



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

March 01, 2016

Public Session: 6:30 PM

*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

March 01, 2016

Public Session 6:30 PM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. **CALL TO ORDER at 6:30 PM**
 - 1.1. National Anthem
 - 1.2. Announcements
 - 1.3. Changes to the Agenda
 - 1.4. Approval of the Agenda

2. **APPROVAL OF MINUTES**
 - 3- 2.1. Regular Board Meeting of February 02, 2016
 - 6- 2.2. Special Board Meeting of February 02, 2016
 - 7- 2.3. Special Board Meeting of February 16, 2016

3. **BUSINESS ARISING FROM THE MINUTES**

4. **DELEGATION/PRESENTATION**

5. **BOARD CHAIR REPORT**
 - 5.1. Correspondence
 - 5.1.1. Parkland County

Recess Break / Public Question Period

6. **SUPERINTENDENT'S REPORT**
 - 6.1. Superintendent's Report
 - 6.2. Building Update (K. Wilkins)

7. ACTION ITEMS

- 9- 7.1. Financial Report Period Ending January 31 (C. Jonsson)
- 17- 7.2. Fees/Allowances 2016-2017 (C. Jonsson)
- 21- 7.3. School Calendars 2016-17, 2017-18, 2018-19 (S. Johnston)
- 28- 7.4. Board Policy 15 – School Closure (T. Monds)
- 7.5. Edwin Parr Nominee (K. Wilkins)

8. ADMINISTRATION REPORTS

- 37- 8.1. Fees Report (C. Jonsson)
- 41- 8.2. Financial Reporting Profile 2015-2016 (C. Jonsson)
- 46- 8.3. 2015-2016 Infrastructure Maintenance Renewal (IMR) Expenditure Report (K. Wilkins)

9. TRUSTEE REPORTS

- 51- 9.1. PSD Tomorrow (E. Cameron)
- 54- 9.2. Teacher/Board Advisory Committee (R. Heinrichs)
- 57- 9.3. Keephills Condominium Association (R. Heinrichs)
- 61- 9.4. Council of School Councils (D. Kilduff)
- 9.5. Public School Boards’ Association of Alberta (R. Gilchrist)
- 9.6. Alberta School Boards Association (D. Kilduff)

10. RESPONSES TO REQUEST FOR INFORMATION

11. FUTURE BUSINESS

11.1. Meeting Dates:

Open to the Public:

Apr 5, 2016Regular Board Meeting 9:30 am, Centre for Education

Closed to the Public:

Mar 15, 2016Student Advisory Committee 9:00 am, Tomahawk School

Mar 15, 2016PSD Tomorrow Committee 12:30 pm, Centre for Education

11.2. Topics for future agendas

11.3. Requests for information

12. INCAMERA

13. ADJOURNMENT



UNADOPTED

MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON FEBRUARY 02, 2016

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Tim Monds, Superintendent of Schools
 Kelly Wilkins, Deputy Superintendent
 Claire Jonsson, Associate Superintendent
 Dr. Dianne McConnell, Associate Superintendent
 Scott Johnston, Associate Superintendent
 Jordi Weidman, Director, Strategic Planning & Communications
 Jason Krefting, Director, Business and Finance Services
 Serge LaBrie, Director, Facilities Services
 Dennis Simcoe, Director, Transportation
 Jenny Chen, Executive Assistant

CALL TO ORDER

The meeting was called to order by Chair Cameron at 9:32 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.

ANNOUNCEMENTS

There were no announcements.

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF THE AGENDA

Res 015-2016 **MOVED** by Trustee Heinrichs that the Agenda be approved as presented. **CARRIED**

APPROVAL OF THE MINUTES

Res 016-2016 **MOVED** by Trustee Killduff that the Minutes of the Regular Meeting held on January 5, 2016 be approved as presented. **CARRIED**

BUSINESS ARISING FROM THE MINUTES

There was no business.

DELEGATION / PRESENTATION

There were no delegations.

BOARD CHAIR REPORT

There were no items received since the Boards' last regular meeting.

Board Chair

Secretary-Treasurer

UNADOPTED

Recess Break / Public Question Period

*Chair called a recess at 9:36 a.m.
Meeting resumed at 9:50 a.m.*

SUPERINTENDENT REPORT

Superintendent Monds provided a verbal report and shared a video from Division Professional Development Day on January 29, 2016.

Deputy Superintendent Wilkins provided a verbal report and spoke to the progress at Prescott Learning Centre and New School No. 2.

ACTION ITEMS

SPRUCE GROVE ATTENDANCE AREA

Res 017-2016

MOVED by Trustee Heinrichs that Board of Trustees directs administration to gather additional feedback from stakeholders on Option A (Original Proposal) and Option B (New Proposal) for the new Attendance Areas for the City of Spruce Grove and surrounding area. The Board will vote on the Spruce Grove Attendance Areas at the February 16, 2016 Special Board meeting.

CARRIED

Superintendent Monds, Deputy Wilkins, Mr. Simcoe and Mr. Weidman provided information on the motion, and responded to questions.

*Chair called a recess at 10:57 a.m.
Meeting resumed at 11:05 a.m.*

FINANCIAL REPORT PERIOD ENDING DECEMBER 31 2015

Res 018-2016

MOVED by Trustee Gilchrist that Board of Trustees approves the monthly financial report for the period ending December 31, 2015 as presented at the Regular Meeting of February 02, 2016.

CARRIED

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

BOARD POLICY 1 – DIVISION FOUNDATION STATEMENT

Res 019-2016

MOVED by Trustee Heinrichs that the Board of Trustees approves the revisions to Board Policy 1 – Division Foundation Statements, as presented at the Regular Meeting of February 2, 2016.

CARRIED

Superintendent Monds and Dr. McConnell provided information on the motion and responded to questions.

ADMINISTRATIVE REPORTS

2015-2016 CLASS SIZE INITIATIVE

Res 020-2016

MOVED by Trustee Kinsey that the Board of Trustees receives as information the 2015-2016 Class Size Report as presented at its Regular meeting February 2, 2016.

CARRIED

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

OCCUPATIONAL HEALTH & SAFETY REPORT

Res 021-2016

MOVED by Trustee Kucher-Johnson that Board of Trustees receives as information the Occupational Health and Safety Report as presented at its Regular meeting February 2, 2016.

CARRIED

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

Board Chair

Secretary-Treasurer

TRUSTEE REPORTS

PSD Tomorrow Committee

Res 022-2016

MOVED by Trustee Heinrichs that the Board of Trustees receives as information the PSD Tomorrow Committee minutes of January 19, 2016 as amended at the Regular Meeting of February 2, 2016.

CARRIED

Education Committee

Res 023-2016

MOVED by Trustee Kucher-Johnson that the Board of Trustees receives as information the Education Committee minutes of January 19, 2016 as presented at the Regular Meeting of February 2, 2016.

CARRIED

Public School Boards` Association of Alberta

Trustee Gilchrist confirmed that there was no report.

Alberta School Boards` Association

Trustee Kinsey provided a report on the Alberta School Boards` Association of Alberta meeting.

C2 Committee

Trustee Gilchrist reported on a C2 Joint Committee meeting held in December.

Shaping the Future Conference

Trustee Gilchrist and Trustee Kucher-Johnson provided a verbal report on the sessions attended on January 27-30, 2016.

FUTURE BUSINESS

Meeting Dates

Open to the Public:

Feb 16, 2016 Special Board Meeting 9:30 am, Centre for Education

Mar 1, 2016 Regular Board Meeting 6:30 pm, Centre for Education

Closed to the Public:

Feb 16, 2016 PSD Tomorrow Committee 12:30 pm, Centre for Education

Mar 1, 2016 Strategic Planning 9:30 am, Centre for Education

Topics for Future Agendas

There were no topics suggested.

Request for Information

There were no requests for information.

ADJOURNMENT

The meeting was adjourned at 12:10 p.m.

Board Chair

Secretary-Treasurer



UNADOPTED

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON FEBRUARY 02, 2016

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Claire Jonsson, Associate Superintendent
Legal Counsel

CALL TO ORDER

The meeting was called to order by Vice Chair Linder at 1:27 p.m.

Res 024-2016

MOTION TO MOVE INCAMERA

MOVED by Trustee Kinsey that the Board of Trustees moves in camera at 1:27 p.m.

CARRIED

Res 025-2016

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Ron Heinrichs that the Board of Trustees reverts to a public meeting at 3:05 p.m.

CARRIED

ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

Board Chair

Secretary-Treasurer



UNADOPTED

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON FEBRUARY 16, 2016.

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Tim Monds, Superintendent of Schools	
Kelly Wilkins, Deputy Superintendent	
Claire Jonsson, Associate Superintendent	
Dr. Dianne McConnell, Associate Superintendent	Regrets
Scott Johnston, Associate Superintendent	
Jordi Weidman, Director, Strategic Planning & Communications	
Dennis Simcoe, Director, Transportation Services	
Jenny Chen, Executive Assistant	

CALL TO ORDER

The meeting was called to order by Chair Cameron at 9:28 a.m.

NATIONAL ANTHEM

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

DELEGATION / PRESENTATION

Spruce Grove Attendance Area (Fenna Poelzer)

Ms. Poelzer shared information on Spruce Grove Attendance Area and answered questions.

ACTION ITEMS

SPRUCE GROVE ATTENDANCE AREA

Superintendent Monds, Deputy Superintendent Wilkins, Mr. Simcoe and Mr. Weidman made a presentation regarding development of and feedback on Spruce Grove Attendance Area proposals, and answered questions.

Board Chair called a recess at 10:38 a.m.

Meeting was resumed at at 10:46 a.m.

Mr. Simcoe answered questions.

Chair Cameron offered the gavel to Trustees. After all declined, it was given to Secretary Treasurer Jonsson to chair the meeting at 10:48 a.m.

Board Chair

Secretary-Treasurer

UNADOPTED

Res 026 -2016

MOVED by Trustee Kilduff that the Board of Trustees approves Spruce Grove Attendance Area Proposal B as presented.

Trustees debated on Spruce Grove Attendance Area proposals. Trustee Gilchrist called for a recorded vote.

CARRIED

In favour:

Trustee Kilduff

Trustee Cameron

Trustee Gilchrist

Trustee Kinsey

Trustee Kucher-Johnson

Trustee Heinrichs

Opposed:

Trustee Linder

ADJOURNMENT

The meeting was adjourned at 11:28 a.m.

DRAFT

Board Chair

Secretary-Treasurer



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **MONTHLY FINANCIAL REPORT – PERIOD ENDING JANUARY 31, 2016**

Recommendation

That the Board of Trustees approves the monthly financial report for the period ending January 31, 2016 as presented at the Regular Meeting of March 1, 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 01 September of each year and concludes on 31 August. Within the context of a full school year, Administration provides four Quarterly Financial reports as follows:

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

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

Administration would be pleased to respond to any questions.

CJ:jc

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

	Preliminary Budget ¹ 2015-16	Final Budget ² 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used
Revenues					
Instruction	93,334,666	93,536,252	40,003,877	53,311,029	42.87%
Operations and Maintenance	13,283,486	13,419,277	5,719,816	7,699,461	42.62%
Transportation	10,704,194	10,651,613	4,582,500	6,069,113	43.02%
Board and System Administration	4,028,321	4,053,454	1,775,018	2,499,781	41.52%
External Services	38,680	38,680	22,466	16,214	58.08%
School Generated Funds	2,281,466	2,281,466	958,872	1,322,594	42.03%
Total Revenues	123,670,813	123,980,741	53,062,549	70,918,192	42.80%
Expenses					
Instruction	93,284,249	93,596,424	38,569,761	55,026,664	41.21%
Operations and Maintenance	13,283,485	13,438,098	5,225,978	8,212,119	38.89%
Transportation	10,821,194	10,768,613	4,901,049	5,867,564	45.51%
Board and System Administration	4,028,321	4,053,454	1,635,099	2,418,355	40.34%
External Services	38,680	38,680	22,466	16,214	58.08%
School Generated Funds	2,281,466	2,281,466	614,821	1,666,645	26.95%
Total Expenses	123,737,395	124,176,734	50,969,175	73,207,561	41.05%
Surplus/(Deficit)	(66,582)	(195,993)	2,093,375		
Operating Surplus (Deficit)	(66,582)	(195,993)	1,749,323		
School Generated Funds Surplus (Deficit)			344,052		
Surplus/(Deficit)	(66,582)	(195,993)	2,093,375		
Target Percentage					41.67%
	Preliminary	Final	Actual		
	Surplus/	Surplus/	Surplus/		
	(Deficit)	(Deficit)	(Deficit)		
Program					
Instruction	50,418	(78,993)	1,434,116		
Operations and Maintenance	-	-	493,837		
Transportation	(117,000)	(117,000)	(318,550)		
Board and System Administration	-	-	139,919		
External Services	-	-	-		
Surplus/(Deficit) from Operations	(66,582)	(195,993)	1,749,323		
School Generated Funds			344,052		
Total Surplus/(Deficit)	(66,582)	(195,993)	2,093,374		

