



MEMORANDUM

June 18, 2024
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	BP 7: Organizational Meeting – Schedule BP 7: Organizational Meeting – Process BP 12: Section Leadership Quality Standard 7 – Supporting Effective Governance Board Annual Work Plan
SUBJECT	ESTABLISHMENT OF 2024-2025 MEETING DATES

PURPOSE

For approval. A recommendation required.

RECOMMENDATION

That the Board of Trustees approve the 2024-2025 Meeting Dates, as presented at the Organizational Meeting of June 18, 2024.

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 2024-2025 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 2024-2025 school calendar year and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

2024-2025 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
AUGUST 2024				
7 - 9	5:00 pm, Grande Prairie		PSBC Meeting	
20	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
23 & 26	Various Locations			PSD PD Days
27	9:00 am, MCHS			PSD Opening Day
SEPTEMBER 2024				
10	9:00 am, CFE	Regular Board Meeting		
20	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
24	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
25	1:00 pm, CFE		Audit Committee	
26	3:30 pm, CFE		Benefits Committee	
OCTOBER 2024				
TBD	TBD			Joint Meeting with Parkland County
8	9:00 am, CFE	Regular Board Meeting		
8	6:30 pm, CFE		COSC - First meeting	
9 - 10	5:00 pm, CFE	Trustee Summit		
16 - 18	Edmonton			PSBAA Fall Conference & AGM
22	4:15 pm, CFE		TBAC Meeting	
23	TBD, MCHS			MCHS Awards (2023-2024)
25	9:30 am, Edmonton		ASBA Zone 2/3 Meeting (AGM)	
NOVEMBER 2024				
5	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
5	6:30 pm, CFE		COSC	
7	TBD, SGCHS (Tentative)			SGCHS Awards (2023-2024)
12 - 15		Fall Break		
15 - 16	8:00 am, Edmonton		PSBC Meeting	
17 - 19	Edmonton			ASBA Fall Conference & AGM
20	1:00 pm, CFE		Audit Committee	
26	9:00 am, CFE	Regular Board Meeting		
27	7:00 pm, TBD	Stakeholder Engagement Evening		
DECEMBER 2024				
5	3:30 pm, CFE		Benefits Committee	
6	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
17	9:00 am, CFE	Regular Board Meeting		
17	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
Dec 23 - Jan 3		Christmas Break		
JANUARY 2025				
TBD	TBD			Joint Meeting with Paul First Nation
14	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
17	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
21	9:00 am, CFE	Regular Board Meeting		
FEBRUARY 2025				
TBD	TBD			Joint Meeting with Town of Stony Plain
4	6:30 pm, CFE (Tentative)		COSC	
6 - 7	8:00 am, Edmonton		PSBC Meeting	
11	4:15 pm, ATA Office		TBAC Meeting	
18	9:00 am, CFE	Regular Board Meeting		
18	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
21	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
MARCH 2025				
TBD	TBD			Joint Meeting with Conseil scolaire Centre-Nord
TBD	TBD			
4	6:30 pm, CFE (Tentative)		COSC	
11	9:00 am, CFE	Regular Board Meeting		
11	12:00 pm, CFE	Student Advisory (PM Only)		
14	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
25	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
26	1:00 pm, CFE		Audit Committee	
Mar 31 - Apr 4		Spring Break		

2024-2025 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
APRIL 2025				
TBD	TBD			Joint Meeting with City of Spruce Grove
9	8:30 am, TBD	Education Planning Day		
10 - 11	8:00 am, Edmonton		PSBC Meeting	
11	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
15	9:00 am, CFE	Regular Board Meeting		
17	3:30 pm, CFE		Benefits Committee	
29	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
29	4:15 pm, CFE		TBAC Meeting	
MAY 2025				
7	1:00 pm, CFE		Audit Committee	
13	9:00 am, CFE	Governance & Planning Session (Full Day)		
13	6:30 pm, CFE (Tentative)		COSC	
TBD	5:30 pm, Stony Plain			Milestones and Merits
23	9:30 am, Edmonton		ASBA Zone 2/3 - General Meeting	
23	7:00 pm, Edmonton		ASBA Zone 2/3 - Edwin Parr Banquet	
27	9:00 am, CFE	Regular Board Meeting		
JUNE 2025				
1 - 3	Calgary			ASBA Spring Conference & AGM
3 - 5	Calgary			PSBAA Spring Conference & AGM
7	1:00 pm (Tentative)			SGCHS Graduation
10	9:00 am, CFE	Governance & Planning Session (Full Day)		
17	9:00 am, CFE	Regular Board Meeting		
17	4:30 pm, TBD		TBAC Meeting	
20	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
27	2:00 pm (Tentative)			MCHS Graduation
JULY 2025				
TBD	TBD			CSBA Congress 2025

Regular Board Meetings: (10 meetings) One per month Sep - Jun

Organizational Meeting: Due to the 2025 elections, there will be no Organizational Meeting in June of 2025

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 9-10, 2024

A **Stakeholder Engagement Evening** is tentatively planned for November 27, 2024

A **Student Engagement** is tentatively planned for March 11, 2025 in the afternoon

An **Education Planning Day** is tentatively planned for April 9, 2025

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

- Alberta Teachers' Association (ATA) Labour Relations
- Canadian Public Union of Employees (CUPE) Labour Relations
- Edwin Parr Selection Committee (Ad Hoc Committee)
- 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)