



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

September 03, 2019

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 No. 70

BOARD OF TRUSTEES REGULAR MEETING

September 03, 2019

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. Oaths for Office for Board Chairperson & 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. Special Meeting of June 25, 2019
- 9- 2.2. Organization Meeting of June 25, 2019

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION/PRESENTATION

5. BOARD CHAIR REPORT

- 5.1. Correspondence

6. SUPERINTENDENT REPORT

- 6.1. Superintendent's Report

7. ACTION ITEMS

There are no action Items.

Recess Break / Public Question Period

8. ADMINISTRATION REPORTS

- 15- 8.1. Facility Services Summer Work (S. McFadyen, S. LaBrie)
- 19- 8.2. Field Trip & Off-Site Activities Report (M. Francis)
- 25- 8.3. Human Resources Report (M. Francis, S. Abba)
- 37- 8.4. 2018-2019 Student Conduct Report (M. Francis)

9. TRUSTEE REPORTS

- 41- 9.1. Teacher Board Advisory Committee (L. Stewart)
- 9.2. Public School Boards’ Association of Alberta (R. Heinrichs)
- 9.3. Alberta School Boards Association (E. Cameron)
- 9.4. Canadian School Boards’ Association (D. Clarke, R. Heinrichs, L. Stewart)
- 9.5. Shikaoi, Japan Exchange (P. McCann)

10. FUTURE BUSINESS

10.1. Meeting Dates:

Board - Open to the Public:

- Sept 24, 2019Education Committee Meeting 9:00 am, Centre for Education
- Oct 8, 2019Regular Board Meeting 6:00 pm, Centre for Education

Committees - Closed to the Public:

- Sept 12, 2019Audit Committee Meeting 9:00 am, Centre for Education
- Sept 24, 2019PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
- Sept 25, 2019Benefits Committee Meeting 3:15 pm, Centre for Education
- Oct 22, 2019PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education

By Invitation:

- Sept 26, 2019Retirement Celebration 4:30 pm, Centre for Education
- Oct 8, 2019Annual Shikaoi Luncheon 11:15 am, Memorial Composite High School

Other:

- Oct 24, 2019Council 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: Land & Legal

12. ACTION IN RESPONSE TO IN CAMERA

13. ADJOURNMENT



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 JUNE 25, 2019.

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

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

CALL TO ORDER

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

NATIONAL ANTHEM

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

TREATY SIX ACKNOWLEDGMENT

The Board Chair shared the Treaty 6 Acknowledgement.

Board Chair

Secretary-Treasurer

CHANGES TO THE AGENDA

Add agenda item 7.4 Amendment to Fee Schedule

Res 078-19

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

Res 079-19

APPROVAL OF THE MINUTES June 11, 2019

MOVED by Trustee McCann that the minutes of the Regular Board Meeting held on June 11, 2019 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

DELEGATION / PRESENTATION

There was no delegation.

BOARD CHAIR REPORT

CORRESPONDENCE

There was no Board Chair report or board correspondence.

No guests were present for the scheduled Question Period.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report and Associate Superintendent McFadyen shared construction updates.

ACTION ITEMS

Res 080-19

QUARTERLY FINANCIAL REPORT – PERIOD ENDED MAY 31, 2019

MOVED by Vice Chair Stewart that the Board of Trustees approve the unaudited financial report for the period ended May 31, 2019 as presented at the Special Board Meeting of June 25, 2019.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

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

Res 081-19

2019-2020 PRELIMINARY BUDGET

MOVED by Trustee McCann that the Board of Trustees approve the preliminary budget for 2019-2020 as recommended by the Audit Committee and presented at the Special Board Meeting of June 25, 2019.

CARRIED UNANIMOUSLY

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

Chair Cameron called a recess to incorporate an unscheduled Question Period at 10:20 am. A member of the community that arrived after the scheduled Question Period, asked a question regarding Provincial Achievement Test results. Superintendent Boyce addressed his question. Question Period concluded at 10:25 am.

Res 082-19

2019-2020 EDUCATION PLAN

MOVED by Trustee Kucher-Johnson that the Board of Trustees approve the 2019-2020 Education Plan as presented at the Special Board Meeting of June 25, 2019.

CARRIED UNANIMOUSLY

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

Res 083-19

AMENDMENT TO FEE SCHEDULE

MOVED by Trustee McCann that the Board of Trustees approve the Fees and Allowances, as amended, for 2019-2020 as presented at the Special Board Meeting of June 25, 2019.

CARRIED UNANIMOUSLY

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

ADMINISTRATION REPORTS

There were no Administration Reports

Board Chair

Secretary-Treasurer

TRUSTEE REPORTS

Audit Committee – June 17, 2019

The Board of Trustees received for information, the Audit Committee minutes of June 17, 2019 as presented at the Special Board Meeting of June 25, 2019.

PSD Tomorrow Committee Meeting – June 18, 2019

The Board of Trustees received for information, the PSD Tomorrow Committee minutes of June 18, 2019 as presented at the Special Board Meeting of June 25, 2019.

