



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 Board Annual Work Plan
BP 7: Organizational Meeting
Education Act

SUBJECT **2024-2025 BOARD ANNUAL WORK PLAN**

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves the 2024-2025 Board Annual Work Plan, as presented at the Organizational Meeting of June 18, 2024.

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



2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS
AUGUST 2024	<ul style="list-style-type: none"> PSD Staff Opening Day (MCHS) 	KEY ACTION ITEMS
SEPTEMBER 2024	<ul style="list-style-type: none"> School Council Meetings 	SEPTEMBER 10, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS
OCTOBER 2024	<ul style="list-style-type: none"> PSD / Parkland County Joint Meeting Board Summit (CFE) Shikaoi Delegation Luncheon PSBAA FGM (Edmonton) School Council Meetings 	OCTOBER 8, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> Modular Submission Request
NOVEMBER 2024	<ul style="list-style-type: none"> ASBA FGM (Edmonton) Stakeholder Engagement Event School Council Meetings 	NOVEMBER 26, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> Audited Financial Statements Annual Education Results Report (AERR)
DECEMBER 2024	<ul style="list-style-type: none"> School Christmas Celebrations School Council Meetings 	DECEMBER 17, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS
JANUARY 2025	<ul style="list-style-type: none"> PSD / Paul First Nation Joint Meeting School Council Meetings 	JANUARY 21, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS



2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS
FEBRUARY 2025	<ul style="list-style-type: none"> • PSD / Town of Stony Plain Joint Meeting • School Council Meetings 	FEBRUARY 18, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS
MARCH 2025	<ul style="list-style-type: none"> • PSD / Conseil scolaire Centre-Nord Joint Meeting • Student Engagement • School Council Meetings 	MARCH 11, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> • 2025-2026 Fees and Allowances • Edwin Parr Nominee • Capital Plan
APRIL 2025	<ul style="list-style-type: none"> • PSD / City of Spruce Grove Joint Meeting • Education Planning Day • School Council Meetings 	APRIL 15, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> • Budget Assumptions
MAY 2025	<ul style="list-style-type: none"> • Milestones and Merits Celebration • School Council Meetings 	MAY 27, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> • Education Plan • 2025-2026 Budget
JUNE 2025	<ul style="list-style-type: none"> • PSBAA SGM (Calgary) • ASBA SGM (Calgary) • School Council Meetings 	JUNE 17, 2025 (REGULAR MEETING) - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> • Trustee Remuneration

2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN



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
- Communications 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