



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

February 05, 2019

Public Session: 9:30 AM

*Our Vision:
Parkland School Division is a community of engaged learners 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

February 05, 2019

Public Session
9:30 AM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. **CALL TO ORDER at 9:30 AM**
 - 1.1. National Anthem
 - 1.2. Treaty Six Acknowledgement
 - 1.3. Announcements
 - 1.4. Changes to the Agenda
 - 1.5. Approval of the Agenda
2. **APPROVAL OF MINUTES**
 - 2.1. Regular Board Meeting of January 08, 2019
3. **BUSINESS ARISING FROM THE MINUTES – Edwin Parr Award**
 - 3.1. The Alberta School Boards' Association has extended the deadline for Edwin Parr Award nominations. Due to this change, the Parkland School Division Edwin Parr selection committee has extended their deadline for submissions to March 1, 2019.
4. **DELEGATION/PRESENTATION**
 - 4.1. Meaningful Reconciliation Presentations by students in the Stony Creek Program
5. **BOARD CHAIR REPORT**
 - 5.1. Correspondence

Recess Break / Public Question Period
6. **SUPERINTENDENT'S REPORT**
 - 6.1. Superintendent's Report
 - 6.2. Construction Update

Where the World Opens Up

7. ACTION ITEMS

-9- 7.1. Monthly Financial Report - Period Ended Dec 31 (S. McFadyen, J. Krefting)

8. ADMINISTRATION REPORTS

-17- 8.1. Student Resource Officer Report (M. Francis)

-20- 8.2. Education Plan Progress Report (S. Johnston)

9. TRUSTEE REPORTS

-27- 9.1. PSD Tomorrow (E. Cameron)

-31- 9.2. Education Committee (L. Stewart)

-34- 9.3. Council of School Councils (L. Stewart, A. Montgomery)

9.4. Public School Boards' Association of Alberta (R. Heinrichs, S. Kucher-Johnson, A. Montgomery)

9.5. Alberta School Boards Association (D. Clarke, P. McCann, L. Stewart)

9.6. Shaping the Future Conference Report (E. Cameron, R. Heinrichs)

10. FUTURE BUSINESS

10.1. Meeting Dates:

Board - Open to the Public:

Mar 05, 2019Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

Feb 19, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education

Feb 19, 2019Teacher Board Advisory Committee 4:15 pm, ATA Office

Feb 26, 2019Strategic Planning Meeting 9:30 am, Centre for Education

Feb 26, 2019Audit Committee Meeting 3:00 pm, Centre for Education

Mar 19, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education

Other:

Feb 21, 2019Council of School Councils 7:00 pm, Centre for Education

Mar 14, 2019Council of School Councils 7:00 pm, Centre for Education

10.2. Notice of Motion

10.3. Topics for future agendas

10.4. Requests for information

-37- 10.5. Responses to Requests for Information: Funding Scenarios (S. McFadyen)

11. IN CAMERA: LABOUR

12. ACTION IN RESPONSE TO IN CAMERA

13. ADJOURNMENT



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 JANUARY 08, 2019.

TRUSTEE ATTENDANCE:

Eric Cameron, Chair	Present
Lorraine Stewart, Vice-Chair	Present
Ron Heinrichs	Present
Sally Kucher-Johnson	Present
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Jason Krefting, Director, Financial Services
Jordi Weidman, Director, Communications & Strategic Planning
Keri Zylla, Executive Assistant

CALL TO ORDER

Board Chair Cameron called the meeting to order at 9:30 a.m.

NATIONAL ANTHEM

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

TREATY SIX ACKNOWLEDGMENT

The Board Chair shared the Treaty 6 Acknowledgement.

CHANGES TO THE AGENDA

none

Board Chair

Secretary-Treasurer

APPROVAL OF THE AGENDA
Res 001-19 **MOVED** by Trustee Heinrichs that the agenda be approved as presented.
CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES
Res 002-19 **MOVED** by Trustee McCann that the Minutes of the Regular Meeting held on December 11, 2018 be approved as presented.
CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES
There was no business arising from the minutes.

DELEGATION / PRESENTATION
There was no delegation or presentation.

BOARD CHAIR REPORT
CORRESPONDENCE
Chair Cameron presented an update. There was no Board correspondence.

Board Chair moved to Question Period at 9:37 a.m.

QUESTION PERIOD
A student from Memorial Composite High School asked several questions related to the role of trustees and transportation, to which the Board and Administration responded.

Regular Meeting agenda resumed at 9:51 a.m.

SUPERINTENDENT REPORT
Superintendent Boyce shared her report.

ACTION ITEMS
QUARTERLY FINANCIAL REPORT – PERIOD ENDED NOVEMBER 30, 2018
Res 003-19 **MOVED** by Trustee Kucher-Johnson that the Board of Trustees approve the unaudited financial report for the period ended November 30, 2018 as presented at the Regular Meeting of January 8, 2019.

CARRIED UNANIMOUSLY
Mr. Krefting provided information on the motion and responded to questions.
Mr. Krefting left the meeting at 10:06 a.m.

Board Chair

Secretary-Treasurer

Res 004-19

DRAFT SCHOOL CALENDAR – 2019-2020

MOVED by Vice Chair Stewart that the Board of Trustees approve the 2019-2020 School Calendars as presented at the Regular Meeting of January 8, 2019; and further direct Administration to circulate a 2020-2021 draft calendar to stakeholders for feedback.

CARRIED UNANIMOUSLY

Associate Superintendent Johnston provided information on the motion and responded to questions.

Res 005-19

EDWIN PARR AWARD COMMITTEE

MOVED by Trustee Heinrichs:

1. That the Board of Trustees establishes a submission deadline of February 15, 2019 for schools to nominate a first year teacher for the Alberta School Boards' Association's Edwin Parr Award; and
2. That the Board of Trustees identifies three Trustees to sit on an Edwin Parr selection committee for 2019.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis provided information on the motion and responded to questions.

The following Trustees volunteered to form the committee: Vice Chair Stewart, Trustee Kucher-Johnson and Trustee McCann.

Res 006-19

OCCUPATIONAL HEALTH & SAFETY REPORT

MOVED by Trustee Kucher-Johnson that the Board of Trustees receives as information the Occupational Health & Safety Report, as presented at the Regular Meeting of January 8, 2019.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis provided information on the motion and responded to questions.

ADMINISTRATION REPORTS

There were no reports.

Board Chair

Secretary-Treasurer

Res 007-19

TRUSTEE REPORTS

PSD Tomorrow Committee Meeting – December 18, 2018 Minutes

MOVED by Board Chair Cameron that the Board of Trustees receives as information the PSD Tomorrow Committee minutes of December 18, 2018 as presented at the Regular Meeting of January 8, 2019.

CARRIED UNANIMOUSLY

Public School Boards’ Association of Alberta

There was no report.

Alberta School Boards Association

There was no report.

FUTURE BUSINESS

Meeting Dates

Board - Open to the Public:

- Jan 22, 2019Education Committee Meeting 9:00 am, Centre for Education
- Feb 05, 2019Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

- Jan 22, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education
- Feb 19, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education
- Feb 19, 2019Teacher Board Advisory Committee 4:15 pm, ATA Office
- Feb 26, 2019Strategic Planning Meeting 9:30 am, Centre for Education

Other:

- Feb 21, 2019Council of School Councils Meeting 7:00 pm, Centre for Education

Notice of Motion

There was no notice of motion.

Board Chair

Secretary-Treasurer

Topics for Future Agendas

There were no topics for future agenda.

Request for Information

There were no requests for information.

Responses to Requests for Information

There were no responses to requests for information.

In Camera

There was no In Camera

ADJOURNMENT

The meeting was adjourned at 10.53 a.m.

DRAFT

Board Chair

Secretary-Treasurer



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **MONTHLY FINANCIAL REPORT – PERIOD ENDED DECEMBER 31, 2018**

Recommendation

That the Board of Trustees approve the unaudited financial report for the period ended December 31, 2018 as presented at the Regular Meeting of February 5, 2019.

Background

The Financial reports are part of the responsibility of the Board, as defined by Board Policy 2: Role of the Board. The budget year for our learning organization commences September 1 of each year and concludes on August 31. Within the context of a full school year, Administration provides four Quarterly Financial reports as follows:

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

The Board will recall that in November 2018 it received and approved the Audited Financial Statements for the 2017-2018 school year. The Quarterly Financial Statement included within this agenda is for the period ended November 30, 2018. The Audited Financial Statements for the current school year will be presented to the Board in November 2019. 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.

