



**Parkland School Division
BOARD OF TRUSTEES**

A G E N D A

September 01, 2020

Regular Board Meeting: 6:00 PM

Our Vision:
Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

Parkland School Division

BOARD OF TRUSTEES REGULAR MEETING

September 01, 2020

Regular Board Meeting: 6:00 PM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. CALL TO ORDER at 6:00 PM

- 1.1. Oath of Office for Board Chairperson and Vice Chairperson
- 1.2. National Anthem
- 1.3. Treaty 6 Acknowledgement
- 1.4. Announcements
- 1.5. Changes to the Agenda
- 1.6. Approval of the Agenda

2. APPROVAL OF MINUTES

- 4- 2.1. Regular Meeting of June 16, 2020
- 11- 2.2. Organizational Meeting of June 16, 2020
- 19- 2.3. Special Meeting of August 19, 2020

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION/PRESENTATION

5. BOARD CHAIR REPORT

- 5.1. Correspondence

Recess Break / Public Question Period

6. SUPERINTENDENT REPORT

- 6.1. Superintendent's Report

7. ACTION ITEMS

- 21- 7.1. Board Remuneration (L. Stewart)

8. ADMINISTRATION REPORTS

- 32- 8.1. 2020 Facility Services Summer Work Report (S. McFadyen, S. LaBrie)
-38- 8.2. Human Resources Department 2019-2020 Report (M. Francis, S. Abba)
-53- 8.3. 2019-2020 Student Conduct Report (M. Francis)

9. TRUSTEE REPORTS

- 57- 9.1. PSD Tomorrow Committee (L. Stewart)
9.2. Public School Boards' Association of Alberta (S. Kucher-Johnson)
9.3. Alberta School Boards Association (E. Cameron)
9.4. Chamber of Commerce (L. Stewart)

10. FUTURE BUSINESS

10.1. Meeting Dates:

Board - Open to the Public:

- Sept 22, 2020 Education Committee Meeting 9:00 am, Centre for Education
Oct 6, 2020 Regular Board Meeting 9:30 am, Centre for Education
Oct 27, 2020 Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

- Sept 9, 2020 Audit Committee Meeting 1:00 pm, Centre for Education
Sept 22, 2020 PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
Sept 23, 2020 Benefits Committee Meeting 3:15 pm, Centre for Education
Oct 13, 2020 Teacher Board Advisory Committee Meeting 4:15 pm, Centre for Education
Oct 22, 2020 Student Advisory Committee Meeting 9:00 am, at various locations
Oct 27, 2020 PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education

Other:

- Oct 22, 2020 Council of School Councils Meeting 7:00 pm, Centre for Education

- 10.2. Notice of Motion
- 10.3. Topics for future agendas
- 10.4. Requests for information
- 10.5. Responses to Requests for information

11. IN CAMERA

12. ACTION IN RESPONSE TO IN CAMERA

13. ADJOURNMENT



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF THE PARKLAND SCHOOL DIVISION HELD THROUGH TELEPHONE AND VIDEO CONFERENCING AT VARIOUS LOCATIONS ON JUNE 16, 2020.

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Shae Abba, Director, Human Resources
Mark Karaki, Director, Technology Services
Jason Krefting, Director, Business and Finance
Katherine Mann, Director, Instructional Services
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Executive Assistant, Recording Secretary

CALL TO ORDER

Board Chair Stewart called the meeting to order at 9:33 a.m.

NATIONAL ANTHEM

TREATY SIX ACKNOWLEDGMENT

CHANGES TO THE AGENDA

Add agenda item 9.6 Rural Caucus of Alberta School Boards

Board Chair

Secretary-Treasurer

Board Chair called a recess at 9:42 a.m. to rectify a technical issue. The meeting resumed at 9:46 a.m.

APPROVAL OF THE AGENDA

Res 039-20

MOVED by Trustee Clarke that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 040-20

MOVED by Trustee Montgomery that the minutes of the Regular Board Meeting held on May 26, 2020 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

There were no delegations present.

BOARD CHAIR REPORT

Board Chair Stewart shared her report and Board correspondence.

There were no questions submitted for the Question Period.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

ALBERTA TEACHERS' ASSOCIATION (ATA), LOCAL 10, RATIFICATION OF COLLECTIVE AGREEMENT

Res 041-20

Moved by Trustee Clarke that the Board of Trustees accept and ratify The Parkland School Division (PSD) Alberta Teachers' Association (ATA), Memorandum of Agreement dated March 6, 2020, as recommended by the ATA Labour Relations Committee and presented at the Regular Meeting of June 16, 2020.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Members of the ATA Labour Relations Committee, Associate Superintendent McFadyen and Shae Abba provided additional information and responded to questions.

Res 042-20

BOARD PROFESSIONAL DEVELOPMENT AND PER DIEM REMUNERATION

Moved by Trustee Montgomery that the Board of Trustees approve the 40% Reduction to Trustee Professional Development Budget and the Per Diem Component of Trustee Remuneration for the 2020-2021 school year, as recommended by the Audit Committee and presented at the Regular Meeting of June 16, 2020.

DEFEATED: 4 to 3

IN FAVOUR: Board Chair Stewart, Trustee McCann, Trustee Montgomery

OPPOSED: Vice Chair Cameron, Trustee Heinrichs, Trustee Kucher-Johnson, Trustee Clarke

Board Chair called a brief recess at 11:00 a.m. Meeting resumed at 11:03 a.m.

Audit Committee Chair, Trustee Montgomery and Associate Superintendent McFadyen provided additional information and responded to questions.

Res 043-20

2020-2021 BOARD REMUNERATION

Moved by Trustee Montgomery that the Board of Trustees approve the proposed changes to Board Remuneration for the 2020-2021 school year, as recommended by the Audit Committee and presented at the Regular Meeting of June 16, 2020.

DEFEATED: 5 to 2

IN FAVOUR: Board Chair Stewart, Vice Chair Cameron

OPPOSED: Trustee Heinrichs, Trustee Kucher-Johnson, Trustee McCann, Trustee Clarke, Trustee Montgomery

Board Chair

Secretary-Treasurer

Board Chair Stewart handed over the chair to Vice-Chair Cameron at 11:35 a.m. to permit her to speak to the matter. Vice-Chair Cameron handed the chair back to Chair Stewart at 11:37 a.m.

Audit Committee Chair, Trustee Montgomery and Associate Superintendent McFadyen provided additional information and responded to questions.

Board Chair Stewart called a brief recess at 11:40 a.m. Meeting resumed at 11:46 a.m.

ADMINISTRATION REPORTS

QUARTERLY FINANCIAL REPORT – PERIOD ENDED MAY 31, 2020

The Board of Trustees received for information, the Quarterly Financial Report – Period Ended May 31, 2020, as presented at the Regular Meeting of June 16, 2020.

Associate Superintendent McFadyen and Mr. Krefting provided additional information and responded to questions.

Mr. Krefting exited the meeting at 11:59 a.m.

INSTRUCTIONAL SERVICES REPORT

The Board of Trustees received for information, the Instructional Services Report, as presented at the Regular Meeting of June 16, 2020.

Associate Superintendent Johnston and Ms. Mann provided additional information and responded to questions.

Ms. Mann exited the meeting at 12:05 p.m.

TRUSTEE REPORTS

TEACHER BOARD ADVISORY COMMITTEE (TBAC) – JUNE 9, 2020

The Board of Trustees received for information, the TBAC minutes of June 9, 2020 as presented at the Regular Meeting of June 16, 2020.

Board Chair

Secretary-Treasurer

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Trustee Kucher-Johnson shared her report.

ALBERTA SCHOOL BOARDS ASSOCIATION

There was no report.

CHAMBER OF COMMERCE

There was no report.

TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA)

Vice Chair Cameron shared his report.

RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB)

Board Chair Stewart shared her report.

FUTURE BUSINESS

Meeting Dates *

Board - Open to the Public:

Sep 01, 2020 Regular Board Meeting 6:00 pm, Centre for Education

Sep 22, 2020 Education Committee 9:00 am, Centre for Education

Committees - Closed to the Public:

Sep 09, 2020 Audit Committee 1:00 pm, Centre for Education

Sep 22, 2020 PSD Tomorrow Committee 12:30 pm, Centre for Education

Sep 23, 2020 Benefits Committee 3:15 pm, Centre for Education

*** Please note:** The dates listed above are tentative until approved by the Board at the Organizational Meeting, June 16, 2020. Due to uncertainty related to the COVID-19 pandemic, meetings and events may be changed to a virtual format, postponed or cancelled. The [Parkland School Division public website](#) will be updated as information becomes available.

Board Chair

Secretary-Treasurer

Notice of Motion

Notice of motion from Vice Chair Cameron: that the Board of Trustees considers using the new Trustee Remuneration model presented in the Regular Board Meeting of June 16, 2020 and approves a 20% reduction to the Trustee Professional Development component while using the new Trustee Remuneration model for the 2020-2021 school year.

Topics for Future Agendas

There were no future agenda items.

Request for Information

There were no requests for information.

Responses to Requests for Information

There were no responses to requests for information.

IN-CAMERA

Res 044-20

MOTION TO MOVE IN-CAMERA

MOVED by Trustee McCann that the Board of Trustees moves to In-Camera at 12:25 p.m.

