

# 2018-19 Workplan

*Pembina Hills Public Schools Board of Trustees*

<b>PURPOSE</b>	Our purpose is to deliver an excellent education
<b>MISSION STATEMENT</b>	We will deliver an excellent education to our students so they become ethical and responsible citizens
<b>MOTTO</b>	Together We Learn

<b>When</b>	<b>What</b>
<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 30, 2018 – Regional Office (Organizational Meeting)</li> </ul> </li> <li>• Internal Audit Accountability 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>• Principals’ Meeting: all Trustees are encouraged to attend (1/2 day – starting at Noon) – August 27, 2018</li> <li>• Board Evaluation: the Board will conduct a Board evaluation – August 20, 2018</li> <li>• Novice Teacher Orientation – presentation of book and attend luncheon – August 23, 2018</li> <li>• ASBA Leadership Academy (Canmore) – August 24-25, 2018</li> <li>• PHPS opening address to staff (Board Chair) – August 29, 2018 – Trustees are encouraged to attend BCHS for opening address</li> <li>• Prepare and send out school start up message – Westlock Ward Trustee</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)</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 12, 2018 – Regional Office</li> <li>○ September 26, 2018 – Eleanor Hall School</li> </ul> </li> <li>• Facilities Update Report: the Board will receive and review – September 12, 2018</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; staff appreciation (thank you email to school and cookies for staff room)</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 10, 2018 – Swan Hills School</li> <li>○ October 24, 2018 – Regional Office</li> </ul> </li> <li>• Review PHPS PAT and PDE Jurisdiction Results Summary – October 10, 2018 Regular Board Meeting (In Camera) &amp; October 24, 2018 Regular Board Meeting (Information Report), pending joint protocol from Alberta Education</li> <li>• Review Schools enrolment report as of September 30: the Board will receive and review possible implications</li> </ul>

	<ul style="list-style-type: none"> <li>• Council of School Councils – Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting</li> <li>• Follow-up with municipalities: student enrolment, school utilization rates, staff relocation incentives</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</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 14, 2018 – Regional Office</li> <li>○ November 28, 2018 – Regional Office</li> </ul> </li> <li>• Attend Remembrance Day Ceremonies</li> <li>• Council of School Councils – all Trustees are encouraged to attend – November 6, 2018</li> <li>• Information Technology Services Assurance Report: the Board will receive and review – November 14, 2018</li> <li>• ASBA Fall General Meeting: all Trustees are encouraged to attend – November 18-20, 2018</li> <li>• 2017-2018 Audited Financial Statements – PHPS &amp; ADLC: the Board will receive and approve and meet with their appointed external auditor – November 28, 2018</li> <li>• 2017-2018 Annual Education Results Report – PHPS, including ADLC: the Board will receive and approve – November 28, 2018</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 28, 2018</li> <li>• Board Discussion – 2019 Planning Process</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings</li> <li>• Staff Recognition Luncheon during November 23, 2018 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 12, 2018 – Busby School</li> </ul> </li> <li>• Class Size Initiative Report: the Board will receive and review</li> <li>• Board ratification of 2019/2020 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</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</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 16, 2019 – Regional Office</li> </ul> </li> <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 16, 2019</li> <li>• Westlock &amp; District Health Council – the Board will review membership</li> <li>• Meeting with Division Non-union Staff: the Board committee will meet with and discuss salaries, benefits and make recommendations to the Board in June</li> <li>• ASBA Winter Leadership Academy – January 21-22, 2019</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</li> <li>• Presentation of Long Service Awards as determined by schedule developed in November</li> <li>• Prepare and send out New Year message – Barrhead Ward Trustee</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>
<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 13, 2019 – Regional Office</li> <li>○ February 27, 2019 – Alberta Distance Learning Centre</li> </ul> </li> <li>• Principals' Planning session: the Board will attend and participate – February 12 &amp; 21, 2019</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>• Board ratification of 2019/2020 PHPS Alternate School Year Calendars</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</li> <li>• Meet with _____ 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 20, 2019 – Regional Office</li> </ul> </li> <li>• Board Planning: the Board will identify and approve Strategic Priorities and key results – March 18, 2019 &amp; April 11, 2019 <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>• Principals' Planning session: the Board will attend and participate – March 12, 2019 (1/2 day)</li> <li>• Three-Year Capital Plan – the Board will consider and adopt – March 20, 2019</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> <li>• Presentation of Long Service Awards as determined by schedule developed in November</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 4, 2019 – Regional Office</li> <li>○ April 17, 2019 – Westlock Elementary School</li> </ul> </li> <li>• Transportation Assurance Report: the Board will receive and review – April 4, 2019</li> <li>• Board Planning: the Board will identify and approve Strategic Priorities and key results – March 18, 2019 &amp; April 11, 2019</li> </ul>

