

BOARD ANNUAL WORK PLAN – 2023-2024

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.

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AUGUST/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
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor’s Plan
- Review Human Resources Accountability Report

Events/Action

- Saskatchewan Rivers Student Voice Workshop (include Strategic Plan review)
- Elders Council / Summer Pipe Ceremony
- MLAs Meeting

Budget Considerations

- Budget Work Plan

OCTOBER

Regular Board Meeting Agenda Items

- Approve Board Advocacy Plan
- 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 Learning Improvement Plans Accountability Report
- Complete the Board Competency Matrix

Events/Action

- P.A.A.T.A. New Teacher Induction Event
- SCC Orientation Session

Budget Considerations

- Review, amend or adopt 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 Board Development Plan
- 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)

Events/Action

- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony
- SCC Regional Meeting – rural (*pilot*)

Budget Considerations

- Review operations and priorities for next fiscal year

DECEMBER

Events/Action

- Board/Director Check In

JANUARY

Regular Board Meeting Agenda Items

- Review Parameters and Consider Approval for Draft School Year Calendar
- Review Inclusive Education Accountability Report
- Review Initial Projected Enrollment for Next Year
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans

Events/Action

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- School tours
- 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 Capital Project Priorities
- Approve School Year Calendar if required
- Review Semi-annual Transportation Report
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program and others)

Budget Considerations

- Review budget development progress

Events/Action

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

MARCH**Regular Board Meeting Agenda Items**

- Review Progress of Board Advocacy Plan
- Review Legal Update of any outstanding cases
- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee

Events/Action**Budget Considerations**

- Review Budget Development Progress

APRIL**Regular Board Meeting Agenda**

- Review Progress of Board Development Plan
- Review Maintenance Accountability Report
- Revision of the Strategic Plan

Events/Actions

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting – urban (*pilot*)

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

Events/Action

- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- School tours
- Attend achievement nights and graduation ceremonies
- SCC Regional Meeting – rural (*pilot*)

Budget Considerations

- Review Preliminary Budget

JUNE**Regular Board Meeting Agenda Items**

- Approve Annual Work Plan
- Approve Board Meeting Schedule for the Next Year
- 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
- Review Stakeholders Engagement Accountability Report
- Establish Dates for Board/Director Seminar

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 second year of the Board's term of office.

Revised: annually