

# REGULAR BOARD MEETING

## AGENDA

February 08, 2022 at 9:00 A.M.

Virtual Meeting

Live-Streamed for the Public at:

<https://youtu.be/gaNkSv4GCac>



**PARKLAND**  
SCHOOL DIVISION

## PARKLAND SCHOOL DIVISION

### Board of Trustees Regular Meeting

February 08, 2022, at 9:00 AM – Virtual Meeting

Live-Streaming: <https://youtu.be/gaNkSv4GCac>

Page Number	<b>A G E N D A</b>
-1-	<b>1. CALL TO ORDER at 9:00 AM</b> 1.1. Treaty 6 Acknowledgement 1.2. National Anthem 1.3. Personal Reflection 1.4. Trustee Announcements 1.5. Changes to the Agenda 1.6. Approval of the Agenda
-4-	<b>2. APPROVAL OF MINUTES</b> 2.1. Regular Meeting of January 18, 2022
	<b>3. BUSINESS ARISING FROM THE MINUTES</b>
	<b>4. DELEGATION / PRESENTATION</b> Numeracy Intervention Program - Video Presentation
	<b>5. BOARD CHAIR REPORT</b>
	<b>6. SUPERINTENDENT REPORT</b>
	<i>Recess Period / Public Question Period</i>
-10-	<b>7. ACTION ITEMS</b> 7.1. Parkland School Division Attendance Area Review (S. Boyce, S. McFadyen)
-12- -20- -27-	<b>8. ADMINISTRATIVE REPORTS</b> 8.1. Health and Safety Report (M. Francis, S. Abba, S. LaBrie) 8.2. Student Services Report (M. Miskolzie, L. Andrews) 8.3. 2022-2023 School-Year Calendar (S. Johnston)

-31-	8.4. Transportation Services Department Report 2021-2022 (S. McFadyen, J. Blood)																					
-39- -43-	<div>9. TRUSTEE REPORTS</div> <div>9.1. Governance &amp; Planning Session (L. Stewart)</div> <div>9.2. Council of School Councils (A. Hennig)</div> <div>9.3. Alberta School Boards Association (E. Cameron, A. Montgomery)</div> <div>9.4. Public School Boards’ Association of Alberta (L. Stewart, A. Wagner)</div> <div>9.5. Chamber of Commerce (L. Stewart)</div>																					
	<div>10. FUTURE BUSINESS</div> <div>10.1. Meeting Dates:</div> <div>Board – Open to the Public:</div> <table><tr><td>Mar 08, 2022</td><td>-----</td><td>Regular Board Meeting 9:00 AM, Virtual (Meeting Live-Streamed for Public)</td></tr><tr><td>Apr 12, 2022</td><td>-----</td><td>Regular Board Meeting 9:00 AM, Centre for Education (Meeting Live-Streamed for Public)</td></tr></table> <div>Committees – Closed to the Public:</div> <table><tr><td>Feb 15, 2022</td><td>-----</td><td>Teacher Board Advisory Committee 4:15 PM, TBD</td></tr><tr><td>Feb 18, 2022</td><td>-----</td><td>Governance &amp; Planning Session 9:00 AM, Centre for Education (full day)</td></tr><tr><td>Mar 15, 2022</td><td>-----</td><td>Governance &amp; Planning Session 9:00 AM, Centre for Education (full day)</td></tr></table> <div>By Invitation:</div> <table><tr><td>Apr 07, 2022</td><td>-----</td><td>Education Planning Day Engagement 8:30 AM, TBD</td></tr></table> <div>Other:</div> <table><tr><td>Mar 29, 2022</td><td>-----</td><td>Council of School Councils Meeting 7:00 PM, Virtual</td></tr></table>	Mar 08, 2022	-----	Regular Board Meeting 9:00 AM, Virtual (Meeting Live-Streamed for Public)	Apr 12, 2022	-----	Regular Board Meeting 9:00 AM, Centre for Education (Meeting Live-Streamed for Public)	Feb 15, 2022	-----	Teacher Board Advisory Committee 4:15 PM, TBD	Feb 18, 2022	-----	Governance & Planning Session 9:00 AM, Centre for Education (full day)	Mar 15, 2022	-----	Governance & Planning Session 9:00 AM, Centre for Education (full day)	Apr 07, 2022	-----	Education Planning Day Engagement 8:30 AM, TBD	Mar 29, 2022	-----	Council of School Councils Meeting 7:00 PM, Virtual
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	<div>10.2. Notice of Motion</div> <div>10.3. Topics for Future Agendas</div> <div>10.4. Requests for Information</div> <div>10.5. Responses to Requests for Information</div>																					

	<b>11. IN-CAMERA: OTHER CONFIDENTIAL MATTERS</b>
	<b>12. ACTION IN RESPONSE TO IN-CAMERA</b>
	<b>13. ADJOURNMENT</b>



**MINUTES OF THE  
REGULAR BOARD MEETING  
HELD VIRTUALLY FROM VARIOUS LOCATIONS AND LIVE-STREAMED  
ON TUESDAY, JANUARY 18, 2022, AT 9:00 AM**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair  
Anne Montgomery, Vice-Chair  
Aileen Wagner, Trustee  
Aimee Hennig, Trustee  
Paul McCann, Trustee  
Eric Cameron, Trustee  
Jill Osborne, Trustee

**ADMINISTRATION ATTENDANCE:**

Shauna Boyce, Superintendent  
Mark Francis, Deputy Superintendent  
Scott Johnston, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Dr. Meg Miskolzie, Associate Superintendent  
John Blood, Director, Transportation Services  
Sheryl Bridgeman, Division Principal, Curriculum and Achievement  
Jason Krefting, Director, Financial Services  
Serge LaBrie, Director, Facilities Services  
Katherine Mann, Division Principal, Instructional Programs  
Christine Ross, Division Principal, Wellness and Community Partnerships  
Jordi Weidman, Director, Strategic Communications  
Darcy Sims, Accounting Supervisor  
Keri Zylla, Recording Secretary

**GUEST PRESENTERS:**

Tony McKee, Facilitator & Owner of Remuda Horsemanship (*video presentation*)  
John Dirks, Teacher, Connections for Learning (*video presentation*)  
Nevaeh Gibson, Student, Connections for Learning (*video presentation*)  
Cole Ulmer, Student, Connections for Learning (*video presentation*)  
Roland Labbe, Consultant, Edmonton Public Schools Infrastructure Planning  
Robert Tarulli, Consultant, Edmonton Public Schools Infrastructure Planning  
Jennifer Thompson, Consultant, Edmonton Public Schools Infrastructure Planning

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**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:00 a.m.

**TREATY SIX ACKNOWLEDGEMENT****NATIONAL ANTHEM****PERSONAL REFLECTION****ANNOUNCEMENTS****CHANGES TO THE AGENDA**

Change the date in agenda item 2.1 from November 30, 2021 to December 14, 2021.

**APPROVAL OF THE AGENDA**

**Res 001-22**

**MOVED by** Trustee Osborne that the agenda be approved as amended.

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 002-22**

**MOVED by** Trustee McCann that the minutes of the Regular Board Meeting held on December 14, 2021 be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

A video featuring the Remuda Horsemanship Program was presented.

*Ms. Ross exited the meeting at 9:20 a.m.*

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

*Board Chair Stewart requested the Administrative Report, Parkland School Division Attendance Area Review, be presented prior to the Question period and Action Item.*

## ADMINISTRATIVE REPORT

### PARKLAND SCHOOL DIVISION ATTENDANCE AREA REVIEW

The Board of Trustees received for information, the Parkland School Division Attendance Area Review, as presented at the Regular Meeting of January 18, 2022.

Superintendent Boyce, Associate Superintendent McFadyen provided additional information and Mr. Labbe, Mr. Tarulli and Ms. Thompson presented their report. Following the report, Superintendent Boyce, Associate Superintendent McFadyen, Mr. Labbe, Mr. Tarulli and Ms. Thompson responded to questions.

*Board Chair Stewart called a recess at 10:37 a.m. Mr. Labbe, Mr. Tarulli, Ms. Thompson and Mr. Blood exited the meeting at 10:37 a.m. The meeting resumed at 10:50 a.m.*

### QUESTION PERIOD:

*Board Chair Stewart answered a question submitted to the Board regarding data which supports the current mask protocol. There were no other questions submitted to the Board at [Board@psd.ca](mailto:Board@psd.ca), for the January 18, 2022, Question Period.*

## ACTION ITEMS

### EDWIN PARR SELECTION COMMITTEE

#### MOVED by Vice-Chair Montgomery

**Res 003-22**

1. That the Board of Trustees directs administration to establish a submission deadline for schools to nominate a first-year teacher for the Alberta School Boards Association Edwin Parr Award; and

**CARRIED UNANIMOUSLY**

**Res 004-22**

2. That the Board of Trustees identifies three Trustees to sit on an Edwin Parr Selection Committee for 2022.

**CARRIED UNANIMOUSLY**

Deputy Superintendent Francis provided additional information and responded to questions.

The following Trustees volunteered to form the committee: Trustee Cameron, Trustee Hennig and Trustee Wagner.

