

# ANNUAL BOARD WORK PLAN

## SEPTEMBER

- ☑ Review the Audit findings - September 15
- ☑ Approve Audited Financial Statements -September 30
- ☑ Review the Supporting All Learners Annual Report
- ☑ Submit Executive Compensation Disclosure to Public Sector Employers' Council - September 30
- ☑ Review the Board Policy Development Committee Work Plan
- ☑ Consider Motions to BCSTA Provincial Council

## OCTOBER

- ☑ Submit Learning Improvement Fund to the BC Ministry of Education
- ☑ Submit Staffing Plan to the BC Ministry of Education
- ☑ Complete Board Self Evaluation
- ☑ Recognize World Teachers' Day
- ☑ Represent Board at BCPSEA Symposium
- ☑ Represent Board at BCSTA Provincial Council Meeting
- ☑ Represent Board at Ministry of Education Annual Liaison Meeting

## NOVEMBER

- ☑ Review Class Size
- ☑ Report on School Organizations
- ☑ Receive Enrolment Update Report
- ☑ Review and Approve First Quarter Financial Statements
- ☑ Complete Superintendent Growth Plan Review
- ☑ Election of Board Chairperson and Vice Chairperson
- ☑ Annual Chairperson Report
- ☑ Approve Trustee Appointments to Committees and Community Liaison Groups
- ☑ Attend the BCSTA Trustee Academy

## DECEMBER

- ☑ Strategic Plan Review
- ☑ Board and Departmental Operational Plans Review
- ☑ Consider Motions for BCSTA Annual General Meeting and Provincial Council
- ☑ Statement of Financial Information (SOFI) - December 31

## JANUARY

- ☑ Receive the Ministry of Education Funding Update
- ☑ Review Terms of Engagement and Appoint or Reappoint Financial Statements Auditor
- ☑ Approve the Budget Process for upcoming year
- ☑ Receive the Budget Implementation Feedback
- ☑ Represent Board at BCPSEA Annual General Meeting

## FEBRUARY

- ☑ Adopt the Amended Annual Budget Bylaw - February 28
- ☑ Review and Approve Second Quarter Financial Statements
- ☑ Review and Approve Board/Authority Authorized Courses and Programs of Choice
- ☑ Review Three-Year Enrolment Projection - February 15
- ☑ Receive Enrolment Update Report
- ☑ Represent Board at BCSTA Provincial Council Meeting

## MARCH

- ☑ Receive Ministry of Education Estimated Funding for upcoming year
- ☑ Meetings with Partner Groups on Budget
- ☑ Approval of School District Calendar

## APRIL

- ☑ Receive Proposed Preliminary Budget
- ☑ Engage in the Budget Consultation Process
- ☑ Adopt the Annual Facilities Grant Bylaw
- ☑ Approve the Preliminary Budget for Implementation
- ☑ Receive Annual Review of Rental Fees
- ☑ Attend the BCSTA Annual General Meeting

## MAY

- ☑ Receive and Approve the Third Quarter Financial Statements
- ☑ Adopt the Annual Budget Bylaw - June 30
- ☑ Approve Academies Specialty Fees and School Fees
- ☑ Receive the Carbon Neutral Action Report

## JUNE

- ☑ Receive the Aboriginal Education Report
- ☑ Review Operational Plans
- ☑ Adopt the Board Calendar for the Upcoming Year
- ☑ Review Trustees Remuneration
- ☑ Approve Five-Year Capital Plan for Submission to BC Ministry of Education - June 30

## OTHER ITEMS SCHEDULED AS NEEDED

- Review and Approve Board Policies and Bylaws
- Review and Approve Capital Project Bylaws
- Hear Appeals as needed
- Ratify Principal and Vice-Principal Appointments
- Ratify Collective Agreements
- Approve Exempt Compensation
- Approve Disposition of Real Property (land and buildings)
- Declare Facilities Surplus for General School Needs
- Recognize School and Community Highlights
- Receive IT Plan Updates
- Receive Energy Management Plan Updates
- Represent Board at BCSTA Branch Meetings
- Attend School Functions
- Attend Employee Recognition Events