



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

October 04, 2016

Public Session: 9:30 AM

*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

October 04, 2016

Public Session 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

- 3- 2.1. Organization Meeting of September 06, 2016
- 6- 2.2. Regular Board Meeting of September 06, 2016

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION/PRESENTATION

- 4.1. Mindfulness at Brookwood School

5. BOARD CHAIR REPORT

- 5.1. Correspondence
 - 5.1.1

Recess Break / Public Question Period

6. SUPERINTENDENT'S REPORT

- 6.1. Superintendent's Report
- 6.2. Building Update

7. ACTION ITEMS

- 9- 7.1 Redivision of Wards – Request for Ministerial Approval (C. Jonsson)
- 18- 7.2 Board Communication Plan (S. Boyce)
- 24- 7.3 Change of Start Time of November 1, 2016 Regular Board Meeting (T. Monds)

8. ADMINISTRATION REPORTS

- 25- 8.1. 2016/2017 School Enrolment (C. Jonsson)

9. TRUSTEE REPORTS

- 26- 9.1. PSD Tomorrow (E. Cameron)
- 30- 9.2. Education Committee (S. Kucher-Johnson)
- 32- 9.3. Audit Committee (R. Gilchrist)
- 34- 9.4. Benefits Committee (S. Kucher-Johnson)
- 9.5. Public School Boards’ Association of Alberta (R. Heinrichs)
- 9.6. Alberta School Boards Association (E. Kinsey)

10. RESPONSES TO REQUEST FOR INFORMATION

11. FUTURE BUSINESS

11.1. Meeting Dates:

Open to the Public:

- Oct 05, 2016Council of School Councils 7:00 pm, Centre for Education
- Nov 01, 2016Regular Board Meeting 6:30 pm, Centre for Education
- Nov 29, 2016Regular Board Meeting 9:30 am, Centre for Education

Closed to the Public:

- Oct 17, 2016PSD Tomorrow Committee 12:30 pm, Centre for Education

11.2. Topics for future agendas

11.3. Requests for information

12. ADJOURNMENT



MINUTES OF THE ORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION, STONY PLAIN, ALBERTA ON SEPTEMBER 06, 2016

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Tim Monds, Superintendent of Schools
 Claire Jonsson, Associate Superintendent
 Scott Johnston, Associate Superintendent
 Dr. Dianne McConnell, Associate Superintendent
 Shauna Boyce, Associate Superintendent
 Jordi Weidman, Director Communication
 Brenda Scott, Executive Assistant

CALL TO ORDER

The meeting was called to order at 8:30 a.m. with Ms. Jonsson, Associate Superintendent of Business and Finance presiding.

ACCEPTANCE OF THE AGENDA

Res 113-2016 **MOVED** by Trustee Heinrichs that the Organization Meeting agenda be accepted as presented.

CARRIED

ELECTION PROCEDURE

BALLOT VOTE

Res 114-2016 **MOVED** by Trustee Linder that the election of Chairperson and Vice-Chairperson be held by secret ballot.

CARRIED

APPOINTMENT OF SCRUTINEERS

Res 115-2016 **MOVED** by Trustee Kinsey that S. Johnston and S. Boyce be appointed as scrutineers.

CARRIED

ELECTION BY SIMPLE MAJORITY

Res 116-2016 **MOVED** by Trustee Kucher-Johnson that the Board of Trustees elect the Chairperson and Vice-Chairperson by simple majority of the Trustees present; and that in the event that three or more Trustees are vying for the position, the candidate with the lowest number of votes will be removed from the ballot and a new vote will be taken and further the vote will be repeated until a majority of the Trustees vote for one candidate.

CARRIED

ELECTION OF COMMITTEES

Res 117-2016 **MOVED** by Trustee Heinrichs that if more members are nominated to a committee or agency than there are positions available, an election shall be held and further those candidates receiving the largest number of votes shall be declared elected.

CARRIED

*Trustee Kilduff requested a recess at 8:38 a.m.
 Meeting resumed at 9:31 a.m.*

NOMINATIONS FOR BOARD CHAIR

Ms. Jonsson called for nominations for the position of Board Chairperson.

Trustee Linder nominated Trustee Cameron.

Ms. Jonsson called a second and third time for further nominations.

Res 118-2016 **NOMINATIONS CEASE**

MOVED by Trustee Gilchrist that nominations for the position of Board Chair cease.

CARRIED

Board Chair

ELECTION OF CHAIRPERSON

Trustee Cameron was declared Chairperson of the Board of Trustees.

Ms. Jonsson administered the Oath of Office to Trustee Cameron.

Ms. Jonsson handed gavel to Trustee Cameron and he assumed the Chair.

NOMINATIONS FOR VICE-CHAIRPERSON

Board Chair called for nominations for the position of Vice-Chairperson.

Trustee Kinsey nominated Trustee Heinrichs.

Board Chair called a second and third time for further nominations.

Res 119-2016

NOMINATIONS CEASE

MOVED by Trustee Linder that nominations for the position of Vice-Chairperson cease. **CARRIED**

Vice-Chair

ELECTION OF VICE-CHAIRPERSON

Trustee Heinrichs was declared Vice-Chairperson of the Board of Trustees.

Ms. Jonsson administered the Oath of Office to Trustee Heinrichs.

Res 120-2016

POLICY 9 – BOARD REPRESENTATIVES

MOVED by Trustee Kilduff that the Board of Trustees approves revisions to Policy 9 – Board Representatives as presented at the Organization meeting of September 06, 2016. **CARRIED**

Ms. Jonsson provided information on the motion and answered questions.

Res 121-2016

TRUSTEE REMUNERATION SCHEDULE

MOVED by Trustee Gilchrist that the Board of Trustees approves revisions to Trustee Remuneration Schedule as presented at the Organization meeting of September 06, 2016. **CARRIED**

Ms. Jonsson provided information on the motion and answered questions.

NOMINATIONS FOR COMMITTEE CHAIRPERSON: EDUCATION COMMITTEE

Board Chair called for nominations for the position of Chairperson of the Education Committee.

Trustee Linder nominated Trustee Kucher-Johnson.

Chair Cameron called a second and third time for further nominations.

Res 122-2016

NOMINATIONS CEASE

MOVED by Trustee Kinsey that nominations for the position of Education Committee Chairperson cease. **CARRIED**

Education Committee

CHAIRPERSON OF THE EDUCATION COMMITTEE

Trustee Kucher-Johnson was declared Chairperson of the Education Committee.

NOMINATIONS FOR COMMITTEE CHAIRPERSON: STUDENT ADVISORY COMMITTEE

Board Chair called for nominations for the position of Chairperson of the Student Advisory Committee.

Trustee Heinrichs nominated Trustee Kinsey.

Chair Cameron called a second and third time for further nominations.

Res 123-2016

NOMINATIONS CEASE

MOVED by Trustee Kilduff that nominations for the position of Student Advisory Chairperson cease. **CARRIED**

Student Advisory Committee

CHAIRPERSON OF THE STUDENT ADVISORY COMMITTEE

Trustee Kinsey was declared Chairperson of the Student Advisory Committee.

Res 124-2016

COMMITTEE APPOINTMENTS

MOVED by Trustee Gilchrist that the Board of Trustees appoint the following members as representatives to other Committees for the ensuing year:

- Benefits Committee:** 1. Trustee Kucher-Johnson
- Teacher/Board Advisory Committee:** 1. Trustee Cameron
2. Trustee Kilduff
3. Trustee Linder
- Audit Committee:** 1. Trustee Gilchrist
2. Trustee Kilduff
3. Trustee Kucher-Johnson
- Alberta Teachers Association (ATA) Labour Relations:** 1. Trustee Gilchrist
2. Trustee Kilduff
3. Trustee Kinsey
- Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations:** 1. Trustee Kilduff
2. Trustee Kucher-Johnson
3. Trustee Linder
- International Union of Operating Engineers (IUOE) Labour Relations:** 1. Trustee Gilchrist
2. Trustee Heinrichs
3. Trustee Kinsey
- Advocacy Committee:** 1. Committee of the Whole
- Alberta School Boards' Association, Zone 2/3 (ASBA) Representatives:** 1. Trustee Kinsey
2. Trustee Kucher-Johnson
3. Trustee Linder
- Public School Boards' Association of Alberta (PSBAA) Representatives:** 1. Trustee Gilchrist
2. Trustee Heinrichs
- Spruce Grove Joint Use Committee:** 1. Trustee Kilduff
- Stony Plain Joint Use Committee:** 1. Trustee Gilchrist
- Council of School Councils:** 1. Trustee Kilduff

CARRIED

DESTRUCTION OF BALLOTS

No motion required.

