

SUPERINTENDENT & BOARD ANNUAL WORK PLAN
Grande Prairie and District Catholic Schools No. 28
June 2010

When	What
AUGUST	<ul style="list-style-type: none"> ➤ Organizational Meeting (Agenda) in all non-election years ➤ New Teachers' Welcome Reception ➤ School Opening Mass & Reception (Faith Day) ➤ Friends of Education Award Nomination (ASBA Sept- Zone 1) ➤ Long-Service Award Nomination (ASBA Nov. @ Provincial; ACSTA @ AGM) ➤ Premier's Award (Provincial ASBA Sept) ➤ Accountability Report: Personnel ➤ Accountability Report: Occupational Health & Safety ➤ Arrange an HR Committee meeting (Compensation) ➤ Arrange Trustee-Parish Ad-Hoc Committee meeting to discuss Catholic Education Sunday ➤ Policy Review: #9 (Appendix Only) Annual Review of Trustee Honoraria/ Remuneration ➤ Policy Review: #15 School Closures ➤ Policy Review: #16 Recruitment and Selection of Staff
SEPTEMBER	<ul style="list-style-type: none"> ➤ Review of Board Evaluation Feedback (from June data collection) ➤ Advocacy Plan and Trustee Development Plan due ➤ Send letters for tentative meeting dates with Archbishop, City and Other Boards (Peace Wapiti, GP Public, and NW Francophone) ➤ Identify specific Faith Topic and Month for discussion with the Chaplain (November and February) ➤ Meeting with MLAs (Sept and May) - Advocacy ➤ Commissioning Mass (Trustees promote and attend) ➤ Achievement and Diploma Results released to stakeholders including Chamber, MD, Parish Council, City Council, K of C, and CWL ➤ ASBA Zone 1 Meeting (Trustee Development) ➤ Receive a list of Chaplains assigned to each school ➤ Set Annual Dinner meetings with ATA & CEP ➤ Plan for Catholic Education Sunday & Commissioning Mass – Board Leadership Role Present at Local Parishes – (1st Sunday in November) ➤ Policy Review #17 Faith Permeation ➤ Policy Review: #18 Casinos ➤ Audit Committee Meeting #1
OCTOBER	<ul style="list-style-type: none"> ➤ Board Social & Long Service and Awards Presentation ➤ School Council Liaison Meeting #1 ➤ Accountability Report: Educational Leadership ➤ Accountability Report: Early Literacy Report ➤ Satisfaction Survey Report (Results from Provincial Survey) ➤ Catholic Education Sunday – Board Leadership Role Present at Local Parishes – (1st Sunday in November) ➤ Organizational Meeting (Agenda) in an Election Year only ➤ Draft Annual Educational Results Report (AERR) reviewed by Board ➤ Policy Review: #7 Role of the Board Chair ➤ Policy Review: #8 Role of the Vice Chair ➤ Audit Committee Meeting #2

