

## **BOARD ANNUAL WORK PLAN**

### **Board of Trustees’ Guiding Principles to Advocacy**

#### **Faith Advocacy**

1. Once per year, schedule a meeting with both Bishops.
2. Twice during the Board’s 4-year term, schedule a meeting of the Board with ALL our Parish priests.
3. Once per year, hold a monthly public Board meeting in each of the Electoral Subdivisions of Camrose, Vegreville, Fort Saskatchewan and Sherwood Park.
  - Invite Parish priests / Knights of Columbus / Catholic Women’s League / Parish Administrators to attend.

#### **ATA Advocacy**

1. Once per year, to build relationships, schedule a meeting with the ATA Local Executive.

#### **School Board Advocacy**

1. Once per year, meet with the Battle River Board and Elk Island Public Board – separately.

#### **Municipal Advocacy**

1. On an annual basis, meet with 2 (out of the 4) municipalities. The following year, meet with the other 2 municipalities.

#### **MLA Advocacy**

1. Once per year, schedule an Advocacy meeting of the Board with all 4 MLAs.

<b>August</b>
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#### **Committee of the Whole Meeting**

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#### **Events/Action**

- Opening and Faith Formation Day
- In-service focused on knowledge of the Board’s role and processes

## September

### Public Board Meeting Agenda Items

- Receive Financial Update Report
- Approve Board Annual Work Plan
- Nominate individuals/groups for ACSTA/ASBA awards as appropriate

### Events/Action

- ASBA Zone 2/3 Meeting
- ASBA Award Nominations Due (September 17):
  - Community Engagement Award
  - Honourary Life Membership Award
  - Long Service Awards
  - School Board Innovation and Excellence Award
- ACSTA Board of Directors meeting
- ACSTA Award Nominations Due (September 7):
  - Life Membership
  - Honourary Life Membership
  - Faithful Steward Long Service
  - Meritorious Service
  - Appreciation
- Back to School Breakfast at Division schools
- Opening Divine Liturgy for Edmonton area Ukrainian student at St. Basil's
- Find out various school Mass dates for the year
- Determine School Council trustee Rep list for the year

### Advocacy

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## October

### Public Board Meeting Agenda Items

- Receive September 30 Enrolment Report
- Receive Financial Update Report
- Review ACSTA and ASBA Resolutions/Bylaws/Policies for fall AGMs
- Make Plans for Catholic Education Sunday

### Events/Action

- Conduct Organizational Meeting of the Board (in an election year)

- Board Retreat
- ASBA Zone 2/3 Meeting
- Register for ACSTA FGM
- Register for ASBA FGM
- Read-in Week
- Thanksgiving celebrations
- Book joint meeting with EIPS and Battle River School Boards
- The Archbishop's Dinner
- GRACE Summit

### **Advocacy**

- Meet with area MLA's
- Meet with Camrose City Council

<b>November</b>
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### **Public Board Meeting Agenda Items**

- Approve Annual Education Results Report
- Receive Achievement and Diploma Exam Reports
- Approve Revised Budget
- Approve Transfers from Reserves
- Meet with auditor to review Report and Management Letter
- Approve Audited Financial Statements
- Receive summary of School Improvement Plans and School Council annual reports.
- Receive Financial Update Report

### **Events/Action**

- ASBA Zone 2/3 Meeting
- ACSTA Fall General Meeting
- ACSTA Board of Directors meeting
- ASBA Fall General Meeting
- ASBA Award Considerations:
  - Honouring Spirit – Indigenous Student Awards
  - Edwin Parr Teacher Award
- Remembrance Day Activities + Wreath Laying Activities

### **Advocacy**

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## December

### Public Board Meeting Agenda Items

- Receive Infrastructure and Maintenance Renewal (IMR) Plan
- Receive Financial Update Report

### Events/Action

- ASBA Zone 2/3 Meeting
- Christmas celebrations
- Sign Christmas cards to EICS School Staff/CLS Departments
- Ukrainian Catholic Eparchy Edmonton Bishop's Gala
- Book meeting between Board of the whole and the ATA local.

