

2021-2022 - ANNUAL BOARD WORK PLAN – Buffalo Trail Public Schools

MONTH	ACTIVITIES
AUGUST	<ul style="list-style-type: none"> ➤ 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)
SEPTEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (3rd Wednesday) ➤ Submit ASBA Nominations for Awards (other than Edwin Parr) ➤ Consider Applications for BTPS Outstanding Support Staff Award ➤ Student/Staff Exit Survey Results
OCTOBER	<ul style="list-style-type: none"> ➤ BTPS Celebration Day - Virtual ➤ Committee Meeting (2nd Wednesday) ➤ Board Meeting (4th Wednesday) ➤ September 30th Enrolment ➤ Review School Calendar Guidelines (if required)
NOVEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (3rd Wednesday) ➤ Board Meeting – (4th Wednesday) ➤ Presentation and Final Board Approval of AERR ➤ Audited Financial Statements/Management Letter ➤ Auditor at Board Meeting ➤ ASBA Fall AGM - Nov 14-16 Blended In-person and Online ➤ PSBAA Fall AGM – Nov 17-19 Blended In-person and Online ➤ Board Workshop/Leadership Team Workshop (On-line) (Nov 25, 26) ➤ Superintendent’s School Review Presentation
DECEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (3rd Wednesday) ➤ Draft School Calendar/ Guidelines Approval (if required)
JANUARY	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (3rd Wednesday)
FEBRUARY	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Teacher/Staff Appreciation ➤ Board Meeting (3rd Wednesday) ➤ Preliminary Enrolment Figures (second semester) ➤ Semester Suspension Report ➤ Review of Spring Stakeholder Engagement Timeline

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MARCH	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (3rd Wednesday) ➤ Submit Edwin Parr Teacher Award Nomination (ASBA) ➤ Stakeholder Engagements re; 3rd Year of 4 Year Plan ➤ Capital Plan Submission
APRIL	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (4th Wednesday) ➤ Three-Year Capital Plan ➤ Superintendent’s Public Speaking Contest ➤ School Fees Review/Update ➤ Budget Guidelines Review
MAY	<ul style="list-style-type: none"> ➤ 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 ➤ Presentation and Final Approval of Education Plan
JUNE	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ No Board Meeting ➤ No Committee Meetings Public School Boards Annual Meeting
AUGUST	<ul style="list-style-type: none"> ➤ Superintendent Evaluation ➤ Committee of the Whole Meeting (2nd Wednesday if required) ➤ Board Meeting (3rd Wednesday)
ONGOING	<ul style="list-style-type: none"> ➤ 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- Board Engagement ➤ Rescheduled Events re – COVID-19