ESTABLISHMENT OF 2016-2017 MEETING DATES

Res 125-2016

MOVED by Trustee Linder that the Board of Trustees approves the 2016-2017 meeting dates as amended at the Organization meeting of September 06, 2016.

CARRIED

Superintendent Monds provided information on the motion and answered questions.

POLICY 2 – APPENDIX – BOARD ANNUAL WORK PLAN (2016 – 2017)

Res 126-2015

MOVED by Trustee Kinsey that the Board of Trustees approves revisions to Policy 2, Appendix Board Annual Work Plan (2016–2017) as presented at the Organization meeting of September 06, 2016.

CARRIED

Superintendent Monds provided information on the motion and answered questions.

Res 127-2016

TRUSTEE DISCLOSURE STATEMENT

MOVED by Trustee Gilchrist that the Board of Trustees directs Trustees to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7 (13) Board Operations.

CARRIED

ADJOURNMENT

The Organization meeting was adjourned at 9:48 a.m.



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 SEPTEMBER 06, 2016

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Tim Monds, Superintendent of Schools
 Claire Jonsson, Associate Superintendent
 Dr. Dianne McConnell, Associate Superintendent
 Scott Johnston, Associate Superintendent
 Shauna Boyce, Associate Superintendent
 Jordi Weidman, Director Strategic Planning & Communications
 Jason Krefting, Director Financial Services
 Brenda Scott, Executive Assistant

CALL TO ORDER

The meeting was called to order by Chair Cameron at 9:54 a.m.

NATIONAL ANTHEM

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

TREATY SIX ACKNOWLEDGMENT

The Board Chair shared the Treaty 6 Acknowledgement statement. Trustee Gilchrist requested that the Treaty 6 Flag be added to the flags in the board room.

ANNOUNCEMENTS

Board Chair welcomed everyone to the first regular board meeting. He acknowledged the work of Parkland School Division staff members for a smooth start up to the school year.

CHANGES TO THE AGENDA

11.3 Add to request for information – “Name Change”

APPROVAL OF THE AGENDA

Res 128-2016 **MOVED** by Trustee Linder that the Agenda be approved as amended.

CARRIED

APPROVAL OF THE MINUTES

Res 129-2016 **MOVED** by Trustee Gilchrist that the Minutes of the Regular Meeting held on June 14, 2016 be approved as presented.

CARRIED

Res 130-2016 **MOVED** by Trustee Heinrichs that the Minutes of the Special Meeting held on June 21, 2016 be approved as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

There was no business

DELEGATION / PRESENTATION

There was no delegation or presentation.

Board Chair

Secretary-Treasurer

UNADOPTED

BOARD CHAIR REPORT

Chair Cameron reported on items received since the Boards last regular meeting. A letter was received from Ft. McMurray Public School Division thanking Parkland School Division for their support to the students from Ft. McMurray who enrolled in PSD following the evacuation of their city. A copy of the letter will be shared with schools and school councils.

SUPERINTENDENT REPORT

Superintendent Monds provided a verbal report and spoke to the work being done in Parkland School Division. He acknowledged all staff members that worked on the last minute details to have Prescott Learning Centre open on time.

Recess Break / Public Question Period

There was no public question period.

ACTION ITEMS

FINANCIAL REPORT PERIOD ENDING JULY 31, 2016

Res 131-2016

MOVED by Trustee Kucher-Johnson 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.

CARRIED

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

ADMINISTRATIVE REPORTS

FACILITY SERVICES SUMMER WORK

Res 132-2016

MOVED by Trustee Gilchrist that the Board of Trustees receives as information the Facility Services Summer Work Report as presented at the Regular Meeting of September 06, 2016.

CARRIED

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

TRUSTEE REPORTS

PSD Tomorrow Committee – June 21, 2016

Res 133-2016

MOVED by Trustee Heinrichs 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 21, 2016.

CARRIED

PSD Tomorrow Committee

Res 134-2016

MOVED by Trustee Kinsey 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 06, 2016.

CARRIED

Teacher Board Advisory Committee

Res 135-2016

MOVED by Trustee Kucher-Johnson 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 06, 2016.

CARRIED

Public School Boards' Association of Alberta

Trustee Gilchrist shared a report on the Public School Boards' Association.

Alberta School Boards' Association

No Report

Canadian School Boards' Association Conference

Trustee Kucher-Johnson and Trustee Kilduff provided a report on the Canadian School Boards' Association Conference that they attended in July 2016.

Board Chair

Secretary-Treasurer

UNADOPTED

FUTURE BUSINESS

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

Topics for Future Agendas

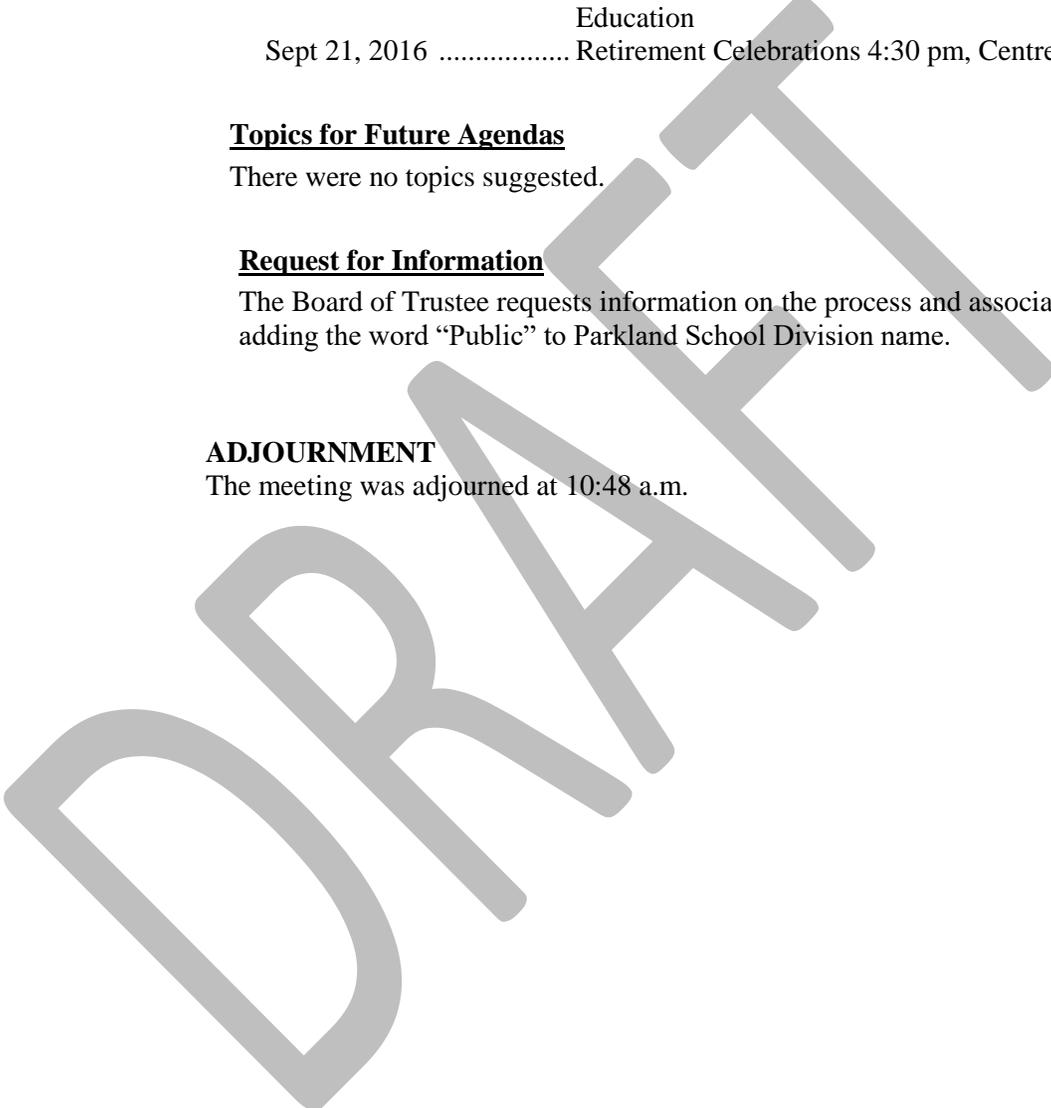
There were no topics suggested.

