

## Policy 2 – Appendix A

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### BOARD ANNUAL WORK PLAN – 2021-2022

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***

- 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 Auditor’s Planning Memorandum
- Review Human Resources Accountability Report

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

- Public Boards Section Executive Meeting
- Board Chairs Council
- Saskatchewan Rivers Student Voice Committee Workshop (include Strategic Plan review)
- 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
- Review Board Communication Plan
- Complete the Board Competency Matrix

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

- Board and Director evaluation session
- P.A.A.T.A. New Teacher Induction Event

##### ***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
- Review Board Advocacy Plan for upcoming events
- Review Capital Project Priorities
- 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
- Board/Director Seminar

### ***Budget Considerations***

- Review operations and priorities for next fiscal year

## **DECEMBER**

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

- Review TRC – Call to Action Priority Progress

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

- Elders Council Gathering

## **JANUARY**

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

- Review parameters for 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 – Day 1

### ***Budget Considerations***

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

## **FEBRUARY**

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

- Review Strategic Plan
- Approve school year calendar
- Review TRC – Call to Action Priority Progress
- Review Semi-annual Transportation Report
- Review selected program initiatives – Global Sports Academy, Cree Language Program, Michif Language Program
- Review OurSchool Report

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

- Public Boards Section Executive Meeting
- Board Chairs Council
- SCC Engagement meeting (include Strategic Plan review)
- Elders Council Gathering
- RM Gathering

### ***Budget Considerations***

- Review budget development progress

## **MARCH**

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

- Review progress of Board Advocacy Plan
- Review Maintenance Accountability Report
- Enterprise Risk Management Summary 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 Quarterly Statement of Financial Position and Operations

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

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

### ***Budget Considerations***

- Review budget developments and give direction, if any

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

- Review Board Communication Plan
- Approve Preventative Maintenance and Renewal Program and amendments

***Events/Action***

- School tours
- Attend achievement nights and graduation ceremonies

***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 Communications Accountability Report

***Events/Action***

- Public Boards Section General Meeting
- Elders Council Gathering
- 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.
- 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