



## Board Annual Work Plan 2024-2025

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### July

#### Board Meeting Agenda Items

- No regularly scheduled meetings

#### Events

- Canadian School Board Associations Congress (July 3-5)
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### August

#### Board Meeting Agenda Items

- No regularly scheduled meetings

#### Events

- None
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### September

#### Board Meeting Agenda Items

- Review the Audit Findings Report, Management letter and Financial Statement Discussion and Analysis Report
- Approve the audited financial statements
- Approve the submission of the proposed Minor Capital Plan
- Approve the Board Annual Work Plan
- Approve the Framework for Enhancing Student Learning Report
- Review the Superintendents School Opening Report
- Approve the contract for the Construction Management Services for the Edgehill Elementary School Classroom Addition project

#### Events

- Recognize National Truth & Reconciliation Day (September 30)



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## October

### **Board Meeting Agenda Items**

- Review School Growth Plans
- Approve Department Operational Plans
- Review quarterly Fiscal Accountability Report
- Review the submission of the Executive Compensation Disclosure Report

### **Events**

- Recognize World Teachers' Day (October 5)
- Represent the Board at BCSTA Provincial Council (October 25-26)

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## November

### **Board Meeting Agenda Items**

- Election of Board Chairperson & Vice Chairperson
- Election of Provincial Council and BCPSEA Representatives
- Routine review of select Board Policies

### **Events**

- Attend and participate in BCSTA Trustee Academy (November 21-23)
- Attend Remembrance Day Assemblies

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## December

### **Board Meeting Agenda Items**

- Approve the submission of the annual Statement of Financial Information
- Approve Trustee Appointments to Board Committees, to Internal Administrative Committees, and to External Committees, Organizations and Agencies
- Review the Board Annual Work Plan
- Review Capital Project Update - Edgehill Elementary School

### **Events**

- Attend Winter Concerts



## January

### **Board Meeting Agenda Items**

- Receive Strategic & School Growth Plan Interim Report
- Approve prospective Board Approved Courses
- Review quarterly Fiscal Accountability Report
- Review and approve prospective increases to Trustee Remuneration
- Remit Financial Disclosure Forms by January 15
- Review proposals for substantive changes

### **Events**

- Represent the Board at the BCPSEA Annual General Meeting (January 30-31)

## February

### **Board Meeting Agenda Items**

- Approve the Amended Annual Budget
- Review School Calendar Consultation Information
- Approve the budget development process and timelines for the following years annual budget
- Routine review of select Board Policies
- Review the Superintendent's Student Success report

### **Events**

- Represent Board at BCSTA Provincial Council (Zoom February 22)
- Recognize Pink Shirt Day – Anti Bullying (February 26)

## March

### **Board Meeting Agenda Items**

- Approve School Calendar Submission
- Review Provincial Motions for BCSTA AGM
- Review the Board Annual Work Plan
- Review Capital Project Update - Edgehill Elementary School



## Events

- Chairperson – Represent at Ministry of Education Annual Partner Liaison Meeting (March 7)
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## April

### Board Meeting Agenda Items

- Review Government Grant Information for the following years annual budget
- Approve Capital Plan Bylaw (from Ministry Capital Plan response Letter)
- Review quarterly Fiscal Accountability Report

## Events

- Recognize the Anniversary of Tla'amin Treaty (April 5)
  - Recognize Education Week (April 15-19)
  - Attend BCSTA AGM (April 24-26)
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## May

### Board Meeting Agenda Items

- Approve Annual Facility Grant Plans
- Approve terms of engagement and appoint or reappoint auditor

## Events

- Recognize Mental Health Week (May 12-18)
  - Attend Elementary Track and Field Meet
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## June

### Board Meeting Agenda Items

- Approve the Annual Budget
- Approve Major Capital Projects
- Review Carbon Neutral Action Report
- Review Strategic Plan
- Review Board Meeting Calendar
- Review the Board Annual Work Plan
- Review Capital Project Update - Edgehill Elementary School



## **Events**

- Recognize Children and Youth in Care Week
- Attend Employee Recognition event
- Attend Board Retirement Celebration
- Attend Graduation Ceremonies (June 7)
- Attend Award & Scholarship Event
- Recognize National Indigenous Peoples Day (June 21)

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## **Ongoing**

- Advocate for public education
- Attend trustee development and/or orientation sessions
- Review and Approve Capital Project Bylaws as Required
- Undertake Trustee & Superintendent Evaluations
- Hear Appeals as Needed
- Ratify Collective Agreements as needed
- Represent Board at BCSTA Branch Meetings
- Attend School Functions