

## BOARD ANNUAL WORK PLAN

### SEPTEMBER

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

- Consider nomination of a program for the Premier's Award For Innovation
- Organizational Meeting – Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, approve missed meetings resolution, set per diems and trustee honorariums and authorize borrowing resolution
- Approve Board Engagement Plan

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

- SSBA Board Chairs' Meeting
- Trustee Competencies Self-Assessment
- Chair completes Committee Appointments
- Public Section Executive Meeting

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

- Review operations and priorities
- Review proposed Capital Plan

### OCTOBER

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

- Approve Resolutions (if any) for SSBA Fall General Assembly
- Review Student Achievement (I) Accountability Report

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

- Education Week

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

- Review operations and priorities

## **NOVEMBER**

### ***Regular and Special Board Meeting Agenda Items***

- Review School and Division Improvement Accountability Report
- Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly
- Approve Annual Report for submission to Ministry of Education
- Approve Annual Financial Statements
- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Review ESSP Outcome Plans

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

- SSBA Fall General Assembly and AGM
- Public Section General Meeting
- SSBA Board Chairs' Council Meeting

### ***Budget Considerations***

- Review operations and priorities

## **DECEMBER**

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

- Review Facilities Accountability Report
- Review Strategic Plan

### ***Budget Considerations***

- Review operations and priorities

## **JANUARY**

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

- Approval of budget assumptions
- Review Progress, Board Advocacy Plan and Board Development Plan
- Review Legal Update of any outstanding cases
- Review Human Resources Accountability Report
- Review First Quarter Financial Accountability Report

### ***Budget Considerations***

- Review Budget Work Plan including dates
- Review operations and priorities
- Draft Budget Assumptions/Priorities

## **FEBRUARY**

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

- Review initial projected enrollment for next year
- Review draft school year calendar
- Review Transportation Accountability Report

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

- SSBA Board Chairs' Council Meeting
- Public Section Executive Meeting
- Staff Appreciation Week

### ***Budget Considerations***

- Review operations and priorities

## **MARCH**

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

- Approve school year calendar
- Review Early Learning Accountability Report
- Engage with VTEC Student Group

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

- Rural Congress
- Provincial Budget

### ***Budget Considerations***

- Review funding from Ministry
- Review operations and priorities

## **APRIL**

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

- Review Second Quarter Financial Accountability Report

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

- SSBA Spring Assembly Meeting
- Public Section Executive Meeting
- SSBA Board Chairs' Council Meeting
- SCC Elections

- Conduct and approve Director annual evaluation
- Participate in a facilitated Board self-evaluation and approve a positive path forward

### ***Budget Considerations***

- Mid-year review and realignment

## **MAY**

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

- Budget

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

- SCC Inservices
- Graduation ceremonies
- Alignment of planning for upcoming year

## **JUNE**

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

- Review Third Quarter Financial Accountability Report
- Review Student Achievement (II) Accountability Report
- Approve Board Revisions to Annual Work Plan

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

- Public Section General Meeting
- Graduation ceremonies

## **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 Board Committee meetings as assigned
- Complete other duties as described in Board Policy