Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

October 07, 2014

Organization Meeting: 5:30 PM
Public Session: 6:30 PM

Our Vision:
Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

Parkland School Division No. 70

BOARD OF TRUSTEES
REGULAR MEETING

October 07, 2014

Organization Meeting 5:30 PM
Public Session 6:30 PM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. **CALL TO ORDER at 5:30 PM**
   1.1. Organization Meeting (5:30-6:30)
   1.2. National Anthem
   1.3. Announcements
   1.4. Changes to the Agenda
   1.5. Approval of the Agenda

2. **APPROVAL OF MINUTES**
   -3-   2.1. Regular Meeting of September 02, 2014

3. **BUSINESS ARISING FROM THE MINUTES**

4. **DELEGATION/PRESENTATION**

5. **BOARD CHAIR REPORT**
   5.1. Correspondence
        5.1.1 Alberta Education
        5.1.2 Millgrove School Council Annual Report

6. **SUPERINTENDENT REPORT**

   Recess Break / Public Question Period

7. **ACTION ITEMS**
   -6-   7.1. Central Alberta Association of Municipal and School Employees Parkland Local No. 1 – Collective Agreement (C. Jonsson)
   -7-   7.2. Support Staff Benefit Provider (C. Jonsson)
   -8-   7.3. Capital Equipment Reserves for Network Infrastructure Refresh Project (C. Jonsson)

Where the World Opens Up

8. **ADMINISTRATION REPORTS**

       8.1. 2014/2015 Enrolment Report (C. Jonsson)

9. **TRUSTEE REPORTS**

       9.6. Alberta School Boards Association (D. Kilduff)
       9.7. C-2 Committee (R. Gilchrist)

10. **RESPONSES TO REQUEST FOR INFORMATION**

11. **FUTURE BUSINESS**

    11.1. <u>Meeting Dates:</u>

    Open to the Public:
        Oct 21, 2014 ....Student Advisory Committee Meeting 9:00 am, Centre for Education
        Nov 04, 2014 ....Regular Board Meeting 6:30 pm, Centre for Education

    Closed to the Public:
        Oct 21, 2014 ....PSD Tomorrow Committee 12:30 pm, Centre for Education
        Oct 23, 2014....................Strategic Planning 9:30 pm, Centre for Education

    11.2. Topics for future agendas
    11.3. Requests for information

12. **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 SEPTEMBER 02, 2014

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:
Tim Monds, Superintendent of Schools
Kelly Wilkins, Deputy Superintendent
Claire Jonsson, Associate Superintendent (Business and Finance)
Dr. Dianne McConnell, Associate Superintendent (Learning Services)
Scott Johnston, Associate Superintendent
Doug Aird, Director Business and Finance
Jordi Weidman, Director Communications
Serge LaBrie, Director Facilities
Brenda Scott, Executive Assistant

CALL TO ORDER
The meeting was called to order by Chair Cameron at 6:35 pm.

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

ANNOUNCEMENTS
There were no announcements

CHANGES TO THE AGENDA
5.1.5 Parkland Pet Food Bank
5.1.6 Rotary Run for life
12.0   Incamera
13.0 Adjournment

APPROVAL OF THE AGENDA

Res 096-2014   **MOVED** by Trustee Kinsey that the Agenda be approved as amended.

CARRIED

APPROVAL OF THE MINUTES

Res 097-2014   **MOVED** by Trustee Kucher-Johnson that the Minutes of the Regular Meeting held on June 10, 2014 be approved as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES
There was no business

DELEGATION / PRESENTATION
There was no delegation or presentation.

_____   _____

Board Chair   Secretary-Treasurer

BOARD CHAIR REPORT
Chair Cameron reported on items received since the Boards last regular meeting.
Included in the correspondence there were School Council Year End reports from
the following schools: Muir Lake School, Memorial Composite High School,
Graminia School, Entwistle School, and Woodhaven Middle School. The
Division received a request from the Parkland Pet Food Bank organization in
reference to an Education program. Learning Services will be reviewing the
information. The Board received a report on the Early Childhood Development
report and Trustees will receive a copy of the report.

*6:45 pm – Trustee Heinrichs attempted to phone into the meeting and withdrew
due to poor telephone connection.*

SUPERINTENDENT REPORT
Superintendent Monds provided a verbal report and spoke to the work being done
in Parkland School Division**.**

Recess Break / Public Question Period
Does Parkland School Division have the cost of the bus scanning system?
- The scanning system is the system that tracks bus student identification.
  Associate Superintendent Jonsson provided information on the scanning
  system equipment and installation cost. A further question on the installation
  of the equipment and concerns on dealing with problems with the equipment
  installation was asked. The Transportation department is working through the
  issues and concerns with the vendor.

