



Rationale

The Board is responsible for the overall philosophy of the schools as well as the development of policies and procedures affecting the operation of their schools.

The Board is responsible for setting the direction for the vision of the school system and to ensure appropriate performance. This includes the development of strategic directions, goals and policies to guide the provision of educational and financial services rendered within the system, in keeping with the requirements of provincial legislation and the values and teachings of the Catholic Church.

Policy

The fundamental work of the Board is to establish and safeguard the mission and plan for the future, ensuring proper management of daily operations, financial stewardship, performance monitoring and accountability to stakeholders, advocacy as required and risk management oversight.

Regulation

In accordance with this, the Board has oversight concerning:

Specific Areas of Responsibility:

1. Faith Leadership
 - a. A Catholic community that supports both the existence and the necessity of Catholic education.
 - b. Alignment with the values and teachings of the Catholic Church.
 - c. The link between the Diocese of Kamloops, Parishes, Clergy, Catholic organizations, Parents, Operational Associations.
2. Accountability to Provincial Government
 - 2.1. Act in accordance with all statutory requirements to implement provincial educational standards and policies, with due regard to the values and teachings of the Catholic Church.
 - 2.2. Perform Board functions required by governing legislation and existing Board policy.
 - 2.3. Practice effective Board governance.
3. Communication with Communities
 - 3.1. Make decisions based on what is in the best interests of all stakeholders.
 - 3.2. Develop and approve, as needed, a communication and advocacy plan including collaboration with CISCBC and CCSTA on advocacy efforts.
 - 3.3. Communication of Board activity at the Annual General Meeting.
 - 3.4. Develop procedures for, and hear appeals as required by statute and/or the Board.



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3.5. Model a culture that reflects the Board's Standard of Conduct and guiding principles.

4. Board Objectives

To develop a strategic plan which would:

- 4.1 Articulate Board priorities and key outcomes at the outset of an annual strategic planning review.
- 4.2. Provide annual feedback to the Superintendent relative to any changes/updates to the achievement of the strategic plan.
- 4.3. Provide overall direction for the system by establishing foundational statements, strategic priorities and key outcomes.
- 4.4. Review annual progress of school/student achievement of desired priority outcomes.
- 4.5. Review the strategic plan's relevance every three (3) years, and if required, engage in a stakeholder consultation process to ensure its alignment with system and provincial priorities.
- 4.6. Provide governance oversight regarding Risk Management principles and strategies.

5. Policy

- 5.1. Identifies how the Board shall function.
- 5.2. Reviews Board policies on a regular basis to determine if the policy requires updating and is producing the desired outcome(s).
- 5.3 The superintendent will be responsible for the development and implementation of procedures that are consistent with Board policy and provincial policies and regulations.

6. Board Relations with Superintendent

- 6.1 Select and appoint the Superintendent of Schools.
- 6.2 Provide the Superintendent with clear Board direction as required.
- 6.3 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- 6.4 Interact with the Superintendent in an open, honest, proactive and professional manner.
- 6.5 Evaluation of the Superintendent is conducted in the first or second year of employment and then once every three years. Evaluation will be the responsibility of the Bishop of Kamloops or designate.
- 6.6 Review the Superintendent's compensation annually as per contract.
- 6.7 Ensure the CISKD has sufficient organizational capacity, including familiarity with Superintendent's issues and processes to enable interim coverage for the continued competent operation of the school system in the event of sudden loss of Superintendent services.

7. Board Development and Capacity Building

- 7.1 Assess Board internal effectiveness.



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- 7.2 Access CISCBC and CCSTA resources
- 7.3 Review membership in the Canadian School Boards Association (CSBA) and Canadian Catholic School Trustees Association (CCSTA).

8. Fiscal Accountability

- 8.1 Approve all school budgets.
- 8.2 Approve CISKD annual budget and related student levy.
- 8.3 Ensure resources allocated are aligned with fiscal realities and priorities.
- 8.4 Consider proposed capital plans and terms of plans.
- 8.5 Appoint the Auditor and approve the terms of engagement.
- 8.6 Diocesan Finance Officer and Superintendent meet with the Auditor to receive the annual audited reports and letters.
- 8.7 Approve the annual proposed salaries and wages for all employees.
- 8.8 Approve out of scope personnel as well as new position salaries or wages.
- 8.9 Approve capital projects for Diocesan-supported schools exceeding \$10,000.
- 8.10 Provide procedures for capital projects to parish-supported schools exceeding \$10,000.
- 8.11 Review schools' fiscal reports as needed.

