

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.

Board of Trustees’ Yearly Evaluation Focus Areas

Faith Development

Continue with, goals to achieve:

- Faith formation / development process at public board meetings.
- In depth review of Policy 2 and appendices and update work plan accordingly.
- Social justice team building / endeavour in each community once a year.

Accountability to Provincial Government

Continue with, goals to achieve:

- To have a collaborative, respective response when meeting with our MLA’s. However, when necessary be more assertive when the situation arises.

Accountability to the Community

Continue with, goals to achieve:

- Becoming more relevant with engagement in local communities.
- Explore community engagement opportunities such as coffee talks, open houses, Q

and A at public board meetings to engage with parents / public in local communities.

Policy Development

Continue with, goals to achieve:

- Collective support of the Board Chair in supporting self-regulation in order to expedite policy discussions and implementation.
- As stated above, thorough review of Policy 2.
- Review board duties as per Education Act section 33.

Strategic Education Planning and Reporting

Continue with, goals to achieve:

- Explore PAT results.

Board / Superintendent Relations

Continue with, goals to achieve:

- Review of the role of the Board and role of the Chair and working to understand the difference between operations vs. governance.
- Establish a goodwill committee.
- Discuss method of getting clarification from our Superintendent in a tactful and diplomatic way. Promoting respectful communication among Board Members and our Superintendent.

Political Advocacy

Continue with, goals to achieve:

- Work as a team to have a collective response in working with political advocacy groups.
- Explore meeting with other neighbouring Catholic Boards, continue to meet with EIPS and Battle River school boards as part of the work plan.

Board Development

Continue with, goals to achieve:

- Continue to ensure that communication is being disseminated on a timely basis.
- Structure a “coffee chat” among trustees, to help increase connections among the Board.

Fiscal Responsibility

Continue with, goals to achieve:

- Implement a budget line in the Governance budget for Staff Recognition Evening.
- Establish a goodwill committee that has a budget allocation in the Governance budget.

August

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

November

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

- Trustee School Visitations
- 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

March

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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June

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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July

Events

- CSBA Conference

Ongoing

- 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