

## Policy 2 – Appendix A

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### BOARD ANNUAL WORK PLAN – 2015-2016

The Board believes the annual work plan should accurately reflect the work of the Board and shall be amended anytime during the year.

#### **AUGUST**

##### ***Events/Action***

- Welcome Back Barbeque – all staff

#### **SEPTEMBER**

##### ***Regular Board Meeting Agenda Items***

- Consider nomination of a program for the Premier's Award For Innovation
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Approve Budget Calendar Dates
- Approve date for Annual Meeting of Electors
- Draft resolutions for submission to the SSBA Convention
- Review draft Annual Report and provide direction, if any
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Audit Plan
- Review School Learning Improvement Plans Accountability Report
- Review Student Learning Accountability Report

##### ***Events/Action***

- Public Boards Section Executive Meeting
- SSBA Members' Council

##### ***Budget Considerations***

- Budget Work Plan

#### **OCTOBER**

##### ***Regular Board Meeting Agenda Items***

- Conduct and approve Director of Education annual evaluation
- Participate in a facilitated Board self-evaluation and approve a positive path forward
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Appoint Voting Delegates and allocate votes for the SSBA Convention
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Human Resources Accountability Report
- Review Maintenance Accountability Report

**Events/Action**

- Student Voice Workshop
- P.A.A.T.A. New Teacher Induction Event
- Board Director Seminar - review Board development, advocacy, policies, major directions
- RM Gathering

**Budget Considerations**

- Review operations and priorities for next fiscal year
- Review proposed five Year Capital Plan

**NOVEMBER****Regular Board Meeting Agenda Items**

- Organizational Meeting – elections and appointments
- Approve annually the Audited Financial Statements
- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Approve Annual Report for submission to Ministry of Education
- Approve annually the 5 Year Capital Plan
- MLA Meeting Planning
- Approve draft Agenda for Annual Meeting of Electors
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Board Advocacy Plan for upcoming events

**Events/Action**

- SSBA Fall General Assembly
- Public Boards Section General Meeting
- Prince Albert City Council Joint Meeting

**Budget Considerations**

- Review operations and priorities for next fiscal year

**DECEMBER****Regular Board Meeting Agenda Items**

- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Communications Accountability Report

**Events/Action**

- Meeting with MLAs
- Board Christmas Social

**JANUARY****Regular Board Meeting Agenda Items**

- Develop long range Strategic Plan
- Review Progress on Board Development Plan
- Review parameters for school year calendar
- Review Legal Update of any outstanding cases

- Review Financial Accountability Report
- Review Student Support Services Accountability Report

#### ***Events/Action***

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- Host Annual Meeting of Electors

**SRPSD - host**

#### ***Budget Considerations***

- Review budget development timelines
- Review budget priorities, guidelines and assumptions
- Draft Budget Assumptions/Board Priorities
- Consider budget deletions/abandonments

### **FEBRUARY**

#### ***Regular Board Meeting Agenda Items***

- Review initial projected enrollment for next year
- Approve school year calendar
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Transportation Accountability Report

#### ***Events/Action***

- SSBA Members' Council
- Public Boards Section Executive Meeting

#### ***Budget Considerations***

- Adopt budget principles/guidelines/assumptions

### **MARCH**

#### ***Regular Board Meeting Agenda Items***

- Review progress of Board Advocacy Plan
- Approve retirement incentive requests for teachers
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report

#### ***Events/Action***

- Rural Congress
- Media gathering
- Student Voice workshop

#### ***Budget Considerations***

- Review funding from Ministry
- Finalize Budget Principles/Guidelines/Assumptions

### **APRIL**

#### ***Regular Board Meeting Agenda***

- Review progress of Board Development Plan
- Finalize Strategic Plan (*future years – review of plan*)

- Review Legal Update of any outstanding cases
- Review Financial Accountability Report

#### ***Events/Actions***

- SSBA Spring General Meeting
- Public Boards Section Executive Meeting
- Joint meetings with Rural Municipalities
- P.A. and Area Chamber of Commerce Joint Meeting

#### ***Budget Considerations***

- Review budget developments and give direction, if any

### **MAY**

#### ***Regular Board Meeting Agenda Items***

- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Human Resources Accountability Report

#### ***Events/Action***

- School tours – two days
- Attend achievement nights and graduation ceremonies
- SCC Public Engagement meeting

#### ***Budget Considerations***

- Review preliminary budget

### **JUNE**

#### ***Regular Board Meeting Agenda Items***

- Approval of Annual Work Plan and Board meeting dates
- Approve Board meeting schedule for the next year
- Approve Preventative Maintenance and Renewal Program
- Final Budget Approval
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Communications Accountability Report

#### ***Events/Action***

- Public Boards Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event for all employees

#### ***Budget Considerations***

- Review Budget Process

### **JULY**

#### ***Events/Action***

- Canadian School Boards Association (CSBA) Congress

**ONGOING**

- Consider new developments and directions from Ministry of Education
- Attend meetings as determined by the Board
- Engage in individual trustee development approved by the Board
- Engage in celebration/recognition of students, staff and community
- Attend School Community Council meetings as scheduled and upon invitation
- Attend Standing Committee meetings as assigned
- Approve B1 Applications
- Review Negotiations Update, provide terms of reference and approve memoranda of agreements as required.
- Develop a legacy document in the final year of the Board's term of office.
- Review the electoral boundaries and representation in the second year of the Board's term of office.