9. Selected Responsibilities

- 9.1 Receive Strategic Plan progress annually.
- 9.2 Review appeals as required in policy.
- 9.3 Approval of system school-year calendars and hours of instruction.
- 9.4 Approval of international and out of province field trips for students.
- 9.5 Hear harassment concerns as required in policy.
- 9.6 Provide input concerning the acquisition, disposal of land and buildings, including expropriation proceedings.
- 9.7 Input concerning the naming of schools, sub-sections of schools and other school parish- or diocesan-owned facilities.
- 9.8 Encouragement of qualified and interested candidates to be nominated to the CISKD Board of Directors.
- 9.9 Recognition of staff and alumni.
- 9.10 Review the CISKD's foundational statements as needed.
- 9.11 Approval of alternative or special programs or schools.
- 9.12 Approval of locally developed or new courses of instruction at the secondary level, with due regard to the Bishop of Kamloops concerning all aspects of religious programming and instruction.
- 9.13. Determine a plan regarding the frequency of policy and/or administrative applications review.



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Date Approved: IP March 2021
Date(s) Revised: June 2023

Appendix A: Standard of Conduct for Elected/Appointed Members of the Board of Directors

Preamble

The governing body of the CISKD is a church ministry within the diocesan and parish communities. As ministries charged with building the Kingdom of God, a high standard of conduct is required of a CISKD Board of Director. It is essential for those who accept the call to serve this body, to understand the expectations of the Office and conduct themselves in such a way that will foster collaboration and Christian community. Further, all Directors are charged with strictly supporting the role of the CISKD, its policies, directives, procedures and guidelines it has put into effect.

Policy

Those elected or appointed to serve on the CISKD Board of Directors will conduct themselves in a manner consistent with the mission of the Catholic Independent Schools Kamloops Diocese.



Procedure

Members of the CISKD Board of Directors shall:

1. acknowledge that CISKD schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
2. provide witness to the Christian community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Catholic Church;
3. become more knowledgeable about the mission of Catholic education, as expressed in CISKD schools, and sincerely promote it to the various communities with whom they have influence;
4. aim to provide the best possible Catholic education according to the religious curriculum approved by the Bishop of Kamloops.
5. aim to provide a Catholic lens through which the provincial curriculum provided by the Ministry of Education is presented;
6. recognize the need for continuing education about their responsibilities and acknowledge that they do not, as individuals, represent the Board of Directors unless explicitly authorized to do so by the Board; with due regard to the position of the Board President or his designate;
7. recognize that membership in the CISKD Board of Directors requires a responsibility to always act and speak in terms of this position and not in a personal role;
8. be prepared for each meeting by doing the required readings and completing necessary tasks in advance for subcommittee work and reports;
9. support the Superintendent or Principal in authorized functions and refrain from getting involved in administrative matters unless requested to do so by the CISKD Board of Directors;
10. support decisions made by the CISKD Board of Directors even when personal views differ;
11. ensure the confidentiality of the Board of Directors both during the holding of office and beyond;
12. be familiar and comply with the Constitution and bylaws of the Society of the CISKD.
13. ensure the affairs of the CISKD Board of Directors are conducted with justice and compassion.
14. be alert to alternate solutions to problems.
15. disqualify themselves from discussion and voting on an issue where there is a conflict of interest. If, and when, there may be a conflict of interest arise, real or perceived, the Director should excuse themselves from that part of the meeting that addresses such issues. Their exclusion will be recorded in the meeting records. At the discretion of the President or his designate, the Board also has the right to identify a potential conflict of interest within one of its Directors and may ask the Director to excuse them from that portion of the meeting. Similarly, their exclusion will be recorded in the meeting records;
16. address issues of conflict between members of the CISKD Board of Directors between the individual parties involved. If the matter is not resolved, it is referred to the President or his designate for direction.
17. address issues of conflict between member(s) of the Local School Committee and school employees or volunteers through the CISKD's protocol procedures.



