



BOARD ANNUAL WORK PLAN

SEPTEMBER

- First Board Meeting (2nd Tuesday)
 - i. Representation at PLRD PD Day
 - ii. Zone 5 ASBA Meeting (September 4th)
 - iii. Selection of Scholarship recipients by Committee
 - iv. Review of the Board Advocacy Plan
 - v. Prepare Annual Trustee Development Plan
 - vi. Commence review of School Board Policy Handbook
- Second Board Meeting (4th Tuesday)
 - i. Complete Superintendent Evaluation for the previous year
 - ii. Completion School Board Evaluation for the previous year
 - iii. Prepare for PSBAA Fall General Meeting
 - iv. Contact MLA for Meeting

OCTOBER

- First Board Meeting (2nd Wednesday)
 - i. Zone 5 ASBA Meeting (October 2nd)
 - ii. Determine date and agenda for the 1st board/school council meeting
 - iii. Review School Closure Policy
 - iv. Review Student Achievement and Diploma Results
 - v. Prepare for PSBAA Fall General Meeting
- Second Board Meeting (4th Wednesday)
 - i. Board Organizational Meeting/Appointment of Auditors
 - ii. Prepare for ASBA Fall General Meeting
 - iii. Attend the PSBAA Fall General Meeting

NOVEMBER

- First Board Meeting (2nd Tuesday)
 - i. Zone 5 ASBA Meetings (November 6th)
 - ii. First meeting with representatives of School Council Executives
- Second Board Meeting (4th Wednesday)
 - i. Submission of Audited Financial Statement to Alberta Education
 - ii. Attendance at the ASBA Fall General Meeting
 - iii. Submission of AERR to Alberta Education

DECEMBER

- First Board Meeting (2nd Wednesday)
 - i. Zone 5 ASBA Meetings (December 4th)

JANUARY

- Wednesday January 13, 2010
 - i. Zone 5 ASBA Meetings
 - ii. Annual School Tours (Election year – all schools; other two years ½ schools*
(Suspended until 2010)*)

FEBRUARY

- First Board Meeting (Wednesday February 3, 2010)
 - i. Zone 5 ASBA Meetings
 - ii. Continue school tours* (**Suspended until 2010**)*
 - iii. Prepare for Key Community Leaders Meeting (First Meeting)
- Second Board Meeting (Wednesday February 24, 2010)
 - i. Set date and agenda for the board/school council meeting
 - ii. Adoption of next year's School Division Calendar
 - iii. Contact MLA to Arrange Meeting

MARCH

- First Board Meeting (Wednesday March 17, 2010)
 - i. Zone 5 ASBA Meeting
 - ii. Identify priorities for the Divisional Three Year Education Plan
 - iii. Finalize preparations for Key Community Leaders Meeting
 - iv. Complete School Tours* (**Suspended until 2010**)*
 - v. Second meeting with representatives of School Council Executives
 - vi. Scholarship Criteria Review
 - vii. Commence planning the next board budget.

APRIL

- Second Board Meeting (4th Wednesday)
 - i. Zone 5 ASBA Meeting
 - ii. PLRD Key Community Leaders Meeting
- Second Board Meeting (4th Wednesday)
 - i. Commence planning the next Divisional Three Year Education Plan
 - ii. Commence planning the Superintendent's Evaluation for the current year
 - iii. Commence planning the Board Evaluation process for the current year

MAY

- First Board Meeting (2nd Wednesday)
 - i. Prepare for ASBA and PSBAA Spring General Meeting
 - ii. Update on Staff Recognition Banquets
- Second Board Meeting (4th Wednesday)
 - i. Zone 5 ASBA Meeting
 - ii. Review Divisional Surveys of Parents/Students/Employees

JUNE

- First Board Meeting (2nd Wednesday)
 - i. Staff Recognition Banquets
 - ii. Attendance at ASBA/PSBAA Spring General Meeting (SGM)
- Second Board Meeting (4th Wednesday)
 - i. Approve the Budget and Divisional Three Year Plan for next year
 - ii. Zone 5 ASBA Meetings

JULY

- No meetings

AUGUST

- First Board Meeting (4th Wednesday)

***Engaging the Community Meetings will replace school visitations for 2009 – 2010**

Consort School – October 7, 2009

J C Charyk and Hanna Primary Schools- October 14, 2009

REVISED January 5, 2010