

## **POLICY 3**

### **ROLE OF THE BOARD**

As a corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support Livingstone Range School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

#### **Specific Areas of Responsibility**

1. Accountability for Student Learning and Wellness
  - 1.1 Provide overall direction for the Division by establishing vision, mission and values.
  - 1.2 Support the establishment of a welcoming, caring, respectful and safe learning environment.
  - 1.3 Annually approve the process and timelines for the refinement of the Three-Year Education Plan.
  - 1.4 Identify Board priorities at the outset of the annual Three-Year Education planning process.
  - 1.5 Enable the infusion of cultural perspectives within student learning, as defined by each community.
  - 1.6 Enable processes to support quality teaching.
  - 1.7 Monitor the effectiveness of the Division in achieving established priorities, desired results and key performance indicators.
  - 1.8 Annually approve the “rolling” Three-Year Education Plan/Annual Education Results Report for submission to Alberta Education and for distribution to the public.
  - 1.9 Explore the use of natural person powers to enhance opportunities for student learning.

2. Accountability to the Provincial Government

The Board shall:

- 2.1. Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- 2.2 Perform Board functions required by governing legislation and existing Board policy.

3. Community Assurance

The Board shall:

- 3.1 Make informed decisions that consider community values and represent the interests of the entire Division.
- 3.2 Engage the community in a dialogue about Division programs, needs and desires.
- 3.3 Establish processes and provide opportunities for community engagement.
- 3.4 Establish plans for collaborative work between the Division and First Nations.
- 3.5 Establish a forum for student engagement.
- 3.6 Report Division outcomes to the community through the Annual Education Results Report (AERR) annually posted on the school division website. Annually reviews and approves the AERR.
- 3.7 Meet three times yearly with the Regional School Councils.
- 3.8 Develop appeal procedures and hold hearings as required by statute and/or Board policy.
- 3.9 Model a culture of respect and integrity.
- 3.10 Maintain transparency in all fiduciary aspects.
- 3.11 Develop culturally appropriate protocols to guide the Division.

#### 4. Political Advocacy

The Board shall:

- 4.1. Act as an advocate for public education and the Division.
- 4.2. Identify issues for advocacy on an ongoing basis.
- 4.3. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- 4.4. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
- 4.5. Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.
- 4.6. Participate in sessions and make decisions regarding Alberta School Boards Association issues

#### 5. Policy

The Board shall:

- 5.1 Determine policies which outline how the Board is to function.
- 5.2 Develop/revise policies using a generative engagement process.
- 5.3 Monitor policy currency and relevancy.

## 6. Board/Superintendent Relations

The Board shall:

- 6.1 Select the Superintendent.
- 6.2 Provide the Superintendent with clear corporate direction.
- 6.3 Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations
- 6.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- 6.5 Annually evaluate the Superintendent in accordance with the approved Superintendent/CEO Evaluation as per Board Policy 13.
- 6.6 Review compensation of the Superintendent as per contract.

## 7. Board Development

The Board shall:

- 7.1 Annually evaluate the Board's effectiveness through self-evaluation. (See Appendix A.)
- 7.2 Annually review the Board's goals, priorities and strategies and develop a plan to achieve them.
- 7.3 Ensure the review and implementation of the Board of Trustees Annual Work List. (See Appendix B.)

## 8. Fiscal Accountability

The Board shall:

- 8.1 Determine the basis for annual resource allocations using the Board's Funding Allocation Principles.
- 8.2 Approve the annual budget and ensure resources are allocated to achieve desired results.
- 8.3 Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- 8.4 Appoint an Audit committee to perform the functions associated with the Audit Committee Terms of Reference.
- 8.5 Receive an audit report from the Audit Committee to review and approve.
- 8.6 Monitor the fiscal management of the Division.
- 8.7 Participate in negotiations with local bargaining units using the Board's Guiding Principles for Bargaining.
- 8.8 Ratify memoranda of agreement with bargaining units.
- 8.9 Approve annually the audited Financial Statement.

