

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items (if scheduled)

Events/Action

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

- Participate in Board Strategic Planning Session (Non-Election Years)
- Review Fiscal Monitoring Report
- Review Board Committees' Terms of Reference
- Approve Strategic Plan (Non-election years) Hold Board Organizational Meeting (Election Year Only)

Events/Action

November

Regular Board Meeting Agenda Items

- Approve Annual Education Results Report
- Review Alberta Education Assurance Measures Results

- Receive the Auditor's Report and Management Letter and Approve the Audited Financial Statement
- 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
- Advertise for nominations for the Friends of Education and the Friends of Battle River

January

Regular Board Meeting Agenda Items

- Approve Locally Developed Courses
- Review Budget Assumptions, Priorities, and Potential Risks
- Approve Early Learning Fees
- Review Fiscal Monitoring Report
- Participate in Board Strategic Planning Session (Election Year Only)
- Review Board Committees' Terms of Reference (Election Year Only)

Events/Action

- Hold Liaison Meeting with ATA Local

February

Regular Board Meeting Agenda Items

- Approve School Calendar

- Review Fiscal Monitoring Report
- Review Policy 8 Board Operations – Schedule B (following an election year)
- Approve nominee for Edwin Parr Award
- Approve Friends of Battle River Award Recipients
- Approve Friends of Education Award

Events/Action

- Host ASBA Zone 4 Meeting
- Advertise Friends of Battle River Award (Community Engagement Committee)

March

Regular Board Meeting Agenda Items

- Approve Capital Plan
- Approve Summer School Fees
- 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
- Approve Other Fees (i.e. Technology)
- Preliminary Budget Discussions
- Review Fiscal Monitoring Report
- Review Alberta Education Financial Profile Report
- Nominate Suitable Candidates for ASBA Awards (if desired):
 - Honorary Life Member Award
 - Long-Service Award
 - Premier’s Award

Events/Action

- Conduct Board Evaluation

May

Regular Board Meeting Agenda Items

- Approve Budget
- Submit Nomination for ASBA Zone Appreciation Award (if desired)
- Approve Ineligible Transportation Review Fiscal Monitoring Report
- Approve Education Assurance Plan

Events/Action

Attend farewells

June

Regular Board Meeting Agenda Items

- Review the Audit Service Plan from the Auditors Report
- Approve kilometre rate for school field trips
- Approve Transportation Cross-Boundary fee
- Review HR Accountability Reports
- Review Committee Year End Reports

Events/Action

- Attend ASBA SGM
- Attend farewells
- Conduct Superintendent's Evaluation (Once per year)
- Prepare Political Advocacy Plan
- Hold Board Organizational Meeting
- Recognize Friends of BRSD Award recipients
- Host Employee Recognition

Ongoing

- Attend Board Meetings
- Review Policies
- Attend Committee Meetings as required
- Attend School Council Meetings
- Attend School Events/Farewells/Award Ceremonies
- Review Cheque Registers and Expense Accounts Monthly
- Periodically Meet with MLAs & other stakeholders
- Review Board Handbook

Amended & Approved: April 27th, 2023
Amended & Approved: September 28, 2023
Amended & Approved: January 25, 2024
Amended: May 23, 2024
Amended: March 20, 2025