

BOARD ANNUAL WORK PLAN

The following is a guideline of events that regularly happen in a school year. Some may change from time to time or be added.

August

Regular Board Meeting Agenda Items

- Quarterly Review – Board’s Areas of Emphasis Progress
- Determine Division priorities, desired results and key performance indicators.
- Endorse Business Work carried out Over Summer
- Determine Advocacy Goals
- Review the Division Foundation Statements (Policy 1) in November in an election year
- PSBAA regular meeting (PSBC)

Events/Action

- Board and Superintendent evaluation

September

Regular Board Meeting Agenda Items

- Nominate individuals/groups for Provincial ASBA awards as appropriate
- Resolutions for Advance Polls and Incapacitated Elector Voting (in Election Year)
- Amendments to Capital Plan, if necessary
- Variance analysis and year-end report

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-School and Program Viability reviews (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)

Events/Action

- ASBA Zone 1 Meeting

November

Regular Board Meeting Agenda Items

- Receive Audited Annual Financial Report
- Approve Transfers to/from Financial Reserves
- Approve Audited Financial Statements
- Approve the Five-Year Education Plan/Annual Education Results Report
- Approve Trustee Entitlements Policy 7 (Section 12)
- 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
- PSBAA Fall General Meeting
- Fall Board/Executive Team Planning Session
- Council of School Councils meeting

December

Regular Board Meeting Agenda Items

- Set date in August for Board Self Evaluation / Superintendent Evaluation
- Variance analyses and year-end projections review

Events/Action

- Christmas activities
- ASBA Zone 1 Meeting

January

Regular Board Meeting Agenda Items

- Determine the ASBA Edwin Parr Nomination

Events/Action

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

February

Regular Board Meeting Agenda Items

- Receive semi-annual Five-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

- ASBA Zone 1 Meeting
- PSBC meeting
- 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

March

Regular Board Meeting Agenda Items

- Variance analyses and year-end projections review
- Approve Capital Plan
- Approve School Year Calendar
- Approve Budget Assumptions/Principles

Events/Action

- ASBA Zone 1 Meeting
- Annual Board/Administrators’ Planning Workshop (Ed. Plan review)

April

Regular Board Meeting Agenda Items

- Review Preliminary Budget and make adjustments if required

Events/Action

- ASBA Zone 1 Meeting
- PSBC meeting
- CASS Gathering
- ASCA General Meeting

May

Regular Board Meeting Agenda Items

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

Events/Action

- ASBA Zone 1 Meeting
- 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
- Variance analyses and year-end projections review
- Establish Governance, Priorities and Planning Meeting Dates as needed (*student, community and school engagements 2025*)
- Superintendent’s prediction of upcoming year’s vision
- Organizational Meeting (non-election year)

Events/Action

- ASBA Spring General Meeting

On-going

- Receive Superintendent'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

Organization 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

Adopted/Revised/Reviewed: JUNE 2016/JAN 2018/NOV 2018/NOV 2019/NOV 2020/ DEC 2025

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