

## BOARD ANNUAL WORK PLAN - 2022/23

Month	Board Responsibility			
	Religious	Generative	Strategic	Fiduciary
<b>August</b>	<ul style="list-style-type: none"> <li>Attend Opening Mass</li> </ul>	<ul style="list-style-type: none"> <li>Honour the Share the Mission Recipient(s), if selected</li> <li>Board Chair to address staff and community supporters</li> </ul>		<ul style="list-style-type: none"> <li>Finance Committee</li> </ul>
<b>September</b>		<ul style="list-style-type: none"> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Board reviews results reports <i>in-camera</i> (Diploma Exams, Achievement Tests)</li> <li>Review Board Key Priorities and Goals</li> </ul>	<ul style="list-style-type: none"> <li>Attend ASBA Meeting</li> <li>Attend ACSTA Board of Directors' Meeting</li> <li>Joint School Boards / City Meeting</li> <li>Finance Committee</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Attend Bishop's Dinner</li> </ul>	<ul style="list-style-type: none"> <li>Attend School Award Celebrations</li> <li>ACSTA &amp; ASBA Fall General Meeting Preparation</li> <li>Attend Division wide PD Day</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>		<ul style="list-style-type: none"> <li>Board Organizational &amp; Regular Meeting</li> <li>Attend ASBA Meeting</li> <li>OHS Training Completion</li> <li>Finance Committee</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Participate in Catholic Education Sunday</li> <li>Participate in Remembrance Day Celebrations in the schools / communities</li> </ul>	<ul style="list-style-type: none"> <li>Attend School Award Celebrations</li> <li>School Council Chairs Meeting</li> <li>Host Mass for retired Holy Spirit staff members</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve Annual Education Results Report</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Auditors' Report and Management Letter</li> <li>Approval of Audited Financial Statements</li> <li>Attend ACSTA &amp; ASBA Fall General Meetings</li> <li>Attend ASBA Meeting</li> <li>Attend ACSTA Board of Directors' Meeting</li> <li>Approval of International Student Tuition Rates</li> <li>Teacher Board Advisory Committee Meeting</li> <li>Finance Committee</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>ATA / Board Divine Liturgy and Dinner</li> </ul>	<ul style="list-style-type: none"> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Review of the Board's Continuous Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>Attend ASBA Meeting</li> <li>Finance Committee</li> </ul>

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	Religious	Generative	Strategic	Fiduciary
<b>January</b>	<ul style="list-style-type: none"> <li>Board Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Establish Three Year Education Plan Priorities; develop and approve strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>Attend ASBA Meeting</li> <li>ACSTA Board of Directors' Meeting</li> <li>Joint School Boards / City Meeting</li> <li>Finance Committee</li> </ul>
<b>February</b>		<ul style="list-style-type: none"> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Establish Budgetary Assumptions for upcoming school year</li> <li>Review Draft Three Year Facility Plan</li> </ul>	<ul style="list-style-type: none"> <li>Establish Budgetary Assumptions for upcoming school year</li> <li>Attend ASBA Meeting</li> <li>Finance Committee</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Attend Spiritual Development Day</li> </ul>	<ul style="list-style-type: none"> <li>School Council Chairs Meeting</li> <li>Call for Nominations: Edwin Parr Teacher Award Nominations</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Review of the Board's Continuous Improvement Plan</li> <li>Approve Three Year Facility Plan</li> <li>IMR Plan</li> </ul>	<ul style="list-style-type: none"> <li>Attend ACSTA Board of Directors' Meeting</li> <li>Attend ASBA Meeting</li> <li>Finance Committee</li> </ul>
<b>April</b>		<ul style="list-style-type: none"> <li>Call for Share the Mission Award Nominations</li> <li>Strategic Board Working Session – ASBA Spring General Meeting Preparation</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>		<ul style="list-style-type: none"> <li>Attend ASBA Meeting</li> <li>Joint School Boards / City Meeting</li> <li>Finance Committee</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Celebrate World Catholic Education Day</li> <li>Attend SPICE Conference</li> <li>Attend Blueprints Conference</li> </ul>	<ul style="list-style-type: none"> <li>Honour recipients with Long Service Awards</li> <li>Attend ASBA Zone 6 Edwin Parr Award Ceremony Banquet</li> <li>Attend School Graduations</li> <li>Attend Feather Blessings</li> <li>Attend Pow wows / Family Gatherings</li> <li>Staff Appreciation</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Approve Budget for upcoming school year</li> <li>Approve Locally Developed Courses</li> <li>Approve Three-year Education Plan</li> <li>Review Alberta Education Assurance Measures</li> </ul>	<ul style="list-style-type: none"> <li>Approve Budget for upcoming school year</li> <li>Attend CCSTA Annual Meeting (1 board representative)</li> <li>Superintendent Review</li> <li>Advertise for audit committee members if applicable</li> <li>Teacher Board Advisory Committee Meeting</li> <li>Finance Committee</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Meeting with local Parish Priests</li> </ul>	<ul style="list-style-type: none"> <li>Host Retirement Banquet</li> <li>Select Share the Mission Award Recipient if applicable.</li> <li>Attend Pow wows / Family Gatherings</li> <li>Attend School Graduations</li> <li>Attend First Nations, Métis and Inuit Awards</li> <li>Attend monthly meetings and liaison with assigned School Councils</li> </ul>	<ul style="list-style-type: none"> <li>Review of the Board's Continuous Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>Attend ASBA Spring Conference</li> <li>Attend ACSTA Board of Directors' Meeting</li> <li>Meeting with local MLAs</li> <li>Board and Superintendent Evaluations, as required.</li> <li>Board Review</li> <li>Finance Committee</li> </ul>