

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

Education Act

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.

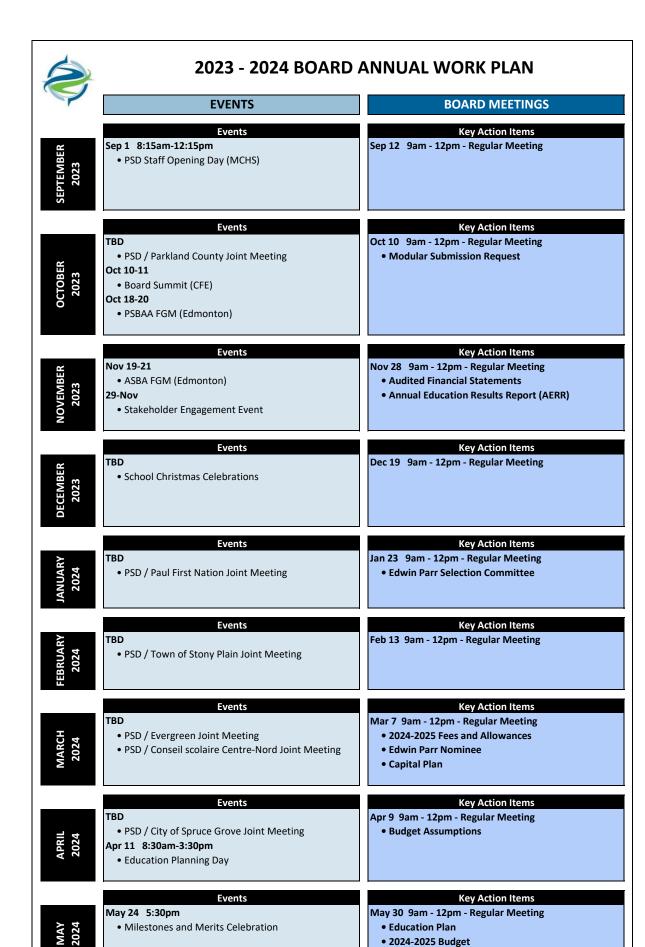
REPORT SUMMARY

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

Events

May 30-Jun 1

• PSBAA SGM (Calgary)

Jun 2-4

• ASBA SGM (Calgary)

BOARD MEETINGS

Key Action Items

Jun 18 9am - 9:30am - Organizational Meeting

- Committeess 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:

- Policy Review
- Advocacy & Provincial Connections (MLA mtgs, Chamber, ASBA, PSBAA)
- Board Evaluation
- Superintendent Evaluation

STRATEGIC PLANNING:

- Budget
- Capital Planning
- Fee/Transportation Assumptions
- Education Plan

- Engagement Plan
- Student Engagement Opportunities
- Communication Plan

OPERATIONS & INFORMATION

- Education Plan, Priorities and Progress
- Literacy
- Numeracy
- Wellness

- Indigenous Ways of Knowing
- Inclusive and Supportive Practices
- Community Partnerships and Support
- Pedagogy and Programming