

**PEMBINA HILLS PUBLIC SCHOOLS
BOARD OF TRUSTEES WORKPLAN
2017-2018**



When	What
AUGUST	<ul style="list-style-type: none"> • Regular Board Meeting (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ August 28, 2017 – Regional Office • Internal Audit Accountability Report – the Board will receive and review • Administrators’ Meeting: all Trustees are encouraged to attend (1/2 day – starting at 8:30 a.m.) – August 23, 2017 • Facilities Update Report – the Board will receive and review • August PSBC Meeting – August 17-19, 2017 • Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting. If PSBC meeting is prior to Board meeting, communicate via e-mail • Novice Teacher Orientation – presentation of book and attend luncheon – August 22, 2017 • PHPS opening address to staff (Board Chair) – August 29, 2017 – Trustees are encouraged to attend local school for opening address • Prepare and send out school start up message – Westlock South Ward Trustee
SEPTEMBER	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ September 13, 2017 – Regional Office ○ September 26, 2017 – Westlock Outreach • Board Evaluation: the Board will conduct a Board evaluation – September 7, 2017 • Attend School award ceremonies to present citizenship awards for Grades 9 and 12 • Prepare and distribute gifts for students and school council rep for school based Board meetings
OCTOBER	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ October 11, 2017 – Regional Office ○ October 25, 2017 – Regional Office (Organizational Meeting) • Review PHRD AND ADLC PAT and PDE Jurisdiction Results Summary – October 11, 2017 Regular Board Meeting (In Camera) & October 25, 2017 Regular Board Meeting (Information Report), pending joint protocol from Alberta Education

	<ul style="list-style-type: none"> • New trustee orientation – October 23, 2017 (9:30 a.m. – noon) • Review Schools enrolment report as of September 30: the Board will receive and review possible implications • Council of School Councils – Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting • Prepare and distribute gifts for students and school council rep for school based Board meetings
NOVEMBER	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ November 8, 2017 – Regional Office ○ November 29, 2017 – Regional Office • Official Board of Trustees photograph – November 8, 2017 (BCHS photography lab) • New trustee orientation – November 2, 2017 • Attend Remembrance Day Ceremonies • Council of School Councils – all Trustees are encouraged to attend – November 7, 2017 • Information Technology Services Assurance Report: the Board will receive and review – November 8, 2017 • Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting – November 8, 2017 • November PSBC Meeting – Trustee University – November 15-17, 2017 • ASBA Fall General Meeting: all Trustees are encouraged to attend – November 19-21, 2017 • ASBA New Trustee Orientation – November 22, 2017 • 2016-2017 Audited Financial Statements – PPHS & ADLC: the Board will receive and approve and meet with their appointed external auditor – November 29, 2017 • 2016-2017 Annual Education Results Report – PPHS & ADLC: the Board will receive and approve – November 29, 2017 • Review Preliminary School Viability/Grade Reconfiguration Criteria Report: the Board will receive and review • ASBA Fall General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – November 29, 2017 • PSBAA University Annual General Meeting: discuss if follow-up is required to explore alignment with Education Plan (Division and/or school) – November 29, 2017 • Board Discussion – 2018 Planning Process; Board Planning 2018 Venue • Connect with media reps – newspaper and radio – Board Chair & Vice-Chair • Prepare and distribute gifts for students and school council rep for school based Board meetings • Staff Recognition Luncheon during November 13, 2017 Jurisdiction PD
DECEMBER	<ul style="list-style-type: none"> • Regular Board Meeting (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ December 13, 2017 – Sunny Bend Colony School • Class Size Initiative Report: the Board will receive and review • Board ratification of 2018/2019 PPHS school year calendar • Board to discuss advocacy and meetings with municipalities • Board/MLA meeting – the Board will host as required – _____, 2017 • Prepare and distribute gifts for students and school council rep for school based Board meetings
JANUARY	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ January 10, 2018 – Regional Office ○ January 24, 2018 – Dunstable School

