

Policy 2 Appendix

BOARD ANNUAL WORK PLAN

August/September

- Recognize long service employees at Opening Day event
- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Review the audit report and management letter and CEO's internal report to ensure fiscal accountability quality indicators are met
- Approve the audited financial statements
- Review proposed Trustee calendar for partner meetings, Board meetings and related functions
- Host PAC Chairs and DPAC Reps at welcoming event for the new year
- Approve Annual Board Work Plan (including schedule of meetings)

October

- Review Class Size Report on School Organizations
- Approve 5 year Capital Plan for submission to BC Ministry of Education
- Complete Superintendent Growth Plan Review
- Recognize World Teachers' Day
- Represent Board at BCPSEA Symposium
- Receive Summer Programs report
- Represent Board at BCSTA Provincial Council Meeting

November

- Receive report on District enrollment
- Receive, review Fiscal monitoring report

December

- Elect Chair/Vice-Chair
- Make Trustee appointments to committees and community liaison groups
- Approve trustee school liaison assignments (in first year of term)
- BCSTA Trustee Academy
- Approve Superintendent's Report On Student Achievement for submission to BC Ministry of Education
- Host District Christmas Celebration for all staff
- Circulation of Draft Plan Budget Process for input by stakeholders

January

- Receive, review Fiscal monitoring report
- Represent Board at BCPSEA AGM

February

- Approve Amended Budget for Current Fiscal Year
- Review Policy positions for submission to BCSTA convention
- BCSTA Provincial Council Meeting
- Provide direction through the Board's representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Approve of Board Authority Authorized Courses and Programs of Choice
- Complete Superintendent Growth Plan Review
- Review administrative budget assumptions for the upcoming year's preliminary budget

March

- Nominate candidates for Premier's Award of Excellence and BCSTA Innovation Award
- Receive, review Fiscal monitoring report
- Receive preliminary budget revenue information for the upcoming year's preliminary budget – Ministry of Education funding announcement
- Approve Local School Calendar

April

- Review preliminary draft budgets for the upcoming year
- Attend and participate in BCSTA AGM
- Receive, review Fiscal monitoring report

May

- Approve terms of engagement and appoint or reappoint auditor
- Approve preliminary budget for upcoming fiscal year
- Approve school fees

June

- Host employee Retirement Reception
- Approve Board Development Plan
- Receive, review Fiscal monitoring report
- Approve trustee school liaison assignments (in second year of term)
- Complete Superintendent Growth Plan Review and Board Evaluation
- Approve District Literacy Plan for submission to the Ministry of Education
- Approve District Achievement Contract for submission to the Ministry of Education
- Year-end Briefing to Review Strategic Plan and Other Matters
- Written Acknowledgement of Contributions by PAC and DPAC and others as appropriate

(Appendix updated September 2013)

Ongoing

- Attend trustee development/orientation sessions
- Attend school functions (as invited)
- Review the District Strategic Plan
- Hear appeals as needed
- Respond to media requests regarding governance matters in consultation with the CEO
- Ratify memoranda of agreement with bargaining units
- Approve tender selection for contracts over \$150,000
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Recognize school and community highlights
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Advance Board positions through BCSTA
- Represent Board at BCSTA Metro Branch Meeting
- Nominate staff for awards and other recognition for their contributions
- Complete ***Taking Action*** for publication in local media