

# BOARD OF EDUCATION 2020/2021

## Governance Framework and Annual Work Plan

# The Importance of a Governance Framework

Effective Boards of Education have a governance structure that is designed to result in strong decisions that flow from a strategic direction supported by quality information and public transparency.

In a broad sense, the Board of Education, working hand in hand with the superintendent and District senior staff, accomplish their work in the following ways:

- Setting the strategic direction in the context of the District and province;
- Monitoring the performance of the system and adjust plans as necessary;
- Attending to both internal and external compliance and accountability;
- Engaging effectively with stakeholders and the public and operate on a basis of transparency; and
- Advocating for public education locally and provincially.

In the annual work plan, the activities of the Board, both annual and emergent, are identified for the coming year as a way to communicate the work of the Board and as a way to operate on the basis of transparency.

In each month, the work of the Board is aligned to the governance framework above. While many issues overlap, the broad categories operate as an efficient and effective organizer for the work of the Board.

# Board's Vision and Goals

Annually, the Board refines and establishes its goals. These goals support the overall District vision which states that:

*"Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations."*

We realize this vision through:

- Supporting the design of engaging learning environments for all students.
- Operational efficiencies that prioritize resources to directly support learning.
- Relationships with community partners to broaden opportunities for students.
- Advocacy for necessary facilities and resources.
- Supporting schools and workplaces that are safe and caring for all.

# From Governance and Goals to a Strategic Annual Work Plan

As part of effective governance, each year our Board of Education identifies a strategic working plan for the year ahead. This work plan is tailored to the specific events and issues that are on the Board's horizon in the coming school year while attending to the ongoing governance and compliance issues that are annual in nature.

Our District vision is realized by a focus on priority practices. These practices guide our support of schools and our pursuit of engaging learning environments.



# Annual Work Plan

The annual work plan is broken into the categories of governance as indicated above in the framework. In addition to the framework, and the annual work plan, each month or every second month, the Board engages in an in-service and professional development activities to both inform the Board in a deeper way about the monthly governance work, but also as a way to answer detailed operational questions that support individual trustees in their work.

These monthly or bi-monthly in-service opportunities are an important supporting structure for the Board's work. These sessions help deepen the Board's understanding of operational issues while allowing staff to address any questions or issues that the Board may have in the many areas that make up Victoria's educational and business operations. In each month of the year, there is generally a theme for the work and the in-service opportunities are intended to align with those themes.

# Strategic Plan 2020-2025

## Goal 1

Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

### Strategy 1:

Develop and support high quality learning opportunities through the implementation of curriculum in order to improve student achievement.

### Strategy 2:

Engage and collaborate with students, families and staff to provide an inclusive learning environment that will enhance and support student learning, identities and well-being.

### Strategy 3:

Address the inequity of outcomes for diverse learners in literacy, numeracy, engagement and completion rates.

## Goal 2

Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

### Strategy 1:

Critically examine personal and systemic biases, attitudes, beliefs, values and practices to increase student and staff understanding and appreciation of Indigenous worldviews, histories and perspectives.

### Strategy 2:

Engage and collaborate with local Nations, Indigenous educators, Indigenous community leaders, Elders and families to enhance Indigenous student learning and well-being and identity.

### Strategy 3:

Address the inequity of outcomes for Indigenous learners in literacy, numeracy, attendance and graduation rates.

## Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

### Strategy 1:

Continue to provide professional learning opportunities to all staff in K-12 to further support implementation of social emotional learning, physical literacy and mental health literacy that improves outcomes for students and classrooms.

### Strategy 2:

Work in collaboration with Ministry of Children & Family Development to provide joint educational planning and support for children and youth in care that helps develop the child's personality, talents and mental and physical abilities to the fullest for current and future success.

### Strategy 3:

Engage and collaborate with families to encourage awareness of and engagement in physical literacy and mental health literacy that improves outcomes for students in classrooms and at home.

### Strategy 4:

Address the inequity of opportunity for all learners to maximize physical health and mental well-being.

Below is a guide to interpret the Governance Framework

## BOARD'S GOVERNANCE ACTIVITIES

- Strategic direction and context
- System planning and performance monitoring
  - External compliance and accountability
- Engagement with stakeholders and public recognition events
  - Advocacy for public education and provincial liaison

## Trustee Professional Development In-Service

These sections of the annual work plan, aligned with strong governance themes, will be populated with the monthly and ongoing activities of Board governance.