Public School Boards’ Association of Alberta

There was no report.

Alberta School Boards Association

There was no report.

FUTURE BUSINESS

Meeting Dates

Board - Open to the Public:

- Sep 03, 2019 Regular Board Meeting 6:00 pm, Centre for Education
- Sep 24, 2019 Education Committee 9:00 am, Centre for Education

Committees - Closed to the Public:

- Sep 12, 2019 Audit Committee 9:00 am, Centre for Education
- Sep 24, 2019 PSD Tomorrow Committee 12:30 pm, Centre for Education
- Sep 25, 2019 Benefits Committee 3:15 pm, Centre for Education

By Invitation:

- Sep 26, 2019 Retirement Celebration 4:30 pm, Centre for Education

Notice of Motion

There was no notice of motion.

Board Chair

Secretary-Treasurer

Topics for Future Agendas

There were no topics for future agenda.

Request for Information

Trustee McCann requested information regarding our ads in the newspaper regarding meetings. The information was provided by administration.

Responses to Requests for Information

There were no responses to requests for information.

Res 084-19

IN CAMERA: Legal

MOTION TO MOVE IN CAMERA

MOVED by Trustee McCann that the Board of Trustees moves to in camera at 10:48 a.m.

CARRIED UNANIMOUSLY

Res 085-19

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Clarke that the Board of Trustees reverts back to a public meeting at 11:12 a.m.

CARRIED UNANIMOUSLY

Res 086-19

Action in Response to In Camera

MOVED by Trustee Montgomery that the Board of Trustees send letters to the Ministers of Alberta Education and Alberta Infrastructure regarding the Copperhaven School gymnasium.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 11:12 a.m.

Board Chair

Secretary-Treasurer



MINUTES OF THE ORGANIZATION MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION, STONY PLAIN, ALBERTA ON JUNE 25, 2019

TRUSTEE ATTENDANCE:

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

ADMINISTRATION ATTENDANCE:

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

CALL TO ORDER

The meeting was called to order at 11:18 a.m. with Associate Superintendent McFadyen, of Corporate Supports and Services, presiding as Chair.

ACCEPTANCE OF THE AGENDA

Res 087-19 **MOVED** by Trustee Stewart that the Board of Trustees accepts the Organization Meeting Agenda of June 25, 2019, as presented. **CARRIED UNANIMOUSLY**

ELECTION PROCEDURE

BALLOT VOTE

Res 088-19 **MOVED** by Trustee Montgomery that the election of Chairperson and Vice Chairperson be held by secret ballot. **CARRIED UNANIMOUSLY**

APPOINTMENT OF SCRUTINEERS

Res 089-19 **MOVED** by Trustee McCann that Mr. Johnston and Mr. Francis be appointed as scrutineers. **CARRIED UNANIMOUS**

ELECTION BY SIMPLE MAJORITY

Res 090-19 **MOVED** by Trustee Montgomery that the Board of Trustees elect the Chairperson and Vice Chairperson, Advocacy Committee Chair, Education

Board Chair

Secretary - Treasurer

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

ELECTION OF COMMITTEES

Res 091-19

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 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 CHAIR**

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

Trustee Montgomery 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.

Res 092-19

Trustee McCann moved 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 3, 2019 Regular Meeting.

Vice Chair

**ELECTION OF VICE CHAIRPERSON
NOMINATIONS FOR VICE-CHAIRPERSON**

Presiding Chair McFadyen called for nominations for the position of Vice Chairperson.

Trustee Heinrichs nominated Trustee Cameron. Trustee Cameron accepted the nomination.

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

Res 093-19

Trustee Montgomery moved that nominations for the position of Vice Board 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 3, 2019 Regular Meeting.

***Advocacy
Committee***

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

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

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

Presiding Chair McFadyen called a second and third time for further nominations.

Res 094-19

Trustee Montgomery moved that nominations for the position of Advocacy Committee Chair cease.

CARRIED UNANIMOUSLY

Trustee McCann was declared Chairperson of the Advocacy Committee by acclamation.

***Education
Committee***

CHAIRPERSON OF THE EDUCATION COMMITTEE

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

Trustee Clarke nominated Trustee Montgomery. Trustee Montgomery accepted the nomination.

Presiding Chair McFadyen called a second and third time for further nominations.

Res 095-19

Trustee Kucher-Johnson moved that nominations for the position of Education Committee Chair cease.

CARRIED UNANIMOUSLY

Trustee Montgomery was declared Chairperson of the Education Committee by acclamation.

Student Advisory Committee

CHAIRPERSON OF THE STUDENT ADVISORY COMMITTEE

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

Trustee Stewart nominated Trustee Montgomery. Trustee Montgomery accepted the nomination.

Presiding Chair McFadyen called a second and third time for further nominations.

Res 096-19

Trustee McCann moved that nominations for the position of Student Advisory Committee Chair cease.

CARRIED UNANIMOUSLY

Trustee Montgomery was declared Chairperson of the Student Advisory Committee by acclamation.

Presiding Chair McFadyen handed the gavel to Trustee Cameron and presided over the remainder of the meeting as the current Board Chair.

