



School District 8  
Kootenay Lake

**IN-PROGRESS**

**2024 - 2025**

**Kootenay Lake Board  
of Education**

**GOVERNANCE  
FRAMEWORK  
AND ANNUAL  
LEARNING PLAN**





# THE IMPORTANCE OF A GOVERNANCE FRAMEWORK AND LEARNING PLAN

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 transparency. This clear governance framework has been used to establish the board's annual learning plan and is designed to demonstrate to the public how the work of the board supports these principles.

**The Board of Education, working hand- in-hand with the superintendent and 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 Indigenous rights holders and partners and the public and operate on a basis of transparency; and
- Advocating for public education locally and provincially.

In the annual learning 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. While many issues overlap, the broad categories operate as an efficient and effective organizer for the work of the board.



# BOARD'S VISION AND GOALS

Annually, the board refines and establishes its goals, to support the overall district vision:

***"We inspire and support each learner to thrive in a caring learning environment".***

We realize this vision through the following strategic priorities:

**Lifelong Learners:** We improve student learning through interest-based, competency-based, flexible and innovative approaches.

**Connected Learners:** We inspire learners to become curious, critical, and creative stewards of the natural world and the local and global community.

**Caring and Inclusive Learning:** We promote physical and mental well-being through social-emotional learning to foster compassionate learners.

**Culture Cultural and Identity Development:** We promote a positive sense of identity in culturally safe and responsive communities of learning.

**Career Develop Development:** We prepare students to graduate with options for their future life and career goals.

## Our Commitments

- Our commitment is to ensure that each learner has the opportunity to be successful and is supported with high-quality services; that resources are distributed equitably; and, that students are at the centre of everything we do.
- Our commitment is to ensure support for a strong and thriving workforce. We believe that learners thrive when employees thrive. An exemplary workforce, operational excellence, and meaningful partnerships will strengthen our ability to keep our commitment.
- Our commitment will be demonstrated through services to schools, our adherence to sound financial practices, as well as how we recruit, hire, and develop the best staff in education.
- Our commitment is to responding to climate change and this will be demonstrated in our services.
- ~ Our commitment will be sustained by measuring and reporting on our performance in key areas. Doing so reflects our responsibility to communities and our assurance to continuous improvement to support the success of our students.
- We are excited to work alongside our partners in implementation of these strategic priorities. This is a collaborative effort, and we will hold ourselves accountable to the vision, mission, values and strategic priorities.

# FROM GOVERNANCE AND STRATEGIC VISION TO A STRATEGIC BOARD LEARNING PLAN

As part of effective governance, each year the Board of Education completes a self-evaluation identifies strategic learning and advocacy plans for the year ahead.

This plan is tailored to the events and activities are on the board's horizon while attending to the ongoing governance and compliance issues that are annual in nature.

## Annual learning plan

The learning plan is determined through the Board's self-evaluation process and the Board's advocacy plan. In addition to the annual learning plan, the board regularly engages in working sessions and professional development activities to both inform the board in a deeper way about the monthly governance work, but also as a way to support individual trustees as they work to continually support quality public education.

These working session opportunities are an important supporting structure for the board's work. These sessions help deepen the board's understanding of the context of School District No. 8 (Kootenay Lake) and to address any questions or issues that the Board may have. In each month of the year, there is generally a theme for the Board activities.



