

# BOARD OF EDUCATION ANNUAL WORK PLAN

## SEPTEMBER

- ✓ Approve Audited Financial Statements
- ✓ Approve Five-Year Capital Plan for Minor Capital Programs
- ✓ Approve Supporting All Learners: Enhancing Student Learning Annual Report
- ✓ Receive Audit Findings Report
- ✓ Receive Student Transportation Update
- ✓ Receive Summer Learning Update
- ✓ Receive District Operational Plan
- ✓ Receive Executive Compensation Disclosure Report
- ✓ Receive Board Policy Development Committee Work Plan
- ✓ Receive Whistleblower Protection Policy Annual Report
- ✓ Complete Conflict of Interest Declarations

## OCTOBER

- ✓ Approve Statement of Financial Information
- ✓ Complete Board Self Evaluation
- ✓ Represent Board at BCSTA Provincial Council Meeting
- ✓ Consider Motions for BCSTA Annual General Meeting

## NOVEMBER

- ✓ Issue Annual Chairperson Report
- ✓ Elect Board Chairperson and Vice Chairperson
- ✓ Receive Enrolment Update
- ✓ Represent Board at BCPSEA Symposium
- ✓ Attend BCSTA Trustee Academy

## DECEMBER

- ✓ Approve First Quarter Financial Statements
- ✓ Approve Preliminary Budget Process and Consultation Timeline
- ✓ Approve School Growth Plans
- ✓ Receive Chairperson's Trustee Appointments to Committees and Community Liaison Groups
- ✓ Receive Enterprise Risk Management Update
- ✓ Consider Motions for BCSTA Annual General Meeting

## JANUARY

- ✓ Approve Motions to BCSTA Annual General Meeting
- ✓ Receive Ministry Funding Update
- ✓ Receive Progress Report on District Operational Plan
- ✓ Complete Financial Disclosure Act Statement of Disclosure Forms
- ✓ Represent Board at BCPSEA Annual General Meeting

## FEBRUARY

- ✓ Approve Board and Departmental Operational Plan Updates
- ✓ Approve Board/Authority Authorized Courses and Programs of Choice
- ✓ Approve Non-Resident Student Fees
- ✓ Approve Second Quarter Financial Statements
- ✓ Adopt Amended Annual Budget Bylaw
- ✓ Receive Three-Year Enrolment Projection
- ✓ Receive Enhancing Student Learning Feedback Report
- ✓ Receive Input from the Indigenous Education Council on Budget Priorities
- ✓ Receive Input from Partner Groups and Students on Budget Priorities
- ✓ Represent Board at BCSTA Provincial Council Meeting

## MARCH

- ✓ Approve Facility Rental Fee Rates
- ✓ Approve Board Meeting Schedule
- ✓ Approve Trustee Remuneration
- ✓ Receive Ministry Funding Estimate for Upcoming Year
- ✓ Consider Updates to the Strategic Plan
- ✓ Represent Board at BCSTA Meeting
- ✓ Represent Board at Ministry of Education and Child Care Liaison Meeting

## APRIL

- ✓ Receive Proposed Preliminary Budget
- ✓ Engage in Budget Consultation Process
- ✓ Approve Preliminary Budget Changes and Budget Bylaw
- ✓ Approve Annual Facilities Grant Spending Plan
- ✓ Attend the BCSTA Annual General Meeting

## MAY

- ✓ Approve Third Quarter Financial Statements
- ✓ Approve School Fees and Specialty Academy Fees
- ✓ Approve Eligible School Sites Proposal
- ✓ Approve Joint First Nation Student Transportation Plan
- ✓ Approve Financial Statement Audit Plan
- ✓ Receive Environmental Sustainability Update and Climate Change Accountability Report

## JUNE

- ✓ Approve Five-Year Capital Plan for Major Capital Programs and Building Envelope Program
- ✓ Complete Superintendent Evaluation and Growth Plan
- ✓ Receive Annual District Parent Advisory Council Report
- ✓ Receive Board and Committees Meeting Calendar
- ✓ Receive District Operational Plan Accountability Report
- ✓ Submit Input on Provincial Budget Consultation

*Continued on next page.*

### **ONGOING ENGAGEMENT AND ADVOCACY**

- ☑ Engage in Trustee Professional Development
- ☑ Engage in Advocacy Initiatives
- ☑ Engage with Local Governments (municipal and first nations)
- ☑ Engage with Students, Staff, and School Communities
- ☑ Engage with Secondary Students for Input
- ☑ Prepare and Issue Advocacy Letters
- ☑ Represent Board at BCSTA Branch Meetings
- ☑ Represent Board in Committees and Community Liaison Groups
- ☑ Recognize Students and Staff
- ☑ Attend School and District Functions
- ☑ Attend Employee Recognition Events
- ☑ Attend Community Events

### **OTHER ITEMS SCHEDULED AS NEEDED**

- ☑ Develop and Approve Board Policies and Bylaws
- ☑ Approve Ad Hoc Capital Project Bylaws
- ☑ Approve Budget Changes
- ☑ Approve Collective Bargaining Plans
- ☑ Approve Disposition of Real Property (land and buildings)
- ☑ Approve Exempt Compensation Framework
- ☑ Approve Local Education Agreements
- ☑ Approve Motions to BCSTA
- ☑ Approve School District Calendars
- ☑ Approve Strategic Facilities Plan
- ☑ Appoint Financial Statement Auditor
- ☑ Ratify Collective Agreements
- ☑ Ratify Principal and Vice Principal Appointments
- ☑ Receive Indigenous Education Council Advice
- ☑ Receive Operational Updates
- ☑ Receive Principal and Vice Principal Cohort Placements
- ☑ Receive Student and Staff Presentations
- ☑ Hear Appeals
- ☑ Issue Chairperson Updates