



MEMORANDUM

November 30, 2021
Regular Board Meeting

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: Appendix 8.1 PSD Tomorrow Committee
SUBJECT	GOVERNANCE AND PLANNING SESSION (GPS)

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. 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 highlights from the October 28, 2021 GPS and the Minutes from the November 23, 2021 GPS.

REPORT SUMMARY

On October 28, 2021, the Governance and Planning Committee met as the new 2021-2025 Board of Trustees to take part in a Board orientation session for their first GPS. Tash Taylor, of Leadership Services, shared information and discussed a number of topics including:

- The purpose of a Board
- Board purpose as public governors
- Legislative authority

- Board Direction
- Roles and Responsibilities

Members of the Board participated in fulsome discussions and engaged in interactive scenarios.

On November 23, 2021, the Governance and Planning Committee met to discuss a number of topics chose 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 GOVERNANCE & PLANNING SESSION (GPS)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, November 23, 2021, at 9:00 AM

Attendance:

Lorraine Stewart, Board Chair
Anne Montgomery, Vice-Chair
Aileen Wagner, Trustee
Aimee Hennig, Trustee
Paul McCann, Trustee
Eric Cameron, Vice-Chair
Jill Osborne, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Meg Miskolzie, Associate Superintendent
John Blood, Director of Transportation Services
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 9:00 a.m.
- 1.2. **Land Acknowledgement:** Board Chair Stewart acknowledged Treaty Six.
- 1.3. **Changes to the Agenda:**
 - Divide Operations & Information into Part 1 and Part 2, with Part 1 prior to 2. Governance
 - Move 4.3. Transportation, 4.4. Weighted Moving Average and 4.7. Attendance Areas to Part 1 of Operations & Information
 - Replace 4.5 New Administrative Procedure with the Annual Education Results Report (AERR) in Part 2 of Operations & Information
- 1.4. **Approval of the Agenda:** Moved by Trustee Cameron that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY
- 1.5. **Learning Moment:** Board Chair Stewart led the Governance and Planning Committee through a Learning Moment focused on '*Guiding questions to informed decision-making*'.

Mr. Blood entered the meeting at 9:31 a.m.

2. OPERATIONS & INFORMATION – PART 1

- 2.1. Transportation:** Associate Superintendent McFadyen provided background on inflationary pressures, mandatory training and driver shortages currently faced by Contracted Bus Operators (CBO's) and the impact on Parkland School Division (PSD) Transportation. Discussion ensued.
- 2.1.1. CBO Insurance update:** Associate Superintendent McFadyen and Mr. Blood shared several options for PSD that provide short-term and long-term solutions going forward.
- 2.1.2. Setting Transportation Priorities:** Associate Superintendent McFadyen and Mr. Blood discussed both the upcoming challenges and the optimizations already implemented in the PSD Transportation Department, and focused on the key priorities.

Mr. Blood exited the meeting at 10:36 a.m.

Board Chair Stewart called a recess at 10:36 am. Meeting resumed at 10:46 am.

- 2.2. Weighted Moving Average:** Superintendent Boyce reviewed the process of the Weighted Moving Average (WMA) calculations used by the Government of Alberta for funding students and the impact this funding model has on PSD. Discussion ensued.
- 2.3. Attendance Areas:** Superintendent Boyce shared that the consultants contracted to perform the review will forward their report with recommendations to the Board in January 2022. Discussion ensued.

3. GOVERNANCE

- 3.1. Governance Budget:** Ms. Zylla shared information on procedures for the following items:
- 3.1.1. Professional Development:** Outlining the budget parameters for Board business and professional development opportunities.
- 3.1.2. Expenses Claims:** Outlining the items not covered under professional development and Board business that may need to be expensed.
- 3.1.3. Disclosures:** Outlining the three reports that are publicly disclosed as per legislation.
- 3.2. Communication and Advocacy**
- 3.2.1. School Council Updates:** Trustees shared updates and governance items from the School Council Meetings they attended.

Board Chair Stewart called a recess at 12:10 p.m. Meeting resumed at 12:46 p.m.

