

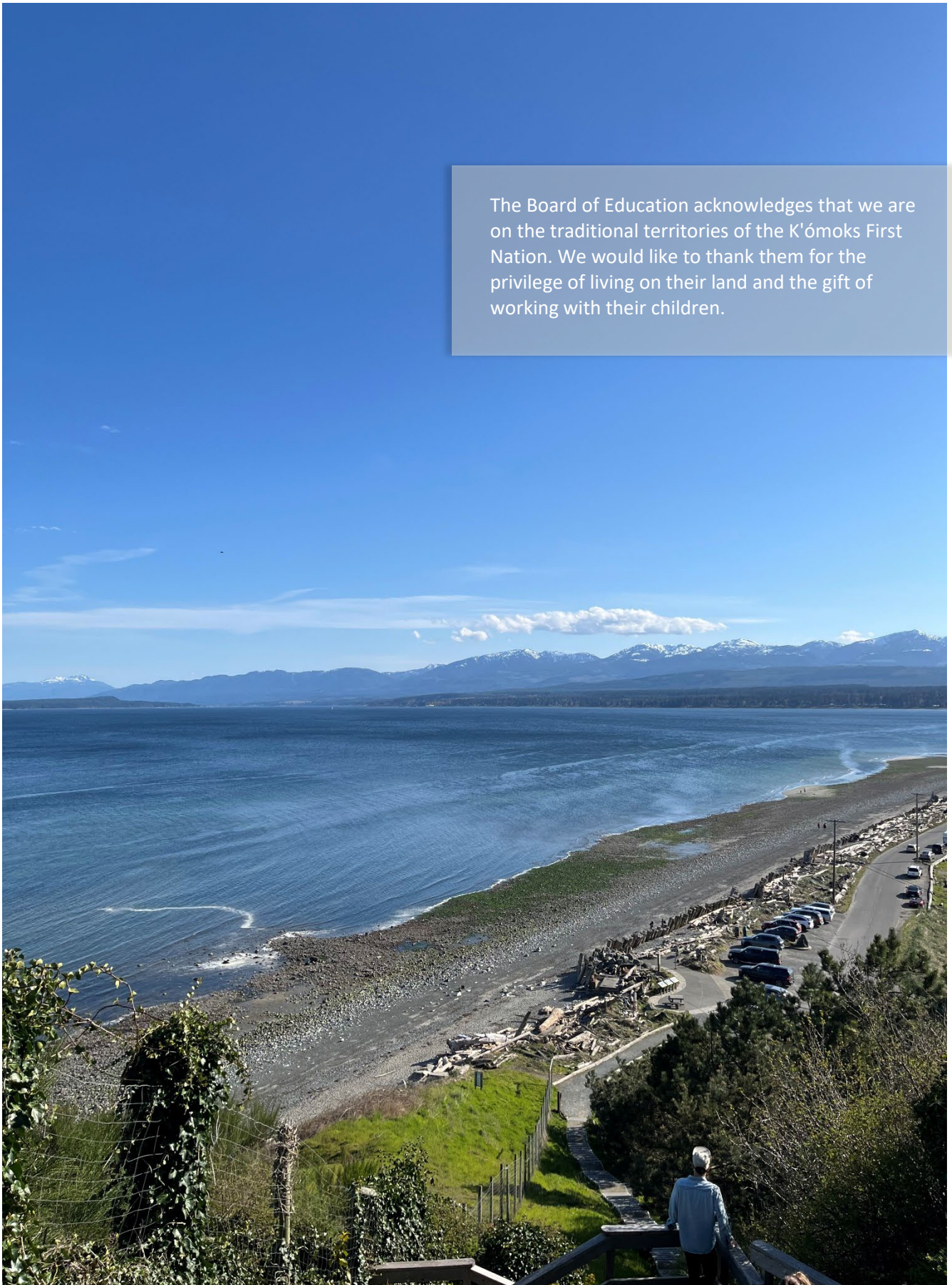


BOARD ANNUAL WORKPLAN 2025-2026



Comox Valley Schools
A Community of Learners

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.





Back Row: Chelsea McCannel-Keene, Susan Leslie, and Shannon Aldinger
Front Row: Michelle Waite, Cristi May Sacht, and Sarah Jane Howe

Vision

Compassionate, connected and personalized learning for all.

Purpose Statement

To create safe, equitable learning environments that lift each learner to thrive, grow and to share their unique gifts.

