



BOARD ANNUAL WORKPLAN

2024 -2025



September

Education Committee - MEETING AGENDA ITEMS

- Enhancing Student Learning (ESL) Report (Draft)
- Emerging Issues – Cell Phones in Schools

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Allocation of Surplus Discussion
- Exempt Compensation Reporting (Executive Compensation Report)
- Facilities Summer Work
- Multi-Year Financial Plan
- Financial Statement Presentation (*Previous School Year's*)
- Rutherford Re-Opening Consultation Feedback
- Child Care Policy Feedback
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Approve ESL Report
- Approve Audited Financial Statements
- Approve Surplus Allocations
- Approve Multi-Year Financial Plan
- Adopt the Board Work Plan
- Presentation from District Auditors
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Review audit report and management letter (Closed Board Meeting – Auditors attending)
- Board Performance Review Update on Planning (Closed Board Meeting)
- Emerging Issues

Reminders & Important Dates

- Facilitated Trustee Session re: Code of Conduct with Mike McKay (September 18 – 4:00 pm)
- Submit Motions for Provincial Council
- Orange Shirt Day
- United Way Breakfast Kick-Off (September 12, 2024 – Coast Bastion)

Education Committee - MEETING AGENDA ITEMS

DLS Presentation Topics:

- School Start-Up – District Updates
- Accessibility – Work Plan
- School Presentation
- Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Enrolment Update per 1701 Data Collection
- Annual Vandalism Report
- Budget and Financial Planning Timeline
- Cyber Security Update
- Continuation of Administrative Procedures Review
- Provincial Council Agenda
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

Governance:

- Premier Awards – Acknowledgment of Nominees/Winners

Reminders & Important Dates

- Board Working Session with Gillian Robinson re: Media Training (October 2 at 4:00 pm)
- Governance Session with Stacey Holloway (October 16 at 4:00 pm)
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day
- World Mental Health Day
- VISTA Branch Meeting – Hosted by Pacific Rim School District (October 4/5)
- Provincial Board Chair Meeting and Provincial Partner Meeting

November

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student & Employee Wellness

Objective: Increase the number of students who feel welcome, safe and have a sense of belonging in their school

- School Presentation
- Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Continuation of Administrative Procedures Review
- Inclement Weather – How are school closures determined?
- 1st Quarter Financial Report
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Trustee Annual Zone Report
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Litigation Update (Closed Board)
- Internal Audit Report (Closed Board) (Will go public in Business next month)
- Emerging Issues

Reminders & Important Dates

- Ministry Data Released: Graduation Assessments
- 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 21-23)

December

Education Committee - MEETING AGENDA ITEMS (In-Person Meeting)

Department of Learning Services Presentation

Goal: Truth & Reconciliation

Objectives: Create and share district-wide, Syeyutsus Principals of Teaching & Learning

- Emerging Issues
- School Winter Mini-Concert

Business Committee - MEETING AGENDA ITEMS

Board Business:

- SOFI Report
- Internal Audit Report
- Continuation of Administrative Procedures Review
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Approve Statement of Financial Information (SOFI) Report
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

Reminders & Important Dates

- Ministry Data Released: Indigenous “How are We Doing” Report, Completion Rates, Transition Rates
- Board Annual General Meeting (First week of December)
- Selection of Trustee Committee Memberships announced
- Trustee Family of Schools assignments announced
- BCPSEA Motion deadline – (TBD)
- Holiday Celebrations

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student Success

Objective: Increase literacy success rates for all students

- School Presentation
- Emerging Issues

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
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Governance:

- Review progress re Strategic Planning (Superintendent Operational Plan)
- Transportation Policy (Approval)
- Trustee Committee Updates (Regular & Closed Board Meetings)
- 12 Month Check In re: Board Environmental Scan (*Closed Board*)

Reminders & Important Dates

- 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: Student Success

Objective: Increase numeracy success rates for all students

- School Presentation
- Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Amended Annual Budget (Q2 is part of the Amended Annual Budget)
- Transportation Route Review
- Ministry 3 Year Enrolment Projections
- Draft Budget Calendar (for Information as a reminder)
- Continuation of Administrative Procedures Review
- BCSTA Provincial Council Agenda
- Emerging Issues

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)
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

Governance:

- Review policy positions for submission to BCSTA Annual general Meeting

Reminders & Important Dates

- BCSTA Provincial Council Meeting
- BCSTA AGM Motions Due
- Pink Shirt Day
- Black History Month
- Meetings with Community Partners
- Board Working Session re Budget
- Community Engagement Process begins for Budget

March

Education Committee - MEETING AGENDA ITEMS

Department of Learning Services Presentation

Goal: Student and Employee Wellness

Objective: Increase the number of students who feel welcome, safe and have a sense of belonging in their school

(Includes: Student Voice Circle, Accessibility Annual Report, ICY Update, Outreach Approach)

- Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Staff Engagement Survey
- Policy drafts for public consultation
- Continuation of Administrative Procedures Review
- Annual Facilities Grant Submission for next school year
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

- ThoughtExchange Budget Survey Results
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

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

- Ministry Data Released: FSA and Children and Youth In Care Reports
- BCSTA Board Nominations due March
- 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: Student Success

Objectives: Increase graduation rates for students: who identify as Indigenous, who have disabilities and diverse abilities, and/or are Children and Youth in Care

(ESL/Strategic Plan Metrics Update)

- Emerging Issues

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)
- Student and Family Affordability Fund Update
- Proposed Annual Budget (High-level Summary)
- Continuation of Administrative Procedures Review
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Budget Discussions re: High Level Summary and Partner Group Presentations
- Closed Board: Any Personnel Budget Implications (*must go to closed before going public*)
- Approve Capital Plan bylaw (*if presented in Business Committee*)
- Trustee Committee Updates (Regular & Closed Board Meetings)

Reminders & Important Dates

- Meetings with local elected Provincial Officials
- BCSTA AGM
- Provincial Council
- Student Engagement Session re Budget
- Board Q3 Governance meeting
- World Autism Day, Earth Day

Education Committee - MEETING AGENDA ITEMS

- Proposed Preliminary Annual Budget Presented
- Emerging Issues

Business Committee - MEETING AGENDA ITEMS

Board Business:

- Preliminary Annual Budget discussions continued
- Current Year 3rd Quarter Report
- Capital Plan Presentation (if not completed in April)
- Emerging Issues

Special Business Meeting (May 21, 2025):

- Annual Budget discussions continued

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Adoption of Operating Budget (3 Readings) – *or forwarded to June Business for further discussion and to June's Regular Board for adoption*
- Litigation Update (Closed Board)
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

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 2024/2025 School Year - Video Presentation
- Emerging Issues

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
- Multi Year Financial Plan (*for review, approved in September*)
- Continuation of Administrative Procedures Review
- Emerging Issues

Regular Board - MEETING AGENDA ITEMS

Board Business:

- Adoption of Operating Budget (3 Readings) if not adopted in May
- Approve 5-year Capital Plan
- Multi Year Financial Plan for next school year presented
- Approve terms of engagement with auditor and audit plan (Closed Meeting)
- Exempt Compensation (Closed Meeting)
- Trustee Committee Updates (Regular & Closed Board Meetings)
- Emerging Issues

Board Governance:

- Superintendent Growth Plan Review (Closed Meeting)

Reminders & Important Dates

- 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)

August: Ministry Data Released: Student Learning Survey

Major 2024/25 Initiatives

Board Governance:

- NDSS Advocacy
- LIS Planning
- Rutherford Re-opening
- Code of Conduct

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
- 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 2025



Committee Work Plans to be attached once provided in October.