## **ADMINISTRATIVE REPORTS**

### **2021-2022 FIRST QUARTER FINANCIAL REPORT**

The Board of Trustees received for information, the 2021-2022 First Quarter Financial Report, as presented at the Regular Meeting of January 18, 2022.

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

*Mr. LaBrie exited the meeting at 11:26 a.m.*

### **2021-2022 COMMUNICATIONS PRIORITIES REPORT**

The Board of Trustees received for information, the 2021-2022 Communications Priorities Report, as presented at the Regular Meeting of January 18, 2022.

Deputy Superintendent Francis and Mr. Weidman provided additional information and responded to questions.

### **LITERACY REPORT**

The Board of Trustees received for information, the Literacy Report, as presented at the Regular Meeting of January 18, 2022.

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

*Mr. Krefting exited 12:00 p.m.*

## **TRUSTEE REPORTS**

### **GOVERNANCE & PLANNING SESSION**

The Board of Trustees received for information, the Governance & Planning Session minutes from the December 14, 2021, as presented at the Regular Meeting of January 18, 2022.

### **ALBERTA SCHOOL BOARDS ASSOCIATION**

There was no report. Trustee Cameron shared information.

### **PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

There was no report. Board Chair Stewart shared information.

### **CHAMBER OF COMMERCE**

There was no report.

### **RURAL CAUCUS OF ALBERTA SCHOOL BOARDS**

Trustee Hennig and Trustee Wagner each shared information.



## SPRUCE GROVE JOINT USE COMMITTEE MEETING

Trustee Osborne shared her report.

### FUTURE BUSINESS

#### MEETING DATES:

##### *Board – Open to the Public:*

Feb 08, 2022 ----- Regular Board Meeting 9:00 AM, Virtual  
(Meeting Live-Streamed for Public)

Mar 08, 2022 ----- Regular Board Meeting 9:00 AM, Virtual  
(Meeting Live-Streamed for Public)

##### *Committees – Closed to the Public:*

Jan 25, 2022 ----- Governance & Planning Session 9:00 AM, Centre for  
Education (full day)

Feb 15, 2022 ----- Teacher Board Advisory Committee 4:15 PM, TBD

Feb 18, 2022 ----- Governance & Planning Session 9:00 AM, Centre for  
Education (full day)

Mar 15, 2022 ----- Governance & Planning Session 9:00 AM, Centre for  
Education (full day)

##### *Other:*

Feb 01, 2022 ----- Council of School Councils Meeting 7:00 PM, Virtual

Mar 29, 2022 ----- Council of School Councils Meeting 7:00 PM, Virtual

#### NOTICE OF MOTION

There was no notice of motion.

#### TOPICS FOR FUTURE AGENDAS

There were no topics for future agendas.

#### REQUESTS FOR INFORMATION

Trustee McCann requested the Parkland School Division Attendance Area Review be made easily accessible on the Division public website. Trustee McCann also requested information on the distribution of face masks and Covid-19 testing kits.

Administration will ensure the Attendance Area Review is on the Parkland School Division public website and continue to distribute the face masks and testing kits. No further information will be needed at a future Board meeting.

#### RESPONSES TO REQUESTS FOR INFORMATION

There were no responses to requests for information.

**Res 005-22**

**IN-CAMERA: LEGAL, OTHER CONFIDENTIAL MATTERS**

**MOVED by** Trustee Cameron that the Board of Trustees move to In-Camera at 12:16 p.m.

**CARRIED UNANIMOUSLY**

*The meeting live-stream recording was paused at 12:16 p.m.*

*The Board of Trustees, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla exited the public virtual meeting and went in-camera in a private virtual meeting at 12:16 p.m.*

*Deputy Superintendent Francis, Associate Superintendent Johnston, Associate Superintendent Dr. Miskolzie, Ms. Mann and Ms. Sims exited the public virtual meeting at 12:16 p.m.*

**Res 006-22**

**MOTION TO REVERT TO A PUBLIC MEETING**

**MOVED by** Trustee Osborne that the Board of Trustees revert to a public meeting at 12:35 p.m.

**CARRIED UNANIMOUSLY**

*The meeting live-stream resumed at 12:35 p.m.*

*The Board of Trustees, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla re-entered the Regular public virtual meeting at 12:35 p.m.*

**ACTION IN RESPONSE TO IN-CAMERA**

There was no Action in Response to In-Camera.

**ADJOURNMENT**

The meeting was adjourned at 12:36 p.m.



## MEMORANDUM

February 8, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott McFadyen, Associate Superintendent
<b>RESOURCE</b>	Consultants from Edmonton Public Schools Infrastructure Planning
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 8: Appendix 8.1: Governance and Planning Parkland School Division Student Attendance Area Study Education Act
<b>SUBJECT</b>	<b>PARKLAND SCHOOL DIVISION ATTENDANCE AREA REVIEW</b>

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### PURPOSE

For approval. Recommendation is required.

### RECOMMENDATION

That the Board of Trustees directs administration to further explore the following recommendations presented as part of the [Parkland School Division Student Attendance Area Study](#) at the January 18, 2022, Regular Board Meeting:

- Recommendation A: Option 1;
- Recommendation A: Option 3;
- Recommendation B;
- Recommendation F;
- Recommendation G;
- Recommendation J;
- Recommendation K;
- Recommendation L;
- Recommendation M; and
- Recommendation N

Further, that administration presents this information as a report to the Board of Trustees at a future Board Meeting.

## **BACKGROUND**

The Board of Trustees is responsible to review and approve student attendance areas and assure supportive learning environments for students. This recommendation is in support of these responsibilities.

## **REPORT SUMMARY**

On January 12, 2021, the Board of Trustees directed administration to conduct an attendance area review of all schools in Parkland School Division (PSD) in order to facilitate long-term planning and the effective use of our school facilities.

Administration engaged external consultants from Edmonton Public Schools, Infrastructure Planning to conduct the attendance review and to produce a report with recommendations as part of the first phase in the attendance review. Once the report was completed, it was presented to the Board of Trustees at the January 18, 2022, for information, and posted to the Division's public website.

At the Governance & Planning Session (GPS) held January 25, 2022, the GPS Committee reviewed the recommendations in the Parkland School Division Student Attendance Area Study, identifying several recommendations that required additional information.

Administration would be pleased to respond to any questions.

SM:kz



## MEMORANDUM

Feb 8, 2022

Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Mark Francis, Deputy Superintendent
<b>RESOURCE</b>	Shae Abba, Director of Human Resources, Serge Labrie, Director of Facilities Services, Serge Ethier, Maintenance Supervisor
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	Specific Policy, Administrative Procedure, Bylaw, Act, etc. AP 700: General Principles for Health and Safety AP 710: Occupational Health and Safety AP 774: Medical - Injuries <i>Occupational Health and Safety Act</i> <i>Education Act</i>
<b>SUBJECT</b>	<b>HEALTH AND SAFETY REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Superintendent is committed to building and preserving a safe, productive, and healthy working environment for staff, students and school community and responsible to ensure the legislative requirements of the Education Act and the Occupational Health and Safety (OHS) Act are followed in Parkland School Division (PSD). The following report is in response to this commitment and these responsibilities.

## **REPORT SUMMARY**

PSD complies with regulations set forth in the legislative requirements and has enacted measures to ensure the safety of students, employees and community at all PSD facilities. The following report is a summary of programs, practices and statistical information for PSD staff and students.

Administration would be pleased to respond to any questions.

MF:kz

### BACKGROUND

#### **Occupational Health and Safety**

The province of Alberta has continued to stress the importance of occupational health and safety. Employers are expected to adhere to these codes of conduct in an effort to protect employees (and subsequently students and visitors) from workplace incidents.

#### **Enshrining Workers' Rights:**

##### **Right to know**

- All employers must inform workers about potential hazards and have access to basic health and safety information on site.

##### **Right to participate in workplace health and safety**

- Ensures workers are involved in health and safety discussions, including participation in health and safety committees.

##### **Right to refuse dangerous work**

- Workers may refuse to perform dangerous work and are protected from any form of reprisal for exercising this right.
- A worker must continue to be paid while a work refusal is being investigated.
- Other workers may be assigned to the work if they are advised of the refusal, reason for it, and made aware of their own right to refuse the work after the employer determines there is not a risk.

##### **Reporting incidents**

- Injuries resulting in a worker being admitted to hospital must be reported to Alberta Labour. This replaces the previous threshold of having to be in hospital for two days.
- Employers must report "potentially serious" incidents to Alberta Labour. These are incidents that had potential to cause serious injury to a person, but did not.

#### **Creation of Divisional Joint Health and Safety Committee:**

In October 2021 PSD formed the Divisional Joint Health and Safety Committee. This committee is formed under the Occupational Health and Safety Act and is intended to ensure safety compliance, and provide OH&S recommendations to the Superintendent of Schools. A recent change in the

regulation allowed school jurisdictions to form divisional committees as opposed to the site-based committees previously required.