8.10 Approve borrowing resolution for capital expenditures within provincial restrictions

8.11 Include in the Board of Trustees Annual Work List financial information sessions.

### **Selected Responsibilities**

1. Approve annually the “Board of Trustees Annual Work List,” outlining the timeframe for various actions. (See Appendix B.)
2. Naming of educational facilities.
3. Approval of annual calendars.
4. Receive and review information related to the tender selection for new building construction and modernization projects.
5. Approval of disposition of land and buildings. Approve school attendance areas.
6. The Board shall recognize and celebrate achievements of students, staff, and communities
7. Make a recommendation to the Minister for dissolution of a school council.
8. Approve joint use agreements.
9. Encourage the formation of a Regional School Council.
10. Approve locally developed courses.
11. Hear appeals in accordance with Board Policy 14

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Legal Reference: Section 33,51,52,53,54,60,67,139, 222 Education Act  
Fiscal Planning and Transparency Act  
Local Authorities Elections Act  
Borrowing Resolution  
Disposition of Property Regulation  
Early Childhood Services Regulation  
Investment Regulation  
School Fees Regulation

Approval Date: October 14, 2003

Amended: May 10, 2005

Amended: June 23, 2009

Renumbered BP 2 September 08, 2009 (Previously BP 3)

Amended: February 9, 2010

Renumbered BP 3 September 14, 2010

Amended: September, 2011; June, 2012; October 9, 2012; November, 2012

Revised: January, 2013

Amended: June, 2015; February 2020, March 2020, January 2023, January 2024

## Role Expectations

### Accountability for Student Learning and Wellness

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>● Foundational statements such the vision, mission and core values for the Division are established which allow it to move forward to a future that continues to enhance student learning and to achieve the Division’s educational goals.</li> <li>● Board Policies are approved which direct the establishment of a welcoming, caring and safe learning environment.</li> <li>● Planning process and timelines allow for development with appropriate Board and stakeholder input.</li> <li>● The Three-Year Education Plan identifies annual educational goals and priorities which move the Division forward.</li> <li>● Regularly scheduled school visits with the board</li> <li>● The allocation of resources reflects an effort to ensure student achievement.</li> <li>● Division performance and achievement is monitored, evaluated and reported</li> <li>● The Three-Year Education Plan/Annual Education Results Report is approved by the Board and submitted to Alberta Education in a timely fashion.</li> <li>● Initiatives supported by natural person powers have been implemented to enhance student learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● Board Policy Handbook</li> <li>● Annual goals and priorities</li> <li>● Three-Year Education Plan/Results Report</li> <li>● Budget Report Form</li> <li>● Three-Year Capital Plan</li> <li>● Facilities Master Plan</li> <li>● Accountability Presentations</li> <li>● Superintendent’s evaluation</li> <li>● Board self-evaluation questionnaire results</li> </ul>

### Accountability to the Provincial Government

#### Responsibility

- Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- Perform Board functions required by governing legislation and existing Board policy.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>● Statutory obligations are fully met in a timely manner.</li> <li>● Legislated functions are performed in an exemplary fashion.</li> <li>● All resident students are provided an education program consistent with the Education Act and the statutory regulations.</li> <li>● Non-resident students are provided an education program consistent with the Education Act and the</li> </ul>	<ul style="list-style-type: none"> <li>● Three-Year Education Plan.</li> <li>● Annual Education Results Report.</li> <li>● Budget Report Form.</li> <li>● Audited Financial Statements.</li> <li>● Parent and Student Satisfaction Survey data.</li> <li>● Published academic results.</li> <li>● Superintendent’s evaluation.</li> <li>● Policy review.</li> </ul>

<p>statutory regulations, at the sole discretion of the Board.</p> <ul style="list-style-type: none"> <li>• Board governance policies clearly specify required Board functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Division litigation status.</li> <li>• Relevant correspondence.</li> <li>• Board self-evaluation results.</li> </ul>
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## Community Assurance

### *Responsibility*

- a. Make informed decisions that consider community values and represent the interests of the entire Division.
- b. Engage the community in a dialogue about Division programs, needs and desires.
- c. Establish processes and provide opportunities for community engagement.
- d. Establish plans for collaborative work between the Division and First Nations.
- e. Establish a forum for student engagement.
- f. Report Division outcomes to the community through the Annual Education Results Report (AERR) annually posted on the school division website. Annually reviews and approves the AERR.
- g. Meet at least twice yearly with the Regional School Councils.
- h. Develop appeal procedures and hold hearings as required by statute and/or Board policy.
- i. Model a culture of respect and integrity.
- j. Maintain transparency in all fiduciary aspects.
- k. Develop culturally appropriate protocols to guide the Division.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>• Chair reports</li> <li>• Committee meeting minutes</li> <li>• Public meetings/focus groups/surveys</li> <li>• Student engagement—Regional Council of Student Leaders</li> <li>• Three-Year Education Plan/Results Report</li> <li>• Audited Financial Statements</li> <li>• Division publications</li> <li>• Notes – Regional School Council meetings</li> <li>• Appeal processes in place</li> <li>• Press releases</li> <li>• Media reports</li> <li>• Board meeting minutes</li> <li>• Superintendent’s evaluation</li> <li>• Relevant correspondence</li> <li>• Key messages are shared with school councils</li> <li>• Board self-evaluation questionnaire results               <ul style="list-style-type: none"> <li>• Board role</li> <li>• Community engagement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Decisions are based on relevant data and are representative of the interests of the entire community.</li> <li>• Processes are established to engage the community in generative dialogue.</li> <li>• Processes for further community engagement are readily available and well understood.</li> <li>• Collaborative work naturally occurs between the Division and First Nations.</li> <li>• Opportunities for formal dialogue with students occur.</li> <li>• Information is disseminated to appropriate publics.</li> </ul>