COMMITTEE APPOINTMENTS

Res 097-19

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

**Alberta School Boards' Association,
Zone 2/3 (ASBA) Representatives:**

- 1. Trustee Cameron
- 2. Trustee Clarke

**Alberta Teachers Association (ATA)
Labour Relations:**

- 1. Trustee Cameron
- 2. Trustee Clarke
- 3. Trustee Montgomery

Audit Committee:

- 1. Trustee Heinrichs
- 2. Trustee McCann
- 3. Trustee Montgomery

Benefit Plan Advisory Committee:

- 1. Trustee Stewart

Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations: 1. *Trustee Clarke*
2. *Trustee Heinrichs*
3. *Trustee Kucher-Johnson*

Council of School Councils: 1. *Trustee McCann*
Trustee Montgomery
(as Alternate)

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 Kucher-Johnson*

Rural Caucus of Alberta School Boards: 1. *Trustee Kucher-Johnson*

Spruce Grove Joint Use Committee: 1. *Trustee Montgomery*

Stony Plain Joint Use Committee: 1. *Trustee McCann*

Teacher/Board Advisory Committee: 1. *Trustee Cameron*
2. *Trustee Heinrichs*
3. *Trustee Stewart*

Teacher's Employer Bargaining Association Representative (TEBA) 1. *Trustee Cameron*

CARRIED UNANIMOUSLY

DESTRUCTION OF BALLOTS

No motion required.

Res 098-19

TRUSTEE REMUNERATION SCHEDULE

MOVED by Trustee Montgomery that the Audit Committee recommends approval of the amended Appendix 3 of Board Policy 7 to the Board.

CARRIED UNANIMOUSLY

Res 099-19

ESTABLISHMENT OF 2019-2020 MEETING DATES

MOVED by Trustee McCann that the Board of Trustees approves the 2019-2020 meeting dates as presented at the Organization meeting of June 25, 2019.

CARRIED UNANIMOUSLY

Board Chair

Secretary - Treasurer

POLICY 2 – APPENDIX 2.1 – (2019 – 2020) BOARD ANNUAL WORK PLAN

Res 100-19

MOVED by Trustee Stewart that the Board of Trustees approves revisions to Policy 2, Appendix 2.1 - Board Annual Work Plan (2019–2020) as presented at its Organization meeting of June 25, 2019.

CARRIED UNANIMOUSLY

Superintendent Boyce provided information on the motion and answered questions.

TRUSTEE DISCLOSURE 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 25, 2019.

ADJOURNMENT

The Organization meeting was adjourned at 11:35 a.m.

DRAFT



MEMORANDUM

Date September 3, 2019

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 **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 2019 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:rg



Facilities Summer Work Report 2019

Presented to Board of Trustees, September 03, 2019

Scott McFadyen, Secretary Treasurer

Resource, Serge LaBrie, Director Facility Services

The Facilities Department had a very busy and productive summer with numerous projects that were completed or are near completion.

In addition to the list of Infrastructure Maintenance Renewal work completed below there was a significant amount of time dedicated to capital projects that we would like to highlight.

Copperhaven School – Ongoing work continued throughout the summer at Copperhaven to address three specific outstanding items:

- Gym floors – The concrete slabs were raised through an extensive process and flooring is being installed. We expect the gym floors to be complete in late September.
- Solar arrays – The parking lot canopy and solar trees were installed over the summer and it is expected the solar systems will be fully commissioned by late September.
- Exterior deficiencies – Work on the remaining exterior deficiencies has been completed around the building envelope. The remaining parking lot and landscaping deficiencies will be addressed during the summer of 2020 to lessen impact on school operations.

Woodhaven School Modernization:

The modernization of Woodhaven School has seen significant progress throughout the summer. As per the approved schedule:

- The demolition of an additional 7 rooms was completed
- The main set of washrooms is in the process of being modernized
- All underground services including power, water, sewer and gas have been relocated
- Over 300 piles were installed for the new 3000 square meter addition
- The modular classrooms that were relocated last year have been operationalized and will be used for the 2019-20 school year

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 30% milestone (schematic drawings). The school design now moves into the next phase which will focus on the mechanical and electrical systems. There was also a tremendous amount of work done with our municipal partner to lock down the school site and to locate the new school within the plot of land.

Ecole Broxton Park School:

A significant amount of facilities management resources was allocated to the mini modernization of Ecole Broxton Park School. The scope of work completed at Broxton includes:

- Replacement of the original boiler with new high efficiency boilers
- Phase 2 of a locker replacement plan
- Resurfacing of washroom floors to improve cleanliness
- Complete restructuring of the administration suite

The library was also included in the mini modernization and will be completed late September.

