

Board Work Plan 2021-2022

Nov 2, 2021

(Italics – unconfirmed dates)

Meeting/Event	Category	Location	Date
CASSA Conference	CASSA	virtual	?
CSBA Annual Congress & National Trustee Gathering on Indigenous Ed	CSBA	virtual	July 7-9
PSBC Council Meeting / Governance Seminar	PSBC	TBA	Aug 12-13
Set Date for Board Development Day			
BOARD DAY #1		CO	Sep 2
Committee of Whole • Prep for Organizational Meeting • Protocols DIPS PATs SLA (no PATs in 20/21) • Updates from Transportation appeals • Advise on Policy BHD and CCPI Increment Board • Any business arising throughout summer			
NOMINATION DAY	Elections		Sep 20
ASBA Zone 1 Meeting • <i>Recognition of Friends of Education and others</i>	ASBA Zone	TBA	Sep 22
BOARD DAY #2		CO	Oct 7
Committee of Whole • Enrolment update & remote learning update • Embargoed PATs and DIPs results (n/a 2021/22) • Annual Report: Entry & Exit Report (C of W only) Board • <i>Last meeting of current Board</i>			
ELECTION DAY (School Board Trustees)	Elections		Oct 18
Election Results official at noon	Elections		Oct 22
COMMITTEE of WHOLE DAY #1 – New Trustee Orientation		CO	Oct 26
• New Trustee Orientation	Elections		
BOARD DAY #3		CO	Oct 28
Committee of Whole • Prep for Organizational Meeting • Draft AFS & Fall Budget Update (Due Nov 30) Annual Board Organizational Meeting • Oath of Office • Review muster point with trustees annually Board • Annual: Approval of Request for Modularity (Due Nov 1) • Annual Report: Official Enrollment Report • Annual Report: Mental Health and Wellness report • Retiree Recognition.	AFS Budget Elections Capital Plan		
ASBA Zone 1 Meeting	ASBA	TBA	Nov 3
ASBA Fall General Meeting	ASBA	TBA	Nov 14-16
PSBC Fall Events	PSBAA	TBA	Nov 17-19

COMMITTEE of WHOLE DAY #2 * Date changed from Nov 18 due to PSBC Fall Events - New Trustee Orientation - Review of Capital Plan (April 1) - Facility Condition - AFS update (Due Nov 30) - Fall Budget Update	Elections Capital Plan AFS Budget	CO	Nov 17*
BOARD DAY #4 Committee of Whole - AFS, Fall Budget Update Board - Annual Approval: AFS (due Nov 30) - Fall Budget Update	AFS Budget	CO	Nov 25
BOARD DAY #5 Committee of Whole - New Trustee Orientation Board (*location may need to change due to Covid) - Annual Report: IT - Annual Report: Transportation Route	Elections	SR*	Dec 9
Rural Caucus of Alberta School Boards (General Meeting and Elections – 10AM-noon)	RCASB	Virtual	Dec 15
Communications Committee set up Communication Committee Meeting to review PSBA Award nomination package and organize Spring General School Council Meeting	PSBAA		Jan
Annual Joint Meeting with County of GP Schedule meeting in January		TBA	Jan-Mar
BOARD DAY #6 Committee of Whole Board - Work on any proposed policy positions for submission to ASBA FGM (deadline Apr) (Final) Approve School Year Calendar for next year if ready (due April) - Approve DRAFT School Year Calendar for 2 years forward if ready (due April)	ASBA	CO	Jan 20
COMMITTEE of WHOLE DAY #3 - Draft School Year Calendar next year (Due last board meeting in April) - SIP Group #4: Teepee, Elmworth, Bonanza - SIP Group #5: SRRA, Eaglesham, Ridgevalley, Savanna	SIPs	CO	Feb 3
PSBC Meeting	PSBAA	TBA	Feb 10-11
BOARD DAY #7 Committee of Whole: Board: - Awards of Excellence for Students Celebration (Reading Week) - Annual Report: Tech Coaches - Annual Report: Facilities/IMR		CO	Feb 24
Alberta Rural Caucus Education Symposium	RCASB	TBA	Mar 6-8
COMMITTEE of WHOLE DAY #4 - Capital Plan (Draft) - Review Board Work Plan for upcoming year	Capital Plan	CO	Mar10

