

MEMBER ACTS/REGULATIONS/CODES

School Business Officials Skill Sets and Legislative Links

The ASBOA Definition of Practice outlines 7 main areas that a certified school business official should have a working knowledge of. Within each of these areas school business officials must have an awareness and understanding of the legislative requirements at the local, provincial and federal level.

The “Skill Sets” and “Skill Dimensions” listed for each of these 7 areas have been used as an outline for determining the base of legislation that could impact requirements in these areas. One additional area, “Student Issues” was added to the Skill Set list. While this list focuses on legislation that affects all school districts, you must also be aware of the impact of local bylaws, policies and agreements on local school boards.

Skill Set and Skill Dimension	Legislative Link	Other Related Resources (include Process Management Documents, etc.)
<p>1. Administration</p> <p>A. Organization and Administration</p> <p>B. Public Policy and Intergovernmental Relations</p> <p>C. Legal Issues</p> <p>D. Risk Management</p>	<p>Generally, the School Act and all accompanying Regulations:</p> <ul style="list-style-type: none"> • Alberta School Foundation Fund Regulation • Board of Reference Fees Regulation • Capital Borrowing Regulation • Certification of Teachers Regulation • Charter Schools Regulation • Closure of Schools Regulation • Disposition of Property Regulation • Early Childhood Services Regulation • Home Education Regulation • Practice Review of Teachers Regulation • Private Schools Regulation • School Board Investment Regulation • School Buildings and Tendering Regulation • School Councils Regulation • Separate School Regions Establishment and Provision of Services Order Regulation • Special School Tax Levy Plebiscite Regulation • Student Evaluation Regulation • Student Record Regulation • Student Transportation Regulation • Superintendent of Schools Regulation • Withdrawal of Ward Plebiscite Regulation <p>Local Authorities Elections Act</p> <p>Insurance Act</p> <p>Occupational Health & Safety Act</p> <p>Freedom of Information, Protection of Privacy Act</p> <p>Alberta School Board Association Act</p> <p>Personal Information Protection Act</p> <p>Copyright Act (federal)</p>	

Skill Set and Skill Dimension	Legislative Link	Other Related Resources (include Process Management Documents, etc.)
<p>2. Financial Resource Management</p> <p>A. Principles of School Finance</p> <p>B. Budgeting and Financial Planning</p> <p>C. Accounting, Auditing and Financial Reporting</p> <p>D. Cash Management Investments, and Debt Management</p> <p>E. Technology for School Finance Operations</p>	<p>School Act and Regulations</p> <ul style="list-style-type: none"> • Capital Borrowing Regulation • School Board Investment Regulation • Alberta School Foundation Fund Regulation <p>Trustee Act</p> <p>Charitable Fundraising Act</p> <p>Societies Act</p> <p>Gaming and Liquor Act</p>	<p>-PAR Manual (Program Accounting & Reporting Manual) Available from School Finance and Facilities, School Business Unit, Alberta Education (780) 427-2045 Library Catalogue: LB 2806 A4 P964</p> <p>-CICA Handbook (Cdn Institute of Chartered Accountants)</p> <p>-Trade Investment and Labour Mobility Agreement</p> <p>Agreement on Internal Trade</p>
<p>3. Human Resource Management</p> <p>A. Personnel and Benefits Administration</p> <p>B. Professional Development</p> <p>C. Labour Relations and Employment Agreements</p> <p>D. Human Relations</p>	<p>School Act and Regulations</p> <ul style="list-style-type: none"> • Superintendent of Schools Regulation • Certification of Teachers Regulation • Practice Review of Teachers Regulation • Board of Reference Fees Regulation <p>Employment Standards Code</p> <p>Labour Relations Code</p> <p>Occupational Health & Safety Act</p> <p>Human Rights, Citizenship and Multiculturalism Act</p> <p>Workers Compensation Act</p> <p>Teachers' Pension Plans Act</p> <p>Teaching Profession Act</p> <p>Public Sector Pension Plans Act</p> <p>Adult Interdependent Relationships Act</p> <p>Mental Health Act</p> <p>Human Rights, Citizenship and Multiculturalism Act</p> <p>Board of Reference Fees Regulation</p>	<p>Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta, Ministerial Order #016/97</p> <p>Local Collective Agreements</p>

	Local Authorities Pension Plan Regulation	
Skill Set and Skill Dimension	Legislative Link	Other Related Resources (include Process Management Documents, etc.)
4. Facility Management A. Planning and Construction B. Maintenance and Operations	School Act and Regulations <ul style="list-style-type: none"> • Capital Borrowing Regulation • School Buildings and Tendering Regulation • Disposition of Property Regulation • School Buildings and Tendering Regulation • Closure of Schools Regulation Municipal Government Act Occupational Health & Safety Act Safety Codes Act	Workplace Hazardous Materials Information System (WHMIS Information for Workers) TILMA Agreement on Internal Trade, chapter 5 Local Municipal Bylaws
5. Property Acquisition and Management A. Purchasing B. Supply and Fixed Asset Management C. Real Estate Management	School Act and Regulations <ul style="list-style-type: none"> • Capital Borrowing Regulation • Disposition of Property Regulation • School Buildings and Tendering Regulation • Closure of Schools Regulation Municipal Government Act Occupational Health & Safety Act	TILMA Workplace Hazardous Materials Information System (WHMIS Information for Workers)
6. Information Management A. Strategic Planning B. Instructional Support Program Evaluation C. Instructional Program Evaluation D. Communications E. Management Information Systems	School Act and Regulations <ul style="list-style-type: none"> • Student Record Regulation • Student Evaluation Regulation Freedom of Information, Protection of Privacy Act Personal Information Protection Act Copyright Act (federal)	

Skill Set and Skill Dimension	Legislative Link	Other Related Resources (include Process Management Documents, etc.)
7. Transportation A. Transportation	School Act <ul style="list-style-type: none"> • Student Transportation Regulation Occupational Health & Safety Act Traffic Safety Act and Regulations School Bus Operation Regulation Operator Licensing and Vehicle Control Regulation - 	Trade Investment and Labour Mobility Agreement Agreement on Internal Trade Agreement on Internal Trade, chapter 5
8. Student Issues	School Act and Regulations Child Youth and Family Enhancement Act Child and Family Services Authorities Act Child and Family Services Regulations Divorce Act (federal) Family and Community Support Services Act Family Law Act Youth Justice Act Youth Criminal Justice Act (federal)	