

REGULAR BOARD MEETING

AGENDA

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

Virtual Meeting

Live-Streamed for the Public at:

<https://youtu.be/jVzPwehG6A4>



PARKLAND
SCHOOL DIVISION

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

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

Live-Streaming: <https://youtu.be/jVzPwehG6A4>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 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-	2. APPROVAL OF MINUTES 2.1. Regular Meeting of February 8, 2022
	3. BUSINESS ARISING FROM THE MINUTES
	4. DELEGATION / PRESENTATION
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
	<i>Recess Period / Public Question Period</i>
-10- -12- -27- -37- -50-	7. ACTION ITEMS 7.1. Edwin Parr Nominee (Edwin Parr Selection Committee) 7.2. 2022-2023 Fees and Allowances (S. McFadyen, J. Blood, J. Krefting) 7.3. Three-Year Capital Plan (S. McFadyen, S. LaBrie) 7.4. Revised Board Policy 10: Policy Formation and Review (Board Policy Committee) 7.5. Revised Board Policy 8: Board Committees (Board Policy Committee)

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<p>-102-</p> <p>-108-</p>	<p>8. ADMINISTRATIVE REPORTS</p> <p>8.1. 2021-2022 Infrastructure Maintenance Renewal (IMR) Capital Maintenance Renewal (CMR) Expenditure Plan (S. McFadyen, S. LaBrie)</p> <p>8.2. Numeracy Report (S. Johnston, K. Mann)</p>																								
<p>-113-</p> <p>-115-</p>	<p>9. TRUSTEE REPORTS</p> <p>9.1. Teacher Board Advisory Committee (S. Cresswell)</p> <p>9.2. Governance & Planning Session (L. Stewart)</p> <p>9.3. Alberta School Boards Association (E. Cameron, A. Montgomery)</p> <p>9.4. Public School Boards' Association of Alberta (L. Stewart, A. Wagner)</p> <p>9.5. Chamber of Commerce (L. Stewart)</p>																								
	<p>10. FUTURE BUSINESS</p> <p>10.1. Meeting Dates:</p> <p><i>Board – Open to the Public:</i></p> <table border="1" data-bbox="467 1003 1427 1226"> <tr> <td data-bbox="467 1058 743 1142">Mar 08, 2022</td> <td data-bbox="743 1058 829 1142">-----</td> <td data-bbox="829 1058 1427 1142">Regular Board Meeting 9:00 AM, Virtual Meeting (Meeting Live-Streamed for Public)</td> </tr> <tr> <td data-bbox="467 1142 743 1226">Apr 12, 2022</td> <td data-bbox="743 1142 829 1226">-----</td> <td data-bbox="829 1142 1427 1226">Regular Board Meeting 9:00 AM, Centre for Education (Meeting Live-Streamed for Public)</td> </tr> </table> <p><i>Committees – Closed to the Public:</i></p> <table border="1" data-bbox="467 1283 1427 1682"> <tr> <td data-bbox="467 1283 743 1367">Mar 15, 2022</td> <td data-bbox="743 1283 829 1367">-----</td> <td data-bbox="829 1283 1427 1367">Governance & Planning Session 9:00 AM, Centre for Education (full day)</td> </tr> <tr> <td data-bbox="467 1367 743 1451">Apr 04, 2022</td> <td data-bbox="743 1367 829 1451">-----</td> <td data-bbox="829 1367 1427 1451">Audit Committee Meeting 1:00 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1451 743 1535">Apr 13, 2022</td> <td data-bbox="743 1451 829 1535">-----</td> <td data-bbox="829 1451 1427 1535">Benefits Committee Meeting 3:30 PM, Virtual Meeting</td> </tr> <tr> <td data-bbox="467 1535 743 1619">Apr 21, 2022</td> <td data-bbox="743 1535 829 1619">-----</td> <td data-bbox="829 1535 1427 1619">Governance & Planning Session 9:00 AM, Centre for Education (full day)</td> </tr> <tr> <td data-bbox="467 1619 743 1682">Apr 26, 2022</td> <td data-bbox="743 1619 829 1682">-----</td> <td data-bbox="829 1619 1427 1682">Teacher Board Advisory Committee 4:15 PM, TBD</td> </tr> </table> <p><i>By Invitation:</i></p> <table border="1" data-bbox="467 1738 1427 1881"> <tr> <td data-bbox="467 1738 743 1822">Apr 07, 2022</td> <td data-bbox="743 1738 829 1822">-----</td> <td data-bbox="829 1738 1427 1822">Education Planning Day Engagement 8:30 AM, TBD</td> </tr> </table>	Mar 08, 2022	-----	Regular Board Meeting 9:00 AM, Virtual Meeting (Meeting Live-Streamed for Public)	Apr 12, 2022	-----	Regular Board Meeting 9:00 AM, Centre for Education (Meeting Live-Streamed for Public)	Mar 15, 2022	-----	Governance & Planning Session 9:00 AM, Centre for Education (full day)	Apr 04, 2022	-----	Audit Committee Meeting 1:00 PM, Centre for Education	Apr 13, 2022	-----	Benefits Committee Meeting 3:30 PM, Virtual Meeting	Apr 21, 2022	-----	Governance & Planning Session 9:00 AM, Centre for Education (full day)	Apr 26, 2022	-----	Teacher Board Advisory Committee 4:15 PM, TBD	Apr 07, 2022	-----	Education Planning Day Engagement 8:30 AM, TBD
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	<i>Other:</i>		
	Mar 29, 2022	-----	Council of School Councils Meeting 7:00 PM, Virtual Meeting
	10.2. Notice of Motion 10.3. Topics for Future Agendas 10.4. Requests for Information 10.5. Responses to Requests for Information		
	11. IN-CAMERA		
	12. ACTION IN RESPONSE TO IN-CAMERA		
	13. ADJOURNMENT		



**MINUTES OF THE
REGULAR BOARD MEETING
HELD VIRTUALLY FROM VARIOUS LOCATIONS AND LIVE-STREAMED
ON TUESDAY, FEBRUARY 08, 2022, AT 9:00 AM**

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
Shae Abba, Director, Human Resources
Leah Andrews, Division Principal, Student Services
John Blood, Director, Transportation Services
Serge LaBrie, Director, Facilities Services
Katherine Mann, Division Principal, Instructional Programs
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

GUEST PRESENTERS:

Linda Trippel, Teacher, Copperhaven School (*video presentation*)
Bailey Anger, Student, Copperhaven School (*video presentation*)
Aminah Asad, Student, Copperhaven School (*video presentation*)
Ellie Bowers, Student, Copperhaven School (*video presentation*)
Hayden Hillgardner, Student, Copperhaven School (*video presentation*)

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

There were no changes to the agenda.

APPROVAL OF THE AGENDA

Res 007-22

MOVED by Trustee Osborne that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 008-22

MOVED by Trustee McCann that the minutes of the Regular Board Meeting held on January 18, 2022 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

A video featuring the Numeracy Intervention Program was presented.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

QUESTION PERIOD:

Board Chair Stewart answered a question submitted to the Board regarding the facilitation of ending the current mask mandate within Parkland School Division schools.

There were no other questions submitted to the Board at Board@psd.ca, for the February 8, 2022, Question Period.

ACTION ITEMS

Res 009-22

ATTENDANCE AREA REVIEW

MOVED by Trustee Wagner 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.

CARRIED UNANIMOUSLY

Superintendent Boyce provided additional information and responded to questions.

ADMINISTRATIVE REPORTS

HEALTH AND SAFETY REPORT

The Board of Trustees received for information, the Health and Safety Report, as presented at the Regular Meeting of February 8, 2022.

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

Ms. Abba and Mr. LaBrie exited the meeting at 11:18 a.m.

STUDENT SERVICES REPORT

The Board of Trustees received for information, the Student Services Report, as presented at the Regular Meeting of February 8, 2022.

Associate Superintendent Dr. Miskolzie and Ms. Andrews provided additional information and responded to questions.

2022-2023 SCHOOL-YEAR CALENDAR

The Board of Trustees received for information, the 2022-2023 School-Year Calendar, as amended at the Regular Meeting of February 8, 2022.

Associate Superintendent Johnston provided additional information and responded to questions.

Amendment: The listed number of Professional Development (PD) Days was amended to read thirteen (13) rather than twelve (12), as reflected in the number of PD Days on the calendar.

TRANSPORTATION SERVICES DEPARTMENT REPORT 2021-2022

The Board of Trustees received for information, the Transportation Services Department Report 2021-2022, as presented at the Regular Meeting of February 8, 2022.

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

TRUSTEE REPORTS

GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the January 25, 2022, Governance & Planning Session, as presented at the Regular Meeting of February 8, 2022.

COUNCIL OF SCHOOL COUNCILS

The Board of Trustees received for information, the Council of School Councils Report from February 1, 2022, as presented at the Regular Meeting of February 8, 2022.

ALBERTA SCHOOL BOARDS ASSOCIATION

Vice-Chair Montgomery provided Trustees with a report prior to the Board Meeting and provided some additional information.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

There was no report.

CHAMBER OF COMMERCE

Board Chair Stewart provided information on upcoming Chamber events.

Ms. Andrews and Mr. Blood exited the meeting at 12:25 p.m.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

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

Apr 12, 2022 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

Committees – Closed to the Public:

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

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*)

By Invitation:

Apr 07, 2022 ----- Education Planning Day Engagement 8:30 AM, TBD

Other:

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

Vice-Chair Montgomery requested further information on the numeracy interventions in schools.

Vice-Chair Montgomery also requested information on the Grade One Learning Loss Grant application.

RESPONSES TO REQUESTS FOR INFORMATION

There were no responses to requests for information.

Res 010-22

IN-CAMERA: OTHER CONFIDENTIAL MATTERS

MOVED by Trustee McCann that the Board of Trustees move to In-Camera at 12:40 p.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused at 12:40 p.m. and the Board of Trustees, Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent McFadyen and Ms. Zylla exited the public virtual meeting and went in-camera in a private virtual meeting.