Learning Goal Statement

Comox Valley Schools is committed to creating inclusive, wholistic, and personalized learning environments in order to enhance each student's development of the core competencies over time.

Truth And Reconciliation Commitment

We are deeply committed to learning, unlearning, and relearning and taking action for lasting Truth and Reconciliation.

Values

Learning	Centering learning in all we do.
Equity	Leading with diversity as a strength and inclusion as a right.
Relationships	Connection, compassion, and respect in all that we do.
Safety	Learning communities where all feel safe and belong.
Integrity	High ethical standards through transparency, honesty, and accountability.

Design Principles

Decolonizing and Indigenizing
Personalized Learning
Inclusion
Social Emotional Learning
Student-Centered Assessment

Flexible Learning Environments
Experiential Learning
Land-Based Learning
Digitally Enhanced Learning

Meeting Dates

The Board Work Plan is a guiding framework for fulfilling the Board’s responsibilities and advancing strategic priorities. It is a living document with items subject to addition, removal, or rescheduling to reflect emerging needs, legislative requirements, or shifts in strategic direction.

August	26	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
September	16	5:30	Committee of the Whole - Closed	School Board Office
		6:30	Board Working Session	School Board Office
	23	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
October	7	5:30	Committee of the Whole - Closed	School Board Office
		6:30	Board Learning Session	School Board Office
	28	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
November	4	5:30	Board Learning Session	School Board Office
		6:00	Public Engagement Session	School Board Office
	25	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
December	9	5:30	Board Learning Session	School Board Office
	16	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
January	13	5:30	Committee of the Whole - Closed	School Board Office
		7:00	Committee of the Whole - Open	School Board Office
	27	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
February	10	5:30	Committee of the Whole - Closed	School Board Office
		6:00	Partner Engagement Session	School Board Office
	24	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office

March	10	5:30	Committee of the Whole - Closed	School Board Office
		6:00	Public Engagement Session	School Board Office
	17	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
April	14	5:30	Committee of the Whole - Closed	School Board Office
		6:00	Partner Engagement Session	School Board Office
	28	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
May	12	5:30	Committee of the Whole - Closed	School Board Office
		7:00	Committee of the Whole - Open	School Board Office
	19	5:30	Board Working Session	School Board Office
	26	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office
June	2	5:30	Board Working Session	School Board Office
	9	5:30	Committee of the Whole - Closed	School Board Office
		7:00	Committee of the Whole - Open	School Board Office
	23	5:30	In-Camera Meeting	School Board Office
		7:00	Regular Board Meeting	School Board Office

Ongoing Engagement and Advocacy

- Engage with First Nations members, the Indigenous Education Council, and meet with provincial/federal/municipal local municipal government to garner support for district priorities
- Representation on Board committees, external committees, councils, societies, and liaison groups
- Engage with school communities and liaison groups
- Representation at BCSTA events and Provincial Council meetings
- Representation at BCPSEA annual general meeting
- Engage with Student Voice
- Ongoing Trustee professional development
- Attend district and school events
- Attend employee recognition events
- Engage in advocacy initiatives



August

Board Business

- ☐ Annual Surplus Allocations
- ☐ 2025-26 Board Work Plan
- ☐ Trustee Remuneration Report
- ☐ Committee of the Whole and Other Board Meetings Schedule

Community Engagement

- ☐ Attend Relevant Community Activities/Events

Deadlines and Important Dates

- ☐ Aug 13-15: BCSSA Conference
- ☐ Aug 20: District Start-up Sessions Commence
- ☐ Aug 23: Comox Valley Pride in the Park

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4 B.C. Day
 18 Agenda Setting
 20 District Start-up
 26 In-Camera Board Meeting
 Regular Board Meeting
 27 Pro-D
 28 Pro-D

September

Board Business

- ☐ Audited Financial Statements
- ☐ Multi-Year Financial Plan
- ☐ Executive Compensation Disclosure Report
- ☐ Indigenous Education Year-End Financial Report
- ☐ Financial Statement Discussion & Analysis
- ☐ Careers Program Review
- ☐ Initiate Superintendent Performance Appraisal

Community Engagement

- ☐ Sep 15: Terry Fox Run (see school schedules)
- ☐ Sep 15 – 21: Consent Awareness Week
- ☐ Sep 30: National Day for Truth and Reconciliation (Orange Shirt Day)
- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Sep 19: VISTA Registration Deadline
- ☐ Sep 20: Motions BCSTA Provincial Council Due
- ☐ Sep 23: Conflict of Interest Declarations Due
- ☐ Sep 30: Minor Capital Plan Due
- ☐ Sep 30: Financial Statements (audited) Due