Committee membership consist of representation from all Union and Employee groups (ATA, CAAMSE, IUOE, NUG) as well as various roles within the division. Meetings are held quarterly.

The committee members are:

James Pratt, ATA, Teacher  
Sarah Cresswell, ATA, Teacher, Local President  
Arthur Zubrack Oliver, ATA, Teacher  
Shelley Cygan, CAAMSE, High School Business Coordinator, Local President  
Kim Purse, NUG, Human Resources Business Partner  
Amanda Sedore, IUOE, Head Caretaker  
Randy Plamondon, IUOE, Carpenter  
Leslie Carrie, CAAMSE, Transportation Planner  
Cheryl Aamot, CAAMSE, Education Assistant  
Hailie Carnegie, ATA, Teacher  
Rosanne McIntyre, ATA, Assistant Principal  
Karen Stride-Goudie, ATA, Principal  
Mark Francis, Deputy Superintendent  
Serge Ethier, Maintenance Supervisor  
Shae Abba, HR Director

On January 11, 2022 the committee established the process for complaint submission. An Incident investigation/Feedback Form was created and approved by the committee.

#### Complaint Process:

When a complaint is received by a committee member the member will capture the details on the Incident Investigation/Feedback Form and send the form to the Co-Chairs Serge Ethier and Kim Purse. The Co-Chairs will review the complaint and involve the membership of the committee in reviewing the complaint and/or investigating the issue. OHS complaints (either formal through OHS or through the committee Incident Investigation/Feedback Form) are shared with the committee to provide feedback and/or recommendations to management.

All correspondence including Agendas, Meeting Minutes, Complaints, are added to a Shared Drive.

#### **OH&S Complaints and Investigations:**

The PSD Joint Health and Safety Committee had 3 OHS Complaints/Investigations brought forward in December 2021:

1. A complaint was lodged with OH&S as a result of extreme cold weather and unsafe operation conditions for school busses



2. Two complaints were lodged with OH&S regarding PSD's vaccination mandate which requires the employee conduct Rapid Antigen test twice a week. The complaints questioned the safety of the Rapid Antigen tests use of Ethylene Oxide.

### **COVID and Occupational Health and Safety**

- OH&S Inspections: In Sept/Oct 2021, Occupational Health and Safety initiated an audit of school division COVID-19 protocols and procedures. A number of school divisions were selected for participation. OHS identified 3 sites for PSD for audit:
  - Woodhaven School
  - Muir Lake School
  - Copperhaven School
- Schools that are designated as being in Alert or Outbreak Status are subject to an AHS and OHS inspection. While no OHS inspections have been conducted as a result of an outbreak, AHS conducted inspections on:
  - Parkland Village School
  - Graminia School
  - Forest Green School
  - Prescott Learning Centre
  - Copperhaven School
  - École Broxton Park
  - Muir Lake School
  - Greystone Centennial Middle School
- The OHS and AHS inspections did not indicate any significant safety or compliance issues.

### **Current Health and Safety Investigations Underway**

#### **1. Air Quality/HEPA Filters in Response to COVID 19**

##### *Ventilation*

Part of the efforts underway with PSD's Facilities Services department include upgrading all filters to a MERV 13 filtration level. The MERV (Minimum Efficiency Reporting Values) scale goes from one to 16. A MERV rating of 13-16 is considered hospital level air quality. A number of PSD schools are already at a MERV 13 air filtration rate. In older buildings, based on the ventilation system that is currently in place, a MERV 13 filtration level is attainable through special order filters and more frequent filter changes. All filters are planned to be upgraded to the MERV 13 standard.

The frequency at which air filters are changed in PSD has also been increased and air handling/ventilation equipment in all schools has been adjusted to maximize the number of air

exchanges within the schools. Prior to the COVID-19 pandemic, air was exchanged roughly three times per hour. The air exchanges are now operating at maximum capacity and exchanging air 4.5 to 7.5 times per hour.

### *HEPA Filters*

Research shows that the use of HEPA filters may be beneficial in some spaces where air flow and air exchange are not optimal. At the same time, consumers are warned that HEPA filters are not the straight up replacement for proper air ventilation systems and when used incorrectly, or if filters are not changed out frequently enough, they may actually be detrimental and could interrupt airflow and spread airborne pathogens.

Parkland School Division is consulting with mechanical engineers and our air filter suppliers to determine the best approach to address the needs of our buildings throughout Parkland School Division. Some sites are being investigated for the use of HEPA Filters. To select the right air filtration device, it is important to:

- consult an experienced professional to assist in identifying ventilation needs,
- explain the steps for proper maintenance, and
- ensure that the unit has a high enough clean air delivery rate and is installed properly

## **2. N95 Masks**

Parkland School Division is investigating the use of N95 Masks for employees. According to OHS:

*“Section 244 of the OHS Code requires an employer to determine the degree of danger to a worker at a work site and decide if the worker needs to wear respiratory protective equipment such as a respirator. If the assessment conducted by an employer determines a respirator is required, then workers must be fit-tested appropriately to ensure there is an effective facial seal in accordance with section 250 of the OHS Code.*

*If the employer's assessment of the hazards does not indicate a need for a respirator, and the employer is choosing to use available respirators as masks to protect against the COVID-19 virus, then a fit test may not be required. If the manufacturer's specifications of the respirator being used as a mask require that the respirator be fit tested before it is used, the employer is responsible for following the manufacturer's specifications regardless of if the respirator is being used as a respirator or mask.*

*If the manufacturer's specification requires a fit test and the employer intends to use the respirator as a mask without fit testing workers, then the employer must apply for an acceptance under section 250 of the Alberta OHS Code.”*

### Summary of Workplace Injuries:

#### SUMMARY OF INJURIES BY POSITION

2019-2020 (August 26, 2019-August 25, 2020)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Assistant Principal	3	0	0	1	2	0
Principal	1	0	1	1	0	0
Sub Teacher	1	0	0	1	0	0
School Support/EA	40	8	23	18	18	4
Support Other/Custodian	18	3	9	1	4	13
Teacher	18	2	8	10	3	5
<b>GRAND TOTAL</b>	<b>81</b>	<b>13</b>	<b>41</b>	<b>32</b>	<b>27</b>	<b>22</b>

2020-2021 (August 26, 2020 -August 24, 2021)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Casual	2	0	1	1	0	1
Principal	1	0	1	0	1	0
Sub Teacher	1	0	1	0	1	0
School Support/EA	32	4	10	15	8	10
Support Other/Custodian	10	1	3	1	2	7
Teacher	16	4	5	4	3	9
<b>GRAND TOTAL</b>	<b>62</b>	<b>9</b>	<b>21</b>	<b>21</b>	<b>15</b>	<b>27</b>

2021-2022 (August 25, 2021-January 20, 2022)						
Position	Employee Injuries	Employees With Time Loss	Sought Medical Attention	Student Related Injuries	Facilities Related Injuries	Activity Related Injuries
Sub Teacher	1	1	1	0	1	0
School Support/EA	37	4	12	20	8	9
Support Other/Custodian	8	4	5	0	3	5
Teacher	15	2	5	7	4	4
<b>GRAND TOTAL</b>	<b>61</b>	<b>11</b>	<b>23</b>	<b>27</b>	<b>16</b>	<b>18</b>

## Student Injuries

Schools report to division office all student incidents that require first aide.

School Year	STUDENT INJURIES
2017-2018	568
2018-2019	574
2019-2020	728
2020-2021	874
2021-2022 (Year to Date)	291



## MEMORANDUM

February 8, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Dr. Meg Miskolzie, Associate Superintendent, Student Supports and Services
<b>RESOURCE</b>	Leah Andrews, Division Principal, Student Services
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	Board Annual Work Plan Administrative Procedure 210: Inclusive Education Education Act
<b>SUBJECT</b>	<b>STUDENT SERVICES REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees reviews and approves annual educational goals for the Division and adheres to the Board Annual Work Plan. The following report is in response to these responsibilities.

### REPORT SUMMARY

The Student Services Report highlights the various ways in which the Student Services Team, in Parkland School Division, supports schools to provide an all-inclusive, safe, supportive, academic learning environment that serves the needs of a diverse population of students from Kindergarten to grade twelve. Student Services coordinates resources and agencies with schools and PSD families to facilitate a variety of programming and support services.

Administration would be pleased to respond to any questions.

MM:kz



## STUDENT SERVICES REPORT

February 2022

Presented to the Board of Trustees, February 8, 2022  
Dr. Meg Miskolzie, Associate Superintendent, Student Supports and Services  
Resources: Leah Andrews, Division Principal, Student Services

*Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.*

### BACKGROUND

Specific to Student Services, The Education Act outlines the Board responsibilities 33(1) as follows: A board, as a partner in education, has the responsibility to

- (a) deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success,
- (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (e) provide a continuum of supports and services to students that is consistent with the principles of inclusive education,
- (f) collaborate with municipalities, other boards and community-based service agencies in order to effectively address the needs of all students and manage the use of public resources.

The vision for Student Learning in Alberta, as per the Ministerial Order on Student Learning, is that “Students will gain the knowledge and skills to form the foundations for successful and fulfilling lives, and make meaningful contributions to their communities and the world”.

