



BOARD OF EDUCATION

SD NO. 40 (NEW WESTMINSTER)

Education Policy and Planning Committee

AGENDA

Chairperson: Trustee Mark Gifford

Tuesday, October 4, 2016, 7:30 p.m.

Location: School Board Office

Item	Action	Info	Presenter	Attachment
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The New Westminister School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. Approval of the Agenda	X		M. Gifford	
2. Presentations				
a) Community Schools		X	J. Grant	<i>ppt</i>
3. Reports from Senior Management				
a) Annual Board Work Plan	X		P. Duncan	<i>page 1</i>
4. General Announcements				
5. New Business				
6. Adjournment				



Supplement to: EDUCATION POLICY & PLANNING COMMITTEE

Date: September 29, 2016

Submitted by: Pat Duncan

Item: Requiring Action For Information X

SUBJECT: BOARD ANNUAL WORK PLAN

Background:

In preparation for the writing of the Board of Education's Annual Work Plan, please see the attached "Draft Board Annual Work Plan" as well as exemplar work plans from other Districts in BC and Alberta. The purpose of the draft plan, as well as the exemplars, is simply to give Trustees a starting point for discussion in the establishment of our own work plan.

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BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items

- Approve the audited financial statements for the prior year
- Appoint an auditor for the current year
- Approve Trustee school liaison assignments
- Approve Trustee appointments to committees and community liaison groups
- Approve Annual Board Work Plan
- Approve Annual Executive disclosure report
- *Approve Capital Plan Bylaw

Events

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October

Regular Board Meeting Agenda Items

- Review International Program Report
- Review Continuing Education Report
- Review Student Enrolment and Staffing Report
- Review/establish Strategic Direction

Events

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day

November

Regular Board Meeting Agenda Items

- Review Career Programs Report
- Review Community Schools Report
- Review Board Policy Handbook

Events

December

Regular Board Meeting Agenda Items

- Elect Board Chair/Vice-Chair.
- Review Statement of Financial Information (SOFI) Report

Events

- BCSTA Trustee Academy

January

Regular Board Meeting Agenda Items

- Review Student Learning/Achievement Reports
- Approve Budget Consultation and Development Process.
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events

- BCPSEA AGM
- BCSTA Provincial Council

February

Regular Board Meeting Agenda Items

- Approve amended Budget for Current Fiscal Year
- Review policy positions for submission to BCSTA Annual General Meeting
- Review recommended District calendar

Events

- BCSTA Provincial Council Meeting

March

Regular Board Meeting Agenda Items

- Approve District calendar
- Approve calendar for upcoming year's Board and committee meetings
- Review budget assumptions and consultation feedback

Events

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April

Regular Board Meeting Agenda Items

- Approve budget for upcoming fiscal year

Events

- Attend and participate in BCSTA AGM

May

Regular Board Meeting Agenda Items

- Complete CEO evaluation and Board evaluation
- Approve terms of engagement for auditor

Events

June

Regular Board Meeting Agenda Items

- Review Fiscal accountability report
- *Pass Annual Facilities Grant (AFG) Bylaw
- *Approve 5 year Capital Plan for submission to BC Ministry of Education

Events

- Host employee Retirement Dinner Long Service/Retirement Recognition Awards Ceremony

July/August

Regular Board Meeting Agenda Items

- Scheduled as needed

Ongoing

- Attend trustee development/orientation sessions
- Attend school functions (as invited)
- Hear appeals as needed
- Represent Board at BCSTA Metro Branch Meeting

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

Policy 2 Appendix

BOARD ANNUAL WORK PLAN

August/September

- Host Long Service/Retirement Recognition Awards Ceremony
- Review the audit report and management letter and CEO's internal report to ensure fiscal accountability quality indicators are met
- Approve the audited financial statements
- Approve trustee school liaison assignments
- Approve proposed Trustee calendar for partner meetings, Board meetings and related functions
- Make Trustee appointments to committees and community liaison groups
- Approve Annual Board Work Plan (including schedule of meetings)

October

- Approve Bill 33 Class Size Report on School Organizations
- Approve 5 year Capital Plan for submission to BC Ministry of Education
- Recognize World Teachers' Day
- Represent Board at BCPSEA Symposium
- Receive Community Learning and Summer Programs report
- Represent Board at BCSTA Provincial Council Meeting