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1 Labour Day
 2 Pro-D
 3 First Day of School
 8 Agenda Setting
 15 Agenda Setting
 16 Committee of the Whole – Closed
 Board Working Session
 23 In-Camera Board Meeting
 Regular Board Meeting
 29 Agenda Setting
 30 National Day for Truth and Reconciliation



October

Board Business

- ☐ NIDES Program Review
- ☐ Local Education Agreement Update
- ☐ Q1 Financials
- ☐ Annual Start-up Update
- ☐ Board Committee & Liaison Positions
- ☐ Budget and Financial Planning Timeline
- ☐ Premier Award Nominees/Winners
- ☐ Food Advisory Council Plan and Feeding Futures Update

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Oct 20: Meeting with Local Municipal Governing Officials

Deadlines and Important Dates

- ☐ Oct 1: Enhancing Student Learning Report Due
- ☐ Oct 1: Financial Statement Discussion & Analysis Report Due
- ☐ Oct 1: Local Education Agreement Accounts Receivable Form Due
- ☐ Oct 1: School District Business Company Financial Statements (audited) Due
- ☐ Oct 3: Executive Compensation Disclosure for BCPSEA Approval Due
- ☐ Oct 3-4: VISTA Branch Meeting
- ☐ Oct 5: World Teacher's Day
- ☐ Oct 10: World Mental Health Day
- ☐ Oct 15: Student Voice
- ☐ Oct 16: CVRD Elected Officials Forum
- ☐ Oct 16: Great BC Shake Out (earthquake preparedness)
- ☐ Oct 24: Executive Compensation Disclosure Report and Attestation Letter Due
- ☐ Oct 24: BCSTA Provincial Council Meeting
- ☐ Oct 31: OLEP French Federal Funding Due

Trustee Professional Development In-Service

- Decolonizing Governance and Indigenous Policy Framework

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- 7 Committee of the Whole – Closed
Board Learning Session
- 13 Thanksgiving
- 20 Agenda Setting
- 24 Pro-D
- 27 Agenda Setting
- 28 In-Camera Board Meeting
Regular Board Meeting



November

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- 4 Board Learning Session
- 11 Remembrance Day
- 17 Agenda Setting
- 18 Public Engagement Session
- 20 Parent/Teacher interviews
- 25 In-Camera Board Meeting
Regular Board Meeting

Board Business

- ☐ Board Authorized Courses *(if needed)*
- ☐ Annual Child Care Operating Report
- ☐ BCPSEA Update
- ☐ Enrollment Update
- ☐ Report on Boundary Adjustments (if applicable)
- ☐ 2024-25 Strategic Plan Annual Report
- ☐ Student Enrollment Report, Graduation Numeracy Assessment Report and 6-Year Completion Rate Report

Public Engagement Session

- ☐ Launch of Budget Process and Long-Range Facilities Planning

Community Engagement

- ☐ School Events and Parent Advisory Council Meetings
- ☐
- ☐ Remembrance Day Assemblies

Deadlines and Important Dates

- ☐ Nov 5: Take Our Kids to Work Day
- ☐ Nov 6-7: BCSPSEA Symposium
- ☐ Nov 7: International Inuit Day
- ☐ Nov 8: Indigenous Veterans Day
- ☐ Nov 9-15: Rock Your Mocs Week
- ☐ Nov 11: Remembrance Day
- ☐ Nov 13-14: BCSSA Conference
- ☐ Nov 16: Louis Riel Day
- ☐ Nov 27-29: BCSTA Trustee Academy

Trustee Professional Development In-Service

- Financial Literacy for Strategic Budgeting and Long-Range Facilities Planning



December

Board Business

- ☐ Statement of Financial Information (SOFI) Report
- ☐ Update on the Equity Scan
- ☐ Update on Tribune Bay Park Permit
- ☐ IEC Terms of Reference (annually)
- ☐ International Student Program Report
- ☐ Superintendent Performance Review
- ☐
- ☐ Quarterly Update

Community Engagement

- ☐ Winter Performances (see school schedules)

Deadlines and Important Dates

- ☐ Dec 1: BCPSEA Motion Deadline – need to confirm date
- ☐ Dec 3: Student Voice
- ☐ Dec 4-6: First Nations Education Steering Committee Conference
- ☐ Dec 12: Community Led Equity Scan Team Meeting
- ☐ Dec 21: Winter Solstice
- ☐ Dec 22-Jan 2: Winter Break
- ☐ Dec 31: Statement of Financial Information (SOFI) Report Due
- ☐ Jan 15: Trustee Annual Financial Disclosure Statements Due

