BOARD OF EDUCATION

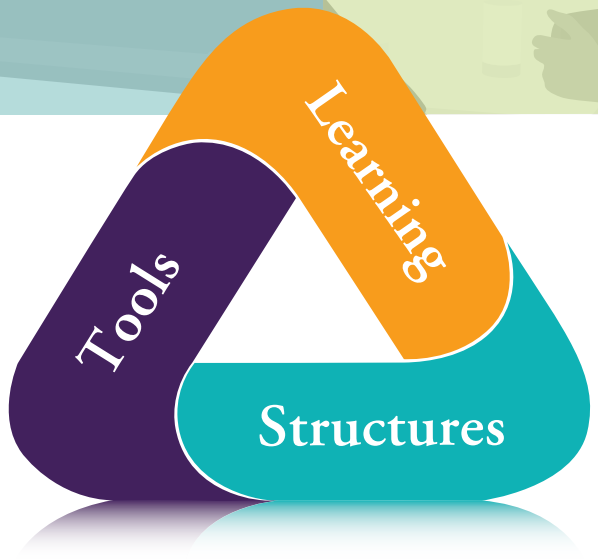
DRAFT

2019 / 2020

Governance Framework and Annual Work Plan

Surrey Schools
LEADERSHIP IN LEARNING




Learning
Tools
Structures

The Importance of a Governance Framework

Effective Boards of Education have a governance structure that is designed to result in strong decisions that flow from a strategic direction supported by quality information and public transparency. This clear governance framework, based in research*, has been used to establish the Board's annual work plan and is designed to demonstrate to the public how the work of the Board supports these principles.

In a broad sense, the Board of Education, working hand in hand with the superintendent and district senior staff, accomplish their work in the following ways:

- **Setting the strategic direction in the context of the district and province;**
- **Monitoring the performance of the system and adjust plans as necessary;**
- **Attending to both internal and external compliance and accountability;**
- **Engaging effectively with stakeholders and the public and operate on a basis of transparency; and**
- **Advocating for public education locally and provincially.**

In our annual work plan, the activities of the Board, both annual and emergent, are identified for the coming year as a way to communicate the work of the Board and as a way to operate on the basis of transparency.

In each month, the work of the Board is aligned to the governance framework above. While many issues overlap, the broad categories operate as an efficient and effective organizer for the work of the Board.

*Based on Australian National Audit Office: Public Sector Governance (2003)

Board's Vision and Goals

Annually, the Board refines and establishes its goals. These goals support the overall district vision of Learning by Design which states that:

"We prepare our learners to think creatively and critically, communicate skillfully and demonstrate care for self and others."

We realize this vision through:

- *Supporting the design of engaging learning environments for all students.*
- *Operational efficiencies that prioritize resources to directly support learning.*
- *Relationships with community partners to broaden opportunities for students.*
- *Advocacy for necessary facilities and resources.*
- *Supporting schools and workplaces that are safe and caring for all.*

From Governance and Goals to a Strategic Annual Work Plan

As part of effective governance, each year our Board of Education identifies a strategic working plan for the year ahead. This work plan is tailored to the specific events and issues that are on the Board's horizon in the coming school year while attending to the ongoing governance and compliance issues that are annual in nature.

Our district vision is realized by a focus on priority practices. These practices guide our support of schools and our pursuit of engaging learning environments.

Our priority practices guide our vision for learning. They are:

- *Curriculum Design*
- *Quality Assessment*
- *Instructional Strategies*
- *Social and Emotional Learning*

Annual Work Plan

The annual work plan is broken into the categories of governance as indicated above in the framework. In addition to the framework, and the annual work plan, each month the Board engages in in-service and professional development activities to both inform the Board in a deeper way about the monthly governance work, but also as a way to answer detailed operational questions that support individual trustees as they work to continually support quality public education.

These monthly in-service opportunities are an important supporting structure for the Board's work. These sessions help deepen the Board's understanding of operational issues while allowing staff to address any questions or issues that the Board may have in the many areas that make up Surrey's educational and business operations. In each month of the year, there is generally a theme for the work and the in-service opportunities are intended to align with those themes.



Below is a guide to interpret the Governance Framework

BOARD'S GOVERNANCE ACTIVITIES

- **Strategic direction and context**
- **System planning and performance monitoring**
- **External compliance and accountability**
- **Engagement with stakeholders and public recognition events**
- **Advocacy for public education and provincial liaison**

These sections of the annual work plan, aligned with strong governance themes, will be populated with the monthly and ongoing activities of board governance.

