

Board Annual Workplan

2021-2022



Education Committee

Meeting Agenda Items

Board Business:

- Start-up Update
- District Review Story

DLS Presentation Topic:

- Summer Outreach Program Update

Strategic Plan Objectives:

- Increase the number of students who feel welcome, safe, connected and have a sense of belonging in their school
- Increase the number of students who feel there are two or more adults at their school who care about them
- Increasing awareness and capacity in addressing mental health and wellness
- Supply and support infrastructure for compost/recycling, increase outdoor education opportunities

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 the audited financial statements
- Approve Surplus allocations
- Trustee Family of Schools assignments announced
- For Information: Board Work Plan
- Presentation from District Auditors
- Semi-Annual Vandalism Reports (Regular and Closed Meetings)
- 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:

- Introduction to Compassionate Learning Systems

Strategic Plan Objectives:

- Increasing awareness and capacity in mental health and wellness
- Increase employee engagement
- Improve opportunities for early intervention and learning

Business Committee

Meeting Agenda Items

Board Business:

- Enrolment and Facilities Update
- 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
- Provincial Board Chair Meeting and Provincial Partner Meeting

Education Committee

Meeting Agenda Items

Board Goals:

- Safe, Caring and Healthy Learning & Working Environment that is inclusive of diversity of our entire learning community
- Continuous improvement in of instruction and assessment

DLS Presentation Topic:

- Inclusive Education
- School Presentations

Strategic Plan Objectives:

- Continuous improvement in students with disabilities and diverse abilities, Indigenous and overall student population on student achievement
- Increase leadership capacity and excellence

Board Business:

- Local School Calendar Update

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)

Reminders & Important Dates

- Remembrance Day Ceremonies
- BCPSEA Symposium

Education Committee

Meeting Agenda Items

Board Goals:

- To be a leader in Environmental Stewardship and Sustainability
- Truth and Reconciliation

DLS Presentation Topic:

- Innovation Grants Introduction & Overview

Strategic Plan Objectives:

- Implementation of the Syeyutsus Reconciliation Framework in the school community
- Increase learning opportunities for students and staff on climate change and sustainability
- Increase opportunities for outdoor education and programming in the District

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
- Holiday Celebrations

Education Committee

Meeting Agenda Items

Board Goals:

- Continuous improvement of instruction and assessment.

DLS Presentation Topic:

- District Programs Update
(Updates from CTC, International Programs, ICE, Outreach/NK)

Strategic Plan Objectives:

- Continuous improvement in Special Needs, Indigenous and overall student population on student achievement
- Continue providing collaborative opportunities for employees to work toward full implementation of the new curriculum

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

Board Goals:

- Continuous improvement of instruction and assessment
- To be a leader in environmental stewardship and sustainability

DLS Presentation Topic:

- Focus Schools
- NLPS Assessment Data Collection
- School Presentations

Strategic Plan Objectives:

- Continuous Improvement in Special Needs, Indigenous and overall student achievement
- Continue providing collaborative opportunities for employees to work toward learning transformation

Board Business:

- Local School Calendar
- Enrolment projections

Business Committee

Meeting Agenda Items

Governance:

- Transportation route review

Board Business:

- Amended Annual Budget (Q2 is part of the Amended Annual Budget)
- 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)
- Semi-Annual Vandalism Reports (Regular and Closed Meetings)

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
- Superintendent 360 Review (closed)

Education Committee

Meeting Agenda Items *(Due to spring break, Education Committee is held on the first Wednesday at 4:00 pm)*

Board Goals:

- Continuous improvement of instruction and assessment

DLS Presentation Topic:

- Assessment and Reporting
 - FSA Results
 - Adult Dogwood
 - How are we doing Report

Board Business:

- Local School Calendar if not yet approved

Strategic Plan Objectives:

- Continuous improvement in Special Needs, Indigenous and overall student population on student achievement
- Continue providing collaborative opportunities for employees to work toward learning transformation

Business Committee

Meeting Agenda Items *(Due to spring break, Business Committee is held on the first Wednesday at 6:00 pm)*

Strategic Plan Objective – Accelerate seismic upgrades and upgrade aging facilities:

- Annual Facilities Grant Submission for next school year

Board Business:

- Continuation of Administrative Procedures Review

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 31st
- Nominate candidates for Premier's Award of Excellence
- International Day for the Elimination of Racism Discrimination

Education Committee

Meeting Agenda Items

Board Goals:

