

## Superintendent's Report

### Administrators Meeting January 17<sup>th</sup>

1. Business items
  - a. Funding update
  - b. Trustee School Tours
  - c. School Generated Funds
  - d. New Director Position
  - e. Staffing
2. Attention Deficit overview
3. 4 thought areas
  - a. Returning from home schooling below grade level
  - b. Provincial surveys completion rate
  - c. Teen health
  - d. Non-negotiables

11:30- 12:20 Lunch

High School: PowerSchool

Others: Templating B,D,A and SNAP / ANIE

### Critical Incident Response

On January 25<sup>th</sup>, just before dismissal, Whitecourt Central Elementary School received a call that there was an explosive device in the school. We don't discuss our safety and response protocols in public. We are pleased with the response of the school and community. As with all priority events, a debrief has taken place with parties involved such as the RCMP.

In my report last month I referenced our parent [Safety Information](#) link. We continue to circulate this information. When a difficult event happens we also circulate a [powerful document](#) written by our Student Support Worker Tammy Charko helping parents speak to their children about difficult events and anxiety.

For events taking place in real time we have a comprehensive resource called Hour Zero that details responses to every imaginable event that takes place in or around a

school. This program is managed by our Health and Safety Coordinator Deanna Harapchuk. Deanna is scheduled to present on this in a few Board meetings from now. Parent information is available on the [website](#).

## Recruiting

Staff have attended a number of events at different post-secondary institutions to connect with future teachers. I had the privilege of listening to Ian Baxter, Principal at Fox Creek School present to about a hundred soon to graduate students at the University of Alberta. Principal Baxter spoke about the advantages of teaching in rural schools. His message was very well received. Other events are upcoming. We have also had very successful teaching candidates in our Division who are looking forward to being a part of NGPS.

## Request for Division Liaison for Upcoming Legislation / Regulation

Recently the Alberta Premier made some announcements framing future legislation and regulation on the topics of gender and sexuality. The Education Ministry has asked each Division to assign a liaison to participate in the process coming from these announcements. Our liaison will be Deputy Superintendent Jodry.

## Board Policy 2 – Appendix A

# Board Annual and Term Work Plans

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## **ANNUAL WORK PLAN**

### **SEPTEMBER to JUNE**

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports

### **SEPTEMBER**

- Conduct a Committee of the Whole Meeting (in Non-election Years)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set the School Tours Schedule
- Review the PSBAA Fall AGM Agenda
- Host the Annual Employee Appreciation Evening (September or October)
- Review the Year-end Suspension Report
- [ASBA Awards Deadline](#)

### **OCTOBER**

- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review the Annual School Council Reports (Policy 2, Section 2.7)
- Review the ASBA Proposed Position Statements
- Host the Annual Employee Appreciation Evening (September or October)
- [ASBA Long Service Awards Deadline](#)

### **NOVEMBER**

- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Approve the Audited Financial Statements (Policy 2, Section 4.7)
- Conduct the School Results Review (November/December)
- Review and accept the School Operational Viability Report (Policy 15)
- Receive the Annual Community Engagement Plan

### **DECEMBER**

- Approve the Borrowing By-law
- Conduct the School Results Review (November/December)
- Conduct a Committee of the Whole Meeting (following School Results Review)
- Identify Goals for the Advocacy Plan

## JANUARY

- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

## FEBRUARY

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct the First Finance Committee Meeting
- Receive the Advocacy Plan
- Contribute to the Three-Year Educational Planning Process
- [ASBA Friends of Education Award Discussion](#)

## MARCH

- Approve the Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- Conduct a Committee of the Whole Meeting (following school tours)
- [ASBA Edwin Parr and PSBAA Awards Deadlines](#)

## APRIL

- Approve the School Calendar (Policy 2, Section 5)
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.10)

## MAY

- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Set Board Regular/Organizational Meeting Dates, Results Review Dates, and Workshop Dates
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony

## JUNE

- Receive the Superintendent's Annual Review of the SLQS
- Conduct a Committee of the Whole Meeting
- [ASBA Awards Discussion](#)

## TERM WORK PLAN

### DECEMBER – Year 3 (by December 31, 2024)

- Review and Confirm Ward Boundaries  
Policy 19, Section 4: The Board shall pass a by-law to reaffirm ward and subdivision boundaries, or if necessary, adjust boundaries, within the first three years of a term of office.

## **AWARDS DEADLINES**

### [Alberta School Boards Association \(ASBA\)](#)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

### [Public School Boards' Association of Alberta](#)

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

References:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	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