CARRIED UNANIMOUSLY

Board Chair Stewart, Vice Chair Cameron, Trustee Clarke, Trustee Kucher-Johnson, Trustee McCann, Trustee Montgomery, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla exited the virtual public Regular Board Meeting, and entered a virtual private In-Camera Meeting at 12:26 p.m.

Res 045-20

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Clarke that the Board of Trustees reverts back to a public meeting at 12:39 p.m.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Board Chair Stewart, Vice Chair Cameron, Trustee Clarke, Trustee Kucher-Johnson, Trustee McCann, Trustee Montgomery, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla exited the virtual private In-Camera Meeting and re-entered the virtual public Regular Board Meeting at 12:39 p.m.

Res 046-20

ACTION IN RESPONSE TO IN CAMERA

Moved by Trustee Montgomery that the Board of Trustees directs Trustee Kucher-Johnson to vote against the PSBAA motion to continue intervener status in the Theodore Case.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 12:43 p.m.

Board Chair

Secretary-Treasurer



MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE PARKLAND SCHOOL DIVISION HELD THROUGH TELEPHONE AND VIDEO CONFERENCING AT VARIOUS LOCATIONS ON JUNE 16, 2020.

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Executive Assistant, Recording Secretary

CALL TO ORDER

The meeting was called to order at 12:45 p.m. with Associate Superintendent McFadyen, of Corporate Supports and Services, presiding as Chair.

ACCEPTANCE OF THE AGENDA

Res 047-20

MOVED by Trustee Cameron that the Board of Trustees accepts the Organizational Meeting Agenda of June 16, 2020, as presented

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

ELECTION PROCEDURES

BALLOT VOTE

Res 048-20

MOVED by Trustee Clarke that the elections of Chairperson and Vice Chairperson be held by secret ballot in a virtual online format.

CARRIED UNANIMOUSLY

APPOINTMENT OF SCRUTINEERS

Res 049-20

MOVED by Trustee Cameron that Mr. Francis and Mr. Johnston be appointed as scrutineers.

CARRIED UNANIMOUSLY

ELECTION BY SIMPLE MAJORITY

Res 050-20

MOVED by Trustee Montgomery that the Board of Trustees elect the Chairperson and Vice Chairperson, Advocacy Committee Chair, Education Committee Chair and Student Advisory Committee Chair by simple majority of the Trustees present.

In the event that three or more Trustees are vying for the position, the candidate with the lowest number of votes will be removed from the ballot if a simple majority is not achieved in the first vote. If there is a tie for the lowest vote, a simple majority vote of the candidates with the lowest number of votes will be held to determine who remains in the voting. If a tie remains after the subsequent vote the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority. A new vote will be taken with the remaining candidates until a majority of the Trustees vote for one candidate.

If only two candidates are vying for the position, in case of a tie after 3 rounds of voting, the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Res 051-20

ELECTION OF COMMITTEES

MOVED by Trustee McCann that if more members are nominated to a committee or agency than there are positions available, an election by secret ballot in a virtual online format, shall be held and further those candidates receiving the largest number of votes shall be declared elected.

CARRIED UNANIMOUSLY

Board Chair

ELECTION OF CHAIRPERSON

NOMINATIONS FOR BOARD CHAIRPERSON

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Board Chairperson.

Trustee Cameron nominated Trustee Stewart. Trustee Stewart accepted the nomination.

Presiding Chair McFadyen, called a second and third time for further nominations. There were no further nominations.

NOMINATIONS CEASE

Res 052-20

Moved by Trustee McCann that nominations for the position of Board Chairperson, cease.

CARRIED UNANIMOUSLY

Trustee Stewart was declared Chairperson of the Board of Trustees, by acclamation.

Presiding Chair McFadyen stated that the Oaths of Office will take place at the September 1, 2020 Regular Meeting.

ELECTION OF VICE-CHAIRPERSON

NOMINATION OF VICE-CHAIRPERSON

Vice Chair

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Vice-Chairperson.

Trustee Stewart nominated Trustee Cameron. Trustee Cameron accepted the nomination.

Board Chair

Secretary-Treasurer

Presiding Chair McFadyen, called a second and third time for further nominations. There were no further nominations.

NOMINATIONS CEASE

Res 053-20

Moved by Trustee Montgomery that nominations for the position of Board Vice-Chairperson, cease.

CARRIED UNANIMOUSLY

Trustee Cameron was declared Vice-Chairperson of the Board of Trustees, by acclamation.

Presiding Chair McFadyen stated that the Oaths of Office will take place at the September 1, 2020 Regular Meeting

**NOMINATIONS FOR COMMITTEE CHAIRPERSONS
CHAIRPERSON OF THE ADVOCACY COMMITTEE**

*Advocacy
Committee*

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Chairperson of the Advocacy Committee.

Trustee Cameron nominated Trustee Stewart. Trustee Stewart accepted the nomination.

Presiding Chair McFadyen, called a second and third time for further nominations. There were no further nominations.

NOMINATIONS CEASE

Res 054-20

Moved by Trustee McCann that nominations for the position of Chairperson of the Advocacy Committee, cease.

CARRIED UNANIMOUSLY

Trustee Stewart was declared Chairperson of the Advocacy Committee, by acclamation.

CHAIRPERSON OF THE EDUCATION COMMITTEE

*Education
Committee*

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Chairperson of the Education Committee.

Trustee Stewart nominated Trustee McCann. Trustee McCann accepted the nomination.

Board Chair

Secretary-Treasurer

Presiding Chair McFadyen, called a second and third time for further nominations. There were no further nominations.

Res 055-20

NOMINATIONS CEASE

Moved by Trustee Clarke that nominations for the position of Chairperson of the Education Committee, cease.

CARRIED UNANIMOUSLY

Trustee McCann was declared Chairperson of the Education Committee, by acclamation.

Student Advisory Committee

CHAIRPERSON OF THE STUDENT ADVISORY COMMITTEE

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Chairperson of the Student Advisory Committee.

Trustee Cameron nominated Trustees Stewart as a Co-Chair of the Student Advisory Committee. Trustees Stewart accepted the nomination.

Presiding Chair McFadyen, called a second time for nominations.

Trustee Stewart nominated Trustee Cameron as a Co-Chair of the Student Advisory Committee. Trustee Cameron accepted the nomination.

Presiding Chair McFadyen called a third time for further nominations. There were no further nominations.

Res 056-20

NOMINATIONS CEASE

Moved by Trustee Clarke that nominations for the position of Chairperson of the Student Advisory Committee, cease.

CARRIED UNANIMOUSLY

Trustee Stewart and Trustee Cameron were declared Co-Chairs of the Student Advisory Committee, by acclamation.

Presiding Chair McFadyen handed the gavel to current Board Chair Stewart who presided over the remainder of the meeting.

Board Chair

Secretary-Treasurer

Res 057-20

COMMITTEE APPOINTMENTS

Moved by Trustee Cameron that the Board of Trustees appoint the following members as representatives to Committees for the ensuing year:

Alberta School Boards Association (ASBA) Zone 2/3 Representatives	1. Trustee Cameron 2. Trustee Kucher-Johnson
Alberta Teachers Association (ATA) Labour Relations	1. Trustee Cameron 2. Trustee Clarke 3. Trustee Kucher-Johnson
Audit Committee	1. Trustee Cameron 2. Trustee McCann 3. Trustee Montgomery
Benefit Plan Advisory Committee	1. Trustee Clarke
Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations	1. Trustee Clarke 2. Trustee Kucher-Johnson 3. Trustee McCann
Council of School Councils (COSC)	1. Trustee Montgomery
International Union of Operating Engineers (IUOE) Labour Relations	1. Trustee Clarke 2. Trustee Kucher-Johnson 3. Trustee McCann
Public School Boards' Association of Alberta (PSBAA) Representatives	1. Trustee Heinrichs 2. Trustee Stewart
Rural Caucus of Alberta School Boards (RCASB)	1. Trustee Stewart
Spruce Grove Joint Use Committee	1. Trustee Montgomery
Stony Plain Joint Use Committee	1. Trustee McCann

Board Chair

Secretary-Treasurer

Teacher Board Advisory Committee (TBAC)

1. Trustee Clarke
2. Trustee Heinrichs
3. Trustee Montgomery

Teachers' Employer Bargaining Association Representative (TEBA)

1. Trustee Cameron

CARRIED UNANIMOUSLY

DESTRUCTION OF THE BALLOTS

There was no motion required

TRUSTEE REMUNERATION

Res 058-20

Moved by Trustee McCann that the Board approves Appendix 7.3, the Trustee Remuneration schedule in Board Policy 7 as presented at the Organizational Meeting of June 16, 2020.

CARRIED UNANIMOUSLY

ESTABLISHMENT OF THE 2020-2021 BOARD MEETING DATES

Res 059-20

Moved by Trustee Montgomery that the Board of Trustees approves the 2020-2021 Board Meeting Dates as presented at the Organizational Meeting of June 16, 2020.

CARRIED UNANIMOUSLY

BOARD POLICY 2: APPENDIX 2.1: BOARD ANNUAL WORK PLAN (2020-2021)

Res 060-20

Moved by Trustee Montgomery that the Board of Trustees approves revisions to Policy 2 Appendix 2.1 – Board Annual Work Plan (2020-2021) as presented at the Organizational Meeting of June 16, 2020.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis provided additional information and responded to questions.

Board Chair

Secretary-Treasurer

TRUSTEE DISCLOSURES STATEMENT

Trustees are required to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7: Board Operations, Article 13, as presented at its Organizational Meeting of June 16, 2020.