1 Approved by the Board of Trustees, June 16, 2015
2 Approved by the Board of Trustees, November 3, 2015

Revenue

	Preliminary Budget ¹ 2015-16	Final Budget ² 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used
Alberta Education					
School Jurisdiction Base Funding					
Base Instruction (Gr 1-12)	64,084,972	63,632,018	26,282,261	37,128,412	41.45%
Early Childhood Services (ECS)	3,216,324	3,279,782	1,690,122	1,589,660	51.53%
Home Education	58,478	60,149	27,051	33,098	44.97%
Outreach Schools	188,918	188,918	79,560	109,358	42.11%
Sub Total	67,548,693	67,160,868	28,078,995	38,860,528	41.95%
Alberta Education - Administration					
Administration allocation	3,745,208	3,735,554	1,648,708	2,308,191	41.67%
Sub Total	3,745,208	3,735,554	1,648,708	2,308,191	41.67%
Differential Cost Funding					
ECS Program Unit	5,048,170	5,245,243	1,948,759	3,296,484	37.15%
English as a Second Language	75,398	74,220	32,536	41,684	43.84%
First Nations, Metis & Inuit Education	752,806	722,175	252,913	469,262	35.02%
Inclusive Education	6,007,339	6,004,459	2,444,261	3,560,198	40.71%
Small Schools by Necessity	808,000	900,142	379,083	521,059	42.11%
Socio - Economic Status	831,039	831,809	336,614	495,196	40.47%
Equity of Opportunity	1,130,686	1,125,131	791,342	333,789	70.33%
Sub Total	14,653,439	14,903,179	6,185,508	8,717,671	41.50%
Differential Cost Funding - Operations and Maintenance					
Operations & Maintenance Support	7,724,023	8,000,524	3,333,818	4,666,706	41.67%
Sub Total	7,724,023	8,000,524	3,333,818	4,666,706	41.67%
Alberta Education - Other					
Institutional Programs	291,771	288,783	121,221	167,562	41.98%
Children and Youth with Complex Needs	-	65,000	-	60,000	0.00%
Government Contributions to ATRF	6,584,451	6,584,451	2,851,844	3,732,607	43.31%
Curriculum Development	55,000	55,000	-	55,000	0.00%
Lump Sum Payment	555,000	555,000	579,734	(19,734)	103.52%
Sub Total	7,486,222	7,548,234	3,552,799	3,995,435	47.07%
Transportation Funding					
Transportation - Rural	6,059,979	6,166,536	2,516,744	3,649,792	40.81%
Special Education Transportation	688,052	667,808	280,799	387,009	42.05%
Transportation - Disabled - ECS	239,181	236,609	98,595	138,014	41.67%
Transportation - In Home - ECS	51,110	51,110	21,464	29,646	42.00%
Urban Transportation	2,573,889	2,471,303	1,019,178	1,452,125	41.24%
Sub Total	9,612,211	9,593,366	3,936,780	5,656,586	41.04%
Provincial Priority Targeted Funding					
Supernet Service	240,000	240,000	139,992	100,008	58.33%
Sub Total	240,000	240,000	139,992	100,008	58.33%

1 Approved by the Board of Trustees, June 16, 2015
2 Approved by the Board of Trustees, November 3, 2015

Revenue

	Preliminary Budget ¹ 2015-16	Final Budget ² 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used
Capital Funding					
Infrastructure Maintenance and Renewal	1,767,682	1,767,682	883,841	883,841	50.00%
Sub Total	1,767,682	1,767,682	883,841	883,841	50.00%
Federal French Funding					
Federal French Funding	103,000	109,000	-	109,000	0.00%
Sub Total	103,000	109,000	-	109,000	0.00%
Other Provincial Support Funding - Alberta Finance					
Supported Capital Interest	1,786	1,786	1,787	(1)	100.04%
Sub Total	1,786	1,786	1,787	(1)	100.04%
Federal Government					
First Nations Tuition	1,682,573	1,882,235	835,785	1,046,450	44.40%
Sub Total	1,682,573	1,882,235	835,785	1,046,450	44.40%
From Alberta School Authorities					
Tuition Fees	33,571	36,215	36,215	-	100.00%
Transportation Fees	76,000	73,000	-	73,000	0.00%
Sub Total	109,571	109,215	36,215	73,000	33.16%
From Municipalities					
Joint Use Agreements	23,000	23,000	13,825	9,175	60.11%
Sub Total	23,000	23,000	13,825	9,175	60.11%
Private Organizations					
Transportation - Private Schools	16,159	10,015	-	10,015	0.00%
Transportation Insurance	182,505	165,017	-	165,017	0.00%
Sub Total	198,664	175,032	-	175,032	0.00%
Individuals					
Tuition Fees	11,250	11,250	15,950	(4,700)	141.78%
Transportation Fees	785,000	800,215	635,516	164,699	79.42%
Donations	94,451	94,451	128,156	(33,705)	135.69%
Rentals - Facilities	15,680	15,680	6,377	9,303	40.67%
Instructional Material Fees (ECS)	49,966	50,736	49,259	1,476	97.09%
Instructional Material Fees	685,931	686,920	469,545	217,374	68.36%
School Based Course Material Fees	870,077	866,137	558,950	307,187	64.53%
Other Student Fees	704,099	704,099	525,566	178,533	74.64%
Interest & Investment Income	143,200	170,000	51,804	118,196	30.47%
Misc. Sales	527,116	606,281	269,019	337,262	44.37%
Fundraising	1,283,059	1,283,059	297,994	985,065	23.23%
Sub Total	5,169,830	5,288,827	3,008,138	2,280,689	56.88%
Other					
Amortization of Capital Allocations	3,604,912	3,442,239	1,406,358	2,035,881	40.86%
Sub Total	3,604,912	3,442,239	1,406,358	2,035,881	40.86%
TOTAL REVENUES	123,670,813	123,980,741	53,062,549	70,918,192	42.80%

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

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

Allocation of Revenue and Expenses to Programs
January 31, 2016

REVENUES	Instruction	Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration	External Services	TOTAL
Alberta Education	37,924,021	4,217,659	3,936,780	1,681,980	-	47,760,441
Other - Government of Alberta	-	1,787	-	-	-	1,787
Federal Government and First Nations	710,417	91,936	-	33,431	-	835,785
Other Alberta school authorities	36,215	-	-	-	-	36,215
Out of province authorities	-	-	-	-	-	-
Alberta Municipalities-special tax levies	-	-	-	-	-	-
Fees	1,614,570	-	635,516	-	-	2,250,087
Other sales and services	251,376	3,713	10,203	7,802	14,451	287,544
Investment income	-	-	-	51,804	-	51,804
Gifts and donations	128,156	-	-	-	-	128,156
Rental of facilities	-	4,877	-	-	1,500	6,377
Fundraising	297,994	-	-	-	-	297,994
Gains on disposal of capital assets	-	-	-	-	-	-
Amortization of capital allocations	-	1,399,843	-	-	6,516	1,406,358
Other revenue	-	-	-	-	-	-
TOTAL REVENUES	40,962,750	5,719,816	4,582,500	1,775,018	22,466	53,062,549
EXPENSES						
Certificated salaries	23,122,819	-	-	213,718	-	23,336,538
Certificated benefits	4,815,743	-	-	79,145	-	4,894,888
Non-certificated salaries and wages	6,230,526	1,529,666	215,525	668,350	9,144	8,653,211
Non-certificated benefits	1,595,645	386,683	47,950	135,634	-	2,165,911
SUB - TOTAL	35,764,733	1,916,349	263,475	1,096,847	9,144	39,050,548
Services, contracts and supplies	2,663,051	1,893,593	4,626,958	497,437	6,807	9,687,846
Direct Cost of Fundraising and Fees	465,026	-	-	-	-	465,026
Amortization of supported capital assets	-	1,399,843	-	-	6,516	1,406,358
Amortization of unsupported capital assets	291,772	14,407	10,617	40,815	-	357,610
Interest and charges	-	1,787	-	-	-	1,787
Losses on disposal of capital assets	-	-	-	-	-	-
Other expense	-	-	-	-	-	-
TOTAL EXPENSES	39,184,582	5,225,978	4,901,049	1,635,099	22,466	50,969,175
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	1,778,168	493,837	(318,550)	139,919	-	2,093,375

Expenses

By Program	Preliminary Budget¹ 2015-16	Final Budget² 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used
Early Childhood Services	6,014,352	7,674,427	3,280,475	4,393,954	42.75%
Instruction	89,534,537	87,297,093	35,612,335	51,665,937	40.80%
Board & System Administration	4,028,321	3,955,494	1,594,284	2,361,210	40.31%
Plant Operations & Maintenance	7,183,809	8,175,775	3,210,420	4,984,176	39.18%
Infrastructure Maintenance Renewal	1,767,682	1,767,682	599,523	1,168,159	33.92%
Transportation	10,821,194	10,711,213	4,890,433	5,820,781	45.66%
External Services	38,680	38,680	15,950	22,730	41.24%
Amortization of capital assets and interest	4,348,820	4,556,370	1,765,755	2,790,615	38.75%
TOTAL EXPENSES	123,737,395	124,176,734	50,969,175	73,207,561	41.05%

By Category	Preliminary Budget¹ 2015-16	Final Budget² 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used
Salaries, wages and benefits	91,483,926	92,045,046	39,050,548	52,994,498	42.43%
Services, contracts and supplies	23,853,715	23,526,170	8,938,528	14,587,644	37.99%
School generated funds	2,281,466	2,281,466	614,821	1,666,645	26.95%
Infrastructure Maintenance Renewal	1,767,682	1,767,682	599,523	1,168,159	33.92%
Amortization of capital assets and interest	4,350,606	4,556,370	1,765,755	2,790,615	38.75%
TOTAL EXPENSES	123,737,395	124,176,734	50,969,175	73,207,561	41.05%

1 Approved by the Board of Trustees, June 16, 2015
 2 Approved by the Board of Trustees, November 3, 2015

Expenses by Site - January 31, 2016
Parkland School Division

Site	Preliminary Budget Expenditures¹ 2015-16	Final Budget Expenditures² 2015-16	Budgeted Reserves/ (Deficits) 2015-16	Total Revised Budget 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Governance	625,050	625,050		625,050	285,250	339,801	45.6%	Annual expenditures made in the first quarter for memberships and the opening day activities.
Office of the Superintendent	530,790	530,790		530,790	176,088	354,703	33.2%	Staff development, travel and subsistence expenditures below plan
Human Resources	440,068	440,068		440,068	157,951	282,116	35.9%	Staff development is below plan
Deputy Superintendent	594,760	594,759		594,759	267,468	327,291	45.0%	Annual Expenditures for website hosting and Thought Exchange paid for the year
Learning Services	1,980,392	1,977,014		1,977,014	820,419	1,156,595	41.5%	
Business & Finance	2,168,427	2,121,427		2,121,427	821,753	1,299,673	38.7%	Legal fees are below plan and Audit fees will not be incurred until later in the year.
Tech Support Services	1,812,190	1,853,849		1,853,849	711,802	1,142,047	38.4%	Temporary support and equipment expenditures below plan
Print Centre	87,000	87,000		87,000	36,752	50,248	42.2%	
Student Transportation	10,763,794	10,710,113		10,710,113	4,889,607	5,820,506	45.7%	Transportation expenditures are primarily over 10 months
Maintenance	4,088,989	4,445,542	-	4,445,542	1,674,402	2,771,140	37.7%	Combine Maintenance and Custodial (39.0%)
Custodial	3,484,534	3,484,534		3,484,534	1,421,995	2,062,539	40.8%	
Instructional Pool	3,025,346	3,342,637	-	3,342,636	1,305,610	2,037,026	39.1%	
Instructional Pool - Projected				-				
Blueberry	3,923,628	3,974,180	-	3,974,180	1,633,807	2,340,373	41.1%	
Brookwood	5,341,655	5,307,228	-	5,307,229	2,095,220	3,212,008	39.5%	Substitutes are below plan
École Broxton Park	5,969,091	5,681,918	-	5,681,918	2,434,069	3,247,849	42.8%	
Connections for Learning	1,417,079	1,321,037	-	1,321,037	544,114	776,923	41.2%	
Duffield	2,328,809	2,195,729	-	2,195,729	925,370	1,270,360	42.1%	
Entwistle	1,108,153	1,027,961	(9,540)	1,018,422	444,959	573,463	43.7%	Technology integration, and furniture and equipment above plan
Forest Green	1,999,713	2,132,690	-	2,132,690	900,877	1,231,813	42.2%	
Graminia	3,487,949	3,454,260	-	3,454,260	1,446,357	2,007,903	41.9%	
Greystone Centennial Middle	4,451,998	4,289,304	-	4,289,304	1,766,571	2,522,734	41.2%	
High Park	3,048,573	3,092,430	-	3,092,430	1,271,068	1,821,362	41.1%	
Memorial Composite High	7,589,870	7,817,368	(88,661)	7,728,707	3,283,216	4,445,492	42.5%	Combine Memorial Composite & Outreach (42.4%).
Memorial Outreach	537,996	511,784	-	511,784	209,064	302,720	40.9%	
École Meridian Heights	5,110,569	4,860,412	-	4,860,412	2,004,216	2,856,196	41.2%	
Millgrove	3,122,937	3,071,128	-	3,071,128	1,299,498	1,771,630	42.3%	
Muir Lake	2,934,695	3,014,107	-	3,014,107	1,211,658	1,802,449	40.2%	
Parkland Village	2,021,024	1,989,730	-	1,989,730	774,180	1,215,551	38.9%	Salary and Benefits are below plan
Seba Beach	886,833	878,432	-	878,433	382,936	495,496	43.6%	
Spruce Grove Composite High	6,880,519	6,732,045	-	6,732,045	2,711,080	4,020,965	40.3%	Combine Spruce Grove Composite & Outreach (40.1%).
Spruce Grove Outreach	431,632	437,263	-	437,263	164,592	272,672	37.6%	