Associate Superintendent Johnston, Associate Superintendent Dr. Miskolzie and Ms. Mann exited the public virtual meeting at 12:40 p.m.

Res 011-22

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Vice-Chair Montgomery that the Board of Trustees revert to a public meeting at 1:36 p.m.

CARRIED UNANIMOUSLY

The meeting live-stream resumed at 1:36 p.m.

The Board of Trustees, Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent McFadyen and Ms. Zylla re-entered the Regular public virtual meeting at 1:36 p.m.

ACTION IN RESPONSE TO IN-CAMERA

There was no Action in Response to In-Camera.

ADJOURNMENT

The meeting was adjourned at 1:37 p.m.



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Mark Francis, Deputy Superintendent
RESOURCE	The Parkland School Division ASBA Zone 2/3 Edwin Parr Selection Committee: Trustee Cameron, Trustee Hennig, Trustee Wagner
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 8: Board Committees Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	Board Annual Work Plan
SUBJECT	EDWIN PARR AWARD

PURPOSE

For approval. Recommendation is required.

RECOMMENDATION

That the Board of Trustees recognizes, Alyssa Bridgeman from Connections for Learning, Laura Kraus from Graminia School, and Taylor Pocock from Spruce Grove Composite High School, as the three Parkland School Division Edwin Parr nominees. And further, that the Board submits _____'s (*name to be announced at the March 8, 2022 Regular Board Meeting*) nomination to the Alberta School Boards Association Zone 2/3 Edwin Parr Selection Committee, as presented at the Regular Meeting of March 8, 2022.

BACKGROUND

Each year the Alberta School Boards Association (ASBA) honours, six outstanding first-year teachers, one from each of the six zones identified by ASBA, with the Edwin Parr Teacher Award. School boards may nominate any first-year K-12 teacher who has taught in an Alberta school jurisdiction which is a member of the ASBA. As part of the Board Annual Work Plan and the selection process, each year three Trustees volunteer to sit on the Parkland School Division ASBA Zone 2/3 Edwin Parr Selection Committee. This recommendation is in support of this Board responsibility and process.

REPORT SUMMARY

In 1964, the Alberta School Trustees' Association established the Edwin Parr Teacher Award to remember the long and meritorious service of past President Edwin Parr. Nominees of the award are selected based on his/her:

- Knowledge of student learning styles
- Skill in utilizing a variety of student evaluation methodologies
- Skill in diagnosing the entry knowledge and/or skill of students for a given set of instructional objectives
- Skill in assisting students to develop a positive self-concept
- Involvement in professional development
- Involvement in extra-curricular and community activities
- Interpersonal skills with students

Edwin Parr nominees are judged with these seven consideration items as present in the teacher evaluation, scholastic history (university marks) and student teaching records.

Our schools were invited to identify a first-year teacher to serve as Parkland's nomination to the ASBA's Zone 2/3. Three nominations for outstanding First-Year Teacher were received:

- | | |
|-------------------------|---|
| Alyssa Bridgeman | Ms. Bridgeman is teaching Grade 7 Language Arts, Mathematics, Social Studies and Science at Connections for the Learning (CFL). |
| Laura Kraus | Ms. Kraus is teaching all subjects for her Grade 6 class, and Science to all the Grade 6 classes at Graminia School. |
| Taylor Pocock | Mr. Pocock is teaching high school Grades 10, 11 and 12 at Spruce Grove Composite High School, in the subject areas of Physical Education, Foods and English Language Arts. |

The Parkland School Division ASBA Zone 2/3 Edwin Parr selection committee would be pleased to respond to any questions.

MF:kz



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	John Blood, Director, Transportation Services Jason Krefting, Director, Financial Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board i.e. Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 2: Resource Stewardship S 36 <i>Education Act</i> <i>School Fees Regulation</i> <i>School Transportation Regulation</i>
SUBJECT	2022-2023 FEES AND ALLOWANCES

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the 2022-2023 Fees and Allowances as presented at the Regular Meeting of March 8, 2022.

BACKGROUND

The Board of Trustees is responsible for reviewing and approving the annual fees and allowances. The attached report is in support of these responsibilities.

REPORT SUMMARY

The Fee and Allowances for 2022-2023 are being presented for approval. Fee increases are required to operate the regional transportation system on a break-even basis. The fee increases are being proposed to offset Transportation's anticipated increases in fuel, carbon tax and contractor rates due to inflation and insurance.

These proposed fees are based on the current provincial funding model and adjustments may be required based on changes in provincial funding models.

The transportation fees proposed in the fee schedule are from scenario 5 as recommended by administration. The largest increase is for ineligible rural riders at \$70 or 16% as the fee for this service is being moved to be equivalent to the fee for ineligible urban riders. Other fees are increases range from \$2.50 - \$50.00 or 5% -10% over the prior year.

These fee increases are anticipated to generate an additional \$70,000. These additional revenues are required to primarily offset:

- Increase in fuel costs of \$10,000
- Increases in other contract costs due to inflation of \$55,000.

Administration would be pleased to respond to any questions.

SM:kz



2022 -2023 TRANSPORTATION FEE SCENARIOS

March 8, 2022

Presented to the Board of Trustees, March 8, 2022
 Associate Superintendent, Scott McFadyen
 Resource: John Blood, Transportation Director

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

BACKGROUND

The Board of Trustees is responsible to review and approve the transportation fees annually. This report is in support of this responsibility.

REPORT / TOPIC

The transportation department has reviewed the implications of inflation on the operating costs and developed six scenarios for consideration. All six scenarios result in maintaining current services based on the assumptions in the report. Fee increases are required to operate the regional transportation system on a break even basis. The fee increases proposed are to offset Transportation’s anticipated increases in contractor rates due to inflationary pressures (insurance, fuel, labour, etc.). These proposed fees are based on the current provincial funding model and adjustments may be required if the provincial funding model changes. The analysis also assumes the transportation grant will increase in 2022-2023 to cover inflationary costs on the eligible students.

The scenarios are based on the Board’s transportation principles:

Principle 1	The Transportation department will operate within the funding envelope.
Principle 2	Current service levels will be maintained.
Principle 3	Rural and Urban fees will move towards being equal and reflect the cost of the service provided to riders.

The department has provided six (6) fee scenarios for consideration of the Board of Trustees.

SCENARIOS	PRINCIPLE 1 (meets criteria)	PRINCIPLE 2 (meets criteria)	PRINCIPLE 3 (meets criteria)
Scenario 1	✓	✓	✗
Scenario 2	✓	✓	✓
Scenario 3	✓	✓	✗
Scenario 4	✓	✓	✗
Scenario 5	✓	✓	✓
Scenario 6	✓	✓	✗

Scenario 5 is recommended by administration as it meets all the Board principles while keeping the increase to rural ineligible riders to a lower increase (16%) than option number #2 (22%).

The fee increases in scenario 5 are anticipated to generate an additional \$70,166. This additional revenue is required to offset:

- Increase in fuel (carbon tax) and other inflationary pressures to all bus routes of approximately \$100,000
- Increases in contractor costs due to insurance and other inflationary pressures of approximately \$549,000.

Administration anticipates that the remaining shortfall will be covered by the increase in the transportation grant, if not, service level reduction may be required.

Transportation Fee Scenarios For 2022/2023

Revenues Generated from fees under each scenario	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
	\$50 increase with a \$5 increase for eligibles	Rural \$100 / Urban \$50 ineligible increase for the other fees, except eligible increase of \$5	\$50 increase with a \$10 increase for eligibles	Equal % increase across the board	Rural \$70 / Urban \$50 ineligible increase \$50 for the other fees, except eligible increase of \$5	\$20 increase with a \$15 increase for eligibles
Ineligible Riders	\$45,550	\$48,350	\$45,550	\$46,982	\$46,670	\$18,220
Eligible Riders	2,746	2,746	24,025	7,712	2,746	48,719
Alternate Seats	3,925	3,925	3,925	4,055	3,925	1,570
Cross Attendance Riders	14,775	14,775	14,775	19,191	14,775	5,910
Private Schools	2,050	2,050	2,050	4,305	2,050	820
Total Incremental Fee Revenues	\$69,046	\$71,846	\$90,325	\$82,245	\$70,166	\$75,239
Additional cost increases to be factored related to fees:						
Fuel increases, Carbon Tax and inflationary pressures on all bus routes	10,073	10,073	10,073	10,073	10,073	10,073
Estimated increase to contracts due to inflation of the 32 routes out for RFP)	55,310	55,310	55,310	55,310	55,310	55,310
Net Increase in Expenses	\$65,383	\$65,383	\$65,383	\$65,383	\$65,383	\$65,383
Surplus / (Deficit)	\$3,663	\$6,463	\$24,942	\$16,861	\$4,783	\$9,855

Assumptions:

Grant funding for 2022-2023 is currently not know, it is assumed there will be an increase to cover off inflation. If not, services may have to be reduced.

Forecasted Deficit 21/22 expected to be \$261,000

Transportation is required to stay within it's budget envelope

Fuel increases, the carbon tax is scheduled to increase from current \$30 per tonne by \$10 per tonne for two years, then increase by \$15 per tonne in subsequent years to \$170 per tonne in 2030.

Ridership numbers are based on the current year and are expected to remains somewhat consistent.

Covid requirements remain as they are and do not require increased resources / funds to implement the measures.

