

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items (if scheduled)

Events/Action

- Hold Board Organizational Meeting

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
- Review Political Advocacy Plan

Events/Action

- Define Community Engagement Process

October

Regular Board Meeting Agenda Items

- Review Accountability Pillar Summary Results
- Participate in Board Strategic Planning Session (Non-Election Years)
 - Prepare Board Development Plan
- Review Fiscal Monitoring Report
- Review Board Committees' Terms of Reference
- Hold Board Organizational Meeting (Election Year Only)

Events/Action

November

Regular Board Meeting Agenda Items

- Approve 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

- Prepare process for Board Evaluation
- Attend ASBA FGM
- Hold Community Engagement Forums

December

Regular Board Meeting Agenda Items

- Review HR Accountability Report

Events/Action

- Deliver Christmas Gift Baskets to Schools/Departments

January

Regular Board Meeting Agenda Items

- Approve Locally Developed Courses
- Review Fiscal Monitoring Report
- Participate in Board Strategic Planning Session (Election Year Only)
- Hold Liaison Meeting with ATA Local
- Review Board Committees' Terms of Reference (Election Year Only)

Events/Action

February

Regular Board Meeting Agenda Items

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

Events/Action

- Host BRSD Collaboration Day
- Host ASBA Zone 4 Meeting

March

Regular Board Meeting Agenda Items

- Approve Capital Plan
- Approve Terms of Reference for Audit Committee
- Review Alberta Education Financial Profile Report
- Review Fiscal Monitoring Report
- Approve Strategic Plan

Events/Action

April

Regular Board Meeting Agenda Items

- Approve Budget Assumptions, Priorities and Potential Risks
- Approve Adult Student Fees, International Student Fees
- Preliminary Budget Discussions
- Review Fiscal Monitoring Report

Events/Action

- Conduct Board Evaluation

May

Regular Board Meeting Agenda Items

- Approve Budget
- Approve Locally Developed Courses
- Submit Nomination for ASBA Zone Appreciation Award (if desired)
- Review HR Accountability Reports
- Approve Ineligible Transportation Fees and Kilometer Rate For School Field Trips
- Review Fiscal Monitoring Report
- Approve Education Plan

Events/Action

June

Regular Board Meeting Agenda Items

- Review the Audit Service Plan from the Auditors Report

Events/Action

- Attend ASBA SGM
- Conduct Superintendent's Evaluation (Once per term)
- Prepare Political Advocacy Plan

Ongoing

- Attend Board Meetings
- Review Policies
- 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 MLAs
- Review Trustee Remuneration every Four Years (second year of term)

Amended: May 27th, 2021