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

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

Expenses by Site - January 31, 2016
Parkland School Division

	Preliminary Budget Expenditures ¹ 2015-16	Final Budget Expenditures ² 2015-16	Budgeted Reserves/ (Deficits) 2015-16	Total Revised Budget 2015-16	YTD Actuals Jan 31/16	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Stony Plain Central	3,573,425	3,704,291	-	3,704,291	1,458,443	2,245,848	39.4%	
Tomahawk	1,151,665	1,133,553	-	1,133,553	465,982	667,571	41.1%	
Wabamun	1,083,369	1,124,711	-	1,124,711	454,489	670,222	40.4%	
Woodhaven Middle	4,156,227	4,138,895	(54,061)	4,084,834	1,702,984	2,381,850	41.7%	
Innovation and Teaching		-	-	-	38	(38)		
Resiliency Program	239,647	239,647	-	239,647	78,146	161,501	32.6%	Supply expenditures are below plan
Real Program	1,534,541	1,701,358	-	1,701,358	735,370	965,988	43.2%	
Alternative Program	900,278	1,003,319	-	1,003,319	402,868	600,451	40.2%	
Early Education	4,119,975	4,139,203	-	4,139,203	1,785,370	2,353,833	43.1%	
Total Expenses	108,953,190	109,186,765	(152,262)	109,034,505	45,155,637	63,878,868	41.4%	
Target Percentage							41.7%	
Other Sites								
Capital and Debt Services	4,150,606	4,356,370	-	4,356,370	1,747,345	2,609,025	40.1%	
Capital Projects - Building	-	-	-	-	-	-		
Infrastructure Maintenance Renewal	1,767,682	1,767,682	-	1,767,682	599,523	1,168,159	33.9%	
School Generated Funds	2,281,466	2,281,466	-	2,281,466	614,821	1,666,645	26.9%	
Government Contributions to ATRF	6,584,451	6,584,451	-	6,584,451	2,851,844	3,732,607	43.3%	
Leadership Council		-	-	-	5	(5)		
Tri-Community Adult Learning		-	-	-	-	-		
	14,784,205	14,989,969	-	14,989,969	5,813,538	9,176,431	38.8%	
Total Expenses	123,737,395	124,176,734	(152,262)	124,024,474	50,969,175	73,055,299	41.1%	

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

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



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: FEES AND ALLOWANCES FOR 2016-2017 – IMF, NON-RESIDENT

Recommendation

That the Board of Trustees approves the Fees and Allowances for Instructional Material Fees and Non-Resident Tuition Fees 2016-2017 as presented at the Regular Meeting of March 1, 2016.

Background

Transportation Fees:

In Alberta, Section 51(3) of the *School Act* states that a Board may charge a parent of a student receiving transportation provided by the Board any fee determined by the Board.

Parkland School Division provides student bus services to Kindergarten to Grade 12 students:

- who reside more than 2.4 kilometers from their designated school site (eligible – funded).
- who reside less than 2.4 kilometers and more than 0.9 kilometers from their designated school site provided an urban bus pass is purchased (ineligible – unfunded).

Parkland School Division's practice is that urban ineligible students pay the approved fee to a maximum family rate. If the student does not attend their designated school, a cross attendance fee is implemented. Rural students are charged only the cross boundary fee where applicable. In order to balance the transportation budget, the Board established a transportation surcharge in 2013-2014. The transportation surcharge provides approximately \$400,000 in fee revenue annually. Transportation fees for ineligible students will be brought forward for consideration at the April 5 Regular Board Meeting.

Instructional Material Fees:

In Alberta, Section 60(2) of the *School Act* states that a Board may charge a parent of a student fees with respect to instructional supplies and materials. The fees are charged to support the purchase of instructional resource materials and supplies and rental of textbooks. No increase in fees is recommended.

Non-Resident Tuition Fees:

A resident student is an individual who is entitled to have access to an education program under Section 8 of the *School Act* and who is a resident student as determined under Section 44 of the *School Act*. Fees are charged for non-resident students and are reviewed annually. To align with our administrative procedure 301, we have changed the name in Item 4.6 from Foreign Students Program to International Students. No increase in fees is recommended.

Administration would be pleased to respond to any questions.

CJ:jc

Administrative Procedure 505 – Appendix A

FEE ALLOWANCES FOR 2016-17

Proposed March 1, 2016

	2015-16	2016-17	\$ CHANGE
1.0 TRANSPORTATION SURCHARGE	45	tbd	tbd
FOR EACH TRANSPORTED STUDENT			
2.0 TRANSPORTATION FEES FOR INELIGIBLE PASSENGERS			
IN STONY PLAIN, SPRUCE GROVE AND TO THOSE STUDENTS ATTENDING PRIVATE SCHOOLS (Res 043-01)			
2.1 ECS (full day / half time) *	110	tbd	tbd
2.2 Grades 1 to 12	220	tbd	tbd
2.3 Maximum Rate Per Family	440	tbd	tbd
2.4 Cross Attendance Area ECS (full day / half time) *	150	tbd	tbd
2.5 Cross Attendance Area Grades 1 to 12	300	tbd	tbd
2.6 Cross Attendance Area (max. per family)	600	tbd	tbd
2.7 Private School Grades ECS (full day / half time) *	150	tbd	tbd
2.8 Private School Grades 1 to 12	300	tbd	tbd
2.9 Private School (max. per family)	600	tbd	tbd
* Week 1(Mon,Wed,Fri) / Week 2 (Tues,Thurs)			
3.0 INSTRUCTIONAL MATERIAL FEES (IMF)			
3.1 ECS	57	57	0
3.2 Elementary (Grades 1 to 6)	57	57	0
3.3 Junior High (Grades 7 to 9)	77	77	0
3.4 Senior High (Grades 10 to 12)	121	121	0
3.5 Maximum Per Family (<i>Excluding ECS</i>)	280	280	0
3.6 Summer School	At Cost	At Cost	0
4.0 NON-RESIDENT TUITION FEES			
4.1 Mild Disability/Disorder	13,277	13,277	0
4.2 Moderate Disability/Disorder	14,829	14,829	0
4.3 Severe Disability/Disorder	25,842	25,842	0
4.4 Complex/Profound Disability/Disorder	36,215	36,215	0
4.5 English Language Learners	13,277	13,277	0
4.6 International Students	11,250	11,250	0

Reference: Section 16, 51, 60, 61, 113, School Act
Revised March 2015

Administrative Procedure 505 – Appendix B

SCHOOL FEE SCHEDULE FOR 2016-2017

E = Early Years (K-4) **M** = Middle Years (5-9) **S** = Senior High (10-12)

Common Items

The following are items common to schools across Parkland School Division. Schools may charge any fee up to and including the identified cap.

Item	Grade Level	Maximum Chargeable Fee
Agendas	E / M / S	\$15.00
* Locker Fee/Deposit	E / M / S	\$ 8.00
Cultural Events	E / M / S	\$25.00
Instrument Fees	E	\$10.00
	M / S	\$58.00
Memory / Year Book	E / M	\$20.00
	S	\$55.00
Student Leadership	E / M / S	\$11.00
<i>* Portion may be refunded at the end of the year</i>		

Middle School Option Courses

Fees for each of the following courses cannot exceed the cap of **\$50.00** per course:

CTS/CTF

- Career and Technology Foundations
- Ethics
- Environmental and Outdoor Education
- Fine Arts
- Art
- Drama
- Music

Senior High CTS/Option Courses

Fees for each of the following courses cannot exceed the cap of:

- Three (3) credit course – maximum of \$50.00
- Five (5) credit course – maximum of \$75.00

Field Trips

Trips are to be charged on a cost recovery basis only

- “A” Trips (Day Trips) – maximum of \$110.00 per year
- “B” Trips (Overnight Trips within Canada) – maximum of \$215.00 per year (Fundraising done for amounts over cap)
- Optional Trips – cost recovery basis only

Supplementary Fees

- Money raised from fees shall be utilized for the purpose for which it was obtained.
- At the commencement of each School Year, schools must provide School Councils and parents with a list of field trips planned for the year, along with identified costs for same. Trips are to be charged on a cost recovery basis only.

The Fee Schedule is set annually by the Superintendent.

Revised March 2016



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Scott Johnston, Associate Superintendent
Subject: **SCHOOL CALENDARS – 2016-2017, 2017-2018 and 2018-2019**

Recommendation:

That the Board of Trustees approves the 2016-17 School Calendar and approves in principle the 2017-18 and 2018-19 School Calendar as presented at the Regular Meeting of March 1, 2016.

Background:

Parkland School Division continues to strive to provide students with quality education beginning with access to the appropriate number of instructional days. In addition, the calendars also continue to support school-based professional learning opportunities for staff to focus on Division and school priorities.

In December 2015, the Board of Trustees received as information the proposed calendars for the next three years. The Board had previously approved in principle the calendars for 2016-17, 2017-18 and 2018-19. All three calendars were circulated to stakeholders for feedback. The responses were considered in the development of the proposed calendars.

Each of the calendars for 2016-17, 2017-18 and 2018-19:

- Ensure 184 instructional days so that high schools are able to meet their instructional requirements;
- Provide 11 non-instructional days for professional learning;
- Provide a fall break connected to a weekend;
- Provide students and staff with two weeks of vacation at Christmas and one week vacation at Spring Break.

Administration would be pleased to respond to any questions.

SJ:jc

PARKLAND SCHOOL DIVISION No70 2016 - 2017 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	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
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

OCTOBER				
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				

NOVEMBER				
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		

DECEMBER				
M	T	W	T	F
			1	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
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			

FEBRUARY				
M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
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		

JUNE				
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

Where the world opens up

2016 – 2017 School Year Calendar

2016-2017	Total instructional (students)	Total Non- instructional	Operational (Teachers)
August	1	2	3
September	21	0	21
October	19	1	20
November	18	1	19
December	17	0	17
January	16 ⁹²	1	17 ⁹⁷
February	17	2	19
March	16	1	17
April	17	1	18
May	21	1	22
June	21 ⁹²	1	22 ⁹⁸
Total	184	11	195

PLEASE NOTE: The following school offers a modified school year – Entwistle. Please contact the school for details on their operational dates.

Wednesday, August 31, 2016..... First day of instruction for students
 Thursday, June 29, 2017..... Last day of instruction for students

SPECIAL DATES

Monday, August 29, 2016 Division Planning Day
 Tuesday, August 30, 2016 Staff planning & development day
 (no students attend)
 Wednesday, August 31, 2016 First day of instruction for students
 Monday, September 5, 2016 Labour Day
 Friday, October 7, 2016 Staff planning & development day
 (no students attend)
 Monday, October 10, 2016 Thanksgiving Day
 Friday, November 11, 2016 Remembrance Day
 Monday, November 14, 2016..... Fall Break
 Tuesday, November 15, 2016 Fall Break
 Friday, November 25, 2016 Staff planning & development day
 (no students attend)
 Monday, December 26, 2016 to
 Friday, January 6, 2017 inclusive Christmas Break
 Monday, January 9, 2017..... First day back for instruction after Break
 Wednesday, January 31, 2017 Staff planning & development day
 (no students attend)
 Thursday, February 9 & Friday, February 10, 2017 Teachers' Convention
 Monday, February 20, 2017 Family Day
 Friday, March 3, 2017 Staff planning & development day
 (no students attend)
 Friday, March 24 to Friday, March 31, 2017 Spring Break
 Friday, April 14, 2017 Good Friday
 Monday, April 17, 2017 Easter Monday
 Friday, April 28, 2017 Staff planning & development day
 (no students attend)
 Friday, May 19, 2017..... Staff planning & development day
 (no students attend)
 Monday, May 22, 2017 Victoria Day
 Thursday, June 29, 2017..... Last day for all Students
 Friday, June 30, 2017 Staff planning & development day
 (no students attend)



PARKLAND SCHOOL DIVISION No70 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	26
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
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL

M	T	W	T	F
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16	17	18	19	20
23	24	25	26	27
30				

MAY

M	T	W	T	F
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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	18	1	19
December	16	0	16
January	17 ⁹⁰	1	18 ⁹⁶
February	17	2	19
March	16	1	17
April	20	0	20
May	21	1	22
June	20 ⁹⁴	1	21 ⁹⁹
Total	184	11	195

PLEASE NOTE: The following school offers a modified school year – Entwistle. 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
 Friday, November 10, 2017 Fall Break
 Monday, November 13, 2017 Fall Break
 Tuesday, November 14, 2017 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)
 Monday, March 26 to Friday, March 30, 2018 Spring Break
 Friday, March 30, 2018 Good Friday
 Monday, April 2, 2018 Easter Monday
 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 No70 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

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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

2017-2018	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 ⁹²	1	19 ⁹⁸
February	17	2	19
March	15	1	16
April	20	0	20
May	21	1	22
June	19 ⁹²	1	20 ⁹⁷
Total	184	11	195

PLEASE NOTE: The following school offers a modified school year – Entwistle. 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 Fall Break
 Monday, November 12, 2018..... 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)





MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **BOARD POLICY 15 – School Closure**

Recommendation

That the Board of Trustees approves the revisions to Board Policy 15 – School Closure, as presented at the Regular Meeting of March 1, 2016.

