



Information for Board of Education Candidates

District Information – Table of Contents

1. Trustee Candidate Overview Presentation
2. Saanich School District Overview
3. BCSTA – The Role of Boards of Education and Trustees in BC
4. BCSTA – A Guide for School Trustee Candidates



School District 63 Saanich Trustee Candidate Information Meeting

Thursday, August 25 at 7:00 p.m.
School Board Office

Saanich School District

The Saanich School District serves close to 8,000 student FTE in:

- ✓ 17 schools including the South Island Distance Education School (SIDES), Individual Learning Centre (ILC), and Continuing Education
- ✓ Children's Development Center
- ✓ Saanich International Student Program

Strategic Plan 2022-2027

- ▶ Literacy
- ▶ Indigenous Learner Success
- ▶ Mental Health and Wellness
- ▶ Global Citizenship

Board of Education

- ✓ Seven elected Trustees representing four electoral zones

- ✓ Role of Boards of Education and Trustees
 - ✓ Trustees Establish Strategic Direction
 - ✓ Trustees are Financial Stewards
 - ✓ Trustees are a part of a Corporate Board
 - ✓ Trustees are Community Leaders
 - ✓ Boards Represent the Employer

Reference: BCSTA Guide: “The Role of Boards of Education and Trustees in BC”



Board Policy and Administrative Procedure

- ▶ **Board Policy Handbook** - defines the role of the Board, the role of the Superintendent of Schools and the delegation of authority from the Board to the Superintendent.
- ▶ **Administrative Procedures Manual** - detailed procedures established by the Superintendent, and which must be entirely consistent with Board Policy
- ▶ Both Board Policy and Administrative Procedures must be consistent with and deferential to existing legislation and contracts.



Other Considerations for Candidates

- ▶ Candidate Eligibility
- ▶ Conflict of Interest
- ▶ Nomination process, election/campaign rules
 - ▶ Board Policy 12 (Trustee Elections)
- ▶ Timeline
- ▶ Electoral Areas - 4 in Saanich

Reference: BCSTA Guide: “A Guide for School Trustee Candidates”



Overview of Saanich Schools Website

- ▶ Board Operations including Board Policy
- ▶ Our Schools
- ▶ Financial Reporting
- ▶ Operational Planning
- ▶ Resources and Programs

Questions?

Trustee Candidate Information Meeting

Saanich School District Overview

August 2022

The Saanich School District enrolls close to 8,000 students in a number of neighbourhood and special program schools. Neighbourhood schools include eight elementary schools, three middle schools, and three secondary schools. The district also provides educational programming at the Children's Development Centre, two Individual Learning Centres, a Kindergarten to Grade 12 online learning school called SIDES (South Island Distance Education School), and at SISP (Saanich International Student Program).

The school district is comprised of about 1,000 employees, including teachers, support staff, administrative staff and excluded staff and has an annual budget of over \$95 million.

Elementary Schools:

- 8 elementary schools
- Serves Kindergarten to Grade 5
- Size ranges from 275 to 475 students

Middle Schools:

- 3 middle schools – one in each zone
- Serves Grade 6-8
- Size ranges from 370 to 600 students

Secondary Schools:

- 3 neighbourhood secondary schools serve Grades 9 to 12
- Size ranges from 550 to 1200 students
- All schools are comprehensive, offering a full range of programs

Individual Learning Centres and Distributed Learning

The South Island Distance Education School (SIDES) has been a leader in online and distributed learning since 1988. SIDES is a student-centered learning community providing high quality, flexible educational programs to students in Kindergarten to Grade 12, and for adults taking courses leading to graduation.

The District has two Individual Learning Centres – one in Saanichton and one in Broadmead. They provide secondary courses leading to graduation in an alternate environment that provides increased flexibility in both curricular delivery and place to meet the varied needs of their student population.

