

Board Annual Workplan



Education Committee

Meeting Agenda Items

- Start-up Update
- Annual Policy Committee Work Plan

Business Committee

Meeting Agenda Items


- Audited Financial Statements
- Allocation of Surplus
- Exempt Compensation Reporting
- Long Range Facilities Plan – Survey Feedback

Regular Board

Meeting Agenda Items

- Approve the audited financial statements
- Approve Surplus allocations
- Trustee Family of Schools assignments announced
- Presentation from District Auditors

Reminders & Important Dates

- Submit Motions for Provincial Council – September 18
 - Orange Shirt Day
 - United Way Breakfast Kick-Off
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Education Committee

Meeting Agenda Items

- Start up 101 – How did we do? Where are we at with enrolment

Business Committee

Meeting Agenda Items

- Enrolment and Facilities Update
- Draft LRFP for review and consultation
- 1st Quarter Financial Report

Regular Board

Meeting Agenda Items

- Receive Superintendent District Review Story
- Review Class size report Student Enrollment and Staffing
- Proposed Budget Timeline for next school year's budget presented to the Board
- Premier Awards – Acknowledgment of Nominees/Winners
- Environmental Stewardship Policy Adoption

Reminders & Important Dates

- Policy Committee: Drafts for Policy Development and Community Engagement
 - Represent Board at BCSTA Provincial Council Meeting - October 24
 - Recognize World Teachers' Day
 - World Mental Health Day
 - Board Q1 Governance meeting (Review Board self-assessment and plan governance work 2020/2021)
 - VISTA Branch Meeting – October 2/3
 - Provincial Board Chair Meeting and Provincial Partner Meeting - October 15/16
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Education Committee

- Local School Calendar Update
- Policy Review
 - Inclusion Policy
 - Anti-Vandalism Policy

Business Committee

Meeting Agenda Items

- Finance Update and Q1 Results
- LRFP Consultation Results and Discussion

Regular Board

Meeting Agenda Items

- LRFP for Approval

Reminders & Important Dates

- Remembrance Day Ceremonies
- BCPSEA Symposium
- BCSTA Trustee Academy November 26/27
- Policy Committee:
 - Consider overview of policies in relation to Syeyutsus, Inclusion, and Environmental Stewardship
 - Draft new Trustee Professional Development policy.



Education Committee

Business Committee

Meeting Agenda Items

- SOFI Report

Regular Board

Meeting Agenda Items

- Approve Statement of Financial Information (SOFI) Report
- Review Ministry performance data/information (e.g., graduation rates)

Reminders & Important Dates

- Board Annual General Meeting (First week of December)
- Selection of Trustee Committee Memberships
- Policy Committee: Review Strategic Plan and Superintendent Review policy drafts
- Holiday Celebrations

Education Committee

Meeting Agenda Items

- School Calendar

Business Committee

Meeting Agenda Items

- Present Proposed Current Year Amended Annual Budget
- 2nd Quarter Financial Report

Regular Board

Meeting Agenda Items

- Review progress re Strategic Planning (Superintendent Operational Plan)

Reminders & Important Dates

- Represent Board at BCPSEA AGM
- BCSTA Provincial Council Motion Submission Deadline January 15
- Board Q2 Governance meeting
- Policy Committee:
 - Review Work Plan Progress
 - Draft new Secretary Treasurer Roles and Responsibilities policy
- Meetings with Local Municipal Governing Officials

Education Committee

Meeting Agenda Items

- Local School Calendar
- How We Are Doing Report
- Enrolment projections

Business Committee

Meeting Agenda Items


- Transportation route review
- Amended Annual Budget (current year)
- Draft Budget Calendar

Regular Board

Meeting Agenda Items

- Approve Amended Operating Budget for Current Fiscal Year
- Review enrollment projections for subsequent year
- Review policy positions for submission to BCSTA Annual general Meeting

Reminders & Important Dates

- BCSTA Provincial Council Meeting February 19/20
 - BCSTA AGM Extraordinary Motions Due February 4, Substantive Motions Due February 16
 - Policy Committee: Policy Review of Meeting and Board Operations policy and Role of Committees
 - Pink Shirt Day
 - Black History Month
 - Thought Exchange Survey Opened (Budget)
 - Meetings with Community Partners
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Education Committee