November

- Receive report on District enrollment

December

- Elect Chair/Vice-Chair
- BCSTA Trustee Academy
- Approve Superintendent's Report On Student Achievement for submission to BC Ministry of Education

January

- Receive, review Fiscal monitoring report
- Circulation of Draft Plan Budget Process for input by stakeholders
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Represent Board at BCPSEA AGM

February

- Approve Final Budget for Current Fiscal Year
- Review Policy positions for submission to BCSTA convention
- BCSTA Provincial Council Meeting
- Provide direction through the Board's representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Approve of Board Authority Authorized Courses
- Review administrative budget assumptions for the upcoming year's budget

March

- Nominate candidates for Premier's Award of Excellence and BCSTA Innovation Award
- Receive, review Fiscal monitoring report
- Receive preliminary budget revenue information for the upcoming year's budget – Ministry of Education funding announcement

April

- Review preliminary draft budgets for the upcoming year
- Attend and participate in BCSTA AGM
- Receive, review Fiscal monitoring report
- Approve school fees

May

- Complete CEO evaluation and Board evaluation
- Receive, review Fiscal monitoring report
- Approve terms of engagement and appoint or reappoint auditor
- Approve budget for upcoming fiscal year
- Approve Local School Calendar

June

- Host employee Retirement Dinner
- Approve Board Development Plan
- Receive, review Fiscal monitoring report
- Approve District Literacy Plan for submission to the Ministry of Education
- Approve District Achievement Contract for submission to the Ministry of Education

Ongoing

- Attend trustee development/orientation sessions
- Attend school functions (as invited)
- Review the District Strategic Plan
- Hear appeals as needed
- Respond to media requests regarding governance matters in consultation with the CEO
- Ratify memoranda of agreement with bargaining units
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Recognize school and community highlights
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Metro Branch Meeting

Legal Reference: *Sections 77, 85 School Act*

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items

- Review the Audit Report and Management Letter
- Approve the Audited Financial Statements
- Receive the Annual Report of the Delta Business Company
- Receive Continuing Education and International Programs Reports
- Approve Board Annual Work Plan

Events

- New Administrators' Welcome

October

Regular Board Meeting Agenda Items

- Receive Student Enrolment and Staffing Report
- Approve Learning Improvement Fund Report

Events

- World Teachers' Day
- BCSTA Provincial Council Meeting
- BCPSEA Symposium

November

Regular Board Meeting Agenda Items

- Receive Literacy and Career Programs Reports

Events

- BCSSA Conference

December

Regular Board Meeting Agenda Items

- Elect Board Chair, Vice-Chair (Inaugural Meeting)
- Approve Superintendent's Report on Student Achievement
- Review committee/representative appointments

Events

- BCSTA Trustee Academy

January

Regular Board Meeting Agenda Items

- Circulate draft Budget development process to stakeholders
- Receive Student Leadership and "Kids To Work" Program Reports

Events

- BCSTA Provincial Council
- BCPSEA Annual General Meeting

February

Regular Board Meeting Agenda Items

- Approve Budget development process for upcoming year's Budget
- Approve amended Budget for current year
- Approve Annual Report on the Aboriginal Enhancement Agreement
- Review policy positions for submission to BCSTA Annual General Meeting

Events

- BCSTA Provincial Council Meeting

March

Regular Board Meeting Agenda Items

- Approve Auditor appointment
- Review Strategic Plan
- Receive Ministry of Education funding announcement
- Receive public input for upcoming year's Budget
- Receive DSASSI Program Report
- Nominate projects for Premier's Award of Excellence and BCSTA Innovation Award

Events

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April

Regular Board Meeting Agenda Items

- Approve Audit Plan
- Receive delegates re: Budget decisions
- Approve Budget for upcoming year
- Approve Capital Plan
- Approve Board Authorized Courses
- Receive Energy Ambassadors and Laptops For Learning Program Reports

Events

- District Science Fair
- BCSTA Annual General Meeting
- National Day of Mourning

May

Regular Board Meeting Agenda Items

- Approve local school calendars

Events

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June

Regular Board Meeting Agenda Items

- Approve District Literacy Plan
- Approve Achievement Contract
- Approve Crossing Guards
- Approve upcoming year's Board meeting schedule
- Complete CEO evaluation and Board self-evaluation
- Approve Board development plan

Events

- Long Service/Retirement Recognition Awards Ceremony
- Student Awards
- Valedictory and Awards Ceremonies
- Aboriginal Recognition Ceremonies