In addition to the Education Act and the Ministerial Order on Student Learning we are guided by the Standards for Special Education (2004) and the 6 principles of Inclusive Education as per Alberta Education:

- Anticipate, value and support diversity and learner differences
- High expectations for all learners
- Understand learners’ strengths and needs
- Remove barriers within learning environments
- Build capacity
- Collaborate for success.

Administrative Procedure 210: Inclusive Education states:

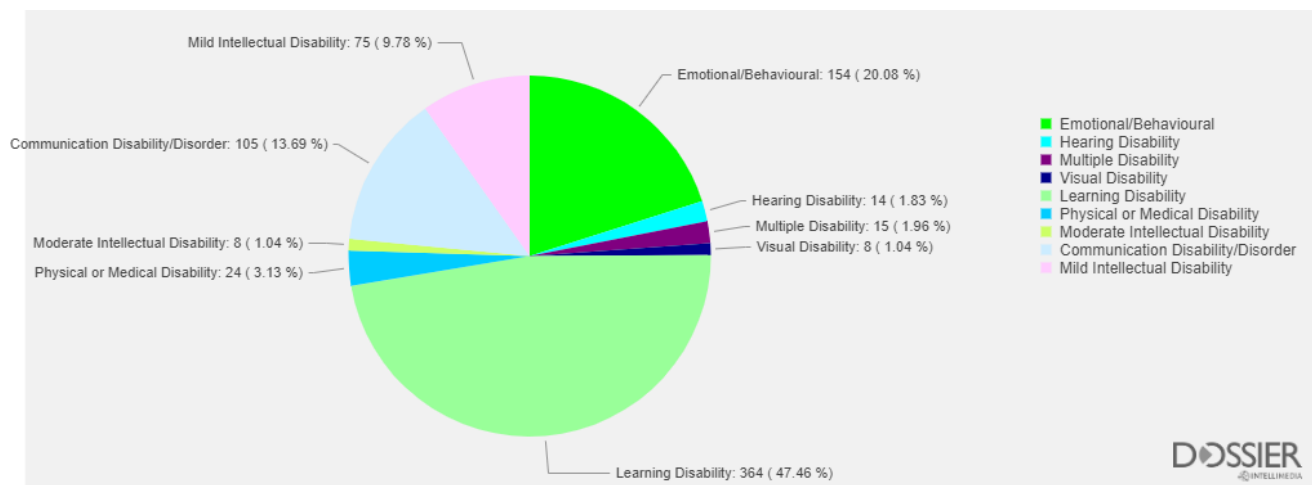
*An inclusive education system is one that demonstrates behaviours and decisions that reflect valuing all students. Within an inclusive education system all students experience the most appropriate learning environments and opportunities to best achieve success. Each student belongs and receives a quality education no matter his/her ability, disability, language, cultural background, gender or age.*

*The success of inclusive education programming relies on the engagement, collaboration and involvement of students, parents, staff and community.*

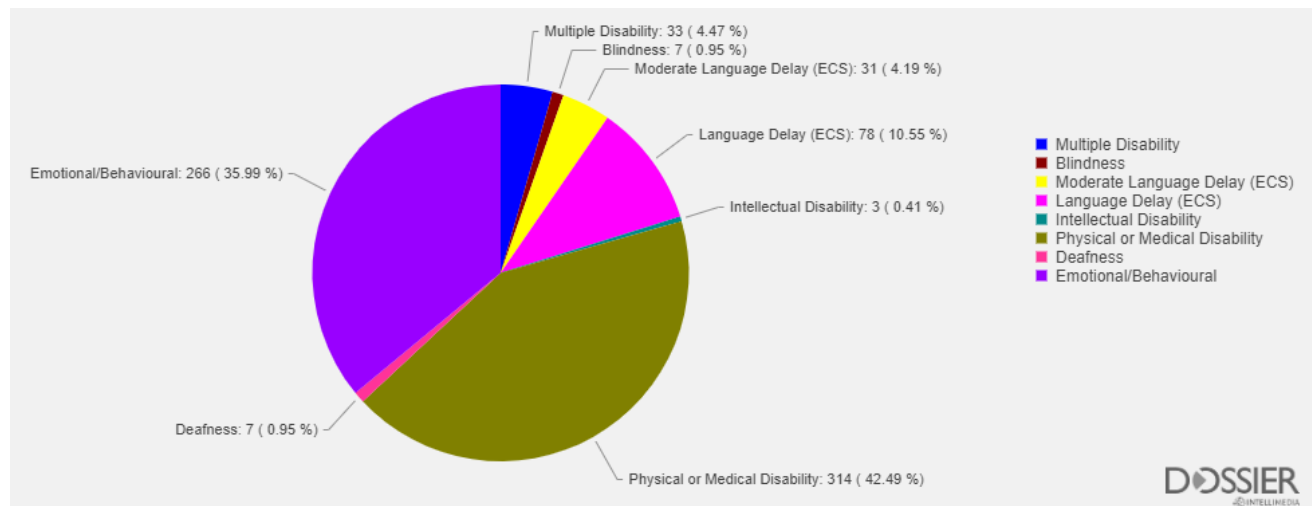
## Our Students

Our Division values diversity and the unique contributions that each student brings to the classroom. Capturing diverse learning needs quantitatively is challenging, as diagnoses and learning needs are only one factor in each student's learning profile. The code summaries listed below indicate the number of students with identified diagnoses and learning needs within the Division to date in the 2021-2022 school year. **These charts must be interpreted with caution as many students have multiple diagnoses/codes, and this data only captures the most severe coding for each student.**

To date, for the 2021-2022 year, the Division serves 767 students whose primary diagnosis/coding falls within the mild or moderate range. The pie chart below shows the distribution of diagnosis/codes for these 767 students.



To date, for the 2021-2022 year, the Division serves 739 students whose primary diagnosis/coding falls within the severe range. The pie chart below shows the distribution of diagnosis/codes for these 739 students.



In addition to the student learning needs listed previously, our **English Language Learners (ELL)** population is growing.

2020-2021	2021-2022
Identified ELL Students: 148	Identified ELL Students: 168 (to date)

These students:

- require English language instruction and supports to participate fully in the learning experiences provided in Alberta schools
- first learned to speak, read and/or write a language other than English
- may have recently immigrated to Canada or they may have been born in Canada and live in homes in which the primary spoken language is not English.
- come from a range of cultural backgrounds and bring with them a variety of educational, social and personal experiences

Schools support ELL students through the implementation of English as a Second Language (ESL) strategies. Schools contact both Instructional Services and Student Services when additional support is required.

## Students Services Staff and Supports

The Student Services Team, in conjunction with schools, provides appropriate support and services to meet the needs of diverse learners in the Parkland School Division within an Inclusive Education Model, as mandated by Alberta Education.

**The Student Services team includes:**

- Division Principal- Student Services
- 2 FTE Complex Needs Facilitators
- 2 FTE Social-Emotional Supports Facilitators
- 2 FTE Speech-Language Pathologists (SLPs) and 1.6 FTE Speech-Language Assistants (SLAs)
- 1 FTE Occupational Therapist (OT)
- 0.2 FTE Physical therapist (PT)
- External Consultants for low-incidence populations (blind/low-vision; deaf/hard of hearing; Complex Communication Needs)

**Supports and Services provided include, but are not limited to:**

- Providing and facilitating access to specialized professional services (i.e., assessment and intervention) to ensure students with diverse needs have the guidance, support services and resources they require to be successful in their educational program.
- Building capacity around evidence-based practices for supporting diverse learners in meeting the outcomes of the Programs of Study, specifically in the areas of literacy and numeracy.
- Promoting access, clarity, and visibility to a continuum of supports and services within our schools.
- Assisting in the coordination, implementation and evaluation of Specialized Programs.
- Supporting the implementation of Individual Education Program Plans within the school division (including Individual Program Plans, Behaviour Support Plans, Individual Care Plans, Safety Plans, and Success-in-School plans).



- Ensuring that provincial legislation and jurisdiction policy/ and procedures applicable to Student Services (e.g., Special Education Standards) are implemented.
- Supporting the use of assistive technology by students.
- Supporting best practices for English Language Learners.
- Supporting Health Services, delivered within the school setting.

#### School-based teams include:

- Administrators
- Inclusive Education Leads (IELs)
- School staff
- Additional consultants and service providers may be contracted by schools as needed.

