



Parkland School Division No. 70

**BOARD OF TRUSTEES**

**A G E N D A**

**December 13, 2016**

Public Session: 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**

**December 13, 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**
  - 2.1. Regular Board Meeting of November 29, 2016
3. **BUSINESS ARISING FROM THE MINUTES**
4. **DELEGATION/PRESENTATION**
  - 4.1. Jonathan Giovannoni – Winner of CHOP Canada Junior
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

-3-

**7. ACTION ITEMS**

- 6- 7.1. Monthly Financial Report – Period Ended October 31 (C. Jonsson)
- 14- 7.2. Sun Life Insurance Plan Renewal (C. Jonsson)
- 15- 7.3. Draft School Calendars (S. Johnston)

**8. ADMINISTRATION REPORTS**

- 22- 8.1. School Resource Officer Program Report (S. Boyce)

**9. TRUSTEE REPORTS**

- 26- 9.1. Council of School Councils (D. Kilduff)
- 30- 9.2. Benefits Committee (S. Kucher-Johnson)
- 9.3. Public School Boards’ Association of Alberta (R. Gilchrist)
- 9.4. Alberta School Boards Association (S. Kucher-Johnson)

**10. RESPONSES TO REQUEST FOR INFORMATION**

**11. FUTURE BUSINESS**

11.1. Meeting Dates:

*Open to the Public:*

- Jan 10, 2017 .....Regular Board Meeting 6:30 pm, Centre for Education
- Jan 17, 2017 .....Education Committee Meeting 9:00 am, Centre for Education

*Closed to the Public:*

- Jan 17, 2017 .....PSD Tomorrow Meeting 12:30 pm, Centre for Education

11.2. Topics for future agendas

11.3. Requests for information

**12. 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 NOVEMBER 29, 2016**

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**TRUSTEE ATTENDANCE:**

Eric Cameron, Chair	Present
Ron Heinrichs, Vice-Chair	Regrets
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 Finances Services
  - Brenda Scott, Executive Assistant
- 

**CALL TO ORDER**

The meeting was called to order by Chair Cameron at 9:30 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.

**ANNOUNCEMENTS**

Trustees have started to attend Christmas Concerts and Events and are looking forward to visiting the schools.

**CHANGES TO THE AGENDA**

- Move Agenda Item 7.1-Audited Financial Statement to Agenda Item 4.2
- Move PriceWaterHouseCooper presentation to Agenda Item 4.3
- Add Agenda item 10.0 – Request for Information
- Add Agenda Item 13.0 – In Camera

**APPROVAL OF THE AGENDA**

**Res 174-2016** **MOVED** by Trustee Gilchrist that the Agenda be approved as amended.

**CARRIED**

**APPROVAL OF THE MINUTES**

**Res 175-2016** **MOVED** by Trustee Kucher-Johnson that the Minutes of the Regular Meeting held on November 01, 2016 be approved as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**DELEGATION / PRESENTATION**

**Tomahawk School Singers – FAE (Forever and Every)**

Four students, past and present, from Tomahawk School have created a group called F.A.E. They performed two songs for Trustees.

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Board Chair

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Secretary-Treasurer

## UNADOPTED

*Board Chair called a recess at 9:45 a.m.  
Meeting resumed at 9:50a.m.*

- Res 176-2016** **ADUDITED FINANCIAL STATEMENT – YEAR ENDING AUGUST 31, 2016**  
**MOVED** by Trustee Gilchrist that the Board of Trustees approves the Audited Financial Statements for the year ended August 31, 2016 as presented at the Regular Meeting of November 29, 2016.  
**CARRIED**  
C. Jonsson and J. Krefting provided information on the motion and responded to questions.
- PriceWaterHouseCooper LLP**  
Mr. Jeff Baker and Anna Sereda, from PriceWaterhouseCoopers LLP were introduced and spoke to the 2015-2016 Audited Financial Statement and answered questions.
- BOARD CHAIR REPORT**  
Chair Cameron reported on items received since the Boards last regular meeting. The Blueberry School Council and Tomahawk School Council year-end report was received.
- Res 177-2016** **MOTION TO MOVE INCAMERA**  
**MOVED** by Trustee Kinsey that the Board of Trustees moves to incamera at 10:08 a.m.  
**CARRIED**
- Res 178-2016** **MOTION TO REVERT TO A PUBLIC MEETING**  
**MOVED** by Trustee Linder that the Board of Trustees reverts to a public meeting at 10:19 a.m.  
**CARRIED**
- Recess Break / Public Question Period**  
There was no public question period.
- SUPERINTENDENT REPORT**  
Superintendent Monds provided highlights on the Public Engagement Evening held November 17 and the PSD Professional Development Day for staff held on November 25.
- Res 179-2016** **ACTION ITEMS**  
**2015-2016 ANNUAL EDUCATION RESULTS REPORT**  
**MOVED** by Trustee Linder that the Board of Trustees approves Parkland’s 2015-2016 Annual Education Results Report and Assurance Report as amended at the Regular Meeting of November 29, 2016.  
**CARRIED**  
S. Johnston provided information on the motion and responded to questions.
- ADMINISTRATIVE REPORTS**  
There were no Administrative Reports.
- Res 180-2016** **TRUSTEE REPORTS**  
**PSD Tomorrow Committee**  
**MOVED** by Trustee Kucher-Johnson that the Board of Trustees receives as information the PSD Tomorrow Committee minutes of November 08, 2016 as presented at the Regular Meeting of November 29, 2016.  
**CARRIED**
- Res 181-2016** **Audit Committee**  
**MOVED** by Trustee Gilchrist that the Board of Trustees receives as information the Audit Committee minutes of November 17, 2016 as presented at the Regular Meeting of November 29, 2016.  
**CARRIED**
- Public School Boards’ Association of Alberta**  
There is no report.

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Board Chair

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Secretary-Treasurer

**UNADOPTED**

**Alberta School Boards' Association**

Trustee Kinsey spoke to her written report on the Alberta School Boards' Association Zone 2/3 meeting attended by Trustees.

**Request for Information**

Trustee Gilchrist requested information on Concussion Protocols that Parkland School Division has established.

**FUTURE BUSINESS**

**Meeting Dates**

*Open to the Public:*

Dec 13, 2016 ..... Regular Board Meeting 9:30 am, Centre for Education

**Topics for Future Agendas**

There were no topics presented.