Request for Information

The Board of Trustee requests information on the process and associated costs of adding the word “Public” to Parkland School Division name.

ADJOURNMENT

The meeting was adjourned at 10:48 a.m.



Board Chair

Secretary-Treasurer



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **REDIVISION OF WARDS – REQUEST FOR MINISTERIAL APPROVAL**
Reference: *School Act* Sections 210 (d), 247

Recommendation

That the Board of Trustees of Parkland School Division No. 70, Pursuant to Sections 210(d) and 247 of the School Act, request approval of the Minister for the redivision of wards noting that the total number of trustees to be elected to the wards remains unchanged, as presented at its Regular Meeting of October 4, 2016.

Background

Pursuant to the School Act, RS 2000, Chapter S-3, s. 210 (d), the Board of Trustees seeks approval by way of a Ministerial Order setting out the boundaries of the new wards as described in the attached draft appendix.

In 2013, Parkland School Division's Trustees identified concerns with the current electoral wards. Specifically, it was felt that they no longer reflected the democratic principle of representation by population.

The Board recognizes that, once elected, Trustees represent the entire School Division. Parkland School Division's Board already reflects this principle, with many Trustees acting as the primary contact for schools outside their Wards.

In early 2015, Parkland School Division's Board engaged Russell Farmer and Associates Consulting Ltd to support a review of the current ward structure, and to provide options for realignment.

The Trustees assessed options trying to balance the principle of representation by population with the challenges of representing large geographic areas of the School Division.

The Board considered several potential models before identifying an option that it believes achieves the desired balance.

Highlights of the proposed model include:

- Adjusted electoral boundaries that address the current disparity in population between wards
- Retaining a total of seven Trustees for the School Division
- A move from four (4) to three (3) Wards outside the large urban centres of Spruce Grove and Stony Plain, and an increase from three (3) to four (4) trustees representing the large urban centres
- Spruce Grove and Stony Plain operating as a single combined Ward represented by four trustees.
- “Room to Grow” has been built into the model to ensure that anticipated population growth will allow the proposed Wards to meet the School Division’s needs into the future.

Ward	% of Population (Current)	% of Population (Proposed)
1	9%	10%
2	10%	14%
3	21%	16%
4	10%	15%
5	18%	n/a
6	14%	n/a

The Board of Trustees directed Administration to collect feedback on the proposed changes in electoral boundaries at the Regular Board Meeting of November 3, 2015. Trustees presented the proposed changes at municipal council meetings with the City of Spruce Grove, Town of Stony Plain and Parkland County, The proposed changes were also shared at School Council meetings and an online feedback form was available on the website for further public input. The Board of Trustees is now required to request approval of the minister for the redivision of wards from six (6) to four (4) with the total number of Trustees elected to wards remaining unchanged at seven (7).

Administration would be pleased to respond to any questions.

CJ:jc

DRAFT APPENDIX

**The Parkland School Division No. 70
Redivision of Ward and Trustee Order**

- 1 Pursuant to Sections 210(d) and 247 of the School Act, a resolution of The Parkland School Division No. 70, requesting approval of the Minister for the redivision of wards noting that the total number of trustees to be elected to the wards remains unchanged, as presented at its Regular Meeting of October 4, 2016 passed on _____.
- 2 Pursuant to Section 210 (d) of the School Act, the school division is redivided into four (4) wards as follows:
 - a. Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield, and Area)
 - b. Ward 2 (Parkland Village, Muir Lake and Area)
 - c. Ward 3 (Blueberry, Graminia and Area)
 - d. Ward 4 (City of Spruce Grove and Town of Stony Plain)
- 3 Pursuant to Section 247 of the School Act, the number of trustees to be elected to The Board of Trustees of The Parkland School Division No. 70 shall be seven (7) and the number of trustees to be elected to each ward shall be as follows:
 - a. One (1) trustee shall be elected from Ward 1
 - b. One (1) trustee shall be elected from Ward 2
 - c. One (1) trustee shall be elected from Ward 3
 - d. Four (4) trustees shall be elected at large from Ward 4
- 4 The boundaries of the wards referred to in section 2 are described as follows:

Ward 1 (Seba Beach, Wabamun, Tomahawk, Entwistle, Duffield and Area) shall be comprised of the following lands:

Township 50, Range 4, West of the 5th Meridian
Sections 19 to 21 inclusive; Sections 27 to 36 inclusive; Those portions of Sections 15 to 17 inclusive and Sections 22, 23, 25 and 26 and the North Half of Section 18 lying North and West of the North Saskatchewan River.

Township 50, Range 5, West of the 5th Meridian
Sections 19 to 36 inclusive; Those portions of Sections 13 to 15 inclusive, 17 and 18 lying North of the North Saskatchewan River.

Township 50, Range 6, West of the 5th Meridian
Sections 23 to 29 inclusive; Sections 31 to 36 inclusive; Those Portions of Section 13, 14, and 22 lying North of the North Saskatchewan River.

Township 51, Range 2, West of the 5th Meridian
Sections 16 and 17; Sections 20 and 21; Sections 28, and 29; Sections 31 to 33 inclusive; That portion of Section 30 lying North and East of the North Saskatchewan River; Those portions of Sections 5, 8, and 9 lying North of Highway 770; Those portions of sections 18 and 19 lying East of the North Saskatchewan River; That portion of section 7 lying East and North of the North Saskatchewan River and North of Highway 770; That portion of section 6 lying east of the North Saskatchewan River and North of Highway 770.

Township 51, Range 3, West of the 5th Meridian
Sections 6 to 8 inclusive; Sections 17 to 20 inclusive; Sections 25 to 36 inclusive; Those portions of Sections 5, 9, 15, 16 and 21 lying West of The North Saskatchewan River; Those portions of Sections 22 to 24 inclusive lying North of The North Saskatchewan River.

Township 51, Range 4, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 5, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 6, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 7, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 8, West of the 5th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 and 24; Those portions of Sections 3, 4, 9, 10, 15, 16, 22, 25 to 28 inclusive and 34 to 36 inclusive lying East of The Pembina River.

Township 52, Range 2, West of the 5th Meridian
Sections 4 to 9 inclusive; Sections 16 to 21 inclusive; Sections 28 to 33 inclusive; Those portions of Sections 27 and 34 lying West of Highway 770;

Township 52, Range 3, West of the 5th Meridian
Sections 1 to 14 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36.

Township 52, Range 4, West of the 5th Meridian
Sections 1 to 12 inclusive; Sections 17 to 20 inclusive; Those portions of Sections 16, 21 and 29 to 31 inclusive not included in The Wabamun Lake.

Township 52, Range 5, West of the 5th Meridian
Sections 1 to 33 inclusive; Those portions of Sections 34 to 36 inclusive not included in The Wabamun Lake.

Township 52, Range 6, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 52, Range 7, West of the 5th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive and 29 to 32 inclusive lying East of The Pembina River.