#### Programming

As outlined in *AP 210: Inclusive Education*, the Division ensures that community schools are the first choice in placement decisions for students, and that students are at the center of all decisions related to their learning. The majority of our students with identified learning needs are served within their community schools. Through collaboration between school staff, parent(s)/guardian(s), and Student Services staff some students benefit from the services and support available within the following specialized programs:

- **Relating Everyday Academics & Life Skills (REAL) Program:** This program provides an alternative congregated programming option for students with moderate to severe cognitive and developmental delays in Grades 1 to 9, and consists of 4 classrooms at Ecole Broxton Park School. We added a classroom to the REAL program this year to support increased enrollment and student needs.
- **Life, Academic, and Work Skills (LAWS) Program:** This program provides an alternative congregated programming option for students with moderate to severe cognitive and developmental delays in Grades 10-12 and consists of two classrooms at SGCHS and 2 classrooms at MCHS. SGCHS added a classroom this year to support increased enrollment and student needs.
- **Specialized Classrooms (for mental health needs):** This is a transitional program for students with mental health needs who exhibit internalizing and/or externalizing behaviours that significantly impact their ability to achieve personal success in a typical classroom within their community school. The intended outcome of this program is to support students in gaining the skills needed to successfully step back into their community school and classroom. We currently have 4 specialized classrooms, located at Stony Plain Central, Forest Green, and Connections for Learning.
  - We are in the process of refining the specialized classroom guiding documents, including a review of the program name. Last year we had 4 students transition from the specialized classrooms back into typical classrooms. We are currently in the process of transitioning an additional 4 students.
  - We have entered into a contract agreement with AHS to have a mental health nurse support our specialized classrooms staff, students and families one day a week. She is able to provide professional learning for staff and parents around medications, observe students, liaise with other medical professionals, and support applications for tertiary programs.
  - We continue to provide multiple professional learning opportunities for staff to deepen their understanding collectively on how to support the academic and social-emotional growth of students who have mental health needs.

## Highlights

### Focus on Collaborative Response:

- This year, leadership teams from 19 schools are participating in professional development sessions to understand Collaborative Response and build a plan to implement it school-wide given their unique school context. The remaining schools will begin this process in the upcoming school year.
- Collaborative Response is a school framework that values collaborative, action focused responses, data-informed discussions and timely support to ensure all students can experience success (Jigsaw Learning 2021).

### Comprehensive Literacy for students with significant disabilities:

- This year we introduced a literacy assessment for students with significant disabilities, who are at an emergent level in their literacy journey. This tool will allow us to identify how students with significant disabilities across the district are moving forward in the area of literacy and will identify and target professional learning needs.
- Professional learning opportunities are being provided through a consultant who is leading this work at the provincial level.

### Refined our supports for students with speech needs:

- This is the second year the division has provided direct treatment, as a result of the dissolution of the Regional Collaborative Service Delivery (RCSD) model. We have refined our services to maximize the resources available.
- We are providing direct treatment for students 1:1 with either the SLP or an SLPA two times a week per treatment block (total of 7 to 8 sessions per block).
  - To date in the 2021-2022 school year, we have provided direct intervention to 211 students in 16 different schools.
- We are providing professional learning opportunities for school EAs to be 'practice partners' beyond the scheduled treatment block.

### Inclusive Education Parent and Community Advisory Panel:

- In the upcoming month, PSD will be posting a call for applicants for this Panel. The Panel will include up to 7 parent and/or community members (with urban and rural representation) and up to 3 representatives from Division administration. Members of the Panel will serve a two-year term.
- This Panel will help the Division strengthen our inclusive education system by:
  - serving in an advisory role to enhance understanding and consideration of parental and community perspectives,
  - enhancing how the Division's Inclusive Education operational procedures and practices are implemented,
  - providing information and advice to Division administrators; and,
  - working to bring Alberta Education's *Principles of Inclusive Education* to life in our classrooms.

## Moving Forward

- To support our increasing population of ELL students, the Student Services department will create a plan to support staff with PD to increase their understanding and knowledge in the areas of:
  - ESL Proficiency Benchmarks
  - Integrating Language and Content
  - Organizing Structured cooperative learning
  - Creating a supportive language learning environment
  - Differentiating content, process and products
- The Student Services team is currently not staffed to be able to provide therapy support for students who are identified as having mild-moderate language needs. Support is currently provided for students with articulation delays, some speech motor needs, and students who are identified as having severe language needs. At this time, schools need to contract therapy staff to support students with mild-moderate language needs. Our team will be revisiting our current service model to investigate how we can better provide consistency in services to our students with mild-moderate language needs in the 2022-2023 school year.
- We continue to await the release of the Standards for Inclusive Education. The current Standards for Special Education were last amended in 2004, and we have learned a great deal since then on what quality inclusive programming looks like. We look forward to any engagement opportunities with Alberta Education in the finalization of the new standards and to create an implementation plan once it is received. We plan on engaging our future Inclusive Education Parent and Community Advisory Panel in the implementation of this work at an operational level.
- In December, school divisions were asked to provide feedback to Alberta Education via CASS regarding the current relationship between Alberta Health Services (AHS) health-related supports and our efforts to support necessary health-related conditions for students within the school setting. Information regarding areas of strength and concerns were shared, as well as suggestions for potential solutions that could be enacted within our region to ensure timely and responsive support from AHS. We have submitted our feedback to CASS and are looking forward to engaging in future discussions. We will continue to focus on building and strengthening our relationship with our AHS partners in our region.



## MEMORANDUM

February 8, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott Johnston, Associate Superintendent
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 1: Vision, Foundational Statements BP 2: Education Planning and Programming AP 114: School Day and Year
<b>SUBJECT</b>	<b>2022-2023 SCHOOL-YEAR CALENDAR</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The school-year calendar shall generally be approved by the Superintendent no later than March 1st of the previous year for that calendar. This report is in support of this responsibility.

### REPORT SUMMARY

Parkland School Division continues to support school-based Professional Development opportunities that provide schools with the opportunity to focus on Division Priorities and their Education Plans. Proposed amendments to the calendar accommodate the strong interests represented through stakeholder feedback.

In total, 1,757 respondents provided feedback to the calendar survey, between October 2021 and January 2022. This survey represented responses from:

- Parkland School Division Parents or Guardians (1,031 | 58.7%)
- Parkland School Division Staff Members (486 | 27.7%)
- Evergreen Catholic Parents or Guardians (144 | 8.2%)
- Evergreen Catholic Staff Members (68 | 3.9%)
- Private School Parents or Guardians (Living Waters / SML Christian Academy) (14 | 0.8%)
- Private School Staff Members (Living Waters / SML Christian Academy) (8 | 0.4%)

- Members of the Community, students or none of the above (6 | 0.3%); and

The survey asked respondents to consider the following:

- The start date for students;
- The Fall Break;
- The start date for the Winter Break;
- The February non-instructional (PD) day; and
- The April non-instructional (PD) day.

Given that we have surveyed extensively over the years, and given that we have some fixed items are not open for consideration, the following items were not specifically surveyed:

- Truth and Reconciliation Day (September 30th) as a non-operational day;
- Statutory Holidays as non-operational;
- Diploma Exam dates (provincially determined);
- Teachers' Convention on February 9th and 10th;
- The placement of Spring Break (beginning Monday, March 27th); and
- June 29th as the last day for students.

Executive distributed a follow up survey for school administration and school councils to clarify the timing of Fall Break in conjunction with the start date for the Winter Break.

The calendar includes the current schedule for Diploma Examinations.

Administration would be happy to answer any questions.

SJ:kz



## 2022-2023 PARKLAND SCHOOL DIVISION APPROVED CALENDAR

Total Days: 220

Operational: 195

Instructional: 182

PD Days: 13

(Non-Instructional)

### Legend

Students' First Day

30

Students' Last Day

29

Non-Instructional



Non-Operational



Statutory Holiday



Diploma Examination



HS Transition



AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## Notable Calendar Dates for 2022-2023

Date(s)	Day(s)	Type	Note(s)
August 24-29	Staff Startup Days	Professional Development	Students do not attend
August 30	Students' First Day	Instructional	Students attend
September 5	Labour Day	Statutory Holiday	Students and staff do not attend
September 30	Truth & Reconciliation	Observance	Students and staff do not attend
October 7	Non-Instructional	Professional Development	Students do not attend
October 10	Thanksgiving	Statutory Holiday	Students and staff do not attend
November 11	Remembrance Day	Statutory Holiday	Students and staff do not attend
November 12-20	Fall Break	Break	Students and staff do not attend
December 24-January 8	Winter Break	Break	Students and staff do not attend
January 30	Non-Instructional	Professional Development	Students do not attend
January 31	High School Transition	Semester Change	High school students do not attend
February 9-10	Teachers' Convention	Professional Development	Students do not attend
February 17	Non-Instructional	Professional Development	Students do not attend
February 20	Family Day	Statutory Holiday	Students and staff do not attend
March 24	Non-Instructional	Professional Development	Students do not attend
March 25-April 2	Spring Break	Break	Students and staff do not attend
April 7	Good Friday	Statutory Holiday	Students and staff do not attend
April 10	Easter Monday	Statutory Holiday	Students and staff do not attend
April 28	Non-Instructional	Professional Development	Students do not attend
May 19	Non-Instructional	Professional Development	Students do not attend
May 22	Victoria Day	Statutory Holiday	Students and staff do not attend
June 21	Indigenous Peoples' Day	Observance	Students attend
June 29	Students' Last Day	Instructional	Students attend
June 30	Non-Instructional/Closure	Professional Development	Students do not attend

## Diploma Exam Schedule for 2022-2023

Dates are subject to change by [Alberta Education](https://www.alberta.ca/alberta-education). Always verify the date of exams with your school!

