



Parkland School Division No. 70

## **BOARD OF TRUSTEES**

### **A G E N D A**

**September 06, 2016**

Regular Board Meeting: 9:30 AM

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*Our Vision:*  
*Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.*

## **Parkland School Division No. 70**

### **BOARD OF TRUSTEES REGULAR MEETING**

**September 06, 2016**

Regular Board Meeting: 9:30 AM  
Parkland School Division Centre for Education, Stony Plain

## **A G E N D A**

*Page Number*

1. **CALL TO ORDER at 9:30 AM**
  - 1.1. National Anthem
  - 1.2. Treaty 6 acknowledgement
  - 1.3. Announcements
  - 1.4. Changes to the Agenda
  - 1.5. Approval of the Agenda
2. **APPROVAL OF MINUTES**
  - 2.1. Regular Meeting of June 14, 2016
  - 2.2. Special Meeting of June 21, 2016
3. **BUSINESS ARISING FROM THE MINUTES**
4. **DELEGATION/PRESENTATION**
5. **BOARD CHAIR REPORT**
  - 5.1. Correspondence
    - 5.1.1 Ft. McMurray Public School Board
6. **SUPERINTENDENT REPORT**

Recess Break / Public Question Period
7. **ACTION ITEMS**
  - 7.1. Financial Report Period Ending July 31 (C. Jonsson)
8. **ADMINISTRATION REPORTS**
  - 8.1. Facility Services Summer Work (S. Boyce)

*Where the World Opens Up*

-19-  
-22-  
-25-

## 9. TRUSTEE REPORTS

- 9.1. PSD Tomorrow - June 21, 2016 (E. Cameron)
- 9.2. PSD Tomorrow - August 23, 2016 (E. Cameron)
- 9.3. Teacher/Board Advisory Committee (R. Heinrichs)
- 9.4. Public School Boards' Association of Alberta (R. Gilchrist)
- 9.5. Alberta School Boards Association (D. Kilduff)
- 9.6. Canadian School Boards' Association (D. Kilduff and S. Kucher-Johnson)

## 10. RESPONSES TO REQUEST FOR INFORMATION

## 11. FUTURE BUSINESS

### 11.1. Meeting Dates:

#### *Open to the Public:*

- |                     |                                                           |
|---------------------|-----------------------------------------------------------|
| Sept 20, 2016 ..... | Education Committee Meeting 9:00 am, Centre for Education |
| Oct 04, 2016 .....  | Regular Board Meeting 9:30 am, Centre for Education       |
| Oct 05, 2016 .....  | Council of School Councils 7:00 pm. Centre for Education  |

#### *Closed to the Public:*

- |                     |                                                       |
|---------------------|-------------------------------------------------------|
| Sept 20, 2016 ..... | PSD Tomorrow Committee 12:30 pm, Centre for Education |
| Sept 21, 2016 ..... | Retirement Celebrations 4:30 pm, Centre for Education |

### 11.2. Topics for future agendas

### 11.3. Requests for information

## 12. In Camera

## 13. ADJOURNMENT



**UNADOPTED**

**MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON JUNE 14, 2016**

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**TRUSTEE ATTENDANCE:**

Eric Cameron, Chair	Present
Kathleen Linder, Vice-Chair	Present
Ron Heinrichs	Present
Richard Gilchrist	Present
Sally Kucher-Johnson	Present
Dorcas Kilduff	Present
Elsie Kinsey	Present

**ADMINISTRATION ATTENDANCE:**

Tim Monds, Superintendent of Schools - Regrets  
Kelly Wilkins, Deputy Superintendent  
Claire Jonsson, Associate Superintendent  
Dr. Dianne McConnell, Associate Superintendent  
Shauna Boyce, Associate Superintendent  
Scott Johnston, Associate Superintendent  
Jordi Weidman, Director, Strategic Planning & Communications  
Jason Krefting, Director, Financial Services  
Leah Andrews, Director, Learning Supports  
Felicia Ochs, Wellness Coordinator  
Serge LaBrie, Director, Facilities Services  
Brenda Scott, Executive Assistant

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**CALL TO ORDER**

The meeting was called to order by Chair Cameron at 6:30 p.m.

**NATIONAL ANTHEM**

Following the playing of the national anthem, the Chair requested a moment for attendees to reflect on the recent tragedies and their purpose in attending the meeting.

**TREATY SIX ACKNOWLEDGMENT**

The Board Chair shared the Treaty 6 Acknowledgement statement.

**ANNOUNCEMENTS**

Trustee Kucher-Johnson acknowledges the fundraising at Graminia School, which raised \$88,000 for Graminia School.  
Trustee Linder acknowledged the Musical Theatre performance of “Rockin Snow White” at Blueberry School and congratulated students on a job well done.  
Trustee Kilduff acknowledged the performance of the combined Grade 6-12 band from Woodhaven School, Graminia School and Spruce Grove Composite High School. Kudos for an excellent performance.  
Trustee Heinrichs congratulated the Memorial Composite High School for an outstanding year-end Choir performance.  
Trustee Cameron mentioned the Municipal Government Act review was well represented by Trustees who attended and provided feedback on the proposed Act.

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Board Chair

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Secretary-Treasurer

## UNADOPTED

### CHANGES TO THE AGENDA

Add Agenda Item 4.2 - Presentation from Council of School Councils  
Delete Agenda Item 9.2 - Council of School Councils  
Delete Agenda Item 9.3- Alberta School Boards Association  
Delete Agenda Item 9.4 - Public School Boards Association

### APPROVAL OF THE AGENDA

Res 095-2016

**MOVED** by Trustee Heinrichs that the Agenda be approved as amended.

**CARRIED**

### APPROVAL OF THE MINUTES

Res 096-2016

**MOVED** by Trustee Gilchrist that the Minutes of the Regular Meeting held on May 31, 2016 be approved as presented.

**CARRIED**

### BUSINESS ARISING FROM THE MINUTES

There was no business.

### DELEGATION / PRESENTATION

#### **Prime Minister's Award for Teaching Excellence Recipient**

The Board of Trustees congratulated Mr. Scott Onuczko, teacher at Spruce Grove Composite High School for being a recipient of the Prime Ministers' Award for Teaching Excellence. This award honours exceptional elementary and secondary school teachers across Canada. Recipients are recognized for their leadership and exemplary teaching practices as well as for their commitment to help the next generation gain the knowledge and skills needed for future success in a world inspired by ideas and driven by innovation.

#### **Council of School Councils**

Representatives from the Council of School Councils presented Deputy Superintendent, Kelly Wilkins, with a retirement gift in recognition of the work that she has done with the Council of School Councils.

*Board Chair called a recess at 7:09 p.m. and opened the floor for questions.*

*Meeting resumed at 7:15 p.m.*

### BOARD CHAIR REPORT

Chair Cameron announced the retirement of Kelly Wilkins and invited those who know Kelly and have worked with her to attend the retirement celebration to be held later in June.

Chair Cameron read a statement from MLA Erin Babcock, which was read in the legislature, acknowledging and commending Parkland School Division for accepting and supporting student evacuees from Ft. McMurray.

