



School District 8
Kootenay Lake

2025 - 2026

**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, and 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

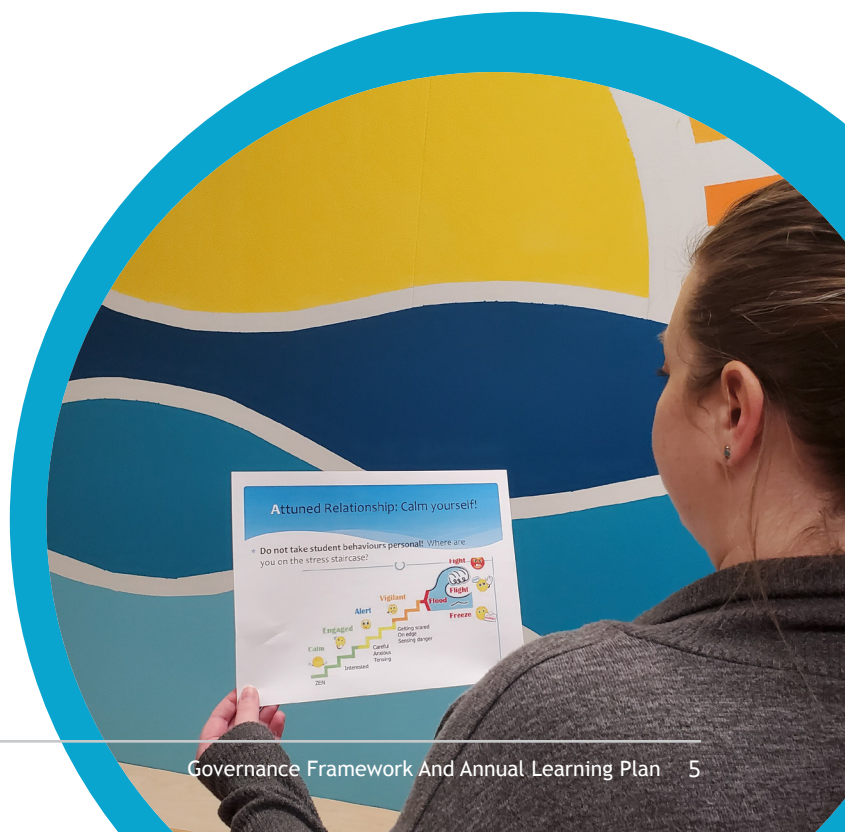
- ~ Strategic direction and system planning and monitoring
- ~ External compliance and accountability
- ~ Engagement with partners and public recognition events
- ~ Policy, advocacy for public education and Board learning plan

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	<ul style="list-style-type: none">• Policy, O&F Partner Advisory Committee Meeting (Annual Audited Financial Statements)• Education Partner Advisory Committee Meeting (School Learning Plans)
NOVEMBER	<ul style="list-style-type: none">• Education Partner Advisory Committee Meeting (Strategic Plan and Continuous Improvement Reports)
FEBRUARY	<ul style="list-style-type: none">• Policy, O&F Partner Advisory Committee Meeting (Amended Budget Consultation)
MARCH	<ul style="list-style-type: none">• Education Partner Advisory Committee Meeting (Strategic Plan and Continuous Improvement Reports)
APRIL	<ul style="list-style-type: none">• Policy, O&F Partner Advisory Committee Meeting (Preliminary Annual Budget)
MAY	<ul style="list-style-type: none">• Policy, O&F Partner Advisory Committee Meeting (Annual Budget)• Education Partner Advisory Committee Meeting (Enhancing Student Learning Report)

Additional Committee Meetings

- Other committee meetings will generally 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 2025

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 26 - 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 Advocacy topics: - Understanding the role of the Trustee - Rural Capital Board Learning Plan: Workplace Culture

SEPTEMBER 2025

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

September 2 - First Day of School

September 9

- Policy, O&F Partner Advisory Committee
- Meeting of the Board Held in Public and Closed Board Meeting

September 16

- Policy Review Committee
- Education Partner Advisory Committee

September 18 - DPAC

September 19 - School Planning Day

September 25 - Joint Safety Advisory Committee

September 26-27 - Kootenay Boundary Branch AGM

September 30 - National Day of Truth and Reconciliation

Strategic Direction and Continuous Learning

- Receive report on summer facilities work
- Receive report on School Food Programs
- Receive report on Student Trustee Program
- National Day of Truth and Reconciliation School Events

External Compliance and Accountability

- Submit Executive Compensation Disclosure to Public Sector Employers' Council
- Approve the Statement of Financial Information (SOFI) report for submission to Ministry of Education and Child Care
- Approve the Audited Financial Statements for the previous school year for September 30
- Approve the Capital submission
- Receive PIDA report