Background

The process for school closure is outlined in the Province of Alberta School Act *Closure of Schools Regulation, Alberta Regulation 238/1997*. Parkland School Division Policy 15 – School Closure includes Appendix A: Program Reduction/Reconfiguration and Appendix B: Criteria for use in assessing school viability in low enrolment schools/programs.

Policy 15 addresses the issue of declining student population in schools and student viability in schools and renders Appendix A and Appendix B redundant and ensures compliance the *Closure of Schools Regulation, Alberta Regulation 238/1997*.

The amendment removes Appendix A and Appendix B from Policy 15. The proposed Policy 15 is in accordance with the Regulation and provides a legally sound, effective and efficient process to address low enrolment, school viability and school closure processes within Parkland School Division.

School Viability will be addressed through Administrative Procedure 170 and will apply prior to the application of Board Policy 15 and the *Closure of Schools Regulation*.

Administration circulated the proposed revisions to stakeholders for feedback. Of the feedback received, a Principal, a Director and CAAMSE had no concerns with the proposed changes. Responses from Duffield School Council were considered in further revision to Board Policy 15.

Administration would be pleased to respond to any questions.

cj:jc

Policy 15

SCHOOL CLOSURES

The Board recognizes that it may have to consider closure of a school, or three consecutive grades in a school, when the operation of the school is no longer financially viable.

Demographic studies will be made for all schools and will be updated periodically. Such studies will review the impact of population shifts and transportation patterns on individual schools and school centralization.

The Superintendent will annually recommend to the Board the groupings which appear to be justified, specifying individual schools for more comprehensive studies concerning possible closing.

Specifically

1. A school will be considered for a comprehensive closing study if any of the following conditions apply:
 - 1.1 The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be renovated to currently accepted educational standards.
 - 1.2 The student occupancy rate of the school has fallen substantially under capacity and is projected to remain so.
 - 1.3 The school's site-based budget can no longer feasibly support the financial viability of the operation of the school.
2. Although use for students will be the primary function of a school, unusual circumstances may prevail which will require alternative use of a particular location or building. A closing study of such a school may also be authorized by the Board. A closing study will include direct consultation with those communities considered in the study and is to address the following factors:
 - 2.1 Review of the in-depth demographic studies, including grouping; and consideration of alternatives.
 - 2.2 Age and current physical condition of the building and program facilities.
 - 2.3 Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
 - 2.4 Reassignment of students, including alternative plans.
 - 2.5 Transportation factors, including numbers of children bussed, time, distance, and safety.
 - 2.6 Alternate uses of the building.
 - 2.7 Costs/savings:

- 2.7.1 Personnel
- 2.7.2 Plant operation
- 2.7.3 Transportation
- 2.7.4 Capital investment
- 2.7.5 Alternate use
- 2.8 Continuity of Instructional and Community Programs
 - The Board recognizes that once a closure is given active consideration, the Board has an obligation to:
 - 2.8.1 Ensure that students, staff and community become aware of the potential of a school closure at the point when that potential is judged to be significant; and
 - 2.8.2 Ensure that students, staff and the community become aware immediately the Board declares its intention to close a school; and have an opportunity for input.

Process

The Board establishes the following process with respect to the closing of schools:

1. The Superintendent recommends closure to the Board.
2. Where the Board decides to pursue closure, a notice of motion must be served at a regular meeting of the Board, proposing that a specific school or schools be closed.
3. Immediately following notice of motion, the Superintendent or designate must send a letter to the parent of every child in the school informing them of the fact and implications of the notice of motion.

Such communication must address questions relating to how a specific closure would affect the following:

- 3.1 The attendance area defined for that school;
- 3.2 The attendance at other schools by students re-located by virtue of school closure;
- ~~3.23.3~~ Information on the Board's long range capital plan;
- ~~3.33.4~~ The need for, and extent of, busing;
- ~~3.43.5~~ The effect on the social environment of the community;
- ~~3.53.6~~ Program implications for the students when they are attending other schools;
- ~~3.63.7~~ Program implications for other schools;
- ~~3.73.8~~ The educational and financial impact of closing the school, including the effect on operational costs and the capital implications;
- ~~3.83.9~~ The financial and educational impact of not closing the school;

~~3.9.3.10~~ The capital needs of other schools that may have increased enrollment.

Such communication shall also include a statement as to the proposed disposal of the closed school (e.g., mothballing, lease to community organization, lease to government agency, sale, or demolition).

3.11 The date, time and location of a public meeting referred to in 4.0;

Such communication shall also include a statement as to the proposed disposal of the closed school (e.g., mothballing, lease to community organization, lease to government agency, sale, or demolition).

4. A public meeting shall be organized and convened by the Board, in the school, for the purpose of discussing the proposed resolution, its implications for students and for the system, possible implementation, and possible alternatives. ~~Such a meeting must be effectively advertised, particularly to the parents of students enrolled in the school. Advance notice of two (2) weeks must be provided. At least six (6) trustees are to be in attendance at this public meeting.~~

5. The date and place of the public meeting shall be:

5.1 Posted in 5 or more conspicuous places in the area or areas of the school(s) affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting, and

5.2 Advertised in a newspaper circulating within the area(s) of the school(s) affected by the proposed closure, on at least two (2) occasions as close as is practicable to the date of the meeting.

6. At least six (6) trustees are to be in attendance at this public meeting.

7. The Board shall ensure that minutes of all public meetings held under this section are prepared.

~~5.8.~~ The council of the municipality in which the school is located shall be provided an opportunity to provide a statement to the Board of the impact the closure may have on the community.

~~6.9.~~ Concerned electors shall be allowed up to three (3) weeks to prepare a response (or responses) to the notice of motion. They are encouraged to include preferred alternatives.

~~7.10.~~ Representatives of concerned electors shall be given an opportunity to present their response to the Board to comment upon the response and the notice of motion, and to answer questions.

11. The debate and the vote upon the motion must take place only after the above minimum criteria have been met and within the following timelines:

11.1 Minimum of three (3) weeks after the date of the public meeting;

11.2 Maximum of twelve (12) months after the notice of motion.

~~8.12.~~ In the event that the motion is passed, the Superintendent shall advise the Minister of Education.

Legal Reference: Section 45, 58, 60, 113, 200, 201, 270, 271 School Act
Alberta Regulation 257/2003

REVISED: November 2015

DRAFT

Policy 15 – Appendix A

PROGRAM REDUCTION/RECONFIGURATION

The Board believes that in certain situations, particularly those related to declining student population in schools, consideration is to be given to program reduction and/or reconfiguration as a possible means for enhancing program viability and learning opportunities for students.

Definitions

Reconfiguration

The addition or removal of one (1) or more entire grades to or from any school.

Program Reduction

The reduction of three (3) or more consecutive grades in a school, also referred to as closure in the School Act and Closure of Schools Regulation.

Specifically

The Superintendent or designate may initiate a programming review process when student enrolment levels fall below eighty (80) students in any K-6 school, or below forty-five (45) students in any grade 7-9 program of a school.

The programming review process shall take into account the:

Intended Learner Outcomes for all students in the Division (what is the evidence that students are/are not achieving the system's intended learner outcomes for all students?), and

The three "E's", that is "educational indicators", "ecological considerations", and "economic factors", where:

The educational indicators refer to the overall level of student performance in the school, as reflected in student achievement on academic, social and emotional growth measures;

The ecological considerations refer to the opportunities or challenges that program reduction or reconfiguration might have on:

Social and community relationships,

Parental involvement,

Programming implications for receiving schools(s), and

Student transportation arrangements.

The economic factors refer to the benefits or disadvantages associated with possible program reduction or reconfiguration including the financial impact of program reduction or reconfiguration, positive or adverse effects on operational costs and capital implications.

In addition to the above, a programming review shall take into account:

The potential for increased student attendance at other schools, and the anticipated benefits, disadvantages or other impacts of relocating students to another school site(s);

~~Programming adjustments that may need to be made in one or both schools when/if students move from one school's attendance area to another;
The need for and extent of busing, both before and subsequent to any proposed changes;
The relationship of the school or program operation to the social environment of the community.~~

~~Notwithstanding any decision by the Superintendent or designate to initiate or not initiate a programming review in a school or school program area faced with low enrolment, all schools with student numbers at or near the minimum enrolment threshold shall engage with stakeholders in contingency planning for possible program closure or consolidation, where student interest and welfare for student learning is held paramount.~~

~~When a programming review process is initiated, the Superintendent or designate shall describe the programming review process to affected school stakeholders (including staff and school council) as early as possible in the school year following the September 30 enrolment count, and shall bring the review report to the Board prior to the end of May of the same school year.~~

~~If, following the Superintendent or designate's report on the programming review at a certain school, the Board determines not to pursue reconfiguration or program reduction in the subsequent year, the Board will communicate the same in writing to the parent of every child in the school that while the student population in one or more of the school's program areas has fallen below the minimum enrolment target(s), the school will nevertheless operate in the subsequent school year.~~

~~If the Board wishes to consider reorganizing the school's grade reconfiguration as an outcome of the Superintendent or designate's review, it shall so indicate with a notice of motion and set a date of a public Board meeting at which the question will be considered.~~

~~If as an outcome of the Superintendent or designate's programming review report, the Board decides to pursue program reduction (closure); the Board will proceed with a notice of motion, at a regular meeting of the Board, proposing that three (3) or more consecutive grades be closed and indicating the time and location of a public meeting referred to in Board Policy 15 (School Closures), along with all other requirements as set out in Board policy and Alberta Regulations.~~

Policy 15 Appendix B

CRITERIA FOR USE IN ASSESSING SCHOOL VIABILITY IN LOW ENROLMENT SCHOOLS/PROGRAMS**Educational Indicators**

Percentage of students in 3, 6 and 9 at/above the acceptable standard on the Provincial Achievement Tests over a five (5) year trend.

Percentage of students in all grades judged by teachers to be at/above grade standard in all core subjects.

Percentage of students who demonstrate a year's growth in a year's time on identified, consistent school based measures. (HLAT [Highest Level of Achievement Testing], CTBS [Canadian Test of Basic Skills], other.)

Percentage of students with special needs for whom SMART (Specific, Measurable, Attainable, Results oriented, Time bound) goals are established.

Percentage of students with special learning needs who meet or exceed learning targets set on IPPs.

Percentage of students who meet or exceed standards for social responsibility and citizenship, as set for their age range.

Economic Factors

The ability of the school to manage its early and middle years operation within the budget means provided through the newly revised funding allocation model approved by the Division.

Percentage of parents, staff, students who express satisfaction with school resources available for computer technology, professional development, library resources, physical education equipment, science supplies, complementary programs, other.

Percentage of school budget spent on staffing.

Per-student Division cost of maintenance, custodial and transportation services to school.

Ecological Considerations

Percentage of resident parents who choose the neighborhood school for their children.

Percentage of student population who choose to attend school from across boundary.

