

Policy 2 – Appendix A

BOARD ANNUAL WORK PLAN – 2018-2019

The Board believes the annual work plan should accurately reflect the work of the Board and may be amended any time during the year by motion of the Board.

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
- Draft resolutions for submission to the SSBA Convention
- Review Statement of Financial Position and Operations
- Review School Learning Improvement Plans Accountability Report
- Review Human Resources Accountability Report

Events/Action

- Public Boards Section Executive Meeting
- Board Chairs 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 Statement of Financial Position and Operations
- Review Student Learning Accountability Report

Events/Action

- Board and Director evaluation session
- Saskatchewan Rivers Students for Change (SRSC) Workshop
- P.A.A.T.A. New Teacher Induction Event
- RM Gathering

Budget Considerations

- Review, amend or adopt 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
- Review Statement of Financial Position and Operations
- Review Capital Project Priorities
- Review Transportation Quarterly 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
- Board Chairs Council
- Prince Albert City Council Joint Meeting

Budget Considerations

- Review operations and priorities for next fiscal year

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

- Review Statement of Financial Position and Operations

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

- Review Progress on Board Development Plan
- Review parameters for school year calendar
- Review Statement of Financial Position and Operations

Events/Action

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- School tours

Budget Considerations

- Review potential budget additions or deletions for next budget year.

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

- Review initial projected enrollment for next year
- Review Strategic Plan
- Approve school year calendar
- Review Statement of Financial Position and Operations
- Review Transportation Quarterly Report
- Finalize Board and Director evaluation date and plans

Events/Action

- Public Boards Section Executive Meeting
- Board Chairs Council

Budget Considerations

- Review budget development progress

MARCH**Regular Board Meeting Agenda Items**

- Review progress of Board Advocacy Plan
- Review Statement of Financial Position and Operations
- Review Maintenance Accountability Report

Events/Action

- Rural Congress

Budget Considerations

- Review 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 Statement of Financial Position and Operations
- Review Student Support Services Accountability Report

Events/Actions

- SSBA Spring General Assembly
- Public Boards Section Executive Meeting
- Board Chairs Council
- RM Gathering

Budget Considerations

- Review budget developments and give direction, if any

MAY**Regular Board Meeting Agenda Items**

- Review Statement of Financial Position and Operations
- Review Transportation Quarterly Report

Events/Action

- School tours
- Attend achievement nights and graduation ceremonies
- SCC 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 and amendments
- Final Budget Approval, unless previously approved
- Review Statement of Financial Position and Operations
- Review Transportation Quarterly Report
- Review Communications Accountability Report

Events/Action

- Public Boards Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event and school-based recognition events

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 and ad hoc committee meetings as assigned
- 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: annually