Township 52, Range 8, West of the 5th Meridian
Those portions of Sections 1 and 2 lying East of The Pembina River.

Township 53, Range 2, West of the 5th Meridian
Sections 4 to 8 inclusive; Sections 16 to 21 inclusive; Sections 29 and 30;
That portion of Section 9 West of Highway 770.

Township 53, Range 3, West of the 5th Meridian
Sections 1 to 30 inclusive.

Township 53, Range 4, West of the 5th Meridian
Section 9 to 11 inclusive; Sections 13 to 30 inclusive; Those portions of Sections 1 to 4 inclusive, 7, 8 and 12 not included in The Wabamun Lake.

Township 53, Range 5, West of the 5th Meridian

Section 13; Sections 18 to 30 inclusive; those portions of Sections 31 and 32 not included in The Isle Lake; Those portions of Sections 3 to 7 inclusive, 10 to 12 inclusive and 14 to 17 inclusive not included in The Wabamun Lake.

Township 53, Range 6, West of the 5th Meridian
Sections 1 to 21 inclusive; Section 24; Sections 28 to 33 inclusive; Those portions of Sections 22, 23 and 25 not included in The Isle Lake.

Township 53, Range 7, West of the 5th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 27 inclusive; Sections 35 and 36; Those portions of Sections 5 to 8 inclusive, 17 to 20 inclusive, 28, 29, 33 and 34 lying East of The Pembina River.

Township 54, Range 6, West of the 5th Meridian
Sections 4 to 9 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; Sections 28 and 29; Sections 32 and 33; Those portions of Sections 19, 30, and 31 lying East of The Pembina River.

Township 54, Range 7, West of the 5th Meridian
Sections 1 and 2; Sections 11 and 12; Those portions of Sections 3, 10, 13, 14, 15, 24 and 36 lying East of the Pembina River.

Ward 2 (Parkland Village, Muir Lake and Area) shall be comprised of the following lands:

Township 53, Range 26, West of the 4th Meridian
Sections 2 to 11 inclusive; Sections 14 to 21 inclusive; Those portions of Sections 22, 23, and 27 not included in The Big Lake.

Township 53, Range 27, West of the 4th Meridian
Section 7; Sections 13 to 36 inclusive; East halves of Sections 1 and 12.

Township 53, Range 28, West of the 4th Meridian
Fractional Sections 12, 13, 24, 25 and 36.

Township 53, Range 1, West of the 4th Meridian
Section 3; Sections 8 to 29 inclusive; Sections 32 to 36 inclusive; West half of Section 2; The portion of Sections 4, 5 and 7 lying North and East of Highway 16A;

Township 53, Range 2, West of the 4th Meridian
Sections 13 to 15 inclusive; Sections 22 to 24 inclusive; The portion of Section 12 lying North and East of Highway 16A.

Township 54, Range 27, West of the 4th Meridian
Sections 4 to 8 inclusive; That portion of Section 9 not included in Gladu Lake.

Township 54, Range 28, West of the 4th Meridian
Fractional Sections 1 and 12.

Township 54, Range 1, West of the 5th Meridian
Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

Ward 3 (Blueberry, Graminia, and Area) shall be comprised of the following lands:

Township 50, Range 26, West of the 4th Meridian
That portion of Section 31 lying North and West of The North Saskatchewan River; Those portions of Sections 32 and 35 lying North of The North Saskatchewan River.

Township 50, Range 27, West of the 4th Meridian
Sections 31 to 33 inclusive; Those portions of Sections 27 to 30 inclusive and 34 to 36 inclusive lying North of The North Saskatchewan River.

Township 50, Range 28, West of the 4th Meridian
Sections 35 and 36; Those portions of Sections 23, 25 and 26 lying North of The North Saskatchewan River.

Township 50, Range 1, West of the 5th Meridian
Sections 25 and 26; Sections 31 to 36 inclusive; Those portions of Sections 22 to 24 inclusive and 28 to 30 inclusive lying North of The North Saskatchewan River; That portion of Section 27 lying East of The North Saskatchewan River.

Township 50, Range 2. West of the 5th Meridian
Those portions of Sections 33 to 36 inclusive lying North and East of The North Saskatchewan River.

Township 51, Range 25, West of the 4th Meridian
That portion of Section 7 lying North of The North Saskatchewan River; That portion of Section 8 lying North and West of The North Saskatchewan River; Those portions of the South halves of Sections 17 and 18 lying West of The North Saskatchewan River and South of The Road Plan 6393 A.G.

Township 51, Range 26, West of the 4th Meridian

Sections 4 to 36 inclusive; Those portions of Sections 1 to 3 inclusive lying West and North of The North Saskatchewan River.

Township 51, Range 27, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 28, West of the 4th Meridian
Fractional Sections 1, 12, 13, 24, 25, and 36.

Township 51, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 51, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Section 4 lying North of the North Saskatchewan River; Those portions of Section 5 lying North of the North Saskatchewan River and South of Highway 770; That portion of Section 6 lying North and East of the North Saskatchewan River and South of Highway 770; That portion of Section 9 lying South and East of Highway 770;

Township 52, Range 26, West of the 4th Meridian
Sections 6 and 7; Sections 18 and 19; Sections 26 to 35 inclusive.

Township 52, Range 27, West of the 4th Meridian
Sections 1 to 18 inclusive; Sections 21 to 26 inclusive; Sections 35 and 36; South half and Northeast quarter of Section 20; South half and Northwest quarter and that portion of the Northeast quarter of Section 28 lying outside of the municipal boundary of The City of Spruce Grove; South half of Section 27; East half of Section 29; Southeast quarter of Section 19.

Township 52, Range 28, West of the 4th Meridian
Fractional Sections 1, 12, and 13

Township 52, Range 1, West of the 5th Meridian
Sections 1 to 23 inclusive; Sections 27 to 34 inclusive; South half of Section 24.

Township 52, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 26 inclusive; Sections 35 and 36; Those portions of Sections 27 and 34 lying East of Highway 770;

Township 53, Range 1, West of the 5th Meridian

DRAFT

Section 6; Those portions of Sections 4, 5, and 7 lying South and West of Highway 16A;

Township 53, Range 2, West of the 5th Meridian
Sections 1 to 3 inclusive; Sections 10 and 11; That portion of Section 12 lying South and West of Highway 16A; That portion of Section 9 lying East of Highway 770.

Ward 4 (City of Spruce Grove and Town of Stony Plain) shall be comprised of the following lands:

The lands lying within the municipal boundaries of The Town of Stony Plain.

The lands lying within the municipal boundaries of The City of Spruce Grove.



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Shauna Boyce, Associate Superintendent
Resource: Jordi Weidman, Director of Communications & Strategic Planning
Subject: **Board Communication Plan**

Recommendation

That the Board of Trustees receives as information, the *Board Communication Plan*, as presented at the Regular Meeting of October 04, 2016.

Background

In Parkland School Division (PSD), we EMBRACE open and honest communication. The goals, strategies and tactics defined in this corporate communications plan will be executed with this commitment to transparency in mind.

PSD has a compelling story to share with many audiences – business and political leaders, community, students, parents and staff. With over 10,400 students and 1,100 staff in 22 schools, three alternative sites, and the Centre for Education, PSD is a major economic and social contributor to the Tri-Municipal Area and its stories will have great meaning and impact to a wide range of audiences. Enhancing existing communication efforts (both divisionally and at the school level) and defining new communications opportunities is a key priority within this communications plan.

Parkland School Division's vision and mission guide this plan. Defining actionable, results-oriented goals is critical to the success of the organization's strategic communications and marketing efforts. These goals identify needs to be accomplished and express a commitment to communicating. The goals provide the overarching direction for the strategic communications plan, with strategies and tactics defining 'how' these goals will be achieved.

The strategic communications goals will be instrumental in shaping key messages to targeted audiences from public relations, advertising, promotions, government relations, and media relations perspectives.

Administration would be pleased to answer any questions.

