



Wild Rose School Division

Board Work Plan 2016-2017

August

- Approve Board Work Plan 2016-2017
- Submit ASBA awards nominations
- Establish dates and design for Umbrella School Council meetings
- Establish dates and design for School Tours
- Establish dates and design for joint municipality / school division meetings
- Establish dates and design for MLA meetings
- Review of Superintendent's compensation & benefits (Policy 2)

September

- Attend Board Retreat
- Divisional PD Day
- Submit policy positions for consideration at ASBA and PSBAA Fall general meeting

October

- Conduct Facilitated Superintendent & Board Evaluations
- Attend Fall General meeting of the PSBAA
- Remembrance Day ceremonies dates
- Receive IMR Costs report for previous school year
- Receive Draft Combined AERR/3 Year Education Plan
- Receive 2015-15 Accountability Reports
 - o FNMI Accountability Report
 - o Literacy Accountability Report
 - o Professional Development Accountability Report
 - o Provincial Exam Results Report
 - o Educational Leadership Accountability Report

November

- Review of 2015-16 Board Evaluation
- Review of Superintendent & Board evaluations
- Review the Superintendent's Compensation and benefits
- Review first draft of the 2017-18 School Calendar
- Approve 2015-16 Audited Financial Statement (including review of Auditors Report & Management Letter)
- Approve Fall 2016-17 Budget
- Christmas Concert dates

- Decision regarding christmas baskets for schools or donation to Hope & Dignity in lieu
- Attend ASBA Fall General meeting
- Approve IMR Expenditures Plan for 2016-17 school year
- Approve Combined AERR/3 Year Education Plan for submission to Alberta Education and Distribution
- Receive 2015-16 Accountability Reports
 - o Communications Accountability Report
 - o Personnel Accountability Report
 - o Wellness Accountability Report

December

- Approve locally developed courses (semester two)
- Attend Christmas concerts
- Quarter One Fiscal Accountability report
- Receive 2015-16 Accountability Reports
 - o Technology Accountability Report
 - o Occupational Health & Safety Accountability Report
 - o Maintenance Accountability Report
 - o Transportation Accountability Report

January

- 2017-18 Budget Planning, Principles, Funding Allocation Model and Assumptions
- Review First Draft of Three Year Capital Plan
- Attend Timberline ATA Induction Ceremonies
- Receive WRSD 2016-17 Class Size report
- Student Services Accountability Report

February

- Receive updated draft of 2017-18 School Calendar
- Progress report on 2016-17 Education Plan
- Discuss Board priorities for 2017-18 Education Plan
- Book ASBA Facilitator for Board and Superintendent Evaluations

March

- Submit Edwin Parr Nominations
- 1st Finance Committee meeting to discuss impact of 2017-18 projected enrollments
- Approve locally developed courses (semester one)
- Submit policy positions for consideration at ASBA Spring General meeting
- Approve Annual School Calendar
- Quarter Two Fiscal Accountability report

April

- 2nd Finance Committee meeting to review finalized staffing and operational allocations before they go to schools on April 10
- Monthly Fiscal Report
- Review ASBA & PSBAA Bylaws/Resolutions for Spring AGM
- Graduation and Year End Celebration dates
- Attend Alberta School Council Association Provincial Meeting

- Education Plan Focus for 2017-18
- Review first draft of 2017-18 Annual Budget
- Begin planning for Employee retirement dinner
- Approve 3 Year Capital Plan & Facilities Master Plan for submission to Alberta Infrastructure
- 2017-18 Budget information - communication plan to the Public

May

- Monthly Fiscal Report
- Approve 2017-18 Annual Budget
- Approve Locally Developed Courses (semester one)

June

- Monthly Fiscal Report
- Hold Organizational Meeting in non-election years for the purpose of assigning duties to Board Members (Policy 7)
- Attend ASBA and PSBAA Spring General Meetings
- Attend Graduation Ceremonies
- Host Retirement and Awards Dinner and deliver long-service awards
- Quarter Three Fiscal Accountability report
- Establish and Approve Terms of Reference for Auditor
- Establish Board Meeting Dates, Times & Locations for Upcoming Year
- Discuss ASBA Awards submissions for next year

ONGOING BOARD COMMITMENTS

- Attend monthly Board Meetings as per schedule
- Attend School Council meetings
- Attend Committee meetings as required
- Attend ASBA Zone 4 Monthly meeting
- Attend ASBA Educational Workshops
- Develop emergent Advocacy initiatives
- Initiate Individual Trustee Development
- Attend School Student Awards ceremonies
- Negotiate Collective Bargaining Agreements