

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items (if scheduled)

Events/Action

- Hold Board Organizational Meeting
- Attend Learning Institute (when applicable)
- Review Fiscal Monitoring Report

September

Regular Board Meeting Agenda Items

- Approve Annual Report to the Community
- Nominate Suitable Candidates for ASBA Awards (if desired):
 - Friends of Education Award
 - Honorary Life Member Award
 - Long-Service Award
 - Premier's Award
- Review Plans and Host Employee Recognition Event

Events/Action

- Define Community Engagement Process

October

Regular Board Meeting Agenda Items

- Review Fall Budget
- Review Accountability Pillar Summary Results
- Review Three-Year Plan Draft
- Review Political Advocacy Plan
- Participate in Board Planning Session (Non-Election Years)
- Review Fiscal Monitoring Report

Events/Action

November

Regular Board Meeting Agenda Items

- Approve Three Year Plan \ Annual Education Results Report
- Receive the Auditor's Report and Management Letter and Approve the Audited Financial Statement
- Review Critical Minimum Enrollments
- Review Fiscal Monitoring Report

Events/Action

- Review questions for distribution to school administrators and Division Office regarding Board Evaluation
- Attend ASBA FGM
- Hold Community Engagement Forums

December

Regular Board Meeting Agenda Items

- Review HR Accountability Report
- Edwin Parr Award

Events/Action

- Attend combined Three Year Education Plan & Annual Education Results Reviews with Schools
- Deliver Christmas Gift Baskets to Schools/Departments

January

Regular Board Meeting Agenda Items

- Review Fiscal Monitoring Report
- Set Dates for County/Municipality Community Engagement Meetings
- Participate in Board Planning Session (Election Year Only)
- Hold Liaison Meeting with ATA Local
- Submit Edwin Parr Teacher Award Nomination (ASBA)

Events/Action

February

Regular Board Meeting Agenda Items

- Approve School Calendars
- Set Date for Board Planning Session
- Set Date for Next Year's BRSD Collaboration Day
- Review Fiscal Monitoring Report
- Friends of Battle River Award (Community Engagement Committee)

Events/Action

- Host BRSD Collaboration Day

March

Regular Board Meeting Agenda Items

- Approve Capital Plan
- Approve Playground Funding (as applicable)
- Approve Terms of Reference for Audit Committee
- Review Alberta Education Financial Profile Report
- Review Fiscal Monitoring Report

Events/Action

- Host ASBA Zone 4 Meeting

April

Regular Board Meeting Agenda Items

- Review Budget Assumptions, Priorities and Potential Risks
- Establish and approve Adult Student Fees, International Student Fees
- Preliminary Budget Discussions
- Review Fiscal Monitoring Report
- Review Satisfaction Survey Results or Other Related Stakeholder Data

Events/Action

- Ensure responses have been received regarding Board evaluation questions
- Hold Preliminary Budget Discussions

May

Regular Board Meeting Agenda Items

- Approve Budget
- Approve Locally Developed Courses
- Review District Three-Year Plan Goals
- Submit Nomination for ASBA Zone Appreciation Award (if desired)
- Review HR Accountability Reports
- Establish and approve Ineligible Transportation Fees and Kilometer Rate For School Field Trips

Events/Action

- Conduct Board Evaluation

June

Regular Board Meeting Agenda Items

- Review Fiscal Monitoring Report
- Review the Terms of Engagement from the Auditors Report
- Prepare Political Advocacy Plan
- Prepare Board Development Plan

Events/Action

- Attend ASBA SGM
- Conduct Superintendents Evaluation (Once per term)

Ongoing

- Attend Bi-Monthly Board Meetings (2nd and 4th Thursdays) except June, July, August, and December unless scheduled
- Attend Committee Meetings as required
- Attend School Council Meetings
- Attend School Events/Graduations/Award Ceremonies
- Review Cheque Registers and Expense Accounts Monthly
- Periodically Meet with MLA's
- Review Trustee Remuneration every Four Years (second year of term)

Amended: April 25th, 2019