

2024-2025- ANNUAL BOARD WORK PLAN – Buffalo Trail Public Schools

MONTH	ACTIVITIES
AUGUST	<ul style="list-style-type: none"> ➤ Board Meeting (5th Thursday) ➤ Board Organizational Meeting Aug 29
SEPTEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting – September 11, 2024 ➤ Board Meeting – September 18, 2024 ➤ Submit ASBA Nominations for Awards (other than Edwin Parr) ➤ Consider Applications for BTPS Outstanding Support Staff Award ➤ Staffing Report ➤ Preliminary Enrolment ➤ Ward Review
OCTOBER	<ul style="list-style-type: none"> ➤ Committee Meeting – October 16, 2024 ➤ Board Meeting - October 23, 2024 ➤ September 30th Enrolment ➤ Review School Calendar Guidelines (if required) ➤ Student Exit Survey Results ➤ Staff Exit Survey Results ➤ Retirement/Celebration Event – October 22, 2024 ➤ PSBAA FGM October 16-18 ➤ School Success Collaborations (Value Scoping) Engagements Oct 3-4 ➤ Board Workshop – October 9-11 ➤ Modular Submission
NOVEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting - November 20, 2024 ➤ Board Meeting – November 27, 2024 ➤ Presentation and Final Board Approval of AERR ➤ Audited Financial Statements ➤ ASBA Fall AGM - Nov 17-19 ➤ School Success Review Presentation ➤ Bullying Awareness & Prevention Week (3rd week of Nov)
DECEMBER	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting - December 11, 2024 ➤ Board Meeting – December 18, 2024 ➤ Draft School Calendar/ Guidelines Approval (if required) ➤ Election Preparation Motions
JANUARY	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting - January 8, 2025 ➤ Board Meeting - January 15, 2025 ➤ Transportation Agreement Reviews ➤ School Success Collaborations (Value Scoping) Report ➤ Forecast Enrolment Figures
FEBRUARY	<ul style="list-style-type: none"> ➤ Committee of the Whole - February 12, 2025 ➤ Board Meeting - February 19, 2025 ➤ Staff Appreciation (during February) ➤ Preliminary Enrolment Figures (second semester) ➤ Semester Suspension Report ➤ Staffing Report ➤ Capital Plan Reviews ➤ Online Stakeholder Engagements ➤ Budget Guidelines Review

MONTH	ACTIVITIES
MARCH	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting - March 12, 2025 ➤ Board Meeting - March 19, 2025 ➤ Alberta Rural Education Symposium – March 2-4, 2025 ➤ Submit Edwin Parr Teacher Award Nomination (ASBA) ➤ Safe and Caring BP/AP Review (as per Education Act) ➤ Capital Plan Submission
APRIL	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting – April 9, 2025 ➤ Board Meeting – April 16, 2025 ➤ Superintendent’s Public Speaking Contest – April 15 ➤ Division Fees Review/Update ➤ Budget Guidelines Review ➤ Try-a-Trade – April 30,2025 ➤ Bus Contractor Compensation Decisions
MAY	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting – May 21, 2025 ➤ Board Meeting – Thursday May 29, 2025 ➤ Approval of Budget ➤ ASBA Edwin Parr Event ➤ Trustee Attendance at Graduations ➤ PSBA SGM Starts May 30th ➤ Transportation Exception Requests ➤ Presentation and Final Approval of Education Plan
JUNE	<ul style="list-style-type: none"> ➤ Committee of the Whole Meeting – June 11, 2025 ➤ Board Meeting – June 18, 2025 ➤ PSBAA Spring General Meeting – May 30 – June 1 ➤ ASBA Spring General Meeting – June 1-3 ➤ Trustee Attendance at Graduations ➤ Board Self Evaluation ➤ Superintendent Evaluation and Compensation Review
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 (tentative if required) ➤ Board Meeting – August 20, 2025 ➤ Organizational Meeting (not in an Election year)
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 Policy, Negotiations, Audit, JTC, BTPS CUPE/ATA / Transportation Liaison ➤ Council of School Councils ➤ Trustee Orientation Planning ➤ (Hold 1st Wednesdays for additional commitments)