

## 2024-2025 DISTRICT ANNUAL WORK PLAN

### The Importance of a Governance Framework

Effective Boards of Education have a governance structure that is designed to support decision making grounded in a Board's strategic plan and supported by quality information and forward planning. The work of the Board of Education is organized into a series of regularly scheduled Board meetings and through the Board's committee structure. The work of the Board of Education is guided by our District's core values of respect, equity, integrity, transparency, innovation, sustainability, social responsibility, partnership and engagement.

In a broad sense, the Board of Education, working hand-in-hand with the Superintendent, District leadership team, and local education partners are responsible for the following:

- Setting the strategic direction for the District;
- Establishing District policy and the District's annual budget;
- Monitoring the performance of the system and adjusting plans as necessary;
- Attending to both internal and external compliance and accountability;
- Engaging effectively with stakeholders and the public while operating on the basis of transparency; and
- Advocating for public education locally and provincially.

In the annual work plan, the activities of the Board for the coming year are identified as a way to communicate the work of the Board and to operate in a transparent manner. In addition to the work identified in the annual work plan, the Board will address emergent issues as needed during the school year.

In each month, the work of the Board is aligned to the governance framework above. While not an exhaustive list, the broad categories operate as an efficient and effective organizer for the work of the Board. This framework does not reference routine communications and ongoing operational reporting required as part of the regular Board meetings such as Capital Project Updates and the Operations Report.

### Vision and Goals

Our mission is to “...nurture each student's learning and well-being in a safe, responsive and inclusive learning community.” The Board has established goals that support the overall District vision 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:

- Relationships with Rightsholders.
- Relationships with community partners to broaden opportunities for students.
- Supporting culturally responsive and engaging learning environments for all students.
- Operational accountability and performance metrics that prioritize resources to directly support learning.
- Advocacy for necessary facilities and resources.
- Supporting schools and workplaces that are safe and caring for all.

## From Governance and Goals to a Strategic District Annual Work Plan

As part of effective governance, each year our Board of Education identifies a strategic work plan for the year ahead. This work plan is tailored to the specific events, issues and priorities 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.

Each year we work toward achieving our District mission and vision for students in partnership with our learning community. We focus on establishing priority practices through a continuous improvement cycle to best support student learning and well-being. These priority practices guide our efforts to support schools and our pursuit of inclusive and engaging learning environments for students.

## 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 2024

September 3: Schools Open

September 23: Non-Instructional Day

September 30: National Day for Truth and Reconciliation

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Inclusive Learning (Ed Policy)
- Annual Data Plan: FSA, Student Learning Survey, EDI, MDI, McCreary (Ed Policy)
- Annual Enhancing Student Learning Report (ESLR) 2024-2025 (Ed Policy and Regular Board)
- Board Meeting Format Update (Zoom/In-person) (Regular Board)
- District Annual Work Plan 2024-2025 (Regular Board)
- 2024-2025 Budget Development Process Feedback (Regular Board)
- Recognize Orange Shirt Day – September 30 (events take place during the week of September 23)

### System Planning and Performance Monitoring

- Anaphylaxis Aggregate Report 2023-2024 (Ed Policy)
- Monthly Capital Projects Update (Operations Policy and Planning (OPPs) )
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)

### External Compliance and Accountability

- Review 2023-2024 Audit Findings Report [Management Response Letter, if any] (Audit Sub-Committee and Regular Board)
- Approve 2023-2024 Audited Financial Statements and Notes for September 30 submission to Ministry (Audit Sub-Committee and Regular Board)
  - Approve 2023-2024 Operating Surplus Appropriation
  - Approve 2023-2024 Financial Statement Discussion and Analysis Report
- Approve 2024-2027 Multi-Year Financial Report (Audit Sub-Committee and Regular Board)
- Approve 2023-2024 Statement of Financial Information (SOFI) Report (Audit Sub-Committee and Regular Board)

### Engagement with Stakeholders and Public Recognition Events

- Welcome Letter to Employees, Parents and Community

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## October 2024

October 25: Non-Instructional Day

October 25 - 26: BCSTA Fall Provincial Council

### **Strategic Direction and Learning**

- Continuous Improvement – Student Achievement: Literacy (Data including FSA and Literacy Assessments and CSL data if available) (Ed Policy)
- Children and Youth in Care Annual Report (Ed Policy)
- School Plans – Elementary Level (Ed Policy and Regular Board)
- 2025-2026 Budget Development Process (OPPs and Regular Board)

### **System Planning and Performance Monitoring**

- Occupational Health & Safety Annual Report (OPPs)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)

### **External Compliance and Accountability**

- 2024-2025 Student Enrolment Update (September 1701 Report) (OPPs)

