



**Parkland School Division
BOARD OF TRUSTEES**

A G E N D A

October 06, 2020

Regular Board Meeting: 9:30 AM

*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

October 06, 2020

Regular Board Meeting: 9:30 AM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. CALL TO ORDER at 9:30 AM

- 1.1. National Anthem
- 1.2. Treaty 6 Acknowledgement
- 1.3. Announcements
- 1.4. Changes to the Agenda
- 1.5. Approval of the Agenda

2. APPROVAL OF MINUTES

- 2.1. Regular Meeting of September 1, 2020

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION/PRESENTATION

Grade 10 students and staff from Connection for Learning's Building Futures Program will be presenting.

5. BOARD CHAIR REPORT

- 5.1. Correspondence

Recess Break / Public Question Period

6. SUPERINTENDENT REPORT

- 6.1. Superintendent's Report

-4-

7. ACTION ITEMS

- 10- 7.1. Revised Board Policy 8: Board Committees (Audit Committee)
- 60- 7.2. Board Remuneration (A. Montgomery)

8. ADMINISTRATION REPORTS

- 62- 8.1. 2020-2021 Enrolment Report (S. McFadyen, J. Krefting)
- 67- 8.2. 2020-2021 Class Size Report (S. Johnston)
- 70- 8.3. Community Partnership Assurance Report (D. McConnell)
- 78- 8.4. 2020-2021 Communications Report (M. Francis, J. Weidman)

9. TRUSTEE REPORTS

- 83- 9.1. Audit Committee (P. McCann)
- 87- 9.2. Education Committee (P. McCann)
- 90- 9.3. PSD Tomorrow Committee (L. Stewart)
- 95- 9.4. Benefits Committee (D. Clarke)
- 9.5. Public School Boards' Association of Alberta (L. Stewart)
- 9.6. Alberta School Boards Association (E. Cameron)
- 9.7. Chamber of Commerce (L. Stewart, S. Kucher-Johnson)

10. FUTURE BUSINESS

10.1. Meeting Dates:

Board - Open to the Public:

- Oct 27, 2020 Regular Board Meeting 9:30 am, Centre for Education
- Nov 24, 2020 Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

- Oct 13, 2020 Teacher Board Advisory Committee Meeting 4:15 pm, Centre for Education
- Oct 27, 2020 PSD Tomorrow Committee Meeting 12:30 pm, Centre for Education
- Nov 18, 2020 Audit Committee Meeting 1:00 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: LABOUR

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 AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON SEPTEMBER 01, 2020.

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair	Present
Eric Cameron, Vice-Chair	Present
Ron Heinrichs	Present <i>remotely</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
Shae Abba, Director, Human Resources
Jason Krefting, Director, Financial Services
Serge LaBrie, Director, Facilities
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Executive Assistant, Recording Secretary

CALL TO ORDER

Presiding Chair, Associate Superintendent McFadyen called the meeting to order at 6:00 p.m.

OATHS OF OFFICE

As per the Organization Meeting of June 16, 2020, Commissioner of Oaths, Ms. Zylla, administered the Oaths of Office to Board Chair Stewart and Board Vice-Chair Cameron.

Board Chair

Secretary-Treasurer

Presiding Chair, Associate Superintendent McFadyen, handed the gavel to Trustee Stewart and she assumed Chair.

NATIONAL ANTHEM

TREATY SIX ACKNOWLEDGMENT

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF THE AGENDA

Res 066-20 **MOVED** by Trustee Clarke that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 067-20 **MOVED by** Trustee Montgomery that the minutes of the Regular Board Meeting held on June 16, 2020 be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 068-20 **MOVED by** Trustee Heinrichs that the minutes of the Organizational Meeting held on June 16, 2020 be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 069-20 **MOVED by** Trustee Clarke that the minutes of the Special Board Meeting held on August 19, 2020 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

There were no delegations present.

Board Chair

Secretary-Treasurer

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

Res 070-20

NOTICE OF MOTION AS AMENDED:

Moved by Vice-Chair Cameron that the Board of Trustee adopts the new Trustee Remuneration model presented in the Regular Board Meeting of June 16, 2020, and uses the new Trustee Remuneration model for the 2020-2021 school year.

Board Chair Stewart called a recess at 7:14 p.m. Meeting resumed at 7:20 p.m.

Board Chair Stewart transferred the chair to Vice-Chair Cameron at 7:25 p.m. Board Chair Stewart resumed the chair at 7:28 p.m. Board Chair Stewart transferred the chair to Vice-Chair Cameron at 7:43 p.m. Board Chair Stewart resumed the chair at 7:44 p.m.

CARRIED: 4 to 3

IN FAVOUR: Board Chair Stewart, Vice Chair Cameron, Trustee Heinrichs, Trustee McCann

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

Board Chair Stewart and Associate Superintendent McFadyen provided additional information and responded to questions.

Board Chair Stewart called a recess at 7:48 p.m. Meeting resumed at 7:53 p.m.

Mr. Krefting exited the meeting at 7:53 p.m.

Board Chair

Secretary-Treasurer

ADMINISTRATION REPORTS

2020 FACILITY SERVICES SUMMER WORK REPORT

The Board of Trustees received for information, the 2020 Facilities Summer Work Report, as presented at the Regular Meeting of September 1, 2020.

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

Mr. LaBrie exited the meeting at 8:14 p.m.

HUMAN RESOURCES REPORT

The Board of Trustees received for information, the Human Resources Department Report 2019-2020, as presented at the Regular Meeting of September 1, 2020.

Deputy Superintendent Francis and Ms. Abba provided additional information and responded to questions.

Ms. Abba exited the meeting at 8:47 p.m.

2019-2020 STUDENT CONDUCT REPORT

The Board of Trustees received for information, the 2019-2020 Student Conduct Report, as presented at the Regular Meeting of September 1, 2020.

Deputy Superintendent Francis provided additional information and responded to questions.

TRUSTEE REPORTS

PSD TOMORROW COMMITTEE – AUGUST 19, 2020

The Board of Trustees received for information, the PSD Tomorrow Committee minutes of August 19, 2020 as presented at the Regular Meeting of September 1, 2020.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Trustee Kucher-Johnson shared her report.

Board Chair

Secretary-Treasurer

ALBERTA SCHOOL BOARDS ASSOCIATION

Vice-Chair Cameron shared his report.

CHAMBER OF COMMERCE

Board Chair Stewart shared her report during her Board Chair Report.

FUTURE BUSINESS

Meeting Dates

Board - Open to the Public:

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

October 6, 2020 Regular Board Meeting 9:30 am, Centre for Education

October 27, 2020 Regular Board Meeting 9:30 am, Centre for Education

Committees - Closed to the Public:

September 9, 2020 Audit Committee 1:00 pm, Centre for Education

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

September 23, 2020 Benefits Committee 1:00 pm, Centre for Education

October 13, 2020 Teacher Board Advisory Committee 4:15 pm, Centre for Education

October 22, 2020 Student Advisory Committee 9:00am, Various School Locations

October 27, 2020 PSD Tomorrow Committee 12:30 pm, Centre for Education

Other:

October 22, 2020 Council of School Councils 7:00 pm, Centre for Education

Notice of Motion

Trustee Montgomery gave notice of the following motion: that the Board approve a 20% reduction to Trustee Remuneration for the 2020-2021 school year.

Board Chair

Secretary-Treasurer

Topics for Future Agendas

Trustee McCann would like information on the mental health supports available for students in Parkland School Division (PSD). Administration will address this topic in an upcoming PSD Tomorrow Committee meeting.

Request for Information

Trustee McCann requested information on the financial impact of COVID on PSD. Administration will provide a quarterly report on COVID related costs.

Responses to Requests for Information

There were no responses to requests for information.

IN-CAMERA:

There was no In-Camera.

ACTION IN RESPONSE TO IN-CAMERA

There was no action in response to In-Camera.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Board Chair

Secretary-Treasurer



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Paul McCann, Audit Committee Chair

Originator Scott McFadyen, Associate Superintendent

Resource The Audit Committee

Governance Policy Board Policy 2: Role of the Board
Board Policy 8: Board Committees
Board Policy 12: Role of the Superintendent

Additional Reference BP 8: Appendix 8.7 Audit Committee

Subject **AMENDMENTS TO BOARD POLICY 8, APPENDIX 8.7**

Purpose

For approval. Recommendation Required.

Recommendation

That the Board of Trustees approve the changes to Board Policy 8 Appendix 8.7 Audit Committee Terms of Reference, as recommended by the Audit Committee and presented at the Regular Meeting of October 6, 2020.

Background

The Board is required to establish an Audit Committee for financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

This year the Government of Alberta introduced Bill 15 – The Choice in Education Act which received Royal assent June 26, 2020 and comes into force September 1, 2020. The bill amends section 142(2) of the Education Act to read “The Audit Committee shall comprise at least 5 individuals and shall include 2 members who are not trustees”.

Board Policy 8: Appendix 8.7 No. 3 Membership outlines three (3) non-voting members which includes only the Associate Superintendent of Corporate Supports and Services, The Director of Financial Services; and the Recording Secretary. We would like to amend Appendix 8.7 and decrease the non-voting members to two (2) which include the Superintendent and Associate Superintendent of Corporate Supports and Services. Past practice has been for the Superintendent to attend the Audit Committee meetings but based on the current Board policy the Superintendent is not a member of the committee. The Director of Financial Services and the Recording Secretary will be resources for the committee. The proposed change will result in a 6-member Audit Committee (4 voting and 2 non-voting).

Report Summary

On Wednesday, September 9, 2020 the Audit Committee reviewed the changes to Board Policy 8: Appendix 8.7.

The changes reflect adjusting the non-voting members from three (3) to (2) members which include the Superintendent and the Associate Superintendent of Corporate Supports and Services as a non-voting member.

The Audit Committee would be pleased to respond to any questions.

SM:rg



Parkland School Division Board Policy 8 BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements


1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified otherwise in the terms of reference for each committee:

- 1.1. A quorum, consisting of a simple majority of voting members, shall be present for every committee meeting
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned and providing recommendations to the Board that they deem advisable.
4. Committees shall meet from time to time as specified by the Board.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. In-camera minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings;
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.

8. The Board may establish annually the following standing committees:
 - 8.1. PSD Tomorrow Committee
 - 8.2. Education Committee
 - 8.3. Advocacy Committee
 - 8.4. Student Advisory Committee
 - 8.5. Benefit Plan Advisory Committee
 - 8.6. Teacher Board Advisory Committee
 - 8.7. Audit Committee
 - 8.8. Alberta Teachers' Association (ATA) Labour Relations
 - 8.9. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
 - 8.10. International Union of Operating Engineers (IUOE) Labour Relations
9. The Board may establish ad hoc committees

Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee shall be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference:	School Act: 60-63, 70, 113 Collective Agreements	Approved:	(signature) 
		Date	April 2, 2019
Cross-Reference:	Board Policy: 2-6, 9, 13	Approved:	
		Reviewed or Revised:	April, 2019 March, 2017



**Parkland School Division
Board Policy 8: Appendix 8.1**

PSD TOMORROW COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually a PSD Tomorrow Committee to provide an opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling.

2. Powers and Duties


- 2.1. The Board Chair shall chair the PSD Tomorrow Committee meeting.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees.
- 3.2. The Superintendent
- 3.3. Members of the Superintendent's Executive Team
- 3.4. Other resources as required
- 3.5. One (1) Recording Secretary

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017 October, 2011
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Parkland School Division
Board Policy 8: Appendix 8.2
EDUCATION COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually an Education Committee to provide an opportunity for all trustees to undertake detailed examination of issues of a curricular and program nature and to celebrate student achievements.

2. Powers and Duties


- 2.1. The responsibilities of the Education Committee shall include:
 - 2.1.1. Discussion of curricular areas being considered by Alberta Education;
 - 2.1.2. Discussion of education issues and programs of the Division;
 - 2.1.3. Discussion of possible program initiatives and/or research regarding educational matters; and
 - 2.1.4. Providing recommendations to the Board.
- 2.2. This committee of the whole Board must be diligent in confining itself to receipt of information, questions for clarification, and requests for further information.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent;
- 3.3. Members of the Superintendent’s Executive Team;
- 3.4. Other resources as required.

4. Meetings

- 4.1. Meetings shall be open to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.3
ADVOCACY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes it is important, as a group, to identify stakeholders in the political, economic and social systems who may have influence on public policy or have the ability to assist Parkland School Division's effort to effectively manage its resources to support student learning.