	<ul style="list-style-type: none"> • Financial Statements – September 1-December 31: the Board will receive and review as presented • Student Services Assurance Report: the Board will receive and review – January 10, 2018 • ASBA Leadership Academy (Edmonton): New Trustee Orientation / Returning Trustees – January 14-16, 2018 • Meeting with Division Non-union Staff and Contractors: the Board committee will meet with and discuss salaries, benefits & contractor rates and make recommendations to the Board in June • Prepare and distribute gifts for students and school council rep for school based Board meetings • Presentation of Long Service Awards as determined by schedule developed in November • Prepare and send out New Year message – Westlock North Ward Trustee • Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting - January 24, 2018 • Send request to meet with _____ as part of the Board’s ongoing plan to increase home and community engagement of public education
<p>FEBRUARY</p>	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ February 14, 2018 – Regional Office ○ February 28, 2018 – Pembina North Community School • February PSBC Meeting – February 8-10, 2017 • School Administration Planning Session: the Board will attend and participate – February 13 & 22, 2018 • Establish Board Planning Agenda • Rates Annex 4 (RA 4) –Transportation Fees – the Board will consider and adopt • Submit Edwin Parr Teacher Award Nomination (ASBA): the Board will receive as information (if more than one nomination received, Board will decide) • PHPS Alternate School Year Calendars: the Board will receive as information • Organize annual meeting with Evergreen Catholic Schools • Prepare and distribute gifts for students and school council rep for school based Board meetings • Presentation of Long Service Awards as determined by schedule developed in November • Meet with _____ as part of the Board’s ongoing plan to increase home and community engagement of public education
<p>MARCH</p>	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ March 21, 2018 – Regional Office • Board Planning: the Board will identify and approve Strategic Priorities and key results – March 7 & 12, 2018 <ul style="list-style-type: none"> ○ Review Board Workplan working document; Insert Board priorities and strategies into Board Workplan • Board ratification of Strategic Priorities, including: <ul style="list-style-type: none"> - Three–Year Education Plan – foundation statements, goals, outcomes, priority areas for improvement - Allocation formula - Co-op pool • Three-Year Capital Plan – the Board will consider and adopt – March 21, 2018 • Respond to ASBA call for policy issues and by-law amendments: the Board will recommend policy issues and/or by-law amendments if required • Prepare and distribute gifts for students and school council rep for school based Board meetings

	<ul style="list-style-type: none"> • Presentation of Long Service Awards as determined by schedule developed in November • Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting – March 21, 2018
APRIL	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ April 11, 2018 – Regional Office ○ April 25, 2018 – Barrhead Composite High School • April PSBC Meeting – April 12-14, 2018 • Transportation Assurance Report: the Board will receive and review – April 11, 2018 • 2017-2018 PHPS Satisfaction Survey Results: the Board will receive and review – April 25, 2018 • Financial Statements – September 1 - March 31: the Board will receive and review as presented • Rates Annex 2 (RA 2) – ADLC Fees – the Board will consider and adopt • Approval of ADLC Contract Marker Rates • Council of School Councils – Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting – _____, 2018 • Prepare and distribute gifts for students and school council rep for school based Board meetings • Presentation of Long Service Awards as determined by schedule developed in November • Arrange a joint facilities meeting re: Barrhead School/Public Library
MAY	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ May 9, 2018 – R. F. Staples Secondary School ○ May 23, 2017 – Regional Office • Facilities Update Report: the Board will receive and review – May 23, 2018 • ASBA Edwin Parr awards ceremony: Trustees are encouraged to attend if a PHPS teacher is nominated and sufficient seating is available for the event • Board Planning Committee (Budget Working Session): the Board will attend • 2018-2019 Budget – PHPS & ADLC: the Board will consider and adopt • Council of School Councils – all Trustees are encouraged to attend - May ____, 2018 • Rates Annex 1 (RA 1) – Student Fees – the Board will consider and adopt • Rates Annex 3 (RA 3) –Transportation Rates – the Board will consider and adopt • Rates Annex 6 (RA 6) – Rental Rates – the Board will consider and adopt • Prepare and distribute gifts for students and school council rep for school based Board meetings • Prepare and send out Education Week message – Barrhead South Ward Trustee • Attend School award ceremonies to present citizenship awards for Grades 6, 9 and 12 • Presentation of Long Service Awards as determined by schedule developed in November
JUNE	<ul style="list-style-type: none"> • Regular Board Meetings (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ June 13, 2018 – Barrhead Elementary School ○ June 27, 2018 – Regional Office • PSBAA Spring General Assembly: all Trustees are encouraged to attend – June 1-3, 2018 • ASBA Spring General Meeting: all Trustees are encouraged to attend – June 4-5, 2018

