



# TRUSTEE HANDBOOK

2018 - 2019



**SD69 OUALICUM**

# INTRODUCTION

This Trustee Handbook has been generated to highlight and support the very important governance function of the Board. In addition to clearly defining the role of the Board, the role of the Superintendent and the delegation of authority from the Board to the Superintendent, it includes the following as policies:

- Foundational statements which provide guidance and direction;
- Directions for how the Board itself is to function and how individual trustees are to conduct themselves; how Board committees and representatives are to function;
- Non-delegable matters such as school closures and policy-making; and,
- Specific matters which the Board has chosen not to delegate to the Superintendent.

# ROLE OF THE BOARD

As the corporate body elected by the voters, the Board of Education is responsible for the development of goals and policies to guide the provision of educational services to students attending District schools and programs, in keeping with the requirements of government legislation and the values of the electorate.

## **SPECIFIC AREAS OF RESPONSIBILITY**

### **1. Accountability to Governments**

The Board shall:

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

### **2. Accountability to and Engagement of Community**

The Board shall:

- 2.1 Make decisions that address the needs and demands of the entire District.
- 2.2 Establish processes and provide opportunities for community input
- 2.3 Communicate the District Strategic Plan, and achievements of students and staff to the community, at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5 Provide for two-way communication between Board and stakeholder groups.
- 2.6 Meet regularly with municipal governments and other educational/public service or business governing authorities to achieve educational ends.
- 2.7 Model a culture consistent with District values.

### **3. Planning**

The Board shall:

- 3.1 Provide overall direction for the District by establishing a vision, values and strategic issues to be addressed.
- 3.2 Develop and approve the District's long term Strategic Plan.
- 3.3 Annually set District goals and key results, aligned with the District's Strategic Plan
- 3.4 Monitor progress toward the achievement of student outcomes and other desired results.
- 3.5 Annually evaluate the effectiveness of the District in achieving established goals and desired results.

### **4. Policy**

The Board shall:

- 4.1 Identify the purpose to be achieved and the criteria for a new policy.
- 4.2 Make the final decision as to the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change.
- 4.4 Determine policies which outline how the Board is to function.
- 4.5 Board Committee members monitor policy changes and seek input.
- 4.6 Delegate authority to the Superintendent and define commensurate responsibilities.

## **5. Board/Superintendent Relations**

The Board shall:

- 5.1 Select the Superintendent.
- 5.2 Provide the Superintendent with clear corporate direction.
- 5.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
- 5.4 Evaluate the Superintendent and review compensation in accordance with the Superintendent's contract.
- 5.5 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

## **6. Political Advocacy**

The Board shall:

- 6.1 Address external issues in a manner consistent with District values.
- 6.2 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public Sector Employees' Association (BCPSEA) issues.
- 6.3 Advance District positions and priorities through relevant provincial organizations and associations.

### **6.4 Educate and inform the public**

## **7. Board Development**

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness.
- 7.2 Annually develop a Board development plan aligned with District priorities.

## **8. Fiscal Accountability**

The Board shall:

- 8.1 Approve process and timelines for budget deliberations.
- 8.2 In collaboration with the Superintendent, identify assumptions and draft priorities for the creation of the annual budget.
- 8.3 Approve the annual budget which aligns with key goals and the Strategic Plan.
- 8.4 Annually approve the District's facilities planning document.
- 8.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 8.6 Review annually the audit report and management letter.
- 8.7 Provide direction regarding the mandate for local employee negotiations.
- 8.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of District land and buildings.
- 8.10 Approve tender selection for contracts over \$50,000 (fifty thousand dollars)
- 8.11 Approve construction projects in excess of \$500,000 (five hundred thousand dollars)

## **Selected Responsibilities**

1. Establish parameters for early retirement incentive plans.
2. Approve local school calendars, as requested in accordance with legislation.
3. Approve Board/Authority Authorized Courses
4. Hear appeals on the reconsideration of resource materials which are challenged.
5. Approve the naming of educational facilities and land.
6. Recognize students, staff and community members.
7. Approve school catchment areas.
8. Approve transportation service level changes.
9. Approve District partnerships.

