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## Policy 2 – Appendix A

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### BOARD ANNUAL WORK PLAN (TYPICAL – SUBJECT TO CHANGE)

#### September

##### Regular Board Meeting Agenda Items

- Review the audit report and management letter and Superintendent’s internal report to ensure fiscal accountability quality indicators are met and assess Fiscal QI’s re Policy 12
- Approve the audited financial statements
- Approve Trustee school liaison assignments
- Make Trustee appointments to committees and community liaison groups
- Approve Annual Board Work Plan (including schedule of meetings)
- Approve orientation program for trustees following the 2018 school board elections
- Swear in Student Trustee and approve annual honorarium
- Trustee compensation rates and expense reimbursement rates

##### Committees and Events

- Policy and Governance Committee meeting
- Facilities Planning Committee meeting
- Student Learning and Well-Being Committee meeting
- Personnel Committee meeting
- Finance Committee meeting
- Audit and Finance Committee meeting

#### October

##### Regular Board Meeting Agenda Items

- Approve Classroom Enhancement Fund Class Size Report and staffing report
- Approve Long-Range Facilities Plan for submission to BC Ministry of Education
- Review Personnel accountability report and assess Personnel QI’s re Policy 12
- Review Q1 Financial Results
- Approve District submission to the Select Standing Committee on Finance and Government Services

**Committees and Events**

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day
- October 20, 2018 School Trustee Elections (four-year cycle)

**November****Regular Board Meeting Agenda Items**

- Review report on District enrollment
- Review Student Learning accountability report and assess Student Learning QI's re Policy 12 (Framework for Enhancing Student Learning)
- Assess the effectiveness of the Board's self-assessment plan utilized the past year and approve the Board self-assessment plan for the upcoming year
- In an election year commence orientation sessions

**Committees and Events**

- Attend BCSTA Academy
- Inaugural Meeting (election years)
- Attend Remembrance Day Celebrations
- Policy and Governance Committee meeting
- Facilities Planning Committee meeting
- Student Learning and Well-Being Committee meeting
- Personnel Committee meeting
- Finance Committee meeting

**December****Regular Board Meeting Agenda Items**

- Elect Chair/Vice-Chair
- Review Student well-being accountability report and assess student well-being QI's re Policy 12
- Review committee/representative appointments
- Review draft budget Development Process, including assumptions

**Committees and Events**

- Policy and Governance Committee meeting
- Student Learning and Well-Being Committee meeting

**January**

**Regular Board Meeting Agenda Items**

- Review progress on the Strategic Planning results
- Approve draft Budget Development Process and Circulate to stakeholders
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review Q2 financial results

**Committees and Events**

- Represent Board at BCPSEA AGM
- Facilities Planning Committee meeting

**February**

**Regular Board Meeting Agenda Items**

- Approve Final Amended Budget for Current Fiscal Year
- Approve policy positions for submission to BCSTA Annual General Meeting
- Approve motions to be submitted to BCSTA for consideration at the AGM
- Approve Board budget priorities

**Committees and Events**

- Policy and Governance Committee meeting
- Finance Planning Committee meeting
- Student Learning and Well-Being Committee meeting
- Personnel Committee meeting
- Audit and Finance Committee meeting

**March**

**Regular Board Meeting Agenda Items**

- Approve District calendar
- Nominate candidates for Premier’s Award of Excellence and BCSTA Innovation Award

**Committees and Events**

- None

**April**

**Regular Board Meeting Agenda Items**

- Review Q3 Financial Results
- Approve Board Authority Authorized Courses
- Approve capital plan bylaw (from Ministry Capital Plan Response Letter)
- Approve budget for upcoming fiscal year (or May)

**Committees and Events**

- Attend and participate in BCSTA AGM
- Policy and Governance Committee meeting
- Facilities Planning Committee meeting
- Student Learning and Well-Being Committee meeting
- Personnel Committee meeting
- Finance Committee meeting
- Audit and Finance Committee meeting

**May**

**Regular Board Meeting Agenda Items**

- Complete Superintendent evaluation and Board evaluation
- Approve terms of engagement and appoint or reappoint auditor
- Approve school fees
- Approve budget for upcoming fiscal year (or April)
- Review Superintendent Compensation (Private Meeting)

**Committees and Events**

- Facilities Planning Committee meeting
- Personnel Committee meeting
- Finance Committee meeting

**June**

**Regular Board Meeting Agenda Items**

- Approve Board Development Plan
- Review Fiscal accountability report
- Approve Revised Long-Range Facilities Plan
- Approve Five-Year Capital Plan submission
- Acknowledge the work of the Student Trustee
- Recognize National Indigenous Day
- Approve proposed Trustee calendar for Board and Standing Committee meetings and related functions

**Committees and Events**

- Host employee Retirement Dinner Long Service/Retirement Recognition Awards Ceremony
- Policy and Governance Committee meeting
- Finance Committee meeting
- Student Learning and Well-Being Committee meeting
- Personnel Committee meeting
- Audit and Finance Committee meeting
- Conduct annual facilitated Board self-evaluation
- Attend graduation ceremonies

**July**

**Committees and Events**

- Facilities Planning Committee meeting

**August**

**Regular Board Meeting Agenda Items**

- No regular schedule meetings

### Committees and Events

- Attend City of Vancouver Pride Parade

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#### Ongoing

- Attend trustee development/orientation sessions
- Attend school functions (as invited) – especially liaison schools
- Review the District Strategic Plan
- Hear appeals as required
- 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 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 at other levels of government
- Attend District functions (as invited)

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Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

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Adopted: Sept 24, 2018