At December 31, 2018, revenues year to date were \$45.7M and expenditures year to date were \$44.8M resulting in a surplus of \$903K.

Administration would be pleased to respond to any questions.

Statement of Revenues and Expenses - December 31, 2018
Parkland School Division

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used
Revenues					
Instruction	101,283,649	101,209,592	34,522,984	66,686,608	34.11%
Operations and Maintenance	15,234,325	15,415,543	5,230,349	10,185,194	33.93%
Transportation	10,550,144	10,617,491	3,839,033	6,778,458	36.16%
Board and System Administration	4,241,496	4,260,379	1,466,867	2,793,512	34.43%
External Services	58,680	58,680	25,494	33,186	43.45%
School Generated Funds	1,718,446	1,762,720	649,915	1,112,805	36.87%
Total Revenues	133,086,740	133,324,405	45,734,642	87,589,763	34.30%
Expenses					
Instruction	101,185,533	101,357,452	33,578,491	67,778,960	33.13%
Operations and Maintenance	15,234,325	15,415,543	4,643,181	10,772,362	30.12%
Transportation	10,975,144	11,194,039	4,678,957	6,515,082	41.80%
Board and System Administration	4,241,496	4,260,379	1,481,008	2,779,371	34.76%
External Services	58,680	58,680	25,494	33,186	43.45%
School Generated Funds	1,718,446	1,762,720	424,515	1,338,205	24.08%
Total Expenses	133,413,624	134,048,813	44,831,647	89,217,166	33.44%
Surplus/(Deficit)	(326,884)	(724,408)	902,995		
Operating Surplus (Deficit)	(326,884)	(724,408)	677,594		
School Generated Funds Surplus (Deficit)			225,401		
Surplus/(Deficit)	(326,884)	(724,408)	902,995		
Target Percentage					33.33%

Program	Preliminary Surplus/ (Deficit)	Final Surplus/ (Deficit)	Actual Surplus/(Deficit) Before Transfers	Transfers	Actual Surplus/ (Deficit)
Instruction	98,116	(147,860)	944,491		944,491
Operations and Maintenance	-	-	587,168		587,168
Transportation	(425,000)	(576,548)	(839,925)		(839,925)
Board and System Administration	-	-	(14,141)		(14,141)
External Services	-	-	-		-
Surplus/(Deficit) from Operations	(326,884)	(724,408)	677,594	-	677,594
School Generated Funds			225,401		225,401
Total Surplus/(Deficit)	(326,884)	(724,408)	902,995	-	902,995

1 Approved by the Board of Trustees, May 29, 2018
2 Approved by the Board of Trustees, November 27, 2018

Revenue

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used
Alberta Education					
School Jurisdiction Base Funding					
Base Instruction (Gr 1-12)	66,768,871	66,147,857	21,659,617	44,488,240	32.74%
Early Childhood Services (ECS)	3,480,176	3,583,713	1,487,947	2,095,766	41.52%
Home Education	51,795	61,820	19,508	42,312	31.56%
Sub Total	70,300,842	69,793,390	23,167,072	46,626,318	33.19%
Alberta Education - Administration					
Administration allocation	3,920,888	3,962,628	1,320,876	2,641,752	33.33%
Sub Total	3,920,888	3,962,628	1,320,876	2,641,752	33.33%
Differential Cost Funding					
ECS Program Unit	7,891,127	7,640,615	2,498,209	5,142,406	32.70%
English as a Second Language	107,207	98,960	27,165	71,796	27.45%
Outreach Schools	188,918	188,918	63,019	125,900	33.36%
Small Schools by Necessity	441,603	441,603	128,248	313,355	29.04%
Socio - Economic Status	867,554	866,297	279,743	586,554	32.29%
Sub Total	9,496,409	9,236,394	2,996,383	6,240,011	32.44%
Differential Cost Funding - Operations and Maintenance					
Operations & Maintenance Support	8,479,863	8,479,863	2,825,239	5,654,624	33.32%
Sub Total	8,479,863	8,479,863	2,825,239	5,654,624	33.32%
Alberta Education - Other					
Institutional Programs	261,000	253,053	84,413	168,641	33.36%
Government Contributions to ATRF	6,570,240	6,305,982	2,166,750	4,139,232	34.36%
Seconded Teachers to Alberta Education		674,078	176,617	497,461	26.20%
Regional Collaborative Service Delivery	114,588	228,000	4,600	223,400	2.02%
Sub Total	6,945,828	7,461,113	2,432,380	5,028,733	32.60%
Transportation Funding					
Transportation - Rural	5,710,286	5,710,286	1,882,004	3,828,282	32.96%
Special Education Transportation	536,466	536,466	178,750	357,716	33.32%
Transportation - Disabled - ECS	307,572	307,572	102,483	205,089	33.32%
Transportation - In Home - ECS	54,300	54,300	18,093	36,207	33.32%
Urban Transportation	2,858,296	2,736,546	952,384	1,784,162	34.80%
Transportation Fees Reduction Grant	262,980	262,980	87,625	175,355	33.32%
Sub Total	9,729,900	9,608,150	3,221,340	6,386,810	33.53%
Provincial Priority Targeted Funding					
Alberta Education Other	-	-	4,540	(4,540)	
Building Collaboration and Capacity in Education	120,000	280,747	230,747	50,000	82.19%
Equity of Opportunity	1,170,328	1,170,278	381,799	788,479	32.62%
First Nations, Metis & Inuit Education	801,108	866,493	288,127	578,366	33.25%
Inclusive Education	6,194,782	6,192,188	2,030,367	4,161,821	32.79%
Supernet Service	249,600	249,600	135,176	114,424	54.16%
School Fees Reduction Grant	744,760	744,760	248,154	496,606	33.32%
Classroom Improvement Fund	1,295,800	1,295,800	431,761	864,039	33.32%
School Nutrition Grant	194,431	194,431	182,593	11,838	93.91%
Sub Total	10,770,809	10,799,865	3,750,670	7,049,195	34.73%

1 Approved by the Board of Trustees, May 29, 2018

2 Approved by the Board of Trustees, November 27, 2018

Revenue

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used
Capital Funding					
Infrastructure Maintenance and Renewal	1,964,386	1,964,386	825,003	1,139,383	42.00%
Sub Total	1,964,386	1,964,386	825,003	1,139,383	42.00%
Other Alberta Government					
Other Alberta Government: CIP grant	-	-	75,000	(75,000)	0.00%
Sub Total	-	-	75,000	(75,000)	-
Federal French Funding					
Federal French Funding	109,000	109,000	-	109,000	0.00%
Sub Total	109,000	109,000	-	109,000	0.00%
Federal Government					
Other	-	-	-	-	-
First Nations Tuition	1,929,889	1,732,905	715,824	1,017,081	41.31%
Sub Total	1,929,889	1,732,905	715,824	1,017,081	41.31%
From Alberta School Authorities					
Tuition Fees	108,645	108,645	108,645	-	100.00%
Transportation Fees	33,442	211,554	-	211,554	0.00%
Sub Total	142,087	320,199	108,645	211,554	33.93%
From Municipalities					
Joint Use Agreements	40,000	40,000	21,925	18,075	54.81%
Sub Total	40,000	40,000	21,925	18,075	54.81%
Private Organizations					
Transportation - Private Schools	5,000	-	-	-	0.00%
Transportation Insurance	156,802	156,802	-	156,802	0.00%
Sub Total	161,802	156,802	-	156,802	0.00%
Individuals					
Instructional Material Fees	-	-	9,817	(9,817)	0.00%
Option Fees	486,208	446,175	267,219	178,956	59.89%
Field Trip Fees	796,241	761,628	427,599	334,029	56.14%
Other Course Material Fees	31,980	30,760	33,956	(3,196)	110.39%
Cultural Fees	113,873	125,097	75,175	49,922	60.09%
Extra-curricular Fees	510,822	466,974	213,958	253,016	45.82%
Tuition Fees - Foreign and Out of Jurisdiction	11,250	22,500	12,625	9,875	56.11%
Hot Lunch - Milk Programs	8,500	8,500	3,680	4,820	43.29%
Play Partners	142,560	135,630	102,846	32,784	75.83%
Special Events and Graduations	55,730	217,080	43,413	173,667	20.00%
Non-Curricular Travel/Field Trips	480,321	389,310	54,349	334,961	13.96%
Sales of Supplies and Services to Students	97,573	89,026	39,792	49,234	44.70%
Transportation Fees - Rider Fee	-	-	1,726	(1,726)	0.00%
Transportation Fees - Ineligible	314,500	357,150	341,823	15,327	95.71%
Transportation Fees - Private	47,000	39,100	39,950	(850)	102.17%
Transportation Fees - Cross Attendance	184,000	171,660	179,415	(7,755)	104.52%
Transportation Fees - Alternate Seat	61,500	55,075	49,509	5,566	89.89%
Misc. Sales	313,710	290,539	192,595	97,944	66.29%
Rentals - Facilities	18,680	18,680	2,280	16,400	12.21%
Donations	406,500	626,049	263,451	362,598	42.08%
Fundraising	295,600	291,000	128,519	162,481	44.16%
Sub Total	4,376,548	4,541,933	2,483,696	2,058,236	54.68%
Other					
Interest & Investment Income	170,000	170,000	103,112	66,888	60.65%
Amortization of Capital Allocations	4,548,489	4,753,345	1,504,884	3,248,461	31.66%
Sub Total	4,718,489	4,923,345	1,607,996	3,315,349	32.66%
TOTAL REVENUES	133,086,740	133,324,405	45,734,642	87,589,763	34.30%

