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**Monitoring Report  
May 3, 2017**

To: Board of Trustees  
From: C. Gray, Superintendent of Schools  
**Subject: Board Annual Work Plan Review**  
Originator: Board of Trustees, GYPSD

**RECOMMENDATION**

That the Board review the Annual Work Plan for changes or updates.

**REPORT**

**Background Information:**

Each year, the Board sets an Annual Work Plan that serves as a guide for monthly activities for trustees or the Board as a whole.

**Context of the Recommendation:**

While the monthly list of activities in the Annual Work Plan is not all inclusive of the responsibilities that fall to the Board, it serves as a guide for activities that regularly occur in the months of September 1 through August 31.

**Conclusion:**

The Board's Annual Work Plan is a living document that can be adjusted as needs arise and therefore requires regular review by the Board.

## **GYPSD Board of Trustees Annual Work Plan for 2016-2017**

### **Monthly**

- Attend Board Meetings
- Attend assigned Committee Meetings, as required
- Review the Monthly Expenditure of Accounts
- Receive Superintendent's and Monitoring Reports
- Attend School Council Meetings
- Review Board Annual Work Plan under Monitoring Reports

### **September**

- Discussion on Board's participation in World Teachers' Day, October 5
- Review of Board / Superintendent Evaluation Feedback
- Approve the Borrowing Resolution
- Approve Auditors – on three-year cycle
- Submit ASBA Nominations for Awards, as warranted
  - Friends of Education Award Nomination
  - Honorary Life Member Award
  - Long-Service Award Nominations
  - Premier's Award (ASBA)
- Ensure representation at ASBA Zone 2/3 Meeting
- Review draft schedule for Superintendent's and Monitoring Reports
- Graduation – Grand Trunk High School
- Review community engagement strategies for school year
- ASBA Fall Issues Forum

### **October**

- Ensure representation at:
  - ASBA Orientation Workshops by Zone (Election Year)
  - ASBA Zone 2/3 Meeting – Annual General Meeting
- Participate in and support World Teachers' Day
- Graduation – Harry Collinge High School
- Preliminary Planning for attendance at NSBA Conference
- Ensure representation at:
  - PSBAA AGM
- GYPSD Institute Day
- Plan for Board Organizational Meeting when it is election year
- ATA Induction/Retirement

### **November**

- Leadership Symposium
- Ensure representation at:
  - ASBA Fall General Meeting
  - ASBA Zone 2/3 Meeting
  - PSBAA

- School Celebrations (Deputy Superintendent to set dates) – Define yearly protocol for 4-year term, e.g.:
  - Year 1 – visit all schools
  - Year 2 – similar schools present at ESC
  - Year 3 – zones present at ESC
  - Year 4 - each school presents at a board meeting
- Encourage participation in Remembrance Day celebrations in local schools and in the community.
- Discuss Annual Education Plan/Annual Education Results Report (combined report) – October/November. Post unapproved AEP/AERR document on Division website as a public document by Minister’s deadline of November 30<sup>th</sup>.
- Host the Leadership Symposium for Board and Senior Staff (bi-annual)

### **December**

- Ensure representation at:
  - School Celebrations Presentations – November & December
- Encourage representation at School Christmas Events
- Receive Audited Financial Statement Report
- Board approval of AEP/AERR. Post approved document on Division web site and advise Minister of approval and posting.
- Provide input into ASBA Strategic Plan

### **January**

- Meet annually with Town and Municipal Councils
- Ensure representation at:
  - ASBA Zone 2/3 Meeting
- Delivery of Appreciation Baskets to schools

### **February**

- Circulate School Calendar Plan for input by school councils, staff
- Ensure representation at:
  - ASBA 2/3 Meeting
  - Public School Board Council (PSBC) Meeting
- Encourage representation at:
  - Teachers’ Convention
- ~~Review Trustee Remuneration~~
- ASBA Bylaws/Call for Issues

### **March**

- Submit Edwin Parr Teacher Award Nomination (ASBA)
- Ensure representation at:
  - Volunteer Appreciation Activities in schools
  - ASBA Zone 2/3 Meeting
- Encourage representation at National Congress on Rural Education in Canada
- Substitute Teacher Appreciate Week
- Attend Rural Education Symposium

## **April**

- Review and Approve the School Year Calendars
- Approve Three-Year Capital Plan/Ten-Year Facility Plan
- Contribute to the PSBAA Three Year Plan
- Ensure representation at:
  - ASBA Zone 2/3 Meeting
  - Public School Board Council (PSBC) Meeting
- Encourage representation at School Councils Conference and Annual General Meeting
- NSBA Conference attendance

## **May**

- Approve Budget
- Review Board Policy Manual – updates and changes (e.g. Goals and Objectives aligned to AB Ed Business Plan)
- Ensure representation at ASBA Zone 2/3 Meeting g- Edwin Parr winners acknowledged
- Discuss ASBA Bylaws and PSBAA Agenda
- Graduation – Jasper Junior Senior High
- Acknowledge Zone 2/3 Edwin Parr Winners
- Host Joint School Council Meeting (bi-annual)
- School Bus Driver Appreciation Day – May 2
- Participate in and support Education Week activities

## **June**

- Ensure representation at:
  - PSBAA Spring General Meeting
  - ASBA Annual General Meeting
  - ASBA Zone 2/3 Meeting
- Graduation: Parkland Composite High School, Grande Cache Community High School and TLC
- Submit Zone Appreciation Award (ASBA & PSBA) nominations
- Receive/Approve Revisions to Policy Manual
- Attend Board Retirement Celebration – Overlander Lodge
- Approve Annual Communications Plan
- Participate in and support Environment Week Activities
- Budget Approval
- Ensure annual updates – ATA and CUPE Professional Growth

## **July**

- Encourage representation at CSBA

## **August**

- Conduct CEO Annual Evaluation
- Evaluate Board Effectiveness
- Attend Welcome Back Celebrations
- Ensure representation at PSBC