

POLICY MANUAL
Policy 2 – Appendix A

BOARD ANNUAL WORKPLAN

September

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Five-year capital plan – Minor capital projects
- Receive audit report and management letter and approve financial statements
- Approve appointment or reappointment of auditor (if required – rotational every 3 years)

Events

- Orange Shirt Week – Monday, September 25, 2023 - Friday, September 29, 2023
- National Day of Truth and Reconciliation – Saturday, September 30, 2023

October

Education

- Indigenous Education Report

Operations

- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Review enrolment and staffing report

Regular Board Meeting Agenda Items

- Review Strategic Directions
- Approval of 2023 Long Range Facilities Plan

Events

- National Custodian Appreciation Day – Monday, October 2, 2023
- Recognize World Teachers' Day – Thursday, October 5, 2023
- World Mental Health Day – Tuesday, October 10, 2023
- Represent Board at the British Columbia School Trustees Association (BCSTA) Provincial Council Meeting – Friday, October 20 – Saturday, October 21, 2023
- Indigenous focused professional development
- Canada School Library Day – Monday, October 24, 2023

November

Education

- District Literacy Update
- Review and approve Board authorized courses

Operations

- Standing operations reports (Capital, Facilities, Finance, Human Resources)
- Estimated operating grant recalculations based on September 1701

Regular Board Meeting Agenda

- Elect Chair/Vice-Chair
- Receive Statement of Financial Information (SOFI) Report

Events

- Represent Board at the BC Public School Employers' Association (BCPSEA) Symposium – Thursday, November 2 – Friday, November 3, 2023
- Remembrance Day Ceremonies – Saturday, November 11, 2023
- British Columbia School Trustees Association (BCSTA) Trustee Academy - Thursday, November 23 - Sunday, November 26, 2023

December

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Bank signing authority
- Review Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

Events

- National Day of Remembrance and Action on Violence Against Women – Wednesday, December 6, 2023.

January

Education

- Inclusive Ed Action Plan
- Review Career Programs Report

Operations

- Standing operations reports (Capital, Facilities, Finance, Human Resources)
- Childcare update

Regular Board Meeting Agenda Items

- Approve Budget Development Process and Timelines
- Annual Trustee Remuneration Review – Regular Open Board
- Provide direction through our Board representative to the British Columbia School Trustees Association (BCSTA) Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to the British Columbia School Trustees Association (BCSTA) Annual General Meeting

Events

- Discover New Westminster Schools 2024 – Tuesday, January 9, 2024
- Black Shirt Day – Monday, January 15, 2024
- Represent Board at the BC Public School Employers' Association (BCPSEA) AGM – Friday, January 26, 2024

February

Education

- Review Recommended 2-year District Calendar
- Community Schools and NLC Programs

Operations

- Standing operations reports (Capital, Facilities, Finance, Human Resources)
- Report on Committees – SD40 Staff Representative
- School Nourishment Update

Regular Board Meeting Agenda Items

- Approve Amended Budget for Current Fiscal Year
- Review Student Learning/Welfare Accountability Report

Events

- Black History Month – February 2024
- Represent Board at the British Columbia School Employers' Association (BCSTA) Provincial Council Meeting – Saturday, February 24, 2024
- Pink Shirt Day – Wednesday, February 28, 2024

March

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Approve District Calendar

Events

- International Women's Day – Friday, March 8, 2024

April

Education

- Review Sexual Orientation and Gender Identity (SOGI) report
- Review Health and Wellbeing report
- Review school fees

Operations

- Standing operations reports (Capital, Facilities, Finance, Human Resources)
 - 2023-24 Base budget presentation
 - Approve Calendar for Board and Committee meetings
 - Approval of Capital Plan Response Bylaw
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Regular Board Meeting Agenda Items

- Stakeholder Budget Presentations
- Presentation of budget survey results

Events

- Budget in-service – April TBD, 2024
- World Autism Day – Tuesday, April 2, 2024
- District Volunteer Recognition – Sunday, April 14 – Saturday, April 20, 2024
- Attend and participate in the British Columbia School Trustees Association (BCSTA) Provincial Council & All General Meeting (AGM) – Thursday, April 18 - Sunday, April 21, 2024
- Earth Day – Monday, April 22, 2024
- Administrative Professionals' Day – Wednesday, April 24, 2024
- National Day of Mourning – Sunday, April 28, 2024
- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls – Sunday, May 5, 2024

May

Education

- Review Sanctuary Schools Report
- Review International Program Report
- Online Learning & Continuing Education Report
- Inclusive Education Review Update

Operations

- Superintendent Recommendations (24-25 school year budget)
- Receive Annual Facilities Grant Spending Plan

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve budget for upcoming fiscal year
- Approve School Site Acquisition Charge Bylaw
- Approve Eligible School Site Proposal

Events

- Asian Heritage Month, Child Care Month in BC – May 2024
- Principals and Vice-Principals Appreciation Day – Wednesday, May 1, 2024
- International Day Against Homophobia, Transphobia and Biphobia – Friday, May 17, 2024

June

Education

- School Nutrition update
- Climate action update report

Operations

- Standing operations reports (Capital, Facilities, Finance, Technology Services, Human Resources)
- Receive Audit Planning Report

Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan for following year
- Good Things are Happening year in review
- Approve 5-year Capital Plan (major capital projects)
- Approve Eligible School Site Proposals

Events

- Host employee Retirement Dinner Ceremony
- National Indigenous People's Day - Friday, June 21, 2024
- Canadian Multiculturalism Day - Thursday, June 27, 2024
- National Indigenous History Month, Pride Month – June 2024

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 the British Columbia School Trustees Association (BCSTA) Metro Branch Meeting
- Advance Board positions through the BC Public School Employers' Association (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 Committee)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations Committee)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

Contact Information

Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

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)

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