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

The ongoing work of the Board is supported by targeted regular in-service and professional development. These activities are listed in this section of the annual work plan and are intended to support the governance activities in that current month.

It is important to note that at each monthly public board meeting, trustees report out on a range of activities including the numerous public committees and events in addition to updates on budget and capital. This framework does not reference those routine communications as part of the regular board meetings. Most specific are the **"Progress Report on Active Capital Projects"** and the **"Board Report"** which are highlighted every month.

SEPTEMBER

SCHOOLS OPEN SEPT. 3

NON-INSTRUCTIONAL DAY SEPT. 30

Theme: Enrollment and Setting the Stage

September is a month where we welcome 75,000 students to our schools. It is a month to count our students and to place them in classes to set the stage for the coming year. It is also a time for the Board to make its annual submission to the Select Standing Committee on Finance as a means to advocate for provinicial funding.

Strategic Direction and Context

- Receive superintendent's report on organizational structure
- Receive annual work plan and identify high priority items for coming year
- Receive report on BCSSA/Ministry of Education annual academy
- Invitations for presentations to highlight work of schools and district

System Planning and Performance Monitoring

- Receive preliminary enrollment and analysis projections vs. actual
- Review annual school planning calendar including schedule of Board meeting dates
- Receive report on summer facilities work
- Board annual capital tour including implications of capital constraints

External Compliance and Accountability

- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Review the auditor's report and management letter
- Approve the Audited Financial Statements for the previous school year for September 30 submission

Engagement with Stakeholders and Public Recognition Events

- Welcome letter to employees, parents and community
- Recognize Orange Shirt Day – Aboriginal recognition

Advocacy for Public Education and Provincial Liaison

- Send invitation to Minister of Education to meet on Surrey's capital and other priorities
- Extend invitation to City of Surrey and City of White Rock for liaison meetings

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Capital planning and the annual capital cycle
- Financial audits and the annual financial cycle
- School start up routines (enrollment, projections, staffing, capital implications)



OCTOBER

- BCSTA MEETING OF BOARD CHAIRS — OCT. 17
- BCSTA - MOE JOINT LIAISON MEETING — OCT. 18
- NON-INSTRUCTIONAL DAY — OCT. 25
- BCSTA PROVINCIAL COUNCIL — OCT. 25-26

Theme: Professional Development - Planning and Adjusting

After submitting our enrollment on September 30th which will determine our annual funding, October is a month where the stage is set and staff engage in substantial professional development including participation in the Provincial Specialist Day on October 25.

Strategic Direction and Context

- Superintendent report: student progress prior school year and looking ahead

System Planning and Performance Monitoring

- Receive Summer Programs Report
- Human Resources report: eg. COR audit, hires, staffing
- Receive report on potential boundary adjustments for 2020/21 school year

External Compliance and Accountability

- Student enrollment update
- Implications for capacity and funding

Engagement with Stakeholders and Public Recognition Events

- Acknowledge Take Our Kids to Work Day
- Recognize World Teachers' Day

Advocacy for Public Education and Provincial Liaison

- Attend BCSTA Provincial Council
- Invite MPs to meet regarding funding for English Language Learner Welcome Centre and WRAP program

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Annual cycle of student enrollment counts
- District snow response plan
- Professional learning and district context

NOVEMBER

BCPSEA SYMPOSIUM NOV. 4-5

NON-INSTRUCTIONAL DAY NOV. 8

BCSTA TRUSTEE ACADEMY NOV. 28-30

Theme: Budget adjustments and Provincial Liaison

With enrollment submitted, the district receives its annual budget. Final adjustments are made and the Board engages on the provincial scene to advocate for public education.

Strategic Direction and Context

- Approve Board Authorized Courses for the following school year
- Policy committee report

System Planning and Performance Monitoring

- Host strategic planning session in concert with BCSTA Academy
- Receive the business development financial activity report for year end June 30, 2019
- Approve 2020/21 and three-year budget guiding principles

External Compliance and Accountability

- Receive 2019/20 budget forecast

Engagement with Stakeholders and Public Recognition Events

- Host the Annual Surrey School District Retirement Celebration
- Board members attend Remembrance Day ceremonies in the community

Advocacy for Public Education and Provincial Liaison

- Attend BCSTA Trustee Academy and BCPSEA Symposium

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Business Development
- BCSTA Academy review
- Programs of choice and enrollment trends (wait lists)
- Policy Review
- Preparations for 2020/21 budget cycle in January

DECEMBER

WINTER BREAK
DEC. 23 - JAN. 3

Theme: Selection of Chair and Vice-Chair and Celebrating our Schools

December is a month with numerous school and community events. Trustees participate and celebrate the winter season in schools and through events.

