

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



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 28, 2017 – Regional Office</li> </ul> </li> <li>• Internal Audit Accountability Report – the Board will receive and review</li> <li>• Administrators’ Meeting: all Trustees are encouraged to attend (1/2 day – starting at 8:30 a.m.) – August 23, 2017</li> <li>• Facilities Update Report – the Board will receive and review</li> <li>• August PSBC Meeting – August 17-19, 2017</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>• Novice Teacher Orientation – presentation of book and attend luncheon – August 22, 2017</li> <li>• PHPS opening address to staff (Board Chair) – August 29, 2017 – Trustees are encouraged to attend local school for opening address</li> <li>• Prepare and send out school start up message – Westlock South Ward Trustee</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 13, 2017 – Regional Office</li> <li>○ September 26, 2017 – Westlock Outreach</li> </ul> </li> <li>• Board Evaluation: the Board will conduct a Board evaluation – September 7, 2017</li> <li>• Attend School award ceremonies to present citizenship awards for Grades 9 and 12</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 11, 2017 – Regional Office</li> <li>○ October 25, 2017 – Regional Office (Organizational Meeting)</li> </ul> </li> <li>• Review PHPS PAT and PDE Jurisdiction Results Summary – October 11, 2017 Regular Board Meeting (In Camera) &amp; October 25, 2017 Regular Board Meeting (Information Report), pending joint protocol from Alberta Education</li> <li>• New trustee orientation – October 23, 2017 (9:30 a.m. – noon)</li> </ul>

	<ul style="list-style-type: none"> <li>• Review Schools enrolment report as of September 30: the Board will receive and review possible implications</li> <li>• Council of School Councils – Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming 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 8, 2017 – Regional Office</li> <li>○ November 29, 2017 – Regional Office</li> </ul> </li> <li>• Official Board of Trustees photograph – November 8, 2017 (BCHS photography lab)</li> <li>• New trustee orientation – November 1, 2017</li> <li>• Attend Remembrance Day Ceremonies</li> <li>• Council of School Councils – all Trustees are encouraged to attend – November 7, 2017</li> <li>• Information Technology Services Assurance Report: the Board will receive and review – November 8, 2017</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting – November 8, 2017</li> <li>• November PSBC Meeting – Trustee University – November 15-17, 2017</li> <li>• ASBA Fall General Meeting: all Trustees are encouraged to attend – November 19-21, 2017</li> <li>• ASBA New Trustee Orientation – November 22, 2017</li> <li>• 2016-2017 Audited Financial Statements – PHPS &amp; ADLC: the Board will receive and approve and meet with their appointed external auditor – November 29, 2017</li> <li>• 2016-2017 Annual Education Results Report – PHPS, including ADLC: the Board will receive and approve – November 29, 2017</li> <li>• Review Preliminary School Viability/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 29, 2017</li> <li>• PSBAA University Annual General Meeting: discuss if follow-up is required to explore alignment with Education Plan (Division and/or school) – November 29, 2017</li> <li>• Board Discussion – 2018 Planning Process; Board Planning 2018 Venue</li> <li>• Connect with media reps – newspaper and radio – Board Chair &amp; Vice-Chair</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Staff Recognition Luncheon during November 20, 2017 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 13, 2017 – Sunny Bend Colony School</li> </ul> </li> <li>• Class Size Initiative Report: the Board will receive and review</li> <li>• Board ratification of 2018/2019 PHPS school year calendar</li> <li>• Board to discuss advocacy and meetings with municipalities</li> <li>• Board/MLA meeting – the Board will host as required – December 8, 2017</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, 2018 – Regional Office</li> <li>○ January 24, 2018 – Dunstable School</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Financial Statements – September 1-December 31: the Board will receive and review as presented</li> <li>• Student Services Assurance Report: the Board will receive and review – January 10, 2018</li> <li>• ASBA Leadership Academy (Edmonton): New Trustee Orientation / Returning Trustees – January 14-16, 2018</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>• 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 – Westlock North Ward Trustee</li> <li>• Discuss upcoming PSBC agenda items at Board meeting prior to PSBC meeting - January 24, 2018</li> <li>• Send request to meet with _____ as part of the Board’s ongoing plan to increase home and community engagement of public education</li> </ul>
<p><b>FEBRUARY</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>○ February 14, 2018 – Regional Office</li> <li>○ February 28, 2018 – Pembina North Community School</li> </ul> </li> <li>• February PSBC Meeting – February 8-10, 2017</li> <li>• Principal Planning session: the Board will attend and participate – February 13 &amp; 22, 2018</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 as information (if more than one nomination received, Board will decide)</li> <li>• PHPS Alternate School Year Calendars: the Board will receive as information</li> <li>• Organize annual meeting with Evergreen Catholic Schools</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 _____ as part of the Board’s ongoing plan to increase home and community engagement of public education</li> </ul>
<p><b>MARCH</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>○ March 21, 2018 – Regional Office</li> </ul> </li> <li>• Board Planning: the Board will identify and approve Strategic Priorities and key results – March 5 &amp; 12, 2018             <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 21, 2018</li> <li>• Respond to ASBA call for policy issues and by-law amendments: the Board will recommend policy issues and/or by-law amendments if required</li> </ul>