- 3.2.2. Board Legacy Document:** Deputy Superintendent Francis provided a document to assist the new Board of Trustees focus on "What might the new Board consider". This was part of the 2017-2021 Board Legacy Document drafted by the previous Board as they considered the life cycle of the Division over their term.
- 3.2.3. Engagement Topics:** Board Chair Stewart shared information on four different types of engagements: Stakeholder Engagements, Café Conversations, Town Halls and Student Engagements, and broke the committee into groups to generate engagement topics and the parameters for facilitating each type of engagement.

3.2.4. **Advocacy and Communication Priorities – developing an Advocacy Plan:** Deputy Superintendent Francis shared information regarding different methods of engagement with stakeholders and strategies used under the International Association for Public Participation’s (IAP2) Spectrum of Public Participation. The committee discussed key advocacy topics and issues.

Some of the key advocacy topics/issues are:

- Transportation
- Curriculum
- Health & Wellness
- Board Autonomy
- The Alberta Education Funding Model
- Capital Plan Projects

3.2.5. **Parkland as a ‘Public’ School Division:** Board Chair Stewart discussed distinguishing PSD as a “public” school division and what that means.

4. STRATEGIC PLANNING

4.1. **MLA Meeting Agenda:** Board Chair Stewart requested agenda items for the upcoming Monday, December 13, 2021, meeting with MLA Getson, MLA Smith and MLA Turton.

4.2. **Vaccination Protocol:** Superintendent Boyce shared information regarding the PSD vaccination protocol that was implemented following a letter of recommendation from both the Health and Education Ministers of Alberta and multiple surveys with PSD union and non-union staff. The protocol applies to employees, volunteers and contractors.

Trustees agreed this protocol will apply to the Board of Trustees as well.

Board Chair Stewart called a recess at 2:38 p.m. Meeting resumed at 2:43 p.m.

4.3. **Trustee Mentorship:** Board Chair Stewart reviewed a draft of possible pairings for Trustee mentorships throughout the first year of the Boards’ term.

5. OPERATIONS & INFORMATION – PART 2

5.1. **Literacy / Numeracy Interventions:** Superintendent Boyce provided an update on Literacy and Numeracy benchmarking and the Learning Loss Grant.

Associate Superintendent Johnston shared additional information on the testing and students identified as needing further intervention. Schools are taking measures to ensure staffing and supports are in place for implementation of the 16-week (approx.) targeted programs for literacy and numeracy interventions. Discussion ensued.

5.2. **Vaccine Protocol Update:** Superintendent Boyce provided additional information on the Vaccine Protocol.

5.3. **Annual Education Results Report (AERR):** Associate Superintendent Johnston reviewed the Draft 2020-2021 Annual Education Results Report that will be brought for approval to the Board on November 30th, prior to submission to the Government, as per the Education Act. This report reviews the achievements, assurances and accountabilities following the Education Plan put in place for 2020-2021.

- 5.4. **Planning School Tours:** Superintendent Boyce shared that Trustees will begin School Tours on December 1, 2021. The goal is to have Trustees spend time in each PSD school over time.
- 5.5. **Proposed Students First Act – potential impacts on PSD:** Superintendent Boyce referenced the proposed Students First Act, Bill 85, which is in legislation for approval, and the potential impact for PSD.
- 5.6. **Grant Funding for School Councils:** Superintendent Boyce reviewed the process for grant funding for school councils. PSD has applied for the grant funding and as per funding rules and regulations, will direct the allocations.

Deputy Superintendent Francis exited the meeting at 3:52 p.m.

6. CLOSING

- 6.1. **Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce throughout the Governance and Planning Session.
- 6.2. **Topics to come forward to the next Board Meeting:** The Annual Education Results Report (AERR), the Audited Financial Statements and a motion regarding Transportation Funding.
- 6.3. **Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 6.4. **Adjournment:** Meeting was adjourned at 4:01 p.m.

NEXT MEETING: Tuesday, December 14, 2021 @ 1:00 p.m. **(AFTERNOON ONLY).**