Strategic Direction and Context

- Elect Board Chair and Vice-Chair
- Receive trustee representation on committee list for information

System Planning and Performance Monitoring

- Decisions on any boundary adjustments required for kindergarten registration

External Compliance and Accountability

- Approve the Statement of Financial Information (SOFI) report for submission to the Ministry of Education

Engagement with Stakeholders and Public Recognition Events

- Attend December social events as invited
- Attend the Bell Centre Volunteer Appreciation Dinner

Advocacy for Public Education and Provincial Liaison

- Present annual capital plan to City of Surrey at public meeting of council

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- International education planning for following September

JANUARY

SCHOOLS REOPEN JAN. 6

BCPSEA AGM JAN. 30-31

Theme: Kindergarten Registration and BC School Trustee Motions

January is a time to welcome kindergarten registration across the district particularly for choice programs. It is also a time where the Board refines and focuses on the motions they wish to present at the annual BC School Trustee AGM in April.

Strategic Direction and Context

- Attend all administration meeting – strategic vision for district

System Planning and Performance Monitoring

- Receive report on student achievement - fall summary
- Review draft status quo budget

External Compliance and Accountability

- Receive updated ministry operating grant and draft 2019/20 amended budget

Engagement with Stakeholders and Public Recognition Events

- Request public input for the upcoming year's budget
- Invite Minister of Education and City of Surrey to a meeting on capital priorities

Advocacy for Public Education and Provincial Liaison

- Represent Board at BCPSEA AGM
- Invitation sent to Minister of Education to request meeting on priorities
- Invite and present to MLAs – topic capital/budget and other issues
- Prepare submission of motions to BCSTA AGM

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- BCPSEA liaison and advocacy for labour relations
- Enhancing student learning framework
- Student projections for coming school year

REVIEW POLICY POSITIONS FOR SUBMISSION TO BCSTA AGM

FEBRUARY

BCSTA PROVINCIAL COUNCIL
FEB. 21-22

NON-INSTRUCTIONAL DAY
FEB. 21

Theme: Community Budget Consultation and Liaison Meetings

February is a time to prepare the budget for the year ahead with our annual parent meetings. This is also a time to schedule our partner liaison meetings where the Board meets with each partner group about budget priorities and district direction.

Strategic Direction and Context

- Receive report on new graduation program and curriculum progress

System Planning and Performance Monitoring

- Approve international student fees (every two years)

External Compliance and Accountability

- Approve the amended annual budget and by-law for submission to the Ministry of Education

Engagement with Stakeholders and Public Recognition Events

- Engage with public in community forums
- Partner liaison meetings (STA, CUPE, SPVPA, students, EPEG, DPAC)
- Recognize International Mother Language Day
- Recognize Pink Shirt Day - anti-bullying

Advocacy for Public Education and Provincial Liaison

- Represent Board at BCSTA Provincial Council meeting

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- BCSTA motions to propose – provincial direction
- Review – BCSTA Provincial Council
- Review and refine – Board goals for the coming school year

MARCH

SPRING BREAK MAR. 16-20

SCHOOL CLOSURE DAYS MAR. 23-27

Theme: Receipt of Budget and Calendar Approval

In March of each year the district receives its preliminary budget for the coming year. Planning begins in earnest as our annual staffing processes can begin and our budget consultations are completed. It is also a time that the Board approves the calendar for the coming school year.

Strategic Direction and Context

- Approve the local school calendar and Board meeting dates (three-year calendar)
- Approve the Specialty Program and Academy fees

System Planning and Performance Monitoring

- Annual report on progress/finances on English Language Learner Welcome Centre and WRAP Program
- Board receives budget report on staffing timelines and processes for coming year

External Compliance and Accountability

- Receive Ministry of Education funding announcement

Engagement with Stakeholders and Public Recognition Events

- Through committee work trustees continue to engage on a number of fronts

Advocacy for Public Education and Provincial Liaison

- Prepare communications to the district about preliminary budget and implications

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Policy – preparations for review and process
- Human Resources – staffing update, timelines and processes
- Budget - review public input and update as needed

APRIL

BCSTA AGM APR. 16-18

BCSTA PROVINCIAL COUNCIL APR. 18

Theme: Budget Implications and Staffing Processes

With the preliminary budget received, the Board begins its final adjustments to the budget based on district priorities, community consultations and liaison meetings. This planning initiates our annual staffing processes and hiring begins for the coming year.

