



MEMORANDUM

Date: 14 June 2011
To: Board of Trustees
From: Tim Monds, Superintendent
Subject: **Draft Three Year Board Meeting Schedule**

Recommendation:

That the Board of Trustees approve the Draft Three Year Board Meeting Schedule as presented at the 14 June 2011 Regular Board Meeting.

Background:

Included in the Agenda package, you will find a proposed meeting schedule for the Board of Trustees, for the period 2011 – 2014 inclusive. The proposal continues to follow the decision from last year, of one Regular Board Meeting per month. An additional two Regular Board Meetings have been added, one in the month of November and May. This is to accommodate Alberta Education required deadlines for budget and the Three Year/Annual Education Results Report. The proposed schedule aligns with the Board Policy requirements regarding minimum number of meetings per year for the Audit, Student Advisory Committees.

All informal meetings, called Parkland Tomorrow, have been added to the draft schedule. Tentative dates have been listed for the dinner meetings with the Town of Stony Plain, City of Spruce Grove and Parkland County. A tentative date has also been listed for a Board Retreat.

Council of School Council meetings are not listed in the draft schedule as they will be determined by the committee and will be added at a later date. Community Engagement Meetings will be determined in the fall and added at a later date.

The Superintendent has reviewed the Board Policy and can confirm that the new schedule meets the Policy requirements regarding minimum number of meetings per year, for those Committees which have established minimums, namely, the Audit (four times per year), Student Advisory (three times per year) respectively. Thus in terms of total number of Regular and Board Committee meetings, the proposed schedule provides the following:

Regular Board Meetings	12	Sept through June
Capital Plan Meetings	2	Jan/Feb
Education Committee	3	Sept/Jan/April
Student Advisory Committee	4	Oct/Nov/March/May
Audit Committee	4	Oct/Dec/Apr/June
Benefits Committee	2	Nov/March
Teacher/Board Advisory Committee	4	Oct/Feb/Apr/June
Parkland Tomorrow (Informal Meeting)	10	Sept through June

Administration would be pleased to respond to questions.

TM/bms



Board of Trustees DRAFT 2011-2012 Meeting Dates

Date	Activity	Location/Time
23-Aug-11	Parkland Tomorrow (Informal Meeting)	CFE 1pm
6-Sep-11	Regular Board Meeting	CFE 7pm
20-Sep-11	Education Committee	9am (varies)
20-Sep-11	Parkland Tomorrow (Informal Meeting)	CFE 1pm
28-Sep-11	Tentative dinner with Spruce Grove	CFE 6pm
4-Oct-11	Organizational Meeting	CFE 6:30 pm
4-Oct-11	Regular Board Meeting	CFE 7pm
12-Oct-11	Annual Shikaoi Luncheon	CFE 11:30 am
18-Oct-11	Student Advisory Committee	CFE 9am
18-Oct-11	Parkland Tomorrow (Informal Meeting)	CFE 1pm
18-Oct-11	Audit Committee	CFE 3pm
18-Oct-11	Teacher Board Advis Committee	CFE 4pm
19-Oct-11	Tentative dinner with Parkland County	CFE 6pm
20-22 Oct-11	PSBAA Fall General Meetings	Edmonton
27-28 Oct-11	Tentative Board Retreat	TBA
1-Nov-11	Regular Board Meeting	CFE 7pm
8-Nov-11	Student Advisory Committee	CFE 9am
8-Nov-11	Parkland Tomorrow (Informal Meeting)	CFE 12pm
8-Nov-11	Benefits Committee	CFE 2pm
9-Nov-11	Tentative dinner with Stony Plain	CFE 6pm
20-22 Nov-11	ASBA Fall General Meeting	Edmonton
29-Nov-11	Regular Board Meeting	CFE 7pm
6-Dec-11	Audit Committee	CFE 4pm
6-Dec-11	Regular Board Meeting	CFE 7pm
13-Dec-11	Parkland Tomorrow (Informal Meeting)	CFE 9am
10-Jan-12	Regular Board Meeting	CFE 7pm
17-Jan-12	Education Committee	9am (varies)
17-Jan-12	Parkland Tomorrow (Informal Meeting)	CFE 12pm
18-19 Jan 12	Business Planning with Lead Team	CFE 9am
7-Feb-12	Regular Board Meeting	CFE 7pm
14-Feb-12	Parkland Tomorrow (Informal Meeting)	CFE 3pm
21-Feb-12	Capital Planning Discussions	CFE 9am
21-Feb-12	Teacher Board Advis Committee	ATA Local Office 4pm
6-Mar-12	Regular Board Meeting	CFE 7pm
TBA	Annual Evergreen Dinner	TBA
20-Mar-12	Student Advisory Committee	CFE 9am
20-Mar-12	Parkland Tomorrow (Informal Meeting)	CFE 12pm
20-Mar-12	Benefits Committee	CFE 2pm
3-Apr-12	Regular Board Meeting	CFE 7pm
17-Apr-12	Education Committee	9am (varies)
17-Apr-12	Audit Committee	CFE 1pm
17-Apr-12	Parkland Tomorrow (Informal Meeting)	CFE 2pm
17-Apr-12	Teacher Board Advis Committee	CFE 4pm
27-Apr-12	Long Service Awards	Edmonton 7pm
1-May-12	Regular Board Meeting	CFE 7pm
15-May-12	Student Advisory Committee	CFE 9am
15-May-12	Parkland Tomorrow (Informal Meeting)	CFE 1pm
15-May-12	Benefits Committee	CFE 3pm
22-May-12	Friends of Parkland Recognition	TBA
29-May-12	Regular Board Meeting	CFE 7pm
12-Jun-12	Audit Committee	CFE 4pm
12-Jun-12	Regular Board Meeting	CFE 7pm
2-5 June-12	PSBAA/ASBA Spring Meetings	Red Deer
June TBA	Teacher Board Advis. Committee	TBA
June TBA	Excellence / Retirement Function	TBA

