



BOARD ANNUAL WORKPLAN

2024 -2025



September

Education Committee - MEETING AGENDA ITEMS

- ☐ Enhancing Student Learning (ESL) Report (Draft)
- ☐ Emerging Issues – Cell Phones in Schools

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Allocation of Surplus Discussion
- ☐ Exempt Compensation Reporting (Executive Compensation Report)
- ☐ Facilities Summer Work
- ☐ Multi-Year Financial Plan
- ☐ Financial Statement Presentation (*Previous School Year's*)
- ☐ Rutherford Re-Opening Consultation Feedback
- ☐ Child Care Policy Feedback
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve ESL Report
- ☐ Approve Audited Financial Statements
- ☐ Approve Surplus Allocations
- ☐ Approve Multi-Year Financial Plan
- ☐ Adopt the Board Work Plan
- ☐ Presentation from District Auditors
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Review audit report and management letter (Closed Board Meeting – Auditors attending)
- ☐ Board Performance Review Update on Planning (Closed Board Meeting)
- ☐ Emerging Issues

Reminders & Important Dates

- ☐ Facilitated Trustee Session re: Code of Conduct with Mike McKay (September 18 – 4:00 pm)
- ☐ Submit Motions for Provincial Council
- ☐ Orange Shirt Day
- ☐ United Way Breakfast Kick-Off (September 12, 2024 – Coast Bastion)

Education Committee - MEETING AGENDA ITEMS

DLS Presentation Topics:

- ☐ School Start-Up – District Updates
- ☐ Accessibility – Work Plan
- ☐ Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Enrolment Update per 1701 Data Collection
- ☐ Annual Vandalism Report
- ☐ Budget and Financial Planning Timeline
- ☐ Cyber Security Update
- ☐ Continuation of Administrative Procedures Review
- ☐ Provincial Council Agenda
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Governance:

- ☐ Premier Awards – Acknowledgment of Nominees/Winners

Reminders & Important Dates

- ☐ Board Working Session with Gillian Robinson re: Media Training (October 2 at 4:00 pm)
- ☐ Governance Session with Stacey Holloway (October 16 at 4:00 pm)
- ☐ Represent Board at BCSTA Provincial Council Meeting
- ☐ Recognize World Teachers' Day
- ☐ World Mental Health Day
- ☐ VISTA Branch Meeting – Hosted by Pacific Rim School District (October 4/5)
- ☐ Provincial Board Chair Meeting and Provincial Partner Meeting

November

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student & Employee Wellness

Objective: Increase the number of students who feel welcome, safe and have a sense of belonging in their school

- ☐ School Presentation
- ☐ Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Continuation of Administrative Procedures Review
- ☐ Inclement Weather – How are school closures determined?
- ☐ 1st Quarter Financial Report
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Trustee Annual Zone Report and Professional Development Report
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Litigation Update (Closed Board)
- ☐ Internal Audit Report (Closed Board) (Will go public in Business next month)
- ☐ Emerging Issues

Reminders & Important Dates

- ☐ Ministry Data Released: Graduation Assessments
- ☐ Remembrance Day Ceremonies
- ☐ BCPSEA Symposium
- ☐ Working session to discuss Board roles and Committee appointments (*Prior to Business Committee Meeting*)
- ☐ Trustee Academy - Westin Bayshore, Vancouver (November 21-23)

December

Education Committee - MEETING AGENDA ITEMS (In-Person Meeting)

Department of Learning Services Presentation

Goal: Truth & Reconciliation

Objectives: Create and share district-wide, Syeyutsus Principals of Teaching & Learning

- ☐ Emerging Issues
- ☐ School Winter Mini-Concert

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ SOFI Report
- ☐ Internal Audit Report
- ☐ Continuation of Administrative Procedures Review
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Statement of Financial Information (SOFI) Report
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Reminders & Important Dates

