

BOARD ANNUAL WORKPLAN

September

Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan – Education Committee
- Review audit report and management letter – Operations Committee
- Approve the audited financial statements and review audit reports - Operations
- Approve appointment or reappointment of auditor - Operations
- Consider Motions to BCSTA - Operations
- Receive Executive Compensation Disclosure Statement

Events

- Orange Shirt Day – September 30
- Recognize World Teachers' Day – October 5

October

Regular Board Meeting Agenda Items

- Review Strategic Direction
- Surplus Appropriation Approval
- Review Class Size Report

Events

- *CANCELLED due to COVID-19* - Represent Board at BCPSEA Symposium (November 2-3, 2020)
- Represent Board at BCSTA Provincial Council Meeting (October 23-24, 2020)
- BCSTA Trustee Academy (November 26-28, 2020)
- World Teachers' Day – October 5

November

Regular Board Meeting Agenda

- Review International Program Report – Education Committee
- Review and Approve Board Authorized Courses - Education
- Approve Budget Development Process and Timelines – Operations Committee
- Receive Statement of Financial Information (SOFI) Report
- Elect Chair/Vice-Chair
- Chairs Annual Report

Events

- BCSTA Trustee Academy (November 26-28, 2020)
- Remembrance Day Ceremonies, November 11

December

Regular Board Meeting Agenda Items

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Approve trustee school liaison assignments
- Make Trustee appointments to committees and community liaison groups

Events

- Discover New Westminster Schools 2021 – January 11, 2021

January

Regular Board Meeting Agenda Items

- Review Career Programs Report - Education
- Review Recommended 2-year District Calendar – Education
- 2021-2022 Budget Process Update – Operations (ongoing)
- Review Board Policy Handbook
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting
- Distributed Learning & Continuing Education Report – Board

Events

- Discover New Westminster Schools 2021 – January 11, 2021
- Represent Board at BCPSEA AGM (January 30-31, 2021)
- Represent Board at BCSTA Provincial Council Meeting (February 19-20, 2021)

February

Regular Board Meeting Agenda Items

- Review Student Learning/Welfare Accountability Report – reference Policy 12 – Education Committee
- Approve Amended Budget for Current Fiscal Year
- 2021-2022 Budget Process Update – Operations (ongoing)
- Review Report on Aboriginal Education Including Progress Update on Implementation of the Truth and Reconciliation Commission's Calls to Action – Operations
- Report on Committees – SD40 Staff Representative

Events

- Aboriginal Education Report – Student Welfare Report
- BCSTA Provincial Council Meeting – February 19-20, 2021
- Pink Shirt Day – February 24

March

Regular Board Meeting Agenda Items

- Approve District Calendar
- 2020-2021 Budget Process Update – Operations (ongoing)

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Recognize Administrative Professionals' Day – April 21, 2021
- National Day of Mourning – April 28

April

Regular Board Meeting Agenda Items

- Approve Budget for upcoming fiscal year
- Approve Calendar for Board and Committee meetings

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Administrative Professionals' Day – April 21, 2021
- National Day of Mourning – April 28

May

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve school fees
- Approve terms of engagement with auditor and audit plan
- Review Sexual Orientation and Gender Identity (SOGI) Report
- Review Sanctuary Schools Report
- Review 5-year Capital Plan – In-Camera Board

Events

June

Regular Board Meeting Agenda Items

- Approve 5-year Capital Plan & Bylaw
- Approve Annual Facilities Grant Spending Plan
- Receive Audit Planning Report
- Review/Approve signing authorities

Events

- Host employee Retirement Dinner Ceremony

July/August

- Meetings to be scheduled as needed

As Required

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

Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

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

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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September 24, 2019
September 25, 2018*