ADJOURNMENT

The meeting was adjourned at 1:14 p.m.

DRAFT

Board Chair

Secretary-Treasurer



**MINUTES OF THE SPECIAL 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
AUGUST 19, 2020**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Ron Heinrichs	Present <i>via teleconferencing</i>
Sally Kucher-Johnson	Present <i>via teleconferencing</i>
Paul McCann	Present
Darlene Clarke	Present
Anne Montgomery	Present <i>via teleconferencing</i>

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent of Schools
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott Johnston, Associate Superintendent
Jordi Weidman, Director Strategic Communications
Keri Zylla, Executive Assistant

CALL TO ORDER

The meeting was called to order by Chair Stewart at 9:03am.

NATIONAL ANTHEM

ACTION ITEMS

IN-CAMERA: LAND

Res 061-20

MOVED by Trustee Heinrichs that the Board of Trustees moved to In-Camera at 9:06 a.m.

CARRIED UNANIMOUSLY

Res 062-20

MOVED by Trustee Clarke that the Board of Trustees reverts to a public meeting at 9:33 a.m.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

Res 063-20

ACTION IN RESPONSE TO IN-CAMERA

MOVED by Trustee McCann that the Board of Trustees accept, subject to the Minister's approval, the sale of lands located on the current Stony Plain Central and the Old Memorial Composite High School sites in exchange for a new Stony Plain Central School site and elimination of joint use costs for the next 29 years, as defined in the Land Swap Agreement as presented at the Special Board Meeting on August 19, 2020.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 9:37 a.m.

Board Chair

Secretary-Treasurer



MEMORANDUM

Date September 1, 2020

To Board of Trustees

From Notice of Motion at June 16, 2020 Board Meeting

Originator Scott McFadyen, Associate Superintendent

Resource Jason Krefting, Director of Business & Finance

Governance Policy Board Policy 2: Role of the Board
Board Policy 7: Board Operations

Additional Reference BP 2: Section 1. Planning
BP 7: Section 3. Organizational Meeting
BP 7: Section 12. Trustee Compensation of Expenses

Subject **2020-2021 Board Remuneration**

Purpose

For approval. Recommendation required.

Recommendation

That the Board of Trustees approve the proposed changes to Board Remuneration model for the 2020-2021 school year, as per the Notice of Motion from the Regular Meeting of June 16, 2020.

Background

The Board directed administration to look at a new Board compensation model that was simpler to understand; thus, reducing confusion and administrative time. This proposed model provides all Trustees with equal base compensation covering their time for attending meetings and events with some modifiers for the distance of the wards from the Centre for Education, and the positions of Board Chair and Vice Chair.

Report Summary

The 2020-2021 Board Remuneration report provides a summary of the proposed model to compensate Trustees and allocate the Board budget between the Trustees.

SM:rg



Parkland School Division

Where the World Opens Up

Board Remuneration with 20% reduction to Professional Development September 1, 2020

OUR STUDENTS POSSESS THE CONFIDENCE, RESILIENCE, INSIGHT AND SKILLS REQUIRED
TO THRIVE IN, AND POSITIVELY IMPACT, THE WORLD.

KEY MESSAGES

1. Board remuneration is currently based on a base rate, per diems for attending meetings and events, mileage that has both a taxable and non-taxable component. The preparation, approval, processing and disclosure of these payments is cumbersome and costs the Division in time and resources.
2. The proposed model compensates trustees based on a rate that is inclusive of per diems, travel to the Centre for Education (CFE) and schools with some modifiers based on the distance of the wards from CFE and location of the schools within the wards. This simplified model would reduce confusion, complexity and cost of processing Board remuneration.
3. The Division is also proposing a Professional Development (PD) and related travel budget for each trustee to provide better information and allow trustees to manage each of their PD budgets during the year. This proposal includes a 20% reduction in PD from the new model as per the Notice Motion at the June 16, 2020 Board meeting.

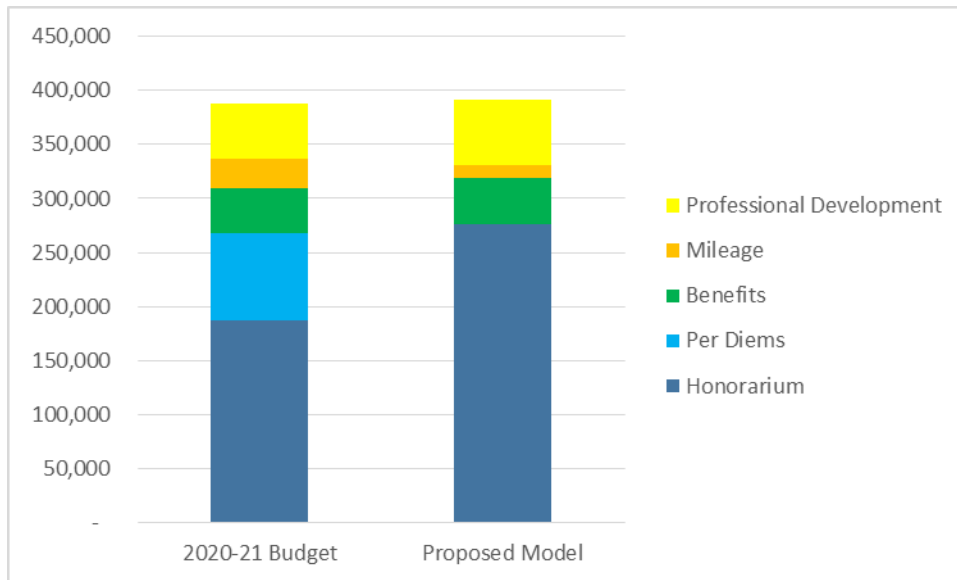
BACKGROUND

An analysis has been performed of Board remuneration over the last 3 years and the following model is being proposed based on this review to compensate trustees in a simplified and more transparent model that provides equal pay for equal responsibility.

The new model eliminates the variable per diem payments for attending school division events and eliminates the reimbursement of travel charges for travel within the division and incorporates it into a fixed compensation payment.

The proposed model compensates Trustees for performing their roles including attending events throughout the division and eliminates the time and effort of submitting, approving, paying and reporting on the individual events that were paid through per diems and mileage under the old model.

The following graph provides a comparison of total Trustee compensation, travel reimbursements and PD between the 2020-21 budget and the proposed model.



Averages over the last three years were used to determine the proposed annual Trustee compensation:

All Trustees would receive		Additional Allowances provided to specific Trustees	
Base Compensation	35,364	Chair Allowance	13,020
		Vice Chair Allowance	5,661
		Ward 1 Distance Allowance	3,800
		Ward 2 Distance Allowance	800
		Ward 3 Distance Allowance	1,050

The total Governance budget under the new model results in savings of \$11,884 with the 20% reduction to PD compared to the 2020-21 Budget. The following table compares the 2020-21 budget to the proposed compensation model and the new model with the 20% reduction to PD. There are no changes to the Board Chair or Vice Chair allowances or benefits from the current model.

Expense Items	2020-21 Budget	Proposed	\$ Change	With 20% reduction to PD	\$ Change from Proposed
Trustees Remuneration	\$ 309,897	\$ 318,379	\$ 8,482	\$ 318,379	\$ -
Executive Secretary	38,779	38,779	-	38,779	-
Prof Services	1,903	1,500	(403)	1,500	-
Advertising	2,000	2,000	-	2,000	-
Telephone	2,000	1,700	(300)	1,700	-
Travel	27,000	12,800	(14,200)	12,800	-
Subsistence	8,000	8,000	-	8,000	-
Prof Development	51,000	59,421	8,421	47,537	(11,884)
Membership Fees	108,600	108,600	-	108,600	-
Supplies	2,000	1,000	(1,000)	1,000	-
Furniture & Equipment	2,000	1,000	(1,000)	1,000	-
Scholarships	8,000	8,000	-	8,000	-
Awards	3,000	3,000	-	3,000	-
Transfers from other sites	1,500	1,500	-	1,500	-
Total Board Budget	\$ 565,679	\$ 565,679	\$ -	\$ 553,795	\$ (11,884)

The increase in Trustee remuneration of \$8,482 is primarily the result of moving \$8,300 of travel expenses into Trustee remuneration.

The \$14,200 reduction in travel is the result of moving \$8,300 to the remuneration line for in Division travel, now included as in the base, and \$5,900 moved to PD for travel related to PD. PD was decreased by 20% from the new model.

Other changes were the result of reviewing historical actual expenditures and adjusting the budget lines to match expected expenditures.

Trustee Remuneration

The proposed trustee remuneration of \$318,379 is comprised of the following:

Trustee Remuneration

Breakdown

Base Compensation	247,548
Benefits	45,500
Chair and Vice Chair Allowances	18,681
Additional Distance Allowances	5,650
External Audit Member	1,000
	\$ 318,379

Travel

Travel within the governance budget is for travel outside the Division (excluding travel related to PD). The Travel budget has been allocated amongst the trustees with a larger amount provided to Ward 1 based on the extra distance.