~~Percentage of parents, students and staff who consider the school a safe and caring environment.~~

~~Percentage of students whose attendance rate is above ninety (90) %.~~

~~Extent to which students are actively contributing in community through school-based initiatives.~~

~~Extent to which community members are contributing to/involved in school life.~~

~~<http://www.tesaonline.org/school-inclusion-in-alberta.html> Percentage of parents who contribute to the school through active volunteerism.~~

~~Percentage of students whose ride time to school on buses does not exceed forty-five (45) minutes (one (1) way).~~

~~The degree of facility compatibility for quality middle years programming.~~

~~Analysis of enrolment trends over five (5) – ten (10) year history.~~

~~Percentage of students who participate in one or more school sponsored extra-curricular activities.~~

~~Percentage of parents who express satisfaction with the overall quality of the school.~~

~~Legal Reference: Section 45, 58, 60, 113, 200, 201, 270, 271 School Act
Alberta Regulation 257/2003~~



MEMORANDUM

Date: March 01, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Kelly Wilkins, Deputy Superintendent
Resource: Trustee Cameron, Trustee Linder, Trustee Heinrichs
Subject: **EDWIN PARR AWARD**

Recommendation:

That the Board of Trustees puts forth, Ms. Brogan Foley, Duffield School, as Parkland School Division's nominee to the ASBA Zone 2/3 Edwin Parr Selection Committee as presented at the Regular Meeting of March 01, 2016.

Background:

In 1964, the Alberta School Trustees' Association established the Edwin Parr Teacher Award to remember the long and meritorious service of past President Edwin Parr. Nominees of the award are selected based on his/her:

- Knowledge of student learning styles
- Skill in utilizing a variety of student evaluation methodologies
- Skill in diagnosing the entry knowledge and/or skill of students for a given set of instructional objectives
- Skill in assisting students to develop a positive self-concept
- Involvement in professional development
- Involvement in extra-curricular and community activities
- Interpersonal skills with students

Edwin Parr nominees are judged with these seven consideration items as presented in the teacher evaluation, scholastic history (university marks) and student teaching records.

Our schools were invited to identify a first year teacher to serve as Parkland's nomination to the ASBA's Zone 2/3. Two nominations for outstanding First Year Teacher were received:

Ms. Brogan Foley – Duffield School
Ms. Meghan Brohman – Stony Plain Central School

Administration would be pleased to respond to any questions.

KW:bms



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **FEES REPORT**

Recommendation

That the Board of Trustees receives as information the Fees Report as presented at the Regular Meeting of March 1, 2016.

Administration would be pleased to respond to any questions.

CJ:jc



Parkland School Division Fees Report

March, 2016

*Presented to Board of Trustees, March 1, 2016
Claire Jonsson, Associate Superintendent*

Background:

Parkland School Division Administrative Procedure 505 outlines current procedures regarding fee charges and is attached for your reference.

This report provides a summary of instructional fee revenue by category for each school for the year ended August 31, 2016 as well as the current year to date, September 1, 2015 – January 31, 2016.

Fee Revenue by Category

Instructional Material Fees (IMF):

The Board determines annually, the amount of Instructional Material Fees that are charged to every student in Parkland School Division. Instructional Material Fees are charged to support the purchase of instructional resource materials, supplies and rental of textbooks. Instructional Material Fees are considered part of the general revenue of the Division.

School Fees:

The school fee schedule is set annually by the Superintendent and provides maximum amounts schools can charge for common items such as agendas and memory books. Caps are also set on supplementary fees for complementary courses, Career and Technology Studies (CTS), option courses and field trips. At the commencement of each school year, schools must provide school councils and parents with a list of field trips planned for the year, along with the identified costs for same. Trips are to be charged on a cost recovery basis only. All fees charged by the school are listed on the school's public website. School fees are considered part of the school budget and are classified as either Course Material Fees or Other Student Fees

A. Schools Fees – Course Material Fees (CMF):

School Based Course Material Fees are student fees that consist of complementary courses, options and common items of an instructional nature. Supplementary fees collected for Credit Enrolment Unit (CEU) related activities are classified as Course Material Fees and are considered part of the general revenue of the Division.

B. Other Students Fees (non-instructional) – School Generated Funds (SGF)

Student fees are collected and disbursed for the benefit of individual students. Non-instructional fees may be charged for field trips, graduation, clubs, art groups, yearbook, student pictures, locker rentals, student agendas, student union, teams, uniforms, etc. Other Student fees are considered revenue within School Generated Funds.

Fee Summary
For the year ended August 31, 2015
Revenues

	Instructional Material Fees IMF	Course Material Fees CMF	Other Student Fees SGF	Total Student Fees
Blueberry School	32,910	28,179	56,056	117,145
Brookwood School	38,868	66,104	6,488	111,460
Ecole Broxton Park	53,348	79,992	41,723	175,063
Duffield	15,395	21,309	25,027	61,731
Entwistle	6,563	3,861	11,804	22,228
Forest Green	13,232	14,572	10,693	38,497
Graminia	30,937	60,212	40,930	132,080
High Park	26,831	59,754	29,867	116,452
Keephills	2,315	858	478	3,651
Memorial Comp	126,580	102,401	64,573	293,555
MC - Outreach	443	900	-	1,343
Ecole Meridian Heights	40,769	70,170	57,731	168,670
Millgrove	25,352	43,888	8,422	77,662
Muir Lake	26,118	51,380	48,891	126,388
Parkland Village	10,338	11,038	2,052	23,428
Seba Beach	3,549	19,694	3,111	26,354
Spruce Composite	110,228	51,077	49,900	211,204
SG - Outreach (61)	11,870	-	11,810
Stony Central	28,854	69,813	73,266	171,934
Tomahawk	6,571	16,970	5,273	28,814
Wabamun	6,135	7,548	3,080	16,763
Woodhaven	34,723	85,042	97,764	217,529
Early Education	-	14,378	-	14,378
Greystone Centennial	37,792	51,873	106,826	196,490
Connections for Learning	7,388	2,796	1,777	11,961
Instructional Pool (9,473)	-	-	(9,473)
	675,706	945,679	745,731	2,367,116

Audited Financial Statements - For the year ended August 31, 2015

Note 13, page 25

Instructional Material Fees	675,706
Course Material fees	945,679
Tuition Fees	35,777
Fees charged for instructional materials & supplies	1,657,162
Other fees	745,731

Fee Summary
For the period ended January 31, 2016
Revenues

	Instructional Material Fees IMF	Course Material Fees CMF	Other Student Fees SGF	Total Student Fees
Blueberry School	24,341	29,149	13,103	66,593
Brookwood School	42,123	68,537	3,210	113,870
Ecole Broxton Park	45,592	48,134	26,854	120,580
Duffield	12,641	9,976	24,764	47,380
Entwistle	3,843	4,680	2,808	11,331
Forest Green	7,943	6,125	2,849	16,916
Graminia	27,834	37,155	36,104	101,093
High Park	25,248	49,522	16,337	91,108
Keephills	57	-	-	57
Memorial Comp	60,957	50,321	55,277	166,555
MC - Outreach	711	-	-	711
Ecole Meridian Heights	29,730	34,425	58,357	122,511
Millgrove	16,305	27,947	2,705	46,957
Muir Lake	24,631	62,414	16,709	103,754
Parkland Village	8,575	12,650	7,978	29,204
Seba Beach	992	2,095	1,856	4,943
Spruce Composite	76,000	38,953	85,352	200,305
SG - Outreach	-	123	-	123
Stony Central	19,084	36,172	26,139	81,395
Tomahawk	5,196	4,300	3,149	12,645
Wabamun	5,679	2,346	2,651	10,676
Woodhaven	18,842	20,839	59,032	98,713
Early Education	19,120	1,317	-	20,437
Greystone Centennial	30,170	40,790	54,036	124,996
Connections for Learning	3,531	1,091	1,091	5,714
Instructional Pool	200	-	-	200
	509,344	589,061	500,360	1,598,765

Next steps

Alberta Education required a new fee report with the 2014-2015 financial statements. The Division has made changes in the recording of the fees to provide more granular information and ensure we are able to report the fees as required. The Division purchased and has implemented a new fee system to assist in this process. In addition, the Division has created new expenditure codes in conjunction with the new fee codes and has instructed the schools to record expenditures related to the revenues. This will enable the schools to monitor the fees collected and ensure that the fees are being spent for the purpose they were collected.



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds – Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: Financial Reporting Profile 2009-2010 to 2014-2015

Recommendation

That the Board of Trustees receives as information the Financial Reporting Profile for the 2009-2010 to 2014-2015 School Years as presented at the regular meeting of March 1, 2016.

