



## BOARD ANNUAL WORK PLAN

2024-2025 School Year

### August

#### Regular Board Meeting Agenda Items

- Superintendent's 90 Day Plan (in-Camera)
- Approve expense reimbursement rates and Trustee Remuneration (non-election years)
- Team building activity
- Welcome Back Newsletter discussion
- Nominate individuals/groups for ASBA awards as appropriate September 15 deadline
  - Honourary Life Membership
  - School Board Innovation and Excellence
  - Community Engagement Award

#### Events/Action

- Superintendent 90 Day Plan
- Calmar Collegiate Groundbreaking
- Flag Raising Ceremony

### September

#### Regular Board Meeting Agenda Items

- Approve Off Campus sites
- Preliminary enrollment and staffing
- Invite ATA Local President to join
- PAT & Diploma Exam Marks / Assurance Results
- Board Recognition
  - Literacy Week
  - Terry Fox
  - Truth and Reconciliation (Orange Shirt)

#### Events/Action

- Welcome Back/Long Service Recognition
- Trustee / Admin Photographs

- Welcome Back Newsletter published
- Presentation to Chamber Re: Dual Credit / Collegiate (TBD)
- Ohpaho Secondary School Grand Opening
- Meetings with Municipal, Provincial and Community partners

### **Committee of the Whole Meeting**

- Council of School Councils (CoSC) presentation discussion: What is the topic?
- Welcome Back Update

<b>October</b>
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### **Regular Board Meeting Agenda Items**

- Approve New Modular Requests and Relocation
- Receive September 30 Enrolment Report
- Receive Achievement and Diploma Exam Reports
- Receive ASBA Resolutions/Policies for Fall AGM
- Board Recognition
  - Custodian Appreciation Day
  - World Teachers Day
  - Thanksgiving
- School Bus Safety Week (Oct. 21 – 25)
  - Remembrance Day

### **Events/Action**

- Five (5) to Twenty (20) Year Long Service Award Pin Presentations
- Teacher Induction (if ATA schedules)
- CoSC Event (tentatively Oct. 11)
- *On an Election year*
  - *Trustee Orientation*
  - *Pre-Organizational Meeting*
    - *Organizational Preview*
    - *Trustee Handbook*
    - *Tour of Division Office*
    - *Lunch*
  - *Organizational Meeting*

### **Committee of the Whole Meeting**

## November

### Regular Board Meeting Agenda Items

- Approve the Annual Education Results Report
- Approve Transfers from Reserves
- Approve Audited Financial Statements
- Approve Revised Division Budget
- Review CoSC Event (In-Camera)
- Review School Year Calendar Approved 2027-2028
- Auditors attend meeting
- Board Recognition
  - National Bullying Awareness Week
  - Family Violence Prevention Month
  - Universal Children's Day
  - Hanukkah
  - Christmas
- *Approve Expense Reimbursement Rates and Trustee Remuneration (in an election year)*

### Events/Action

- Audit Committee (Post-Audit Meeting) – evening meeting
- Winter Activity / Concert Schedule
- Winter Trustee Newsletter
- ASBA Fall General Meeting
- Post-Audit Committee Meeting
- Fall Board/Executive Team Planning Session (2 Days)
  - Determine ACE question(s)
  - Approve updated Budget
  - Review Strategic Highlights in advance of RAC

## December

### Regular Board Meeting Agenda Items

- Provide input into ASBA Strategic Plan

### Events/Action

- Christmas Activities (Board)
- Winter Newsletter published
- School Concerts

## January

### Regular Board Meeting Agenda Items

- Approve Draft School Year Calendar DRAFT 2027-2028
- Q1 Financial Report
- Board Recognition
  - Bell Let's Talk Day
  - Family Literacy Day

### Committee of the Whole Meeting

- Discuss nominating individuals/groups for ASBA awards as appropriate
  - Friends of Education
  - Honouring Spirit: Indigenous Student Award (get information to schools)
  - Lieutenant Governor of Alberta Student Award

### Events/Action

- *ASBA New Trustee Orientation (following election)*
- CoSC Meeting
- Consider hiring a consultant for Board Evaluation in May

## February

### Regular Board Meeting Agenda Items

- Review Board recommendations to RAC Committee
- Approve Skills Canada Excursion
- Nominate individuals/groups for ASBA awards as appropriate
  - Friends of Education
  - Edwin Parr
  - Honouring Spirit: Indigenous Student Award (Selected)
- Board Recognition
  - Family Day
  - Louis Riel Day
  - Pink Shirt Day
  - Flag Day