Strategic Plan

The Board of Education adopted a [new strategic plan](#) in March 2022 focusing on the following four priority areas:

- Literacy
- Indigenous Learner Success
- Mental Health and Wellness
- Global Citizenship

Implementation of these priorities is driving change to operational plans and the deployment of existing resources. This includes the deployment of district and teacher leadership capacity, and curriculum and professional development budgets in support of improving performance in these priority areas. The strategic plan is also driving changes to the deployment of instructional program resources including, but not limited to the following:

- reallocation of literacy program resources to a broader early intervention program with an equity lens;
- expansion of SENĆOŦEN language instruction in elementary schools; and,
- expansion of Mental Health Literacy and Digital Literacy programs for students.

Board of Education

The School District is governed by a publicly elected Board of seven Trustees representing the communities of Saanich, Central Saanich, North Saanich and Sidney. Trustees serve on a number of committees along with members of the administration, and address issues pertaining to curriculum, finance, facilities, policy, and human resources. Specific tasks of the Trustees include determining educational policies and priorities, fostering a positive climate, engaging in public relations, planning for the future of the District, and communicating with the people of Saanich on educational matters. The current Board was elected in 2018 for a four year term.

The [Board Policy Handbook](#) highlights and supports the important governance function of the Board. It defines the role of the Board, the role of the Superintendent of Schools and the delegation of authority from the Board to the Superintendent. It includes:

- Foundational statements which provide guidance and direction for all activities within the District;
- Directions for how the Board itself is to function as well as how Board committees are to function;
- Statements as to how appeals and hearings will be conducted;
- Non-delegable matters such as policy-making and school closures; and
- Specific matters which the Board has chosen not to delegate to the Superintendent.

This Board Policy Handbook is supplemented by an Administrative Procedures Manual; the primary written document by which the Superintendent directs staff. The [Administrative Procedures Manual](#) must be entirely consistent with this Board Policy Handbook. Both Board Policy and Administrative Procedures must be consistent within and deferential to existing legislation and contracts.

Board Operations including Trustee remuneration and expense reimbursement is provided for in [Policy 9](#). Trustee remunerations increase annually by no less than the economic increase to CUPE support staff wages in any year, and current remuneration amounts are as follows:

- Chair = \$19,944
- Vice-Chair = \$18,308
- Trustee = \$17,036

The [Board Annual Work Plan](#) outlines the work of the Board each month though the year.

Current Board of Education Trustees:

Tim Dunford, Chair
Central Saanich (Central Zone)

Teri VanWell, Vice Chair
Saanich (South Zone)

Alicia Holman
Central Saanich (Central Zone)

Elsie McMurphy
North Saanich (North Zone)

Nola Silzer
Sidney (North Zone)

Sheila Stelck
North Saanich (North Zone)

Vacant Seat
Saanich (South Zone)

Senior Executive

The Executive Team for Saanich School District includes:

- Dave Eberwein, CEO and Superintendent of Schools
- Paul McKenzie, Assistant Superintendent of Schools
- Jason Reid, Secretary Treasurer
- Carly Hunter, Director of Instruction (Learning & Innovation)
- Pete Westhaver, Director of Instruction (Diversity & Inclusion) – beginning August 2022

Links to Other Information

- <https://saanichschools.ca/our-schools>
- <https://saanichschools.ca/programs/district-programs-services>
- <https://saanichschools.ca/our-district/administration/financial-reporting>
- <https://saanichschools.ca/operational-planning/facilities-long-term-plan>
- <https://saanichschools.ca/operational-planning/energy-sustainability>
- <https://saanichschools.ca/operational-planning/risk-management>



British Columbia
School Trustees
Association

A woman with long dark hair is smiling warmly at the camera. She is sitting at a desk with a laptop. In the background, a man is looking down at a laptop, appearing focused. The scene is brightly lit, suggesting an office or meeting environment.

