



MEMORANDUM

June 20, 2023

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	2023-2024 BOARD ANNUAL WORK PLAN

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2023-2024 Board Annual Work Plan, as presented at the Organizational Meeting of June 20, 2023.

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



2023 - 2024 BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS
SEPTEMBER 2023	Events Sep 1 8:15am-12:15pm <ul style="list-style-type: none"> • PSD Staff Opening Day (MCHS) 	Key Action Items Sep 12 9am - 12pm - Regular Meeting
OCTOBER 2023	Events TBD <ul style="list-style-type: none"> • PSD / Parkland County Joint Meeting Oct 10-11 <ul style="list-style-type: none"> • Board Summit (CFE) Oct 18-20 <ul style="list-style-type: none"> • PSBAA FGM (Edmonton) 	Key Action Items Oct 10 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • Modular Submission Request
NOVEMBER 2023	Events Nov 19-21 <ul style="list-style-type: none"> • ASBA FGM (Edmonton) 29-Nov <ul style="list-style-type: none"> • Stakeholder Engagement Event 	Key Action Items Nov 28 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • Audited Financial Statements • Annual Education Results Report (AERR)
DECEMBER 2023	Events TBD <ul style="list-style-type: none"> • School Christmas Celebrations 	Key Action Items Dec 19 9am - 12pm - Regular Meeting
JANUARY 2024	Events TBD <ul style="list-style-type: none"> • PSD / Paul First Nation Joint Meeting 	Key Action Items Jan 23 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • Edwin Parr Selection Committee
FEBRUARY 2024	Events TBD <ul style="list-style-type: none"> • PSD / Town of Stony Plain Joint Meeting 	Key Action Items Feb 13 9am - 12pm - Regular Meeting
MARCH 2024	Events TBD <ul style="list-style-type: none"> • PSD / Evergreen Joint Meeting • PSD / Conseil scolaire Centre-Nord Joint Meeting 	Key Action Items Mar 7 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • 2024-2025 Fees and Allowances • Edwin Parr Nominee • Capital Plan
APRIL 2024	Events TBD <ul style="list-style-type: none"> • PSD / City of Spruce Grove Joint Meeting Apr 11 8:30am-3:30pm <ul style="list-style-type: none"> • Education Planning Day 	Key Action Items Apr 9 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • Budget Assumptions
MAY 2024	Events May 24 5:30pm <ul style="list-style-type: none"> • Milestones and Merits Celebration 	Key Action Items May 30 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> • Education Plan • 2024-2025 Budget



2023 - 2024 BOARD ANNUAL WORK PLAN

JUNE
2024

EVENTS	
Events	
May 30-Jun 1	<ul style="list-style-type: none"> • PSBAA SGM (Calgary)
Jun 2-4	<ul style="list-style-type: none"> • ASBA SGM (Calgary)

BOARD MEETINGS	
Key Action Items	
Jun 18 9am - 9:30am - Organizational Meeting	<ul style="list-style-type: none"> • Committees 2024-2025 • Board Remuneration 2024-2025 • 2024-2025 Board Meeting Schedule • 2024-2025 Annual Work Plan
Jun 18 9:30am - 12pm - Regular Meeting	

ONGOING BOARD WORK PLAN ITEMS

- 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
- 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 (Policy Review Committee)

Governance and Planning Session Areas for Discussion

GOVERNANCE:

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| <ul style="list-style-type: none"> • Policy Review • Advocacy & Provincial Connections
(MLA mtgs, Chamber, ASBA, PSBAA) | <ul style="list-style-type: none"> • Board Evaluation • Superintendent Evaluation |
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STRATEGIC PLANNING:

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| <ul style="list-style-type: none"> • Budget • Capital Planning • Fee/Transportation Assumptions • Education Plan | <ul style="list-style-type: none"> • Engagement Plan • Student Engagement Opportunities • Communication Plan |
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OPERATIONS & INFORMATION

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| <ul style="list-style-type: none"> • Education Plan, Priorities and Progress • Literacy • Numeracy • Wellness | <ul style="list-style-type: none"> • Indigenous Ways of Knowing • Inclusive and Supportive Practices • Community Partnerships and Support • Pedagogy and Programming |
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