



BOARD ANNUAL WORKPLAN

2022 -2023



Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- ☐ Summer Outreach Program Update

Board Business:

- ☐ Enhancing Student Learning (ESL) Report

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Audited Financial Statements
- ☐ Allocation of Surplus Discussion
- ☐ Exempt Compensation Reporting (Executive Compensation Report)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve ESL Report
- ☐ Approve the audited financial statements
- ☐ Approve Surplus allocations
- ☐ Trustee Family of Schools assignments announced
- ☐ For Information: Board Work Plan
- ☐ Presentation from District Auditors
- ☐ Review audit report and management letter (Closed Board Meeting – Auditors attending)

Reminders & Important Dates

- ☐ Strategic Plan Objective – Support innovative Indigenous Educational and Community Partnerships
 - Truth & Reconciliation Environment Collaboration Agreement September 30
- ☐ Submit Motions for Provincial Council
- ☐ Orange Shirt Day
- ☐ United Way Breakfast Kick-Off

Education Committee - MEETING AGENDA ITEMS

DLS Presentation Topics:

- ☐ Start-Up Update (Updates from Assistant Superintendents Elementary/Secondary)
- ☐ Introduction to Justice, Equity, Diversity, Inclusion (JEDI)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Enrolment and Facilities Update
- ☐ Semi-Annual Vandalism Report
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Review Class size report Student Enrollment and Staffing
- ☐ Proposed Budget Timeline for next school year's budget presented to the Board

Governance:

- ☐ Premier Awards – Acknowledgment of Nominees/Winners

Reminders & Important Dates

- ☐ Ministry Data: Mental Health Dashboards released
- ☐ Represent Board at BCSTA Provincial Council Meeting
- ☐ Recognize World Teachers' Day
- ☐ World Mental Health Day
- ☐ VISTA Branch Meeting (needs to be placed in December for 2022 due to elections)
- ☐ Provincial Board Chair Meeting and Provincial Partner Meeting

November

Education Committee - MEETING AGENDA ITEMS

No Meeting

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Continuation of Administrative Procedures Review
- ☐ Draft Budget Calendar Presented
- ☐ 1st Quarter Financial Report

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Litigation Update (Closed Board)
- ☐ Selby Street Update

Reminders & Important Dates

- ☐ Remembrance Day Ceremonies
- ☐ BCPSEA Symposium

December

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement of Instruction and Assessment
Objective: Increase leadership capacity and excellence
Strategy: Facilitate Educational Leader growth plan and evaluation process
- Goal:** Continuous improvement of Instruction and Assessment
Objective: Increase leadership capacity and excellence
Strategy: Facilitate data review and implementation of the school plan process

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ SOFI Report
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Statement of Financial Information (SOFI) Report

Strategic Objective – Continuous improvement of student achievement:

- ☐ Review Ministry performance data/information (e.g., graduation rates)

Reminders & Important Dates

- ☐ Ministry Data: Indigenous “How are We Doing” Report released
- ☐ BCSTA Trustee Academy
- ☐ Board Annual General Meeting (First week of December)
- ☐ Selection of Trustee Committee Memberships
- ☐ BCPSEA Motion deadline – need to confirm date with BCPSEA
- ☐ Holiday Celebrations

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement of Instruction and Assessment
Objective: Increase leadership capacity and excellence
Strategy: Build leadership capacity for Educational Leaders
- Goal:** To be a leader in Environmental Stewardship and Sustainability
Objective: Increase opportunities for outdoor education and programming in the district
Strategy: Promote safety for opportunities within outdoor ed and programming within the District

Board Business:

- ☐ School Calendar

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Funding Update (Update on District Operating Grant & Classroom Enhancement Fund Submission)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Governance:

- ☐ Review progress re Strategic Planning (Superintendent Operational Plan)

Reminders & Important Dates

- ☐ Ministry Data: Student Learning Survey results, FSA Report and Equity in Action Project Report released
- ☐ Represent Board at BCPSEA AGM
- ☐ BCSTA Provincial Council Motion Submission Deadline January
- ☐ Board Q2 Governance meeting
- ☐ Meetings with Local Municipal Governing Officials

