



MEMORANDUM

October 29, 2021
Organizational Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Executive Team
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	Board Annual Work Plan BP 7: Organizational Meeting <i>Education Act</i>
SUBJECT	2021-2022 BOARD ANNUAL WORK PLAN

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2021-2022 Board Annual Work Plan, as presented at the Organizational Meeting of October 29, 2021.

BACKGROUND

Each year at the Organizational Meeting, as per Board Policy 2, the Board fulfills its responsibility to review and approve the Board Annual Work Plan. This recommendation is in support of this responsibility.

REPORT SUMMARY

Each year the Parkland School Division (PSD) Executive Team review and adjust the action items needed for Board approval and the information items and reports that may be of interest to the Board of Trustees

according to timelines set by Alberta Education and within PSD. Once the adjustments have been made, various Board events, engagements and responsibilities are added to develop the Board Annual Work Plan.

Administration would be pleased to respond to any questions.

SM:kz



2021-2022 BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS	
	Event	Key Action Items	Administration Reports / Information
August	Aug 27, 2021 (TBD)		
	• Opening Day - PSD Staff Welcome		
September	Sep 14, 2021 (6pm - 9pm) - Regular Meeting		
		<ul style="list-style-type: none"> • Board Policy 8: Board Committees • Board Legacy Document 	<ul style="list-style-type: none"> • Facilities Summer Work Report • Field-Trip Summary Report • Human Resources Report • 2020-2021 Student Conduct Report • 2020-2021 Indigenous Education Report
October	Oct 26, 2021 - (6pm)		Oct 29, 2021 (9am - 10am) - Organizational Meeting
	• Oath of Office	• Committees 2021-2022	
	Oct 27, 2021 (1pm) - Oct 29, 2021 (1pm)		Oct 29, 2021 (10am - 12pm) - Regular Meeting
	• Board Summit	• Modular Submission Request	• 2021-2022 Enrolment Report
November	TBD Nov 30, 2021 (9am - 12pm) - Regular Meeting		
		<ul style="list-style-type: none"> • Annual Education Results Report (AERR) • Audited Financial Statements 	<ul style="list-style-type: none"> • Budget Forecast Update • Achievement Results Report (PAT/DIP) * • Early Learning Report • Community Partnerships Report • Communications Priorities Report
December	TBD Dec 14, 2021 (9am - 12pm) - Regular Meeting		
	• School Christmas Celebrations		<ul style="list-style-type: none"> • Programs of Choice Report • Off-Campus Education Report • Student and Staff Wellness Report • Class Size Report
January	TBD Jan 18, 2022 (9am - 12pm) - Regular Meeting		
	• PSD / Parkland County Joint Meeting	<ul style="list-style-type: none"> • Edwin Parr Selection Committee • Attendance Area Review 	<ul style="list-style-type: none"> • 1st Quarter Financial Report • 2022-2023 School Calendar • Safety in Schools Report • School Resource Officer Report • Stakeholder Engagement Feedback • Literacy Report
February	TBD Feb 8, 2022 (9am - 12pm) - Regular Meeting		
	• PSD / Town of Stony Plain Joint Meeting		<ul style="list-style-type: none"> • Occupational Health and Safety Report • Transportation Department Report • Student Services Department Report
March	TBD Mar 8, 2022 (9am - 12pm) - Regular Meeting		
	• PSD / Evergreen Joint Meeting	<ul style="list-style-type: none"> • 2022-2023 Fees and Allowances • Edwin Parr Nominee • Approve Capital Plan 	<ul style="list-style-type: none"> • 2021-2022 IMR Expenditure Plan • Financial Reporting Profile • Numeracy Report
April	TBD Apr 12, 2022 (9am - 12pm) - Regular Meeting		
	<ul style="list-style-type: none"> • PSD / Paul First Nation Joint Meeting • PSD / City of Spruce Grove Meeting 	• Budget Assumptions	<ul style="list-style-type: none"> • 2nd Quarter Financial Report and Forecast • Student Advisory Report
	Apr 7, 2022 (8:30am - 4pm)		
	• Education Planning Day Engagement		
May	TBD - (Late May) May 24, 2022 (9am - 12pm) - Regular Meeting		
	• Milestones and Merits	<ul style="list-style-type: none"> • Education Plan • 2022-2023 Budget 	<ul style="list-style-type: none"> • Communications Department Report • Learning & Technology Report • Assurance Results Report
June	Jun 2-4 / 5-7, 2021		Jun 21, 2022 (9am - 10am) - Organizational Meeting
	• PSBAA / ASBA Spring General Assembly	• Committees 2022-2023	
	TBD Jun 21, 2022 (10:00am - 12:00pm) - Regular Meeting		
			<ul style="list-style-type: none"> • 3rd Quarter Financial Report and Forecast • Science, Technology, Engineering, Arts and Mathematics (STEAM) Report • 2021-2022 Indigenous Education Report

Please Note: A Stakeholder Engagement Evening will be scheduled sometime between January and June of 2022.

*** No DIP/PAT Exams in 2021**

ONGOING BOARD WORK PLAN ITEMS

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| <ul style="list-style-type: none"> • Attend all 'Committees of the Whole' Meetings • Attend all ASBA Fall and Spring business meetings • Attend all PSBAA Fall and Spring business meetings • Attend Committee Meetings as appointed • Attend Ad Hoc Committee, ASBA Zone 2/3 and PSBC Meetings as appointed • Attend School Council Meetings (monthly) • Attend Stakeholder Engagements / Meetings • Attend Division or school community functions when possible | <ul style="list-style-type: none"> • Attend Professional Development • Host Community Consultations • Participate in community initiatives / activities • Participate in meetings with elected officials (MLAs, Mayors, Councillors, etc.) • Conduct Advocacy Activities • Review and update each Board Policy as necessary and at least once within the four-year term of an established Board (Board Policy Committee - Chair and Vice-Chair) |
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Governance and Planning Session Areas for Discussion

Governance:	Strategic Planning	Operations and Information
<ul style="list-style-type: none"> • Policy Review • Advocacy & Provincial Connections (MLA mtgs, Chamber, ASBA, PSBAA) • Board Evaluation • Superintendent Evaluation 	<ul style="list-style-type: none"> • Budget • Capital Planning • Fee/Transportation Assumptions • Education Plan • Engagement Plan • Student Engagement Opportunities • Communications Plan 	<ul style="list-style-type: none"> • Education Plan, Priorities and Progress • Literacy • Numeracy • Wellness • Indigenous Ways of Knowing • Inclusive and Supportive Practices • Community Partnerships and Support