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NOVEMBER	<ul style="list-style-type: none"> ➤ Orientatation for new Board members (local/provincial) in election year ➤ Final approval of Alberta Education Results Report (AERR) ➤ School's 3 Year Plans ➤ Set a date for a Board Retreat ➤ Audited Financial Statement accepted ➤ ASBA Fall AGM (Trustee Development) ➤ ACSTA Fall AGM (Trustee Development) ➤ Meet Learning/ Infrastructure in Edmonton during ACSTA Conference ➤ ASBA Zone 1 Meeting (Trustee Development) ➤ Discuss Faith Topic ➤ Supper with Principals to receive School Plans ➤ Auditors present to Board ➤ In an election year, appoint a Returning Officer ➤ Policy Review: #12 Policy Making
DECEMBER	<ul style="list-style-type: none"> ➤ Class Size Survey Report ➤ Accountability Report – Aboriginal Achievement & Culture ➤ Curriculum Report (Trustee Development) ➤ Meet with City Council - Advocacy ➤ ACSTA Board of Directors' Retreat (Trustee Development) ➤ Policy Review: #13 Appeals and Hearing Regarding Student Matters ➤ Policy Review: #14: Hearings on Teacher Matters
JANUARY	<ul style="list-style-type: none"> ➤ Develop parameters/ questions for the "Tell Us What You Think" survey ➤ Seek Input from School Councils for Draft 3 Year Plan (via "Tell Us What You Think") ➤ Ambassador of Christ Award Recipients ➤ Trustees Tour School Facilities ➤ Review of Basic Accounting Principles ➤ ASBA Zone 1 Meeting (Trustee Development) ➤ AISI Presentation (Trustee Development) ➤ Faith Formation Day (Fall or January) ➤ Review School Fees Procedure (base fees) ➤ Policy Review: #1 Mission, Vision, Values and Goals ➤ Policy Review: #19 Investments
FEBRUARY	<ul style="list-style-type: none"> ➤ Identify & Approve Strategic Priorities/Timeline for upcoming 3 Year Plan ➤ Set up meeting for 1st Preliminary Budget Planning ➤ Consider nominations for Zone 1 Friends of Education ➤ School Council Liaison Meeting #2 ➤ Discuss Faith Topic ➤ Approve Strategic Plan Process & Timelines ➤ Policy Review: #9 Board Operations ➤
MARCH	<ul style="list-style-type: none"> ➤ Update on School Improvement Plans (Progress Report) ➤ Infrastructure Maintenance Renewal Plan ➤ ASBA Zone 1 Meeting (Trustee Development) ➤ Develop ASBA Zone 1 Directives for Action ➤ ACSTA/Catholic Conference (Trustee Development) ➤ Review of 3 yr Capital Plan/ 10 yr Facility Plan ➤ Consider Edwin Parr Teacher Nomination (ASBA Zone) Deadline April

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	<ul style="list-style-type: none"> ➤ Determine if Board of Trustees need a facilitator for Superintendent's Evaluation/ Board Evaluation in August ➤ Policy Review: #2 Role of the Board ➤ Policy Review: #3 Role of the Trustee
APRIL	<ul style="list-style-type: none"> ➤ Approval of 3-year Capital Plan/ ➤ Review of draft Budget for upcoming year ➤ Solicit advice from CEO and ASBA, then set the mandates for Collective Agreement negotiation ➤ Approval of School Calendars (District and Kindergarten) ➤ CCSTA Annual Meeting (one Board Rep may attend) ➤ Appoint Audit Committee Members annually ➤ Policy Review #6: Trustee Code of Ethics
MAY	<ul style="list-style-type: none"> ➤ Meeting with MLAs (Sept and May) – Advocacy ➤ Meeting with Archbishop (Board Rep, Senior Admin, Religious Consultant) ➤ School Council Liaison Meeting #3 ➤ Accountability Report: Special Education ➤ Order/Choose Long Service/Retirement Recognition Awards (Fall) ➤ Develop Strategies to evaluate Board effectiveness (in June) ➤ ASBA Zone 1 Meeting (Trustee Development) ➤ Meeting with Parish Council (Trustee Development) ➤ Approve Locally Developed Courses NOTE: Review every three years ➤ Policy Review: #4 Role of the Superintendent ➤ Policy Review: #5: Board Delegation of Authority
JUNE	<ul style="list-style-type: none"> ➤ COW Meeting moved to second Monday in June (1st is always ASBA SGM) ➤ CEO Annual Evaluation ➤ Board Annual Evaluation ➤ Approval of Budget (Final Revision in November if needed) ➤ Approve 3 Year Plan (Technology Plan, Curriculum Plan included) ➤ Accountability Report: Religious Education ➤ Accountability Report: Internal Auditing ➤ ASBA Spring Conference (Trustee Development) ➤ Evaluate Board effectiveness (review data at Board evaluation – Aug) ➤ Policy Review: #10 Board Committees ➤ Policy Review: #11 Board Representatives
ON-GOING	<p>Monthly – Management Report</p> <ul style="list-style-type: none"> ➤ Continually Review Trustee Development Plan and Goals/ Achievements ➤ Human Resources Report (hiring) ➤ Payroll Report ➤ Financial Update ➤ Committee of the Whole (1st Monday except June then 2nd Monday) ➤ Board Meeting (3rd Monday- except July) ➤