- ☐ Ministry Data Released: Indigenous “How are We Doing” Report, Completion Rates, Transition Rates
- ☐ Board Annual General Meeting (First week of December)
- ☐ Selection of Trustee Committee Memberships announced
- ☐ Trustee Family of Schools assignments announced
- ☐ BCPSEA Motion deadline – (TBD)
- ☐ Holiday Celebrations

January

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student Success

Objective: Increase literacy success rates for all students

- ☐ School Presentation
- ☐ Emerging Issues

Board Business:

- ☐ BCSTA Provincial Council Motion Discussion (*if needed*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Funding Update (District Operating Grant)
- ☐ Continuation of Administrative Procedures Review
- ☐ BCPSEA AGM Agenda Discussion
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Governance:

- ☐ Review progress re Strategic Planning
- ☐ Transportation Policy (Approval)
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ 12 Month Check In re: Board Environmental Scan (*Closed Board*)

Reminders & Important Dates

- ☐ Represent Board at BCPSEA AGM
- ☐ BCSTA Provincial Council Motion Submission Deadline January
- ☐ Board Q2 Governance meeting
- ☐ Meetings with Local Municipal Governing Officials

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student Success

Objective: Increase numeracy success rates for all students

- ☐ School Presentation
- ☐ Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Amended Annual Budget (Q2 is part of the Amended Annual Budget)
- ☐ Transportation Route Review
- ☐ Ministry 3 Year Enrolment Projections
- ☐ Draft Budget Calendar (for Information as a reminder)
- ☐ Continuation of Administrative Procedures Review
- ☐ BCSTA Provincial Council Agenda
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Amended Operating Budget for Current Fiscal Year
- ☐ Review enrollment projections for subsequent year (This could be done in Business if available)
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Governance:

- ☐ Review policy positions for submission to BCSTA Annual general Meeting

Reminders & Important Dates

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| ☐ BCSTA Provincial Council Meeting | ☐ Black History Month |
| ☐ BCSTA AGM Motions Due | ☐ Meetings with Community Partners |
| ☐ Pink Shirt Day | ☐ Board Working Session re Budget |
| | ☐ Community Engagement Process begins for Budget |

March

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student and Employee Wellness

Objective: Increase the number of students who feel welcome, safe and have a sense of belonging in their school

(Includes: Student Voice Circle, ICY Update, Outreach Approach)

- ☐ Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Staff Engagement Survey
- ☐ Policy drafts for public consultation
- ☐ Continuation of Administrative Procedures Review
- ☐ Annual Facilities Grant Submission for next school year
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

- ☐ ThoughtExchange Budget Survey Results
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Governance:

- ☐ Board Performance Review – Prior to May 15 (*Annually*) Board shall establish a monitoring Schedule for the following one-year period July 1 – June 30. Schedule shall be included in Annual Work Plan. (Policy 2.12)
- ☐ Superintendent Performance Review – Prior to May 15 (*Annually*) Board shall schedule the Superintendent Performance Review for the following one-year period July 1 – June 30. The Review schedule shall be included in Annual Work Plan. (Policy 2.13)

Reminders & Important Dates

- ☐ Ministry Data Released: FSA and Children and Youth In Care Reports
- ☐ BCSTA Board Nominations due March
- ☐ Local School Calendar must be approved and submitted to the Ministry of Education by March 31
- ☐ Nominate candidates for Premier's Award of Excellence
- ☐ International Day for the Elimination of Racism Discrimination

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student Success

Objectives: Increase graduation rates for students: who identify as Indigenous, who have disabilities and diverse abilities, and/or are Children and Youth in Care

(ESL/Strategic Plan Metrics Update)

- ☐ Emerging Issues

Governance:

- ☐ Review BCSTA Resolutions (*if necessary*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Presentation of upcoming year's Capital Plan (*If Response Letter from Ministry has been received*)
- ☐ LRFP Update (Red/Yellow/Green)
- ☐ Student and Family Affordability Fund Update
- ☐ Proposed Annual Budget (High-level Summary)
- ☐ Continuation of Administrative Procedures Review
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Budget Discussions re: High Level Summary and Partner Group Presentations
- ☐ Closed Board: Any Personnel Budget Implications (*must go to closed before going public*)
- ☐ Approve Capital Plan bylaw (*if presented in Business Committee*)
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)