### **Advocacy for Public Education and Provincial Liaison**

- BCSTA Fall Provincial Council
- Partners-Liaison Meeting

## November 2024

November 22: Non-Instructional Day

November 7 - 8: BCPSEA Fall Symposium

November 21 - 23: BCSTA Trustee Academy

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Mental Health & Wellness (Data including McCreary and Student Learning Survey) (Ed Policy)
- School Plans – Middle School Level – (Ed Policy and Regular Board)
- International Student Program Bi-Annual Report (OPPs)
- 2025-2026 Budget Update (Regular Board)
- Elect Board Chair and Vice-Chair, BCPSEA Rep., BCSTA Rep. (Regular Board)

### System Planning and Performance Monitoring

- Anaphylaxis Quality Review – every 3 years; next in Spring 2027 (Ed Policy)
- IT for Learning Update (OPPs)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)
- Privacy Management Program Administrative Regulations One-Year Review (OPPs)

### External Compliance and Accountability

- Approve September 2024 Quarterly Financial Report through Audit Sub-Committee (OPPs and Regular Board)

### Engagement with Stakeholders and Public Recognition Events

- Attend Remembrance Day Ceremonies in the Community

### Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA Regional Meetings
- Attend BCPSEA Fall Symposium

### Trustee Professional Development In-Service

- Attend BCSTA Trustee Academy – November 21 - 23, 2024

## December 2024

December 23, 2024 to January 3, 2025 – Winter Break

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Numeracy (Data including FSA, Numeracy Assessment and CSL data if available) (Ed Policy)
- School Plans – Secondary School Level – (Ed Policy and Regular Board)
- 2025-2026 Budget Update (Regular Board)
- Standing Committee Trustee Assignments and Chair Elections (Regular Board)
- Sub-Committee Trustee Assignments (Regular Board)

### System Planning and Performance Monitoring

- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)
- Annual Review of Appeal Process Bylaw 9330.1 and Attachments (Regular Board)

### Engagement with Stakeholders and Public Recognition Events

- Attend December Social Events as Invited
- Invitations to Municipalities – Board & Councils to Meet (February, March, April)

## January 2025

Schools Reopen: Monday, January 6, 2025

January 30 - 31: BCPSEA AGM

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Career Development (Data including Completion Rate, Grade to Grade Transition Rate, Post-Secondary Transitions) (Ed Policy)
- 2025-2026 Budget Update (Regular Board)
- Long-Range Facilities Plan Board Working Session

### System Planning and Performance Monitoring

- Approve BAA Courses for 2025-2026 (Ed Policy and Regular Board)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)

### Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA AGM
- Prepare Submission of Motions to BCSTA AGM (April 24 - 26, 2025)

## February 2025

February 14: Non-Instructional Day

February 22: BCSTA Provincial Council

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Early Years (Data including CHEQ and CSL data if available) (Ed Policy)
- Review 2025-2026 and 2026-2027 School Calendars (OPPs and Regular Board)
- International Education Update – Annual Report (OPPs)
- 2025-2026 Budget Update (Regular Board)
- Acknowledge Pink Shirt Day – Anti-bullying

### System Planning and Performance Monitoring

- Long-Range Facilities Plan Update (OPPs)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)
- Approve International Student Fees (every two years) for 2025-2026 (OPPs and Regular Board)

### External Compliance and Accountability

- 2025-2026 Student Enrolment Report for February 28 submission to the Ministry (OPPs)
- Approve December 2024 Quarterly Financial Report through Audit Sub-Committee (OPPs and Regular Board)
- Approve 2024-2025 Amended Annual Budget Bylaw for February 28 submission to the Ministry (Regular Board)

### Engagement with Stakeholders and Public Recognition Events

- Attend Meetings with Municipalities

### 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



## March 2025

March 1 - 2: Vancouver Island School Trustees' Association (VISTA) Conference

March 6 - 7: Partner Liaison Meeting / Board Chairs' Meeting

March 17 - 28: Spring Break

Schools Re-Open: Monday, March 31

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: "How Are We Doing?" (HAWD) (Indigenous Education) (Ed Policy)
- Schools' Codes of Conduct - for review (Ed Policy)
- 2025-2026 Budget Update (Regular Board)
- Strategic Plan Renewal Process (Regular Board)

### System Planning and Performance Monitoring

- Feedback from Schools / Staff / Students / Parents re: Personal Digital Devices (Ed Policy)
- Communications Update (OPPs)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)
- Climate Action Review (OPPs)

### External Compliance and Accountability

- Ministry of Education and Child Care 2025-2026 Operating Grant announcement by March 15

### Engagement with Stakeholders and Public Recognition Events

- Attend Meetings with Municipalities

### Advocacy for Public Education and Provincial Liaison

- Prepare Communications about 2025-2026 Annual Budget

### Trustee Professional Development In-Service

- Preparation for BCSTA AGM motions that the Board wishes to present
- Attend VISTA Conference

## April 2025

April 24 - 26: BCSTA AGM and BCSTA Provincial Council

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: Literacy (Data including FSA, Literacy Assessment and CSL data if available) (Ed Policy)
- International Student Program Bi-Annual Report (OPPs)
- 2025-2026 Annual Budget Bylaw – Readings 1, 2 & 3 (Special Board)

