



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

March 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

March 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

-4-

- 2.1. Regular Board Meeting of February 05, 2019

3. BUSINESS ARISING FROM THE MINUTES

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

7. ACTION ITEMS

- 10- 7.1. Monthly Financial Report - Period Ended January 31, 2019 (S. McFadyen, J. Krefting)
- 18- 7.2. Fees and Allowances 2019-2020 (S. McFadyen, J. Krefting)
- 25- 7.3. Edwin Parr Nominee (M. Francis)

8. ADMINISTRATION REPORTS

- 26- 8.1. 2018-19 Infrastructure Maintenance Renewal (IMR) Expenditure Report (McFadyen)
- 31- 8.2. School Calendar Survey: 2020-2021 (S. Johnston)

9. TRUSTEE REPORTS

- 33- 9.1. PSD Tomorrow (E. Cameron)
- 37- 9.2. Council of School Councils (A. Montgomery, L. Stewart)
- 40- 9.3. Teacher Board Advisory Committee (R. Heinrichs, A. Montgomery, L. Stewart)
- 43- 9.4. Audit Committee (D. Clarke, R. Heinrichs, A. Montgomery)
- 9.5. Public School Boards' Association of Alberta (E. Cameron, S. Kucher-Johnson, A. Montgomery)
- 9.6. Alberta School Boards Association (D. Clarke, E. Cameron, A. Montgomery)

10. FUTURE BUSINESS

10.1. Meeting Dates:

Board - Open to the Public:

Apr 02, 2019Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

Mar 07, 2019Student Advisory Committee 9:00 am, Centre for Education

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

Apr 16, 2019Education Committee 9:00 am, Centre for Education

Apr 16, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education

Apr 16, 2019Teacher Board Advisory Committee 4:15 pm, Centre for Education

Apr 30, 2019Audit Committee Meeting 1:00 pm, Centre for Education

Other:

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

Apr 23, 2019Education Planning Meeting 9:00 am, Centre for Education

- 10.2. Notice of motion
- 10.3. Topics for future agendas
- 10.4. Requests for information
- 10.5. Response to requests for information

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 FEBRUARY 5, 2019.

TRUSTEE ATTENDANCE:

Eric Cameron, Chair	Present
Lorraine Stewart, Vice-Chair	Present via videoconferencing
Ron Heinrichs	Present via videoconferencing
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 9:32 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.

TREATY SIX ACKNOWLEDGMENT

The Board Chair shared the Treaty 6 Acknowledgement.

CHANGES TO THE AGENDA

There were no changes.

Board Chair

Secretary-Treasurer

Res 008-19 **APPROVAL OF THE AGENDA**
MOVED by Vice Chair Stewart that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Res 009-19 **APPROVAL OF THE MINUTES**
MOVED by Trustee Clarke that the Minutes of the Regular Meeting held on January 8, 2019 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

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.

DELEGATION / PRESENTATION

Due to inclement weather and bus cancellations, the 'Meaningful Reconciliation' presentation, by Students in the Stony Creek Program, was postponed.

BOARD CHAIR REPORT

CORRESPONDENCE

Chair Cameron shared an update and shared board correspondence.

No Question Period.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report and a new transportation video.

ACTION ITEMS

QUARTERLY FINANCIAL REPORT – PERIOD ENDED DECEMBER 31, 2018

Res 010-19 **MOVED** by Trustee McCann 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.

CARRIED UNANIMOUSLY

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

Board Chair

Secretary-Treasurer

ADMINISTRATION REPORTS

SCHOOL RESOURCE OFFICER PROGRAM REPORT

Res 011-19

MOVED by Trustee Kucher-Johnson that the Board of Trustees receives as information the School Resource Officer Program Report as presented at the Regular Meeting of February 5, 2019.

CARRIED UNANIMOUSLY

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

EDUCATION PLAN ENGAGEMENT REVIEW – WAYS OF KNOWING BRIEF

Res 012-19

MOVED by Trustee McCann that the Board of Trustees receives as information the Ways of Knowing – Brief as presented at the Regular Meeting of February 5, 2019.

CARRIED UNANIMOUSLY

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

TRUSTEE REPORTS

PSD Tomorrow Committee Meeting – January 22, 2019 Minutes

Res 013-19

MOVED by Board Chair Cameron 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.

CARRIED UNANIMOUSLY

Education Committee Meeting – January 22, 2019 Minutes

Res 014-19

MOVED by Vice Chair Stewart 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.

CARRIED UNANIMOUSLY

Council of School Councils Meeting (COSC) – January 24, 2019 Minutes

Res 015-19

MOVED by Trustee Montgomery 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.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Public School Boards' Association of Alberta

There was no report

Alberta School Boards Association

Trustee Clarke presented her report from the recent Zone 2/3 meeting.

Shaping the Future

Board Chair Cameron and Trustee Heinrichs shared highlights from the Shaping the Future Conference. Board Chair Cameron shared a written report with the Board.

FUTURE BUSINESS

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 3:00 pm, Centre for Education

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

Other:

Feb 21, 2019Student Advisory, 9:00 am, Centre for Education

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

Mar 07, 2019Student Advisory, 9:00 am, Centre for Education

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

Board Chair

Secretary-Treasurer

Notice of Motion

There was no notice of motion.

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

FUNDING SCENARIOS

Res 016-19

MOVED by Board Chair Cameron 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.

CARRIED UNANIMOUSLY

Board Chair called a recess at 11:10 a.m.

Meeting resumed at 11:15 a.m.

IN CAMERA: Labour

Res 017-19

MOTION TO MOVE IN CAMERA

MOVED by Trustee McCann that the Board of Trustees moves to in camera at 11:16 a.m.

CARRIED UNANIMOUSLY

Res 018-19

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Clarke that the Board of Trustees reverts to a public meeting at 11:24 a.m.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Res 019-19

ACTION IN RESPONSE TO IN CAMERA

APPOINTMENT OF SUPERINTENDENT AND CONTRACT

MOVED by Board Chair Cameron that the Board of Trustees apply to the Minister of Education pursuant to Sections 113 and 114 of the School Act for the approval to appoint Acting Superintendent, Shauna Boyce based on the parameters discussed at the PSD Tomorrow Committee held on December 18, 2018, upon receipt of written approval of the Minister of Education.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

DRAFT

Board Chair

Secretary-Treasurer



MEMORANDUM

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

Recommendation

That the Board of Trustees approve the unaudited financial report for the period ended January 31, 2019 as presented at the Regular Meeting of March 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 Financial Statement included within this agenda is for the period ended January 31, 2019. 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 January 31, 2019, revenues year to date were \$56.6M and expenditures year to date were \$56.6M resulting in a deficit of \$67K.

Administration would be pleased to respond to any questions.