Reminders & Important Dates

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| ☐ Meetings with local elected Provincial Officials | ☐ Student Engagement Session re Budget |
| ☐ BCSTA AGM | ☐ Board Q3 Governance meeting |
| ☐ Provincial Council | ☐ World Autism Day, Earth Day |

Education Committee - MEETING AGENDA ITEMS

- ☐ Proposed Preliminary Annual Budget Presented
- ☐ Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Preliminary Annual Budget discussions continued
- ☐ Current Year 3rd Quarter Report
- ☐ Capital Plan Presentation (if not completed in April)
- ☐ Accessibility Annual Report
- ☐ Emerging Issues

Special Business Meeting (May 21, 2025):

- ☐ Annual Budget discussions continued

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) – *or forwarded to June Business for further discussion and to June's Regular Board for adoption*
- ☐ Litigation Update (Closed Board)
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Governance:

- ☐ NLSF Board of Directors Presentation to the Board

Reminders & Important Dates

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

June

Education Committee - MEETING AGENDA ITEMS

- ☐ Celebrating the 2024/2025 School Year - Video Presentation
- ☐ Emerging Issues

Board Business:

- ☐ BAA Course(s) Approval

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Q3 Budget Report
- ☐ NDTA Professional Development Report (Presentation)
- ☐ Review and recommendation on 5-Year Capital Plan
- ☐ Multi Year Financial Plan (*for review, approved in September*)
- ☐ Continuation of Administrative Procedures Review
- ☐ Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) if not adopted in May
- ☐ Approve 5-year Capital Plan
- ☐ Multi Year Financial Plan for next school year presented
- ☐ Approve terms of engagement with auditor and audit plan (Closed Meeting)
- ☐ Exempt Compensation (Closed Meeting)
- ☐ Trustee Committee Updates (Regular & Closed Board Meetings)
- ☐ Emerging Issues

Board Governance:

- ☐ Superintendent Growth Plan Review (Closed Meeting)

Reminders & Important Dates

- ☐ Recognize National Indigenous Day
- ☐ Graduation ceremonies



July/August

Board Governance:

- ☐ Board Q4 Governance meeting – Board Annual Planning Session

Board Business:

- ☐ Review Annual Surplus for Allocation (First Board Meeting – Aug/Sept)

August: Ministry Data Released: Student Learning Survey

Major 2024/25 Initiatives

Board Governance:

- ☐ NDSS Advocacy
- ☐ LIS Planning
- ☐ Rutherford Re-opening
- ☐ Code of Conduct

Board Business:

- ☐ Continue to Update District Policies and Administrative Procedures

As Required

- ☐ Attend Trustee development/orientation sessions
- ☐ Attend school functions (as required)
- ☐ Hear appeals as needed
- ☐ Long Range Facility Committee updates
- ☐ Environmental Sustainability and Stewardship Committee updates
- ☐ Attend Board Liaison meetings as outlined in the Trustee calendar
- ☐ Ministry Reporting

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)

Board Advocacy

- ☐ Capital Projects
 - Meetings with MLAs
- ☐ BCSTA
 - Provincial Council Motions
 - VISTA Motions
- ☐ BCPSEA
 - AGM Motions

Governance Collaboration

- ☐ Snuneymuxw First Nation:
 - QQS
- ☐ City of Nanaimo:
 - Truth & Reconciliation Environmental Collaboration
- ☐ Regional District of Nanaimo:
 - Recycling and compost initiatives
- ☐ Town of Ladysmith:
 - LIS Renewal Planning
- ☐ District of Lantzville:
 - To be determined

Board Governance Development

- ☐ Quarter 1 – September
- ☐ Quarter 2 – January
- ☐ Quarter 3 – April
- ☐ Quarter 4 – August 2025



Committee Work Plans to be attached once provided in October.