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**Monitoring Report
September 6, 2017**

To: Board of Trustees
From: C. Lewis, 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 2017-2018

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 Alberta School Board Association (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:
- Public School Boards Association of Alberta (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 30th.
- 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
- 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 Alberta School Councils Association (ASCA) 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 - Edwin Parr winners acknowledged
- Discuss ASBA Bylaws and PSBAA Agenda
- Acknowledge ASBA Zone 2/3 Edwin Parr Winners
- School Bus Driver Appreciation Day
- Participate in and support Education Week activities
- Graduation – TLC Hinton, Jasper Jr/Sr High
- Host Joint School Council Meeting (bi-annual)

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