**Request for Information**

- J-Tech
- Concussion Protocols

**MOTION TO MOVE INCAMERA**

**Res 182-2016**

**MOVED** by Trustee Kinsey that the Board of Trustees moves to incamera at 11:17 a.m. **CARRIED**

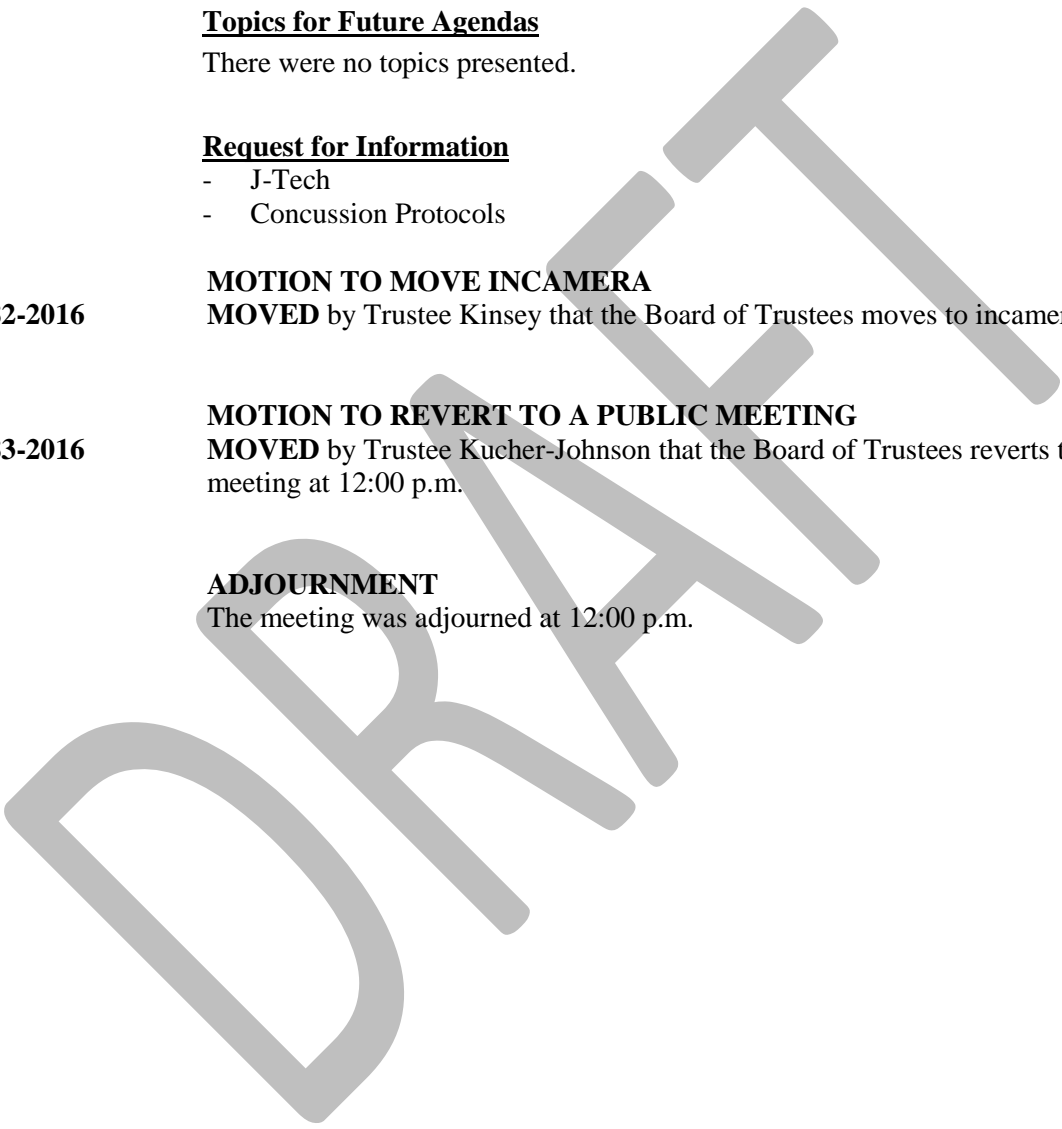
**MOTION TO REVERT TO A PUBLIC MEETING**

**Res 183-2016**

**MOVED** by Trustee Kucher-Johnson that the Board of Trustees reverts to a public meeting at 12:00 p.m. **CARRIED**

**ADJOURNMENT**

The meeting was adjourned at 12:00 p.m.



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Board Chair

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Secretary-Treasurer



## MEMORANDUM

**Date:** December 13, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent  
**Subject:** **MONTHLY FINANCIAL REPORT – PERIOD ENDED OCTOBER 31, 2016**

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### **Recommendation**

That the Board of Trustees approves the unaudited financial report for the period ended October 31, 2016 as presented at the Regular Meeting of December 13, 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 2016 it received and approved the Audited Financial Statements for the 2015-2016 school year. The Monthly Financial Statement included within this agenda is for the period ended October 31, 2016. The Audited Financial Statements for the current school year will be presented to the Board in November 2017. 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 - October 31, 2016**  
**Parkland School Division**

	Preliminary Budget <sup>1</sup> 2016-17	Final Budget <sup>2</sup> 2016-17	YTD Actuals Oct 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Revenues</b>					
Instruction	96,195,368	96,201,030	16,681,062	79,519,968	17.34%
Operations and Maintenance	14,621,936	15,150,540	3,405,238	11,745,302	22.48%
Transportation	10,879,353	11,001,568	2,066,880	8,934,688	18.79%
Board and System Administration	4,070,374	4,086,142	668,438	3,417,704	16.36%
External Services	38,680	38,680	4,002	34,678	10.35%
School Generated Funds	1,047,030	1,060,790	375,467	685,323	35.39%
<b>Total Revenues</b>	<b>126,852,741</b>	<b>127,538,751</b>	<b>23,201,087</b>	<b>104,337,664</b>	<b>18.19%</b>

<b>Expenses</b>					
Instruction	96,131,768	96,193,898	15,583,722	80,610,176	16.20%
Operations and Maintenance	14,671,935	15,200,540	2,198,279	13,002,261	14.46%
Transportation	10,879,353	11,001,568	2,318,395	8,683,173	21.07%
Board and System Administration	4,070,374	4,086,142	759,859	3,326,283	18.60%
External Services	38,680	38,680	4,002	34,678	10.35%
School Generated Funds	1,047,030	1,060,790	209,021	851,769	19.70%
<b>Total Expenses</b>	<b>126,839,140</b>	<b>127,581,618</b>	<b>21,073,278</b>	<b>106,508,340</b>	<b>16.52%</b>

**Surplus/(Deficit)** 13,601 (42,867) 2,127,808

**Operating Surplus (Deficit)** 13,601 (42,867) 1,961,363

**School Generated Funds Surplus (Deficit)** 166,446

**Surplus/(Deficit)** 13,601 (42,867) 2,127,808

**Target Percentage** 16.67%

Program	Preliminary Surplus/ (Deficit)	Final Surplus/ (Deficit)	Actual Surplus/(Deficit) Before Transfers	Transfers to Capital	Actual Surplus/ (Deficit)
Instruction	63,601	7,133	1,097,340		1,097,340
Operations and Maintenance	(50,000)	(50,000)	1,206,959		1,206,959
Transportation	-	-	(251,515)		(251,515)
Board and System Administration	-	-	(91,421)		(91,421)
External Services	-	-	-		-
<b>Surplus/(Deficit) from Operations</b>	<b>13,601</b>	<b>(42,867)</b>	<b>1,961,363</b>	<b>-</b>	<b>1,961,363</b>
School Generated Funds			166,446		166,446
<b>Total Surplus/(Deficit)</b>	<b>13,601</b>	<b>(42,867)</b>	<b>2,127,808</b>	<b>-</b>	<b>2,127,808</b>

