



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 handin-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, to support the overall district vision of Learning by Design which states that:

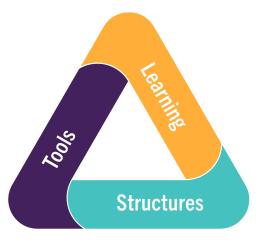
"We prepare our learners to think creatively and critically, communicate skillfully and demonstrate care for self and others."

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.

OUR VISION: LEARNING BY DESIGN

At the heart of Surrey Schools is a district-wide shared vision for learning —Learning by Design—where we prepare our learners for a world in which they think creatively and critically, communicate skillfully, and demonstrate care for self and others. Learning by Design has three core aspects—Learning, Structures, and Tools—that support innovation in our schools.



Learning: Learning that honours our diverse cultures and traditions. Inspired by individual passions, interests and connected to real-world experiences and challenges. Supported by all who work with, and for our students.

Structures: Time, physical space, access to information, and connection to community provide the flexibility to support powerful learning.

Tools: Tools that enable digital citizenship support access to information and demonstrations of learning. Tools to support learning extend beyond digital technologies.



FROM GOVERNANCE AND **GOALS TO A STRATEGIC ANNUAL WORK PLAN**

As part of effective governance, each year the Surrey 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.



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.



JULY & AUGUST 2022

KEY DATES



July 4:

First day of Summer School



August 5:

Last Day of Summer School

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 13,000 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 over the course of the summer. 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.

Strategic Direction and Context

Attend all administration meeting – strategic vision for district



SEPTEMBER 2022

KEY DATES



September 6: Schools open



September 26: Non-instructional day



September 30: National Day for Truth & Reconciliation

Theme: Enrolment and Setting the Stage

September is a month where we welcome 75,000 students to our schools. This is when we assess enrolment and place students 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 provincial Select Standing Committee on Finance to advocate for provincial 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 and Child Care
- > Invitations for presentations to highlight work of schools and district
- Racial Equity Update Proposal
- Management Discussion and Analysis (MD&A)

System Planning and Performance Monitoring

- Receive preliminary enrolment 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



SEPTEMBER 2022 CONT'D...

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 National Day for Truth & Reconciliation and Orange Shirt Day

Advocacy for Public Education and Provincial Liaison

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

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



OCTOBER 2022

KEY DATES



October 21: Non-instructional day

Theme: Professional Development – Planning and Adjusting

After submitting our enrolment on September 30 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 21.

Strategic Direction and Context

Superintendent Report: student progress prior school year and looking ahead

Advocacy for Public Education and Provincial Liaison

Invite Members of Parliament to meet regarding funding for English Language Learner Welcome Centre and WRAP Program

System Planning and Performance Monitoring

- Receive Summer Program report
- Human Resources report: e.g. COR audit, hires, staffing
- Receive report on potential boundary adjustments

Bargaining

- **Trustee Professional Development In-Service**
- Annual cycle of student enrolment counts
- District snow response plan
- Professional learning and district context
- Programs of Choice and enrolment trends (wait lists)

External Compliance and Accountability

- Student enrolment update
- Implications for capacity and funding
- Budget methodology

Engagement with Stakeholders and Public **Recognition Events**

- Recognize World Teachers' Day
- > Host the Annual Surrey School District **Retirement Celebration**



NOVEMBER 2022

KEY DATES VOV

November 7-8: **BCPSEA Fall Symposium**



November 10: Non-Instructional Day

Theme: Budget adjustment, Provincial Liaison and Selection of Chair and Vice-Chair

With enrolment 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

- Elect Board Chair and Vice-Chair
- Receive trustee representation on committee list for information
- Approve Board Authorized Courses for following school year
- Policy committee report

System Planning and Performance Monitoring

- Receive the business development financial activity report for the year ending, June 30, 2022
- Approve 2023/2024 and three-year budget guiding principles

External Compliance and Accountability

Receive 2022/2023 budget forecast

Engagement with Stakeholders and Public **Recognition Events**

Acknowledge Take Our Kids to Work Day

- Board members attend Remembrance Day ceremonies in the community
- Begin meeting with Rights Holders

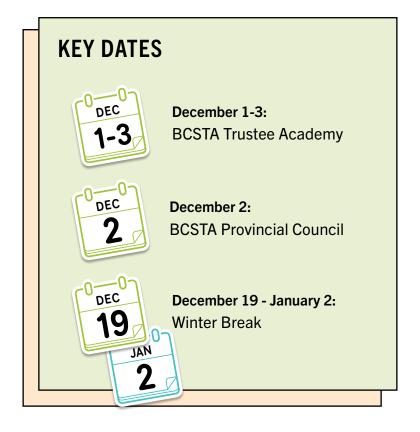
Advocacy for Public Education and Provincial Liaison

Attend BCSPEA Fall Symposium

- **Business Development**
- Policy Review
- Preparations for 2023/2024 budget cycle in January
- Trustee on-boarding (if required)



DECEMBER 2022



Theme: Celebrating our Schools

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

System Planning and Performance Monitoring

- Host strategic planning session in concert with BCSTA Academy
- Decision on any boundary adjustments required for kindergarten registration

External Compliance and Accountability

Approve the Statement of Financial Information (SOFI) report for submission to Ministry of Education and Child Care

Engagement with Stakeholders and Public **Recognition Events**

Attend December social events as invited

> Attend 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
- Attend BCSTA Trustee Academy
- Attend BCSTA Provincial Council

- International Education planning for the following September
- **Budget and Risk Management**
- Trustee on-boarding continued (if required)



JANUARY 2023

KEY DATES January 3: MAL Schools Reopen **January 26-27:** NAL **BCPSEA AGM** 26-2

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.

