

## **BOARD ANNUAL WORK PLAN**

### **2025-2026**

#### **JULY**

##### **Board Meeting Agenda Items**

- No regularly scheduled meetings

##### **Events**

- N/A
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#### **AUGUST**

##### **Board Meeting Agenda Items**

- No regularly scheduled meetings

##### **Events**

- Trustee Working Session Retreat (Aug. 27)
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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 Framework for Enhancing Student Learning Report
- Review the Superintendents School Opening Report
- Review the Board Annual Work Plan
- Presentation: Capital Project Quarterly Update - Edgehill Elementary School

##### **Events**

- Recognize National Truth & Reconciliation Day (September 30)
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#### **OCTOBER**

##### **Board Meeting Agenda Items**

- Suspension Review

- Review School Growth 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
- Approve Department Operational Plans
- Routine review of select Board Policies

#### **Events**

- Attend and participate in BCSTA Trustee Academy (November 27-29)
  - 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
- Presentation: Capital Project Quarterly Update - Edgehill Elementary School
- Program Review: Early Learning Initiatives / Level 2 Report (CotW)
- School Presentations: Brooks Secondary and Westview Elementary

#### **Events**

- Attend Winter Concerts
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## **JANUARY**

### **Board Meeting Agenda Items**

- 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
- Presentation: Capital Project Quarterly Update - Edgehill Elementary School
- Program Review: Feeding Futures / Level 1 Report (CotW)
- School Presentations: James Thompson Elementary

## Events

- Represent the Board at the BCPSEA Annual General Meeting (TBD)
  - Recognize Literacy Week
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## **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 proposed Draft School Calendar Submissions or Amendments (CotW)
- Proposals: Board Authority Authorized Courses (CotW)
- Proposals: Academies (CotW)
- Program Review: Literacy Support / Level 2 Report (CotW)
- School Presentation: Edgehill Elementary

## Events

- Represent Board at BCSTA Provincial Council (TBD)
  - Recognize Pink Shirt Day – Anti Bullying (February 25)
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## **MARCH**

### **Board Meeting Agenda Items**

- Review the Superintendent's Student Success report
- Approve School Calendar Submission
- Review the Board Annual Work Plan
- Presentation: Capital Project Quarterly Update - Edgehill Elementary School
- School Presentations: Henderson Elementary and Kelly Creek Elementary

## Events

- Chairperson – Represent at Ministry of Education Annual Partner Liaison Meeting (TBD)
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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
- Program Review: French Immersion / Level 2 Report (CotW)
- School Presentation: Partners in Education

## Events

- Recognize the Anniversary of Tla'amin Treaty (April 5)
  - Recognize Education Week
  - Attend BCSTA AGM (April 9-11)
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## **MAY**

### Board Meeting Agenda Items

- Approve Annual Facility Grant Plans
- Approve terms of engagement and appoint or reappoint auditor
- Formalize Board Development Plan
- Review Community Connections Report
- Program Review: Online Learning / Level 2 Report (CotW)
- School Presentation: Texada Elementary

## Events

- Recognize Mental Health Week (May 5-11)
  - 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
- Presentation: Capital Project Quarterly Update - Edgehill Elementary School

## Events

- Recognize Children and Youth in Care Week
  - Attend Employee Recognition event
  - Attend Board Retirement Celebration
  - Attend Graduation Ceremonies (June 6)
  - 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
  - Review BCSTA communications, including proposed motions for the BCSTA AGM
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