CJ:jc

2305 Parkland School Division No. 70
FINANCIAL REPORTING PROFILE
 2009/2010 to 2014/2015 School Years

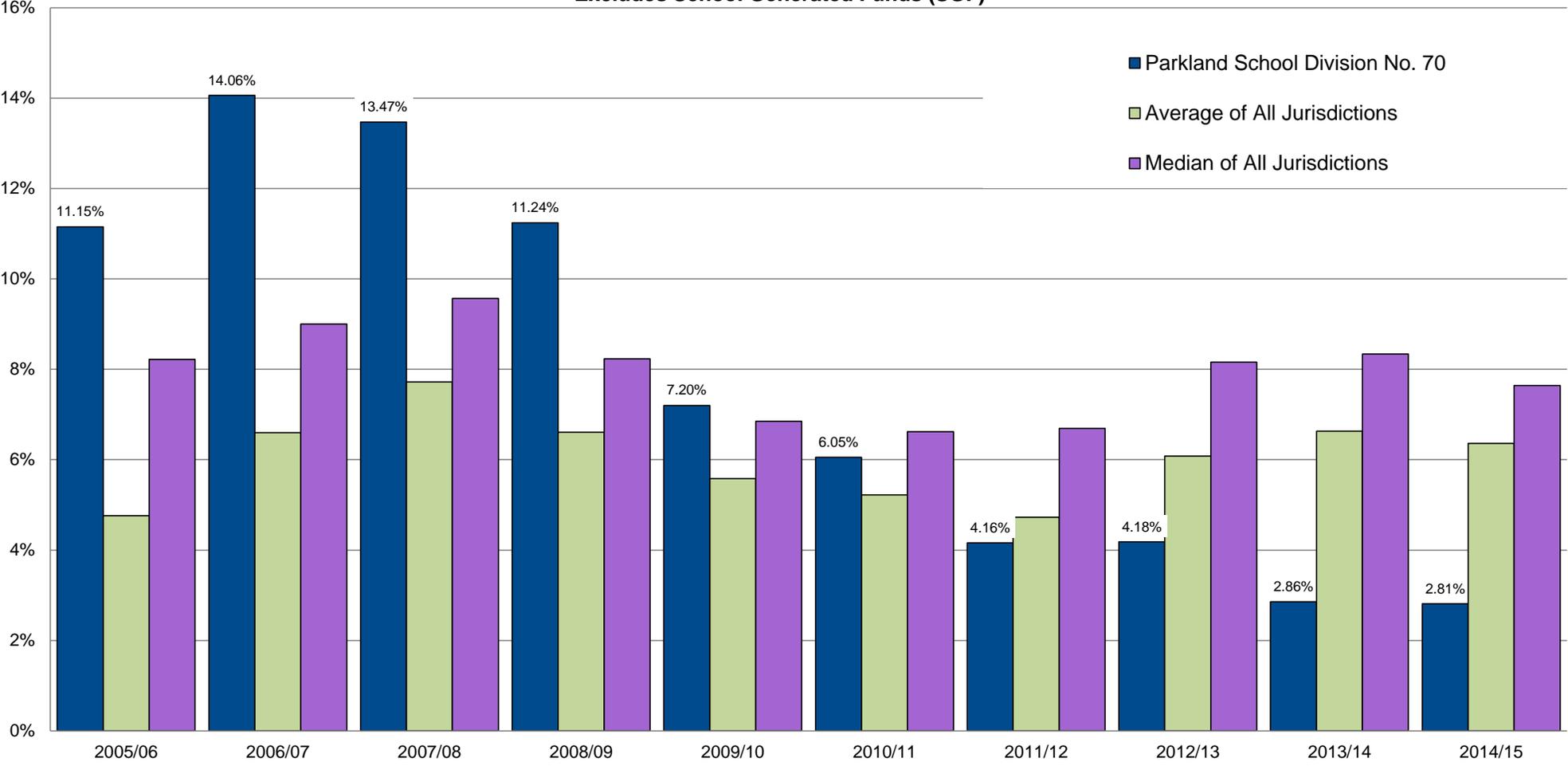
GRC Password

	2009/2010 Actuals	2010/2011 Actuals	2011/2012 Actuals	2012/2013 Actuals*	2013/2014 Actuals*	2014/2015 Actuals*
TOTAL FTE ENROLLED (K - 12)	9,055	9,069	9,404	9,396	9,595	9,871
ANNUAL OPERATIONS						
Total Revenues	\$93,855,185	\$99,970,426	\$110,388,872	\$113,759,959	\$115,895,613	\$120,415,616
Total Expenses	\$97,458,236	\$100,296,604	\$112,851,045	\$113,850,145	\$116,084,589	\$120,421,957
Excess (Deficiency) of Revenues over Expenses	(\$3,603,051)	(\$326,178)	(\$2,462,173)	(\$90,187)	(\$188,975)	(\$6,341)
Add (Deduct) Board-funded Capital & Unsupported Debt Transactions	\$109,409	(\$624,076)	\$1,095,636	\$152,823	(\$1,254,765)	\$67,152
Net Change to A.O.S. (A.O.D.) / A.S.O. (A.D.O.)	(\$3,493,642)	(\$950,254)	(\$1,366,537)	\$62,636	(\$1,443,741)	\$60,811
ACCUMULATED OPERATING SURPLUS (DEFICIT) A.O.S. (A.O.D.); *ADJUSTED ACCUMULATED SURPLUS (DEFICIT) FROM OPERATIONS A.S.O. (A.D.O.); AND CAPITAL RESERVES (Note 1)						
A.O.S. (A.O.D.) & *Adjusted A.S.O. (A.D.O.)	\$7,015,038	\$6,064,784	\$4,698,247	\$4,760,883	\$3,317,143	\$3,377,954
A.O.S. (A.O.D.) / *Adjusted A.S.O. (A.D.O.) To Expenses Ratio:						
2305 Parkland School Division No. 70	7.20%	6.05%	4.16%	4.18%	2.86%	2.81%
Average of All Jurisdictions	5.58%	5.22%	4.73%	6.08%	6.63%	6.36%
Median of All Jurisdictions	6.85%	6.62%	6.69%	8.16%	8.34%	7.64%
Average of Jurisdictions having Comparable FTE Enrolment Size	5.72%	4.37%	2.84%	5.79%	5.74%	5.58%
Median of Jurisdictions having Comparable FTE Enrolment Size	6.71%	6.45%	4.16%	4.48%	5.47%	6.21%
A.O.S. (A.O.D.) / *Adjusted A.S.O. (A.D.O.) Per Student:						
2305 Parkland School Division No. 70	\$775	\$669	\$500	\$507	\$346	\$342
Average of All Jurisdictions	\$612	\$592	\$573	\$733	\$798	\$770
Average of Jurisdictions having Comparable FTE Enrolment Size	\$601	\$473	\$329	\$675	\$670	\$651
A.O.S. (A.O.D.) / *Adjusted A.S.O. (A.D.O.) - Days of Operation (Note 1):						
2305 Parkland School Division No. 70	17.99	15.12	10.41	10.45	7.14	7.01
Average of All Jurisdictions	13.94	13.06	11.82	15.21	16.58	15.90
Average of Jurisdictions having Comparable FTE Enrolment Size	14.30	10.93	7.09	14.47	14.35	13.94
Capital Reserves	\$2,851,121	\$3,412,343	\$2,925,671	\$3,197,222	\$4,559,151	\$4,008,898
Capital Reserves Per Student:						
2305 Parkland School Division No. 70	\$315	\$376	\$311	\$340	\$475	\$406
Average of All Jurisdictions	\$181	\$216	\$274	\$242	\$256	\$334
Average of Jurisdictions having Comparable FTE Enrolment Size	\$97	\$101	\$93	\$95	\$120	\$127
LIQUIDITY						
Current Ratio; *Adjusted Net Financial Assets (Debt) Ratio (Note 2):						
2305 Parkland School Division No. 70	3.43	3.01	2.02	2.62	2.92	2.58
Average of All Jurisdictions	1.50	1.61	1.56	1.77	1.76	1.57
Average of Jurisdictions having Comparable FTE Enrolment Size	1.73	1.60	1.39	1.79	1.80	1.66
Net Working Capital; *Adjusted NFA per Student (Note3):						
2305 Parkland School Division No. 70	\$1,090	\$1,045	\$791	\$935	\$925	\$849
Average of All Jurisdictions	\$622	\$617	\$628	\$926	\$1,011	\$1,045
Average of Jurisdictions having Comparable FTE Enrolment Size	\$690	\$523	\$384	\$777	\$806	\$793
CAPITAL ASSETS						
Schools and Other Buildings - NBV to Historical Cost:						
2305 Parkland School Division No. 70	65.95%	63.59%	59.95%	57.82%	59.77%	58.51%
Average of All Jurisdictions	57.82%	57.91%	58.33%	56.60%	56.38%	56.79%
Average of Jurisdictions having Comparable FTE Enrolment Size	57.94%	56.51%	54.70%	52.83%	58.56%	58.97%
Equipment & Vehicles - NBV to Historical Cost:						
2305 Parkland School Division No. 70	43.77%	38.19%	31.67%	27.53%	21.68%	22.47%
Average of All Jurisdictions	32.46%	31.30%	31.15%	29.26%	28.17%	26.90%
Average of Jurisdictions having Comparable FTE Enrolment Size	25.65%	24.09%	27.10%	24.63%	26.88%	28.32%

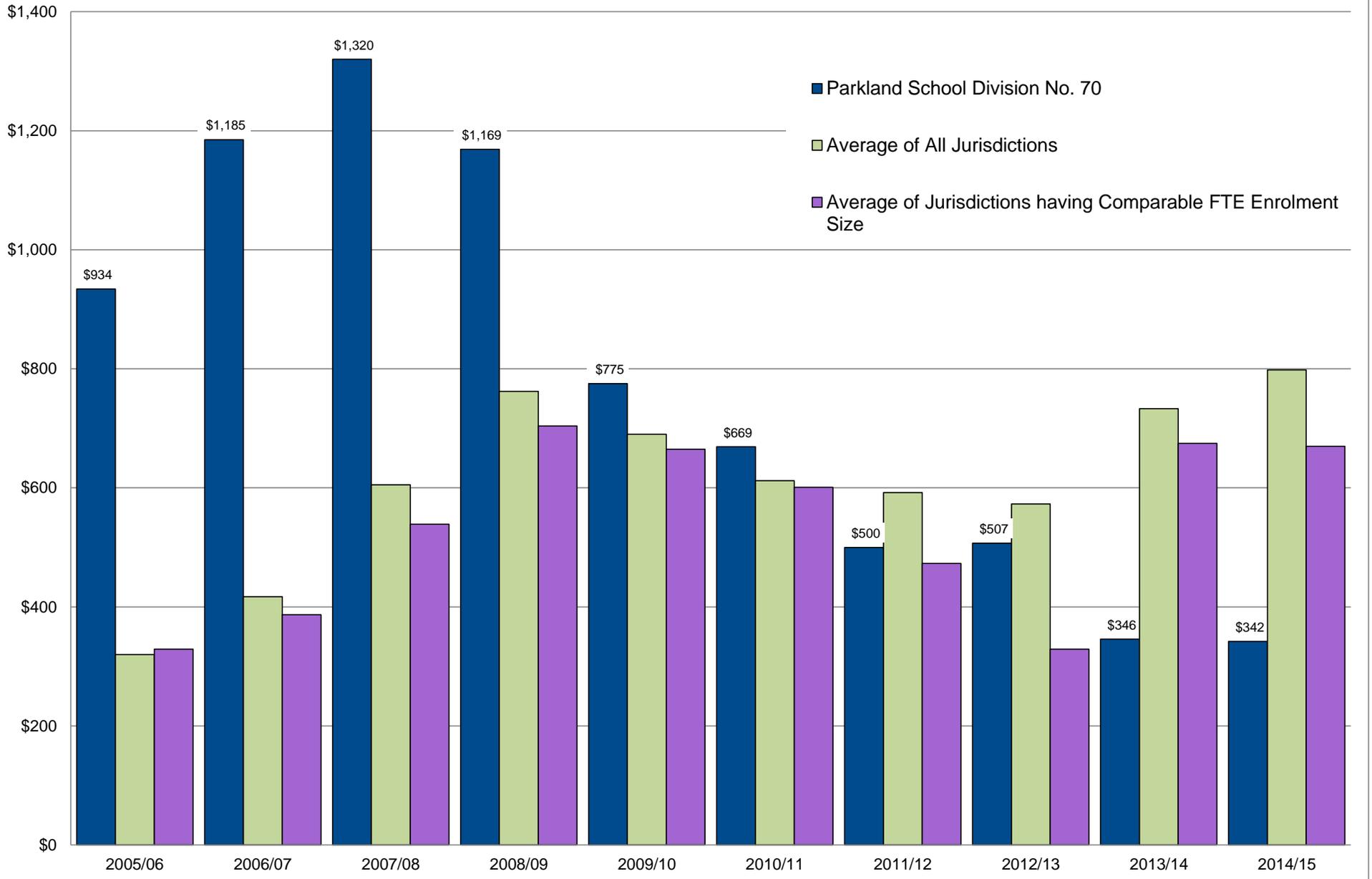
Notes: The conversion in reporting standards from Accounting Standards for Not-for-Profit Organizations (ASNPO) to Public Sector Accounting Standards (PSAS) necessitates certain modifications as to how the following measures are calculated commencing 2012/2013.

- ASNPO:** A.O.S. - Days of Operation = A.O.S. / (Total Expenses / 250 Operating Days)
***PSAS:** A.S.O. - Days of Operation = A.S.O. (adjusted for SGF) / (Total Expenses / 250 Operating Days)
- ASNPO:** Current Ratio (Expressed as a value) = Current Assets / (Current Liabilities net of current portion of supported L/T Debt).
***PSAS:** Adjusted Net Financial Assets (Debt) Ratio = Financial Assets / (Liabilities - Expended Deferred Capital Revenue)
- Net Working Capital per Student = (Current Assets - Current Liabilities net of current portion of supported L/T debt) / Total FTE Enrolled.**
***PSAS:** Adjusted Net Financial Assets = Financial Assets - (Liabilities - Expended Deferred Capital Revenue)

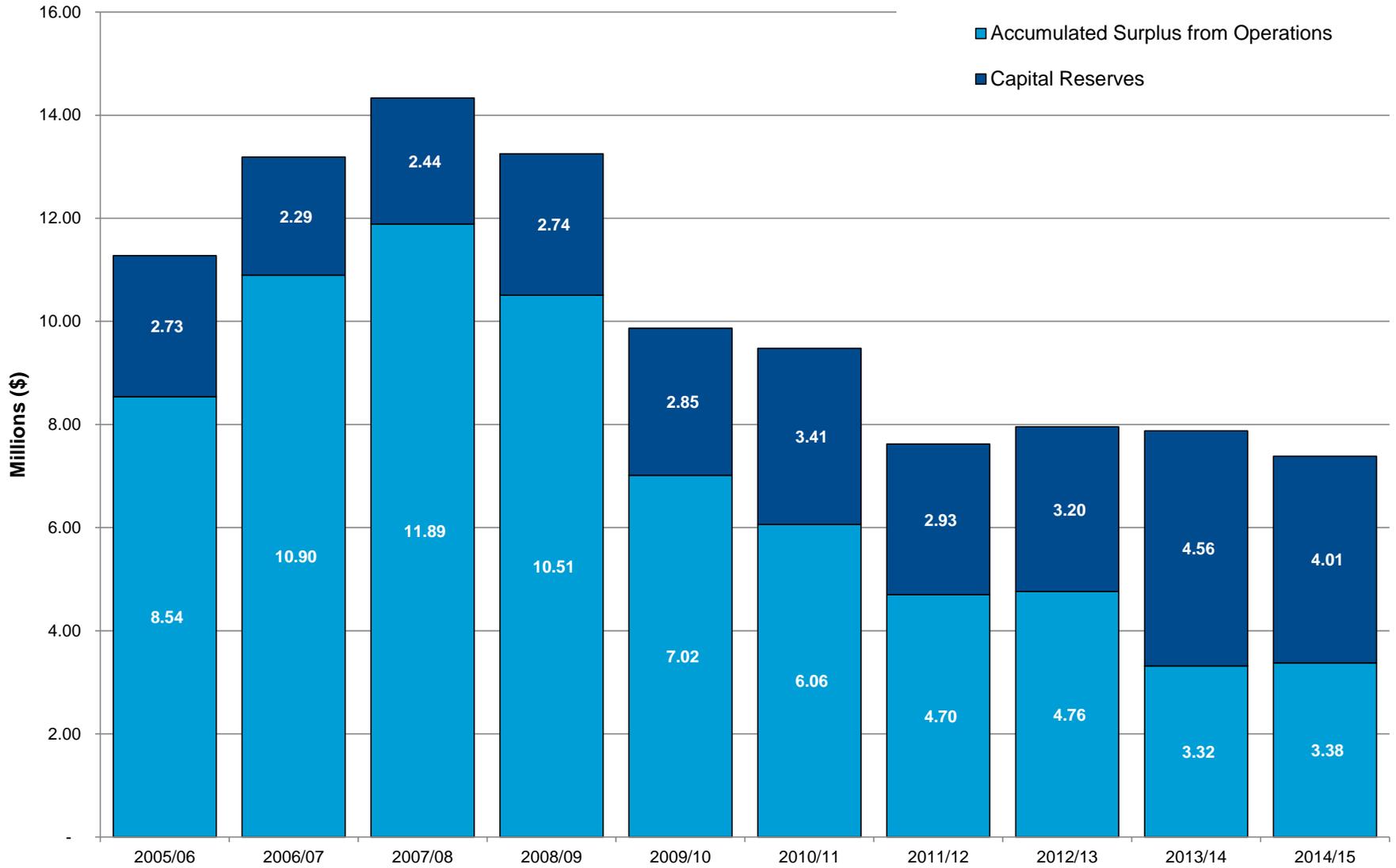
Accumulated Surplus from Operations (ASO) to Expenses Ratio Excludes School Generated Funds (SGF)



Accumulated Surplus from Operations (ASO) per Student Excludes School Generated Funds (SGF)



Financial Health of Parkland School Division No. 70
 Excludes School Generated Funds (SGF) (in millions)





MEMORANDUM

Date: March 1, 2016

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Kelly Wilkins, Deputy Superintendent

Resource: Serge LaBrie, Director, Facilities Services

Subject: **2015-2016 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR)
EXPENDITURE REPORT**

Recommendation

That the Board of Trustees receives as information the 2015-2016 Infrastructure Maintenance Renewal (IMR) Expenditure Report as presented at the Regular Meeting of March 01, 2016.

