



## Board of Trustees 2020-2021 Work Plan

<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

**Education Plan Priorities:**

- Student-Teacher Relationships
- Literacy and Numeracy
- Support for Staff

When	What
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>▪ Regular Board Meeting (call to order 9:00 a.m.):               <ul style="list-style-type: none"> <li>○ August 26, 2020 – Regional Office (Organizational Meeting)</li> <li>○ Election of Officers (Board Chair &amp; Board Vice-Chair)</li> <li>○ Review Board Work Plan</li> <li>○ Agenda Planning Meeting Dates (circulate at meeting for Trustee sign-up)</li> <li>○ ASBA Zone 2/3 Meeting Schedule (circulate at meeting for Trustee sign-up)</li> <li>○ Rates Annex 7 (RA 7) – Travel, Expenses and Honorarium – the Board will consider and adopt</li> <li>○ Summary of Board Evaluation 2019-2020</li> <li>○ Communication Information Update</li> <li>○ Internal Audit Information Update</li> </ul> </li> <li>▪ August 24, 2020 – Board &amp; Superintendent of Schools Evaluation Meeting</li> <li>▪ August 25, 2020 – Leadership (Principal) Meeting: 8:30 am – 12 Noon</li> <li>▪ August 31, 2020 – Division Opening Day and PD - opening address to staff (Board Chair).</li> <li>▪ Prepare and send out school start up message – Town of Barrhead Ward Trustee Judy Lefebvre</li> <li>▪ ASBA Winter Leadership Academy</li> <li>▪ Setup MLAs Meetings, as needed</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):               <ul style="list-style-type: none"> <li>○ September 9, 2020 – Regional Office</li> <li>○ September 23, 2020 – Regional Office                   <ul style="list-style-type: none"> <li>▪ <del>In Camera: Review PHSD PAT and PDE Jurisdiction Results Summary</del></li> </ul> </li> </ul> </li> <li>• Board meets with MLAs, as needed</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> </ul>

<p><b>OCTOBER</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ October 14, 2020 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Facilities Update Report: the Board will receive and review</li> </ul> </li> <li>○ October 28, 2020 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Review Schools Enrolment Report as of September 30: the Board will receive and review possible implications</li> </ul> </li> </ul> </li> <li>○ October 2, 2020 – Mini-Conference PD Day for Program Assistants</li> <li>○ November 3, 2020 (5:00 pm) - Council of School Councils – Vice-Chair and Council of School Council Chairperson (Jennifer Woynorowski WES) - plan agenda for upcoming meeting</li> <li>○ Register for ASBA Fall General Meeting</li> <li>○ Audit Committee - review the audited financial statements annually             <ul style="list-style-type: none"> <li>▪ To review internal financial statements quarterly</li> <li>▪ To meet annually with the Board-appointed external auditor, in the absence of Administration</li> </ul> </li> <li>○ Follow-up with municipalities: student enrolment, school utilization rates</li> <li>○ Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> </ul>
<p><b>NOVEMBER</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ November 12, 2019 – Regional Office (due to Remembrance Day)                 <ul style="list-style-type: none"> <li>▪ Information Technology Services Assurance Report: the Board will receive and review</li> <li>▪ <del>Review PHSD PAT and PDE Jurisdiction Results Summary</del></li> <li>▪ 2019-2020 Audited Financial Statements – PHSD &amp; ADLC: the Board will receive and approve and meet with their appointed external auditor</li> <li>▪ 2019-2020 Annual PHSD &amp; ADLC Education Results Report - the Board will receive and approve</li> <li>▪ ASBA Fall General Meeting: discuss if follow-up is required to explore alignment with Board Work Plan and Pembina Hills partners</li> </ul> </li> <li>○ November 25, 2020 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Review Preliminary School Viability/Grade Reconfiguration Criteria Report: the Board will receive and review</li> <li>▪ Board Discussion – 2020-2021 Planning Process</li> </ul> </li> </ul> </li> <li>• Attend Remembrance Day Ceremonies</li> <li>• November 3, 2020 - Council of School Councils</li> <li>• November ASBA Fall General Meeting</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> </ul>
<p><b>DECEMBER</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ December 9, 2020 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Board ratification of 2021/2022 PHSD School Year Calendar</li> </ul> </li> </ul> </li> <li>• Board to discuss advocacy and meetings with municipalities</li> <li>• MLAs Meetings, as needed</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> </ul>