### SUPERINTENDENT REPORT

Ms. Wilkins provided a verbal report on the work being done in Parkland School Division. She shared information on the PSD 2<sup>nd</sup> Annual Tri-me, Tri-athlon in which approximately 250 students participated. She also shared information on Parkland School Division's participation in the Corporation Challenge.

Ms. Wilkins spoke to the progress at Prescott Learning Centre and New School No. 2.

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Board Chair

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Secretary-Treasurer

**UNADOPTED**

**ACTION ITEMS**

**THIRD QUARTER FINANCIAL REPORT PERIOD ENDING MAY 31, 2016**

**Res 097-2016** **MOVED** by Trustee Heinrichs that Board of Trustees approves the third quarterly financial report for the period ending May 31, 2016 as presented at the Regular meeting of June 14, 2016.

**CARRIED**

Mr. Krefting provided information on the motion and responded to questions.

**2016-2017 PRELIMINARY BUDGET**

**Res 098-2016** **MOVED** by Trustee Kucher-Johnson that Board of Trustees approves the 2016-2017 Preliminary Budget as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Ms. Jonsson and Mr. Krefting provided information on the motion and responded to questions.

**THREE YEAR EDUCATION PLAN**

**Res 099-2016** **MOVED** by Trustee Gilchrist to revise the motion to read that the Board of Trustees approves the revision to the 2015-2018 Three Year Education Plan for Year Two (2016-2017) as presented at the Regular meeting of June 14, 2016

**CARRIED**

**Res 100-2016** **MOVED** by Trustee Linder that the Board of Trustees approves the revision to the 2015-2018 Three Year Education Plan for Year Two (2016-2017) as presented at the Regular meeting of June 14, 2016

**CARRIED**

Mr. Johnston provided information on the motion and responded to questions.

**ADMINISTRATIVE REPORTS**

**ACCOUNTABILITY PILLAR RESULTS REPORT**

**Res 101-2016** **MOVED** by Trustee Kinsey that Board of receives as information the May 2016 Accountability Pillar Results Report as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Mr. Johnston provided information on the motion and responded to questions.

**DRAFT 2016-2017 BOARD MEETING DATES**

**Res 102-2016** **MOVED** by Trustee Kucher- Johnson that Board of Trustees approves the Draft Board Meetings/Events Schedule 2016-2017 as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Ms. Wilkins provided information on the motion and responded to questions.

*Trustee Gilchrist left the meeting at 8:45 p.m.*

**PARKLAND SCHOOL DIVISION PRIORITIES REPORT**

**Res 103-2016** **MOVED** by Trustee Kinsey that the Board of receives as information the Parkland School Division's Priorities Report as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Ms. Andrews provided information on the motion and responded to questions.

**WELLNESS PROJECT REPORT**

**Res 104-2016** **MOVED** by Trustee Kucher-Johnson that the Board of Trustees receives as information the Wellness Project Report for 2015-2016 as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Ms. Ochs provided information on the motion and responded to questions.

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Board Chair

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Secretary-Treasurer

**UNADOPTED**

*Trustee Kucher-Johnson left the meeting at 9:20 p.m.*

**Res 105-2016** **FACILITIES SERVICES DEPARTMENT REPORT**  
**MOVED** by Trustee Linder that the Board of Trustees receives as information the Facilities Department Report for 2015-2016, as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Mr. LaBrie provided information on the motion and responded to questions.

**Res 106-2016** **STRATEGIC PLANNING AND COMMUNICATION SERVICES REPORT**  
**MOVED** by Trustee Kinsey that the Board of Trustees receives as information the Strategic Planning & Communications Services Report as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

Mr. Weidman provided information on the motion and responded to questions.

**Res 107-2016** **TRUSTEE REPORTS**  
**Benefits Committee**  
**MOVED** by Trustee Kilduff that the Board of Trustees receives as information the Benefits Committee minutes of May 25, 2016 as presented at the Regular Meeting of June 14, 2016.

**CARRIED**

**C2 Committee**  
There is no report.

**FUTURE BUSINESS**  
**Meeting Dates**

*Open to the Public:*

September 6, 2016 ..... Organization Board Meeting 9:00 am, Centre for Education

September 6, 2016 ..... Regular Board Meeting 9:30 am, Centre for Education

September 20, 2016 ..... Education Committee 9:00 am, Centre for Education

*Closed to the Public:*

August 23, 2016 ..... PSD Tomorrow Committee 12:30 pm, Centre for Education

August 29, 2016 ..... Parkland School Division Professional Development Day 8:30 am, Memorial Composite High School

September 20, 2016 ..... PSD Tomorrow Committee 12:30 pm, Centre for Education

**Topics for Future Agendas**

There were no topics for future agendas.

**Request for Information**

Request a report on the green projects or options that can be or will be included with the building of new school #2 in Spruce Grove.

**ADJOURNMENT**

The meeting was adjourned at 9:45 p.m.

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Board Chair

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Secretary-Treasurer



**UNADOPTED**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON JUNE 21, 2016**

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**TRUSTEE ATTENDANCE:**

Eric Cameron, Chair	Present
Kathleen Linder, Vice-Chair	Present
Ron Heinrichs	Present
Richard Gilchrist	Regrets
Sally Kucher-Johnson	Present
Dorcas Kilduff	Present
Elsie Kinsey	Present

**ADMINISTRATION ATTENDANCE:**

Tim Monds, Superintendent - Regrets  
Kelly Wilkins, Deputy Superintendent  
Claire Jonsson, Associate Superintendent  
Scott Johnston, Associate Superintendent  
Dianne McConnell, Associate Superintendent  
Shauna Boyce, Associate Superintendent  
Jordi Weidman, Director, Strategic Planning & Communications

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**CALL TO ORDER**

The meeting was called to order by Chair Cameron at 2:45p.m.

**INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 955 – COLLECTIVE AGREEMENT**

**Res 110-2016**

**MOVED** by Trustee Linder that the Board of Trustees accept and ratify the International Union of Operating Engineers Memorandum of Agreement – Schedule A as presented at its Special Meeting of June 21, 2016.

**CARRIED**

**ADJOURNMENT**

The meeting was adjourned at 2:47p.m.

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Board Chair

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Secretary-Treasurer





## MEMORANDUM

**Date:** September 6, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent  
**Subject:** **MONTHLY FINANCIAL REPORT – PERIOD ENDING JULY 31, 2016**

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### Recommendation

That the Board of Trustees approves the monthly financial report for the period ending July 31, 2016 as presented at the Regular Meeting of September 6, 2016.

### Background

The Quarterly Financial reports are part of the Accountability responsibility and authority of the Corporate Board, as defined and directed by Policy A3: Accountability. The Budget year for our Learning Organization commences September 1 of each year and concludes on August 31. Within the context of a full school year, Administration provides four Quarterly Financial reports as follows:

- First Quarterly Report (January)
- Second Quarterly Report (April)
- Third Quarterly Report (June)
- Audited Financial Statements (November – of the subsequent school year)

The Board will recall that in November 2015 it received and approved the Audited Financial Statements for the 2014-2015 school year. The Monthly Financial statement included within this agenda is for the period ended July 31, 2016. The Audited Financial Statements for the current school year will be presented to the Board in November 2016. With each financial report, sites are expected to be at or below the percentage thresholds defined by the point within the budget/reporting cycle. The Financial Statements include details on any variances within any site reports that are greater than 2%. For example, the Transportation Site Budget will show a higher percentage used in all quarterly statements because the Transportation Department expends its annual budget over a ten month period rather than a twelve month period.