2. Powers and Duties


- 2.1. The Advocacy Committee shall devise an Advocacy Plan that may include:
 - 2.1.1. Prioritizing matters that may cause pressure points that keep the Division from carrying out its Strategic Plan;
 - 2.1.2. Identifying the target audience for intended advocacy efforts; and
 - 2.1.3. Determining the most effective means to carry out its advocacy whether it be public speaking engagements, publishing research, social or mainstream media campaigns or other stakeholder engagement.
 - 2.1.4. Providing recommendations to the Board.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent or designate(s);
- 3.3. A Recording Secretary, who shall be responsible for:
 - 3.3.1. Preparation and distribution of the agenda;
 - 3.3.2. Notification of the deadline for submission of items for the agenda by members; and
 - 3.3.3. Emailing a final agenda to all committee members in advance of the meeting.

4. Meetings

- 4.1. Meetings shall be held as required and closed to the public.
- 4.2. Meeting dates, times, location and duration to be determined by consensus of the members of the committee.

Date Approved: May 2, 2017		Reviewed or Revised: April, 2019 March, 2017
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**Parkland School Division
Board Policy 8: Appendix 8.4**

STUDENT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may establish, annually, a Student Advisory Committee.

2. Powers and Duties

- 2.1. The responsibility of the Student Advisory Committee shall be to:


- 2.1.1. Provide a mechanism for the Board and Superintendent to hear directly from students about classroom and school issues;
- 2.1.2. Provide students with an opportunity to provide advice about Division-level initiatives and work;
- 2.1.3. Provide an opportunity for student representatives from various schools to dialogue with the Trustees and Superintendent; and
- 2.1.4. Provide students with knowledge and understanding of other Division schools.
- 2.1.5. Provide recommendations to the Board.

3. Membership shall consist of:

- 3.1.1. All trustees with a quorum of four (4) trustees;
- 3.1.2. The Superintendent (and/or designates);
- 3.1.3. Student representatives as deemed prudent.
- 3.2. The Superintendent (or designate) shall request principals to select student representatives:
 - 3.2.1. Who best represent the diverse views of their respective student body; and
 - 3.2.2. Who are willing to share student views with trustees.

4. Meetings

- 4.1. The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Chair.
- 4.2. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division Board Policy 8: Appendix 8.5

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish a Benefit Plan Advisory Committee to administer and review the Board's group benefit insurance plans and other employee benefit plans.

2. Powers and Duties

- 2.1. The committee will make recommendations to the Board when major changes in coverage, a change in the benefit consultant, or new employee benefit plans are considered necessary by the committee.
- 2.2. The committee has the authority to:
 - 2.2.1. Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums); and
 - 2.2.2. Change benefit insurance carriers.
- 2.3. The Superintendent or designate has the authority to renew group insurance policies.
- 2.4. The Board will be the policyholder of the various benefit insurance policies.
- 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
- 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.

3. Membership

- 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
- 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) No. 70 Non-Union Group (NUG).
- 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
 - 3.3.1. Three (3) members to facilitate committee operations; and

3.3.2. One (1) Recording Secretary.

3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1 of each year will be the yearly start date for each representative.

4. Meetings


4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board's organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017
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Parkland School Division Board Policy 8: Appendix 8.6

TEACHER/BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes that, in the interests of effective consultation and transparent communication, there shall be established a committee of Board and teacher representatives, the purpose of which shall be to provide a forum for discussion of the views of the respective parties.

2. Powers and Duties


- 2.1. The Teacher/Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher/Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher/Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.
- 3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

- 4.1. Decision making of the committee shall be based on a consensus model.
- 4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
- 4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.
- 4.4. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 April 2011
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Parkland School Division Board Policy 8: Appendix 8.7

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish an Audit Committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

2. Powers and Duties

- 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties;
- 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and
- 2.1.4. Make recommendations to the Board on budget development; financial control matters, and selection of external auditors.

- 2.2. The Audit Committee shall carry out the following responsibilities:

2.2.1. Financial Statements

- 2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
- 2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
- 2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- 2.2.1.4. Review with management and the auditors all matters required to be communicated to the Board;
- 2.2.1.5. Review Trustee compensation and expenditure annually; and
- 2.2.1.6. Conduct a full review of Trustee honoraria and expenses with final recommendations presented to the Board for resolution prior to the end of June in an election year.

2.2.2. Budget Development

- 2.2.2.1. Review budget timelines and key budget assumptions;
- 2.2.2.2. Review a draft preliminary budget;
- 2.2.2.3. Review the governance budget;
- 2.2.2.4. Provide recommendations to the Board.

2.2.3. Internal Control

- 2.2.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
- 2.2.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

2.2.4. Audit

- 2.2.4.1. Review the auditor's proposed audit scope and approach;
- 2.2.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;
- 2.2.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
- 2.2.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

2.2.5. Compliance

- 2.2.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
- 2.2.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.

2.3. Compensation shall be remunerated as follows:

- 2.3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
- 2.3.2. The member at large shall be compensated, as specified in Policy 7 Appendix 7.3, as follows:
 - 2.3.2.1. one (1) full day per diem for each meeting;
 - 2.3.2.2. mileage to and from Audit Committee meetings.

3. Membership

- 3.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.
- 3.2. A quorum is a simple majority of trustees.
- 3.3. Voting membership shall consist of:
 - 3.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.
 - 3.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
- 3.4. Non-voting members shall be appointed by the Superintendent and shall consist of:
 - 3.4.1. The Superintendent; and
 - 3.4.2. The Associate Superintendent of Corporate Supports and Services
- 3.5. Resources to the Audit Committee:
 - 3.5.1. The Director of Financial Services; and
 - 3.5.2. Recording Secretary
- 3.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

4. Meetings

- 4.1. The Audit Committee shall meet at least four (4) times a year, with authority to ~~convene~~ convene additional meetings, as circumstances require.
- 4.2. Meetings shall be closed to the public.
- 4.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.


Date Approved:	Reviewed or Revised: October, 2020 April, 2019 March, 2017 October, 2014
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**Parkland School Division
Board Policy 8: Appendix 8.8**

**ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS
TERMS OF REFERENCE**

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1. Purpose
 - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
 2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of the ATA Local.
 - 2.3. Make recommendations to the Board for ratification.
 3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
 4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012 June 2011
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**Parkland School Division
Board Policy 8: Appendix 8.9**

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF
REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of CAAMSE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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**Parkland School Division
Board Policy 8: Appendix 8.10**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)
LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of IUOE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of IUOE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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Parkland School Division Board Policy 8 BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified otherwise in the terms of reference for each committee:


- 1.1. A quorum, consisting of a simple majority of voting members, shall be present for every committee meeting
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned and providing recommendations to the Board that they deem advisable.
4. Committees shall meet from time to time as specified by the Board.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. In-camera minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings;
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.

8. The Board may establish annually the following standing committees:
 - 8.1. PSD Tomorrow Committee
 - 8.2. Education Committee
 - 8.3. Advocacy Committee
 - 8.4. Student Advisory Committee
 - 8.5. Benefit Plan Advisory Committee
 - 8.6. Teacher Board Advisory Committee
 - 8.7. Audit Committee
 - 8.8. Alberta Teachers' Association (ATA) Labour Relations
 - 8.9. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
 - 8.10. International Union of Operating Engineers (IUOE) Labour Relations

9. The Board may establish ad hoc committees

Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee shall be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.

10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference:	School Act: 60-63, 70, 113 Collective Agreements	Approved:	(signature) 
		Date	April 2, 2019
Cross-Reference:	Board Policy: 2-6, 9, 13	Approved:	
		Reviewed or Revised:	April, 2019 March, 2017



**Parkland School Division
Board Policy 8: Appendix 8.1**

PSD TOMORROW COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually a PSD Tomorrow Committee to provide an opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling.

2. Powers and Duties


- 2.1. The Board Chair shall chair the PSD Tomorrow Committee meeting.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees.
- 3.2. The Superintendent
- 3.3. Members of the Superintendent's Executive Team
- 3.4. Other resources as required
- 3.5. One (1) Recording Secretary

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017 October, 2011
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Parkland School Division
Board Policy 8: Appendix 8.2
EDUCATION COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually an Education Committee to provide an opportunity for all trustees to undertake detailed examination of issues of a curricular and program nature and to celebrate student achievements.

2. Powers and Duties


- 2.1. The responsibilities of the Education Committee shall include:
 - 2.1.1. Discussion of curricular areas being considered by Alberta Education;
 - 2.1.2. Discussion of education issues and programs of the Division;
 - 2.1.3. Discussion of possible program initiatives and/or research regarding educational matters; and
 - 2.1.4. Providing recommendations to the Board.
- 2.2. This committee of the whole Board must be diligent in confining itself to receipt of information, questions for clarification, and requests for further information.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent;
- 3.3. Members of the Superintendent's Executive Team;
- 3.4. Other resources as required.

4. Meetings

- 4.1. Meetings shall be open to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.3
ADVOCACY COMMITTEE TERMS OF REFERENCE

1. Purpose

1.1. The Board believes it is important, as a group, to identify stakeholders in the political, economic and social systems who may have influence on public policy or have the ability to assist Parkland School Division’s effort to effectively manage its resources to support student learning.

2. Powers and Duties

2.1. The Advocacy Committee shall devise an Advocacy Plan that may include:

2.1.1. Prioritizing matters that may cause pressure points that keep the Division from carrying out its Strategic Plan;

2.1.2. Identifying the target audience for intended advocacy efforts; and

2.1.3. Determining the most effective means to carry out its advocacy whether it be public speaking engagements, publishing research, social or mainstream media campaigns or other stakeholder engagement.

2.1.4. Providing recommendations to the Board.

3. Membership shall consist of:

3.1. All trustees with a quorum of four (4) trustees;

3.2. The Superintendent or designate(s);

3.3. A Recording Secretary, who shall be responsible for:

3.3.1. Preparation and distribution of the agenda;

3.3.2. Notification of the deadline for submission of items for the agenda by members; and

3.3.3. Emailing a final agenda to all committee members in advance of the meeting.

4. Meetings

4.1. Meetings shall be held as required and closed to the public.

4.2. Meeting dates, times, location and duration to be determined by consensus of the members of the committee.

Date Approved: May 2, 2017		Reviewed or Revised: April, 2019 March, 2017
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**Parkland School Division
Board Policy 8: Appendix 8.4**

STUDENT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may establish, annually, a Student Advisory Committee.

2. Powers and Duties

- 2.1. The responsibility of the Student Advisory Committee shall be to:


- 2.1.1. Provide a mechanism for the Board and Superintendent to hear directly from students about classroom and school issues;
- 2.1.2. Provide students with an opportunity to provide advice about Division-level initiatives and work;
- 2.1.3. Provide an opportunity for student representatives from various schools to dialogue with the Trustees and Superintendent; and
- 2.1.4. Provide students with knowledge and understanding of other Division schools.
- 2.1.5. Provide recommendations to the Board.

3. Membership shall consist of:

- 3.1.1. All trustees with a quorum of four (4) trustees;
- 3.1.2. The Superintendent (and/or designates);
- 3.1.3. Student representatives as deemed prudent.
- 3.2. The Superintendent (or designate) shall request principals to select student representatives:
 - 3.2.1. Who best represent the diverse views of their respective student body; and
 - 3.2.2. Who are willing to share student views with trustees.

4. Meetings

- 4.1. The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Chair.
- 4.2. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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**Parkland School Division
Board Policy 8: Appendix 8.5**

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish a Benefit Plan Advisory Committee to administer and review the Board's group benefit insurance plans and other employee benefit plans.

2. Powers and Duties

- 2.1. The committee will make recommendations to the Board when major changes in coverage, a change in the benefit consultant, or new employee benefit plans are considered necessary by the committee.
- 2.2. The committee has the authority to:
 - 2.2.1. Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums); and
 - 2.2.2. Change benefit insurance carriers.
- 2.3. The Superintendent or designate has the authority to renew group insurance policies.
- 2.4. The Board will be the policyholder of the various benefit insurance policies.
- 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
- 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.

3. Membership

- 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
- 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) No. 70 Non-Union Group (NUG).
- 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
 - 3.3.1. Three (3) members to facilitate committee operations; and

3.3.2. One (1) Recording Secretary.

3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1 of each year will be the yearly start date for each representative.

4. Meetings


4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board's organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017
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Parkland School Division Board Policy 8: Appendix 8.6

TEACHER/BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes that, in the interests of effective consultation and transparent communication, there shall be established a committee of Board and teacher representatives, the purpose of which shall be to provide a forum for discussion of the views of the respective parties.