	<ul style="list-style-type: none"> <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 21, 2018</li> </ul>
<b>APRIL</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>○ April 11, 2018 – Regional Office</li> <li>○ April 25, 2018 – Barrhead Composite High School</li> </ul> </li> <li>• April PSBC Meeting – April 12-14, 2018</li> <li>• Transportation Assurance Report: the Board will receive and review – April 11, 2018</li> <li>• 2017-2018 PHPS Satisfaction Survey Results: the Board will receive and review – April 25, 2018</li> <li>• Financial Statements – September 1 - March 31: the Board will receive and review as presented</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 – Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting – _____, 2018</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>• Arrange a joint facilities meeting re: Barrhead School/Public Library</li> </ul>
<b>MAY</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>○ May 9, 2018 – R. F. Staples Secondary School</li> <li>○ May 23, 2017 – Regional Office</li> </ul> </li> <li>• Facilities Update Report: the Board will receive and review – May 23, 2018</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>• 2018-2019 Budget – PHPS &amp; ADLC: the Board will consider and adopt</li> <li>• Council of School Councils – all Trustees are encouraged to attend - May ____, 2018</li> <li>• Rates Annex 1 (RA 1) – Student Fees – the Board will consider and adopt</li> <li>• Rates Annex 3 (RA 3) –Transportation Rates – the Board will consider and adopt</li> <li>• Rates Annex 6 (RA 6) – Rental Rates – the Board will consider and adopt</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 – Barrhead South Ward Trustee</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 13, 2018 – Barrhead Elementary School</li> <li>○ June 27, 2018 – Regional Office</li> </ul> </li> <li>• PSBAA Spring General Assembly: all Trustees are encouraged to attend – June 1-3, 2018</li> </ul>

	<ul style="list-style-type: none"> <li>• ASBA Spring General Meeting: all Trustees are encouraged to attend – June 4-5, 2018</li> <li>• Approve 2018-2019 Board Meeting Schedule – June 13, 2018</li> <li>• 2018-2019 Board Workplan: the Board will review and approve – June 13, 2018</li> <li>• ASBA Spring General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – June 27, 2018</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 27, 2018</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>• Approve 2018-2019 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>• Approval of 2018-2019 non-union support staff conditions handbook</li> <li>• Approval of 2018-2019 Senior Administration (out of scope) Salary Grids</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 – Barrhead North Ward Trustee</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 29, 2018 – Regional Office</li> </ul> </li> <li>• Internal Audit Assurance Report – the Board will receive and review</li> <li>• Facilities Update Report – the Board will receive and review</li> <li>• Rates Annex 7 (RA 7) – Travel, Expenses and Honorarium – the Board will consider and adopt</li> <li>• August PSBC Meeting – August 16-18, 2018</li> <li>• ASBA Leadership Academy (Canmore) – August 23-25, 2018</li> <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)</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</li> </ul>
<b>ADDITIONAL INFORMATION TO KEEP BOARD INFORMED</b>	<ul style="list-style-type: none"> <li>• FNMI Liaisons</li> <li>• Focus areas of diversity of student needs, literacy, numeracy, student-teacher relationships and ways in which the board might support</li> <li>• High-school re-design</li> </ul>
<b>ONGOING</b>	<ul style="list-style-type: none"> <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> </ul>

	<ul style="list-style-type: none"> <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>• National and 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"> <li>○ 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>• 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> </ul>				
<b>Board Communication Schedule</b>	<b>Year</b>	<b>School Start Up</b>	<b>New Years</b>	<b>Education Week</b>	<b>Year End</b>
	2017-18	Westlock South	Westlock North	Barrhead South	Barrhead North
	2018-19	Westlock	Barrhead	Swan Hills	Westlock South
	2019-20	Westlock North	Barrhead South	Barrhead North	Westlock
	2020-21	Barrhead	Swan Hills	Westlock South	Westlock North