

## **BOARD ANNUAL WORK PLAN – 2024-2025**

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.

### **AUGUST/SEPTEMBER**

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

- Review nomination of a program for the Premier's Award for Innovation
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor's Plan
- Review Human Resources Accountability Report

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

- Saskatchewan Rivers Students for Change group meeting
- Elders Council / Summer Pipe Ceremony

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

### **OCTOBER**

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

- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Goal Achievement Accountability Report

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

- SCC Orientation Session
- SCC Regional Meeting (optional)

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

- Review budget development timelines, principles and guidelines

### **NOVEMBER**

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

- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Consider trustees' interest in Board Committees (Policy 10) (only in year 1, 2 and 3)

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

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

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

- Annual Report (if not in November)
- Review Inclusive Education Accountability Report

***Events/Action***

- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony

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

- Review Parameters and Approval of the School Year Calendar
- Review Initial Projected Enrollment for Next Year
- Review of Board policy
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans
- Review Capital Project Priorities
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program, Land-Based Learning and Experiential Play-Based Learning Model and Invitational Shared Services Initiatives)
- Approve Board Development Plan
- Approve Board Advocacy Plan

***Events/Action***

- P.A.A.T.A. Executive Linkage Meeting
- School Tours
- MLAs Meeting
- First Nations Representatives Gathering
- RMs Gathering

***Budget Considerations***

- Review Potential Budget Additions or Deletions for Next Budget Year

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

- Review Semi-annual Transportation Report

***Events/Action***

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

***Budget Considerations***

- Review budget development progress

**MARCH*****Regular Board Meeting Agenda Items***

- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report

**Events/Action**

- P.A. Separate School Division Joint Board meeting
- Saskatchewan Rivers Students for Change group meeting

**Budget Considerations**

- Review Budget Development Progress

**APRIL****Regular Board Meeting Agenda**

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

**Events/Actions**

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting (optional)
- School tours

**Budget Considerations**

- Review Budget Development Progress

**MAY****Regular Board Meeting Agenda Items**

- Approve Preventative Maintenance and Renewal Program and amendments
- Establish School Community Council Clusters for the Next Year
- Review Community Engagement Accountability Report
- Review Progress of Board Advocacy Plan
- Review Progress of Board Development Plan
- Budget Approval, if finalized
- Approve Board Calendar Schedule for the Next Year
- Approve Board Annual Work Plan

**Events/Action**

- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- Attend achievement nights and graduation ceremonies
- Saskatchewan Rivers Students for Change group meeting

**Budget Considerations**

- Review Budget Development Progress

**JUNE****Regular Board Meeting Agenda Items**

- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress

**Events/Action**

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

**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.
- 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.
- Update legacy document in the second and final year of the Board's term of office.
- Review the electoral boundaries and representation in the first or second year of the Board's term of office.

Revised: annually