2. Powers and Duties


- 2.1. The Teacher/Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher/Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher/Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.
- 3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

- 4.1. Decision making of the committee shall be based on a consensus model.
- 4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
- 4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.
- 4.4. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 April 2011
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Parkland School Division Board Policy 8: Appendix 8.7

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish an Audit Committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

2. Powers and Duties

- 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
 - 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
 - 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties;
 - 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and
 - 2.1.4. Make recommendations to the Board on budget development; financial control matters, and selection of external auditors.
- 2.2. The Audit Committee shall carry out the following responsibilities:
 - 2.2.1. Financial Statements
 - 2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 2.2.1.4. Review with management and the auditors all matters required to be communicated to the Board;
 - 2.2.1.5. Review Trustee compensation and expenditure annually; and
 - 2.2.1.6. Conduct a full review of Trustee honoraria and expenses with final recommendations presented to the Board for resolution prior to the end of June in an election year.

2.2.2. Budget Development

- 2.2.2.1. Review budget timelines and key budget assumptions;
- 2.2.2.2. Review a draft preliminary budget;
- 2.2.2.3. Review the governance budget;
- 2.2.2.4. Provide recommendations to the Board.

2.2.3. Internal Control

- 2.2.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
- 2.2.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

2.2.4. Audit

- 2.2.4.1. Review the auditor's proposed audit scope and approach;
- 2.2.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;
- 2.2.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
- 2.2.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

2.2.5. Compliance

- 2.2.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
- 2.2.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.

2.3. Compensation shall be remunerated as follows:

- 2.3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
- 2.3.2. The member at large shall be compensated, as specified in Policy 7 Appendix 7.3, as follows:
 - 2.3.2.1. one (1) full day per diem for each meeting;
 - 2.3.2.2. mileage to and from Audit Committee meetings.

3. Membership

- 3.1. The committee shall be made up of four (4) voting members and ~~three~~two (2) non-voting members.
- 3.2. A quorum is a simple majority of trustees.
- 3.3. Voting membership shall consist of:
 - 3.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.
 - 3.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
- 3.4. Non-voting members shall be appointed by the Superintendent and shall consist of:
 - 3.4.1. The Superintendent; and
 - ~~3.4.1.3.4.2.~~ 3.4.2. The Associate Superintendent of Corporate Supports and Services;
 - ~~3.4.2.1.1.1.~~ 3.4.2.1.1. The Director of Financial Services; and
 - ~~3.4.3.1.1.1.~~ 3.4.3.1.1. One (1) Recording Secretary;
- 3.5. Resources to the Audit Committee:
 - 3.5.1. The Director of Financial Services; and
 - 3.5.2. Recording Secretary
 - ~~One (1) Recording Secretary;~~
- ~~3.5.3.6.~~ 3.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

4. Meetings

- 4.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
- 4.2. Meetings shall be closed to the public.
- 4.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.


Date Approved:	Reviewed or Revised: <u>September 2020</u> April, 2019 March 2017 October 2014
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**Parkland School Division
Board Policy 8: Appendix 8.8**

**ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS
TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of the ATA Local.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012 June 2011
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**Parkland School Division
Board Policy 8: Appendix 8.9**

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF
REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of CAAMSE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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**Parkland School Division
Board Policy 8: Appendix 8.10**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)
LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose

- 1.1. To meet with representatives of IUOE to propose collective agreement changes.
- 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

2. Powers and Duties


- 2.1. Establish Board proposals within established Board mandates and guidelines.
- 2.2. Negotiate with representatives of IUOE.
- 2.3. Make recommendations to the Board for ratification.

3. Membership shall consist of:

- 3.1. Three (3) trustees with a quorum of two (2) trustees; and
- 3.2. The Superintendent or designate(s).

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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Parkland School Division
Board Policy 8
BOARD COMMITTEES

The Board shall establish certain standing committees for ongoing study of major areas of responsibility and may establish ad hoc committees from time to time for specific purposes.

General Requirements

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.

Unless specified **otherwise** in the terms of reference for each committee:


- 1.1. A quorum, consisting of a simple majority of voting members, shall be present for every committee meeting
- 1.2. Trustees, as members of a specific committee, shall be the only members entitled to vote at any meeting; and
- 1.3. Decisions and/or recommendations forwarded to the Board shall be determined by consensus of the voting members of that committee
2. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
3. Committees may be charged with conducting in-depth studies into the matters to which they are assigned and providing recommendations to the Board that they deem advisable.
4. Committees shall meet from time to time as specified by the Board.
5. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
 - 5.1. In-camera minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and may only be shared during an in-camera portion of a regular board meeting.
6. A Recording Secretary shall be responsible for:
 - 6.1. Notifying committee members of the deadline for submission of items for the agenda;
 - 6.2. Preparing and distributing agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings;
 - 6.4. Distributing draft minutes to committee members for review prior to including them on upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.

8. The Board may establish annually the following standing committees:
 - 8.1. PSD Tomorrow Committee
 - 8.2. Education Committee
 - 8.3. Advocacy Committee
 - 8.4. Student Advisory Committee
 - 8.5. Benefit Plan Advisory Committee
 - 8.6. Teacher Board Advisory Committee
 - 8.7. Audit Committee
 - 8.8. Alberta Teachers' Association (ATA) Labour Relations
 - 8.9. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
 - 8.10. International Union of Operating Engineers (IUOE) Labour Relations

9. The Board may establish ad hoc committees

Ad hoc committees may be established from time to time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee shall be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.

10. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference:	School Act: 60-63, 70, 113 Collective Agreements	Approved:	(signature) 
		Date	April 2, 2019
Cross-Reference:	Board Policy: 2-6, 9, 13	Approved:	
		Reviewed or Revised:	April, 2019 March, 2017



**Parkland School Division
Board Policy 8: Appendix 8.1**

PSD TOMORROW COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually a PSD Tomorrow Committee to provide an opportunity for all trustees to engage in dialogue on generative governance and to inform on long range plans and strategic modeling.

2. Powers and Duties


- 2.1. The Board Chair shall chair the PSD Tomorrow Committee meeting.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees.
- 3.2. The Superintendent
- 3.3. Members of the Superintendent’s Executive Team
- 3.4. Other resources as required
- 3.5. One (1) Recording Secretary

4. Meetings

- 4.1. Meetings shall be closed to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017 October, 2011
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Parkland School Division
Board Policy 8: Appendix 8.2
EDUCATION COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board may establish annually an Education Committee to provide an opportunity for all trustees to undertake detailed examination of issues of a curricular and program nature and to celebrate student achievements.

2. Powers and Duties


- 2.1. The responsibilities of the Education Committee shall include:
 - 2.1.1. Discussion of curricular areas being considered by Alberta Education;
 - 2.1.2. Discussion of education issues and programs of the Division;
 - 2.1.3. Discussion of possible program initiatives and/or research regarding educational matters; and
 - 2.1.4. Providing recommendations to the Board.
- 2.2. This committee of the whole Board must be diligent in confining itself to receipt of information, questions for clarification, and requests for further information.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent;
- 3.3. Members of the Superintendent's Executive Team;
- 3.4. Other resources as required.

4. Meetings

- 4.1. Meetings shall be open to the public; and
- 4.2. Shall be scheduled and held as required.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.3
ADVOCACY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes it is important, as a group, to identify stakeholders in the political, economic and social systems who may have influence on public policy or have the ability to assist Parkland School Division's effort to effectively manage its resources to support student learning.

2. Powers and Duties


- 2.1. The Advocacy Committee shall devise an Advocacy Plan that may include:
 - 2.1.1. Prioritizing matters that may cause pressure points that keep the Division from carrying out its Strategic Plan;
 - 2.1.2. Identifying the target audience for intended advocacy efforts; and
 - 2.1.3. Determining the most effective means to carry out its advocacy whether it be public speaking engagements, publishing research, social or mainstream media campaigns or other stakeholder engagement.
 - 2.1.4. Providing recommendations to the Board.

3. Membership shall consist of:

- 3.1. All trustees with a quorum of four (4) trustees;
- 3.2. The Superintendent or designate(s);
- 3.3. A Recording Secretary, who shall be responsible for:
 - 3.3.1. Preparation and distribution of the agenda;
 - 3.3.2. Notification of the deadline for submission of items for the agenda by members; and
 - 3.3.3. Emailing a final agenda to all committee members in advance of the meeting.

4. Meetings

- 4.1. Meetings shall be held as required and closed to the public.
- 4.2. Meeting dates, times, location and duration to be determined by consensus of the members of the committee.

Date Approved: May 2, 2017		Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division
Board Policy 8: Appendix 8.4

STUDENT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may establish, annually, a Student Advisory Committee.

2. Powers and Duties


- 2.1. The responsibility of the Student Advisory Committee shall be to:
 - 2.1.1. Provide a mechanism for the Board and Superintendent to hear directly from students about classroom and school issues;
 - 2.1.2. Provide students with an opportunity to provide advice about Division-level initiatives and work;
 - 2.1.3. Provide an opportunity for student representatives from various schools to dialogue with the Trustees and Superintendent; and
 - 2.1.4. Provide students with knowledge and understanding of other Division schools.
 - 2.1.5. Provide recommendations to the Board.

3. Membership shall consist of:

- 3.1.1. All trustees with a quorum of four (4) trustees;
- 3.1.2. The Superintendent (and/or designates);
- 3.1.3. Student representatives as deemed prudent.
- 3.2. The Superintendent (or designate) shall request principals to select student representatives:
 - 3.2.1. Who best represent the diverse views of their respective student body; and
 - 3.2.2. Who are willing to share student views with trustees.

4. Meetings

- 4.1. The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Chair.
- 4.2. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March, 2017
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Parkland School Division Board Policy 8: Appendix 8.5

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish a Benefit Plan Advisory Committee to administer and review the Board's group benefit insurance plans and other employee benefit plans.

2. Powers and Duties

- 2.1. The committee will make recommendations to the Board when major changes in coverage, a change in the benefit consultant, or new employee benefit plans are considered necessary by the committee.
- 2.2. The committee has the authority to:
 - 2.2.1. Approve minor changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums); and
 - 2.2.2. Change benefit insurance carriers.
- 2.3. The Superintendent or designate has the authority to renew group insurance policies.
- 2.4. The Board will be the policyholder of the various benefit insurance policies.
- 2.5. The Board will appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
- 2.6. The Division will be responsible for the nominal operating expenditures incurred by the committee.

3. Membership

- 3.1. The committee shall be made up of six (6) voting members and three (3) non-voting members.
- 3.2. Voting Membership shall consist of:
 - 3.2.1. One (1) trustee as appointed by the Board;
 - 3.2.2. Two (2) representatives appointed by Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 3.2.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
 - 3.2.4. One (1) representative appointed by Parkland School Division (PSD) No. 70 Non-Union Group (NUG).
- 3.3. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
 - 3.3.1. Three (3) members to facilitate committee operations; and

3.3.2. One (1) Recording Secretary.

3.4. CAAMSE, IUOE and NUG staff will appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

3.5. The Board, at each annual organizational meeting, shall appoint one (1) member to this committee.

3.6. November 1 of each year will be the yearly start date for each representative.

4. Meetings


4.1. Meetings, as required, may be called by the committee Chair or the Superintendent or designate. Notice of and all meeting agendas will be sent to each member prior to each meeting by the Superintendent or designate.

4.2. Meetings shall be closed to the public.

4.3. At the first meeting, following the Board’s organizational meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members.

4.4. Committee Chair shall be elected for a one (1) year term.

4.5. All decisions and recommendations shall require a simple majority from the voting members.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017
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Parkland School Division Board Policy 8: Appendix 8.6

TEACHER/BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board believes that, in the interests of effective consultation and transparent communication, there shall be established a committee of Board and teacher representatives, the purpose of which shall be to provide a forum for discussion of the views of the respective parties.

2. Powers and Duties


- 2.1. The Teacher/Board Advisory Committee shall provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
- 2.2. Issues related to the interpretation of the collective agreement and grievances shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- 2.3. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local 10 for consideration as recommendations only.
- 2.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

3. Membership

- 3.1. The Teacher/Board Advisory Committee shall consist of an equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local 10, employed by the Division. A maximum of ten (10) voting members shall make up this committee.
- 3.2. The Board, at each annual organization meeting, shall appoint three (3) trustees to this committee.
- 3.3. The ATA Parkland Teachers' Local 10 shall make appointments to the committee. These appointments shall be determined by the ATA Parkland Teachers' Local 10 on an annual basis.
- 3.4. The Chair of the Teacher/Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local 10.
- 3.5. The Superintendent shall appoint one (1) non-voting member as a recording secretary.

