



BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Declare Conflict of interest if applicable.
- Superintendent's 90 Day Plan (in-Camera)
- Approve expense reimbursement rates and Trustee Remuneration (non-election years)
- Team building activity
- Welcome Back Newsletter discussion
- Nominate individuals/groups for ASBA awards as appropriate
 - Honourary Life Membership
 - School Board Innovation and Excellence
 - Community Engagement Award

Events/Action

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September

Regular Board Meeting Agenda Items

- Approve Off Campus sites
- Preliminary enrollment and staffing
- Invite ATA Local President to join
- PAT & Diploma Exam Marks / Assurance Results
- Board Recognition
 - Literacy Week
 - Terry Fox
 - Truth and Reconciliation (Orange Shirt)

Events/Action

- Welcome Back/Long Service Recognition
- Trustee / Admin Photographs
- Community Engagement and Advocacy Committee
- Policy Committee

- ASBA Zone 2/3 Meeting
- Welcome Back Newsletter published

Committee of the Whole Meeting

- Council of School Councils (CoSC) presentation discussion: What is the topic?
- Welcome Back Update

October

Regular Board Meeting Agenda Items

- Approve New Modular Requests and Relocation
- Receive September 30 Enrolment Report
- Receive Achievement and Diploma Exam Reports
- Receive ASBA Resolutions/Policies for Fall AGM
- Board Recognition
 - National Library Day
 - Custodian Appreciation Day
 - World Teachers Day
 - Thanksgiving

Events/Action

- Five (5) to Twenty (20) Year Long Service Award Pin Presentations
- Teacher Induction (if ATA schedules)
- CoSC Event (tentatively Oct. 11)
- Meet with Leduc County
- Presentation to Chamber Re: Dual Credit / Collegiate (Oct. 27)
- ASBA Zone 2/3 Meeting
- CEAC Meeting
- Policy Meeting
- *On an Election year*
 - *Trustee Orientation*
 - *Pre-Organizational Meeting*
 - *Organizational Preview*
 - *Trustee Handbook*
 - *Tour of Division Office*
 - *Lunch*
 - *Organizational Meeting*

Committee of the Whole Meeting

- Division Principal Report on Wellness
- Division Office / Facilities tour

November

Regular Board Meeting Agenda Items

- Approve the Annual Education Results Report
- Approve Transfers from Reserves
- Approve Audited Financial Statements
- Approve Revised Division Budget
- Review CoSC Event (In-Camera)
- Review School Year Calendar Approved 2026-2027
- Auditors attend meeting
- Board Recognition
 - Veterans Week / Remembrance Day
 - National Bullying Awareness Week
 - Family Violence Prevention Month
 - Universal Children's Day
 - Hanukkah
 - Christmas
- *Approve Expense Reimbursement Rates and Trustee Remuneration (in an election year)*

Events/Action

- Audit Committee (Post-Audit Meeting) – evening meeting
- Winter Activity / Concert Schedule
- Community Engagement and Advocacy Committee
 - Winter Trustee Newsletter
- Fall Board/Executive Team Planning Session
- Policy Committee
- ASBA Zone 2/3 Meeting
- ASBA Fall General Meeting
- Post-Audit Committee Meeting
- Fall Board/Executive Team Planning Session (2 Days)
 - Determine ACE question(s)
 - Approve updated Budget
 - Review Strategic Highlights in advance of RAC

December

Regular Board Meeting Agenda Items

- Provide input into ASBA Strategic Plan

Events/Action

- Community Engagement and Advocacy Committee
- Policy Committee
- Teacher Board Advisory Committee
- Christmas Activities (Board)
- Winter Newsletter published
- School Concerts

January

Regular Board Meeting Agenda Items

- Approve Draft School Year Calendar DRAFT 2026-2027
- Q1 Financial Report
- Discuss nominating individuals/groups for ASBA awards as appropriate
 - Friends of Education
 - Honouring Spirit: Indigenous Student Award (get information to schools)
 - Lieutenant Governor of Alberta Student Award
- Board Recognition
 - Bell Let's Talk Day
 - Family Literacy Day
 - Hanukkah
 - Christmas

Committee of the Whole Meeting

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Events/Action

- Community Engagement and Advocacy Committee
- Policy Committee
- *ASBA New Trustee Orientation (following election)*
- ASBA Zone 2/3 Meeting
- CoSC Meeting (tentatively January 17)
- Consider hiring a consultant for Board Evaluation in May

February

Regular Board Meeting Agenda Items

- Approve Skills Canada Excursion
- Nominate individuals/groups for ASBA awards as appropriate
 - Friends of Education
 - Edwin Parr
 - Honouring Spirit: Indigenous Student Award (Selected)
 - Zone 2/3 Appreciation Award
- Board Recognition
 - Family Day
 - Louis Riel Day
 - Pink Shirt Day
 - Flag Day

