 - Trustee liaison to high school graduations,
 - Board committee work (Foundation Board, Audit Committee, Advocacy Committee, SOGI Committee),
 - Social functions.
- **Per Diem:**
 - Additional compensation for work beyond regular duties.
 - 2023 Rate: \$105.55 for half day & \$205.10 for a full day
 - Applicable activities:
 - Provincial conferences, Board retreats, seminars, workshops, and professional development activities,
 - Government department meetings, special or extra Board business meetings
 - Meetings with other school boards, Members of Legislative Assembly, City Council, and Board-hosted functions,
 - Negotiations Committee meetings, Alberta School Boards Association (ASBA) and Public School Boards Association of Alberta (PSBAA) meetings, ASBA Zone 4 meetings, Public School Board Council (PSBC) meetings,
 - Discipline and grievance hearings, student placement appeal hearings,
 - Standing committee meetings (Administrative Staffing Committee, Teacher Employer Bargaining Association (TEBA) Representative),
 - Ad hoc committee meetings (approved by Board resolution),
 - Other meetings determined eligible by Board resolution.
- **Trustee Benefits:**
 - Trustees are eligible for the following benefits, with premiums fully paid by the school division:
 - Extended Health Care
 - Dental Care
 - Vision Care
 - Health Spending Account
 - Optional Group Life Insurance
 - Trustees ineligible for these benefits due to age restrictions will receive a cash allowance equal to the Board's cost of benefits.
- **Trustee Technology Remuneration:**
 - Trustees receive an allowance for hardware, software, and home office internet connectivity.

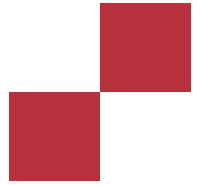
For detailed information on trustee remuneration, refer to [Board Policy 7](#).

Trustees can expect to commit an average of 20 hours per month, although this could be up to 45 hours per month with spring and fall general school board meetings. Historical, time, and travel expenses from Red Deer Public School Board Trustees are publicly disclosed and can be found on the [Red Deer Public Schools website](#).

Contact Information

For further information and assistance, please contact:

- Red Deer Public Schools Office: 4747 53 Street, Red Deer, Alberta, T4N 2E6
- Website: <http://www.rdpsd.ab.ca>
- Email: elections@rdpsd.ab.ca
- Phone: 403-343-1405



Conclusion

Thank you for considering running for trustee at Red Deer Public Schools. Your commitment to public education and willingness to serve can make a significant difference in the lives of students and the community.

Resources

Local Authorities Election Act

<https://open.alberta.ca/publications/l21>

The election law currently governs school board trustee elections in Alberta.

Education Act

<https://open.alberta.ca/publications/e00p3>

List eligibility requirements and trustee responsibilities, amongst other legal requirements for trustees and candidates.

The Government of Alberta

<https://www.alberta.ca/school-board-elections-guide#jumplinks-1>

The City of Red Deer

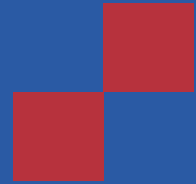
<https://www.reddeer.ca/city-government/elections/>
<https://elections.reddeer.ca/election-information/>

ASBA Resources

<https://www.asba.ab.ca>

Contact ASBA with any questions.





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Contact Us

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www.rdpd.ab.ca