Background

See attached report.

Administration would be pleased to respond to any questions.

KW:ds



Infrastructure Maintenance Renewal Expenditure Plan

MARCH 01, 2016

Presented to Board of Trustees, March 01, 2016

Kelly Wilkins, Deputy Superintendent

Resource: Serge LaBrie, Director Facilities Services

The Infrastructure Maintenance Renewal (IMR) funding for the 2015-2016 year is \$1,767,682. We have a carry forward from the 2014-2015 program year of \$866,142 giving us a balance of \$2,633,824. This year's allotment is 21% more than the average from 2012-2015 which was \$1,459,634.

IMR funding is designated to cover the replacement or modernization of operating elements in schools.

The Facilities Department has been working on a planned approach to upgrading and replacing systems in our schools for several years. Some examples of these are:

- Gym floors – 2 gym floors sanded and repainted per year
 - This project is nearing completion. We estimate that it will be complete by 2016-17.
- Water filtration system replacement
 - Completed last year.
- Security Systems
 - Completed last year.
- Roof systems replacement
 - Systematically replacing 3 major roof systems per year.
 - This approach has meant being more pro-active and less re-active with leaks and floods.
- Boiler replacements
 - Replacing antiquated boiler systems with new high efficiency boiler systems. Estimate that a boiler replacement cost averages between \$140,000 and \$190,000.
 - Replaced the boilers at Blueberry School at a cost of \$185,000.

Scheduled to replace one boiler system per year for the next 8-10 years.

The process that is used to establish our annual IMR project list is to review the school audits for high need items. Next, we consider standing maintenance/renewal programs such as roofing, security upgrades, fire alarm upgrades, intercoms and door hardware. Consultation with maintenance staff identifies system components failures. Finally we look at the wish lists of our site administrators. Based on the above criteria we determine a suitable and equitable priority list of work to be completed for the upcoming year.

2015-2016 Completed IMR Projects

<u>Facility</u>	<u>Work Summary</u>	<u>Cost</u>
Blueberry	Replace boilers	188,282
Brookwood	Install metal cladding	8,890
École Broxton Park	Parking lot expansion	71,374
École Broxton Park	Install metal cladding	14,528
École Broxton Park	Security system upgrades (modulars)	9,651
École Broxton Park	Washroom renovation	130,368
Duffield	Roof replacement	178,852
Entwistle	Gym floor sand and refinish	31,179
Graminia	Replace fire hydrant and lines	34,792
Memorial Composite	Parking lot repairs	15,341
Meridian Heights	Repair roof top unit	11,894
Seba Beach	Roof repairs	6,300
Stony Plain Central	Foods lab renovation	103,519
Stony Plain Central	Art room renovation	22,659
Tomahawk	Reroof modulars	14,732
Wabamun	Replace furnaces	79,245
Wabamun	Security system upgrades	8,271
Woodhaven	Foods lab (added classroom)	18,403
Woodhaven	Gym bleacher replacement	20,777
<i>Total Amount:</i>		\$ 960,792

2015-2016 Work in Progress

<u>Facility</u>	<u>Work Summary</u>	<u>Estimate/Cost</u>
Blueberry	Mechanical control migration	45,000
Brookwood	Gym floor sand and refinish	22,000
École Broxton Park	Replace 4 furnaces	30,000
Duffield	Locker replacements	12,000
Graminia	Replace boilers & hot water tanks	190,000
Memorial Composite	Replace hot water coil	4,000
Millgrove	Reroof round section	195,000
Millgrove	Gym floor sand and refinish	28,000
Muir Lake	Gym floor sand and refinish	25,000
Muir Lake	Replace fire panel	100,000
Parkland Village	Sand and refinish gym floor	18,000
SGCHS	Landscaping	13,500
<i>Total Amount:</i>		\$ 682,500
<i>Total Amount Committed:</i>		\$ 1,643,292
<i>Remaining IMR funding:</i>		\$ 990,532

2015-2016 Projects to be considered

<u>Facility</u>	<u>Work Summary</u>	<u>Estimate/Cost</u>
Blueberry	New storage shed	20,000
Blueberry	Replace fire alarm panel	120,000
Duffield	Replace mechanical systems in portables	100,000
École Broxton Park	Renovate “sky lounge”	15,000
École Broxton Park	Locker replacements	400,000
Forest Green	Renovate library to create more classrooms	100,000
Greystone	Landscaping	15,000
High Park	Asphalt parking lots	250,000
MCHS	Asphalt parking lots	400,000
Meridian Heights	Replace hallway flooring	140,000
Meridian Heights	Locker replacements	100,000
Meridian Heights	Install glass wall	20,000
Millgrove	Expand parking lot	800,000

Costs of projects to be considered: \$ 2,480,000

The total cost of the projects to be considered greatly exceeds the anticipated remaining funds. Numerous projects will not be completed this year.

Based on the Alberta Infrastructure Audits our anticipated replacement costs over the next 5 years will jump dramatically as our school buildings reach a critical age of 30-40 years old.

Audit results do not take into account the significant shifts in teaching practices and the changes in physical environments that are often required to educate children in a 21st century learning environment.

Much of this work will remain as deferred maintenance over the coming years. The average yearly IMR funding of \$1,459,634 will not be sufficient to keep buildings in good operating condition.

	2016	2017	2018	2019	2020	Total
Blueberry	\$1,387,657	\$642,775	\$0	\$8,416	\$0	\$2,038,848
Brookwood	\$2,482,397	\$100,500	\$53,000	\$72,250	\$40,000	\$2,748,147
Broxton Park	\$835,967	\$4,671,668	\$0	\$159,143	\$98,515	\$5,765,293
Duffield	\$204,432	\$1,209,361	\$704,327	\$72,907	\$0	\$2,191,027
Entwistle	\$1,206,620	\$120,000	\$2,200	\$0	\$0	\$1,328,820
Forest Green	\$1,310,300	\$0	\$0	\$10,000	\$664,496	\$1,984,796
Graminia	\$844,838	\$1,954,220	\$0	\$0	\$693,214	\$3,492,272
Greystone	\$47,843	\$31,964	\$0	\$47,881	\$27,774	\$155,462
High Park	\$1,018,308	\$481,800	\$0	\$19,000	\$0	\$1,519,108
MCHS	\$761,058	\$376,868	\$0	\$0	\$0	\$1,137,926
Meridian Heights	\$1,147,618	\$1,489,507	\$217,764	\$350,057	\$272,205	\$3,477,151
Millgrove	\$247,395	\$1,931,462	\$0	\$0	\$11,340	\$2,190,197
Muir Lake	\$77,456	\$1,839,984	\$0	\$9,472	\$924,066	\$2,850,978
Parkland Village	\$131,378	\$1,142,317	\$0	\$0	\$0	\$1,273,695
Seba Beach	\$394,764	\$2,081,233	\$0	\$0	\$486,193	\$2,962,190
SGCHS	\$813,960	\$6,088,886	\$0	\$153,459	\$1,647,781	\$8,704,086
Stony Plain Central	\$179,756	\$3,802,265	\$133,380	\$64,076	\$144,743	\$4,324,220
Tomahawk	\$164,078	\$850,840	\$28,418	\$0	\$61,572	\$1,104,908
Wabamun	\$405,040	\$586,875	\$34,843	\$0	\$38,109	\$1,064,867
Woodhaven	\$110,520	\$4,428,503	\$0	\$87,458	\$0	\$4,626,481
Yearly Total	\$13,771,385	\$33,831,028	\$1,173,932	\$1,054,119	\$5,110,008	\$54,940,472
Rolling Total	\$13,771,385	\$47,602,413	\$48,776,345	\$49,830,464	\$54,940,472	



MEMORANDUM

Date: March 1, 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 February 16, 2016 as presented at the Regular Meeting of March 1, 2016.

TM:cj



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, FEBRUARY 16, 2016.**

ATTENDANCE:

Eric Cameron, Board Chair
Kathleen Linder, Vice-Chair
Ron Heinrichs, Trustee
Richard Gilchrist, Trustee
Elsie Kinsey, Trustee
Sally Kucher-Johnson, Trustee
Dorcas Kilduff, Trustee
Tim Monds, Superintendent
Kelly Wilkins, Deputy Superintendent
Claire Jonsson, Associate Superintendent
Scott Johnston, Associate Superintendent
Jordi Weidman, Director, Strategic Planning & Communications
Dennis Simcoe, Director, Transportation
Jason Krefting, Director, Business & Finance
Jenny Chen, Recording Secretary

REGRETS:

Dianne McConnell, Associate Superintendent

1. Call to Order

Board Chair Cameron called meeting to order 12:49 p.m.

1.1. Changes to the Agenda

An item was added to agenda:

9.2. The Canadian Educators' Conference on Mental Health

1.2. Approval of the Agenda

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

CARRIED

2. Spruce Grove Attendance Area

Superintendent Monds shared information on development of Spruce Grove Attendance Areas proposals. Trustees and senior executives discussed matters regarding implementation and transition of attendance areas.

3. Board Policy 15 - School Closures

Superintendent Monds and Associate Superintendent Jonsson shared feedback on revised Board Policy 15 and answered questions. Of the feedback received, a Principal, a Director and CAAMSE had no concerns with the proposed changes. Responses from Duffield School Council were considered in further revision to Board Policy 15.

A recommendation will be brought forward to approve revised Board Policy 15 – School Closure at the upcoming Board meeting.

4. Draft Administrative Procedure - School Viability

Superintendent Monds and Associate Superintendent Jonsson shared draft Administrative Procedure: School Viability, and received feedback for consideration.

5. Draft School Calendars

Mr. Johnston shared feedback from stakeholders on the draft school calendars. A motion to approve the 2016-17 and approve in principle the 2017-18 and 2018-19 school calendars will be brought forward for trustee consideration at the upcoming Board meeting.

6. Ward Restructure

Superintendent Monds and Associate Superintendent Jonsson shared feedback from stakeholders on ward restructure, and received comments.

A motion to approve Ward Restructure will be brought forward for trustee consideration before the 2016-17 school year.

The Chair called a recess at 2:19 p.m.

Meeting was resumed at 2:25 p.m.

7. Fees and Allowances

Associate Superintendent Jonsson and Mr. Krefting provided update on School Fees, and answered questions. The 2016-17 fees schedule will be proposed at the upcoming Board Meeting.

8. Advocacy Committee

There is no report.

9. Updates

9.1. New Schools

There is no update.

Discussion around a year-end activity occurred.

9.2. The Canadian Educators’ Conference on Mental Health

Trustee Linder brought information forward on a potential conference to attend.

Res 027-2016 MOTION TO MOVE INCAMERA

MOVED by Trustee Heinrichs that the Board of Trustees moves in camera at 3:10 p.m.

CARRIED

Res 028-2016 MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Gilchrist that the Board of Trustees reverts to a public meeting at 3:32 p.m.

CARRIED

10. Adjournment

The meeting was adjourned at 3:32 p.m.

NEXT MEETING - Tuesday, March 15, 2016 at 12:30 p.m.



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds - Superintendent
Subject: **Teacher Board Advisory Committee (TBAC)**

Recommendation

That the Board of Trustees receives as information the unadopted Teacher Board Advisory Committee (TBAC) minutes of February 16, 2016 as presented at the Regular Meeting of March 1, 2016.

TM:ds



MINUTES OF THE TEACHER/BOARD ADVISORY COMMITTEE MEETING HELD AT ATA OFFICE IN STONY PLAIN, ALBERTA ON TUESDAY, FEBRUARY 16, 2016.

ATTENDANCE:

Kathleen Linder, Trustee, Parkland School Division No. 70
Ron Heinrichs, Trustee, Parkland School Division No. 70
Sally Kucher-Johnson, Trustee, Parkland School Division No. 70
Tim Monds, Superintendent, Parkland School Division No. 70
Claire Jonsson, Associate Superintendent, Parkland School Division No. 70
Gary Hanna, President, Parkland Teachers' Local 10
Sherry Constantin, Parkland Teachers' Local 10
Jenny Calado, Parkland Teachers' Local 10
Rick Kremp, Parkland Teachers' Local 10
Shawn Ram, Parkland Teachers' Local 10
Darlene Smith, Recording Secretary

1 CALL TO ORDER

Committee Chair, Gary Hanna, called meeting to order at 4:20 p.m.