1 Approved by the Board of Trustees, June 14, 2016  
2 Approved by the Board of Trustees, November 1, 2016



## Revenue

	Preliminary Budget <sup>1</sup> 2016-17	Final Budget <sup>2</sup> 2016-17	YTD Actuals Oct 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Alberta Education</b>					
<b>School Jurisdiction Base Funding</b>					
Base Instruction (Gr 1-12)	65,565,088	63,833,059	10,513,209	53,319,851	16.47%
Early Childhood Services (ECS)	3,553,654	3,543,634	674,985	2,868,649	19.05%
Home Education	80,199	70,174	10,578	59,596	15.07%
<b>Sub Total</b>	<b>69,198,941</b>	<b>67,446,867</b>	<b>11,198,771</b>	<b>56,248,096</b>	<b>16.60%</b>
<b>Alberta Education - Administration</b>					
Administration allocation	3,729,204	3,754,012	625,669	3,128,343	16.67%
<b>Sub Total</b>	<b>3,729,204</b>	<b>3,754,012</b>	<b>625,669</b>	<b>3,128,343</b>	<b>16.67%</b>
<b>Differential Cost Funding</b>					
ECS Program Unit	5,621,595	7,264,848	931,136	6,333,712	12.82%
English as a Second Language	77,755	94,248	13,935	80,313	14.79%
Outreach Schools	188,918	188,918	31,474	157,445	16.66%
Small Schools by Necessity	813,658	813,658	135,555	678,103	16.66%
Socio - Economic Status	858,638	841,860	134,117	707,743	15.93%
<b>Sub Total</b>	<b>7,560,564</b>	<b>9,203,532</b>	<b>1,246,217</b>	<b>7,957,315</b>	<b>13.54%</b>
<b>Differential Cost Funding - Operations and Maintenance</b>					
Operations & Maintenance Support	8,101,016	8,101,016	1,349,629	6,751,387	16.66%
<b>Sub Total</b>	<b>8,101,016</b>	<b>8,101,016</b>	<b>1,349,629</b>	<b>6,751,387</b>	<b>16.66%</b>
<b>Alberta Education - Other</b>					
Institutional Programs	288,783	273,042	45,489	227,553	16.66%
Government Contributions to ATRF	6,767,954	6,570,240	1,100,521	5,469,719	16.75%
<b>Sub Total</b>	<b>7,056,737</b>	<b>6,843,282</b>	<b>1,146,010</b>	<b>5,697,272</b>	<b>16.75%</b>
<b>Transportation Funding</b>					
Transportation - Rural	6,166,536	6,036,338	998,032	5,038,306	16.53%
Special Education Transportation	667,808	630,694	101,742	528,952	16.13%
Transportation - Disabled - ECS	236,609	276,739	46,105	230,634	16.66%
Transportation - In Home - ECS	51,110	58,824	9,800	49,024	16.66%
Urban Transportation	2,321,303	2,562,987	423,033	2,139,954	16.51%
<b>Sub Total</b>	<b>9,443,366</b>	<b>9,565,582</b>	<b>1,578,712</b>	<b>7,986,870</b>	<b>16.50%</b>
<b>Provincial Priority Targeted Funding</b>					
Building Collaboration and Capacity in Education	70,000	346,629	267,824	78,805	77.27%
Equity of Opportunity	1,157,754	1,135,837	316,883	818,953	27.90%
First Nations, Metis & Inuit Education	722,175	756,340	112,365	643,975	14.86%
Inclusive Education	6,173,617	5,994,430	978,945	5,015,484	16.33%
Supernet Service	249,600	249,600	139,992	109,608	56.09%
<b>Sub Total</b>	<b>8,373,146</b>	<b>8,482,835</b>	<b>1,816,010</b>	<b>6,666,825</b>	<b>21.41%</b>

## Revenue

	Preliminary Budget <sup>1</sup> 2016-17	Final Budget <sup>2</sup> 2016-17	YTD Actuals Oct 31/16	\$ Revised Budget Remaining	% Budget Used
<b>Capital Funding</b>					
Infrastructure Maintenance and Renewal	2,903,970	2,903,970	1,367,189	1,536,781	47.08%
<b>Sub Total</b>	<b>2,903,970</b>	<b>2,903,970</b>	<b>1,367,189</b>	<b>1,536,781</b>	<b>47.08%</b>
<b>Federal French Funding</b>					
Federal French Funding	109,000	109,000	-	109,000	0.00%
<b>Sub Total</b>	<b>109,000</b>	<b>109,000</b>	<b>-</b>	<b>109,000</b>	<b>0.00%</b>
<b>Federal Government</b>					
First Nations Tuition	1,955,254	2,117,973	338,294	1,779,679	15.97%
<b>Sub Total</b>	<b>1,955,254</b>	<b>2,117,973</b>	<b>338,294</b>	<b>1,779,679</b>	<b>15.97%</b>
<b>From Alberta School Authorities</b>					
Tuition Fees	36,215	83,680	-	83,680	0.00%
Transportation Fees	73,000	73,000	-	73,000	0.00%
<b>Sub Total</b>	<b>109,215</b>	<b>156,680</b>	<b>-</b>	<b>156,680</b>	<b>0.00%</b>
<b>From Municipalities</b>					
Joint Use Agreements	23,000	23,000	-	23,000	0.00%
<b>Sub Total</b>	<b>23,000</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>	<b>0.00%</b>
<b>Private Organizations</b>					
Transportation - Private Schools	47,400	47,400	-	47,400	0.00%
Transportation Insurance	165,017	165,017	-	165,017	0.00%
<b>Sub Total</b>	<b>212,417</b>	<b>212,417</b>	<b>-</b>	<b>212,417</b>	<b>0.00%</b>
<b>Individuals</b>					
Tuition Fees	-	11,250	14,753	(3,503)	131.14%
Transportation Fees	1,120,570	1,120,570	488,103	632,467	43.56%
Donations	132,000	125,000	139,640	(14,640)	111.71%
Rentals - Facilities	15,680	15,680	600	15,080	3.83%
Instructional Material Fees (ECS)	54,942	44,785	36,881	7,903	82.35%
Instructional Material Fees	705,188	690,736	354,336	336,400	51.30%
School Based Course Material Fees	978,821	994,817	419,915	574,902	42.21%
Other Student Fees	667,790	694,790	194,735	500,055	28.03%
Interest & Investment Income	170,000	170,000	20,941	149,059	12.32%
Misc. Sales	655,639	660,599	126,214	534,385	19.11%
Fundraising	193,500	198,500	84,683	113,817	42.66%
<b>Sub Total</b>	<b>4,694,130</b>	<b>4,726,727</b>	<b>1,880,802</b>	<b>2,845,924</b>	<b>39.79%</b>
<b>Other</b>					
Amortization of Capital Allocations	3,382,781	3,891,858	653,784	3,238,074	16.80%
<b>Sub Total</b>	<b>3,382,781</b>	<b>3,891,858</b>	<b>653,784</b>	<b>3,238,074</b>	<b>16.80%</b>
<b>TOTAL REVENUES</b>	<b>126,852,741</b>	<b>127,538,751</b>	<b>23,201,087</b>	<b>104,337,664</b>	<b>18.19%</b>

**Allocation of Revenue and Expenses to Programs**  
**October 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	1,606,121	13,793,192	15,399,314	2,716,818	1,578,712	633,363	-	20,328,207
Other - Government of Alberta	-	-	-	-	-	-	-	-
Federal Government and First Nations	-	287,550	287,550	37,212	-	13,532	-	338,294
Other Alberta school authorities	-	-	-	-	-	-	-	-
Out of province authorities	-	-	-	-	-	-	-	-
Alberta Municipalities-special tax levies	-	-	-	-	-	-	-	-
Fees	71,837	877,009	948,847	-	488,103	-	-	1,436,950
Other sales and services	11,777	184,718	196,495	30	65	602	796	197,988
Investment income	-	-	-	-	-	20,941	-	20,941
Gifts and donations	-	139,640	139,640	-	-	-	-	139,640
Rental of facilities	-	-	-	-	-	-	600	600
Fundraising	-	84,683	84,683	-	-	-	-	84,683
Gains on disposal of capital assets	-	-	-	-	-	-	-	-
Amortization of capital allocations	-	-	-	651,178	-	-	2,606	653,784
Other revenue	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,689,736</b>	<b>15,366,793</b>	<b>17,056,529</b>	<b>3,405,238</b>	<b>2,066,880</b>	<b>668,438</b>	<b>4,002</b>	<b>23,201,087</b>
<b>EXPENSES</b>								
Certificated salaries	670,801	8,451,419	9,122,220	-	-	82,862	-	9,205,082
Certificated benefits	66,300	1,819,668	1,885,967	-	-	18,290	-	1,904,258
Non-certificated salaries and wages	635,236	2,075,754	2,710,990	620,888	127,763	277,848	-	3,737,488
Non-certificated benefits	129,501	538,746	668,248	165,001	22,274	67,731	-	923,254
<b>SUB - TOTAL</b>	<b>1,501,838</b>	<b>12,885,586</b>	<b>14,387,424</b>	<b>785,889</b>	<b>150,037</b>	<b>446,731</b>	<b>-</b>	<b>15,770,082</b>
Services, contracts and supplies	277,728	808,212	1,085,939	755,388	2,162,740	292,898	1,396	4,298,361
Direct Cost of Fundraising and Fees	-	178,654	178,654	-	-	-	-	178,654
Amortization of supported capital assets	-	-	-	651,178	-	-	2,606	653,784
Amortization of unsupported capital assets	-	140,726	140,726	5,824	5,617	20,230	-	172,398
Interest and charges	-	-	-	-	-	-	-	-
Losses on disposal of capital assets	-	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>1,779,566</b>	<b>14,013,177</b>	<b>15,792,743</b>	<b>2,198,279</b>	<b>2,318,395</b>	<b>759,859</b>	<b>4,002</b>	<b>21,073,278</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>(89,830)</b>	<b>1,353,616</b>	<b>1,263,786</b>	<b>1,206,959</b>	<b>(251,515)</b>	<b>(91,421)</b>	<b>-</b>	<b>2,127,808</b>