The ongoing work of the Board is supported by targeted regular in-service and professional development. These activities are listed in this section of the annual work plan and are intended to support the governance activities in that current month.

It is important to note that at each monthly public Board meeting, trustees report out on a range of activities including the numerous public committees and events in addition to updates on budget and capital. This framework does not reference those routine communications as part of the regular Board meetings. Most specific are the “**Progress Report on Active Capital Projects**” and the “**Board Report**” which are highlighted every month.

SEPTEMBER

SCHOOLS  
OPEN  
SEPT. 8

NON-  
INSTRUCTIONAL  
DAY  
SEPT. 28

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- Receive Superintendent's Report on Organizational Structure
- Receive Annual Work Plan and Identify High Priority Items for Coming Year
- Receive Report on BCSSA/Ministry of Education Annual Academy
- Invitations for Presentations to Highlight Work of Schools and District
- Recognize Orange Shirt Day – Indigenous Recognition

### System Planning and Performance Monitoring

- Receive Preliminary Enrollment and Analysis Projections vs. Actual
- Review Annual School Planning Calendar including Schedule of Board Meeting Dates
- Monthly Financial Operations Summary

SEPTEMBER

SCHOOLS  
OPEN  
SEPT. 8

NON-  
INSTRUCTIONAL  
DAY  
SEPT. 28

## BOARD'S GOVERNANCE ACTIVITIES

### External Compliance and Accountability

- Approve Executive Compensation Disclosure for October 11 Submission to Public Sector Employer's Council (PSEC)
- Review the Audit Findings Report and Management Letter
- Approve the Audit Financial Statements for the Previous School Year for September 30 Submission to the Ministry of Education
- Approve the Statement of Financial Information (SOFI) Report for Submission the Ministry of Education

### Engagement with Stakeholder and Public Recognition Events

- Welcome Letter to Employees, Parents and Community

SEPTEMBER

SCHOOLS  
OPEN  
SEPT. 8

NON-  
INSTRUCTIONAL  
DAY  
SEPT. 28

## BOARD'S GOVERNANCE ACTIVITIES

TRUSTEE  
PROFESSIONAL  
DEVELOPMENT  
IN-SERVICE

- Financial Audits and the Annual Financial Cycle via Audit Committee
- Strategic Plan / Operational Plan Development



OCTOBER

NON-  
INSTRUCTIONAL  
DAY  
OCT. 23

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction And Context

- Strategic Plan & Operational Planning Update
- Committee Terms of Reference Review (Current Committees Recommendations for 2020-2021 Year)
- Surplus Appropriation Update

### System Planning and Performance Monitoring

- Human Resources Report: eg. COR Audit, Hires, Staffing
- Occupational Health & Safety Annual Report

### External Compliance and Accountability

- Student Enrolment Update
- Implications for Capacity and Funding
- Approve September 2020 Quarterly Financial Report through Audit Committee

## BOARD'S GOVERNANCE ACTIVITIES

### Advocacy for Public Education and Provincial Liaison

- Attend BCSTA Provincial Council

### TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- District Snow Response Plan
- Professional Learning and District Context - Governance
- Strategic Planning/Review

NOVEMBER

## BOARD'S GOVERNANCE ACTIVITIES

BCPSEA  
SYMPOSIUM  
NOV 2-3

NON-  
INSTRUCTIONAL  
DAY  
NOV 20

BCSTA  
TRUSTEE  
ACADEMY  
NOV 26-28

### Strategic Direction And Context

- Elect Board Chair and Vice-Chair
- Receive Trustee Representation on Committee List for Information

### System Planning and Performance Monitoring

- Strategic Plan Reporting
- Monthly Financial Summary
- Approve 2020/21 Budget Plan
- Technology Update

NOVEMBER

## BOARD'S GOVERNANCE ACTIVITIES

BCPSEA  
SYMPOSIUM  
NOV 2-3

NON-  
INSTRUCTIONAL  
DAY  
NOV 20

BCSTA  
TRUSTEE  
ACADEMY  
NOV 26-28

Engagement with  
Stakeholders and Public  
Recognition Events

- Board Members Attend Remembrance Day Ceremonies in the Community

Advocacy for Public  
Education and  
Provincial Liaison

- Attend BCPSEA Regional Meetings
- Attend Trustee Academy and BCPSEA Symposium
- Diversity & Inclusion Forum