4. Meetings

- 4.1. Decision making of the committee shall be based on a consensus model.
- 4.2. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
- 4.3. Meeting dates, times, location and duration shall be determined by consensus of the members of the committee.
- 4.4. Meetings shall be closed to the public.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 April 2011
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Parkland School Division Board Policy 8: Appendix 8.7

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose

- 1.1. The Board shall establish an Audit Committee to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements.

2. Powers and Duties

- 2.1. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- 2.1.1. With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- 2.1.2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties;
- 2.1.3. Meet with Division officers, external auditors or outside counsel, as necessary; and
- 2.1.4. Make recommendations to the Board on budget development; financial control matters, and selection of external auditors.

- 2.2. The Audit Committee shall carry out the following responsibilities:

2.2.1. Financial Statements

- 2.2.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
- 2.2.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
- 2.2.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- 2.2.1.4. Review with management and the auditors all matters required to be communicated to the Board;
- 2.2.1.5. Review Trustee compensation and expenditure annually; and
- 2.2.1.6. Conduct a full review of Trustee honoraria and expenses with final recommendations presented to the Board for resolution prior to the end of June in an election year.

2.2.2. Budget Development

- 2.2.2.1. Review budget timelines and key budget assumptions;
- 2.2.2.2. Review a draft preliminary budget;
- 2.2.2.3. Review the governance budget;
- 2.2.2.4. Provide recommendations to the Board.

2.2.3. Internal Control

- 2.2.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
- 2.2.3.2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

2.2.4. Audit

- 2.2.4.1. Review the auditor's proposed audit scope and approach;
- 2.2.4.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment or discharge of the auditors;
- 2.2.4.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
- 2.2.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

2.2.5. Compliance

- 2.2.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
- 2.2.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.

2.3. Compensation shall be remunerated as follows:


- 2.3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
- 2.3.2. The member at large shall be compensated, as specified in Policy 7 Appendix 7.3, as follows:
 - 2.3.2.1. one (1) full day per diem for each meeting;
 - 2.3.2.2. mileage to and from Audit Committee meetings.

3. Membership

- 3.1. The committee shall be made up of four (4) voting members and three (3) non-voting members.
- 3.2. A quorum is a simple majority of trustees.
- 3.3. Voting membership shall consist of:
 - 3.3.1. Three (3) trustees, not to include the Board Chair, who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee.
 - 3.3.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
- 3.4. Non-voting members shall be appointed by the Superintendent and shall consist of:
 - 3.4.1. The Associate Superintendent of Corporate Supports and Services;
 - 3.4.2. The Director of Financial Services; and
 - 3.4.3. One (1) Recording Secretary;
- 3.5. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

4. Meetings

- 4.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
- 4.2. Meetings shall be closed to the public.
- 4.3. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2014 November 2013
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**Parkland School Division
Board Policy 8: Appendix 8.8**

**ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS
TERMS OF REFERENCE**

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1. Purpose
 - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
 2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of the ATA Local.
 - 2.3. Make recommendations to the Board for ratification.
 3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
 4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012 June 2011
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**Parkland School Division
Board Policy 8: Appendix 8.9**

**CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL AND SCHOOL
EMPLOYEES (CAAMSE) LABOUR RELATIONS TERMS OF
REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of CAAMSE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.


Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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**Parkland School Division
Board Policy 8: Appendix 8.10**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)
LABOUR RELATIONS TERMS OF REFERENCE**

1. Purpose
 - 1.1. To meet with representatives of IUOE to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of IUOE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership shall consist of:
 - 3.1. Three (3) trustees with a quorum of two (2) trustees; and
 - 3.2. The Superintendent or designate(s).
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be held as required to negotiate or interpret agreements.

Date Approved: 	Reviewed or Revised: April, 2019 March 2017 October 2012
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MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Notice of Motion at the September 1, 2020 Regular 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 a 20% reduction to Trustee Remuneration for the 2020-2021 school year, as per the Notice of Motion from the Regular Meeting of September 1, 2020.

Background

The Board of Trustees is responsible to annually establish the rates of honoraria and expense reimbursement for Trustees and empowers the Audit Committee to conduct a full review and present a final recommendation on the rates of trustee honoraria and expense reimbursement. This recommendation is in response to this responsibility.

Report Summary

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 was approved at

the Regular Board Meeting of September 1, 2020. At that same meeting, Trustee Montgomery gave Notice of Motion to reduce Trustee remuneration by 20%.

SM:kz



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Scott McFadyen, Associate Superintendent

Resource Jason Krefting, Director of Business & Finance

Governance Policy Board Policy 2: Role of the Board
Board Policy 12: Role of the Superintendent

Additional Reference BP 2: Section 1. Planning
BP 2: Section 3. Accountability
BP 2: Appendix 2.1
BP 12: Section 3. Fiscal Responsibility
(Alberta Education) Funding Manual for School Authorities

Subject **2020-2021 ENROLMENT REPORT**

Purpose

For information. No recommendation required.

Background

The Board of Trustees reviews and approves the budget on an annual basis, performs Board functions required by governing legislation and Ministerial directives, and is responsible to adhere to the Board Annual Work Plan. The 2020-2021 Enrolment Report provides information to support these responsibilities.

Report Summary

Attached for information is the September 30, 2020 enrolment account for Parkland School Division. The enrolment reflects the September Count that will be used in the WMA calculation to determine funded students as per the Alberta Education funding manual.

The September 30 enrolment count for the 2020-21 school year is 11,517 for the Division. This is a decrease of 60 students or 0.5% over the 2019-20 school year.

By Community the enrolments changes compared to the prior year were:

- Community A enrolments decreased by 97 students or 14.5%
- Community B enrolments increased by 112 students or 2.4%
- Community C enrolments decreased by 115 students or 1.9%
- Outreach enrolments are increased by 40 students or 12.2%

SM:kz

Schedule B
Enrolment Report For 2020-21

School Name	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	2020-21 Sep 30	2020-21 Budget	Sep 2020 to 2020-21 Budget Variance	9/30/2019	9/28/2018	9/30/17	9/30/16
Blueberry		51	45	56	52	53	69	51	59	66	55				557	586	(29)	592	581	572	553
Brookwood	38	81	93	86	93	107									498	530	(32)	524	502	777	712
<i>Maranatha</i>		31	43	29	33	40									176	-	176	192	182	188	174
<i>Other</i>	38	50	50	57	60	67									322	530	(208)	305	307	589	538
Connections for Learning		15	18	33	30	21	29	54	72	74	63	2	5	11	427	344	83	242	236	137	151
Home Ed			28	40	36	38	27	31	16	15	12	10	2	2	257	42	215	42	37	31	42
<i>Bright Bank Institutional</i>				1	3	1	4	1	1						11	12	(1)	12	12	12	10
Copperhaven		87	88	71	81	63	61	87	61	66	43				708	759	(51)	707	599		
Duffield		20	23	20	27	19	23	20	27	29	30				238	282	(44)	282	290	289	312
École Broxton Park	41	80	71	69	72	70	63	60	39	50	50				665	709	(44)	667	670	729	711
<i>French</i>		80	71	68	72	69	62	56	34	44	39				595	-	595	566	559	579	561
<i>Other</i>	41			1		1	1	4	5	6	11				70	709	(639)	101	111	150	150
École Meridian Heights		68	77	82	69	70	69	78	72	68	63				716	750	(34)	757	725	732	705
<i>English</i>		16	24	31	21	26	22	30	27	30	24				251	750	(499)	262	237	251	245
<i>French</i>		52	53	51	48	44	47	48	45	38	39				465	-	465	495	488	481	460
Entwistle		17	11	14	22	14	13	11	6	5	9				122	134	(12)	125	133	121	133
Forest Green		29	34	26	36	28	33	40							226	251	(25)	254	275	301	275
Graminia		36	50	46	57	48	63	45	49	64	43				501	508	(7)	521	524	526	531
Greystone Centennial Middle							104	90	116	102	99				511	535	(24)	516	512	537	549
High Park	21	36	46	37	56	51	59	58	50	54	45				513	533	(20)	539	513	533	485
Memorial Composite High												370	310	347	1,027	1,070	(43)	1,073	1,086	1122	1154
Millgrove		84	106	94	90	90									464	503	(39)	505	473	545	555
Muir Lake		42	56	40	56	48	30	40	36	36	39				423	480	(57)	467	458	450	436
Parkland Village		27	27	30	39	26									149	185	(36)	192	186	189	196
Prescott Learning Centre		70	65	82	80	82	95	116	108	68	76				842	858	(16)	850	829	741	587
Seba Beach															-	-	-	66	75	97	105
Spruce Grove Composite High												388	322	387	1,097	1,082	15	1,032	1,029	987	1038
<i>English</i>												345	277	345	967	1,082	(115)	895	882	860	933
<i>French</i>												43	45	42	130	-	130	137	147	127	105
Stony Plain Central	23	36	38	45	38	42	46	53	85	89	76				571	644	(73)	638	616	602	595
Tomahawk		9	11	8	13	12	9	11	10	9	3				95	104	(9)	92	108	115	110
Wabamun		12	5	11	10	10	16	12	20	12	7				115	117	(2)	102	83	96	118
Woodhaven Middle							69	98	85	75	88				415	451	(36)	451	467	633	621
<i>Maranatha</i>							27	28	32	15	20				122	-	122	149	123	124	120
<i>Other</i>							42	70	53	60	68				293	451	(158)	302	344	509	501
ECS - Grade 12 Enrolment	123	800	892	891	960	893	882	956	912	882	801	770	639	747	11,148	11,469	(321)	11,248	11,019	10,874	10,684
Outreach Programs												36	74	259	369	335	34	278	162	187	204
Total Enrolment	123	800	892	891	960	893	882	956	912	882	801	806	713	1,006	11,517	11,804	(287)	11,526	11,181	11,061	10,888
Projected Additional Enrolments*																81	(81)	51	103	62	80
Total Enrolment - Projected and Registered	123	800	892	891	960	893	882	956	912	882	801	806	713	1,006	11,517	11,885	(368)	11,577	11,284	11,123	10,968

Schedule B
Enrolment Report For 2020-21

Enrolment - Community A

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	2020-21 Sep 30	2020-21	Variance	9/30/19	9/28/2018	9/30/17	9/30/16
Duffield		20	23	20	27	19	23	20	27	29	30				238	282	(44)	282	290	289	312
Entwistle		17	11	14	22	14	13	11	6	5	9				122	134	(12)	125	133	121	133
Seba Beach															-	0	0	66	75	97	105
Tomahawk		9	11	8	13	12	9	11	10	9	3				95	104	(9)	92	108	115	110
Wabamun		12	5	11	10	10	16	12	20	12	7				115	117	(2)	102	83	96	118
Total Community A	-	58	50	53	72	55	61	54	63	55	49	-	-	-	570	637	(67)	667	689	718	778

Enrolment - Community B

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	2020-21 Sep 30	2020-21	Variance	9/30/19	9/28/2018	9/30/17	9/30/16
Forest Green		29	34	26	36	28	33	40							226	251	(25)	254	275	301	275
High Park	21	36	46	37	56	51	59	58	50	54	45				513	533	(20)	539	513	533	485
Memorial Composite High												370	310	347	1,027	1070	(43)	1,073	1,086	1,122	1,154
École Meridian Heights		68	77	82	69	70	69	78	72	68	63				716	750	(34)	757	725	732	705
Stony Plain Central	23	36	38	45	38	42	46	53	85	89	76				571	644	(73)	638	616	602	595
Stony Plain	44	169	195	190	199	191	207	229	207	211	184	370	310	347	3,053	3,248	(195)	3,261	3,215	3,290	3,214
Connections for Learning		15	18	33	30	21	29	54	72	74	63	2	5	11	427	344	83	242	236	137	151
Home Ed			28	40	36	38	27	31	16	15	12	10	2	2	257	42	215	42	37	31	42
Bright Bank Institutional				1	3	1	4	1	1						11	12	(1)	12	12	12	10
Muir Lake		42	56	40	56	48	30	40	36	36	39				423	480	(57)	467	458	450	436
Blueberry		51	45	56	52	53	69	51	59	66	55				557	586	(29)	592	581	572	553
Total Community B	44	277	342	360	376	352	366	406	391	402	353	382	317	360	4,728	4,712	16	4,616	4,539	4,492	4,406