## Expenses

<b>By Program</b>	<b>Preliminary Budget<sup>1</sup> 2016-17</b>	<b>Final Budget<sup>2</sup> 2016-17</b>	<b>YTD Actuals Oct 31/16</b>	<b>\$ Revised Budget Remaining</b>	<b>% Budget Used</b>
Early Childhood Services	8,920,907	10,312,610	1,779,566	8,533,044	17.26%
Instruction	87,541,997	86,085,683	13,872,451	72,213,232	16.11%
Board & System Administration	3,972,419	3,964,958	739,629	3,225,329	18.65%
Plant Operations & Maintenance	11,254,580	8,370,207	1,239,165	7,131,042	14.80%
Infrastructure Maintenance Renewal	-	2,903,970	302,112	2,601,858	10.40%
Transportation	10,853,874	10,967,865	2,312,778	8,655,087	21.09%
External Services	38,680	38,680	1,396	37,284	3.61%
Amortization of capital assets and interest	4,256,683	4,937,645	826,182	4,111,463	16.73%
<b>TOTAL EXPENSES</b>	<b>126,839,140</b>	<b>127,581,618</b>	<b>21,073,278</b>	<b>106,508,340</b>	<b>16.52%</b>

<b>By Category</b>	<b>Preliminary Budget<sup>1</sup> 2016-17</b>	<b>Final Budget<sup>2</sup> 2016-17</b>	<b>YTD Actuals Oct 31/16</b>	<b>\$ Revised Budget Remaining</b>	<b>% Budget Used</b>
Salaries, wages and benefits	95,141,283	95,310,594	15,770,082	79,540,512	16.55%
Services, contracts and supplies	23,490,174	23,368,620	3,965,882	19,402,738	16.97%
School generated funds	1,047,030	1,060,790	209,021	851,769	19.70%
Infrastructure Maintenance Renewal	2,903,970	2,903,970	302,112	2,601,858	10.40%
Amortization of capital assets and interest	4,256,683	4,937,645	826,182	4,111,463	16.73%
<b>TOTAL EXPENSES</b>	<b>126,839,140</b>	<b>127,581,618</b>	<b>21,073,278</b>	<b>106,508,340</b>	<b>16.52%</b>

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

Site	Preliminary Budget Expenditures <sup>1</sup> 2016-17	Final Budget Expenditures <sup>2</sup> 2016-17	Budgeted Reserves/ (Deficits) 2016-17	Total Revised Budget 2016-17	YTD Actuals Oct 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Governance	617,831	617,831		617,831	150,830	467,001	24.4%	ASBA paid for year and opening day celebration
Office of the Superintendent	543,346	543,346		543,346	72,509	470,837	13.3%	Support and other professional services below plan
Human Resources	458,832	509,832		509,832	76,600	433,231	15.0%	
Deputy Superintendent	659,385	607,375		607,375	87,682	519,693	14.4%	Other professional services below plan
Learning Services	2,218,776	2,307,996		2,307,996	282,200	2,025,796	12.2%	Tuition to private schools below plan
Business & Finance	2,074,295	2,090,400		2,090,400	394,430	1,695,970	18.9%	SRB and MBF annual license fees paid
Tech Support Services	2,003,851	2,021,724		2,021,724	308,248	1,713,476	15.2%	
Print Centre	87,000	87,000		87,000	6,886	80,114	7.9%	Timing of Invoices
Student Transportation	10,852,773	10,966,765		10,966,765	2,312,478	8,654,287	21.1%	The contracted bus expenses are paid over 10 months while revenues are received over 12 months.
Maintenance	4,424,521	4,482,175	-	4,482,175	579,059	3,903,116	12.9%	Combine Maintenance and Custodial (14.7%)
Custodial	3,470,549	3,624,532	-	3,624,532	609,293	3,015,239	16.8%	
Instructional Pool	2,264,727	2,164,089	-	2,164,089	355,883	1,808,206	16.4%	
Blueberry	3,927,893	3,803,699	-	3,803,699	610,639	3,193,060	16.1%	
Brookwood	5,238,091	5,381,070	-	5,381,070	836,506	4,544,564	15.5%	
École Broxton Park	4,220,137	3,813,060	-	3,813,060	638,064	3,174,996	16.7%	
Connections for Learning	1,321,772	1,448,288	-	1,448,288	214,298	1,233,990	14.8%	
Duffield	2,136,088	2,255,117	-	2,255,117	378,944	1,876,173	16.8%	
Entwistle	1,094,862	1,097,440	-	1,097,440	170,634	926,806	15.5%	
Forest Green	2,185,350	2,139,464	-	2,139,464	352,227	1,787,236	16.5%	
Graminia	3,626,904	3,437,058	-	3,437,058	571,263	2,865,794	16.6%	
Greystone Centennial Middle	3,664,563	3,437,850	-	3,437,850	563,464	2,874,385	16.4%	
High Park	3,126,391	3,183,318	-	3,183,318	527,571	2,655,747	16.6%	
Memorial Composite High	7,688,434	7,740,304	-	7,740,304	1,256,623	6,483,681	16.2%	Combine Memorial Composite & Outreach (16.3%)
Memorial Outreach	536,989	535,858	-	535,858	95,132	440,726	17.8%	
École Meridian Heights	5,160,892	4,866,847	-	4,866,847	767,499	4,099,348	15.8%	
Millgrove	3,678,904	3,722,646	-	3,722,646	579,875	3,142,771	15.6%	
Muir Lake	2,797,768	2,854,264	-	2,854,264	457,073	2,397,191	16.0%	
Parkland Village	1,850,972	1,599,985	-	1,599,985	259,881	1,340,105	16.2%	
Prescott Learning Center	3,501,362	3,756,973	-	3,756,973	538,212	3,218,761	14.3%	Support salaries, supplies and tech below plan
Seba Beach	928,309	985,172	-	985,172	155,183	829,989	15.8%	
Spruce Grove Composite High	6,908,902	6,941,037	-	6,941,037	1,157,985	5,783,051	16.7%	Combine Spruce Grove Composite & Outreach (16.5%)
Spruce Grove Outreach	437,683	409,608	-	409,608	57,251	352,357	14.0%	