Pro & Cons

	Pros	Cons
Scenario 1	Service Levels remain the same, rate increases are the same across all ineligible rider fees. Eligible riders percentage rate increase is similar to ineligible riders.	Ineligible rural riders would continue to be subsidized by other users and pay \$75 less than ineligible urban riders.
Scenario 2	Service levels remain the same, rate increases are similar across most fees. The ineligible rural rider fee is moved closer to the fee ineligible urban riders are paying. This continues the direction the Board set for the last few years, bring rural and urban fee in alignment.	Ineligible rural rider fee increase is larger (22% or \$100) as it is brought into alignment with ineligible urban rider fee and set closer to the cost of the service they receive. Other fee increases range from 5-10% or \$5 - \$50.
Scenario 3	Service levels would remain the same. The rate increases for all riders is the same except for eligibles.	Eligible riders (the largest group of riders) would have a 17% increase in rate or \$10, while Ineligible riders would have lower percentage rate increases (5-11% or \$50). Eligible riders that PSD is mandated to transport are subsidizing Ineligible riders. Collection of Eligible rider fees is more difficult as service can't be refused due to non-payment. In addition, as the fee increases we would expect uncollected fees to increase.
Scenario 4	Service levels would remain the same. The percentage rate increases for all riders is the same at roughly 10%.	Eligible riders that PSD is mandated to transport are subsidizing Ineligible riders. Collection of Eligible rider fees is more difficult as service can't be refused due to non-payment. In addition, as the fee increases we would expect uncollected fees to increase.
Scenario 5	Service levels remain the same, rate increases are similar across most fees. The ineligible rural rider fee is moved closer to the fee ineligible urban riders are paying but at a slower pace than option #2. This continues the direction the Board for the last few years, bring rural and urban fee in alignment.	Ineligible rural rider fee increase is larger (16% or \$70) as it is brought into alignment with ineligible urban rider fee and set closer to the cost of the service they receive. Other fee increases range from 5-10% or \$5 - \$50.
Scenario 6	Service levels would remain the same. The rate increases for all riders is the same (\$20) except for eligible riders that would receive a \$15 increase.	Eligible riders (the largest group of riders) would have a 25% increase or \$15, while Ineligible riders would have lower percentage (2%-4%) rate increases or \$20. Eligible riders that PSD is mandated to transport are subsidizing Ineligible riders. Collection of Eligible rider fees is more difficult as service can't be refused due to non-payment. In addition, as the fee increases we would expect uncollected fees to increase.

Scenario 1

Increase fees by \$50 for Rural riders and \$50 for Urban riders to offset inflation (insurance, carbon tax).

Eligible rider fees increase \$5. Alternate seat, Cross attendance and private school fees increases \$50.

	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increase in Revenues
Ineligible Riders <2.4KM								
Urban ECS	80	0%	\$262	\$287	\$25	10%	100%	\$2,000
Rural ECS	4	0%	\$225	\$250	\$25	11%	100%	\$100
Urban Gr 1-12	815	0%	\$525	\$575	\$50	10%	100%	\$40,750
Rural Gr 1-12	54	0%	\$450	\$500	\$50	11%	100%	\$2,700
								\$45,550
Eligible Riders								
ECS	264	2%	\$30	\$32.5	\$2.5	8%	95%	\$68
Gr 1-12	5201	2%	\$60	\$65	\$5	8%	95%	\$2,679
								\$2,746
Alternate Seats								
ECS	9	0%	\$262	\$287	\$25	10%	100%	\$225
Gr 1-12	74	0%	\$525	\$575	\$50	10%	100%	\$3,700
								\$3,925
Cross Attendance Riders								
ECS	11	0%	\$322	\$347	\$25	8%	100%	\$275
Gr 1-12	290	0%	\$645	\$695	\$50	8%	100%	\$14,500
								\$14,775
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,100	\$50	5%	100%	\$2,050
	6,843							
							Total Increase in Revenues	\$69,046

Scenario 2

Increase fees by \$100 for Rural riders and \$50 for Urban riders to offset inflation (insurance, carbon tax). Alternate seat, cross attendance and private schools fees increase by \$50

This follows the direction last year to equalize the fees between urban riders and rural rider. Eligible fees increase \$5.

Ineligible Riders <2.4KM	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increase in Revenues
Urban ECS	80	0%	\$262	\$287	\$25	10%	100%	\$2,000
Rural ECS	4	0%	\$225	\$275	\$50	22%	100%	\$200
Urban Gr 1-12	815	0%	\$525	\$575	\$50	10%	100%	\$40,750
Rural Gr 1-12	54	0%	\$450	\$550	\$100	22%	100%	\$5,400
								\$48,350
Eligible Riders								
ECS	264	2%	\$30	\$32.5	\$2.5	8%	95%	\$68
Gr 1-12	5201	2%	\$60	\$65	\$5	8%	95%	\$2,679
								\$2,746
Alternate Seats								
ECS	9	0%	\$262	\$287	\$25	10%	100%	\$225
Gr 1-12	74	0%	\$525	\$575	\$50	10%	100%	\$3,700
								\$3,925
Cross Attendance Riders								
ECS	11	0%	\$322	\$347	\$25	8%	100%	\$275
Gr 1-12	290	0%	\$645	\$695	\$50	8%	100%	\$14,500
								\$14,775
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,100	\$50	5%	100%	\$2,050
	6,843							
							Total Increase in Revenues	\$71,846

Scenario 3

Increase fees by \$50 for all riders except eligible riders which increase \$10 (ECS increase by half the Gr 1-12 rate) to partially offset inflation (insurance, carbon tax).

Ineligible Riders <2.4KM	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increases in Revenues
Urban ECS	80	0%	\$262	\$287	\$25	10%	100%	\$2,000
Rural ECS	4	0%	\$225	\$250	\$25	11%	100%	\$100
Urban Gr 1-12	815	0%	\$525	\$575	\$50	10%	100%	\$40,750
Rural Gr 1-12	54	0%	\$450	\$500	\$50	11%	100%	\$2,700
								\$45,550
Eligible Riders								
ECS	264	3%	\$30	\$35	\$5	17%	95%	\$595
Gr 1-12	5201	3%	\$60	\$70	\$10	17%	95%	\$23,431
								\$24,025
Alternate Seats								
ECS	9	0%	\$262	\$287	\$25	10%	100%	\$225
Gr 1-12	74	0%	\$525	\$575	\$50	10%	100%	\$3,700
								\$3,925
Cross Attendance Riders								
ECS	11	0%	\$322	\$347	\$25	8%	100%	\$275
Gr 1-12	290	0%	\$645	\$695	\$50	8%	100%	\$14,500
								\$14,775
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,100	\$50	5%	100%	\$2,050
								\$2,050
								6,843
Total Increase in Revenues								\$90,325

Scenario 4

Increase fees by an equal % to cover annual increase in expenses

All fees increase by a similar % for all categories to the estimated maximum cost of a rider

Ineligible Riders <2.4KM	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increases in Revenues
Urban ECS	80	0%	\$262	\$288	\$26	10%	100%	\$2,080
Rural ECS	4	0%	\$225	\$248	\$23	10%	100%	\$92
Urban Gr 1-12	815	0%	\$525	\$577	\$52	10%	100%	\$42,380
Rural Gr 1-12	54	0%	\$450	\$495	\$45	10%	100%	\$2,430
								\$46,982
Eligible Riders								
ECS	264	2%	\$30	\$33	\$3	10%	95%	\$191
Gr 1-12	5201	2%	\$60	\$66	\$6	10%	95%	\$7,521
								\$7,712
Alternate Seats								
ECS	9	0%	\$225	\$248	\$23	10%	100%	\$207
Gr 1-12	74	0%	\$525	\$577	\$52	10%	100%	\$3,848
								\$4,055
Cross Attendance Riders								
ECS	11	0%	\$322	\$353	\$31	10%	100%	\$341
Gr 1-12	290	0%	\$645	\$710	\$65	10%	100%	\$18,850
								\$19,191
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,155	\$105	10%	100%	\$4,305
								6,843
Total Increase in Revenues								\$82,245

Scenario 5

Increase fees by \$70 for Rural riders and \$50 for Urban riders to offset inflation (insurance, carbon tax). Alternate seat, cross attendance and private schools fees increase by \$50

This follows the direction last year to equalize the fees between urban riders and rural rider. Eligible fees increase \$5.

Ineligible Riders <2.4KM	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increase in Revenues
Urban ECS	80	0%	\$262	\$287	\$25	10%	100%	\$2,000
Rural ECS	4	0%	\$225	\$260	\$35	16%	100%	\$140
Urban Gr 1-12	815	0%	\$525	\$575	\$50	10%	100%	\$40,750
Rural Gr 1-12	54	0%	\$450	\$520	\$70	16%	100%	\$3,780
								\$46,670
Eligible Riders								
ECS	264	2%	\$30	\$32.5	\$2.5	8%	95%	\$68
Gr 1-12	5201	2%	\$60	\$65	\$5	8%	95%	\$2,679
								\$2,746
Alternate Seats								
ECS	9	0%	\$262	\$287	\$25	10%	100%	\$225
Gr 1-12	74	0%	\$525	\$575	\$50	10%	100%	\$3,700
								\$3,925
Cross Attendance Riders								
ECS	11	0%	\$322	\$347	\$25	8%	100%	\$275
Gr 1-12	290	0%	\$645	\$695	\$50	8%	100%	\$14,500
								\$14,775
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,100	\$50	5%	100%	\$2,050
	6,843							
							Total Increase in Revenues	\$70,166

Scenario 6

Increase fees by \$20 for all riders except eligible riders which increase \$15 (ECS increase by half the Gr 1-12 rate) to partially offset inflation (insurance, carbon tax).