1 Approved by the Board of Trustees, May 29, 2018

2 Approved by the Board of Trustees, November 27, 2018

Allocation of Revenue and Expenses to Programs
December 31, 2018

REVENUES	Instruction			Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration	External Services	TOTAL
	ECS	Grades 1-12	Total					
Alberta Education	3,986,156	28,528,130	32,514,287	3,650,242	3,221,340	1,335,688	-	40,721,556
Other - Government of Alberta	-	75,000	75,000	-	-	-	-	75,000
Federal Government and First Nations	-	608,450	608,450	78,740	-	28,633	-	715,824
Other Alberta school authorities	-	108,645	108,645	-	-	-	-	108,645
Out of province authorities	-	-	-	-	-	-	-	-
Alberta Municipalities-special tax levies	-	-	-	-	-	-	-	-
Fees	138,604	943,468	1,082,072	-	612,422	-	-	1,694,495
Other sales and services	102,846	289,629	392,475	615	5,271	(566)	19,082	416,876
Investment income	-	-	-	-	-	103,112	-	103,112
Gifts and donations	-	263,451	263,451	-	-	-	-	263,451
Rental of facilities	-	-	-	1,080	-	-	1,200	2,280
Fundraising	-	128,519	128,519	-	-	-	-	128,519
Gains on disposal of capital assets	-	-	-	-	-	-	-	-
Amortization of capital allocations	-	-	-	1,499,672	-	-	5,213	1,504,884
Other revenue	-	-	-	-	-	-	-	-
TOTAL REVENUES	4,227,606	30,945,293	35,172,899	5,230,349	3,839,033	1,466,867	25,494	45,734,642
EXPENSES								
Certificated salaries	1,421,978	18,130,325	19,552,303	-	-	164,886	-	19,717,189
Certificated benefits	122,410	3,575,959	3,698,369	-	-	38,077	-	3,736,446
Non-certificated salaries and wages	1,670,298	4,258,761	5,929,059	1,303,305	264,244	561,493	16,169	8,074,268
Non-certificated benefits	369,268	1,098,098	1,467,365	312,647	42,321	130,295	-	1,952,628
SUB - TOTAL	3,583,953	27,063,142	30,647,096	1,615,951	306,565	894,750	16,169	33,480,530
Services, contracts and supplies	170,954	2,549,515	2,720,469	1,488,432	4,352,032	535,712	4,113	9,100,758
Direct Cost of Fundraising and Fees	-	340,688	340,688	-	-	-	-	340,688
Amortization of supported capital assets	-	-	-	1,499,672	-	-	5,213	1,504,884
Amortization of unsupported capital assets	-	294,754	294,754	39,126	20,361	50,546	-	404,787
Interest and charges	-	-	-	-	-	-	-	-
Losses on disposal of capital assets	-	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-	-
TOTAL EXPENSES	3,754,908	30,248,098	34,003,006	4,643,181	4,678,957	1,481,008	25,494	44,831,647
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	472,699	697,194	1,169,893	587,168	(839,925)	(14,141)	-	902,995

Expenses

By Program	Preliminary Budget¹ 2018-19	Final Budget² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used
Instruction					
Early Childhood Services	11,353,257	10,313,337	3,754,908	6,367,502	37.09%
Gr 1-12	91,550,722	92,806,835	30,248,098	62,749,664	32.53%
Maintenance					
Plant Operations & Maintenance	13,269,939	13,451,156	4,198,858	9,252,298	31.22%
Infrastructure Maintenance Renewal	1,964,386	1,964,386	444,323	1,520,063	22.62%
Transportation	10,975,144	11,194,039	4,678,957	6,515,082	41.80%
Board & System Administration	4,241,496	4,260,379	1,481,008	2,779,371	34.76%
External Services	58,680	58,680	25,494	33,186	43.45%
TOTAL EXPENSES	133,413,624	134,048,813	44,831,647	89,217,166	33.44%

By Category	Preliminary Budget¹ 2018-19	Final Budget² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used
Salaries, wages and benefits	99,495,500	99,791,947	33,480,530	66,311,417	33.55%
Services, contracts and supplies	24,530,109	24,501,712	8,572,608	15,929,104	34.99%
School generated funds	1,718,446	1,762,720	424,515	1,338,205	24.08%
Infrastructure Maintenance Renewal	1,964,386	1,964,386	444,323	1,520,063	22.62%
Amortization of capital assets and interest	5,705,183	6,028,047	1,909,671	4,118,376	31.68%
TOTAL EXPENSES	133,413,624	134,048,813	44,831,647	89,217,166	33.44%

1 Approved by the Board of Trustees, May 29, 2018

2 Approved by the Board of Trustees, November 27, 2018

Expenses by Site - December 31, 2018

Parkland School Division

Site	Preliminary Budget Expenditures ¹ 2018-19	Final Budget Expenditures ² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Governance, Staff/Student Awards	647,680	647,679	228,584	419,095	35.3%	
Office of the Superintendent	519,198	519,198	155,789	363,408	30.0%	Substitutes, support and professional services below plan
Human Resources	495,791	495,791	137,390	358,402	27.7%	Professional services and staff development below plan
Deputy Superintendent	673,175	673,174	257,585	415,589	38.3%	Other professional fees above plan as annual fee for school websites has been paid
Learning Services	1,250,375	1,328,402	494,264	834,137	37.2%	Support staff, Staff development, furniture and equipment above plan
Financial Services	2,317,680	2,254,007	824,834	1,429,173	36.6%	Professional fees for ERP and budget system have been paid for the year and legal services are above plan
Tech Support Services	2,032,582	2,068,317	612,498	1,455,818	29.6%	Telephone and internet below plan
Print Centre	87,000	87,000	17,605	69,395	20.2%	Timing of invoices and chargebacks to schools
Student Transportation	10,932,704	11,131,061	4,657,328	6,473,733	41.8%	Contracted buses are paid over 10 months based on operating days and salaries are above plan
Maintenance	4,502,002	4,517,574	1,362,895	3,154,678	30.2%	Combine Maintenance and Custodial (31.0%)
Custodial	3,694,834	3,700,615	1,181,405	2,519,209	31.9%	
Instructional Pool	3,289,122	2,931,098	867,634	2,063,462	29.6%	Substitutes and support services below plan
Blueberry	3,730,358	3,901,913	1,254,048	2,647,865	32.1%	
Brookwood	3,717,375	3,737,603	1,254,343	2,483,260	33.6%	
École Broxton Park	4,171,704	3,681,288	1,211,510	2,469,778	32.9%	
Connections for Learning	1,281,646	2,032,202	667,568	1,364,633	32.8%	
Copperhaven	3,652,037	3,823,624	1,250,910	2,572,714	32.7%	
Duffield	1,894,138	2,008,060	664,328	1,343,733	33.1%	
Entwistle	1,047,111	1,222,467	399,196	823,271	32.7%	
Forest Green	2,014,164	2,005,058	680,732	1,324,326	34.0%	
Graminia	3,489,731	3,569,436	1,205,289	2,364,147	33.8%	
Greystone Centennial Middle	3,357,690	3,333,041	1,141,288	2,191,752	34.2%	
High Park	3,375,597	3,223,247	1,144,384	2,078,863	35.5%	Professional services and temporary staffing above plan
Memorial Composite High	7,300,515	7,555,507	2,481,065	5,074,442	32.8%	Combine Memorial Composite & Outreach (32.8%)
Memorial Outreach	469,923	501,480	158,730	342,750	31.7%	
École Meridian Heights	4,955,253	4,646,478	1,586,790	3,059,688	34.2%	
Millgrove	3,605,544	3,496,571	1,143,499	2,353,072	32.7%	
Muir Lake	2,878,782	2,986,133	1,012,953	1,973,180	33.9%	