Statement of Revenues and Expenses - January 31, 2019

Parkland School Division

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Jan 31/19	\$ Revised Budget Remaining	% Budget Used
Revenues					
Instruction	101,283,649	101,209,592	42,835,770	58,373,822	42.32%
Operations and Maintenance	15,234,325	15,415,543	6,266,288	9,149,255	40.65%
Transportation	10,550,144	10,617,491	4,798,775	5,818,716	45.20%
Board and System Administration	4,241,496	4,260,379	1,833,822	2,426,557	43.04%
External Services	58,680	58,680	29,453	29,227	50.19%
School Generated Funds	1,718,446	1,762,720	805,325	957,395	45.69%
Total Revenues	133,086,740	133,324,405	56,569,433	76,754,972	42.43%

Expenses					
Instruction	101,185,533	101,357,452	42,264,833	59,092,619	41.70%
Operations and Maintenance	15,234,325	15,415,543	6,248,618	9,166,925	40.53%
Transportation	10,975,144	11,194,039	5,741,092	5,452,947	51.29%
Board and System Administration	4,241,496	4,260,379	1,798,257	2,462,123	42.21%
External Services	58,680	58,680	29,453	29,227	50.19%
School Generated Funds	1,718,446	1,762,720	554,385	1,208,335	31.45%
Total Expenses	133,413,624	134,048,813	56,636,638	77,412,175	42.25%

Surplus/(Deficit)	(326,884)	(724,408)	(67,204)
--------------------------	------------------	------------------	-----------------

Operating Surplus (Deficit)	(326,884)	(724,408)	(318,144)
------------------------------------	------------------	------------------	------------------

School Generated Funds Surplus (Deficit)			250,940
---	--	--	----------------

Surplus/(Deficit)	(326,884)	(724,408)	(67,204)
--------------------------	------------------	------------------	-----------------

Target Percentage			41.67%
--------------------------	--	--	---------------

Program	Preliminary Surplus/ (Deficit)	Final Surplus/ (Deficit)	Actual Surplus/(Deficit) Before Transfers	Transfers	Actual Surplus/ (Deficit)
Instruction	98,116	(147,860)	570,936		570,936
Operations and Maintenance	-	-	17,670		17,670
Transportation	(425,000)	(576,548)	(942,317)		(942,317)
Board and System Administration	-	-	35,566		35,566
External Services	-	-	-		-
Surplus/(Deficit) from Operations	(326,884)	(724,408)	(318,145)	-	(318,145)
School Generated Funds			250,940		250,940
Total Surplus/(Deficit)	(326,884)	(724,408)	(67,204)	-	(67,204)

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 Jan 31/19	\$ Revised Budget Remaining	% Budget Used
Alberta Education					
School Jurisdiction Base Funding					
Base Instruction (Gr 1-12)	66,768,871	66,147,857	27,116,666	39,031,191	40.99%
Early Childhood Services (ECS)	3,480,176	3,583,713	1,857,246	1,726,467	51.82%
Home Education	51,795	61,820	24,389	37,431	39.45%
Sub Total	70,300,842	69,793,390	28,998,301	40,795,088	41.55%
Alberta Education - Administration					
Administration allocation	3,920,888	3,962,628	1,651,095	2,311,533	41.67%
Sub Total	3,920,888	3,962,628	1,651,095	2,311,533	41.67%
Differential Cost Funding					
ECS Program Unit	7,891,127	7,640,615	3,123,400	4,517,215	40.88%
English as a Second Language	107,207	98,960	34,541	64,420	34.90%
Outreach Schools	188,918	188,918	78,789	110,129	41.71%
Small Schools by Necessity	441,603	441,603	160,342	281,261	36.31%
Socio - Economic Status	867,554	866,297	350,004	516,293	40.40%
Sub Total	9,496,409	9,236,394	3,747,076	5,489,318	40.57%
Differential Cost Funding - Operations and Maintenance					
Operations & Maintenance Support	8,479,863	8,479,863	3,533,244	4,946,619	41.67%
Sub Total	8,479,863	8,479,863	3,533,244	4,946,619	41.67%
Alberta Education - Other					
Institutional Programs	261,000	253,053	105,537	147,516	41.71%
Government Contributions to ATRF	6,570,240	6,305,982	2,714,673	3,591,309	43.05%
Seconded Teachers to Alberta Education		674,078	223,692	450,386	33.18%
Regional Collaborative Service Delivery	114,588	228,000	4,600	223,400	2.02%
Sub Total	6,945,828	7,461,113	3,048,502	4,412,611	40.86%
Transportation Funding					
Transportation - Rural	5,710,286	5,710,286	2,358,813	3,351,473	41.31%
Special Education Transportation	536,466	536,466	223,545	312,921	41.67%
Transportation - Disabled - ECS	307,572	307,572	128,165	179,407	41.67%
Transportation - In Home - ECS	54,300	54,300	22,627	31,673	41.67%
Urban Transportation	2,858,296	2,736,546	1,191,052	1,545,494	43.52%
Transportation Fees Reduction Grant	262,980	262,980	109,584	153,396	41.67%
Sub Total	9,729,900	9,608,150	4,033,786	5,574,364	41.98%
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	477,542	692,735	40.81%
First Nations, Metis & Inuit Education	801,108	866,493	359,840	506,652	41.53%
Inclusive Education	6,194,782	6,192,188	2,539,505	3,652,683	41.01%
Supernet Service	249,600	249,600	135,176	114,424	54.16%
School Fees Reduction Grant	744,760	744,760	310,341	434,419	41.67%
Classroom Improvement Fund	1,295,800	1,295,800	539,960	755,840	41.67%
School Nutrition Grant	194,431	194,431	182,593	11,838	93.91%
Sub Total	10,770,809	10,799,865	4,597,652	6,202,213	42.57%

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 Jan 31/19	\$ Revised Budget Remaining	% Budget Used
Capital Funding					
Infrastructure Maintenance and Renewal	1,964,386	1,964,386	752,320	1,212,066	38.30%
Sub Total	1,964,386	1,964,386	752,320	1,212,066	38.30%
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	894,782	838,123	51.63%
Sub Total	1,929,889	1,732,905	894,782	838,123	51.63%
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	149,635	7,167	95.43%
Sub Total	161,802	156,802	149,635	7,167	95.43%
Individuals					
Instructional Material Fees	-	-	10,495	(10,495)	0.00%
Option Fees	486,208	446,175	280,528	165,647	62.87%
Field Trip Fees	796,241	761,628	464,389	297,239	60.97%
Other Course Material Fees	31,980	30,760	35,876	(5,116)	116.63%
Cultural Fees	113,873	125,097	80,896	44,201	64.67%
Extra-curricular Fees	510,822	466,974	255,448	211,526	54.70%
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	3,904	4,596	45.93%
Play Partners	142,560	135,630	105,321	30,309	77.65%
Special Events and Graduations	55,730	217,080	49,956	167,124	23.01%
Non-Curricular Travel/Field Trips	480,321	389,310	95,306	294,004	24.48%
Sales of Supplies and Services to Students	97,573	89,026	45,070	43,956	50.63%
Transportation Fees - Rider Fee	-	-	1,793	(1,793)	0.00%
Transportation Fees - Ineligible	314,500	357,150	344,708	12,442	96.52%
Transportation Fees - Private	47,000	39,100	40,800	(1,700)	104.35%
Transportation Fees - Cross Attendance	184,000	171,660	161,722	9,938	94.21%
Transportation Fees - Alternate Seat	61,500	55,075	51,934	3,141	94.30%
Misc. Sales	313,710	290,539	243,688	46,852	83.87%
Rentals - Facilities	18,680	18,680	2,580	16,100	13.81%
Donations	406,500	626,049	330,489	295,560	52.79%
Fundraising	295,600	291,000	141,370	149,630	48.58%
Sub Total	4,376,548	4,541,933	2,758,897	1,783,036	60.74%
Other					
Interest & Investment Income	170,000	170,000	128,930	41,070	75.84%
Amortization of Capital Allocations	4,548,489	4,753,345	1,887,050	2,866,295	39.70%
Sub Total	4,718,489	4,923,345	2,015,979	2,907,366	40.95%
TOTAL REVENUES	133,086,740	133,324,405	56,569,433	76,754,972	42.43%

