

2024 – 2025

Board Meetings and Results Reviews Calendar

September 2024

September 10 Organizational Meeting
September 10 Regular Board Meeting

October 2024

October 15 Regular Board Meeting

November 2024

November 5 Regular Board Meeting
November 26 Regular Board Meeting
November 27 and 28 Results Reviews

December 2024

December 16 Professional Development/Workshop/GSD Meeting
December 17 Regular Board Meeting

January 2025

January 21 Regular Board Meeting

February 2025

February 18 Regular Board Meeting

March 2025

March 18 Regular Board Meeting

April 2025

April 15 Regular Board Meeting

May 2025

May 20 GSD Meeting
May 27 Regular Board Meeting

June 2025

June 17 Regular Board Meeting

***** Four Governance, Strategy and Development (GSD) Meetings to be scheduled per school year.**

Superintendent's Report

Administrators Meeting, April 24th

1. Business Items
 - a. Ensure procedures are followed for any construction in school buildings.
2. HR Legal Training

CASS Zone Meeting

Senior administration came together from Zone 2/3 for a business meeting to discuss pressing issues in school divisions. As this was our first meeting since budgets were announced, there was a large amount of discussion over inflationary issues such as the carbon tax, increasing student need (especially violence related) and costs that are out-pacing resources. Several divisions expressed that their reserves are exhausted and that after next year, they will not be able to operate without significant cuts. Other topics included transportation, insurance limitations, enrolment trends, and shifting demographics.

Valleyview New School Project

On May 23rd, the Board Chair and I met with ACI, the architectural firm for the new school, and provided input on draft floor plans. The suggested changes, along with external views, should be ready for mid-June. We will meet with the MD of Greenview on June 17th, and we look forward to being able to share the designs with them and the community.

Percy Baxter Middle School Water Damage

Percy Baxter has suffered water damage leaving the shop space closed for the remainder of the year. Fortunately, there are no health issues arising from the damage, but considerable rehabilitation and repairs are necessary. We are working with our insurance provider to complete repairs with an eye toward completion in the next school year.

After-Hours Emergency Line

An after-hours emergency line will be made available in the future for when concerns arise regarding student or building safety. The number will be available on the website, along with criteria for its use. We already do this with an email address learn@ngps.ca. The system will be in place for the next school year, if not sooner.



Compass Teacher Leadership Group

We have had an exciting launch to our teacher leadership group called Compass, with around 30 attendees. In our first meeting, we articulated foundational materials for leaders in Northern Gateway, including instructional practices and the assurance framework. Feedback was positive and we plan on meeting four times next year, including an August event. There is also a possibility of connecting the Compass group with a University of Alberta Masters program, and accredited LQS credits.

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER to JUNE

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports (Policy 2, Section 4.6)

SEPTEMBER

- Conduct a Governance, Strategy and Development Committee (GSD) 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/October) (Policy 7, Section 9.6)
- 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/October) (Policy 7, Section 9.6)
- [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 (Policy 2, Section 2)

DECEMBER

- Approve the Borrowing By-law
- Conduct the School Results Review (November/December)
- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (following School Results Review)
- Identify Goals for the Advocacy Plan (Policy 2, Section 8.2)

JANUARY

- Review the Draft School Calendars (Policy 2, Section 9.5)
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

FEBRUARY

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Approve the School Calendar (Policy 2, Section 9.5)
- Approve the Advocacy Plan (Policy 2, Section 8.3)
- 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
- Contribute to the Three-Year Educational Planning Process (Policy 2, Section 1.3, 1.4)
- [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 Governance, Strategy and Development (GSD) Committee Meeting (following school tours)
- [ASBA Edwin Parr and PSBAA Awards Deadlines](#)

APRIL

- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget (April or May)
- Review the Draft Three-Year Education Plan (Policy 2, Section 1.4)

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 Governance, Strategy and Development (GSD) 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