Ineligible Riders <2.4KM	21/22 Riders	Estimated Decrease in Riders	Current Rate	Proposed Rate	Increase in \$	% Increase	Estimated Collection Rate	Additional Increases in Revenues
Urban ECS	80	0%	\$262	\$272	\$10	4%	100%	\$800
Rural ECS	4	0%	\$225	\$235	\$10	4%	100%	\$40
Urban Gr 1-12	815	0%	\$525	\$545	\$20	4%	100%	\$16,300
Rural Gr 1-12	54	0%	\$450	\$470	\$20	4%	100%	\$1,080
								\$18,220
Eligible Riders								
ECS	264	3%	\$30	\$38	\$8	27%	95%	\$1,324
Gr 1-12	5201	3%	\$60	\$75	\$15	25%	95%	\$47,394
								\$48,719
Alternate Seats								
ECS	9	0%	\$262	\$272	\$10	4%	100%	\$90
Gr 1-12	74	0%	\$525	\$545	\$20	4%	100%	\$1,480
								\$1,570
Cross Attendance Riders								
ECS	11	0%	\$322	\$332	\$10	3%	100%	\$110
Gr 1-12	290	0%	\$645	\$665	\$20	3%	100%	\$5,800
								\$5,910
Private Schools								
Gr 1-12	41	0%	\$1,050	\$1,070	\$20	2%	100%	\$820
								\$820
								6,843
								Total Increase in Revenues
								\$75,239

Schedule 522A: FEE ALLOWANCES FOR 2022-2023

	2021-2022	2022-2023
1.0 TRANSPORTATION FEES FOR		
Ineligible Urban students attending their designated school who reside less than 2.4km away		
1.1 Kindergarten (<i>full-day/half-time</i>) *	\$262	\$287
1.2 Grades 1 to 12 and Full Time Kindergarten	\$525	\$575
1.3 Maximum Rate Per Family	\$1,315	\$1,438
Ineligible Rural students attending their designated school who reside less than 2.4km away		
1.4 Kindergarten (<i>full-day/half-time</i>) *	\$225	\$260
1.5 Grades 1 to 12 and Full Time Kindergarten	\$450	\$520
1.6 Maximum Rate Per Family	\$1,125	\$1,300
Students attending a school other than their designated school		
1.7 Kindergarten (<i>full-day/half-time</i>) *	\$322	\$347
1.8 Grades 1 to 12 and Full Time Kindergarten	\$645	\$695
1.9 Maximum Rate Per Family	\$1,615	\$1,738
Eligible students attending their designated school who reside more than 2.4km away		
1.10 Kindergarten (<i>full-day/half-time</i>) *	\$30	\$32 ^{.50}
1.11 Grades 1 to 12 and Full Time Kindergarten	\$60	\$65
1.12 Maximum Rate Per Family	\$150	\$163
Students attending a private school		
1.13 Private School Grades Kindergarten (<i>full-day/half-time, Under 2.4 Km</i>) *	\$525	\$550
1.14 Private School Grades 1 to 12 and full-time kindergarten	\$1,050	\$1,100
Students requiring an additional drop off/pickup location		
1.15 Alternate Seat Fee Kindergarten (<i>full-day/half-time</i>) *	\$262	\$287
1.16 Alternate Seat Fee Grades 1-12 and full-time kindergarten	\$525	\$575
1.17 Alternate Seat Fee (<i>max. per family</i>)	\$1,315	\$1,438
Other Transportation fees		
1.18 Administrative Fee (Replacement bus pass/ Temporary bus pass, NSF payments, Cancellation before School Starts)	\$20	\$20
1.19 Change Fee (Major Route Change)	\$50	\$50

* Kindergarten transportation is for full day kindergarten two days per week with alternating Fridays. Every day kindergarten programs will be charged the grade 1-12 rate.

2.0 NON-RESIDENT TUITION FEES

2.1	Mild Disability/Disorder	\$16,000	\$16,000
2.2	Moderate Disability/Disorder	\$22,500	\$22,500
2.3	Severe Disability/Disorder	\$33,750	\$33,750
2.4	Complex/Profound Disability/Disorder	\$45,000	\$45,000
2.5	English Language Learners	\$16,000	\$16,000
2.6	International / Out of province Students Tuition	\$12,500	\$12,500
2.7	International Students Non-refundable application fee	\$250	\$250

3.0 OTHER

3.1	Nature Kindergarten <i>(\$600/Month)</i>	\$6,000	\$6,000
3.2	Pre-K Play Partner Fees <i>(\$400/Month)</i>	\$4,000	\$4,000
3.4	Adult Tuition Fee (per credit)	\$110	\$110
3.5	Summer School Processing Fee	\$50	\$50
3.6	Summer School book deposit (Refunded on return of book)	\$100	\$100
3.7	My Path Program <i>(\$250/Month)</i>	\$2,500	\$2,500

Schedule 522B: SCHOOL FEE SCHEDULE FOR 2022-2023

E = Early Years (K-4) M = Middle Years (5-9) S = Senior High (10-12)

Common Items

The following are items common to schools across Parkland School Division. Schools may charge any fee up to and including the identified cap.

Item	Grade Level	Maximum Chargeable
		Fee
Cultural Events	E / M / S	\$25
Instrument Fees	E	\$10
	M / S	\$75
Memory / Year Book	E / M	\$25
	S	\$60
Student Union/Leadership	E / M / S	\$11
<i>* Portion may be refunded at the end of the year</i>		

Full Time Kindergarten

- \$4,000 per year (\$400 monthly)

Middle School Option Courses / CTF

Fees for each of the following courses cannot exceed the cap of \$50 per course:

- Career and Technology Foundations
- Ethics
- Environmental and Outdoor Education
- Art
- Fine Arts
- Drama
- Music

Senior High CTS/Option Courses

Fees for each of the following courses cannot exceed the cap of:

- Three (3) credit course – maximum of \$55
- Five (5) credit course – maximum of \$80

Field Trips

Trips are to be charged on a cost recovery basis only (Includes all curricular fieldtrips including activities such as swimming and skating)

- "A" Trips (Day Trips) – maximum of \$115 per year
- "B" Trips (Overnight Trips within Canada) – maximum of \$215 per

Physical Literacy and You (PLAY) Parkland

- Physical literacy enrichment program – maximum of \$110 per year

Supplementary Fees

- Money raised from fees shall be utilized for the purpose for which it was obtained
- At the commencement of each school year, schools must provide School Councils and parents with a list of field trips planned for the year, along with identified costs for same. Trips are to be charged on a cost recovery basis only.

The Fee Schedule is set annually by the Superintendent.



MEMORANDUM

March 8, 2022
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent Corporate Supports and Services

RESOURCE Serge LaBrie, Director Facilities Services

GOVERNANCE POLICY Board Policy 2: Role of the Board

ADDITIONAL REFERENCE BP 2: Article 30; Resource Stewardship: Reviews and approves capital plans
 BP 2: Article 35; Resource Stewardship: Acquires and disposes of land and buildings

SUBJECT **THREE-YEAR CAPITAL PLAN REPORT**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the Three -Year Capital Plan Submission Recommendation as presented at the Regular Meeting of March 8, 2022.

BACKGROUND

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

REPORT SUMMARY

2022-2023 – Year One

Priority One – Replacement of Spruce Grove Composite High School at a cost of \$60-70 million dollars.

Priority Two – New K-9 (900 capacity) School in Spruce Grove (East Side) at a cost of \$25 million dollars.

2023-2024 – Year Two

Priority One – Modernization of Tomahawk School at a cost of \$2-3 million dollars.

Priority Two - Modernization and preservation of Brookwood School at a cost of \$12-14 million dollars.

2024-2025

Priority One – Modernization and preservation of Forest Green School at a cost of \$12-16 million dollars.

Priority Two – New K-9 (900 capacity) School in Spruce Grove (West side) at a cost of \$25 million dollars.

Administration would be pleased to respond to any questions.

SM:kz



THREE YEAR CAPITAL PLAN RECOMMENDATION

MARCH 2022

Presented to the Board of Trustees, March 8, 2022

Scott McFadyen, Associate Superintendent of Corporate Services

Resource: Serge LaBrie, Director Facilities Services

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

BACKGROUND

Facility Services Planning Principles

The Facility Services Planning Principles guides the Division's Infrastructure Plans (Infrastructure Maintenance Renewal, Capital Maintenance Renewal and Capital Projects). Facility Services endeavors to provide educational opportunities and facilities available to all students. The Facility Services Planning Principles guide decisions in:

- Forming safe, caring, healthy, respectful, diverse, inclusive and equitable learning;
- Allocating financial resources;
- Recommending priorities for capital funding;
- Maintaining and building of schools;
- Acquisition of land; and
- All other infrastructure decisions.

The Facility Services Planning principles are intended to provide infrastructure that effectively supports learning opportunities, supports students, is responsive to community needs, where appropriate, and reflects the Division's vision and mission.

Capital Planning Rational

The School Facility Utilization Review completed in 2019 is the guiding document used to establish the three-year capital plan. The Three-Year Capital Plan 2022-2025 outlines the Division's capital priorities for the next three years. It includes an estimated project cost and a project rationale. Once approved by the Board of Trustees, the priorities are entered into the provincial database system, along with all supporting and required documentation.

The criteria for determining all projects is based on evaluation of the following factors:

Modernizations

- Condition of the building (as per the deferred maintenance and the current Facility Condition Index- FCI)
- School enrolment trend
- School utilization trend

If the cost of a modernization is 75 percent or more of a potential new school construction, a replacement school may be requested.

