

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

- Recognize World Teachers' Day
- Review report on District Enrolment and approve related budget amendments
- 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
- Provide direction through our Board representative to the BCSTA Provincial Council Meeting

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- 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
- Represent Board at BCPSEA Symposium
- Attend BCSTA Trustee Academy

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 BCPSEA Annual General Meeting regarding provincial policy matters
- Review Fiscal Accountability Report
- 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

- Provide direction through our Board representative to BCSTA Provincial Council Meeting
- Approve final Amended Budget for current fiscal year
- Approve draft Budget Development process and circulate to stakeholders
- 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

- Approve policy positions for submission to BCSTA Annual General Meeting
- 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
- Approve Advocacy Plan
- 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
- 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