*Legal Reference: Section 85, School Act*

# RELATIONSHIP BETWEEN BOARD AND SENIOR STAFF

The Board is supported in its governance work by its executive team, consisting of the Superintendent (CEO), Secretary Treasurer (COO) and Assistant Superintendent, as well as, at the request of the Board, other exempt staff including Directors, Managers and Executive Assistants. Trustees need to remember that no one trustee, not even the Chair, has the authority to direct the Superintendent or other staff. The Superintendent reports to the whole Board.

Under the *School Act*, both the Superintendent and Secretary Treasurer report to the Board, and either or both may be required to report to the Minister at the Minister's request. The Superintendent and Secretary Treasurer, along with other district management staff, are expected to follow directions mandated by the Board of Education as well as the Ministry of Education while ensuring that all staff in the District are respected and engaged within a positive organizational culture.

# **ROLE OF THE BOARD CHAIR**

1. The Board establishes policies for conducting its business. It elects a Chair to provide leadership in complying with these policies, or a reasonable interpretation of them. It is the responsibility of the entire Board to support the Chair in exercising these duties.
2. The Chair shall protect the integrity of the Board's process, represent the Board at outside events, and speak on behalf of the Board.
3. Ensure that meeting agendas and discussions are limited to those issues which are within the Board's jurisdiction.
4. Keeps deliberation timely, fair, orderly, thorough, efficient, and to the point.
5. Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Act as the chief spokesperson for the Board.
8. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
9. Public and In Camera Meetings will be conducted under Roberts Rules of Order.

## **BOARD CHAIR AND SUPERINTENDENT**

These two leaders will need to communicate frequently to discuss many matters including:

- Items to be placed on the Board agenda, the order or sequence of agenda items and what Board action is recommended for each item.
- What role the Superintendent (as well as the Secretary-Treasurer or other senior staff) will play at Board meetings and how union representatives outside consultants may participate in Board meetings.
- How to handle emergency situations that might arise.
- Dealings with the news media and the role of the Chair as spokesperson for the Board.

# ROLE OF THE SUPERINTENDENT

The Board recognizes the need for one person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the Board designates the Superintendent as Chief Executive Officer of the Board and the Chief Education Officer of the District and delegates to the Superintendent responsibility for overall administration of the District. The Superintendent makes reports which focus on governance implications and is accountable to the corporate Board for the conduct and operation of the District, for providing leadership in administration and instructional programs for students, and for ensuring compliance with legislative requirements. All Board authority delegated to the staff of the District is delegated through the Superintendent.

## **SPECIFIC AREAS OF RESPONSIBILITY**

### **1. Leadership and District Culture**

The Superintendent shall:

- 1.1 Provide leadership in all matters relating to education in the District.
- 1.2 Implement directions established by the Ministry and make the Board aware of pertinent legislative changes.
- 1.3 Establish a learning environment that supports the general well-being of students.
- 1.4 Implement the Strategic Plan and report annually on results achieved.
- 1.5 Identify future issues and challenges.

### **2. Policy and Governance**

The Superintendent shall:

- 2.1 Proactively facilitate planning, development, implementation and review of Board policies.
- 2.2 Inform the Board of any changes made to administrative procedures.
- 2.3 As appropriate, involve stakeholders in the development and review of administrative procedures.
- 2.4 Establish and maintain positive professional working relations with the Board.
- 2.5 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined by Board policy.
- 2.6 Keep the Board informed through appropriate monitoring reports which focus on governance implications of developments within the District.

### **3. Communications and Community Relations**

The Superintendent shall:

- 3.1 Take appropriate actions to ensure positive internal and external communications are developed and maintained and act as one of the Board's spokespersons as required on District matters in concert with the Chair.
- 3.2 Develop and maintain positive and effective relations with provincial and municipal government administrators.
- 3.3 Respond in an ethical and skilled way to electronic and print media.
- 3.4 Demonstrate consensus building, collaboration, transparency and conflict resolution.