Ongoing

- Hear appeals, as needed
- Respond to media requests on governance matters
- Ratify Memoranda of Agreement with bargaining units
- Attend liaison school or PAC functions, upon request
- Approve disposition and acquisition of buildings and land
- Attend trustee development/orientation sessions
- Declare facilities surplus to school needs
- Attend internal/external committee meetings and report to the Board
- Meetings with elected officials

Policy 2 – Appendix A

Adopted: April 13, 2016

BOARD ANNUAL WORK PLAN**September****Regular Board Meeting Agenda Items**

- Review Board Annual Work Plan
- Nominate individuals/groups for ASBA and ACSTA awards as appropriate
- Annually approve the Board advocacy plan
- Annually approve the Board development plan
- Provide strategic direction for Parent and Trustee Forums
- Determine resolutions to be brought forward for ACSTA FGM
- Submit recommendations for ACSTA bylaw changes
- Review and respond to call for directives for action from ASBA Zone 5
- Summer School Fiscal and Student Achievement Review
- Summer School Student Enrolment Review

Events

- Welcome Back BBQ
- ASBA Zone 5 Meeting
- ACSTA and ASBA Board of Directors meetings
- School Council Chair Orientation

October**Regular Board Meeting Agenda Items**

- Receive as information New Modular Placements and Relocation
- Review September 30 Enrolment Report
- Review Staffing Report
- Accountability Report re Student Learning
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Student Learning Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)
- Receive and review ASBA and ACSTA Resolutions/Policies for Fall AGMs
- Upon the recommendation of the Audit Committee, review the appointment of auditor and approve the auditor's terms of engagement
- Approve annually signing authorities for the District (in an election year)
- Approve agenda for November Parent and Trustee Forum
- Submit as required any emergent policy position to ASBA for FGM.

- Review and take actions as required re: Quarterly financial variance Reports from audit committee

Events

- Trustee Orientation (election year)
- School Council Chair and Trustee General Meeting
- ASBA Zone 5 Meeting
- ASBA Board of Directors meetings
- Bishop's Dinner (Diocesan event)
- Special Meeting – Scheduled Board Governance

November

Regular Board Meeting Agenda Items

- Approve the Three Year Education Plan/Annual Education Results Report
- Approve Transfers from Reserves
- Approve Audited Financial Statements
- Approve Revised District Budget
- Review audit committee reports and consider recommendations from the audit committee re approval of the audited financial statements and any changes to the scope and cost of the audit, performance of the auditors, assessment of any financial QI's assessed by the auditor, the quarterly financial variance reports.
- Approved AERR for submission to Alberta Education.
- As appropriate, approve the Separate School Opting Out resolution
- Review and assess the success of the District in achieving the key results in the three year education plan
- At Organizational Meeting in **election years** select chair, vice chair, ACSTA Director and ASBA director and select members of the audit committee, and any ad hoc committees

Events

- Host Long-Service Recognition Event
- ASBA Zone 5 Meeting
- ACSTA Fall General Meeting
- ASBA Fall General Meeting
- ASBA Board of Directors meetings
- Fall Board/Executive Team Planning Session
- Faith Day
- Mayor's Food Drive
- November Parent & Trustee Forum
- FNMI Community Dinner

December

Regular Board Meeting Agenda Items

- Review and take actions as required re: Quarterly financial variance Reports from audit committee

- Accountability report re: Faith Leadership
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Faith Leadership Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)
- Approve three year education plan development process and timelines
- Establish and approve strategic priorities and key results early in the process;
- Acknowledge receipt for information purposes only the annual calendar for students and staff
- Approve agenda for Jan. Parent & Trustee Forum

Events

- Christmas activities
- CALSEP Luncheon
- ASBA Board of Directors meetings

January

Regular Board Meeting Agenda Items

- Approve Budget process and timelines document
- Personnel Management accountability report,
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Personnel Management Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)
- Review and approve investment plan to ensure investments continue to be appropriate to the circumstances of the Board.
- Respond to call for proposed ASBA bylaw amendments for Spring General Meeting
- Review Class Size Report
- Review annual Faith Day report

Events

- ASBA New Trustee Orientation (following election)
- ASBA Zone 5 Meeting
- ASBA Board of Directors meetings
- Jan. Parent & Trustee Forum

