

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Quarterly Review – Board’s Areas of Emphasis Progress
- Review July Consumer Price Index (Policy 7[12.2.6])
- Endorse Business Work carried out Over Summer
- Approve Policy Review/Reading Timeline
- Determine Advocacy Goals

Events/Action

- Annual Kick Off

September

Regular Board Meeting Agenda Items

- Nominate individuals/groups for Provincial ASBA awards as appropriate
- Resolutions for Advance Polls and Incapacitator Voting (in Election Year)
- Amendments to Capital Plan, if necessary

Events/Action

- ASBA Zone 1 Meeting and Zone Edwin Parr / Friends of Education Awards
- Coordinate meetings with municipal, provincial and community partners

October

Regular Board Meeting Agenda Items

- Receive September 30 Enrolment Report
- Receive Superintendent’s recommendations on Enrolment Improvement Review and School Closure (as per Policy 15)
- Review ASBA Resolutions/Policies for Fall AGMs
- Receive Achievement and Diploma Exam Reports
- Recognition of Students with Academic Achievement

Events/Action

- Trustee Orientation (election year)
- Organizational Meeting (election year)

November

Regular Board Meeting Agenda Items

- Receive Audit Committee Report
- Approve Transfers to/from Financial Reserves
- Approve Audited Financial Statements
- Approve the Three Year Education Plan/Annual Education Results Report
- Approve Trustee Entitlements Policy 7(Section12) (Election Year)
- Quarterly Review – Board’s Areas of Emphasis Progress
- Final Review of Bylaw to Amend Ward Boundary for submission to Minister for Approval (if necessary in Election Year)
- Approve Returning Officer (election year)

Events/Action

- ASBA Zone 1 Meeting
- ASBA Fall General Meeting
- Fall Board/Executive Team Planning Session
- Council of School Councils meeting
- Student Engagement Committee meeting

December

Regular Board Meeting Agenda Items

- Set date for Board Self Evaluation / Superintendent Evaluation

Events/Action

- Christmas activities

January

Regular Board Meeting Agenda Items

Events/Action

- ASBA New Trustees Orientation (following election)
- ASBA Zone 1 Meeting

February

Regular Board Meeting Agenda Items

- Receive semi-annual Three Year Education Plan Progress Report
- Quarterly Review – Board’s Areas of Emphasis Progress
- Review Draft School Year Calendar as prepared by Calendar Committee
- Joint Municipalities Meeting

Events/Action

- Board Self Evaluation
- Superintendent Evaluation

March**Regular Board Meeting Agenda Items**

- Determine the ASBA Edwin Parr Nomination (end of March)
- Approve Capital Plan
- Approve School Year Calendar
- Approve Budget Assumptions/Principles
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Events/Action

- ASBA Zone 1 Meeting
- Annual Board/Administrators' Planning Workshop

April**Regular Board Meeting Agenda Items**

- Review Preliminary Budget and make adjustments if required

Events/Action

- Council of School Councils meeting
- Student Engagement Committee meeting

May**Regular Board Meeting Agenda Items**

- Approve Budget
- Review Three Year Education Plan
- Review ASBA Bylaws/Resolutions for Spring AGM
- Quarterly Review – Board's Areas of Emphasis Progress

Events/Action

- ASBA Zone 1 Meeting
- Long Service Recognition and Retirements Gala
- Joint Meeting with Holy Family School Division Board

June**Regular Board Meeting Agenda Items**

- Motion to allow Superintendent to authorize Board Business to be carried out Over Summer
- Approve the nomination of the Division's ASBA Zone 1 Friend of Education Award
- Approve the nomination of the Division's ASBA Zone 1 Appreciation Award

- Organizational Meeting (non-election year)

Events/Action

- ASBA Spring General Meeting

Ongoing

- Receive Superintendent’s Monthly Report
- Receive Secretary-Treasurer’s Monthly Report
- Review Board Annual Work Plan
- Attend School Council Meetings
- Attend School Celebrations, upon request
- Meet with Chambers of Commerce, Provincial and Community partners
- Tour Division Facilities
- Monthly Financial Report
- Monthly Financial Summary Profile

Organizational Meeting (June, except in Election Year within 4 weeks of Election)

- Election Year – Swearing in of Trustees
- Election of Board Chair
- Election of Board Vice Chair
- Review Trustee Conflict of Interest / Disclosure Requirements
- Establish Regular Meeting Dates and Times
- Appointments of Trustees to Committees and Establish Meeting Dates and Times where possible
- Establish Trustees Visits
- Approve Board Work Plan
- Approve Board Areas of Emphasis
- Approve Agenda Format
- Receive Departmental Presentations

JUNE 2016/JAN 2018/NOV 2018/NOV 2019/NOV 2020

Legal Reference: Section 11, 33, 52, 53, 60, 63, 67, 139, 200, 222 Education Act
 Local Authorities Election Act
 Results-Based Budgeting Act
 Disposition of Property Regulation
 Early Childhood Services Regulation