

TRUSTEE ANNUAL ASSURANCE PLAN

[2024-2025 Division Assurance plan](#)

EICS Board of Trustees' assurance plan focuses on 2 Priorities:

- Faith Integration
- Community Engagement

EICS Board of Trustees will focus their advocacy activities on strategies to achieve these goals:

Faith Integration:

Foster a meaningful connection with families, parishes, and Catholic organizations to be advocates and witnesses for the success of Catholic schools.

- **Engage with community partners to celebrate the good news of Catholic Education (Division, School, Parish and Faith community connection).**

Community Engagement:

Provide appropriate, transparent and timely communication with schools, families, and community stakeholders.

- **Enhance visibility of division and school communication (Trustee, division and school initiatives, promotion, events and information) through multiple mediums to improve community engagement.**

Board of Trustees Community Engagement Plan

Guiding Principles to Advocacy

Engage with community partners to celebrate the good news of Catholic Education (Division, School, Parish and Faith community connection).

Faith Advocacy

1. Schedule a meeting with both bishops annually, with the following goals:
 - To maintain contact and continue to build upon the relationship;
 - What is the landscape of what EICS / Bishops are facing;
 - Opportunity for faith development/faith formation.
2. Twice during the board's 4-year term, schedule a meeting of the board with all of our parish priests.
3. At a minimum, once per year, hold a monthly public board meeting in each of the electoral subdivisions of Camrose, Vegreville, Fort Saskatchewan and Sherwood Park.
 - Invite parish priests, Knights of Columbus, Catholic Women's League, Ukrainian Catholic Women's League, parish administrators, and members of the community to attend.
4. Trustees may attend parent council meetings, for each of the schools they are partnered with during each school year, as invited.
5. Trustees will be invited to the division annual luncheon with our Indigenous partners, Elders, and Knowledge Keepers.

Employee Group Advocacy

1. Once per year, to build relationships, schedule a meeting with the Alberta Teachers' Association (ATA) Local Executive.
2. Meet with presidents/executives from employee groups twice during a four year term.

School Board Advocacy

1. Meet with the Battle River Board and Elk Island Public Board separately, twice during a four year term, alternating years.
2. Meet with public and catholic boards with whom we share a common interest, as needed.

Municipal Advocacy

1. On an annual basis, meet with 2 (out of the 4) municipalities: Strathcona County, City of Fort Saskatchewan, City of Camrose, Town of Vegreville. The following year, meet with the other 2 municipalities.
2. Outreach to other municipalities and counties, as needed.

MLA Advocacy

1. Once per year, schedule an advocacy meeting of the board with all 4 MLAs.
2. Meet with the Minister of Education, once per term, and as necessary.

Board of Trustee Engagement Activities
(Updated throughout the year.)

August 2024
<p>Committee of the Whole Meeting</p> <ul style="list-style-type: none"> • Summer catch up, review of work plan for the year. <p>Events/Engagement</p> <ul style="list-style-type: none"> • Opening and Faith Formation Day
September 2024
<p>Public Board Meeting Agenda Items</p> <ul style="list-style-type: none"> • Receive Financial Update Report • Approve Board Annual Work Plan • Nominate individuals/groups for ACSTA/ASBA awards as appropriate • Presentation from Facilities <p>Events/Action</p> <ul style="list-style-type: none"> • ASBA Award Nominations • ACSTA Award Nominations • Meet the staff events at division schools upon invite • School council meetings upon invite. • School mass celebrations upon invite. • ASBA Zone 2 / 3 Meeting. • Catholic Education Parent Advisory Committee (CEPAC) Meeting - September 25 • National Day for Truth and Reconciliation - September 30
October 2024
<p>Public Board Meeting Agenda Items</p> <ul style="list-style-type: none"> • Public meeting held in Camrose • Receive September 30 Enrolment Report • Receive Financial Update Report • Review ACSTA and ASBA Resolutions/Bylaws/Policies for fall AGMs • Make plans for Catholic Education Sunday • Presentation from Student and Staff Formation <p>Events/Action</p> <ul style="list-style-type: none"> • Catholic Education Week - October 19 - 25 • Catholic Education Sunday Masses - October 19 & 20, 2024 • Register for ACSTA FGM

- Register for ASBA FGM
- ASBA Zone 2 / 3 Meeting.
- Read-in Week - October 7 - 11, 2024
- Kevin Carr Christian Leadership - October 17, 2024
- Thanksgiving celebrations
- The Archbishop's Dinner - October 4, 2024
- GRACE Summit - October 25, 2024
- Opening Divine Liturgy for Edmonton area Ukrainian students at St. Basil's - October 8th
- Board professional development - October 21, 2024
- School awards celebrations
- School council meetings upon invite
- Division Faith Formation Opportunity (Theology on Tap) - Vegreville, St. Martin of Tours. October 20th, 2024 at 4:00 pm

November 2024

Public Board Meeting Agenda Items

- Approve Annual Education Results Report
- Receive Achievement and Diploma Exam Reports
- Approve Transfers from Reserves
- Approve Audited Financial Statements
- Receive Financial Update Report
- Presentation from Inclusive Learning Services

