

BOARD ANNUAL WORK PLAN

SEPTEMBER

Regular Board Meeting Agenda Items

- 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
- Chair completes Committee Appointments
- Consider nomination of a program for the Premier's Award For Innovation

Events/Action

- SSBA Board Chairs' Council Meeting
- Review Strategic Plan
- Share Strategic Plan Goals/Direction for the Year
- Trustee Competencies Self-Assessment
- Public Section Executive Meeting
- Discuss Board Development Plan, if appropriate
- Receive Staff Celebration/Recognition List (10, 20, 30 year)
- Consider School Tours and Related Planning Days

Budget Considerations

- Review proposed Capital Plan
- Receive enrolment numbers (first day and mid-month)

OCTOBER

Regular Board Meeting Agenda Items

- Approve Resolutions (if any) for SSBA Fall General Assembly
- Review Student Achievement (I) Accountability Report
- Receive September 30th enrolment
- Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly

Events/Action

- SSBA Board Chairs' Council Meeting
- Education Week
- Receive SCC Chair information (final)
- Approve Board Engagement Plan
- SCC Inservices

NOVEMBER

Regular and Special Board Meeting Agenda Items

- Review School and Division Improvement Accountability Report
- 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 PEP, if applicable

Events/Action

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

Budget Considerations

- Review implications of Audited Financial Statements on budget planning

DECEMBER

Regular Board Meeting Agenda Items

- Review Facilities Accountability Report
- Establish Calendar Parameters

Events/Action

- SSBA Board Chairs' Council Meeting
- Staff Christmas Luncheon

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

Events/Action

- SSBA Board Chairs' Council Meeting

Budget Considerations

- Review Budget Work Plan including dates
- 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
- Receive retirement celebration list (initial)

Budget Considerations

- Review school level staffing

MARCH

Regular Board Meeting Agenda Items

- Approve school year calendar
- Review Early Learning Accountability Report

Events/Action

- SSBA Board Chairs' Council Meeting
- Provincial Budget
- Review teaching/staffing formula

Budget Considerations

- Review funding from Ministry

APRIL

Regular Board Meeting Agenda Items

- Review Second Quarter Financial Accountability Report

Events/Actions

- SSBA Board Chairs' Council Meeting
- SSBA Spring Assembly Meeting
- Public Section Executive Meeting
- SCC Elections
- Conduct and approve Director annual evaluation
- Review PMR Strategic Plan

Budget Considerations

- Mid-year review and realignment
- Review draft budget

MAY

Regular Board Meeting Agenda Items

- Budget (or June)
- Transportation catchment requests
- PMR Plan

Events/Action

- SSBA Board Chairs' Council Meeting
- Graduation ceremonies
- Alignment of planning for upcoming year
- Administrative Procedures Renewal
- Review/Participate in a facilitated Board self-evaluation
- Engage with YES Canada Students

JUNE

Regular Board Meeting Agenda Items

- Budget (or May)
- Review Third Quarter Financial Accountability Report
- Review Student Achievement (II) Accountability Report
- Approve Board Revisions to Annual Work Plan
- Director Evaluation and Board Self-Evaluation
- Engage with VTEC Student Group

Events/Action

- SSBA Board Chairs' Council Meeting
- Public Section General Meeting
- Graduation ceremonies
- SHSAA General Meeting
- Receive SCC Chair information (initial)
- Receive retirement celebration list (final)
- Retirement Celebration Banquet
- Reflect on Strategic Plan

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
- Budget considerations – review operations and priorities
- Receive Director's message to staff when published
- Receive principals' directory when published
- Consider a Board Policy Review every other year.