



Board Policy 2, Appendix B

BOARD ANNUAL WORK PLAN

Board Annual Work Plan 2020-2021

August 25, 2020

Organizational Meeting

- Oath of Office (in Election Year Only)
- Election of Chair & Vice-Chair
- Review/Sign Board Policy 4 - Trustee Code of Ethics
- Establish/ Reaffirm Dates, Time, Location and Format of Board Meetings
- Establishment of Committees & Membership Selection
- Complete/Update Disclosure of Information Form
- Annual Board Photograph

Regular Meeting

- Review issued cheque reports (June/July) (In-Camera)
- HR Monthly Report (June/July) (In-Camera).
- Monthly Board Reports – Operations Summary – Secretary-Treasurer (June/July).
- Review and Approve Board Annual Work Plan.
- Set Dates re: School Council Chair Meetings, Board Retreat, Student Conference (if applicable), Joint Meetings with Neighbouring School Divisions; Community Consultation Meetings, etc.
- Issue Invitation to ATA Local #15 President to attend a future Board meeting.
- Issue Invitation(s) to Municipally Elected Officials to attend a future Board meeting.
- Nominations re: 2020-2021 ASBA Awards – (Friends of Education Award; Honorary Life Membership Award; Long Service Award; Premier's Award for School Board Excellence and Innovation; Public Engagement Award. Deadline for all Awards: TBD).

September 16, 2020

Board Planning Session

- TBD

Regular Meeting

- Review Issued Cheque Report (August) (In-Camera).
- Annual HR Report – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (August).
- Preliminary Enrolment & Staffing Report – Superintendent.
- Summer School Report – Associate Superintendent - Teaching & Learning.
- Review of Quarterly Budget Report (Q3) – Secretary-Treasurer.
- Trustee Professional Development Plan.

October 7, 2020

Board Planning Session

- September 30th Enrolment Report – Superintendent.

REGULAR Meeting

- Review Issued Cheque Report (September) (In-Camera).
- September 30th Enrolment Report – Superintendent.

- Out of School Care Report – Associate Superintendent - Teaching and Learning.
- Transportation Update – Director of Transportation.
- Locally Developed Courses (LDC) Approval – Associate Superintendent - System Improvement.

October 28, 2020

Board Planning Session

- TBD

REGULAR Meeting

- HR Monthly Report (September) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (September).
- Staff Wellness Report – Associate Superintendent - Human Resources.
- Accountability Pillar Report Review – Associate Superintendent - System Improvement.
- Student Advisory Council Update – Associate Superintendent - System Improvement.
- Remembrance Day.

Other Board Activities

- Support Staff / Board Liaison Committee Meeting.

November 12, 2020

Board Planning Session

- Review of Draft Audited Financial Statements (if available).
- Draft Annual Education Results Report (AERR) – Associate Superintendent - System Improvement.

REGULAR Meeting

- Review Issued Cheque Report (October) (In-Camera).
- Student Achievement/Scholarship Report – Associate Superintendent - Teaching and Learning.
- 2020-2021 School Councils.
- Board Retreat.
- Annual Facilities Department Report.

November 25, 2020

Board Planning Session

- Final Review of Audited Financial Statements and Audit Management Letter.

REGULAR Meeting

- HR Monthly Report (October) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (October).
- Approval of Audited Financial Statements – Secretary-Treasurer.
- Fall Budget Update.
- Final Board Approval of Annual Education Results Report (AERR) – Associate Superintendent - System Improvement.
- Stakeholder Input Process – Associate Superintendent - System Improvement.
- Christmas Concerts.

Other Board Activities

- Teacher / Board Liaison Committee Meeting.
- Board Retreat?

December 11, 2020

Board Planning Session

- 2021/2022 Board Meeting Schedule (Draft).

REGULAR Meeting

- Review Issued Cheque Report (November) (In-Camera).
- HR Monthly Report (November) – Associate Superintendent - Human Resources (In-Camera).
- Class Size Report – Associate Superintendent - Human Resources.
- Inclusive Education Summary Report – Associate Superintendent - Teaching and Learning.
- Draft Calendars – Associate Superintendent - System Improvement.