October – November	January	April	June
Oct 28: FLA 30-1(A) @ 9:00	Jan 12: ELA 30-1(A) @ 9:00	April 17: ELA 30-1(A) @ 9:00	June 12: ELA 30-1(A) @ 9:00
Oct 31: FLA 30-1(B) @ 9:00	ELA 30-2(A) @ 9:00	ELA 30-2(A) @ 9:00	ELA 30-2(A) @ 9:00
Nov 2: ELA 30-1(A) @ 9:00	Jan 13: SS 30-1(A) @ 9:00	FLA 30-1(A) @ 1:00	June 13: SS 30-1(A) @ 9:00
ELA 30-2(A) @ 9:00	SS 30-2(A) @ 9:00	April 18: SS 30-1(A) @ 9:00	SS 30-2(A) @ 9:00
Nov 3: SS 30-1(A) @ 9:00	Jan 16: FLA 30-1(A) @ 9:00	SS 30-2(A) @ 9:00	June 14: FLA 30-1(A) @ 9:00
SS 30-2(A) @ 9:00	Jan 18: FLA 30-1(B) @ 9:00	April 19: Math 30-1 @ 9:00	June 15: FLA 30-1(B) @ 9:00
Nov 4: Math 30-1 @ 9:00	Jan 19: Math 30-1 @ 9:00	Math 30-2 @ 9:00	June 16: Math 30-1 @ 9:00
Math 30-2 @ 9:00	Math 30-2 @ 9:00	Biology 30 @ 1:00	Math 30-2 @ 9:00
Chemistry 30 @ 1:00	Jan 20: ELA 30-1(B) @ 9:00	April 20: ELA 30-1(B) @ 9:00	June 19: ELA 30-1(B) @ 9:00
Nov 7: ELA 30-1(B) @ 9:00	ELA 30-2(B) @ 9:00	ELA 30-2(B) @ 9:00	ELA 30-2(B) @ 9:00
ELA 30-2(B) @ 9:00	Jan 23: SS 30-1(B) @ 9:00	FLA 30-1(B) @ 1:00	June 20: SS 30-1(B) @ 9:00
Nov 8: SS 30-1(B) @ 9:00	SS 30-2(B) @ 9:00	April 21: SS 30-1(B) @ 9:00	SS 30-2(B) @ 9:00
SS 30-2(B) @ 9:00	Jan 24: Biology 30 @ 9:00	SS 30-2(B) @ 9:00	June 22: Biology 30 @ 9:00
Science 30 @ 1:00	Jan 25: Chemistry 30 @ 9:00	Chemistry 30 @ 1:00	June 23: Chemistry 30 @ 9:00
Nov 9: Physics 30 @ 9:00	Jan 26: Physics 30 @ 9:00	April 24: Physics 30 @ 9:00	June 26: Physics 30 @ 9:00
Biology 30 @ 1:00	Jan 27: Science 30 @ 9:00	Science 30 @ 1:00	June 27: Science 30 @ 9:00



## MEMORANDUM

February 08, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott McFadyen, Associate Superintendent
<b>RESOURCE</b>	John Blood, Director, Transportation Services
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent Board Policy 17: Student Transportation
<b>ADDITIONAL REFERENCE</b>	Board Annual Work Plan
<b>SUBJECT</b>	<b>TRANSPORTATION SERVICES DEPARTMENT REPORT 2021 - 2022</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

Parkland School Division operates one of the largest regional student transportation systems in the province. This means that we not only provide safe, effective and efficient transportation services to Parkland students, but also to other school divisions, which includes Evergreen Catholic Separate School Division, Black Gold School Division in Devon, Grande Yellowhead School Division in Evansburg, Living Waters Christian Academy, SML Christian Academy, Columbus Academy, Devon Christian School, Elves Special Needs Society, Alberta School for the Deaf and the Glenrose Rehabilitation Hospital.

The Transportation Department is open from 6:30 a.m. (6:00 AM winter months only) to 5:30 p.m. during bus operational days. During this time, staff handle all facets of the operation including bus dispatch and all external and internal inquiries related to transportation services and school attendance boundaries.



## Report Summary

The following report outlines the Transportation Services Department for the 2021-2022 school term.

Transportation is continually evolving to maintain an efficient and cost effective Transportation system to all parties we serve. The report highlights the accomplishments along with some of the challenges that Transportation is facing both now and for the coming school year. The Transportation Services Department, it's contractors and Bus Operators, continue to tackle the challenges of maintaining consistent, safe, cost effective and reliable transportation service during the ever-changing hurdles of funding challenges and the ongoing COVID pandemic.

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

SM:rg



## TRANSPORTATION SERVICES DEPARTMENT REPORT 2021-2022

FEBRUARY 8, 2022

Presented to the Board of Trustees, February 08, 2022

Scott McFadyen, Associate Superintendent, Corporate Supports and Services

Resource: John Blood, Director, Transportation Services

*Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.*

### BACKGROUND

Parkland School Division (PSD) is a regional transportation provider. We travel 18,630 kilometres every day, which is 3,390,660 kilometres yearly. To put that into perspective, that would be equivalent to four-and-a-half trips to the moon and back. We transport 6,887 students (7,022 previous year) or 2,506,868 passenger trips every year.

In addition to 5,432 PSD students, we also provide transportation services to Evergreen Catholic Separate School Division and a number of other organizations such as Black Gold School Division in Devon, Grande Yellowhead School Division in Evansburg, Living Waters Christian Academy in Spruce Grove, SML Christian Academy and Columbus Academy in Stony Plain, and Elves Special Needs Society, Alberta School for the Deaf, and the Glenrose Rehabilitation Hospital in Edmonton.

Transportation Services made a number of operational improvements over the last few years to eliminate ongoing deficits. In the 2020-2021 fiscal year Transportation had a small surplus. Transportation is projecting a slight deficit for the 2021-2022 school year as additional funding was provided to contracted operators to offset raising insurance rates and other inflationary pressures. Due to the ongoing Covid pandemic, ridership initially decreased but we have slowly seen a return of students as the vaccine rollout has progressed. Some parents still have concerns about their children riding the bus during Covid but they have become more comfortable due to mask requirements and vaccine rollouts for children.

### Department Statistics

In order to provide regional transportation services, PSD uses a variety of contracted school buses ranging from 20 to 90 passengers, taxi services and parent-provided transportation agreements.

In order to offer these comprehensive services Transportation Services utilizes:

- 155 buses, conducting 595 bus trip routes (to-and-from school) for the AM & PM daily trips
- 6 Cabs
- 160 + Bus Operators (including spare drivers)
- 16 Contractors
- 7.0 Office Staff
- 12 Transfer Site Bus Monitors (0.133 FTE each). The biggest transfer site is at Memorial where we have forty-eight (48) buses routed through the site. Next is Greystone site at thirty-eight (38) buses routed and finally Copperhaven with twenty (20) routes.

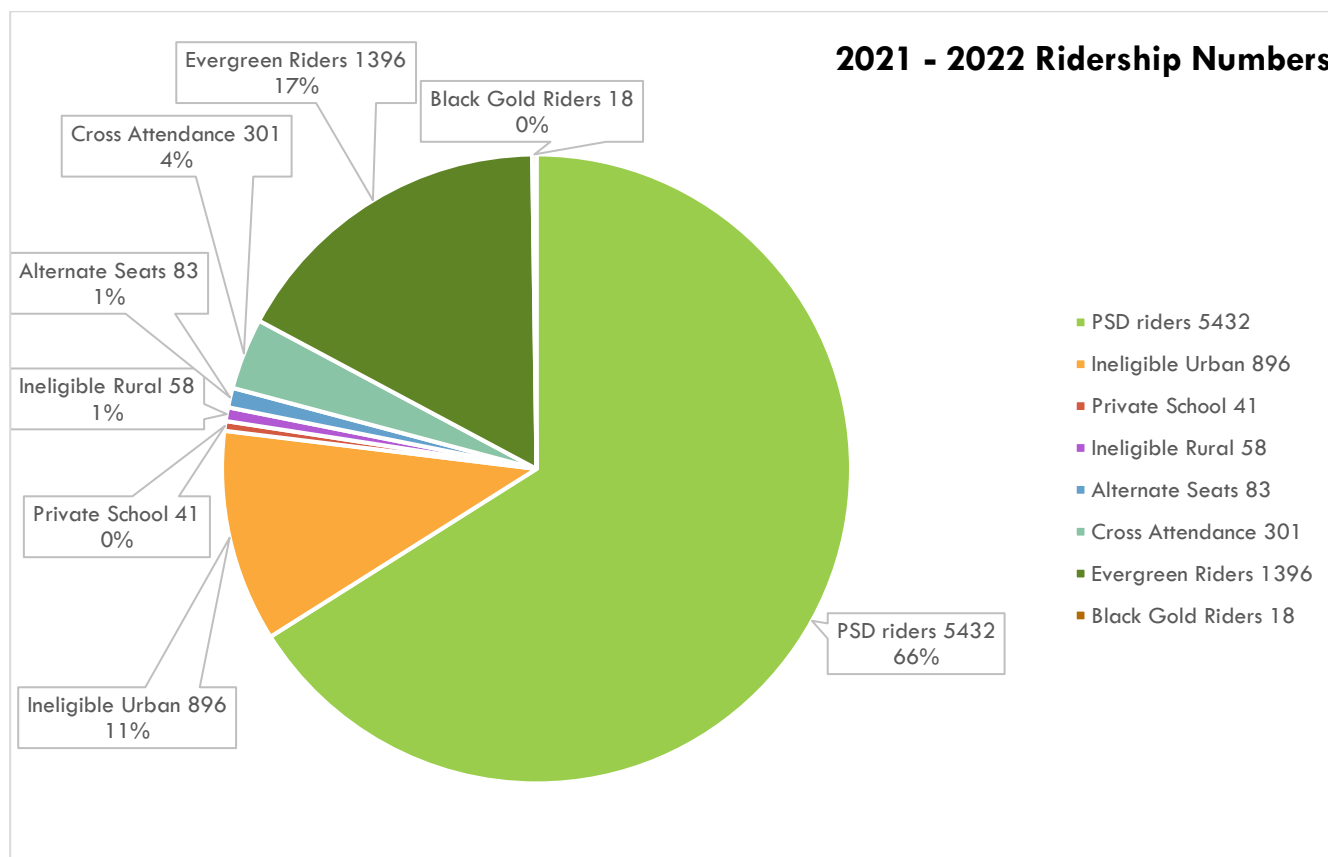
Transportation has responded to many customer service requests this year including:

