

## BOARD ANNUAL WORK PLAN

### August

#### Regular Board Meeting Agenda Items

- Review and assess the audit report and management letter and Financial Statement Discussion and Analysis to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met;
  - Quality Indicators relative to Fiscal Responsibility
  - Ensures accepted (PSAB) accounting principles are being followed
  - Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor
  - Ensures adequate internal financial controls exist and are being followed
  - Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made
  - Ensures an internal audit process is developed and implemented regarding school-based funds and an annual report provided to the Board
  - Acknowledge the contributions of students, employees and community on a monthly basis
  
- Review fiscal accountability report. (Committee Meeting)
- Conduct Superintendent evaluation and compensation review
- Conduct Secretary Treasurer evaluation and compensation review
- Complete facilitated Board self-evaluation
- Review the Public Interest Disclosure Act (PIDA) accountability report (month to be confirmed)
- Review all achievements of Framework for Enhancing Student Learning (FESL)
- Review return to school operations (pandemic protocols)
- Review roles, responsibilities and appointments of Trustees

#### Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications

- Review list of calendar dates for deadlines, meetings and required reporting for upcoming school year

## September

### Regular Board Meeting Agenda Items

- Indigenous Welcome
- Approve the audited financial statements
- Appoint an auditor and review the terms of engagement (3-year term)
- Review and update any revisions to Annual Board Work Plan (including schedule of meeting dates)
- Review the audit report and management letter and approve for implementation the recommendations of the auditor to be implemented
- Review Superintendent Report on school start up
- Review fiscal accountability report. (Committee Meeting)
- Approve the Framework for Enhancing Student Learning for submission to the Ministry
- Review or update major and minor capital timelines
- Superintendent's Report to the Board (including FESL update)

### Events

- Attend Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend BCSTA Kootenay Boundary Branch (KBB) meeting
- Review Board Annual Work Plan
- Recognize Truth and Reconciliation Day
- Review FESL initiatives at Advocacy/Education meeting

## October

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Recognize World Teachers' Day
- Recognize Indigenous week
- Review enrollment report and staffing report
- Review International student program report
- Review Student Transportation accountability report
- Superintendent's Report to the Board (including FESL update)

## Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Provincial Council Meeting
- Attend and participate in BCPSEA Symposium
- Attend Ministry partner meetings/Board Chair's meeting
- Review FESL initiatives at Advocacy/Education meeting

## November

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Recognize World School Support Staff day
- Recognize non-teaching staff
- Superintendent's Report to the Board (including FESL update)

## Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Academy
- Attend Remembrance Day Celebrations
- Review FESL initiatives at Advocacy/Education meeting

## December

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve committee/representative appointments after chair's recommendation in an election year
- Elect Chair/Vice Chair
- Inaugural Board meeting
- BCPSEA Provincial Rep and BCSTA Provincial Councillor
- Superintendent's Report to the Board (including FESL update)

## Events

- Acknowledge the contributions of students, employees and community on a monthly basis
- Review and approve SOFI report

- Deadline for submission of financial disclosure (SOFI)
- Deadline for submission of financial statements with auditors report for public
- Review FESL initiatives at Advocacy/Education meeting

## January

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve Budget development process and timelines for next year's annual Budget
- Review facilities report
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Superintendent's Report to the Board (including FESL update)

### Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Provincial Council
- Attend and participate in BCPSEA Annual General Meeting
- Review Amended Annual Budget (including enrolment changes)
- Submit Trustee financial disclosures
- Review FESL initiatives at Advocacy/Education meeting
- Kootenay Boundary Branch motion building session

## February

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve Amended Annual Budget for Current Fiscal Year and make any required adjustments
- Review policy positions for submission to BCSTA Annual General Meeting
- Approve Board Authority Authorized Courses
- Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor
- Review and assess Students Learning Surveys
- Superintendent's Report to the Board (including FESL update)

## Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Stakeholder budget presentations
- Attend and participate in BCSTA Provincial Council Meeting
- Submit extraordinary motions
- Review FESL initiatives at Advocacy/Education meeting

## March

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review and assess stakeholders input for forth coming budget
- Approve budget assumptions, and Board priorities for the annual budget for the coming year
- Superintendent's Report to the Board (including FESL update)

## Events

- BCSTA Branch Meeting
- Review school projections for upcoming year

## April

### Regular Board Meeting Agenda Items

- Review fiscal accountability report. (Committee Meeting)
- Review draft budget for the upcoming year and provide any required direction regarding adjustments or further consultation prior to approval
- Approve first reading of the annual budget bylaw for next fiscal year
- Approval of District calendar for the next school year
- Approve school-based fees
- Review and assess Personnel Management Accountability report
- Review and approve Value for Money Accountability report
- Superintendent's Report to the Board (including FESL update)

## Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Annual General Meeting

- BCSTA Leadership workshop
- Review FESL initiatives at Advocacy/Education meeting

## May

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review annual staffing accountability report and assess Personnel Quality Indicators (re: Policy 12)
- Approve the final reading of the annual budget bylaw
- Superintendent's Report to the Board (including FESL update)

### Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Participate in school graduation ceremonies and awards nights
- Participate in district scholarship selection
- Review FESL initiatives at Advocacy/Education meeting

## June

### Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review internal audit accountability report
- Approve proposed Trustee calendar for Board meetings and related functions for the coming year
- Approve 5-year capital plan and annual facilities grant plan (AFG)
- Approve needs budget for submission to Ministry of Education
- Approve the Select Standing Committee presentation
- Recognize National Aboriginal Day
- Superintendent's Report to the Board (including FESL update)

### Events

- Host Retirement Recognition Awards Ceremony
- Participate in school graduation ceremonies
- Review FESL initiatives at Advocacy/Education meeting

## July

### ON GOING

- Advocate for public education and the School District's role in the community
- Advocate for PAC/DPAC/DSAC
- Health and safety governance
- Attend Trustee development/orientation sessions
- Attend school functions (as invited)
- Hear appeals as needed
- Approve disbursements from and contributions to the Local Capital Reserve Fund and Surplus operation fund
- Approve purchase and disposition of real property (lands and buildings)
- Advance Board positions through BCPSEA
- Initiate meetings with other elected officials
- Purposefully meet with government MLA's and Ministers, Regional District of East Kootenay, First Nation Bands and municipal councillors
- Receive for information purposes Principal and Vice Principal transfer report
- In an election year in the first week of September host an information meeting for those who express interest in running for the position of School Board Trustee
- Attend Cranbrook Chamber of Commerce and other organization meetings as approved
- Respond to community groups as approved
- Indigenous Truth Work as a pathway to Reconciliation

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.

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