New Construction

The proposed priorities for new construction and major additions are based on a review of all land development plans, data from local municipalities, and analysis of student residency data, including but not limited to:

- Number of students currently residing in the area
- The yearly average enrolment
- Available student capacity in the plan's area
- Future growth potential in the area (based on single family lots to be developed)

- Total population potential in the area
- Pace of residential development in the area
- Ability of nearby schools to accommodate current and projected growth in the area, and
- Average bus travel time to the designated school(s)

The chart below indicates the Division’s proposed Three-Year Capital Plan 2022-2025:

Priorities 2022-2025	Listed on previous Three-Year Capital Plan	Ranking on previous Three-Year Capital Plan	Ranking on long term Facilities Plan	School	Estimated total cost (\$)
1	YES	1	1	Spruce Grove Composite High School - Replacement	\$60-\$70 million
2	NO	N/A	8	New School (K-9): Spruce Grove (East side)	\$25 million
3	YES	2	5	Tomahawk School - Modernization	\$2-\$3 million
4	YES	3	2	Brookwood School – Modernization	\$12-\$14 million
5	YES	4	3	Forest Green School – Modernization	\$12-\$16 million
6	NO	N/A	N/A	New School (K-9): Spruce Grove (West side)	\$25 million

The chart below demonstrates the historical capital plan requests and approvals for Parkland School Division:

School/Location	2018-2021	2019-2022	2020-2023	2021-2024	Approval Received
K-9 Stony Plain Central, Replacement	X				X (2018-2019)
10-12 Spruce Grove Composite High School, Modernization	X	X	X	X	
K-4 Brookwood School, Modernization	X	X	X	X	
K-4 Forest Green School, Modernization	X	X	X	X	
K-4 Parkland Village School, Replacement		X	X	X	
K-9 Tomahawk School, Modernization		X	X	X	

Analysis

Parkland School Division has maintained its capital plan requests in the last three capital plans submitted to Alberta Education. Priorities should remain as consistent as possible to demonstrate a firm need for the projects and to allow our Government of Alberta partners to systematically prepare and plan for these requests.

Continued growth in the City of Spruce Grove necessitates the addition of two new school requests to the three-year capital plan but Facilities Services recommends staying consistent on the remaining requests.

The Facility Condition Index (FCI) rating for school assets is a key metric used in capital planning and spending for PSD. FCI is an industry-standard index that measures the relative condition of a facility by considering the costs of deferred maintenance and repairs as well as the value of the facility. FCI allows condition benchmarking between facilities of unequal size and composition, both within and among institutions. PSD’s average FCI rating across all assets is 17.3%. Generally speaking, a higher FCI rating indicates a greater need for improvements.

The approved Three-Year Capital Plan 2022-2025 will be submitted to Alberta Education by April 1, 2022.

RECOMMENDATION

2022-2025 Capital Plan Recommendation

2022-2023 – Year One

- **Priority One:** Replacement of Spruce Grove Composite High School at a cost of \$60-70 million dollars.

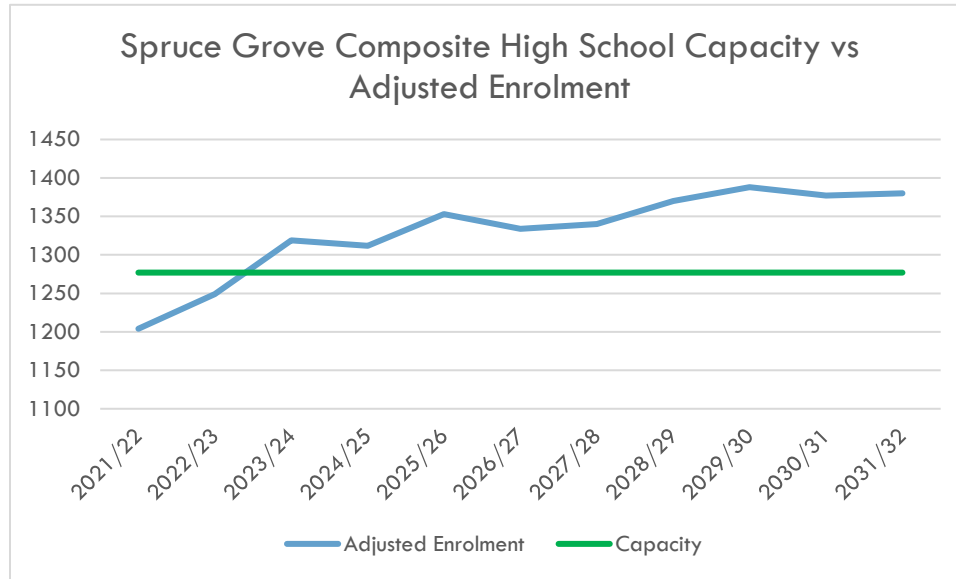
Rationale for the request:

Facility condition - SGCHS is a well-used facility that requires a replacement school as addressing its spatial and mechanical issues through a modernization is not recommended. At least one-third of the roof and many of the rooftop units (RTUs) need to be replaced. The mechanical room contains old boilers that are nearing their end-of-life. Many spaces are too small to accommodate the growing school population, including the narrow corridors, design rooms, home economics lab, and parking lot.

Deferred Maintenance (September 2021)	Current FCI	Last Year's FCI
\$12,956,893	24.00%	23.03%

Enrolment pressures - Enrolment projections indicate steady population growth. It is essential to address space constraints to accommodate current and future student needs and projected enrolment growth.

	September 30 Enrolment					1 Year	5 Year	10 Year
Year	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2027/28	2032/33
Enrolment	984	1,029	1,032	1,070	1,132	1,179	1,241	1,268
Adjusted Enrolment	1,094	1,119	1,104	1,126	1,204	1,249	1,313	1,342
Capacity	1,277	1,277	1,277	1,277	1,277	1,277	1,277	1,277



In January 2021; PSD, Alberta Education and Group 2 Architecture completed a value scoping session to assess the feasibility of modernizing Spruce Grove Composite High School. The sessions included teachers and administration from the school along with division office representatives.

The main finding in the report is that an addition (to accommodate future growth) and modernization of the existing building will cost between \$61,773,994 and \$62,249,008. The cost to build a new high school with a capacity of 1,900 students was determined to be \$71,233,397.

Since the cost estimate to expand and modernize the existing building is significantly more than 75% of the cost of building a new school; the recommendation has been updated to a replacement school for Spruce Grove Composite High School instead of a modernization.

- **Priority Two:** New K-9 School on the East side of Spruce Grove

Rationale for the request:

The Pioneer and East Pioneer lands in Spruce Grove were identified in the PSD Student Attendance Study as an area of growth.

The three areas within the East Pioneer Lands (south of Prescott Learning Centre); Fenwyck, Easton and Tonewood are seeing an increase in activity, which is likely due to the entertainment and commercial development directly to the North of highway 16A. This development will accelerate the demand for housing in the East Pioneer lands.

There are currently 350 residential lots registered and another 240 lots in various stages of pre-development. These 590 lots represent approximately one quarter of the total development in these neighborhoods. It is estimated that 1,381 students will be generated once this area is fully developed.

The Pioneer lands (North of Prescott Learning Centre) are estimated to generate 1,492 students once these areas are fully developed. These lands are being actively developed and it is unclear how the development of the new Spruce Grove Sport and Event Centre will impact the speed at which these lands continue to develop.

The closest school to this area is Prescott Learning Centre which is already over capacity therefore at least one new school will be required in the East Pioneer lands.

2023-2024 – Year Two

- **Priority Three:** Modernization of Tomahawk School at a cost of \$2-3 million dollars.

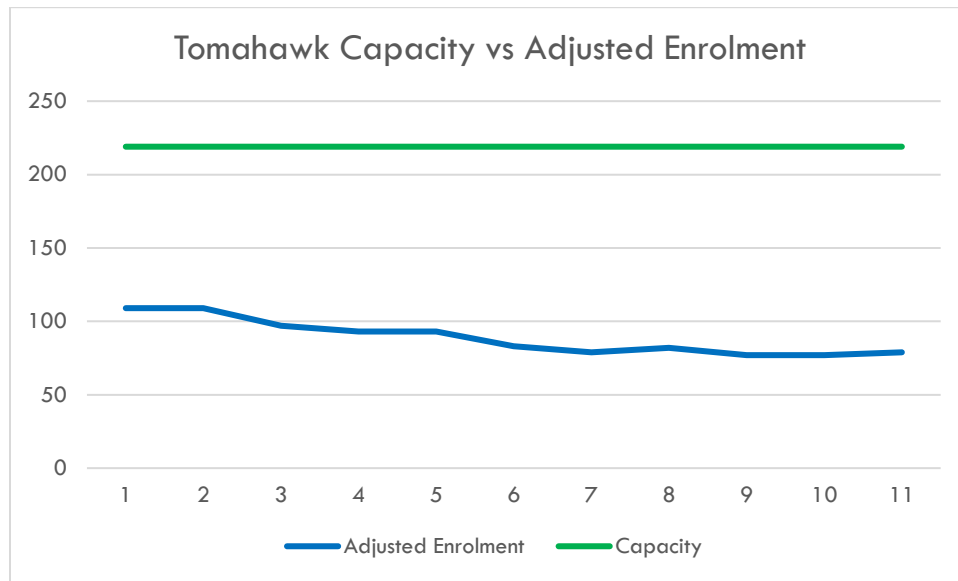
Rationale for the request:

Facility condition – Tomahawk School’s modernization would be focused on the gym. The gym has original ceiling tiles, lighting, and wood flooring; the gym is also undersized to accommodate junior high tournaments. Tomahawk School’s sports teams played their home games at Seba Beach School; with the closure of Seba Beach School there is a more immediate need to expand the capacity of Tomahawk’s gym. In addition to modernizing the gym we would update classroom millwork, washroom fixtures and pave the parking lot.

Deferred Maintenance (September 2021)	Current FCI	Last Year's FCI
\$1,285,794	13.86%	14.60%

Enrolment pressures - Enrolment projections indicate a declining student population at Tomahawk School.

Year	September 30 Enrolment					1 Year	5 Year	10 Year
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2027/28	2032/33
Enrolment	121	117	92	104	107	104	92	84
Adjusted Enrolment	132	127	97	107	109	109	98	87
Capacity	219	219	219	219	219	219	219	219



- **Priority Two:** Modernization and preservation of Brookwood School at a cost of \$12-14 million dollars.