1 Approved by the Board of Trustees, June 14, 2016  
2 Approved by the Board of Trustees, November 1, 2016

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

	Preliminary Budget Expenditures <sup>1</sup> 2016-17	Final Budget Expenditures <sup>2</sup> 2016-17	Budgeted Reserves/ (Deficits) 2016-17	Total Revised Budget 2016-17	YTD Actuals Oct 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Stony Plain Central	3,788,434	3,850,350	-	3,850,350	612,647	3,237,703	15.9%	
Tomahawk	1,208,091	1,016,329	-	1,016,329	163,544	852,786	16.1%	
Wabamun	1,062,127	1,005,097	-	1,005,097	149,193	855,904	14.8%	
Woodhaven Middle	4,105,172	4,153,037	-	4,153,037	684,040	3,468,997	16.5%	
Innovation and Teaching	-	-	-	-	-	-	-	
Wellness Program	243,646	243,646	-	243,646	21,954	221,692	9.0%	Project expenditures below plan
Real Program	1,713,946	1,619,329	-	1,619,329	281,806	1,337,523	17.4%	
Alternative Program	897,861	870,565	-	870,565	124,556	746,009	14.3%	Salaries below plan
Early Education	5,336,074	6,418,498	-	6,418,498	1,246,869	5,171,629	19.4%	Support salaries, supplies and F&E above plan
<b>Total Expenses</b>	<b>112,063,503</b>	<b>112,608,973</b>	<b>-</b>	<b>112,608,973</b>	<b>18,709,032</b>	<b>93,899,941</b>	<b>16.6%</b>	
<b>Target Percentage</b>							<b>16.7%</b>	
<b>Other Sites</b>								
Capital and Debt Services	4,056,683	4,437,645	-	4,437,645	752,496	3,685,149	17.0%	
Capital Projects - Building	-	-	-	-	-	-	-	
Infrastructure Maintenance Renewal	2,903,970	2,903,970	-	2,903,970	302,112	2,601,858	10.4%	Project based work is not evenly spaced over the year
School Generated Funds	1,047,030	1,060,790	-	1,060,790	209,021	851,769	19.7%	Expenditures fluctuate with timing of projects
Government Contributions to ATRF	6,767,954	6,570,240	-	6,570,240	1,100,521	5,469,719	16.8%	
Leadership Council	-	-	-	-	97	(97)	-	
	<b>14,775,637</b>	<b>14,972,645</b>	<b>-</b>	<b>14,972,645</b>	<b>2,364,246</b>	<b>12,608,399</b>	<b>15.8%</b>	
<b>Total Expenses</b>	<b>126,839,140</b>	<b>127,581,618</b>	<b>-</b>	<b>127,581,618</b>	<b>21,073,278</b>	<b>106,508,340</b>	<b>16.5%</b>	

1 Approved by the Board of Trustees, June 14, 2016  
2 Approved by the Board of Trustees, November 1, 2016



## MEMORANDUM

**Date:** December 13, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent  
**Subject:** **SUN LIFE INSURANCE PLAN RENEWAL**

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### Recommendation

That the Board of Trustees approves an overall increase of 6.7% in premiums for the Sun Life insurance plan as presented at the Regular Meeting of December 13, 2016.

### Background

The Sun Life insurance plan is up for renewal and Benefex Consulting Inc. has presented an overall increase of 6.7% in premium rates for Parkland School Division No. 70 as follows:

	<u>2017</u>	<u>2016</u>	<u>Change</u>
<b>INCREASE</b>			
Basic Life	0.185	0.185	0
LTD	2.794	2.941	-5.0%
Extended Health - single	94.83	84.95	11.6%
Extended Health - family	229.47	205.56	11.6%
Dental - single	58.32	54.31	7.4%
Dental - family	157.91	147.04	7.4%

Administration would be pleased to respond to any questions.

CJ:jc



## MEMORANDUM

**Date:** December 13, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Scott Johnston, Associate Superintendent  
**Subject:** **DRAFT School Calendars - 2017-2018, 2018-2019, 2019-2020**

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### **Recommendation**

That the Board of Trustees receives as information the draft 2017/18, 2018/19, 2019-2020 School Calendars as presented at the Regular Meeting of December 13, 2016; and further directs Administration to circulate the draft calendars to stakeholders for feedback.

### **Background**

Parkland School Division continues to support school-based Professional Development opportunities that provide schools with the opportunity to focus on Division Priorities and their Education Plans.

In March of 2016, the Board of Trustees approved the 2016-2017 school year calendar and approved (in principle) the 2017-2018 and 2018-2019 school year calendars as presented. The 2019-2020 draft calendar follows a similar format ensuring:

- A minimum of 184 days for high school is met, enabling high schools to meet their instructional requirements;
- There is a balance between Professional Development activities and instructional time;
- There are three Division Days to start the school year.

Administration would be pleased to respond to any questions.

SJ:jc



# PARKLAND SCHOOL DIVISION No.70 2017 - 2018 SCHOOL YEAR CALENDAR



Instructional Days	184
Non-instructional Days	11
Non-Operational Days	
Total Day	195
Fall Break	
First and Last Day of instruction for students	

## AUGUST

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## SEPTEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## NOVEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## JANUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## FEBRUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

## MARCH

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## APRIL

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## MAY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## JUNE

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Where the world opens up

## 2017 – 2018 School Year Calendar

2017-2018	Total instructional (students)	Total Non- instructional	Operational (Teachers)
August	0	2	2
September	19	1	20
October	20	1	21
November	19	1	20
December	16	0	16
January	17 <sup>91</sup>	1	18 <sup>97</sup>
February	17	2	19
March	15	1	16
April	20	0	20
May	21	1	22
June	20 <sup>93</sup>	1	21 <sup>98</sup>
<b>Total</b>	<b>184</b>	<b>11</b>	<b>195</b>

**PLEASE NOTE:** Entwistle School offers a modified school year. Please contact the school for details on their operational dates.

Tuesday, September 5, 2017 ..... First day of instruction for students  
 Thursday, June 28, 2018 ..... Last day of instruction for students

### SPECIAL DATES

Wednesday, August 30, 2017 ..... Division Planning Day  
 Thursday, August 31 and Friday, September 1, 2017 ..... Staff planning & development day  
 (no students attend)  
 Monday, September 4, 2017 ..... Labour Day  
 Tuesday, September 5, 2017 ..... First day of instruction for students  
 Friday, October 6, 2017 ..... Staff planning & development day  
 (no students attend)  
 Monday, October 9, 2017 ..... Thanksgiving Day  
 Monday, November 13, 2017 to  
 Tuesday, November 14, 2017 inclusive..... Fall Break  
 Wednesday, November 15, 2017..... Staff planning & development day  
 (no students attend)  
 Monday, December 25, 2017 to  
 Friday, January 5, 2018 inclusive ..... Christmas Break  
 Monday, January 8, 2018 ..... First day back for instruction after Break  
 Wednesday, January 31, 2018 ..... Staff planning & development day  
 (no students attend)  
 Thursday, February 8 & Friday, February 9, 2018 ..... Teachers' Convention  
 Monday, February 19, 2018 ..... Family Day  
 Friday, March 2, 2018 ..... Staff planning & development day  
 (no students attend)  
 Friday, March 23 to  
 Monday, April 2, 2018 inclusive ..... Spring Break  
 Friday, May 18, 2018 ..... Staff planning & development day  
 (no students attend)  
 Monday, May 21, 2018 ..... Victoria Day  
 Thursday, June 28, 2018 ..... Last day for all Students  
 Friday, June 29, 2018..... Staff planning & development day  
 (no students attend)



PARKLAND SCHOOL DIVISION No. 70

# PARKLAND SCHOOL DIVISION No.70 2018 - 2019 SCHOOL YEAR CALENDAR



Instructional Days	184
Non-instructional Days	11
Non-Operational Days	
Total Day	195
Fall Break	
First and Last Day of instruction for students	

AUGUST				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Where the world opens up

## 2018 – 2019 School Year Calendar

2018-2019	Total instructional (students)	Total Non- instructional	Operational (Teachers)
August	0	3	3
September	19	0	19
October	21	1	22
November	19	1	20
December	15	0	15
January	18 <sup>92</sup>	1	19 <sup>98</sup>
February	17	2	19
March	15	1	16
April	20	0	20
May	21	1	22
June	19 <sup>92</sup>	1	20 <sup>97</sup>
<b>Total</b>	<b>184</b>	<b>11</b>	<b>195</b>

**PLEASE NOTE:** Entwistle School offers a modified school year. Please contact the school for details on their operational dates.