	<ul style="list-style-type: none"> <li>○ Review Board Workplan working document; Insert Board priorities and strategies into Board Workplan</li> <li>● 2018-2019 PHPS Satisfaction Survey Results: the Board will receive and review – April 17, 2019</li> <li>● Financial Statements – September 1 - March 31: the Board will receive and review as presented</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; staff appreciation (thank you email to school and cookies for staff room)</li> <li>● Presentation of Long Service Awards as determined by schedule developed in November</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 8, 2019 – Vista Virtual School - Calgary</li> <li>○ May 22, 2019 – Regional Office</li> </ul> </li> <li>● Facilities Update Report: the Board will receive and review – May 22, 2019</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>● 2019-2020 Budget – PHPS &amp; ADLC: the Board will consider and adopt</li> <li>● Council of School Councils – all Trustees are encouraged to attend– May 14, 2019</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>● Review budget and bylaws in preparation for ASBA Spring General Meeting</li> <li>● Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</li> <li>● Prepare and send out Education Week message – Swan Hills Ward Trustee</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 12, 2019 – Fort Assiniboine School</li> <li>○ June 26, 2019 – Regional Office</li> </ul> </li> <li>● ASBA Spring General Meeting: all Trustees are encouraged to attend – June 3-4, 2019</li> <li>● Approve 2019-2020 Board Meeting Schedule – June 12, 2019</li> <li>● 2019-2020 Board Workplan: the Board will review and approve – June 26, 2019</li> <li>● ASBA Spring General Meeting: discuss if follow-up is required to explore alignment with Board Workplan and Pembina Hills partners – June 26, 2019</li> <li>● Board Evaluation Survey to be sent to Trustees</li> </ul>

	<ul style="list-style-type: none"> <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>• Student Graduation Ceremonies: all Trustees are encouraged to attend the ceremonies in their ward and bring greetings, if requested</li> <li>• Board/MLA meeting: the Board will host as required</li> <li>• Approval of 2019-2020 non-union support staff conditions handbook</li> <li>• Approval of 2019-2020 Senior Administration (out of scope) Salary Grids</li> <li>• Approval of 2018-2019 regular contract rates – grass cutting, caretaking, bus operators, contract markers</li> <li>• Prepare and distribute gifts for students and school council rep for school based Board meetings; staff appreciation (thank you email to school and cookies for staff room)</li> <li>• Prepare and send out Year End Message – Westlock South Ward Trustee</li> <li>• Division Citizenship Awards and Employee Recognition Awards newspaper ads (separate editions of newspapers)</li> <li>• Thoughtexchange, stakeholder agreement tool – the Board will review pilot (Motion #7367/10/18 – automatically renews unless 60 day notice provided before August 16, 2019)</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, 2019 – Regional Office (Organizational Meeting)</li> </ul> </li> <li>• Internal Audit Assurance 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>• ASBA Leadership Academy – August 2019</li> <li>• Principals’ Meeting: all Trustees are encouraged to attend (1/2 day)</li> <li>• Novice 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 – Westlock North Ward Trustee</li> <li>• Swan Hills Economic Development Working Group – the Board will review membership</li> <li>• Westlock &amp; District Health Council Advisory Committee– the Board will review membership</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>• Citizenship Awards: designated Trustees will present Division Citizenship Awards</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>• Presentation of Long Service Awards and Retirement Awards as determined by the school/department. See schedule at bottom of Workplan for trustee assignment</li> <li>• National and International Tours: Approve in principle as required.</li> </ul>

	<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> <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> </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>
	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
	<ul style="list-style-type: none"> <li>● Communications – if requested – will provide sample of previous messages.</li> <li>● Trustee prepares the message in a google doc and shares it with Board Chair and Communications for review – necessary revisions will be discussed. Trustee and Board Chair approve final message.</li> <li>● Communication prepares the final message in a Google Doc, ensuring all staff have viewing access. Communications sends shareable link to all Trustees.</li> <li>● Board Chair sends an email to all staff containing the link to the Google Doc.</li> </ul>				
<b>Board Presentation Schedule – Employee Long Service/Retirement Awards</b>	<b>Year</b>	<b>Regional Services</b>	<b>Education Services</b>	<b>Facilities</b>	<b>Transportation</b>
	2018-19	Barrhead North	Westlock	Barrhead	Transportation Liaison Committee Reps
	2019-20	Swan Hills	Westlock South	Westlock North	
	2020-21	Barrhead South	Barrhead North	Westlock	