Rationale for the request:

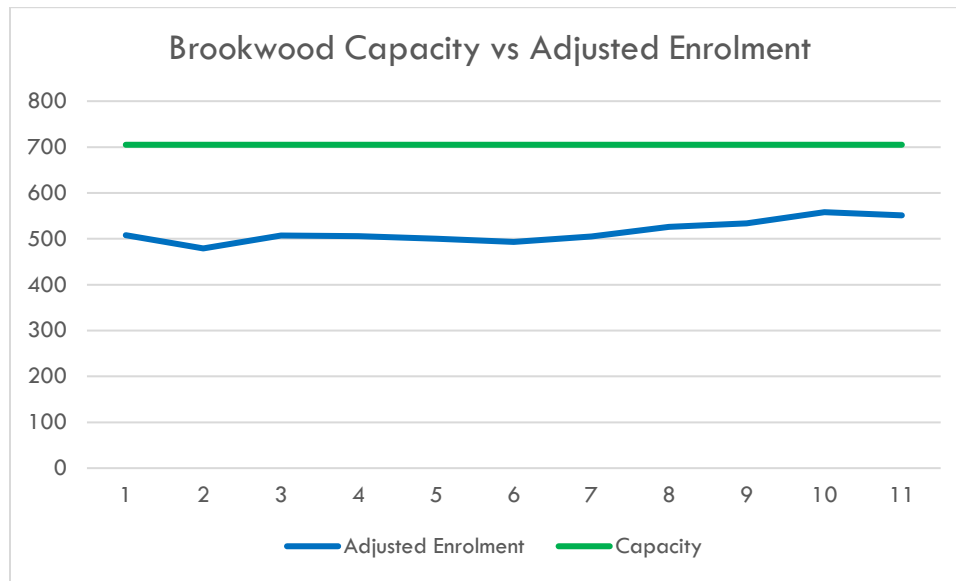
Facility condition - Many of Brookwood’s building components are aging and require replacement. Outdated finishes such as the carpet in the corridors and classrooms, and the original tile in the core washrooms require updating. Much of the school’s millwork, lighting, and ceiling grid is original, and the whole of the roof and windows are also due for replacement. Brookwood has classrooms divided by demising partitions that create air handling issues; thus, an air system rebalancing is strongly recommended.

Deferred Maintenance (September 2021)	Current FCI	Last Year's FCI
\$3,900,040	22.83%	24.01%

Teaching Functionality - The school could also embrace a twenty-first century learning program through reconsidered configurations of the library and classrooms. Most of the classrooms on the outer ring are open to the hallway which can be distracting to students. A redesign of the pod-like classrooms and the library rotunda would give the school a unique twenty-first century learning environment.

Enrolment - Enrolment projections indicate steady population at Brookwood School.

Year	September 30 Enrolment					1 Year	5 Year	10 Year
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2027/28	2032/33
Enrolment	778	513	524	502	496	469	466	492
Adjusted Enrolment	790	555	534	531	508	479	497	516
Capacity	705	705	705	705	705	705	705	705



2024-2025 – Year Three

- **Priority One:** Modernization and preservation of Forest Green School at a cost of \$12-16 million dollars.

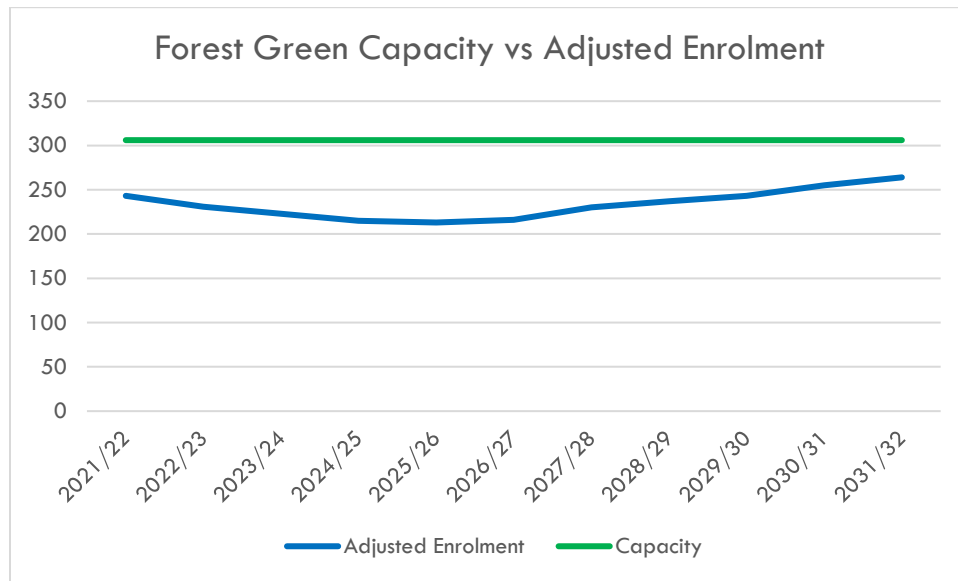
Rationale for the request:

Facility condition - Several of Forest Green’s building components are either original or outdated and should be replaced. On the interior, the items or spaces that appear original or outdated include boilers, commercial kitchen, library, classroom and washrooms. The exterior cladding appears to be original concrete stucco and will need updating or substantial repair.

Deferred Maintenance (September 2021)	Current FCI	Last Year's FCI
\$2,687,659	26.56%	21.58%

Enrolment - Enrolment projections indicate a steady school population at Forest Green School.

Year	September 30 Enrolment					1 Year	5 Year	10 Year
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2027/28	2032/33
Enrolment	306	275	254	227	227	210	205	218
Adjusted Enrolment	317	288	268	260	243	231	220	233
Capacity	306	306	306	306	306	306	306	306



- **Priority Two:** New K-9 School on the West side of Spruce Grove

Rationale for the request:

The West Central and Shiloh lands in Spruce Grove were identified in the PSD Student Attendance Area Study as an area of future growth. These lands have been slow to develop.

There are City developed area structure plans for these lands however there is currently no new development. It is estimated that 883 students will be generated once these areas are fully developed.

The closest school to this area is Copperhaven School which is already nearing capacity therefore a new school will be needed in the West Central or Shiloh lands.



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair
Anne Montgomery, Board Vice-Chair

ORIGINATOR Shauna Boyce, Superintendent

RESOURCE Policy Review Committee

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 11: Board Delegation of Authority
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Governance and Organization
BP 12: Section 5. Policy
Education Act

SUBJECT **REVISED BOARD POLICY 10: POLICY FORMATION AND REVIEW**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the Revised Board Policy 10: Policy Formation and Review, as recommended by the Policy Review Committee and presented at the Regular Meeting of March 8, 2022.

BACKGROUND

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On January 14, 2022, the Policy Review Committee met and discussed updates to Board Policy 10: Policy Formation and Review.

Key Changes to Board Policy 10 include:

- The addition of the Policy Review Committee information found in the Revised Board Policy 8: Board Committees, also presented March 8, 2022
- Clarity in language and formatting. (i.e. Article 6, regarding stakeholder feedback)
- Clarity regarding forming new policies, revising and / or amending current policies, as well as the process for amalgamating and rescinding policies.

The draft policy was reviewed and discussed at the February 18, 2022, Governance and Planning Session to ensure all necessary revisions were addressed.

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

LS:kz



Parkland School Division Board Policy 10

POLICY FORMATION AND REVIEW

In accordance with the *Education Act* and the *Board Procedures Regulation*, policy formation and review constitute an essential method by which the Board exercises its governance of the operation of the school system. The Board acknowledges the desirability of consultation and the study of reports in the development of policy, and requires that the input of those who will be affected be requested and considered.

The Board demonstrates the belief in the establishment and review of policy, that reflects its values and perspectives, and shall adhere to the following stages in its approach to new policy formation and review:

Planning

The Board, in consultation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or delegate the responsibility for policy development to the Superintendent.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies through operational procedures.

Review

The Board, in consultation with the Superintendent, shall review each policy in a timely manner in order to determine if it is meeting its intended purpose.

New Policy Formation:

1. Policy needs may be identified by the Board's Policy Review Committee, by a Trustee, by the Superintendent, by any individual or group, or as required through legislative or regulatory requirements.
2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. Proposals for policies that are deemed by the Board to be new in scope are to include:
 - 4.1. Background (as applicable);
 - 4.2. Legal implications;

- 4.3. Costs;
 - 4.4. Impact on persons affected;
 - 4.5. Legislative or collective agreement references;
 - 4.6. Samples of similar policies, where possible; and
 - 4.7. Policy recommendation.
5. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
 - 5.1. Reject or approve the proposal and direct a reconsideration; or
 - 5.2. Approve the draft policy, in principle, for stakeholder consideration with the intent on receiving feedback.
 6. If the policy is deemed by the Board to require stakeholder feedback, then the policy shall be posted on the Division website and distributed, as deemed necessary by the Board, with a request for feedback within a designated time-frame:
 - 6.1. To parents through school councils;
 - 6.2. To Principals;
 - 6.3. To the Alberta Teachers' Association (ATA) Local #10;
 - 6.4. To the Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 6.5. To the International Union of Operating Engineers (IUOE) Local #955;
 - 6.6. To the Non-Union Group (NUG); and
 - 6.7. To any group or organization considered by the Board as essential or consequential for reaction.
 7. The Superintendent shall undertake any redrafting necessary:
 - 7.1. The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and
 - 7.2. Received written reactions shall be provided to the Board in support of proposed changes.
 8. The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
 9. When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.
 10. Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
 - 10.1. All policies shall specify the most current date of Board approval or review.

Policy Review and/or Amendment:

11. Policy statements that are superseded by superior legislation, or new Board policies, shall be automatically declared invalid.
12. Policies shall be presented to the Board for review at least once within a four (4) year term of the Board;

- 12.1. The review process shall be initiated by the Superintendent or the Board.
- 13. At the completion of the review, the Board may decide to:
 - 13.1. Reaffirm the policy by motion and simple majority at a regular Board meeting;
 - 13.2. Rescind the policy by motion and simple majority at a regular Board meeting;
 - 13.3. Recommend non-substantial amendments to the policy; or
 - 13.4. Recommend substantial amendments to the policy;
 - 13.4.1. Substantial changes are those that are deemed to significantly change the intent of the policy (for instance: electoral boundary review).
- 14. Policy amendments, relating to legislative changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per 13.1.
- 15. A substantial change to a Board Policy shall typically follow the process for new policy formation; however
 - 15.1. As deemed necessary, the Board reserves the right to implement, by motion approval, an atypical process for planning, development, implementation or review of Board policy.