Enrolment - Community C

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	2020-21 Sep 30	2020-21	Variance	9/30/19	9/28/2018	9/30/17	9/30/16
Brookwood	38	81	93	86	93	107									498	530	(32)	524	502	777	712
École Broxton Park	41	80	71	69	72	70	63	60	39	50	50				665	709	(44)	667	670	729	711
Copperhaven		87	88	71	81	63	61	87	61	66	43				708	759	(51)	707	599		
Greystone Centennial Middle							104	90	116	102	99				511	535	(24)	516	512	537	549
Milgrove		84	106	94	90	90									464	503	(39)	505	473	545	555
Prescott Learning Centre		70	65	82	80	82	95	116	108	68	76				842	858	(16)	850	829	741	587
Spruce Grove Composite High												388	322	387	1,097	1,082	15	1,032	1,029	987	1,038
Woodhaven Middle							69	98	85	75	88				415	451	(36)	451	467	633	621
Spruce Grove	79	402	423	402	416	412	392	451	409	361	356	388	322	387	5,200	5,427	(227)	5,252	5,081	4,949	4,773
Graminia		36	50	46	57	48	63	45	49	64	43				501	508	(7)	521	524	526	531
Parkland Village		27	27	30	39	26									149	185	(36)	192	186	189	196
Total Community C	79	465	500	478	512	486	455	496	458	425	399	388	322	387	5,850	6,120	(270)	5,965	5,791	5,664	5,500

Enrolment - Outreach Programs

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	2020-21 Sep 30	2020-21	Variance	9/30/19	9/28/2018	9/30/17	9/30/16
Memorial Outreach															-	160	(160)	135	91	90	75
Spruce Grove Outreach												36	74	259	369	175	194	143	71	97	129
Projected Additional Outreach Enrolments															-	0	0	51	103	62	80
Total Outreach												36	74	259	369	335	34	329	265	249	284

Enrolment By Grade Compared to Prior Year

	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
September 30, 2019	185	899	903	956	913	890	930	900	898	833	810	722	835	903	11,577
September 30, 2020	123	800	892	891	960	893	882	956	912	882	801	806	713	1,006	11,517
Change	(62)	(99)	(11)	(65)	47	3	(48)	56	14	49	(9)	84	(122)	103	(60)
% Change	-34%	-11%	-1%	-7%	5%	0%	-5%	6%	2%	6%	-1%	12%	-15%	11%	-1%

Enrolment By Grade Compared to Budget

	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2020-21 Budget	200	879	931	923	969	900	893	983	916	919	864	812	742	954	11,885
September 30, 2020	123	800	892	891	960	893	882	956	912	882	801	806	713	1,006	11,517
Change	(77)	(79)	(39)	(32)	(9)	(7)	(11)	(27)	(4)	(37)	(63)	(6)	(29)	52	(368)
% Change	-39%	-9%	-4%	-3%	-1%	-1%	-1%	-3%	0%	-4%	-7%	-1%	-4%	5%	-3%

2020-21 Enrolment by Type as at September 30

	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Inclass	123	658	757	714	786	733	747	797	763	741	671	738	633	903	9,764
Online-School		127	96	119	124	112	95	111	111	104	101	51	66	82	1,299
Virtual School-CFL		15	11	18	14	10	13	17	22	22	17	7	12	19	197
Home Education			28	40	36	38	27	31	16	15	12	10	2	2	257
Total	123	800	892	891	960	893	882	956	912	882	801	806	713	1,006	11,517

2019-20 Enrolment By Type

	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Inclass	185	899	901	949	907	884	926	896	896	830	803	721	835	903	11,535
Home Education			2	7	6	6	4	4	2	3	7	1			42
	185	899	903	956	913	890	930	900	898	833	810	722	835	903	11,577



MEMORANDUM

Date October 6, 2020
To Board of Trustees
From Shauna Boyce, Superintendent
Originator Scott Johnston, Associate Superintendent
Resource School Administration
Governance Policy Board Policy 2: Role of the Board
Additional Reference BP 2: Section 1. Planning
Subject **2020-2021 Class Size Report**

Purpose

Information. No recommendation is required.

Background

Until the release of the 2019-2020 Funding Manual, Class size reporting to Alberta Education was a required component for funding tied to the Class Size Initiative. In February, 2020, Alberta Education released the new Funding and Assurance Framework that shifted student funding to a Weighted Moving Average (WMA) that captures the number of students across three school years.

While the specific data is no longer requested by Alberta Education, Parkland School Division's Board of Trustees maintains the importance of gathering and summarizing class size information as an important aspect of stakeholder assurance.

Report Summary

The Summary Chart on the next page provides the breakdown of classrooms within a school that fall within a specific range, and divided by grade grouping:

	<15		16-20		21-25		26-30		30+	
	Classes	%	Classes	%	Classes	%	Classes	%	Classes	%
K-12	57	11.15%	175	34.25%	191	37.38%	66	12.92%	22	4.31%
K-4	30	5.87%	95	18.59%	57	11.15%	7	1.37%	0	0.00%
5-9	12	2.35%	56	10.96%	83	16.24%	16	3.13%	1	0.20%
10-12	15	2.94%	24	4.70%	51	9.98%	43	8.41%	21	4.11%

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School	Classes	<15	<15%	16-20	16-20%	21-25	21-25%	26-30	26-30%	30+	30+%
Parkland School Division	511	57	11.15%	175	34.25%	191	37.38%	66	12.92%	22	4.31%
Blueberry Total (K-9)	23	0	0.00%	6	26.09%	16	69.57%	1	4.35%	0	0.00%
Blueberry (K-4)	11	0	0.00%	3	13.04%	8	34.78%	0	0.00%	0	0.00%
Blueberry (5-9)	12	0	0.00%	3	13.04%	8	34.78%	1	4.35%	0	0.00%
Brookwood Total (K-4)	22	5	22.73%	15	68.18%	2	9.09%	0	0.00%	0	0.00%
Broxton Park Total (K-9)	28	5	17.36%	8	28.57%	13	46.43%	1	3.57%	1	3.57%
Broxton (K-4)	14	1	3.57%	3	10.71%	9	32.14%	1	3.57%	0	0.00%
Broxton (5-9)	14	4	14.29%	5	17.86%	4	14.29%	0	0.00%	1 ¹	3.57%
Copperhaven Total (K-9)	31	0	0.00%	19	61.29%	9	29.03%	3	9.68%	0	0.00%
Copperhaven (K-4)	17	0	0.00%	10	32.26%	4	12.90%	3	9.68%	0	0.00%
Copperhaven (5-9)	14	0	0.00%	9	29.03%	5	16.13%	0	0.00%	0	0.00%
Duffield Total (K-9)	10	4	40.00%	3	30.00%	2	20.00%	1	10.00%	0	0.00%
Duffield (K-4)	5	4	40.00%	1	10.00%	0	0.00%	0	0.00%	0	0.00%
Duffield (5-9)	5	0	0.00%	2	20.00%	2	20.00%	1	10.00%	0	0.00%
Entwistle Total (K-9)	7	5	71.43%	1	14.29%	1	14.29%	0	0.00%	0	0.00%
Entwistle (K-4)	4	3	42.86%	1	14.29%	0	0.00%	0	0.00%	0	0.00%
Entwistle (5-9)	3	2	28.57%	0	0.00%	1	14.29%	0	0.00%	0	0.00%
Forest Green Total (K-6)	10	2	20.00%	6	60.00%	2	20.00%	0	0.00%	0	0.00%
Forest Green (K-4)	7	2	20.00%	3	30.00%	2	20.00%	0	0.00%	0	0.00%
Forest Green (5-6)	3	0	0.00%	3	30.00%	0	0.00%	0	0.00%	0	0.00%
Graminia Total (K-9)	24	1	4.17%	16	66.67%	7	29.17%	0	0.00%	0	0.00%
Graminia (K-4)	12	1	4.17%	9	37.50%	2	8.33%	0	0.00%	0	0.00%
Graminia (5-9)	12	0	0.00%	7	29.17%	5	20.83%	0	0.00%	0	0.00%
Greystone Total (5-9)	20	0	0.00%	0	0.00%	18	90.00%	2	10.00%	0	0.00%
High Park Total	20	1	5.00%	6	30.00%	10	50.00%	3	15.00%	0	0.00%
High Park (K-4)	10	1	5.00%	5	25.00%	4	20.00%	0	0.00%	0	0.00%
High Park (5-9)	10	0	0.00%	1	5.00%	6	30.00%	3	15.00%	0	0.00%
Memorial Total (10-12)	77	10	12.99%	15	19.48%	27	35.06%	17	22.08%	8²	10.39%
Meridian Total	29	3	10.34%	14	48.28%	10	34.48%	2	6.90%	0	0.00%
Meridian (K-4)	16	1	3.45%	10	34.48%	5	17.24%	0	0.00%	0	0.00%
Meridian (5-9)	13	2	6.90%	4	13.79%	5	17.24%	2	6.90%	0	0.00%
Millgrove Total (K-4)	20	0	0.00%	10	50.00%	10	50.00%	0	0.00%	0	0.00%
Muir Lake Total	21	6	28.57%	10	47.62%	5	23.81%	0	0.00%	0	0.00%
Muir Lake (K-4)	12	4	19.05%	6	28.57%	2	9.52%	0	0.00%	0	0.00%
Muir Lake (5-9)	9	2	9.52%	4	19.05%	3	14.29%	0	0.00%	0	0.00%
Parkland Village Total (K-4)	8	2	25.00%	5	62.50%	1	12.50%	0	0.00%	0	0.00%
Prescott Total	34	0	0.00%	13	38.24%	13	38.24%	8	23.53%	0	0.00%
Prescott (K-4)	16	0	0.00%	6	17.65%	7	20.59%	3	8.82%	0	0.00%
Prescott (5-9)	18	0	0.00%	7	20.59%	6	17.65%	5	14.71%	0	0.00%
Spruce Comp Total (10-12)	77	5	6.49%	9	11.69%	24	31.17%	26	33.77%	13³	16.88%
Stony Central Total	23	5	21.74%	9	39.13%	9	39.13%	0	0.00%	0	0.00%
Stony Central (K-4)	10	5	21.74%	5	21.74%	0	0.00%	0	0.00%	0	0.00%
Stony Central (5-9)	13	0	0.00%	4	17.39%	9	39.13%	0	0.00%	0	0.00%
Tomahawk Total	5	1	20.00%	3	60.00%	1	20.00%	0	0.00%	0	0.00%
Tomahawk (K-4)	3	1	20.00%	1	20.00%	1	20.00%	0	0.00%	0	0.00%
Tomahawk (5-9)	2	0	0.00%	2	40.00%	0	0.00%	0	0.00%	0	0.00%
Wabamun Total	6	1	16.67%	5	83.33%	0	0.00%	0	0.00%	0	0.00%
Wabamun (K-4)	2	0	0.00%	2	33.33%	0	0.00%	0	0.00%	0	0.00%
Wabamun (5-9)	4	1	16.67%	3	50.00%	0	0.00%	0	0.00%	0	0.00%
Woodhaven Total (5-9)	16	1	6.25%	2	12.50%	11	68.75%	2	12.50%	0	0.00%

30+ Classrooms Defined:

1. École Broxton Park School:
 - a. French Immersion 7: 33 Students (No split possible given size of adjacent grades).
2. Memorial Composite High School: (32.25 students/avg of 30+ Classes).
 - a. Chemistry 30: 31 Students
 - b. English 30-1: 32 Students
 - c. Japanese 10: 31 Students
 - d. Math 10-3: 31 Students
 - e. Math 10-3: 34 Students
 - f. Math 20-2: 34 Students
 - g. Science 10: 31 Students
 - h. Science 10: 34 Students
3. Spruce Grove Composite High School: (31.62 students/avg of 30+ Classes).
 - a. Biology 20: 31 Students
 - b. Chemistry 20: 32 Students
 - c. Chemistry 30: 31 Students
 - d. German 10: 32 Students
 - e. Japanese 10: 32 Students
 - f. Math 10C: 32 Students
 - g. Math 20-1: 33 Students
 - h. Math 20-2: 32 Students
 - i. PE 10 (5 Credit) 31 Students
 - j. Physics 20: 32 Students
 - k. Science 30: 31 Students
 - l. Social 10-1: 31 Students
 - m. Social 30-1: 31 Students



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Dr. Dianne McConnell, Associate Superintendent

Resource Leah Andrews, Director of Student Services
Felicia Ochs, Wellness Coordinator

Governance Policy Board Policy 2: Role of the Board
Board Policy 12: Role of the Superintendent

Additional Reference BP 2: Section 4. Communications and Community Relations
BP 2: Appendix 2.1 Board Annual Work Plan
BP 12: Section 6. Superintendent / Board Relations
BP 12: Section 8. Communications and Community Relations

Subject **COMMUNITY PARTNERSHIP ASSURANCE REPORT**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees establishes processes, provides opportunities for input from its stakeholders, promotes positive community engagement within the Division and represents the community's needs, hopes and desires in relation to student programming. The Board is also responsible to adhere to the Board Annual Work Plan. The Community Partnership Report is in support of these responsibilities.