THE ROLE OF BOARDS OF EDUCATION AND TRUSTEES IN BC



BOARDS OF EDUCATION

Boards of education share a co-governance relationship with the provincial government through the Ministry of Education. BCSTA supports member boards in this relationship.

The Ministry of Education sets the general direction for K-12 education, including the curriculum, funding amounts and the legal framework within which boards operate. Boards are responsible for governing school districts based on the educational aspirations of their local communities and in accordance with the policy direction established by government.

The respective responsibilities of the Ministry of Education and boards of education are detailed in the [School Act](https://bit.ly/bcschoolact) (bit.ly/bcschoolact). The *School Act* outlines the primary functions of boards of education, including:

- 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. ■



WHAT DOES A SCHOOL TRUSTEE DO?

School trustees are the members of their school district's board of education. They are locally-elected representatives of the public and are the community's advocates for public education. 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 decision making that benefits the entire district while representing the interests of the entire electorate.

TRUSTEES ESTABLISH THE DISTRICT'S STRATEGIC DIRECTION

The board is responsible for setting the overall strategic direction for the school district. Trustees work together to

establish the board's strategic plan, which sets the goals of the district and its budget priorities.

The board also has the responsibility of oversight for the school district, including ensuring that the superintendent carries out the board's strategic plan. The superintendent acts as the CEO and leads the day-to-day work in this area, including delegation 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 ensures 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 community assets. Boards have important responsibilities for oversight of school district financial decisions. One of the most important aspects of governance for trustees is to connect district goals, strategic planning and finances, 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 that budget and staff allocations are in alignment with their plan, including the identified goals that are intended to improve outcomes for all students.

TRUSTEES ARE A PART OF A CORPORATE BOARD

A school trustee is a member of a corporate board of education under the *School Act*. A trustee's power lies in membership on the corporate board. Only the board has the authority to make decisions or to take action; individual trustees in and of themselves do not have such authority.

While meaningful debate is an important aspect of good governance, it is the board's responsibility to act in a manner that promotes and upholds its decisions and to communicate the board's decisions to the public.

The issues that motivate an individual to run for school trusteeship can be deeply personal. A passion for public education is important to guide one's work.

However, it is vital to the success of the board 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, staff and other community partners to ensure that all the students within the board's jurisdiction have opportunities to reach their maximum potential and chosen goals.

While members of the board act as representatives of their community, their primary job is to participate in governance and oversight in the interest of all of the district's students, and to ensure that they are grounded in promoting student achievement and well-being.

BOARDS REPRESENT THE EMPLOYER

As employers, school districts have a legal responsibility for oversight of their management, teaching and support staff. For unionized staff, the terms and conditions of the relationship are established through legislation, board policy, and in collective agreements. Boards of education represent the employer in this relationship.

BC has a two-tier structure for collective bargaining through the BC Public School Employers' Association (BCPSEA). Various unions negotiate provincial issues with BCPSEA while union locals and boards of education negotiate local issues. ■





Putting Students First

A guide for
school trustee candidates

B.C. local elections October 15, 2022

BCSTA

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School Trustees
Association



Who are school trustees?

School trustees are elected members of a board of education. School trustees represent the public and advocate for public education in their community

Boards of education co-govern school districts with the provincial government. B.C.'s Ministry of Education sets the curriculum, funding and legal framework for K-12 education. Trustees on a board of education work together to govern the school district and set direction on behalf of the community.

The *School Act* outlines the role of trustees and boards of education, including:

- Attending board meetings
- Setting school district policy
- Employing school district staff
- Managing school district budgets
- Hearing appeals where a staff decision affects the education, health or safety of a student

Trustees are a part of a team

A board of education has the authority to make decisions or to take action; individual trustees do not. Under the *School Act*, a trustee's power lies in membership on a corporate school board. Trustees on a board will debate ideas and vote on a final decision. Once the board has voted, a trustee must uphold the decision.

