

2022 - 2023 - ANNUAL BOARD WORK PLAN – Buffalo Trail Public Schools

MONTH	ACTIVITIES
AUGUST	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (2nd Wednesday if required) ➤ Board Meeting (3rd Wednesday) ➤ Board Self Evaluation ➤ Board PD
SEPTEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Organizational Meeting ➤ Board Meeting (3rd Wednesday) ➤ Submit ASBA Nominations for Awards (other than Edwin Parr) ➤ Consider Applications for BTPS Outstanding Support Staff Award ➤ Student Exit Survey Results ➤ Staffing Report ➤ Superintendent Evaluation ➤ School Facility Tours
OCTOBER	<ul style="list-style-type: none"> ➤ Committee Meeting (2nd Wednesday) ➤ Board Meeting (3rd Tuesday Evening) ➤ September 30th Enrolment ➤ Review School Calendar Guidelines (if required) ➤ Staff Exit Survey Results ➤ Retirement/Celebration Event – October 5th ➤ PSBAA FGM October 12-14
NOVEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting – (4th Tuesday Evening due to Audit) ➤ Presentation and Final Board Approval of AERR ➤ Audited Financial Statements/Management Letter ➤ Auditor at Board Meeting ➤ ASBA Fall AGM - Nov 20-22 ➤ Board/Leadership Team Workshop (Nov 2-3) ➤ 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 Tuesday Evening) ➤ 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) ➤ Stakeholder Engagement – January 18 Provost ➤ Stakeholder Engagement – January 19 Wainwright ➤ Stakeholder Engagement – January 25 Kitscoty ➤ Stakeholder Engagement – January 26 Vermilion
FEBRUARY	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – if required) ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Staff Appreciation ➤ Board Meeting (3rd Tuesday Evening) ➤ Preliminary Enrolment Figures (second semester) ➤ Semester Suspension Report ➤ Staffing Report

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MARCH	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (2nd Wednesday) ➤ Board Meeting (3rd Tuesday Evening) ➤ Submit Edwin Parr Teacher Award Nomination (ASBA) ➤ Capital Plan Submission
APRIL	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (1st Wednesday – due to Easter break) ➤ Board Meeting (3rd Tuesday Evening) ➤ Three-Year Capital Plan ➤ Superintendent's Public Speaking Contest ➤ School Fees Review/Update ➤ Budget Guidelines Review ➤ Superintendent Public Speaking – April 4th ➤ Try-a-Trade – April 26
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 Tuesday Evening) ➤ Approval of Budget ➤ Edwin Parr ➤ Trustee Attendance at Graduations ➤ PSBA Long Service Award Nomination ➤ Trustee Attendance at Graduations ➤ Safe and Caring BP/AP Review (as per Education Act) ➤ 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 Tuesday Evening) ➤ PSBAA Spring General Meeting ➤ ASBA Spring General Meeting ➤ Trustee Attendance at Graduations ➤ Superintendent Salary Review ➤ Board Self and Superintendent Evaluation
JULY	<ul style="list-style-type: none"> ➤ No Board Meeting ➤ No Committee Meetings
AUGUST	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting (2nd Wednesday if required) ➤ Board Meeting (4th Tuesday Evening)
ONGOING	<ul style="list-style-type: none"> ➤ Hear appeals as required ➤ Individual Trustee Professional Development (approved by Board) ➤ Trustee Attendance at School Council Meetings ➤ ASBA Zone 2/3 Meetings (as per schedule) ➤ PSBC Meetings (Nov, Feb, Apr and Aug) ➤ Student- Board Engagement ➤ Standing Committee Meetings as Required