Administration would be pleased to respond to any questions.

CJ:jc

**Statement of Revenues and Expenses - July 31, 2016**  
**Parkland School Division**

	Preliminary Budget <sup>1</sup> 2015-16	Final Budget <sup>2</sup> 2015-16	Revised Budget <sup>3</sup> 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Revenues</b>						
Instruction	93,334,666	93,536,252	94,589,409	87,156,128	7,433,280	92.14%
Operations and Maintenance	13,283,486	13,419,277	13,428,572	12,395,587	1,032,985	92.31%
Transportation	10,704,194	10,651,613	10,720,010	9,907,954	812,056	92.42%
Board and System Administration	4,028,321	4,053,454	4,347,628	3,936,965	410,664	90.55%
External Services	38,680	38,680	44,680	50,277	(5,597)	112.53%
School Generated Funds	2,281,466	2,281,466	2,145,466	2,109,644	35,822	98.33%
<b>Total Revenues</b>	<b>123,670,813</b>	<b>123,980,741</b>	<b>125,275,765</b>	<b>115,556,555</b>	<b>9,719,210</b>	<b>92.24%</b>
<b>Expenses</b>						
Instruction	93,284,249	93,596,424	94,381,159	86,865,886	7,515,273	92.04%
Operations and Maintenance	13,283,485	13,438,098	13,454,871	12,272,931	1,181,940	91.22%
Transportation	10,821,194	10,768,613	10,837,010	10,642,276	194,734	98.20%
Board and System Administration	4,028,321	4,053,454	4,347,628	3,917,890	429,738	90.12%
External Services	38,680	38,680	44,680	50,278	(5,597)	112.53%
School Generated Funds	2,281,466	2,281,466	2,145,466	2,115,918	29,548	98.62%
<b>Total Expenses</b>	<b>123,737,395</b>	<b>124,176,734</b>	<b>125,210,815</b>	<b>115,865,179</b>	<b>9,345,636</b>	<b>92.54%</b>
<b>Surplus/(Deficit)</b>	<b>(66,582)</b>	<b>(195,993)</b>	<b>64,950</b>	<b>(308,623)</b>		
<b>Operating Surplus (Deficit)</b>	<b>(66,582)</b>	<b>(195,993)</b>	<b>64,950</b>	<b>(302,349)</b>		
<b>School Generated Funds Surplus (Deficit)</b>			<b>-</b>	<b>(6,274)</b>		
<b>Surplus/(Deficit)</b>	<b>(66,582)</b>	<b>(195,993)</b>	<b>64,950</b>	<b>(308,623)</b>		
<b>Target Percentage</b>						<b>91.67%</b>
Program	Preliminary Surplus/ (Deficit)	Final Surplus/ (Deficit)	Revised Surplus/ (Deficit)	Actual Surplus/ (Deficit)		
Instruction	50,418	(78,993)	181,950	290,242		
Operations and Maintenance	-	-	-	122,656		
Transportation	(117,000)	(117,000)	(117,000)	(734,322)		
Board and System Administration	-	-	-	19,075		
External Services	-	-	-	-		
<b>Surplus/(Deficit) from Operations</b>	<b>(66,582)</b>	<b>(195,993)</b>	<b>64,950</b>	<b>(302,349)</b>		
School Generated Funds				(6,274)		
<b>Total Surplus/(Deficit)</b>	<b>(66,582)</b>	<b>(195,993)</b>	<b>64,950</b>	<b>(308,623)</b>		

1 Approved by the Board of Trustees, June 16, 2015  
2 Approved by the Board of Trustees, November 3, 2015  
3 Revised May 31, 2016

## Revenue

	Preliminary Budget <sup>1</sup> 2015-16	Final Budget <sup>2</sup> 2015-16	Revised Budget <sup>3</sup> 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Alberta Education</b>						
<b>School Jurisdiction Base Funding</b>						
Base Instruction (Gr 1-12)	64,084,972	63,632,018	63,249,932	58,199,308	5,050,624	92.01%
Early Childhood Services (ECS)	3,216,324	3,279,782	4,051,531	3,724,229	327,302	91.92%
Home Education	58,478	60,149	63,491	58,562	4,929	92.24%
Outreach Schools	188,918	188,918	188,918	174,251	14,667	92.24%
<b>Sub Total</b>	<b>67,548,693</b>	<b>67,160,868</b>	<b>67,553,871</b>	<b>62,156,350</b>	<b>5,397,522</b>	<b>92.01%</b>
<b>Alberta Education - Administration</b>						
Administration allocation	3,745,208	3,735,554	4,021,230	3,686,128	335,103	91.67%
<b>Sub Total</b>	<b>3,745,208</b>	<b>3,735,554</b>	<b>4,021,230</b>	<b>3,686,128</b>	<b>335,103</b>	<b>91.67%</b>
<b>Differential Cost Funding</b>						
ECS Program Unit	5,048,170	5,245,243	5,997,577	4,807,529	1,190,048	80.16%
English as a Second Language	75,398	74,220	83,056	76,252	6,804	91.81%
First Nations, Metis & Inuit Education	752,806	722,175	674,462	619,186	55,276	91.80%
Inclusive Education	6,007,339	6,004,459	5,880,590	5,386,814	493,776	91.60%
Small Schools by Necessity	808,000	900,142	900,142	820,644	79,498	91.17%
Socio - Economic Status	831,039	831,809	805,264	742,362	62,903	92.19%
Equity of Opportunity	1,130,686	1,125,131	1,109,535	1,109,535	-	100.00%
<b>Sub Total</b>	<b>14,653,439</b>	<b>14,903,179</b>	<b>15,450,626</b>	<b>13,562,320</b>	<b>1,888,305</b>	<b>87.78%</b>
<b>Differential Cost Funding - Operations and Maintenance</b>						
Operations & Maintenance Support	7,724,023	8,000,524	8,000,524	7,332,480	668,044	91.65%
<b>Sub Total</b>	<b>7,724,023</b>	<b>8,000,524</b>	<b>8,000,524</b>	<b>7,332,480</b>	<b>668,044</b>	<b>91.65%</b>
<b>Alberta Education - Other</b>						
Institutional Programs	291,771	288,783	287,843	265,496	22,347	92.24%
Building Collaboration and Capacity in Education	-	120,000	115,000	109,993	5,007	95.65%
Government Contributions to ATRF	6,584,451	6,584,451	6,584,451	6,369,359	215,092	96.73%
Curriculum Development	55,000	-	-	-	-	0.00%
Lump Sum Payment	555,000	555,000	579,734	579,734	-	100.00%
<b>Sub Total</b>	<b>7,486,222</b>	<b>7,548,234</b>	<b>7,567,028</b>	<b>7,324,582</b>	<b>242,446</b>	<b>96.80%</b>
<b>Transportation Funding</b>						
Transportation - Rural	6,059,979	6,166,536	6,101,667	5,588,186	513,481	91.58%
Special Education Transportation	688,052	667,808	610,694	583,582	27,112	95.56%
Transportation - Disabled - ECS	239,181	236,609	276,739	253,631	23,108	91.65%
Transportation - In Home - ECS	51,110	51,110	58,824	53,912	4,912	91.65%
Urban Transportation	2,573,889	2,471,303	2,602,389	2,392,773	209,615	91.95%
<b>Sub Total</b>	<b>9,612,211</b>	<b>9,593,366</b>	<b>9,650,313</b>	<b>8,872,085</b>	<b>778,228</b>	<b>91.94%</b>
<b>Provincial Priority Targeted Funding</b>						
Supernet Service	240,000	240,000	240,000	240,000	-	100.00%
<b>Sub Total</b>	<b>240,000</b>	<b>240,000</b>	<b>240,000</b>	<b>240,000</b>	<b>-</b>	<b>100.00%</b>