	<ul style="list-style-type: none"> <li>• Opportunities for formal dialogue with School Council representatives occur at least twice yearly.</li> <li>• Appeal hearing processes are transparent and cognizant of due process.</li> <li>• The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion.</li> <li>• Fiduciary duties are handled in a transparent fashion by the Board.</li> <li>• Respectful cultural protocols are collaboratively developed.</li> </ul>
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**Political Advocacy**

*Responsibility*

- 4.7. Act as an advocate for public education and the Division.
- 4.8. Identify issues for advocacy on an ongoing basis.
- 4.9. Develop a plan for advocacy including focus, key messages, relationships and mechanisms.
- 4.10. Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials.
- 4.11. Arrange meetings with elected provincial and federal government officials to communicate and garner support for education.
- 4.12. Participate in sessions and make decisions regarding Alberta School Boards Association issues

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<p>The Board shall:</p> <ul style="list-style-type: none"> <li>• The Board participates in advocacy processes at the local, provincial and national levels.</li> <li>• Issues for the Division are clearly identified.</li> <li>• Strategies for advocacy are developed.</li> <li>• The Board conveys key messages regularly to MPs, MLAs, municipal partners and the media.</li> <li>• The Board arranges meetings with provincial and federal government officials to advance education concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Work List</li> <li>• Advocacy issues identified</li> <li>• Meetings with MPs, MLAs, Ministers, municipal partners, neighbouring educational/public service authorities</li> <li>• Relevant correspondence</li> <li>• Media releases</li> <li>• Active participation in regional, provincial and national organizations</li> <li>• Board self-evaluation questionnaire results</li> <li>• Board Role</li> </ul>

## Policy

### Responsibility

- a) Determine policies which outline how the Board is to function.
- 4.2 Develop/revise policies using a generative engagement process.
- 4.3 Monitor policy currency and relevancy.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>• Strategic directions for the Division are clearly outlined.</li> <li>• Board governance policies clearly specify required Board functions and implementation standards.</li> <li>• Policies are developed or revised in a generative fashion and facilitate smooth, effective provision of quality educational services for the Division.</li> <li>• Policy impact is regularly monitored to determine if policy is producing desired results.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Policy Handbook</li> <li>• Policy development and review               <ul style="list-style-type: none"> <li>• New policies</li> <li>• Revised policies</li> </ul> </li> <li>• Board Motions summary</li> <li>• Superintendent's evaluation</li> <li>• Board self-evaluation results               <ul style="list-style-type: none"> <li>• Board role</li> <li>• Board motions summary.</li> </ul> </li> </ul>

## Board / Superintendent Relations

*(Appendix A, Continued)*

### Responsibility

- a. Select the Superintendent.
- b. Provide the Superintendent with clear corporate direction.
- c. Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations.
- d. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- e. Annually evaluate the Superintendent in accordance with the approved Superintendent/CEO Evaluation as per Board Policy 13.
- f. Review compensation of the Superintendent as per contract.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>• The Board has the absolute and final responsibility in the Superintendent selection.</li> <li>• Clear corporate direction is provided to the Superintendent.</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring and re-appointment process.</li> <li>• Policy review.</li> <li>• Board motions summary.</li> <li>• Superintendent's evaluation.</li> <li>• Board self-evaluation results.</li> </ul>



<ul style="list-style-type: none"> <li>• The Superintendent has been delegated responsibility for all executive functions together with commensurate authority.</li> <li>• The Superintendent is evaluated annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction.</li> <li>• The Superintendent’s compensation package is reviewed annually with due consideration for fairness, equity and economic conditions.</li> <li>• The Superintendent has been delegated responsibility for all executive functions together with commensurate authority.</li> <li>• The Superintendent is supported in actions exercised within the delegated discretionary powers of the position.</li> <li>• The Chief Executive Officer role of the Superintendent is respected and conveyed to the staff and the community.</li> </ul>	
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## Board Development