In addition to the projects highlighted above, the following list of work was completed over the busy summer season:

Blueberry	Repair drainage issues
Brookwood	Structural repairs to basketball hoops
Brookwood	Rebuild boilers
Brookwood	Building envelop repairs to modular classrooms
Broxton Park	Replaced lockers
Broxton Park	Administration renovation
Broxton Park	Repair drainage around entire building
Broxton Park	Reroof front portion of building
Broxton Park	Building envelop repairs to front of building
Broxton Park	Replaced flooring in one set of washrooms
Broxton Park	Replaced boiler
Broxton Park	Replaced pumps in main mechanical room
Broxton Park	Installed expansion tanks in main mechanical room
Centre for Ed	Renovated facilities area, completed transportation area
Centre for Ed	Relined main sewer line and added manhole access
Centre for Ed	Installed tile throughout upstairs hallways
Copperhaven	Installed bulkhead in small gym
Copperhaven	Installed enclosures under the main stairwells
Copperhaven	Installed window demarcations
Entwistle	Replaced roof top unit
Entwistle	Replaced furnace
Forest Green	Replaced pumps
Graminia	Paving improvements
Graminia	Replaced fire alarm
Graminia	Replaced pumps

Graminia	Added barrier free washroom (including shower)
Greystone	Restructure main lobby washrooms
High Park	Replaced flooring
High Park	Building envelop repairs to outside brick
Memorial Comp	Replaced light fixtures with LED lights
Meridian Heights	Renovated library
Meridian Heights	Installed CCTV system
Millgrove	Replaced gym curtain
Millgrove	Reconfigured access to storage rooms
Parkland Village	Replaced pumps
Tomahawk	Replaced fire alarm
Tomahawk	Replaced pressure tanks and pumps
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 3, 2019

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Mark Francis, Deputy Superintendent

Resource Lisa Farough, Executive Assistant
School Administration and Administrative Assistants

Governance Policy Board Policy 1: Division Foundational Statements

Additional Reference Administrative Procedure 260 – Off-Site Activities

Subject **FIELD TRIP & OFF-SITE ACTIVITIES REPORT**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees upholds the Division vision, mission, values and priorities for student education. The attached report is in support of these assurances.

Report Summary

The *2018/2019 Curricular Field Trips* summary highlights activities designed to provide meaningful, relevant and authentic curricular learning opportunities for students in Parkland School Division.

Administrative Procedure 260 – Off-Site Activities was updated in June, 2019.

Administration would be pleased to respond to any questions.

SM:kz

2018/2019 Curricular Field Trips

School	Grade	# of Field Trips	# of Students
Blueberry	ECS	5	63
	1	5	52
	2	5	51
	3	4	65
	4	5	56
	5	3	54
	6	5	75
	7	3	58
	8	5	70
	9	3	39
Total		43	583

Total of Curricular Field Trips- 867

Total of Students - 8665

School	Grade	# of Field Trips	# of Students
Brookwood	ECS	1	100
	1	5	90
	2	3	115
	3	6	110
	4	6	95
Total		21	510

School	Grade	# of Field Trips	# of Students
Broxton Park	1	5	88
	2	7	87
	3	9	81
	4	5	65
	5	5	39
	6	2	45
	7	1	18
	8	2	25
	9	1	36
	REAL	7	155
	ECS	3	71
Total		47	710

School	Grade	# of Field Trips	# of Students
Copperhaven	ECS	3	45
	1	6	80
	2	3	64
	3	4	51
	4	2	71
	5	4	55
	6	5	63
	7	3	47
	8	3	46
Total		33	522

School	Grade	# of Field Trips	# of Students
Duffield	ECS	2	26
	1	2	32
	2	2	29
	3	2	25
	4	2	22
	5	3	30
	6	2	29
	7	1	29
	8	1	31
	9	1	23
Total		18	276

School	Grade	# of Field Trips	# of Students
Entwistle	ECS	3	13
	1	2	24
	2	3	17
	3	2	20
	4-5	2	21
	6-7	1	19
	8-9	3	16
Total		16	130

School	Grade	# of Field Trips	# of Students
Forest Green	ECS	7	37
	1	7	39
	2	7	38
	3	7	30
	4	7	46
	5	9	32
	6	5	50
Total		49	272

School	Grade	# of Field Trips	# of Students
Graminia	ECS	3	57
	1	2	62
	2	8	48
	3	11	67
	4	13	52
	5	9	67
	6	13	75
	7	3	55
	8	4	57
	9	3	45
Total		69	585

School	Grade	# of Field Trips	# of Students
Greystone	5	11	125
	6	7	105
	7	5	80
	8	8	100
	9	8	115
Total		39	525

School	Grade	# of Field Trips	# of Students
High Park	ECS	11	33
	1	1	54
	2	3	45
	3	6	54
	4	6	64
	5	5	46
	6	2	58
	7-9	8	146
Total		42	500

School	Grade	# of Field Trips	# of Students
MCHS	10-12	82	Unknown

School	Grade	# of Field Trips	# of Students
Meridian Heights	ECS	6	79
	1	7	86
	2	5	73
	3	6	77
	4	7	93
	5	4	85
	6	5	70
	7	4	60
	8	5	56
	9	6	60
Total		55	739

School	Grade	# of Field Trips	# of Students
Millgrove	ECS	4	105
	1	19	105
	2	7	90
	3	8	90
	4	13	85
Total		51	475