1 Approved by the Board of Trustees, June 16, 2015

2 Approved by the Board of Trustees, November 3, 2015

3 Revised May 31, 2016

## Revenue

	Preliminary Budget <sup>1</sup> 2015-16	Final Budget <sup>2</sup> 2015-16	Revised Budget <sup>3</sup> 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Capital Funding</b>						
Infrastructure Maintenance and Renewal	1,767,682	1,767,682	1,767,682	1,767,682	-	100.00%
<b>Sub Total</b>	<b>1,767,682</b>	<b>1,767,682</b>	<b>1,767,682</b>	<b>1,767,682</b>	<b>-</b>	<b>100.00%</b>
<b>Federal French Funding</b>						
Federal French Funding	103,000	109,000	109,479	109,479	-	100.00%
<b>Sub Total</b>	<b>103,000</b>	<b>109,000</b>	<b>109,479</b>	<b>109,479</b>	<b>-</b>	<b>100.00%</b>
<b>Other Provincial Support Funding - Alberta Finance</b>						
Supported Capital Interest	1,786	1,786	1,787	1,787	-	99.99%
<b>Sub Total</b>	<b>1,786</b>	<b>1,786</b>	<b>1,787</b>	<b>1,787</b>	<b>-</b>	<b>99.99%</b>
<b>Federal Government</b>						
First Nations Tuition	1,682,573	1,882,235	1,738,329	1,757,327	(18,998)	101.09%
<b>Sub Total</b>	<b>1,682,573</b>	<b>1,882,235</b>	<b>1,738,329</b>	<b>1,757,327</b>	<b>(18,998)</b>	<b>101.09%</b>
<b>From Alberta School Authorities</b>						
Tuition Fees	33,571	36,215	36,215	36,215	-	100.00%
Transportation Fees	76,000	73,000	76,599	76,599	-	100.00%
<b>Sub Total</b>	<b>109,571</b>	<b>109,215</b>	<b>112,814</b>	<b>112,814</b>	<b>-</b>	<b>100.00%</b>
<b>From Municipalities</b>						
Joint Use Agreements	23,000	23,000	27,645	31,451	(3,806)	113.77%
<b>Sub Total</b>	<b>23,000</b>	<b>23,000</b>	<b>27,645</b>	<b>31,451</b>	<b>(3,806)</b>	<b>113.77%</b>
<b>Private Organizations</b>						
Transportation - Private Schools	16,159	10,015	12,609	12,609	-	100.00%
Transportation Insurance	182,505	165,017	165,017	157,688	7,329	95.56%
<b>Sub Total</b>	<b>198,664</b>	<b>175,032</b>	<b>177,626</b>	<b>170,297</b>	<b>7,329</b>	<b>95.87%</b>
<b>Individuals</b>						
Tuition Fees	11,250	11,250	31,390	27,865	3,525	88.77%
Transportation Fees	785,000	800,215	800,215	770,860	29,356	96.33%
Donations	94,451	94,451	299,050	422,541	(123,491)	141.29%
Rentals - Facilities	15,680	15,680	15,680	7,877	7,803	50.24%
Instructional Material Fees (ECS)	49,966	50,736	50,736	34,732	16,004	68.46%
Instructional Material Fees	685,931	686,920	689,612	606,557	83,054	87.96%
School Based Course Material Fees	870,077	866,137	878,889	947,509	(68,620)	107.81%
Other Student Fees	704,099	704,099	1,189,710	1,033,627	156,083	86.88%
Interest & Investment Income	143,200	170,000	170,000	115,647	54,353	68.03%
Misc. Sales	527,116	606,281	606,233	722,604	(116,371)	119.20%
Fundraising	1,283,059	1,283,059	683,059	636,387	46,672	93.17%
<b>Sub Total</b>	<b>5,169,830</b>	<b>5,288,827</b>	<b>5,414,573</b>	<b>5,326,206</b>	<b>88,367</b>	<b>98.37%</b>
<b>Other</b>						
Amortization of Capital Allocations	3,604,912	3,442,239	3,442,239	3,105,567	336,672	90.22%
<b>Sub Total</b>	<b>3,604,912</b>	<b>3,442,239</b>	<b>3,442,239</b>	<b>3,105,567</b>	<b>336,672</b>	<b>90.22%</b>
<b>TOTAL REVENUES</b>	<b>123,670,813</b>	<b>123,980,741</b>	<b>125,275,766</b>	<b>115,556,555</b>	<b>9,719,210</b>	<b>92.24%</b>