TM:bms



Parkland School Division 2016 - 2018 Board Communications Plan

A. Introduction and Background

In Parkland School Division (PSD), we EMBRACE open and honest communication. The goals, strategies and tactics defined in this corporate communications plan will be executed with this commitment to transparency in mind.

PSD has a compelling story to share with many audiences – business and political leaders, community, students, parents and staff. With over 10,400 students and 1,100 staff in 22 schools, three alternative sites, and the Centre for Education, PSD is a major economic and social contributor to the Tri-Municipal Area and its stories will have great meaning and impact to a wide range of audiences. Enhancing existing communication efforts (both divisionally and at the school level) and defining new communications opportunities is a key priority within this communications plan.

B. Communications Goals

Parkland School Division's vision and mission guide this plan. Defining actionable, results-oriented goals is critical to the success of the organization's strategic communications and marketing efforts. These goals identify needs to be accomplished and express a commitment to communicating. The goals provide the overarching direction for the strategic communications plan, with strategies and tactics defining 'how' these goals will be achieved.

The strategic communications goals will be instrumental in shaping key messages to targeted audiences from public relations, advertising, promotions, government relations, and media relations perspectives.

For the purpose of PSD's communications plan, the following goals will be core priorities:

- 1) **Brand Awareness** – Raising awareness and the profile of PSD by outlining the organization's impact and contributions is a significant priority – it is important to proactively share PSD's story through planned communications activities.
- 2) **Community Engagement** – An Assurance Model for planning means that the Board is committed to determining the level of confidence that our stakeholders have in our system. Assurance provides a framework for the Division to continue maintaining close alignment with the direction and goals of the Ministry but with a stronger focus on being more responsive to the needs of the Division's school communities. The Assurance Model framework enables Parkland School Division to ensure learner success by collaboratively defining goals with all our stakeholders.
- 3) **Reputation Management** – Parkland School Division has built and maintained a positive reputation with many diverse stakeholder groups over the years. PSD will build on these successes, while defining and implementing issues/reputation management strategies to help protect the brand image of the organization.

- 4) **Internal Communications** – It is incredibly important for all PSD staff (administrators, educators, non-teaching staff, and CFE employees) to understand and share the organization’s vision, mission and values. Only by creating this level of awareness and engagement can PSD develop an effective core of ambassadors from within the organization.

C. **Audiences**

Primary Audiences

Parents/Grandparents/Guardians

Students

Staff (both teachers and non-teaching staff)

School Councils and Council of School Councils

Government of Alberta/Alberta Education

Secondary Audiences

Municipalities (Administrators and Governance)

Local Communities (Spruce Grove, Stony Plain and Parkland County residents with no children in the school system)

Government of Canada

Service groups and businesses in Tri-Municipal Area

Influential education opinion leaders/organizations within Alberta

D. **Communications Plan Critical Path (including goals, strategies, and tactics)**

Goal # 1 – Brand Awareness

Raising awareness and the profile of PSD by outlining the organization’s impact and contributions is a significant priority – it is important to proactively share PSD’s story through planned communications activities.

Strategies

1. Develop clear and compelling communications collaterals that effectively define PSD’s current accomplishments, vision/mission and future-focused priorities – in essence, telling PSD’s story.
2. Ensure PSD’s primary website is updated with timely and current ‘news and information’ as newsworthy school-based or division programs/accomplishments are identified. psd70.ab.ca will be the most trusted source of division-wide news and information.
3. Work collaboratively with local news media (including Reporter/Examiner, Community Voice and local radio station 88.1 THE ONE) as means to showcase school-based and division-wide programs, priorities and successes. Collaboration to include submitted articles and providing media releases on newsworthy programs.
4. Expand media relations efforts on significant division-wide programs (e.g. 184 Days of Learning, digital portfolios, etc.) to targeted Edmonton-based print and broadcast media.
5. Optimize various advertising opportunities (print, web-based, and non-traditional) as a means to broaden awareness of PSD’s school programs, division-wide accomplishments and future-focused direction. (Cont’d...)

6. Leverage greater coordination of PSD's social media platforms (Twitter and Facebook) to foster broader two-way communication with stakeholders, in addition to sharing relevant and topical information in a proactive manner.
7. Develop and execute a more comprehensive digital communications platform for PSD – including the creation of a branded YouTube channel for PSD with weekly upload of new video content.
8. Implement concise brand identity and logo guidelines for PSD (CFE and schools) to ensure consistency of logo branding and use of new positioning line in all collaterals, digital communications, and advertising.

A sample of proposed communications tactics include:

1. Regular updates to PSD website of significant news and announcements (including media releases)
2. Develop division profile brochure that defines priorities, core programs, and accomplishments
3. Develop community report capturing successes in priority areas and other AERR components
4. Media releases distributed highlighting division or school-based programs/successes
5. Leverage ongoing advertising opportunities in Reporter/Examiner
6. Leverage unpaid advertising opportunities with third party vendors/partners in your Bring Your Own Device (BYOD) program.
7. Define additional advertising opportunities in non-traditional media
8. Continue to develop a branded PSD YouTube Channel with new, dynamic video content (1st video to focus on communicating connection to new vision/mission/values for PSD)
9. Maintain a strong social media presence (Twitter and Facebook)

Goal # 2 – Community/Stakeholder Engagement

Building on the success of previous efforts, PSD will continue to engage its stakeholders and community partners as we celebrate successes and define priorities for the future.

Strategies

1. Through possible speaking engagements, identify opportunities for PSD Board Chair/Trustees or Superintendent to share PSD's story with local service clubs, business, and community groups.
2. Continue the practice of one-on-one meetings with municipal, provincial and federal government representatives and senior administrators.
3. Use PSD website and blogs for Board Chair and Superintendent to engage in regular dialogue with education stakeholders.
4. Use program showcases/special events at PSD schools to engage and inform political, community and business leaders. Examples: PSD Opening Day, PSD Shares Annual Breakfast, PSD Parent Engagement Evening
5. Expand opportunities for informal meetings between PSD Board of Trustees and other school boards and municipal/county councils in Parkland County and surrounding area.

6. Identify new opportunities for the PSD Board of Trustees to communicate directly with parents and other education stakeholders in respective school communities (e.g. a monthly PSD Board insert in school newsletters). This will also include outlining specific roles/responsibilities for effectively engaging the Council of School Councils (COSC).

A sample of proposed communications tactics include:

1. Identify and schedule speaking engagements for Superintendent, Board Chair and Trustees with Chambers of Commerce, Service Clubs (Rotary, Lions, Elks) and other stakeholder groups
2. Identify opportunities for 1-on-1 conversations with elected officials to carry out Board advocacy efforts
3. Identify community/business events for Board and Senior Exec to attend and establish yearly calendar
4. Maintain monthly messages/blogs from Superintendent and Board Chair via PSD website
5. Identify, track, and schedule informal group meeting opportunities for PSD Board with other school boards and municipal/regional councils
6. Identify specific opportunities to engage Minister of Education and senior departmental officials in events/programs within PSD
7. ThoughtExchange - The ThoughtExchange process enables stakeholders to share their thoughts with the school community. These individual thoughts are then considered, responded to and evaluated to determine a level of confidence (assurance) in how well Parkland School Division is doing in the achievement of its goals and priorities. These shared thoughts are formative assessments (as opposed to numerical measurements) that can be used to evaluate progress and plan for growth.

Goal # 3 – Reputation Management

Parkland School Division has built and maintained a positive reputation with many diverse stakeholder groups over the years. PSD will build on these successes, while defining and implementing issues/reputation management strategies to help protect the brand image of the organization.

Strategies

1. PSD will formalize its process to inform Trustees and Senior Executive of 'issues management' concerns and will distribute key message summaries to Trustees as issues arise.
2. PSD's Communications Director will work closely with Board Chair and Superintendent to ensure adequate issues management response/plans are prepared for significant issues management considerations.
3. Additional media relations training will be provided to Board Chair and Superintendent to ensure all spokespeople are adequately prepared when issues arise.
4. Environmental and media relations scans will be conducted regularly to determine if local, regional, or provincial education issues are escalating that will require a response from PSD. Proactive issues management plans will be developed and key messages shared with the appropriate personnel as circumstances warrant.

