
To: Board of Education

Prepared By: Jason Reid
Secretary Treasurer

Subject: Approval of Annual Work Plan & Orientation Program

Date: September 15, 2022

Purpose and Background

The purpose of this briefing is to facilitate the Board's review and approval of the:

- Board's Annual Work Plan; and
- Orientation program for trustees following the Board elections.

Annual Work Plan

The annual work plan is included as [Appendix A](#) to [Policy 2](#), and is the Board's plan for carrying out the duties and responsibilities reflected in Board policy. Policy 2 states that the Board will "annually review and approve the Annual Board Work Plan", and this approval is to occur at the September Board meeting per the Annual Plan Work Plan.

Suggested revisions to the annual work plan for discussion and consideration are attached to this briefing note.

Trustee Orientation Program

The annual work plan includes that the Board will approve (in September) an orientation program for Trustees following the election.

We recommend that the following orientation sessions commence in November following the election:

1. What is Governance - Channels of Communication
2. Board/Trustee Operations and Administration
3. Budget Context and Risk Management
4. Local Education Agreement
5. Ed Tech
6. Parental Rights
7. Inclusive Education - Designations / Ministry Funding / Student Supports
8. Individual Learning Centre (ILC) programming
9. Evidence-based Practices
10. Professional Learning in Saanich

Additional sessions will also be provided at the direction of the new Board.

Staff Recommendation:

That the Board approve the draft 2022-23 Annual Work Plan as presented.

That the Board approach the orientation program for Trustees following the Board elections.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason Reid". The signature is stylized and includes a large, sweeping flourish at the end.

Jason Reid
Secretary Treasurer

JR/klg

Attachment: Draft Annual Work Plan for 2022/23

Policy 2- Appendix A - DRAFT

BOARD ANNUAL WORK PLAN

SEPTEMBER

Regular Board Meeting Agenda Items

- Review the audit report and management letter
- Approve the audited financial statements, fund transfers and appropriation of accumulated surplus
- Approve Framework for Enhanced Student Learning (FESL) Report
- Approve Annual Board Work Plan
- In an election year – approve orientation program for trustees following the Board elections
- Recognize Truth & Reconciliation Day
- Consider Policy implications of motions of previous year which have continuing force, if any

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend monthly COPACS meeting

OCTOBER

Regular Board Meeting Agenda Items

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day
- Review report on District Enrolment and approve related budget amendments
- Review Student Learning
- Assess the effectiveness of the Board's self-assessment plan utilized the past year and approve the Board self-assessment plan for the upcoming year
- Appoint or re-appoint the external auditor, if applicable
- Energy Plan Annual Presentation to Finance, Facilities & Technology

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend BCSTA Academy
- Attend monthly COPACS meeting
- Annual Parent Involvement Meeting

NOVEMBER

- Annual General Meeting
- In an election year – commence orientation sessions
- Election of Chair/Vice-Chair
- Attend Remembrance Day Ceremonies

Committee & Events

- Attend monthly COPACS meeting
- Chair makes trustee appointments to committees and community liaison groups
- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee

DECEMBER

- Regular Board Meeting and/or Annual Planning Day

Regular Board Meeting Agenda Items

- Approve budget development timelines, process and guiding principles
- Approve Statement of Financial Information (SOFI)

Committee & Events

- Attend monthly COPACS meeting

JANUARY

Regular Board Meeting Agenda Items

- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review Fiscal accountability report
- Commence development of Advocacy Plan
- Review Executive Annual Growth Plans

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Budget Advisory Committee meeting
- Attend monthly COPACS meeting

FEBRUARY

Regular Board Meeting Agenda Items

- Approve final Amended Budget for current fiscal year
- Approve policy positions for submission to BCSTA Annual General Meeting
- Approve draft Budget Development process and circulate to stakeholders
- Approve motions to be submitted to BCSTA for consideration at the AGM

- Approve Board budget priorities
- Review Fiscal Accountability Report
- Risk Management Accountability Report

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Budget Advisory Committee Meeting
- Attend monthly COPACS meeting

MARCH

Regular Board Meeting Agenda Items

- Approve District calendar
- Review Fiscal Accountability Report

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend monthly COPACS meeting

APRIL

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report
- Approve Board Authority Authorized Courses
- Approve Capital Plan Bylaw (from Ministry Capital Plan Response letter)
- Approve spending plan for Annual Facilities Grant

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Two Budget Advisory Committee Meetings
- School Communities and Public Budget meeting
- Attend monthly COPACS meeting

MAY

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report
- Approve proposed Trustee calendar for Board and Standing Committee meetings and related functions
- Approve budget for upcoming fiscal year

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Special Public Budget Meeting of the Board

- Attend monthly COPACS meeting

JUNE

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report
- Approve Board Development Plan
- Approve Long Range Facilities Plan
- Approve Five Year Capital Plan submission
- Review Trustee remuneration

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Conduct annual facilitated Board self-evaluation
- Attend Graduation ceremonies
- Attend monthly COPACS meeting

ONGOING

- Attend trustee development/orientation sessions
- Attend school and district functions (as invited)
- Review progress on the Strategic Planning results
- Approval of changes to specialty school fees
- Approval of changes to Community Use fees
- Approve changes to facility lease/license fees
- Hear appeals as required
- Ratify memoranda of agreement with bargaining units
- Make disbursements from Capital Reserve Fund
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Advance Board positions through BCPSEA
- Represent Board at BCSTA VISTA Branch Meeting
- Meetings with elected officials at other levels of government
- Board Planning Day
- Local Enhancement Agreement

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