<p><b>JANUARY</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ January 13, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Student Services Assurance Report: the Board will receive and review</li> </ul> </li> <li>• Financial Statements – September 1-November 30: the Board will receive and review as presented</li> </ul> </li> <li>• Prepare and send out New Year message – Swan Hills Trustee – Kerry McElroy</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 Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ February 10, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Rates Annex 4 (RA 4) –Transportation Fees – the Board will consider and adopt.</li> </ul> </li> <li>○ February 24, 2021 – Barrhead Composite High School/Outreach                 <ul style="list-style-type: none"> <li>▪ Board ratification of 2020/2021 PHSD Alternate School Year Calendars</li> </ul> </li> </ul> </li> <li>• February 23, March 2 &amp; March 23, 2021 - Principal Planning Sessions: the Board will attend and participate</li> <li>• March 12, 2021 – Division Professional Development Day</li> <li>• Establish Board Planning Agenda</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>• Bi-Annual meeting with Evergreen Catholic Schools. PHSD hosted last meeting on April 10, 2018</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</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 Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ March 17, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>○ Three-Year Capital Plan – the Board will consider and adopt</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> </ul> </li> </ul> </li> <li>• Respond to ASBA call for policy issues and bylaw amendments: the Board will recommend policy issues and/or bylaw amendments, if required</li> <li>• March 2 &amp; March 23, 2021 – Principals’ Planning Session: Board will attend and participate</li> <li>• March 12, 2021 – Division Professional Development Day</li> <li>• March 2021 - Board Planning: the Board will identify and approve Strategic Priorities and key results – to be determined</li> <li>• Skills Canada – Alberta: those Trustees wishing to attend may access their individual trustee PD allotment</li> </ul>

<p><b>APRIL</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meetings (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ April 14, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Transportation Assurance Report: the Board will receive and review</li> </ul> </li> <li>○ April 28, 2021 – R. F. Staples Secondary School/Westlock Outreach                 <ul style="list-style-type: none"> <li>▪ 2020-2021 PHSD Satisfaction Survey Results: the Board will receive and review</li> <li>▪ Financial Statements – September 1 – February 28: the Board will receive and review as presented</li> </ul> </li> </ul> </li> <li>• Board Planning: the Board will identify and approve Strategic Priorities and key results – dates to be determined             <ul style="list-style-type: none"> <li>○ Review Board Work Plan working document; Insert Board priorities and strategies into Board Work Plan</li> </ul> </li> <li>• Council of School Councils – Board Vice-Chair and Council of School Council Chairperson - plan agenda for upcoming meeting for May 11, 2021</li> <li>• Alberta School Council Association Conference: consider authorization for trustees to attend in a support role (trustee for those schools with parents attending)</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> </ul>
<p><b>MAY</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ May 12, 2021 – Barrhead Elementary School</li> <li>○ May 26, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>▪ Facilities Update Report: the Board will receive and review</li> </ul> </li> </ul> </li> <li>• 2021-2022 Budget – PHSD &amp; ADLC: the Board will consider and adopt             <ul style="list-style-type: none"> <li>▪ Rates Annex (based on budget)                 <ul style="list-style-type: none"> <li>- Rates Annex 1 (RA1) – Student Fees – the Board will consider and adopt</li> <li>- Rates Annex 3 (RA3) – Bus Rental &amp; Shop Rates – the Board will consider and adopt</li> <li>- Rates Annex 6 (RA6) – Rental Rates – Division Owned Residence – the Board will consider and adopt</li> </ul> </li> </ul> </li> <li>• May 11, 2021 - Council of School Councils – all Trustees are encouraged to attend</li> <li>• May 2021 - ASBA Edwin Parr awards ceremony: Trustees are encouraged to attend if a PHSD teacher is nominated and sufficient seating is available for the event</li> <li>• Board Chair to coordinate Superintendent of Schools evaluation</li> <li>• Board Planning Committee (Budget Working Session): the Board will attend</li> <li>• Review budget and bylaws in preparation for ASBA Spring General Meeting</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> <li>• Prepare and send out Education Week message – Westlock South Ward Trustee – Jackie Carson</li> </ul>