Report Summary

The Community Partnership Report lists the variety of partners that students and staff in Parkland School Division work with. These partnerships take place in order to enhance a teacher's ability to

deliver the Alberta Program of Studies as well as to provide meaningful relationships with adult mentors in our region.

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Parkland School Division

*Community Partnership Assurance Report
Presented to Board of Trustees, October 6, 2020
Dr. Dianne McConnell, Associate Superintendent
Leah Andrews, Director of Student Services
Felicia Ochs, Wellness Coordinator*

History and Purpose

Since 2012, Parkland School Division has focused on the Ultimate Goal of Student Success and Well-being. Through the Wellness Initiative, PSD schools have been working with community partners in diverse ways to address the well-being of each child. These partnerships enhance a teacher's ability to deliver the Alberta Program of Studies as well as to provide meaningful relationships with healthy adult mentors within our region. Parkland School Division has become well-recognized for its work in the area of Wellness and Comprehensive School Health. Through the district-led Wellness Initiative, we have designed and initiated multiple programs, resources and events that have nurtured Parkland School Division's network with local, provincial and national stakeholders.

Our elements that provide assurance include:

Excellent Teaching (TL.ET): Teachers and leaders design, deliver and share purposeful, essential, relevant and authentic teaching and assessment practices to promote student achievement.

Care, Respect and Safety (LS.CRS): School staff ensure the learning environment is welcoming, caring, respectful and safe, and that healthy lifestyle choices, and positive peer relationships are fostered.

Learning Environments (LS.AE): School staff adapt learning environments as necessary to meet each learner's needs, emphasizing a sense of belonging and high expectations for all.

Goal

The goal of community partnerships is to authentically collaborate in the areas of social complexity so that PSD might alleviate the use of a single sector approach. This year, PSD is addressing wellness in the face of COVID, many complex social situations and finally, mindsets and attitudes that inhibit students, families, and school staff from experiencing a sense of safety, belonging and inclusion. We are working to effectively change the ways that we work and show up alongside our community to ensure that all children and youth experience success and well-being inside and outside of schools. This is the work of building healthy, sustainable relationships with strategic partners across the regional systems.

The Wellness Initiative includes the use of a full time staff person who centralizes her focus on community development, collective impact and social innovation. This work is measured using social network analysis including multiple evaluation tools required by partnering organizations. A review of board reports showcases that, over time, Parkland School Division has increased the amount and depth of its regional resources to directly support Kindergarten to Grade 12 students and PSD staff.

Community Partnerships include capacity building with our trustees, executives, staff and administrators. We are intentional in working with our staff to build their skillset around how to initiate, maintain, and measure the effectiveness of community partnerships as they relate to the goals of The

Parkland School Division. We have worked with the JW McConnell Family Foundation, Tamarack Institute for Community Engagement, MacEwan University and Ever Active Schools to provide staff training in collective impact.

Community Partners are individuals or organizations that fund, support, coordinate, and provide services related to educational goals including the health and well-being of students and families. The Wellness Initiative treats complex social issues as an ecosystem where each person, including the community as a whole, plays a meaningful role in designing a healthy learning environment for student achievement. The effectiveness of partnerships vary and partnerships should be measured using tools that have been co-designed by the partners and schools to ensure alignment with the intended goals for schools.



World Health Organization Comprehensive School Health Model

2019-20 PSD established Community Partnerships with the following:

CHANGE Health - Dr. Klein	RCMP - Cst. Shelley Nasheim	AHS Mobile Addictions Counselling
Achieving Community Together	Spruce Grove Log Cabin	Stony Plain Youth Centre
AHS Mental Health	Town of Stony Plain	Goodwill Industries
Rotary Interact	Paul First Nation	Co-op
Sandyview Farms	Westview Health Center	Remuda Horsemanship
PLAY Parkland - Tri-Leisure Rec	Canadian Tire Jumpstart	Junior ATB
Indigenous Elders	Rainbow Connection (Save on	Little Green Thumbs (Tower

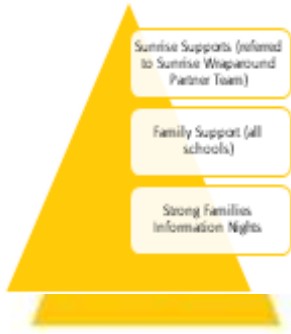
	Foods)	Garden)
Healing Seed	Family and Community Support Services	Lions Club
Stony Plain Public Library	Everactive Schools	City of Spruce Grove Peace Officers
Aerials Gymnastics	Dynamic Beauty	Perks Coffeeshouse
Stony Plain Potters Guild	Alberta Parenting for the Future	Good Samaritan Seniors Centre
Devon Lions Club	Kinettes	Breakfast Clubs of Canada

Phoenix Tae Kwon Do	Crime Watch	Wabamun Waves
Kitaskinaw School	CASA	Village of Wabamun
Freson Brothers	Beaverbrook Wellness Centre - YMCA	Before and After School Care Wabamun
University of Alberta Botanical Gardens	Reading Volunteers	Dragonfly Festival
Stony Pool	Katie Wagner (Yoga)	Wabamun Cares
Stony Plain Hockey Arena	Stony Plain Curling Rink	Yellowhead County Student Wellness Programming
Mud, Sweat and Gears	APFA Grandparent Program	AB Fish and Wildlife
Edmonton Public Schools/ EPS Hospital School	Pandas	Little Wonders Yoga
Alberta Bottle Recycling	Albert Ballet	Big Brothers and Big Sisters
Seba Seniors Association	Lions Club	BOKS Fitness program
Spruce Grove Saints	Spruce Grove Fire Department	Parkland Bylaw Enforcement

Sunrise Supports and Parkland School Division Family Support

Trauma Informed Support for Children and Families

September 2019 - May 2020



“Rarely before in our recent history have we seen such an urgent need for an explicit and intentional focus on supporting the well-being of our children, their families and our educators.”

UBC education professor Kimberly A. Schonert-Reichl.

The Mental Health Commission of Canada Strategic Directions outline actions important to support the family by promoting mental health and wellness, facilitating family inclusion and strengthening the family. These actions need to take place in the context of relationships, navigation and coordination of services. This is now critical if we are to support student success as they transition back to school during the pandemic. Early research on the effects of the pandemic indicate that families and their children are struggling with worries about finances and are anxious about their future. The impacts of COVID 19 disproportionately impact families already impacted by trauma and those struggling to meet their basic needs. Kids Help Phone calls have doubled across Canada, the Red Cross indicates that the rate of anxiety among young people is 48%. Added family stresses related to the COVID-19 crisis – including job loss, isolation, excessive confinement, and anxieties over health and finances – heighten the risk of violence in the home, including both between partners and by caregivers against children. For many children, the COVID-19 crisis will mean limited or no education, or falling further behind their peers. Sustained stress can lead to a variety of cognitive and emotional problems and diminished motivation.

It will be important to consider the impact on families and to mitigate these factors as students transition to school in the fall. This school year families who have experienced significant trauma prior to the pandemic have been thrown into further chaos. Issues that were daily pressures are now at a crisis point. *Out of the current Sunrise families who were working or receiving child support, 70% have lost their jobs or had a cut in child support, or both.*

Prolonged stress caused by issues of abuse or neglect, poverty, addiction and mental health issues, family breakdown impacts brain development. We know that children who experience severe or chronic trauma are at risk for having difficulties with learning, behaviour and social emotional skills. They may demonstrate a range of actions from extreme aggression to withdrawal. In any given school, at least one quarter of the students have experienced traumatic or adverse experiences (ACEs). ACEs are often the root cause of serious learning disabilities, health problems, social challenges and behavioral problems that impact a child’s ability to learn.

“For educators, students who have experienced multiple adversities (20%-50% of all students) can be more difficult to engage consistently, require additional supports and often need more attention thus reducing instructional time for other students. With many students and their families experiencing adversity, schools may face an uphill challenge in addressing them without local partner services and supports from the larger community and other systems. Caring relationships and safe and supportive environments help prevent and mitigate the consequences of ACEs.”

Child Welfare Information Gateway. Understanding the Effects of Maltreatment. (2015).

Parkland Family Supports 2019-2020 (September - March Sunrise intakes)															
%referral PCN-5% CFS-5% School-90%	Impacted by domestic violence	Poverty	Addi tion	Mental Illness Parent	Men tal Illnes s Child	Gri ef and Los s	Singl e Pare nt FAMIL Y	Marit al Brea kdown	Incarcer ation of parent	Food Insecu rity	Sexual Assault	CFS involv ed	Autis m	Police involved	Attendance issues severe
Sunrise Supports 37 families	65%	60%	54%	68%	78%	24 %	68%	70%	8%	19%	5%	19%	8%	24%	49%
Parkland Family Supports 74 families	15%	18%	34%	42%	70%	11 %	26%	21%		12%	11%	30%	19%	25%	32%

Many of the families who come to Sunrise or access Parkland Family Supports have experienced significant trauma in their lives. Without significant intervention and support their children will have a future impacted by many of the same issues faced by their families. Supporting families impacted by trauma is complex and is a continual process of improvement over time. Traditional approaches in school don't generally work for these students. There is no quick fix, families often have difficulty following through, there may be many missed appointments, but over time and with close support change is possible. Typically families might be aware of some supports and services in their community, either suggested by schools or others, such as medical doctors. Parents are often aware of websites or have been given information sheets. When you are in crisis it is very difficult to navigate the systems and access supports. Parkland's innovative and unique approach of relationally focused supports allow for a developmental coaching model to meet families where they are at, this results in increased accountability in accessing support and services, an exceptional wrap around service approach and better success for students. The success of the Parkland Family Support model rests in a caring, nurturing, supportive approach where families are welcomed without judgement and therefore are more likely to be engaged in working to improve their lives and the lives of their children. Change takes time!

Partners are able to provide complex wrap around supports (this would not be possible without strong relationships with Parkland School Division Family Support ensuring they are able to understand the stories of the families and their complex needs.)

Parkland Strong Families - building a firmer foundation for families

- **Strong Families Education Series** (shifted from in person sessions to online zoom sessions for parents)
17 sessions in person, 10 sessions by Zoom
Topics: Kids Have Stress Too, Circle of Security, Anxiety, Strategies to support anxiety, Managing Fighting and Aggression, Dealing with Disobedience, Triple P Teen, Triple P Elementary, Thriving Through Covid - Basic Needs, Supporting Early Childhood Families, Family Care Psychology - Learning At Home
- **Strong Families - Stronger Together Newsletter**
-weekly newsletter released during the pandemic to assist families in supporting their children, sharing online education opportunities and navigating emerging family resources.

Supports and services we connected families with during the 2019-2020 school year.

Turning Points	Social Worker	<i>Therapist - Sunrise Team</i>
Catholic Social Services FASD	CMH	<i>Member</i>
Coaching Families	CASA	<i>CFS Sunrise Team Member</i>
Willow	Glenrose, Royal Alex, Stollery	Roots and Wings
Victim's Services	Pediatricians	Families First
SACE	APFA - ADHD sessions	Turn Around Ranch
FCSS	<i>FSCD - Sunrise Team Member</i>	Autism Edmonton
Alberta Works	Pilgrim's Hospice	Occasio
Century 21	Grief and Loss Support Group	Adaptabilities
Food Bank	in StonyPlain	CASE
Kidsport	Living with Loss to Suicide	<i>RCMP - Sunrise Team Member</i>
Jumpstart	Grandparents Support Group -	Stronger Together Newsletter
Ricoh Scholarship,	Stony Plain	Strong Families Education Series
Wishing You Wellness	Adult Mental Health	Amanda Welliver - Paradigm
BILY	Spruce Grove Peace Officers	Esteem - donated
Step Up	Christmas Hampers	sessions
AHS Addiction	APFA - Triple P Parenting - one	Remuda Horsemanship
High Risk Youth Initiative	to one sessions	Little Oaks
PCHAD	Solicitor General	Family Care Psychology
Day Treatment Program	Probation	<i>Solicitor General - Sunrise Team</i>
Strong Families Addiction	Food Bank	<i>Member</i>
<i>Mobile addictions worker</i>	Emerge Bus	Stony Plain Youth Centre
<i>(AHS) - Sunrise Team</i>	Auggies Cafe	Stony Plain Library
<i>Member</i>	SACE	Spruce Grove Library
Adult Mental Health	Victim's Service	Spruce Grove Log Cabin
Adult Drop In Counselling\	Garments of Praise	Elizabeth Fry Society
Northgate, Rutherford, Spruce	Neighbour Link	Guidance Through Crisis
Grove, Walk in	Zebra	Family Court Counsellor
PCN Community Connector,	<i>School Based Mental Health</i>	RCMP - Domestic Violence Team

Next Steps

Going forward, we will continue to work alongside our leadership teams to ensure that objectives and partnerships deliver on the outcomes outlined in our education plan. Consideration will be given to the areas of strategic partnerships and funds development that foster a variety of proactive, universal supports for children, youth and families.