Determine ASBA Friends of Education recipient	ASBA		
BOARD DAY #8 Committee of Whole Board - Approval: Capital Plan (due April 1) Annual Report: Inclusive Education Coaches Annual Report: Indigenous Education	Capital Plan	CO	Mar 24
PSBC Meeting	PSBC	TBA	Apr 7-8
General School Council - One presentation & one engagement activity - Review of any issues for the ASCA General meeting & proxy forms - Information about being a candidate in elections	SC	TBA	Apr 12
Annual Joint Meeting- Negotiating Committee and Superintendent Schedule Meeting in April			
COMMITTEE of WHOLE DAY #5 - Tours - AM-(Local group 3 - Penson, HB, PWA) - PM (Local group 2 – RWZ & SSS)		Tours	Apr 14
Alberta School Councils Association (ASCA) Conference	SC	Virtual	Apr 23-25
BOARD DAY #9 Committee of Whole Board - Approval of next year's board meeting calendar Annual Report: Collaborative Response Model - Draft School Year Calendar next year (Due last Board meeting in April)		CO	Apr 28
COMMITTEE of WHOLE DAY #6 Tours (North Tour 2 -Eaglesham, Colony, Rycroft,		Tours	May 5
COMMITTEE of WHOLE DAY #7 - Review of Spring Budget (due May 31) - Review of Assurance Model	Budget AM		May 19
BOARD DAY #10 Committee of Whole - Assurance Model Board - Approval of Spring Budget (due May 31) - Approval of Assurance Model (due May 31) - Review of ASBA/PSBAA materials prior to spring meetings	AM Budget AM ASBA/PSBA	CO	May 26
ASBA Spring General Meeting	ASBA	TBA	Jun 6-7
COMMITTEE of WHOLE DAY #8 SIP Group #6: H E Taylor, Harry Balfour, Hythe, CCS, WRCS	SIPs	CO - SIPS	Jun 2
PSBAA Spring Assembly	PSBAA	Red Deer	June 3-5
BOARD DAY #11 Committee of Whole Board - Annual review Board Development ideas - Approval of Locally Developed Courses (by end of Aug)		CO	Jun 16

Notes:

School Capital Manual: The fiscal year for capital plans is April 1 to March 31. The Three-Year Capital Plan must be submitted by April 1 of the year prior to the commencing year of the plan. For example, the plan submitted on April 1, 2014 is for the years 2015 to 2018.

SIPS (groups 1-3 in year 1, groups 4-6 in year 2)	C of W
Group #1: Beaverlodge Elem., RWZ, Wembley	2022/23
Group #2: SSS, BRHS, PWA, PWEC	2022/23
Group #3: Penson, Rycroft, Bezanson, LaGlace	2022/23
Group #4: Teepee, Elmworth, Bonanza	2021/22
Group #5: SRRA, Eaglesham, Ridgevalley, Savanna	2021/22
Group #6: H E Taylor, Harry Balfour, Hythe, CCS, WRCS	2021/22

Annual Reports:

Annual Report: Official PATs and DIPs (may be released earlier in press release)	Assistant Sup't Curriculum (Kevin)	Board Day #2
Annual Report Entry and Exit Report (C of W only)	Deputy Sup't (Darren)	Board Day #3
Annual Report: Mental Health and Wellness	Assistant Sup't Inclusive (Heather)	Board Day #3
Annual Report: Official Enrolment Report	Deputy Sup't (Darren)	Board Day #3
Annual Report: Official Capacity and Utilization	Deputy Sup't (Darren)	Board Day #3
Annual Report: IT	IT Coordinator (Darcy)	Board Day #5
Annual Report: Transportation Route	Transportation Dir (Ted)	Board Day #5
Annual Report Tech Coaches	Assistant Sup't Curriculum (Kevin)	Board Day #7
Annual Report: Facilities/IMR	Facilities Dir. (Dave)	Board Day #7
Annual Report: Inclusive Education Coaches	Assistant Sup't Inclusive (Heather)	Board Day #8
Annual Report: Indigenous Education	Assistant Sup't Curriculum (Kevin)	Board Day #8
Annual Report: Collaborative Response	Assistant Sup't Curriculum (Kevin)	Board Day #9

Other Meetings	
Aug 15-18, 2021	CASS/ASBOA Summer Learning Conference, Deerfoot Inn & Casino, Calgary
Sept 20-21, 2021	CASS Orientation & Mentorship, Radisson South Edmonton Hotel
Nov 3-5, 2021	CASS Fall Conference, Deerfoot Inn & Casino, Calgary
Mar 14-16, 2022	First Nations, Metis & Inuit Education Gathering, Fantasyland Hotel, Edmonton
Mar 16-18, 2022	CASS/AE Conference, Fantasyland Hotel, Edmonton
Aug 15-17, 2022	CASS/ASBOA Summer Learning Conference, TBD