Events/Action

- ACSTA Fall General Meeting and Awards Banquet - November 15 - 17, 2024
- ASBA Fall General Meeting and Awards Banquet - November 17 - 19, 2024
- [ASBA Award Considerations](#)
- Remembrance Day activities + Wreath laying activities
- School council meetings upon invite
- Rural Caucus Meeting
- Audit Committee Meeting - Whole Board - November 21, 2024
- ATA Induction Ceremony - November 28th, 2024

December 2024

Public Board Meeting Agenda Items

- Receive Infrastructure and Maintenance Renewal (IMR) Plan
- Receive Financial Update Report
- Approve Draft School Calendars for 2025-26
- Presentation from Educational Excellence

Events/Action

- Christmas celebrations
- Sign Christmas cards to EICS School Staff/CLS departments/community partners
- Ukrainian Catholic Eparchy Edmonton Bishop's Gala -December 5th, 2024
- School council meetings upon invite
- Trustee school visitations - TBD
- ASBA Zone 2 / 3 Meeting
- Division Faith Formation Opportunity (Theology on Tap) - Camrose, The Marrow. December 5th, 2024 at 4:00 pm.

January 2025**Public Board Meeting Agenda Items**

- Public Meeting held in Fort Saskatchewan
- Approve Final School Calendars for 2025-26
- Receive Financial Update Report
- Presentation from Technology Services

Events/Action

- ASBA Award Considerations
- School council meetings upon invite
- ASBA Zone 2 / 3 Meeting

February 2025**Public Board Meeting Agenda Items**

- Receive Financial Update Report
- Presentation from Transportation

Events/Action

- Trustee school visitations - TBD
- [ASBA Award Nominations Due](#)
- Young Authors Conference
- ATA Trustee Luncheon – Teacher Convention
- Religious Education Congress
- School council meetings upon invite.
- ASBA Zone 2 / 3 Meeting
- CEPAC Meeting - February 11, 2025
- Division Faith Formation Opportunity (Theology on Tap) - Fort Saskatchewan, Union Hall. February 13th, 2024 at 4:00 pm.
- ACSTA Symposium February 21 & 22

March 2025

Public Board Meeting Agenda Items

- Public Board Meeting - Vegreville
- Determine division nominee for the ASBA Edwin Parr Award
- Approve Capital Plan
- Receive Financial Update Report
- Presentation from Human Resource Services

Events/Action

- Rural Education Conference
- [ASBA Award Considerations:](#)
 - Edwin Parr Teacher Award
 - Friends of Education Award
- School council meetings upon invite
- CEPAC Meeting
- ASBA Zone 2 / 3 Meeting
- Shrove Tuesday Activities
- Ash Wednesday Masses
- Board Professional Development Day - March 17, 2025
- Division Faith and Wellness Day - March 7, 2025

April 2025

Public Board Meeting Agenda Items

- Approve Fees
- Review ASBA Bylaws/Resolutions for Spring AGM
- Receive Financial Update Report
- Recognition of Excellence in Catholic Education and Edwin Parr award nominees
- Presentation from Business Services

Events/Action

- ACSTA Award Considerations:
- ACSTA SPICE / BLUEPRINTS Conference
- ASCA General meeting
- ASBA Zone 2 / 3 Meeting
- Conduct Superintendent Evaluation
- Conduct Board Self-Evaluation
- Easter celebrations
- School council meetings upon invite
- Division Faith Formation Opportunity (Theology on Tap) - Sherwood Park, Headquarters. April 10th, 2024 at 4:00 pm.
- School Assurance Presentations - upon invite

May 2025

Public Board Meeting Agenda Items

- Approve Budget
- Approve Three Year Education Plan
- Celebration of Edwin Parr Nominees and CCSSA Excellence in Catholic Education Award Nominees
- Receive Financial Update Report

Events/Action

- World Catholic Education Day
- REAL Foundation Golf Tournament - May 21, 2025
- Edwin Parr Awards Zone 2/3 Banquet
- ASBA Zone 2 / 3 Meeting
- EICS Staff Recognition Evening - May 26, 2025
- School council meetings upon invite
- High School Graduation Ceremonies
- High School Graduation Masses

June 2025

Public Board Meeting Agenda Items

- Receive Financial Update Report
- Nominate ASBA Zone 23 Friend of Education Award
- Nominate ASBA Zone Appreciation Award

Conduct Organizational Meeting (in a non-election year)

- Recieve Board Advocacy plan for 2025/26

Events/Action

- ASBA Spring General Meeting
- ASBA Zone 2 / 3 Meeting
- ASBA Award Nominations Due (June 11):
- CCSTA Conference - Halifax, June 5 - 7, 2025
- High School Graduation ceremonies
- High School Awards ceremonies
- School council meetings upon invite
- School Year end masses

July 2025

Events

- CSBA Conference - Winnipeg July 2 - 5, 2025

Ongoing

- Receive Committee reports
- Receive Superintendent's Monthly Report
- Review Board Annual Work Plan
- Attendance at school council meetings.
- Policy review (2/month or upon request)
- Attend school celebrations, upon request
- High School Graduations (May and June)
- Prayer Breakfasts
- Chamber of Commerce Events