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Shauna Boyce, Superintendent

Originator Mark Francis, Deputy Superintendent

Resource Jordi Weidman, Director of Strategic Communications

Governance Policy Board Policy 2: Role of the Board
Board Policy 12: Role of the Superintendent

Additional Reference BP 2: Section 4. Communications and Community Relations
BP 2: Appendix 2.1 Board Annual Work Plan
BP 12: Section 6. Superintendent / Board Relations
BP 12: Section 8. Communications and Community Relations

Subject **2020-2021 COMMUNICATIONS REPORT**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees establishes processes, provides opportunities for input from its stakeholders, promotes positive community engagement within the Division and represents the community's needs, hopes and desires in relation to student programming. Communications has become a key component of the Division's pandemic response. The Communications Report serves as a tool to carry out the Board's Work Plan.

Report Summary

The Parkland School Division Board identified Meaningful Engagement as one of its six Enduring Priorities in its Division Education Plan. The Communications Report defines strategies set forth in order to continue and enhance meaningful engagement with community partners through a variety of forums.

MF:kz



Parkland School Division 2020-2021 2020-2021 Communications Report

Introduction and Background

Connecting to our community has never been so important. If there is one thing that living through a pandemic has taught us, it's that timely and accurate information has become critical. At Parkland School Division, we recognize that our stakeholders are engaged more than ever as their child's education has become so tied to life choices for entire families. The decision to entrust their children to Parkland School Division for in-class learning during the pandemic or leaning on the Division to support their choice for distance/online learning at home means the partnership between school and home has intensified. Communication is key.

The school environment now is different than the one students left in March, 2020. At times, navigating new safety measures, protocols and procedures has been a monumental task for staff and students. The communication component in the planning and implementation of all those strategies to keep students and staff safe has become a big part of the Communications Department work.

Dealing with cases of COVID-19 in schools will also inevitably be a significant portion of the Department's work. The process and procedures that need to be followed before, during and after cases surface in schools is all new and all encompassing. Support for Learning Services and Instructional Services transitioning of students from in-class to distance/online learning will also require communications support. Children's well-being, anxiety and mental health were identified as top priorities by stakeholders prior to the arrival of COVID-19, and will be even more important now.

PSD has a compelling story to share with many audiences – business and political leaders, community, students, parents and staff. With over 11,000 students and 1,100 staff in 22 schools, multiple alternative sites, and the Centre for Education, PSD is a major economic and social contributor to the Tri-Municipal Area and its stories will have great meaning and impact to a wide range of audiences. Enhancing existing communication efforts (both divisionally and at the school level) and defining new communications opportunities is a key priority within this communications plan.

Communications Goals

The strategic communications goals will be instrumental in shaping key messages to targeted audiences from public relations, advertising, promotions, government relations, and media relations perspectives.

For the purpose of PSD's communications report, priority areas remain including brand awareness, community engagement, reputation management as well as all internal and external communications.

Audiences

Primary Audiences

Parents/Guardians/Grandparents
Students
Staff (both teachers and non-teaching staff)
The general public
School Councils and Council of School Councils
Government of Alberta/Alberta Education

Secondary Audiences

Municipalities (Administrators and Governance)
Local Communities (Spruce Grove, Stony Plain and Parkland County residents with no children in the school system)
Government of Canada
Service groups and businesses in Tri-Municipal Area
Influential education opinion leaders/organizations within Alberta

Re-Branding

The Education Act came into effect on September 1, 2019 officially changing all school boards to school 'divisions', legal names would add the word 'The', and the numbering system jurisdictions were using is to be discontinued. 'Parkland School Division No. 70' changed to The Parkland School Division on legal documents. Due to COVID-19 preliminary work was paused when it came to a complete re-brand. In coming months, the Division will reveal a new logo, website domain and hosting solution for all its school and division websites.

General Community Engagement

The department recognizes the need to be flexible when it comes to how we engage the public while we all adjust to living with COVID-19. Public health measures at the time will factor into what this will look like moving forward.

- Websites
- Press releases/News Articles
- Social Media
- School newsletters
- Council of School Councils
- Trustee attendance at school & community events
- Media Relations
- Board Meeting Highlights
- Trustee attendance at school council meetings
- Occasional presentations to municipal councils
- Video story-telling (Board Chair Message, Superintendent's Message, Learning in our schools) via the Division YouTube Channel.


Specific Community Engagement

Recent examples of specific community engagement by Parkland School Division include the following:

- 2020-2021 Re-Entry Survey
- Parkland School Division: Relaunch Staff Survey
- Parent Survey (During emergency learning March-June)

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Paul McCann, Audit Committee Chair

Originator Scott McFadyen, Associate Superintendent

Resource Jason Krefting, Director Financial Services

Governance Policy Board Policy 8: Board Committees

Additional Reference (PricewaterhouseCoopers) Audit Plan
BP 8: Appendix 8.7 Audit Committee Terms of Reference

Subject **AUDIT COMMITTEE**

Purpose

Information. No recommendation is required.

Background

The Board is responsible to establish an Audit Committee to “fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements”. The Audit Committee is empowered to “meet with Division officers, external auditors or outside counsel, as necessary” and to “review the auditor’s proposed audit scope and approach”. This report is in support of these responsibilities.

Report Summary

On September 9, 2020, The Audit Committee reviewed the 2019-2020 Audit Plan presented by PricewaterhouseCoopers for the year ending August 31, 2020.

Associate Superintendent Scott McFadyen and Mr. Krefting presented the internal audit report and reviewed the processes of internal controls for The Parkland School Division.

On September 1, 2020, the Choice in Education Act came into effect. One of the changes implemented in this legislation is the requirement of an audit committee to have two non-voting members who are not trustees.

The Audit Committee is providing separate recommendations to the Board to make changes to Board Policy 8: Appendix 8.7 No. 3 based on changes to the Choice in Education Act.

The Audit Committee would be pleased to respond to any questions.

SM:rg



**MINUTES OF THE AUDIT COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON
SEPTEMBER 09, 2020**

ATTENDANCE:

Lorraine Stewart, Board Chair
Anne Montgomery, Trustee
Eric Cameron, Trustee
Paul McCann, Trustee – Audit Committee Chair
Shauna Boyce, Superintendent
Scott McFadyen, Associate Superintendent
Jason Krefting, Director Financial Services
Darcy Sims, Accounting Supervisor – *via teleconference*
Rhonda Grenier, Public Member
Armando Pinedo, PricewaterhouseCoopers
Moltakran Thangseriekul, PricewaterhouseCoopers - *via teleconference*
Keri Zylla, Recording Secretary

- 1. Call to Order:** Associate Superintendent Scott McFadyen chaired the meeting until a new chair was appointed. The meeting was called to order at 12:59 p.m.

1.1. Introductions:

All attendees introduced themselves

1.2. Changes to the Agenda:

No changes to the agenda

1.3. Approval of the Agenda:

AC 05-20 Moved by Vice Chair Cameron that the Board of Trustees accepts the agenda as presented.

CARRIED

1.4. Appointment of Chair:

Trustee McCann was appointed chair and assumed chair for the remainder of the meeting.

2. 2020-2021 Audit Plan:

Mr. Pinedo and Ms. Thangseriekul of PricewaterhouseCoopers presented the Audit Plan for the year ending August 31, 2020. Ms. Thangseriekul summarized the audit plan including information on expected audit timeline, audit risks, materiality, approach and audit fees.

Discussion ensued. Mr. Pinedo, Ms. Thangseriekul and Associate Superintendent Scott McFadyen answered questions regarding audit deliverables and processes.

Mr. Pinedo and Ms. Thangseriekul exited the meeting.

3. Internal Audit Report:

Associate Superintendent McFadyen and Mr. Krefting presented the internal audit report and reviewed the processes of internal controls within the school division and responded to questions.

4. IN CAMERA:

There was no In Camera

5. Board Policy 8: Appendix 8.7 Audit Committee Terms of Reference

Associate Superintendent McFadyen reviewed several changes to the Board Policy 8: Appendix 8.7 Audit Committee Terms of Reference in regards to the non-voting members that resulted from changes made by the Choice in Education Act.

Recommendation:

AC-08-20 Moved by Vice Chair Cameron that the Audit Committee recommends approval to change Board Policy 8 Appendix 8.7 Audit Committee Terms of Reference.

CARRIED

6. Adjournment:

Meeting adjourned at 1:45 p.m.

NEXT MEETING: Wednesday, November 18, 2020 @ 1:00 PM



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Paul McCann, Trustee, Education Committee Chair

Originator Scott Johnston, Associate Superintendent

Resource Katherine Mann, Director, Instructional Services
Nicole Lakusta, Curriculum Educational Technology Facilitator

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

Additional Reference BP 8: Appendix 8.2 Education Committee
BP 12: 12.2 Educational Leadership
BP 12: 12.6 Superintendent / Board Relations

Subject **EDUCATION COMMITTEE**

Purpose

Information. No recommendation is required.

Background

The Board of Trustees supports the opportunity to meet with various stakeholders to undertake detailed examination of issues of a curricular and program nature, discuss possible program initiatives and provide recommendations to the Board. The following report shares information from the September 22, 2020 forum in which participants shared a variety of information in support of these educational purposes.

Report Summary

On September 22, 2020, the Education Committee engaged in discussion and interactive lessons on literacy and numeracy. The following report is a record of this meeting.

SJ:kz



MINUTES OF THE EDUCATION COMMITTEE
MEETING HELD AT CENTRE FOR EDUCATION STONY PLAIN, ALBERTA ON
TUESDAY, SEPTEMBER 22, 2020

ATTENDANCE:

Paul McCann, Trustee, Education Committee Chair
Lorraine Stewart, Board Chair
Eric Cameron, Board Vice-Chair
Ron Heinrichs, Trustee *via teleconferencing*
Darlene Clarke, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Scott Johnston, Associate Superintendent
Dr. Dianne McConnell, Associate Superintendent
Katherine Mann, Director, Instructional Services
Nicole Lakusta, Curriculum Educational Technology Facilitator

REGRETS:

Sally Kucher-Johnson, Trustee
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent

LITERACY AND NUMERACY:

Education Committee Chair, Trustee McCann called the meeting to order at 9:00 a.m. Chair McCann welcomed attendees and acknowledged Treaty 6.

1. Literacy:

Ms. Mann and Ms. Lakusta led the Education Committee through the different aspects of literacy.

a. Literacy Framework:

- i. What is literacy?
- ii. How is literacy similar and different from English Language Arts?

b. Six elements of literacy:

Ms. Mann explained the six elements of literacy: Phonological awareness, Alphabet knowledge, Vocabulary, Fluency, Comprehension and Writing.

c. Literacy across the disciplines

- d. **A lesson** – Ms. Mann and Ms. Lakusta led the committee through an exercise examining the elements of literacy within specific examples.
2. **Numeracy:**
Ms. Mann and Ms. Lakusta led the Education Committee through the different aspects of numeracy.
- a. **Numeracy Framework:**
 - i. What is numeracy?
 - ii. How is numeracy similar and different from Mathematics?
 - b. **Numeracy across the disciplines**
 - c. **A lesson** Ms. Mann and Ms. Lakusta led the committee through and exercise using the different aspects of numeracy to solve a problem.

Meeting adjourned at 11:34 a.m.

Next Meeting: *January 26, 2021, at 9:00 am*



MEMORANDUM

Date October 6, 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 September 22, 2020 meeting, in which participants share their perspectives for these purposes.