System Planning and Performance Monitoring

- Receive report on student achievement fall summary
- > Budget update
- > Annual Employee and Family Assistance Program (EFAP) Update
- How Are We Doing report

External Compliance and Accountability

Receive updated ministry operating grant and draft 2022/2023 amended budget

Engagement with Stakeholders and Public **Recognition Events**

- Request public input for the upcoming year's budget
- > Invite Minister of Education and Child Care 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 and Child Care to request meeting on priorities
- Invite and present to MLAs topic capital/budget and other issues
- Prepare submission of motions to BCSTA AGM

- BCPSEA liaison and advocacy for labour relations
- Enhancing student learning framework update
- Student projections for coming school year
- > Bargaining update
- Review policy positions for submission to BCSTA AGM



FEBRUARY 2023

KEY DATES



February 9: **BCSTA Board Chairs** Meeting



February 10:

Ministry of Education and Child Care Partner Liaison Meeting



February 24-25:

BCSTA Provincial Council



February 24:

Non-Instructional Day

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

Curriculum update (new Indigenous course requirement, etc.)

System Planning and Performance Monitoring

Approve international student fees

External Compliance and Accountability

Approve the amended annual budget and bylaw for submission to the Ministry of Education and Child Care

Engagement with Stakeholders and Public **Recognition Events**

Engage with public

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

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



MARCH 2023

KEY DATES



March 13-17: **School Closure Days**



March 20-24: **Spring Break**

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 public budget consultations are complete. This is also when 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 and Child Care 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

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



APRIL 2023

KEY DATES



April 27-30: **BCSTA AGM**

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 the annual bylaw for capital projects with preliminary ministry support
- Board strategic planning sessions 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

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



MAY 2023



Theme: Approve Budget and Set Governance Framework

With the budget approved, the board can now 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
- Audit 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 2023/2024 three-year budget and budget bylaw
- Approve the five-year capital plan for submission to the Ministry of Education and Child Care

Engagement with Stakeholders and Public **Recognition Events**

- Host the District Long Service Reception
- Attend commencement ceremonies

Advocacy for Public Education and Provincial Liaison

Senior staff to present to city council on capital priorities

- City/Surrey Schools collaboration on capital
- Review and revise as needed the DRAFT Governance Framework for 2023/2024
- Annual review of staffing and supply of Teachers Teaching on Call (TTOC)



JUNE 2023

KEY DATES



June 29: Last Day of School



June 30: Administrative Day

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 Indigenous Peoples Honouring Ceremony, trustees will attend many events to celebrate our students, staff and community.

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 enrolment

Engagement with
Stakeholders and Public
Recognition Events

- > Acknowledge National Indigenous Peoples Day
- > 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

Trustee Professional Development In-Service

› Board's strategic planning time—looking back and making revisions for the year ahead



OUR STRUCTURE

SUPERINTENDENT

Chief Executive Officer

- Reporting to the Board of Education
- Responsible for all district operations

SECRETARY-TREASURER

Chief Financial Officer

- Board Secretary
- · Leadership in finances and capital planning
- Effective and responsive business operations

DEPUTY SUPERINTENDENT

- Supervise Area of Schools
- Leadership in District Planning and Achievement

ASSISTANT SUPERINTENDENTS

- Supervise Area of Schools
- Leadership in School Planning and Achievement
- Leadership in specific portfolios with district implications

EXECUTIVE DIRECTOR HUMAN RESOURCES

- Responsible for effective Human Resources practices and operations
- Leadership in labour relations and negotiations
- Supports positive employee relations in the district

ASSISTANT SECRETARY-TREASURERS

- · Leadership in finances and capital planning
- Effective and responsive business operations



2022/2023 BOARD MEETING DATES

Board meetings will be held at 7 P.M. in the main boardroom at the

District Education Centre located at 14033 92 Avenue, Surrey, B.C.

The public is welcome to attend regular board meetings or view online via livestream.

2022

Wednesday, September 14

Wednesday, October 12

Wednesday, November 9 – Inauguration

Wednesday, November 16

Wednesday, December 7

<u>2023</u>

Wednesday, January 11

Wednesday, February 8

Wednesday, March 8

Wednesday, April 19

Wednesday, May 10

Wednesday, June 14

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



BOARD OF EDUCATION



The 2018–2022 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

Board of Education / Secretary-Treasurer's Department

ADDRESS 14033 - 92 Avenue, Surrey, B.C., V3V 0B7 Canada

OFFICE 604.595.6300

FAX 604.595.6307

EMAIL Sect-Office@surreyschools.ca

