

TRUSTEE ANNUAL ASSURANCE PLAN

[2023-2024 Division Assurance plan](#)

Faith Integration	
Goal	Our students, staff and EICS community will be provided a faith integrated environment through worship, witness and service.
Division Outcome	Foster a meaningful connection with families, parishes and Catholic organizations to be advocates and witnesses for the success of Catholic schools
Board Strategies to achieve the goal	Engage with community partners to celebrate the good news of Catholic Education (Division, School, Parish and Faith community connection)
Implementation plan:	The Board of Trustees will design and implement a Trustee Advocacy Plan outlining Guiding Principles to Advocacy

Community Engagement	
Goal	EICS provides enhanced opportunities to support student success through communication, engagement and partnership.
Division Outcome	Provide appropriate, transparent and timely communication with schools, families and community stakeholders.
Board Strategies to achieve the goal	Enhance visibility of division and school communication (Trustee, division and school initiatives, promotion, events and information) through multiple mediums to improve community engagement.
Implementation plan:	The Board of Trustees will design and implement a Community Engagement Plan .

Elk Island Catholic School Board of Trustees Trustee Advocacy Plan

Board of Trustees' 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
 - a. To maintain contact and continue to build upon the relationship
 - b. What is the landscape of what EICS / Bishops are facing
 - c. Opportunity for faith development/faith formation
2. Twice during the Board's 4-year term, schedule a meeting of the Board with ALL our Parish priests, with a consideration of doing the meeting in conjunction with administration meetings with Priests.
3. 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 / Parish Administrators to attend.

ATA Advocacy

1. Once per year, to build relationships, schedule a meeting with the ATA Local Executive.

School Board Advocacy

1. Once per year, meet with the Battle River Board and Elk Island Public Board, separately.
 - a. On a regular basis meet with Public and Catholic boards with whom we share a common interest.

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.
 - a. Outreach as needed to other Counties

MLA Advocacy

1. Once per year, schedule an Advocacy meeting of the Board with all 4 MLAs.

**Annual Assurance Plan
Board of Trustee Advocacy and Engagement Activities**

August 2023
<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 2023
<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 Student and Staff Formation <p>Events/Action</p> <ul style="list-style-type: none"> • ASBA Award Nominations Due (September 17): • ACSTA Award Nominations Due (September 7): • Meet the staff events at Division schools - upon invite • School council meetings upon invite. • School mass celebrations upon invite. <p>Advocacy</p>
October 2023
<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 Facilities <p>Events/Action</p> <ul style="list-style-type: none"> • Register for ACSTA FGM • Register for ASBA FGM

- Read-in Week
- Thanksgiving celebrations
- The Archbishop's Dinner
- GRACE Summit
- Board Retreat - October 2nd, Metis Crossing
- Opening Divine Liturgy for Edmonton area Ukrainian student at St. Basil's
- Board Professional Development - October 31
- School awards celebrations
- School council meetings upon invite
- CEPAC Meeting
- ACSTA Governance Summit

Advocacy

- Board Chair / Superintendent lunch with EIPS Board Chair / Superintendent

November 2023

Public Board Meeting Agenda Items

- Approve Annual Education Results Report
- Receive Achievement and Diploma Exam Reports
- Approve Revised Budget
- Approve Transfers from Reserves
- Meet with auditor to review Report and Management Letter
- Approve Audited Financial Statements
- Receive summary of School Improvement Plans and School Council annual reports.
- Receive Financial Update Report
- Presentation from Inclusive Learning Services

Events/Action

- ACSTA Fall General Meeting and Awards Banquet
- ASBA Fall General Meeting and Awards Banquet
- [ASBA Award Considerations](#)
- Remembrance Day Activities + Wreath Laying Activities
- School council meetings upon invite
- Rural Caucus Meeting
- Audit Committee Meeting - Whole Board
- Division Faith Formation Opportunity (Theology on Tap) - November 2nd - Camrose

Advocacy

December 2023

Public Board Meeting Agenda Items

- Receive Infrastructure and Maintenance Renewal (IMR) Plan
- Receive Financial Update Report
- Presentation from Educational Excellence

Events/Action

- Christmas celebrations
- Sign Christmas cards to EICS School Staff/CLS Departments
- Ukrainian Catholic Eparchy Edmonton Bishop's Gala
- School council meetings upon invite
- School Visits - December 5th

Advocacy

- Arrange to meet with County of Minburn

January 2024**Public Board Meeting Agenda Items**

- Public Meeting held in Fort Saskatchewan
- Approve School Calendar(s)
- Receive Financial Update Report
- Presentation from Technology Services

Events/Action

- ASBA Award Considerations
- School council meetings upon invite
- CEPAC Meeting
- Division Faith Formation Opportunity (Theology on Tap) - January 25th - Fort Saskatchewan

