

**DATE:** June 24, 2025

**TO:** Board of Trustees

**FROM:** Trustee Dawn Hancock, Governance and Evaluation Committee  
Trustee Marsh Nelson, Governance and Evaluation Committee  
Trustee Sherri O’Keefe, Chair, Governance and Evaluation Committee

**SUBJECT:** Governance and Evaluation Committee 2024-2025 Work Plan Summary

**RESOURCE STAFF:** Karen Mills

**REFERENCE** [Trustees’ Handbook](#) - Section 6.1.1 Governance and Evaluation Committee

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## ISSUE

The Governance and Evaluation Committee is responsible for developing and presenting to the Board of Trustees an annual Work Plan. This report provides a summary of the work accomplished by the Committee over the 2024-2025 school year.

## BACKGROUND

The Governance and Evaluation Committee 2024-2025 work plan was approved at the November 5, 2024 public Board meeting. In addition to including items mandated in the committee’s Terms of Reference, the work plan indicated a specific focus on ensuring that the Trustees’ Handbook is up to date for the next Board, which will be elected in October 2025.

## CURRENT SITUATION

The Governance and Evaluation Committee had a very productive year. The committee completed the following initiatives over the course of the year:

- **Meeting preparation** - The committee created the agendas and facilitation plans for the fall (September 5 and 6) and winter (January 31) Board planning meetings.
- **Professional Learning** - The committee surveyed all Trustees to determine which professional learning topics garnered the most interest. Based on the feedback and emerging issues, the committee arranged the following sessions:
  - Sept 5 - Deeping Governance Understanding
  - Oct 15 - Clarifying Board Norms Part 1
  - Dec 3 - Clarifying Board Norms Part 2
  - Dec 3 - Results Review debrief
  - Jan 14 - Governance Core book study session
  - Jan 28 - Governance Core book study session
  - Jan 31 - Generative AI
  - Feb 4 - Governance Core Book book study session
  - Apr 8 - Indigenous Culture PL: Reconciliation Begins With Truth
  - May 13 - Indigenous Culture PL: Seven Sacred Teachings

- **Trustees' Handbook Updates** - The committee recommended revisions to chapters 3, 5, 6, 7, 9, 10, 13, 15, 16, 17. Highlights of the approved recommendations include:
  - An external legal review of chapter 3, which includes the Trustee Code of Conduct
  - New parameters comments from the public and staff groups at Board meetings to better balance the time allotted for comments and the time available for all other matters on the Board meeting agendas
  - Updates to the Committees section to clarify the relationship between committees and the Board
  - Language to better clarify expectations regarding Trustee campaigning while holding office, absences and resignations
- **Review of Annual Reports** - At the Board's winter planning meeting, the committee lead a review of all reports submitted to the Board annually to identify if the information was still required each year, if there were any desired changes to the scope of reporting and whether or not certain reports should be combined or presented with other reports for context.
- **Update to Trustee Honourariums** - Noting that, outside of a 2019 minor adjustment to offset a federal tax change, Trustee base honourariums had not been adjusted since October 1, 2017, the committee undertook a review and recommended a three per cent increase effective on the swearing in of the new Board. The Caucus Committee defeated this recommendation on June 10, 2025.
- **Superintendent Evaluation** - Following the Superintendent's retirement announcement, the Board approved the committee's recommendation to cancel the Superintendent evaluation for this year.
- **Board Self-Evaluation** - The committee noted that because it was the last year of their term and there would only be one Board meeting in September 2025, there would be little opportunity to make use of any information collected through a Board self-evaluation. The Board approved the committee's recommendation to cancel the self-evaluation, noting the time could be better used to prepare materials to support the onboarding of new Trustees following the October 20, 2025 election. The Board also approved an update to the Trustee's Handbook to eliminate the requirement for a self-evaluation in the last year of a Board's term.

The Committee thanks all Trustees for making time for the learning sessions, and for actively engaging in discussions regarding the Trustees' Handbook in order to provide the incoming Board with the greatest clarity and support possible.

#### **KEY POINTS**

- The committee organized ten professional learning sessions for all Trustees.
- The committee recommended, and had approved, several updates to the Trustees' Handbook.

#### **ATTACHMENTS and APPENDICES**

ATTACHMENT I Governance and Evaluation Committee 2024-2025 Work Plan

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# Governance and Evaluation Committee 2024-2025 Work Plan

## PURPOSE

The Governance and Evaluation Committee is responsible for assisting the Board of Trustees to:

- conduct an annual evaluation of the Superintendent of Schools in accordance with Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#) and the review and/or renewal of the Superintendent of Schools' contract in accordance with the [Education Act](#);
- conduct an annual Board self-evaluation for continued Board development and improved Board performance with respect to the Board's role and responsibilities;
- identify and develop the priorities that will guide Division operations and the budget planning cycle for the Board's four-year term of office; and
- carry out its duties and commitments in relation to the Division Priorities by making recommendations on governance-related matters.

## ACTIVITIES

### Board Self-Evaluation

The Committee will:

- Review the Board's Self-Evaluation Instrument to determine if any changes are required. (February 2025)
- Initiate the process for the Board Self-Evaluation. Each Trustee will be asked to complete the Board Self-Evaluation Instrument. (May/June 2025)
- With support from the Director Board and Superintendent Relations, compile and summarize the individual evaluations for reporting purposes. (June/July 2025)
- Provide the final Board Self-Evaluation survey results to Trustees at a meeting for discussion (September 2025)
- Prepare a summary statement of the Board Self-Evaluation results to be read at a public Board meeting. (September 2025)

### Superintendent of Schools' Evaluation

The Committee will:

- Select an external administrator for the Superintendent's Evaluation. (November/December 2024)
- Initiate the process for the Superintendent's Evaluation. (March 2025)
- Provide the Superintendent an opportunity to review the Evaluation and discuss implications with the Committee Chair. (May 2025)
- Submit the final Superintendent's Evaluation results and a report to Caucus Committee, which includes a response to the evaluation from the Superintendent. (June 2025)
- Prepare a summary statement of the evaluation results to be read at a public Board meeting. (September 2025)
- If needed, work with the Policy Review Committee on Board-governance-related policy in the Trustee's Handbook through providing content recommendations to the Policy Review Committee on existing Board Policy [FGB.BP - Evaluation of Superintendent of Schools](#).

**Governance**

The Committee will:

- Develop schedules for Board off-site meetings, generative discussions and professional learning sessions, along with agendas and facilitation plans for each. (September/October 2024, with updates as needed)
- Review the Trustees' Handbook in preparation for welcoming the next Board (ongoing)
  - The committee will specifically review Trustee absences and leaves; directions regarding elections, campaigning and running for office while a Trustee; and public conduct at Board meetings.

**REQUESTED RESOURCES**

- The Committee requests the continued support of the Director Board and Superintendent Relations.
- No funding needs are anticipated at this time