Engagement with Partners and Public Events

- Welcome letter to employees, parents, and community
- Recognize National Day for Truth & Reconciliation and Orange Shirt Day
- Student Trustee introductions and orientation

Policy, Advocacy for Public Education, and Board Learning Plan

- Capital planning
- Policy review
- Advocacy topics: - Understanding the role of the Trustee
- Rural Capital

OCTOBER 2025

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

October 14

- Board Working Session
- Meeting of the Board Held in Public and Closed Board Meetings Held in Creston

October 15: Accessibility Committee Meeting

October 16: DPAC

October 24: Non-Instructional Day

Strategic Direction and Continuous Learning

- Receive the Literacy Continuous Learning Report
- Receive the Inclusive Education support information

External Compliance and Accountability

- Receive preliminary enrolment and analysis projections vs. actual and budget Implications

Engagement with Partners and Public Events

- Recognize World Teachers' Day

Board Learning Plan and Advocacy for Public Education

- Review the regional and provincial motions
- Ongoing policy work
- Learning Plan topic - Workplace Culture
- Advocacy topic - Inclusive Education Funding

NOVEMBER 2025

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

November 4:

- Education Partner Advisory Committee Meeting
- Inaugural Board Meeting
- Meeting of the Board Held in Public and Closed Board Meeting

November 6-7: BCPSEA Fall Symposium

November 20: District Parents' Advisory Council

November 27-29: BCSTA - Trustee Academy

Strategic Direction and Continuous Learning

- Receive Numeracy Continuous Learning Report

External Compliance and Accountability

- Elect Board Chair and Vice-Chair and other committees
- Receive trustee representation on committee list for information

Engagement with Partners and Public Events

- Attend Remembrance Day ceremonies in the communities
- Attend Student Leadership Conference

Board Learning Plan and Advocacy for Public Education

- Attend BCSPEA Fall Symposium
- Policy review continued
- Advocacy Topic - Inclusive Education Funding

DECEMBER 2025

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

December 9:

- Board Working Session
- Meeting of the Board Held in Public and Closed Board Meeting

December 10: Policy Review Committee

December 18: Joint Safety Advisory Committee

December 19: Last Day of School Before Winter Vacation

Strategic Direction and Continuous Learning

- Receive Early Learners Continuous Learning Report
- Receive Child Care Provision report

External Compliance and Accountability

- Receive Quarterly Capital Update
- Complete Board Self-Evaluation

Engagement with Partners and Public Events

- Attend Student Winter Fine Arts Performances and Events
- Attend December social events as invited

Board Learning Plan and Advocacy for Public Education

- Policy review continued
- Review Board Learning and Advocacy Plans
- Board Learning topic: From Data to Continuous Improvement

JANUARY 2026

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.

<p>KEY DATES</p> <p>January 5: Schools Re-Open</p> <p>January 7: Kindergarten and French Immersion Registration begins</p> <p>January 13:</p> <ul style="list-style-type: none"> • Working Session • Meeting of the Board Held in Public and Closed Board Meeting <p>January 15: District Parent Advisory Council Meetings</p> <p>January 29: British Columbia Public Schools Employer Association Meetings</p>	<p>Strategic Direction and Continuous Learning</p> <p>External Compliance and Accountability</p> <p>Engagement with Partners and Public Events</p> <p>Board Learning Plan and Advocacy for Public Education</p>	<ul style="list-style-type: none"> • Receive Online Learning Continuous Learning Report • Review kindergarten registration process <ul style="list-style-type: none"> • Review budget process <ul style="list-style-type: none"> • British Columbia School Trustees Association Kootenay-Boundary Branch Motion Building Meeting <ul style="list-style-type: none"> • Prepare submission of motions to BCSTA AGM • Board Learning topic: Workplace Culture • Board Advocacy topic: Finalize Adjustments to Board Advocacy Plan
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FEBRUARY 2026

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

February 10:

- Policy, Operations & Finance Partner Advisory Committee Meetings
- Meeting of the Board Held in Public and Closed Board Meeting

February 17: Policy Review Committee

February 19: District Parent Advisory Council Meeting

February 26: Pink Shirt Day

Strategic Direction and Continuous Learning

- Receive the Connected Learners Continuous Learning Report
- Receive the International Education Annual Report
- Approve Board Authority Authorized Courses
- Review School Completion results

External Compliance and Accountability

- Approve the amended annual budget and bylaw for submission to the Ministry of Education and Child Care
- Post draft School Calendar for feedback (3 years in advance)

Engagement with Partners and Public Events

- Recognize Pink Shirt Day - anti-bullying

Board Learning Plan and Advocacy for Public Education

- Ongoing policy work
- Advocacy topic: Understanding the Role of the Trustee

MARCH 2026

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.

