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## **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 four-year cycle.
- Submit Alberta School Board Association (ASBA) Nominations for Awards, as warranted.
  - Long-Service Award
  - Community Engagement Award
  - Innovation and Excellence 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.
  - Rural Caucus of Alberta School Boards Meeting
  - Public School Boards' Council (PSBC) Meeting.
- School Celebrations (Chief 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.
- Receive Audited Financial Statement Report.

## **December**

- Ensure representation at:
  - School Celebrations Presentations – November and December.
- Encourage representation at local schools' Christmas events.
- 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.
  - MLA Luncheon during Teachers' Convention.

- Review ASBA Bylaws/Call for Issues.
- Submit ASBA Honouring Spirit Indigenous Student Awards

### **March**

- Submit ASBA Edwin Parr Teacher Award and Friends of Education Award Nominations.
- 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 Alberta 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.
- PSBAA Awards
- 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 Policies – 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 annual Council of School Council Meeting.

## June

- Ensure representation at:
  - PSBAA Spring General Meeting.
  - ASBA Annual General Meeting.
  - ASBA Zone 2/3 Meeting.
  - Rural Caucus of Alberta School Boards Meeting
- Attend local graduation ceremonies.
- Submit Zone Appreciation Award (ASBA & PSBAA) nominations.
- Receive/Approve Revisions to Board Policies
- 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.

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  
Trust and Reconciliation Commission Calls to Action

Approved: March 21, 2018

Amended: April 18, 2018, June 20, 2018, November 20, 2019, February 24, 2021