



A GUIDE FOR MAPLE RIDGE - PITT MEADOWS SCHOOL TRUSTEE CANDIDATES

DISCLAIMER:

This document provides general information and should not be relied upon as legal advice.

BOARDS OF EDUCATION

Boards of education share a co-governance relationship with the provincial government and the Ministry of Education. The Ministry of Education sets the general direction for K-12 education, including the curriculum, amounts of funding and legal framework within which boards operate. Boards are responsible for operating school districts based on the educational aspirations of their local communities and in accordance with the general direction established by government. The respective responsibilities of the Ministry of Education and boards of education are described in the School Act (<http://bit.ly/bcschoolact>). The School Act outlines the primary functions of boards of education, including:

- Attending meetings,
- Setting local policy for the effective and efficient operation of schools,
- Employing the staff necessary for school district operations,
- Establishing conditions of employment for employees,
- Preparing and approving the school district's operating budgets and capital plans,
- Hearing appeals from parents and students where a staff decision significantly affects the education, health or safety of the student.

WHAT DOES A SCHOOL TRUSTEE DO?

School trustees are the members of the school district's board of education. They are locally-elected representatives of the public and they are the community's advocates for public education in their local school district. They are required to carry out their responsibilities in a manner that assists the board in fulfilling its duties under the School Act.

A trustee's role is to maintain a focus on student achievement and well-being, and to participate in making decisions that benefit the entire district while representing the interests of their community.

TRUSTEES ESTABLISH THE DISTRICT'S STRATEGIC DIRECTION

The board is responsible for setting the overall direction for the school district. Trustees work together to establish the board's strategic plan, which sets the direction of the district for parents, the public and the board's staff, and lays out the priorities and strategic direction of the school district.

The board ensures that the superintendent carries out responsibilities for implementing the board's strategic plan. The superintendent acts as the CEO who holds the responsibility for the day-to-day work in this area or the delegation of the work to various people and groups within the organization. For example, the board does not take on the responsibility for the evaluation of individual teachers or administrators. Instead, it should ensure the superintendent has put in place the necessary procedures and actions to ensure teachers and administrators within the district are evaluated on a regular basis according to established board policy.

TRUSTEES ARE FINANCIAL STEWARDS

School districts are significant businesses in communities. Boards have important responsibilities for approval and oversight of school district financial decisions. One of the most important aspects of governance for trustees is to connect district goals, strategic planning and economic realities, through the establishment of the school district's annual budget. The board oversees development of a strategic plan and the allocation of resources to support that plan. The board ensures the budget and staff allocations are in alignment with the plan and the identified goals that are intended to improve outcomes for students.

TRUSTEES ARE A PART OF A TEAM

A school trustee is a member of a team: the board of education. Under the School Act, the trustee's power lies in membership on the corporate school board. What this means is that the board has the authority to make decisions or to take action; individual trustees in and of themselves do not have this authority.

While healthy debate is an important aspect of good governance, once the board has voted, it is the board's decision and an individual trustee's responsibility to act in a manner that promotes and upholds the board's decision and to communicate the board's decision back to the public.

The issues that motivate an individual to run for school trusteeship can often be deeply personal. A passion for issues in public education is important to guide one's work, however, it will be vital to the success of the board of education for each member trustee to look beyond personal issues in order to make decisions that benefit the school district as a whole.



TRUSTEES ARE COMMUNITY LEADERS

Trustees work with their board of education colleagues and with other community partners to ensure that all the students within the board's jurisdiction have equal opportunities to reach their maximum potential.

While members of the board act as representatives of their community, their primary job is to participate in policy-making and strategic planning that are in the interests of all of the district's students, and are grounded in promoting student achievement and well-being.

Successful trustees manage to balance the governance role with the representative role, participating in decision-making that benefits the whole board while representing the interests of their community.

BOARDS ARE EMPLOYERS

As employers of all school district staff, boards have a legal responsibility for employee relations with their management, teaching and support staff. For unionized staff, the terms and conditions of the relationship are established through legislation, board policy, and decisions made through the collective bargaining process and in collective agreements.

BC operates under a two-tier structure for teacher collective bargaining, with the BC Public School Employers' Association (BCPSEA) and BC Teachers' Federation (BCTF) negotiating provincial issues, and local teacher associations and boards of education negotiating local issues.

The Provincial Collective Agreement between BCPSEA and BCTF expires on June 30, 2019.

Boards will have a significant role to play to ensure their local priorities are heard during the next round of bargaining. BCPSEA (bcpsa.bc.ca) is the employers' association as well as the accredited bargaining agent for the province's 60 public boards of education.

BCPSEA bargains provincial issues on behalf of boards of education with unionized teaching and support staff in British Columbia. Local bargaining is done through local teacher associations and boards of education.

AM I UP TO THE JOB?

