

BOARD ANNUAL WORK PLAN

Month	Board Responsibility			
	Religious	Generative	Strategic	Fiduciary
August	Attend Opening Mass	- Honour the Share the Mission Recipient(s), if selected - Board Chair to address staff and community supporters		Finance Committee
September		Attend monthly meetings and liaison with assigned School Councils	- Board reviews results reports <i>in-camera</i> (Diploma Exams, Achievement Tests) - Review Board Key Priorities and Goals	- Attend ASBA Meeting - Attend ACSTA Board of Directors' Meeting - Joint School Boards / City Meeting - Finance Committee
October	Attend Bishop's Dinner	- Attend School Award Celebrations - ACSTA & ASBA Fall General Meeting Preparation - Attend Division wide PD Day - Attend monthly meetings and liaison with assigned School Councils		- Board Organizational & Regular Meeting - Attend ASBA Meeting - OHS Training Completion - Finance Committee
November	- Participate in Catholic Education Sunday - Participate in Remembrance Day Celebrations in the schools / communities	- Attend School Award Celebrations - School Council Chairs Meeting - Host Mass for retired Holy Spirit staff members - Attend monthly meetings and liaison with assigned School Councils	Review and approve Annual Education Results Report	- Approval of Auditors' Report and Management Letter - Approval of Audited Financial Statements - Attend ACSTA & ASBA Fall General Meetings - Attend ASBA Meeting - Attend ACSTA Board of Directors' Meeting - Approval of International Student Tuition Rates - Teacher Board Advisory Committee Meeting - Finance Committee
December	ATA / Board Divine Liturgy and Dinner	Attend monthly meetings and liaison with assigned School Councils	Review of the Board's Continuous Improvement Plan	- Attend ASBA Meeting - Finance Committee

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January	Board Retreat	Attend monthly meetings and liaison with assigned School Councils	Establish Three Year Education Plan Priorities; develop and approve strategic plan	- Attend ASBA Meeting - ACSTA Board of Directors' Meeting - Joint School Boards / City Meeting - Finance Committee
February		Attend monthly meetings and liaison with assigned School Councils	- Establish Budgetary Assumptions for upcoming school year - Review Draft Three Year Facility Plan	- Establish Budgetary Assumptions for upcoming school year - Attend ASBA Meeting - Finance Committee
March	Attend Spiritual Development Day	- School Council Chairs Meeting - Call for Nominations: Edwin Parr Teacher Award Nominations - Attend monthly meetings and liaison with assigned School Councils	- Review of the Board's Continuous Improvement Plan - Approve Three Year Facility Plan - IMR Plan	- Attend ACSTA Board of Directors' Meeting - Attend ASBA Meeting - Finance Committee
April		- Call for Share the Mission Award Nominations - Strategic Board Working Session – ASBA Spring General Meeting Preparation - Attend monthly meetings and liaison with assigned School Councils		- Attend ASBA Meeting - Joint School Boards / City Meeting - Finance Committee
May	- Celebrate World Catholic Education Day - Attend SPICE Conference - Attend Blueprints Conference	- Honour recipients with Long Service Awards - Attend ASBA Zone 6 Edwin Parr Award Ceremony Banquet - Attend School Graduations - Attend Feather Blessings - Attend Pow wows / Family Gatherings - Staff Appreciation - Attend monthly meetings and liaison with assigned School Councils	- Approve Budget for upcoming school year - Approve Locally Developed Courses - Approve Three-year Education Plan - Review Alberta Education Assurance Measures	- Approve Budget for upcoming school year - Attend CCSTA Annual Meeting (1 board representative) - Superintendent Review - Advertise for audit committee members if applicable - Teacher Board Advisory Committee Meeting - Finance Committee
June	Meeting with local Parish Priests	- Host Retirement Banquet - Select Share the Mission Award Recipient if applicable. - Attend Pow wows / Family Gatherings - Attend School Graduations - Attend First Nations, Métis and Inuit Awards - Attend monthly meetings and liaison with assigned School Councils	Review of the Board's Continuous Improvement Plan	- Attend ASBA Spring Conference - Attend ACSTA Board of Directors' Meeting - Meeting with local MLAs - Board and Superintendent Evaluations, as required. - Board Review - Finance Committee