Travel

Trustee	Ward	3 year	2018-19	Proposed
		Average		
		\$	\$	\$
Trustee 1	1	\$ 5,383	\$ 4,567	\$ 3,300
Trustee 2	2	2,530	1,299	2,300
Trustee 3	3	2,442	3,248	1,300
Trustee 4	4	1,517	685	1,300
Trustee 5	5	891	255	1,300
Trustee 6	5	2,251	2,242	1,300
Trustee 7	5	1,771	1,889	2,000
		\$ 16,785	\$ 14,184	\$ 12,800
Trustee Average		\$ 2,398	\$ 2,026	

*3 year average is comprised of 2016-17, 2017-18 and 2018-19

*\$5,900 was estimated to be for Professional Development and moved to the that budget line

*The Board Chair receives an additional \$1,000 and Vice Chair receives additional \$700

Travel covers the cost of all travel expenses incurred (accommodations, mileage and subsistence) while performing the role of trustee outside of the Division, such as meetings in Edmonton and Calgary with Alberta Education, Alberta School Boards Association and Public School Boards' Association of Alberta. This excludes PD.

Professional Development

The purpose of PD is to improve knowledge and skills in order to facilitate individual improvement. PD activities include formal coursework, attending conferences, and informal learning opportunities. It has been described as intensive and collaborative, ideally incorporating an evaluative stage.

The PD budget has been reduced by 20% from the proposed model as per the Notice Motion at the June 16, 2020 Board Meeting.

The PD budget has been allocated amongst the trustees. In addition, an unallocated amount remains in the budget that the Board can apportion to where it best meets the needs of the Division

Professional Development

Trustee	Ward	3 year Average \$	2018-19 \$	Proposed \$	With 20% reduction \$
Trustee 1	1	\$ 11,667	\$ 12,515	\$ 8,700	\$ 6,960
Trustee 2	2	6,469	6,806	7,700	\$ 6,160
				\$	-
				\$	-
Trustee 3	3	10,680	10,700	7,700	\$ 6,160
Trustee 4	4	5,424	4,498	7,700	\$ 6,160
Trustee 5	5	6,410	2,495	7,700	\$ 6,160
Trustee 6	5	8,033	7,318	7,700	\$ 6,160
Trustee 7	5	7,700	8,209	7,700	\$ 6,160
Unallocated				4,521	\$ 3,617
		\$ 56,383	\$ 52,541	\$ 59,421	\$ 47,537
Trustee Average		\$ 8,055	\$ 7,506		

3 year average is comprised of 2016-17, 2017-18 and 2018-19

Increase includes amounts that were previously recorded as travel

The benefits to this model are:

- It eliminates uncertainty as Trustees no longer have to determine they can claim an honorarium for certain events.
- Easier for Trustees as expense claims for each event and meeting do not have to be submitted.
- It reduces the administrative burden as the claims no longer have to be prepared, reviewed, processed, paid and prepared for disclosure.
- It is fairer as all of the trustees receive the same compensation for performing their role as a trustee with the exception of some modifiers that are documented.

- It is more transparent as the compensation model is approved with the amount that each Trustee earns and there is no longer a variable amount.

The weakness of this model is:

- The Board will need to ensure that there is an equitable distribution of work

If the proposed remuneration model is approved, implementation would take place September 2020, and Board Policy 7: Board Operations would need to be revised to reflect the new trustee remuneration model.

Development of New Model and Support

This new model has been prepared by analysing the last three years of data. Comparisons by ward are provided below to show the average of the last three years, the prior year and the proposed amount for Per Diems and Travel that are included in the new base amount.

Proposed

All Trustees would receive

Honorarium	24,014
Per Diem	10,500
Travel (Schools and CFE)	850
Total Compensation	35,364

Additional Allowances provided to specific Trustees

Chair Allowance	13,020
Vice Chair Allowance	5,661
Ward 1 Distance Allowance	3,800
Ward 2 Distance Allowance	800
Ward 3 Distance Allowance	1,050

The total Trustee Remuneration proposed is comprised of the following components.

Trustee Remuneration

Breakdown

Honorarium	\$ 168,098
Benefits	45,500
Chair and Vice Chair Allowances	18,681
Per Diem	74,500
Travel to schools and CFE	11,600
	<u>\$ 318,379</u>

The Honorariums are the approved annual amounts as per Board Policy 7.

The Per Diem component is based on historical Per Diem payments to Trustees.

Per Diem

Trustee	Ward	3 year Average		2018-19		Proposed	
		\$	# of Events*	\$	# of Events*	\$	# of Events*
Trustee 1	1	\$ 13,807	61	\$ 13,087	57	\$ 10,500	46
Trustee 2	2	10,308	45	7,374	32	10,500	46
Trustee 3	3	14,671	64	16,299	71	10,500	46
Trustee 4	4	7,299	32	2,435	11	10,500	46
Trustee 5	5	9,662	42	4,204	18	10,500	46
Trustee 6	5	12,138	53	12,465	55	10,500	46
Trustee 7	5	10,928	48	12,103	53	10,500	46
External Audit Committee Member						1,000	4
		\$ 78,813	346	\$ 67,968	298	\$ 74,500	327
Trustee Average		\$ 11,259	49	\$ 9,710	43		

* # Events is based on using \$228 for an event up to 8 hours

3 year average is comprised of 2016-17, 2017-18 and 2018-19

The travel to CFE and school component is based on historical reimbursements to Trustees.

Travel to CFE and Schools

Trustee	Ward	3 year	2018-19	Proposed
		Average		
		\$	\$	\$
Trustee 1	1	3,710	3,529	4,650
Trustee 2	2	1,249	1,116	1,650
Trustee 3	3	1,208	1,661	1,900
Trustee 4	4	638	379	850
Trustee 5	5	214	132	850
Trustee 6	5	658	507	850
Trustee 7	5	1,079	1,251	850
		8,756	8,574	11,600
Trustee Average		1,251	1,225	

3 year average is comprised of 2016-17, 2017-18 and 2018-19

Proposed model includes grossing up previous travel amounts that are now taxable.



Parkland School Division
Board Policy 7: Appendix 7.3
TRUSTEE REMUNERATION SCHEDULE

Basic Annual Remuneration (as per Schedule A and B): The Basic Annual Remuneration now includes the Per Diem allowance of \$10,500, and the Travel allowance of \$850 covering travel to the Centre for Education (CFE) and location of the schools within the wards.

Chair (includes additional allowance of \$13,020)	\$48,384
Vice Chair (includes additional allowance of \$5,661)	\$41,025
Trustee	\$35,364

Distance Allowance: The Distance allowance is a provision for Trustees who represent Wards 1, 2 and 3 and is based on the distance of the wards from CFE and the location of the schools within the wards.

Ward 1 Distance Allowance	\$ 3,800
Ward 2 Distance Allowance	\$ 800
Ward 3 Distance Allowance	\$ 1,050

Date Approved: TBD	Reviewed or Revised: September, 2020 June, 2020 June, 2019 April, 2019 May 2, 2017 September 6, 2016 September 8, 2015 October 7, 2014
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MEMORANDUM

Date September 1, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Scott McFadyen, Associate Superintendent

Resource Serge LaBrie, Director, Facilities Services

Governance Policy Board Policy 2: Role of the Board

Additional Reference BP 2: Section 1. Planning
BP 2: Appendix 2.1 Board Annual Work Plan

Subject **2020 FACILITIES SUMMER WORK REPORT**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees is responsible for reviewing and approving division capital plans and adhering to the Board Annual Work Plan. The attached report is in support of these responsibilities.

Report Summary

The Facilities Summer Work Report 2020 highlights capital and infrastructure maintenance renewal projects completed or near completion during the summer months.

Administration would be pleased to respond to any questions.

SM:kz



Facilities Summer Work Report 2020

Presented to Board of Trustees, September 01, 2020

*Scott McFadyen, Associate Superintendent, Corporate Supports and services
Resource, Serge LaBrie, Director Facility Services*

The Facilities Department had a very busy and productive summer with numerous individual projects that were completed or are near completion. Along with the regular summer work, additional projects were added to address Covid-19 and Capital Maintenance Renewal funding which was received in the summer. This summer's workload was approximately 2 and a half times more than the Facilities Department has ever tackled in one summer. We are pleased that the vast majority of the work is completed or nearing completion.

In addition to the list of Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) work completed below there was a significant amount of time dedicated to large capital projects that we would like to highlight.

Copperhaven School -

Ongoing work continued throughout the summer at Copperhaven to address specific outstanding deficiencies:

- Parking lot – The parking lot paving was completed along with the subsequent resetting of the manholes and catch basins.
- Radiant heat panels – Radiant heat panels had not been attached properly. Over the summer all radiant panels were removed and then reattached using approved mounting methods.
- Solar panel commissioning – Solar panel systems were fully commissioned.

Woodhaven School Modernization -

The modernization of Woodhaven School has seen significant progress throughout the summer. The 3,000 square meter addition progressed significantly and is now scheduled to open in early November. The November possession date is 2 months later than originally planned, however there was some critical work done on the existing building that will positively impact students, staff and the community.

- 90% of the hazardous materials contained in the building envelop have been remediated while students were away. The remaining 10% will be remediated when students and staff are away from school.
- 80% of the roof systems have been replaced on the old part of the school.

The current plan is to transition students and staff into the new wing of the school during fall break. The contractor will then take possession of the old part of the school to complete the modernization.

Stony Plain Central Replacement School -

A significant amount of time was allocated over the summer to continue work on the Stony Plain Central replacement school. The design of the new school reached the 90% milestone. The school design is now mostly complete and will move to the tendering process as soon as the Town has completed the road extension. There continues to be a tremendous amount of work done with our municipal partner to bring this project to fruition.

Modular Classroom Projects -

Parkland School Division was awarded modular classrooms for Millgrove School and Prescott Learning Center.