Trustees are community leaders

Trustees work with their board and 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 constituency, their primary job is to participate in policy-making and strategic planning in the interests of the district's students. Trustees are grounded in promoting student achievement and well-being. Successful trustees manage to balance their governance role with the representative role, participating in decision-making that benefits the whole board while representing the interests of their constituents.

Trustees are accountable

Boards have an important responsibility for overseeing a school district's financial decisions. The board oversees the development of a strategic plan and the allocation of resources to support that plan, ensuring budget and staff allocations are in alignment with the district's goals.

What is governance?



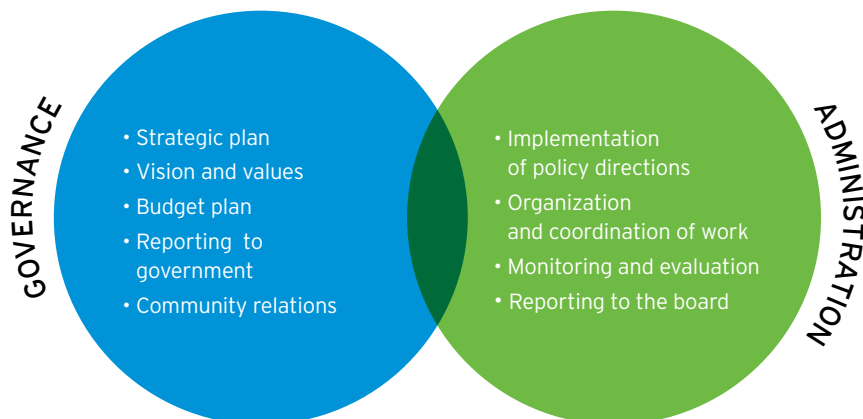
Trustees are responsible for governing a school district as part of a corporate board

Boards set direction

It is important for trustees to understand the difference between governance and administration. The *School Act* assigns specific responsibilities to the board of education, the superintendent and the secretary-treasurer. In the vast majority of districts the superintendent is the only employee who reports directly to the board. It is the board's role to govern, not to run the district's day-to-day operations.

Trustees are part of a board

Individual trustees have no legal authority. Only the board as a whole holds power. All significant decisions and direction to the superintendent or staff must come from the board, not from individual trustees.





What skills do I need?

You don't need a background in public education to run as school trustee

Everyone brings unique skills and experiences to the role of school trustee. You don't need a background in education or to have a child in the school system. Reviewing your district's policies and building an understanding of provincial legislation is helpful, however.

Review school district policies

Candidates should review a copy of their local board's bylaws, governance policies and codes of conduct and attend their local school board meetings or speak to existing board members to get an understanding of the work trustees do.

Understand the laws boards operate under

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

Get financial literacy support

Overseeing a school district's budget means trustees need to interpret financial data, asking the right questions to responsibly govern their school district's business and capital decisions. The BC School Trustees Association (BCSTA) and your local board staff can offer support in helping trustees fulfill their financial oversight responsibilities.

Be willing to learn

A board of education must protect the interests of the school district, ensure its financial viability and act in accordance with laws and policies governing K-12 education in B.C. These responsibilities require trustees to be willing to learn new skills to help them effectively protect the interests of students, families and their community.

BCSTA can help boards to carry out their governance and accountability responsibilities through offering supports and resources such as legal services, communications, professional development events, training manuals and learning opportunities.



I
Voted

Eligibility

Eligibility

To run for school trustee, you must be a Canadian citizen age 18 or older on voting day. You must have been a B.C. resident for at least six months prior to registration. You must not be disqualified under the *School Act* or any other enactment from being nominated for, elected to or holding office as a trustee.

For the Conseil scolaire francophone de la Colombie-Britannique (CSF), you must also have been a member of the CSF for 80 days before general voting day. To become a CSF member and for a list of deadlines, click [here](#).

See the **Francophone Education Authorities Regulation** for qualifications to be a trustee in School District 93 (CSF).