*(Appendix A, Continued)*

### Responsibility

- Annually evaluate the Board’s effectiveness through self-evaluation.**
- Annually review Board’s policies.**
- Annually review the Board’s goals, priorities and strategies and develop a plan to achieve them.**
- Ensure the review and implementation of the Board of Trustees Annual Work List.**

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> <li>• An annual Board self-evaluation, which defines a positive path forward, is completed.</li> <li>• Annual education goals and priorities which move the Division forward are established.</li> <li>• Individual trustees participate in conferences and other activities to further Board and Trustee effectiveness.</li> <li>• Planning sessions and workshops are scheduled to enhance Board effectiveness.</li> <li>• The Board Annual Work List is reviewed and implemented.</li> <li>• Interactions amongst trustees demonstrate respect, understanding and integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Annual Work List.</li> <li>• Board strategic planning sessions.</li> <li>• Board workshops.</li> <li>• Conference / Activity Reports.</li> <li>• A regular Board self-evaluation, which defines a positive path forward, is completed.</li> </ul>

## Fiscal Responsibility

### Responsibility

- a. Determine the basis for annual resource allocations using the Board’s Funding Allocation Principles.
- b. Approve the annual budget and ensure resources are allocated to achieve desired results.

- c. Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- d. Appoint an Audit committee to perform the functions associated with the Audit Committee Terms of Reference.
- e. Receive an audit report from the Audit Committee to review and approve.
- f. Monitor the fiscal management of the Division.
- g. Participate in negotiations with local bargaining units using the Board's Guiding Principles for Bargaining.
- h. Ratify memoranda of agreement with bargaining units.
- i. Approve annually the audited Financial Statement.
- j. Approve borrowing resolution for capital expenditures within provincial restrictions
- k. Include in the Board of Trustees Annual Work List financial information sessions.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> <li>● Budget assumptions are clearly understood by the Board.</li> <li>● Needs are determined and prioritized.</li> <li>● The basis for resource allocations within the Division is established by the Board.</li> <li>● The approved budget clearly reflects the Board's goals and priorities.</li> <li>● Resources are used effectively and efficiently</li> <li>● Monthly financial updates are provided to the board.</li> <li>● Capital and facility plans allow for suitable student and program accommodation.</li> <li>● An auditor is appointed.</li> <li>● Quality indicators for financial operations are established by the Board and confirmed by the Audit Committee.</li> <li>● Resources are used efficiently and effectively.</li> <li>● Variance analyses and year-end projections are received on a regular basis.</li> <li>● Negotiation processes and mandates are clearly established, with due consideration for fairness, equity and economic conditions.</li> <li>● Successful completion and execution of collective agreements occur.</li> <li>● <b>Borrowing resolutions comply with provincial requirements.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Monthly Financial Reports.</li> <li>● External Audit Report.</li> <li>● Audited Financial Statements.</li> <li>● Annual Education Results Report.</li> <li>● Negotiations mandates.</li> <li>● Collective agreements.</li> <li>● Board Work List.</li> <li>● Relevant correspondence.</li> <li>● Superintendent's evaluation.</li> <li>● <b>Superintendent contract</b></li> <li>● Board self-evaluation results.</li> <li>● Facilities Master Plan</li> <li>● <b>Borrowing resolutions</b></li> <li>● <b>Investment parameters</b></li> </ul>
<ul style="list-style-type: none"> <li>●</li> </ul>	

## Trustee Annual Work List 2023-2024

(As Approved: June 26, 2023)

<i>Month</i>	<i>Item</i>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>→ Monthly Public Board Meetings except July and August</li> <li>→ Hear Appeals as needed</li> <li>→ Trustee Professional Learning</li> <li>→ Trustee attendance at School Councils (in wards)</li> <li>→ Joint-use Agreement approved as required</li> <li>→ Ratification of Collective Agreements</li> <li>→ Monitor Progress of Divisional Goals Monthly</li> <li>→ Monitor Progress of Board Areas of Emphasis</li> <li>→ Attend ASBA Zone 6 Meetings</li> <li>→ Plan for Board Members to meet with MLA / Minister</li> <li>→ Summary of Substantive Motions Reviewed Monthly</li> <li>→ Annual Review of Board Policy (as per policy)</li> <li>→ Monthly Committee Reports</li> <li>→ Report to the Community</li> <li>→ CEO Evaluation Report</li> </ul>
<b>August</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>→ Update / Establish / Reaffirmation of Divisional Priorities</li> <li>→ Borrowing Resolution approval</li> <li>→ Review Preliminary Enrollment Summary</li> <li>→ Approve CEO Compensation as necessary</li> <li>→ Reaffirm the annual Work List</li> <li>→ Trustee Honorarium, Benefits, Mileage Rates, Board Professional Learning</li> <li>→ Allocation, Other Expenses Review</li> <li>→ Review Superintendent CASS Membership Fee</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>→ Review ASBA Order Paper and Policies Bulletin for Fall General Meeting. ASBA sends Policies Bulletin to all member boards 21 days in advance of FGM.</li> <li>→ Review Actual September 30th enrollment data</li> <li>→ Audit Committee Pre-Audit Meeting</li> <li>→ Alberta Assurance Annual Survey</li> <li>→ Annual Emerging Artists Gala</li> </ul>

