



BOARD ANNUAL WORKPLAN

2023 -2024



September

Education Committee - MEETING AGENDA ITEMS

No meeting September 2023

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Strategic Plan Recommendations (Renew/Revise/Extend – Length)
- ☐ Allocation of Surplus Discussion
- ☐ Exempt Compensation Reporting (Executive Compensation Report)
- ☐ Enhancing Student Learning (ESL) Report (Draft)
- ☐ Public Interest Disclosure Policy
- ☐ Multi-Year Financial Plan
- ☐ Financial Statement Presentation (previous school year's)
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Strategic Plan Process
- ☐ Approve ESL Report
- ☐ Approve the Audited Financial Statements
- ☐ Approve Surplus allocations
- ☐ Approve Multi-Year Financial Plan
- ☐ Adopt the Board Work Plan
- ☐ Presentation from District Auditors
- ☐ Review audit report and management letter (Closed Board Meeting – Auditors attending)
- ☐ Superintendent Performance Review Commences

Reminders & Important Dates

- ☐ Facilitated Trustee Session with Piet Langstraat
- ☐ Submit Motions for Provincial Council
- ☐ Orange Shirt Day
- ☐ United Way Breakfast Kick-Off (September 26)

Education Committee - MEETING AGENDA ITEMS

Student Voice Ad Hoc Committee Update – Membership & Timeline

DLS Operational Plan 2023-2024

(Process, Focus Areas, How Education Committee Agendas are built)

DLS Presentation Topics:

Goal: Safe, Caring and Healthy Learning and Working Environment that is inclusive of diversity of our entire learning community

Objective: 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.

Start-Up Update (Updates from Assistant Superintendents Elementary/Secondary)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Enrolment Update per 1701 Data Collection
- ☐ Annual Vandalism Report
- ☐ Continuation of Administrative Procedures Review
- ☐ NDSS Capacity Update
- ☐ Rutherford Elementary (Confirmation of student count and final approval)
- ☐ Budget and Financial Planning Timeline
- ☐ Provincial Council Agenda

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Review Class size report Student Enrollment and Staffing
- ☐ Internal Audit Report (Closed Board) (Will go public in Business next month)

Governance:

- ☐ Premier Awards – Acknowledgment of Nominees/Winners

Reminders & Important Dates

- ☐ Strategic Plan – Public Consultation (Fall 2023)
- ☐ Ministry Data: Mental Health Dashboards released
- ☐ Represent Board at BCSTA Provincial Council Meeting
- ☐ Recognize World Teachers' Day
- ☐ World Mental Health Day
- ☐ VISTA Branch Meeting – Hosted by NLPS (October 13/14)
- ☐ Provincial Board Chair Meeting and Provincial Partner Meeting (October 20/21)
- ☐ Board Session with BCSTA - Survey Results (October 28)

November

Education Committee - MEETING AGENDA ITEMS

DLS Presentation Topics:

- Goal:** Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (Assessment and reporting update)
- Strategy:** Create opportunities for PVP and educators to fully implement the new K-12 reporting policy.

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Continuation of Administrative Procedures Review
- ☐ 1st Quarter Financial Report
- ☐ Standing Committee Structures, Roles & Functions (Discussion)
- ☐ Internal Audit Report
- ☐ Transportation Policy

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Litigation Update (Closed Board)
- ☐ Selby Street Update
- ☐ Trustee Annual Zone Report
- ☐ Staff Satisfaction Survey (Closed Board)

Reminders & Important Dates

- ☐ Development of Strategic Plan
- ☐ Remembrance Day Ceremonies
- ☐ BCPSEA Symposium
- ☐ Working session to discuss Board roles and Committee appointments (Prior to Business Committee Meeting)
- ☐ Trustee Academy - Westin Bayshore, Vancouver (November 23 – 25)

December

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Truth and Reconciliation
- Objective:** Implement Truth & Reconciliation Commission Calls to Action #57. (Dustin Louie)
- Strategy:** Create structures and strategies to decolonize educational practice and environment

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ SOFI Report
- ☐ Food Update
- ☐ Continuation of Administrative Procedures Review

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Approve Strategic Plan
- ☐ 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 announced
- ☐ Trustee Family of Schools assignments announced
- ☐ BCPSEA Motion deadline – need to confirm date with BCPSEA
- ☐ Holiday Celebrations

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** Continuous improvement in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (Tier 3)
- Strategy:** Deepen Understanding of personalization and diverse pathways to graduation.
Establish and define a crisis continuum to support students struggling with mental health and wellness.