Meeting Agenda Items *(Due to spring break, Education Committee is held on the first Wednesday at 4:00 pm)*

- Local School Calendar if not yet approved
- Next School Year Budget Presentation by Learning Services

Business Committee

Meeting Agenda Items *(Due to spring break, Business Committee is held on the first Wednesday at 6:00 pm)*

- Annual Facilities Grant Submission for next school year
- Next School Year Budget Presentations by HR/IT/CUPE
- ThoughtExchange Budget Survey Results

Regular Board

Meeting Agenda Items

- Next School Year Budget Presentation by Facilities/NDTA
- Approval of Local School Calendar (due March 31st)

Reminders & Important Dates

- BCSTA Board Nominations due March 16
- Local School Calendar must be approved and submitted to the Ministry of Education by March 31st
- Policy Committee:
 - Draft new Board Annual Plan policy.
 - Draft new Revenue Generation policy.
- Nominate candidates for Premier's Award of Excellence
- International Day for the Elimination of Racism Discrimination

Education Committee

Meeting Agenda Items

- Next School Year Budget Discussion

Business Committee

Meeting Agenda Items


- Presentation of upcoming year's Capital Plan
- Current Year 3rd Quarter Financial Report
- Next School Year Budget Discussion

Regular Board

Meeting Agenda Items

- Approve Capital Plan bylaw
- Preliminary Budget Presentation

Reminders & Important Dates

- Meetings with local elected Provincial Officials
 - BCSTA AGM April 15-18
 - Provincial Council April 17
 - Student Engagement Session re Budget
 - Board Q3 Governance meeting
 - World Autism Day
 - Earth Day
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Education Committee

Meeting Agenda Items

- Safe Schools Committee Report
- Next School Year Budget Discussion

Business Committee

Meeting Agenda Items

- Next School Year Budget Discussion
- NDTA Professional Development Report (Presentation)

Regular Board

Meeting Agenda Items

- NLSF Board of Directors Presentation to the Board
- Adoption of Operating Budget (3 Readings)

Reminders & Important Dates

- Indigenous Graduation ceremonies
- Possible Special Business Meeting if required for Budget



Education Committee

Meeting Agenda Items

- BAA Courses
- Elementary & Secondary Learning Leaders – Year in Review

Business Committee

Meeting Agenda Items

- Q3 Budget Report
- Review and recommendation on 5-Year Capital Plan

Regular Board

Meeting Agenda Items

- Adoption of Operating Budget (3 Readings) if not completed in May
- Approve 5-year Capital Plan

Reminders & Important Dates

- Recognize National Indigenous Day
- Graduation ceremonies
- District retirement dinner



July/August

- Board Q4 Governance meeting
- Review Board's Annual Work Plan
- Approve Board Development Plan
- Board and Senior Management Meeting
- Review Strategic Plan
- Review Superintendent Operational Plan (including annual targets for achieving the District's Goals).

Major 2020/21 Initiatives

- Long Range Facilities Plan
- Transfer of Programs from SD84 to SD68
- Development of Te'tuxwtun Site
- Development and partnership of Selby Site
- Update District Policies and Administrative Procedures
 - Review and update according to Policy Committee Work Plan
 - New Policies related Fiscal Management : Audit Committee, Risk Management, Internal Audit, Budget Monitoring and Reporting, and Budget Process

As Required

- Attend Trustee development/orientation sessions
- Attend school functions (as required)
- Review the District Strategic Plan
- Hear appeals as needed
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Represent Board at BCSTA Vancouver Island Branch Meeting
- Meetings with elected officials
- Ministry reporting including Framework for Enhanced Student Learning

Monthly

- Superintendent update – on matters relating to CEO responsibilities and significant organizational concern.
 - Deputy Superintendent updates on educational matters.
 - Operations update (capital projects, legal , contracted management services, financial variances, budget updates and significant tendering awards)
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