<p>KEY DATES</p> <p>March 5: Joint Safety Advisory Committee</p> <p>March 10:</p> <ul style="list-style-type: none"> • Education Partner Advisory Committee Meetings • Meeting of the Board Held in Public and Closed Board Meeting <p>March 11: Public Budget Survey Posted for feedback</p> <p>March 12: District Parent Advisory Council Meeting</p> <p>March 16 - 27: Spring Break</p>	<p>Strategic Direction and Continuous Learning</p> <p>External Compliance and Accountability</p> <p>Engagement with Partners and Public Events</p> <p>Board Learning Plan and Advocacy for Public Education</p>	<ul style="list-style-type: none"> • Receive the Inclusive and Caring Communities Continuous Learning Report • Receive the Accessibility Report • Approve District Calendar <ul style="list-style-type: none"> • Review Enrolment Projections and Projected Revenue and Budget Survey • Review Trustee Remuneration Report • Receive Quarterly Capital Update • Receive Information Technology Annual Report <ul style="list-style-type: none"> • Public Budget Survey posted publicly <ul style="list-style-type: none"> • BCSTA motions to propose - provincial direction • Review - BCSTA Provincial Council • Advocacy topic: Understanding the Role of the Trustee
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APRIL 2026

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.

<p>KEY DATES</p> <p>April 7: Policy Review Committee</p> <p>April 9 - 11: British Columbia School Trustees Association AGM</p> <p>April 14:</p> <ul style="list-style-type: none"> • Working Session • Meeting of the Board Held in Public and Closed Board Meeting <p>April 16: District Parent Advisory Council Meeting</p> <p>April 21: Budget Consultation for Policy, O&F Partner Advisory Committee and Partner Groups</p> <p>April 21: Recommended Budget Public Webinar</p>	<p>Strategic Direction and Continuous Learning</p> <p>External Compliance and Accountability</p> <p>Engagement with Partners and Public Events</p> <p>Board Learning Plan and Advocacy for Public Education</p>	<ul style="list-style-type: none"> • Receive the Cultural and Identity Development Continuous Learning Report • Receive National Day of Mourning report <ul style="list-style-type: none"> • Review the Preliminary Budget Report • Approve Capital Budget Bylaw • Approve School Fees <ul style="list-style-type: none"> • Public Budget Webinar and meetings <ul style="list-style-type: none"> • Review draft Board calendar and work plan for upcoming year • Ongoing policy work • Board Learning topic: From Data to Continuous Improvement • Board Advocacy topic: - Workforce Housing - Post-Secondary Training Opportunities
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MAY 2026

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 May 8: Accessibility Committee Meeting May 12: <ul style="list-style-type: none"> • Policy, Operations & Finance Partner Advisory Committee • Meeting of the Board Held in Public and Closed Board Meeting May 14: District Parent Advisory Council May 19: Education Partner Advisory Committee May 21: Joint Safety Advisory Committee	Strategic Direction and Continuous Learning	<ul style="list-style-type: none"> • Receive Career Development Continuous Learning Report
	External Compliance and Accountability	<ul style="list-style-type: none"> • Approve Board Calendar • Approve Annual Budget Bylaw • Approve Major Capital submission • Review audit plan
	Engagement with Partners and Public Events	<ul style="list-style-type: none"> • Budget and Capital Review
	Board Learning Plan and Advocacy for Public Education	<ul style="list-style-type: none"> • Policy work continues • Board Advocacy Topic: Post-Secondary Training Opportunities

JUNE 2026

Theme: Annual Capital Plan and Governance Framework

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

KEY DATES Graduation Ceremonies Occur Across the District June 1 - 3: School Learning Tours June 9: Meeting of the Board Held in Public and Closed Board Meeting Held in Creston June 18: District Parent Advisory Council June 21: National Indigenous Peoples Day June 24: Last Day of School	Strategic Direction and Continuous Learning	<ul style="list-style-type: none"> • Approve the Enhancing Student Learning Report and School Learning Plans
	External Compliance and Accountability	<ul style="list-style-type: none"> • Receive Video Surveillance Report • Receive Quarterly Capital Plan • Receive Long Range Facility Plan Update • Receive Carbon Neutral/Climate Change Report
	Engagement with Partners and Public Events	<ul style="list-style-type: none"> • Family of Schools Learning Tours • Attend Graduation Ceremonies
	Board Learning Plan and Advocacy for Public Education	<ul style="list-style-type: none"> • Board Advocacy Topic: Understanding the Role of the Trustee

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.

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