Tuesday, September 4, 2018 ..... First day of instruction for students  
 Thursday, June 27, 2018 ..... Last day of instruction for students

### SPECIAL DATES

Wednesday, August 29, 2018 ..... Division Planning Day  
 Thursday, August 30 and Friday, August 31, 2018 ..... Staff planning & development day  
 (no students attend)

Monday, September 3, 2018 ..... Labour Day  
 Tuesday, September 4, 2018 ..... First day of instruction for students  
 Friday, October 5, 2018 ..... Staff planning & development day  
 (no students attend)

Monday, October 8, 2018 ..... Thanksgiving Day  
 Friday, November 9, 2018 to  
 Monday, November 12, 2018 inclusive ..... Fall Break  
 Tuesday, November 13, 2018 ..... Staff planning & development day  
 (no students attend)

Monday, December 24, 2018 to  
 Friday, January 4, 2019 inclusive ..... Christmas Break  
 Monday, January 7, 2019 ..... First day back for instruction after Break  
 Thursday, January 31, 2019 ..... Staff planning & development day  
 (no students attend)

Thursday, February 7 & Friday, February 8, 2019 ..... Teachers' Convention  
 Monday, February 18, 2019 ..... Family Day  
 Friday, March 1, 2019 ..... Staff planning & development day  
 (no students attend)

Monday, March 25 to Friday, March 29, 2019 ..... Spring Break  
 Friday, April 19, 2019 ..... Good Friday  
 Monday, April 22, 2019 ..... Easter Monday  
 Friday, May 17, 2019 ..... Staff planning & development day  
 (no students attend)

Monday, May 20, 2019 ..... Victoria Day  
 Thursday, June 27, 2019 ..... Last day for all Students  
 Friday, June 28, 2019 ..... Staff planning & development day  
 (no students attend)



PARKLAND SCHOOL DIVISION No. 70

Approved in Principle by Board of Trustees, March 1, 2016

# PARKLAND SCHOOL DIVISION No70 2019 - 2020 SCHOOL YEAR CALENDAR



Instructional Days	184
Non-instructional Days	11
Non-Operational Days	
Total Day	195
Fall Break	
First and Last Day of instruction for students	

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Where the world opens up

## 2019 – 2020 School Year Calendar

2019-2020	Total instructional (students)	Total Non- instructional	Operational (Teachers)
August	0	3	3
September	20	0	20
October	21	1	22
November	17	1	18
December	15	0	15
January	19 <sup>92</sup>	1	20 <sup>98</sup>
February	17	2	19
March	19	1	20
April	17	0	17
May	19	1	20
June	20 <sup>92</sup>	1	21 <sup>97</sup>
<b>Total</b>	<b>184</b>	<b>11</b>	<b>195</b>

**PLEASE NOTE:** Entwistle School offers a modified school year. Please contact the school for details on their operational dates.

Tuesday, September 3, 2019 ..... First day of instruction for students  
 Friday, June 26, 2020..... Last day of instruction for students

### SPECIAL DATES

Wednesday, August 28, 2019 ..... Division Planning Day  
 Thursday, August 29 and Friday, August 30, 2019 ..... Staff planning & development day  
 (no students attend)  
 Monday, September 2, 2019 ..... Labour Day  
 Tuesday, September 3, 2019 ..... First day of instruction for students  
 Friday, October 4, 2018 ..... Staff planning & development day  
 (no students attend)  
 Monday, October 14, 2019 ..... Thanksgiving Day  
 Monday, November 11, 2019 ..... Remembrance Day  
 Tuesday, November 12, 2019 to  
 Wednesday, November 13, 2019 inclusive ..... Fall Break  
 Friday, November 22, 2019 ..... Staff planning & development day  
 (no students attend)  
 Monday, December 23, 2019 to  
 Friday, January 3, 2020 inclusive ..... Christmas Break  
 Monday, January 6, 2020 ..... First day back for instruction after Break  
 Friday, January 31, 2020 ..... Staff planning & development day  
 (no students attend)  
 Thursday, February 6 & Friday, February 7, 2020 ..... Teachers' Convention  
 Monday, February 17, 2020 ..... Family Day  
 Friday, March 6, 2020 ..... Staff planning & development day  
 (no students attend)  
 Monday, March 30, 2020 to  
 Friday, April 3, 2020 inclusive ..... Spring Break  
 Friday, April 10, 2020..... Good Friday  
 Monday, April 13, 2020 ..... Easter Monday  
 Friday, May 15, 2020 ..... Staff planning & development day  
 (no students attend)  
 Monday, May 18, 2020 ..... Victoria Day  
 Friday, June 26, 2020..... Last day for all Students  
 Monday, June 29, 2020 ..... Staff planning & development day  
 (no students attend)



PARKLAND SCHOOL DIVISION No. 70



## MEMORANDUM

**Date:** December 13, 2016

**To:** Board of Trustees

**From:** Tim Monds, Superintendent

**Originator:** Shauna Boyce, Associate Superintendent

**Resource:** Carolyn Jensen, Principal, Memorial Composite High School  
Cheryl Otto, Principal, Spruce Grove Composite High School

**Subject:** **SCHOOL RESOURCE OFFICER PROGRAM REPORT**

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### Recommendation

That the Board of Trustees receives as information the School Resource Officer Program Report as presented at the Regular Meeting of December 13, 2016

### Background

In 2011 Parkland School Division No. 70, the Town of Stony Plain, the City of Spruce Grove, Parkland County and the R.C.M.P. entered into a partnership to provide funding for a uniformed R.C.M.P. officer to act as a School Resource Officer (SRO) at both Parkland School Division high schools. Subsequently Constable Patricia Chornoby, a member of the R.C.M.P., was hired as an SRO at Spruce Grove Composite High School and Memorial Composite High School in Sept. 2011. The purpose of the SRO is not punitive, but rather to provide a direct connection between the community, the schools and the police. The SRO can help students to make positive choices through law education and law counseling. This program has been a very positive addition to the high schools for the past five years.

Administration would be pleased to respond to any questions.

SB:ds



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## School Resource Officer Program Report

December, 2016

*Presented to Board of Trustees, December 13, 2016*

*Shauna Boyce, Associate Superintendent*

*Resource: C. Jensen, Principal, Memorial Composite High School*

*C. Otto, Principal, Spruce Grove Composite High School*

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### **Background:**

The administrators of the two high schools as well as Constable Chornoby agree that the School Resource Officer Program is helpful in a number of ways including fostering relationships with youth, intervening with students who are making poor choices that may be leading them towards a criminal or risky lifestyle, and giving guidance and support to assist with situations, providing law related education/presentations and guidance to students, and lastly the enforcement of legislation when necessary.

All parties identified the effects of the positive relationships cultivated between the SRO and the students as being a highlight of the program. Five years into the project, having an SRO presence at Spruce Grove Composite High School and Memorial Composite High School has become an expectation in both communities. Students have become increasingly comfortable with talking with Constable Chornoby about a variety of issues including relationships, bullying and drug/alcohol use. She is always available to the students in person, or by phone or text. Students, as well as parents and school administration and staff will seek out Cst. Chornoby to ask for advice and assistance. She is available to give students, as well as parents, advice and facts about many difficult topics. Forming these positive relationships between students, community members, and the SRO is the cornerstone of the program. It increases the level of trust, as well as the ability to effectively deal with sensitive situations with students as necessary. School administrators report that Cst. Chornoby has truly formed excellent and sound relationships with students. She is seen as another valued adult whom the students can rely on for support.