ACTION ITEMS
MONTHLY FINANCIAL REPORT – PERIOD ENDING JULY 31, 2014

Res 098-2014   **MOVED** by Trustee Kucher-Johnson that the Board of Trustees approves the
monthly financial report for the period ending July 31, 2014 as presented at the
Regular Meeting of September 02, 2014.

                                                                        CARRIED
C. Jonsson and D. Aird provided information on the motion and responded to
questions.

ADMINISTRATIVE REPORTS
FACILITIES SUMMER WORK REPORT

Res 099-2014   **MOVED** by Trustee Linder that the Board of Trustees receives as information the
Facilities Summer Work Report as presented at the Regular Meeting of
September 02, 2014.

                                                                        CARRIED
S. LaBrie provided information on the motion and responded to questions.

EARLY CHILDHOOD DEVELOPMENT

Res 100-2014   **MOVED** by Trustee Kucher-Johnson that the Board of Trustees receives as
information the Early Childhood Development Report, as presented at the Regular
Meeting of September 02, 2014.

                                                                        CARRIED
D. McConnell provided information on the motion and responded to questions.
She introduced Raelene Finlayson who will be the co-ordinator for the one year
program.

_____   _____

Board Chair   Secretary-Treasurer

TRUSTEE REPORTS

PSD Tomorrow Committee

Res 101-2014   **MOVED** by Trustee Cameron that the Board of Trustees receives as information the PSD Tomorrow Committee minutes of June 10, 2014 as presented at the Regular Meeting of September 02, 2014.

CARRIED

Teacher/Board Advisory Committee

Res 102-2014   **MOVED** by Trustee Cameron that the Board of Trustees receives as information the unadopted Teacher/Board Advisory Committee minutes of June 17, 2014 as presented at the Regular Meeting of September 02, 2014.

Public School Boards' Association of Alberta
Trustee Kilduff provided a report on the Public School Boards' Association of Alberta meeting that Trustees attended.

Alberta School Boards' Association
There was no report.

C-2 Committee
Trustee Gilchrist reported there was not report at this time.

Canadian School Boards Association Conference
Trustees that attended the Canadian School Boards Association Conference in Niagara Falls on July 3-5, 2014, provided a verbal report on the conference.

FUTURE BUSINESS

Meeting Dates

Open to the Public:

Sept 16, 2014 ....Education Committee Meeting 9:00 am, Centre for Education

Oct 06, 2014 ....Council of School Councils 7:00 pm. Centre for Education

Oct 07, 2014 ....Organization Meeting 5:30 pm, Centre for Education

Oct 07, 2014 ....Regular Board Meeting 6:30 pm, Centre for Education

Closed to the Public:

Sep 16, 2014 ....PSD Tomorrow Committee 12:30 pm, Centre for Education

Sep 17, 2014 ....Retirement Celebrations 4:30 pm, Centre for Education

Topics for Future Agendas
There were no topics suggested.

Request for Information
There were no request for information

Res 103-2014   **MOVED** by Trustee Kilduff to move to in camera at 8:04 p.m.

CARRIED

Res 104-2014   **MOVED** by Trustee Linder to come out of in camera 8:55 p.m.

CARRIED

ADJOURNMENT
The meeting was adjourned at 8:55 pm.

_____   _____

Board Chair   Secretary-Treasurer

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL EMPLOYEES PARKLAND LOCAL NO. 1 – COLLECTIVE AGREEMENT**

Recommendation

That the Board of Trustees accept and ratify the Central Alberta Association of Municipal and School Employees Parkland Local No. 1 Memorandum of Agreement as presented at the Regular Meeting of October 7, 2014.

CJ:jlf

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **SUPPORT STAFF BENEFIT PROVIDER**

Recommendation

That the Board of Trustees approves the recommendation from the Benefits Committee to continue with Sun Life Assurance Company of Canada as the support staff benefit provider as presented at the Regular Meeting of October 7, 2014.

Background

In March, it was requested by the Benefits Committee to have Benefex Consulting Inc. provide a market review to test competitiveness of the Benefit Plan. A Request for Proposal was posted on June 20, 2014 with a submission deadline of July 11, 2014. Alberta School Employee Benefit Plan and Sun Life Assurance Company of Canada were short listed and gave presentations to the committee on September 15, 2014 for an effective date of January 1, 2015.