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Expenses by Site - December 31, 2018

Parkland School Division

	Preliminary Budget Expenditures ¹ 2018-19	Final Budget Expenditures ² 2018-19	YTD Actuals Dec 31/18	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Parkland Village	1,377,495	1,389,107	436,105	953,002	31.4%	
Prescott Learning Center	5,070,646	5,105,655	1,656,539	3,449,116	32.4%	
Seba Beach	912,531	774,137	253,657	520,480	32.8%	
Spruce Grove Composite High	6,789,230	6,880,253	2,280,984	4,599,269	33.2%	Combine Spruce Grove Composite & Outreach
Spruce Grove Outreach	427,541	443,911	128,716	315,194	29.0%	(32.9%)
Stony Plain Central	3,812,170	3,964,319	1,315,408	2,648,911	33.2%	
Tomahawk	905,594	928,670	332,640	596,031	35.8%	Temporary staffing and equipment above plan
Wabamun	907,536	857,841	297,548	560,293	34.7%	
Woodhaven Middle	3,161,172	3,264,374	1,080,233	2,184,142	33.1%	
Quality Learning Services	1,483,075	1,557,943	477,651	1,080,292	30.7%	Staff development and substitutes below plan
Quality Learning Supports	1,439,985	1,397,670	419,211	978,459	30.0%	Staff development below plan
Wellness Program	389,019	354,019	131,265	222,754	37.1%	Supplies above plan
Real Program	1,618,239	1,591,070	526,280	1,064,790	33.1%	
Alternative Program	516,862	485,923	148,960	336,963	30.7%	Staff development and supplies below plan
Early Education	7,760,560	7,414,762	2,375,884	5,038,878	32.0%	
Total Expenses	117,955,369	118,487,679	39,915,527	78,572,150	33.7%	
Target Percentage					33.3%	
Other Sites						
Capital and Debt Services	5,205,183	5,528,047	1,880,532	3,647,515	34.0%	
Infrastructure Maintenance Renewal	1,964,386	1,964,386	444,323	1,520,063	22.6%	IMR is project based and work fluctuates during the year.
School Generated Funds	1,718,446	1,762,720	424,515	1,338,205	24.1%	SGF is collected by the schools and timing is based on when clubs, sports teams and events occur
Government Contributions to ATRF	6,570,240	6,305,982	2,166,750	4,139,232	34.4%	
	15,458,255	15,561,135	4,916,120	10,645,015	31.6%	
Total Expenses	133,413,624	134,048,813	44,831,647	89,217,166	33.4%	

1 Approved by the Board of Trustees, May 29, 2018

2 Approved by the Board of Trustees, November 27, 2018



MEMORANDUM

Date: February 5, 2019

To: Board of Trustees

From: Shauna Boyce, Superintendent

Originator: Mark Francis, Deputy Superintendent

Resource: Carolyn Jensen, Principal, Memorial Composite High School
Cheryl Otto, Principal, Spruce Grove Composite High School
Constable Gord Marshal, RCMP Stony Plain Detachment

Subject: **SCHOOL RESOURCE OFFICER PROGRAM REPORT**

Recommendation

That the Board of Trustees receives as information the School Resource Officer Program Report as presented at the Regular Meeting of February 5, 2019.

Background

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

Administration would be pleased to respond to any questions.

MF:kz



School Resource Officer Program Report January 2019

Presented to Board of Trustees, February 5, 2019

Deputy Superintendent, Mark Francis

Resource: Constable Gord Marshall, RCMP, Stony Plain Detachment

Carolyn Jensen, Principal, Memorial Composite High School

Cheryl Otto, Principal, Spruce Grove Composite High School

Background

- The School Resource Officer (SRO) Program is in its seventh year
- Constable Gord Marshall is the current SRO and is in his second year
- The funding for the SRO Program has been shared between Parkland County, the City of Spruce Grove, Town of Stony Plain and Parkland School Division
 - Effective Sept 1, 2019, Parkland County will withdraw from the SRO program

School Administration and staff, PSD Executive and the SRO all believe the program is an incredible asset and has many benefits to PSD students and staff.

Specifically, the SRO:

- Is available to all students, fostering relationships with youth across the region
- Presents at events such as Grade 10 Open Houses, School Council meetings, and community information sessions
- Conducts formal classroom presentations in courses like CALM, Psychology and Social Studies. Topics include bullying, drug use, and the law as it relates to youth
- Encourages students to attend spring and summer RCMP Youth Camps
- Meets individually with students both formally (scheduled meetings) and informally. Student issues that have been addressed by the School Resource Officer include:
 - Conflict resolution
 - Legal perspective on issues/matters students are dealing with
 - Bullying issues
 - Fights and potential fights
 - Theft
 - Drug and alcohol issues
 - Traffic and driving
 - Diffusing behavioral issues
 - Relationship issues - home, peer, boyfriend/girlfriend
 - Internet safety and cell phone use
- Participates in Violence Threat Risk Assessments (VTRAs) at both the Stage 1 and Stage 2 levels for PSD high school students, and the Stage 2 level for all PSD students
- Advises school and division leadership on matters regarding student safety, school lockdowns
- Provides an ongoing police presence at the high schools helping diffuse any potential issues
- Plays an integral role in Emergency response drills and procedures
- Assists other RCMP members with files pertaining to high school students.

Reporting/Measures of Success

- Regular Meetings with administration to discuss areas of focus/concern
- Statistics on number of formal presentations
- Quarterly reports by SRO to school administration and RCMP liaison
- Feedback on Alberta Education Accountability Pillar Survey (Safe and Caring Schools)



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott Johnston, Associate Superintendent
Subject: Education Plan Engagement Review – Ways of Knowing - Brief

Recommendation

That the Board of Trustees receives as information the Ways of Knowing - Brief as presented at the Regular Meeting of February 5, 2019.

Background

Parkland School Division remains committed to ongoing involvement in the Provincial Assurance Model pilot. The *Ways of Knowing – Brief* and accompanying presentation summarizes the significant methods of stakeholder engagement within the Division, in order to better understand the review and development of the Board’s Education Plan.

Administration would be pleased to respond to any questions.

SJ:kz



Parkland School Division

Where the World Opens Up

Ways of Knowing

January 21, 2019

Background

How do we know that we know?

On the surface it may seem that there is one document for planning (The Education Plan) and one document for reporting (The Annual Education Results Report), but in fact, the planning and reporting process is one without beginning or end. Throughout the year, the Division's assurance process involves a variety of stakeholder engagements to inform the system about its progress at all levels. Notwithstanding a number of small engagements and meetings that occur on an ongoing basis, this brief intends to provide an overview of the significant engagement processes that occur throughout the year.

In short, our engagement processes within an assurance model give us a very strong sense of knowing that we know.

Assurance as a Measure of Confidence

How do we measure confidence?

Confidence is a feeling or belief that one can rely on someone or something to fulfill the expectations a person has as predicted. An *Assurance Model* for planning means that the Board and Executive are committed to determining the level of confidence that our stakeholders have in our system. Assurance provides a framework to maintain close alignment with the direction and goals of the Ministry but with a stronger focus on being more responsive to the needs of the Division's school communities.