The inclusion of the SRO program at MCHS and SGCHS has contributed to their ability to make the Annual Education Plan come to life. In relation to each of PSD's four goals, Cst. Chornoby has contributed as follows:

#### **Inclusive Education**

- Is available to all students, fostering relationships with youth in both communities
- Positive relationships are developed with students who are often identified as at risk
- Cst. Chornoby has attended GSA/QSA and other student group meetings to provide information and advice to students
- Presentations at Grade 10 Open Houses, School Council, and community information sessions

#### **Quality Learning**

- Formal classroom presentations on bullying, drug use, and the law as it pertains to youth. She is regularly used as a guest speaker in courses like CALM, Psychology and Social Studies.
- Informal classroom presentations relative to current issues as they relate to curriculum (e.g. Social Studies)
- There have been occasions where Cst. Chornoby has been instrumental in assisting staff and parents learn about drugs and legal issues.
- Provides a legal enforcement perspective to students as requested
- Encourages students to attend spring and summer RCMP Youth Camps.



### Culture of Wellness

- Helps to create a safe culture within the schools.
- As a liaison to the RCMP, she is able to facilitate a smooth transition for any legal concerns that may arise with students.
- Cst. Chornoby is an active participant in Violence Threat Risk Assessments (VTRAs) at both the Stage 1 and Stage 2 levels for PSD high school students, and the Stage 2 level for all PSD students
- Plays an integral role in Emergency response drills and procedures
- Student issues that have been addressed by Cst. Chornoby include:
  - Bullying issues
  - Fights and potential fights
  - Theft
  - Drug and alcohol issues
  - Traffic and driving
  - Diffusing behavioral issues
  - Relationship issues - home, peer, boyfriend/girlfriend
  - Internet safety and cell phone use

### Universal Leadership

- “Coffee with a Cop” is a regular occurrence at both Outreaches, where Cst. Chornoby engages informally with Outreach students for a Q and A session.
- Cst. Chornoby takes a leadership role in several community activities like Kinsmen/Kinette Christmas Hampers, Emergency Responders’ Charity Check Stop, and the Shikaoi Exchange, role modelling for students the importance of community involvement
  - Not only do these projects help to build relationships and draw attention to the School Resource Officer program, they also give students a chance to be involved in citizenship and service learning projects in their communities.
- Contributes to Rotary Interact and Leadership programs in both schools
- Cst. Chornoby assists RCMP members with files pertaining to high school students.

Cst. Chornoby has become an integral part of both schools’ intervention processes. She meets formally and informally with school administration as well as other staff members as needed throughout the year. She is part of meetings with administration, counselors, students and parents on an almost daily basis. All students involved in illegal activities, such as alcohol or drugs during school hours meet with the SRO as well as administration and counsellors to provide intervention. Her role in these situations is not to consequence, but rather to coach students in making better choices for their activities in the future.

The SRO role extends beyond the school building and the school day. Cst. Chornoby will often interact with students at offsite areas, and in the parking lots of the schools where many conversations take place about traffic related offences. She takes this opportunity to educate students about the legalities of their driving and their vehicles. Cst. Chornoby attends home football games as required by the Metro League Association.

Although Cst. Chornoby will enforce laws that are being broken at the high schools, most incidents do not require legal enforcement and can be resolved with education and warnings/reminders. Students have also disclosed information to the SRO which is timely and relevant to ongoing investigations within the schools or at the RCMP level. There has also been information provided that has been of interest and value to our local Crime Reduction and Drug units. The presence of the SRO at the schools increases the sense of security felt by students and staff.

Through the SRO, students also have the chance to learn about the RCMP and policing as a career. They are able to ask questions about the work, what it entails and how they might become involved should this be something that they would like to pursue in the future. Students also have the opportunity to apply to attend the RCMP summer youth camp. Successful candidates learn what it's like to be an RCMP member-in-training through observing and participating in many activities including the drill class, the physical challenges and driving simulators. Over the past five years, Parkland School Division has had five students complete this program.

The Student Resource Officer position at Spruce Grove Composite High School and Memorial Composite High School serves a number of purposes. It helps to reinforce the safe learning environments in the schools, provides valuable resources to school staff, students and families, fosters positive relationships with the students and helps students to make informed choices through awareness, education and positive role modeling.

### **Reporting/Measures of Success**

- Regular meetings with administration to discuss areas of focus/concern
- Statistics on number of formal presentations
- Quarterly reports by SRO to school administration and RCMP liaison
- Feedback on Tell Them From Me Survey (Specific questions about SRO program)
- Feedback on Alberta Education Accountability Pillar Survey (Safe and Caring Schools)



## MEMORANDUM

**Date:** December 13, 2016  
**To:** Board of Trustees  
**From:** Scott Johnston, Associate Superintendent  
**Subject:** Council of School Councils (COSC) Committee

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### Recommendation

That the Board of Trustees receives as information the unadopted Council of School Councils (COSC) Committee minutes of November 30, 2016 as presented at the Regular Meeting of December 13, 2016.

SJ:jc



**MINUTES OF THE COUNCIL OF SCHOOL COUNCILS MEETING  
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,  
ALBERTA ON WEDNESDAY, NOVEMBER 30, 2016**

**ATTENDANCE:**School Council Reps

Greystone Centennial Middle School  
Woodhaven School  
Ecole Broxton Park  
Seba Beach School  
Memorial Composite High School  
Millgrove School  
Spruce Grove Composite High School  
Parkland Village School  
Muir Lake School  
Forest Green School  
Duffield School  
Ecole Meridian Heights  
High Park School  
Graminia School

Board of Trustees

Dorcas Kilduff, Trustee  
Administration  
Scott Johnston, Associate Superintendent  
Linda Simmonds, Principal  
Felicia Ochs, Wellness Coordinator  
Recording Secretary  
Jenny Chen

**1. CALL TO ORDER**

Chair, Rhonda Schumm, called the meeting to order at 7:03 pm.

**2. WELCOME AND INTRODUCTIONS****3. APPROVAL OF AGENDA**

Moved by Shelley Grimoldby that the Agenda of the November 30, 2016 meeting be approved as presented.

CARRIED

**4. APPROVAL OF MINUTES**

Moved by Ninon Bjur that the Minutes of the October 5, 2016 meeting be approved as presented.

CARRIED

**5. Board Report**

- Trustee Kilduff shared the highlights from the November 29, 2016 Board Meeting. Audited Financial Statements for the period ended August 31, 2016 were approved. The 2015-2016 Annual Education Results Report (AERR) was approved.
- AERR addresses the previous year's achievement on each of the Board's locally developed goals and on Alberta Education's Business Plan outcomes. Assurance reporting includes accountability results and provides prudent guidance for future strategic decisions and focus areas for the upcoming Three-Year Education Plan. Parents are encouraged to access the AERR on the Division's website.

**6. Student Assessment and Reporting**

Ms. Linda Simmonds shared highlights gathered through ThoughtExchange regarding stakeholders' perspectives on report cards. Incorporating that input from stakeholders, Ms. Simmonds developed a new design for assessment and reporting which includes 4 components: Parent Communication, Report Cards, Teacher Feedback, and Self/Peer Assessment.

Ms. Simmonds recommends adding competencies reflecting Citizenship and Social Responsibility to student assessment and reporting, thus encouraging a holistic approach to education and student success. Those

competencies are in accordance with the goals listed in Ministerial Order #001/2013 on Student Learning, An Order to Adopt or Approve Goals and Standards Applicable to the Provision of Education in Alberta. An information sheet regarding the competencies was shared with all attendees. The administration will circulate Ministerial Order #001/2013 to all attendees after the meeting.