Trustee candidates do not need to have a background in public education. However, the following skills and experience would be assets for potential trustee candidates and will be developed throughout a trustee's tenure.

Understanding of official meeting procedures and school district governance policies

Candidates should review a copy of the board's bylaws, governance policies and codes of conduct. Candidates may wish to attend school board meetings or speak to existing board members to get an understanding of the process. (<http://www.sd42.ca/board-of-education/policy-manual/>)

Awareness of the legal, political and legislative parameters in which school boards operate.

Board operations are often highly prescribed by legislation or provincial policy. In executing their duties, trustees will develop an understanding of the legislative process, the structure and relevant provisions of school legislation (especially the School Act), government policy, and board policy.

FINANCIAL LITERACY

Financial oversight of a school district is complex work that requires trustees to be able to interpret financial statements, information and data, ask the right questions, and ultimately govern the financial, business and capital decisions of their school district. Trustees, through the trustee orientation program and BC School Trustees Association (BCSTA) learning events, will be provided with the support necessary to fulfill their financial oversight responsibilities.

WILLINGNESS TO LEARN

The board has the responsibility to competently protect the interests, image and credibility of the school district, to ensure its financial viability and to act in accordance with all applicable laws and board policies governing the board and its actions. These are significant and complex responsibilities that entail trustees acquiring education sector knowledge and skills to deal with the required range of information and decisions effectively, and to exercise appropriate oversight and accountabilities to protect the interests of students, families and the broader community.

REMUNERATION

The board approved the following trustee remuneration for the 2018-2022 Board of Education, effective November 1, 2018: \$23,200 for trustees, \$24,700 for Vice-Chairperson of the board and \$26,200 for the Chairperson of the board. The board also approved the annual adjustment of trustee remuneration for the period 2018 to 2022 effective July 1 each year based on the Metro Vancouver Consumer Price Index differential for the prior year.

TIME COMMITMENT

Time commitments will vary but it is not uncommon for a trustee to spend an average of 15 hours per week on all the activities associated with the role, including:

- Preparing for and attending board meetings and committee meetings,
- Attending community meetings as a representative of the school board,
- Attending BCSTA Annual General Meetings,
- Responding to the concerns of parents and other community members,
- Responding to telephone calls or e-mails, meeting requests and queries from parents or members of the community as a member of the board.

The Annual Work Plan for the Maple Ridge – Pitt Meadows Board of Education is included below.

TRUSTEE ORIENTATION 2018-2019

Trustee orientation will occur between November 8 and November 20, with specific dates and times to be confirmed.

BOARD MEETINGS 2018-2019	
September 19, 2018	March 13, 2019
November 21, 2018	April 10, 2019
December 12, 2018	April 24, 2019
January 23, 2019	May 15, 2019
February 13, 2019	June 19, 2019
February 27, 2019	



ANNUAL BOARD WORK PLAN

SEPTEMBER

- ✓ Review the Audit findings - September 15
- ✓ Approve Audited Financial Statements -September 30
- ✓ Submit Executive Compensation Disclosure to Public Sector Employers' Council - September 30
- ✓ Review the Board Policy Development Committee Work Plan
- ✓ Consider Motions to BCSTA Provincial Council

OCTOBER

- ✓ Submit Learning Improvement Fund to the BC Ministry of Education
- ✓ Submit Staffing Plan to the BC Ministry of Education
- ✓ Complete Board Self Evaluation
- ✓ Recognize World Teachers' Day
- ✓ Represent Board at BCPSEA Symposium
- ✓ Represent Board at BCSTA Provincial Council Meeting
- ✓ Represent Board at Ministry of Education Annual Liaison Meeting

NOVEMBER

- ✓ Review Class Size
- ✓ Report on School Organizations
- ✓ Receive Enrolment Update Report
- ✓ Review and Approve First Quarter Financial Statements
- ✓ Complete Superintendent Growth Plan Review
- ✓ Election of Board Chairperson and Vice Chairperson
- ✓ Annual Chairperson Report
- ✓ Approve Trustee Appointments to Committees and Community Liaison Groups
- ✓ Attend the BCSTA Trustee Academy

DECEMBER

- ✓ Strategic Plan Review
- ✓ Board Operational Plan Review
- ✓ Consider Motions for BCSTA Annual General Meeting and Provincial Council
- ✓ Review Terms of Engagement and Appoint or Reappoint Financial Statements Auditor
- ✓ Statement of Financial Information (SOFI) - December 31

JANUARY

- ✓ Receive the Ministry of Education Funding Update
- ✓ Approve the Budget Process for upcoming year
- ✓ Receive the Budget Implementation Feedback
- ✓ Represent Board at BCPSEA Annual General Meeting