1 Approved by the Board of Trustees, June 16, 2015

2 Approved by the Board of Trustees, November 3, 2015

3 Revised May 31, 2016

**Allocation of Revenue and Expenses to Programs**

**July 31, 2016**

<b>REVENUES</b>	<b>ECS Instruction</b>	<b>Grades 1-12 Instruction</b>	<b>Instruction</b>	<b>Operations and Maintenance of Schools &amp; Maintenance Shops</b>	<b>Transportation</b>	<b>Board &amp; System Administration</b>	<b>External Services</b>	<b>TOTAL</b>
Alberta Education	8,531,757	74,810,994	83,342,752	9,100,162	8,872,085	3,736,107	-	105,051,106
Other - Government of Alberta	-	-	-	1,787	-	-	-	1,787
Federal Government and First Nations	-	1,500,644	1,500,644	188,234	-	68,449	-	1,757,327
Other Alberta school authorities	-	36,215	36,215	-	76,599	-	-	112,814
Out of province authorities	-	-	-	-	-	-	-	-
Alberta Municipalities-special tax levies	-	-	-	-	-	-	-	-
<b>Fees</b>	77,029	1,970,431	2,047,460	-	770,860	-	-	2,818,319
Other sales and services	-	1,279,774	1,279,774	9,294	188,411	16,761	32,943	1,527,183
Investment income	-	-	-	-	-	115,647	-	115,647
Gifts and donations	-	422,541	422,541	-	-	-	-	422,541
Rental of facilities	-	-	-	4,877	-	-	3,000	7,877
Fundraising	-	636,387	636,387	-	-	-	-	636,387
Gains on disposal of capital assets	-	-	-	-	-	-	-	-
Amortization of capital allocations	-	-	-	3,091,233	-	-	14,335	3,105,567
Other revenue	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	8,608,786	80,656,986	89,265,772	12,395,587	9,907,954	3,936,965	50,277	115,556,555
<b>EXPENSES</b>								
Certificated salaries	3,413,066	48,065,598	51,478,664	-	-	522,879	-	52,001,543
Certificated benefits	445,466	11,553,356	11,998,822	-	-	166,298	-	12,165,120
Non-certificated salaries and wages	2,684,049	10,317,070	13,001,119	3,355,067	495,553	1,495,163	19,201	18,366,104
Non-certificated benefits	637,751	2,710,446	3,348,197	892,081	110,079	321,789	-	4,672,146
<b>SUB - TOTAL</b>	7,180,332	72,646,469	79,826,801	4,247,149	605,632	2,506,129	19,201	87,204,912
Services, contracts and supplies	333,523	6,656,145	6,989,668	4,901,069	10,013,287	1,321,969	16,741	23,242,734
Direct Cost of Fundraising and Fees	-	1,523,437	1,523,437	-	-	-	-	1,523,437
Amortization of supported capital assets	-	-	-	3,091,233	-	-	14,335	3,105,567
Amortization of unsupported capital assets	-	641,898	641,898	31,695	23,356	89,792	-	786,741
Interest and charges	-	-	-	1,787	-	-	-	1,787
Losses on disposal of capital assets	-	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	7,513,855	81,467,949	88,981,804	12,272,931	10,642,276	3,917,890	50,278	115,865,179
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	1,094,932	(810,963)	283,968	122,656	(734,322)	19,075	-	(308,623)

## Expenses

	Preliminary Budget <sup>1</sup> 2015-16	Final Budget <sup>2</sup> 2015-16	Revised Budget <sup>3</sup> 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used
<b>By Program</b>						
Early Childhood Services	6,014,352	7,674,427	8,418,576	7,513,855	904,721	89.25%
Instruction	89,534,537	87,297,093	87,201,681	80,826,051	6,375,630	92.69%
Board & System Administration	4,028,321	3,955,494	4,248,827	3,828,098	420,729	90.10%
Plant Operations & Maintenance	7,183,809	8,175,775	8,192,547	7,506,099	686,448	91.62%
Infrastructure Maintenance Renewal	1,767,682	1,767,682	1,767,682	1,642,118	125,564	92.90%
Transportation	10,821,194	10,711,213	10,779,610	10,618,920	160,690	98.51%
External Services	38,680	38,680	45,521	35,943	9,579	78.96%
Amortization of capital assets and interest	4,348,820	4,556,370	4,556,370	3,894,095	662,275	85.46%

<b>TOTAL EXPENSES</b>	<b>123,737,395</b>	<b>124,176,734</b>	<b>125,210,815</b>	<b>115,865,179</b>	<b>9,345,636</b>	<b>92.54%</b>
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	Preliminary Budget <sup>1</sup> 2015-16	Final Budget <sup>2</sup> 2015-16	Revised Budget <sup>3</sup> 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used
<b>By Category</b>						
Salaries, wages and benefits	91,483,926	92,045,046	92,518,202	87,204,912	5,313,290	94.26%
Services, contracts and supplies	23,853,715	23,526,170	24,223,095	21,008,135	3,214,960	86.73%
School generated funds	2,281,466	2,281,466	2,145,466	2,115,918	29,548	98.62%
Infrastructure Maintenance Renewal	1,767,682	1,767,682	1,767,682	1,642,118	125,564	92.90%
Amortization of capital assets and interest	4,350,606	4,556,370	4,556,370	3,894,095	662,275	85.46%

<b>TOTAL EXPENSES</b>	<b>123,737,395</b>	<b>124,176,734</b>	<b>125,210,815</b>	<b>115,865,179</b>	<b>9,345,636</b>	<b>92.54%</b>
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1 Approved by the Board of Trustees, June 16, 2015  
2 Approved by the Board of Trustees, November 3, 2015  
3 Revised May 31, 2016

**Expenses by Site - July 31, 2016**  
**Parkland School Division**

Site	Preliminary Budget Expenditures <sup>1</sup> 2015-16	Final Budget Expenditures <sup>2</sup> 2015-16	Revised Budget Expenditures <sup>3</sup> 2015-16	Budgeted Reserves/ (Deficits) 2015-16	Total Revised Budget 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Governance	625,050	625,050	630,798		630,798	613,859	16,939	97.3%	Membership fees for the year have been fully expended.
Office of the Superintendent	530,790	530,790	530,790		530,790	428,801	101,989	80.8%	Staff development and professional expenditures below plan
Human Resources	440,068	440,068	382,310		382,310	374,830	7,479	98.0%	Budget reduced to end of year to match plan
Deputy Superintendent	594,760	594,759	692,276		692,276	603,225	89,050	87.1%	New Associate Superintendent started May 1
Learning Services	1,980,392	1,977,014	1,932,579		1,932,579	1,844,227	88,352	95.4%	School based expenses over 10 months
Business & Finance	2,168,427	2,121,427	2,332,221		2,332,221	2,086,983	245,238	89.5%	Building repair and legal fees are below plan and audit fees will not be incurred until later in the year.
Tech Support Services	1,812,190	1,853,849	1,853,849		1,853,849	1,650,812	203,037	89.0%	Professional services and Equipment below plan.
Print Centre	87,000	87,000	87,000		87,000	67,695	19,305	77.8%	Timing differences between expenditures and chargebacks
Student Transportation	10,763,794	10,710,113	10,777,719		10,777,719	10,618,616	159,103	98.5%	Transportation expenditures are primarily over 10 months
Maintenance	4,088,989	4,445,542	4,459,163	-	4,459,163	4,100,360	358,802	92.0%	Combine Maintenance and Custodial (91.4%)
Custodial	3,484,534	3,484,534	3,490,534		3,490,534	3,163,557	326,977	90.6%	
Instructional Pool	3,025,346	3,342,637	3,341,738	-	3,341,738	2,535,895	805,844	75.9%	Support and professional services are below plan
Blueberry	3,923,628	3,974,180	4,002,509	-	4,002,509	3,697,554	304,954	92.4%	
Brookwood	5,341,655	5,307,228	5,345,487	-	5,345,487	4,753,868	591,619	88.9%	Supplies, Misc Services and Technology below
École Broxton Park	5,969,091	5,681,918	5,682,374	-	5,682,374	5,438,152	244,221	95.7%	Support staff are paid over 10 months, substitutes and support staff above plan
Connections for Learning	1,417,079	1,321,037	1,320,018	-	1,320,018	1,196,941	123,077	90.7%	
Duffield	2,328,809	2,195,729	2,214,984	-	2,214,984	2,084,749	130,235	94.1%	Support staff are paid over 10 months
Entwistle	1,108,153	1,027,961	1,037,253	(9,540)	1,027,713	978,122	49,591	95.2%	Substitutes and Support workers are paid over 10 Months
Forest Green	1,999,713	2,132,690	2,121,372	-	2,121,372	1,999,677	121,695	94.3%	Substitutes and Support workers are paid over 10 Months
Graminia	3,487,949	3,454,260	3,483,399	-	3,483,399	3,319,052	164,346	95.3%	Substitutes and Support workers are paid over 10 Months, substitutes above plan
Greystone Centennial Middle	4,451,998	4,289,304	4,306,875	-	4,306,875	3,980,557	326,318	92.4%	
High Park	3,048,573	3,092,430	3,127,799	-	3,127,799	2,928,011	199,788	93.6%	
Memorial Composite High	7,589,870	7,817,368	7,638,991	-	7,638,991	7,222,448	416,543	94.5%	Combine Memorial Composite & Outreach
Memorial Outreach	537,996	511,784	510,884	-	510,884	504,635	6,249	98.8%	(94.8%)
École Meridian Heights	5,110,569	4,860,412	4,868,537	-	4,868,537	4,504,147	364,390	92.5%	
Millgrove	3,122,937	3,071,128	3,083,851	-	3,083,851	2,870,387	213,464	93.1%	
Muir Lake	2,934,695	3,014,107	2,988,543	-	2,988,543	2,753,741	234,802	92.1%	
Parkland Village	2,021,024	1,989,730	1,997,701	-	1,997,701	1,808,111	189,590	90.5%	
Seba Beach	886,833	878,432	888,487	-	888,487	826,750	61,737	93.1%	
Spruce Grove Composite High	6,880,519	6,732,045	6,752,372	-	6,752,372	6,411,951	340,421	95.0%	Combine Spruce Grove Composite & Outreach
Spruce Grove Outreach	431,632	437,263	445,626	-	445,626	372,477	73,150	83.6%	(94.3%)