Ms. Simmonds also provided a new design of the report card and answered questions. Attendees provided input on the new report card, and are invited to follow up with more comments after the next school council meetings.

## **7. Hot Lunch Program**

Felicia Ochs, Wellness Coordinator, advocated the fundamental value of increasing nutrition in breakfast and lunch programs in schools, and underlined the important role of school councils in this healthy change. Healthy lunch programs provide students with sufficient nutrition necessary for their success at school, and yields less waste for our planet compared with the lunch programs with prepackaged foods. A food for change event will be organized with local food vendors to show case their healthy and nutritional lunch options in Spring 2017, and school councils will be invited to participate. A resource of a documentary regarding foods provided at schools, “Fed Up”, was shared to attendees.

There was discussion around potential subsidies for nutrition programs from the Provincial Ministry, for which more information will become available in the near future.

Trustee Kilduff emphasized the importance of providing education on healthy foods to parents in the process of promoting healthy foods in schools. Input from school councils and parents are valued in this process.

## **8. Public Engagement Feedback**

Associate Superintendent Johnston explained the education planning process which invites parents’ input in various forms, of which the Public Engagement Evening is one. The web link to the online feedback portal was shared.

School council representatives provided feedback on the Public Engagement Evening on November 17, 2016 for better planning of future public engagement opportunities.

## **9. Discussion Items**

- Leadership of CoSC: this item is tabled until the February 2017 meeting.
- Alberta School Council’s Association Conference – procedure around facilitating representation (April 28 -30, 2017): this item is tabled until the February 2017 meeting.
- Literacy and Learning Day Feedback:  
Chairperson Schumm provided a brief positive feedback on the literacy and learning day.
- Alberta School Councils Association Wednesday Webinars
  - January 11, 2017 Careers: Helping Youth Choose
  - January 18, 2017 Competencies: Support Your Child’s Development
  - January 25, 2017 Focus on Inclusion
  - February 1, 2017 Welcoming Refugees and Newcomers
  - February 8, 2017 Engaging FNMI Families
  - February 15, 2017 Supporting Families Coping with FASD
  - February 22, 2017 Benefits of Inquiry/Project Based Learning

## **10. Future Meetings**

The next COSC meeting date will be determined after all school councils advise their school council meeting dates.

**11. Future Agenda Items**

- Board Report
- Leadership of CoSC
- Alberta School Council's Association Conference – procedure around facilitating representation (April 28 -30, 2017)
- Truth and Reconciliation Resources & Projects

**12. ADJOURNMENT**

Moved by Lisa Warner that meeting adjourned at 8:39 p.m.

**CARRIED**

**Future Meetings: TBD**



## MEMORANDUM

**Date:** December 13, 2016  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent  
**Subject:** **Benefits Committee**

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### **Recommendation**

That the Board of Trustees receives as information the Benefits Committee minutes of December 7, 2016 as presented at the Regular Meeting of December 13, 2016.

CJ:jc



**MINUTES OF THE BENEFITS COMMITTEE MEETING  
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON  
WEDNESDAY, December 7, 2016.**

**ATTENDANCE:**

- |                                       |  |
|---------------------------------------|--|
| Christine Sauer, CAAMSE, Chair        | Jason Krefting, Director, Financial Services |
| Sally Kucher-Johnson, Trustee         | Shae Abba, Director, Human Resources         |
| Brad Seib, Benefex Consulting Inc.    | Michelle Blum, Payroll                       |
| Kyle Stinson, Benefex Consulting Inc. | Jenny Chen, Recording Secretary              |
| Keri Zylla, CAAMSE                    |  |
| Jay McGeough, IUOE                    |  |
| Regan Cwynar, IUOE                    |  |
| Lori Green, NUG                       |  |

**1. CALL TO ORDER**

The meeting was called to order at 3:20 pm by Chair Christine Sauer.

**1.1 Changes to the Agenda**

There were no additions 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**

See 3.2.

**3. RENEWAL REPORT**

**3.1 Benefit Plan Renewal**

Brad Seib reviewed the renewal documents with the committee and provided an analysis of how the program is rated and the information that is required when determining the renewal rate. He announced an overall increase of 6.7% on Sun Life premiums which are based on the following:

	<u>2017</u>	<u>2016</u>	<u>Change</u>
Basic Life	0.185	0.185	0
LTD	2.794	2.941	-5.0%
Extended Health - single	94.83	84.95	11.6%
Extended Health - family	229.47	205.56	11.6%
Dental - single	58.32	54.31	7.4%
Dental - family	157.91	147.04	7.4%

**TOTAL PREMIUM INCREASE of 6.7%**



	<u>2017</u>	<u>2016</u>	<u>Change</u>
<b>Administrative Services:</b>			
General Administration <sup>1</sup>	2.39%	2.39%	0
Claims Handling - Extended Health Care <sup>2</sup>	3.88%	3.88%	0
Claims Handling - Dental <sup>1</sup>	3.90%	3.90%	0
Profit <sup>2</sup>	0.30%	0.30%	0
Health Spending Account <sup>1</sup>	7.07%	7.07%	0
Health Pooling Charge <sup>2</sup>	19.00%	15.46%	3.54%
Consulting Fees <sup>2</sup>	3.00%	3.00%	0

<sup>1</sup> Calculated as a percentage of paid claims.

<sup>2</sup> Calculated as a percentage of paid claims less pooled claims.

Discussion ensued. Attendees thanked Brad and Kyle for their presentation.

## RECOMMENDATION

*MOVED by Lori Green that the Benefits Committee recommend to the Board of Trustees to approve the Sun Life Insurance Plan Renewal as presented.*

**CARRIED**

### 3.2 Health Spending Account & Wellness Account

Jason Krefting presented utilization rates of the current Health Spending Account and answered questions. Utilization has been relatively high in the past 5 years.

Discussion ensued. Committee members expressed their preference for keeping the current Health Spending Account arrangement as is.

### 3.3 Question and Answer Session

#### a. NUG – Plan Design Change: Paramedical & Vision

Lori Green received questions from members regarding the possible grouping of paramedical coverages as opposed to the current separate maximums for various paramedical services. Specifically, members requested that licensed physiotherapists, athletic therapists or acupuncturists be combined with chiropractors and masseurs or naturopaths under a \$1,700 maximum. Brad Seib and Kyle Stinson explained that an increase in overall claims costs can be anticipated if paramedical coverages are combined under a larger maximum.

With respect to the coverage on vision, Brad and Kyle explained that there would be significant cost increases if vision is added to the current benefits.

The above types of changes would require a review of the overall plan design to find offsetting savings.

#### b. Trustee – Drug Coverage: Saxenda

Trustee Kucher-Johnson questioned why Saxenda is not a covered drug on the plan. Brad and Kyle explained that Saxenda has not been approved as a drug to treat diabetes, but is approved for weight loss treatments only. The current benefits program does not cover anti-obesity drugs, additional coverage of which would result in an increase to healthcare costs of approximately 2%.

**MOVED** by Christine Sauer to table this discussion until the next meeting when Associate Superintendent Jonsson is available.

**CARRIED**

Attendees thanked Brad and Kyle for their presentation.

**4. MEMBERS CORNER FEEDBACK**

On CAAMSE members' behalf, Christine Sauer asked about the 2-year turnover of the health spending account. Brad Seib explained that it is a mandate by the Canadian Revenue Agency for health spending accounts.

**5. ITEMS FOR FUTURE AGENDAS**

- Experience Report
- Coverage for Anti-Obesity Drug Category

**6. ADJOURNMENT**

The meeting was adjourned at 5:10 pm.

***NEXT MEETING***

*3:15 pm, March 20, 2016*