

ANNUAL BOARD WORK PLAN

September

- Approve Audited Financial Statements - September 30
- Review the Audit findings – September 15
- Review the Board Policy Development Committee Work Plan
- Submit Executive Compensation Disclosure to Public Sector Employers’ Council – September 30
- Approve Five-year Capital Plan for submission to BC Ministry of Education (September 9)
- Consider Motions to BCSTA Provincial Council

October

- Submit Learning Improvement Fund to BC Ministry of Education
- Complete Board Self Evaluation
- Recognize World Teachers’ Day
- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Represent Board at Ministry of Education Annual Liaison Meeting

November

- Review Class Size Report on School Organizations
- Receive Enrolment Update Report
- Review and Approve First Quarter Financial Statements
- Complete Superintendent Growth Plan Review
- Election of Board Chairperson and Vice Chairperson
- Annual Chairperson Report
- Approve Trustee appointments to committees and community liaison groups

December

- Strategic Plan Review
- Board Operational Plan Review
- Consider Motions for BCSTA Annual General Meeting and Provincial Council
- Review terms of engagement and appoint or reappoint financial statements auditor
- Statement of Financial Information (SOFI) – December 31
- Attend the Learning Forward Conference

January

- Review the Carbon Neutral Capital Program Submission
- Receive the Ministry of Education Funding Update
- Approve the Budget Process for upcoming year
- Receive the Budget Implementation Feedback
- Represent Board at BCPSEA Annual General Meeting

February

- Adopt the Amended Annual Budget Bylaw – February 28
- Review and Approve Second Quarter Financial Statements
- Review and Approve Board/Authority Authorized Courses and Programs of Choice
- Review Three Year Enrolment Projection – February 15
- Receive Enrolment Update Report
- Represent Board at BCSTA Provincial Council Meeting

March

- Receive Ministry of Education Estimated Funding for upcoming year
- Meetings with Partner Groups on Budget
- Approval of School District Calendar 2017/18

April

- Receive Proposed Preliminary Budget
- Engage in the Budget Consultation Process
- Adopt the Annual Facilities Grant Bylaw
- Approve the Preliminary Budget for Implementation
- Receive Annual Review of Rental Fees
- Attend the BCSTA Annual General Meeting

May

- Receive and Approve the Third Quarter Financial Statements
- Adopt the Annual Budget Bylaw – June 30
- Approve Academies Specialty Fees and School Fees
- Receive the Carbon Neutral Action Report

June

- Receive the Aboriginal Education Report
- Review Operational Plans
- Adopt the Board Calendar for the upcoming year
- Review Trustees Remuneration

Other Items Scheduled as Needed

- Review and Approve Board Policies and Bylaws
- Review and Approve Capital Project Bylaws
- Hear Appeals as needed
- Ratify Principal and Vice-Principal Appointments
- Ratify Collective Agreements
- Approve Exempt Compensation
- Approve disposition of real property (land and buildings)
- Declare facilities surplus for general school needs
- Recognize school and community highlights
- Publish Board Highlights after each meeting
- Receive IT Plan Updates
- Receive Energy Management Plan Updates
- Represent Board at BCSTA Branch Meetings
- Attend school functions
- Attend employee recognition events

Trustees attendance at the following committee and advisory meetings:

Internal

- Education
- Aboriginal Education
- Inclusive Education
- French Immersion Advisory
- District Student Advisory
- Round Table with Partners
- Facilities Planning

External

- BC School Trustees Association Provincial Council
- District Parent Advisory Council
- Joint Parks and Leisure Services
- Municipal Advisory & Accessibility
- Ridge Meadows Education Foundation
- Social Planning Advisory
- Other Board Liaison