1 Approved by the Board of Trustees, June 16, 2015  
2 Approved by the Board of Trustees, November 3, 2015  
3 Revised May 31, 2016

**Expenses by Site - July 31, 2016**  
**Parkland School Division**

	Preliminary Budget Expenditures <sup>1</sup> 2015-16	Final Budget Expenditures <sup>2</sup> 2015-16	Revised Budget Expenditures <sup>3</sup> 2015-16	Budgeted Reserves/ (Deficits) 2015-16	Total Revised Budget 2015-16	YTD Actuals Jul 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Stony Plain Central	3,573,425	3,704,291	3,714,470	-	3,714,470	3,304,684	409,786	89.0%	Substitutes and supply expenditures below plan
Tomahawk	1,151,665	1,133,553	1,128,148	-	1,128,148	1,055,362	72,786	93.5%	
Wabamun	1,083,369	1,124,711	1,154,830	-	1,154,830	1,020,643	134,187	88.4%	Certificated salary, supplies and equipment below plan
Woodhaven Middle	4,156,227	4,138,895	4,127,105	(54,061)	4,073,044	3,852,567	220,477	94.6%	Substitutes and Support workers are paid over 10 Months
Innovation and Teaching		-	-	-	-	-	-		
Resiliency Program	239,647	239,647	279,647	-	279,647	226,128	53,519	80.9%	Supply expenditures are below plan
Real Program	1,534,541	1,701,358	1,704,538	-	1,704,538	1,636,186	68,352	96.0%	Support staff are paid over 10 months
Alternative Program	900,278	1,003,319	1,006,556	-	1,006,556	940,671	65,885	93.5%	
Early Education	4,119,975	4,139,203	4,890,925	-	4,890,925	4,171,669	719,256	85.3%	Supply and equipment expenditures are below plan, transportation expenditures will be recorded in August
<b>Total Expenses</b>	<b>108,953,190</b>	<b>109,186,765</b>	<b>110,334,256</b>	<b>(63,601)</b>	<b>110,270,655</b>	<b>101,948,535</b>	<b>8,322,120</b>	<b>92.5%</b>	
<b>Target Percentage</b>								<b>91.7%</b>	
<b>Other Sites</b>									
Capital and Debt Services	4,150,606	4,356,370	4,356,370	-	4,356,370	3,788,436	567,934	87.0%	
Capital Projects - Building	-	-	-	-	-	-	-		
Infrastructure Maintenance Renewal	1,767,682	1,767,682	1,767,682	-	1,767,682	1,642,118	125,564	92.9%	
School Generated Funds	2,281,466	2,281,466	2,145,466	-	2,145,466	2,115,918	29,548	98.6%	
Government Contributions to ATRF	6,584,451	6,584,451	6,607,041	-	6,607,041	6,369,359	237,682	96.4%	
Leadership Council		-	-	-	-	813	(813)		
	<b>14,784,205</b>	<b>14,989,969</b>	<b>14,876,559</b>	<b>-</b>	<b>14,876,559</b>	<b>13,916,644</b>	<b>959,916</b>	<b>93.5%</b>	
<b>Total Expenses</b>	<b>123,737,395</b>	<b>124,176,734</b>	<b>125,210,815</b>	<b>(63,601)</b>	<b>125,147,214</b>	<b>115,865,179</b>	<b>9,282,036</b>	<b>92.6%</b>	

1 Approved by the Board of Trustees, June 16, 2015

2 Approved by the Board of Trustees, November 3, 2015

3 Revised May 31, 2016





## MEMORANDUM

**Date:** September 06, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Shauna Boyce, Associate Superintendent  
**Resource:** Serge LaBrie, Director Facilities Services  
**Subject:** **FACILITY SERVICES SUMMER WORK REPORT**

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### Recommendation

That the Board of Trustees receives as information the Facility Services Summer Work Report as presented at the Regular Meeting of September 06, 2016.

Administration would be pleased to respond to any questions.

SB:bms



## Facilities Summer Work Report 2016

*Presented to Board of Trustees, September 06, 2016*

*Shauna Boyce, Associate Superintendent*

*Resource, Serge LaBrie, Director Facility Services*

The Facilities Department had a very exciting and productive summer with numerous individual projects that were completed or are near completion.

In addition to the regular summer work of kitchen exhaust cleaning, high dusting, grounds maintenance and fire alarm verifications the following Infrastructure Maintenance Renewal and Operational & Maintenance projects were undertaken:

Blueberry	Renovated computer lab
Brookwood	Installed new flooring in hallway and 3 classrooms
Brookwood	Sanded and refinished gym floor
Brookwood	Rebuilt washroom and adjacent timeout room for student needs
Brookwood	Painted parking lot
Broxton Park	Painted parking lot
Centre for Ed	Renovated lobby and upstairs washrooms
Centre for Ed	Updated landscaping
Centre for Ed	Added stairs alongside North ramp and replaced outside door
Centre for Ed	Added air conditioning to Inspiration room
Duffield	Relocated water well
Duffield	Landscaped front and south side of school
Duffield	Replaced four roof sections
Entwistle	Removed very large tree from grounds
Forest Green	Created two team teaching spaces in library
Graminia	Replaced 3 boilers with high efficiency boilers
Graminia	Installed auto locks on all interior basketball hoops
Greystone	Landscaped front of school
Greystone	Repaired asphalt in bus transfer station
High Park	Installed new flooring in four classrooms
High Park	Installed auto locks on all interior basketball hoops