#### **4. Organizational Management**

The Superintendent shall:

- 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
- 4.2 Report to the Minister with respect to matters identified in and required by the School Act.
- 4.3 Define processes for gathering, analyzing and using data for decision-making
- 4.4 Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenue and expenditures
- 4.5 Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 4.6 Ensure the facilities adequately accommodate District students.

#### **5. Curriculum Planning and Development**

The Superintendent shall:

- 5.1 Ensure that curriculum design, delivery and integration is in alignment with the BC Ministry of Education prescribed learning outcomes and the *BC Education Plan*.
- 5.2 Create and support a culture of excellence in curriculum development.

#### **6. Instructional Management and District Accountability**

The Superintendent shall:

- 6.1 Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, respect and acceptance.
- 6.2 Promote awareness of current research and best practices in support of curriculum and instruction.
- 6.3 Engage in professional development activities to ensure currency in educational practices.

#### **7. Human Resources Management**

The Superintendent shall:

- 7.1 Have overall authority and responsibility for all personnel-related matters, except development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- 7.2 Promote at all times a high standard of collaborative transparent professional leadership, effective human relationships, and a spirit of educational innovation and advancement throughout the District.
- 7.3 Monitor and improve the performance of all staff.

#### **8. Values and Ethics of Leadership**

The Superintendent shall:

- 8.1 Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.
- 8.2 Model appropriate value systems, ethics and moral leadership.
- 8.3 Coordinate social agencies and human services to help each student grow and develop as a caring, informed citizen.
- 8.4 Make provision for the safe, healthy and caring environment for students in schools and on District property and transportation.

# ROLE OF THE SECRETARY TREASURER

1. The Secretary Treasurer is the statutory corporate financial officer of the Board of Education, responsible to the Board and the Ministry of Education for financial statements, corporate records, minutes and procedural documents of the district.
2. The School Act requires the Secretary Treasurer to preside over the official records of the district, including Board minutes, all legal documentation and the budget. As such, the Secretary Treasurer can be requested to report directly to the Minister of Education.
3. The Secretary Treasurer is also the chief business official, and heads the district's business division, which is responsible for finance, facilities and support services.
4. The Secretary Treasurer attends all Board meetings and officially endorses all corporate minutes, documents and financial transactions.
5. The Secretary Treasurer reports to the Superintendent except on matters relating to the role as corporate financial officer. Regardless of the structure approved by the Board, clarity of role and responsibility is essential.
6. The Secretary Treasurer, Superintendent and Board work together closely to prepare agendas, schedule meetings and ensure that the Board and its administrative staff execute their responsibilities effectively. For this team process to work well, trustees must ensure that clear, open communication prevails, and that there is a cooperative working relationship.

# ROLE OF THE TRUSTEE

The Foundational Principles (SD69) and The *School Act* give no individual authority to trustees. As members of the corporate board, trustees are accountable to the public for the collective decisions of the Board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate board. A trustee acting individually has only the authority and status of any other citizen in the District.

## **Specific Responsibilities:**

1. Support the decision of the Board and monitor progress to ensure decisions are implemented.
2. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
3. Become familiar with, and adhere to, the Trustee Code of Ethics.
4. Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the Board.
5. Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate. Also refer to School District 69 Board Policy 6240: *Process for Resolution of Concerns*.
6. Act as a liaison to assigned schools according to purpose and parameters as outlined in Liaison Schools- Purpose and Parameters document.
7. Keep the Board and the Superintendent informed in a timely manner of matters coming to his/her attention that might affect the District.
8. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
9. Come prepared to Board meetings, participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.
10. If a personal disagreement arises between a member of the team and another member, a one to one meeting between the two should be arranged to deal with and resolve the disagreement.
11. If there is any doubt about contacting employees of the district, the Superintendent or the Secretary Treasurer should be contacted first.
12. Strive to develop a positive and respectful learning and working culture both within the Board and the District, based on collaboration and transparency.
13. Each member of the Board has the responsibility of being loyal to the District.

# TRUSTEE CODE OF ETHICS

It is vital that the Board of Education commits itself and its members to conduct which is appropriate and ethical. All personal interactions should be respectful and should acknowledge the worth of each person.

