

# *Christ the Teacher Catholic Schools*

## **2016-17 BOARD ANNUAL WORK PLAN**

August 22, 2016

### **August**

#### **Regular Board Meeting Agenda Items**

- Approve Previous Year Personnel Accountability Report – Director of Education
- Receive Audit Planning Letters – Chief Financial Officer
- Award July and August capital contracts (if required)
- Assign Board Members to School Community Councils
- Set Board Retreat Date to establish Board and Director Goals

#### **Planning**

- Designate Opening Day Service Award Presentations by Board Members
- Provide SSBA Budget Feedback for Upcoming Year

#### **Community Engagement/Connection Opportunities**

- Attend Opening Day Orientation and Service Awards – August 29 – Saint Henry’s Church & HCUC, Melville
- Attend Division Faith In-service – August 30 – Sacred Heart High School

#### **Advocacy Function**

#### **Events**

**Regular Board Meeting Agenda Items**

- Approve Previous Year Student Welfare Accountability Report – Director of Education
- Receive Division Strategic Plan Update: Learning Achievement Outcome/ Early Learning Outcome- Supervisor of Instruction and Learning
- Review Fiscal Accountability Report – 4<sup>th</sup> Quarter – Chief Financial Officer
- Receive Preliminary Student Enrolment Report – Director of Education
- Review BP7 Board Operations (Section 2: Organizational Meeting)
- Submit SSBA Convention Resolutions
- Approve resolutions for Saskatchewan School Boards Association Annual Convention

**Planning**

- Board Advocacy Plan Development – Board Chairperson
- Board Member Expense Summary
- Board/Appraisal (Fall 2017)
- Board/Director Self-Evaluation/Evaluation Retreat – (2016-17)
- Review BP 12 Role of the Director (2015-16)
- Review BP 17 Recruitment and Selection of Personnel (2015-16)
- Review BP 2 Role of the Board (2016-17)
- Review BP 7 Board Operations (2017-18)

**Community Engagement/Connection Opportunities**

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

**Advocacy Function**

**Events**

- SCSBA Board of Directors' Meeting – September 16/17 – Saskatoon
- 100<sup>th</sup> Anniversary of Sisters Servants of Mary Immaculate – September 17
  - Liturgy at St. Mary's Church (4:30pm)
  - Banquet at St. Gerard's Hall (6:30pm)
- SSBA Members' Council – September 22/23 - Saskatoon Sheraton

**Regular Board Meeting Agenda Items**

- Receive Final Enrolment Report – Director of Education
- Receive Previous Year Facilities Report – Chief Financial Officer
- Receive Previous Year Transportation Report – Chief Financial Officer
- Appoint Voting Delegates and allocate votes for the SSBA Convention
- Establish Christmas Supper Date and Plans

**Planning**

- Faith Leadership Growth Plan Development
- Director/Board Self-Evaluation/Evaluation Retreat

**Community Engagement/Connection Opportunities**

**Advocacy Function**

**Events**

- MCS Governance Meeting – October – Melville
- School Board Elections – October 26

**Organizational Meeting**

- Election of Chair and Vice-Chair, representative appointments, approve auditor, signing authority

**Regular Board Meeting Agenda Items**

- Approve Audited Financial Statements - Chief Financial Officer
- Approve Annual Report & Submit to Ministry – Chief Financial Officer & Director of Education
- Set date for School Community Council/School Principals Supper Meeting

**Planning**

- Audit Report and Management Letter – Chief Financial Officer
- Review BP 13 General Appeals and Hearings Regarding Student Matters (2015-16)
- Review BP 3 Role of the Board Member (2016-17)
- Review BP 8 Board Task Forces (2017-18)
- Review BP 18 School Community Councils (2017-18)
- Faith Leadership Growth Plan Development (alternate date)

**Community Engagement/Connection Opportunities**

- Remembrance Day – November 11<sup>th</sup>

**Advocacy Function**

**Events**

- SCSBA AGM – November 4-6 – Saskatoon Sheraton
- SSBA Fall AGM – November 13-15 – Saskatoon Radisson

**Regular Board Meeting Agenda Items**

- Review Fiscal Accountability Report – 1<sup>st</sup> Quarter – Chief Financial Officer
- Receive Division Strategic Plan Update: Faith Outcome/ Graduation Rates Outcome/ Improving First Nations & Metis Student Engagement & Graduation Rates- Superintendents
- Set Date for Annual Electors' Meeting

**Planning**

- Board Member Expense Summary Update - Chief Financial Officer
- Review the subdivision boundaries at least every four (4) years to coincide with elections. Any changes are to be in place by June 30 of the election year.