Trustee Professional Development In-Service

- Equity and Inclusion
- Data Literacy

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- 8 Agenda Setting
- 9 Board Learning Session
- 15 Agenda Setting
- 16 In-Camera Board Meeting
Regular Board Meeting
- 22 Winter Break (Dec 22 – Jan 2)
- 25 Christmas Day
- 26 Boxing Day



January

Board Business

- ☐ Ministry Data: Indigenous “How are We Doing” Report
- ☐ ‘Safe Schools’ Annual Report
- ☐ Three-Year School Calendar
- ☐ Ministry Funding Update
- ☐ Motions to BCSTA AGM
- ☐ Q2 Financials
- ☐ School Growth Plans
- ☐ Three-Year Enrolment Projection
- ☐ Strategic Plan Update: Evaluation and Outcomes
- ☐ Financial Disclosure Act Statement of Disclosure Forms

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Meetings with Local Municipal Governing Officials

Deadlines and Important Dates

- ☐ Jan 1: Deadline for 2023/24 Financials Posted on District Website
- ☐ Jan 15: Trustee Annual Financial Disclosure Statements
- ☐ BCSTA Provincial Council Motion Deadline – need to confirm
- ☐ Kindergarten Registration Opens
- ☐ Jan 22 – 23: BCSSA Island Chapter Meeting
- ☐ Jan 29: BCPSEA Annual General Meeting

2026						
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- 1 New Year's Day
- 2 Winter Break
- 5 First day back
- 13 Committee of the Whole – Closed
Committee of the Whole - Open
- 19 Agenda Setting
- 27 In-Camera Board Meeting
Regular Board Meeting



February

Board Business

- ☐ Board Authorized Courses (if needed)
- ☐ Student Fees
- ☐ Amended Annual Budget Bylaw
- ☐ Annual CCTV Report
- ☐ Enhancing Student Learning Feedback Report
- ☐ Long Range Facilities Planning Update
- ☐ Whistleblower Protection Annual Report

Partner Engagement Session

- ☐ Decolonizing Governance
- ☐ Indigenous Policy Framework

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Black History Month
- ☐ BCSTA Provincial Council Motion Due – need to confirm
- ☐ Feb 13: Three-Year Enrollment Estimates Due
- ☐ Feb 18: Student Voice
- ☐ Feb 20: Provincial Council Meeting
- ☐ Feb 26: Anti-Bullying Day (Pink Shirt Day)
- ☐ Feb 27: School District Amended Budget Due

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- 2 Agenda Setting
- 10 Committee of the Whole - Closed
Partner Engagement Session
- 12 Agenda Setting
- 16 Family Day
- 17 Pro-D
- 24 In-Camera Board Meeting
Regular Board Meeting



March

Board Business

- ☐ Facility Rental Rates
- ☐ Annual Facilities Grant
- ☐ Proposed Preliminary Budget
- ☐ Enrollment Projections and Impact
- ☐ Quarterly Update

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- 2 Agenda Setting
- 9 Agenda Setting
- 10 Public Engagement Session
- 16 Agenda Setting
- 17 In-Camera Board Meeting
- Regular Board Meeting
- 23-2 Spring Break

Public Engagement Session

- ☐ Gather Feedback from Partners on Budget
- ☐ Review Enrollment Projections and Impact

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Mar 5-6: BCSTA Meeting of Board Chairs and Partner Liaison Meeting – need to confirm
- ☐ Mar 6-7: VISTA Spring Conference – need to confirm
- ☐ Mar 6 to 7: Columbia Institute High Ground Forum– need to confirm
- ☐ Mar 8: International Women’s Day
- ☐ BCSTA Board Nominations Due – need to confirm
- ☐ Candidate for Premier’s Award of Excellence Nominations – need to confirm
- ☐ Mar 21: International Day for the Elimination of Racism Discrimination
- ☐ Mar 31: National Indigenous Languages Day
- ☐ Mar 31: School Calendars Due



April

Board Business

- ☐ Operating Grant Revenue Impact
- ☐ BCSTA Resolutions
- ☐ Local Education Agreement Update
- ☐ Q3 Financials
- ☐ Capital Plan Bylaw
- ☐ Strategic Plan Update: Operational Update
- ☐ Student and Family Affordability Fund Update
- ☐ Update on Major Capital Projects