## Board's Governance Activities

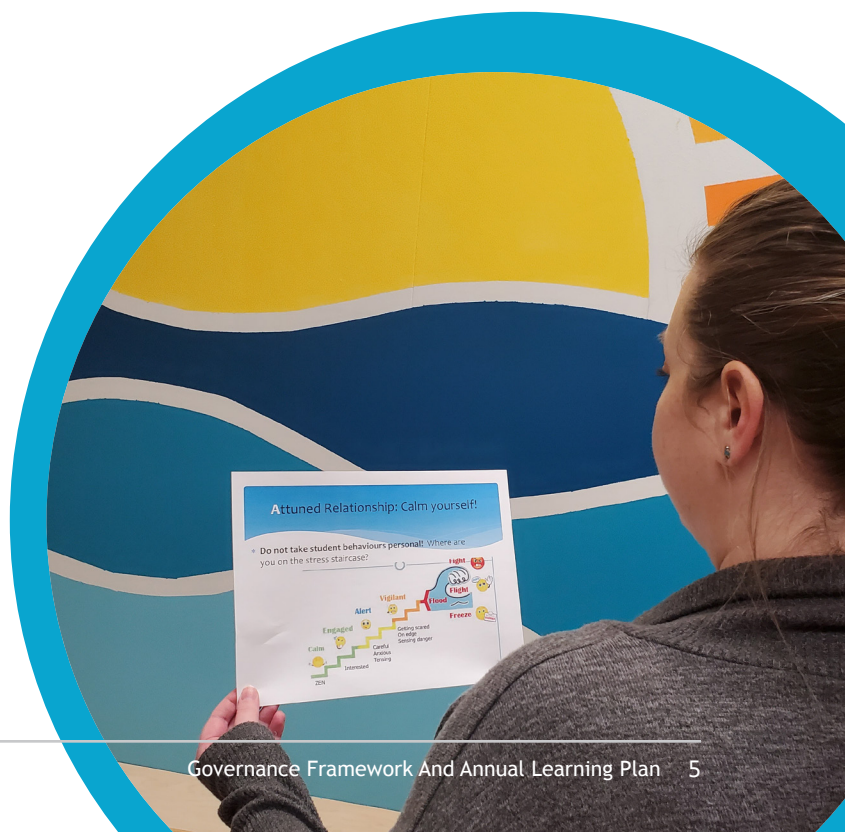
- ~ Strategic direction and system planning and monitoring
- ~ External compliance and accountability
- ~ Engagement with partners and public recognition events
- ~ Policy, advocacy for public education and Board learning plan

These sections of the annual learning plan, aligned with strong governance themes, are outlined in monthly and ongoing activities of board governance.

## Trustee Working Sessions

***The ongoing work of the board is supported by targeted regular working sessions. These activities are listed in this section of the annual work plan and are intended to support the governance activities in that current month.***

It is important to note that at each monthly Meeting of the Board Held in Public, trustees report out on a range of activities and events in addition to receiving reports on updates on continuous improvement in learning, budget and capital.



# THE BOARD'S WORK PLAN

The Board of Education schedules meetings in a predictable cycle and seeks to reduce barriers to attendance and participation. The Board will adjust their meeting cycle as necessary to attend to emergent items.

## Meetings of the Board Held in Public and Closed Board Meetings

Board meetings are scheduled on the 2nd Tuesday of each month between September and June. Meetings of the Board Held in Public are convened in a hybrid format to reduce barriers to attendance. Meetings are held within the School Board Office in Nelson, except for two meetings held in Creston (in October and June).

## Board Working Sessions

Working Sessions are held prior to Board meeting approximately every second month (August, October, December, January, April).

## Partner Advisory Committee Meetings

Partner Advisory Committee Meetings will be held following Closed Board meetings approximately every second month (September, November, February, March, April, May).

### SEPTEMBER

- Policy, O&F Partner Advisory Committee Meeting (Annual Audited Financial Statements)
- Education Partner Advisory Committee Meeting (School Learning Plans)

### NOVEMBER

- Education Partner Advisory Committee Meeting (Strategic Plan and Continuous Improvement Reports)

### FEBRUARY

- Policy, O&F Partner Advisory Committee Meeting (Amended Budget Consultation)

### MARCH

- Education Partner Advisory Committee Meeting (Strategic Plan and Continuous Improvement Reports)

### APRIL

- Policy, O&F Partner Advisory Committee Meeting (Preliminary Annual Budget)

### MAY

- Policy, O&F Partner Advisory (Annual Budget)
- Education Partner Advisory Committee Meeting (Enhancing Student Learning Report)

## Additional Committee Meetings

- Other committee meetings will be held on the 3rd Tuesdays of the month

## Other Meetings Where Trustees Participate

- Joint Safety Advisory Committee (JSAC) (Meets four times annually)
- Accessibility Committee (October, May)
- Other ad hoc meetings as required



# JULY AND AUGUST 2024

*Theme: Board meetings are in abeyance over summer, the work of the Board and our educational programs continue under the guidance of the Board and staff.*

The end of August formally starts the beginning of a new school year with the Board having their first Working Session late August.

## BOARD CALENDAR August 27 – Board Working Session

Strategic Direction and Continuous Learning	Board Governance Framework and Learning Plan Review
External Compliance and Accountability	Board policy work and emergent items
Engagement with Partners and Public Events	Welcome letter partners and invitation to participate in Partner Advisory Committee Meetings
Policy, Advocacy for Public Education, and Board Learning Plan	Accumulated Operating Surplus Provincial/ BCSTA advocacy

# SEPTEMBER 2024

## Theme: Enrolment and Setting the Stage

September is a month where we welcome approximately 4700 students return to our schools. This is when we assess enrolment and place students in classes to set the stage for the coming year. It is also a time for the Board to review the previous school year's audited financial statements.