### Committee of the Whole Meeting

- Visit Budget Priorities
- Review ASBA Bylaws
- Propose ASBA Resolutions

### Superintendent Review (2025 only)

### **Events/Action**

- Annual Community Engagement (ACE) Event
- Inspiring Success Award / Superintendent's Award of Distinction (info available)

## **March**

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

- Three-Year Capital Plan Approval / Ten-Year Facilities Plan
- Q2 Financial Report
- Board Recognition
  - International Women's Day
  - International Day for the Elimination of Racial Discrimination
  - Substitute Teacher Appreciation Week

### **Committee of the Whole Meeting**

- Spring Planning PD determination
- CSBA representation for July Congress

### **Events/Action**

- Edwin Parr Package sent out (mid March)
- Rural Symposium
- Grad Schedule
- ~~Celebration of the Arts 2026~~
- Student Leadership Conference 2025
- ASBA Zone 2/3 MLA Function
- Encourage people to attend ASCA

## **April**

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

- Approve Annual Technology, Transportation and Tuition Fees
- Review ASBA Bylaws/Resolutions for Spring AGM
- Board Recognition
  - Equality Day
  - National Volunteer Week
  - Support Staff Appreciation Week
  - Administrative Professional's Day
  - National Library Day

### **Committee of the Whole Meeting**

- Review Budget Assumptions in advance of May Board Planning and connect to Strategic Plan
- Discuss Board Priorities and Goals as well as Governance Work Plan for May meeting

### **Events/Action**

- Review Board Priorities and Goals as well as Governance Work Plan for May meeting

<b>May</b>
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### **Regular Board Meeting Agenda Items**

- Approve Budget
- Approve Annual Education Plan
- Share Trustee / Board Development Plan
- Approved Locally Developed Courses
- Board Recognition
  - Emergency Preparedness Week
  - Education Week
  - School Bus Driver Appreciation Day
  - National Day of Awareness for Missing and Murdered Indigenous Women and Girls (Red Dress Day)
  - Tom's Walk
  - Mother's Day

### **Board Evaluation / Self-Evaluation and Superintendent Review (2026)**

#### **Events/Action**

- Tom's Walk
- CoSC (tentatively May 15)
- Lunch for Principals from Virtual Visits
- ASBA Zone 2/3 Awards Banquet
- Attend Graduations when invited
- Board and Superintendent Review
- Spring Board/Executive Team Planning Session
  - Administrative Work Plan, Board Governance Plan & Policy 2 Appendix A Review
  - Strategic Plan

## June

### Regular Board Meeting Agenda Items

- Approve Schedule of Meetings
- Review Board Annual Work Plan (Policy 2 – Appendix A)
- Nominate individuals/groups for ASBA awards as appropriate (Awards Committee)
  - Honourary Life Membership (September 15)
  - School Board Innovation and Excellence (September 15)
  - Community Engagement Award (September 15)
- Board Recognition
  - National Indigenous Peoples' Day
  - Pride Month
  - Father's Day
  - Canadian Multiculturalism Day
  - Canada Day

### Events/Action

- Organizational Meeting (~~except in preceding election year~~)
  - Declare Conflict of interest if applicable.
- Community Engagement and Advocacy Committee
- Teacher Retirement Evening (if ATA schedules/invites)
- Attend Graduation as invited
- Pre-Audit Committee Meeting\*
- ASBA Spring General Meeting

\*Audit Committee Meeting (Pre-Audit Meeting for Year Ending August 31, 2024) – evening meeting mid-to-late June.

## Ongoing

- Policy Committee
- ASBA Zone 2/3 Meeting
- CEAC
- Approve Student Excursions as required
- School Visits as scheduled
- Hold Student Expulsion Hearings, as needed
- Receive Board Chair's and Superintendent's Monthly Report
- Receive Financial Update Report
- Refer to Board Annual Governance Plan
- Attend School Celebrations, upon request/as able
- Attend School Councils, upon request

- Meetings with Municipal, Provincial and Community partners
- Attend Committee / Board Representation (e.g. Advisory, Negotiation, etc.) Meetings as Scheduled

Legal Reference: Section 33, 51, 52, 53, 54, 60, 67, 139, 222 Education Act  
Fiscal Planning and Transparency Act  
Local Authorities Elections Act  
Borrowing Regulation  
Disposition of Property Regulation  
Early Childhood Services Regulation  
Investment Regulation  
School Fees Regulation  
Truth and Reconciliation Commission Calls To Action