

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN – 2017-2018

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

SEPTEMBER

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award For Innovation
- Review Board Development Plan
- Review Board Advocacy Plan
- Approve Budget Calendar Dates
- Approve date for Annual Meeting of Electors
- Draft resolutions for submission to the SSBA Convention
- Review Financial Accountability Report
- Review Audit Plan
- Review School Learning Improvement Plans Accountability Report
- Review Human Resources Accountability Report

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council
- MLA Meeting

Budget Considerations

- Budget Work Plan

OCTOBER

Regular Board Meeting Agenda Items

- Approve Board Development Plan
- Approve Board Advocacy Plan
- 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 draft Annual Report and provide direction, if any
- Review Financial Accountability Report
- Review Student Learning Accountability Report

Events/Action

- Student Voice Workshop
- P.A.A.T.A. New Teacher Induction Event
- RM Gathering

Budget Considerations

- Review budget development timelines, principles and guidelines

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

- Organizational Meeting – elections and appointments
- Approve Annual Report for submission to Ministry of Education
- Approve draft Agenda for Annual Meeting of Electors
- Review Financial Accountability Report
- Review Transportation Report
- Review Board Advocacy Plan for upcoming events
- 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)

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 Financial Accountability Report

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

- Review Progress on Board Development Plan
- Review parameters for school year calendar
- Review Financial Accountability Report
- Review Capital Project Priorities

Events/Action

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

Budget Considerations

- Adopt budget principles/guidelines/assumptions

FEBRUARY***Regular Board Meeting Agenda Items***

- Review initial projected enrollment for next year
- Develop long range Strategic Plan
- Approve school year calendar
- Review Financial Accountability Report
- Review Transportation Report
- Finalize Board and Director evaluation date and plans

Events/Action

- SSBA Members' Council
- Public Boards Section Executive Meeting

Budget Considerations

- Review potential impacts of budget

MARCH**Regular Board Meeting Agenda Items**

- Review progress of Board Advocacy Plan
- Approve retirement incentive requests for teachers
- Review Financial Accountability Report
- Review Maintenance Accountability Report

Events/Action

- Rural Congress

Budget Considerations

- Review funding from Ministry and budget development progress

APRIL**Regular Board Meeting Agenda**

- Review progress of Board Development Plan
- Review Strategic Plan
- Review Legal Update of any outstanding cases
- Review Financial Accountability Report
- Review Student Support Services Accountability Report

Events/Actions

- SSBA Spring General Meeting
- Public Boards Section Executive Meeting
- RM Gathering

Budget Considerations

- Review budget developments and give direction, if any

MAY**Regular Board Meeting Agenda Items**

- Review Financial Accountability Report
- Review Transportation 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***

- Approve Annual Work Plan
- Approve Board meeting schedule for the next year
- Approve Preventative Maintenance and Renewal Program
- Final Budget Approval
- Review Financial Accountability Report
- Review Transportation 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
- 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.

Revised: October 16, 2017