KEY DATES	
<b>September 3 – First Day of School</b>	
<b>September 10</b>	
<ul style="list-style-type: none"> <li>• Policy, O&amp;F Partner Advisory Committee</li> <li>• Education Partner Advisory Committee</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings</li> </ul>	
<b>September 17</b>	
<ul style="list-style-type: none"> <li>• Policy Review Committee</li> <li>• Joint Safety Advisory Council</li> </ul>	
<b>September 19 – DPAC</b>	
<b>September 20 – School Planning Day</b>	
<b>September 20–21 – Kootenay Boundary Branch AGM</b>	
<b>September 30 – National Day of Truth and Reconciliation</b>	
<b>Strategic Direction and Continuous Learning</b>	<ul style="list-style-type: none"> <li>• Receive report on summer facilities work</li> <li>• Receive report on School Food Programs</li> <li>• Receive report on Student Trustee Program</li> <li>• National Day of Truth and Reconciliation School Events</li> </ul>
<b>External Compliance and Accountability</b>	<ul style="list-style-type: none"> <li>• Submit Executive Compensation Disclosure to Public Sector Employers' Council</li> <li>• Approve the Statement of Financial Information (SOFI) report for submission to Ministry of Education and Child Care</li> <li>• Approve the Audited Financial Statements for the previous school year for September 30</li> <li>• Approve the Capital submission</li> </ul>
<b>Engagement with Partners and Public Events</b>	<ul style="list-style-type: none"> <li>• Welcome letter to employees, parents, and community</li> <li>• Recognize National Day for Truth &amp; Reconciliation and Orange Shirt Day</li> <li>• Student Trustee introductions and orientation</li> </ul>
<b>Policy, Advocacy for Public Education, and Board Learning Plan</b>	<ul style="list-style-type: none"> <li>• Review draft sustainability policy</li> <li>• Capital planning and the annual capital cycle</li> <li>• Policy review</li> </ul>



# OCTOBER 2024

## Theme: Professional Development - Planning and Adjusting

After submitting our enrolment on September 30 that will determine our annual funding. The Board begins the annual cycle of monitoring continuous learning.

KEY DATES	
<b>October 8</b> <ul style="list-style-type: none"> <li>Board Working Session</li> <li>Meeting of the Board Held in Public and Closed Board Meetings Held in Creston</li> </ul>	<b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>Receive the Literacy Continuous Learning Report</li> <li>Receive the Inclusive Education support information</li> </ul>
<b>October 17: DPAC</b>	<b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>Receive preliminary enrolment and analysis projections vs. actual and budget implications</li> </ul>
<b>October 25: Non-Instructional Day</b>	<b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>Recognize World Teachers' Day</li> <li>BCSTA Provincial Council</li> </ul>
<b>October 25 – 26: Provincial Council</b>	<b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>Review the regional and provincial motions</li> <li>Finalize the Board Self-Evaluation Framework</li> <li>Approve sustainability policy and ongoing policy work</li> <li>Learning Plan topic -</li> <li>Advocacy topic -</li> </ul>

# NOVEMBER 2024

*Theme: Budget adjustment, Provincial Liaison and Selection of Chair and Vice-Chair*

With enrolment submitted, the district receives its annual budget. Final adjustments are made, and the Board engages on the provincial scene to advocate for public education.

KEY DATES	
<b>November 7-8:</b> BCPSEA Fall Symposium	
<b>November 12:</b>	
<ul style="list-style-type: none"> <li>• Education Partner Committee Meeting</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	
<b>November 21:</b> District Parents' Advisory Council	
<b>November 22-23:</b> BCSTA – Trustee Academy	
<b>Strategic Direction and Continuous Learning</b>	<ul style="list-style-type: none"> <li>• Receive Numeracy Continuous Learning Report</li> <li>• Receive Inclusion and Diversity Education Report</li> </ul>
<b>External Compliance and Accountability</b>	<ul style="list-style-type: none"> <li>• Elect Board Chair and Vice-Chair and other committees</li> <li>• Receive trustee representation on committee list for information</li> </ul>
<b>Engagement with Partners and Public Events</b>	<ul style="list-style-type: none"> <li>• Attend Remembrance Day ceremonies in the communities</li> <li>• Begin meetings with Rights Holders</li> <li>• Attend Student Leadership Conference</li> </ul>
<b>Board Learning Plan and Advocacy for Public Education</b>	<ul style="list-style-type: none"> <li>• Attend BCSPEA Fall Symposium</li> <li>• Trustee on-boarding (if required)</li> <li>• Policy review continued</li> </ul>

# DECEMBER 2024

## Theme: Celebrating our Schools

December is a month with numerous school and community events. Trustees participate and celebrate the winter season in schools and through school-based and community events.