CJ:jlf

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **CAPITAL EQUIPMENT RESERVES FOR NETWORK INFRASTRUCTURE REFRESH PROJECT**

Recommendation

That the Board of Trustees utilizes capital equipment reserves in the amount of $715,000 to support expenditures for the Network Infrastructure Refresh Project as presented at the Regular Meeting of October 7, 2014.

Background

The total cost of the Network Infrastructure Refresh Project is $790 K. The Infrastructure, Maintenance and Renewal (IMR) budget has included $75K for the wiring component of this project

Attached is the Network Infrastructure Refresh Project report.

Administration would be pleased to respond to any questions.

CJ:jlf

Network Infrastructure Refresh Project

Presented to Board of Trustees, October 07 2014
Scott Johnston, Associate Superintendent
Resource: Mark Karaki, Director Information Technology

To enable the new vision of education presented in Inspiring Education, Alberta Education launched a process in fall 2012 to update Alberta's 2004 Learning and Technology Policy Framework. Between October 2012 and March 2013, the School Technology Advisory Committee (chaired by the School Technology Branch, with membership representing the ministry and 17 external stakeholders) and 1500 consultation participants from across the province co created the updated Learning and Technology Policy Framework (Alberta Government, Learning and Technology Policy Framework, 2013).

The new Learning and Technology Policy Framework (LTPF) provides five policy directions, grounded in the vision of Inspiring Education:

Policy 1 – Student-Centred Learning:

Technology is used to support student-centred, personalized, authentic learning for all students

Policy 2 - Research and Innovation:

Teachers, administrators and other education professionals read, review, participate in, share and apply research and evidence-based practices to sustain and advance innovation in education.

Policy 3 – Professional Learning:

Teachers, administrators and other education professionals develop, maintain and apply the knowledge, skills and attributes that enable them to use technology effectively, efficiently and innovatively in support of learning and teaching.

Policy 4 – Leadership:

Education leaders establish policy and governance structures, cultivate innovation and build capacity within the system to leverage technology in support of student-centred learning and system efficiencies.

Policy 5 – Access, Infrastructure and Digital Learning Environments:

All students, teachers, administrators and other education professionals have access to appropriate devices, reliable infrastructure, high-speed networks and digital learning environments.

Parkland School Division has a strong history of effectively implementing technology in teaching and learning. Through our Educational Technology facilitator, we have heavily embedded the first four policies in the delivery of our Learning Services program.

This project specifically intends to address the fifth policy of the LTPF.

Alberta's Learning and Technology Policy Framework (2013) provides a rationale for improved technology infrastructure:

- Access to appropriate devices, reliable infrastructure, high-speed networks and digital learning environments is essential to achieving the vision of student-centred learning. This access enables students to connect to other communities, experts, digital resources and authentic learning and provides opportunities for cultural and global exchanges.
- Digital learning environments are defined here to be integrated digital systems that offer access, communication, resource libraries, file exchanges, learning and content management and web tools that facilitate learning in school and beyond. This type of environment typically provides educators and students with real-time access to a system that integrates and aligns digital and print-based content, student data (formative and summative) and learning standards.
- It is precisely this type of access that will enable students to learn in ways that build the three E's (engaged thinker, ethical citizen, entrepreneurial spirit) and the 21st century competencies as they make sense of the world around them. Such access requires a strong information technology system designed and built to support the emerging trends in personalized, mobile technologies; cloud-based computing; and bring-your-own-device (BYOD) models. Access also requires strong collaboration between the information technology and educational technology teams.
- Equitable access to technology, as well as to online and digital learning, can level the playing field across the province, helping to overcome educational barriers due to geographical isolation and economic disadvantage while also addressing unique learning needs (LTPF, 2013).

Parkland School Division's network infrastructure is aging. We continue to transition to the delivery of instruction through technology via wireless devices. We recognize that Parkland School division's wireless infrastructure is unable to adequately accommodate current demands:

- The number of wifi-ready devices that currently access our Parkland School Division network has increased significantly (ie. Smart phones, tablets, laptops, etc.);
- 90% of the switching infrastructure is over 5 years old. (100 Mbps);
- Divisionally, we are providing wireless devices to students who are not bringing their own device. This includes 1424 Chromebooks, 570 iPads and 850 laptops;
- Progressive and innovative digital learning environments put a higher demand on wired and wireless networks;
- Parkland School Division's initial wireless access deployments intended to provide access for one device for each person although we are now recognizing ratios of two to three devices per person.
- A proof of concept was performed using the newest in wireless technology with successful results.

