

Christ the Teacher Catholic Schools

Board Policy 2: Appendix B

BOARD ANNUAL WORK PLAN

Revised: May 10, 2010

August

Regular Board Meeting Agenda Items

- Review draft Personnel Accountability Report – Director of Education
- Interim Audit and Report to Director (Book auditors for June previous)

Advocacy Function

- Meet with entire staff at opening day orientation

Events

- Liturgy, Orientation & Service Awards – Start of School Year

September

Regular Board Meeting Agenda Items

- Nominate a program for the Premier's Award For Innovation
- Review Fiscal Accountability Report – 4th Quarter – Secretary Treasurer
- Receive preliminary Student Enrolment Report – Director of Education
- Student Learning Accountability Report - Part 1 (Division Assessments) – Assistant Director of Education
- Review Board Advocacy Plan – Board Chairperson

Advocacy Function

- Meet with Parish Priests and/or arrange this meeting as part of Board retreat

October

Regular Board Meeting Agenda Items

- Approve resolutions for Saskatchewan School Boards Association Annual Convention
- Receive Final Personnel Accountability Report – Director of Education
- Receive Final Enrolment Report (Meeting 2) – Director of Education
- Director's Report re: Policy 15 – School Closure or Grade Discontinuance - if necessary

Advocacy Function

- Meet with Good Spirit School Division No. 204 Board of Education

Events (October)

- Attend Saskatchewan School Boards Association Member Council
- Attend Saskatchewan Catholic School Boards Association AGM

November

Regular Board Meeting Agenda Items

- Organizational Meeting: Representative appointments, appointment of auditor, approve auditor's terms of engagement, attendance of Board Members at SCC meetings, approve Board meeting dates for next year, signing authority
- Student Learning Accountability Report - Part 2 (Provincial AFL Results) – Assistant Director of Education
- Receive Audit Report and Management Letter from Auditor - Secretary Treasurer

Advocacy Function

- Contact local MLAs re: meeting in December/January

Events

- Attend Saskatchewan School Boards Association Annual Convention

December

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report – 1st Quarter – Secretary Treasurer
- Review budget assumptions for current year to see if they are still valid and make budget adjustments if necessary – Secretary Treasurer
- Review Student Welfare Accountability Report – Director of Education (Post Survey)
- Review progress of Board Advocacy Plan
- Approve Annual Report – Director of Education & Secretary Treasurer

Advocacy Function

- Meet with local MLAs

Events

- Board of Education Annual Meeting – Second Wednesday of December (approximately)

January

Regular Board Meeting Agenda Items

- Ensure deficiencies identified in Auditor's Management Letter have been remedied
- Review Faith Leadership Accountability Report – Religion Coordinator (ID Date with Consultants)
- Approve CEO evaluation events
- Approve CEO evaluation

Advocacy Function

- Meet with local MLAs

Events (January)

- Conduct CEO and Board evaluations and review CEO compensation

February

Regular Board Meeting Agenda Items

- Approve budget assumptions - Secretary Treasurer
- Approve Positive Path Forward resulting from January Board Self-Evaluation
- Establish CIP Priorities for next school year and associated budget recommendations – Director of Education

Advocacy Function

- Meet with ...

Events

- Staff appreciation activities
- Saskatchewan School Boards Association President's Academy

March

Regular Board Meeting Agenda Items

- Approve Continuous Improvement Plan (Subject to Budget Confirmation) – Director of Education
- Review Fiscal Accountability Report – 2nd Quarter – Secretary Treasurer
- Review Board Development Plan

Advocacy Function

- Meet with ...

Events

- Catholic Conference (ACSTA, Edmonton)
- Religious Education Congress (Los Angeles)
- Rural Education Congress (Saskatoon)

April

Regular Board Meeting Agenda Items

- Review draft budget and provide any required redirection - Secretary Treasurer
- Authorize borrowing resolution

Advocacy Function

- Meet with Good Spirit School Division No. 204 Board of Education

Events

- SCSBA Spring Seminar and TRACE conference(s)

May

Regular Board Meeting Agenda Items

- Develop Board Advocacy Plan – Board Chairperson
- Approve Final CIP Priorities and associated budget for the next school year Director of Education

- Review Current Year Communications Accountability Report (Meeting 1) – Communications Coordinator
- Receive Communications Plan for next school Year (Meeting 2) – Communications Coordinator

Advocacy Function

- Meet with ...

Events

- Attend sub-division graduation ceremonies to present awards as determined

June

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report – 3rd Quarter - Secretary Treasurer

Advocacy Function

- Meet with ...

Events

- Attend sub-division graduation ceremonies to present awards as determined
- Canadian Catholic School Boards Association Annual Conference
- Staff retirement functions/celebrations

Ongoing

- Consider new developments and directions from Saskatchewan Learning
- Attend meetings as determined by the Board
- Engage in individual Board Member development
- Engage in celebration / recognition of students, staff and community
- Attend official school opening ceremonies
- Set the school year calendar
- Liaising with parish councils to explore areas of mutual cooperation and benefit