KEY DATES	
<b>December 10:</b> <ul style="list-style-type: none"> <li>• Board Working Session</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	
<b>December 11:</b> Policy Review Committee	
<b>December 20:</b> Last Day of School Before Winter Vacation	
<b>Strategic Direction and Continuous Learning</b>	<ul style="list-style-type: none"> <li>• Receive Early Learners Continuous Learning Report</li> <li>• Receive Child Care Provision report</li> </ul>
<b>External Compliance and Accountability</b>	<ul style="list-style-type: none"> <li>• Receive Quarterly Capital Update</li> <li>• Complete Board Self-Evaluation with External Facilitator</li> </ul>
<b>Engagement with Partners and Public Events</b>	<ul style="list-style-type: none"> <li>• Attend Student Winter Fine Arts Performances and Events</li> <li>• Attend December social events as invited</li> </ul>
<b>Board Learning Plan and Advocacy for Public Education</b>	<ul style="list-style-type: none"> <li>• Policy review continued</li> <li>• Trustee on-boarding continued (if required)</li> <li>• Board Learning topic:</li> <li>• Board Advocacy topic:</li> </ul>



# JANUARY 2025

## Theme: Kindergarten Registration and BC School Trustee Motions

January is a time to welcome kindergarten and French Immersion registration across the district. It is also a time where the board refines and focuses on the motions they wish to present at the annual BC School Trustee AGM in April.

KEY DATES	
<b>January 6:</b> Schools Re-Open  <b>January 6:</b> Kindergarten and French Immersion Registration begins  <b>January 14:</b> <ul style="list-style-type: none"> <li>Working Session</li> <li>Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul> <b>January 16:</b> District Parent Advisory Council Meetings  <b>January 23:</b> British Columbia Public Schools Employer Association Meetings	<div> <b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>Approve Board Authorized Courses for following school year</li> <li>Recieve Online Learning Continuous Learning Report</li> <li>Review kindergarten registration process</li> </ul> </div> <div> <b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>Review budget process</li> </ul> </div> <div> <b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>British Columbia School Trustees Association Kootenay Boundary Branch Motion Building Meeting</li> <li>Board to host the District Parent Advisory Council.</li> </ul> </div> <div> <b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>Prepare submission of motions to BCSTA AGM</li> <li>Board Learning topic:</li> <li>Board Advocacy topic:</li> </ul> </div>

# FEBRUARY 2025

## Theme: Community Budget Consultation and Liaison Meetings

February is a time to review the current year's amended budget and finalize enrolment for the upcoming year.

KEY DATES	
<b>February 11:</b> <ul style="list-style-type: none"> <li>• Policy, Operations &amp; Finance Partner Advisory Committee Meetings</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	<b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>• Receive the Connected Learners Continuous Learning Report</li> <li>• Receive the International Education Annual Report</li> <li>• Approve Board Authority Authorized Courses</li> <li>• Review School Completion results</li> </ul>
<b>February 18:</b> Policy Review Committee	<b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>• Approve the amended annual budget and bylaw for submission to the Ministry of Education and Child Care</li> <li>• Post draft School Calendar for feedback (3 years in advance)</li> </ul>
<b>February 20:</b> District Parent Advisory Council Meeting	<b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>• Recognize Pink Shirt Day - anti-bullying</li> </ul>
	<b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>• Ongoing policy work</li> <li>• Board learning topic:</li> <li>• Advocacy topic:</li> </ul>

# MARCH 2025

## Theme: Receipt of Budget and Calendar Approval

In March of each year the district receives its preliminary budget for the coming year. Our public budget consultations are initiated. The system pauses for a spring break.

KEY DATES	
<b>March 11:</b> <ul style="list-style-type: none"> <li>• Education Partner Advisory Committee Meetings</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	<b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>• Receive the Inclusive and Caring Communities Continuous Learning Report</li> <li>• Receive the Accessibility Report</li> <li>• Approve District Calendar</li> </ul>
<b>March 12:</b> Public Budget Survey Posted for feedback	<b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>• Review Enrolment Projections and Projected Revenue and Budget Survey</li> <li>• Review Trustee Remuneration Report</li> <li>• Receive Quarterly Capital Update</li> <li>• Receive Information Technology Annual Report</li> </ul>
<b>March 13:</b> District Parent Advisory Council Meeting	<b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>• Public Budget Survey posted publicly</li> </ul>
<b>March 17 – 28:</b> Spring Break	<b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>• BCSTA motions to propose – provincial direction</li> <li>• Review – BCSTA Provincial Council</li> </ul>



# APRIL 2025

## Theme: Budget Implications and Staffing Processes

With the preliminary budget received, the board begins its final adjustments to the budget based on district priorities, partner group and community consultations meetings. This planning initiates our annual staffing processes and hiring begins for the coming year.