- Millgrove School
 - 3 new modular classrooms were added to the building
 - 1 new modular washroom unit was added to the building
 - All sewer, water and gas lines were installed as permanent installations.
 - This included directional drilling the sewer line underneath the existing building.
 - Replaced all 8 furnaces in the 1975 modular classrooms
 - Refinished the corridor (drywall, lights, T-Bar ceiling, flooring) leading from the existing core building to the end of the modular wing.
- Prescott Learning Centre
 - 2 new modular classrooms and 1 used modular washroom unit were added as stand-alone units to the school site
 - All sewer, water and gas lines were installed as permanent installations.
 - The storm sewer line was also extended to the North of the site to address drainage issues that persisted.

Although there remains some cosmetic and exterior work to be done on these modular units; they are operational and ready to be occupied by students on the first day of school.

Duffield School -

As part of our CMR funding we were approved to complete a mini modernization of Duffield School. There was a tremendous amount of work completed to plan for this project. The design was completed and all engineering disciplines have completed their work. This project has been tendered and awarded. Construction will begin in September 2020 and will be phased to avoid disrupting students and staff. We expect this mini modernization to be completed during the summer of 2021.

Seba Beach School -

A significant amount of work went into redistributed furniture and equipment to other schools in Parkland School Division. Operating systems are currently being wound down with the school scheduled to be completely shut down in September. Windows will be boarded up on the lower level in October.

Projects -

In addition, to the projects highlighted above the following list of work was also completed over the summer season. We are proud that the vast majority of the work is completed and any work that is not completed will not impact students and staff as we welcome them back into our schools

SCHOOL	PROJECT DESCRIPTION	FUNDING
Blueberry	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Replace hallway flooring	IMR
Brookwood	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Roof replacement	CMR
	Building Management System upgrades	CMR
Broxton Park	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	IMR
	Replaced roof top unit	CMR
	Roof replacement	CMR
	Building Management System upgrades	CMR
	Replace flooring	IMR
Centre for Ed	Security system upgrades	Capital
	Renovated IT area	Capital
	Added a new storage/maintenance shop	Capital
	Building Management System upgrades	Capital
Copperhaven	Completed parking lot paving	Funding agreement
	Commissioned solar panel systems	Funding agreement
	Radiant heat panel work	Funding agreement
Duffield	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Repaved parking lot	CMR
	Replaced boilers	CMR
	Building Management System upgrades	CMR
Entwistle	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	CMR
	Roof replacement	CMR

	Building Management System upgrades	CMR
Forest Green	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Front office renovation	IMR
	Flooring replacements	IMR
Graminia	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Landscaping and site improvements	IMR
	Replaced grinder pump	IMR
	Replaced hallway flooring	IMR
	Roof replacement	IMR
Greystone	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
High Park	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
Memorial Comp	Security system upgrades	CMR
	Replaced all light fixtures with LED lights - Ongoing	CMR
	Repaved parking lot - Ongoing	CMR
	Building Management System upgrades	CMR
Meridian Heights	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
Millgrove	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Building Management System upgrades	CMR
	Replaced all light fixtures with LED lights	IMR
	Flooring replacements	IMR
Muir Lake	Security system upgrades	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Replace hardware and rekey building	IMR
	Flooring replacements	IMR

Parkland Village	Security system upgrades	CMR
	Building Management System upgrades	CMR
	Front office renovation	IMR
	Flooring replacements	IMR
Prescott	Security system upgrades	CMR
	Installed CCTV camera system	CMR
Spruce Comp	Security system upgrades	CMR
	Concrete sidewalk replacements	CMR
	Building Management System upgrades	CMR
Stony Plain Central	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Building Management System upgrades	CMR
Tomahawk	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Basketball court addition	IMR
	Rebuild parking lot	IMR
Wabamun	Security system upgrades	CMR
	Installed CCTV camera system	CMR
	Replaced all light fixtures with LED lights	CMR
	Building Management System upgrades	CMR
	Science room renovation	IMR
	Concrete sidewalk replacements	IMR
	Basketball court addition	IMR
Woodhaven	Installed CCTV camera system	CMR
Multiple Schools	Painted parking lots and bus safety lines	
Multiple Schools	Serviced boilers	
Multiple Schools	Serviced furnaces	
Multiple Schools	Serviced all cisterns and water wells	



MEMORANDUM

Date September 1, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Mark Francis, Deputy Superintendent

Resource Shae Abba, Director of Human Resources

Governance Policy Board Policy 1: Division Foundational Statements
Board Policy 2: Role of the Board

Additional Reference BP 2: Section 1. Planning
BP 2: Section 3. Accountability
BP 2 Appendix 2.1 Board Work Plan

Subject **HUMAN RESOURCES DEPARTMENT REPORT 2019-2020**

Purpose

For information. No recommendation required.

Background

The Board of Trustees supports the Division vision and mission for students, reviews the budget on an annual basis and monitors, evaluates and reports Division performance and achievements to all stakeholders. The following report supports these responsibilities and adheres to the Board Annual Work Plan.

Report Summary

The Human Resources Department 2019-2020 Report outlines all aspects of staffing at Parkland School Division for the 2019-2020 school year for all union and non-union groups including recruitment, occupational health and safety, retirement, health supports, negotiations and professional development. Costs associated with the aforementioned are also detailed.

Administration would be pleased to respond to any questions regarding this report.

MF:kz



Human Resources Department 2019-2020 Report

June 29, 2020

Presented to Board of Trustees, September 1, 2020

Shauna Boyce, Superintendent

Resource: Shae Abba, Director, Human Resources

Department Staff (5 Staff)

- 3-full time: Director, Human Resources, 2 Human Resources Business Partners,
- 1-part time: Placement Coordinator

Recruitment and Selection

- Human Resources is responsible for providing all recruitment and selection services to the Division including the Executive Team, non-union group positions including Directors, union positions including Principal, Assistant Principal, teaching and support positions. This includes recruitment for casual support staff and substitute teachers.
- Alberta's new Occupational Health and Safety Act came into effect on June 1, 2018. The new act requires employers to identify and disclose occupational risks. HR updated all PSD job descriptions identifying functions, competencies, adding inherent risk of position and employee's responsibility to identify and report unknown risks to the employer.
- For the **2019-2020** school year the Department has managed **322** competitions (**215** Teaching Positions, **107** Support positions).
- March 16, 2020 Alberta Government mandated that due to Covid 19 Pandemic students could not physically attend school and classroom delivery of lessons were to move to online delivery.
- **2020-2021 School Year, 1 New Principal, 4 Principal Transfers. 6 New Assistant Principals, 3 Assistant Principal Transfers.**

Table 1: Recruitment Competitions			
Employee Group	2017/2018	2018/2019	2019/2020
Certificated	246	216	215
Support	158	139	107
Increase/decrease from previous year	7.2%	-12.1%	-2.7%

Employee FTE: as of April 30, 2020 (May 1, 2020 we laid off 167 Support Staff and ended 9 Temporary Contracts). August 1, 2020, 127 Support Staff received return to work letters.

<i>Table 2: Employee FTE</i>			
Employee Group/Position	2017/2018 FTE	2018/2019 FTE	2019/2020 FTE
<i>Certificated Total</i>	598.8	614.97	597.08
Teacher	552.8	567.97	548.08
Administration	46	47	49
<i>Support Total</i>	424	457.56	414.43
CAAMSE	330.7	351.8	320.68
IUOE	60.1	65.99	62.01
NUG	33.2	39.77	31.74 *

*Note: Numbers reported are as of April 30, 2020 of the current school year as well NUG Totals no longer include School Bus Site Monitors as their contracts were ended on April 1, 2020. Headcount includes all contractual employees of PSD70 both active and inactive (ATA – 684, CAAMSE – 386, IUOE – 76, NUG- 33). FTE includes only active employees

- Based on the numbers reported in Table 2 the following summary compares the complete (2019/20) school year with the previous (2018/19) school year:
 - Decrease of 19.9 FTE for school-based teachers
 - Decrease of 31.12 FTE for school-based support staff
 - Decrease of 3.98 FTE for IUOE staff
 - Decrease of 8.03 FTE for NUG staff

Retirement

<i>Table 3: Retirements</i>			
	2017/2018	2018/2019	2019/2020*
Certificated	17	10	18

*Numbers reported include retirements to August 25, 2020

Average Age of Retirees

<i>Table 3A: Average Age of Retirees</i>	
	2019/2020
Certificated	58.28

Certificated Populations > age 50

<i>Table 4: Certificated > age 50</i>			
	2017/2018	2018/2019	2019/2020*
Teacher Population > age 50	140	140	144
Total % of Teachers > age 50	21%	20%	21%

*Numbers reported are as of April 30, 2020

Average Age – All Staff

<i>Table 5: Average Age – All Staff</i>			
	2017/2018	2018/2019	2019/2020*
Certificated	41	41	41.1
CAAMSE	46.3	47	47
IUOE	50.76	50	51.3
NUG	45.29	47	51.3

* Numbers reported are as of April 30, 2020

Average Years of Service

<i>Table 6: Average years of Service</i>			
	2017/2018	2018/2019	2019/2020*
Certificated	10	10	12.01
CAAMSE	7.7	7.5	8.18
IUOE	11.3	10.9	11.8
NUG	6.8	4.6	7.47
All Staff	9	8.3	9.9

*Numbers are as of June 24, 2020 (will not include temporary staff as all temporary staff contracts including School Bus Site Monitors were ended by April 1, 2020.