Committee of the Whole Meeting

- Visit Budget Priorities
- Review ASBA Bylaws
- Propose ASBA Resolutions

Events/Action

- Engagement Committee
- Policy Committee
- Annual Community Engagement (ACE) Event
- ASBA Zone 2/3 Meeting
- Inspiring Success Award / Superintendent's Award of Distinction (info available)

March

Regular Board Meeting Agenda Items

- Review RAC Committee recommendations
- Determine ASBA Edwin Parr Nomination (send in)
- Friends of Education
- Three-Year Capital Plan Approval / Ten-Year Facilities Plan
- Q2 Financial Report
- Board Recognition
 - International Women's Day
 - International Day for the Elimination of Racial Discrimination
 - Substitute Teacher Appreciation Week

Committee of the Whole Meeting

- Spring Planning PD determination
- CSBA representation for July Congress

Events/Action

- Community Engagement and Advocacy Committee
- Policy Committee
- Edwin Parr Package sent out (mid March)
- Rural Symposium
- Grad Schedule
- ~~Celebration of the Arts 2026~~
- ~~Leadership Conference 2025~~
- ASBA Zone 2/3 Meeting
- ASBA Zone 2/3 MLA Function
- Encourage people to attend ASCA

April

Regular Board Meeting Agenda Items

- Approve Annual Technology, Transportation and Tuition Fees
- Review ASBA Bylaws/Resolutions for Spring AGM
- Board Recognition
 - Equality Day
 - National Volunteer Week
 - Support Staff Appreciation Week
 - Administrative Professional’s Day

Committee of the Whole Meeting

- Review Budget Assumptions in advance of May Board Planning
- Discuss Board Priorities and Goals as well as Governance Work Plan for May meeting

Events/Action

- Community Engagement and Advocacy Committee
- Policy Committee
- ASBA Zone 2/3 Meeting
- Review Board Priorities and Goals as well as Governance Work Plan for May meeting

May

Regular Board Meeting Agenda Items

- Approve Budget
- Approve Annual Education Plan

- Share Trustee / Board Development Plan
- Approved Locally Developed Courses
- Board Recognition
 - Emergency Preparedness Week
 - Education Week
 - School Bus Driver Appreciation Day
 - National Day of Awareness for Missing and Murdered Indigenous Women and Girls (Red Dress Day)
 - Tom's Walk
 - Mother's Day

Board Self-Evaluation and Superintendent Review

Events/Action

- Engagement Committee
- Policy Committee
- TBAC
- Tom's Walk
- CoSC (tentatively May 15)
- Lunch for Principals from Virtual Visits
- ASBA Zone 2/3 Meeting
- ASBA Zone 2/3 Awards Banquet
- Attend Graduations when invited
- Board and Superintendent Review
- Spring Board/Executive Team Planning Session
 - Administrative Work Plan and Board Governance Plan

June

Regular Board Meeting Agenda Items

- Approve Schedule of Meetings
- Review Board Annual Work Plan (Policy 2 – Appendix B)
- Nominate individuals/groups for ASBA awards as appropriate (Awards Committee)
 - Honourary Life Membership (September 15)
 - School Board Innovation and Excellence (September 15)
 - Community Engagement Award (September 15)
- Board Recognition
 - National Indigenous Peoples' Day
 - Pride Month
 - Father's Day
 - Canadian Multiculturalism Day

- Canada Day

Events/Action

- Organizational Meeting (~~except in preceding election year~~)
- Community Engagement and Advocacy Committee
- Policy Committee
- Teacher Retirement Evening (if ATA schedules/invites)
- Attend Graduation as invited
- Pre-Audit Committee Meeting*
- ASBA Zone 2/3 Meeting
- ASBA Spring General Meeting

*Audit Committee Meeting (Pre-Audit Meeting for Year Ending August 31, 2022) – evening meeting mid-to-late June.

August

Regular Board Meeting Agenda Items (if scheduled)

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Events/Action

Ongoing

- Approve Student Excursions as required
- School Visits as scheduled
- Hold Student Expulsion Hearings, as needed
- Receive Board Chair's and Superintendent's Monthly Report
- Receive Financial Update Report
- Refer to Board Annual Governance Plan
- Attend School Celebrations, upon request/as able
- Attend School Councils, upon request
- Meetings with Municipal, Provincial and Community partners
- Attend Committee / Board Representation (e.g. Advisory, Negotiation, etc.) Meetings as Scheduled

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
Truth and Reconciliation Commission Calls To Action