A sample of proposed communications tactics include:

1. Director of Communications to formalize process of email 'issue alerts' to be shared with Trustees and Senior Executive as significant issues arise
2. Communications plans to be prepared for emergent division-wide issues
3. Crisis communications and media relations refresher sessions to be held with Superintendent, Board Chair and Trustees
4. Develop and present issues management/crisis communication workshop for PSD Lead Team
5. Conduct regular environmental scans of current/emergent education issues to determine response/messaging for PSD

Goal # 4 – Internal Communications

It is incredibly important for all PSD staff (administrators, educators, non-teaching staff, and CFE employees) to understand and share the organization's vision, mission and values. Only by creating this level of awareness and engagement can PSD develop an effective core of ambassadors from within the organization.

Strategies

1. Use multiple communications channels (print, intranet (The Chalkboard), and internal newsletters) to increase the level of staff awareness and engagement within PSD.
2. Leverage staff engagement (and feedback) from events and meetings to enhance communications and define priorities for the future. (Staff ThoughtExchange)
3. Optimize electronic communications to ensure that all staff members receive information in a timely manner regarding decisions made at Board level, and significant decisions made by Senior Administration.

A sample of proposed communications tactics include:

1. Continue the practice of email communication to all PSD staff from Superintendent re: significant emerging issues
2. Continue practice of forwarding Superintendent and Board Chair monthly messages to all PSD staff
3. Continue practice of using CFE staff meetings to communicate division-wide successes.
4. Distribution of 'On-line' staff newsletter
5. Board Meeting Highlights to be shared by Board members at follow-up School Council meetings for area schools
6. New teacher orientation provides opportunity to share corporate message and communicate message of appreciation
7. Corporate engagement and appreciation message opportunity via appreciation/award events, including: Milestones & Merits/Excellence in Teaching, Edwin Parr and Retirement.
8. Leverage 'Lead Team' meetings to define importance of internal communications



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Subject: **CHANGE TIME FOR NOVEMBER 1, 2016 REGULAR BOARD MEETING**

Recommendation

That the Board of Trustees approves changing the start time of the November 1, 2016 Regular Board meeting to 9:30 a.m. as presented at the Regular Meeting of October 04, 2016.

TM:bms



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **Enrolment Report as of September 30, 2016**

Recommendation

That the Board of Trustees receives as information the Parkland School Division No. 70's Enrolment Report as of September 30, 2016 as presented at the Regular Meeting of October 04, 2016.

Background

The enrolment report information will be distributed at the meeting.

Administration would be pleased to respond to questions.

CJ:jc

Schedule B

Enrolment Report at September 30, 2016

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	09/30/16	Preliminary 6/14/16	9/30/15	09/30/14	09/30/13	09/28/12
Blueberry	44	62	49	50	67	55	64	47	63	52				553	574	571	559	514	518
Brookwood	167	129	134	150	132									712	689	828	732	584	575
Maranatha	47	32	30	40	25									174					
Other	120	97	104	110	107									538					
Connections for Learning		10	10	9	13	13	10	10	9	8	7	22	30	151	113	116	97	95	121
Home Ed		2	3	2	2	3	6	6	3	8	4		3	42	0	36	28	24	26
Bright Bank Institutional					1	3	4	2						10	0	11	10	11	11
Duffield	37	32	22	30	31	30	37	27	31	35				312	296	296	280	263	274
École Broxton Park	194	88	88	59	58	63	43	41	34	43				711	742	1016	972	874	771
French	92	87	84	56	52	52	37	35	29	37				561	0	533	500	415	366
Maranatha														0	0	313	292	290	267
Other	102	1	4	3	6	11	6	6	5	6				150	742	170	180	169	138
École Meridian Heights	82	76	93	81	68	68	63	50	66	58				705	756	723	717	706	668
English	12	12	30	29	17	30	33	22	32	28				245	756	263	292	294	289
French	70	64	63	52	51	38	30	28	34	30				460	0	460	425	412	379
Entwistle	14	14	13	12	14	16	18	8	9	15				133	133	130	132	130	118
Forest Green	35	43	43	38	48	34	34							275	291	273	250	254	248
Graminia	45	59	49	52	65	56	66	45	46	48				531	551	531	510	513	523
Greystone Centennial Middle						83	107	109	137	113				549	576	694	662	633	532
High Park	54	50	53	47	51	39	47	41	54	49				485	487	453	449	467	469
Keephills														0	0	0	44	59	49
Memorial Composite High											393	388	373	1154	1165	1162	1164	1163	1177
Millgrove	110	100	102	114	129									555	568	414	507	591	559
Muir Lake	53	33	41	46	46	48	45	46	43	35				436	419	433	437	433	428
Parkland Village	41	45	33	34	43									196	243	249	212	188	182
Prescott Learning Centre	90	41	72	71	36	79	66	62	70					587	552				
Seba Beach	6	9	7	10	10	12	8	10	19	14				105	91	94	76	95	113
Spruce Grove Composite High											328	310	400	1038	1094	1029	1040	976	968
English											283	282	368	933	1094	937	935	870	876
French											45	28	32	105	0	92	105	106	92
Stony Plain Central	67	42	47	50	38	56	51	69	86	89				595	597	591	504	475	439
Tomahawk	18	11	15	14	7	9	7	12	7	10				110	136	129	131	116	116
Wabamun	14	18	11	13	16	11	9	14	6	6				118	120	126	125	119	108
Woodhaven Middle						137	132	119	96	137				621	652	608	593	571	558
Maranatha						25	28	23	25	19				120					
Other						112	104	96	71	118				501					
ECS - Grade 12 Enrolment	1,071	864	885	882	875	815	817	718	779	720	732	720	806	10,684	10,845	10,513	10,231	9,854	9,551
Memorial Outreach											1	12	62	75	0	77	101	98	86
Spruce Grove Outreach											9	29	91	129	0	78	101	56	46
Outreach Programs											10	41	153	204	0	155	202	154	132
Total Enrolment	1071	864	885	882	875	815	817	718	779	720	742	761	959	10,888	10845	10668	10433	10008	9683
Projected Additional Outreach Enrolments*											10	23	47	80	284	108	41	192	156
Total Enrolment - Projected and Registered	1071	864	885	882	875	815	817	718	779	720	752	784	1006	10,968	11129	10776	10474	10200	9839

*Outreach students enroll in classes throughout the year

Schedule B
Enrolment Report at September 30, 2016

Enrolment - Community A

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	09/30/16	6/14/2016	09/30/15	09/30/14	09/30/13	09/28/12
Duffield	37	32	22	30	31	30	37	27	31	35				312	296	296	280	263	274
Entwistle	14	14	13	12	14	16	18	8	9	15				133	133	130	132	130	118
Seba Beach	6	9	7	10	10	12	8	10	19	14				105	91	94	76	95	113
Tomahawk	18	11	15	14	7	9	7	12	7	10				110	136	129	131	116	116
Wabamun	14	18	11	13	16	11	9	14	6	6				118	120	126	125	119	108
Total Community A	89	84	68	79	78	78	79	71	72	80	0	0	0	778	776	775	788	782	778