Infrastructure Refresh – Proof of Concept

To determine a strategy for refreshing our network infrastructure, Parkland School Division conducted a Proof of Concept at Greystone Centennial Middle School. A proof of concept involves the installation of network infrastructure at one school site to determine if it will provide the access required.

We selected Greystone since this school already had the appropriate wiring infrastructure to meet the demands of the proof of concept upgrade. Our Proof of Concept proved successful in addressing the wireless demands of that site.

Following the success of the Proof of Concept, we provisioned a Request for Proposal (RFP 2014-NE01). We received submissions from 7 vendors. After an evaluation, the RFP was awarded to the partnership of Compugen and Cisco Systems. Compugen is the distributor for Cisco products. Cisco is an industry leader in wireless and wired technology and it has significant experience in the Alberta public sector market with successful deployments for Elk Island Public, Grande Prairie Public, and the Alberta Government. Responding to our RFP, Cisco Systems will be discounting all network and wireless hardware purchases at a discounted amount.

Network Infrastructure Refresh Project
Stage 1: Wireless Site Assessment
A wireless site assessment will be performed to determine optimal placement for wireless access point coverage.

Stage 2: Site Wiring
Parkland School Division Facilities will rewire individual schools to accommodate for the new infrastructure. Six Parkland School Division sites already meet the wiring requirements for new infrastructure.

Stage 3: Hardware Procurement
Parkland School Division will purchase hardware from Compugen to complete the Refresh Project based on the recommendations listed in the Request for Proposal.

Stage 4: Installation
Parkland School Division IT Department will configure and install all hardware.

Estimated Timelines for Completion
Week 1 – 5
Memorial Composite High School, Graminia School, Muir Lake School, Ecole Meridian Heights

Week 6 - 10
Woodhaven School, Duffield School, Spruce Grove Composite High School, Blueberry School

Week 11 – 15
Centre for Education, Brookwood School, Millgrove School, High Park School, Stony Plain Central

Week 16 – 20

Memorial Composite High – Outreach, Forest Green School, Parkland Village School, Entwistle School, Tomahawk school

Week 20 – 25

Spruce Grove Composite High - Outreach, Seba Beach School, Wabamun School, Connections for Learning, Keephills School, Brightbank Academy

Project Cost

PSD IT completed a site-by-site cost analysis with costs varying based on number of access points (APs) required. It is important to note that the number of access points depends on the size of the school and the type of material (concrete, wood, etc.) inhibiting the signal of the access points.

Network Infrastructure Refresh Project Cost:

Network Infrastructure Hardware:	$650,000
Wireless Assessment Professional Services:	$65,000
Parkland School Division Site Wiring:	$75,000
Total:	$790,000

MEMORANDUM

Date: 07 October 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **Enrolment Report as of 30 September 2014**

Recommendation

That the Board of Trustees receives as information the Parkland School Division No. 70's Enrolment Report as of 30 September 2014 as presented at the Regular Meeting of 07 October 2014.

Background

The enrolment report information will be distributed at the meeting.

Administration would be pleased to respond to questions.