TRUSTEE  
PROFESSIONAL  
DEVELOPMENT  
IN-SERVICE

- BCSTA Trustee Academy

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction And Context

- Trustee Committee Assignments
- 2021-2022 Budget Process
- Diversity & Inclusion Forum Report

### System Planning and Performance Monitoring

- Operational Plan Reporting
- Approve BAA courses for the following school year
- ISP – Update
- Monthly Financial Summary

### Engagement with Stakeholders and Public Recognition Events

- Attend December Social Events as Invited

JANUARY

SCHOOLS  
REOPEN  
JAN. 4

BCPSEA  
AGM  
JAN 28-29

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction And Context

- 2021-2022 Budget Process (Topic)
- Strategic Plan Alignment

### System Planning And Performance Monitoring

- Long Range Facilities Plan Update
- Student Projections for Coming School Year

### External Compliance and Accountability

- Receive Updated Ministry Operating Grant and Draft 2020-2021 Amended Budget
- Approve December 2020 Quarterly Financial Report through Audit Committee

JANUARY

SCHOOLS  
REOPEN  
JAN. 4

BCPSEA  
AGM  
JAN 28-29

## BOARD'S GOVERNANCE ACTIVITIES

Engagement with  
Stakeholders and Public  
Recognition Events

- Request Public Input for the Upcoming Year's Budget

Advocacy for Public  
Education and  
Provincial Liaison

- Attend BCPSEA AGM
- Prepare Submission of Motions to BCSTA AGM

**REVIEW POLICY  
POSITIONS FOR  
SUBMISSION TO  
BCSTA AGM**

FEBRUARY

BCSTA  
PROVINCIAL  
COUNCIL  
FEB 19-20

NON-  
INSTRUCTIONAL  
DAY  
FEB 12

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- Propose the 2021/22 School Calendar
- 2020-2021 Budget Process Activity
- Pink Shirt Day – Anti-bullying

### System Planning And Performance Monitoring

- Operational Plan Reporting
- Approve international student fees (every two years)
- Monthly Financial Summary
- Superintendent Report on Student Achievement Date

### External Compliance And Accountability

- Approve the amended annual budget and bylaw for submission to the Ministry of Education
- Student Enrolment Report
- Boundary Review Implementation Update



FEBRUARY

BCSTA  
PROVINCIAL  
COUNCIL  
FEB 19-20

NON-  
INSTRUCTIONAL  
DAY  
FEB 12

## BOARD'S GOVERNANCE ACTIVITIES

Engagement with Stakeholders  
and Public Recognition Events

- Budget Activities - Overview

Advocacy for Public  
Education and  
Provincial Liaison

- Represent Board at BCSTA Provincial Council Meeting

TRUSTEE  
PROFESSIONAL  
DEVELOPMENT  
IN-SERVICE

- BCSTA Motions to Propose – Provincial Direction
- Review BCSTA Provincial Council
- Governance

MARCH

SPRING BREAK  
MAR 12-26,  
2021

SCHOOLS  
RE-OPEN  
MARCH 29,  
2021

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- 2021-2022 Budget Bylaw – Reading 1

### System Planning And Performance Monitoring

- Communications Update
- Operational Plan Reporting
- Capital Planning/Annual Capital Cycle

### External Compliance And Accountability

- Receive Ministry of Education funding announcement on March 15<sup>th</sup>
- Monthly Financial Summary
- Funding Model Review – Phase 2 Analysis

MARCH

SPRING BREAK  
MAR 12-26,  
2021

SCHOOLS  
RE-OPEN  
MARCH 29,  
2021

## BOARD'S GOVERNANCE ACTIVITIES

Engagement with Stakeholders  
and Public Recognition Events

- Budget Engagement Reports

Advocacy for Public Education  
And Provincial Liaison

- Prepare communications to the District about preliminary budget and implications
- Letter to Ministry of Education re: Model, Review Phase 2

APRIL

BCSTA  
AGM  
APRIL  
15-18

BCSTA  
PROVINCIAL  
COUNCIL  
APRIL 18

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- Approve the bylaw for the Annual Facilities Grant
- Budget Topic
- 2021-2022 Budget Bylaw - Readings 2 & 3