Partner Engagement Session

- ☐ Long-Range Financial Planning Update

Community Engagement

- ☐ Budget Consultation
- ☐ School Liaison - School Events and Parent Advisory Council Meetings

Deadlines and Important Dates

- ☐ Apr 9-11: BCSTA Annual General Meeting
- ☐ Apr 10: BCSTA Provincial Council Meeting – need to confirm
- ☐ Apr 10-11: First Nations Schools Association Conference
- ☐ Apr 16-17: BCSSA Conference
- ☐ Apr 22: Administrative Professionals Day
- ☐ Apr 22: Earth Day
- ☐ Apr 28: National Day of Mourning

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- 1-2 Spring Break
- 3 Good Friday
- 6 Easter Monday
- 7 First Day Back
- 14 Committee of the Whole - Closed
Partner Engagement Session
- 20 Agenda Setting
- 28 In-Camera Board Meeting
Regular Board Meeting



May

Board Business

- ☐ Board Work Plan
- ☐ Partner Budget Consultation Feedback
- ☐ Amended 2026-27 Operational Budget
- ☐ Indigenous Education Year in Review Report
- ☐ Accessibility Update
- ☐ Financial Audit Plan
- ☐ Administrative Procedures Revisions Update
- ☐ Carbon Neutral Action Report

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Graduation Ceremonies

Deadlines and Important Dates

- ☐ May 4 – 10: Mental Health Awareness Week
- ☐ May 5: National Day of Awareness for Missing and Murdered
- ☐ Indigenous Women, Girls, and Gender Diverse People (Red Dress Day)
- ☐ May 6: Student Voice
- ☐ May 14-15: BCSSA Island Conference
- ☐ May 16-18: Cumberland May Days
- ☐ May 20-22: BCASBO Conference – need to confirm
- ☐ May 30: Highland Graduation Ceremony – need to confirm
- ☐ May 31: Carbon Neutral Action Report Due

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- 4 Agenda Setting
- 12 Committee of the Whole – Closed
Committee of the Whole - Open
- 13 Agenda Setting
- 18 Victoria Day
- 19 Board Working Session
- 26 In-Camera Board Meeting
Regular Board Meeting



June

Board Business

- ☐ Q4 Financials Projection
- ☐ 2026-27 Operating Budget and Bylaw
- ☐ Anticipated Surplus and Reserves
- ☐ 2026-27 Board Meeting Schedule
- ☐ Update on the Equity Scan
- ☐ Year-End Committee/Council Reports
- ☐ Professional Development Report
- ☐ Quarterly Update
- ☐ 2026-2027 Board Work Plan

Community Engagement

- ☐ School Liaison - School Events and Parent Advisory Council Meetings
- ☐ Graduation Ceremonies
- ☐ Long Service, Retirement, and Appreciation Events

Deadlines and Important Dates

- ☐ National Indigenous History Month
- ☐ Pride Month
- ☐ Jun 6: District Indigenous Graduation Ceremony
- ☐ Jun 12: K'ómoks First Nation Graduation Ceremony
- ☐ Jun 13: Isfeld Graduation Ceremony – *need to confirm*
- ☐ Jun 18: Glacier View Graduation Ceremony – *need to confirm*
- ☐ Jun 21: National Aboriginal Peoples Day
- ☐ Jun 24: Vanier Graduation Ceremony – *need to confirm*
- ☐ Jun 30: 5-Year Capital Plan and Bylaw Due
- ☐ Jun 30: 2025-26 Fiscal Year End

2026						
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- 1 Agenda Setting
- 2 Board Working Session
- 9 Committee of the Whole – Closed
Committee of the Whole – Open
- 15 Agenda Setting
- 23 In-Camera Board Meeting
Regular Board Meeting
- 25 Last Day of School
- 26 Administrative Day

July/August

Board Business

- ☐ Annual Surplus Allocations
- ☐ Superintendent's Annual Operational Plan

Deadlines and Important Dates

- ☐ Aug 19-21: BCSSA Conference
- ☐ Aug 24: District Start-up Sessions Commence
- ☐ Aug 22: Comox Valley Pride in the Park, *need to confirm*

JULY 2026						
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1 Canada Day

August 2026						
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- 3 B.C. Day
- 17 Agenda Setting
- 24 District Start-up
- 25 In-Camera Board Meeting
Regular Board Meeting
- 26 Pro-D
- 27 Pro-D



Comox Valley Schools

A Community of Learners

