

## **BOARD ANNUAL WORK PLAN**

### **Monthly**

- Attend Board Meetings.
- Attend assigned Committee Meetings, as required.
- Receive Superintendent's and Monitoring Reports.
- Attend School Council Meetings.
- Review Annual Work Plan.

### **September**

- Discuss 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.
- Ensure representation at ASBA Zone 2/3 Meeting.
- Review draft schedule for Superintendent's and Monitoring Reports.
- Attend local graduation ceremonies.
- Review community engagement strategies for upcoming school year.
- Attend ASBA Fall Issues Forum.
- Prepare election nomination documentation for applicable years. (2021, 2025).

### **October**

- Ensure representation at:
  - ASBA Orientation Workshops by Zone (Election Year).
  - ASBA Zone 2/3 Meeting – Annual General Meeting.
- Recognize World Teachers' Day.
- Schedule Board Orientation sessions in application years. (2021, 2025).
- Begin preliminary planning for attendance at National School Boards' Association (NSBA) Conference.

- Ensure representation at:
  - Public School Boards Association of Alberta (PSBAA) AGM.
- Schedule Board Organizational Meeting during election years.
- Attend Alberta Teachers' Association, Evergreen Local #11 Induction/Retirement Event.
- Elections (2021, 2025).
- Schedule a Board Planning Seminar.
- Note planning for applicable election years. (2021, 2025).

### **November**

- Ensure representation at:
  - ASBA Fall General Meeting.
  - ASBA Zone 2/3 Meeting.
  - Public School Boards' Council (PSBC) Meeting.
- School Celebrations (Deputy Superintendent to set dates).
- Participate in Remembrance Day celebrations in local schools and in the community.
- Review and approve Three-Year Education Plan (3YEP)/Annual Education Results Report (AERR) (combined report) in October or November.

### **December**

- Ensure representation at:
  - School Celebrations Presentations – November and December.
- Encourage representation at local schools' Christmas events.
- Receive Audited Financial Statement Report.
- Provide input into ASBA Strategic Plan.

### **January**

- Meet annually with Town and Municipal Councils.
- Ensure representation at:
  - ASBA Zone 2/3 Meeting.
- Deliver appreciation baskets to schools.

### **February**

- Circulate School Calendar Plan for input by applicable stakeholders.
- Ensure representation at:
  - ASBA 2/3 Meeting.
  - Public School Boards' Council (PSBC) Meeting.
  - Teachers' Convention.
- Review 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.
- Recognize Substitute Teacher Appreciation Week.
- Attend Rural Education Symposium.
- Attend National School Boards Association conference.

## **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 Boards' Council (PSBC) Meeting.
- Encourage representation at Alberta School Councils Association (ASCA) Conference and Annual General Meeting.
- Begin preliminary planning for attendance at Canadian School Boards' Association (CSBA) Conference.

## **May**

- Approve Budget
- Review Board Policy Handbook – updates and changes (e.g. Goals and Objectives aligned to Alberta Education's Business Plan).
- Ensure representation at ASBA Zone 2/3 Meeting - Edwin Parr Winners acknowledged.
- Discuss ASBA Bylaws.
- Acknowledge ASBA Zone 2/3 Edwin Parr Winner.
- Recognize School Bus Driver Appreciation Day.
- Participate in and support Education Week activities.
- Attend local graduation ceremonies.
- Host bi-annual Council of School Council Meeting.

## **June**

- Ensure representation at:
  - PSBAA Spring General Meeting.
  - ASBA Annual General Meeting.

- ASBA Zone 2/3 Meeting.
- Attend local graduation ceremonies..
- 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.
- Ensure annual updates from ATA and CUPE Professional Growth.
- Conduct Superintendent Annual Evaluation.
- Evaluate Board Effectiveness.

### **July**

- Encourage representation at Canadian School Boards Association Conference.

### **August**

- Attend Kick-Off Event.
- Ensure representation at Public School Boards' Council Meeting.
- Attend ASBa Leadership Academy.

Approved: March 21, 2018, April 18, 2018, June 20, 2018