

|                       |                                                                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>           | October 27, 2026                                                                                                                                                     |
| <b>To</b>             | Board of Trustees                                                                                                                                                    |
| <b>From</b>           | Trustee Linda Lindsay, Trustees' Handbook Committee<br>Trustee Holly Nichol, Chair, Trustees' Handbook Committee<br>Trustee Jan Sawyer, Trustees' Handbook Committee |
| <b>Subject</b>        | Trustees' Handbook Committee Terms of Reference and 2026-27 Work Plan                                                                                                |
| <b>Resource Staff</b> | Kelsey Duebel, Catherine Angeles                                                                                                                                     |
| <b>Reference</b>      | <a href="#">Trustees' Handbook</a> , Subsection 7.6 – Trustees' Handbook Committee                                                                                   |

**ISSUE**

The Trustees' Handbook Committee is presenting its Terms of Reference (see Attachment I) and 2026-27 Work Plan (see Attachment II) to the Board of Trustees (the Board) for approval.

**RECOMMENDATION**

**That the Trustees' Handbook Committee's Terms of Reference and 2026-27 Work Plan be approved.**

**BACKGROUND**

The Trustees' Handbook (the Handbook) serves as a foundational governance resource for the Board, outlining roles, responsibilities, procedures, and expectations.

The Trustees' Handbook Committee is an ad hoc committee established for the purposes of evaluating and updating the Handbook to improve effective governance and clarity. The committee commenced upon the election of Trustee members at the June 16, 2026 Organizational Board Meeting.

**OPTIONS**

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the proposed terms of reference and work plan.
2. Provide feedback and request that changes be made to the terms of reference and/or work plan.

**ATTACHMENTS**

|               |                                                 |
|---------------|-------------------------------------------------|
| ATTACHMENT I  | Trustees' Handbook Committee Terms of Reference |
| ATTACHMENT II | Trustees' Handbook Committee 2025-26 Work Plan  |

HN:kd

## **Trustees' Handbook Committee**

### Terms of Reference

#### **PURPOSE**

- Identify all areas of opportunity to improve clarity of language and direction
- Over the course of approximately one year, undertake editorial and structural updates to the Trustees' Handbook (the Handbook) to improve accessibility and overall flow

#### **COMPOSITION**

The committee will consist of three Trustees, from among which a Chair will be selected. The Chair is responsible for leading the discussion at each meeting and formally reporting back, either in writing or verbally at regularly scheduled Caucus Committee meetings, when appropriate, about the committee's activities. The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested.

#### **TERMS OF REFERENCE**

##### **A. Identify Areas of Opportunity**

The committee will perform a comprehensive review of the entire Handbook as well as existing working documents outlining gaps and opportunities for edits/updates to create a robust work plan to be brought to the Board no later than October 31, 2026.

##### **B. Update Trustees' Handbook**

The committee will ensure all identified areas of opportunity are updated as part of a holistic edit to the Handbook so that the following goals are achieved:

- A clear, concise, and consistent Handbook, resulting in improved governance effectiveness and accountability.
- Reduced ambiguity in Handbook structure and language, resulting in a clearer understanding of governance processes and decision-making.
- A more coherently organized and clearly written Handbook, resulting in greater confidence in the Handbook as an authoritative governance resource.

The committee will also be responsive to emergent/additional editorial opportunities and updates that may arise throughout the process. Recommendations on updates and edits will be brought to the Caucus Committee for approval.

## Trustees' Handbook Committee 2026-27 Work Plan

### PURPOSE

The Ad Hoc Trustees' Handbook Committee (the Committee) will:

- Identify all areas of opportunity to improve clarity of language and direction
- Over the course of approximately one year, undertake editorial and structural updates to the Trustees' Handbook (the Handbook) to improve accessibility and overall flow

The Committee will ensure all identified areas of opportunity are updated as part of a holistic edit to the Handbook so that the following goals are achieved:

- A clear, concise, and consistent Trustees' Handbook, resulting in improved governance effectiveness and accountability.
- Reduced ambiguity in Handbook structure and language, resulting in a clearer understanding of governance processes and decision-making.
- A more coherently organized and clearly written Handbook, resulting in greater confidence in the Handbook as an authoritative governance resource.

### ACTIVITIES

The Committee's review of the Handbook will be undertaken through a phased approach. The Committee will track and communicate to the Governance and Evaluation Committee any substantive revision opportunities identified through each phase of the review. After each phase is complete, the Handbook Committee Chair will communicate a brief overview of these opportunities at Caucus Committee meetings to ensure all Trustees are aware.

#### 1. Handbook Structure Review (September - December)

The Committee will take a holistic view of the Handbook and identify:

- The purpose of the Handbook and its intended use
- Duplication, gaps, or misplaced content across sections
- Opportunities to improve flow and clarity through potential re-organization of sections or sub-sections

The Committee will bring a proposed revised Handbook structure to the Caucus Committee for feedback upon completion of this phase.

#### 2. Language Clarity Review (January - April)

Using the proposed revised structure, the Committee will review the content within each section to identify opportunities to improve clarity through editorial updates to language. The Committee will track and communicate to the Governance and Evaluation Committee any substantive revision opportunities identified through this phase of the review. The Handbook Committee Chair will communicate a brief overview at Caucus Committee meetings to ensure all Trustees are aware.

## Handbook Committee 2026-27 Work Plan

**3. Review and Approval (April - June)**

The Committee will bring the draft revised Handbook to the Caucus Committee for feedback and approval prior to the end of the 2026-27 school year. Where possible, the Committee will bring sections forward as they are ready.

**REQUESTED RESOURCES**

Staff to assist the Committee in the work outlined in this work plan has been allocated in the current budget. The Committee will have support from the Director Board and Superintendent Relations to further define the scope of work and required resources.