School	Grade	# of Field Trips	# of Students
Muir Lake	ECS	9	39
	1	8	55
	2	7	49
	3	6	36
	4	7	48
	5	6	47
	6	8	46
	7	2	46
	8	2	48
	9	4	47
Total		59	461

School	Grade	# of Field Trips	# of Students
Parkland Village	ECS & EE	6	62
	1 & 2	7	69
	3 & 4	8	71
Total		21	202

School	Grade	# of Field Trips	# of Students
Prescott	ECS	6	80
	1	6	80
	2	6	85
	3	12	67
	4	5	98
	5	4	110
	6	6	78
	7	5	93
	8	6	70
	9	7	65
Total		63	826

School	Grade	# of Field Trips	# of Students
Seba Beach	ECS	1	5
	1	1	7
	2	9	7
	3	9	6
	4	9	4
	5	9	9
	6	3	11
	7	3	7
	8	3	6
	9	3	6
Total		50	68

School	Grade	# of Field Trips	# of Students
SGCHS	10-12	9	50
Total		9	50

School	Grade	# of Field Trips	# of Students
Tomahawk	ECS	3	12
	1	5	10
	2	5	15
	3	6	11
	4	6	11
	5	5	11
	6	6	10
	7	4	8
	8	4	5
Total		44	93

School	Grade	# of Field Trips	# of Students
Wabamun	ECS	3	8
	1	3	8
	2	3	8
	3	4	10
	4	3	11
	5	4	8
	6	4	8
	7	5	5
	8	7	10
	9	9	7
Total		45	83

School	Grade	# of Field Trips	# of Students
Stony Plain Cent	2	1	42
	3	8	51
	4	3	47
	5	5	55
	6	2	25
	7	4	90
	8	1	90
	9	3	85
	1-2	4	71
	3-6	3	94
	4-9	1	70
Total		35	720

School	Grade	# of Field Trips	# of Students
Woodhaven	5	5	95
	6	4	93
	7	5	92
	8	2	72
	9	2	83
Total		18	435



MEMORANDUM

Date September 3, 2019

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Mark Francis, Deputy Superintendent

Resource Shae Abba, Director, 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 Annual Work Plan

Subject **HUMAN RESOURCES DEPARTMENT REPORT 2018-2019**

Purpose

Information. No recommendation is 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 Report 2018-2019 outlines all aspects of staffing at Parkland School Division for the 2018-2019 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 2018-2019 Report
June 28, 2019

Presented to Board of Trustees, September 3, 2019
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 2018-2019 school year the Department has managed **355 competitions (216 Teaching Positions, 139 Support positions).**
- **2019-2020 School Year, 10 Principal and 12 Assistant Principal –Hired or transferred.**

Employee Group	2016/2017	2017/2018	2018/2019
Certificated	244	246	216
Support	133	158	139
Increase/decrease from previous year	23%	7.2%	-12.1%

Employee FTE: as of June 28, 2019

Employee Group/Position	2016/2017 FTE	2017/2018 FTE	2018/2019 FTE
<i>Certificated Total</i>	585.4	598.8	614.97
Teacher	539.4	552.8	567.97
Administration	46	46	47
<i>Support Total</i>	413.6	424	457.56
CAAMSE	320.5	330.7	351.8
IUOE	61.8	60.1	65.99
NUG	31.3	33.2	39.77 *

*Note: Numbers reported are as of June 28, 2019 of the current school year as well NUG Totals now include School Bus Site Monitors. Headcount includes all contractual employees of PSD70 both active and Inactive (ATA – 694, CAAMSE – 422, IUOE – 83, NUG- 50). FTE includes only active employees

- Based on the numbers reported in Table 2 the following summary compares the complete (2018/19) school year with the previous (2017/18) school year:
 - Increase of 15.2 FTE for school-based teachers
 - Increase of 21.12 FTE for school-based support staff
 - Increase of 5.88 FTE for IUOE staff
 - Increase of 6.6 FTE for NUG staff

Retirement

<i>Table 3: Retirements</i>			
	2016/2017	2017/2018	2018/2019*
Certificated	21	17	10

*Numbers reported include retirements to August 25, 2019

Certificated Populations > age 50

<i>Table 4: Certificated > age 50</i>			
	2016/2017	2017/2018	2018/2019*
Teacher Population > age 50	142	140	140
Total % of Teachers > age 50	21%	21%	20%

*Numbers reported are year to date

Average Age – All Staff

<i>Table 5: Average Age – All Staff</i>			
	2016/2017	2017/2018	2018/2019*
Certificated	42.6	41	41
CAAMSE	48.7	46.3	47
IUOE	52.60	50.76	50
NUG	45.24	45.29	47

* Numbers reported are year to date

Average Years of Service

<i>Table 6: Average years of Service</i>			
	2016/2017	2017/2018	2018/2019*
Certificated	12.56	10	10
CAAMSE	10.05	7.7	7.5
IUOE	12.89	11.3	10.9
NUG	7.53	6.8	4.6
All Staff	10.8	9	8.3

* Includes all temporary staff (i.e., School Bus Site Monitors) and numbers are year to date

Teacher Leaves of Absence

Table 7: Leaves of Absence:			
	2016/2017	2017/2018	2018/2019*
Maternity/Parental	42	47	40
Personal	27	23	22
Deferred Salary	0	0	0
Professional (this is professional improvement leave)	0	0	0
Exchange	0	0	0
Secondment	8	8	9
Total	77	78	71

*Numbers from August 29, 2018-August 25, 2019

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.**
- **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**

Coaching and Support

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

Career Fairs

- Parkland School Division No. 70 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, Norquest College Administrative Assistant Program Advisory Committee and MacEwan University, Special Needs Education Assistant Program.
- HR Director 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.