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18. pray often for members of the CISKD Board of Directors, Local School Committees, our Catholic schools, and the communities they serve.

Appendix B: Nomination Package for CISKD Board of Directors Position - Due to Superintendent: September 30, annually

Governance of Catholic Schools

The CISKD is responsible for elements of the operation of the Catholic Schools of the Kamloops Diocese in the provision of educational services including as the employer of teachers and support staff, negotiation of contracts for services and supplies.

The Board of Directors of the CISKD (the "Board") is comprised of those persons who are appointed or elected as set out in the Bylaws of the CISKD. The Board is legally responsible, by virtue of the provisions of the Constitution and Bylaws of the CISKD, the Societies Act of B.C. and the common law, for the management of the business and assets of the CISKD.

The CISKD Board of Directors have the responsibility to serve the best interests of all of the school communities that

operate under the Diocese of Kamloops when serving on the Board. The function of the Board of Directors is to exercise

its authority in the management of the affairs of the Society. In this respect, members are not delegates from Local School or parish Committees acting on local interests, but rather they serve the needs of the greater community of schools.



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The role of the Board is to safeguard the mission of Catholic schools in the Diocese of Kamloops and to protect the assets of the CISKD including, but not limited to, Catholicity, human, financial, and capital. The Board fulfills its responsibilities through the formation of Governance Policy and Administrative Applications of Board Policy for its schools.

Eligibility for Board Members

The nominees to the CISKD Board of Directors or those seeking election to the CISKD Board of Directors must meet or exceed the following terms of eligibility:

1. practicing Catholic (regular attendance of Sunday Mass & Holy Days of Obligation; single or married vocation recognized by the Catholic Church; and lives a lifestyle in accord with the Catholic Church)
2. at least nineteen years of age
3. demonstrated active supporter of the Catholic school in time, talent and treasure
4. registered member of the Parish that supports the school
5. maintain confidentiality of the Board and related school matters
6. serve the interests related to the Board of Directors mandate
7. does not hold a position on a CISKD Local School Committee
8. is willing to serve a minimum of one (1) year term of service
9. provide a valid, satisfactory Criminal Record Check and Vulnerable Sector Check (as volunteer to an educational institution)
10. be supported by two nominators in addition to the Pastor or Parochial Administrator

Nominee backgrounds in Catholic education, educational leadership, governance, policy development, communications, strategic planning, finance and/or law are assets.

Candidates must be available for CISKD Board, subcommittee meetings of the Board and other CISKD events to which the Board member may be invited or required to attend during the day, evenings and weekends, which may include travel to participate. All elected or appointed members take and sign an oath of confidentiality.

Nominees must not be:

1. employees of the CISKD
2. related to employees or contractors of the CISKD
3. related to members on Local School Committee
4. related to clergy on the Board or assigned to schools

To submit a nomination:

1. Complete the attached nomination form
2. Request an appointment with the Pastor regarding the Catholic Pastoral Reference



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3. Compose a brief typed biography with photo (no more than one page) introducing yourself, identifying your talents/experience, rationale and availability for wishing to serve the CISKD Board of Directors
4. Submit a satisfactory Criminal Record Check and Vulnerable Sector Check (contact Superintendent's Office); Board position is subject to this submission
5. Submit the completed nomination package to the Superintendent of Schools **by September 30**, annually

I understand the above terms and confirm I meet the standards outlined above.

