

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 1209

SUBJECT: TRUSTEE HANDBOOK

Date 99 11 16

The Secretary-Treasurer shall establish and maintain a Trustee Handbook.

The purpose of the Trustee Handbook is to provide introductory information for new Trustees and an ongoing reference providing key information on governance and School District #35 (Langley).

1. Updating

The Secretary-Treasurer shall update the Trustee Manual at least once per year, in consultation with the Trustees. Minor amendments such as new staff lists, brochures, etc. may be made by the Secretary-Treasurer. Substantive or editorial amendments to the Trustee Manual will be by resolution of Trustees at a public meeting.

2. Table of Contents

YELLOW TABS	SECTION
DISTRICT DIRECTORY	
Board of Education	1.1
Board Committees	1.2
Senior Administrators	1.3
Schools and Principals	1.4
Other School District Sites	1.5
Organizational Chart	1.6
Floor Plan of School Board Office	1.7
District Map	1.8
Partner Groups	1.9
Related Organizations	1.10
DISTRICT DIRECTIONS	
About District Directions	2.1
District Directions Document	2.2
FACTS ABOUT SCHOOL DISTRICT #35	
School District No. 35 (Langley) Fact Sheet	3.1
Decentralized Decision Making	3.2
Talkin' Langley Talk	3.3
Independent Schools	3.4
PROGRAMS AND SERVICES	
Introduction	4.1
Kindergarten to Grade 12 Education Plan	4.2
Instructional Services	4.3
Extra Curricular Participation	4.4
Aboriginal Program	4.5
ESL	4.6
Modern Languages	4.7
Career Education	4.8
Alternative Programs and Choice	4.9
Counselling	4.10
District Programs	4.11
Support Services for At-Risk Students	4.12
International Student Program	4.13
School Based Programs	4.14
Professional Development	4.15
Special Services	4.16
Accreditation/Growth Plans	4.17
Human Resources and Hiring Procedures	4.18

YELLOW TABS **SECTION**

GOVERNANCE

Policies on Ethics and Stewardship	5.1
Trustee Checklist	5.2
Role of The Board of Education	5.3
School Board is a Corporate Body	5.4
Authority Under the School Act	5.5
Effective Trusteeship	5.6
Financial Disclosure	5.7
Chairman of the Board	5.8
Board Meetings & Organization	5.9
Referrals to Committees	5.10
Conduct of Regular Meetings	5.11
Bylaws and Resolutions	5.12
Checklist for Effective Board Procedures	5.13
Effective Policies	5.14
Who Develops Policies	5.15
External Information Sources	5.16
Relationship with the Superintendent	5.17

FINANCIAL REPORTS

The Budget Process	6.1
Financial Reports 1997-98	6.2

CAPITAL PLANNING

Capital Plan 1997-98	7.1
The Capital Planning Process	7.2
Facilities Master Plan	7.3

CALENDAR

District Calendar	8.1
Ministry Five Year Calendar	8.2
Activity Event Calendar	8.3
List of Statutory Dates	8.4

BLUE TABS

MINUTES FROM PAST BOARD MEETINGS

ADDITIONAL RESOURCES

- District Web Site www.sd35.bc.ca
- School Act and Regulations
- Langley School District Policy Manual
- Child Safety Manual
- NASB Guide for Trustees
- Emergency Plan
- Work Experience Handbook