The Assurance Model framework enables Parkland School Division to ensure learner success through the following process:

- Develop local priorities, elements, strategies and measures that address our focus on ensuring student success and well-being;
- Develop strategic priorities that align with the Ministry but are more responsive to the needs of the school communities within the Division; and
- Offer increased opportunities for stakeholder involvement throughout this process.

Assurance, as a measure of confidence, can be revealed through engagement processes. Parkland School Division and its family of schools share in the recognition of the importance of stakeholder engagement.

Quick Links

- [Education Planning](#)
- [AERR](#)

Stakeholder Engagement

Who are our stakeholders?

A stakeholder is someone who shares responsibility in an organization’s efforts to achieve its outcomes. At first blush, obvious stakeholders include students, parents and teachers; in truth, it’s a much more comprehensive list. In addition to students, parents and teachers, stakeholders include: The Board, school and Division staff, community members, Indigenous leadership, Alberta Education, future employers, volunteers, community agencies, government agencies, post-secondary institutions and more.

Stakeholder engagement is a critical aspect of the Assurance Model and helps to build a sense of “assurance” that Parkland School Division is indeed developing a strong educational system that puts student learning at the core of its work while being accountable for the quality of work it is doing.

What does it mean to be engaged?

The International Association for Public Participation (IAP2) shares that “empowerment” provides the highest level of public impact.

- Informing: Provides balanced and objective information in a timely manner
- Consulting: Obtains feedback on analysis, issues, alternatives and decisions
- Involvement: Works with the public to make sure that concerns and aspirations are considered and understood
- Collaboration: involves partnering with the public in each aspect of the decision-making
- Empowerment: places the final decision making in the hands of the public (www.iap2.org).

To this end, Parkland School Division’s *Board Policy 3: Role of the Trustee* lists, as a primary responsibility that “Trustees provide for the engagement of parents, students and the community in matters related to education.” The Board is therefore charged with the responsibility of providing, for its students and their parents, an education system organized and operated in their best interests. It exercises this responsibility through setting of local educational policy and the wise use of resources.

Stakeholder engagement involves a careful consideration of many different perspectives for the purpose of enabling wise decisions. Mindful engagement depends on ensuring that stakeholders are well-informed so that collaborative processes lead to empowered governance. Engagements provide an opportunity to listen and understand, and also an opportunity to teach.

How do we engage stakeholders?

- Daily, through the commitment of our Trustees in engaging our students, staff and community;
- Daily, through the conversations and engagement that our staff has with students, staff, parents and the community;
- Monthly, through meetings established by leadership teams;
- Monthly, through School Council meetings and representation at the Council of School Councils;
- Monthly, through public Board Meetings;
- Monthly through Teacher – Board Advisory Committee meetings; and
- At various times throughout the year through targeted, special engagement events.

What are the special engagement events?

While every interaction provides an opportunity for engagement, and therefore greater learning, the Board provides for specific engagement events throughout the year:

Staff Engagement – Opening Day

All staff gather at the beginning of the year to celebrate the start of a new school year. This event enables the Board and Executive to provide inspiration and inform staff of the broader goals of education set for the year. This coming-together celebration enables staff to mingle, celebrate and begin the year with a clear theme.

Leadership Planning – Autumn

The Executive Team engages with the system’s leadership structure (school administration and department directors) to focus on the Board’s Plan for Education (The Plan) and develop the strategies that are intended to deliver on the outcomes of The Plan.

Stakeholder Engagement Event (SEE 1): November

The Board and Executive engage members of the Division’s School Councils to ensure the councils are involved and connected to The Plan. This evening event provides an opportunity for advocacy as it ensures our stakeholders have a clear understanding of the direction of The Plan, but also acts as a check to ensure our School Councils feel they are empowered – seeing themselves in the generation of The Plan.

Accountability Pillar Surveys: February

Alberta Education conducts surveys of parents, students and teachers to determine the Division’s performance on a number of outcomes. Survey results are made available to the Board in Spring. The results show strengths and areas for growth, and therefore help to inform planning.

Ongoing Surveys: As Required

The Board may seek to understand a common, or preferred perspective on issues that impact education. For instance, the School Year Calendar Survey provides stakeholders an opportunity to collaborate in the generation of academic calendars.

Surveys may be utilized by a small sample of teachers, parents or students, and may be distributed through our Division website to all who are interested in providing feedback.

Internal Feedback: Google Drive and the EduPlan Site

Our staff have the opportunity to collaborate electronically through extensive Google Services. The staff utilize Google Team Drives, Google Hangouts and response tools such as the *EduPlan* site to share strategic considerations, initiatives and projects. Shared documents through Google, in a variety of formats, enable collaboration by staff at all levels. Internal surveys may be conducted through Google Forms to determine short, quick responses to areas of consideration. The EduPlan is a new tool that exists to support the new plan for education. The intent is to provide a tool for sharing strategies and successes.

ThoughtExchange – February/March

The annual *ThoughtExchange* process utilizes an online, world-café platform for stakeholders to express thoughts and express agreement or disagreement with the thoughts of others. Our *ThoughtExchange* process asks stakeholders to share perspectives on what they feel is working well, and what they feel is not working well.

The results of the ThoughtExchange inform the Division’s Annual Education Results Report; stakeholders are able to see their direct quotes in the Division’s report.

Stakeholder Engagement Event (SEE 2): May

The Board conducts a system-stakeholder engagement in Spring to determine if there are course-corrections required for The Plan. This event empowers parents, teachers, staff and community to directly contribute to The Plan.

Education Planning: May June

The Board, Executive, and Lead Team refine the feedback received from SEE 2. This process determines the direction for The Plan while ensuring that the system attends to the desired outcomes provided for by stakeholders. Ultimately, the process for generating The Plan depends on determining forward direction while being mindful of resource stewardship; it is not possible to take every action suggested by stakeholders as there are often competing viewpoints.

Leadership by Design

The Education Committee

The Board holds open meetings of the Education Committee to learn about, and advocate for education. Stakeholders are provided an opportunity to engage with Division staff on current trends in education; this process is an important engagement event as it enables a focused point of conversation on one aspect of education.

Building Collaboration and Capacity in Education – Partnering with our Indigenous Communities

As a response to the recommendations coming out of *Truth and Reconciliation*, Alberta Education has provided access to financial resources through the *Building Collaboration and Capacity in Education Grant* to the First Nations people. These funds are intended to provide support in order to facilitate collaboration and capacity building with provincial partners and First Nations communities. The initiative intends to develop a vision, and plan for an education system that embraces Indigenous ways of knowing and understand our role as Treaty people in Canada.

Currently Division Staff and members of Paul First Nation (Elders and staff) endeavour to collaborate monthly to identify strategic planning toward achieving these opportunities.

The Lead Team

Notwithstanding the variety of committees that occur throughout the year, the Division empowers the members of its leadership structure to engage, plan and share successes. Parkland School Division’s Lead Team consists of the executive team, the school administration and area directors. Monthly meetings

provide an opportunity to discuss items of relevance as they arise and ensure the system is adhering to The Plan.

The Council of School Councils (COSC)

Members of school council executives meet quarterly with members of the Board and the executive team to discuss items that are relevant to the various councils' purpose. These meetings provide for advocacy and engagement as each group has an opportunity to clarify perspectives.

Student Engagements

Student engagement is a daily aspect of the work that occurs in our schools. While this information flows through the system from student to teacher and parent, and through the schools' administrative teams to the Board, school councils and executive, there are also opportunities for direct engagement with students. Each year the Board plans for specific student engagement opportunities. These events enable a deeper understanding for the Board to determine the students' desires and priorities.

Teacher Board Advisory Committee (TBAC)

The Teacher Board Advisory Committee provides an opportunity for direct engagement between representative members of the Alberta Teachers' Association Local, the Board and the Executive.

Superintendent's Teacher Advisory Team

Three or four times throughout the year, the Superintendent and Executive Team engage with teacher representatives from each school. The Advisory Team engagement helps to plan and refine the Divisional strategies implemented to achieve the outcomes of The Plan. Teachers from the Superintendent's Teacher Advisory Team are invited to participate in the Spring Stakeholder Engagement (SEE 2).

Parkland School Division's E-Profile

Our Communication Team optimizes the regular distribution of media releases to announce specific programs, achievements and developments throughout each year. The Division has a great website that connects stakeholders easily to school sites or areas of interest within the Division. Notably, our website features many videos that celebrate the Division's achievements.

