
BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items

- Review and assess the audit report and management letter and Financial Statement Discussion and Analysis to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met:
- Approve the audited financial statements.
- Review the audit report and management letter and approve for implementation the recommendations of the auditor to be implemented.
- Review Superintendent Report on school start up.
- Assess summer learning accountability report.
- Recognize Orange Shirt Day.
- Review preliminary enrolment numbers for information.
- Receive Capital projects update for information. (In-Camera meeting)
- Review Executive Compensation Report as per PSEC. (In-Camera meeting)

Events

- Committee Meetings.

October

Regular Board Meeting Agenda Items

- Review enrolment report.
- Review quarterly fiscal accountability report.

Events

- Committee Meetings.
- Representative attend and participate in BCSTA Provincial Council Meeting.
- Representative attend and participate in BCPSEA Symposium.

November

Regular Board Meeting Agenda Items

- Elect Chair. For inaugural and every two years.
- Review the Superintendent's Performance Plan. (In-Camera meeting)

Events

- Committee Meetings.
- Attend and participate in BCSTA Academy.
- Attend Remembrance Day Celebrations.
- Host New Admin Dinner.
- BCPSEA Representative attend Provincial meeting and
- BCSTA Representative attend Provincial Council.

December

Regular Board Meeting Agenda Items

- Approve budget development process and timelines for next year's annual Budget.
- Approve Annual Board Development Plan.

Events

- Committee Meetings.
- Host Annual Board Christmas Social.

January

Regular Board Meeting Agenda Items

- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters.
- Review fiscal accountability report.
- Receive Capital projects update for information. (In-Camera meeting)

Events

- Committee Meetings.
- Representative attend and participate in BCSTA Provincial Council.
- Representative attend and participate in BCPSEA Annual General Meeting.

February

Regular Board Meeting Agenda Items

- Approve Amended Annual Budget for Current Fiscal Year and make any required adjustments (e.g., if it is a negative report, cut, expend from reserves, agree to a deficit that will be first call on the next year's budget. If it is a positive report, agree to incur a surplus, direct expenditure to meet an emergent need, plan to build the 1%-3% surplus.) The accountability report shall include variance analyses and year-end projections.
- Review and approve policy positions for submission to BCSTA Annual General Meeting.
- Review specialty academy fees for information.
- Review International Baccalaureate fees.
- Approve budget assumptions.
- Approve District Calendar as per Ministry requirement.
- Review the Superintendent's Performance Plan. (In-Camera meeting)

Events

- Committee Meetings.
- Representative attend and participate in BCSTA Provincial Council Meeting.
- Representative attend Ministry partner meetings/BCSTA Board Chair's meeting.
- Host Annual Transportation Breakfast.
- Attend special events celebrating diversity and respect week.

March

Regular Board Meeting Agenda Items

- Assess Student Well-being Accountability Report and related quality indicators.
- Approve board advocacy/influence plan. (In-Camera meeting)

Events

- Committee Meetings.
- Representative attend BCSTA Branch Meeting.

April

Regular Board Meeting Agenda Items

- Review draft budget for the upcoming year and provide any required direction regarding adjustments or further consultation prior to approval.
- Approval of school calendar for the next school year.
- Review quarterly fiscal accountability report.
- Approve Board meeting schedule for the following year.
- Receive Capital projects update for information. (In-Camera meeting)

Events

- Committee Meeting.
- Attend and participate in BCSTA Annual General Meeting.
- BCSTA Leadership workshop.

May

Regular Board Meeting Agenda Items

- First and second reading to approve annual budget for next fiscal year.
- Complete Board evaluation (In-Camera meeting)
- Review Annual Staffing Accountability Report and assess personnel quality indicators re Policy 12. (In-Camera meeting)
- Review the Superintendent's Performance Plan. (In-Camera meeting)

Events

- Committee Meetings.
- Participate in school graduation ceremonies.
- Attend annual Aboriginal Achievement Awards.
- Attend annual District Athletics Banquet.

June

Regular Board Meeting Agenda Items

- Review internal audit accountability report (KPMG).
- Assess strategic planning and reporting accountability report.
- Assess Student Learning accountability report and Student Learning Quality Indicator's re Policy 12.
- Approve 5-Year Capital Plan, and Annual Facilities Grant (AFG) for submission to the ministry.
- Approve long term capital plan adjustments.
- Third and final reading to approve budget for the upcoming year.
- Complete Superintendent's Performance Plan review. (In-Camera meeting)
- Review and amend the annual board work plan as required.

Events

- Committee Meetings.
- Host Budget Open House.
- Host Retirement and Service Recognition Awards Ceremony.
- Attend and participate in Graduation Ceremonies.
- Participate in strategic planning workshop including priority setting for the coming year.

- Host Annual Pancake Breakfast for Board Office staff.
- Attend Annual Evening of Inspiration.

July

August

Ongoing

- Advocate for public education and the School District's role in the community.
- Attend trustee development/orientation sessions.
- Attend District and school functions (as invited).
- Hear appeals as needed. (In-Camera meeting)
- Approve disbursements from and contributions to the Local Accumulated Operating Surplus.
- Approve purchase and disposition of real property (lands and buildings).
- Advance Board positions through BCPSEA.
- Initiate meetings with other elected officials.
- Purposefully meet with government MLAs and Ministers, First Nations and municipal governors.
- Receive for information purposes only Principal and Vice Principal transfer report.
- In an election year in the first week of September host an information meeting for those who express interest in running for the position of School Board Trustee.
- Approve Board Authority Authorized courses.
- Attend branch meetings.
- Approve locally approved resources.
- Ratify memoranda of agreement with bargaining units.
- Attend Board municipal liaison meetings.
- Receive updates on the Strategic Plan.
- Act in accordance with the Aboriginal Education Enhancement Agreement.
- Approve catchment areas and any changes thereto.
- Review and adjust the Long-Term Facilities Plan.

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act.

Adopted: December 15, 2020