Signature of Candidate _____

Application page 1 of 2

Board of Directors Nomination Form

Name of Candidate:	
Address:	
Phone Number:	Home: Cell:
Age:	
Date of Application:	
Name of Catholic parish to which you are a registered member:	
Name of Pastor/Parochial Administrator completing the Confidential Pastoral Reference:	
Do you currently hold a position on a CISKD Local School Committee?	Yes No Previously
If yes, how many years of service?	_____ Years N/A
Do you accept that if your candidacy for a Board position is successful, it will require you to step down from any currently held position on a Local School Committee within 30 days of the appointment?	Yes No
Are you an active supporter of the school in time, talent, and treasure?	Yes No Explain:
Name & Contact Information of Nominator #1:	



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Signature of Nominator #1	
Name & Contact Information of Nominator #2:	
Signature of Nominator #2	
Signature of Pastor/Parochial Administrator:	

Along with this 2-page Nomination form, please include an electronic photo and brief biography (less than one page) to introduce yourself to the Nominating Committee, that identifies your talents/skill sets and experience, and the rationale for your desire to serve. If deemed satisfactory, these documents shall be shared with members of the Society to introduce your candidacy. Please note that by signing this document, you are providing consent for CISKD or its designates to contact references and/or to discuss your candidacy with those identified.

Please submit Nomination Package (pages 1 and 2) to the Superintendent of Schools at superintendent@ciskd.ca by **Sept. 30**.

I understand that if my candidacy is successful, it is subject to the submission of a satisfactory current Criminal Record Check and Vulnerable Sector Check to the Office of the Superintendent within 30 days following the AGM. If not provided, I am unable to serve as a CISKD Board member.

Signature of Candidate: _____ Date: _____

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CONFIDENTIAL CATHOLIC PASTORAL REFERENCE FORM for Nominee Applicants Seeking Election or Appointment to the CISKD Board of Directors

To be completed by the Applicant/Nominee:

APPLICANT/NOMINEE NAME: _____ DATE: _____
ADDRESS: _____ Phone #: _____
NAME of CATHOLIC PARISH: _____ PRIEST: _____

To be completed by the candidate for nomination:

- Are you a registered member of this parish? Yes No
- Do you usually attend Mass every Sunday? Yes No
- Do you take an active role in any of the parish ministries or organizations? Yes No
- If not registered in this parish for the last two years, please name your previous parish and pastor:

Parish Name and Locale: _____

Pastor: _____

5. Are you: Single Married in Catholic Church Married in Other Church Married Civilly Divorced Common Law

Applicant Signature _____

Date of Signature _____

To be completed by the Parish Pastor/Parochial Administrator:

1. How well do you know this applicant? Very Well By Name By Face Just Met

2. How long have you known this person? _____

3. Is this person a registered member of your parish? Yes No

Comment: _____

4. Do you know this person to be a regularly practicing Catholic? Yes No



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Comment: _____

5. Do you know of anything in the marriage or lifestyle of this person that would put into question his/her suitability to serve on the CISKD Board of Directors? Yes No

Comment: _____

6. Do you recommend the applicant as a suitable candidate for the CISKD Board of Directors? Yes No

Comment: _____

7. Would you like the Superintendent of Schools to contact you so you can provide additional information and/or clarification? Yes No

Pastor/Parochial Administrator Signature

Date of Signature

If the signature is not that of the territorial pastor, what is the reason? _____

PLEASE DO NOT COPY or share with others- EMAIL DIRECTLY TO THE ABOVE ADDRESS. THANK YOU!

Appendix C: Oath of Confidentiality – Board of Directors

Oath of Confidentiality – Board of Directors

I, _____, agree that I will faithfully discharge my duties as a Director of the Catholic Independent Schools of Kamloops Diocese Board of Directors, and will observe and comply with all policies and procedures of the CISKD with respect to privacy, confidentiality, and security of personal information.

Unless legally authorized to do so, I will not use or disclose personal information or matters of business that come to my knowledge and/or possession by reason of my affiliation with the CISKD Board of Directors, including after I cease to serve the CISKD Board of Directors.

I understand that a breach of this agreement may be just cause for termination of my service as a Board Director with the Catholic Independent Schools of Kamloops Diocese.

I am aware that the CISKD has policies and procedures regarding the privacy, confidentiality, and security of personal information, and I understand that it is my responsibility to be familiar with the requirements outlined in these policies and procedures.

I understand that as a Board Director of the CISKD, I hold this responsibility at all times during my term of office, and thus shall conduct myself and my comments in public, accordingly and in alignment with Board direction.

I understand that I can refer to the CISKD Privacy Officer for the details of these policies and any other information required for me to understand my obligations.



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Signature: _____

Date: _____