Rescinding of Board Policy:

- 16. The Board, upon rescinding a policy, may subsequently delegate the Policy’s matter to the Superintendent;
 - 16.1. The Superintendent may then develop an administrative procedure relative to this matter.
- 17. Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation.

Publication:

- 18. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
 - 18.1. The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.

Reference: Education Act: 33, 41, 42, 62, 76	Approved: (signature)
	Date Approved: March 8, 2022
Cross-Reference: Board Policy: 11	Reviewed or Revised: March, 2022 September, 2019

References shall be automatically updated as required and prudent to do so.



Parkland School Division Board Policy 10

POLICY FORMATION AND REVIEW

In accordance with the *Education Act* and the *Board Procedures Regulation*, ~~Board Policies~~ policy formation and review constitute ~~the basic~~ an essential method by which the Board exercises its ~~leadership in~~ governance of the operation of the school system. ~~The study and evaluation of reports concerning the execution of its Board Policies will constitute a basic method by which the Board exercises its control over the operation of the school system.~~ The Board acknowledges the desirability of consultation and the study of reports in the development of policy, and requires that the input of those who will be affected be requested and considered.

~~The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation.~~

~~Board policies shall distinguish between the responsibility of the Board to develop the broad guidelines to guide the Division and of the Superintendent to exercise professional judgment in the administration of the Division.~~

The Board ~~believes demonstrates the belief~~ in the establishment and review of policy, that reflects its values and perspectives, and shall adhere to the following stages in its approach to new policy formation and review:

Planning

The Board, in consultation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or delegate the responsibility for policy development to the Superintendent.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies ~~through operational procedures.~~

Review

The Board, in consultation with the Superintendent, shall review each policy in a timely manner in order to determine if it is meeting its intended purpose.

New Policy Formation:

1. Policy needs may be identified by ~~the Board's Policy Review Committee, by the Board a Trustee,~~ by the Superintendent, by any individual or group, ~~or as well as required~~ through legislative or regulatory requirements.

2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. ~~New Policy proposals are to include~~ Proposals for policies that are deemed by the Board to be new in scope are to include:
 - 4.1. Background (as applicable);
 - 4.2. Legal implications;
 - 4.3. Costs;
 - 4.4. Impact on persons affected;
 - 4.5. Legislative or collective agreement references;
 - 4.6. Samples of similar policies, where possible; and
 - 4.7. Policy recommendation.
5. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
 - 5.1. Reject or approve the proposal and direct a reconsideration; or
 - 5.2. Approve the draft policy, in principle, for ~~reaction~~ stakeholder consideration with the intent on receiving feedback.
6. If the policy ~~is approved for reaction~~ is deemed by the Board to require stakeholder feedback, then the policy shall be posted on the Division website and distributed, as deemed necessary by the Board, with a request for feedback within a designated time-frame: ~~to parents through school councils, Principals, the Alberta Teachers' Association Local 10 (ATA), the Central Alberta Association of Municipal and School Employees (CAAMSE), the International Union of Operating Engineers (IUOE), and the Non-Union Group with a request for reaction within a designated time-frame.~~
 - 6.1. ~~T~~to parents through school councils;
 - 6.2. To Principals;
 - 6.3. To the Alberta Teachers' Association (ATA) Local #10 (ATA);
 - 6.4. To the Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 6.5. To the International Union of Operating Engineers (IUOE) Local #955; ~~and~~
 - 6.6. To the Non-Union Group (NUG); ~~and with a request for reaction within a designated time-frame.~~
 - 6.7. To any group or organization considered by the Board as essential or consequential for reaction.
7. ~~The Board may establish a policy advisory committee to examine the policy and make recommendations to the Board.~~
7. [Former 8] The Superintendent shall undertake any redrafting necessary:
 - 7.1. [Former 8.1] The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and

- 7.2. [Former 8.2] Received written reactions shall be provided to the Board in support of proposed changes.
8. [Former 9] The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
9. [Former 10] When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.
10. [Former 11] ~~Only those written statements so adopted and so recorded shall be regarded as official policy of the Board.~~
10. [Former 12] Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
 - 10.1. [Former 12.1] All policies shall specify the **most current** date of Board approval **or review**.

Policy Review and/or Amendment:

11. [Former 13] Policy statements that are superseded by superior legislation, or new Board policies, shall be automatically declared invalid.
12. [Former 14] Policies shall be presented to the Board for review at least once within a four (4) year term of the Board;
 - 12.1. [Former 14.1] The review process shall be initiated by the Superintendent or the Board.
13. [Former 15] At the completion of the review, the Board may decide to:
 - 13.1. [Former 15.1] Reaffirm the policy by motion and simple majority at a regular Board meeting;
 - 13.2. [Former 15.2] Rescind the policy by motion and simple majority at a regular Board meeting;
 - 13.3. [Former 15.3] Recommend non-substantial amendments to the policy; or
 - 13.4. [Former 15.4] Recommend substantial amendments to the policy;
 - 13.4.1. [Former 15.4.1] Substantial changes are those that are deemed to significantly change the intent of the policy (for instance: electoral boundary review).

~~Non-substantial changes to Board Policies:~~

14. [Former 17] Policy amendments, relating to legislative changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per ~~15.1~~ 13.1.

Substantial changes to Board Policies:

15. [Former 18] A substantial change to a Board Policy shall **typically** follow the process for new policy formation; **however**
 - 15.1. **As deemed necessary, the Board reserves the right to implement, by motion approval, an atypical process for planning, development, implementation or review of Board policy.**

Rescinding of Board Policy:

- 16. [Former 16] The Board, upon rescinding a policy, may subsequently delegate the Policy’s matter to the Superintendent;
 - 16.1. [Former 16.1] The Superintendent may then develop an administrative procedure relative to this matter.
- 17. Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation.

Substantial changes to Board Policies:

Publication:

- 18. [Former 19] The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
 - 18.1. [Former 19.1] The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.

Reference: Education Act: 33, 41, 42, 62, 76	Approved: (Signature)
	Date Approved: November 5, 2019 March 8, 2022
Cross-Reference: Board Policy: 11	Reviewed or March, 2017 March, 2022
	Revised: September, 2019
	September, 2010

References shall be automatically updated as required and prudent to do so.



**Parkland School Division
Board Policy 10**

POLICY FORMATION AND REVIEW

Board Policies constitute the basic method by which the Board exercises its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its Board Policies will constitute a basic method by which the Board exercises its control over the operation of the school system. The Board acknowledges the desirability of consultation in the development of policy and requires that the input of those who will be affected be requested and considered.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation.

Board policies shall distinguish between the responsibility of the Board to develop the broad guidelines to guide the Division and of the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment and review of policy that reflects its values and perspectives and shall adhere to the following stages in its approach to new policy formation and review:

Planning

The Board, in consultation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or delegate the responsibility for policy development to the Superintendent.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

Review

The Board, in consultation with the Superintendent, shall review each policy in a timely manner in order to determine if it is meeting its intended purpose.

New Policy Formation:

1. Policy needs may be identified by the Board, by the Superintendent, by any individual or group as well as through legislative or regulatory requirements.
2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. New Policy proposals are to include:
 - 4.1. Background (as applicable);
 - 4.2. Legal implications;
 - 4.3. Costs;
 - 4.4. Impact on persons affected;
 - 4.5. Legislative or collective agreement references;
 - 4.6. Samples of similar policies, where possible; and
 - 4.7. Policy recommendation.
5. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
 - 5.1. Reject or approve the proposal and direct a reconsideration; or
 - 5.2. Approve the draft policy, in principle, for reaction.
6. If the policy is approved for reaction, the policy shall be posted on the Division website and distributed to parents through school councils, Principals, the Alberta Teachers' Association Local 10 (ATA), the Central Alberta Association of Municipal and School Employees (CAAMSE), the International Union of Operating Engineers (IUOE), and the Non-Union Group with a request for reaction within a designated time-frame.
7. The Board may establish a policy advisory committee to examine the policy and make recommendations to the Board.
8. The Superintendent shall undertake any redrafting necessary:
 - 8.1. The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and
 - 8.2. Received written reactions shall be provided to the Board in support of proposed changes.
9. The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
10. When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.

11. Only those written statements so adopted and so recorded shall be regarded as official policy of the Board.
12. Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
 - 12.1. All policies shall specify the date of Board approval.

Policy Review:

13. Policy statements that are superseded by superior legislation or new Board policies shall be automatically declared invalid.
14. Policies shall be presented to the Board for review at least once within a four (4) year term of the Board;
 - 14.1. The review process shall be initiated by the Superintendent or the Board.
15. At the completion of the review, the Board may decide to:
 - 15.1. Reaffirm the policy by motion and simple majority at a regular Board meeting;
 - 15.2. Rescind the policy by motion and simple majority at a regular Board meeting;
 - 15.3. Recommend non-substantial amendments to the policy; or
 - 15.4. Recommend substantial amendments to the policy;
 - 15.4.1. Substantial changes are those that are deemed to significantly change the intent of the policy (for instance: electoral boundary review).

Rescinding of Board Policy:

16. The Board, upon rescinding a policy, may subsequently delegate the Policy's matter to the Superintendent;
 - 16.1. The Superintendent may then develop an administrative procedure relative to this matter.

Non-substantial changes to Board Policies:

17. Policy amendments, relating to legislative changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per 15.1.


Substantial changes to Board Policies:

18. A substantial change to a Board Policy shall follow the process for new policy formation.

Publication:

19. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.