- 1,395 transportation change requests from July 5, 2021 to January 4, 2022
- 7,970 telephone inquiries from July 5, 2021 to January 4, 2022
- 266 bus pass replacements from September 1, 2021 to January 4, 2022

Transportation has taken several steps to address Covid and safety of our student, staff and contractors by:

- Ensuring Public health measures are being followed on the bus
- Providing masks to operators and students, ensuring buses are thoroughly cleaned every day
- Adjusting the Transportation Services as required - bus routes are based on student numbers at the time of registration – Covid has and continues to cause the continual change in student ridership numbers.
- Detailed seating plans

### **2021 – 2022 Ridership Numbers**



**Note:** The cross attendance, alternate seat & ineligible numbers are for reference only and have been included in the PSD Ridership Numbers.

## **Initiatives**

### **School Bus Safety:**

School Bus Safety week was from October 18 - 22, 2021. With Covid restrictions, it again stifled Transportation Services ability to conduct a fully comprehensive campaign to bring awareness to the public. We normally hold our bus evacuation procedures during the bus safety week but due to Covid we verbally instructed the students in the correct evacuation procedures. Although not ideal, it does keep the topic front and centre with the students. We also have drivers continue to remind students about safety aspects throughout the school year. Transportation provided a safety video for all schools with K-3 students, providing both visual and audio reinforcement to school bus safety for PSD's youngest learners.

We held the School Bus Transportation Association of Alberta (STAA) safety poster competition in the schools and posted some entries on the website. We have also posted the video footage from the new exterior (stop arm) camera system we are currently installing on the buses. The video shows the views that we have available for the exterior cameras. The external views can be submitted to law enforcement agencies when a person goes through the red "student loading" lights along with the driver's report. This footage can be requested by law enforcement agencies should it be required to support the issuance of a traffic tickets or for any other law enforcement aspect or court case.

### **First Ride Program:**

As Covid restrictions change frequently making it difficult to plan for a "First ride event", Transportation is taking a different approach this year. In the spring time we are going to make a video with some Kindergarten students. The video will go through the process of safely loading and unloading both at home pickups and at the school or transfer sites. We will have transfer site monitors go through what happens at the site when the students transfer buses. The transfer site monitors will also explain how they assist any students who may forget which transfer bus they ride as well as the importance of the student having their bus pass.

The aim of the video is to educate both new students and allay any fears new parents may have with their child taking the bus for the first time. We plan to show what actions the site monitors, bus drivers and staff take should a student forget their bus route etc. The video is a valuable tool for parents as it goes through the process and shows them that their child is guided where required to board the right bus. The video also explains about the role of site monitors and how they look after and assist the students.

### **GPS live tracking:**

Transportation is encountering technical difficulties with the GPS live tracking system implementation. Transportation is working with the vendor to resolve the issues. The trial period and test students we have been monitoring, have proven to be accurate to within 20-30 seconds. The GPS live tracking system shows that the student has scanned on and off the bus accurately. The problem lies with the comments that are displayed to parents, when the bus passes the students stop.

### **Route Monitoring:**

Bus stops and pickup locations are always being reviewed to ensure the stop locations and associated areas are positioned in safe locations. As part of our continuous commitment to safety, field monitoring of routes, drop offs and turn around areas is completed to ensure all safety standards are met and approved by transportation.

Bus routes for the 2021-2022 school term are being reviewed extensively and this information is being used to generate the basic routes for the 2022-2023 bus routes. The review is conducted to ensure the routes are being operated to maximum capacities and to ensure efficiencies and that we have adequate route coverage within the division.

**Student Tracking:**

Mandatory scanning of bus passes is in place on all buses. Transportation continues to educate students and Bus Operators on the relevance of scanning. Bus Operators are responsible to report infractions to both the Transportation Services and school administration. This allows the schools to both support Transportation and educate students and parents in the safety aspect of having the passes.

We are still requiring detailed seating plans to be submitted for each bus route. These seating plans are required to be updated whenever students are added or removed from bus routes. They aid for both student discipline issues and if Covid tracing gets reintroduced.

**Communication**

In the event of any bus delay greater than ten minutes from the planned schedule or in the case of a bus route cancellation, Transportation Services notifies all registered bus students through parent provided contact information and updates the Transportation Services information on the PSD website. This provides easy access for parents/guardians to be able to check on the most current status of their child's bus route(s), inclement weather policy, transportation fees and general information.

The introduction of the new "bus status" app for all buses this year, has greatly enhanced the ability to accurately report lateness, etc. to parents in a timely manner. We continue to encourage all parents and staff to download the app, as it gives almost instantaneous alerts to all users.

The Transportation office has a dedicated phone line, the "parent/guardian hotline", for any emergencies regarding a student or bus route to provide quicker response to situations such as a student not reaching their intended destination. We also have a "contractors hot line" to enable contractors or Bus Operators to call in regarding any issues for their route allowing them access to transportation office staff without tying up the main transportation phone line.

All buses are equipped with two-way radios, along with the transportation office and the Transportation Department vehicles. This allows staff members to maintain radio communication whether in the office or in transit to the scene of a busing incident.

Transportation Services conducts regular virtual meetings with contractors to keep them up to date on relevant issues and to receive feedback from them on issues that may affect them. This has allowed our office to maintain communication with our contractors and Bus Operators on any emergent issues. We requested feedback from the contractors, regarding the value of virtual meetings, and the consensus is still overwhelmingly positive.

**Safety and Compliance**

Safety / compliance issues are all handled by the Transportation Supervisor, with assistance from both the planners and the Director when required. The supervisor has been dispatched on numerous occasions since the start of the school year to review or witness a variety of issues regarding pickup locations, road hazards, etc. All issues after being investigated, are then reviewed with a Transportation Planner or other transportation staff to offer a coordinated solution to the issue. This also ensures that transportation staff are aware of any of the issue(s) should they arise again, ensuring a consistent approach to all concerns.

**Safe Stop Assessments:**

The completion of an annual route assessment, for every route being operated is required by Alberta Education-Transportation to show that the routes are safe and that drivers are aware of any issues on the route. Once the route assessments have been reviewed by Transportation Services, we follow up with any route operators that may have listed concerns. We present solutions to the Bus Operator(s), which we believe will rectify the issue and discuss and solicit feedback in order to provide an effective resolution to the

operator's concern. Resolutions may also include liaising with local agencies in order to correct any listed deficiencies.

### **School Bus Rodeo:**

We are unsure yet if we will be able to host the 2022 School bus Rodeo as the Rodeo has been cancelled for the last two years due to Covid gathering restrictions. PSD has been given a tentative date of May 28, 2022 for the local school bus rodeo as well as the driver appreciation day BBQ. We will wait and see what will happen with Covid restrictions along with the direction the School Bus Transportation Association of Alberta (STAA) takes in regards to the Provincial School Bus Rodeo.

### **Transportation Department Safety Statistics August 30 to December 23, 2021**

1. Stop arm violations .....	4
2. Student management event.....	127
• Behavior Issues.....	73
• No Mask.....	54
3. S-Endorsement Drivers Trained.....	2
4. Service reviews / concerns Investigated .....	380
• 247 Service reviews conducted. This would include fee questions, stop locations, alternate requests & school of choice questions.	
• 133 Service Concerns. This would be safety concerns, late buses, full buses / waiting lists, ride times, Covid concerns, driver issues, environmental issues-bus to hot / cold, bullying.	

**Note:** The statistics for “Student Management events” are due to a different reporting structure that transportation has adopted to increase the amount of reporting. Masks and behavioral issues are now being better reported to us. Service reviews & service concerns are now being tracked in order to build solid data for both the future and to have historically information available.