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement of Instruction and Assessment
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement
- Strategy:** Deepen understanding of and personalization of the pathways to graduation.
-
- Goal:** Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community
- Objectives:** Increase the number of students who feel welcomed, safe, connected and have a sense of belonging in their schools; Increase the number of students who feel there are two or more adults at their school who care about them
- Strategy:** Enhance and communicate a district-wide multi-tiered model of support

Business Committee - MEETING AGENDA ITEMS

Governance:

- ☐ Transportation route review

Board Business:

- ☐ Amended Annual Budget (Q2 is part of the Amended Annual Budget)
- ☐ Semi-Annual Vandalism Report
- ☐ Enrolment Projects (if available – attach Ministry Enrolment Projection Worksheet from Ministry)
- ☐ Draft Budget Calendar (for Information)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Amended Operating Budget for Current Fiscal Year
- ☐ Review enrollment projections for subsequent year (This could be done in Business if available)

Governance:

- ☐ Review policy positions for submission to BCSTA Annual general Meeting

Reminders & Important Dates

- | | |
|---|---|
| <input type="checkbox"/> BCSTA Provincial Council Meeting | <input type="checkbox"/> Black History Month |
| <input type="checkbox"/> BCSTA AGM Motions Due | <input type="checkbox"/> Meetings with Community Partners |
| <input type="checkbox"/> Pink Shirt Day | <input type="checkbox"/> Superintendent 360 Review (closed) |

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement
- Objective:** Improve opportunities for early intervention and learning
- Strategy:** Build a framework for Early Years and Childcare
-
- Goal:** To be a leader in Environmental Stewardship and Sustainability
- Objective:** Increase learning opportunities for students and staff on climate change and sustainability
- Strategy:** Review draft Environmental Action Plan

Board Business:

- ☐ Local School Calendar if not yet approved

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Policy drafts for public consultation
- ☐ Continuation of Administrative Procedures Review
- ☐ Annual Facilities Grant Submission for next school year

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approval of Local School Calendar (due March 31)

Governance:

- ☐ ThoughtExchange Budget Survey Results

Reminders & Important Dates

- ☐ BCSTA Board Nominations due March 16
- ☐ Local School Calendar must be approved and submitted to the Ministry of Education by March 31
- ☐ Nominate candidates for Premier's Award of Excellence
- ☐ International Day for the Elimination of Racism Discrimination

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Truth and Reconciliation
Objectives: Implementation of the Syeyutsus Reconciliation Framework in the school community; Promote land and Hul'q'umi'num language-based learning programs
Strategy: Create strategies to decolonize the system

Goal: Truth and Reconciliation
Objective: Support innovative Indigenous educational and community partnerships
Strategy: Bridging relationships with rights holders and Indigenous partners with our school teams

Goal: Truth and Reconciliation
Objective: Implement Truth & Reconciliation Commission Calls to Action #57
Strategy: Support the Indigenous focus grad requirements

Board Business:

- ☐ Next School Year Initial Budget Discussion (focus on the Ministry of Education announcement – Ministry provided revenue and provide a reminder of how the budget is created)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Presentation of upcoming year's Capital Plan (If Response Letter from Ministry has been received)
- ☐ Next School Year Budget Discussion continued (focus on enrolment projections – expected expenditures)
- ☐ LRFP Update (Red/Yellow/Green)
- ☐ Preliminary Budget Presentation (see note below)
- ☐ Continuation of Administrative Procedures Review

Special Business Meeting (if needed):

- ☐ Partner Group Budget Presentations

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Closed Board: Any Personnel Budget Implications – this must go to closed before going public
- ☐ Approve Capital Plan bylaw (if presented in Business Committee)

Reminders & Important Dates

- | | |
|---|---|
| <input type="checkbox"/> Meetings with local elected Provincial Officials | <input type="checkbox"/> Student Engagement Session re Budget |
| <input type="checkbox"/> BCSTA AGM | <input type="checkbox"/> Board Q3 Governance meeting |
| <input type="checkbox"/> Provincial Council | <input type="checkbox"/> World Autism Day, Earth Day |

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community
- Objective:** Increasing awareness and capacity in supporting children and youth in care
- Strategy:** Build an overarching framework to support children and youth in care
-
- Goal:** Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community
- Objective:** Increasing awareness and capacity in addressing mental health and wellness
- Strategy:** Establish and define a crisis continuum

Board Business:

- ☐ Next School Year Budget Presentation

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Presentation of next school year Preliminary Annual Budget
- ☐ Current Year 3rd Quarter Report
- ☐ Continuation of Administrative Procedures Review
- ☐ Capital Plan Presentation (if not completed in April)

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings)
- ☐ Litigation Update (Closed Board)

Governance:

- ☐ NLSF Board of Directors Presentation to the Board

Reminders & Important Dates

- ☐ Indigenous Graduation ceremonies
- ☐ Possible Special Business Meeting if required for Budget

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement of Instruction and Assessment
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement
- Strategy:** Create a dashboard to support adaptive and responsive decision making towards improved student success

Board Business:

- ☐ BAA Course(s) Approval

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Q3 Budget Report
- ☐ NDTA Professional Development Report (Presentation)
- ☐ Review and recommendation on 5-Year Capital Plan
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) if not completed in May
- ☐ Approve 5-year Capital Plan
- ☐ District Review Story (Final Yearly Operational Plan Update)
- ☐ Approve terms of engagement with auditor and audit plan (Closed Meeting)
- ☐ Exempt Compensation (Closed Meeting)

Board Governance:

- ☐ Superintendent Growth Plan Review (Closed Meeting)

Reminders & Important Dates

- ☐ Ministry Data: Student Enrollment Report, Graduation Numeracy Assessment Report and 6 Year Completion Rate Report released
- ☐ Recognize National Indigenous Day
- ☐ Graduation ceremonies



July/August

Board Governance:

- ☐ Board Q4 Governance meeting – Board Annual Planning Session
- ☐ Board and Senior Management Meeting

Board Business:

- ☐ Review Annual Surplus for Allocation (First Board Meeting – Aug/Sept)
- ☐ Review Superintendent Operational Plan (including annual targets for achieving the District's Goals).

Major 2022/23 Initiatives

Board Governance:

- ☐ Strategic Plan
- ☐ Development of Te'tuxwtun Site
- ☐ Development and partnership of Selby Site

Board Business:

- ☐ Continue to Update District Policies and Administrative Procedures

As Required

- ☐ Attend Trustee development/orientation sessions
- ☐ Attend school functions (as required)
- ☐ Hear appeals as needed
- ☐ Long Range Facility Committee updates
- ☐ Environmental Sustainability and Stewardship Committee updates
- ☐ Attend Board Liaison meetings as outlined in the Trustee calendar
- ☐ Ministry Reporting
- ☐ COVID-19 Updates/Reporting

Monthly

- ☐ Superintendent update – on matters relating to CEO responsibilities and significant organizational concern.
- ☐ Deputy Superintendent updates on educational matters.
- ☐ Operations update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards)

Board Advocacy

- ☐ Capital Projects:
 - Meetings with MLAs
- ☐ Ministry of Education:
- ☐ BCSTA:
 - Provincial Council Motions:
 - VISTA Motions:
- ☐ BCPSEA:
 - AGM Motions:

Governance Collaboration

- ☐ Snuneymuxw First Nation:
 - QQS
- ☐ City of Nanaimo:
 - Truth & Reconciliation Environmental Collaboration
- ☐ Regional District of Nanaimo:
 - Recycling and compost initiatives
- ☐ Town of Ladysmith:
 - LIS Renewal Planning
- ☐ District of Lantzville:
 - To be determined

Board Governance Development

- ☐ Quarter 1 – September
- ☐ Quarter 2 – January
- ☐ Quarter 3 – April
- ☐ Quarter 4 – August 2023
 - Review Board's Annual Work Plan
 - Approve Board Development Plan



Policy Committee Work Plan		
1.0 – Foundation & Direction		
2017		Continuous Improvement of Instruction & Assessment – 1.3
2.0 - Governance & Management		
2016	In progress	Inclusion Policy – 2.0
2012		Role & Responsibility of Superintendent – 3.7
2012		Superintendent Review – 2.13 <i>Combine these into 1 policy</i>
New		Role of Secretary Treasurer
2012		Aboriginal Education – 2.8
3.0 - Operational Expectations		
New		Childcare
2016		Transportation – 3.8
		New Policy - District Involvement in Local and Regional Planning
Other		
New		Fiscal Accountability <i>Audit Committee</i> <i>Risk Management</i> <i>Internal Audit</i> <i>Budget Monitoring & Performance</i> <i>Budget Process</i>