2020 - 2021 - ANNUAL BOARD WORK PLAN – Buffalo Trail Public Schools

WHEN	WHAT
AUGUST	➢ Consideration of the nomination for ASBA Awards (Friends of Education, Honorary Life Member, Long Service Award, Premier's Award) ➢ Committee of the Whole Meeting (2nd Wednesday if required) ➢ Board Organizational Meeting ➢ Board Meeting (3rd Wednesday) ➢ Trustee Attendance at Graduations
SEPTEMBER	➢ Committee of the Whole Meeting (1st Wednesday – if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Preliminary Student Counts (Board Meeting) ➢ Submit ASBA Nominations for Awards (other than Edwin Parr) ➢ Consider Applications for BTPS Outstanding Support Staff Award ➢ Student/Staff Exit Survey Results
OCTOBER	➢ BTPS Celebration Day (Postponed) ➢ Committee Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Budget Update Submission to Alberta Education ➢ September 30th Enrolment ➢ Finance Finalizing Budget ➢ Presentation of the APORI Results ➢ Review School Calendar Guidelines (if Required) ➢ Achievement Results (presented In-Camera) ➢ PSBAA Fall AGM – Virtual October 15, 2020 ➢ Board Workshop/Leadership Team Workshop (Postponed) ➢ Support Staff PL Day (1 Trustee to bring greetings)
NOVEMBER	➢ Committee of the Whole Meeting (3rd Wednesday) ➢ Board Meeting – (4th Wednesday) ➢ Final Board Approval of AERR ➢ Audited Financial Statements/Management Letter ➢ Auditor at Board Meeting ➢ ASBA Fall AGM ➢ School Calendar Guidelines Approval (if required) ➢ Support Staff PD Day (1 Trustee to bring greetings)
DECEMBER	➢ Committee of the Whole Meeting (1st Wednesday – if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Leadership Team Engagement re; 4 Year Plan ➢ Board Meeting (3rd Wednesday) ➢ Board/ Central Services Staff Holiday Luncheon (Board Meeting Day) ➢ Leadership Team Holiday Gathering (After Committee Meeting)
JANUARY	➢ Committee of the Whole Meeting (1st Wednesday – if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Superintendent's School Review Presentation
FEBRUARY	➢ Committee of the Whole Meeting (1st Wednesday – if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Teacher/Staff Appreciation ➢ Board Meeting (3rd Wednesday) ➢ Budget Guidelines Review ➢ Preliminary Enrolment Figures ᵗ Semester Suspension Report

MARCH	➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Submit Edwin Parr Teacher Award Nomination (ASBA) ➢ National Congress on Rural Education in Canada –Saskatoon ➢ Alberta Rural Education Symposium (ARES) – Edmonton ➢ ASCD ➢ Capital Plan Submission
APRIL	➢ Committee of the Whole Meeting (1st Wednesday – if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Three-Year Capital Plan/Ten Year Facility Plan ➢ NSBA ➢ Administrative Professionals Day ➢ Superintendents Public Speaking Contest ➢ School Fees Review/Update ➢ Try - a- Trade (last Wed of April or 1st Wed of May)
MAY	➢ Bus Driver Appreciation Day (1st Monday) ➢ Stakeholder Engagement re; 2nd Year of 4 Year Plan ➢ Committee of the Whole Meeting (1st Wednesday- if required) ➢ Committee of the Whole Meeting (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) ➢ Approval of Budget ➢ Edwin Parr ➢ PSBAA Spring General Meeting ➢ Trustee Attendance at Graduations ➢ PSBA Long Service Award Nomination ➢ Trustee Attendance at Graduations ➢ Safe and Caring BP/AP Review ➢ Transportation Exception Requests
JUNE	➢ Committee of the Whole Meetings (1st Wednesday – if required) ➢ Committee of the Whole Meetings (2nd Wednesday) ➢ Board Meeting (3rd Wednesday) Staff Retirement Event ➢ ASBA Spring General Meeting ➢ Trustee Attendance at Graduations
JULY	➢ No Board Meeting ➢ No Committee Meetings Public School Boards Annual Meeting ➢ Canadian School Boards Association Annual Congress
AUGUST	➢ Superintendent Evaluation ➢ Committee of the Whole Meeting (2nd Wednesday if required) ➢ Board Meeting (3rd Wednesday)
ONGOING	➢ Hear appeals as required ➢ Individual Trustee Professional Development (approved by Board) ➢ Trustee Attendance at School Councils ➢ ASBA Zone 2/3 Meetings (as per schedule) ➢ PSBC Meetings (Nov, Feb, Apr and Aug) ➢ Student Engagement ➢ Stakeholder Engagement re- 4 Year Plan ➢ Rescheduled Events re – COVID-19