

Appendix Name: L. Annual Board Plan Framework

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date: November 24, 2025

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



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January	<ul style="list-style-type: none"> Strategic Plan Goal Monthly Report 		<ul style="list-style-type: none"> Winter workshop Board policy review 	
February	<ul style="list-style-type: none"> Strategic Plan Goal Monthly Report Human Resources Annual Report 	<ul style="list-style-type: none"> Approve Semi-Annual Transportation Report HR Quarterly Report 	<ul style="list-style-type: none"> Board policy review 	<ul style="list-style-type: none"> Plan for meetings with Minister of Education, MLAs Plan for PSTA Liaison spring/summer meeting Teacher and Staff Appreciation Week
March	<ul style="list-style-type: none"> Strategic Plan Goal Monthly Report Technology Annual Report 	<ul style="list-style-type: none"> Risk assessment annual review Approve Quarterly Financial report Provincial budget day Budget impact review following provincial budget Receive quarterly staffing and accounts receivable reports 	<ul style="list-style-type: none"> Board policy review 	
April	<ul style="list-style-type: none"> Strategic Plan Goal Monthly Report 	<ul style="list-style-type: none"> Appoint Auditor (every 3-5 years) 	<ul style="list-style-type: none"> Board policy review 	<ul style="list-style-type: none"> Negotiate Director of Education contract (as needed) Meeting with Minister of Education SSBA Spring General Assembly SCC Spring Assembly
May	<ul style="list-style-type: none"> Strategic Plan Goal Monthly Report 	<ul style="list-style-type: none"> Budget review Approve Semi-Annual Facilities Report HR Quarterly Report 	<ul style="list-style-type: none"> Board policy review 	<ul style="list-style-type: none"> Finalize Director of Education contract (Director Relations)
June		<ul style="list-style-type: none"> Approve Quarterly Financial Report 	<ul style="list-style-type: none"> Board policy review 	<ul style="list-style-type: none"> Public Section General Meeting



MONTH	STRATEGIC DIRECTION	FISCAL STEWARDSHIP	GOVERNANCE EFFECTIVENESS	STAKEHOLDER/DIRECTOR RELATIONS
		<ul style="list-style-type: none">• Approve final budget• Receive quarterly staffing and accounts receivable reports	<ul style="list-style-type: none">• Review and approve Board Planning Cycle, including setting Board meeting dates and times	
July				<ul style="list-style-type: none">• No regular Board meetings• Canadian School Boards Association (CSBA) Congress