

## Policy 2 Appendix: BOARD ANNUAL WORK PLAN

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### August

#### Regular Board Meeting Agenda Items

- SSBA Advocacy Linkage
- SSBA Bylaw Amendments
- Senior Administration Team Yearly Plan
- Approve Annual Work Plan
- Pre Audit Review; Auditor's Terms of Engagements
- Division Goals Update

#### Events

- Review Events for Upcoming Year

### September

#### Regular Board Meeting Agenda Items

- SSBA Resolutions
- Premier's Award For Innovation – Discuss Nominations
- Advocacy Linkage MLA's
- Technology Report
- Athletics Report
- School Enrollments Numbers

### October

#### Regular Board Meeting Agenda Items

- Approve resolutions for Saskatchewan School Boards Association Annual Convention
- School Enrollments Final
- Appoint Voting Delegates and allocate votes for the SSBA Convention

### November

#### Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, dates of regular Board meetings for the year
- Set Parameters for next School Year Calendar
- Review and approve Annual Report
- Attend Saskatchewan School Boards Association Annual Convention

- Transportation Report

## December

### Regular Board Meeting Agenda Items

- Receive input from stakeholders( including SCC's) regarding setting of Division Priorities

## January

### Regular Board Meeting Agenda Items

- Maintenance Facilities Report
- Review Draft School Year Calendar
- Tender of Audit (every 3 years)

## February

### Regular Board Meeting Agenda Items

- Establish Board budget priorities
- Mid Term Report Annual Sector Plan
- Approve School Year Calendar
- Approve Annual Capital Plan

## March

### Regular Board Meeting Agenda Items

- Transportation Report #2
- Strategic Planning
- Student Services Report
- Appointment of Auditor (every 3 years)

## April

### Regular Board Meeting Agenda Items

- Amend School Division Goals
- Approve budget assumptions
- Conduct Director Review (third year of Board Term)
- Conduct Board Review (even years)
- Host Gala Awards Night

## May

### Regular Board Meeting Agenda Items

- Review draft budget and provide required redirection
- Approve PMR
- Establish compensation guidelines for out of scope staff
- Approve Director semi-annual evaluation (3<sup>rd</sup> year of Board Term)
- Approve Board semi-annual evaluation (even years)
- SSBA Members Council (Chair/vice chair and Director)
- Sub-Division graduation ceremonies to present awards as determined

## June

### Regular Board Meeting Agenda Items

- Approve Annual Budget
- Advocacy Linkage MLA's
- Personnel Accountability Report – HR Report
- Public Section Annual Meeting
- SHSAA Meeting –representative delegate
- Sub-Division graduation ceremonies to present awards as determined

## July

### Regular Board Meeting Agenda Items

- No Scheduled Board meeting

## Ongoing

Reference: Sections 61, 63, 85, 87, 108, 182, 277, 278, 279, 280, 281, 282, 283, 285, 286, 287, 288, 289, 292, 293  
Education Act

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