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
January 31, 2019

REVENUES	Instruction			Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration	External Services	TOTAL
	ECS	Grades 1-12	Total					
Alberta Education	4,980,646	35,574,964	40,555,610	4,285,564	4,033,786	1,669,610	-	50,544,570
Other - Government of Alberta	-	75,000	75,000	-	-	-	-	75,000
Federal Government and First Nations	-	760,565	760,565	98,425	-	35,792	-	894,782
Other Alberta school authorities	-	108,645	108,645	-	-	-	-	108,645
Out of province authorities	-	-	-	-	-	-	-	-
Alberta Municipalities-special tax levies	-	-	-	-	-	-	-	-
Fees	139,075	1,083,863	1,222,938		600,957			1,823,895
Other sales and services	105,321	341,157	446,478	685	164,032	(509)	21,437	632,123
Investment income	-	-	-	-	-	128,930	-	128,930
Gifts and donations	-	330,489	330,489	-	-	-	-	330,489
Rental of facilities	-	-	-	1,080	-	-	1,500	2,580
Fundraising	-	141,370	141,370	-	-	-	-	141,370
Gains on disposal of capital assets	-	-	-	-	-	-	-	-
Amortization of capital allocations	-	-	-	1,880,534	-	-	6,516	1,887,050
Other revenue	-	-	-	-	-	-	-	-
TOTAL REVENUES	5,225,042	38,416,053	43,641,095	6,266,288	4,798,775	1,833,822	29,453	56,569,433
EXPENSES								
Certificated salaries	1,764,513	22,747,821	24,512,334			206,107	-	24,718,441
Certificated benefits	169,571	4,629,140	4,798,711			49,939	-	4,848,650
Non-certificated salaries and wages	2,101,224	5,324,501	7,425,725	1,638,231	335,226	696,924	16,169	10,112,275
Non-certificated benefits	469,721	1,372,996	1,842,717	395,559	55,399	166,594	-	2,460,270
SUB - TOTAL	4,505,029	34,074,458	38,579,488	2,033,791	390,625	1,119,564	16,169	42,139,636
Services, contracts and supplies	290,564	3,155,781	3,446,345	2,285,386	5,324,962	615,467	6,768	11,678,929
Direct Cost of Fundraising and Fees	-	420,980	420,980					420,980
Amortization of supported capital assets	-	-	-	1,880,534	-	-	6,516	1,887,050
Amortization of unsupported capital assets	-	372,405	372,405	48,908	25,504	63,225		510,042
Interest and charges	-	-	-	-	-		-	-
Losses on disposal of capital assets	-	-	-	-	-		-	-
Other expense	-	-	-	-	-	-	-	-
TOTAL EXPENSES	4,795,593	38,023,625	42,819,218	6,248,618	5,741,092	1,798,257	29,453	56,636,638
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	429,449	392,428	821,877	17,670	(942,317)	35,566	-	(67,204)

Expenses

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Jan 31/19	\$ Revised Budget Remaining	% Budget Used
By Program					
Instruction					
Early Childhood Services	11,353,257	10,313,337	4,795,593	5,326,817	47.38%
Gr 1-12	91,550,722	92,806,835	38,023,625	54,974,137	40.89%
Maintenance					
Plant Operations & Maintenance	13,269,939	13,451,156	5,739,357	7,711,799	42.67%
Infrastructure Maintenance Renewal	1,964,386	1,964,386	509,261	1,455,125	25.92%
Transportation	10,975,144	11,194,039	5,741,092	5,452,947	51.29%
Board & System Administration	4,241,496	4,260,379	1,798,257	2,462,123	42.21%
External Services	58,680	58,680	29,453	29,227	50.19%
TOTAL EXPENSES	133,413,624	134,048,813	56,636,638	77,412,175	42.25%

	Preliminary Budget ¹ 2018-19	Final Budget ² 2018-19	YTD Actuals Jan 31/19	\$ Revised Budget Remaining	% Budget Used
By Category					
Salaries, wages and benefits	99,495,500	99,791,947	42,139,636	57,652,311	42.23%
Services, contracts and supplies	24,530,109	24,501,712	11,036,263	13,465,449	45.04%
School generated funds	1,718,446	1,762,720	554,385	1,208,335	31.45%
Infrastructure Maintenance Renewal	1,964,386	1,964,386	509,261	1,455,125	25.92%
Amortization of capital assets and interest	5,705,183	6,028,047	2,397,092	3,630,955	39.77%
TOTAL EXPENSES	133,413,624	134,048,813	56,636,638	77,412,175	42.25%

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

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

Expenses by Site - January 31, 2019
Parkland School Division

Site	Preliminary Budget Expenditures ¹ 2018-19	Final Budget Expenditures ² 2018-19	YTD Actuals Jan 31/19	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Governance, Staff/Student Awards	647,680	647,679	284,309	363,370	43.9%	Membership fees are above plan as the majority of membership fees have been paid for the year.
Office of the Superintendent	519,198	519,198	190,589	328,609	36.7%	Substitutes, support and professional services below plan
Human Resources	495,791	495,791	173,572	322,219	35.0%	Professional services and staff development below plan
Deputy Superintendent	673,175	673,174	315,827	357,348	46.9%	Other professional fees above plan as annual fese for school websites and Thought Exchange have been paid
Learning Services	1,250,375	1,328,402	566,386	762,016	42.6%	Support staff, Staff development, furniture and equipment above plan
Financial Services	2,317,680	2,254,007	976,858	1,277,149	43.3%	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	772,701	1,295,616	37.4%	Telephone, internet and professional services below plan
Print Centre	87,000	87,000	10,208	76,792	11.7%	Timing of invoices and chargebacks to schools
Student Transportation	10,932,704	11,131,061	5,714,002	5,417,059	51.3%	Contracted buses are paid over 10 months based on operating days, contracted bus services and salaries are above plan
Maintenance	4,502,002	4,517,574	2,157,657	2,359,916	47.8%	Combine Maintenance and Custodial (44.6%)
Custodial	3,694,834	3,700,615	1,505,422	2,195,193	40.7%	
Instructional Pool	3,289,122	2,931,098	944,802	1,986,294	32.2%	Salaries, support services and technical services below plan
Blueberry	3,730,358	3,901,913	1,580,878	2,321,035	40.5%	
Brookwood	3,717,375	3,737,603	1,586,754	2,150,849	42.5%	
École Broxton Park	4,171,704	3,681,288	1,537,176	2,144,112	41.8%	
Connections for Learning	1,281,646	2,032,202	831,597	1,200,604	40.9%	
Copperhaven	3,652,037	3,823,624	1,593,037	2,230,587	41.7%	
Duffield	1,894,138	2,008,060	843,822	1,164,239	42.0%	
Entwistle	1,047,111	1,222,467	501,545	720,923	41.0%	
Forest Green	2,014,164	2,005,058	857,681	1,147,376	42.8%	
Graminia	3,489,731	3,569,436	1,536,283	2,033,154	43.0%	
Greystone Centennial Middle	3,357,690	3,333,041	1,438,924	1,894,117	43.2%	
High Park	3,375,597	3,223,247	1,448,750	1,774,497	44.9%	Professional services and temporary staffing above plan
Memorial Composite High	7,300,515	7,555,507	3,161,592	4,393,915	41.8%	Combine Memorial Composite & Outreach (41.8%)
Memorial Outreach	469,923	501,480	206,315	295,164	41.1%	
École Meridian Heights	955,253	4,646,478	2,017,238	2,629,240	43.4%	