February

Regular Board Meeting Agenda Items

- Approve Budget Assumptions and Board Budget Priorities
- Approve attendance and bursary for School Council attendance at ASCA Conference
- Approve investment parameters

(13)

- Accountability report re Student Welfare
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Student Welfare Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)
- Approve agenda for March Parent & Trustee Forum

Events

- ASBA Zone 5 Meeting
- ACSTA and ASBA Board of Directors meetings
- Special Meeting - Board Strategic Planning

March

Regular Board Meeting Agenda Items

- Determine ASBA Edwin Parr Nomination (end of March)
- Approve annually the Three-Year Capital Plan for submission to Alberta Education.
- Accountability report re: Personnel Management (in private)
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Personnel Management Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)
- Review and take actions as required re: Quarterly financial variance Reports from audit committee

Events

- ASBA Zone 5 Meeting
- ASBA Board of Directors meetings
- March Parent & Trustee Forum
- Host District Celebration (Staff and Student Recognition)
- Special Meeting – Scheduled Board Governance

April

Regular Board Meeting Agenda Items

- Review Budget Assumptions and Preliminary Budget and make adjustments if required
- Review draft budget and provide redirection if required
- Review ASBA and ACSTA Bylaws and Resolutions for Spring AGM
- Review and provide feedback re draft Three Year Education plan
- Annually review confidential report of salary and wage increases for exempt staff

Events

- ASBA Zone 5 Meeting

- FNMI Community Dinner

May

Regular Board Meeting Agenda Items

- Approve Budget
- Approve Capital Plan
- Approve transfer of funds to/from reserves
- Approve Operational Budget for submission to Alberta Education
- Approve Three Year Education plan
- Review presentation from Student Advisory Council (SAC)
- Accountability report re: Communications and Community Relations
- Motion as to whether or to what extent evidence in the Accountability Report meets the identified Quality Indicators). (Proposed motion: That based on the evidence provided in the Communications and Community Relations Accountability Report, the Board determines that the following Quality Indicators have been met relative to the current evaluation period.)

Events

- ASBA Zone 5 Meeting
- ACSTA and ASBA Board of Directors meetings
- Special Meeting – Scheduled Board Governance
- Attend Arbour Day Celebrations

June

Regular Board Meeting Agenda Items

- Nominate for ASBA and ACSTA Awards as appropriate
- Review and Revise if necessary the Board Annual Work Plan
- Review and take actions as required re: Quarterly financial variance Reports from audit committee
- Select the facilitator and set the time for the CEO and Board Evaluation for the next year
- Approve the CEO evaluation as an accurate assessment of the Chief Superintendent's Performance during the evaluation period
- Approve the Board Positive Path Forward document developed during the Facilitated Board Self Evaluation workshop.
- Select the facilitator and set time for twice yearly facilitated corporate feedback to the chair, vice chair, ASTA and ASBA and St Mary's representatives. One of these shall be integrated into the Annual Facilitated Board Self Evaluation
- At Organizational Meeting **in non election years** select chair, vice chair, ACSTA Director and ASBA director and select members of the audit committee, and any ad hoc committees
- At Organizational Meeting approve schedule of meetings
- Approve annually signing authorities for the District (in non-election year)

- Review and determine Chief Superintendent compensation and contract extensions
- Annually review and edit as required the annual board work plan to ensure Board work is included on Board agendas.
- Review Board Chair's report

Events

- Host Farewell Banquet
- ASBA Zone 5 Meeting
- ASBA Spring General Meeting
- ASBA Board of Directors meetings
- CEO and Board Evaluation workshop

August

Regular Board Meeting Agenda Items (if scheduled)

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Events

- ASBA Directors Meeting
- District Opening Mass

Selected

- Attend School Celebrations, upon request
- Attend School Councils, upon request
- Meetings with Municipal, Provincial and Federal officials and community partners
- Meetings with Bishop / Diocesan representatives
- Approve borrowing for capital expenditures within provincial restrictions.
- Approve the parameters for negotiations after soliciting advice from the Chief Superintendent
- Ratify Memoranda of Agreement with bargaining units.
- Approve the Superintendent's contract and any amendments thereto
- Consider recommendations from the communications committee task force as required
- Review Board compensation and expenses
- Schedule appropriate board actions so that all policies are reviewed at least once per term.
- Meetings with MLA's
- Meetings with other boards
- Meetings with ACSTA Executive