CJ:jlf

Enrolment Report at September 30, 2014

School Name	ECS	1	2	3	4	5	6	7	8	9	10	11	12	30/09/2014
Blueberry	63	46	61	51	63	46	63	53	59	54				559
Brookwood	198	131	138	126	139									732
Connections for Learning		7	5	3	7	7	6	3	8	13	4	14	20	97
Home Ed		1	2	1	5	3	3	3	5	1	2	1	1	28
Bright Bank Institutional				3		3	3	1						10
Duffield	17	23	24	23	28	21	24	38	38	44				280
École Broxton Park	259	111	92	90	94	70	80	66	55	55				972
French	109	68	57	54	54	39	36	38	24	21				500
Maranatha	30	38	30	28	34	26	33	21	22	30				292
Other	120	5	5	8	6	5	11	7	9	4				180
École Meridian Heights	103	85	79	76	66	50	70	67	60	61				717
English	37	20	26	25	29	22	40	31	29	33				292
French	66	65	53	51	37	28	30	36	31	28				425
Entwistle	15	12	14	16	17	12	7	15	10	14				132
Forest Green	40	35	44	38	36	24	33							250
Graminia	46	49	59	55	61	47	46	53	55	39				510
Greystone Centennial Middle						133	161	123	128	117				662
High Park	47	45	43	37	46	38	47	45	54	47				449
Keephills	10	6	6	5	7	4	6							44
Memorial Composite High											406	389	369	1164
Millgrove	53	119	128	104	103									507
Muir Lake	36	43	44	49	42	46	43	35	52	47				437
Parkland Village	39	43	47	53	30									212
Seba Beach	4	8	8	9	5	7	14	9	8	4				76
Spruce Grove Composite High											393	340	307	1040
English											355	313	267	935
French											38	27	40	105
Stony Plain Central	40	38	29	48	47	33	42	75	73	79				504
Tomahawk	23	16	6	14	13	17	13	11	8	10				131
Wabamun	9	15	21	13	15	13	12	8	11	8				125
Woodhaven Middle						122	119	112	122	118				593
ECS - Grade 12 Enrolment	**1002**	**833**	**850**	**814**	**824**	**696**	**792**	**717**	**746**	**711**	**805**	**744**	**697**	**10231**
Memorial Outreach												16	85	101
Spruce Comp Outreach											13	25	63	101
Outreach Programs											**13**	**41**	**148**	**202**
Total Registered Enrolment	**1002**	**833**	**850**	**814**	**824**	**696**	**792**	**717**	**746**	**711**	**818**	**785**	**845**	**10433**
Projected Additional Outreach Enrolments*												19	22	41
Total Enrolment - Projected and Registered	**1002**	**833**	**850**	**814**	**824**	**696**	**792**	**717**	**746**	**711**	**818**	**804**	**867**	**10474**

*Outreach students enroll in clases throughout the year
Presented to the Board October 7, 2014

MEMORANDUM

Date: October 07, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Subject: **PSD Tomorrow Committee**

Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of August 26, 2014 as presented at the Regular Meeting of October 07, 2014.

TM:bms

MINUTES OF THE PSD TOMORROW COMMITTEE MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON TUESDAY, AUGUST 26, 2014.

1.0 Call to Order
Chair Cameron called meeting to order 9:57 am.

1.1. Changes to the Agenda
Addition to agenda:
- 2.1 Public School Boards Association of Alberta Meeting
- 7.5 Lead Team Meeting
- 7.6 School Visits

1.2. Approval of the Agenda
Trustee Linder moved that the Board of Trustees accept the agenda as amended.   **CARRIED**

2. Conference Highlights
Trustees who attended the Canadian School Boards Association Conference in Niagara Falls gave a brief summary of the conference. The conference was informative and a positive experience.

2.1 Public School Boards Association of Alberta Meeting
Trustee Kilduff gave a brief update on the PSBAA meeting held in August. Discussion was held about developing an Advocacy Plan to support the Board. Suggested that this topic will be added to the agenda of the upcoming Board Retreat.

3. Trustee Compensation and Expenses
Trustee Gilchrist shared information on a comparative report on Trustee Compensation and Expenses throughout Alberta. Discussion ensued. At this time, Trustee Compensation and Expenses will not change. A request was made for more detailed information on trustee expenses to be provided at a later date.

4. Ward Restructure
C. Jonsson shared information from Parkland County Returning Officer in reference to proposed changes to the electoral boundaries. Trustees feel that further information is required and the discussion will be held at the next PSD Tomorrow Meeting.

5. **Opening Day**
   T. Monds shared information on the structure and expectations for the Opening Day Professional Development to be held August 27, 2014. Trustees have been invited to have lunch with guest speaker, Mr. Martin Brokenleg in the board room following the morning activities.

6. **Early Childhood Development**
   D. McConnell provided information on the Early Childhood Development research that was completed by Alberta Education. PSD has received a copy of the report and a one year position has been created, called Early Childhood Development Coordinator. Responsibilities will include: to connect with the programs we already have in our schools as well as partners in the community and create a working group to bring forward support for our early childhood development students; review the report and provide feedback to Trustees and stakeholders.

   Chair called a recess 10:55

   Meeting is resumed 11:12

7. **Updates:**
   7.1. New School – Wellness Centre
   T. Monds shared information on the progress of the new school / Wellness Centre. As indicated by the Province, the new school has been delayed. We will work with schools to make sure that there are teaching spaces for students. PSD is still looking at the possibilities of the Wellness Centre, but it has not been finalized.

   Trustee Kinsey asked about the committee that was created for naming the new school. K. Wilkins reported that the committee has met once and will meet again once progress with the new school has proceeded.

