



Effective Governance	Policy
Setting Direction	Advocacy
Student Learning	Community Relations (CR)
Finance	Support and Recognition of Staff
Facilities	Committee Work

Core Board Governance Areas

Campbell and Fullan (2019)

Month	Trustee and Board Activities
Every month	<ul style="list-style-type: none"> Attend Public Board Meetings Read Board Reports for Discussion, Comments, and Questions Attend School Council Meetings Attend School Events Read Principal Memos Attend Local Chamber Meetings Collect Evidence Of Board’s Annual Goals, Superintendent’s Annual Goals Read/Review/Amend – as per the Policy Cycle Prepare Committee And Representative Reports to the Board, as warranted Confirm Dates, Attendance, and Representation for Public School Board Council (PSBC), Alberta School Boards Association (ASBA) Zone 2/3, RCASB, and Committee Meetings
August	<ul style="list-style-type: none"> Attend Kick Off Professional Development Event Ensure Representation at Public School Board Council (PSBC) Meeting Attend ASBA Leadership Academy
September	<ul style="list-style-type: none"> Participate in Back-to-School Welcome Events, <i>Terry Fox Events</i>, <i>Orange Shirt Day and National Day for Truth and Reconciliation Events</i> Participate in School Visits and Principal Presentations Approve the Board and Superintendent’s Annual Goals Approve the ASBA Award Submissions, as warranted Approve the Borrowing Resolution Review the Board Report Schedule Approve Auditors (four-year appointment and as needed) Election Cycle (every four years) <ul style="list-style-type: none"> Prepare Election Documents (bylaws, information packages, nomination forms) for Upcoming Election Window (2024 for 2025) Review Trustee Per Diem

October	<ul style="list-style-type: none"> • Acknowledge <i>World Teachers' Day</i> • Participate in Public School Boards' Association of Alberta (PSBAA) Fall Conference and Annual General Meeting • Acknowledge <i>School Bus Safety Week</i> • Participate in Budget Review Processes • Participate in School Visits and Principal Presentations • Attend the Board's Planning Seminar <ul style="list-style-type: none"> ○ Review Goals and Direction ○ Review Governance Effectiveness • Review Assurance Measures' Data from Alberta Education • Host the Council of School Councils' Annual Meeting • Post-Election (every four years) <ul style="list-style-type: none"> ○ Participate in ASBA Orientation Workshops ○ Attend Board Organizational Meeting ○ Attend Board Orientation Workshop ○ Review/Update the new Board's Goals and Strategic Plan
November	<ul style="list-style-type: none"> • Acknowledge <i>Bullying Awareness Week</i> • Participate in ASBA Fall General Meeting • Attend the Rural Caucus of Alberta School Boards' (RCASB) Meeting • Attend <i>Remembrance Day</i> Events • Approve the Assurance Measures Review Submission to Alberta Education • Approve the Audited Financial Review Submission to Alberta Education • Approve Attendance at the National School Boards' Association Conference (International Conference)
December	<ul style="list-style-type: none"> • Attend School Christmas Celebrations • Participate in Food and Toy Drives • Provide Input into ASBA's Strategic Plan, as warranted
January	<ul style="list-style-type: none"> • Attend Meetings with Town and Municipal Councils • Deliver Staff Appreciation Baskets to Schools • Review Annual ASBA and PSBAA Awards for Recognition Requirements and Deadlines
February	<ul style="list-style-type: none"> • Attend ATA Evergreen Local #11 MLA Luncheon (Teachers' Convention) • Receive Submissions for the ASBA Honouring Spirit: Indigenous Student Awards • Review ASBA Bylaws/Calls for Issues
March	<ul style="list-style-type: none"> • Participate in the Selection Process and Approve the Submission for the ASBA Edwin Parr Teacher Award • Attend the RCASB Meeting and the Alberta Rural Education Symposium (ARES) • Approve attendance at the Canadian School Boards' Association (CSBA) Conference (national conference) • Participate in Community Engagement Conversations for the Education Plan • Acknowledge <i>Substitute Appreciation Week</i>
April	<ul style="list-style-type: none"> • Attend the NSBA Annual Conference • Attend the <i>First Nations, Metis and Inuit Education Gathering</i> (hosted by CASS) • Approve the Three-Year Rolling Calendars • Approve the Three-Year Capital and Ten-Year Facilities Submission to Alberta Education

BOARD ANNUAL GOVERNANCE WORK PLAN CALENDAR



	<ul style="list-style-type: none"> • Contribute to the PSBAA Three Year Plan, where warranted • Encourage Parent Representation at the Alberta School Councils Association (ASCA) Conference and AGM • Attend the Palisades Indigenous Education Camp in Jasper
May	<ul style="list-style-type: none"> • Approve the Education Plan Submission to Alberta Education • Approve the Budget Submission to Alberta Education • Approve the Board Meeting Schedule • Acknowledge <i>School Bus Driver Appreciation Day</i>
June	<ul style="list-style-type: none"> • Attend the PSBAA Spring General Assembly, the RCASB Spring Meeting, and the ASBA Spring General Meeting • Attend Graduation Ceremonies • Attend Annual Retirement Celebration • Attend the Annual Organizational Meeting <ul style="list-style-type: none"> ○ Offer to Serve on Committees, and Represent the Board at Educational Partner Organizations • Participate in the Board Self-Evaluation and Superintendent Evaluation
July	<ul style="list-style-type: none"> • Representation at the Canadian School Board Annual Conference

Approved: January 25, 2023