

POLICY MANUAL**Policy 2 – Appendix A**

BOARD ANNUAL WORKPLAN

****NOTE: COMMITTEE OF THE WHOLE MEETINGS THAT ARE OPEN WILL BE DETERMINED DURING THE MONTHLY AGENDA SETTING PROCESSED WITH NOTICE OF MEETINGS BEING SET NO LATER THAN 48 HOURS PRIOR TO THE MEETING. IF AN OPEN OF THE COMMITTEE OF THE WHOLE IS BEING CALLED IT SHALL BE HELD ON THE 2ND TUESDAY OF EACH MONTH.**

September**Regular Board Meeting Agenda Items**

- Learning Story #1 – FESL Overview
- Five-year capital plan – Minor capital projects
- Operational plan development update
- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Approve financial statements

October**Coordinating Committee**

- City of New Westminster presentation (OCP)
- Administrative Procedures Review

Regular Board Meeting Agenda Items

- Learning Story Session #2 - Intellectual - Literacy focus
- 5-block update at NWSS
- 2025-26 Operational plan presentation by leadership
- NWPD partnership update
- Childcare update

November**Coordinating Committee**

- Short-term capacity review strategies
- Agenda to be formed in consultation with Partners

Regular Board Meeting Agenda

- Learning Story # 3 – Indigenous
- Enrollment and staffing update
- Estimated operating grant recalculations based on September 1701
- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Approve Board authorized courses
- Elect Chair/Vice-Chair
- Receive Statement of Financial Information (SOFI) Report

December

Regular Board Meeting Agenda Items

- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Bank signing authority approval (if required post Chair/Vice Chair Election)
- Approve Budget Development Process and Timelines
- Announce Trustee appointments to committees and community liaison groups
- Announce Trustee school liaison assignments

January

Regular Board Meeting Agenda Items

- Learning Story # 4 – Human Social Development
- 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

February

Coordinating Committee

- Review Recommended 2-year District Calendar
- Long Range Facilities Plan

Regular Board Meeting Agenda Items

- Learning Story # 5 – Grad and transition rates
- Approve Amended Budget for Current Fiscal Year
- Community Schools and NLC Programs and School Nourishment Update
- Inclusive Ed Update

March

Regular Board Meeting Agenda Items

- Approve District Calendar
- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Stakeholder Budget Presentations
- Presentation of budget survey results
- Approval of Long-Range Facilities Plan 2026

April

Coordinating Committee

- Partner group budget consultation

Regular Board Meeting Agenda Items

- Submitted for Information: School Fees
- Approval of Capital Plan Response Bylaw
- Approval of School Site Acquisition Charge Bylaw

- Approval of Preliminary Budget Bylaw

May

Coordinating Committee

- Agenda to be formed in consultation with Partners

Regular Board Meeting Agenda Items

- Learning Story # 6 – Intellectual - Numeracy
- Submitted for information: Annual Facilities Grant Spending Plan
- Approve Eligible School Site Proposal
- Submitted for information: Sanctuary Schools Report
- Submitted for information: International Program Report
- Standing operations reports (Capital, Facilities, Finance, Human Resources)

June

Audit Committee

- Receive Audit Planning Report

Regular Board Meeting Agenda Items

- Learning story #7 – Celebration of learning (year in review)
- Approve Annual Board Work Plan for following year
- Approve 5-year Capital Plan (major capital projects)

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)

Adopted: May 30, 2017

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