Board Business:

- ☐ BCSTA Provincial Council Motion Discussion (*if needed*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Funding Update (District Operating Grant)
- ☐ Continuation of Administrative Procedures Review
- ☐ BCPSEA AGM Agenda Discussion

Regular Board - MEETING AGENDA ITEMS

Board Governance:

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

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 in students with complex and unique abilities, Indigenous and overall student population on student achievement
- Objective:** Continuous Improvement in support for students with diverse abilities and disabilities, Indigenous and overall student population on student achievement. (HAWD and FSA and Student Learning survey)
- Strategy:** Enhance and communicate a district-wide multitiered model of support.
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Business Committee - MEETING AGENDA ITEMS

Governance:

- ☐ Transportation route review

Board Business:

- ☐ Amended Annual Budget (Q2 is part of the Amended Annual Budget)
 - ☐ Ministry 3 Year Enrolment Projections
 - ☐ Draft Budget Calendar (for Information as a reminder)
 - ☐ Continuation of Administrative Procedures Review
 - ☐ BCSTA Provincial Council Agenda
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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
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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"/> Board Working Session re Budget |
| | <input type="checkbox"/> Community Engagement Process begins for Budget |

March

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

- Goal:** To be a leader in Environmental Stewardship and Sustainability.
- Objective:** Increase opportunities for outdoor education and programming in the district. (Farm and ESSAP)
- Strategy:** Continue to create initiatives and opportunities for schools to learn about and implement the ESSAP.

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

- ☐ ThoughtExchange Budget Survey Results

Governance:

- ☐ Board Performance Review – Prior to May 15 (*Annually*) Board shall establish a monitoring Schedule for the following one-year period July 1 – June 30. Schedule shall be included in Annual Work Plan. (Policy 2.12)
- ☐ Superintendent Performance Review – Prior to May 15 (*Annually*) Board shall schedule the Superintendent Performance Review for the following one-year period July 1 – June 30. The Review schedule shall be included in Annual Work Plan. (Policy 2.13)

Reminders & Important Dates

- ☐ BCSTA Board Nominations due March 16
- ☐ Ministry announces next fiscal year Operating Grants (March 15)
- ☐ 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.

Support innovative Indigenous educational and community partnerships.

Implement Truth & Reconciliation Commission Calls to Action #57.

Strategy: Foster opportunities for school communities to learn about local land, language, and culture.

Support first people's grad requirement.

Create structures and strategies to decolonize educational practice and environment.

Building relationships with rights holders and indigenous partners.

Governance:

- ☐ Review BCSTA Resolutions (*if necessary*)

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ Presentation of upcoming year's Capital Plan (If Response Letter from Ministry has been received)
- ☐ LRFP Update (Red/Yellow/Green)
- ☐ Proposed Annual Budget (High Level Summary)
- ☐ Continuation of Administrative Procedures Review

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

Board Business:

- ☐ Proposed Preliminary Annual Budget Presentation

Business Committee - MEETING AGENDA ITEMS

- ☐ Partner Group Budget Presentations

Board Business:

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

Special Business Meeting (May 15, 2024):

- ☐ Annual Budget discussions continued

Regular Board - MEETING AGENDA ITEMS

Board Business:

- ☐ Adoption of Operating Budget (3 Readings) (If ready)
- ☐ 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

Celebrating the 2023/2024 School Year

- Video Presentation
- District Review Story

Board Business:

- ☐ BAA Course(s) Approval

Business Committee - MEETING AGENDA ITEMS

Board Business:

- ☐ NDTA Professional Development Report (Presentation)
- ☐ Review and recommendation on 5-Year Capital Plan
- ☐ Multi-Year Financial 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
- ☐ Approve Multi-Year Financial 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 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 2023/24 Initiatives

Board Governance:

- ☐ Strategic Plan
- ☐ Development and partnership of Selby Site
- ☐ Ad Hoc Student Voice Committee
- ☐ NDSS Advocacy
- ☐ LIS Planning
- ☐ Rutherford Re-opening

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

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
Indigenous Teacher Pay
- ☐ 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

1.3 Continuous Improvement of Instruction and Assessment

2.10 Governance & Management

2.XX - Role of Secretary-Treasurer (Work led by whole Board)

2.0 Inclusion Policy (in progress)

2.13 – Superintendent Review (Work led by whole Board)

2.3.2 – Code of Conduct (Work led by whole Board)

2.4 – Role of Chair and Vice Chair (Policy Committee Subcommittee)

2.8 – Aboriginal Education

3.0 Operational Expectations

3.XX – Childcare

3.XX - Catchment & Student Enrolment

3.XX – Student Voice

3.7 – Role and Responsibility of Superintendent (to be combined with Sup Review 2.13)

3.8 Transportation

X.XX – Field Trips

Other