* all dates are subject to approval at the annual organizational meeting

* COSC to be scheduled with COSC in fall

* Community Engagement Meetings to be determined



Board of Trustees

DRAFT 2012-2013 Meeting Dates*

Date	Activity	Location/Time
4-Sep-12	Regular Board Meeting	CFE 7pm
19-Sep-12	Education Committee	9am (varies)
19-Sep-12	Parkland Tomorrow (Informal Meeting)	CFE 1pm
27-Sep-12	Tentative dinner with Spruce Grove	CFE 6pm
2-Oct-12	Organizational Meeting	CFE 6:30 pm
2-Oct-12	Regular Board Meeting	CFE 7pm
10-Oct-12	Annual Shikaoi Luncheon	CFE 11:30 am
16-Oct-12	Student Advisory Committee	CFE 9am
16-Oct-12	Parkland Tomorrow (Informal Meeting)	CFE 12pm
16-Oct-12	Audit Committee	CFE 3pm
16-Oct-12	Teacher Board Advis. Committee	CFE 4pm
17-Oct-12	Tentative dinner with Parkland county	TBA
18-20 Oct-12	PSBAA Fall Meetings	Edmonton
25-26 Oct-12	Tentative Board Retreat	TBA
6-Nov-12	Regular Board Meeting	CFE 7pm
14-Nov-12	Tentative dinner with Stony Plain	CFE 6pm
20-Nov-12	Student Advisory Committee	CFE 9am
20-Nov-12	Parkland Tomorrow (Informal Meeting)	CFE 12pm
20-Nov-12	Benefits Committee	CFE 2pm
20-Nov-12	Council of School Councils	CFE 7pm
18-20 Nov-12	ASBA Fall Meetings	Edmonton
4-Dec-12	Audit Committee	CFE 4pm
4-Dec-12	Regular Board Meeting	CFE 7pm
11-Dec-12	Parkland Tomorrow (Informal Meeting)	CFE 9am
8-Jan-13	Regular Board Meeting	CFE 7pm
22-Jan-13	Education Committee	9am (varies)
22-Jan-13	Parkland Tomorrow (Informal Meeting)	CFE 12pm
23-24 Jan 13	Business Planning with Lead team	CFE 9am
5-Feb-13	Regular Board Meeting	CFE 7pm
12-Feb-13	Parkland Tomorrow (Informal Meeting)	CFE 3pm
19-Feb-13	Capital Planning Discussions	CFE 9am
19-Feb-13	Teacher Board Advis. Committee	ATA Local Office 4pm
March TBA	Annual Evergreen Dinner	TBA
5-Mar-13	Regular Board Meeting	CFE 7pm
19-Mar-13	Student Advisory Committee	CFE 9am
19-Mar-13	Parkland Tomorrow (Informal Meeting)	CFE 12pm
19-Mar-13	Benefits Committee	CFE 2pm
2-Apr-13	Regular Board Meeting	CFE 7pm
16-Apr-13	Education Committee	9am (varies)
16-Apr-13	Parkland Tomorrow (Informal Meeting)	CFE 12pm
16-Apr-13	Audit Committee	CFE 2pm
16-Apr-13	Teacher Board Advis. Committee	CFE 4pm
26-Apr-13	Long Service Awards	Edmonton 7pm
7-May-13	Regular Board Meeting	CFE 7pm
21-May-13	Student Advisory Committee	CFE 9am
21-May-13	Parkland Tomorrow (Informal Meeting)	CFE 12pm
21-May-13	Benefits Committee	CFE 2pm
22-May-13	Friends of Parkland Reception	TBA
28-May-13	Regular Board Meeting	CFE 7pm
11-Jun-13	Audit Committee	CFE 4pm
11-Jun-13	Regular Board Meeting	CFE 7pm
1-4 Jun-13	PSBAA/ASBA Spring Meetings	Red Deer
June TBA	Teacher Board Advis. Committee	TBA
18-Jun-13	Excellence / Retirement Function	CFE 4pm

