

Policy 2- Appendix A

BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items

- Review the audit report and management letter and CEO's internal report to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met:
 - Quality Indicators relative to Fiscal Responsibility:
 - Ensures accepted (PSAB) accounting principles are being followed.
 - Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor.
 - Ensures adequate internal financial controls exist and are being followed.
 - Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
 - Ensures an internal audit process is developed and implemented in regard to school based funds and an annual report provided to the Board.
- Approve the audited financial statements.
- Approve Annual Board Work Plan (including schedule of meetings).
- Review fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.
- Review the audit report and management letter and determine the recommendations of the auditor to be implemented.

October

Regular Board Meeting Agenda Items

- Review Human Resources report.
- Approve 5-year capital plan, and annual facilities grant plan (AFG).
- Recognize World Teachers' Day.

November

Regular Board Meeting Agenda Items

- Review report on District enrollment.
- Review Student Learning accountability report.
- Elect Chair/Vice-Chair.

December

Regular Board Meeting Agenda Items

- Review fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.
- Approve trustee school liaison assignments.
- Review committee/representative appointments.

January

Regular Board Meeting Agenda Items

- Review progress re Strategic Priorities results.
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters.
- Make trustee appointments to committees and community liaison groups .
- Review Superintendent growth plan/performance review.
- Review Superintendent compensation.

February

Regular Board Meeting Agenda Items

- Review recommended District calendar.
- Approve Budget development process for upcoming year's annual Budget.
- Approve Final amended Budget for Current Fiscal Year.
- Review policy positions for submission to BCSTA Annual General Meeting.
- Approve of Board Authority Authorized Courses.
- Review admin proposed budget assumptions and approve budget assumptions and priorities to guide the building of the operating budget for the coming year.
- Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor.

March

Regular Board Meeting Agenda Items

- Approve District calendar.
- Review fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.
- Review preliminary budget revenue information for the upcoming year's budget including the Ministry of Education funding announcement.

April

Regular Board Meeting Agenda Items

- Review preliminary draft budget for the upcoming year.
- Approve trustee compensation rates.
- Approve and regularly review a schedule of fees for the use of school facilities.

May

Regular Board Meeting Agenda Items

- Approve student fee schedule for academies.
- Approve terms of engagement for auditor.
- Approve annual budget for upcoming fiscal year.

June

Regular Board Meeting Agenda Items

- Approve Board Growth Plan.
- Review Fiscal accountability report.
- Review Fiscal accountability report and make any required adjustments. The accountability report shall include variance analyses and year-end projections.
- Review internal audit process and results.
- Review strategic priorities accountability report to monitor progress relevant to achieving the key results.
- Assess the effectiveness of the advocacy plan and approve revised plan for the coming year.
- Assess the effectiveness of the Board development plan and approve revised plan for the coming year.
- Approve proposed trustee calendar for Board meetings and related functions.