Teacher Leaves of Absence

<i>Table 7: Leaves of Absence:</i>			
	2017/2018	2018/2019	2019/2020*
Maternity/Parental	47	40	33
Personal	23	22	28
Deferred Salary	0	0	0
Professional (this is professional improvement leave)	0	0	0
Exchange	0	0	1
Secondment	8	9	5
Parental Leave	0	0	4
Total	78	71	71

*Numbers from August 26, 2019-August 25, 2020

Staff Supervision, Growth and Evaluation

- Human Resources advises and supports Administrators in providing quality supervision, growth and evaluation of staff.

- 2016-17 – implemented evaluations of all Temporary teacher contracts that exceed a 4-month term (minimum of one evaluation). **2018-2019- 39 temporary teacher evaluations completed. 2019-2020 – 56 temporary teacher evaluations completed.**
- **Teachers – Permanent Teaching Certification**
In order for a teacher to obtain Permanent Teaching Certification Principals are required to complete two evaluations and provide a recommendation to Human Resources. Human Resources ensures that all criteria to qualify has been met and submits all the necessary information to Teacher Certification/Alberta Education) for processing. **The number of teachers who obtain their permanent teaching certifications are as follows:**
 - **2016/2017 - 24**
 - **2017/2018 - 29**
 - **2018/2019 – 34**
 - **2019/2020 - 26**

Coaching and Support

- Human Resources provides support to both Parkland’s leadership team and staff in addressing and resolving workplace issues.

Career Fairs

- The Parkland School Division participated at teacher career fairs at the University of Alberta, Campus St. Jean, Kings University, and Concordia University College.
- Human Resources Director is a member of the Program Advisory Committee for Concordia's BEd(AD) program, Field Experience Program Advisory Committee for University of Alberta Faculty of Education, Norquest College Administrative Assistant Program Advisory Committee and MacEwan University, Special Needs Education Assistant Program.
- HR Director and HR Staff participated in Mock Interview Panel at MacEwan University for Education Assistant Certificate Program, and attended Student Teacher Mock Interviews and School Fair at King’s University.
- PSD also held Field Experience Student Teacher meetings with HR Director and Staff at Centre for Education in November 2018 and attended one hosted by Evergreen Catholic School Division in April 2019. This event was postponed and held virtually in May 2020.

Practicum Students

- We currently have 15 Approved Practicum Agreements in place with the following post-secondary institutions:

University of Alberta – Health Sciences	Norquest College
CDI College	Red Deer College
Concordia University	The King’s University
Lakeland College	University of Calgary
Lethbridge College	University of Lethbridge
MacEwan University	Southern Alberta Institute of Technology
Mount Royal University	
- NEW in 2019/2020**
University of Victoria
Athabasca University

- Parkland School Division has had the honour of facilitating numerous practicums in various roles.

<i>Table 8: Practicum Students</i>			
Practicum Role	2017/2018	2018/2019	2019/2020*
Student Teachers	47	46	70
Education Assistant	3	6	7
SLPA	1	0	1
Administrative Assistant	0	1	0
Child & Youth Care	3	0	3
Physical Therapist/OT Assistant	0	0	1
Master in Counselling	0	0	4
Nurse	7	4	0
Social Work	2	0	1
Network Administrator	1	0	0
Therapy Assistant	1	0	0
Library Information Tech	0	1	1
Total	65	58	88

*Numbers reported for the 2019/2020 school year include August 26, 2019-June 29, 2020 however as of March 16, 2020 schools closed and all practicums were put on hold or cancelled.

Substitute Teacher Placement Office

- Recruiting for substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources staff are responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. **As of July 23, 2020 we have 237 teachers on our Substitute Teacher list. This number has increased by 6 (6%) from 2018-2019.**
- Substitute teachers are held to the same high standards as Temporary or Continuing Teachers. All concerns are investigated and appropriate action taken, up to and including removal from the Substitute Teacher List.

Casual Support and Caretaking Staff

- Human resources is responsible for recruiting and maintaining a list of qualified casual support and caretaking staff who are required for short term work assignments at schools and the Centre for Education. We regularly recruit through the Employment portal of the Division's website. **As of July 23, 2020 there are 125 (106 Casual Support and 19 Casual Caretakers) individuals on our Casual lists. The number of Casual Support Staff is 7% lower than 2018-2019.**

Negotiations Support

- The Human Resources and Finance Departments gather information to report on trends and issues pertaining to the administration of the three collective agreements (ATA, CAAMSE, and IUOE). The Department supports the development of the Division's bargaining proposals, and the Human Resources Director is spokesperson for the Division's collective bargaining committee.
- 2019-2020 Negotiations:
 - IUOE Negotiations ratified in June 2019. PSD was successful in negotiating a 5-year term ending August 31, 2023.
 - ATA/PSD Local Collective Agreement expired August 31. ATA/PSD Local negotiations concluded on March 6, 2020. ATA Local ratification vote was scheduled for March 16, 2020, but was postponed till May 29, 2020 due to Covid 19 social distancing requirements. Board of Trustees ratification vote was held on June 16, 2020. New Central ATA and ATA/PSD Local Collective Agreement term September 31, 2018-August 31, 2020.
 - CAAMSA Collective Agreement expired August 31, 2019. CAAMSE Local negotiations concluded on June 25, 2020. CAAMSE local ratification meeting to be in October, 2020.

Professional Development (PD)

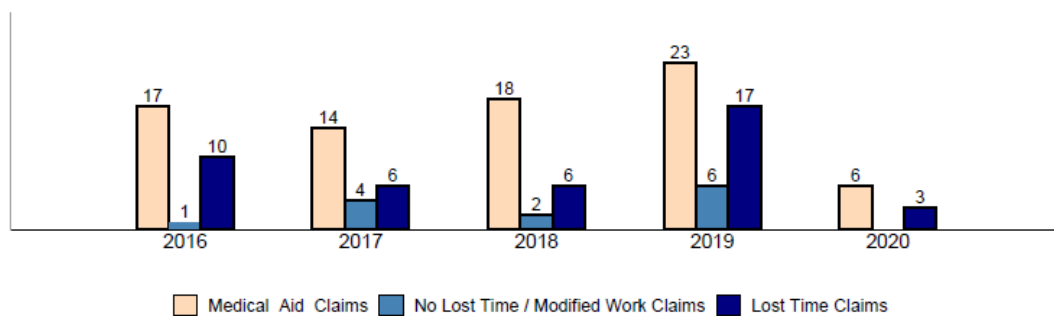
- As of **June 29, 2020**, PD related system entries total **2226** days for all staff. (decrease of 48.8% from 2018-2019 - 4351 days). Decrease is a result of school closures on March 16, 2020. To compare from last year March 15-June 28, 2019 there were a total of 1644 PD days, from March 15-June 29, 2020 there were only 58 PD days. This does not include the nine Staff Planning and Development Days in the 2019-2020 school calendar, nor does it include PD days for staff who do not require a substitute teacher and do not enter the day in the system.
- Professional development initiatives across the Division are ongoing, contributing to the growth of Parkland School Division and its employees.
- Financial Services conducted a Budgeting and Forecasting Workshop for Principals, Directors and Managers.
- Human Resources offered a session to all School Secretaries on absence entries, and techniques to track and audit attendance entries.
- Support to new teachers continued with New Teacher Orientation on August 23, 2019. There were 46 attendees and the average for years of experience was 4.72 years. For the 2020-2021 school year, there were 26 attendees and the average for years of experience was 7.11. New teachers are assigned a mentor at their school for additional assistance and support.
- An extensive list of professional development opportunities is provided to our teachers through our Learning Services department.
- New Principals and Directors are supported directly through a formal Mentorship.
- Further supports are provided directly on an ongoing basis by Senior Administration.
- Director of Human Resources and Director of Financial Services continue to work towards designation of Certified School Business Official (CSBO) offered by the Association of School Business Officials of Alberta (ASBOA).

- Human Resources and Financial Services staff are professionally designated or working toward a professional designation. These designations require on-going professional development to maintain.
- Four CFE staff members, including Director of HR, have obtained their Commissioner for Oaths appointments.

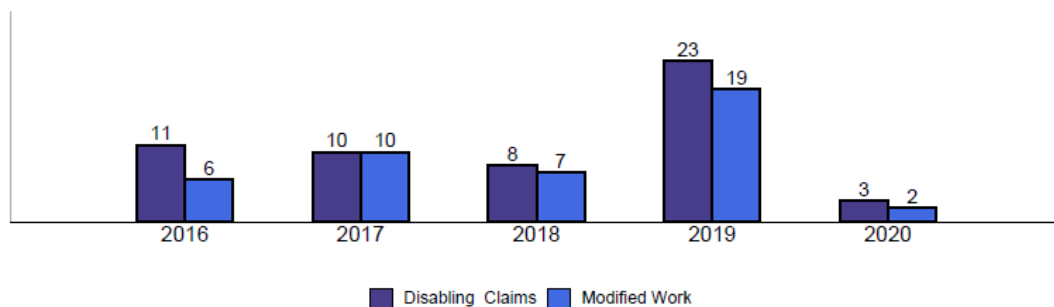
WCB

- All work place injuries must be documented and reported to Human Resources. Staff (excluding teachers and Administrators with teaching assignments) whose work-related injury requires medical attention must complete Workers' Compensation Board (WCB) forms.
- In 2019, we had 17 claims that were defined as disabling claims and 3 claims defined as disabling as of July 4, 2020. These claims are based on year of occurrence.
- Based on WCB's 2020 Employer Report Card, PSD ranked 28th out of 64 employers in our industry compared to 38th out of 65 employers in 2019. Due to this ranking we receive a discount on our WCB premiums.