Report Summary

On September 22, 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, SEPTEMBER 22, 2020**

ATTENDANCE:

Lorraine Stewart, Board Chair
Eric Cameron, Board Vice Chair
Ron Heinrichs, Trustee (*via teleconference*)
Sally Kucher-Johnson, Trustee
Paul McCann, Trustee
Darlene Clarke, Trustee
Anne Montgomery, Trustee
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 12:34 p.m.

1.2. Changes to the Agenda:

Add agenda item 5.5 - Joint Use Committee of Spruce Grove

Add agenda item 2.5 - ATA Letter

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

CARRIED UNANIMOUSLY

1.4. Learning Moment: Board Chair Stewart led the PSD Committee through a Learning moment focused on supporting meetings in which some attendees are in-person and some are online.

1.5. School Council Reports: Trustees shared reports for School Council Meetings they attended.

2. ADMINISTRATIVE UPDATES:

2.1. Specialized Supports and Services: Associate Superintendent Dr. McConnell relayed information regarding specialized supports and services in Parkland School Division (PSD) and distributed information on Health and Wellness, Parkland and area Regional Collaborative Service Delivery (RCSD), as well as the support services we are able to cover internally through

PSD. This year, with the loss of RCSD, there are 11 services PSD has lost access to, so we have shifted our focus to seek what we can support through internal resources. PSD is also very engaged with community partners and will continue to explore all avenues to support our students.

2.2. Early Education Update:

Associate Superintendent Dr. McConnell gave information regarding Early Education in PSD indicating funding has always been strong for Early education in Alberta, but to remain sustainable, funding has shifted significantly in the last year. A reduction to Program Unit Funding (PUF) and the re-allocation of specialized supports funding has resulted in loss of Play Partners (children without identified delays) from the Early Education program as well as fewer classes. Learning Services is able to support children with complex needs and is working hard to put other supports in place through community partnerships. Discussion ensued.

Mr. Blood entered the meeting at 1:25 p.m.

2.3. Transportation Update:

Associate Superintendent McFadyen and Mr. Blood provided an update on Transportation for the 2020-2021 school year. Currently, PSD ridership is down by approximately 400 students and there have been a few bus routes affected by bus driver shortages, but overall the 2020-2021 start up has been fairly smooth, even with the challenges of a pandemic. Bus driver shortages will remain a high area of concern, but PSD has been able to accommodate most demands through the pandemic and still maintain a budget that is on point. Discussion ensued.

Mr. Blood exited the meeting at 1:46 p.m.

2.4. COVID-19 Update:

Superintendent Boyce updated Trustees on the extensive COVID-19 information available on the PSD public website. PSD is making every effort to keep information up-to-date with the Chief Medical Office, Alberta Health Services and government mandated changes. Every effort has been made to anticipate the questions from our stakeholders, provide the answers and communicate on a regular basis with the administration and leadership in PSD.

2.5. ATA Letter:

Superintendent Boyce relayed information regarding a letter received from the Alberta Teacher's Association in Barnett House. The letter is in regards to the COVID-19 pandemic and a number of questions posed to school divisions in making sure that precautions meet the requirements of the Occupational Health and Safety Act. The response has a deadline of October 5, 2020. Discussion ensued.

Board Chair called a recess at 2:09 p.m. Meeting resumed at 2:15 p.m.

3. GENERATIVE DISCUSSION:

3.1. Revised Board Policy 7: Board Operations: Board Chair Stewart and Associate Superintendent McFadyen reviewed changes and updates to Board Policy 7 with the PSD Tomorrow Committee. Changes include updating the policy to reflect the Education Act that came into effect September 1, 2019, adding a section for petitions and public notices, clarity of language

and processes, as well as the recent update to the Board remuneration model approved September 1, 2020. Discussion ensued.

As the division of wards are listed as part of Board Policy 7, Trustee McCann requested that the Board re-evaluate our current wards to make a more balanced and equitable ward system for Trustees, after the 2021 election. He would also like to have a conversation on adding a question to an election. Discussion ensued.

4. IN-CAMERA:

In-Camera: Labour

MOTION TO MOVE IN-CAMERA

Res 071-20 Moved by Trustee McCann that the PSD Tomorrow Committee moves to In-Camera at 2:45 p.m.

MOTION TO REVERT TO THE REGULAR PSD TOMORROW MEETING

Res 072-20 Moved by Trustee McCann that the PSD Tomorrow Committee reverts back to the regular PSD Tomorrow meeting at 3:07 p.m.

Mr. Weidman exited the meeting at 2:45 p.m. and re-entered the meeting at 3:07 p.m.

5. GOVERNANCE / STRATEGIC PLANNING:

5.1. Alberta School Boards Association (ASBA):

5.1.1. **Honouring Spirit: Indigenous Student Award:** Board Chair Stewart shared that PSD had three students nominated for the Honouring Spirit: Indigenous Award through ASBA this year and expressed congratulations to Memorial Composite High School graduate, Buffalo Rock Rain, who was a winner, with the other two students receiving honourable mention.

5.1.2. **Charm Offensive Survey:** Board Chair Stewart informed Trustees that the ASBA Charm Offensive Survey sent to Boards is in order to gather information regarding specific relationships between Trustees and Members of the Legislative Assembly. Our response is due October 12, 2020. Board Chair Stewart will also be sending out another ASBA survey for Trustee feedback related to advocacy.

5.2. **Public School Boards' Association of Alberta (PSBAA):** Trustee Kucher-Johnson requested that Trustees be prepared to vote on the PSBAA belief statement, work plan and bylaw amendment on October 15, 2020 at the Fall General Assembly.

5.3. **Rural Caucus of Alberta School Boards (RCASB):** Trustee Kucher-Johnson shared information from the recent RCASB meeting in which the Minister of Education attended.

5.4. MLA Meeting Agenda:

Board Chair Stewart requested Trustees email ideas for agenda items for the upcoming October 6, 2020 meeting with MLAs Searle Turton, Mark Smith and Shane Getson.

5.5. Spruce Grove Joint Use Committee:

Trustee Montgomery attended the Spruce Grove Joint Use Committee meeting September 21, 2020 where there was interested expressed in sharing some of our facilities with Joint Use

community organizations. The earliest this would be considered would be January 2021.
Discussion ensued.

There are many things for consideration involved such as insurance, liabilities, legal obligation, AHS regulations with COVID-19, custodial staffing and facility costs. Further exploration is needed.

6. TOPICS TO BRING FORWARD TO THE OCTOBER 6, 2020 AND OCTOBER 27, 2020 REGULAR BOARD MEETINGS:

The October 6, 2020 Regular Board Meeting will include Board Policy 7: Board Operations.

7. CLOSING:

7.1. Closing: Roundtable Discussion

7.2. Adjournment: Meeting adjourned at 3:40 p.m.

NEXT MEETING: Tuesday, October 27, 2020 @ 12:30 pm.



MEMORANDUM

Date October 6, 2020

To Board of Trustees

From Darlene Clarke, Trustee

Originator Scott McFadyen, Associate Superintendent

Resource Brad Seib, Benefex

Governance Policy Board Policy 8 (BP 8.5) – Benefit Plan Advisory Committee

Additional Reference BP 8: Appendix 8.5: Benefit Plan Advisory Committee
PSD Experience report – August 2020

Subject **BENEFIT COMMITTEE**

Purpose

Information. No recommendation is required.

Background

This report is being complete to provide information in relation to the information discussed in the Benefit meeting.

Report Summary

The Benefit Committee reviewed with Benefex, the January 2020-August 2020 update report. Inflectra, Humira, Stelara, Remicade, Xolair, Skyrizi, which are high cost prescription drugs our plan is incurring. Drug claims are up over the same period a year ago, partially due to the increase in high-cost drugs. However, total Health claims are down slightly due to a sizable reduction in claims for paramedical services resulting from the Covid-19 closures in March through June.

Despite the 4.4% increase to the Alberta Dental Fee Guide of 2020, Dental claims were down substantially over the same period a year ago. This decrease is due to Covid-19 which forced dental offices to close for several months for procedures other than emergencies. Generally, Dental claims spiked back up in June

and July upon re-opening but it is unclear as to how long it will take for claims to consistently return to pre-Covid levels.

Administration would be pleased to respond to any questions.

SM:rg



**MINUTES OF THE BENEFIT COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON
DATE WEDNESDAY, SEPTEMBER 23, 2020**

ATTENDANCE:

Kim Purse – NUG, chair
Lorraine Redl – CAAMSE
Darlene Clarke, Trustee
Scott McFadyen, Associate Superintendent
Shae Abba, Director Human Resources
Cheryl Hardy, Payroll – Regrets
Michelle Blum, Payroll – sitting in for Cheryl Hardy
Tanya Welfl – CAAMSE
Myra Morrill – IUOE
Regan Cwynar – IUOE, Regrets
Mitchell Wilyman - IUOE
Kyle Stinson, Benefex
Brad Seib - Benefex
Roxanne Genereux, Recording Secretary

1. Call to Order: Chair Redl, called the meeting to order at 3:31 p.m.

1.1. Changes to the Agenda:

Add to 4 Merger of Benefex to Hub International

1.2. Approval of the Agenda

BC 07-20 Moved by Lorraine Redl that the committee members accept the agenda as amended.

1.3. Approval of the Minutes:

BC 08-20 Kim Purse All members approved the minutes.

1.4. Nomination of New Chair

Scott discussed the process for the nomination of a new chair. NUG member Kim Purse volunteered to be the new benefit committee chair.

2. BUSINESS ARISING FROM MINUTES

2.1. CAAMSE had requested a review of the terms of reference from the board based on how many members in NUG, IUOE, CAAMSE at the December 2, 2020 meeting. Associate Superintendent Scott McFadyen updated the committee that the Board is currently reviewing the membership requirements.

3. REPORTS/UPDATES

3.1. Sunlife Renewal Report January 2020 to August 2020: ASO Health and Dental Benefits

Benefex reviewed the January 2020-August 2020 update report with the benefit committee. There are 6 drugs such as Inflectra, Humira, Stelara, Remicade, Xolair, Skyrizi, which are high cost prescription drugs our plan is incurring. Drug claims are up over the same period a year ago, partially due to the increase in high-cost drugs. However, total Health claims are down slightly due to a sizable reduction in claims for paramedical services resulting from the Covid-19 closures in March through June.

Despite the 4.4% increase to the Alberta Dental Fee Guide of 2020, Dental claims were down substantially over the same period a year ago. This decrease is due to Covid-19 which forced dental offices to close for several months for procedures other than emergencies. Generally, Dental claims spiked back up in June and July upon re-opening but it is unclear as to how long it will take for claims to consistently return to pre-Covid levels.

HSA: spending has been consistent through the years and down 15% due to covid

4. Membership Representation

- CAAMSE – Tanya Welfl (1 year served),
Lorraine Redl (end of term this November): Pat Ennis will be replacing Lorraine Redl.
- IUOE – Regan Cwynar (1 year served) Mitchell Wilyman is replacing Regan Cwynar
Myra Morrill (end of term this November) : Myra Morrill will be finding a replacement for her spot on the committee.
- NUG - Kim Purse (1 year)
- Board – Darlene Clarke
- Non-Voting Members – Scott McFadyen, Shae Abba, Cheryl Hardy, Roxanne Genereux

5. Benefex Merger/Reference Drug Program

5.1. Benefex discussed the merger of Benefex to Hub International on February 1, 2020. Benefex discussed some of the changes happening with new solutions for clients through Hub International. The merger has enabled Benefex to offer a number of new tools and resources that Hub International has developed as a large national and international advisory firm.

5.2. Benefex discussed the reference drug program, which is a drug cost management program that reimburses bases on the price of the most cost effective drug within its therapeutic category. Patients still have the choice to choose the higher cost drug and pay the difference. Sunlife will be rolling out phase 1 October 1, 2020. This phase will include treatments for Neutropenia and the reference drug will be Neupogen and Grastofil. Subsequent phases have not been announced yet but Sun Life has indicated the cost containment strategy will be expanded to assist plan sponsors in managing their rapidly rising drug costs.

6. Member Corner Feedback

6.1. Shingles Vaccine: This vaccine is not covered by AHS, vaccines are included under the Parkland School Divisions program, covered 100%. Reimbursement for vaccine. There is a \$8.50 dispensing fee limit, a paper claim is required for reimbursement of the vaccine only.

Benefex to confirm if a prescription is required for the shingles vaccine and confirm whether the \$209.43 R&C limit applies to both vaccines combined or to each individually.

7. ITEMS FOR FUTURE AGENDA

7.1. Insurance Renewal

8. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

NEXT MEETING: December 2, 2020