

**2023 – 2024 - ANNUAL BOARD WORK PLAN – Buffalo Trail Public Schools**

MONTH	ACTIVITIES
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday if required)</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday)</li> <li>➤ Board Organizational Meeting</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (1<sup>st</sup> Wednesday – if required)</li> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday)</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday)</li> <li>➤ Submit ASBA Nominations for Awards (other than Edwin Parr)</li> <li>➤ Consider Applications for BTPS Outstanding Support Staff Award</li> <li>➤ Student Exit Survey Results</li> <li>➤ Staffing Report</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>➤ Committee Meeting (2<sup>nd</sup> Wednesday) October 11, 2023</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday) October 18, 2023</li> <li>➤ September 30<sup>th</sup> Enrolment</li> <li>➤ Review School Calendar Guidelines (if required)</li> <li>➤ Staff Exit Survey Results</li> <li>➤ Retirement/Celebration Event – October 25th</li> <li>➤ PSBAA FGM October 18-20</li> <li>➤ Joint Transportation Committee Meeting</li> <li>➤ Board Budget Committee Meeting</li> <li>➤ ASBA Consultant re; Pre-Evaluation Review</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday) November 15, 2023</li> <li>➤ Board Meeting – (5<sup>th</sup> Wednesday due to Audit) November 29, 2023</li> <li>➤ Presentation and Final Board Approval of AERR</li> <li>➤ Audited Financial Statements/Management Letter</li> <li>➤ Auditor at Board Meeting</li> <li>➤ ASBA Fall AGM - Nov 19-21</li> <li>➤ Superintendent’s School Review Presentation</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday) December 13, 2023</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday) December 20, 2023</li> <li>➤ Draft School Calendar/ Guidelines Approval (if required)</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (3<sup>rd</sup> Wednesday) January 17, 2023</li> <li>➤ Board Meeting (4<sup>th</sup> Wednesday) January 24, 2023</li> <li>➤ Audit Committee Meeting</li> <li>➤ Joint Transportation Agreement Reviews</li> <li>➤ PSBA Consultant re; Ward Review</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole (1<sup>st</sup> Wednesday) February 7, 2024</li> <li>➤ Board Meeting (4<sup>th</sup> Wednesday) February 28, 2024</li> <li>➤ Staff Appreciation</li> <li>➤ Preliminary Enrolment Figures (second semester)</li> <li>➤ Forecast Enrolment Figures</li> <li>➤ Semester Suspension Report</li> <li>➤ Staffing Report</li> <li>➤ 3 – 10 Year Capital Plan Review</li> <li>➤ Online Stakeholder Engagement</li> </ul>

MONTH	ACTIVITIES
<b>MARCH</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday) March 13, 2024</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday) March 20, 2024</li> <li>➤ Submit Edwin Parr Teacher Award Nomination (ASBA)</li> <li>➤ Safe and Caring BP/AP Review (as per Education Act)</li> <li>➤ 3 – 10 Year Capital Plan Submission</li> <li>➤ School Council Engagement</li> <li>➤ Board Budget Committee Meeting</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (2<sup>nd</sup> Wednesday) April 10, 2024</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday) April 17, 2024</li> <li>➤ Superintendent’s Public Speaking Contest – April 30</li> <li>➤ School Fees Review/Update</li> <li>➤ Budget Guidelines Review</li> <li>➤ Try-a-Trade – April 24 (tentative)</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (4<sup>th</sup> Wednesday) May 22, 2024</li> <li>➤ Board Meeting (5<sup>th</sup> Wednesday) May 29, 2024</li> <li>➤ Approval of Budget</li> <li>➤ ASBA Edwin Parr Event</li> <li>➤ Trustee Attendance at Graduations</li> <li>➤ PSBA Long Service Award Nomination</li> <li>➤ PSBA SGM Starts May 30th</li> <li>➤ Trustee Attendance at Graduations</li> <li>➤ Transportation Exception Requests</li> <li>➤ Presentation and Final Approval of Education Plan</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meetings (2<sup>nd</sup> Wednesday) June 12, 2024</li> <li>➤ Board Meeting (3<sup>rd</sup> Wednesday) June 19, 2024</li> <li>➤ PSBAA Spring General Meeting – May 30 – June 1</li> <li>➤ ASBA Spring General Meeting – June 3-4</li> <li>➤ Trustee Attendance at Graduations</li> <li>➤ Superintendent Salary Review</li> <li>➤ Board Self Evaluation</li> <li>➤ Superintendent Evaluation</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>➤ No Board Meeting</li> <li>➤ No Committee Meetings</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>➤ Committee of the Whole Meeting (3<sup>rd</sup> Wed if required) August 21st</li> <li>➤ Board Meeting (4<sup>th</sup> Wednesday) August 28, 2024</li> <li>➤ Organizational Meeting</li> </ul>
<b>ONGOING</b>	<ul style="list-style-type: none"> <li>➤ Hear appeals as required</li> <li>➤ Individual Trustee Professional Development (approved by Board)</li> <li>➤ Trustee Attendance at School Council Meetings</li> <li>➤ ASBA Zone 2/3 Meetings (as per schedule)</li> <li>➤ PSBC Meetings (Nov, Feb, Apr and Aug)</li> <li>➤ Student- Board Engagement</li> <li>➤ Standing Committee Meetings as required Policy, Negotiations, Audit JTC, CUPE/ATA Staff Liaison once in Fall and once in Spring</li> <li>➤ Council of School Councils</li> <li>➤ Trustee Orientation Planning</li> <li>➤ Committee of the Whole Meeting (Hold 1st Wednesdays for additional commitments)</li> </ul>