

## **BOARD ANNUAL WORKPLAN**

### **September**

#### **Regular Board Meeting Agenda Items**

- Review audit report and management letter
- Approve the audited financial statements and review internal audit reports
- Approve appointment or reappointment of auditor
- Approve trustee school liaison assignments
- Approve proposed Trustee calendar for partner meetings and related functions
- Make Trustee appointments to committees and community liaison groups
- Approve Annual Board Work Plan
- Consider Motions to BCSTA
- Receive Executive Compensation reporting
- Approve Annual Executive Disclosure Report

#### **Events**

- Orange Shirt Day – September 30

### **October**

#### **Regular Board Meeting Agenda Items**

- Review Student Enrollment and Staffing Report
- Review Strategic Direction

#### **Events**

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day

### **November**

#### **Regular Board Meeting Agenda**

- Review Career Programs Report
- Review Board Policy Handbook
- HR Report
- Review International Program Report

#### **Events**

- Remembrance Day Ceremonies

## December

### Regular Board Meeting Agenda Items

- Elect Chair/Vice-Chair
- Chairs Annual Report
- Review Student Welfare Accountability Report-Assess Student Welfare-reference Policy 12.
- Approve Statement of Financial Information (SOFI) Report

### Events

- BCSTA Trustee Academy

## January

### Regular Board Meeting Agenda Items

- Review Student Learning Accountability Report – reference Policy 12
- Review progress re Strategic Planning results
- Approve Budget Development Process and Timelines
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Distributed Learning & Continuing Ed Report

### Events

- Represent Board at BCPSEA AGM
- BCSTA Provincial Council

## February

### Regular Board Meeting Agenda Items

- Review Recommended 2 year District Calendar
- Approve Amended Operating Budget for Current Fiscal Year
- Review Budget Assumptions for the upcoming year's budget
- Review policy positions for submission to BCSTA Annual general Meeting
- Review Report on Aboriginal Education

### Events

- BCSTA Provincial Council Meeting
- Pink Shirt Day

**March**

**Regular Board Meeting Agenda Items**

- Approve District Calendar
- Approve Calendar for Board and Committee meetings
- Review preliminary draft budget for the upcoming year

**Events**

**April**

**Regular Board Meeting Agenda Items**

- Approve school fees
- Approve Operating Budget for upcoming fiscal year

**Events**

- Attend and participate in BCSTA AGM

**May**

**Regular Board Meeting Agenda Items**

- Complete CEO evaluation and Board evaluation
- Approve terms of engagement with auditor and audit plan
- Review Sexual Orientation and Gender Identity (SOGI) Report
- Review Sanctuary Schools Report

**Events**

**June**

**Regular Board Meeting Agenda Items**

- Review Strategic Direction
- Approve 5 year Capital Plan
- Receive Internal Audit Summary

**Events**

- Host employee Retirement Dinner Ceremony

**July/August**

- Meetings to be scheduled as needed

#### As Required

- Attend trustee development/orientation sessions
- Attend school functions (as invited)
- Review the District Strategic Plan
- Hear appeals as needed
- Ratify memoranda of agreement with bargaining units
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Advance Board Positions through BCPSEA
- Represent Board at BCSTA Metro Branch Meeting
- Meetings with elected officials

#### Monthly

- Student Withdrawal Report
- Operations update (capital projects, legal , contracted management services, financial variances, budget updates and significant tendering awards)

*Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act*