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

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

Expenses by Site - January 31, 2019
Parkland School Division

	Preliminary Budget Expenditures¹ 2018-19	Final Budget Expenditures² 2018-19	YTD Actuals Jan 31/19	\$ Revised Budget Remaining	% Budget Used	Variance Explanation
Millgrove	3,605,544	3,496,571	1,438,077	2,058,494	41.1%	
Muir Lake	2,878,782	2,986,133	1,281,220	1,704,913	42.9%	
Parkland Village	1,377,495	1,389,107	549,456	839,651	39.6%	Substitutes and temporary support staffing below plan
Prescott Learning Center	5,070,646	5,105,655	2,074,361	3,031,294	40.6%	
Seba Beach	912,531	774,137	313,854	460,283	40.5%	
Spruce Grove Composite High	6,789,230	6,880,253	2,877,351	4,002,902	41.8%	Combine Spruce Grove Composite & Outreach
Spruce Grove Outreach	427,541	443,911	164,910	279,001	37.1%	(41.5%)
Stony Plain Central	3,812,170	3,964,319	1,650,726	2,313,593	41.6%	
Tomahawk	905,594	928,670	420,248	508,422	45.3%	Substitutes and equipment above plan
Wabamun	907,536	857,841	373,315	484,526	43.5%	
Woodhaven Middle	3,161,172	3,264,374	1,369,627	1,894,748	42.0%	
Quality Learning Services	1,483,075	1,557,943	597,984	959,960	38.4%	Staff development and substitutes below plan
Quality Learning Supports	1,439,985	1,397,670	530,373	867,297	37.9%	Staff development below plan
Wellness Program	389,019	354,019	173,056	180,963	48.9%	Supplies above plan
Real Program	1,618,239	1,591,070	660,059	931,011	41.5%	
Alternative Program	516,862	485,923	185,331	300,593	38.1%	Staff development and supplies below plan
Early Education	7,760,560	7,414,762	3,082,286	4,332,476	41.6%	
Total Expenses	117,955,369	118,487,679	50,496,157	67,991,520	42.6%	
Target Percentage					41.7%	
Other Sites						
Capital and Debt Services	5,205,183	5,528,047	2,362,162	3,165,885	42.7%	
Infrastructure Maintenance Renewal	1,964,386	1,964,386	509,261	1,455,125	25.9%	IMR is project based and work fluctuates during the year.
School Generated Funds	1,718,446	1,762,720	554,385	1,208,335	31.5%	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	2,714,673	3,591,309	43.0%	
	15,458,255	15,561,135	6,140,481	9,420,654	39.5%	
Total Expenses	133,413,624	134,048,813	56,636,638	77,412,175	42.3%	

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

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



MEMORANDUM

Date: March 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **FEES AND ALLOWANCES FOR 2019-2020**

Recommendation

That the Board of Trustees approve the Fees and Allowances for 2019-2020 as presented at the Regular Meeting of March 5, 2019.

Background

With the introduction of Bill 1, effective as of the 2017-2018 school year, the Division no longer has jurisdiction to charge a parent of a student fees with respect to instructional supplies and materials or transportation for students residing more than 2.4 kilometers from and who attend their designated school sites.

Transportation Fees:

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)

Students residing less than 2.4 kilometers from their designated school do not receive funding and are required to pay a transportation fee to a maximum family rate. If the student does not attend their designated school, a cross attendance fee is implemented.

A fee increase is proposed for transportation for 2019-2020 school year as the division moves towards operating transportation with a balanced budget. The proposed fee is significantly below the full cost recovery rate of approximately \$800.00 for urban and \$1,170.00 for rural.

The fee for private school student riders is based on the actual estimated operational cost associated with transporting private school students, who are not funded through Alberta Education Grants. There is no maximum family rate for transporting private school students.

The Alternate Seat Fee is for students requesting more than one drop off/pickup location.

The temporary bus passes are for periods of two weeks or less.

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. No increase in fees is recommended.

Other Fees:

Nature Kindergarten is a supplementary program with a focus on outdoor education that is provided on a cost recovery basis.

Pre-Kindergarten Programs are offered to children residing in the community in order to make Early Education programs more inclusive and diverse. Three half-day programs are offered for 3 year olds. Four half-day programs are offered for 4 year olds.

No increase in fees is recommended.

Administration would be pleased to respond to any questions.

Administrative Procedure 505 – Appendix A**FEE ALLOWANCES FOR 2019-20 - Submitted for Approval March 5, 2019**

		2018-19	2019-20
1.0	TRANSPORTATION FEES FOR INELIGIBLE (UNFUNDED) PASSENGERS		
	Urban students attending their designated school who reside less than 2.4km away		
1.1	ECS (<i>full day / half time</i>) *	150	175
1.2	Grades 1 to 12	300	350
1.3	Maximum Rate Per Family	775	900
	Rural students attending their designated school who reside less than 2.4km away		
1.4	For Each Transported Student	50	100
	Students attending a school other than their designated school		
1.5	Cross Attendance Area ECS (<i>full day / half time</i>) *	210	235
1.6	Cross Attendance Area Grades 1 to 12	420	470
1.7	Cross Attendance Area (<i>max. per family</i>)	1075	1200
	Students attending a private school		
1.8	Private School Grades ECS (<i>full day / half time</i>) *	425	450
1.9	Private School Grades 1 to 12	850	900
	Students requiring an additional drop off/ pickup location		
1.10	Alternate Seat Fee ECS (<i>full day / half time</i>) *	150	175
1.11	Alternate Seat Fee Grades 1-12	300	350
1.12	Alternate Seat Fee (<i>max. per family</i>)	750	875
	Other Transportation fees		
1.13	Replacement bus pass/RFID/ Temporary bus pass	20	20
* ECS transportation is for full day kindergarten two days per week with alternating Fridays			
2.0	NON-RESIDENT TUITION FEES		
2.1	Mild Disability/Disorder	13,277	13,277
2.2	Moderate Disability/Disorder	14,829	14,829
2.3	Severe Disability/Disorder	25,842	25,842
2.4	Complex/Profound Disability/Disorder	36,215	36,215
2.5	English Language Learners	13,277	13,277
2.6	International Students	11,250	11,250
3.0	OTHER		
3.1	Nature Kindergarten (<i>375/Month</i>)	3,750	3,750
3.2	Pre-kindergarten 3 Year old program (<i>Play Partner 100/Month</i>)	1,000	1,000
3.3	Pre-kindergarten 4 Year old program (<i>Play Partner 120/Month</i>)	1,200	1,200

Administrative Procedure 505 – Appendix B**SCHOOL FEE SCHEDULE FOR 2019-2020**

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
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 Union/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 (Includes all curricular fieldtrips including activities such as swimming and skating)

- “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

Physical Literacy And You (PLAY) Parkland

- Physical literacy enrichment program – maximum of \$110.00 per year

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.

Administrative Procedure 505 – Appendix C**APPLICATION FOR WAIVER OF FEES - Reviewed March 5, 2019**

Application Deadline – March 31, 2020

- Waiver of fees covers course fees and other mandatory school fees.
- Waiver of fees **does not** cover fees related to transportation charges for students attending a school other than their designated school (cross attendance fee), alternate seats, students attending a private school, extra-curricular activities or other fees such as Nature Kindergarten or Pre-Kindergarten fees.
- Complete Section A and B **or** C.

Section A: Applicant Information (Parent/Guardian or Independent Student)

LAST NAME		FIRST NAME	
STREET ADDRESS		CITY	PROVINCE
			POSTAL CODE
HOME TELEPHONE NO.		BUSINESS TELEPHONE NO.	EMAIL ADDRESS
Number of people residing in household: No. Adults _____ No. Children _____			
Name of Student(s)	School(s) Attending	Description of Fees to be Waived (e.g. school fees, transportation fees, etc.)	Fee Amount

Section B: Confidential Financial Information (If none of the following apply please complete Section C:)

- ☐ I have attached a copy of a 2018 OPTION C FORM FOR ALL ADULTS IN THE HOUSEHOLD. To obtain an Option C Form, call the Canadian Revenue Agency at 1-800-959-8281. **PLEASE DO NOT SEND NOTICE OF ASSESSMENT.**
- ☐ I have attached a copy of an August or later Social Services Health Benefits card (must list dependent student(s)).
- ☐ I have attached a copy of my Alberta Works Health benefit card WITH proof of eligibility letter (must list dependent student(s)).
- ☐ I am an independent student and have attached the Declaration of Independence form signed by the school counsellor.

Section C: Exceptional Circumstances

- ☐ My circumstances are exceptional and I have met the requirements described on page 2 of this form.

Signature of School Principal

I certify the information provided on this application and in any documents attached is correct and complete. I also understand that all financial and other information provided is confidential.

Signature of Applicant

Date

Signature of Associate Superintendent or designate

Date

The following chart of family income levels outlines how the waiver of fees will be determined for the 2019-2020 school year.