   7.2. Modulars
   T. Monds reported that the modulars in Brookwood will be ready for the start of the school year and the Greystone modulars should be ready for the end of September.

   7.3. 10 Year Strategic Plan
   T. Monds reported that work has begun in develop the 10 Year Strategic Plan.

   7.4. Calendar – Board Meeting/Event Dates
   Trustees and Senior Executive reviewed the draft Board Meeting/Event Dates and provided feedback. The document will be submitted for approval by the Board at the October 7th, Organization Meeting.

   7.5 Lead Team Meeting
   Board Chair requested Trustees choose which Lead Team meeting they would like to attend during the school year. Trustees will be invited to a drop-in visit to Lead Team September 17, 2014, details to follow.

   7.6 School Visits
   School visits that are being arranged for Trustees, more information will follow.

8. **Board Retreat**
   T. Monds provided information on the upcoming Board Retreat to be held September 23-25, 2014. Board chair asked Trustees to submit topics for the Board Retreat

9. **Upcoming Conferences and Events**
   Trustees discussed the various upcoming conferences and events including: Public School Boards Association of Alberta Fall Annual General Meeting, Public School Boards Association of Alberta Governance Seminar, Alberta School Boards Association Fall Annual General Meeting, The Shikaoi luncheon is also held on Oct 15 which conflicts the Governance Seminar. Trustees will be sent invitations to events and they can choose to attend.

Scott Johnson left meeting 12:00 p.m.

Board Chair called a lunch recess 12:15 p.m.

Trustee Heinrichs left the meeting 12:15 p.m.

Meeting resumed 1:20 p.m.

10. **Correspondence:**
    E. Cameron shared correspondence that he received over the summer.

11. **In Camera**

    Res 094-2014   MOVED by Trustee Gilchrist to move to in camera at 1:20 p.m.

    CARRIED

    Res 095-2014   MOVED by Trustee Gilchrist to come out of in camera 1:45 p.m.

    CARRIED

12. **ADJOURNMENT**
    Chair Cameron adjourned the meeting at 1:45 p.m.

NEXT MEETING
   • Tuesday, September 16, 2014 at 12:30 p.m.

MEMORANDUM

Date: October 07, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Subject: **PSD Tomorrow Committee**

Recommendation

That the Board of Trustees receives as information the PSD Tomorrow Committee minutes of September 16, 2014 as presented at the Regular Meeting of October 07, 2014.

TM:bms

MINUTES OF THE PSD TOMORROW COMMITTEE MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON TUESDAY, SEPTEMBER 16, 2014.

ATTENDANCE: **REGRETS:**
Eric Cameron, Board Chair
Kathleen Linder, Vice-Chair
Ron Heinrichs, Trustee
Richard Gilchrist, Trustee
Sally Kucher-Johnson, Trustee
Dorcas Kilduff, Trustee
Elsie Kinsey, Trustee
Tim Monds, Superintendent
Kelly Wilkins, Deputy Superintendent
Claire Jonsson, Associate Superintendent
Dianne McConnell, Associate Superintendent
Scott Johnston, Associate Superintendent
Jordi Weidman, Director Communication
Mark Maraki, Director Information Technology
Raelene Finlayson, ECD Coordinator
Brenda Scott, Recording Secretary

1.0 Call to Order
Chair Cameron called meeting to order 1:00 pm.

1.1. Changes to the Agenda
Addition to agenda:
- Switch Agenda Items 4 and 2
- 6. Canada Anti-Spam
- 7. Christmas Function
- 8. School visits
- 9. PSBAA – Budget
- 10. Board Retreat

1.2. Approval of the Agenda
Trustee Heinrichs moved that the Board of Trustees accept the agenda as amended.   **CARRIED**

2. Network Infrastructure Refresh Project
S. Johnston and M. Karaki, Director Information Technology, shared information on the Network Infrastructure Refresh Project. The PSD network is aging and cannot accommodate current demands. The project breakdown includes: Wireless site assessment, site wiring, hardware procurement and installation resources for all PSD schools and Centre for Education. Discussion ensued.

Board Chair put discussion on hold 1:30 pm as next guest speaker had arrived.

3. Ward Restructure
C. Jonsson introduced Mr. Russell Farmer from Russell Farmer and Associates. Mr. Farmer provided information on services that he would be able to offer Trustees to assist them as they continue discussion on ward restructuring for Parkland School Division. Trustees will consider all options in discussion at upcoming Board Retreat.

Board Chair called a recess at 2:03 p.m.

Chair called meeting back to order 2:12 p.m.