- Safe, caring and healthy learning and working environment that is inclusive of the diversity of our entire learning community

DLS Presentation Topic:

- Social Emotional Academic Learning Teams (SEAL)
- Student Satisfaction Survey (Previous School Year)

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)

Strategic Plan Objectives:

- Increase the number of students who feel welcomed, safe, connected and have a sense of belonging in their School
- Increase the number of students who feel there are two or more adults at their school who care about them

Business Committee

Meeting Agenda Items

Strategic Plan Goal – Safe Caring and Healthy Learning and Working Environment:

- Presentation of upcoming year's Capital Plan (If Response Letter from Ministry has been received)

Board Business:

- Next School Year Budget Discussion continued (focus on enrolment projections – expected expenditures)
- Preliminary Budget Presentation (**see note below**)
- Continuation of Administrative Procedures Review

Special Business Meeting:

- Partner Group Budget Presentations

Regular Board

Meeting Agenda Items

Strategic Plan Goal – Safe Caring and Healthy Learning and Working Environment:

- Approve Capital Plan bylaw (if presented in Business Committee)

Board Business:

- Closed Board: Any Personnel Budget Implications – this must go to closed before going public

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

Board Goals:

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

DLS Presentation Topic:

- District Committee Reports

Board Business:

- Next School Year Budget Presentation

Strategic Plan Objectives:

- Increasing awareness and capacity in supporting children and youth in care
- Increase the number of students who feel there are two or more adults at their school who care about them

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

Strategic Plan Goal – Safe, Caring and Healthy Learning and Working Environment

- 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

Board Goals:

- Safe, Caring and Healthy Learning & Working Environment that is inclusive of diversity of our entire learning community
- Continuous improvement of instruction and assessment
- To be a leader in Environmental Stewardship and Sustainability
- Truth and Reconciliation

DLS Presentation Topic

- Compassionate Schools Update
- Student Satisfaction Survey Results (current year)

Board Business:

- BAA Course(s) Approval

Business Committee

Meeting Agenda Items

Board Business:

- Q3 Budget Report
- NDTA Professional Development Report (Presentation)

Strategic Plan Goal and Objective – Safe, Caring and Healthy Learning and Working Environments and accelerate seismic upgrades and upgrade aging facilities

- 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
- Draft District Review Story
- 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 Business:

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

Major 2021/22 Initiatives

Board Governance:

- Completion of transfer of learning programs from SD84 to SD68
- Development of Te'tuxwtun Site
- Development and partnership of Selby Site
- Environmental Stewardship Committee and LRFP Committee Start Up


Board Business:

- Continue to Update District Policies and Administrative Procedures
 - Review and update according to Policy Committee Work Plan
 - New Policies related Fiscal Management: Audit Committee, Risk Management, Internal Audit, Budget Monitoring and Reporting, and Budget Process

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 including Framework for Enhanced Student Learning
- 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)
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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:*
 - Long Range Facilities Plan Sub-Committee
- *District of Lantzville:*
 - To be determined

Board Governance Development

- Quarter 1 - September
 - Review of Strategic Plan
 - Board Annual Work Plan
 - Quarter 2 – January
 - Financial Learning – Multi-year budgeting.
 - Quarter 3 – April
 - To be determined
 - Quarter 4 – August 2022
 - Review Board’s Annual Work Plan
 - Approve Board Development Plan
 - Review Strategic Plan
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Policy Committee Work Plan

While reviewing all policies, the Policy Committee will ensure that they do not contradict the Syeyutsus Framework, Environmental Stewardship or Inclusion policies.

Priorities

- Inclusion Policy – 2.10
- Strategic Plan – New
- Child Care Policy - New
- Surplus Policy Review (alignment to Provincial Policy)
- Public Disclosure – New (must be completed by January 1, 2022)
- Review Transportation Policy – 3.3
- Role of Secretary-Treasurer – New
- Role of Superintendent – 3.7
- Superintendent Review – 2.13
- Role of Committees and Representatives – 2.5
- Board Governance Policy, Governance Procedure Board Meetings – 2.5.1P
- Board Annual Work Plan – New
- New Policies related to fiscal accountability.
 - Audit Committee
 - Risk Management
 - Internal Audit
 - Budget Monitoring and Reporting
 - Budget Process

Other

- Corporate Sponsorship – Determine if needed
- Delegation of Authority – 2.11
- Catchment Policy – Determine if needed