# of Adults and Children Per Household	100% Waiver	50% Waiver
1 Person	<\$22,861	\$22,861- \$30,405
2 Persons	<\$28,066	\$28,066- \$37,328
3 Persons	<\$34,503	\$34,503- \$45,889
4 Persons	<\$41,892	\$41,892- \$55,717
5 Persons	<\$47,514	\$47,514- \$63,193
6 Persons	<\$53,589	\$53,589- \$71,273
7 or more Persons	<\$59,662	\$59,662- \$79,351

Statistics Canada information used as a guideline

Exceptional Circumstances

For fees to be waived based on exceptional circumstances, the following are required:

1. A detailed letter explaining your circumstances
2. Documents that provide proof of your exceptional circumstance, such as:
 - Photocopy of your current report card and a cheque stub for Employment Insurance Benefits (Name and amount received must be visible).
 - Letter from your present employer stating your current gross income.
 - Letter from the school/university you are attending fulltime or a photocopy of your student loan.
 - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant.
 - Resettlement assistance program documents.
3. Signature of the student(s) school principal. If multiple students are listed on the form only one signature is needed.

Final decision rests with the Associate Superintendent, Corporate Supports and Services

Sign and return the completed application form and supporting document(s) to your school or to:

Centre for Education
Associate Superintendent, Corporate Supports and Services
4603-48 Street
Stony Plain, AB T7Z 2A8

Please mark "CONFIDENTIAL – WAIVER" on the envelope.

Note:

Until you have been notified that your request for a waiver has been approved, you are liable for your assessed fees. It is our goal to process waiver of fees applications within 3 weeks of their receipt. If you submitted a waiver of fees application and have not heard back within this time frame, please contact our office.

Phone: 780-963-4010

Toll Free: 1-800-282-3997 (only in Alberta)

Fax: 780-963-4169

Email: payments@psd70.ab.ca



MEMORANDUM

Date: March 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Mark Francis, Deputy Superintendent
Resource: Vice-Chair Stewart, Trustee Kucher-Johnson, Trustee McCann
Subject: **EDWIN PARR AWARD**

Recommendation:

This recommendation will be brought forward at the Board Meeting.

MF:kz



MEMORANDUM

Date: March 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Resource: Serge LaBrie, Director, Facilities Services
Subject: **2018-2019 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR)
EXPENDITURE REPORT**

Recommendation

That the Board of Trustees receive as information the 2018-2019 Infrastructure Maintenance Renewal (IMR) Expenditure Report as presented at the Regular Meeting of March 5, 2019.

Background

See attached report.

Administration would be pleased to respond to any questions.

SM:rg



Infrastructure Maintenance Renewal Expenditure Plan

MARCH 5, 2019

Presented to Board of Trustees, March 5, 2019

Scott McFadyen, Associate Superintendent

Resource: Resource: Serge LaBrie, Director Facilities

The Infrastructure Maintenance Renewal (IMR) funding for the 2018-2019 year is \$2,964,386. We have a carry forward from the 2017-2018 program year of \$414,635 giving us a balance of \$3,379,021. This year's allotment is 11% less than last year's IMR allotment which was \$3,330,319. The net reduction from 2017-18 to 2018-19 is \$365,933.

We continue to capitalize a minimum of 30% of all IMR work as per the changes prescribed in 2017-18 by the provincial government. Expenditures will be capitalized when the costs incurred enhance the service potential of an asset. The IMR revenues associated with the expenditure are deferred and recognized in conjunction with the amortization expense of the asset. Capitalized IMR assets will be amortized over 20 years as recommended by Alberta Education.

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 re-painted per year
 - This project will be complete once Duffield's gym floor is sanded and refinished during spring break.
 - This project plan was completed in 2017-18; all gym floors that were planned to be refinished have been completed.
- Roof systems
 - We have been systematically replacing 3-4 major roof systems per year.
 - This approach has let us be more pro-active and less re-active with leaks and floods.
- Fire Alarm systems
 - We have been systematically replacing one fire alarm system per year.
 - 2017-18 Blueberry's fire alarm system was replaced
 - 2018-19 will see Graminia and Tomahawk fire alarm systems replaced
 - 2019-20 will see Seba Beach's system replaced
- Boiler replacements
 - We have started replacing antiquated boiler systems with new high efficiency boiler systems. We estimate that a boiler replacement should average between \$140,000 and \$220,000.
 - 2018-19 Broxton Park's boiler is being replaced.

It is recommended that we replace one boiler system per year for the next 5-6 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 year.

As our buildings age there is a growing focus on replacing critical infrastructure such as roof top units, roof system, fire alarm panels, boilers, pumps, etc....

2018-2019 Completed IMR Projects

<u>Facility</u>	<u>Work Summary</u>	<u>Total Cost</u>
Blueberry	Replace fire alarm	88,030
Brookwood	Add CCTV camera system	10,995
Duffield	Replace sump pumps	10,000
Forest Green	Add CCTV camera system	7,475
Forest Green	Washroom renovation	16,256
Greystone	Replace VFD	6,089
High Park	Reroof gym	116,957
High Park	Window replacement	5,859
MCHS	Upgrade security system	37,014
MCHS	Replace 2 VFD's	12,178
MCHS	Replace boiler pump	5,458
Meridian Heights	Expand and renovate kitchen	92,434
Meridian Heights	Replace boot racks	6,035
Millgrove	Site improvements	87,502
Millgrove	Rebuild site access	28,295
Prescott	Gym floor repairs	52,310
SGCHS	Create new cosmetology area	213,424
SGCHS	Fire panel upgrades	3,533
SGCHS	Upgrade security system	39,629
SGCHS	Add garbage enclosure	19,166
SGCHS	Install ventilation system for CTS	77,226
Tomahawk	Replace sump pumps	5,000
Wabamun	Roof replacement	146,235
Wabamun	Site improvements	24,155
Woodhaven	Add classroom in multi-purpose room	15,646

Total completed project costs: \$ 1,126,901

Total project costs paid in 2018-19: \$ 837,292

2018-2019 Work in Progress

<u>Facility</u>	<u>Work Summary</u>	<u>Estimate/Cost</u>
Blueberry	Repair drainage issues	25,000
Blueberry	Roof replacement	120,000
Broxton Park	Library/Office renovation	200,000
Broxton Park	Boiler replacement	450,000
Broxton Park	Locker replacement	50,000
Broxton Park	Main water distribution repairs	12,000
Broxton Park	Outside door replacement	12,000
Graminia	Electrical starter replacement	10,000
Graminia	Site improvements	70,000
Graminia	Fire alarm replacement	50,000

High Park	Repair brick walls	20,000
Millgrove	Replace and re-key all hardware	20,000
SGCHS	New CTS and bus compound	200,000
SGCHS	Science room renovation	61,690
SGCHS	Hot water distribution partial replacement	50,000

Total in progress project costs: \$ 1,350,690

Total Amount Committed: \$ 2,187,982

Remaining IMR funding: \$ 1,191,039

2018-2019 Projects under consideration

<u>Facility</u>	<u>Work Summary</u>	<u>Estimate/Cost</u>
Blueberry	Renovate stage area	10,000
Broxton Park	Renovate rooms 175/176	100,000
École Broxton Park	Reroof on East side	120,000
Duffield	Replace hallway flooring	110,000
Entwistle	Replace rooftop unit	40,000
Tomahawk	Replace fire alarm system	30,000

Total cost of projects under consideration: \$ 410,000

Remaining IMR funding: \$ 1,191,039

IMR funding remaining : \$ 781,039

The remaining IMR funds are not being allocated in order to deal with emergency issues or for unanticipated cost overruns.

Based on the Alberta Infrastructure Audits our anticipated replacement costs over the next 5 years will continue to climb 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 \$2,849,023 will not be sufficient to keep buildings in good operating condition.

