

BOARD ANNUAL WORKPLAN

September

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Five-year capital plan – Minor capital projects
- Receive audit report and management letter and approve financial statements
- Approve appointment or reappointment of auditor (if required – rotational every 3 years)
- Receive Executive Compensation Disclosure Statement

Events

- Orange Shirt Week – September 26 – September 30, 2022
- National Day of Truth and Reconciliation – September 30, 2022

October

Education

- Indigenous Education Report
- Inclusive Education Review Update

Operations

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Review enrolment and staffing report

Regular Board Meeting Agenda Items

(Election day: October 15; Last meeting of Board elected in 2018)

- Review Strategic Directions
- Chairs Annual Report (moved to October as last Board meeting of 2018 board)

Events

- National Custodian Appreciation Day – October 2, 2022
- Recognize World Teachers' Day – October 5, 2022
- World Mental Health Day – October 10, 2022
- Indigenous focused professional development
- Canada School Library Day – October 24, 2022

November

Education

- District Literacy Update
- Review and approve Board authorized courses

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)

Regular Board Meeting Agenda

- Oath of Office
- Elect Chair/Vice-Chair
- Receive Statement of Financial Information (SOFI) Report

Events

- New Trustee Orientation – November 3, 2022
- Remembrance Day Ceremonies – November 11, 2022
- Represent Board at BCPSEA Symposium – November 7 – 8, 2022
- Represent Board at BCSTA Provincial Council Meeting / BCSTA Trustee Academy – December 1 – 3, 2022
- National Day of Remembrance and Action on Violence Against Women – December 6, 2022

December

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Childcare Update
- Review Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

Events

- New Trustee Orientation – December 8, 2022

January

Education

- No Meeting

Operations

- No Meeting

Regular Board Meeting Agenda Items

- Approve Budget Development Process and Timelines
- Annual Trustee Remuneration Review – Regular Open Board
- Review/approve signing authorities
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting

Events

- Discover New Westminster Schools 2023 – January
- Represent Board at BCPSEA AGM – January 26 – 27, 2023
- Black Shirt Day - January 15, 2023

February

Education

- Review Student Learning/Welfare Accountability Report
- Review Recommended 2-year District Calendar

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- Report on Committees – SD40 Staff Representative
- School Nourishment Update

Regular Board Meeting Agenda Items

- Approve Amended Budget for Current Fiscal Year

Events

- Black History Month
- Represent Board at BCSTA Provincial Council Meeting – February 24 - 25, 2023
- Pink Shirt Day – February 22, 2023

March

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Approve District Calendar

Events

- International Women's Day – March 8, 2023
- World Autism Day – April 2, 2023

April

Education

- Review Career Programs Report
- Review Sexual Orientation and Gender Identity (SOGI) report
- Review Health and Wellbeing report
- Review school fees

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- 2023-24 Base budget presentation
- Approve Calendar for Board and Committee meetings

Regular Board Meeting Agenda Items

- 2022 – 2023 Budget feedback update

Events

- Budget in-service – April 4, 2023
- Attend and participate in BCSTA Provincial Council & AGM – April 27 – April 30, 2023
- Earth Day – April 22, 2023
- District Volunteer Recognition – April 23 – 29, 2023
- Administrative Professionals' Day – April 26, 2023
- National Day of Mourning – April 28, 2023
- Principals and Vice-Principals Appreciation Day – May
- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls – May 5, 2023

May

Education

- Review Sanctuary Schools Report
- Review International Program Report
- Distributed Learning & Continuing Education Report
- Inclusive Education Review Update

Operations

- Superintendent Recommendations (23-24 school year budget)

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve budget for upcoming fiscal year
- Approve Terms of Engagement with auditor and audit plan
- Capital Plan response by-law approval

Events

- Asian Heritage Month - May
- Child Care Month in BC – May
- International Day Against Homophobia, Transphobia and Biphobia – May 17, 2023

June

Education

- School Nutrition update
- Childcare update
- Climate action update report

Operations

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Approve 5-year Capital Plan (major capital projects)
- Receive Annual Facilities Grant Spending Plan
- Receive Audit Planning Report

Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan for following year
- Climate action report

Events

- Host employee Retirement Dinner Ceremony
- National Indigenous People's Day - June 21, 2023
- Canadian Multiculturalism Day – June 27, 2023

- National Indigenous History Month - June
- Pride Month – June

July/August

- Meetings to be scheduled as needed

As Required

- Attend Trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at BCSTA Metro Branch Meeting
- Advance Board positions through BCPSEA
- Meetings with elected officials
- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify Memoranda of Agreement with bargaining units
- Ratify Collective Agreements

Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations Committee)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations Committee)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

SD No. 40 (New Westminster)

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