Practicum Students

- We currently have 13 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	
- Parkland School Division has had the honour of facilitating numerous practicums in various roles.

<i>Table 8: Practicum Students</i>			
Practicum Role	2016/2017	2017/2018	2018/2019*
Student Teachers	40	47	46
Education Assistant	2	3	6
SLPA	0	1	0
Administrative Assistant	2	0	1
Child & Youth Care	3	3	0
Nurse	N/A	7	4
Social Work	N/A	2	0
Network Administrator	N/A	1	0
Therapy Assistant	N/A	1	0
Library Information Tech	N/A	0	1
Total	47	65	58

*Numbers reported for the 2018/19 school year include August 29, 2018-June 28, 2019.

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 August 15, 2019 we have 231 teachers on our Substitute Teacher list. This number has increased by 16 (7%) from 2017-2018 due to regular recruitment activity.**
- 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 August 15, 2019 there are 135 (118 Casual Support and 17 Casual Caretakers) individuals on our Casual lists. The number of Casual Support Staff is 13% lower than 2017-2018 (135 Casual Support and 12 Casual Caretakers, totaling 147) due to many Casuals receiving regular or temporary positions.**

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.
- 2018-2019 Negotiations:
 - ATA/PSD Local Collective Agreement expired August 31, 2018. ATA Local has served notice to open negotiations, and PSD has accepted the notice. Negotiation meeting dates will be set after September 15th 2019.
 - Central ATA Collective Agreement term September 31, 2018- August 31, 2020.
 - CAAMSA Collective Agreement expired August 31, 2019. CAAMSE Local has served notice to open negotiations, and PSD has accepted the notice. Negotiation meeting dates will be set after September 15th 2019.
 - IUOE Negotiations ratified in June 2019. PSD was successful in negotiating a 5-year term ending August 31, 2023.

Professional Development (PD)

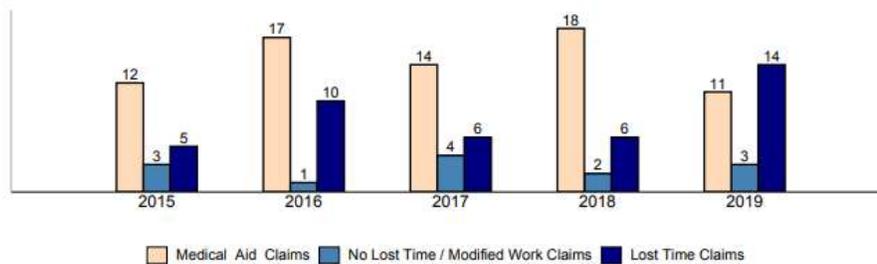
- **As of June 28, 2019, PD related system entries total 4351 days for all staff. (34% increase from 2017-2018 - 3243 days).** This does not include the nine Staff Planning and Development Days in the 2018-2019 school calendar, nor does it include PD days for staff who do not require a substitute teacher 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.
- Learning Services -10 Collaborative Teaching Partners (CTP) to work with the various schools.
- **Support to new teachers continued with New Teacher Orientation on August 23, 2019.** 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.

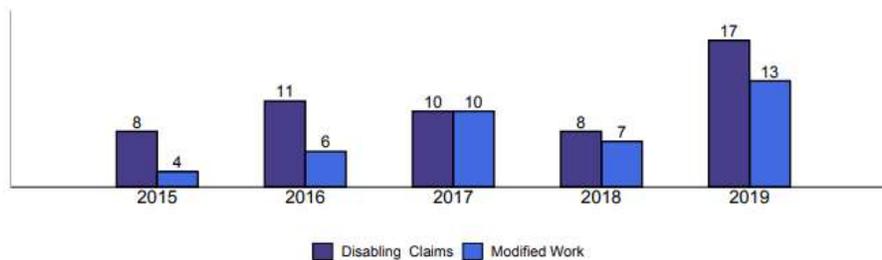
WCB

- 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.
- 18 total claims (2017-2018) and 2019 year to date has a total of 17 claims that were defined as disabling claims. This includes lost-time claims and all claims with modified work. WCB ratings are based on a 15-month period.
- Based on WCB's 2019 Employer Report Card, PSD70 is ranked 38th out of 65 employers in our industry. 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	2015 to 2018		2019 (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	11	\$21,788	4	\$11,294
1 - 3 Days	10	\$10,754	3	\$5,701
4 - 5 Days	4	\$16,538	1	\$1,849
6 - 10 Days	2	\$3,552	3	\$6,687
10+ Days	10	\$110,850	6	\$54,217

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 2018, the transaction period would be from Jan 1, 2018 to Mar 31, 2019. 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

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 2018-2019 School Year 5 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 28, 2019, 6 Teachers (25% decrease from 2017/18, 8 teachers) and 5 Support Staff (44% decrease from 2017/18, 9 Support Staff).**
- **Long Term Disability- June 28, 2019, 8 Teachers (20% decrease from 2017/18, 10 Teachers) and 7 Support Staff (17% increase from 2017/18, 6 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.