Enrolment - Community B

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	09/30/16	6/14/2016	09/30/15	09/30/14	09/30/13	09/28/12
Forest Green	35	43	43	38	48	34	34							275	291	273	250	254	248
High Park	54	50	53	47	51	39	47	41	54	49				485	487	453	449	467	469
Memorial Composite High											393	388	373	1154	1165	1162	1164	1163	1177
Ecole Meridian Heights	82	76	93	81	68	68	63	50	66	58				705	756	723	717	706	668
Stony Plain Central	67	42	47	50	38	56	51	69	86	89				595	597	591	504	475	439
Stony Plain	238	211	236	216	205	197	195	160	206	196	393	388	373	3214	3296	3202	3084	3065	3001
Connections for Learning		10	10	9	13	13	10	10	9	8	7	22	30	151	113	116	97	95	121
Home Ed		2	3	2	2	3	6	6	3	8	4		3	42	0	36	28	24	26
Bright Bank Institutional					1	3	4	2						10	0	11	10	11	11
Muir Lake	53	33	41	46	46	48	45	46	43	35				436	419	433	437	433	428
Blueberry	44	62	49	50	67	55	64	47	63	52				553	574	571	559	514	518
Total Community B	335	318	339	323	334	319	324	271	324	299	404	410	406	4406	4402	4369	4215	4142	4105

Enrolment - Community C

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	09/30/16	6/14/2016	09/30/15	09/30/14	09/30/13	09/28/12
Brookwood	167	129	134	150	132									712	689	828	732	584	575
Ecole Broxton Park	194	88	88	59	58	63	43	41	34	43				711	742	1016	972	874	771
Greystone Centennial Middle						83	107	109	137	113				549	576	694	662	633	532
Millgrove	110	100	102	114	129									555	568	414	507	591	559
Prescott Learning Centre	90	41	72	71	36	79	66	62	70					587	552	0	0	0	0
Spruce Grove Composite High											328	310	400	1,038	1094	1029	1040	976	968
Woodhaven Middle						137	132	119	96	137				621	652	608	593	571	558
Spruce Grove	561	358	396	394	355	362	348	331	337	293	328	310	400	4,773	4873	4589	4506	4229	3963
Graminia	45	59	49	52	65	56	66	45	46	48				531	551	531	510	513	523
Parkland Village	41	45	33	34	43									196	243	249	212	188	182
Total Community C	647	462	478	480	463	418	414	376	383	341	328	310	400	5,500	5667	5369	5228	4930	4668

Enrolment - Outreach Programs

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	09/30/16	6/14/2016	09/30/15	09/30/14	09/30/13	09/28/12
Memorial Outreach											1	12	62	75	0	77	101	98	86
Spruce Grove Outreach											9	29	91	129	0	78	101	56	46
Projected Additional Outreach Enrolments											10	23	47	80	249	108	41	192	156
Total Outreach											20	64	200	284	284	263	243	346	288



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Subject: **PSD Tomorrow Committee**

Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of September 20, 2016 as presented at the Regular Meeting of October 04, 2016.

TM:bms



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, SEPTEMBER 20, 2016.**

ATTENDANCE:

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

REGRETS:

Dorcas Kilduff, Trustee

1. Call to Order

Board Chair Cameron called meeting to order 1:45 p.m.

1.1. Changes to the Agenda

Add:

- 2.1 Ad Hoc Fee Committee
- 7.2 School Board Governance, Leadership and the Law Workshop
- 8.2 Municipal Sustainability Initiative Grant (MSI)
- 8.3 Minister of Education Meeting
- 11.1 Cross Boundary Fees in Jurisdiction
- 11.2 Defibrillators in Schools
- 11.3 Deputy Minister Announcement
- 11.4 Date Changes

Move:

- 8.1 Ward Re-structure to Incamera

1.2. Approval of the Agenda

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

CARRIED

2. Fee Module Presentation

Mr. Krefting presented information on the Acorn School Fee Management system schools are using that allows parents an online portal to view their children's accounts and make payments.

2.1 Ad Hoc Fee Committee

The Ad Hoc Fee Committee, which was created last year, will meet in the new year to discuss the provincial initiatives on school fees and review the general principles of school fees. This committee includes Trustees Heinrichs, Gilchrist and Cameron.

3. Policy Review

Trustees discussed the format to review the Board Policies. Two dates will be booked after January for Trustees to meet with Senior Administration to review the Board Policies.

4. Name Change

Trustees discussed the options of changing PSD's name to include the word "Public". Mr. Weidman shared information on the process to change Parkland School Division's name. Discussion ensued. A motion will be brought forward at an upcoming Board meeting.

5. Student Learning Assessments (SLAs) Fact Sheet

Dr. McConnell shared a document created for Trustees, by Alberta Education, on information about Student Learning Assessments (SLAs). Discussion ensued.

6. Wellness

Superintendent Monds and Dr. McConnell provided an update on the wellness programs being offered to staff to enhance the culture of wellness. Trustees are welcome to participate.

Board Chair called a recess at 2:04 p.m.

Meeting resumed at 2:15 p.m.

7. Trustee Conferences 2016-17

Board Chair shared information he gathered on the conferences that Trustee's preferred. Conferences will be added to Trustee's calendar.

7.1 Japan Exchange 2017

Trustees discussed the opportunity of sending a Trustee on the annual Japanese Exchange hosted by the Town of Stony Plain. Trustees agreed that this is a good program to support. Trustee Linder has put her name forward to participate in the exchange if it occurs again in 2017.

7.2 School Board Governance, Leadership and the Law Workshop

Board Chair shared information on an upcoming workshop hosted by McLennan Ross LLP on October 1 and 2, 2016. Calendar appointments will be sent out and Trustees can indicate if they wish to attend.

8. Updates

8.1 New School #2

The tender is ready to be sent out. Plans will include opportunity for renewal energy resources that will be supported by the government.

8.2 Municipal Sustainability Initiative (MSI) Grant.

Board Chair will be meeting with our local MLAs to get more information on the MSI grant.

8.3 Minister of Education meeting

The Board Chair and Superintendent will be meeting with the Minister in October to provide him with information on the work being done in Parkland School Division.

9. Outloud

Trustees have received an invitation to attend a show and silent auction in support of LGTBQ. This will not be a Board funded opportunity. Individual Trustees wishing to attend may do so, but will not be reimbursed for travel costs or attendance.

10. Advocacy Committee

Meeting dates will be set in the new year for the committee to meet as a whole. Senior Administration will be invited to attend. The purpose of the meeting will be to review Board Policies.

11. Other

11.1 Cross Boundary Fee Jurisdiction.

Trustee Heinrichs requested clarification on cross boundary fees. Mr. Johnston responded. Discussion ensued.

11.2 Defibrillators in Schools

Trustee Heinrichs requested information on defibrillators in schools. Trustee Gilchrist will follow up with ASBIE on insurance.

11.3 Assistant Deputy Minister Announcement

Trustee Kucher-Johnson announced that the Graminia School Council Chair has accepted the position of Assistant Deputy Minister for Strategic Services and Governance Division.

11.4 Meeting Date Changes

Due to conflict of schedules there is a request to change the following Strategic Planning meeting dates: October 25 and December 6. Once new dates are determined, a calendar appointment will be sent.

12. Incamera

Res 138-2016 MOTION TO MOVE INCAMERA

MOVED by Trustee Kinsey that the Board of Trustees moves to incamera at 2:50 pm.

CARRIED

Res 139-2016 MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Linder that the Board of Trustees reverts to a public meeting at 3:45 p.m.

CARRIED

13. Adjournment

The meeting was adjourned at 3:45 p.m.

NEXT MEETING - Monday, October 17, 2016 at 12:30 p.m.



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Dianne McConnell, Associate Superintendent
Subject: Education Committee

Recommendation

That the Board of Trustees receives as information the Education Committee minutes of September 20, 2016 as presented at the Regular Meeting of October 04, 2016.

DM:ds



**MINUTES OF THE EDUCATION COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY
PLAIN, ALBERTA ON TUESDAY, SEPTEMBER 20, 2016**

ATTENDANCE:

Eric Cameron, Board Chair
Ron Heinrichs – Vice Chair
Kathleen Linder, Trustee
Sally Kucher-Johnson, Education Committee Chair
Richard Gilchrist - Trustee
Elsie Kinsey, Trustee
Tim Monds, Superintendent
Dianne McConnell, Associate Superintendent
Shauna Boyce, Associate Superintendent
Scott Johnston – Associate Superintendent

Carolyn Cameron – Division Principal
Leah Andrews – Director, Learning Supports
Linda Simmonds – Principal School #2
Christine Ross – Principal, Parkland Village School
Jordi Weidman – Director Communications

Regrets: Dorcas Kilduff - Trustee

CALL TO ORDER

The meeting was called to order at 9:00 am by Sally Kucher-Johnson, Chair of the Education Committee, followed by a welcome and introductions.