Strategic Direction and Context

- Approve of the annual bylaw for capital projects with preliminary ministry support
- Board strategic planning session at BCSTA AGM

System Planning and Performance Monitoring

- Receive information on staffing implications for coming school year

External Compliance and Accountability

- Budget meetings to align current year priorities with coming year allocations

Engagement with Stakeholders and Public Recognition Events

- Trustee reports on activities between Board meetings
- Observe the Day of Mourning

Advocacy for Public Education and Provincial Liaison

- Attend the BCSTA AGM
- BCSTA Provincial Council

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Budget – review and enhancements update/analysis
- Preparation for BCSTA AGM motions that Board wishes to present
- Board's strategic planning session coinciding with BCSTA AGM

MAY

SPVPA CONFERENCE APR 30 - MAY 1

NON-INSTRUCTIONAL DAYS MAY 1, 25

Theme: Approve Budget and Set Governance Framework

With the budget approval the Board can now also set the strategic governance plan for the coming year. This is also a time for the Board to present to the City of Surrey on our planning priorities and our coming five-year plan.

Strategic Direction and Context

- Policy committee reports out

System Planning and Performance Monitoring

- Make decisions on the potential for any staff reductions and contractual obligations on layoff notice

External Compliance and Accountability

- Receive Carbon Neutral Action Report for submission to the Climate Action Secretariat by May 31 and receive energy ambassador report
- Approve terms of engagement and appoint or reappoint auditor
- Approve 2020/21 three-year budget and budget bylaw

Engagement with Stakeholders and Public Recognition Events

- Host the Long Service Reception

Advocacy for Public Education and Provincial Liaison

- Attend commencement ceremonies
- Senior staff to present to city council on capital priorities

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- City/Surrey Schools collaboration on capital
- Review and revise as needed the DRAFT Governance Framework for 2020/21
- Annual review of staffing and supply of Temporary Teachers on Call (TTOC)

JUNE

LAST DAY OF SCHOOL
JUNE 25

ADMINISTRATIVE DAY
JUNE 26

Theme: Annual Capital Plan and Governance Framework

June is a time to celebrate commencement ceremonies in schools and to approve both the Annual Capital Plan and the Governance Framework for the coming school year. From Adult Education to our Aboriginal Honouring Ceremony, trustees will attend dozens of ceremonies to celebrate our learners and graduation.

Strategic Direction and Context

- Review and adjust the Governance Framework for the coming school year

System Planning and Performance Monitoring

- Receive report on business development financial activity six months ended December 31
- Receive report on summer school enrollment

External Compliance and Accountability

- Approve the five-year capital plan for submission to the Ministry of Education

Engagement with Stakeholders and Public Recognition Events

- Acknowledge National Indigenous People's Day – Traditional Welcome
- Attend commencement ceremonies

Advocacy for Public Education and Provincial Liaison

- Continue to set dates for any required liaison with city and province over the summer for capital priorities
- Prepare submission to the select standing committee on finance

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Board's strategic planning time – looking back and making revisions for the year ahead

JULY & AUGUST

FIRST DAY OF SUMMER SCHOOL
JULY 3

LAST DAY OF SUMMER SCHOOL
AUG 8

While there are no formal public board meetings in the summer, the school district remains very active. Our summer school programs are in full operation with approximately 12,000 students and we have numerous other learning activities underway.

