

BOARD ANNUAL WORK PLAN

Monthly

- Attend Board Meetings.
- Attend assigned Committee Meetings, as required.
- Receive Superintendent's and Monitoring Reports.
- Attend School Council Meetings.
- On a monthly basis review Board Annual Work Plan.

September

- Discussion on Board's participation in World Teachers' Day, October 5.
- Review of Board / Superintendent Evaluation Feedback.
- 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 and Harry Collinge High School.
- Review community engagement strategies for school year.
- ASBA Fall Issues Forum.
- Election nomination (2021, 2025).

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.
- Board Orientation (every 4th year, 2021, 2025).
- Preliminary Planning for attendance at National School Boards' Association (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.
- Alberta Teachers' Association, Evergreen Local #11 Induction/Retirement.
- Elections (2021, 2025).

November

- Ensure representation at:
 - ASBA Fall General Meeting.
 - ASBA Zone 2/3 Meeting.
 - PSBAA Fall General Meeting.
- 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 Three-Year Education Plan (3YEP)/Annual Education Results Report (AERR) (combined report) – October/November. Post unapproved 3YEP/AERR document on Division website as a public document by Minister's deadline of November 30.
- Host the Leadership Symposium for Board and Senior Staff (bi-annual).
- Board Planning Seminar (annual event).

December

- Ensure representation at:
 - School Celebrations Presentations – November and December.
- Encourage representation at school Christmas events.
- Receive Audited Financial Statement Report.
- Board approval of 3YEP/AERR. Post approved document on Division website 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 ASBA Edwin Parr Teacher Award Nomination.
- 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 Appreciation Week.
- Attend Rural Education Symposium.

April

- Review and approve the School Year Calendars.
- Review and approve Schedule of Board Meetings.
- 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 Handbook – 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 Winner.
- 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, Harry Collinge High School and TLC.
- Submit Zone Appreciation Award (ASBA & PSBAA) nominations.
- Receive/Approve Revisions to Policy Handbook.
- 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 Canadian School Boards' Association.

August

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

Approved: March 21, 2018