Legal Reference: Section 45, 56, 60, 61, 62, 63, 78, 147 School Act
 Section 16 Government Accountability Act
 Local Authorities Election Act

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Review School Improvement Plans Accountability Results Report
- Maintenance Accountability Report
- Approve meeting date for Audit Committee

Events

- Board Retreat
- Teachers Convention

Budget Considerations

- Budget Work Plan, August 31 – (Estimate) Ministry approves Budget

September

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award For Innovation
- Quarterly Financial Accountability Report
- Review School Review Criteria
- Approve Board priorities
- MLA Forum Planning
- Approve Board Revisions to Annual Work Plan
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Review Strategic Plan and Draft Annual Report and provide direction, if any
- Conduct and approve Director annual evaluation
- Participate in a facilitated Board self-evaluation and approve a positive path forward

Events/Action

- Host New Employees Welcoming Event
- Public Boards Section Executive Meeting

Budget Considerations

- Budget Work Plan: Board reviews current year priorities and plans priorities for next year

October

Regular Board Meeting Agenda Items

- Approve plans for Organizational Meeting
- Approve School Review plan
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Conventioné
- Review Transportation Accountability Report
- Approve Annual Report for submission to Ministry of Education.
- Approve transfer of funds to reserves

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council

November

Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, dates of regular Board meetings for the year, set per diems and trustee honorariums and expenses
- Appoint Voting Delegates and allocate votes for the SSBA Convention
- Review Human Resources Accountability Report
- Review Core Indicators Report including Student Learning Accountability report
- Approve annually the 5 year rolling Capital Plan.
- Approve draft Agenda for Annual Meeting of Electors
- Authorize borrowing resolution
- Approve Audited Financial Statements

Events/Action

- SSBA Fall General Assembly

- Public Boards Section General Meeting

December

Regular Board Meeting Agenda Items

- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Quarterly Financial Accountability Report
- Approve date for Annual Meeting of Electors
- Review Legal Update of any outstanding cases

Events/Action

- Meeting with MLAs
- Host staff Board Christmas social

January

Regular Board Meeting Agenda Items

- Review initial projected enrollment for next year
- Approval of budget assumptions
- Review Progress, Board Advocacy Plan, and Board Development Plan
- Consider motion to consider school closure or grade reduction

Events/Action

Budget Considerations

- Review Budget Work Plan including dates

February

Regular Board Meeting Agenda Items

- Acknowledge receipt of Minutes of Annual Meeting of Electors
- Review draft school year calendar (2 years)
- Review draft budget and give direction, if any

Events/Action

- SSBA Members' Council
- Public Boards Section Executive Meeting
- Host Annual Meeting of Electors

Budget Considerations

- Budget Work Plan
 - February 15 – Initial school staffing circulated to schools
 - February 15 – Priorities Communicated to the Community
 - February 15 – Priorities Communicated to system

March**Regular Board Meeting Agenda Items**

- Approve school year calendar
- Quarterly Financial Accountability Report
- Approving the operating budget for submission to the Ministry of Education

Events/Action

- Rural Congress

Budget Considerations**April****Regular Board Meeting Agenda Items**

- Approve school closures

Events/Action

- SSBA Spring General Meeting
- Public Boards Section Executive Meeting

Budget Considerations**May****Regular Board Meeting Agenda Items**

- Hiring update

Events/Action

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Budget Considerations

June

Regular Board Meeting Agenda Items

- Fiscal Accountability Report
- Review of Board Policies

Events/Action

- Public Boards Section General Meeting
- Attend achievement nights and graduation ceremonies to present awards as determined
- Determine the common extra-curricular transportation rate to be charged throughout the Division to facilitate equitable access to extra-curricular opportunities for all schools.

Budget Considerations

Ongoing

- Consider new developments and directions from Ministry of Education
- Attend meetings as determined by the Board
- Engage in individual trustee development approved by the Board
- Engage in celebration/recognition of students, staff and community
- Attend School Community Council meetings as scheduled and upon invitation
- Attend Standing Committee meetings as assigned
- Approve Asset Planner 3-5 Year plan for the Ministry of Education
- Receive Union Negotiations Update provide terms of reference and approve memoranda of agreements as required

Reference: Sections 61, 63, 85, 87, 277, 278, 279, 280, 281, 282, 283, 285, 286, 288, 289, 292
Education Act

(21)

Policy 3

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Government Election Act.