### System Planning And Performance Monitoring

- Operational Plan Reporting
- School Calendar Approval
- Receive information on staffing implications for coming school year
- Human Resources – Staffing Update, Timelines and Processes

### External Compliance And Accountability

- Approve March 2021 Quarterly Financial Report through Audit Committee
- Appoint or Auditor through Audit Committee and Approve Terms of Engagement

APRIL

BCSTA  
AGM  
APRIL  
15-18

BCSTA  
PROVINCIAL  
COUNCIL  
APRIL 18

## BOARD'S GOVERNANCE ACTIVITIES

Engagement with Stakeholders  
and Public Recognition Events

- Stakeholder Presentations re: Budget 2021-2022
- Observe the Day of Mourning

Advocacy for Public  
Education and  
Provincial Liaison

- Attend the BCSTAAGM
- Attend the BCSTA Provincial Council Meeting

TRUSTEE  
PROFESSIONAL  
DEVELOPMENT  
IN-SERVICE

- Preparation for BCSTAAGM motions that Board wishes to present

MAY

NON-  
INSTRUCTIONAL  
DAY  
MAY 21

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- Approve the 2021-2022 Board of Education and Standing Committee Dates
- Approve the 2021-2022 Academy Fees

### External Compliance And Accountability

- Receive Carbon Neutral Action Report for Submission to Climate Action Secretariat by May 31<sup>st</sup> and Receive Energy Manager Report

### System Planning And Performance Monitoring

- Operational Plan Reporting
- Review the Draft Annual Five-Year Capital Plan

### Engagement with Stakeholders and Public Recognition Events

- Budget Process Debrief

JUNE

LAST DAY  
OF SCHOOL  
JUNE 24

ADMINISTRATIVE  
DAY  
JUNE 25

## BOARD'S GOVERNANCE ACTIVITIES

### Strategic Direction and Context

- Review and Adjust the Governance Framework for the Coming School Year
- Acknowledge National Indigenous Peoples' Day – Traditional Welcome

### System Planning And Performance Monitoring

- H.R. Report
- Anaphylaxis Aggregate Report

### External Compliance And Accountability

- Approve the Five-Year Capital Plan for June 30 Submission to the Ministry of Education
- Monthly Financial Summary
- Audit Committee Report

### Engagement with Stakeholders and Public Recognition Events

- Attend Commencement Ceremonies
- Host the Annual Retirement Celebration

JUNE

## BOARD'S GOVERNANCE ACTIVITIES

LAST DAY  
OF SCHOOL  
JUNE 24

ADMINISTRATIVE  
DAY  
JUNE 25

### Advocacy for Public Education and Provincial Liaison

- Continue to Set Dates for any Required Liaison with Municipalities and Province over the Summer for Capital Priorities

### TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- Board's Strategic Planning Time – Looking Back and Making Revisions for the Year Ahead



## 2020/2021 BOARD MEETING DATES

Board meetings will be held at 7:30 p.m. in the Tolmie Board Room at the Greater Victoria School District School Board Office – 556 Boleskine Road, Victoria, BC.

Standing Committee meetings take place in the Tolmie Board Room at 7:00 p.m.

The public is welcome to attend regular Standing Committee and Board meetings.

Please refer to the District website for further information: [www.sd61.bc.ca](http://www.sd61.bc.ca)

### ED POLICY MEETINGS

#### 2020

- Monday, September 14
- Monday, October 5
- Monday, November 2
- Monday, December 7

#### 2021

- Monday, January 4
- Monday, February 1
- Monday, March 1
- Monday, April 6
- Tuesday, May 3
- Monday, June 7

### OPPS MEETINGS

#### 2020

- Monday, September 21
- Monday, October 19
- Monday, November 9
- Monday, December 7

#### 2021

- Monday, January 11
- Monday, February 8
- Monday, March 8
- Monday, April 12
- Tuesday, May 10
- Monday, June 14

### BOARD MEETINGS

#### 2020

- Monday, September 28
- Monday, October 26
- Monday, November 23
- Monday, December 14

#### 2021

- Monday, January 25
- Monday, February 22
- Monday, March 29
- Monday, April 26
- Tuesday, May 25
- Monday, June 21

Contact Us

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