FEBRUARY

- ✓ Adopt the Amended Annual Budget Bylaw - February 28
- ✓ Review and Approve Second Quarter Financial Statements
- ✓ Review and Approve Board/Authority Authorized Courses and Programs of Choice
- ✓ Review Three-Year Enrolment Projection - February 15
- ✓ Receive Enrolment Update Report
- ✓ Represent Board at BCSTA Provincial Council Meeting

MARCH

- ✓ Receive Ministry of Education Estimated Funding for upcoming year
- ✓ Meetings with Partner Groups on Budget
- ✓ Approval of School District Calendar 2019/20

APRIL

- ✓ Receive Proposed Preliminary Budget
- ✓ Engage in the Budget Consultation Process
- ✓ Adopt the Annual Facilities Grant Bylaw
- ✓ Approve the Preliminary Budget for Implementation
- ✓ Receive Annual Review of Rental Fees
- ✓ Attend the BCSTA Annual General Meeting

MAY

- ✓ Receive and Approve the Third Quarter Financial Statements
- ✓ Adopt the Annual Budget Bylaw - June 30
- ✓ Approve Academies Specialty Fees and School Fees
- ✓ Receive the Carbon Neutral Action Report

JUNE

- ✓ Receive the Aboriginal Education Report
- ✓ Review Operational Plans
- ✓ Adopt the Board Calendar for the Upcoming Year
- ✓ Review Trustees Remuneration
- ✓ Approve Five-Year Capital Plan for Submission to BC Ministry of Education - June 30

OTHER ITEMS SCHEDULED AS NEEDED

Review and Approve Board Policies and Bylaws
Review and Approve Capital Project Bylaws
Hear Appeals as needed
Ratify Principal and Vice-Principal Appointments
Ratify Collective Agreements
Approve Exempt Compensation
Approve Disposition of Real Property (land and buildings)
Declare Facilities Surplus for General School Needs
Recognize School and Community Highlights
Receive IT Plan Updates
Receive Energy Management Plan Updates
Represent Board at BCSTA Branch Meetings
Attend School Functions
Attend Employee Recognition Events

Trustees also attend the following committee and advisory meetings:

INTERNAL

- ☑ Budget
- ☑ Finance
- ☑ Board Policy Development
- ☑ Facilities Planning
- ☑ Education
- ☑ Aboriginal Education
- ☑ Student Voice
- ☑ Round Table with Partners

EXTERNAL

- ☑ BC Schools Trustees Association Provincial Council
- ☑ BC School Employers Association
- ☑ District Parent Advisory Council
- ☑ Municipal Advisory & Accessibility
- ☑ Ridge Meadows Education Foundation
- ☑ City of Maple Ridge Active Transportation
- ☑ Social Planning Advisory
- ☑ Other Board Liaison



GETTING ELECTED

The Maple Ridge – Pitt Meadows Board of Education is comprised of five trustees representing the community of Maple Ridge, and two trustees representing the community of Pitt Meadows.

Trustees are elected every four years at the same time as the mayor and city council for the two municipalities.

The trustee elections for Pitt Meadows are run by the City of Pitt Meadows.

CHIEF ELECTION OFFICER'S OFFICE

CEO - Tina Penney

12007 Harris Road
Pitt Meadows, BC, V3Y 2B5
tpenney@pittmeadows.bc.ca
t. 604.465.2433



Deputy CEO - Karen Elrick

12007 Harris Road
Pitt Meadows, BC, V3Y 2B5
kelrick@pittmeadows.bc.ca
t.604.465.2411



More information is available on the City of Pitt Meadows website at: <http://pittmeadows.bc.ca/election>

The trustee elections for Maple Ridge are run by the City of Maple Ridge.

CHIEF ELECTION OFFICER'S OFFICE

CEO - Laura Benson

Deputy CEO - Tonya Polz
11995 Haney Place
Maple Ridge, BC, V2X 6A9
election@mapleridge.ca
t.604.467.7423



More information is available on the City of Maple Ridge website at: <https://www.mapleridge.ca/306/Municipal-Elections>

ELIGIBILITY

If you want to run for board of education, you must be a Canadian citizen who will be age 18 or older on general voting day. You must have been a BC resident for at least six months. You must not be disqualified under the School Act or any other enactment from being nominated for, elected to or holding office as a school trustee.

If you are endorsed by an elector organization, information regarding elector organizations is available on the Elections BC website (<http://link.sd42.ca/o>).

BOARD OF EDUCATION EMPLOYEES

You may be a board of education employee and want to run for a seat on your employer's board. Before you are nominated, you must give notice in writing to your employer of your intention to consent to the nomination.

You must take a leave of absence from your employment with the board beginning on the first day of the nomination period or the date on which the notice is given, whichever is later. You will have to resign from your employment with the school district if you are elected to the board of education.

