

## BOARD ANNUAL WORK PLAN

### August

#### Regular Board Meeting Agenda Items (if scheduled)

##### Events/Action

- Hold Board Organizational Meeting – move to June

### September

#### Regular Board Meeting Agenda Items

- Approve Annual Report to the Community
- 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)
- 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 Fiscal Monitoring Report
- Approve Strategic Plan (Non-election years)

### 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 Calendar
- Review Budget Assumptions, Priorities, and Potential Risks
- Review Fiscal Monitoring Report
- Review Policy 8 Board Operations – Schedule B (following an election year)
- Advertise 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
- (included with all Committees Terms of Reference in October)
- Review Fiscal Monitoring Report
- Approve Strategic Plan (election year only)

### 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
- Review Alberta Education Financial Profile Report
- Nominate Suitable Candidates for ASBA Awards (if desired):
  - Friends of Education Award
  - Honorary Life Member Award
  - Long-Service Award
  - Premier's Award
- Approve Friends of Battle River Award Recipient

### 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 Assurance Plan

### Events/Action

Attend graduations

## June

### Regular Board Meeting Agenda Items

- Review the Audit Service Plan from the Auditors Report
- Host Employee Recognition
- Review Committee Year End Reports

### Events/Action

- Attend ASBA SGM
- Attend graduations
- Conduct Superintendent's Evaluation (Once per year)
- Prepare Political Advocacy Plan
- Hold Board Organizational Meeting

## 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 & other stakeholders
- Review Board Handbook

Amended: May 27<sup>th</sup>, 2021  
Amended & Approved: January 27<sup>th</sup>, 2022  
Amended & Approved: April 27<sup>th</sup>, 2023