Trustees will endeavor to ensure that all schools in School District 69 (Qualicum) provide the best quality education possible for all of our students regardless of their ability, sex, creed, social standing or any disability conditions.

Trustees must devote time, thought and study to the duties and responsibilities of being a trustee so as to be able to render effective and competent decisions.

Trustees must come to meetings prepared.

Trustees must represent the best interests of the entire District. This representation must supersede any conflicting loyalty such as that to advocacy or interest groups, other Boards or staff, or as a user of the District's services.

Trustees must work together to communicate to the electorate the facts about our schools.

Trustees must recognize that an individual Trustee has no legal authority outside of the meetings of the Board, unless so designated and approved by the Board. Relationships with school staff, local citizens, and the media will be conducted based on this fact.

Trustees must practice discretion where confidential Board matters are concerned.

Trustees must respect the Chief Executive Officer's (Superintendent of Schools) responsibility for the day-to-day administration of the District.

Trustees must refer all complaints and criticisms to the Chief Executive Officer, who will inform the appropriate individual(s).

Trustees must not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Trustees will recognize that they do not direct staff.

Trustees should avail themselves of opportunities to increase their potential as board members through participation in professional development such as conferences, workshops and training made available through BCSTA and other local and provincial agencies.

The Board as a whole has to take responsibility to resolve potentially dysfunctional situations and strive to build dynamics that demonstrate:

- A commitment to collaborative decision-making
- A commitment to doing the homework and sharing responsibility
- A commitment to contributing to public meetings in a way that earns public confidence in the work of the Board
- A commitment to put the good of the school system before individual political agendas
- A commitment to focus at least as much on assessing the value of initiatives as in controlling costs
- A commitment to be open-minded to the views of fellow Board members

# LEGAL ISSUES FOR TRUSTEES

(from BCSTA Legal Counsel)

## Meetings and Confidentiality

1. What is a meeting and why does it matter?
2. Should we be discussing this in camera?
3. Open or closed: How do we decide?
4. What are my options if I think the public needs to know?
5. What might be consequences if I "leak" confidential information?

## Conflict of Interest

1. How do I recognize a conflict of interest
2. Scenario 1  
Budget: I have an immediate family member who is a Board employee, when will I have a conflict of interest in the budget?
3. Scenario 2  
Collective Bargaining: I am a union member but I do not work for the school district. Do I have a conflict of interest in provincial or local collective bargaining?
4. Trustee obligations: What do I have to do if I have a conflict?
5. Avoiding conflicts over conflicts. Who decides? What can the Board do?
6. What other (non-pecuniary) conflicts are there?

## Risk and Liability

1. What liability insurance or other protection do we have as trustees?
2. What if I am sued?
3. When am I not covered?

# A RELATIONSHIP CHECKLIST

- ✓ Do we have clarity about the roles and responsibilities of all parties?
- ✓ Are our policies up to date and included in orientation materials for new trustees?
- ✓ Are we getting complaints from members of various stakeholder groups, or are there any patterns in the complaints that we should be paying attention to (e.g. increasing in numbers, disproportionately relating to one issue or area, etc.)?
- ✓ How is our group process in the Board meeting? Is everyone being heard and have we done an annual self-assessment that includes a focus on group dynamics?
- ✓ Is conflict constructive and are dissenting voices heard with respect?

# DISTRICT SCHOOL CALENDAR 2018-19

Number of days in Session: 188

Number of days of Instruction: 179

Schools open Regular start time – schools dismiss three hours early Ballenas and Kwalikum Secondary – grade 8 students only	Tuesday, September 4
Ballenas and Kwalikum Secondary First day for grades 9-12 students	Wednesday, September 5
District Planning Day Non-instructional Day	Friday, September 28
Thanksgiving Day	Monday, October 8
Conferencing Adjustment- Non-instructional Day	Thursday, October 18
Provincial Professional Development Day Non-instructional Day	Friday, October 19
Professional Development Day Non-Instructional Day	Thursday, November 1
Curriculum Implementation Day Non-Instructional Day	Friday, November 2
Remembrance Day	Monday, November 12 (observed)
Winter Vacation Period	December 24, 2018 to January 4, 2019
Schools Reopen after Winter Vacation	Monday, January 7
BC Family Day	Monday, February 18
Professional Development Day Non-instructional Day	Tuesday, February 19
Spring Vacation Period	March 18 to March 29
Schools Reopen after Spring Vacation	Monday, April 1
Professional Development Day Non-instructional Day	Thursday, April 18
Good Friday	Friday April 19
Easter Monday	Monday, April 22
Conferencing Adjustment Day Non-instructional Day	Friday, May 17
Victoria Day	Monday, May 20
Final Day for Students Schools dismiss three hours early	Thursday, June 27
Administrative Day Non-instructional Day	Friday, June 28