If you are a school district employee and want to seek election to a board of education that is not your employer, you don't have to take the leave of absence or resign. There may, however, be circumstances when you are ineligible to participate in certain board of education matters due to potential conflicts of interest which may arise from your being an employee of a board and a school trustee (e.g. provincial collective bargaining if you are a unionized employee in one school district and a trustee in another district). Further information about conflict of interest follows.

CONFLICT OF INTEREST

Conflict of interest rules in the School Act and those derived from the common law (laws developed through court decisions) apply to school trustees.

The oath of office (<http://bit.ly/trusteeoath>) which trustees take includes a solemn affirmation that the trustee "will comply with the requirements of the School Act that relate to conflict of interest and, in particular, ... will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter."

Part 5 of the School Act (<http://bit.ly/schoolactpart5>) addresses pecuniary (monetary) conflicts of interest. If a matter being considered by a board of education could monetarily affect a trustee on the board (or certain other persons associated with the trustee), the trustee is said to have a pecuniary interest in the matter. If a trustee has a pecuniary interest, the law considers the trustee to have a conflict, unless the trustee falls within a few narrow exceptions set out in the School Act. The conflict law says that the pecuniary interests of certain people associated with a school trustee through family (e.g. spouse, parent, child) will be treated as though they were the trustee's personal pecuniary interests.



For example, a school trustee whose spouse, parent or child is a member of a union that represents unionized staff in a school district in British Columbia is not eligible:

- to be elected to the board of directors of BCPSEA,
- to be a school trustee member of a BCPSEA bargaining team,
- to represent a board of education at any general meeting of BCPSEA or at any other function of BCPSEA.

If a trustee has a pecuniary interest in a matter that is being considered at a board or committee meeting, the trustee must disclose the pecuniary interest, not take part in any discussion of the matter, abstain from voting on the matter and not attempt in any way to influence the voting on the matter before, during or after the meeting.

Situations sometimes arise where a trustee does not have a financial interest in a matter before the board but his or her involvement in the matter may give rise to a reasonable apprehension of bias. For example, the board may be called on to deal with an issue involving close personal friends or relatives. At common law, a trustee is not qualified to vote on a matter in which he or she has a "personal interest" distinct from that of the community generally that could lead a reasonably well-informed outsider to think that the trustee's judgment could be influenced by that interest, in other words that your personal interest would lead to a "reasonable apprehension of bias."

KEY DATES

September 4-14 , 2018 - nomination period open
September 14, 2018 - declaration of candidates
September 18, 2018 - deadline for challenge of nominations
September 21, 2018 - deadline for withdrawal of candidates
September 24, 2018 - declaration of election by voting
October 20, 2018 - general school election
October 24, 2018 - declaration of official results
November 7, 2018 - swearing in ceremony
November 21, 2018 - inaugural board of education meeting

FILING YOUR NOMINATION

You will submit paperwork to the local chief election officer for the City of Maple Ridge or for the City of Pitt Meadows.

FINANCIAL INTERESTS

You must also include a written disclosure of your financial interests, as required by Section 2(1) of the Financial Disclosure Act (<http://link.sd42.ca/r>).

This statement must provide details of both your corporate and personal holdings.

COMPLYING WITH ELECTION RULES

You alone are responsible for complying with the election rules, including ensuring all of the documents and the deposit (if required) connected with your nomination are filed with the chief election officer for your community by the deadline.

CAMPAIGN FINANCING

School trustee candidates are governed by the same campaign financing rules as are local government candidates. They are found in the Local Elections Campaign Financing Act.

Elections BC administers the campaign financing and election advertising rules under the Local Elections Campaign Financing Act. The Local Elections Campaign Financing Act became law in 2014 and is available on the BC Laws website (www.bclaws.ca).

Campaign financing rules are complex. They are described in more detail in Elections BC resource materials (<http://bit.ly/electionsbcresources>).

CAMPAIGNING

Ensure you are familiar with rules relating to your campaign including:

- Local government bylaws relating to signage,
- School district policy relating to political activities in schools,
- Ministry of Transportation's signs policy,
- Election advertising on the internet,
- Campaign rules applicable to general voting day.

RESOURCES

Maple Ridge – Pitt Meadows Board Information:

<http://www.sd42.ca/board-of-education/>

Maple Ridge – Pitt Meadows Board Policies: <http://www.sd42.ca/board-of-education/policy-manual/>

<http://www.sd42.ca/board-of-education/policy-manual/>

Maple Ridge – Pitt Meadows Board Local Elections

Information: <http://www.sd42.ca/local-elections/>

Ministry of Education: <https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/school-trustee-election-procedures>

Elections BC: <http://elections.bc.ca/political-participants/local-elections-campaign-financing/2018-general-local-elections/>

School Act: <https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/manual-of-school-law>

City of Maple Ridge: <https://www.mapleridge.ca/306/Municipal-Elections>

City of Pitt Meadows: <http://pittmeadows.bc.ca/election>