

Christ the Teacher Catholic Schools

2019-20 BOARD ANNUAL WORK PLAN

August 19, 2019

August

Board Meeting Agenda Items

- Approve Board Annual Work Plan
- Receive Ministry of Education Approved 2019-20 Budget Letter
- Approve Personnel Accountability Report
- Receive Audit Planning Letters
- Award July and August capital contracts (if required)
- Assign Board Members to School Community Councils
- Set Board Planning Session Date to establish Board and Director Goals (or at September Meeting)

Planning

- Review Renewed Strategic Plan
- Designate Opening Day Service Award Presentations by Board Members
- SSBA Updates - Budget Feedback for Upcoming Year

Community Engagement/Advocacy/Events

- Opening Day: Mass/Service Awards/ Faith Inservice – August 27 – (St. Henry's Parish and HCUC, Melville – 9-2:00pm)

September

Organizational Meeting

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

Board Meeting Agenda Items

- Approve Student Welfare Accountability Report
- Receive Division Strategic Plan Update: Reading, Writing, Math/ Early Learning Outcomes
- Receive Fiscal Accountability Report – 4th Quarter
- Receive Transportation Update Report
- Submit SSBA Convention Resolutions/Bylaw Amendments
- Approve Strategic Plan
- Receive Privacy and Access Update

Planning

- Preliminary Student Enrolment Report
- Board Advocacy Plan Development
- Board Member Expense Summary
- SSBA Convention Resolutions/Bylaw Amendments
- Review BP 2 Role of the Board (2019-20)
- Review BP 7 Board Operations (2020-21)
- Review BP 12 Role of the Director (2021-22)
- Review BP 17 Recruitment and Selection of Personnel (2021-22)

Community Engagement/Advocacy/Events

- Meet with Parish Priests and/or arrange this meeting as part of Board Planning Session
- SCSBA Board of Directors' Meeting – September 14 – Regina

October

Board Meeting Agenda Items

- Receive Final Enrolment Report
- Receive Facilities Report
- Approve Relocatable Application
- Receive Transportation Report
- Appoint Voting Delegates and allocate votes for the SSBA Convention
- Establish Christmas Supper Date and Plans

Planning

- Faith Leadership Growth Plan (or at Board Planning Session)

Community Engagement/Advocacy/Events

- MCS Governance Meeting – October 24 –Melville
- SCSBA AGM & Conference – October 25-27, North Battleford, SK “Strengths”

November

Board Meeting Agenda Items

- Approve Audited Financial Statements
- Approve Annual Report & Submit to Ministry

Planning

- Audit Report and Management Letter
- Review BP 3 Role of the Board Member (2019-20)
- Review BP 8 Board Task Forces (2020-21)
- Review BP 18 School Community Councils (2020-21)
- Review BP 13 General Appeals and Hearings Regarding Student Matters (2021-22)
- Board Planning Session (November 2)

Community Engagement/Advocacy/Events

- Remembrance Day – November 11th
- SSBA Fall AGM – November 17-19 – Regina, DoubleTree

December

Board Meeting Agenda Items

- Receive Fiscal Accountability Report – 1st Quarter
- Receive Division Strategic Plan Update: Faith Outcome/ Graduation Rates Outcome/ Improving First Nations & Metis Student Engagement & Graduation Rates

Planning

- Board Member Expense Summary Update
- 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/Advocacy/Events

- Christmas Supper Social/ Invite clergy (or in January)
- MLA Supper and Meeting
- Advent Activities and Christmas Day – December 25th

January

Board Meeting Agenda Items

- Set Board Year-end Planning Session Date
- Approve Designation of French Immersion Programs
- Approve Submission of 2020-21 School Year Calendar to the Ministry (Possibly move from March)

Planning

- Report to Remedy Deficiencies Identified in Auditor's Management Letter
- Receive initial projected enrollment for upcoming year
- Review Progress of the Board Annual Work Plan
- Review Progress of Board and Director Goals and Board Development Plan
- Designate Board Members to Staff Appreciation Week Events
- Review BP 4 Member Code of Conduct (2019-20)
- Review BP 9 Board Representatives (2020-21)
- Review BP 14 Appeals for Student Suspension or Expulsion (2021-22)

Community Engagement/Advocacy/Events

- SCSBA Board of Directors – TBD

February

Board Meeting Agenda Items

- Receive Student Achievement Report Division Strategic Plan Update: Reading, Writing, Math / Early Learning Outcomes
- Set date for Supper Meeting with the CTA Executive
- Set date for School Community Council/School Principals Supper Meeting
- Approve Submission of 2020-21 School Year Calendar to the Ministry (Possibly move from March)