# LIAISON SCHOOLS – Purpose and Parameters

The following rationale, purposes and parameters of trustees being the liaison between the Board and assigned schools is as follows:

1. To provide the Board with an opportunity to have a 'face' and a presence at each school:
  - To participate in school activities as requested or invited by the school
  - To see and hear from members of the school community as decisions by the Board are put into practice in the school community.
  
2. Trustees would like to make it clear that the role of Trustee Liaison is not intended to undermine or supersede the role of the principal, PAC Chair, or other staff. A Trustee Liaison does not interfere with:
  - The day to day operations of the school;
  - The defined process for resolution of parent or others' concerns as outlined in Policy 6240; or,
  - Other processes for discussing concerns by staff.
  
3. Attendance at school events by the Trustee Liaison would vary in detail from school to school, and this would be clearly defined through discussion with the school principal, and possibly other school groups, as is deemed appropriate by the principal.
  
4. Trustees will also be clear that as an individual Trustee, they have no authority. Issues or questions will be dealt with through usual processes, and can then be brought to the Board, if appropriate, for Board consideration. A decision by the Board would lead to direction to staff to develop a course of action.
  
5. In summary, the role of Trustee Liaison is intended to strengthen the bond and further communications between schools and the Board of School Trustees in a manner that demonstrates the work of Boards while clearly respecting the role and authority of school administrators and staff.

<b>TRUSTEE</b>	<b>LIAISON SCHOOLS 2018-19</b>
<b>Eve Flynn</b>	Nanoose Bay Elementary International Student Program
<b>Julie Austin</b>	Ballenas Secondary Errington Elementary School False Bay School
<b>Laura Godfrey</b>	CEAP Secondary and Elementary Kwalikum Secondary School Qualicum Beach Elementary
<b>Barry Kurland</b>	PASS/Woodwinds Bowser Elementary Springwood Elementary
<b>R. Elaine Young</b>	Arrowview Elementary Oceanside Elementary

## Board Committee and Representative Appointments

<b>External</b>	
BCSTA Provincial Council <i>Alternate</i>	Eve Flynn Julie Austin
BCPSEA Representative Council <i>Alternate</i>	Barry Kurland Laura Godfrey/Julie Austin
District 69 Recreation Commission (RDN) <i>Alternate</i>	Elaine Young Julie Austin
Oceanside Building Learning Together Coalition <i>Alternate</i>	Laura Godfrey Julie Austin
Tribune Bay Outdoor Education Centre Society <i>Alternate</i>	Julie Austin Laura Godfrey
<b>District Committees</b>	
Administration Budget Committee	All Trustees
Appeals	All Trustees
Audit Committee	All Trustees
BCPVPA (QDPVPA) Negotiations	<i>TBD as necessary</i>
Board Policy Committee	All Trustees
Capital Planning Committee	All Trustees
CUPE Grievances	All Trustees
CUPE Negotiations	<i>TBD as necessary</i>
Curriculum Implementation Advisory Committee <i>Alternate</i>	Julie Austin Elaine Young
District Health & Safety Committee	Eve Flynn
District Scholarship Committee	<i>TBD yearly</i>
Education Programs/Information Technology Services Budget	All Trustees
Enhancing Student Learning Plans	All Trustees
French Language Advisory Committee	Elaine Young
Indigenous Education Services <i>Alternate</i>	Laura Godfrey Elaine Young
Long Service/Retirement Committee	Elaine Young & Eve Flynn
MATA Grievances	Barry Kurland & Julie Austin
MATA Negotiations Committee/Mid Contract Modifications	<i>TBD as necessary</i>
Operations & Maintenance/Transportation Department Budget Committee	All Trustees
Policy Advisory Committee <i>(two trustee representatives – one trustee Chairs the meetings)</i>	Elaine Young & Laura Godfrey