Total Claims by Type



Lost Modified Work Opportunities



Duration of Claims and the Cost Implications

Duration of Claims	2016 to 2019		2020 (Year to Date)	
	Number of Disabling Claims	Total Disabling Claim Costs	Number of Disabling Claims	Total Disabling Claim Costs
No lost-time with modified work	15	\$50,514	0	\$0
1 - 3 Days	13	\$16,392	1	\$2,390
4 - 5 Days	5	\$18,872	0	\$0
6 - 10 Days	4	\$13,844	0	\$0
10+ Days	15	\$168,829	2	\$10,017

Note: Claims are recorded based on the year they occurred. For each occurrence year, transactions on claim costs are based on a 15 month period. For example, for claims occurring in 2019, the transaction period would be from Jan 1, 2019 to Mar 31, 2020. The costs reflected in the chart are total claims costs and may or may not be used for the rate adjustment program.

All Employee Injuries

<i>Table 9: Injury Report (2017-2018 Injuries)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	50	14	5
Support Other/Custodian	5	3	2
Teacher	21	8	3
Grand Total	76	25	10
<i>Table 10: Injury Report (2018-2019 from Aug 2018 to June 2019)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	55	25	8
Support Other/Custodian	5	4	4
Teacher	47	23	10
Grand Total	107	52	22
<i>Table 11: Injury Report (2019-2020 from Aug 2019 to June 2020)</i>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
Employee Group			
Support EA/School based	46	27	10
Support Other/Custodian	15	6	2
Teacher	22	11	3
Assistant Principal	3	0	0
Principal	1	1	0
Substitute	1	0	0
Grand Total	88	45	15

Disability Management

- Human Resources staff work with leaders to facilitate the return to work of teachers and support staff from sick leave/extended disability leave or work-related injuries (Workers Compensation). In some cases, graduated return to work arrangements are medically recommended to ensure a smooth transition back to full duties. In other instances, suitable alternate work needs to be identified to accommodate the employee's restrictions and limitations. The leaders in Parkland School Division continue to be very supportive and demonstrate exemplary commitment to the accommodation of our staff.
- Ergonomic Assessments- We have an HR- Business Partner that is trained in completing Ergonomic Assessments. For the 2019-2020 School Year 2 Ergonomic Assessments were completed for Centre for Education staff.
- ASEBP – Alberta School Employee Benefit Plan administers the extended disability benefit for teachers. Human Resources works closely with ASEBP account manager to ensure employee accommodations are reasonable and proper medical clearance is provided. In January 2015 ASEBP implemented a Voluntary Early Intervention Program allowing collaboration between PSD and certificated staff to accommodate work load while the employee remains at work in some capacity as they recover from short term illness.
- Non-teaching staff short term disability medical adjudication is managed by Homewood Health Inc. Homewood Health Inc. works closely with the employee and their medical practitioner and Human Resources to determine best course of action to return employee back to work in a timely manner.
- Non-teaching staff Long Term Disability (LTD) is managed by Sunlife Financial. Sunlife Financial works closely with Human Resources on each claim.
- **Short Term Disability-June 29, 2020, 3 Teachers (50% decrease from 2018/19, 6 teachers) and 5 Support Staff (0% no change, 2018/19, 5 Support Staff).**
- **Long Term Disability- June 29, 2020, 9 Teachers (13% increase from 2018/19, 8 Teachers) and 6 Support Staff (14% decrease from 2018/19, 7 Support Staff).**

Employee and Family Assistance Program (EFAP)

- The Human Resources Department manages Parkland School Division's contract for the Employee and Family Assistance Program (EFAP).
- On January 1, 2015 ASEBP started offering certificated staff EFAP Services through Homewood Health Inc.
- On April 1, 2016 non-certificated staff transitioned EFAP Services to Homewood Health Inc. Homewood Health Inc. has a model of offering short term counselling with a transition to community support without impacting Sunlife Paramedical benefits. Long term counselling would be accessed with Homewood Health and billed to Sunlife Paramedical benefits.

<i>Table 11: Employee and Family Assistance Program (Homewood Health Inc.)</i>						
	2017	Utilization	2018	Utilization	2019	Utilization
Support Staff						
# of cases - short term services (Smart Coach)	12	2.6%	7	1.41%	6.67	13.7%
# of cases - counselling services	32	6.8%	42	8.48%	42	86.3%
Total Active Cases	44	9.4%	51	9.91%	52.67	9.7%
Certificated Staff						
# of cases - short term services (Smart Coach)	7	0.98%	3	0.46%	4	9.1%
#of cases - counselling services	83	11.7%	52	8.0%	40	90.9%
Total Active Cases	98	13.8%	63	8.42%	46	6.7%
<i>Combined Total Cases - All Staff</i>	142	12.7%	114	9.93%	98.67	8.54%

EFAP data is report by calendar year.

Sick Leave

<i>Table 12: Sick Leave</i>				
	Employee Group/Position	2017/2018*	2018/2019**	2019-2020***
Number of Sick Days				
	Certificated Total	5322.21	5264.19	4292.76
	Teacher	5162.94	5119.67	4080.47
	Administration	159.27	144.52	212.29
	Support Total			
	CAAMSE	2666.6	2457.32	2033.26
	IUOE	749.85	473.73	439.56
	NUG	194.05	161.47	140.46
Average Sick Days/FTE				
	Certificated Total	8.89	8.56	7.19
	Teacher	9.34	9.01	7.45
	Administration	3.46	3.07	4.33
	Support Total			
	CAAMSE total	8.06	6.98	6.34
	IUOE total	12.48	7.18	7.09
	NUG total	5.84	4.06	4.43
	All Staff Total	7.98	6.06	5.93

Note: FTE refers to the number of full-time equivalent positions. Numbers are reflective of FTE over entire school year, including temporary contracts.

*2016/2017 and 2017/2018 sick days are for school year (August 30, 2017 to August 28, 2018)

**2018/2019 sick days are compiled from August 29, 2018 to June 28, 2019

*** 2019/2020 sick days are compiled from August 26, 2019-June 29, 2020

Pandemic/Covid-19

In conjunction with our sick leave administration, as of March 2020 new measure were put in to place to work with the constraints of the pandemic and Covid-19. Many staff members accessed approved alternative work arrangements. New absence entry codes were implemented to track those away from their regular work location and reasons specially related to Covid-19.

New absences codes included:

Sick – Mandatory Isolation (ISO): This code is only used in the event you are sick and/or have been asked to self-isolate due to COVID-19 and will not be working.

Isolation – Working from Home (ISOW): This code is used in the event you have been exposed to someone with COVID-19; returning from travel and have been asked to self-isolate; experiencing childcare issues due to COVID-19 and will continue to work from home.

Working from Home (WFH): Only select this code if you have prior approval from your immediate supervisor and clear direction on how work will be conducted from home.

Covid-19 Related Days:

Table 12A: Covid-19 Related Days			
	ISO	ISOW	WFH
ATA total	59.9	258.21	26093.87
Teacher	48.4	250.21	26054.87
Administration	11.5	8	39
CAAMSE total	30.53	226.83	5458.97
IUOE total	0	53.5	0
NUG total	4	112.74	457.04

Codes could be used effective March 16, 2020

Student Enrolment

Table 13: Student Enrolment as September 28			
	2017/2018	2018/2019	2019/2020*
Student (Headcount)	11,061	11,181	11,526
Student FTE Equivalent	10,492.5	10,710	11,035
Total Teacher to Student Ratio	1:19	1:19	1:20

*Numbers from Enrolment Report at September 30, 2019

Teacher Education and Experience

Table 14: Teacher Education and Experience (2018)

Teacher Distribution as of September 30, 2018 (FTE)

		E D U C A T I O N							TOTAL
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	
E X P E R I E N C E	0				11.83	2.00	7.00		20.83
	1				15.00	4.00	5.45		24.45
	2				15.67	6.76	4.82		27.24
	3				17.00	3.00	3.00		23.00
	4				8.00	5.00	6.34		19.34
	5				12.50	6.00	3.00		21.50
	6				18.80	9.02	4.00		31.82
	7				28.50	3.67	10.37		42.54
	8				19.00	9.00	5.00		33.00
	9				196.54	78.64	100.89		376.07
									0.00
									0.00
	TOTAL	0.00	0.00	0.00	342.83	127.09	149.87	0.00	619.78

Note: Only certificated employees with active pay are projected in Table 14 and 15

Table 15: Teacher Education and Experience (2019)

Teacher Distribution as of September 30, 2019 (FTE)

		E D U C A T I O N							TOTAL
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	
E X P E R I E N C E	0				6.16	3.00	1.00		10.16
	1				7.71	5.00	6.62		19.33
	2				13.00	5.00	4.00		22.00
	3				14.24	7.00	5.89		27.13
	4				16.50	3.00	4.00		23.50
	5				8.00	6.00	3.71		17.71
	6				13.51	6.52	5.00		25.03
	7				17.36	7.55	5.00		29.91
	8				27.50	3.00	13.28		43.78
	9				196.79	87.70	107.72		392.21
									0.00
									0.00
	TOTAL	0.00	0.00	0.00	320.76	133.77	156.23	0.00	610.76

Average Teaching Cost

<i>Table 16: Average Teaching Cost</i>			
	2017/2018	2018/2019	2019/2020
Certificated	\$101,009.72	\$100,791.86	\$101,604.00

Note: Average teaching costs include salary and benefit expenditures

Total Compensation

<i>Table 17: Total Compensation</i>		
	2018/2019	2019/2020
ATRF %	11.29%	11.29%
ATRF \$\$	\$11,379.40	\$11,471.09
Total of Average Teacher Cost	\$100,791.86	\$101,604.00
Total Salary, Benefits and ATRF	\$112,171.26	\$113,075.09



MEMORANDUM

Date September 1, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Mark Francis, Deputy Superintendent

Resource School Administration

Governance Policy Board Policy 2: Role of the Board
Board Policy 13: Appeals and Hearings Regarding Student Matters

Additional Reference BP 2: Section 3. Accountability, Subsection 3.2
The Alberta *Education Act*

Subject **STUDENT CONDUCT REPORT**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees perform Board functions required by governing legislation and Ministerial directives. The attached report is in support of this role.