**all dates are subject to approval at the annual organizational meeting*

** COSC to be scheduled with COSC in fall*

** Community Engagement Meetings to be determined*

Board of Trustees

DRAFT 2013-2014 Meeting Dates

Date	Activity	Location/Time
3-Sep-13	Regular Board Meeting	CFE 7pm
17-Sep-13	Education Committee	9am (varies)
17-Sep-13	Parkland Tomorrow (Informal Meeting)	CFE 1pm
25-Sep-13	Tentative dinner with Spruce Grove	CFE 6pm
1-Oct-13	Organizational Meeting	CFE 6:30pm
1-Oct-13	Regular Board Meeting	CFE 7pm
9-Oct-13	Annual Shikaoi Luncheon	CFE 11:30 am
15-Oct-13	Student Advisory Committee	CFE 9am
15-Oct-13	Parkland Tomorrow (Informal Meeting)	CFE 1pm
15-Oct-13	Audit Committee	CFE 3pm
15-Oct-13	Teacher Board Advis Committee	CFE 4pm
16-Oct-13	Tentative dinner with Parkland County	CFE 6pm
17-19-Oct-13	PSBAA Fall General Meetings	Edmonton
24-25 Oct-13	Tentative Board Retreat	TBA
5-Nov-13	Regular Board Meeting	CFE 7pm
12-Nov-13	Student Advisory Committee	CFE 9am
12-Nov-13	Parkland Tomorrow (Informal Meeting)	CFE 12pm
12-Nov-13	Benefits Committee	CFE 2pm
13-Nov-13	Tentative dinner with Stony Plain	CFE 6pm
17-19 Nov-13	ASBA Fall General Meeting	Edmonton
26-Nov-13	Regular Board Meeting	CFE 7pm
3-Dec-13	Audit Committee	CFE 4pm
3-Dec-13	Regular Board Meeting	CFE 7pm
17-Dec-13	Parkland Tomorrow (Informal Meeting)	CFE 9am
7-Jan-14	Regular Board Meeting	CFE 7pm
21-Jan-14	Education Committee	9am (varies)
21-Jan-14	Parkland Tomorrow (Informal Meeting)	CFE 1pm
22-23 Jan 14	Business Planning with Lead Team	CFE 9am
4-Feb-14	Regular Board Meeting	CFE 7pm
11-Feb-14	Parkland Tomorrow (Informal Meeting)	CFE 3pm
18-Feb-14	Capital Planning Discussions	CFE 9am
18-Feb-14	Teacher Board Advis Committee	ATA Local Office 4pm
4-Mar-14	Regular Board Meeting	CFE 7pm
TBA	Annual Evergreen Dinner	TBA
18-Mar-14	Student Advisory Committee	CFE 9am
18-Mar-14	Parkland Tomorrow (Informal Meeting)	CFE 12pm
18-Mar-14	Benefits Committee	CFE 2pm
8-Apr-14	Regular Board Meeting	CFE 7pm
22-Apr-14	Education Committee	9am (varies)
22-Apr-14	Audit Committee	CFE 1pm
22-Apr-14	Parkland Tomorrow (Informal Meeting)	CFE 2pm
22-Apr-14	Teacher Board Advis Committee	CFE 4pm
25-Apr-14	Long Service Awards	Edmonton 7pm
6-May-14	Regular Board Meeting	CFE 7pm
20-May-14	Student Advisory Committee	CFE 9am
20-May-14	Parkland Tomorrow (Informal Meeting)	CFE 12pm
20-May-14	Benefits Committee	CFE 2pm
27-May-14	Regular Board Meeting	CFE 7pm
28-May-14	Friends of Parkland Recognition	TBA
10-Jun-14	Audit Committee	CFE 4pm
10-Jun-14	Regular Board Meeting	CFE 7pm
TBA	PSBAA/ASBA Spring Meetings	Red Deer
June TBA	Teacher Board Advis. Committee	TBA
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