

**Appendix Name:** L. Annual Board Plan Framework

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** August 19, 2024

<b>MONTH</b>	<b>STRATEGIC DIRECTION</b>	<b>FISCAL STEWARDSHIP</b>	<b>GOVERNANCE EFFECTIVENESS</b>	<b>STAKEHOLDER/DIRECTOR RELATIONS</b>
<b>August</b>			<ul style="list-style-type: none"> <li>Review Director of Education Policy</li> <li>Other policy review</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Transportation Report</li> <li>Approve Quarterly Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Nominations of Trustees (if required)</li> <li>Plan for fall workshop and orientation for new Trustees (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Prepare SSBA resolution submission and review SSBA Bylaw revisions prior to October deadline for SSBA AGM (if required)</li> <li>Plan for PSTA Liaison meeting</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Conduct Board self-evaluation</li> <li>Fall Board workshop (hold in November during year of elections)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Director performance review (Director Relations)</li> <li>Submit SSBA resolution (if required)</li> <li>Bus driver Appreciation Day</li> <li>Education Week</li> <li>SCC Fall Assembly</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Facilities Report</li> <li>Approve Audited Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>School Board elections (if required)</li> <li>Organizational meeting</li> <li>Board orientation</li> <li>Review of Governance policies</li> </ul>	<ul style="list-style-type: none"> <li>SSBA Fall General Assembly and Public Section General Meeting</li> <li>Review and approve submission of Annual Report to the Ministry</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Quarterly Financial Report</li> </ul>		<ul style="list-style-type: none"> <li>Service awards</li> <li>Staff Christmas treats</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Winter workshop</li> <li>Policy review</li> </ul>	

<b>MONTH</b>	<b>STRATEGIC DIRECTION</b>	<b>FISCAL STEWARDSHIP</b>	<b>GOVERNANCE EFFECTIVENESS</b>	<b>STAKEHOLDER/DIRECTOR RELATIONS</b>
<b>February</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> <li>• Human Resources Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Semi-Annual Transportation Report</li> </ul>		<ul style="list-style-type: none"> <li>• Plan for meetings with Minister of Education, MLAs</li> <li>• Plan for PTSA Liaison spring/summer meeting</li> <li>• Teacher and Staff Appreciation Week</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> <li>• Technology Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessment annual review</li> <li>• Approve Quarterly Financial report</li> <li>• Provincial budget day</li> <li>• Budget impact review following provincial budget</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Auditor (every 3-5 years)</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Negotiate Director of Education contract (Director Relations)</li> <li>• Meeting with Minister of Education</li> <li>• SSBA Spring General Assembly</li> <li>• SCC Spring Assembly</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Budget review</li> <li>• Approve Semi-Annual Facilities Report</li> </ul>		<ul style="list-style-type: none"> <li>• Finalize Director of Education contract (Director Relations)</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Quarterly Financial Report</li> <li>• Approve final budget</li> </ul>	<ul style="list-style-type: none"> <li>• Review Board policies</li> <li>• Review and approve Board Planning Cycle, including setting Board meeting dates and times</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor SCC Annual Reports</li> <li>• Public Section General Meeting</li> </ul>
<b>July</b>				<ul style="list-style-type: none"> <li>• No regular Board meetings</li> <li>• Canadian School Boards Association (CSBA) Congress</li> </ul>