Report Summary

Parkland School Division's policies, procedures, and processes regarding student discipline must be in accordance with applicable legislation. The amended *Education Act* came into effect September 1, 2019.

Administration would be pleased to respond to any questions.

SM:lf

Background:

Parkland School Division's policies, procedures, and processes regarding student discipline must be in accordance with applicable legislation. *The Education Act* has come into force effective the 2019-2020 school year. The applicable sections include:

Education Act

Right of access to education

3 (1) Every person

- (a) who at September 1 in a year is 6 years of age or older and younger than 19 years of age,*
- (b) who is a resident of Alberta, and*
- (c) who has a parent who is a resident of Canada, is entitled to have access in that school year to an education program in accordance with this Act.*

Student responsibilities

31 A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,*
- (b) be ready to learn and actively engage in and diligently pursue the student's education,*
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,*
- (d) respect the rights of others in the school,*
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,*
- (f) comply with the rules of the school and the policies of the board,*
- (g) co-operate with everyone authorized by the board to provide education programs and other services,*

- (h) be accountable to the student's teachers and other school staff for the student's conduct, and*
- (i) positively contribute to the student's school and community.*

Parent responsibilities

32 A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,*

Student Discipline

Suspension

36 (1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 31,*
 - (b) the student has failed to comply with the code of conduct established under section 33(2),*
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or*
- (2) A teacher may suspend a student from one class period.*
- (3) A principal may suspend a student*
- (a) from school,*
 - (b) from one or more class periods or courses,*
 - (c) from transportation provided under section 59, or*
 - (d) from any school-related activity.*
- (4) When a student is suspended under subsection (3), the principal shall*
- (a) immediately inform the student's parent of the suspension,*
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and*

(c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.

(5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37. 2

In Parkland School Division

- Suspensions are submitted to the office of the Deputy Superintendent for review
- Suspensions are tracked according to school, infraction type and length and compiled annually for review by the executive and school administration
- Serious behavior incidents, repeated infractions are referred to the Deputy Superintendent for a Student Discipline Hearing



MEMORANDUM

Date September 1, 2020

To Board of Trustees

From Lorraine Stewart, Board Chair

Originator Lorraine Stewart, Board Chair

Resource Board of Trustees and Executive Team

Governance Policy Board Policy 8: Board Committees
Board Policy 12: Role of the Superintendent

Additional Reference BP 8: 8.1 PSD Tomorrow Committee
BP 8: Appendix 8.1

Subject **PSD TOMORROW COMMITTEE**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees supports the opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling. The Superintendent reports directly to the corporate Board and is accountable to the Board of trustees for the conduct and operation of the Division. The following report shares the Minutes from the August 19, 2020 meeting, in which participants share their perspectives for these purposes.

Report Summary

On August 19, 2020, the PSD Tomorrow Committee met to discuss a number of topics chosen in advance by both the Board of Trustees and the Executive Team. The following report is a record of this meeting.

LS:kz



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA
ON WEDNESDAY, AUGUST 19, 2020**

ATTENDANCE:

Lorraine Stewart, Board Chair
Eric Cameron, Board Vice Chair
Ron Heinrichs, Trustee *(via teleconference)*
Sally Kucher-Johnson, Trustee *(via teleconference)*
Paul McCann, Trustee
Darlene Clarke, Trustee
Anne Montgomery, Trustee *(via teleconference)*
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

1. WELCOME & LEARNING MOMENT:

1.1. Call Meeting to Order:

Board Chair Stewart called the meeting to order at 9:47 a.m. and led the PSD Committee through a Learning moment focused on the Parkland School Division (PSD) vision.

1.2. Changes to the Agenda: none

1.3. Approval of the Agenda:

Moved by Trustee Kucher-Johnson that the Board of Trustees accepts the agenda as presented.

CARRIED UNANIMOUSLY

2. ADMINISTRATIVE UPDATES:

2.1. Transportation Update:

Associate Superintendent McFadyen gave a brief update on the transportation status for the 2020-2021 school year. Transportation is working on finalizing their routes. Some of the challenges Transportation is facing relate to driver shortages anticipated by the contractors and operators, which could potentially lead to some route cancellations. Communication to our parents will be key.

There have been some changes to our transfer sites to maintain social distancing. Our ridership is down by approximately 700 more than usual for this time of year, but as the weather gets

colder we may see the ridership increase. We have processed approximately 250 change requests since the beginning of August and anticipate many more. Discussion ensued.

2.2. Public Disclosures:

Associate Superintendent McFadyen explained that another step in the process for Public Disclosures has been added. Trustees will receive copies of their expenses for review prior to posting the disclosures on the public website to ensure accuracy. Discussion ensued.

2.3. Re-entry Update:

Superintendent Boyce and Deputy Superintendent Francis gave several updates on re-entry plans for the 2020-2021 school year. To date, approximately 87% of students have indicated either option 1 or 2 for education this year. 10% indicated they wanted a call to help with their final decision and those have been sent to principals for them to connect with. And 3% will do virtual school or home education.

All re-entry documents are posted on our website. Schools are finalizing their school specific plans.

The Executive Team had a virtual meeting with School Councils to ensure accurate communications with our stakeholders regarding some of the key questions. There were many questions about return to school under 'Scenario 1' but once we were able to respond accordingly and share documents specific to the measures PSD will be taking, most of those questions were answered.

The Chief Medical Officer recommended that 'school-based' employees get a baseline COVID test prior to the school year. Deputy Superintendent Francis sent information with the links to sites that currently do asymptomatic testing. It has been made clear that PSD is limiting visitors and anyone non-essential to the schools (including executive leadership). This will help to limit exposure for staff and students.

PSD has released clear outlines regarding staff illness. Documentation is being finalized regarding additional protocols for substitute teachers.

Discussion ensued.

2.4. Curriculum Ministerial Order:

Superintendent Boyce updated Trustees on the Ministerial Order (MO) created by the Curriculum Advisory Panel, finalized and put into effect with an announcement from Education Minister Adriana LaGrange on August 6, 2020. This MO replaces the order of 2013 and has 3 key components: Vision for Student Learning, Foundations for Learning and Outcomes for Learning. Director of Instructional Services, Katherine Mann, will continue the work of developing clear accuracy in these areas.

2.5. In-Camera: Land

MOTION TO MOVE IN-CAMERA

Res 064-20 Moved by Trustee McCann that the PSD Tomorrow Committee moves to In-Camera at 11:10 a.m.

MOTION TO REVERT TO THE REGULAR PSD TOMORROW MEETING

Res 065-20 Moved by Trustee McCann that the PSD Tomorrow Committee reverts back to the regular PSD Tomorrow meeting at 11:17 a.m.

3. GENERATIVE DISCUSSION:

There was no Generative Discussion.

4. GOVERNANCE / STRATEGIC PLANNING:

4.1. 2020-2021 Conferences

A list of all the conferences and attendees from the previous year was shared with Trustees, but the discussion on 2020-2021 Conferences was tabled for now.

4.2. Board Remuneration Model:

Associate Superintendent McFadyen reviewed the Board Remuneration Model with the proposed reduction in Professional Development. This recommendation will be considered at the September 1, 2020 Regular Board Meeting with respect to the Notice of Motion brought forth at the June 16, 2020 Regular Board Meeting. The proposed new model is intended to bring more clarity around expenses and simplify the process while the budget remains the same.

4.3. MLA Meeting Agenda:

Board Chair Stewart reviewed the informal agenda for the afternoon meeting with MLAs Searle Turton, Mark Smith and Shane Getson:

- Relaunch in PSD
- COVID testing for school-based staff should have a priority much like hospital/health-care staff
- Costs related to COVID (transportation, staffing implications, etc.)

4.4. Trustee Summit 2020:

Board Chair Stewart will request Trustee feedback on the Trustee Summit for September 30 – October 1, 2020.

5. TOPICS TO BRING FORWARD TO THE SEPTEMBER 1, 2020 REGULAR BOARD MEETING:

Topics for the September 1, 2020 Regular Board Meeting will include Board Remuneration.

6. CLOSING: Roundtable dialogue.

6.1. Adjournment

Meeting adjourned at 12:30 p.m.

NEXT MEETING: Tuesday, September 22, 2020 @ 12:30 pm.