

COMOX VALLEY SCHOOLS

BOARD WORKING PLAN

2023-2024

SCHOOL DISTRICT NO. 71

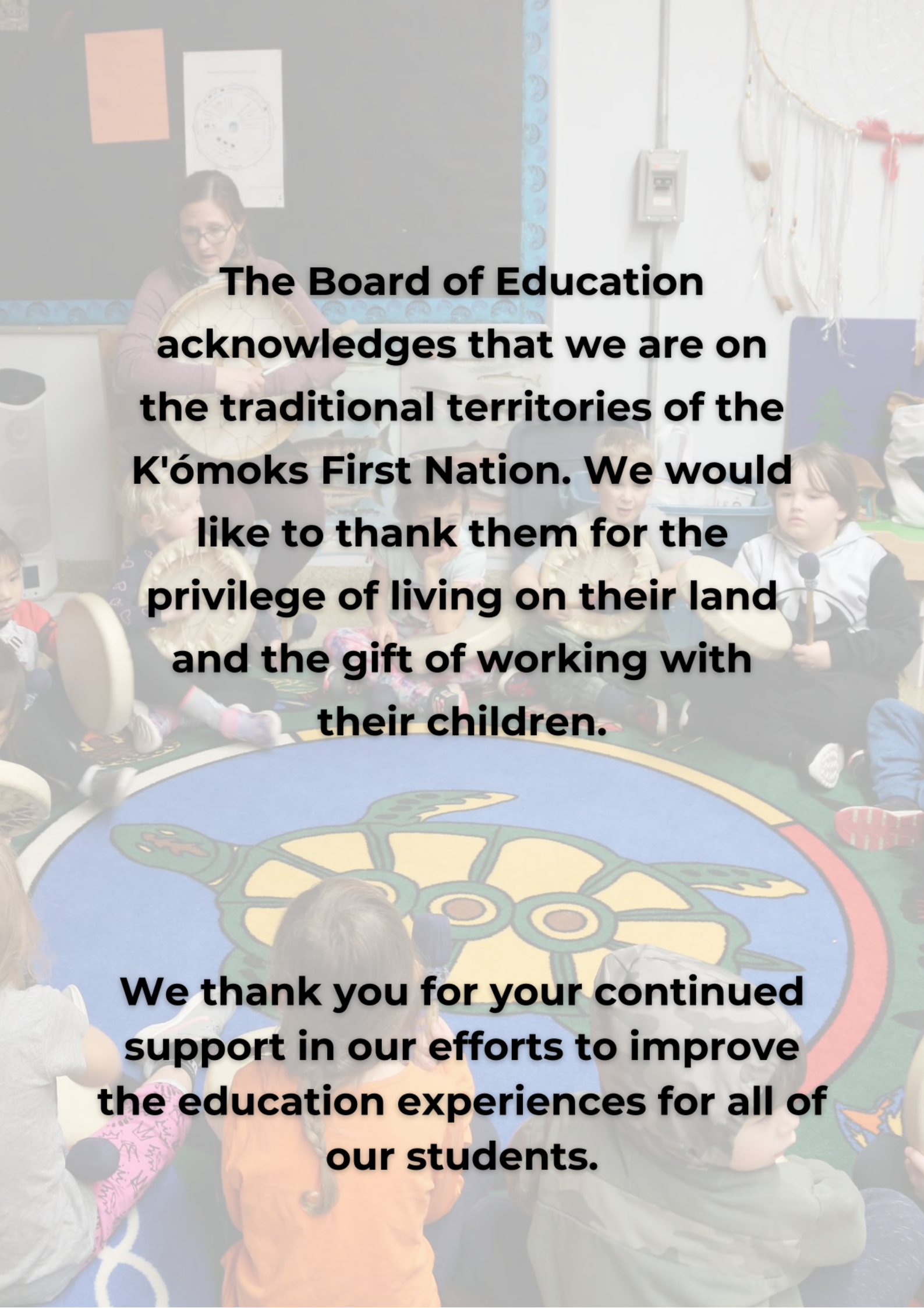


Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE



A photograph of a classroom scene where a teacher and several young children are sitting in a circle on a large blue rug featuring a colorful turtle design. The teacher, a woman with glasses, is holding a drum. The children are also holding drums, and one child is holding a microphone. The background shows a whiteboard with a diagram, a dreamcatcher, and other classroom decorations.

**The Board of Education
acknowledges that we are on
the traditional territories of the
K'ómoks First Nation. We would
like to thank them for the
privilege of living on their land
and the gift of working with
their children.**

**We thank you for your continued
support in our efforts to improve
the education experiences for all of
our students.**



JOINT BOARD AND SUPERINTENDENT WORK PLAN 2023-2024

Vision Statement

A learning community that prepares all learners that embraces diversity, honours relationships, and prepares all learners for a changing world.

