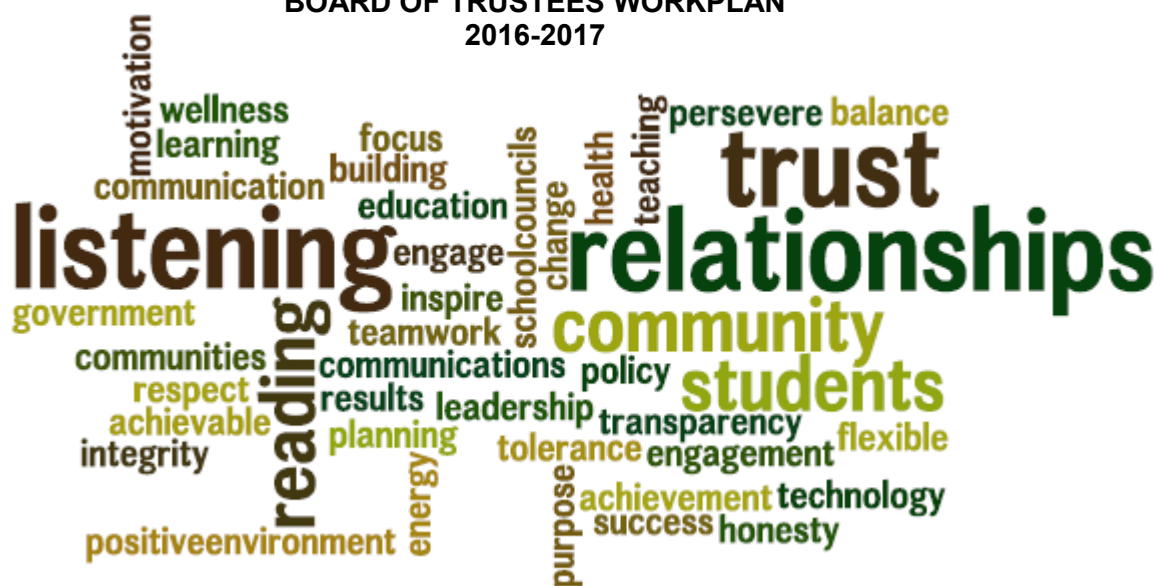


**PEMBINA HILLS PUBLIC SCHOOLS  
BOARD OF TRUSTEES WORKPLAN  
2016-2017**



When	What
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:30 a.m.):                             <ul style="list-style-type: none"> <li>○ August 22, 2016 – Regional Office (Organizational Meeting)</li> </ul> </li> <li>• Internal Audit Accountability Report – the Board will receive and review</li> <li>• 2016-2017 Board Work Plan: the Board will review and approve</li> <li>• Administrators’ Meeting: all Trustees are encouraged to attend</li> <li>• August PSBC Meeting – August 18-20, 2016</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting. If PSBC meeting is prior to Board meeting, communicate via e-mail</li> <li>• Rates Annex 7 (RA 7) – Travel, Expenses and Honorarium – the Board will consider and adopt</li> <li>• New Teacher Orientation – presentation of book and attend luncheon</li> <li>• PHPS opening address to staff (Board Chair). For 2016-2017 trustees will be invited, given the format of learner diversity – August 30, 2016</li> <li>• Prepare and send out school start up message and post to website</li> <li>• Snacks for Board meeting</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.):                             <ul style="list-style-type: none"> <li>○ September 14, 2016 – Regional Office</li> <li>○ September 28, 2016 – Alberta Distance Learning Centre - Barrhead</li> </ul> </li> <li>• Board Evaluation: the Board will conduct a Board evaluation – September 8, 2016</li> <li>• Employee Services Accountability Report: the Board will receive and review – September 14, 2016</li> <li>• Connect with media reps – newspaper and radio – Board Chair &amp; Vice-Chair</li> <li>• Send request to meet with Town of Barrhead as part of the Board’s ongoing plan to increase home and community engagement of public education</li> <li>• Attend School award ceremonies to present citizenship awards for Grades 6, 9 and 12</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> </ul>

<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ October 12, 2016 – Regional Office</li> <li>○ October 26, 2016 – Swan Hills School</li> </ul> </li> <li>• Superintendent Evaluation: the Board will conduct and approve the final report - October 6, 2016</li> <li>• Review PAT and PDE Jurisdiction Results Summary – October 12, 2016 Regular Board Meeting (In Camera) &amp; October 26, 2016 Regular Board Meeting (Information Report)</li> <li>• Review Schools enrolment report as of September 30: the Board will receive and review possible implications</li> <li>• PSBAA University Annual General Meeting: all Trustees are encouraged to attend – October 19-21, 2016</li> <li>• PSBAA University Annual General Meeting: discuss if follow-up is required to explore alignment with Education Plan (Division and/or school) - October 26, 2016</li> <li>• Meet with Town of Barrhead as part of the Board’s ongoing plan to increase home and community engagement of public education</li> <li>• Send request to meet with Town of Westlock as part of the Board’s ongoing plan to increase home and community engagement of public education</li> <li>• Council of School Councils – Board Chair or Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ November 9, 2016 – Regional Office</li> <li>○ November 23, 2016 –Regional Office</li> </ul> </li> <li>• Attend Remembrance Day Ceremonies</li> <li>• Council of School Councils – all Trustees are encouraged to attend – November 8, 2016</li> <li>• Information Technology Services Accountability Report: the Board will receive and review – November 9, 2016</li> <li>• November PSBC Meeting – November 18-19, 2016</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting – November 9, 2016</li> <li>• ASBA Fall General Meeting: all Trustees are encouraged to attend – November 20-22, 2016</li> <li>• 2015-2016 Audited Financial Statements – PHPS &amp; ADLC: the Board will receive and approve and meet with their appointed external auditor – November 23, 2016</li> <li>• 2015-2016 Annual Education Results Report – PHPS &amp; ADLC: the Board will receive and approve – November 23, 2016</li> <li>• Review Preliminary School Closure/Grade Reconfiguration Criteria Report: the Board will receive and review</li> <li>• ASBA Fall General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – November 23, 2016</li> <li>• Board Discussion – 2016 Planning Process; Board Planning 2016 Venue</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Staff Recognition Luncheon during November 14, 2016 Jurisdiction PD</li> </ul>

<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ December 14, 2016 – Westlock Elementary School</li> </ul> </li> <li>• Class Size Initiative Report: the Board will receive and review</li> <li>• Board ratification of 2017/2018 PPHS school year calendar</li> <li>• Board/MLA meeting – the Board will host as required – December 20, 2016</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ January 10, 2017 – Regional Office</li> <li>○ January 25, 2017 – Fort Assiniboine School</li> </ul> </li> <li>• School Closure/Grade Reconfiguration Criteria Report: the Board will review recommendations from Superintendent and make decisions regarding administrative process</li> <li>• Financial Statements – September 1-December 31: the Board will receive and review as presented</li> <li>• Student Services Accountability Report: the Board will receive and review – January 10, 2017</li> <li>• Meeting with Division Non-union Staff and Contractors: the Board committee will meet with and discuss salaries, benefits &amp; contractor rates and make recommendations to the Board in June</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> <li>• Prepare and send out New Year message and post to website</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting - January 25, 2017</li> <li>• Send request to meet with Town of Westlock as part of the Board's ongoing plan to increase home and community engagement of public education</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ February 8, 2017 – Regional Office</li> <li>○ February 22, 2017 – Neerlandia Public Christian School</li> </ul> </li> <li>• February PSBC Meeting – February 9-11, 2017</li> <li>• School Administration Planning Session: the Board will attend and participate – February 21, 2017 &amp; February 28, 2017</li> <li>• Establish Board Planning Agenda</li> <li>• Rates Annex 4 (RA 4) –Transportation Fees – the Board will consider and adopt</li> <li>• Submit Edwin Parr Teacher Award Nomination (ASBA): the Board will receive, review and approve recommendations</li> <li>• PPHS Alternate School Year Calendars: the Board will receive as information</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> <li>• Meet with Town of Westlock as part of the Board's ongoing plan to increase home and community engagement of public education</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> <li>○ March 8, 2017 – Regional Office</li> <li>○ March 22, 2017 – Regional Office</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Board Planning: the Board will identify and approve Strategic Priorities and key results             <ul style="list-style-type: none"> <li>○ Review Board Workplan working document; Insert Board priorities and strategies into Board Workplan</li> </ul> </li> <li>• Board ratification of Strategic Priorities, including:             <ul style="list-style-type: none"> <li>- Three-Year Education Plan – foundation statements, goals, outcomes, priority areas for improvement</li> <li>- Allocation formula</li> <li>- Co-op pool</li> </ul> </li> <li>• Three-Year Capital Plan – the Board will consider and adopt – March 22, 2017</li> <li>• Respond to ASBA call for policy issues &amp; by-law amendments: the Board will recommend policy issues &amp;/or by-law amendments if required</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting – March 22, 2016</li> </ul>