Table 11: Employee and Family Assistance Program (Homewood Health Inc.)

	2016	Utilization	2017	Utilization	2018	Utilization
Support Staff						
# of cases - short term services (Smart Coach)	18	5.4%	12	2.6%	7	1.41%
# of cases - counselling services	16	2.9%	32	6.8%	42	8.48%
Total Active Cases	34	8.2%	44	9.4%	51	9.91%
Certificated Staff						
# of cases - short term services (Smart Coach)	19.2	3%	7	0.98%	3	0.46%
#of cases - counselling services	52	7.5%	83	11.7%	52	8.0%
Total Active Cases	71.2	10.5%	98	13.8%	63	8.42%
Combined Total Cases - All Staff	105.2	10.5%	142	12.7%	114	9.93%

EFAP data is report by calendar year.

Sick Leave

<i>Table 12: Sick Leave</i>				
	Employee Group/Position	2016/2017*	2017/2018*	2018/2019**
Number of Sick Days				
	Certificated Total	4656.94	5322.21	5264.19
	Teacher	4399.28	5162.94	5119.67
	Administration	257.66	159.27	144.52
	Support Total			
	CAAMSE	2363.96	2666.6	2457.32
	IUOE	718.43	749.85	473.73
	NUG	125.65	194.05	161.47
Average Sick Days/FTE				
	Certificated Total	7.95	8.89	8.56
	Teacher	8.16	9.34	9.01
	Administration	5.60	3.46	3.07
	Support Total			
	CAAMSE total	7.38	8.06	6.98
	IUOE total	11.63	12.48	7.18
	NUG total	4.01	5.84	4.06
	All Staff Total	7.36	7.98	6.06

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

Student Enrolment

<i>Table 13: Student Enrolment as September 28</i>			
	2016/2017	2017/2018	2018/2019
Student (Headcount)	10,968	11,123	11,284
Student FTE Equivalent	10,433	10,554	10,741
Total Teacher to Student Ratio	1:19	1:19	1:19

Numbers from Enrolment Report at September 28, 2018

Teacher Education and Experience

Table 14: Teacher Education and Experience (2017)

Teacher Distribution as of September 30, 2017 (FTE)

		EDUCATION							
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	TOTAL
EXPERIENCE	0				15.73	1.00	4.00		20.73
	1				10.60	5.90	4.28		20.78
	2				17.55	2.00	2.71		22.26
	3				7.00	3.50	10.47		20.97
	4				15.70	8.90	1.37		25.97
	5				18.12	8.00	4.00		30.12
	6				26.00	4.75	8.00		38.75
	7				14.20	7.55	8.81		30.56
	8				15.80	4.00	4.00		23.80
	9				199.05	78.21	94.49		371.75
									0.00
									0.00
	TOTAL	0.00	0.00	0.00	339.75	123.81	142.13	0.00	605.69

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

Table 15: Teacher Education and Experience (2018)

Teacher Distribution as of September 30, 2018 (FTE)

		EDUCATION							
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	TOTAL
EXPERIENCE	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

Average Teaching Cost

<i>Table 16: Average Teaching Cost</i>			
	2016/2017	2017/2018	2018/2019
Certificated	\$101,224.55	\$101,009.72	\$100,791.86

Note: Average teaching costs include salary and benefit expenditures
(2018-2019 ATRF 11.29% (\$10,443.15) included= \$113,570.45)



MEMORANDUM

Date September 3, 2019

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:kz



Sudent Conduct Report September 2019

*Presented to Board of Trustees, September 3, 2019
Deputy Superintendent Mark Francis
Resource: Education Act*

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 3, 2019

To Board of Trustees

From Lorraine Stewart, Board Vice Chair, TBAC Chair

Originator Lorraine Stewart, Board Vice Chair, TBAC Chair

Resource Trustees, Executive Team and ATA members of TBAC

Governance Policy Board Policy 8: Board Committees

Additional Reference (BP 8) 8.6 Teacher Board Advisory Committee
(BP 8) Appendix 8.6

Subject **TEACHER BOARD ADVISORY COMMITTEE (TBAC)**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees supports effective consultation and transparent communication with the Board and teacher representatives. The following report shares the Minutes from the June 18, 2019 forum in which participants share their perspectives for this purpose.