Discussion on Network Infrastructure Refresh Project resumed.

Network Infrastructure Refresh Project cont'd
A motion will be brought forward at the October 7th Regular Board meeting for further discussion.

In Camera
  Res 109-2014   **MOVED** by Trustee Kinsey to move to in camera at 2:27 p.m.

                                                                   CARRIED
  Res 110-2014   **MOVED** by Trustee Linder to come out of in camera 2:37 p.m.

                                                                     CARRIED

4. **Administration / Trustee Updates**
   There were no updates.

5. **Early Childhood Development**
   D. McConnell and R. Finlayson provided a detailed report on the Early Childhood Development research that was completed by Alberta Education. Discussion ensued.

   Trustee Kinsey left the meeting 2:45 p.m.

6. **Canada Anti-Spam**
   R. Gilchrist brought up the topic of the anti-spam legislation in reference to school councils sending out blanket emails to parents requesting some sort of support. J. Weidman reported that PSD is working towards the December deadline to be compliant to the new legislation. Mr. Weidman has been working with senior secretaries and schools to make sure that they are completing the information. The next step is to build it into our registration forms and School-logic program.

7. **Christmas Function**
   We have received the information for the Annual Rotary Christmas Function. Trustee will discuss at Board Retreat

8. **School Visits**
   For the upcoming School visits are upcoming Trustee indicated that they would like to take the opportunity to tour the facilities and meet with Principals to talk about their needs.

9. **PSBAA Budget**
   K. Linder brought forward the topic of the PSBAA budget to be discussed at the upcoming Board meeting. Information will be posted on the Chalkboard.

10. **Board Retreat**
    E. Cameron shared the draft agenda for the Board Retreat. Paper copies will be provided due to possible internet issues.

11. **ADJOURNMENT**
    Chair Cameron adjourned the meeting at 4:00 p.m.

NEXT MEETING – Tuesday, October 21, 2014 at 12:30 p.m.

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **Audit Committee**

Recommendation

That the Board of Trustees receives as information the Audit Committee minutes of September 10, 2014 as presented at the Regular Meeting of October 7, 2014.

CJ:jlf

MINUTES OF THE AUDIT COMMITTEE MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON WEDNESDAY, SEPTEMBER 10, 2014.

ATTENDANCE:
Richard Gilchrist, Chair *(regrets)*
Eric Cameron, Board Chair
Dorcas Kilduff, Trustee
Elsie Kinsey, Trustee
Sally Kucher-Johnson, Trustee Regrets
Ron Heinrichs, Trustee
Kathleen Linder, Trustee
Louise Frostad, Member at Large
Tim Monds, Superintendent
Claire Jonsson, Associate Superintendent, Business and Finance
Douglas Aird, Director, Business and Finance
Jeff Baker, PricewaterhouseCoopers
Jo-Ann Fowlie, Recording Secretary

CALL TO ORDER
The meeting was called to order at 1:04 p.m. by Board Chair Cameron.

ACTION ITEMS

2.   Audit Planning and Review
Mr. Jeff Baker, of PricewaterhouseCoopers handed out the Audit Plan for the year ending 31 August 2014. Jeff summarized the audit plan including information on audit risk, approach, analysis, and the expected financial reporting timetable.

Res 105-2014   MOTION TO MOVE INCAMERA
Moved by Eric Cameron that the Audit Committee moves to incamera at 1:40 pm.

Res 106-2014   MOTION TO REVERT TO REGULAR MEETING
Moved by Elsie Kinsey that the Audit Committee reverts to a public meeting at 1:50 pm.

Mr. Jeff Baker will give a presentation to the Audit Committee on Audit Committee Governance Structure and understanding the jurisdiction`s Financial Statements. A meeting will be scheduled prior to the regular meeting of the Board of Trustees on November 25, 2014.

ADJOURNMENT

Meeting adjourned 1:55p.m.

Next meeting will be held on November 20, 2014 at 1:00 pm

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Claire Jonsson, Associate Superintendent

Subject: **Benefits Committee**

Recommendation

That the Board of Trustees receives as information the Benefits Committee minutes of September 15, 2014 as presented at the Regular Meeting of October 7, 2014.

CJ:jlf

MINUTES OF THE BENEFITS COMMITTEE MEETING

HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON

MONDAY, SEPTEMBER 15, 2014.