We endeavor to connect with, and educate stakeholders through a variety of social media avenues. Sometimes this process involves correcting a misperception or rumour. Fortunately, our strong stakeholder engagement process means that our parents and partners are often the first to provide clarity to viewers online. Our stakeholders are empowered by the processes that enable us to know what we know.

Measurement for Accountability

Assurance, as a process of measuring confidence, involves a careful consideration of accountability results. Accountability results are provided through survey measures as conducted by Alberta Education, and through derived results such as: academic achievement, transition to post-secondary, drop-out rates, etc. Results from the previous year are provided to the Division by Alberta Education in late October and are then shared by the Board through the *Annual Education Results Report* in November.

School administration reviews accountability results with staff and school councils to better inform planning. In particular, this process includes a review of achievement results to inform improvements in lesson delivery.

Learning and Leading

As an organization with thousands of stakeholders, one can marvel at the number of human interactions that occur within and regarding the Division each day. These interactions involve informing, consulting, involving, collaborating and empowering our stakeholders to ensure we are building a better future for our students. There are many different ways in which we engage our stakeholders, determine confidence, and plan for the future.

Most importantly, we each measure our successes one conversation at a time.



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Eric Cameron, Board Chair, PSD Tomorrow Committee Chair
Subject: **PSD Tomorrow Committee**

Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of January 22, 2019 as presented at the Regular Meeting of February 5, 2019.

EC:kz



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, JANUARY 22, 2019.**

ATTENDANCE:

Eric Cameron, Board Chair
Lorraine Stewart, Vice-Chair
Ron Heinrichs, Trustee
Paul McCann, Trustee
Sally Kucher-Johnson, Trustee
Darlene Clarke, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Scott Johnston, Associate Superintendent
Dennis Simcoe, Director, Transportation
Jordi Weidman, Director, Communications & Strategic Planning
Keri Zylla, Recording Secretary

REGRETS:

Dr. Dianne McConnell, Associate Superintendent

1. Call to Order: Board Chair Cameron called the meeting to order at 12:33 p.m.

1.1. Changes to the Agenda:

Add Woodhaven and Copperhaven updates to 6
Add 11 – Francophone School
Add 12 – School Councils
Add 13 – PSBC – Host Division
Add 14 – Literacy Day

1.2. Approval of the Agenda: Moved by Trustee Heinrichs that the Board of Trustees accepts the agenda as amended.

CARRIED

2. Live Streaming Discussion:

Mr. Weidman gave a brief synopsis of the research he has done in regards to live streaming board meetings. He requested some additional information from our service provider regarding our options and will share this information in a future meeting.

3. MELT (Mandatory Entry-Level Training): (Dennis Simcoe)

Mr. Simcoe briefed the Committee in regards to the impact the Mandatory Entry-Level Training (MELT) Program will have on Parkland School Division (PSD) Transportation. He informed the committee what requirements and timelines need to be met. Discussion ensued.

Mr. Simcoe exited the meeting at 12:51 p.m.

4. ASBA – FGM Questions about Board autonomy:

Chair Cameron went through four questions from the Alberta School Boards' Association (ASBA) that will be part of the ASBA Advocacy Plan. Trustees provided input and Vice Chair Stewart will submit responses by January 25, 2019. Discussion ensued.

5. Ad Hoc Advocacy Committee Reports:

5.1. **Transportation:** Chair Cameron mentioned that a letter requesting a meeting to discuss transportation with the Minister of Education was sent December 20, 2018. Chair Cameron will keep the committee informed regarding any progress or meeting dates that may result.

5.2. **Support for Diversity and Inclusive Environments:** Vice Chair Stewart and Trustee Kucher-Johnson shared that in their work with Associate Superintendent McConnell, they have concluded that the current Standards for Special Education (2004) are a barrier to inclusive education. Associate Superintendent McConnell worked with the College of Alberta School Superintendents to revise these standards in order to serve greater, more diverse needs. Vice Chair Stewart will bring this topic forward at an upcoming ASBA Zone 2/3 meeting.

5.3. **Community Engagement:** Trustee McCann shared several points of focus and how to engage community in that regard: Why; with whom; and how we engage our stakeholders. Discussion ensued.

6. Updates:

6.1. SPC Replacement: Associate Superintendent McFadyen and Deputy Superintendent Francis met with Alberta Infrastructure on Monday, January 21, 2019, and gave updates regarding the progress of this construction project. On February 1, 2019, administration will be meeting with the Town of Stony Plain regarding the development.

6.2. Woodhaven Construction: Construction has been delayed. Administration is working with Alberta Infrastructure to expedite construction.

6.3. Copperhaven Construction / Gym Floor: Due to the discovery of cracks and high spots found in the concrete of the gym floor, occupation of the gym has been delayed. Alberta Infrastructure is working with contractors to investigate the cause and possible solutions. Gym space has been provided by other schools and locations to accommodate students in the meantime.

7. Facility Utilization Review:

Superintendent Boyce gave a brief update regarding the Facility Utilization Review. Parkland School Division has contracted the Infrastructure Planning Department of Edmonton Public Schools to help conduct this review and provide research from our area municipalities and school jurisdictions. The Board will send letters of notification to the tri-municipal mayors, informing them of this demographic and facility utilization review and express appreciation for their cooperation.

Administration and Facilities have begun site tours of PSD schools as part of the review process. The intent is to integrate facility utilization information into the capital plan and report back to the board in April. Discussion ensued.

8. CFE Office Moves:

Associate Superintendent McFadyen briefed the committee regarding changes to office space currently taking place at the Centre for Education (CFE).

9. Students Advisory:

Trustee Montgomery presented possible meeting dates and different options for Students Advisory going forward. The committee would like to present students with several topics of focus to ensure productive student engagement opportunities. Several areas of importance were identified as possible topics of discussion.

10. Bell Let's Talk:

Superintendent Boyce gave information on the "Look Who's Talking Project" and how to participate. This is in promotion of the Bell Let's Talk Day, January 30th. Stony Plain Family and Community Support Services (FCSS), in a coordinated effort with Suicide Prevention Program. Participants are asked to take a "selfie" with a page explaining what you do for your mental health, and email it to FCSS.

11. Francophone Schools:

Parkland School Division has approximately 45 children currently accessing a Francophone school in St. Albert. Superintendent Boyce was recently contacted by a Francophone Regional Authority who informed her that growing interest and numbers may warrant a Francophone School in our area. The conversation is in early stages only. Discussion ensued.

12. School Councils:

School Council meetings are going well but there is concern over communication when school council meeting dates change. Discussion ensued.

13. PSBAA – Host School:

The possibility of Parkland School Division hosting a Public School Board Council meeting in mid-August 2019 was discussed. Hosting this event may be considered for a later date.

14. Family Literacy Day at SPC:

Stony Plain Central is hosting a Family Literacy Day on Friday, January 25, 2019. Stony Plain Mayor, William Choy and School Board Trustees and been invited to participate with students at this important event.

15. Adjournment:

Meeting adjourned at 3:01 p.m.

NEXT MEETING: Tuesday, February 19, 2019 @ 12:30 p.m.



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Lorraine Stewart, Board Vice Chair, Education Committee Chair
Subject: **Education Committee**

Recommendation

That the Board of Trustees receives as information the Education Committee minutes of January 22, 2019 as presented at the Regular Meeting of February 5, 2019.

LS:kz



MINUTES OF THE EDUCATION COMMITTEE
MEETING HELD AT CENTRE FOR EDUCATION STONY PLAIN, ALBERTA
ON TUESDAY, JANUARY 22, 2019

ATTENDANCE:

Eric Cameron, Board Chair
Lorraine Stewart, Vice Chair, Committee Chair
Ron Heinrichs, Trustee
Paul McCann, Trustee
Sally Kucher-Johnson, Trustee
Anne Montgomery, Trustee
Darlene Clarke, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Leah Andrews, Director of Learning Services
Brenda Stumbur, Acting Director of Quality Learning
Shaye Patras, Principal, Woodhaven School
Cheryl Johnson, Principal, École Meridian Heights

Panel:

Sheryl Bridgeman, Principal, Blueberry
Aurora Schulte, Teacher, École Meridian Heights
Linda Madge-Arkininstall, Assistant Principal, Millgrove
Janine Hodgson, Collaborative Teaching Partner
Jenn Goulden, Community Support Worker
Vicky Mamczasz, Family Supports Facilitator

REGRETS:

Dr. Dianne McConnell, Associate Superintendent

CALL TO ORDER

The meeting was called to order at 9:00 am by Trustee Lorraine Stewart, Chair of the Education Committee. Trustee Stewart brought greetings, acknowledged our First Nations, Métis and Inuit neighbors', asked participants to introduce themselves, and explained that this Education Committee Meeting agenda will provide an opportunity to learn about Parkland School Division's inclusive education environment.

