



## 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> | BP 7: Organizational Meeting – Schedule<br>BP 7: Organizational Meeting – Process<br>BP 12: Section Leadership Quality Standard 7 – Supporting Effective Governance<br>Board Annual Work Plan |
| <b>SUBJECT</b>              | <b>2022-2023 MEETING DATES</b>  |

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### PURPOSE

For approval. Recommendation required.

### RECOMMENDATION

That the Board of Trustees approve the 2022-2023 Meeting Dates, as presented at the Organizational Meeting of June 21, 2022.

### BACKGROUND

As per Board Policy 7: Board Operations, Article 12.2., the Board approves *“the schedule (date, time and place) for regular meetings and any additional required meetings shall be established”*, at the Organizational Meeting. Board Policy 12: Role of the Superintendent, Article 7, states that the Superintendent *“provides the Board with information, advice and support required for the fulfillment of its governance role”*. This recommendation is in support of these responsibilities.

## **REPORT SUMMARY**

Every year, at the Organizational Meeting of the Board, a schedule of the meeting dates for Regular Board meetings, committee meetings and other various events is reviewed and approved for the ensuing school year.

Administration has proposed the following dates according to the 2022-2023 School Calendar and suggested dates that will allow the Board to participate in all board and committee meetings, engagements, school events and activities throughout the 2022-2023 school calendar year, and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

## 2022-2023 Committee Meetings and Events

| MONTH/DATE            | Time / Location               | MEETINGS OF THE WHOLE                          | COMMITTEE MEETINGS          | EVENTS                                 |
|-----------------------|-------------------------------|--|-----------------------------|--|
| <b>AUGUST 2022</b>    |                               |  |                             |  |
| 10 -12                | 5:00 pm, Edmonton             |  | PSBC Meeting                |  |
| 24 - 29               | TBD                           |  |                             | PSD PD Days                            |
| 25                    | 9:00 am, MCHS                 |  |                             | PSD Opening Day                        |
| 30                    | 9:00 am, CFE                  | Governance & Planning Session (GPS) (AM Only)  |                             |  |
| <b>SEPTEMBER 2022</b> |                               |  |                             |  |
| 13                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 20                    | 1:00 pm, CFE                  |  | Audit Committee             |  |
| 22                    | 3:30 pm, CFE                  |  | Benefits Committee          |  |
| 23                    | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting       |  |
| 27                    | 9:00 am, CFE                  | Governance & Planning Session (GPS) (Full Day) |                             |  |
| <b>OCTOBER 2022</b>   |                               |  |                             |  |
| TBD                   | TBD                           |  |                             | MCHS Awards (2021-2022)                |
| TBD                   | TBD                           |  |                             | SGCHS Awards (2021-2022)               |
| 4                     | 7:00 pm, CFE                  |  | COSC - First meeting        |  |
| 11                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 11                    | 4:15 pm, CFE                  |  | TBAC Meeting                |  |
| 12 -14                | Edmonton                      |  |                             | PSBAA Fall Conference & AGM            |
| 19 - 21               | 8:00 am, Off-Site             | Trustee Summit                                 |                             |  |
| 28                    | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting - AGM |  |
| <b>NOVEMBER 2022</b>  |                               |  |                             |  |
| TBD                   | TBD                           | Stakeholder Engagement Evening                 |                             |  |
| 1                     | 7:00 pm, CFE                  |  | COSC                        |  |
| 8                     | 9:00 am, CFE                  | Governance & Planning Session (GPS) (Full Day) |                             |  |
| 11 - 18               |                               | Fall Break                                     |                             |  |
| 16 -18                | 5:00 pm, Edmonton             |  | PSBC Meeting                |  |
| 20 - 22               | Edmonton                      |  |                             | ASBA Fall Conference & AGM             |
| 23                    | 1:00 pm, CFE                  |  | Audit Committee             |  |
| 29                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| <b>DECEMBER 2022</b>  |                               |  |                             |  |
| 2                     | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting       |  |
| 8                     | 3:30 pm, CFE                  |  | Benefits Committee          |  |
| 13                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 13                    | 1:00 pm, CFE                  | Governance & Planning Session (GPS) (PM Only)  |                             |  |
| Dec 24 - Jan 8        |                               | Christmas Break                                |                             |  |
| <b>JANUARY 2023</b>   |                               |  |                             |  |
| 10                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 20                    | 9:30 am, CFE                  |  | ASBA Zone 2/3 Meeting       |  |
| 24                    | 9:00 am, CFE                  | Governance & Planning Session (GPS) (Full Day) |                             |  |
| <b>FEBRUARY 2023</b>  |                               |  |                             |  |
| TBD                   | TBD                           |  |                             | Joint Meeting with Town of Stony Plain |
| 7                     | 7:00 pm, CFE                  |  | COSC                        |  |
| 8 -10                 | 5:00 pm, Edmonton (tentative) |  | PSBC Meeting                |  |
| 14                    | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 14                    | 4:15 pm, ATA Office           |  | TBAC Meeting                |  |
| 21                    | 9:00 am, CFE                  | Governance & Planning Session (GPS) (Full Day) |                             |  |
| 24                    | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting       |  |
| <b>MARCH 2023</b>     |                               |  |                             |  |
| TBD                   | TBD                           |  |                             | Joint Meeting with Parkland County     |
| TBD                   | TBD                           |  |                             | Joint Meeting with Evergreen           |
| 7                     | 9:00 am, CFE                  | Regular Board Meeting                          |                             |  |
| 7                     | 7:00 pm, CFE                  |  | COSC                        |  |
| 17                    | 9:30 am, CFE                  |  | ASBA Zone 2/3 Meeting       |  |
| 21                    | 9:00 am, CFE                  | Governance & Planning Session (GPS) (AM Only)  |                             |  |
| 21                    | 12:00 pm, TBD                 | Student Advisory (PM Only)                     |                             |  |
| Mar 25 - Apr 2        |                               | Spring Break                                   |                             |  |