ATTENDANCE:

Sally Kucher-Johnson – Trustee   Shae Abba, Director, Human Resources
Regan Cwynar, IUOE   Brad Seib, Benefex Consulting Inc.
Lorraine Redl, CAAMSE   Kyle Stinson, Benefex Consulting Inc.
Paula Whebby, NUG   Carla Tonhauser, Payroll
Jay McGeough, IUOE   Claire Jonsson, Associate Superintendent
Jo-Ann Fowlie, Recording Secretary

1.   **PRESENTATION**
        1.1   Alberta School Employee Benefits Plan
                Jennifer Carson, Kelli Littlechilds and Trudy Lakusta presented ASEBP's comprehensive health
                benefits and related services to the Benefits Committee.

2.   **PRESENTATION**
        2.1   Sun Life Assurance Company of Canada
                Bill Daneluik, Hugh Koebel, Cassandra Duperron and Niko Martin presented Sun Life's
                processes and reviewed information regarding the benefit plan and related services that are
                offered.

3.   **Short List Carrier Proposal and Presentation Comparison Discussion**
        Brad Seib and Kyle Stinson provided an in-depth analysis and comparison between the two presenters
        with the committee.   Discussions ensued.

Res 107-2014   MOTION TO MOVE INCAMERA
                Moved by Sally Kucher-Johnson that the Benefits Committee moves to incamera at 2:47 pm.

Res 108-2014   MOTION TO REVERT TO REGULAR MEETING
                Moved by Jay McGeough that the Benefits Committee reverts to a public meeting at 3:17 pm.

        MOVED by Paula Whebby that the Benefits Committee recommends to the Board of Trustees to continue
        with Sun Life Assurance Company of Canada as the support staff benefit provider at the Regular Meeting
        of the Board of Trustees on October 7, 2014. Seconded by Lorraine Redl.

                                                                                        CARRIED

4.   **ADJOURNMENT**
        The meeting was adjourned at 3:25 pm.

NEXT MEETING

The next Benefits Committee meeting will be held Monday, December 1, 2014 at 3:15 pm

MEMORANDUM

Date: October 7, 2014

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Dianne McConnell, Associate Superintendent

Subject: **Education Committee**

Recommendation

That the Board of Trustees receives as information the Education Committee minutes of September 16, 2014 as presented at the Regular Meeting of October 7, 2014.

DM:jlf

MINUTES OF THE EDUCATION COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY
PLAIN, ALBERTA ON TUESDAY, SEPTEMBER 16, 2014.

ATTENDANCE:

Eric Cameron, Board Chair
Kathleen Linder, Vice Chair
Ron Heinrichs, Education Committee Chair
Dorcas Kilduff, Trustee
Richard Gilchrist, Trustee
Elsie Kinsey, Trustee
Sally Kucher-Johnson, Trustee
Tim Monds, Superintendent
Kelly Wilkins, Deputy Superintendent
Scott Johnston, Associate Superintendent

Claire Jonsson, Associate Superintendent
Dianne McConnell, Associate Superintendent
Christa Nicholson, Principal, Tomahawk
Anil Padayas, Assistant Principal, Spruce Grove Composite
Leah Andrews, Director Learning Services
Bryn Spence, Programming Facilitator
Kate Watt, Registered Psychologist
Rae Finlayson, Early Childhood Facilitator
Christine Ross, Programming Facilitator
Nicole Lakusta, Curriculum Educational Facilitator
Diane Lander, Curriculum Facilitator

CALL TO ORDER
The meeting was called to order at 9:00 am by Ron Heinrichs, Chair of the Education Committee, followed by a welcome and introductions.

ACTION ITEMS

Overview of Learning Services
Dianne McConnell provided an overview of the Learning Services Plan. This plan has four goals: Early Childhood Development, Service Delivery, High Expectations for All Students and Communication.

Introduction of Learning Services Team
Leah Andrews elaborated on the Learning Services Plan and specifically talked about examples of specific work identified under each of the four goals. Each Learning Services Team member was introduced and each shared specifics about their work day. The committee was invited to ask questions.
Summary of the presentations included the following:
- Learning Services are focused on building capacity among PSD staff to support high expectations for all students and to ensure that all students' educational programs are connected to the Program of Studies.
- The team is working on developing a service delivery model to provide equitable access to supports and services for students and staff.
- The team is modeling and supporting a collaborative service delivery model.
- The team is supporting a shift from identifying students for the purposes of funding to funding supports and services based on student need.
- Accountability and assurance for students with diverse needs.

FUTURE MEETING DATES
The next Education Committee Meeting will be held January 20, 2015.

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