ACTION ITEMS

- Sally Kucher-Johnson, chair of Education Committee welcomed everyone to this morning's meeting and asked participants to introduce themselves. She reviewed the agenda and informed the committee that our student guests will be arriving later in the meeting.
- The education plan is the board's plan that outlines the expected goals, outcomes and evidence of the delivery of educational programming in our schools. We have identified four main goals, inclusion, wellness, quality learning and leadership. As a board we believe that these goals are not exclusive of one another rather they are integrated together and therefore as we focus on any one goal we do so knowing that this goal is implemented in the presence of the other three goals. The purpose of today's meeting is to explore further how these goals are interconnected and an example of what these goals look like in practical application.

Review of Parkland School Division's Education Plan - Leah Andrews, Director, Learning Supports

- Leah provided a brief overview of PSD's Education Plan and emphasized the focused work around the importance of getting to know our students and getting to know ourselves as individuals as foundational to bringing the Education Plan to life in our schools.
- Leah showed the video **The Adaptable Mind** which focuses on the importance of developing the human skills of curiosity, creativity, empathy, multi-disciplinary thinking and empathy.

Quality Learning Framework Carolyn Cameron, Division Principal

- Attached is the Quality Learning Framework handout outlining the 5 pillars or areas of focus within the Quality Learning Framework.

INFORMATION AND DISCUSSION

Parkland Village School Team was introduced and the students did a presentation on their Tinker Lab. The Education Committee had the opportunity to interact with the students at several Tinker Lab centers that they brought for demonstration.

ADJOURNMENT

The meeting was adjourned at 11:30 a.m.



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **Audit Committee**

Recommendation

That the Board of Trustees receives as information the Audit Committee minutes of September 14, 2016 as presented at the Regular Meeting of October 04, 2016.

CJ:jc



**MINUTES OF THE AUDIT COMMITTEE MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA
ON WEDNESDAY, SEPTEMBER 14, 2016.**

ATTENDANCE:

Eric Cameron, Board Chair
Richard Gilchrist, Trustee
Sally Kucher-Johnson, Trustee
Tim Monds, Superintendent

Claire Jonsson, Associate Superintendent
Jason Krefting, Director, Business and Finance
Jeff Baker, PricewaterhouseCoopers
Jenny Chen, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 9:03 a.m.

ACTION ITEMS

2. Audit Committee Composition, Policy 8 (5)

Committee members reviewed the terms of reference for the Audit Committee.

5.2.1 – Chair

Trustee Gilchrist was declared Chairperson of the Committee for the 2016 – 17 school year.

5.2.2 – Member at Large

One member at large shall be selected. A draft advertisement was presented and approved by the committee. The advertisement will run in the local newspaper, be posted on PSD website and be sent to Spruce Grove Chamber of Commerce and Stony Plain Chamber of Commerce.

3. 2015-16 Audit Plan – PricewaterhouseCoopers

Mr. Jeff Baker of PricewaterhouseCoopers presented the Audit Plan for the year ending August 31, 2016. Mr. Baker summarized the audit plan including information on expected audit timeline, audit risks, approach and audit fees. Acorn and PowerSchool have been implemented throughout the division schools and have enabled automated electronic payments. Security and controls will be reviewed as part of the IT Audit.

Mr. Baker answered questions regarding audit deliverables and processes.

Res 136-2016 MOVED by Chairperson Gilchrist that the Audit Committee moves in-camera at 9:38 a.m.

CARRIED

Res 137-2016 MOVED by Chairperson Gilchrist that the Audit Committee moves out of in-camera at 9:44 a.m.

CARRIED

4. Alberta Government Reporting

Mr. Krefting reviewed Alberta Government Reporting requirements and templates, and answered questions.

5. Items for Future Agendas

- Long-term Financial Impact of Regional Transportation System on Parkland School Division
- Audit Committee's Scope of Responsibilities
- School Audits

6. ADJOURNMENT

Meeting adjourned at 10:13 a.m.

Next Meeting: November 17, 2016 at 1:00 p.m.



MEMORANDUM

Date: October 04, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **Benefits Committee**

Recommendation

That the Board of Trustees receives as information the Benefits Committee minutes of September 19, 2016 as presented at the Regular Meeting of October 04, 2016.

CJ:jc



**MINUTES OF THE BENEFITS COMMITTEE MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON
MONDAY, SEPTEMBER 19, 2016.**

ATTENDANCE:

Sally Kucher-Johnson, Trustee
Kyle Stinson, Benefex Consulting Inc.
Regan Cwynar, IUOE, Acting Chair
Christine Sauer, CAAMSE
Lori Green, NUG

Claire Jonsson, Associate Superintendent
Shae Abba, Director, People Services
Cheryl Hardy, Payroll Lead
Jenny Chen, Recording Secretary

Regrets

Darlene Keating, IUOE
Jay McGeough, IUOE
Keri Zylla, CAAMSE

1. CALL TO ORDER

The meeting was called to order at 3:18 pm by acting Chair Regan Cwynar.

1.1 Changes to the Agenda

There were no changes to the agenda.

1.2 Approval of the Agenda

MOVED by Christine Sauer that the agenda be approved as presented.

CARRIED

2. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

3. BENEFITS PLAN ADVISORY COMMITTEE

3.1 Board Committee Policy 8 (3) Terms of Reference

Committee members reviewed the Terms of Reference for the Benefits Plan Advisory Committee.

3.2 Election of Committee Chair

It was agreed that a CAAMSE member will chair the committee for the 2016-2017 School Year.

4. EXPERIENCE REPORT

4.1 ASO Health & Dental Experience Report – January 1 to August 31, 2016

Kyle Stinson reported on the ASO Health and Dental Experience Report for the period January 1 to August 31, 2016 with the committee. A year-over-year comparison of claim rates in the 8-month period (January 1 – August 31) from 2013 to 2016, with a breakdown by service category, was provided.

On the health side, claim rate for January 1 to August 31, 2016 increased by 5.2% compared with January 1 to August 31, 2015. On the dental side, there was a decline of 3.8% for the period of January 1 to August 31, 2016 compared with January 1 to August 31, 2015. Health Spending Account claims during the same period increased by 4.8% compared with January 1 to August 31, 2015.

Kyle indicated that Sunlife incorporated a 5% Health trend adjustment and a 10% Dental utilization/trend adjustment on January 1, 2016. Year to date, Health experience is running near anticipated levels however

Dental is running below anticipated levels. Based on these results, minimal rate adjustments are anticipated come the January 1, 2017 renewal.

4.2 Question and Answer Session

Kyle shared the Alberta Dental Fee Finder Report for Stony Plain with the committee.

Attendees thanked Kyle for his presentation.

5. WELLNESS ACCOUNT

Kyle shared a booklet explaining Personal (Wellness) Spending Account which is a way to add flexibility to the benefits plan and to promote a more holistic view of wellness without significantly changing plan design or costs.

Committee discussed providing a communication to staff detailing features of the Personal Spending Account and its differences from the current Health Spending Account. There was a discussion around the timeline for preparing the communication and gathering feedback.

Associate Superintendent Jonsson and Payroll will provide utilization costs for the Health Spending Account. Kyle will provide specialized reporting and commentary that will offer additional support.

6. MEMBERS CORNER FEEDBACK

Lori asked how questions and topics are collected from NUG, CAAMSE and IUOE members. Representatives will collect questions and suggested agenda items from interested members prior to future meetings.

7. ITEMS FOR FUTURE AGENDAS

- Experience Report

8. ADJOURNMENT

The meeting was adjourned at 4:38 pm.

NEXT MEETING

3:15 pm, December 7, 2016