Meridian Heights	Replaced all hallway flooring
Meridian Heights	Replaced movable wall with glass wall
Millgrove	Added siding to shed
Millgrove	Replaced roof over library
Millgrove	Sanded and refinished gym floor
Muir Lake	Replaced fire alarm system
Muir Lake	Renovated administration area
Muir Lake	Sanded and refinished gym floor
Muir Lake	Replaced flooring in seven classrooms
Parkland Village	Installed metal siding on shed
Parkland Village	Replaced remaining tar and gravel sections of roof
SGCHS	Installed new camera system
SGCHS	Painted West side of building (Horizon Stage side)
SGCHS	Replaced flooring in music room and four classrooms
SGCHS	Installed auto locks on all interior basketball hoops
SPC	Renovated administration area and staff room
SPC	Installed auto locks on all interior basketball hoops
Wabamun	Modernized core building (ceilings, millwork, windows, flooring and siding)
Wabamun	Retiled ceilings in two classrooms
Woodhaven	Replaced flooring in five rooms
Woodhaven	Installed auto locks on all interior basketball hoops
Woodhaven	Painted exterior of school
Multiple Schools	Painted parking lots and bus safety lines
Multiple Schools	Serviced boilers
Multiple Schools	Serviced furnaces
Multiple Schools	Serviced all cisterns and water wells



## MEMORANDUM

**Date:** September 06, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Subject:** PSD Tomorrow Committee

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### Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of June 21, 2016 as presented at the Regular Meeting of September 6, 2016.

TM:bms



**MINUTES OF THE PSD TOMORROW COMMITTEE**  
**MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,**  
**ALBERTA ON TUESDAY, JUNE 21, 2016.**

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**ATTENDANCE:**

Eric Cameron, Board Chair  
Kathleen Linder, Vice-Chair  
Ron Heinrichs, Trustee  
Elsie Kinsey, Trustee  
Sally Kucher-Johnson, Trustee  
Dorcas Kilduff, Trustee  
Kelly Wilkins, Deputy Superintendent  
Claire Jonsson, Associate Superintendent  
Scott Johnston, Associate Superintendent  
Dianne McConnell, Associate Superintendent  
Shauna Boyce, Associate Superintendent  
Jordi Weidman, Director, Strategic Planning & Communications  
Serge LaBrie, Director, Facilities Services  
Brenda Scott, Recording Secretary

**REGRETS:**

Richard Gilchrist, Trustee  
Tim Monds, Superintendent

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**1. Call to Order**

Board Chair Cameron called meeting to order 12:30 p.m.

**1.1. Changes to the Agenda**

Add agenda item 11 – In Camera  
Add agenda item 8.2 – Building Capacity and Collaboration Grant

**1.2. Approval of the Agenda**

**MOVED** by Trustee Linder that the Board of Trustees accept the agenda as amended.

**CARRIED**

**2. Inclusive Education**

Trustee Kilduff opened discussion on the need to make sure that stakeholders are aware of the definition of “Inclusive Education”. Discussion ensued. Trustees suggested that information on Inclusive Education as directed by Alberta Education be shared on the public website and that a quick handout be created that Trustees can share with school councils.

**3. Question Period**

Board Chair opened discussion on the process of the question period at Board Meeting. Discussion ensued. Trustees agreed to keep the same format for question period at Board meetings.

**4. Caretaking**

Serge LaBrie shared with Trustees information on funding format for caretaking staff for next year and the effect of Prescott Learning Centre on the custodial coverage at schools. Discussion ensued. This topic will be discussed further at the fall Board retreat.

**5. Board Retreat**

Ms. Wilkins shared with Trustees information on the Board Retreat proposed for September 7-9, 2016. Discussions ensued. Trustees decided that the Organization Meeting and Board meeting for September 6 will be changed do a morning meeting and the Board retreat will run from afternoon of September 6 to afternoon of September 8, 2016.

**6. West End Concerns**

Trustee Heinrichs brought forward concerns from West end schools councils. School Councils are feeling that the west end schools are not getting the same equipment and attention as the urban schools. Discussions ensued.

**7. Canadian School Boards' Association Conference 2017**

Trustees discussed the 2017 Canadian School Boards' Association conference to be held in Whistler BC, July 2017. Trustees Gilchrist, Heinrichs, Kinsey and Cameron are interested in attending the conference.

**8. Updates**

**8.1. New Schools**

Deputy Wilkins provided updates on the new schools in Spruce Grove. PSD is expecting the keys for Prescott Learning Centre to be handed over early August. New school #2 is delayed and information will be provided as we receive it from Alberta Infrastructure.

**8.2 Building Collaboration and Capacity in Education Grant**

Ms. McConnell provided information on the Building Collaboration and Capacity in Education Grant that was submitted in partnership with Paul First Nation has been approved and Learning Supports will be hiring a coordinator for the new year.

**9. Alberta School Boards Association Survey**

Trustees provided input to the Alberta School Boards' Association survey on Executive Director recruitment process.

**10. Advocacy Committee**

There was no report.

**11. In Camera**

**Res 108-16 MOTION TO MOVE IN CAMERA**

MOVED by Trustee Heinrichs that the Board of Trustees moves to in camera at 2:21 p.m.

**CARRIED**

**Res 109-16 MOTION TO REVERT TO A PUBLIC MEETING**

MOVED by Trustee Kinsey that the Board of Trustees reverts to a public meeting at 2:45 pm.

**CARRIED**

**12. Adjournment**

The meeting was adjourned at 2:45 p.m.

**NEXT MEETING - Tuesday, August 23, 2016 at 12:30 p.m.**



## MEMORANDUM

**Date:** September 06, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Subject:** PSD Tomorrow Committee

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### Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of August 23, 2016 as presented at the Regular Meeting of September 6, 2016.

TM:bms



**MINUTES OF THE PSD TOMORROW COMMITTEE**  
**MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,**  
**ALBERTA ON TUESDAY, AUGUST 23, 2016.**

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**ATTENDANCE:**

Eric Cameron, Board Chair  
Kathleen Linder, Vice-Chair  
Ron Heinrichs, Trustee  
Richard Gilchrist, Trustee  
Elsie Kinsey, Trustee  
Sally Kucher-Johnson, Trustee  
Dorcas Kilduff, Trustee  
Tim Monds, Superintendent  
Claire Jonsson, Associate Superintendent  
Scott Johnston, Associate Superintendent  
Shauna Boyce, Associate Superintendent  
Jordi Weidman, Director, Strategic Planning & Communications  
Serge LaBrie, Director, Facilities Services  
Brenda Scott, Recording Secretary

**REGRETS:**

Dianne McConnell, Associate Superintendent

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**1. Call to Order**

Board Chair Cameron called meeting to order 12:30 p.m.

**1.1. Changes to the Agenda**

- PSD Tomorrow October date
- Insertion of "Public" to PSD name
- Incamera

**1.2. Approval of the Agenda**

**MOVED** by Trustee Kinsey that the Board of Trustees accepts the agenda as amended.

**CARRIED**

**2. Updates**

**2.1. Opening Professional Development Day**

Trustees were provided information on the Opening Professional Development Day on August 29, 2016. The Opening Day draft video was shared with Trustees.