<p><b>APRIL</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.):             <ul style="list-style-type: none"> <li>○ April 12, 2017 – Regional Office</li> <li>○ April 26, 2017 – Regional Office</li> </ul> </li> <li>• April PSBC Meeting – April 6-8, 2017</li> <li>• Facilities and Transportation Accountability Report: the Board will receive and review – April 12, 2017</li> <li>• 2016-2017 PHPS Satisfaction Survey Results: the Board will receive and review – April 26, 2017</li> <li>• Financial Statements – September 1-March 31: the Board will receive and review as presented</li> <li>• Rates Annex 1 (RA 1) – Student Fees – the Board will consider and adopt</li> <li>• Rates Annex 2 (RA 2) – ADLC Fees – the Board will consider and adopt</li> <li>• Approval of ADLC Contract Marker Rates</li> <li>• Council of School Councils – Board Chair/Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting – May 2, 2017</li> <li>• Send request to meet with MD Lesser Slave River as part of the Board's ongoing plan to increase home and community engagement of public education</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> </ul>
<p><b>MAY</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.):             <ul style="list-style-type: none"> <li>○ May 10, 2017 – Regional Office</li> <li>○ May 24, 2017 – Regional Office</li> </ul> </li> <li>• ASBA Edwin Parr awards ceremony: Trustees are encouraged to attend if a PHPS teacher is nominated and sufficient seating is available for the event</li> <li>• Board Planning Committee (Budget Working Session): the Board will attend</li> <li>• 2017-2018 Budget – PHPS &amp; ADLC: the Board will consider and adopt</li> <li>• Council of School Councils – all Trustees are encouraged to attend - May 2, 2017</li> <li>• Rates Annex 3 (RA 3) –Transportation Rates – the Board will consider and adopt</li> </ul>

	<ul style="list-style-type: none"> <li>• Rates Annex 6 (RA 6) – Rental Rates – the Board will consider and adopt</li> <li>• Meet with MD of Lesser Slave River as part of the Board’s ongoing plan to increase home and community engagement of public education</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Prepare and send out Education Week message and post to website</li> <li>• Attend School award ceremonies to present citizenship awards for Grades 6, 9 and 12</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:30 a.m.):             <ul style="list-style-type: none"> <li>○ June 14, 2017 – Regional Office</li> <li>○ June 28, 2017 – Regional Office</li> </ul> </li> <li>• PSBAA Spring Assembly: all Trustees are encouraged to attend – June 2-4, 2017</li> <li>• ASBA Spring General Meeting: all Trustees are encouraged to attend – June 5-6, 2017</li> <li>• ASBA Spring General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – June 28, 2017</li> <li>• Board Evaluation Survey to be sent to Trustees</li> <li>• PSBAA Spring Assembly: discuss if follow-up is required to explore alignment with Education Plan (Division and/or school) – June 28, 2017</li> <li>• Three-Year Education Plan – Summary of Key Strategies – PHPS &amp; ADLC: the Board will consider and adopt</li> <li>• Financial Statements – September 1- May 31: the Board will receive and review as presented</li> <li>• ADLC &amp; PHPS Communications Accountability Report: the Board will receive and review – June 28, 2017</li> <li>• Approve 2017-2018 Board Meeting Schedule</li> <li>• Student Graduation Ceremonies: all Trustees are encouraged to attend the ceremonies in their ward and bring greetings, if requested</li> <li>• Citizenship Awards: designated Trustees will present Citizenship Awards</li> <li>• Board/MLA meeting: the Board will host as required</li> <li>• Board Planning Committee – Review