1.1 Addition/Amendments to the Agenda

No additions to the agenda.

1.2 Approve Minutes of October 20, 2015 Meeting

MOVED by Shawn Ram to accept minutes of October 20, 2015 Teacher/Board Advisory Committee.
Seconded by Jenny Calado. **CARRIED**

2. UPDATES FROM DIVISION OFFICE

2.1 New Schools

- **Prescott Learning Centre**

- Monthly video updates are available on Prescott Learning Centre website
- Assistant Principal, Nealle Dickson
- Projected opening date is still September 2016

- **Wellness Centre**

There has been no official public announcement; however, the Wellness Centre is on schedule to be built.

- **School #2**

- City of Spruce Grove meets with architects every second week to finalize details on the site
- PSD's Design team finalizing classroom and interior school design. School #2 will have more core structure with fewer modulars.

Questions:

Will another access be available into Prescott? Long term plans indicate Pioneer Road extending to Hwy 16A.

Is there a possibility of a new high school? Building of a new high school is in the Board's 10 year Strategic Plan along with a modernization of Spruce Grove Composite High School.

2.2 Spruce Grove Attendance Areas

- The Board of Trustees voted in favour of Option B effectively creating new Attendance Areas for Spruce Grove schools that will take effect in September 2016. Work will now begin with Spruce Grove area Principals and Parkland School Division administration to create an implementation plan dealing with the transition of students.
- Jenny Calado thanked the Working Group and Board for their diligent work on the Spruce Grove attendance area review that will enable growth and ensure equitable access to Spruce Grove schools.

2.3 Ward Restructure

The Board is proceeding with ward restructure. The restructure will balance the democratic principle of representation by population. The biggest change is in the urban wards where Spruce Grove and Stony Plain will have one electoral boundary with representation from four Trustees. The ward restructure will have no effect on where children attend school and will not take effect until the 2017 election. Ministerial Approval is required to change electoral boundaries.

3. UPDATES FROM ATA

3.1 None

4. DISCUSSION ITEMS

4.1 LGBTQ Policy

Information was shared from PSD website. An Administrative Procedure is being updated and will be submitted to Alberta Education by the end of March.

Policy 1 Divisional Statement updated - provides equity for all. It is expected that new schools will see some structural changes in facilities. We will have to see how this impacts existing schools and whether funding is provided to assist with retrofitting.

4.2 Inclusion

Macro level - bringing in services. School based teams are being developed. School linked teams support students with higher needs. Outside agencies such as Regional Collaborative Services Delivery, Health Services and Education are working together. (supports - wellness coach, OT, behavior specialist in classroom).

Micro level - there were questions about data that supports inclusion and ideal class size within PSD. Tim spoke about personalizing the journey for each child.

ATA put out report on Inclusion. Conclusion from the Blue Ribbon Report is that class composition has a huge impact on classrooms. Of the results collected, a number of students are not receiving the supports required to be truly successful. Schools are feeling constraints of not enough support in classroom.

4.3 Budget

- ATA noticed cuts across schools and asked why.
- The final 2015 -16 budget was approved Nov 2015. The Board made decision to not allow schools to use any reserves to support ongoing operations. Special approval was given to three schools that requested to use reserves. As the budget was balanced using current operating funds only, and staffing was not reduced, the effect is a reduction to other areas in the budget.

5. ITEMS FOR FUTURE AGENDA

- IT - Help Desk wait times. Superintendent asked for specific details around the concern so that he can assist in providing follow-up and response.

ADJOURNMENT

Meeting was adjourned 5:20 p.m.

Next Meeting: April 19, 2016, Division Office



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Subject: **Keephills Condominium Association**

Recommendation

That the Board of Trustees receives as information the minutes of the 32nd Annual General Meeting of Keephills Condominium Association held February 17, 2016 as presented at the Regular Meeting of March 1, 2016.

TM:ds

**MINUTES OF THE 32nd ANNUAL GENERAL MEETING OF THE
BOARD OF MANAGERS OF THE CORPORATION OF CONDOMINIUM
PLAN #832-0555 HELD FEBRUARY 17, 2016.**

PRESENT

Eldon Greanya	Chairman, Keephills Condominium Association
Stacey Lauder	Vice President, Keephills Community Association
Garry MacDougall	President, Keephills Community Association
Ron Heinrichs	Trustee, Parkland School Division No. 70
Tim Monds	Superintendent, Parkland School Division No. 70
Serge LaBrie	Director, Facilities, Parkland School Division No. 70
Guests	
Claire Jonsson	Associate Superintendent, Parkland School Division No. 70

1. **CALL TO ORDER**

The meeting was called to order at 7:05pm by Chair Eldon Greanya. The voting members for the meeting were determined to be: Stacey Lauder, Garry MacDougall for Keephills Community Association and Tim Monds and Ron Heinrichs for Parkland School Division.

Staff Members present in an advisory capacity were: Serge LaBrie and Claire Jonsson.

2. **APPOINTMENT OF SECRETARY**

MOVED by Ron Heinrichs that Tim Monds be appointed Secretary for the year 2016. Seconded by Stacey Lauder. **CARRIED**

3. **APPOINTMENT OF CHAIRMAN**

MOVED by Tim Monds that Eldon Greanya be appointed Chairman for the year 2016 with the level of honorarium and allowance set at \$75.00. Seconded by Garry MacDougall. **CARRIED**

4. **ADOPTION OF THE AGENDA**

MOVED by Ron Heinrichs that the Agenda be accepted as amended. Seconded by Garry MacDougall. **CARRIED**

5. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING**

MOVED by Stacey Lauder that the Minutes of the previous meeting held on March 18, 2015 be accepted as amended. Seconded by Tim Monds. **CARRIED**

6. **ITEMS ARISING FROM THE PREVIOUS MINUTES**

- No notice for land titles who to contact on condo still remains with Parkland School Division. Garry MacDougall is to follow up on this outstanding item.
- Disposition of property for Keephills School underway.

7. **APPOINTMENT OF MANAGER**

MOVED by Eldon Greanya that Keephills Community Association be appointed Manager for the year 2016 at the rate of \$20.00 per month. Seconded by Stacey Lauder.

CARRIED

8. **APPOINTMENT OF EXTERNAL AUDITOR**

MOVED Garry MacDougall that no external auditor be appointed for 2016. Seconded by Stacey Lauder.

CARRIED

9. **ACCEPTANCE OF FINANCIAL REPORT**

MOVED by Garry MacDougall that the Financial Report and Cost Sharing for the year 2015 be accepted as amended. Seconded by Ron Heinrichs.

CARRIED

10. **BUDGET 2016**

MOVED by Stacey Lauder that the Budget be set at \$7000.00 and the Rate of Responsibility be set as below. Seconded by Ron Heinrichs.

CARRIED

Services Provided	PSD 70 Rate of Responsibility	Keephills Rate of Responsibility
Maintenance Shared Costs	64.13%	35.87%
Hall Costs	0%	100%
Grass Cutting	64.13%	35.87%
Garbage Removal	0%	100%
Snow Removal	35.87%	64.13%
Chairman's Honorarium	64.13%	35.87%
Manager's Fee	Waived	Waived

11. **OTHER ITEMS**

- 11.1 **Notice of Change of Directors** – Form 8 Condominium Property Act Form 8 will be updated, signed and submitted to Northern Alberta Land Registries.
- 11.2 Discussion on transfer of playground equipment and subsequent inspections.
- 11.3 Request to label electrical panels.
- 11.4 Request a copy of Form 9 be sent to Eldon Greanya.

11.5 Request draft minutes be sent to members.

12. **FUTURE MEETING DATE**

February 15, 2017 at 7:00 pm at Keephills Hall

13. **ADJOURNMENT**

The meeting was adjourned by Ron Heinrichs at 8:08 pm.



MEMORANDUM

Date: March 1, 2016
To: Board of Trustees
From: Scott Johnston, Associate Superintendent
Subject: Council of School Councils (COSC) Committee

Recommendation

That the Board of Trustees receives as information the unadopted Council of School Councils (COSC) Committee minutes of February 10, 2016 as presented at the Regular Meeting of March 1, 2016.

SJ:ds



**MINUTES OF THE COUNCIL OF SCHOOL COUNCILS MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON WEDNESDAY, FEBRUARY 10, 2016**

ATTENDANCE:

School Council Reps

Blueberry School
Duffield School
École Broxton Park School
Forest Green School
Graminia School
Greystone Centennial Middle School
Spruce Grove Composite High School
Woodhaven Middle School

Board of Trustees

Dorcas Kilduff, Trustee
Administration
Scott Johnston, Associate Superintendent
Recording Secretary
Darlene Smith

1. CALL TO ORDER

Chair, Rhonda Schumm, called the meeting to order at 7:05 pm.

2. WELCOME & INTRODUCTIONS

Participants introduced themselves.

3. APPROVAL OF AGENDA

Moved by Ida Roberts that the Agenda of the February 10, 2016 be approved. Seconded by
Karissa Sparling.

CARRIED

4. APPROVAL OF MINUTES

Moved by Ida Roberts that the Minutes of the November 25, 2015 meeting be approved. Seconded by
Alicia Shae.

CARRIED

5. Board Report – Trustee Kilduff

- The Board approved the revisions to Board Policy 1 - Division Foundation Statements. Alberta Education developed and approved an inclusive education policy effective September 2015. School authorities are responsible for deciding how this policy will be implemented within their respective jurisdictions prior to March 31, 2016.
- The Board of Trustees directed administration to gather additional feedback from stakeholders on Option A (Original Proposal) and Option B (New Proposal) for the new Attendance Areas for the City of Spruce Grove and surrounding area. The Board will vote on the Spruce Grove Attendance Areas at the February 16, 2016 Special Board meeting.
- ATA Parkland Teachers Local 10 contract expires August 31, 2016. 4 year ends. The Teachers' Employer Bargaining Association (TEBA) will negotiate matters of significant expense or common interest (salaries) while local matters will be bargained by Parkland School Division.

6. Food for Change – Felicia Ochs, Wellness Coordinator

Felicia showed the *Healthy Eating at School Sporting Events* video – a campaign to encourage individuals to think differently about accompanying unhealthy food within school and community events, where other healthy habits are the focus.

PSD's Wellness Initiative, in partnership with Alberta Health Services is hosting a Food for Change event, March 9, 2016. It will feature vendors who will showcase their menu items that meet healthier student friendly choices for school meals as well as healthy fundraising options. Invitations were extended to School Councils, breakfast/lunch supervisors, school club organizers and parents.

Parkland School Division schools have designated site-based health champions who work with their school-based wellness teams to create action plans to support and strengthen the well-being of students.

7. Alberta School Councils' Association (ASCA)

- **AGM** – Rhonda encouraged every school to send a representative to the ASCA Conference & AGM, April 22-24, 2016. The conference will celebrate ASCA and accomplishments contributing to student success in Alberta, sharing the value of school councils and opportunities for parent engagement in education. It will provide development sessions, information sharing and resources for the school community. It offers opportunity to engage with the Education Ministry and network with school council members from across Alberta.
- **Resolutions** – The ASCA advocacy efforts are informed and shaped by provincially relevant resolutions that parents on school councils bring forward, debate and pass into policy each year at the AGM. Five proposed resolutions (which may be found on the ASCA website) have been submitted to the ASCA assembly. Each PSD school has a vote on these resolutions, so if a school is not sending a representative, Rhonda Schumm will request a proxy be completed.

8. Partnerships Between School Councils

School Councils are encouraged to collaborate and partner with other PSD school councils when planning parent sessions, workshops, fundraising events, etc. Schools have partnered in the past to coordinate workshops in an effort to broaden the audience and reduce costs.

COSC is an ideal means of bringing minds of school councils together.

9. Leadership of COSC

Chair, Rhonda Schumm provided a brief overview of what's involved in being the COSC Chair:

- Agenda planning with Trustee & member of Senior Executive
- Chairing COSC meetings

Rhonda will remain as Chair for the remainder of the 2015-2016 school year.

10. Spruce Grove Attendance Area Review Update

Covered in Board Report.

11. Announcements

Alberta School Councils Association Wednesday Webinars

March 2: School Council Purpose

March 9: Fundraising Association Partnership Purpose

March 16: Chair Basics

March 23: Meeting Management

Parkland School Division – Parent Workshops

- Dining Discussions – February 17 – Fun with Financial Literacy. RBC presenting on how to support healthy spending and saving habits with children. Discover financial tools and household techniques support you and your youth as they prepare for a bright fiscal future.

12. Future Agenda Items

- No items brought forward

13. ADJOURNMENT

Meeting adjourned at 8:40 pm.

Meeting Schedule:

- Wednesday, March 9, 2016 (Changed to March 16 due to Food for Change Event, March 9, 2015)
- Wednesday, May 4, 2016