### System Planning and Performance Monitoring

- Approve 2027-2028 and 2028-2029 School Calendars (OPPS and Regular Board)
- Approve 2025-2026 Annual Five-Year Capital Plan Bylaw for projects approved by Ministry in March 2025 (OPPs and Regular Board)
- Review 2025-2026 Annual Facility Grant (AFG) Expenditure Plan for May 2025 submission to Ministry (OPPs)
- Human Resources – Staffing Update, Timelines and Processes (OPPs)
- Lead in Water Report (OPPs)
- Annual Student Transfer Data Report (OPPs)
- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)

### External Compliance and Accountability

- Approve Long-Range Facilities Plan Process (OPPs and Regular Board)

### Engagement with Stakeholders and Public Recognition Events

- 2025-2026 Budget Development Process Debrief (Regular Board)
- Observe the National Day of Mourning (April 28)
- Attend Meetings with Municipalities

### Advocacy for Public Education and Provincial Liaison

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

## May 2025

May 16: Non-Instructional Day (Ministry of Education and Child Care Indigenous Focus)

### Strategic Direction and Learning

- Continuous Improvement – Student Achievement: English Language Learners (ELL) and French Immersion (Data including FSA, Literacy Achievement, Numeracy Achievement and CSL data if applicable) (Ed Policy)
- Approve the 2025-2026 Board of Education and Standing Committee Dates (OPPs and Regular Board)
- Approve 2025-2026 Academy Fees (OPPs and Regular Board)

### System Planning and Performance Monitoring

- Review Draft 2026-2027 Annual Five-Year Capital Plan for Minor and Major Capital Programs (OPPs)
- 2025-2026 Student Enrolment Report for Middle & Secondary (OPPs)
- Child Care Annual Report (OPPs)
- Ad Hoc Committee Annual Review (Regular Board)

### External Compliance and Accountability

- Climate Change Accountability Report for May 31 submission to Climate Action Secretariat (OPPs)
- Approve March 2025 Quarterly Financial Report through Audit Sub-Committee (OPPs and Regular Board)
- Appoint Auditor (if applicable) through Audit Sub-Committee (Regular Board)
- Approve 2024-2025 Audit Planning Report through Audit Sub-Committee (Regular Board)

## June 2025

June 26: Last day of school for students

### **Strategic Direction and Learning**

- Continuous Improvement – Student Achievement: Review of 2024-2025 Summary (Ed Policy)
- Human Resource Services Staffing Report (OPPs)
- Acknowledge National Indigenous Peoples' Day (June 21) – Traditional Welcome

### **System Planning and Performance Monitoring**

- Monthly Capital Projects Update (OPPs)
- Monthly Facilities Report (OPPs)
- Monthly Financial Report and Budget Change Report (OPPs)

### **External Compliance and Accountability**

- Approve 2026-2027 Annual Five-Year Capital Plan for Minor and Major Capital Programs for June 2025 submission to Ministry (OPPs and Regular Board)
- Public Interest Disclosure Act (Whistleblower) – Annual Report (to be posted on District Website) (Regular Board)

### **Engagement with Stakeholders and Public Recognition Events**

- Attend Graduation Ceremonies
- Trustees Yearly Report on Ad Hoc Committee Work

## 2024-2025 Board Meeting Dates

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

- Standing Committee meetings start at 7:00 p.m.
- Board meetings start at 7:30 p.m.
- Please refer to the District website for further information: <https://www.sd61.bc.ca/board-of-education/meetings-of-the-board/>

Education Policy and Directions	Operations Policy and Planning Committee	Board of Education
Monday, Sept. 9, 2024	Monday, Sept. 16, 2024	Monday, Sept. 23, 2024
Monday, Oct. 7, 2024	Monday, Oct. 21, 2024	Monday, Oct. 28, 2024
Monday, Nov. 4, 2024	Monday, Nov. 18, 2024	Monday, Nov. 25, 2024
Monday, Dec. 2, 2024 (combined with OPPS)	Monday, Dec. 2, 2024 (combined with Ed)	Monday, Dec. 9, 2024
Monday, Jan. 13, 2025	Monday, Jan. 20, 2025	Monday, Jan. 27, 2025
Monday, Feb. 3, 2025	Monday, Feb. 10, 2025	Monday, Feb. 24, 2025
Monday, Mar. 3, 2025 (combined with OPPS)	Monday, Mar. 3, 2025 (combined with Ed)	Monday, Mar. 10, 2025
Monday, Apr. 7, 2025	Monday, Apr. 14, 2025	Monday, Apr. 28, 2025
Monday, May 5, 2025	Monday, May 12, 2025	Monday, May 26, 2025
Monday, June 2, 2025	Monday, June 9, 2025	Monday, June 16, 2025