

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 (to bring forward in 2020/2021)
- Approve Annual Board Work Plan – Education
- Aboriginal Education Report – Curricular Initiatives
- Consider Motions to BCSTA
- 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

Events

- Represent Board at BCPSEA Symposium (Fall 2019)
- Represent Board at BCSTA Provincial Council Meeting (October 25-26, 2019)
- BCSTA Trustee Academy (November 28 – November 30, 2019)
- World Teachers’ Day – October 5

November

Regular Board Meeting Agenda

- Review Career Programs Report
- Review Board Policy Handbook
- Approve Budget Development Process and Timelines – Operations Committee
- Review International Program Report
- Review Class Size Report
- Elect Chair/Vice-Chair
- Chairs Annual Report

Events

- BCSTA Trustee Academy (November 28 – November 30, 2019)
- Remembrance Day Ceremonies

December

Regular Board Meeting Agenda Items

- Review Student Welfare Accountability Report – Assess Student Welfare – reference Policy 12.
- Approve Board Authorized Courses
- Receive Statement of Financial Information (SOFI) Report
- Receive School Growth Plans to be presented to the Board annually by the Superintendent
- 2019-2020 Budget Process Update – Operations (ongoing)
- Approve trustee school liaison assignments
- Approve proposed Trustee calendar for partner meetings and related functions
- Make Trustee appointments to committees and community liaison groups

Events

January

Regular Board Meeting Agenda Items

- Review progress re Strategic Planning results – Education Committee
- Review Recommended 2-year District Calendar
- 2019-2020 Budget Process Update – Operations (ongoing)
- 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

- Aboriginal Education Report – Student Welfare Report
- Represent Board at BCPSEA AGM
- Represent Board at BCSTA Provincial Council Meeting (February 21-22, 2020)

February

Regular Board Meeting Agenda Items

- Review Student Learning Accountability Report – reference Policy 12 – Education Committee
- Approve Amended Budget for Current Fiscal Year
- 2020-2021 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

Events

- BCSTA Provincial Council Meeting – February 21-22, 2020
- Pink Shirt Day – February 27

March

Regular Board Meeting Agenda Items

- Approve District Calendar
- Approve Calendar for Board and Committee meetings
- 2020-2021 Budget Process Update – Operations (ongoing)

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 16-19, 2020

April

Regular Board Meeting Agenda Items

- Approve Budget for upcoming fiscal year

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 16-19, 2020

May

Regular Board Meeting Agenda Items

- Approve school fees
- Superintendent/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

- Approve 5-year Capital Plan & Bylaw
- Approve Annual Facilities Grant Spending Plan
- Receive Internal Audit Summary
- 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 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 and acquisition 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
- 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 Open Operations)
- Student Withdrawal Report (Quarterly Closed & 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: September 24, 2019
