



## 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 (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 2, 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 2, 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