# BOARD ANNUAL WORK PLAN

## August

- Yearly Election of Board Chair and Vice Chair after August Regular Board Meeting Appoint Trustee representatives to District and external committees

## September

- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Approve Audited Financial Statements (Regular) and receive Management Letter (In Camera) – for submission to Ministry of Education
- Request carry-forward of any surplus Aboriginal Education funds
- First Nations, Metis and Inuit Education Enhancement Agreement (update or new)

## October

- Approve 5-year capital plan for submission to Ministry of Education
- Approve School Codes of Conduct (due to Superintendent by October 15 for approval by Board at October Board Meeting)
- Approve District Enhancing Student Learning Plan
- Receive Superintendent Report on organization of classes (information only)
- Board Representative attends BCPSEA Symposium
- Board Representative attends BCSTA Provincial Council Meeting
- Complete Superintendent's Performance Management Review with Director of Human Resources

## November

- Board and Senior Staff Budget Retreat
- Receive Statement of Financial Information (SOFI) Report for submission to Ministry of Education
- Receive current year's budget status report (for information)
- Board Self Evaluation

## December

- Attend BCSTA Trustee Academy
- Distribute Christmas oranges to each site

## January

- Represent Board at BCPSEA AGM
- Circulation of Draft Budget Schedule to stakeholders/community
- Approve Amended Annual Budget Bylaw
- Receive current year's budget status report (for information)
- Submit Financial Disclosure Statements to Secretary Treasurer between January 1st and 15th

## February

- Receive Update of Superintendent Report on organization of Semester 2 classes (info only)
- Approve Amended Annual Budget Bylaw for current fiscal year
- Board representative attends BCSTA Provincial Council Meeting
- Host Budget information sessions – staff and public
- Provide direction through the Board's representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Attend District Budget Committee meetings
- Undertake Superintendent's Performance Management Review with Director of Human Resources
- Submit to Minister an estimate of number of students who may be enrolled in educational programs in the next school year.
- Recognize Long Service Employees

### **March**

- Receive preliminary budget revenue information for upcoming year's preliminary budget – Ministry of Education funding announcement
- Approve local school calendar (District, False Bay School, CEAP and PASS) prior to distribution to parents/guardians
- Current year budget status report
- Minister to prepare, approve and provide each board with estimate of the board's debt service expenses for next fiscal year.

### **April**

- Attend BCSTA AGM
- Attend Special Public Budget Meetings for review of draft preliminary budget
- Approve local school calendars (CEAP, PASS, False Bay School)
- Approve preliminary budget for upcoming fiscal year (by June 30<sup>th</sup>)
- Receive report from Superintendent on receipt of School Codes of Conduct

### **May**

- Approve terms of engagement and appoint/reappoint auditor for next fiscal year
- Receive current year's budget status report (for information)
- Receive Annual Facilities Grant Spending Plan
- Approve school fees for upcoming school year
- Continue Superintendent's Performance Management Review with Director of Human Resources

### **June**

- Recognize Long-Service/Retiring Employees
- Review and Approve Draft Trustee Meeting schedule for upcoming year for posting on the District website
- Approve Annual Five Year Capital Plan
- Review Enhancing Student Learning Plans at each School/Program site – approve at Regular Board Meeting
- Attend year-end celebrations/events/commencement

### **Ongoing**

- Board Policy Committee Meetings (fourth Friday of each month)
- Policy Advisory Committee Meetings (second Wednesday of each month)
- Trustee Informal (second Friday of each month)
- Attend school functions as invited
- Review District Strategic Plan
- Hear appeals as required
- Recognize school and community highlights
- Attend Board Liaison meetings as outlined on Board Meeting Schedule
- Attend Trustee development/orientation sessions
- Approval of Board Authority/Authorized Courses (BAAC)