Deferred and Expected Maintenance Costs

	2019	2020	2021	2022	2023	Total
Blueberry	\$2,038,848	\$0	\$336,640	\$682,748	\$0	\$3,058,236
Brookwood	\$109,248	\$13,577	\$3,722	\$3,580,938	\$0	\$3,707,485
Broxton Park	\$5,666,778	\$98,515	\$23,682	\$0	\$0	\$5,788,975
Duffield	\$2,191,027	\$0	\$39,828	\$22,866	\$560,466	\$2,814,187
Entwistle	\$1,328,820	\$0	\$0	\$294,200	\$0	\$1,623,020
Forest Green	\$1,320,300	\$664,496	\$0	\$0	\$0	\$1,984,796
Graminia	\$2,799,058	\$693,214	\$10,420	\$1,000,119	\$312,600	\$4,815,411
Greystone	\$127,688	\$27,774	\$0	\$0	\$0	\$155,462
High Park	\$1,519,108	\$0	\$0	\$1,150,948	\$0	\$2,670,056
MCHS	\$1,137,926	\$0	\$0	\$0	\$0	\$1,137,926
Meridian Heights	\$3,204,946	\$272,205	\$9,255	\$0	\$186,188	\$3,672,594
Millgrove	\$2,178,857	\$11,340	\$9,799	\$0	\$61,463	\$2,261,459
Muir Lake	\$1,926,912	\$924,066	\$13,262	\$4,263	\$0	\$2,868,503
Parkland Village	\$1,273,695	\$0	\$947	\$390,748	\$228,766	\$1,894,156
Seba Beach	\$3,236,315	\$1,395,046	\$120,159	\$24,891	\$118,714	\$4,895,125
SGCHS	\$7,056,305	\$1,647,781	\$0	\$75,782	\$0	\$8,779,868
Stony Plain Central	\$4,179,477	\$144,743	\$83,834	\$7,017	\$0	\$4,415,071
Tomahawk	\$1,043,336	\$61,572	\$0	\$43,575	\$0	\$1,148,483
Wabamun	\$1,026,758	\$38,109	\$10,888	\$89,284	\$0	\$1,165,039
Woodhaven	\$4,626,481	\$0	\$0	\$0	\$65,329	\$4,691,810
Yearly Total	\$47,991,883	\$5,992,438	\$662,436	\$7,367,379	\$1,533,526	\$63,547,662
Rolling Total	\$47,991,883	\$53,984,321	\$54,646,757	\$62,014,136	\$63,547,662	



MEMORANDUM

Date: March 5, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott Johnston, Associate Superintendent
Subject: **UNAPPROVED CALENDAR CONSIDERATIONS FOR 2020-2021**

Recommendation:

That the Board of Trustees receive, as information, the 2020-2021 School Calendar Survey as presented at the Regular Meeting of March 5, 2019.

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 academic calendar continues to support school-based professional learning opportunities for staff to focus on Division and school priorities.

Each December, the Board of Trustees shall approve, in principle, the calendars for the subsequent year.

In keeping with the Division's Assurance Model, the 2020-2021 Calendars shall be provided electronically to stakeholders for feedback (via survey) regarding the placement of scheduled breaks and non-instructional (PD) days. The calendar shall be submitted for approval at the regularly scheduled Board Meeting in December, 2019 and the survey for feedback shall remain open until this time.

Parkland School Division's academic calendars ensure the following:

- 184 school days shall be established for instruction;
- Non-instructional (PD) day placement shall occur in a manner that balances both family planning and effective instructional advancement;
- A minimum of three Division Days shall be established to start the school year;
- A day shall be established for high school transition (semester break) in which no high school students attend.

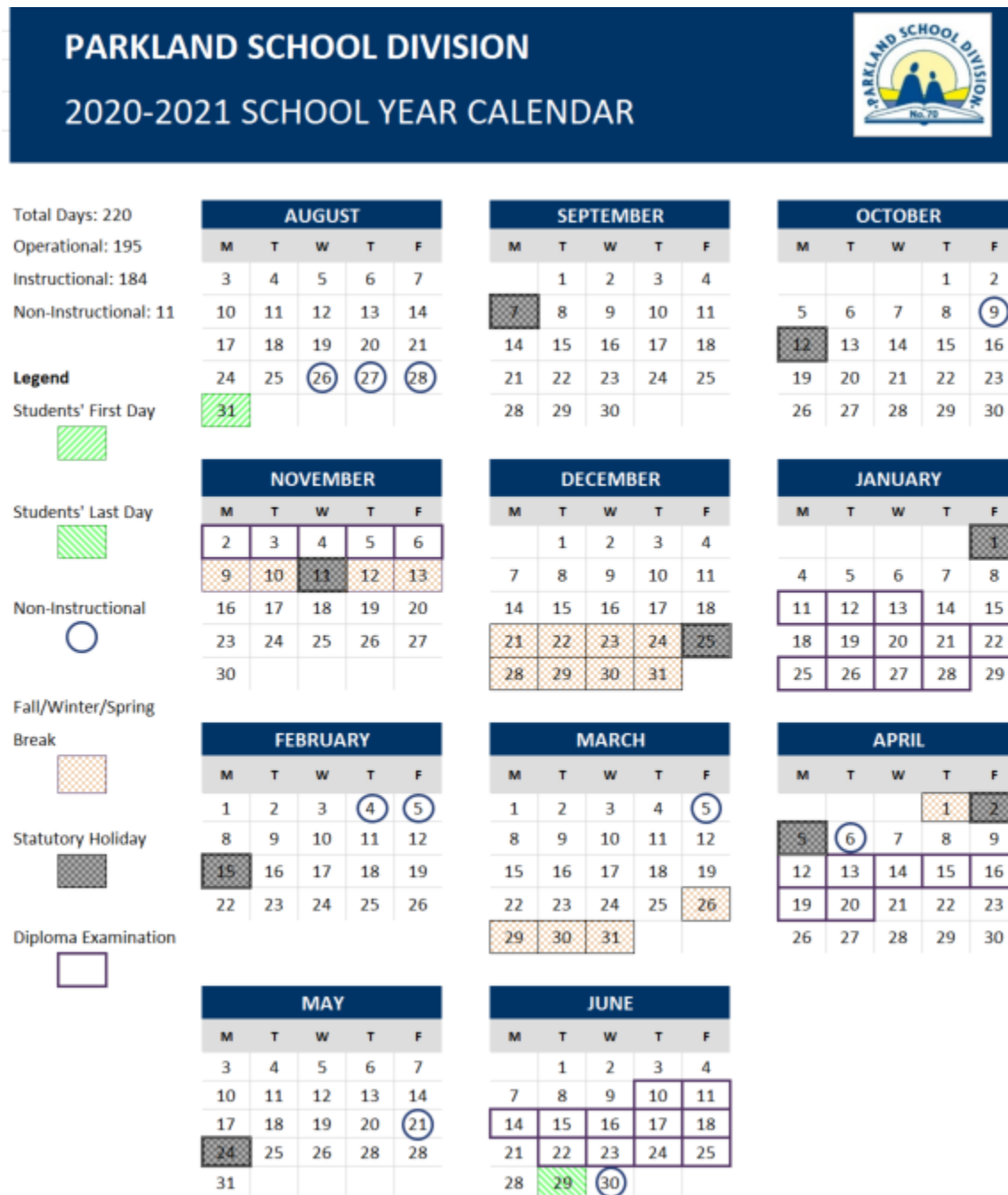
A Calendar for Consideration is attached to this memorandum. The stakeholder survey asks for feedback regarding the placement of dates with several suggestions for at least one of the non-instructional days.

Administration would be pleased to respond to any questions.

SJ:kz

2020-2021 Unapproved Calendar for Consideration

This Unapproved Calendar for Consideration provides suggested placement for 10 of 11 non-instructional days. These days, and the 11th day are presented to stakeholders for review and suggestion by survey on the Parkland School Division website at <http://www.psd70.ab.ca/Calendars.php>.





MEMORANDUM

Date: March 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 February 19, 2019 as presented at the Regular Meeting of March 5, 2019.