Planning

- Receive Communications Plan Progress
- Tender Board Auditor (if required)
- Review progress of Board Advocacy Plan
- Receive Education Sector Strategic Plan (ESSP) Updates

Community Engagement/Advocacy/Events

- Division Faith In-service – February 3 AM
- Staff Appreciation Activities – February 10 to 14
- Winter Break – February 18 to 22
- Religious Education Congress – February 21-23- Los Angeles

March

Board Meeting Agenda Items

- Receive Fiscal Accountability Report – 2nd Quarter
- Receive Mid-Year Transportation Update Report
- Approve the 2020-21 School Calendar (Possibly move from April)
- Approve Reserve Allocations
- Set Budget Board Planning Session Date

Planning

- Board Member Expense Summary
- Projected Enrolment for the Upcoming School Year
- Receive Information Communication Technology Report
- Establish Strategic Plan Priorities for next school year and associated budget recommendations (Set date above)
- Review BP5 Role of the Board Chair (2019-20)
- Review BP 10 Policy Making (2020-21)
- Review BP 15 Appeals for Students with Diverse Needs and Intensive Supports (2021-22)

Community Engagement/Advocacy/Events

- Budget Release – March 18 - tentative
- National Congress on Rural Education – TBD

April

Board Meeting Agenda Items

- Approve the 2020-21 School Calendar (Possibly move to earlier date)
- Approve Auditor (if required)
- Authorize borrowing resolution (if required)
- Approve Mill Rate Bylaw (deadline – April 20th)
- Approve 2020-21 Mileage, Meal, and Other Rates

Planning

- Budget Presentation: Part I
- Receive Education Sector Strategic Plan (ESSP) Updates
- Faith Leadership Growth Plan: Year-end Sharing

Community Engagement/Advocacy/Events

- Good Friday – April 10
- Easter Sunday – April 12
- Supper with CTA Executive (or May)
- SSBA Spring General Assembly – April 7-8, Saskatoon
- SCSBA Board of Directors' Meeting -TBD

May

Board Meeting Agenda Items

- Receive Student Services Report
- Receive Division Strategic Plan Update: Graduation Rates Outcome/ Improving First Nations & Metis Student Engagement & Graduation Rates
- Approve 3-year Preventative Maintenance & Renewal Plan
- Set date for Retirement Supper

Planning

- Budget Presentation: Part II
- Review BP 6 Role of the Vice-Chair (2019-20)
- Review BP 11 Board Delegation of Authority (2020-21)
- Review BP 16 Hearings on Teaching Matters (2021-22)

Community Engagement/Advocacy/Events

- MCS Governance Meeting
- World Catholic Education Week/ Sunday
- School Community Council & School Principals Supper
- Sacred Heart High School Graduation – May 30

Board Meeting Agenda Items

- Receive Division Strategic Plan Update: Faith Outcome
- Approve Budget
- Approve Board Annual Work Plan (or in August)
- Approve Board Meeting Dates for the Upcoming School Year (or in August)
- Receive Fiscal Accountability Report – 3rd Quarter
- Approve Pre-Authorization of Summer Tenders Over \$100,000
- Approve Strategic Plan (required for end of September)
- Approve Annual Board Development Plan (Timeline TBD)

Planning

- Communications Plan Update
- Board Member Expense Summary
- SCSBA Recognition Awards
- SSBA Resolution Submissions
- SSBA Award of Distinction Nomination
- Board Planning Sessions
 - 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) – Or move to earlier month in the year.

Community Engagement/Advocacy/Events

- Board Staff Retirement Supper
- CTA (Teachers' Association) Superannuation Banquet
- Dreambuilders High School Graduation
- Melville Comprehensive School Graduation
- Canadian Catholic School Trustees Association Annual Conference - June 4-6, 2020 (Blue Mountain, ON)

Ongoing

- Consider new developments and directions from Ministry of Education
- Disposal of Records
- Investment Considerations

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
- Risk Management
- Explore Catholic Education Foundation Opportunity

Internal & External Community Engagement/Connection Opportunities

- School Community Council
 - SCC In-service (governance)
- 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
- Discuss the need to meet with MP, Mayors, City Officials, Parkland College

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)
- Team Building Opportunities
 - Family Event