### Advocacy

- Meet with Vegreville Town Council

## January

### Public Board Meeting Agenda Items

- Approve School Calendar(s)
- Receive Financial Update Report

### Events/Action

- ASBA Zone 2/3 Meeting
- ASBA Award Considerations
  - Friends of Education Award
- ACSTA Board of Directors meeting

### Advocacy

- Meet with Archbishop Smith and Bishop Motiuk

## February

### Public Board Meeting Agenda Items

- Receive Financial Update Report

## **Events/Action**

- ASBA Zone 2/3 Meeting
- ASBA Award Nominations Due (February 1):
  - Honouring Spirit – Indigenous Student Awards
- Young Authors Conference
- ATA Trustee Luncheon – Teacher Convention
- Shrove Tuesday Activities
- Ash Wednesday Masses

## **Advocacy**

- Meet with the Board as a whole and ATA Local

<b>March</b>
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## **Public Board Meeting Agenda Items**

- Determine Division nominee for the ASBA Edwin Parr Award
- Approve Budget
- Approve Budget assumptions
- Receive Financial Update Report

## **Events/Action**

- Rural Education Conference
- ASBA Award Considerations:
  - Zone Appreciation Award
  - Community Engagement Award
  - Honourary Life Membership Award
  - Long Service Awards
  - School Board Innovation and Excellence Award
- ASBA Award Nominations Due (March 19):
  - Edwin Parr Teacher Award
  - Friends of Education Award
- ASBA Zone 23 Meeting
- ASBA Zone 2/3 MLA Advocacy Evening
- Religious Education Congress
- Division Faith and Wellness Day

## **Advocacy**

- Meet with Battle River School Board

## April

### Public Board Meeting Agenda Items

- Approve Fees
- Review ASBA Bylaws/Resolutions for Spring AGM
- Receive Financial Update Report

### Events/Action

- ASBA Zone 2/3 Meeting
- Catholic Education Week
- Easter celebrations
- ACSTA Award Considerations:
  - Life Membership
  - Honourary Life Membership
  - Faithful Steward Long Service
  - Meritorious Service
  - Appreciation

### Advocacy

- Meet with Elk Island Public School Board

## May

### Public Board Meeting Agenda Items

- Approve Capital Plan
- Approve Three Year Education Plan
- Receive Financial Update Report

### Events/Action

- ACSTA Blueprints Conference
- ACSTA SPICE Conference
- World Catholic Education Day
- Strathcona Mayor Prayer Breakfast
- REAL Foundation Golf Tournament
- Skills Portfolio Breakfast
- ACSTA BOD Meeting
- Edwin Parr Awards Zone 2/3 Banquet
- EICS Staff Recognition Evening

- ASBA Zone 23 Meeting
- Friar's Ball
- Young Scientist Conference
- Book rooms for fall Board Retreat

**Advocacy**

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<b>June</b>
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**Public Board Meeting Agenda Items**

- Receive Financial Update Report
- Nominate ASBA Zone 23 Friend of Education Award
- Nominate ASBA Zone Appreciation Award

**Events/Action**

- Conduct Organizational Meeting (in a non-election year)
- Conduct Superintendent Evaluation
- Conduct Board Self-Evaluation
- ASBA Spring General Meeting
- ASBA Award Nominations Due (June 11):
  - Zone Appreciation Award
- CCSTA Conference
- ASBA Zone 23 Meeting
- Book advocacy meetings with two of the four municipalities for next year
- Book advocacy meeting(s) with MLA's for next year
- Book advocacy meeting(s) with Archbishop and Bishop
- High School Graduation ceremonies
- High School Awards ceremonies
- Bishop Motiuk's Prayer Breakfast
- Vegreville School Mass
- Transportation BBQ Luncheon, by invitation
- Admin/Trustee Golf and Dinner

**Advocacy**

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<b>July</b>
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## Events

- CSBA Conference

<b>Ongoing</b>
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- Receive Committee reports
- Receive Superintendent's Monthly Report
- Review Board Annual Work Plan
- Policy Review (2/month or upon request)
- Attend school celebrations, upon request
- High School Graduations (May and June)
- Prayer Breakfasts

Legal Reference: Section 45, 56, 60, 61, 62, 63, 78, 147 Education Act  
Section 16 Government Accountability Act