Board Workplan working document and draft 2017-2018 Board Workplan</li> <li>• Approval of 2017-2018 non-union staff salaries</li> <li>• Approval of 2017-2018 Senior Administration (out of scope) Salary Grids</li> <li>• Snacks for Board meeting</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Prepare and send out Year End Message and post to website</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> <li>• Employee Recognition Award newspaper ad</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:30 a.m.):             <ul style="list-style-type: none"> <li>○ August 28, 2017 – Regional Office</li> </ul> </li> <li>• Internal Audit Accountability Report – the Board will receive and review</li> <li>• 2017-2018 Board Work Plan: the Board will review and approve</li> <li>• Rates Annex 7 (RA 7) – Travel, Expenses and Honorarium – the Board will consider and adopt</li> <li>• August PSBC Meeting – August 17-19, 2017</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting</li> <li>• Administrators' Meeting: all Trustees are encouraged to attend (1/2 day) – August 23, 2017</li> <li>• Snacks for Board meeting</li> <li>• New Teacher Orientation – presentation of book and attend luncheon</li> <li>• Participation in PHPS opening address to staff</li> <li>• Prepare and send out school start up message and post to website</li> </ul>
<p><b>ONGOING</b></p>	<ul style="list-style-type: none"> <li>• Attend ADLC Advocacy Communications Committee meetings with government representatives</li> <li>• Attend annual meeting with Evergreen Catholic Schools</li> <li>• Appeals: the Board will hear as needed (on matters that significantly affect the education of a student/teacher transfers)</li> <li>• Board designates attend and participate in committee meetings, providing reports back to the Board</li> <li>• Negotiations - set negotiations mandates for unionized staff</li> <li>• Locally Developed Courses: the Board will consider and approve as required</li> <li>• School Councils Meetings: Trustees are encouraged to attend in their ward and provide a report to Board</li> <li>• Student and School Celebrations: designated Trustees are encouraged to attend, when authorized under Policy 7-10 and requested under F 2-12</li> <li>• Present employee long service awards</li> <li>• International Tours: Approve in principle as required.             <ul style="list-style-type: none"> <li>○ National and International Tours: Schools are encouraged to submit a report/presentation/artifact to the Board regarding the experience of the trip</li> </ul> </li> <li>• Policies: Consider recommendations from Policy Committee</li> <li>• Complete Surveys as required</li> <li>• Engage in professional learning opportunities – Board and Individual Trustee</li> <li>• Participate in specific Board Planning Committees as required</li> <li>• Receive specific information reports as required</li> <li>• Nomination Package(s) for ASBA Awards (if submitting nominations). The Board will approve/receive for information purposes:             <ul style="list-style-type: none"> <li>- Friends of Education Award (submission deadline is September – board motion by June)</li> <li>- Honourary Life Member Award (nominated through Zone – submission deadline is September)</li> <li>- Indigenous Shining Student Award (staff submission – March)</li> <li>- Long Service Awards (recognized at ASBA)</li> <li>- Premier's Award for School Board Excellence and Innovation (may submit one nomination – submission deadline is September – board motion by June)</li> <li>- Public Engagement Award (may submit one nomination – submission deadline is September – board motion by June)</li> <li>- Zone Appreciation Award (submission deadline is June – board motion by April)</li> </ul> </li> <li>• Nomination Package(s) for PSBAA Awards (if submitting nominations)</li> <li>• Board of Trustees photo – once per term</li> </ul>