

# ANNUAL BOARD WORK PLAN



WEST  
VANCOUVER  
SCHOOLS

## SEPTEMBER

- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Review the audit report and management letter and CEO's internal reports to ensure fiscal accountability quality indicators are met
- Approve the audited financial statements
- Approve Annual Board Work Plan (including schedule of meetings)
- Approve 5 Year Capital Plan - Minor Projects, for submission to the BC Ministry of Education and Childcare
- Consider Motions to BCSTA Provincial Council

## OCTOBER

- Review Enrollment Report
- Represent Board at BCPSEA Symposium
- Receive Summer Programs report
- Provide direction through the Board's representative to BCSTA Provincial Council Meeting
- Represent Board at BCSTA Provincial Council Meeting

## NOVEMBER

- Elect Chair/Vice-Chair
- Make Trustee appointments to committees and community liaison groups (every 2 years)
- Approve trustee school liaison assignments (every 2 years)

## DECEMBER

- Attend BCSTA Trustee Academy
- Approve of Board Authority Authorized Courses and Programs of Choice
- Initiate District Budget Planning for the following year
- Consider motions for BCSTA AGM & Provincial Council
- Statement of Financial Information published

## JANUARY

- Represent Board at BCPSEA AGM
- Submit Trustee Financial Disclosure forms to the Office of the Superintendent
- Receive the Ministry of Education Funding Update

## FEBRUARY

- Approve Amended Budget for Current Fiscal Year
- Review Policy positions for submission to BCSTA convention
- Provide direction through the Board's representative to BCSTA Provincial Council Meeting
- Represent Board at BCSTA Provincial Council Meeting
- Adopt the Amended Annual Budget Bylaw

## MARCH

- Receive preliminary budget revenue information for the upcoming year's preliminary budget - Ministry of Education and Child Care funding announcement

## APRIL

- Approve Annual Facilities Grant
- Approve Local School Calendar
- Attend BCSTA AGM

## MAY

- Review preliminary draft budgets for the upcoming year
- Approve terms of engagement and appoint or reappoint auditor
- Approve school fees

## JUNE

- Complete Superintendent Growth Plan Review and Board Evaluation
- Approve 5-year Capital Plan - Major Projects for submission to BC Ministry of Education and Childcare
- Approve preliminary budget for upcoming fiscal year

## OTHER ITEMS & EVENTS

- Review and approve Board Policies & Bylaws
- Review and approve Capital Project Bylaws
- Board hearings and appeals as needed
- Ratify Collective Agreements
- Approve disposition of real property (land and buildings)
- Declare Facilities surplus for general school needs
- Represent Board at BCSTA branch meetings
- Attend trustee development/orientation sessions
- Review the District Strategic Plan
- Attend Board Liaison meetings as outlined in the Trustees calendar
- Advance Board positions through BCSTA
- Review FESL plan
- Hear appeals on the reconsideration of resource materials which are challenged
- Approve school catchment areas
- Approve transportation service level changes
- Approve District partnerships
- Nominate staff for awards and other recognition for their contributions
- Attend student, employee and community recognition events
- Recognize and attend School & District events (eg. Opening Day, Remembrance Day, winter and spring celebrations, etc)
- Recognize and celebrate key dates (eg. World Teachers' Day, District WVMEA Day, Orange Shirt day, etc)
- Support Community Partner events (eg. Library Summer Reading, Bridge Festival, etc)