Mission Statement

To work with our educational partners to develop responsible, compassionate citizens and successful, lifelong learners.

Belief Statement

As a Board, we value and believe in:

- Trusting relationships based on respect, integrity and ethical behaviour
- A commitment to Truth and Reconciliation with Indigenous peoples
- Equity, including, dignity and acceptance for all
- Global awareness and environmental stewardship
- Innovation, creativity, problem solving, and critical thinking
- Accountability and shared responsibility
- Open and engaging communication
- Celebration of learning

Universal Guiding Principles

For everything we decide and do, we will hold ourselves accountable and we will ask:

- Will it promote, encourage, and foster learning for everyone?
- Will it build trust and good relationships?
- Do we engage our community in a meaningful way?
- Is it the responsible thing to do now, and for the future?
- Are we being open, fair and ethical?

SD 71 STRATEGIC PRIORITIES

STRATEGIC PLAN 2019-2023

Strategic Priority	Goals	Key Results (Expected Outcomes)
Education Excellence	Optimize innovative practices and learning opportunities	<ul style="list-style-type: none"> • Provide on going professional development • Encourage and support staff innovative practices in education • Foster a climate that supports real-world connections with learning • Include Indigenous knowledge and perspectives into teaching and learning
Community Engagement	Deepen integration of Indigenous ways and knowing	<ul style="list-style-type: none"> • Work in partnership with IEC to implement and celebrate the Indigenous Education Agreement • Embed TRC recommendations throughout district • Display tri-language signage at all sites and facilities • Increase communication with IEC • Embrace established Indigenous protocols
	Foster relationships with community, parents and educational partners	<ul style="list-style-type: none"> • Continue the Re-Imagine Organizational Culture • Continue to foster a positive working relationship with Community Collaborative and Early Learning Partners
Organizational Stability & Environmental Stewardship	Optimize infrastructure to support learning	<ul style="list-style-type: none"> • Ensure long range facilities plans are aligned with 21st century practices • Maximize the use of school and community facilities to support learning
	Foster environmental stewardship	<ul style="list-style-type: none"> • Align outdoor and environmental learning opportunities for long-term sustainability • Reduce carbon emission and environmental footprint • Support the establishment and augmentation of school garden projects • Reduce the use of single-use plastic throughout district • Implement strategies for zero waste by increasing recycling and composting efforts in all facilities • Augment the Active Travel Program and public transit commute initiatives
Physical Health & Mental Well-Being	Invest in the holistic well-being of our people	<ul style="list-style-type: none"> • Implement a district-side mental health initiative • Continue the Work to Wellness program • Continue to build capacity in sexual health education

SD 71 STRATEGIC PRIORITIES

FOCUSED STRATEGIC PLAN 2023-2024

Strategic Priority	Goals	Key Results (Expected Outcomes)
Education Excellence	Equity	<ul style="list-style-type: none"> Equity Scan updated by May 2024 Continuation of Literacy/Numeracy Frameworks
	Safe & Caring	<ul style="list-style-type: none"> Review and reinforce Safe School's processes and procedures Review and reinforce Critical Incident response and communication Student Voice - hearing directly from students about their experiences and sharing with board for consideration of Strategic Plan direction
Community Engagement	Strategic Plan Consultation	<ul style="list-style-type: none"> Meaningful engagement with all members of our community
	Generative Dialogue	<ul style="list-style-type: none"> Reflected in board workplan and meetings Co-governance - IEC request
	Trustee Involvement with Community etc..	
Organizational Stability & Environmental Stewardship	Focus on People (Thriving Culture)	<ul style="list-style-type: none"> Focus on strong relationships - rights holders and partner groups
	Student Voice	<ul style="list-style-type: none"> Meaningful engagement with students around their lived experience-both in consultation for strategic planning as well as responding to safety concerns
Physical Health & Mental Well-Being		<ul style="list-style-type: none"> Comprehensive and cohesive food strategy by spring 2024 (Feeding Futures) Board Policy Manual review Anti-Racism plan in place by spring of 2024

SEPTEMBER 2023

KEY DATES

September 5	Non-instructional Day
September 5	Agenda setting - Committee of the Whole
September 5	First day of school
September 12	Committee of the Whole
September 18	Agenda setting - Board Meeting
September 22-23	Board Work - Retreat
September 26	Regular & In-Camera Board Meeting
September 26-30	Truth and Reconciliation Week

BOARD TASKS TO BE COMPLETED

- Approval of Board / Superintendent Joint Work Plan
- Financial Auditor's Report and Financial Statements
- Public Sector Executive Compensation Disclosure Report
- Capital Plan Approval (minor projects)
- Organizational Meeting - Election of Officers, Review Trustee Committees (Election years this meeting will happen in November)