MEETING TOPICS

Leah Andrews and Brenda Stumbur led participants in small-group discussions using the article, *Educating Grayson: Are Inclusive Classrooms Failing Students*, as the mechanism for being mindful of perspectives.

Discussion on the different perspectives:

- Administrative / staff perspective
- Parents of children with disruptive behaviors perspective
- Parents of peers in classrooms with children who display disruptive behaviors perspective

Shelley Moore's Video on Inclusive Education was then viewed.

Discussion regarding:

- Multiple perspectives on both the challenges and the benefits of inclusion
- How does PSD respond to these perspectives and shift the educational paradigm

Following the break, Parkland School Division's response to inclusive education environments, the Capacity Building Model, was highlighted.

Discussion regarding:

- Approach (high expectations, get to know students, budget, access supports, measure success)
- Learning services Model
- Pods and school-based teams
- Regional Collaborative Service Delivery

The panel presented their perspectives on the supports, approaches and services they provide to students, parents and staff in Parkland School Division. Each panel member also shared a success story. The panel took time to answer questions from the committee members.

ADJOURNMENT

The meeting was adjourned at 11:35 am, with appreciation to all presenters and organizers for providing an informative session and participants for their engagement.

Next Meeting: April 16, 2019 at 9:00 a.m.



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott Johnston, Associate Superintendent
Subject: Council of School Councils (COSC)

Recommendation:

That the Board of Trustees receives as information the unapproved COSC minutes of January 24, 2019 as presented at the Regular Meeting of February 5, 2019.

SJ:rg



**MINUTES OF THE COUNCIL OF SCHOOL COUNCILS MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON THURSDAY, JANUARY 24, 2019**

ATTENDANCE:

School Council Representatives

Rich Haggarty - Prescott Learning Center – Co-Chair
Brenda Cryer – Prescott – Co-Chair
Archie Lillico – Millgrove
Pam Pirie – Millgrove
Melanie Tanhaser – Graminia
Angie Gehlert - Graminia
Crystal VanderBurg – Millgrove
Malinda Ferris - Blueberry
Brenda Baker – MCHS
Chantelle DeBoer– PVS
Monica Allen – Broxton Park
Lei Gryshik – Brookwood/Woodhaven

Board of Trustees

Anne Montgomery, Trustee
Lorraine Stewart, Trustee

Administration

Scott Johnston, Associate Superintendent
Shae Abba – Human Resources Director

Recording Secretary

Roxanne Genereux

1. CALL TO ORDER/RULES OF ORDER

COSC Chair Richard Haggarty called the meeting to order at 7:01 pm and discussed rules of order.

2. WELCOME AND INTRODUCTIONS

Chair Haggarty welcomed the new COSC members and completed a round table of introductions.

3. APPROVAL OF AGENDA

Moved by Pam Pirie that the Agenda of the January 24, 2019 meeting be approved as presented.

CARRIED

4. APPROVAL OF MINUTES

Moved by Ms. Pirie that the Minutes of the November 29, 2018 meeting be approved as amended.

CARRIED

5. PARKLAND SCHOOL DIVISION HUMAN RESOURCES

Director Shae Abba presented information to the COSC members regarding the Parkland School Division human resource department and what services they provide to the Parkland School Division. Ms. Abba discussed the different services the Human Resources department provide such as, substitute scheduling, WCB reporting, coaching, evaluations, career fairs, placing of practicum students, facilitate disability management (short/long term), manage three collective agreements and the employee family and assistance program.

Ms. Abba brought forward that currently Parkland School Division has 10 practicum agreements with different universities and colleges. Ms. Abba mentioned that Parkland School Division was announced as the 2016 winner in the Alberta Venture Magazine for the Best Workplace for Training and Development.

<https://www.albertaventure.com/best-workplace-for-training-and-development/2/1370>

Ms. Abba further discussed that there's always continual postings due to retirements and maternity leave vacancies. There were approximately 358 postings in 2017-2018 (224 teaching and 134 support positions) that needed to be filled, with approximately 40-200 applicants depending on the posting and timing.

Ms. Shae Abba answered questions from COSC members and extended an invitation if anyone wanted more information regarding the Human Resources Department to stop by or contact her directly.

6. ANNOUNCEMENTS:

Chair Haggarty and Co-Chair Brenda Cryer reviewed the ASCA website and identified resolutions have not been posted yet.

7. DISCUSSION ON UPCOMING MEETING DATES

Chair Richard Haggarty mentioned the ASCA resolutions will be up by the February meeting for comment.

8. BOARD REPORT

Trustee Anne Montgomery discussed the five key areas from the Education Plan that the Board is reviewing, from communication with the local business community, trailblazing, listening and assessment, advocacy and equitable budgeting and spending.

The key points from the Education plan were discussed.

Vice Chair Stewart, Trustee Montgomery and Associate Superintendent Johnston answered questions from COSC members.

9. SENIOR ADMINISTRATION REPORT

Associate Superintendent Johnston brought forward to the COSC committee that “survey season” is approaching. The Accountability Pillar Survey is distributed to parents by mail. There are two options for completing the survey: parents may fill out the form and return by mail, or use the access code to complete the survey online. Mr. Johnston mentioned how important the surveys are so that the parent results are based on a valid sample size. The accountability pillar is for students in grade 4,7,10 (in schools under 100, for grades 4-12).

Further information was provided to the COSC members regarding February student surveys. Mr. Johnston brought forward that the ThoughtExchange will be around February/March on what’s working well and what isn’t working, the feedback received assists the school division in making decisions for improvement.

Mr. Johnston further discussed that the Parkland School Division is reviewing the current report card, once discussions are finalized more information will be shared with COSC members.

Associate Superintendent Johnston answered questions from COSC members

10. FUTURE AGENDA ITEMS

- ASCA presentation
- Councils & working with their foundations
- March 14, 2019, ASCA planning session

11. ADJOURNMENT

Moved by Chair Haggarty that the meeting adjourn at 8:33 pm.

CARRIED

Next Meeting: Thursday, February 21, 2019, 7 pm



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **REQUEST FOR INFORMATION – FUNDING SCENARIOS**

Recommendation

That the Board of Trustees receives as information the request for information – funding scenarios requested at the November 27, 2018 Board meeting as presented at the Regular Meeting of February 5, 2019.

Background

A request for information was made at the November 27, 2018 board meeting. The Board of Trustees directed administration to determine the impact of the following four funding scenarios on Parkland School Division:

1. The Division incurs a 3% decrease in the budget, with no increase for the following three years.
2. The Division incurs a 5% decrease in the budget, with no increase for the following three years.
3. A hiring freeze is implemented for the next four years.
4. No funding for enrolment growth is implemented for the next four years.

Based on Parkland School Division's (PSD) current funding per student rate, PSD would experience reductions of 101 to 150 Full-Time Equivalents (FTE). Scenario #2, 5% decrease in budget with no increase for four years has the biggest impact with a reduction of 150 FTE's while scenario #4 has the least impact with a reduction of 101 FTE's. Any of the above 4 scenarios will have a significant impact on PSD and our ability to provide service.

Administration would be pleased to respond to any questions.



Parkland School Division

Where the World Opens Up

Response to request for information from the November 27, 2018 Board Meeting – Funding Scenarios

February 5, 2019

PARKLAND SCHOOL DIVISION IS A PLACE WHERE EXPLORATION, CREATIVITY AND IMAGINATION MAKE LEARNING EXCITING AND WHERE ALL LEARNERS ASPIRE TO REACH THEIR DREAMS.

