



## MEMORANDUM

June 20, 2023

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 Board Policy 7: Board Operations Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 7: Organizational Meeting – Schedule BP 7: Organizational Meeting – Process BP 12: Section Leadership Quality Standard 7 – Supporting Effective Governance Board Annual Work Plan
<b>SUBJECT</b>	<b>2023-2024 MEETING DATES</b>

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### PURPOSE

For approval. Recommendation required.

### RECOMMENDATION

That the Board of Trustees approve the 2023-2024 Meeting Dates, as presented at the Organizational Meeting of June 20, 2023.

### 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 2023-2024 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 2023-2024 school calendar year, and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

## 2023-2024 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
<b>AUGUST 2023</b>				
9 - 11	5:00 pm, Medicine Hat		PSBC Meeting	
28 - 31	Various Locations			PSD PD Days
29	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
<b>SEPTEMBER 2023</b>				
1	9:00 am, MCHS			PSD Opening Day
12	9:00 am, CFE	Regular Board Meeting		
22	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
26	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
27	1:00 pm, CFE		Audit Committee	
28	3:30 pm, CFE		Benefits Committee	
<b>OCTOBER 2023</b>				
TBD	TBD			MCHS Awards (2022-2023)
TBD	TBD			SGCHS Awards (2022-2023)
TBD	TBD			Joint Meeting with Parkland County
3	6:30 pm, CFE		COSC - First meeting	
10	9:00 am, CFE	Regular Board Meeting		
10 - 11	5:00 pm, CFE	Trustee Summit		
18 - 20	Edmonton			PSBAA Fall Conference & AGM
24	4:15 pm, CFE		TBAC Meeting	
27	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
<b>NOVEMBER 2023</b>				
7	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
13 - 17		Fall Break		
17 - 18	5:00 pm, Edmonton		PSBC Meeting	
19 - 21	Edmonton			ASBA Fall Conference & AGM
22	1:00 pm, CFE		Audit Committee	
28	9:00 am, CFE	Regular Board Meeting		
29	7:00 pm, TBD	Stakeholder Engagement Evening		
<b>DECEMBER 2023</b>				
1	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
5	6:30 pm, CFE		COSC	
7	3:30 pm, CFE		Benefits Committee	
19	9:00 am, CFE	Regular Board Meeting		
19	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
Dec 23 - Jan 7		Christmas Break		
<b>JANUARY 2024</b>				
TBD	TBD			Joint Meeting with Paul First Nation
19	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
23	9:00 am, CFE	Regular Board Meeting		
23	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
<b>FEBRUARY 2024</b>				
TBD	TBD			Joint Meeting with Town of Stony Plain
6	6:30 pm, CFE		COSC	
8 - 9	5:00 pm, Edmonton		PSBC Meeting	
13	9:00 am, CFE	Regular Board Meeting		
13	4:15 pm, ATA Office		TBAC Meeting	
23	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
27	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
<b>MARCH 2024</b>				
TBD	TBD			Joint Meeting with Evergreen
TBD	TBD			Joint Meeting with Conseil scolaire Centre-Nord
5	9:00 am, CFE	Regular Board Meeting		
19	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
19	12:00 pm, TBD	Student Advisory (PM Only)		
19	6:30 pm, CFE		COSC	
22	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
Mar 23 - Apr 2		Spring Break		

## 2023-2024 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
<b>APRIL 2024</b>				
TBD	TBD			Joint Meeting with City of Spruce Grove
3	1:00 pm, CFE		Audit Committee	
9	9:00 am, CFE	Regular Board Meeting		
11	8:30 am, TBD	Education Planning Day		
11 - 12	8:00 am, Edmonton		PSBC Meeting	
16	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
16	4:15 pm, CFE		TBAC Meeting	
18	3:30 pm, CFE		Benefits Committee	
19	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
<b>MAY 2024</b>				
8	1:00 pm, CFE		Audit Committee	
14	9:00 am, CFE	Governance & Planning Session (Full Day)		
14	6:30 pm, CFE		COSC	
24	TBD, Stony Plain			Milestones and Merits
24	9:30 am, Edmonton		ASBA Zone 2/3 - General Meeting	
24	7:00 pm, Edmonton		ASBA Zone 2/3 - Edwin Parr Banquet	
28	9:00 am, CFE	Regular Board Meeting		
<b>JUNE 2024</b>				
TBD	4:00 pm (Tentative)			SGCHS Graduation
TBD	4:00 pm (Tentative)			MCHS Graduation
May 30 - Jun 1	Calgary			PSBAA Spring Conference & AGM
2 - 4	Calgary			ASBA Spring Conference & AGM
11	9:00 am, CFE	Governance & Planning Session (Full Day)		
11	5:00 pm, TBD		TBAC Meeting	
18	9:00 am, CFE	Organizational Meeting		
18	9:30 am, CFE	Regular Board Meeting		
21	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
<b>JULY 2024</b>				
TBD	TBD			CSBA Congress 2024

**Regular Board Meetings:** (10 meetings) One 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, Dec, 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 10-11, 2023

An **Education Planning Day** is tentatively planned for April 11, 2024

A **Stakeholder Engagement Evening** is tentatively planned for November 29, 2023

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)