MONITORING SCHEDULE

- Education - Program Start-up Report
- Finance - District Enrolment and Staffing Report
- Strategic – Ministry of Education and Child Care Summer Update
- Capital – Annual Facility Grant Report (summer projects)
- Human Resources – Staffing Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Recognize Orange Shirt Day – Indigenous Recognition
- MLA Meeting – School Start-up, Capital Planning, and Educational Advocacy
- Truth and Reconciliation Week

OCTOBER 2023

KEY DATES

October 2	National Day for Truth and Reconciliation (observed)
October 5	World Teacher Day
October 3	Agenda setting - Committee of the Whole
October 9	Thanksgiving
October 10	Committee of the Whole
October 13-14	VISTA Branch Meeting - Nanaimo **can use PD funds
October 16	Agenda setting Board Meeting
October 20	Pro-D
October 24	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Review and approve Minor Capital Plan submission
- Long Range Facilities Plan review

MONITORING SCHEDULE

- Education - Framework for Enhancing Student Learning Report
- Education - K'ómoks First Nation Local Education Agreement
- Capital - Major Capital Project Update

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA Provincial Council Meeting
- Recognize World Teacher Day

NOVEMBER 2023

KEY DATES

November 3	BCPSEA Symposium
November 6	Agenda setting - Committee of the Whole
November 11	Remembrance Day
November 13	School Closed
November 14	Committee of the Whole
November 16	BCSTA Planning for Student Success (Virtual)
November 20	Agenda setting Board Meeting
November 23-25	BCSTA Trustee Academy (Westin Bayshore) ** can use PD Funds
November 27	Agenda setting Committee of the Whole
November 28	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Organizational Meeting - Election of Officers, Review Trustee Committees

MONITORING SCHEDULE

- Strat Plan - Sustainability - Energy, Water and Waste Management Report
- Child Care - Annual Operating Report
- Operations - Transportation Services School Start-Up Report (Committee of the Whole)
- Finance - Q1 Finance Report (enrolment, grants and staffing changes)

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Educational Excellence - Data Analysis
- BCSTA - Trustee Academy (pre-conference and various sessions)
- BCPSEA - Symposium (various sessions)
- Attend Remembrance Day Ceremonies (schools and community)
- Strategic Plan - Commence revision process / Distribute survey & organize workshops
- Strategic Plan - Workshops, Focus Groups and Listening Sessions

DECEMBER 2023

KEY DATES

December 5	Committee of the Whole
December 11	Agenda setting Board Meeting
December 19	Regular & In-Camera Board Meeting
December 25 - Jan 5	Winter Break

BOARD TASKS TO BE COMPLETED

- Winter holiday events

MONITORING SCHEDULE

- Education - International Student Program Report
- Finance - Statement of Financial Information (SOFI)
- Focused Strat Plan - Education - Feeding Futures Funding Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA - Prepare submission of motions to Provincial Council Meeting (Jan deadline)
- Strategic Plan - Analysis of Data and Feedback

JANUARY 2024

KEY DATES

January	BCPSEA AGM
January 8	Classes resume
January 8	Agenda setting Committee of the Whole
January 11	BCSTA Financial & Resource Management (Virtual)
January 16	Committee of the Whole
January 22	Agenda setting Board Meeting
January 30	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Approve Trustee Committee and School Liaison Appointments

MONITORING SCHEDULE

- Education - Kindergarten Registration Enrolment
- Operations - Major Capital Project Status Update
- Finance - Q2 Finance Report (enrolment, grants and budget variances)
- Technology - Sustainability Report
- Leadership - Maintenance of Administrative Procedures
- Focused Strat Plan - Safe School's Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Strategic Plan - Review Key Priority Goal and Objective
- 2024/25 Operating Budget Engagement Process
- BCPSEA - Annual General Meeting
- BCSTA - Prepare submission of motion to BCSTA Annual General Meeting (Feb deadline)
- Strategic Plan -Publicly Share Findings and Additional Feedback

FEBRUARY 2024

KEY DATES

February 5	Agenda setting Committee of the Whole
February 13	Committee of the Whole
February 16	Pro-D Day
February 19	Family Day
February 20	Agenda setting Board Meeting
February 27	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Approval of Amended Operating Budget Bylaw

MONITORING SCHEDULE

- Operations - Air Quality Report
- Transportation - System Efficiency and Issues Report
- Capital - Major Project Status Update
- Finance - 2024/25 Operating Budget “status quo” budget
- Focused Strat Plan - Critical Incident Response and Communication Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Engagement - DPAC and PAC Chairs on Preliminary Budget and Capital Plan
- Engagement - Three-Year School Calendar
- BCSTA Provincial Council Meeting