EC:kz



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, FEBRUARY 19, 2019.**

ATTENDANCE:

Eric Cameron, Board Chair
Lorraine Stewart, Vice-Chair – via videoconferencing
Paul McCann, Trustee – via videoconferencing
Sally Kucher-Johnson, Trustee
Darlene Clarke, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Scott Johnston, Associate Superintendent
Jordi Weidman, Director, Communications & Strategic Planning
Keri Zylla, Recording Secretary

REGRETS:

Ron Heinrichs, Trustee – videoconferencing unavailable

1. Call to Order: Board Chair Cameron called the meeting to order at 12:37 p.m.

1.1. Changes to the Agenda:

Change Item 3 to – In Camera: Land
Remove Item 6 – Social Innovation (ACT)
Add CEU Cap as Item 13

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

CARRIED

2. Updates: Associate Superintendent McFadyen gave updates on Construction and Transportation.

2.1. Construction:

- **Woodhaven Middle School:** Parkland school Division (PSD) is working with Alberta Infrastructure to address the reasons for delays and move into phase two of this modernization.
- **Copperhaven School:** Again, PSD is working closely with Alberta Infrastructure, who in turn, is working closely with contractors to assess and address the remaining deficiencies.

2.2. Transportation

- Business and Financial Services are continuing work being done to eliminate the transportation deficit. Projections should be ready near the end of March or beginning of April.
- Busing registration is progressing well and is near 43% completion.

Chair Cameron thanked Deputy Superintendent Francis for his CTV News appearance addressing questions regarding recent busing cancellations. Discussion ensued.

1. In Camera

MOTION TO MOVE IN CAMERA

Res 020-19 MOVED by Trustee Kucher-Johnson that the Board of Trustees moves to in camera at 12:55 p.m.

CARRIED

MOTION TO REVERT TO A PUBLIC MEETING

Res 021-19 MOVED by Trustee Clarke that the Board of Trustees reverts to a public meeting at 1:11 p.m.

Chair Cameron called a recess at 1:11 p.m. Meeting resumed at 1:17 p.m.

3. Fine Arts Update: (M. Francis)

Deputy Superintendent Francis presented information regarding fine arts programming. Information from PSD schools is being gathered to provide data on the variety of programming currently being offered with actual numbers of participants. There are good conversations happening to extend the parameters of defining “Fine Arts”, and strong commitments have been made to integrate traditional programming with innovation and technological advancements to develop the best options for students. Discussion ensued.

4. Student Advisory: (M. Francis / A. Montgomery)

Due to recent busing cancellations, Student Advisory will take place on a single day rather than 3 separate days. Deputy Superintendent Francis presented the plan and format for the Student Advisory Day scheduled for March 7, 2019. The topics of focus will be Fine Arts and Assessments and the student participants will be primarily grades 9 and 10. Discussion ensued.

5. Report Card / Assessment Update (D. McConnell / S. Johnston)

Superintendent Boyce mentioned the process for reviewing report card and student assessment is underway. Associate Superintendent Johnston spoke of the work being done with the various stakeholders including parents, teachers, Principals and Assistant Principals. Discussion ensued.

6. International Travel (S. Johnston)

Administration is reviewing PSD’s procedures regarding international travel. Associate Superintendent Johnston mentioned that part of this process entails reviewing Administrative Procedure 260, discussions with Principals and Assistant Principals and considerations to the many scenarios that affect international travel (safety, insurance, cancellations, fundraising, financial requirements, etc.) Administration plans to have procedures in place for the 2019-2020 school year. Discussion ensued.

7. Ad Hoc Advocacy Committee Reports

7.1. Transportation: (D. Clarke / E. Cameron)

- Chair Cameron shared that the Office of Education Minister Eggen has responded to the Board’s request for a meeting with some possible meeting dates with Deputy Minister of Education, Dr. Curtis Clarke and Strategic Services and Governance Division’s Assistant Deputy Minister, Wendy Boje. More information to come.
- Costs for implementing the Mandatory Entry Level Training (MELT) program are unknown at this time.

7.2. Support for Diversity and Inclusive Environments: (L. Stewart / S. Kucher-Johnson)

- Vice Chair Stewart mentioned, in communication with Alberta School Boards Association (ASBA) Zone 2/3 Chair, Colleen Holowaychuk, she will have an opportunity at the next zone 2/3 meeting to share and request further participation in the development of a 'Standards for an Inclusive Education' document.

7.3. Community Engagement: (A. Montgomery / P. McCann / R. Heinrichs)

No report.

8. Possible Election Forum: (E. Cameron / P. McCann)

Trustee McCann suggested there may be an opportunity for PSD Board of Trustees to partner with the Council of School Councils (COSC) or Alberta Teacher's Association (ATA) to hold an education forum for the upcoming election, giving community stakeholders an opportunity to make informed education-based voting decisions. Discussion ensued.

9. PSBAA Nomination deadline (E. Cameron)

Chair Cameron asked trustees to check the Public School Boards Alberta Association website and review the available awards and criteria information as the deadline of March 17, 2019 is quickly approaching. Nominations are to be forwarded to Chair Cameron.

10. Evergreen Meeting Agenda Items:

Topics were suggested as possible agenda items.

11. Credit Enrollment Units (CEU) Cap:

Chair Cameron brought forth information regarding Education Minister, David Eggen's announcement on Friday, February 15, 2019. Minister Eggen announced a reversal on the CEU cap of 45 credits allowing schools to collect funding on student earned credits even if exceeding 45 credits. Associate Superintendent McFadyen stated this will have a very positive impact on PSD.

12. Adjournment:

Meeting adjourned at 2:41 p.m.

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



MEMORANDUM

Date: March 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 February 21, 2019 as presented at the Regular Meeting of March 5, 2019.

SJ:rg



**MINUTES OF THE COUNCIL OF SCHOOL COUNCILS MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON THURSDAY, FEBRUARY 21, 2019**

ATTENDANCE:

School Council Representatives

Rich Haggarty - Prescott Learning Center – Co-Chair
Brenda Cryer – Prescott – Co-Chair
Archie Lillico – Millgrove
Candy Haudaman - Greystone
Tracy Shanmugam – Spruce Grove Comp.
Kris Trojan – Spruce Grove Comp.
Megan Foster - Graminia
Jacky Davies - Graminia
Brenda Baker – MCHS
Chantelle DeBoer– PVS
Brandi Rai - Millgrove
Lei Gryshik – Brookwood/Woodhaven

Board of Trustees

Anne Montgomery, Trustee - Regrets
Lorraine Stewart, Trustee

Administration

Scott Johnston, Associate Superintendent

Recording Secretary

Roxanne Genereux

1. CALL TO ORDER/RULES OF ORDER

COSC Co-Chair Richard Haggarty called the meeting to order at 7:05 pm and discussed rules of order.

2. WELCOME AND INTRODUCTIONS

Co-Chair Haggarty welcomed the new COSC members, completed a round table of introductions.

3. APPROVAL OF AGENDA

Moved by Ms. Lei Gryshik that the Agenda of the February 21, 2019 meeting be approved as presented.
Seconded by Ms. Jacky Davies.

CARRIED

4. APPROVAL OF MINUTES

Moved by Co-Chair Brenda Cryer that the Minutes of the November 29, 2018 meeting be approved as presented. Seconded by Ms. Brenda Baker.

CARRIED

5. ASCA COUNCIL PREPARATION

Co-Chairs Haggarty and Cryer reviewed the 2019 ASCA resolutions and the voting process with the COSC members.

ASCA Vice President, Brandi Rai answered questions regarding how the resolutions were developed.

Co-Chairs Haggarty and Cryer and Associate Superintendent Johnston answered questions from the COSC members.

6. COUNCIL AND WORKING WITH THEIR FOUNDATIONS

Associate Superintendent Johnston and Co-Chair Haggarty brought forward the question, 'how do the two groups work together to improve the culture of the schools'?