Board employees

If you are a board of education employee and want to run for a seat on your employer's board, 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 employment with the board beginning on the first day of the nomination period or the date 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 district employee seeking election to a board that is not your employer, you don't have to take the leave of absence or resign. There may be circumstances when you are ineligible to participate in certain matters due to potential conflicts of interest which may arise from your being a board employee (e.g. provincial collective bargaining if you are a unionized employee in one school district and a trustee in another district).



Conflict of interest

Sometimes trustees have to abstain from voting on an issue they have a personal interest in

Conflict of interest rules in the *School Act* apply to school trustees. If a matter being considered by a board of education could affect a trustee (or other persons associated with the trustee) monetarily, the trustee is said to have a pecuniary interest in the matter.

A trustee with a pecuniary interest has a conflict of interest, unless the trustee falls within exceptions set out in the *School Act*.

The pecuniary interests of a trustee's family (e.g. spouse, parent, child) is 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 staff in a school district cannot:

- Be elected to the BC Public School Employers' Association (BCPSEA) board
- Be a member of a BCPSEA bargaining team
- Represent a board of education at a BCPSEA meeting

If a trustee has a financial interest in a matter being considered at a board or committee meeting, the trustee must disclose the interest, not participate in any discussion of the matter, abstain from voting on the matter and not attempt to influence voting on the matter.

Situations sometimes arise where a trustee does not have a financial interest in a matter before the board but their involvement may give rise to a reasonable perception of bias. For example, the board may need to deal with an issue involving a trustee's close personal friend or relative.



What else should I know?

Some frequently asked questions

Remuneration

Each board determines how trustees on the board will be remunerated. Contact your local school district to find out about trustee remuneration.

Time commitment

Commitments will vary but typically a trustee may spend an average of 15 hours per week on activities associated with the role, including:

- Preparing for and attending board and committee meetings
- Attending community meetings as a representative of the board
- Responding to concerns

Diversity

Boards of education should reflect the communities they serve. It's important that trustees from underrepresented communities run for office to ensure that our school districts are led by diverse boards that include a wide variety of perspectives and experiences.



Where do I run?

Electoral areas

In some school districts, all trustees are elected at large (in one electoral area). In other districts, there are multiple trustee electoral areas.

There may be more than one trustee elected from a trustee electoral area. The composition of boards in B.C. varies to reflect the communities of each district.

Some trustee electoral areas may be composed of one or more municipalities, a combination of municipalities and rural areas or rural areas only.

In some communities, interested electors have formed organizations that endorse candidates. These are known as elector organizations. Local governments and boards of education may cooperate on running elections. Some trustee elections may be run by a municipality or regional district.

You are not restricted to running for trustee only in the community where you reside.

For the CSF, there are seven electoral areas, with one trustee per area. You must reside in the area to be the trustee for that area. The electoral areas are defined [here](#).



Schedule

Trustees attend meetings and engage with their communities. Here's a sample schedule of events a Richmond School District trustee attended in 2017

January

- Two board meetings
- English Language Learners (ELL) Consortium meeting
- BCSTA branch meeting
- Policy committee meeting
- Council/board meeting
- Canada 150 celebration event

February

- Sister city committee meeting
- Board stakeholder meeting
- Board workshop
- Two board meetings
- Finance committee meeting
- BCSTA branch meeting
- Policy committee meeting
- Education Week festivities

March

- ELL consortium meeting
- Board meeting
- Two school visits
- MLA/board meeting
- Personnel and finance committee meeting

April

- Policy committee meeting
- School visit
- Public budget meeting
- Two board meetings
- Sister city committee meeting
- Board workshop
- Learning cafe /vision, mission, values building session
- Advocacy committee meeting
- All candidates meeting
- BCSTA Annual General Meeting

May

- Policy committee meeting
- Advocacy committee meeting
- Sister city committee meeting
- ELL consortium meeting
- Indigenous graduation ceremony
- BCSTA branch meeting
- Volunteer appreciation event
- Council/board meeting
- School visit

