



## MEMORANDUM

**Date:** 04 October 2011  
**To:** Board of Trustees  
**From:** Tim Monds – Superintendent of Schools  
**Subject:** **Policy 2 - Appendix – Board Annual Work Plan (2011 – 2012)**

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### **Recommendation**

That the Board of Trustees approves revisions to Policy 2 Appendix - Board Annual Work Plan (2011 – 2012) as presented at its Organizational meeting of 04 October 2011.

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes.

TM:bms

## Policy 2 Appendix

### BOARD ANNUAL WORK PLAN (2011 – 2012)

Month	ACTION	INFORMATION
September	<ul style="list-style-type: none"> <li>• Approve July Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Facilities/Summer Work Report</li> </ul>
October	<ul style="list-style-type: none"> <li>• Hold Organizational Meeting (non-election years)</li> <li>• Attend Fall PSBAA AGM and University</li> <li>• Host Community Consultation (once every three years)</li> <li>• Complete Superintendent/CEO Evaluation</li> <li>• Complete Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Receive PAT and Diploma Results (embargoed)</li> <li>• Receive September 30 Enrolment Report</li> </ul>
01 November	<ul style="list-style-type: none"> <li>• Hold Organizational Meeting (election years)</li> <li>• Approve August Financial Report</li> <li>• Approve Unaudited Report</li> <li>• Approve Final Budget</li> <li>• Attend Fall AGM ASBA</li> </ul>	<ul style="list-style-type: none"> <li>• Module Classroom Requests</li> <li>• Receive Student Achievement Monitoring Report 2</li> <li>• Receive Staffing Monitoring Report 3</li> </ul>
29 November	<ul style="list-style-type: none"> <li>• Approve Annual Education Results / Three Year Education Plan Report</li> <li>• Approve Audited Financial Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability Pillar Results Report</li> </ul>
December	<ul style="list-style-type: none"> <li>• Approve October 31 Financial Report</li> <li>• Discuss School Calendar Options</li> <li>• Discuss Capital Plan Enrolments</li> <li>• Sunlife renewal</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Facilities/Vandalism Report</li> </ul>
January	<ul style="list-style-type: none"> <li>• Approve November Financial Report (First Quarter)</li> <li>• Attend Education Planning Session</li> <li>• Provide direction for Capital Plan</li> </ul>	
February	<ul style="list-style-type: none"> <li>• Approve December Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• OH &amp; S Report</li> </ul>
March	<ul style="list-style-type: none"> <li>• Approve Fees/Allowances</li> <li>• Approve Edwin Parr Teacher Nomination</li> <li>• Approve January Financial Report</li> <li>• Approve School Calendars</li> <li>• Approve Education Plan Priorities</li> <li>• Host the Annual PSD/Evergreen Dinner</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Priority Report 1 Citizenship and Social Responsibility</li> </ul>

April	<ul style="list-style-type: none"> <li>• Approve February Financial Report (Second Quarter)</li> <li>• Approve Capital Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Transportation Dept. Report</li> <li>• Receive Human Resources Dept. Report</li> </ul>
01 May	<ul style="list-style-type: none"> <li>• Host Annual Service Awards</li> <li>• Approve Budget Assumptions</li> <li>• Approve March Financial Report</li> <li>• Host Business Partners Celebration</li> <li>• Approve Board Three Year Meeting Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Division Satisfaction Survey Results</li> <li>• Receive Priority Report 2 – Developmentally Responsive Curriculum and Effective Assessment</li> <li>• Receive Business &amp; Finance Dept. Report</li> </ul>
29 May	<ul style="list-style-type: none"> <li>• Approve Preliminary Budget</li> <li>• Approve April Financial Report</li> <li>• Discuss Draft Three-Year Education Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Technology Dept. Report</li> </ul>
June	<ul style="list-style-type: none"> <li>• Approve May Financial Report (Third Quarter)</li> <li>• Attend Spring AGM ASBA, PSBAA</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Facilities Dept. Report</li> <li>• Receive AISI Report</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>• Attend ASBA Zone, PSBC meetings</li> <li>• Hold Expulsion Hearings as needed</li> <li>• Conduct Advocacy Activities</li> <li>• Attend Professional Development Activities</li> <li>• Attend Committee Meetings (as appointed)</li> <li>• Attend Stakeholder / Committee meetings</li> <li>• Attend School Council meetings</li> <li>• Attend PSD Tomorrow Meetings</li> </ul>	

Legal Reference: Section 39, 43, 45, 56, 60, 61, 62, 63, 78, 147, 187, 188 School Act  
Section 16, Government Accountability Act  
Local Authorities Election Act

Revision Date: 04 October 2011