<p><b>JUNE</b></p>	<ul style="list-style-type: none"> <li>• Regular Board Meeting (call to order 9:00 a.m.):             <ul style="list-style-type: none"> <li>○ June 9, 2021 – Eleanor Hall School                 <ul style="list-style-type: none"> <li>▪ Approve 2021-2022 Board Meeting Schedule</li> <li>• Three-Year Education Plan – Summary of Key Strategies – PHSD &amp; ADLC: the Board will consider and adopt</li> </ul> </li> <li>○ June 23, 2021 – Regional Office                 <ul style="list-style-type: none"> <li>▪ ASBA Spring General Meeting: discuss if follow-up is required to explore alignment with Board Work Plan and Pembina Hills partners</li> <li>• Financial Statements – September 1- May 31: the Board will receive and review as presented</li> <li>• Approval of 2021-2022 Non-Union Support Staff Conditions Handbook</li> <li>• Approval of 2021-2022 Senior Administration (out of scope) Salary Grids</li> <li>• Approval of 2021-2022 Regular Contract Rates – grass cutting, caretaking, bus operators, contract markers</li> </ul> </li> </ul> </li> <li>• ASBA Spring General</li> <li>• CSBA National Congress</li> <li>• Chair to send Board Evaluation Survey to Trustees</li> <li>• Student Graduation Ceremonies: all Trustees are encouraged to attend the ceremonies in their ward and bring greetings, if requested</li> <li>• Prepare for school based Board meetings; staff appreciation (thank you email to school staff)</li> <li>• Prepare and send out Year End Message – Westlock North Ward Trustee – Jackie Comeau</li> <li>• Division Citizenship Awards and Employee Recognition Awards newspaper ads (separate editions of newspapers) June &amp; July</li> </ul>
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<p><b>ONGOING</b></p>	<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 Student 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 Council 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</li> <li>• Presentation of Long Service Awards and Retirement Awards as determined by the school/department. See schedule at bottom of Work Plan for trustee assignment.</li> <li>• National and International Tours: Approve in principle as required.             <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 <a href="#">ASBA Awards</a> (if submitting nominations). The Board will approve/receive for information purposes:             <ul style="list-style-type: none"> <li>○ Edwin Parr Teacher Award - TBA</li> <li>○ Friends of Education Award (submission deadline is TBA – board motion by June)</li> <li>○ Honorary Life Member Award (nominated through Zone – submission deadline is TBA)</li> <li>○ Indigenous Shining Student Award (staff submission–March) closes TBA</li> <li>○ Long Service Awards (recognized at ASBA) – not applicable until 2021</li> <li>○ Premier’s Award for School Board Excellence in Education (may submit one nomination – submission deadline is TBA – board motion by February/March)</li> <li>○ Public Engagement Award (may submit one nomination (submission deadline is TBA – board motion by June)</li> <li>○ Zone Appreciation Award (submission deadline is TBA – board motion by April)</li> </ul> </li> </ul>				
<p><b>Board Communication Schedule</b></p>	<p><b>Year</b></p>	<p><b>School Start Up</b></p>	<p><b>New Years</b></p>	<p><b>Education Week</b></p>	<p><b>Year End</b></p>
	<p>2020-2021</p>	<p>Barrhead</p>	<p>Swan Hills</p>	<p>Westlock South</p>	<p>Westlock North</p>
	<p>2021-2022</p>	<p>Barrhead South</p>	<p>Barrhead North</p>	<p>Westlock</p>	<p>Barrhead</p>
	<p>2022-2023</p>	<p>Swan Hills</p>	<p>Westlock South</p>	<p>Westlock North</p>	<p>Barrhead South</p>
	<p>2023-2024</p>	<p>Barrhead North</p>	<p>Westlock</p>	<p>Barrhead</p>	<p>Swan Hills</p>
	<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>				
<p><b>Board Presentation Schedule</b> – Employee Long Service – Retirement Awards</p>	<p><b>Year</b></p>	<p><b>Regional Office / IT</b></p>	<p><b>Education / Student Services &amp; Early Learning</b></p>	<p><b>Facilities</b></p>	<p><b>Transportation</b></p>
	<p>2020-2021</p>	<p>Barrhead South</p>	<p>Barrhead North</p>	<p>Westlock</p>	<p>Transportation Liaison Committee Reps</p>
	<p>2021-2022</p>	<p>Barrhead</p>	<p>Swan Hills</p>	<p>Westlock South</p>	
	<p>2022-2023</p>	<p>Westlock North</p>	<p>Barrhead South</p>	<p>Barrhead North</p>	
	<p>2023-2024</p>	<p>Westlock</p>	<p>Barrhead</p>	<p>Swan Hills</p>	