	<ul style="list-style-type: none"> • Approve 2018-2019 Board Meeting Schedule – June 13, 2018 • 2018-2019 Board Workplan: the Board will review and approve – June 13, 2018 • ASBA Spring General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – June 27, 2018 • Board Evaluation Survey to be sent to Trustees • PSBAA Spring Assembly: discuss if follow-up is required to explore alignment with Education Plan (Division and/or school) – June 27, 2018 • Three-Year Education Plan – Summary of Key Strategies – PHPS & ADLC: the Board will consider and adopt • Financial Statements – September 1- May 31: the Board will receive and review as presented • Approve 2018-2019 Board Meeting Schedule • Student Graduation Ceremonies: all Trustees are encouraged to attend the ceremonies in their ward and bring greetings, if requested • Citizenship Awards: designated Trustees will present Citizenship Awards • Board/MLA meeting: the Board will host as required • Approval of 2018-2019 non-union support staff conditions handbook • Approval of 2018-2019 Senior Administration (out of scope) Salary Grids • Prepare and distribute gifts for students and school council rep for school based Board meetings • Prepare and send out Year End Message – Barrhead North Ward Trustee • Presentation of Long Service Awards as determined by schedule developed in November • Employee Recognition Award newspaper ad
AUGUST	<ul style="list-style-type: none"> • Regular Board Meeting (call to order 9:30 a.m.): <ul style="list-style-type: none"> ○ August 22, 2018 – Regional Office • Internal Audit Assurance Report – the Board will receive and review • Facilities Update Report – the Board will receive and review • Rates Annex 7 (RA 7) – Travel, Expenses and Honorarium – the Board will consider and adopt • August PSBC Meeting – August 16-18, 2018 • ASBA Leadership Academy (Canmore) – August 23-25, 2018 • Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting • Administrators’ Meeting: all Trustees are encouraged to attend (1/2 day) • New Teacher Orientation – presentation of book and attend luncheon • Participation in PHPS opening address to staff • Prepare and send out school start up message
ADDITIONAL INFORMATION TO KEEP BOARD INFORMED	<ul style="list-style-type: none"> • FNMI Liaisons • Focus areas of diversity of student needs, literacy, numeracy, student-teacher relationships and ways in which the board might support • High-school re-design
ONGOING	<ul style="list-style-type: none"> • Appeals: the Board will hear as needed (on matters that significantly affect the education of a student/teacher transfers) • Board designates attend and participate in committee meetings, providing reports back to the Board • Negotiations - set negotiations mandates for unionized staff • Locally Developed Courses: the Board will consider and approve as required • School Councils Meetings: Trustees are encouraged to attend in their ward and provide a report to Board

	<ul style="list-style-type: none"> • Student and School Celebrations: designated Trustees are encouraged to attend, when authorized under Policy 7-10 and requested under F 2-12 • Present employee long service awards • International Tours: Approve in principle as required. (Note: Motion #6834/10/16 international trips to all of Europe, Africa, the Middle East and Asia suspended until August 2018) <ul style="list-style-type: none"> ○ National and International Tours: Schools are encouraged to submit a report/presentation/artifact to the Board regarding the experience of the trip • Policies: consider recommendations from Policy Committee • Complete Surveys as required • Engage in professional learning opportunities – Board and Individual Trustee • Participate in specific Board Planning Committees as required • Nomination Package(s) for ASBA Awards (if submitting nominations). The Board will approve/receive for information purposes: <ul style="list-style-type: none"> - Friends of Education Award (submission deadline is September – board motion by June) - Honourary Life Member Award (nominated through Zone – submission deadline is September) - Indigenous Shining Student Award (staff submission – March) - Long Service Awards (recognized at ASBA) - Premier’s Award for School Board Excellence and Innovation (may submit one nomination – submission deadline is September – board motion by June) - Public Engagement Award (may submit one nomination – submission deadline is September – board motion by June) - Zone Appreciation Award (submission deadline is June – board motion by April) • Nomination Package(s) for PSBAA Awards (if submitting nominations)
--	--