Co-Chair Cryer discussed working together with the fund raising society to provide ideas to ensure fundraising is successful amongst both the council and foundation.

Associate Superintendent Johnston brought forward the idea of inviting fundraising committee members to the first COSC of the next school term.

Co-Chairs Haggarty and Cyr and Associate Superintendent Johnston answered questions from COSC members.

7. BOARD REPORT

Vice Chair Stewart discussed the five assurance elements from the Education Plan that guide the Board's work: communication, trailblazing (risk-taking), listening and assessment, advocacy and equitable budgeting and spending.

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

ACTION: Co-chairs will follow up on whether there is interest in representation at COSC meetings by electronic methods.

8. SENIOR ADMINISTRATION REPORT

Associate Superintendent Johnston explained that the 2019-2020 Online registration is now open and closes March 22, 2019; the K-9 report cards are being reviewed; and bell time are also being reviewed.

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

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

Moved by Co-Chair Haggarty that the meeting adjourn at 8:48 pm.

CARRIED

Next Meeting: Thursday, March 14, 2019, 7 pm



MEMORANDUM

Date: March 5, 2019
To: Board of Trustees
From: Mark Francis, Deputy Superintendent
Subject: **Teacher Board Advisory Committee Minutes**

Recommendation

That the Board of Trustees receives as information the unadopted Teacher Board Advisory Committee minutes of February 19, 2019 as presented at the Regular Meeting of March 5, 2019.

MF:kz



**MINUTES OF THE TEACHER BOARD ADVISORY COMMITTEE
MEETING HELD AT THE ALBERTA TEACHERS ASSOCIATION,
LOCAL 10, OFFICE IN STONY PLAIN, ALBERTA ON TUESDAY,
FEBRUARY 19, 2019**

ATTENDANCE:

Eric Cameron, Board Chair, Parkland School Division No. 70
Lorraine Stewart, Board Vice Chair, Parkland School Division No. 70
Anne Montgomery, Trustee, Parkland School Division No. 70
Shauna Boyce, Superintendent, Parkland School Division No. 70
Mark Francis, Deputy Superintendent, Parkland School Division No. 70
Richard Kremp, President, Parkland Teachers' Local 10
Kerri Williams, Parkland Teachers' Local 10
Sherry Constantin, Parkland Teachers' Local 10
Jenny Calado, Parkland Teachers' Local 10
Scott Onuczko, Parkland Teachers' Local 10
Lisa Farough, Recording Secretary

REGRETS:

1 CALL TO ORDER

The meeting was called to order by Committee Chair Stewart at 4:16 p.m. Treaty 6 was acknowledged. Meeting began with introductions.

1.1 Changes to the Agenda

Board Chair Eric Cameron motioned to add 4.3 Possible Election Forum.
Agenda Approved

MOVED by Ms. Williams to accept the agenda as amended.

CARRIED

1.2 Approve Minutes of October 16, 2018 Meeting

MOVED by Mr. Onuczko to accept the minutes of October 16, 2018 Teacher Board Advisory Committee as amended.

CARRIED

2 UPDATES FROM DIVISION OFFICE

2.1 August PD Days: Superintendent Shauna Boyce shared that there will be 5 PD days at the end of August for the 2019/2020 school year. Associate Superintendent Scott Johnston will be compiling a group to look at what these days will look like, being mindful to not overwhelm staff or take away from the school's start up activities.

2.2 Mentorship Committee: Deputy Superintendent Mark Francis spoke regarding a survey that will be sent out to 'newer' teachers. What are new teachers looking for/need in a mentor? The ATA Beginning Teacher Conference session was poorly attended by Parkland School Division. We will be looking at training for mentors as well as administration mentorships.

- 2.3 PD Pilot Committee:** Deputy Superintendent Mark Francis shared there will be a survey going out around April 11th to capture the PD being done at the schools.
- 2.4 Report Card / Assessment Review:** Superintendent Shauna Boyce referenced her most recent video message regarding reporting and assessing. There is a committee composed of PSD teachers, administrators, and executive team members exploring options for our Report Card and other communication tools.

3 UPDATES FROM ATA

- 3.1 ATA Survey-** Mr. Kremp reviewed the highlights of the *Conditions of Practice in Parkland Local No. 10*. There was greater than 50% participation rate. Overall comments were positive. Some areas were identified for follow-up. Discussion ensued.

4 DISCUSSION ITEMS

- 4.1 Corporate Challenge-** Superintendent Shauna Boyce shared that there have been varying degrees of success with this initiative. The event will be promoted this year.
- 4.2 Inclusive Education Joint Committee (do we have volunteers?)**
Mr. Kremp will forward names to Superintendent Boyce from the ATA, of members to sit on this committee.
- 4.3 Possible Election Forum:** Board Chair Eric Cameron inquired as to the interest and possible commitment with an event this size. Mr. Kremp shared the ideas that local 10 already have in place and are working on for the election forum.
This discussion has been tabled for a later date.

5 ITEMS FOR FUTURE AGENDA

- 5.1 August PD days Update**

ADJOURNMENT

Meeting was adjourned 5:38 p.m.

Next Meeting: April 16, 2019 @ 4:15 pm, at the Centre for Education



MEMORANDUM

Date: February 5, 2019
To: Board of Trustees
From: Ron Heinrichs, Trustee, Audit Committee Chair
Originator: Scott McFadyen, Associate Superintendent
Subject: **AUDIT COMMITTEE MEETING**

Recommendation

That the Board of Trustees receive as information the Audit Committee Minutes of February 26, 2019 as presented at the Regular Meeting of March 5, 2019

That the Board of Trustees at the May 28, 2019 Board meeting review Trustees remuneration.

Background

Associate Superintendent, Scott McFadyen presented the 2018/2019 budget monitoring process and the 2018-2020 budget development along with the financial information touch points to the Audit Committee and responded to questions.

The Board acknowledged receipt of the Public Members resignation and further directs Associate Superintendent Scott McFadyen to fill the vacant public member position for the Audit Committee.

SM/rg



MINUTES OF THE AUDIT COMMITTEE MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA
ON TUESDAY, FEBRUARY 26, 2019

ATTENDANCE:

Ron Heinrichs, Trustee, Chairperson
Darlene Clarke, Trustee
Anne Montgomery, Trustee

Shauna Boyce, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Jason Krefting, Director, Financial Services – Regrets
Roxanne Genereux, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 11:25 a.m by Trustee Ron Heinrichs

Res. 022-19 MOVED by Trustee Ron Heinrichs that the meeting agenda be approved as presented.

CARRIED

ACTION ITEMS

2. Introductions

No introductions were required.

3. Budget Timelines

Associate Superintendent Scott McFadyen presented the 2018-2019 budget monitoring process and the 2019-2020 budget development process. Associate Superintendent Scott McFadyen responded to questions.

An Audit Committee meeting will be tentatively scheduled around March 21, 2019 based on the budget timelines.

4. Financial Information for Board

Associate Superintendent Scott McFadyen presented the financial information touch points with the Board to the Audit Committee. Associate Superintendent Scott McFadyen responded to questions.

5. In Camera

Res. 023-19 MOVED by Trustee Heinrichs that the Audit Committee move to in camera at 11:39 a.m.

CARRIED

Res. 024-19 MOVED by Trustee Clarke that the Audit Committee revert to a public meeting at 12:36 a.m.

CARRIED

6. Action in Response to In Camera Session

The Audit Committee makes the recommendation that at the May 28, 2019 Board Meeting the Trustee Remuneration will be discussed.

The Board acknowledged receipt of the Public Members resignation and further directs Associate Superintendent Scott McFadyen to fill the vacant public member position for the Audit Committee.

7. Items for Future Agendas

- 2019/2020 Budget Assumptions

ADJOURNMENT: Meeting adjourned at 12:37 p.m.

Next meeting will be held on March 21, 2019 at 1:00 p.m.