## 2022-2023 Committee Meetings and Events

| MONTH/DATE        | Time / Location               | MEETINGS OF THE WHOLE                          | COMMITTEE MEETINGS                 | EVENTS                                  |
|-------------------|-------------------------------|--|------------------------------------|---|
| <b>APRIL 2023</b> |                               |  |                                    |   |
| TBD               | TBD                           |  |                                    | Joint Meeting with City of Spruce Grove |
| TBD               | TBD                           |  |                                    | Joint Meeting with Paul First Nation    |
| 4                 | 1:00 pm, CFE                  |  | Audit Committee                    |   |
| 6                 | 8:30 am, TBD                  | Education Planning Day                         |                                    |   |
| 11                | 9:00 am, CFE                  | Regular Board Meeting                          |                                    |   |
| 12 -14            | 5:00 pm, Edmonton (tentative) |  | PSBC Meeting                       |   |
| 18                | 9:00 am, CFE                  | Governance & Planning Session (GPS) (Full Day) |                                    |   |
| 19                | 3:30 pm, CFE                  |  | Benefits Committee                 |   |
| 25                | 4:15 pm, CFE                  |  | TBAC Meeting                       |   |
| 28                | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting              |   |
| <b>MAY 2023</b>   |                               |  |                                    |   |
| 2                 | 7:00 pm, CFE                  |  | COSC                               |   |
| 10                | 1:00 pm, CFE                  |  | Audit Committee                    |   |
| 16                | 9:00 am, CFE                  | Governance & Planning Session (Full Day)       |                                    |   |
| 26                | TBD, Stony Plain              |  |                                    | Milestones and Merits                   |
| 26                | TBD, Edmonton                 |  | ASBA Zone 2/3 - Edwin Parr Banquet |   |
| 30                | 9:00 am, CFE                  | Regular Board Meeting                          |                                    |   |
| <b>JUNE 2023</b>  |                               |  |                                    |   |
| 1 - 3             | Red Deer                      |  |                                    | PSBAA Spring Conference & AGM           |
| 4 - 6             | Red Deer                      |  |                                    | ASBA Spring Conference & AGM            |
| 10                | 4:00 pm (Tentative)           |  |                                    | SGCHS Graduation                        |
| 13                | 9:00 am, CFE                  | Governance & Planning Session (Full Day)       |                                    |   |
| 15                | 5:00 pm, TBD                  |  | TBAC Meeting                       |   |
| 20                | 9:00 am, CFE                  | Organizational Meeting                         |                                    |   |
| 20                | 9:30 am, CFE                  | Regular Board Meeting                          |                                    |   |
| 23                | 9:30 am, Edmonton             |  | ASBA Zone 2/3 Meeting              |   |
| TBD               | 4:00 pm (Tentative)           |  |                                    | MCHS Graduation                         |
| <b>JULY 2023</b>  |                               |  |                                    |   |
| 3 - 4             | Banff                         |  |                                    | CSBA Congress 2023                      |

**Regular Board Meetings:** (10 meetings) Sep, Oct, Nov, Dec per month Sep - Jun

**Organizational Meeting:** (1 meeting) Jun

**Governance & Planning Sessions (GPS):** (10 meetings) Aug, Sep, Nov, Dec, Jan, Feb, Mar, Apr, May and Jun

**ASBA Zone 2/3 - Alberta School Boards Association Zone 2/3:** (8 meetings) Sep, Oct (AGM), Dec, Jan, Feb, Mar, Apr, May (Edwin Parr) and Jun

**Audit Committee:** (4 meetings) Sep, Nov, Apr and May

**Benefits Committee - Benefit Plan Advisory Committee:** (3 meetings) Sep, Dec and Apr

**COSC - Council of School Councils:** (5 meetings) Oct, Nov, Feb, Mar and May

**PSBC - Public School Boards' Association Council:** (4 meetings) Aug, Nov, Feb and Apr

**TBAC - Teacher Board Advisory Committee:** (4 meetings) Oct, Feb, Apr and Jun

A **Board Summit** has been planned for Oct 19-21, 2022

An **Education Planning Day** is tentatively planned for April 6, 2023

A **Stakeholder Engagement Evening** will be scheduled in November 2022

The following committees have unscheduled dates or will meet as needed:

- Alberta Teachers' Association (ATA) Labour Relations
- Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
- International Union of Operating Engineers (IUOE) Labour Relations
- Rural Caucus of Alberta School Boards (RCASB)
- Spruce Grove Joint Use Committee
- Stony Plain Joint Use Committee
- Teachers' Employer Bargaining Association (TEBA)