<p><b>November</b></p>	<ul style="list-style-type: none"> <li>→ Board review results (Accountability Pillar, PATs and Diplomas)</li> <li>→ Board approval of Annual Education Results Report/ Approval of Three-Year Education Plan</li> <li>→ Board identifies and approves Divisional Goals</li> <li>→ Approve Board of Trustees' Areas of Emphasis</li> <li>→ Audited Financial Statement received and approved</li> <li>→ Regional School Council Meeting</li> <li>→ Alberta School Boards Association Fall General Meeting</li> <li>→ IMR Program Expenditure Results and Plan</li> <li>→ Divisional Day – Long Service Recognition Awards – November 15, 2023</li> <li>→ Plan for central office Christmas lunch</li> <li>→ Board Governance Training</li> </ul>
<p><b>December</b></p>	<ul style="list-style-type: none"> <li>→ ATA / Board Supper / Scholarship Presentations</li> <li>→ Christmas Concerts</li> <li>→ Prepare for a Board mid-term review (for January)</li> <li>→ Audit Committee Quarterly Report</li> </ul>
<p><b>January</b></p>	<ul style="list-style-type: none"> <li>→ Budget Process Review and Input</li> <li>→ Board Self Evaluation Report</li> <li>→ Board Self Evaluation Mid-term Check in</li> <li>→ Superintendent Evaluation Mid-term Check in</li> </ul>
<p><b>February</b></p>	<ul style="list-style-type: none"> <li>→ Fiscal Monitoring Report</li> <li>→ Review Projected enrolment data</li> <li>→ Approval of School Calendar(s) as required</li> <li>→ Board Meeting with CAO – Upcoming budget priorities and Trustee specific budget.</li> </ul>
<p><b>March</b></p>	<ul style="list-style-type: none"> <li>→ Approve 2023-2024 allocations for Funding Formula</li> <li>→ Updated Capital Plan / updated Facility Plan approved</li> <li>→ Discuss and submit proposed bylaw amendments to ASBA for Spring General Meeting</li> <li>→ Consideration of paid professional leave requests</li> <li>→ Awards Committee Selection and Submission of Edwin Parr Teacher Nomination to Zone VI</li> <li>→ Audit Committee Quarterly Report</li> <li>→ Regional School Council Meeting</li> </ul>

<p><b>April</b></p>	<ul style="list-style-type: none"> <li>→ Celebrate “Education Week”</li> <li>→ Discuss and submit proposed policies and directives for action issues to Zone 6</li> <li>→ Regional Council of Student Leaders Leadership Event</li> <li>→ ASBA Awards (Friends of Education Award, Honorary Life Member, Long Service, Premier’s Award)</li> <li>→ Attendance of Graduation Ceremonies</li> </ul>
<p><b>May</b></p>	<ul style="list-style-type: none"> <li>→ Awards Committee Selection of Lloyd Cavers Scholarship Nominees</li> <li>→ Zone 6 Edwin Parr Banquet</li> <li>→ Zone Appreciation Award (Alberta School Boards Association)</li> <li>→ Approve Annual Budget</li> <li>→ Determine Dates for CEO/Board Self Evaluation</li> <li>→ Regional School Council Meeting</li> <li>→ Review Proposed September salary adjustments for non-union</li> </ul>
<p><b>June</b></p>	<ul style="list-style-type: none"> <li>→ Alberta School Boards Association Spring General Meeting</li> <li>→ Fiscal Monitoring Report</li> <li>→ Budget related information session</li> <li>→ Develop Board Annual Work List</li> <li>→ Honoring Student Excellence Awards Night</li> <li>→ Attend Graduation Ceremonies</li> <li>→ Appoint Returning Officer in election years</li> <li>→ Board/ATA Teacher Retirement Banquet</li> <li>→ Audit Committee Quarterly Report</li> </ul>

This work list is designed to assist the Board of Trustees in planning their work throughout the year. Due to a variety of factors, certain items may not occur in the month outlined on the work list.