KEY DATES	
<b>April 8:</b> <ul style="list-style-type: none"> <li>• Working Session</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	<b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>• Receive the Cultural and Identity Development Continuous Learning Report</li> <li>• Receive National Day of Mourning report</li> </ul>
<b>April 15:</b> Policy Review Committee	<b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>• Review the Preliminary Budget Report</li> <li>• Approve Capital Budget Bylaw</li> <li>• Approve School Fees</li> </ul>
<b>April 17:</b> District Parent Advisory Council Meeting	<b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>• Public Budget Webinar and meetings</li> </ul>
<b>April 22:</b> Budget Consultation for Policy, O&F Partner Advisory Committee and Partner Groups	<b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>• Review draft Board calendar and work plan for upcoming year</li> <li>• Ongoing policy work</li> <li>• Board Learning topic:</li> <li>• Board Advocacy topic:</li> </ul>
<b>April 22:</b> Recommended Budget Public Webinar	
<b>April 24 – 27:</b> British Columbia School Trustees Association AGM	

# MAY 2025

*Theme: Approve Budget and Set Governance Framework*

The Board will set the Board for the upcoming year to allow for district planning to commence.

KEY DATES	
<b>May 13:</b> <ul style="list-style-type: none"> <li>• Education Partner Advisory Committee</li> <li>• Policy, Operations &amp; Finance Partner Advisory Committee</li> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul>	<b>Strategic Direction and Continuous Learning</b> <ul style="list-style-type: none"> <li>• Receive Career Development Continuous Learning Report</li> </ul>
	<b>External Compliance and Accountability</b> <ul style="list-style-type: none"> <li>• Approve Board Calendar</li> <li>• Approve Annual Budget Bylaw</li> <li>• Approve Major Capital submission</li> <li>• Review audit plan</li> </ul>
	<b>Engagement with Partners and Public Events</b> <ul style="list-style-type: none"> <li>• Partner Consultation Meetings</li> <li>• Family of Schools Learning Tours</li> </ul>
<b>May 15:</b> District Parent Advisory Council	<b>Board Learning Plan and Advocacy for Public Education</b> <ul style="list-style-type: none"> <li>• Policy work continues</li> <li>• Board Learning Plan:</li> <li>• Board advocacy plan:</li> </ul>

# JUNE 2025

## Theme: Annual Capital Plan and Governance Framework

June is a time to celebrate commencement ceremonies in schools and to approve both the Annual Capital Plan and the Governance Framework for the coming school year. From Adult Education to our Indigenous Peoples Honouring Ceremony, trustees will attend many events to celebrate our students, staff and community.

<p><b>KEY DATES</b></p> <p><b>Graduation Ceremonies Occur Across the District</b></p> <p><b>June 2 - 3: School Learning Tours</b></p> <p><b>June 10:</b></p> <ul style="list-style-type: none"> <li>• Meeting of the Board Held in Public and Closed Board Meetings Held</li> </ul> <p><b>June 19: District Parent Advisory Council</b></p> <p><b>June 25: Last Day of School</b></p>	<p><b>Strategic Direction and Continuous Learning</b></p> <p><b>External Compliance and Accountability</b></p> <p><b>Engagement with Partners and Public Events</b></p> <p><b>Board Learning Plan and Advocacy for Public Education</b></p>	<ul style="list-style-type: none"> <li>• Approve the Enhancing Student Learning Report and School Learning Plans</li> </ul> <ul style="list-style-type: none"> <li>• Receive Video Surveillance Report</li> <li>• Receive Quarterly Capital Plan</li> <li>• Receive Long Range Facility Plan Update</li> <li>• Receive Carbon Neutral/Climate Change Report</li> </ul> <ul style="list-style-type: none"> <li>• Attend Graduation Ceremonies</li> </ul> <ul style="list-style-type: none"> <li>• Review draft Board calendar and work plan for upcoming year</li> </ul>
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## BOARD MEETING DATES

Board meetings will be held a 5 PM PT in the boardroom at the

School Board Office located at 811 Stanley Street, Nelson, B.C.

Or

in Creston during the months of October and June

*Meeting locations of the Board Held in Public in Creston are posted on the district website at [sd8.bc.ca](http://sd8.bc.ca).*

The public is welcome to attend regular board meetings or join online via webinar.