**2.2. Prescott Learning Centre**

Parkland School Division received the keys to the Prescott Learning Centre on August 19. Trustees will tour the new school following the PSD Tomorrow meeting. The tentative official opening of the Prescott Learning Centre is October 24, 2016. Mr. LaBrie gave an update on the final preparations to open the school.

Superintendent Monds gave an update on the building of the Wellness Centre. The foundation has been poured with the expected opening date sometime in 2017.

**2.3. New School #2**

The tender for the New School #2 is expected to be out in early September.

**3. Centre for Education Renovations**

Mr. LaBrie provided an update on the renovations at the Centre of Education that were completed over the summer. Renovations included the front lobby, bathrooms, staff room, door frame and access to basement and replacement of the hot water tank.



Ms. Jonsson explained that the costs for the renovations are unsupported. Administrative funds are set aside annually in a Capital reserve to support CFE capital building expenditures.

**4. Board Planning Retreat**

The Board Planning Retreat will be held September 6-8, 2016 at the Village Creek Inn at Pigeon Lake Alberta. Trustees and Senior Executive will travel there following the Board Meeting. Topics for the retreat are to be forwarded to Board Chair.

**5. Trustee Conferences**

Trustees reviewed the list of proposed conferences for the 2016-2017 school year. Trustees are asked to submit their conference selections to Board Chair and a summary will be brought forward at a subsequent meeting.

**6. Canadian School Boards' Association Membership**

Trustee Kilduff brought forward the discussion of CSBA membership. The Board asked Trustee Kilduff to send a letter to CSBA in support of requesting payment of membership fees for all provincial boards attending CSBA meetings.

*Board Chair called a recess at 1:50 p.m.*

*Meeting resumed at 2:00 p.m.*

**7. Volunteer Criminal Record Checks**

Trustee Kilduff brought forward the topic of Volunteer Criminal Record Checks. The grant that provides funding to cover the cost of criminal record checks is ending. Mr. Johnston will research further and share his results with Trustees.

**8. PSD Tomorrow October Meeting**

The October 18 PSD Tomorrow committee meeting will be moved to Monday October 17, 2016 at 12:30 p.m. to accommodate a calendar conflict for Trustee Linder.

**9. Insertion "Public" to Parkland School Division Name**

Trustee Heinrich asked for discussion of adding "Public" to the Parkland School Division name. Various school boards are changing their name to include the word public. Discussion ensued. Information on process will be brought forward for further discussion.

**10. Trustee Committees**

Start time for the Organization Meeting, September 2, 2016 has been changed to 8:30 a.m. to accommodate discussion on Board committees.

**Res 111-2016 MOTION TO MOVE INCAMERA**

MOVED by Trustee Linder that the Board of Trustees moves to incamera at 1:20 pm.

**CARRIED**

**Res 112-2016 MOTION TO REVERT TO A PUBLIC MEETING**

MOVED by Trustee Heinrichs that the Board of Trustees reverts to a public meeting at 2:45 p.m.

**CARRIED**

**11. Adjournment**

The meeting was adjourned at 2:45 p.m.

**NEXT MEETING** - Tuesday, September 20, 2016 at 12:30 p.m.



## MEMORANDUM

**Date:** September 6, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Subject:** Teacher / Board Advisory Committee Minutes

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### Recommendation

That the Board of Trustees receives as information the unadopted Teacher/Board Advisory Committee minutes of June 21, 2016 as presented at the Regular Meeting of September 6, 2016.

TM:bms



## MINUTES OF THE TEACHER/BOARD ADVISORY COMMITTEE MEETING HELD AT SOMETHING ELSE RESTAURANT IN SPRUCE GROVE, ALBERTA ON TUESDAY, JUNE 21, 2016.

### ATTENDANCE:

Kathleen Linder, Trustee, Parkland School Division No. 70  
 Ron Heinrichs, Trustee, Parkland School Division No. 70  
 Sally Kucher-Johnson, Trustee, Parkland School Division No. 70  
 Claire Jonsson, Associate Superintendent, Parkland School Division No. 70  
 Shauna Boyce, Associate Superintendent, Parkland School Division No. 70  
 Gary Hanna, President, Parkland Teachers' Local 10  
 Sherry Constantin, Parkland Teachers' Local 10  
 J. Calado, Parkland Teachers' Local 10  
 Rick Kremp, Parkland Teachers' Local 10  
 Shawn Ram, Parkland Teachers' Local 10  
 Brenda Scott, Recording Secretary

### REGRETS:

Tim Monds, Superintendent, Parkland School Division No. 70

### 1 CALL TO ORDER

Committee Chair, Gary Hanna, called meeting to order at 5:10 p.m.

#### 1.1 Addition/Amendments to the Agenda

There were no additions or amendments to the agenda.

#### 1.2 Approve Minutes of February 16, 2016 Meeting

**MOVED** by Ron Heinrichs to accept minutes of April 19, 2016 Teacher/Board Advisory Committee.  
 Seconded by J. Calado.

**CARRIED**

### 2. UPDATES FROM DIVISION OFFICE

- 2.1** Trustee Linder shared updates on the new schools in Spruce Grove. The keys for Prescott Learning Centre will be handed over to Parkland School Division in early August. Tender for the construction for the Spruce Grove School #2 is delayed due to land titles process.

### 3. UPDATES FROM ATA

- 3.1** There were no updates.

### 4. DISCUSSION ITEMS

#### 4.1 Lead Team Days

G. Hanna shared concerns from ATA staff when administrators are away from building during Lead Team meetings and asked if staff acting as Administrators can have professional development training in that capacity. Additionally, meetings or presentations from the meeting may be presented through conferencing.

#### **4.2 Classroom Discipline Questions**

G. Hanna requested clarification on classroom discipline when a staff member has been physically or verbally abused by students in the classroom. S. Boyce confirmed that this topic, along with steps to operationalize Administrative Procedure 355 – Student Discipline, is on the agenda for 2016-2017 Lead Team meetings.

#### **4.3 Classroom Changes**

G. Hanna requested clarification on the responsibility of moving classrooms over the summer. C. Jonsson confirmed that Mr. LaBrie, Director, Facilities Services sent an email to Principals with information on moving. Facilities Services will move Parkland School Division material, once packed by teachers. Teachers are responsible for moving their personal materials.

There was discussion on who is responsible to clean items such as windows and whiteboards/blackboards. C. Jonsson explained how this is part of the custodial deep cleaning schedule.

Concerns were expressed regarding split shifts for custodial staff and responsibility for clean up when custodian are away from the building.

#### **4.4 Interview process**

G. Hanna shared concerns about scheduling interviews arrangements for teaching positions within Parkland School Division. It was suggested that interviews could be scheduled to provide flexibility. Due to the new school opening there was a greater number of interviews for staffing this spring. People Services tries to accommodate the teacher with booking interviews when possible.

#### **4.4 Future Meeting Dates**

Proposed meeting dates for the 2016-2017 school year are: October 18, 2016, February 21, 2017, April 18, 2017 and June 20, 2017 (PSD Hosting).

### **5. ITEMS FOR FUTURE AGENDA**

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### **ADJOURNMENT**

Meeting was adjourned 6:07 p.m.

Next Meeting: October 18, 2016, Centre for Education