BOARD ANNUAL WORKPLAN

September

Committee Meetings

- Audit Committee – September 14, 2026
  - Receive Audit Findings Report
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting – September 22, 2026

- Five-year capital plan – Minor capital projects
- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Approve financial statements
- Approval of 2026 Long Range Facilities Plan

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

October

Committee Meetings

- Committee meeting dates and times to be determined
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

No open meetings held due to Trustee Elections – October 17, 2026

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

November

Inaugural Meeting - November 4, 2026

- Oath of office
- Elect Chair/Vice-Chair
- Election of BCPSEA and BCSTA rep and alternates

Committee Meetings

- Committee of the Whole (In-Camera) – November 17, 2026
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Modification to this document is not permitted without prior written consent from New Westminster Schools.

Regular Board Meeting – November 24, 2026

- Enrollment and staffing update
- Estimated operating grant recalculations based on September 1701
- Approve Board authorized courses
- Receive Statement of Financial Information (SOFI) Report
- Child care update
- Bank signing authority approval

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

➢ **BCSTA Trustee Academy –** November 26-28, 2026 – Hyatt Regency Vancouver
➢ **BCPSEA Symposium 2026 –** November 30 to December 1, 2026 – Coast Coal Harbour Hotel

December

Committee Meetings

- Coordinating Committee – December 3, 2026
  - Non-replacement Data (Staffing)
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting – December 15, 2026

- Receive School Growth Plans to be presented to the Board annually by the Superintendent
- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Approve Budget Development Process and Timelines
- Announce Trustee appointments to committees
- Announce Trustee school liaison assignments

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar will be sent from Board of Education Executive Assistant)

January

Committee Meetings

- Accessibility Advisory Committee – January 20, 2027
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting - January 26, 2027

- Learning Story – Literacy
- School Naming Committee Review and Consideration
- Annual Trustee Remuneration Review
- 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

Modification to this document is not permitted without prior written consent from New Westminster Schools.

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

February

Committee Meetings

- Coordinating Committee - Review Recommended 2-year District Calendar
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting

- Learning Story– Numeracy
- Approve Amended Budget for Current Fiscal Year
- Community Schools and NLC Programs and School Nourishment Update

- **BCPSEA Additional (Annual) General Meeting** – February 4, 2027 (Virtual Event)
- **BCSTA Provincial Council** – February 19, 2027 – 9:00 am – 12:00 pm (Virtual Event)

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

March

Committee Meetings

- Accessibility Advisory Committee – March 10, 2027
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting

- Approve District Calendar
- Standing operations reports (Capital, Facilities, Finance, Technology, Human Resources)
- Stakeholder Budget Presentations
- Presentation of budget survey results
- Learning Story - Celebration of Learning

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

April

Committee Meetings

- Coordinating Committee
  - Partner group budget consultation
  - Non-replacement Data (Staffing)

Modification to this document is not permitted without prior written consent from New Westminster Schools.

- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting
- Learning Story # 4: Grad and Transitions
- Submitted for Information: School Fees
- Approval of Capital Plan Response Bylaw
- Approval of School Site Acquisition Charge Bylaw
- Approval of Preliminary Budget Bylaw

School Liaison Activities
- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

➢ **BCSTA Annual General Meeting (AGM) –** April 15-17, 2027 – Hyatt Regency Vancouver

May

Committee Meetings
- Committee of the Whole (In-Camera) – April 6, 2027
- Coordinating Committee - Agenda to be formed in consultation with Partners – May 20, 2027
- Accessibility Advisory Committee – May 19, 2027
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting – May 25, 2027
- Learning Story– Indigenous
- Submitted for information: Annual Facilities Grant Spending Plan
- Approving Eligible School Site Proposal
- Submitted for information: Sanctuary Schools Report
- Submitted for information: International Program Report
- Standing operations reports (Capital, Facilities, Finance, Human Resources)

School Liaison Activities
- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

June

Committee Meetings
- Audit Committee – June 7, 2027 - Receive Audit Planning Report
- Attend ad hoc Committee Meetings as required - SOGI, CUPE Labour Management and Grievance, Naming, etc.

Regular Board Meeting – June 15, 2027
- Learning story – Human and Social Development and Inclusive Education
- Approve Annual Board Work Plan for following year
- Approve 5-year Capital Plan (major capital projects)

Modification to this document is not permitted without prior written consent from New Westminster Schools.

School Liaison Activities

- Attend PAC meetings and school functions such as plays, concerts, graduations, and retirements (as invited) at schools to which Trustees are assigned (calendar invites will be sent from Board of Education Executive Assistant)

July/August

- Meetings to be scheduled as needed

Other

- Attend Trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Meet with elected officials
- Hear appeals as needed
- Review of 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

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

Revised: September 16, 2026
June 16, 2026
June 15, 2025
January 28, 2025
June 24, 2024
June 21, 2023
September 28, 2021
September 29, 2020
September 24, 2019
September 25, 2018

Modification to this document is not permitted without prior written consent from New Westminster Schools.