



Understanding the work of School Boards and Trustees

Election Date: October 18, 2021

Division Vision, Mission Statement and Belief Statements

Vision Statement:

To empower students to be their finest - Today and Tomorrow.
Encourager les élèves à faire de leur mieux aujourd'hui et
demain.

Mission Statement:

Creating dynamic learning environments that ensure student
success.

Belief Statements:

We believe student learning thrives when:

- **The needs of students are recognized and come first.**
- **Each student's knowledge, skills, attributes and interests are identified and developed.**
- **The learning environment is physically and emotionally safe and secure for all students.**
- **Opportunities are provided for challenge, discovery, action and reflection.**
- **Each school and the district as a whole function as a Professional Learning Community - engaged together in ongoing learning.**
- **Parents are well informed and have meaningful opportunities to participate in their child's education.**
- **There are healthy connections between the schools and their communities.**
- **Relationships between the board, staff, students, and community model mutual respect and support**

Role of the Board - Policy 2

Specific Areas of Responsibility:

- ❖ **Accountability to the Provincial Government**
- ❖ **Accountability to Student Learning and Wellness**
- ❖ **Assurance to the Community**
- ❖ **Four Year Plan**
- ❖ **Policy**
- ❖ **Board/Superintendent Relations**
- ❖ **Political Advocacy**
- ❖ **Board Development**
- ❖ **Fiscal Management**

Role of the Board - Policy 2

Selected Responsibilities:

- ❖ Approval of out-of-country field trips.
- ❖ Acquire and dispose of land and buildings; ensure titles and services to long-term interests are in place prior to capital project construction.
- ❖ Name schools and other Division-owned facilities.
- ❖ Approval of submission of a tender for school construction to the Minister.
- ❖ Approval of the school year and of the length of the school day, including instructional hours.
- ❖ Make a recommendation to the Minister for dissolution of a School Council
- ❖ Approve joint-use agreements.

Role of the Trustee- Policy 3

- ❖ Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
- ❖ Participate in a number of seminars, conferences and conventions so they can enhance the quality of leadership and service they offer the Division
- ❖ Attend significant jurisdiction or school events
- ❖ Attend school council meetings throughout the Division, as available
- ❖ Board orientation
- ❖ Refer administrative matters to the Superintendent. The Trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or committee member back to the school and will inform the Superintendent of this action.
- ❖ Additional as listed in policy.

Elements of Fiduciary Duty

(legal governance)

- ❖ To use your best judgment
- ❖ To act on the utmost of good faith
- ❖ To protect the interests of the educational system
- ❖ To put the beneficiary's interest first (i.e. the corporate board interest before the Trustee's personal interest)
- ❖ To avoid conflicts of interest

Trustee Code of Conduct - Policy 4

- ❖ Trustees shall carry out their responsibilities as detailed in Policy 3 - with reasonable diligence.
- ❖ Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate.
- ❖ Trustees shall commit themselves to dignified, ethical, professional and lawful conduct.
- ❖ Trustees shall reflect the Board's policies and resolutions when communicating with the public.
- ❖ Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a Trustee.
- ❖ While elected from specific wards, Trustees shall represent the best interest of the entire Division.
- ❖ Trustees shall honour their fiduciary responsibility to the Board which supersedes any conflicting loyalty to advocacy or interest groups

Trustee Time Commitment

- ❖ Attendance and Preparation for Monthly Public School Board Meetings - **6 to 8 hours**
- ❖ Attendance and Preparation for Monthly Committee of the Whole Meetings - **3 to 4 hours**
- ❖ Participate in Committees of the Board - **5 to 25 hours per year**
- ❖ PSBAA and ASBA Events/Conferences/Governance Sessions/Annual General Meetings/Zone 5 Meetings

Additional Time Commitment for Board Chair and Vice Chair

- ❖ Board Chair - 5 to 10 hours a week in Division plus provincial meetings as required
- ❖ Vice Chair - 3 to 6 hours a month

This information is intended to be an overview
of the work.

Please feel free to contact Trustees with
questions or for further details.

- ❖ Chair: Carol Picard carol.picard@crps.ca
- ❖ Vice Chair: Arlene Rheame arlene.rheame@crps
- ❖ Trustees
 - Jen Smith jen.smith@crps.ca
 - Luke Sunderland luke.sunderland@crps
 - Scott Rowed scott.rowed@crps.ca

inspiring hearts  minds

