

BOARD 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. This framework does not reference 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.

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.

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.

September

September 7: Schools Open

September 27: Non-Instructional Day

September 30: National Day for Truth and Reconciliation

Strategic Direction and Context

- Receive Annual Work Plan
- Approve 2022-23 Budget Process
- Surplus Appropriation Update
- FESL at Education Policy & Directions Committee
- Recognize Orange Shirt Day – September 30 (events take place during the week of September 27)

System Planning and Performance Monitoring

- Receive Preliminary Enrollment and Analysis Projections vs. Actual
- Monthly Financial Operations Summary
- Anaphylactic Aggregate Report

September

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
- Surplus Appropriation Update

Engagement with Stakeholders and Public Recognition Events

- Welcome Letter to Employees, Parents and Community

Trustee Professional Development In-Service

- Board Working Session (?)

October

October 22: Non-Instructional Day

Strategic Direction and Context

- FESL
- 2022-2023 Budget Update
- 2021-2022 Monthly Financial Summary

System Planning and Performance Monitoring

- Local Bargaining (CUPE, ASA, GVTA)
- Human Resources Report: e.g. COR Audit, Hires, Staffing
- Occupational Health & Safety Annual Report

External Compliance and Accountability

- Student Enrolment Update
- Implications for Capacity and Funding

Advocacy for Public Education and Provincial Liaison

- Attend BCSTA Provincial Council
- Partners-Liaison Meeting

November

BCPSEA Symposium (?)

Strategic Direction and Context

- Elect Board Chair and Vice-Chair
- 2022-2023 Budget Update

System Planning and Performance Monitoring

- FESL
- Monthly Financial Summary
- IT4L Update

External Compliance and Accountability

- Approve September 2021 Quarterly Financial Report through Audit Committee

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

December

December 2-4: BCSTA Trustee Academy

December 19, 2021 to January 3, 2022 – Winter Break

Strategic Direction and Context

- Trustee Committee Assignments
- 2022-2023 Budget Update

System Planning and Performance Monitoring

- FESL
- ISP – Update
- Monthly Financial Summary

Engagement with Stakeholders and Public Recognition Events

- Attend December Social Events as Invited

Trustee Professional Development In-Service

- Attend BCSTA Trustee Academy and BCPSEA Symposium

January

Schools Reopen Tuesday, January 4, 2022

BCPSEA AGM (?)

Strategic Direction and Context

- 2022-2023 Budget Update
- Strategic Plan Resource Alignment

System Planning and Performance Monitoring

- Long-Range Facilities Plan Update
- Enrolment Projections for Coming School Year
- Approve BAA Courses for following school year
- Monthly Financial Summary

External Compliance and Accountability

- 2021-2022 Amended Budget
- Approve December 2021 Quarterly Financial Report through Audit Committee

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

February 11-12: BCSTA Provincial Council

February 18: Non-Instructional Day

Strategic Direction and Context

- Propose the 2022/23 School Calendar
- 2022-2023 Budget Update
- Pink Shirt Day – Anti-bullying

System Planning and Performance Monitoring

- FESL
- Approve international student fees (every two years) for 2022-2023
- Monthly Financial Summary

External Compliance and Accountability

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

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

March

March 19 to April 3, 2022: Spring Break
Schools Re-Open: April 4, 2022

Strategic Direction and Context

- 2022-2023 Budget Bylaw – Reading 1

System Planning and Performance Monitoring

- Communications Update
- FESL
- Capital Planning/Annual Capital Cycle

External Compliance and Accountability

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

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

April

April 22 to 24, 2022: BCSTA AGM
BCSTA Provincial Council

Strategic Direction and Context

- 2022-2023 Budget Bylaw - Readings 2 & 3

System Planning and Performance Monitoring

- FESL
- School Calendar Approval
- Human Resources – Staffing Update, Timelines and Processes
- Monthly Financial Summary

External Compliance and Accountability

- Approve March 2022 Quarterly Financial Report through Audit Committee
- Appoint Auditor through Audit Committee and Approve Terms of Engagement

Engagement with Stakeholders and Public Recognition Events

- Observe the National Day of Mourning (April 28)

Advocacy for Public Education and Provincial Liaison

- Attend the BCSTA AGM
- Attend the BCSTA Provincial Council Meeting

Trustee Professional Development In-Service

- Preparation for BCSTA AGM motions that Board wishes to present

May

May 23, 2022: Non-Instructional Day (MOE Indigenous Focus)

Strategic Direction and Context

- Approve the 2022-2023 Board of Education and Standing Committee Dates
- Approve the 2022-2023 Academy Fees

System Planning and Performance Monitoring

- Monthly Financial Summary
- FESL
- Review the Draft Annual Five-Year Capital Plan

External Compliance and Accountability

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

Engagement with Stakeholders and Public Recognition Events

- Budget Process Debrief

June

June 23, 2022: Last day of school

June 24, 2022: Administrative Day

Strategic Direction and Context

- Acknowledge National Indigenous Peoples' Day – Traditional Welcome

External Compliance and Accountability

- Approve the Five-Year Capital Plan and Bylaw 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

2021-2022 Board Meeting Dates

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

Please note that for 2021-2022 the following meetings will be held via Zoom, until further notice:

- Board meetings at 7:30 p.m.
- Standing Committee meetings at 7:00 p.m.
- Please refer to the District website for further information: www.sd61.bc.ca

ED POLICY MEETINGS

2021

- Monday, September 13
- Monday, October 4
- Monday, November 1
- Monday, December 6

2022

- Monday, January 10
- Monday, February 7
- Monday, March 7
- Monday, April 4
- Tuesday, May 2
- Monday, June 6

OPPS MEETINGS

2021

- Monday, September 20
- Monday, October 18
- Monday, November 8
- Monday, December 6

2022

- Monday, January 17
- Monday, February 14
- Monday, March 7
- Monday, April 11
- Tuesday, May 9
- Monday, June 13

BOARD MEETINGS

2021

- Monday, September 27
- Monday, October 25
- Monday, November 22
- Monday, December 13

2022

- Monday, January 24
- Monday, February 28
- Monday, March 14
- Monday, April 25
- Tuesday, May 30
- Monday, June 20