Advocacy

- Meet with Fort Saskatchewan City Council - January 24th, 2023
- Meet with Archbishop Smith - February 8th

Community Engagement**February 2024****Public Board Meeting Agenda Items**

- Receive Financial Update Report
- Presentation from Transportation

Events/Action

- Trustee School Visitations
- [ASBA Award Nominations Due](#)
- Young Authors Conference
- ATA Trustee Luncheon – Teacher Convention
- Shrove Tuesday Activities
- Ash Wednesday Masses
- Religious Education Congress
- School council meetings upon invite
- Division Faith and Wellness Day - February 16th

Advocacy

- Meet with EIPS Board of Trustees
- Meet with Parish Priests
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Community Engagement**March 2024****Public Board Meeting Agenda Items**

- Public Board Meeting - Vegreville
- Determine Division nominee for the ASBA Edwin Parr Award
- Approve Budget
- Approve Budget assumptions
- Receive Financial Update Report
- Presentation from Business Services

Events/Action

- Rural Education Conference
- [ASBA Award Considerations:](#)
 - Edwin Parr Teacher Award
 - Friends of Education Award
- New to Ukraine gathering (Archbishop Jordan)
- School council meetings upon invite
- CEPAC Meeting
- Board Professional Development Day - March 11
- Easter celebrations
- Division Faith Formation Opportunity (Theology on Tap) - March 14th - Vegreville

Advocacy

- Meet with local MLA's - TBD

- Meet with Vegreville Town Council - TBD

April 2024

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 Human Resource Services

Events/Action

- Catholic Education Week kick off
- ACSTA Award Considerations:
- ACSTA SPICE / BLUEPRINTS Conference
- ASCA General meeting
- Conduct Superintendent Evaluation
- Conduct Board Self-Evaluation
- School council meetings upon invite
- Division Faith Formation Opportunity (Theology on Tap) - April 25 - Sherwood Park
- School Assurance Presentations - upon invite

Advocacy

- Meeting with Bishop David - April 9th
- Meet with Local ATA Executive as a Board - TBD

May 2024

Public Board Meeting Agenda Items

- Approve Capital Plan
- Approve Three Year Education Plan
- Receive Financial Update Report

Events/Action

- World Catholic Education Day
- REAL Foundation Golf Tournament
- Edwin Parr Awards Zone 2/3 Banquet
- EICS Staff Recognition Evening
- School council meetings upon invite

- High School Graduation Ceremonies
- High School Graduation Masses

Advocacy

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June 2024

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 2023/24

Events/Action

- ASBA Spring General Meeting
- ASBA Award Nominations Due (June 11):
- CCSTA Conference
- High School Graduation ceremonies
- High School Awards ceremonies
- Bishop Motiuk’s Prayer Breakfast
- School council meetings upon invite
- School Year end masses

Advocacy

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July 2024

Events

- CSBA Conference

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

Elk Island Catholic School Board of Trustees Community Engagement Plan

EICS provides enhanced opportunities to support student success through communication, engagement and partnership.

EICS Board of Trustees aims to 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, including:

Board Meeting Agendas
<ul style="list-style-type: none">• Create public board agenda meeting packages that are shared on social media, division websites in advance of the public board meeting.• Advertising meetings that take place in each community in parish bulletins, social media, and school newsletters).• Staff and student engagement during school based meetings, in consultation with the school principals.
Board Highlights
<ul style="list-style-type: none">• Monthly board highlights to be distributed after each public board meeting.• These will be shared on division website, and with schools for placement in newsletters.• Copies will be shared at school council meetings, advocacy meetings.• Copies will be emailed according to the distribution list.
Board Speaking Notes
<ul style="list-style-type: none">• Administration will create board speaking notes following the public board meeting and shared with Trustees in a timely fashion.• These are internal notes that trustees can use to share information when asked at school council meetings.• These will be shared as information only with school principals.
Board Annual Report
<ul style="list-style-type: none">• Create an annual report to share with stakeholders in January.

<ul style="list-style-type: none"> • Available to the public in advance of yearly registration in February.
<p>Board Newsletter</p>
<ul style="list-style-type: none"> • With input from trustees, administration to create a newsletter 3 times per year, including the annual report • Intentional messaging (ie Welcome back message, Christmas message) • Present an opportunity to get to know trustees.
<p>Engagement with the media</p>
<ul style="list-style-type: none"> • Look to create more presence in local media, through regular press releases, promotion of division events.
<p>Community Connection</p>
<ul style="list-style-type: none"> • Regular attendance at school council meetings • Attendance at school masses, division opening day and faith and wellness PD day • Attendance at school / division events upon invite • Attendance at Chamber meetings

Legal Reference: Section 45, 56, 60, 61, 62, 63, 78, 147 Education Act
Section 16 Government Accountability Act