MARCH 2024

KEY DATES

March 4	Agenda setting Committee of the Whole
March 8-9	VISTA Branch Meeting - Parksville/Qualicum ** can use PD funds
March 12	Regular & In-Camera Board Meeting
March 18-29	Spring Break
March 22-23	Columbia Institute High Ground (Coast Coal Harbour) ** can use PD funds

BOARD TASKS TO BE COMPLETED

- Capital Plan Submission - review and establish priorities
- Review and Approval 2024/25 Annual Facility Grant Program
- Review and Approval 2024/25 School Fees
- Approve Three-Year School Calendar
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MONITORING SCHEDULE

- Finance - Ministry of Education Funding Announcement
- Operations - Growth
- Focused Strat Plan - Student Voice Update

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Preliminary Operating Budget Engagement
- Strategic Plan - Finalize Consultation and Key Findings Report/Integrate Findings

APRIL 2024

KEY DATES

April 2	First day back
April 2	Agenda setting Committee of the Whole
April 9	Committee of the Whole
April 15	Agenda setting Board Meeting
April 18-21	BCSTA AGM (Westin Bayshore) ** can use PD funds
April 23	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Finalize School Calendar
- Approve Capital Plan Bylaw
- Board/Superintendent Strategic Plan Review - updated 5-year plan

MONITORING SCHEDULE

- Finance - Q3 Finance Report (enrolment, grants and fiscal year-end projections)
- Human Resources - staffing plan and process
- Capital - Local Capital Project and Budget Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- Observe the “Day of Mourning”
- BCSTA - Annual General Meeting
- BCSTA - Provincial Council Meeting

MAY 2024

KEY DATES

May 6	Agenda setting Committee of the Whole
May 14	Committee of the Whole
May 20	Victoria Day
May 21	Agenda setting Board Meeting
May 28	Regular & In-Camera Board Meeting

BOARD TASKS TO BE COMPLETED

- Preliminary 2024/25 Operation Budget Bylaw Approval
- Joint Board and Superintendent 2024/25 Work Plan
- Exempt Compensation Guidelines

MONITORING SCHEDULE

- Education - Indigenous Education Year in Review Report
- Human Resources - Staffing plan and process
- Operations- Major capital project status
- Focused Strat Plan - Education - Equity Scan Update

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- School Leaving Ceremonies and Graduation Events
- Consultation - Municipal Capital Planning
- Strategic Plan - Board approve 2025-2029 Revised Strategic Plan

JUNE 2024

KEY DATES

June 1	Highland Graduation
June 3	Agenda setting Committee of the Whole
June 8	Mark R. Isfeld Graduation
June 8	NIDES/Navigate Graduation
June 11	Committee of the Whole
June 17	Agenda setting Board Meeting
June 20	Glacier View Graduation
June 25	Regular & In-Camera Board Meeting
June 26	Vanier Graduation
June 27	Last Day of School

BOARD TASKS TO BE COMPLETED

- 2025/26 Capital Projects Approval (Major and Building Envelope)
- 2024/25 Board Meeting and Committee of the Whole Schedule
- Board Authorized Course Approval (BAA)
- School Fees Approval
- Governance Framework - review and adjust for 2024/25 school year
- Superintendent Performance Evaluation

MONITORING SCHEDULE

- Finance - Q4 Pre-Audit Financial Projections
- Operations - Closed Caption Television (CCTV) Annual Report

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- School Year-End Assemblies
- Graduation Events
- Acknowledge National Indigenous People's Day - Traditional Welcome
- Select Standing Committee on Finance and Government Services

JULY & AUGUST 2024

KEY DATES

July 2-5

National Trustee Gathering on Indigenous Education & CSBA
Congress ** can use PR funds

BOARD TASKS TO BE COMPLETED

- School Start-Up
- Chair to finalize the Trustee Committees - Ready for the September Board Meeting

MONITORING SCHEDULE

- Finance - Statements Audit

GOVERNANCE FOCUS

- School Liaison – School Events and Parent Advisory Council Meetings
- BCSTA - Prepare submission of motions to Provincial Council Meeting (Sept deadline)

FUTURE KEY DATES

KEY DATES

October 4-5, 2024	VISTA Branch Meeting - Pacific Rim (Port Alberni)
November 21-23, 2024	BCSTA Trustee Academy (Westin Bayshore)
March 7-8, 2025	VISTA Branch Meeting
April 24-26, 2025	BCSTA AGM (Westin Bayshore)
October 3-4, 2025	VISTA Branch Meeting
November 27-30, 2025	BCSTA Trustee Academy (Westin Bayshore)