

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
- Learning Story #1 - Diversity, Equity, Inclusion and Anti-Racism presentation
- Summer learning update

Events

- Orange Shirt Day & National Day of Truth and Reconciliation, Monday, 30, 2024.

October

Education

- Cell phone / implementing the new legislation update from schools
- Gradual entry review of September experience for students, staff and families
- Indigenous team update

Operations

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

Regular Board Meeting Agenda Items

- Learning Story Session #2 - Intellectual - Literacy focus
- Enrollment and staffing update

Events

- National Custodian Appreciation Day - Wednesday, October 2, 2024
- Recognize World Teachers' Day - Saturday, October 5, 2024
- World Mental Health Day - Thursday, October 10, 2024
- Represent Board at the British Columbia School Trustees Association (BCSTA) Provincial Council Meeting - Friday, October 25 - Saturday, October 26, 2024
- First Nations Schools Fall Professional Development Day - Friday, November 15 - Saturday, November 16, 2024
- Canada School Library Day - Monday, October 23, 2024

November

Education

- 5 Block Model Update - Pam Craven
- Review and approve Board authorized courses
- Food Programs/Community schools/NLCs - Rick Bloudell
- School safety, ERASE reporting student concerns; data collection - Melanie Smith

Operations

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

Regular Board Meeting Agenda

- Learning Story # 3 Indigenous
- 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 7th - Friday, November 8, 2025
- Remembrance Day, Monday, November 11, 2024
- British Columbia School Trustees Association (BCSTA) Trustee Academy - Thursday, November 21 - Sunday, November 24, 2024

December

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Learning Story # 4 - Human and Social Development
- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Bank signing authority
- Announce Trustee appointments to committees and community liaison groups
- Announce Trustee school liaison assignments

Events

- National Day of Remembrance and Action on Violence Against Women - Friday, December 6, 2024

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

- Black Shirt Day - Tuesday, January 14, 2025
- Represent Board at the BC Public School Employers' Association (BCPSEA) AGM - Thursday, January 30 and Friday, January 31, 2025

February

Committee of the Whole (Open)

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

Coordinating Committee

- No meeting

Regular Board Meeting Agenda Items

- Approve Amended Budget for Current Fiscal Year
- Child Care Update

Events

- Black History Month - February 2025
- Represent Board at the British Columbia School Employers' Association (BCSTA) Provincial Council Meeting - Saturday, February 22, 2025
- Pink Shirt Day - Wednesday, February 26, 2025

March

Committee of the Whole (Open)

- No meeting

Coordinating Committee

- No meeting scheduled

Regular Board Meeting Agenda Items

- Approve District Calendar
- Stakeholder Budget Presentations
- Presentation of budget survey results

Events

- International Women's Day - Saturday, March 8, 2025

April

Committee of the Whole (Open)

- Review Sexual Orientation and Gender Identity (SOGI) report

Coordinating Committee

- Partner group budget consultation

Regular Board Meeting Agenda Items

- Approve school fees
- Approval of Capital Plan Response Bylaw
- Approve of Preliminary Budget
- Approval of Board Strategic Plan 2025 - 2030

Events

- Budget in-service - April 8, 2025
- World Autism Day - Wednesday, April 2, 2025
- National Volunteer Week - Sunday, April 27 to Sunday, May 4, 2025
- Attend and participate in the British Columbia School Trustees Association (BCSTA) Provincial Council & All General Meeting (AGM) - Thursday, April 24 to Saturday, April 26, 2025
- Earth Day - Tuesday, April 22, 2025
- Administrative Professionals' Day - Wednesday, April 23, 2025
- National Day of Mourning - Monday, April 28, 2025

May

Committee of the Whole (Open)

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

Coordinating Committee

- Agenda to be formed in consultation with Partners

Regular Board Meeting Agenda Items

- Receive Annual Facilities Grant Spending Plan
- Approve School Site Acquisition Charge Bylaw
- Approve Eligible School Site Proposal

Events

- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls - Monday, May 5, 2025
- Asian Heritage Month, Child Care Month in BC - May 2025
- Principals and Vice-Principals Appreciation Day - Thursday, May 1, 2025
- International Day Against Homophobia, Transphobia and Biphobia - Saturday, May 17, 2025

June

Committee of the Whole (Open)

- Climate action update report

Coordinating Committee

- No meeting scheduled

Audit Committee

- 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)

Events

- Host employee Retirement Dinner Ceremony, Tuesday, June 3, 2025
- National Indigenous People's Day - Saturday, June 21, 2025
- Canadian Multiculturalism Day - Friday, June 27, 2025
- National Indigenous History Month, Pride Month - June 2025

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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September 28, 2021

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September 25, 2018