### **Professional Development**

#### **Bus Operators Safety Seminar:**

This year, Transportation hosted two startup / safety meetings in early August for all drivers & contractors. The meetings were hosted at Memorial school, while observing all Covid protocols we still managed to host a very productive start up meeting. The meeting was informative and well received.

The annual professional development that is normally available in February / March, directed towards drivers receiving the “S” (School Bus) Endorsement may not be held this year. We currently have two Transportation Services staff are certified as “S”- Endorsement Instructors.

A recent “Insurance lunch & Learn” session hosted by our insurance broker was very informative and answered a great deal of the contractor's questions surrounding the insurance topic.

### **Equipment / Systems**

#### **Cameras**

- To assist in managing student behavior, we are in the process of upgrading the camera systems across the fleet. We are going from four and five cameras per bus to seven and eight cameras per bus. The

upgrade is allowing us to add two exterior stop arm cameras along with a “dash camera”. The stop arm cameras will capture footage of any vehicles that go through the student loading lights. We are aiming to have the entire fleet upgraded by July / August 2022.

- Cooperation with local authorities and Alberta Transportation is helping with bus stops that may be experiencing frequent stop arm infractions. This coupled with the eventual installation of the stop arm cameras across the fleet will greatly aid the safety aspect for both students and drivers.
- Transportation replaced all the Zonar GPS units installed on all buses in September & October 2021. This upgrade was required due to the provider (Zonar) no longer supporting data from the 3G network come February 2022.

### **Bus Registrations**

Another year of registrations will commence on February 14, 2022 for all students, with a registration deadline of March 18, 2022. Registrations completed after the deadline may experience a delay in receiving their bus passes, but every effort will be made to ensure bus passes are received in time for student’s first day of school.

### **Operations Optimization**

Cross training has been undertaken and continues to be ongoing within Transportation Services. This will be of benefit to the department to assist with any and all unexpected emergencies and aid in efficient optimization of staff.

### **Challenges**

#### **Bus Operators:**

Bus Operator shortages are extremely evident at this time. Fortunately, it has only resulted in minimal impact to PSD this year but this could change. Bus Operator shortages are expected to continue to hamper the student transportation industry for many years to come.

#### **Operations:**

- Revenue from the Transportation fees introduced in March 2021 were a little lower than anticipated mostly due to the parents adapting to the Covid environment. Parents have become very creative in getting their children to and from school and are therefore not using some of the services we provide. In stating the above, we are still receiving transportation request throughout the year so despite the lower numbers at the start of the school year, ridership is not greatly affected. Final costs / estimates will be available after all the payment installments have been received in February 2022.
- Future changes to the Transportation funding model along with increases in the carbon tax levy and insurance may affect routes and ridership.



## MEMORANDUM

February 08, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Lorraine Stewart, Board Chair
<b>ORIGINATOR</b>	Lorraine Stewart, Board Chair
<b>RESOURCE</b>	Board of Trustees and Executive Team
<b>GOVERNANCE POLICY</b>	Board Policy 8: Board Committees Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 8: Appendix 8.1 Governance and Planning Committee
<b>SUBJECT</b>	<b>GOVERNANCE &amp; PLANNING SESSION (GPS)</b>

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### 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 the unapproved Minutes from the January 25, 2022 Governance & Planning Session (GPS).

### REPORT SUMMARY

On January 25, 2022, 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)**  
Held at the Centre for Education, in Stony Plain, Alberta  
On Tuesday, January 25, 2022, at 9:00 AM

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**Attendance:**

Lorraine Stewart, Board Chair  
Anne Montgomery, Vice-Chair  
Aileen Wagner, Trustee  
Aimee Hennig, Trustee  
Paul McCann, Trustee  
Eric Cameron, Trustee  
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  
Keri Zylla, Recording Secretary

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**1. WELCOME & LEARNING MOMENT**

- 1.1. Call to Order:** Board Chair Stewart called the meeting to order at 9:04 a.m.
- 1.2. Land Acknowledgement:** Board Chair Stewart acknowledged our presence on lands Treaty Six.
- 1.3. Changes to the Agenda:** There were no changes to the agenda.
- 1.4. Approval of the Agenda:**  
**MOVED by** Trustee McCann that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

**2. OPERATIONS & INFORMATION**

- 2.1. Student Services Update:** Associate Superintendent Dr. Miskolzie presented some common approaches to supporting student mental and specialized health needs being utilized around the province. Discussion ensued.
- 2.2. Transportation Fees Scenarios:** Associate Superintendent McFadyen and Mr. Blood presented six possible transportation fee scenarios for Board consideration. Discussion ensued.

*Mr. Blood entered the meeting for the Transportation Fees Scenarios discussion at 9:33 a.m., and exited the meeting at 10:40 a.m.*

*Board Chair Stewart called a break at 10:40 a.m. Meeting resumed at 10:52 a.m.*

- 2.3. New Administrative Procedure (AP) 390: Community, Equity and Belonging:** Superintendent Boyce informed Trustees of a new AP being developed by administration related to building community, ensuring equity & eliminating bias within the Division. Discussion ensued.
- 2.4. 2022-2023 School Calendar:** Associate Superintendent Johnston shared the draft 2022-2023 School Calendar with Trustees and provided information from stakeholder feedback used in the development and planning of the calendar. Administration will present the finalized calendar for information at the February 8, 2022 regular meeting. Discussion ensued.

### 3. GOVERNANCE – Part 1

- 3.1. Book Study:** Trustee Osborne proposed a book study for Jesse Wenté's book, *"Unreconciled; Family, Truth and Indigenous Resistance"*, to continue the work of Truth and Reconciliation. The book study will commence at the April 21, 2022 GPS meeting.
- 3.2. Rural Caucus Meeting – Environmental Scan (survey):** Trustee Hennig and Trustee Wagner shared a survey question from December's Rural Caucus of Alberta School Boards (RCASB) meeting, and will forward feedback to RCASB on behalf of the committee.
- 3.3. Legacy Document:** Board Chair Stewart reviewed the Board Legacy Document and let Trustees in conversation focused on the Emerging/New Growth section of the lifecycle in an organization.

*The GPS Committee agreed with Board Chair Stewart to move agenda item 5.3 School Council Meetings up to agenda item 3.4.*

- 3.4. School Council Meetings:** Trustees shared information and updates from the School Council Meetings they attended.

*Board Chair Stewart exited the meeting at 12:24 p.m. and re-entered at 12:58 p.m.*

*Vice-Chair Montgomery called a lunch break at 12: 40 p.m. Meeting resumed at 1:10 p.m.*

### 4. STRATEGIC PLANNING

- 4.1. Attendance Area Review:** Superintendent Boyce reviewed with Trustees, the Student Attendance Area Study, reviewing each recommendation for feedback. Administration will seek direction from the Board on which options to explore further at the regular meeting of February 8, 2022.

Deputy Superintendent Francis reviewed the timeline and process for stakeholder engagement regarding the Attendance Area Review and next steps leading up to a Board decision of the recommendations. Discussion ensued.

### 5. GOVERNANCE – Part 2

- 5.1. Advocacy Plan:** This item was postponed.
- 5.2. Board Policy Review:** This item was postponed.
  - 5.2.1. Revised Board Policy 8: Board Committees & Representation:** This item was postponed.
  - 5.2.2. Revised Board Policy 10: Policy Formation and Review:** This item was postponed.

## 6. CLOSING

- 6.1. **Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information throughout the meeting.
- 6.2. **Topics to come forward to the next Board Meeting:** Attendance Area Review, Transportation Report, Student Services Department Report
- 6.3. **Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 6.4. **Adjournment:** Board Chair Stewart adjourned the meeting at 3:58 p.m.

**Next meeting:** Friday, February 18, 2022, at 9:00 a.m. (**FULL-DAY**)



## MEMORANDUM

February 8, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Lorraine Stewart, Trustee , Board Chair
<b>RESOURCE</b>	Scott Johnston, Associate Superintendent
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board
<b>ADDITIONAL REFERENCE</b>	BP 2: Stakeholder Engagement and Communication BP 2: Supports and Services Administrative Procedure 124: Council of School Council
<b>SUBJECT</b>	<b>COUNCIL OF SCHOOL COUNCILS (COSC)</b>

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### PURPOSE

Information. No recommendation required.

### BACKGROUND

The Board of Trustees is responsible for meeting with representatives of the School Councils to provide information, share resources and discuss strategies. The attached report is in support of these responsibilities.

### REPORT SUMMARY

On February 1, 2022, a COSC meeting was held virtually and covered the following topics.

Associate Superintendent McFadyen introduced himself and discussed his background and areas of responsibilities with the Parkland School Division.

Trustee Stewart presented information on the attendance area review, Governance Assurance elements and the COVID-19 protocols.

Associate Superintendent Johnston discussed mid-point reviews, ThoughtExchange, surveys, unfinished learning and the curriculum report.

COSC members asked a variety of questions throughout the meeting.

Administration would be pleased to answer any questions.

SJ:rg