



BOARD ANNUAL WORK PLAN

2025-2026 School Year

August (as needed)

Regular Board Meeting Agenda Items

- Declare Conflict of interest if applicable (non-election year).
- 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 (Deadline Sept 16)
 - School Board Innovation and Excellence
 - Community Engagement Award
 - Distinguished Service Award
 - Trustee Recognition

Events/Action

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 (if available)
- Board Recognition
 - Literacy Week
 - Terry Fox
 - Truth and Reconciliation (Orange Shirt)
 - Suicide Prevention

Committee of the Whole Meeting

- Council of School Councils (CoSC) presentation discussion: What is the topic?
- Superintendent Evaluation Discussion/Process

Events/Action

- ASBA Zone 2/3 Meeting
- Welcome Back Newsletter Published
- Calmar Collegiate Official Opening

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
- Declare Conflict of Interest if applicable (election year)
- Board Recognition
 - Custodian Appreciation Day
 - World Teachers Day
 - Thanksgiving
 - School Bus Safety Week (Oct. 20 – 24)
 - Remembrance Day

Committee of the Whole Meeting

- Wellness Lead Teacher – Report on Wellness
- Division Office/Facilities Tour
- ASBA FGM Bulletin/Agenda

Events/Action

- Five (5) to Twenty (20) Year Long Service Award Pin Presentations
- CoSC Event (tentatively Oct. 6)
- Presentation to Chamber re: Dual Credit/Collegiate
- ASBA Zone 2/3 Meeting
- On an Election Year
 - Trustee Orientation (Oct. 22 & 28)
 - Organizational Meeting
 - Pre-Org Meeting
 - Organizational Preview
 - Trustee Handbook

- Tour of Division Office
- Lunch

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 2027-2028
- Auditors Attend Meeting
- Board Recognition
 - Veterans Week/Remembrance Day
 - National Bullying Awareness Week
 - Family Violence Prevention Month
 - Universal Children's Day
- *Approve Expense Reimbursement Rates and Trustee Remuneration (in an election year)*

Events/Action

- Winter Activity / Concert Schedule
- Winter Trustee Newsletter
- ASBA Fall General Meeting
- PSBAA Fall General Meeting
- Post-Audit Committee Meeting
- Review Governance Document
- Rural Caucus
- Fall Board/Executive Team Planning Session (1 Day)
 - Determine ACE question(s)
 - Approve updated Budget
 - Review Strategic Highlights in advance of RAC

December

Regular Board Meeting Agenda Items

- Board Recognition
 - Hanukkah
 - Christmas

Committee of the Whole Meeting

- Provide Input into ASBA Strategic Plan

Events/Action

- Teacher/Board Advisory Committee
- Christmas Activities
- Winter Newsletter published
- Teacher Induction (if ATA schedules)

January

Regular Board Meeting Agenda Items

- Approve Draft School Year Calendar DRAFT 2028-2029
- Q1 Financial Report
- Board Recognition
 - Bell Let's Talk Day
 - Family Literacy Day

Committee of the Whole Meeting

- 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
- ASCA Sponsorship for School Council Chairs
- Finalize Superintendent Evaluation Process (Policy 12 Appendix)

Events/Action

- ASBA Zone 2/3 Meeting
- CoSC Meeting (tentatively ____)

February

Regular Board Meeting Agenda Items

- Approve Skills Canada Excursion
- Nominate individuals/groups for ASBA awards as appropriate
 - Friends of Education
 - Honouring Spirit: Indigenous Student Award (Selected)
- 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
- Board Discussion of Budget Priorities for RAC
- Trustee Newsletter

Events/Action

- 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 (end of March)
- 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
- Select CSBA Representative for July Congress
- Board Discussion of Board Priorities for RAC

Events/Action

- Edwin Parr Package sent out (mid March)
- Rural Symposium (ARES)
- Grad Schedule
- Celebration of the Arts 2026
- ASBA Zone 2/3 MLA Function (dependent on ASBA)
- Encourage people to attend ASCA
- STEM every 2nd Year (March/April, 2027)
- Rural Caucus

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
 - Education Week

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

- ASBA Zone 2/3 Meeting
- Student Leadership Conference (every 2nd year, 2027)
- 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
- 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

Committee of the Whole Meeting

- Draft 2026-2027 Budget
- Draft Education Strategic Plan
- ASBA SGM Bulletin/Agenda Review

- PSBAA SGM Review
- Governance Plan
- Trustee Newsletter

Events/Action

- TBAC
- Tom's Walk
- CoSC (tentatively ____)
- Lunch for Principals from Virtual Visits
- ASBA Zone 2/3 Awards Banquet
- Attend Graduations when invited
- Board and Superintendent Review
 - Trustee Individual Self-Evaluation
- Spring Board/Executive Team Planning Session
 - Administrative Work Plan, Board Governance Plan & Policy 2 Appendix A Review
 - Create a Draft Trustee/Board Development Plan for 2026-2027

June

Regular Board Meeting Agenda Items

- Approve Schedule of Meetings
- Board Organizational Meeting
- Review Board Annual Work Plan (Policy 2 – Appendix A)
- Nominate individuals/groups for ASBA awards as appropriate (Awards Committee)
 - School Board Innovation and Excellence (September 16)
 - Community Engagement Award (September 16)
 - Trustee Distinguished Service Award
 - Trustee Recognition Award (only in an election year)
- 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)~~
- Teacher Retirement Evening (if ATA schedules/invites)
- Attend Graduation as invited
- Pre-Audit Committee Meeting

- ASBA Zone 2/3 Meeting
- ASBA Spring General Meeting
- Rural Caucus

Ongoing

- Approve Student Excursions as required
- School Visits as scheduled
- Hold Student Expulsion Hearings, as needed
- Refer to Board Annual Work Plan
- Attend School Celebrations, upon request/as able
- Attend School Councils, upon request/as able
- Meetings with Municipal, Provincial and Community partners
- Policy Committee
- CEAC
- PSBAA
- Attend Committee / Board Representation (e.g. Advisory, Negotiation, etc.) Meetings as Scheduled
- Board Advocacy Plan (regular update)

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