June

- Sister city committee meeting
- Policy committee meeting
- Graduation ceremony
- Awards ceremonies

July/August

- Canada Day parade

September

- Two board meetings
- Policy committee meeting
- BCSTA branch meeting
- Council/board committee meeting

October

- Mayor's dinner
- School visit/Parent Advisory Council meeting
- Select Standing Committee presentation
- ELL consortium meeting
- Fire hall opening
- Policy committee meeting
- Personnel/finance committee meeting
- Richmond Teachers' Association teachers induction ceremony

November

- Sister city committee meeting
- Ministry of Education visit
- Council/board meeting
- Two board meetings
- Policy committee meeting
- Mayor/council/board meeting
- BCSTA Trustee Academy
- School principal interviews

December

- Board meetings
- Richmond Chamber of Commerce luncheon
- Richmond Secondary School Christmas celebration
- Personnel and finance committee meeting
- School district event



Your campaign

Key dates

The next general school election is October 15, 2022. A list of key election dates will be available from the **Ministry of Education**.

Filing your nomination

You will submit paperwork to the local chief election officer during the nomination period (see page 12). Most boards prepare candidate packages, including samples of necessary forms. Different districts require different numbers of nominators. Confirm that you have the correct number.

Financial interests

You must also include a written disclosure of your financial interests, as required by section 2(1) of the **Financial Disclosure Act**. This statement must provide details of both your corporate and personal holdings.

Election rules

You 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 from **BC Laws**.

Campaign financing rules are complex. They are described in more detail in **here**.

Campaigning

Ensure you are familiar with rules relating to your campaign including local signage bylaws, Ministry of Transportation signage policy, election advertising and campaign rules applicable to voting day.

Your campaign may include, social media (Facebook, Twitter, etc.), interviews, door-to-door canvassing, mainstreeting (meeting voters in a public space), paid and unpaid media coverage, a website or blog and all-candidates' meetings.

In preparing for campaigning, ensure you understand the role of a school trustee and gain an awareness of regional and provincial issues in education. Attend board of education meetings, familiarize yourself with local education issues and learn about other candidates and their positions.



Timeline

B.C. local elections

Election period
January 1 - September 16

Pre-campaign period
July 18 - September 16

Nomination period
August 30 - September 9

Campaign period
September 17 - October 15

Voting Day
October 15

Find out more at [Elections BC](#).

Read the School Trustee Election Procedures [here](#).

Conseil scolaire francophone

CSF membership
deadline to vote
17 June

CSF membership
deadline to run for trustee
27 July

Call for candidates
17 July

Candidacy submissions due
1 August

Candidates declared to members
6 August

Voting starts
15 September

Results declared
15 October

Find out more at [CSF](#).



Resources

BCSTA

The BC School Trustees Association (BCSTA) supports B.C.'s boards of education in their key work of improving student achievement. BCSTA acts as a unified voice advocating for public education.

Our mission is driven by the following beliefs:

1. A high-quality public education system is the foundation of a democratic society.
2. Improving student achievement is the key work of locally-elected boards of education.
3. The interests of B.C. students are best met through local decision-making with an engaged community.
4. Providing a strong, representative voice for boards of education throughout the province is important.
5. Helping to build effective boards of education by providing development, communications and support services continues to be a vital role.

Our member boards set the direction for BCSTA's work through resolutions at our annual general meeting in the spring, and at smaller Provincial Council governance meetings over the year.

BCSTA participates in a variety of government and partner group committees and initiatives, where trustee input significantly shapes final outcomes.

More about membership benefits can be found on our [website](#).

CAMPAIGN RESOURCES

- [Ministry of Education](#)
- [Ministry of Municipal Affairs](#)
- [Elections BC](#)
- [CivicInfo BC](#)
- [General Local Elections](#)



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bcsta.org