January 13, 2021

Board Planning Session

- Review Board Motions.

REGULAR Meeting

- Review Issued Cheque Report (December) (In-Camera).
- HR Monthly Report (December) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (November).
- Annual Transportation Department Report – Director of Transportation.
- Vendor Selection Process Update – Secretary-Treasurer.
- Annual Report on RFPs/RFQs – Secretary-Treasurer.

February 9, 2021

Board Planning Session

- Board Budget Assumptions for Next School Year.
- Review Trustee Budget.

REGULAR Meeting

- Review Issued Cheque Report (January) (In-Camera).
- Review of Quarterly Budget Report (Q1) – Secretary-Treasurer (In-Camera).
- HR Monthly Report (January) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (December).
- Final Approval of Next School Year's Calendar – Associate Superintendent - System Improvement.
- Approval in Principle of Draft Calendars for Future Years – Associate Superintendent - System Improvement.
- 2021/2022 Board Meeting Schedule.
- Review PSBAA Long Service Awards Package.

March 3, 2021

Board Planning Session

- Endorsement of Budget Assumptions.
- Policy Review.

REGULAR Meeting

- Review Issued Cheque Report (February) (In-Camera).
- NLPS Financial Reporting Profile - Secretary-Treasurer.
- Review of Draft Three-Year Capital Plan / Ten-Year Facility Plan – Secretary-Treasurer.

March 24, 2021

Board Planning Session

- TBD

REGULAR Meeting

- HR Monthly Report (February) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Reports – Operations Summary – Secretary-Treasurer (January/February).
- Approval of Three-Year Capital Plan / Ten-Year Facility Plan – Secretary-Treasurer.
- FNMI Report – Associate Superintendent - Teaching and Learning.
- Transportation Update – Director of Transportation.

April 14, 2021

Board Planning Session

- Division Priorities.

REGULAR Meeting

- Review Issued Cheque Report (March) (In-Camera).
- Review of Quarterly Budget Report (Q2) – Secretary-Treasurer (In-Camera).
- HR Monthly Report (March) – Associate Superintendent - Human Resources (In-Camera)
- Provincial Budget – Secretary-Treasurer.
- Submission of Edwin Parr Teacher Award Nomination (ASBA) – Director - Human Resources.
- Review of ASEBP Data – Associate Superintendent – Human Resources.

Other Board Activities

- Science Olympics

May 5, 2021

Board Planning Session

- Review Draft Budget and Formula.

REGULAR Meeting

- Review Issued Cheque Report (April) (In-Camera).
- Review of Trustee Budget – Secretary-Treasurer.
- Review of Division Priorities – Associate Superintendent - System Improvement.
- Enhanced Programming Year-End Report – Associate Superintendent - System Improvement.

May 26, 2021

Board Planning Session

- TBD

REGULAR Meeting

- HR Monthly Report (April) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Reports – Operations Summary – Secretary-Treasurer (March/April).
- Approval of Budget – Secretary-Treasurer.
- Technology Report – Associate Superintendent - System Improvement.

Other Board Activities:

- Staff Recognition Night.
- Board / Parent Council Chair Supper Meeting.
- Board / Student Conference.

June 9, 2021

Board Planning Session

- Review Board Motions.

REGULAR Meeting

- Review Issued Cheque Report (May) (In-Camera).

June 23, 2021

Board Planning Session

- TBD.

REGULAR Meeting

- HR Monthly Report (May) – Associate Superintendent - Human Resources (In-Camera).
- Monthly Board Report – Operations Summary – Secretary-Treasurer (May).
- Facilities Update / Summer Plans – Director of Facilities.
- Annual Insurance Summary – Secretary-Treasurer.

Other Dates to be Scheduled

- Joint Board/School Admin Meeting (Dec/Jan) - 1 meeting
- Power Lunches