EXECUTIVE SUMMARY

Scenario	Description	Impact By Year Four On Staffing From Our Current Funding Per Student
1	3% decrease in budget – No increase for the following 3 years	-130 FTE
2	5% decrease in budget – No increase for the following 3 years	-150 FTE
3	Hiring freeze for four years	-105 FTE
4	No funding for enrolment growth for 4 years	-101 FTE

Based on Parkland School Division's (PSD) current funding per student rate, PSD would experience reductions of 101 to 150 Full-Time Equivalents (FTE). Scenario #2, 5% decrease in budget with no increase for four years has the biggest impact with a reduction of 150 FTE's while scenario #4 has the least impact with a reduction of 101 FTE's. Any of the above 4 scenarios will have a significant impact on PSD and our ability to provide service.

BACKGROUND

A request for information was made at the November 27, 2018 board meeting. The Board of Trustees directed administration to determine the impact of the following four funding scenarios on Parkland School Division:

1. The Division incurs a 3% decrease in the budget, with no increase for the following three years.
2. The Division incurs a 5% decrease in the budget, with no increase for the following three years.
3. A hiring freeze is implemented for the next four years.
4. No funding for enrolment growth is implemented for the next four years.

FINANCIAL

To calculate the impact of the funding scenarios one, two, and four we used the last 5 years of actual Alberta Education revenues, enrolments, and funded students to estimate funding rates and enrolments growth.

School Year	AB ED Revenue ⁽¹⁾	Enrol. Growth	Funded Students ⁽²⁾	Funding per student
2017-18	124,225,897	2.4%	10,846	11,454
2016-17	120,201,295	1.2%	10,589	11,352
2015-16	117,786,650	3.0%	10,463	11,257
2014-15	112,354,522	2.9%	10,162	11,056
2013-14	106,890,096	3.2%	9,872	10,828

2.5% - 5 year average

1. Alberta Education Revenues from Audited Statement of Operations
2. Actual eligible funded student numbers are from the Funding Event System (FES) frozen count information calculated by the province and does not include federally funded students

As reflected in the table, the average annual enrolment growth over the five year period is 2.5%. Funding per student has increased from \$10,828 in 2013-14 to \$11,454 in 2017-18.

Scenario One

The Division incurs a 3% decrease in the budget, with no increase for the following three years.

	AB Ed Revenue ⁽³⁾	Enrolment		Funding per Student
			Growth 2.5% ⁽⁴⁾	
Year 1	120,499,120		11,117	10,839
Year 2	120,499,120		11,395	10,575
Year 3	120,499,120		11,680	10,317
Year 4	120,499,120		11,972	10,065

-12% ⁽⁵⁾

3. Year 1 reduction funding calculated by reducing 2017-18 Ab Ed Revenue by 3% ($\$124,225,897 \times 3\% = \$3,726,777$; $\$124,225,897 - \$3,726,777 = \$120,499,120$)
4. Enrolment growth is projected using the average annual growth over the last 5 years
5. Reduction in funding per student over a four year period (Year 4 compared to 2017-18)

Based on the increase in enrolment to 11,972 and the current funding per student of \$11,454, PSD would see a reduction of \$16,623,026.

$$\$11,454 \text{ per student} \times 11,972 \text{ students} = \$137,122,146; \$137,122,146 - \$120,499,120 = \$16,623,026$$

Based on the average cost per FTE from the audited 2017-18 financial statements and the % of expenditures spent on staffing, \$16,623,026 = 130 FTE.

$$\$98,434,272 \text{ expended on staffing in 2017-18} / 1027.4 \text{ FTE} = \$95,809 \text{ per FTE}$$

$$\$98,434,272 \text{ (17-18 expended on staff)} / \$131,814,005 \text{ (17/18 total expenditures)} = 75\%$$

$$\$16,623,026 \text{ loss in funding} \times 75\% \text{ staffing} = \$12,467,270 \text{ would have been spent on staffing}$$

$$\$12,467,270 / \$95,809 = 130 \text{ FTE less staff}$$

Scenario Two

The Division incurs a 5% decrease in the budget, with no increase for the following three years

	AB Ed Revenue ⁽⁶⁾	Enrolment	
		Growth 2.5% ⁽⁷⁾	Funding per Student
Year 1	118,014,602		10,616
Year 2	118,014,602		10,357
Year 3	118,014,602		10,104
Year 4	118,014,602	11,972	9,858

-14% ⁽⁸⁾

- 6. Year 1 reduction funding calculated by reducing 2017-18 Ab Ed Revenue by 5% ($\$124,225,897 * 5\% = \$6,211,295$; $\$124,225,897 - \$6,211,295 = \$118,014,602$)
- 7. Enrolment growth is projected using the average annual growth over the last 5 years
- 8. Reduction in funding per student over a four year period (Year 4 compared to 2017-18)

Based on the increase in enrolment to 11,972 and the current funding per student of \$11,454, PSD would see a reduction of \$19,107,544.

$$\$11,454 \text{ per student} * 11,972 \text{ students} = \$137,122,146, \quad \$137,122,146 - \$118,014,602 = \$19,107,544$$

Based on the average cost per FTE from the audited 2017-18 financial statements and the % of expenditures spent on staffing, \$19,107,544 = 150 FTE.

$$\begin{aligned} & \$98,434,272 \text{ expended on staffing in 2017-18} / 1027.4 \text{ FTE} = \$95,809 \text{ per FTE} \\ & \$98,434,272 \text{ (17-18 expended on staff)} / \$131,814,005 \text{ (17/18 total expenditures)} = 75\% \\ & \$19,107,544 \text{ loss in funding} * .75\% \text{ staffing} = \$14,330,658 \text{ would have been spent on staffing} \\ & \$14,330,658 / \$95,809 = 150 \text{ FTE less staff} \end{aligned}$$

BRIEFING NOTES – INTERNAL USE ONLY

Scenario Three

A hiring freeze is implemented for the next four years

The following information shows retirements by program and classification over the last three years.

Retirees by Program	2015-16	2016-17	2017-18	3 year Average	2018-19 Fall Budget Total FTE	Retirees as a Percentage of total FTE's
Instruction						
Certificated	10	24	16	16.7	613.0	2.7%
Uncertificated	5	5	7	5.7	356.4	1.6%
Plant Operations and Maintenance						
Maintenance		1	2	1.5	17.0	8.8%
Custodial		1	1	1.0	49.3	2.0%
Admin						
Certificated	1		1	1.0	2.4	41.7%
Uncertificated	1	1	2	1.3	17.2	7.8%
Transportation						
Uncertificated	1			1.0	9.1	11.0%
Total	18	32	29	26.3	1,064.5	2.5%
Total by Classification						
Certificated	11	24	17	17	615.4	2.8%
Uncertificated	7	8	12	9	449.0	2.0%

Using the average of 26.3FTE retirees based on the last three years **105.3 FTE** would not be replaced under a hiring freeze over the next four years.

	Year 1	Year 2	Year 3	Year 4	Total
Retirees	26.3	26.3	26.3	26.3	105.3 FTE

* 3 year average is used to project number of retirees over the next 4 years.

Scenario Four

No funding for enrolment growth is implemented for the next four years.

	AB Ed Revenue ⁽⁹⁾	Enrolment	
		Growth 2.5% ⁽¹⁰⁾	Funding per Student
Year 1	124,225,897	11,117	11,174
Year 2	124,225,897	11,395	10,902
Year 3	124,225,897	11,680	10,636
Year 4	124,225,897	11,972	10,376

-9% ⁽¹¹⁾

9. Year 1 funding is equal to 2017-18 Ab Ed Revenue

10. Enrolment growth is projected using the average annual growth over the last 5 years

11. Reduction in funding per student over a four year period (Year 4 compared to 2017-18)

Decrease in Year 4 funding alone (not cumulative) compared to no initial reduction and continued enrolment funding at 2017-2018 rates is \$12,896,249

(\$11,454 per student * 11,972 students = \$137,122,146; \$137,122,146 - \$124,225,897 = \$12,896,249)

Based on the average cost per FTE from the audited 2017-18 financial statements and the % of expenditures spent on staffing, \$12,896,249 = 101 FTE.

\$98,434,272 expended on staffing in 2017-18 / 1027.4 FTE = \$95,809 per FTE

\$98,434,272 (17-18 expended on staff) / \$131,814,005 (17-18 total expenditures) = 75%

\$12,896,249 loss in funding * 75% staffing = \$9,672,187 would have been spent on staffing

\$9,672,187 / \$95,809 = 101 FTE less staff