Work Plan School Councils

Format	One presentation & one engagement activity
Spring General Meeting	ASCA information / Sharing projects / Election info prior to election

Work Plan FUTURE:

Event	Note
2021 10 New Trustee Orientation	Consider expanding one-day format of 2017 to 1 and half days. Not enough time to finish all of HR info in the one day meeting.
2022 08 15	Deadline for Board to meet with Superintendent to discuss renewal of appointment (2.3).
2022 08 31	Deadline for Board to advise Superintendent of its intention in writing (2.4); if reappointing seek Ministerial Approval.
2023 08 31	Superintendent appointment of 5 years expires (2.1).
2020/21; 2022/23	Board Evaluation every 2 years, yr. 2 & 4 of electoral terms
2022/23	Look at board wards

2025 04 General School Councils	On election years – new candidate information
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School Tours Plans – October 2021 – October 2022

Goal: To visit each school once during each 4 year electoral term, and as many as possible early in term, scheduling as many as possible during first two years of term:

School	Scheduled Date	Group	Completed Tour Date
Harry Balfour	April 14, 2022	Local 3	~~2020/21~~ Covid
Peace Wapiti Academy	April 14, 2022	Local 3	~~2020/21~~ Covid
Penson	April 14, 2022	Local 3	~~2020/21~~ Covid
RW Zahara	April 14, 2022	Local 2	~~2020/21~~ Covid
Sexsmith Secondary	April 14, 2022	Local 2	~~2020/21~~ Covid
Eaglesham	May 5, 2022	North 2	~~2020/21~~ Covid
Rycroft School	May 5, 2022	North 2	~~2020/21~~ Covid
Colony Schools		North 2 or East	
Clairmont Community		Local 1	2018 04 19
Helen E. Taylor (5–9)		Local 1	2018 04 19
Wembley Elementary		Local 1	2018 04 19
Crooked Creek		East	2018 05 10
Bezanson		East	2018 05 10
Ridgevalley		East	2018 05 10
Teepee Creek		East	2018 05 10
Beaverlodge Elementary		West End	2018 05 10
Beaverlodge Regional High		West End	2018 05 10
Elmworth		West End	2018 05 10
Hythe Regional		West End	2018 05 10
LaGlace		West End	2018 05 10
Whispering Ridge Community		Local	2018 09 14 Grand Opening
Bonanza		North 1	2019 10 31
Savanna		North 1	2019 10 31
Peace Academy of Virtual Education		North 1	2019 10 31
Spirit River Regional Academy		North 1	2019 10 31

Tentative Tour schedule

LOCAL TOUR 3 Departure Location	Departure Time ~~Oct 8, 2020~~ April 14, 2022	Drive (KM)	Arrival location	Arrival Time	Tour Time
Grande Prairie	8:30 a.m.	22	Penson	9:00 a.m.	45 min
Penson	9:45 a.m.	22	PWA	10:15 a.m.	45 min
PWA	11:00 a.m.	0	HB	11:45 a.m.	45 min
HB	11:45 a.m.	0	GP Office		
LOCAL TOUR 2 Departure Location	Departure Time ~~May 6, 2021~~ April 14, 2022	Drive (KM)	Arrival location	Arrival Time	Tour Time
Grande Prairie	1:00 p.m.	26	RWZ	1:35 p.m.	45 min at RWZ
RWZ	2:15 p.m.	0	SSS	2:20 p.m.	45 min at SSS
SSS	3:05 p.m.	26	GP	4:30 p.m.	
NORTH TOUR 2 Departure Location	Departure Time ~~April 15, 2021~~ May 5, 2022	Drive (KM)	Arrival location	Arrival Time	Tour Time
Grande Prairie	8:30 a.m.	131	Eaglesham	10:00 a.m.	30 min
Eaglesham	10:30 a.m.	?	Colony	10:45 a.m.	30 min
Colony	11:15 a.m.	84	Rycroft/lunch	12:00 p.m.	30 lunch
Rycroft lunch	12:30 p.m.	0	Rycroft school	12:30 p.m.	30 min tour
Rycroft	1:00 p.m.	70	GP	1:50 PM	

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