



The Board regularly evaluates Board effectiveness through Board self-evaluation. All Trustees engage in the pursuit of board excellence through board development and trustee development training and education.

A. Evaluate annually Board effectiveness

The Board shall undertake an annual Board evaluation for continued Board development and improved Board performance with respect to the Board’s role and responsibilities.

The purpose of the evaluation is to:

- assist the board in identifying Board strengths and areas for improvement, and common beliefs and values amongst Trustees;
- provide an opportunity for Trustees to reflect on how they work collectively and as individuals with respect to the Board’s mandate and role and responsibilities;
- provide an opportunity for Trustees to discuss the Board evaluation results in the context of Board development; and
- provide an opportunity to recognize the Board’s accomplishments.

Process:

- The Board Development Committee will be responsible for initiating and overseeing the process.
- The Board evaluation will take place annually.
- The Board of Trustees will use the Board Self-Evaluation Questionnaire adapted from the Non-Profit Sector Leadership Program, College of Continuing Evaluation, Dalhousie University (see Board Procedure – Board Self-Evaluation Questionnaire).
- All Board members will complete the evaluation questionnaire by the first week of June.
- The results will be compiled and reviewed at the June Board Development Committee meeting.
- The results will be reviewed at a Trustee fall planning session and the information gathered will be used to create a Board Action Plan. The plan will highlight what the Board is doing well and where it needs to improve.
- The Action Plan will include the following elements:
 - What do we want to achieve? – What areas do we want to improve and what results do we want?
 - Actions – What concrete actions/activities will we undertake to achieve the results we want?
 - Lead person(s) – Which individual or committees will lead/coordinate each activity?
 - Resources – What money, equipment, facilities, and/or staff do we need to successfully carry out these activities?
 - Timelines – How long will specific activities/actions take?

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- o Indicators and Results – How will we know if we have achieved what we set out to do? The Board Action Plan is the Board’s plan for improvement – in short a roadmap to better governance. It will be used to form the basis of a work plan for the Board and the work of its committees and representatives. It will also guide the development of a targeted professional development plan that will focus on building the Board’s capacity in the key improvement areas.
- Once the Board Action Plan is created, the Board will share a summary report on results achieved the previous 2-years and the intended actions, at a public board meeting.
- A review of the status of the Board Action Plan will occur in January, March and June. The review will be facilitated by the Climate and Culture committee with a purpose to assess/reflect on progress toward achieving the Board’s goals. This will include a celebration of successes and identification of strategies/next steps for improvement or focusing the Board in the months ahead.

B. Develop and implement a yearly plan for Trustee development

There are many opportunities available to Trustees that will enhance their ability to fulfill their responsibilities. The Trustee Development Plan will take into account what is required, who will attend and budget considerations.

- School Board members are encouraged to keep themselves informed of current educational issues and practices through attendance at appropriate meetings, workshops and conferences.
- All Trustees are encouraged to participate in the following programs:
 - o Division Orientation Session
 - o Division Board/Administrator Seminars
 - o Manitoba School Boards Association Provincial Workshops and Regional Meeting
 - o Manitoba School Boards Association annual Conference
 - o Canadian School Boards Association Annual Conference (when held in Manitoba)
- It is the intention of the Board of Trustees to have trustee representation at regional or provincial meetings, workshops or conferences, other than those identified above, where the focus of the session is relevant to trustee development. These requests will come before the Board, using the Trustee Professional Development Request Form (see Board Procedures – Trustee Professional Development Request Form).
- All trustees are encouraged to attend relevant out of province conferences subject to the following:
 - o The approval of the Board of Trustees
 - o Generally, not more than three (3) trustees may attend the same out-of-province conference
- The Secretary-Treasurer will ensure that information related to trustee professional development sessions is included in Board agenda packages.

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BOARD EVALUATION AND DEVELOPMENT

- The Board provides funds for Trustee professional development. To maximize the value of this learning for the Board, upon their return, Trustees will share their experiences and learnings with their colleagues. Using The Trustee Professional Development Conference Report Form (see Board Procedures – Trustee Professional Development Conference Report), Trustees will outline what they have learned and how it may be applicable to the work of Mountain View School Division schools.
- When attending meetings and conferences, trustees will be reimbursed in accordance with approved compensatory allowances and expense reimbursement guidelines.
- The Board will review and set annually for professional development budget required to allow for trustee development, as outlined in the above procedure.

C. Plan and deliver new Trustee orientation

Timely orientation for new Trustees has proven helpful in identifying Trustee's roles and responsibilities and will assist new Trustees to fulfill their role.

An orientation of new Board members will be conducted locally by the Chair of the Board and Senior Administration staff. The orientation will occur as soon as possible and within one month of the inaugural meeting or trustee by-election. Facilitation of the orientation topics are assigned to a particular role(s) within the organization, but the topics or sub-topics may be assigned to a designate. The orientation will cover a broad range of topics as outlined in Board Procedures – Trustee Orientation Template.

D. Plan and organize Trustee school tours

Regular school visits provide Trustees with the opportunity to engage with staff and students and to experience the daily life of the schools within their jurisdiction. Regular school visits will be organized by the Board Development Committee in conjunction with the Superintendent/CEO. The Mountain View School Division School Tours Schedule is located in Board Procedures – School Tours Schedule.

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