**Community Engagement/Connection Opportunities**

- Christmas Supper Social

**Advocacy Function**

**Events**

- Christmas Day – December 25<sup>th</sup>

**Regular Board Meeting Agenda Items**

- Receive Division Strategic Plan Update: Division Efficiencies Outcome – Chief Financial Officer & Director
- Set Board Year-end Retreat Date (Purpose: Review Achievement of Board and Director Goals)
- Approve Designation of French Immersion Programs – Director of Education
- Designate Board Members to Staff Appreciation Week Events

**Planning**

- Report to Remedy Deficiencies Identified in Auditor’s Management Letter -- Chief Financial Officer
- Receive initial projected enrollment for next year
- Review Progress of the Board Annual Work Plan
- Review Progress of Board and Director Goals and Board Development Plan
- Review BP 14 Appeals for Student Suspension or Expulsion (2015-16)
- Review BP 4 Member Code of Conduct (2016-17)
- Review BP 9 Board Representatives (2017-18)

**Community Engagement/Connection Opportunities**

**Advocacy Function**

**Events**

- SCSBA Board of Directors – January 20/21

**Regular Board Meeting Agenda Items**

- Review Education Sector Strategic Plan (ESSP) Updates – Director of Education
- Receive Student Achievement Report Division Strategic Plan Update: Learning Achievement Outcome/ Early Learning Outcome- Supervisor of Instruction and Learning
- Set date for supper meeting with the CTA Executive

**Planning**

- Tender Board Auditor (if required)
- Establish Strategic Plan Priorities for next school year and associated budget recommendations – Director of Education
- Receive Communications Plan Progress
- Review progress of Board Advocacy Plan

**Community Engagement/Connection Opportunities**

- Staff appreciation activities – February 13to 17

**Advocacy Function**

**Events**

- Saskatchewan School Boards Association Members' Council
- Winter Break – February 20 to 24
- Religious Education Congress – February 23-26 - Los Angeles

**Regular Board Meeting Agenda Items**

- Approve Strategic Plan (subject to budget confirmation) – Director of Education
- Receive Information Communication Technology Report
- Review Fiscal Accountability Report – 2<sup>nd</sup> Quarter – Chief Financial Officer
- Approve Submission of 2017-18 School Year Calendar to the Ministry
- Receive Projected Enrolment for the Upcoming School Year

**Planning**

- Board Member Expense Summary
- Review BP 15 Appeals for Students with Diverse Needs and Intensive Supports (2015-16)
- Review BP5 Role of the Board Chair (2016-17)
- Review BP 10 Policy Making (2017-18)
- Faith Leadership Growth Plan: Year-end Sharing

**Community Engagement/Connection Opportunities**

- Annual Electors Meeting
- Ash Wednesday – March 1
- We Day –March 15– Saskatoon

**Advocacy Function**

**Events**

- Budget Release – week of March 13- 18
- Rural Education Congress - Saskatoon



## April

### **Regular Board Meeting Agenda Items**

- Receive Division Strategic Plan Update: Division Efficiencies Outcome – Chief Financial Officer & Director
- Approve the 2017-18 School Calendar – Director of Education
- Approve Auditor (if required)
- Authorize borrowing resolution (if required) – Chief Financial Officer
- Approve Mill Rate Bylaw (deadline – April 20<sup>th</sup>) – Chief Financial Officer

### **Planning**

- Budget Presentation: Part I - review and provide any required redirection
- Faith Leadership Growth Plan: Year-end Sharing (alternate month)

### **Community Engagement/Connection Opportunities**

- Supper with CTA Executive
- Supper with Good Spirit School Division

### **Advocacy Function**

### **Events**

- Good Friday – April 14
- Easter Sunday – April 16
- SSBA Spring General Assembly
- SCSBA Board of Directors' Meeting
- SCSBA Spring Seminar