The role of the trustee is to contribute to the Board as it carries out its role in order to achieve its mission, vision, values and goals. The Board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans. The Board believes an orientation program is necessary for effective trusteeship.

1. The Division will offer an orientation program for all newly elected trustees that provides information on:
 - 1.1 Role of the trustee, the Board and the Director;
 - 1.2 Delegation of authority to the Director and related accountability mechanisms including CEO evaluation process criteria and timelines;
 - 1.3 Organizational structures and procedures of the Division, and governance tools used by the Board;
 - 1.4 The Board Policy Handbook, agendas and minutes;
 - 1.5 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.6 Division programs and services;
 - 1.7 Board's function as an appeal body; and
 - 1.8 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. New trustees are required to attend the orientation session(s).
3. The Division will provide financial support for trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.

POLICY 2 APPENDIX A - BOARD ANNUAL WORK PLAN

WHEN	WHAT
SEPTEMBER	<ul style="list-style-type: none"> ▪ Accountability Report: <ul style="list-style-type: none"> ○ Financial Report ▪ ASBA Award Nominations: Friends of Education, Honorary Life Member, Long Service, Public Engagement, Premier's Award, Zone Appreciation Award, Public Engagement Award
OCTOBER	<ul style="list-style-type: none"> ▪ Organizational Meeting – Special Board Meeting ▪ Recognize 100% Diploma Exam Recipients (from June) ▪ Long Service/Retirement Recognition ▪ Modular Submissions ▪ Accountability Reports: <ul style="list-style-type: none"> ○ Achievement Results & Trends (PAT, Diploma, RVS Survey Results)
NOVEMBER	<ul style="list-style-type: none"> ▪ ASBA Fall Annual General Meeting ▪ Accountability Report: <ul style="list-style-type: none"> ○ Human Resources Report ○ Suspension/Expulsion Report ▪ Joint Board/School Council Meeting
DECEMBER	<ul style="list-style-type: none"> ▪ Accountability Reports: <ul style="list-style-type: none"> ○ Audited Financial Statement ○ AERR ▪ Board Budget Priorities ▪ Revised Budget Summary to the Ministry
JANUARY	<ul style="list-style-type: none"> ▪ CEO Annual Evaluation and Board Self Evaluation ▪ Accountability Reports: <ul style="list-style-type: none"> ○ Education Plan Implementation Status ○ Financial Report
FEBRUARY	<ul style="list-style-type: none"> ▪ Approval of School Year Calendar
MARCH	<ul style="list-style-type: none"> ▪ Accountability Reports: <ul style="list-style-type: none"> ○ Suspension/Expulsion Report ○ Human Resources Report ▪ Approve Instructional Materials & Transportation Fees ▪ Submit Edwin Parr Teacher Award Nomination

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POLICY 2 ROLE OF THE BOARD

Approved: 2016 01 21
Amended: 20xx xx xx
Reviewed: 2016 01 21

WHEN	WHAT
	<ul style="list-style-type: none"> ▪ Submit any Proposed Bylaw Amendments to ASBA ▪ Recognize 100% Diploma Exam Recipients from January
APRIL	<ul style="list-style-type: none"> ▪ Three Year Capital Plan/Ten Year Facility Plan
	<ul style="list-style-type: none"> ▪ Joint Board/School Council Meeting ▪ Review of Draft Education Plan ▪ IMR Budget Approval ▪ Accountability Report: <ul style="list-style-type: none"> ○ Financial Report
MAY	<ul style="list-style-type: none"> ▪ Annual Approval of Education Plan ▪ Approval of Budget ▪ Zones may submit a maximum of three Policy and Directives for Action Issues to ASBA for consideration for the FGM ▪ Boards to submit Emergent Policies and Directives for Action to ASBA for the SGM
JUNE	<ul style="list-style-type: none"> ▪ ASBA Spring General Meeting ▪ Accountability Reports: <ul style="list-style-type: none"> ○ Suspension/Expulsion Report ○ Human Resources Report
ONGOING	<ul style="list-style-type: none"> ▪ Exemplary Practices in Instruction and Student Showcase ▪ Advocacy Update ▪ Hearings and Appeals as needed ▪ Individual MLA meetings as determined ▪ Advocacy meetings with MLAs, Mayors, Town Officials as determined ▪ Community Consultations as needed ▪ Board Professional Development/Board Strategic Planning ▪ Locally Developed Course Approval

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