Report Summary

On June 18, 2019, the Teacher Board Advisory Committee met to discuss a number of topics chosen in advance by both Board and ATA Parkland Teachers' Local 10 representatives. The following report is a record of this meeting.

LS:kz



**MINUTES OF THE TEACHER BOARD ADVISORY COMMITTEE
MEETING HELD AT SORRENTINO'S RESTAURANT, IN STONY
PLAIN, ALBERTA ON TUESDAY, JUNE 18, 2019**

ATTENDANCE:

Lorraine Stewart, Board Vice Chair, Parkland School Division No. 70
Ron Heinrichs, Trustee, Parkland School Division No. 70 (*left at 6:00 pm*)
Shauna Boyce, Superintendent, Parkland School Division No. 70
Mark Francis, Deputy Superintendent, Parkland School Division No. 70
Richard Kremp, President, Parkland Teachers' Local 10
Fran Bell, Parkland Teachers' Local 10
Jenny Calado, Parkland Teachers' Local 10
Scott Onuczko, Parkland Teachers' Local 10
Sherry Constantin, Parkland School Division No. 70
Keri Zylla, Recording Secretary

REGRETS:

Anne Montgomery, Trustee, Parkland School Division No. 70

1. CALL TO ORDER

The meeting was called to order by Committee Chair Stewart at 5:13 p.m. Treaty 6 was acknowledged.

1.1 Changes to the Agenda: None

MOVED by Mr. Onuczko to accept the agenda as presented.

CARRIED

1.2 Approve Minutes of April 16, 2019 Meeting:

MOVED by Ms. Calado to accept the minutes of April 16, 2019 Teacher Board Advisory Committee as presented.

CARRIED

2. TEACHER BOARD ADVISORY COMMITTEE REFLECTIONS:

Committee Chair Stewart led the Teacher Board Advisory Committee (TBAC) to share reflections on the purpose of TBAC as defined in Board Policy 8: Board Committees.

3. UPDATES FROM DIVISION OFFICE:

3.1. Report Card / Assessment: Superintendent Boyce shared progress on the important work happening with Parkland School Division (PSD) report cards / student assessments. Framework for proposed changes continues to be evaluated and reviewed by teachers, students, and other stakeholders. The new report cards will be implemented in the 2019-2020 school year under the direction of PSD's Director of Instructional Services, Ms. Mann.

3.2. New Teacher Orientation: This year, the New Teacher Orientation will be a one-day event on August 23, 2019 rather than a two-day orientation as in previous years. This is due to the increase in the number of professional development days in August 2019.

3.3. Staff Appreciation

There will be a Parkland School Division Staff Appreciation BBQ Saturday, June 22, 2019 at 11:00 a.m. - 2:00 p.m. Over 200 staff and family members are expected to attend.

3.4. (Un)Intended Consequences

Superintendent Boyce thanked the ATA Local 10, for extending the invitation to attend the ATA hosted session “(Un)Intended Consequences” June 5, 2019. There were six Trustees and Executive Team members able to attend. Mr. Kremp thanked all who attended.

4. UPDATES FROM ATA:

Mr. Kremp shared some changes to ATA Local 10 executive and gave thanks to Ms. Calado, Ms. Bell and Ms. Constantin who are all moving on from their positions on both the executive and Teacher Board Advisory Committee (TBAC).

5. DISCUSSION ITEMS:

5.1. Recommendations on Acts of Aggression:

Mr. Kremp handed out some recommendations from Parkland Teachers’ Local 10 on “Aggression in our Schools” based on a survey that went out to ATA members in the 2018-19 School year. The complexities of classroom behavior and management, along with the recommendations, were discussed.

5.2. Joint Committee Updates:

- **Mentorship:**
Deputy Superintendent Francis and Ms. Bell shared draft recommendations in regards to mentorship. There were 11 recommendations that came out of this collaboration. Discussion followed.
- **Professional Development:**
Deputy Superintendent Francis gave updates on professional development collaborations. Surveys were sent to schools, but more data is needed to formalize the recommendations being formulated. Discussion ensued.
- **Inclusive Education:**
There were approximately nine people on the committee co-chaired by Associate Superintendent Dr. McConnell and Forest Green Assistant Principal, Mr. Partington. Some of the procedures in inclusive education actually address some of the aggression issues brought forth in classrooms. Clarity is really needed as to what supports are available and what the processes are for critical incidents when they occur.

5.3. Proposed Dates for 2019-2020 TBAC Meetings:

- October 15, 2019 at 4:15 p.m. – Centre for Education
- February 18, 2020 at 4:15 p.m. – ATA Office
- April 28, 2020 at 4:15 p.m. – Centre for Education
- June 16, 2020 at 5:00 p.m. – Supper Meeting, TBD (ATA Hosting)

The proposed meeting dates were approved by the committee. The ATA will take over as TBAC Chair at the start of the first meeting, October 15, 2019.

6. ITEMS FOR FUTURE AGENDA: Aggression in Schools; Reflections on August 2019 PD Days

ADJOURNMENT

Meeting was adjourned 7:17 p.m.

Next Meeting: October 15, 2019 @ 4:15 pm, at Centre for Education