



## MEMORANDUM

June 21, 2022

Organizational Meeting

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| <b>TO</b>                   | Board of Trustees  |
| <b>FROM</b>                 | Shauna Boyce, Superintendent   |
| <b>ORIGINATOR</b>           | Scott McFadyen, Associate Superintendent   |
| <b>RESOURCE</b>             | Executive Team   |
| <b>GOVERNANCE POLICY</b>    | Board Policy 2: Role of the Board<br>Board Policy 7: Board Operations<br>Board Policy 12: Role of the Superintendent |
| <b>ADDITIONAL REFERENCE</b> | Board Annual Work Plan<br>BP 7: Organizational Meeting<br><i>Education Act</i>                                       |
| <b>SUBJECT</b>              | <b>2022-2023 BOARD ANNUAL WORK PLAN</b>  |

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### PURPOSE

For approval. Recommendation required.

### RECOMMENDATION

That the Board of Trustees approves the 2022-2023 Board Annual Work Plan, as presented at the Organizational Meeting of June 21, 2022.

### 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



# 2022 - 2023 BOARD ANNUAL WORK PLAN

|                           | EVENTS  | BOARD MEETINGS   |
|---------------------------|---|--|
| <b>AUGUST<br/>2022</b>    | <b>Events</b><br>Aug 25 8:15am-12:15pm<br><ul style="list-style-type: none"> <li>PSD Staff Opening Day (MCHS)</li> </ul>  | <b>Key Action Items</b>  |
| <b>SEPTEMBER<br/>2022</b> | <b>Events</b>   | <b>Key Action Items</b><br>Sep 13 9am - 12pm - Regular Meeting   |
| <b>OCTOBER<br/>2022</b>   | <b>Events</b><br>Oct 12-14<br><ul style="list-style-type: none"> <li>PSBAA FGM (Edmonton)</li> </ul> Oct 19-21<br><ul style="list-style-type: none"> <li>Board Summit (Off-Site)</li> </ul> | <b>Key Action Items</b><br>Oct 11 9am - 12pm - Regular Meeting<br><ul style="list-style-type: none"> <li>Modular Submission Request</li> </ul>   |
| <b>NOVEMBER<br/>2022</b>  | <b>Events</b><br>TBD<br><ul style="list-style-type: none"> <li>Stakeholder Engagement Evening</li> </ul> Nov 20-22<br><ul style="list-style-type: none"> <li>ASBA FGM (Edmonton)</li> </ul> | <b>Key Action Items</b><br>Nov 29 9am - 12pm - Regular Meeting<br><ul style="list-style-type: none"> <li>Annual Education Results Report (AERR)</li> <li>Audited Financial Statements</li> </ul> |
| <b>DECEMBER<br/>2022</b>  | <b>Events</b><br>TBD<br><ul style="list-style-type: none"> <li>School Christmas Celebrations</li> </ul>   | <b>Key Action Items</b><br>Dec 13 9am - 12pm - Regular Meeting   |
| <b>JANUARY<br/>2023</b>   | <b>Events</b><br>TBD<br><ul style="list-style-type: none"> <li>PSD / Parkland County Joint Meeting</li> </ul>   | <b>Key Action Items</b><br>Jan 10 9am - 12pm - Regular Meeting<br><ul style="list-style-type: none"> <li>Edwin Parr Selection Committee</li> </ul>   |
| <b>FEBRUARY<br/>2023</b>  | <b>Events</b><br>TBD<br><ul style="list-style-type: none"> <li>PSD / Town of Stony Plain Joint Meeting</li> </ul>   | <b>Key Action Items</b><br>Feb 14 9am - 12pm - Regular Meeting   |

# 2022 - 2023 BOARD ANNUAL WORK PLAN

|                       | Events   | Key Action Items  |
|-----------------------|--|---|
| <b>MARCH<br/>2023</b> | <p>TBD</p> <ul style="list-style-type: none"> <li>• PSD / Evergreen Joint Meeting</li> </ul>   | <p>Mar 7 9am - 12pm - Regular Meeting</p> <ul style="list-style-type: none"> <li>• 2023-2024 Fees and Allowances</li> <li>• Edwin Parr Nominee</li> <li>• Capital Plan</li> </ul> |
| <b>APRIL<br/>2023</b> | <p>TBD</p> <ul style="list-style-type: none"> <li>• PSD / Paul First Nation Joint Meeting</li> <li>• PSD / City of Spruce Grove Joint Meeting</li> </ul> <p>Apr 6 Education Planning Day</p> | <p>Apr 11 9am - 12pm - Regular Meeting</p> <ul style="list-style-type: none"> <li>• Budget Assumptions</li> </ul>   |
| <b>MAY<br/>2023</b>   | <p>May 26 5:00pm</p> <ul style="list-style-type: none"> <li>• Milestones and Merits Celebration</li> </ul>   | <p>May 30 9am - 12pm - Regular Meeting</p> <ul style="list-style-type: none"> <li>• Education Plan</li> <li>• 2023-2024 Budget</li> </ul>   |
| <b>JUNE<br/>2023</b>  | <p>Jun 2-4</p> <ul style="list-style-type: none"> <li>• PSBAA SGM (Red Deer)</li> </ul> <p>Jun 4-6</p> <ul style="list-style-type: none"> <li>• ASBA SGM (Red Deer)</li> </ul>               | <p>Jun 20 9am - 10am - Organizational Meeting</p> <ul style="list-style-type: none"> <li>• Committeess 2023-2024</li> </ul> <p>Jun 20 10am - 12pm - Regular Meeting</p>           |

**Please Note: A Stakeholder Engagement Evening will be scheduled sometime in November 2022.**

# 2022 - 2023 BOARD ANNUAL WORK PLAN

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

| Governance and Planning Session Areas for Discussion   |
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| <p><b>GOVERNANCE:</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Policy Review</li> <li style="width: 50%;">• Board Evaluation</li> <li style="width: 50%;">• Advocacy &amp; Provincial Connections<br/>(MLA mtgs, Chamber, ASBA, PSBAA)</li> <li style="width: 50%;">• Superintendent Evaluation</li> </ul>   |
| <p><b>STRATEGIC PLANNING:</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Budget</li> <li style="width: 50%;">• Engagement Plan</li> <li style="width: 50%;">• Capital Planning</li> <li style="width: 50%;">• Student Engagement Opportunities</li> <li style="width: 50%;">• Fee/Transportation Assumptions</li> <li style="width: 50%;">• Communications Plan</li> <li style="width: 50%;">• Education Plan</li> </ul>                                   |
| <p><b>OPERATIONS &amp; INFORMATION</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Education Plan, Priorities and Progress</li> <li style="width: 50%;">• Indigenous Ways of Knowing</li> <li style="width: 50%;">• Literacy</li> <li style="width: 50%;">• Inclusive and Supportive Practices</li> <li style="width: 50%;">• Numeracy</li> <li style="width: 50%;">• Community Partnerships and Support</li> <li style="width: 50%;">• Wellness</li> </ul> |