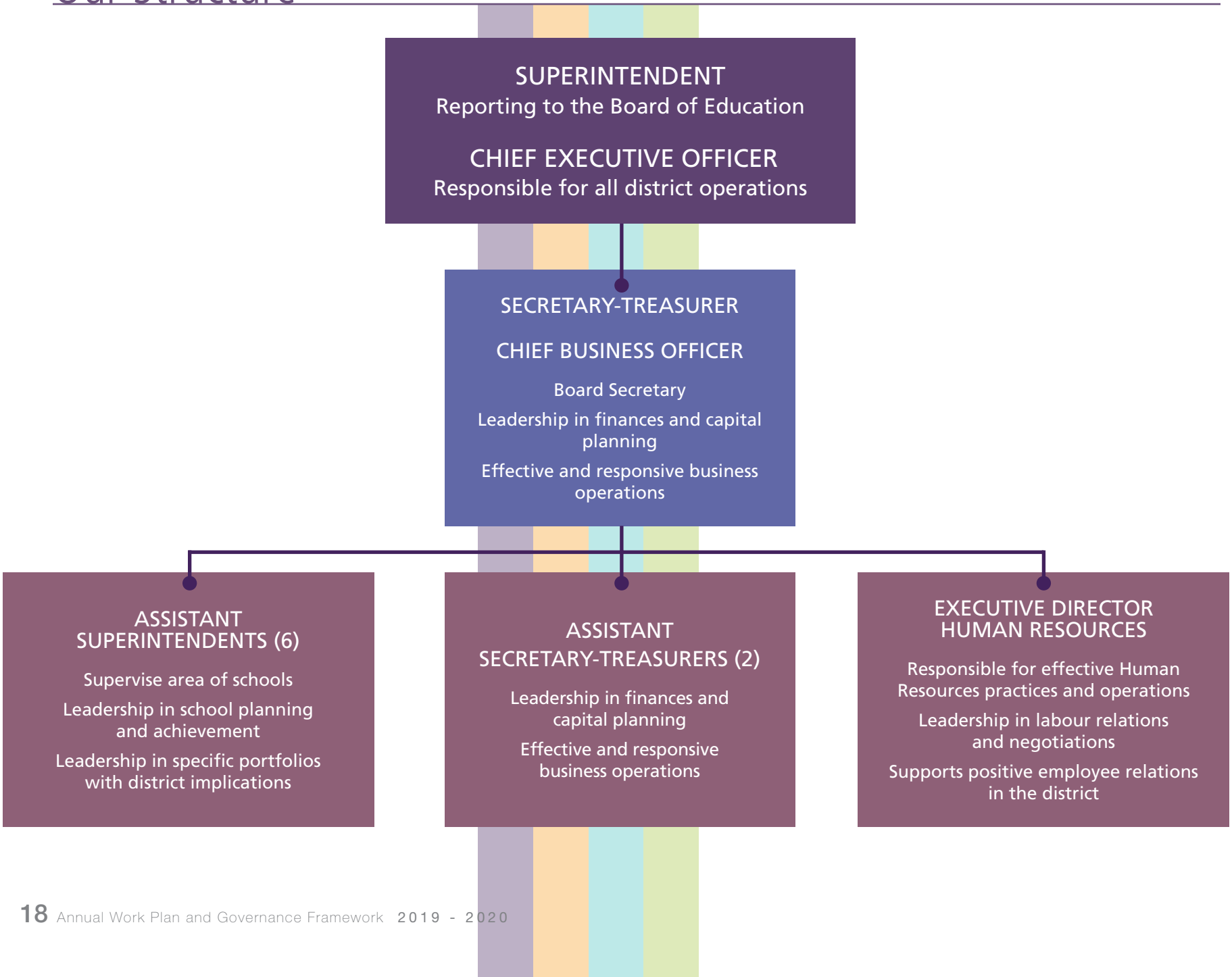
The Board of Education continues to be deeply involved and as necessary is consulted on decisions that need to be made on critical issues that emerge. For example, hiring decisions still happen, local and provincial outreach continues and media interactions occur.

Each year, there are both advocacy and governance activities that occur over summer. Again, while public meetings are in abeyance over summer, the work of the Board and our educational programs continue under the guidance of the Board and staff.

The end of August formally starts the beginning of a new school year with the board attending the administration meeting in late August.



Our Structure



2019/2020 Board Meeting Dates

Board meetings will be held at 7 p.m. in the main boardroom at the

District Education Centre

14033 – 92 Avenue, Surrey, B.C.

The public is welcome to attend regular board meetings.

Please refer to the district website for further information:
www.surreyschools.ca

2019	**Wednesday, September 11**
	Wednesday, October 9
	Wednesday, November 13
	Wednesday, December 11
2020	**Wednesday, January 15**
	Wednesday, February 12
	Wednesday, March 11
	Wednesday, April 8
	Wednesday, May 13
	Wednesday, June 10

BOARD OF EDUCATION



The 2018-19 Surrey Board of Education: (back row, from left) Gary Tymoschuk, Garry Thind, Terry Allen (vice-chairperson); (front row, from left) Bob Holmes, Laurae McNally, Laurie Larsen (chairperson) , and Shawn Wilson.

Contact Us

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Surrey Schools

LEADERSHIP IN LEARNING