**Regular Board Meeting Agenda Items**

- Receive Student Services Report – Coordinator of Student Achievement and Supports
- Receive Division Strategic Plan Update: Graduation Rates Outcome/ Improving First Nations & Metis Student Engagement & Graduation Rates- Superintendents
- Approve Internally Restricted Reserve Designations – Chief Financial Officer

**Planning**

- Budget Presentation: Part II
- Review BP 16 Hearings on Teaching Matters (2015-16)
- Review BP 6 Role of the Vice-Chair (2016-17)
- Review BP 11 Board Delegation of Authority (2017-18)

**Community Engagement Opportunities**

- World Catholic Education Week
- School Community Council & School Principals Supper
- Sacred Heart High School Graduation – May 27

**Advocacy Function**

- World Catholic Education Sunday

**Events**

- Host School Community Councils Learning Improvement Plan Sharing Symposium
- Division Faith In-service – May 23 AM

**Regular Board Meeting Agenda Items**

- Approve Faith Leadership Accountability Report – Religious Education Consultant
- Receive Division Strategic Plan Update: Faith Outcome - Superintendent
- Approve 3-Year Facilities Plan
- Approve 2017-18 Mileage, Meal, and Other Rates
- Approve Budget – Chief Financial Officer and Director of Education
- Approve Board Annual Work Plan (or in August) – Director of Education
- Approve Board Meeting Dates for the Upcoming School Year (or in August) – Director of Education
- Review Fiscal Accountability Report – 3<sup>rd</sup> Quarter - Chief Financial Officer
- Approve Pre-Authorization of Summer Tenders Over \$100,000 – Chief Financial Officer
- Approve Annual Board Development Plan
- SCSBA Recognition Awards
- SSBA Resolution Submissions
- SSBA Award of Distinction Nomination

**Planning**

- Board Member Expense Summary
- Review 2016-17 Communications Plan
- Board Retreat - Review Achievement of:
  - Review achievement of Board, Division and Director Goals
  - Review completion of Board Annual Work Plan
  - Review success of Board Development Plan/Activities
  - Review success of Board Advocacy Plan
  - Review BP 1 Division Foundational Statements (Mission, Vision, Values)

**Community Engagement/Connection Opportunities**

- Dreambuilders High School Graduation
- Melville Comprehensive School Graduation
- Staff Retirement Supper

**Advocacy Function**

**Events**

- Canadian Catholic School Trustees Association Annual Conference – June 1-3, 2017

## Ongoing

- Consider new developments and directions from Ministry of Education

### **Board Planning Considerations:**

- Communications
  - Communication Planning (align our work with SCSBA Campaign – Faith in our Students)
  - Communications Strategy (Theodore Litigations)
  - Promotion materials (clothing – motto)
- Vision Statement Development
- Consider Additional Committees (e.g.: Audit, Governance, Board Development, Faith Formation)
- Faith Retreat
- Consider Additional Board Policies
- Consider formal review plan for Board Policies
- Risk Management
- Trustee Orientation 2016-17
- Explore Catholic Education Foundation Opportunity (2016-17)

### **Internal & External Community Engagement/Connection Opportunities**

- School Community Council
  - Designated Board Members attend School Community Council meetings
  - SCC In-service (governance)
- Attend School Events & Consider Hosting Board Meetings at the School
- Attend parish & community events
- Liaising with parish councils to explore areas of mutual cooperation and benefit
- Engage in celebration / recognition of students, staff and community
- New: Consider Implementing Awards
  - Staff Awards – Faith Focus, other?
  - Student Awards – Faith Focus, other?
- Meet with the Good Spirit School Division Board of Education (supper at SSBA Spring Assembly)
- Discuss the need to meet with MLAs, Mayors, City Officials
- Attend meetings as determined by the Board

**Board Development Plan** – includes self-evaluation of board operations, achievement of board goals, and board member development (collectively and individually increasing knowledge of the role, processes, and issues).

- Continue to Attend SCSBA, SSBA, & Professional/Faith Learning Events
- SSBA Governance Training
- Board Development (e.g.: Audit)
- Board Development Ideas
  - Finance Workshop (Strategically with finance information throughout year)
- Team Building Opportunities
  - Faith Retreat
  - Family Event