19.1. The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.

Reference: Education Act: 33, 41, 42, 62, 76	Approved:	
	Date	November 5, 2019
Cross-Reference: Board Policy: 11	Approved:	
	Reviewed or	September, 2019
	Revised:	March, 2017 September, 2010

References shall be automatically updated as required and prudent to do so.



MEMORANDUM

March 8, 2022
 Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair
 Anne Montgomery, Board Vice-Chair

ORIGINATOR Shauna Boyce, Superintendent

RESOURCE Policy Review Committee

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 8: Board Committees
 Board Policy 9: Board Representatives
 Board Policy 10: Policy Formation and Review
 Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Articles 19 - 22
 BP 10: Policy Formation and Review
 BP 12: Section 5. Policy
 BP 12: Section 7. Planning and Accountability

SUBJECT **REVISED BOARD POLICY 8: BOARD COMMITTEES & REPRESENTATION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of March 8, 2022.

BACKGROUND

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On January 14, 2022, the Policy Review Committee met and discussed updates to Board Policy 8: Board Committees and Board Policy 9: Board Representation.

Key Changes to Board Policy 8 and 9 include:

- Amalgamating policies 8 and 9 to form a single policy named Board Policy 8: Board Committees and Representation.
- Defining Board representation of Trustees on external committees with agencies outside of Parkland School Division and the number of Trustees needed for such committees.
- Minor formatting and punctuation corrections.

The draft policy was reviewed and discussed at the February 18, 2022, Governance and Planning Session to ensure all necessary revisions were addressed.

Under the revised Board Policy 10: Policy Formation and Review, approved March 2022, *“Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation”*, Board Policy 9: Board Representatives shall be considered automatically rescinded upon approval of Board Policy 8: Board Committees and Representation.

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

LS:kz



Parkland School Division Board Policy 8

BOARD COMMITTEES AND REPRESENTATION

The Board shall establish standing or ad hoc committees for ongoing study of major areas of responsibility or for specific, defined purposes.

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

General Requirements for Board Committees

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 is a simple majority of voting members present for a 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.
4. Committees shall meet from time to time as specified.
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 the agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings; and
 - 6.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.
8. The Board establishes, annually, the following standing committees:
- 8.1. Governance and Planning Committee [see Appendix 8.1];
 - 8.2. Policy Review Committee [see Appendix 8.2];
 - 8.3. Benefit Plan Advisory Committee [see Appendix 8.3];
 - 8.4. Teacher Board Advisory Committee [see Appendix 8.4];
 - 8.5. Audit Committee [see Appendix 8.5];
 - 8.6. Alberta Teachers’ Association (ATA) Labour Relations [see Appendix 8.6];
 - 8.7. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations [see Appendix 8.7]; and
 - 8.8. International Union of Operating Engineers (IOUE) Labour Relations [see Appendix 8.8].
9. The Board may establish ad hoc committees to assist the Board for a specific purpose or function.
- 9.1. The terms of reference for each ad hoc committee shall be established at the time of formation.
 - 9.2. 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.

Representation on External Committees:

11. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9]. Trustees appointed to External Committees shall:
- 11.1. Represent the Board’s positions and interests; and
 - 11.2. Communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	(signature)
	Collective Agreements	Date Approved:	March 8, 2022
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	March 8, 2022 September, 2021



Parkland School Division
Board Policy 8: Appendix 8.1

GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. 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.
2. Powers and Duties:
 - 2.1. The Board Chair shall chair the Governance and Planning Committee meeting.
3. Membership:
 - 3.1. All trustees with a quorum of four (4) trustees;
 - 3.2. The Superintendent;
 - 3.3. Other division personnel and resources as required; and
 - 3.4. One (1) Recording Secretary.
4. Meetings:
 - 4.1. Meetings, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division
Board Policy 8: Appendix 8.2

POLICY REVIEW COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.
2. Powers and Duties:
 - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10 – Policy Formation and Review;
 - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
 - 2.3. Draft any new Board policy that may be required for consideration by the Board.
3. Membership:
 - 3.1. The Board Chair and Vice-Chair, with a quorum of two (2) trustees;
 - 3.2. The Superintendent and / or designates; and
 - 3.3. Other resources as required.
4. Meetings:
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.3

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.
2. Powers and Duties:
 - 2.1. The committee will review benefit plan's utilization, experience reports and renewal packages.
 - 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).
 - 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:
 - 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) Non-Union Group (NUG).
 - 3.3. Non-voting membership shall be appointed by the Superintendent:
 - 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 1st 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 shall require a simple majority from the voting members.



Parkland School Division
Board Policy 8: Appendix 8.4

TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective 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.



Parkland School Division Board Policy 8: Appendix 8.5

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Audit Committee is 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.
3. The Audit Committee shall carry out the following responsibilities:
 - 3.1. Financial Statements:
 - 3.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 3.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 3.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 3.1.4. Review with management and the auditors all matters required to be communicated to the Board; and
 - 3.1.5. Conduct a full review of Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
 - 3.2. Budget Development:
 - 3.2.1. Review budget timelines and key budget assumptions;
 - 3.2.2. Review a draft preliminary budget;
 - 3.2.3. Review the governance budget; and

- 3.2.4. Provide recommendations to the Board.
- 3.3. Internal Control:
 - 3.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
 - 3.3.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- 3.4. Audit:
 - 3.4.1. Review the auditor's proposed audit scope and approach;
 - 3.4.2. 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 of discharge of the auditors;
 - 3.4.3. 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
 - 3.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.
- 3.5. Compliance:
 - 3.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
 - 3.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.
- 4. Compensation shall be remunerated as follows:
 - 4.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
 - 4.2. The member at large shall be compensated at a rate of \$228 per meeting and mileage to and from Audit Committee meetings as per Division practices.
- 5. Membership:
 - 5.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.
 - 5.2. A quorum is a simple majority of trustees.
 - 5.3. Voting membership:
 - 5.3.1. 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; and

- 5.3.2. 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.
- 5.4. Non-voting members:
 - 5.4.1. The Superintendent; and
 - 5.4.2. The Associate Superintendent of Corporate Supports and Services.
- 5.5. Resources to the Audit Committee:
 - 5.5.1. The Director of Financial Services; and
 - 5.5.2. Recording Secretary.
- 5.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.
- 6. Meetings:
 - 6.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
 - 6.2. Meetings shall be closed to the public.
 - 6.3. 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.



Parkland School Division
Board Policy 8: Appendix 8.6

**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:
 - 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.



**Parkland School Division
Board Policy 8: Appendix 8.7**

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

1. Purpose:
 - 1.1. To meet with representatives of the CAAMSE 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 CAAMSE.
 - 2.3. Make recommendations to the Board for ratification.
3. Membership:
 - 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.



**Parkland School Division
Board Policy 8: Appendix 8.8**

**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:
 - 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.



Parkland School Division
Board Policy 8: Appendix 8.9

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

Notwithstanding any additional external committees, as approved by the Board, the following committees/organizations shall, annually, be provided with representation from the Board of Trustees as identified at the annual organizational meeting:

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

The Superintendent or designate may also attend as required.



Parkland School Division Board Policy 8

BOARD COMMITTEES AND REPRESENTATION

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

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

General Requirements for Board Committees

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 is a simple majority of voting members present for a 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.
4. Committees shall meet from time to time as specified.
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 the agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings; and
 - 6.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
7. The Board Chair may serve as ex officio to all Board committees.
8. The Board establishes, annually, the following standing committees:
- 8.1. Governance and Planning Committee [see Appendix 8.1];
 - 8.2. Policy Review Committee [see Appendix 8.2];
 - 8.3. Benefit Plan Advisory Committee [see Appendix 8.3];
 - 8.4. Teacher Board Advisory Committee [see Appendix 8.4];
 - 8.5. Audit Committee [see Appendix 8.5];
 - 8.6. Alberta Teachers’ Association (ATA) Labour Relations [see Appendix 8.6];
 - 8.7. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations [see Appendix 8.7]; and
 - 8.8. International Union of Operating Engineers (IOUE) Labour Relations [see Appendix 8.8].
9. The Board may establish ad hoc committees to assist the Board for a specific purpose or function.
- 9.1. The terms of reference for each ad hoc committee shall be established at the time of formation.
 - 9.2. 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.

Representation on External Committees:

- 11. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9]. Trustees appointed to External Committees shall:
 - 11.1. Represent the Board’s positions and interests; and
 - 11.2. Communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	(signature)
	Collective Agreements	Date Approved:	March 8, 2022
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	March 8, 2022 September, 2021-April, 2019 March, 2017



Parkland School Division Board Policy 8: Appendix 8.1

GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. 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.
2. Powers and Duties:
 - 2.1. The Board Chair shall chair the Governance and Planning Committee meeting.
3. Membership ~~shall consist of~~:
 - 3.1. All trustees with a quorum of four (4) trustees;
 - 3.2. The Superintendent;
 - 3.3. Other division personnel and resources as required; and
 - 3.4. One (1) Recording Secretary.
4. Meetings:
 - 4.1. Meetings, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.2

POLICY REVIEW COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.
2. Powers and Duties:
 - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10 – Policy Formation and Review;
 - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
 - 2.3. Draft any new Board policy that may be required for consideration by the Board.
3. Membership ~~shall consist of~~:
 - 3.1. The Board Chair and Vice-Chair, with a quorum of two (2) trustees;
 - 3.2. The Superintendent and / or designates; and
 - 3.3. Other resources as required.
4. Meetings:
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.3

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.
2. Powers and Duties:
 - 2.1. The committee will review benefit plan's utilization, experience reports and renewal packages.
 - 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).
 - 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) 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 1st 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 shall require a simple majority from the voting members.



Parkland School Division Board Policy 8: Appendix 8.4

TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. **Purpose:**
 - 1.1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective 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.



Parkland School Division Board Policy 8: Appendix 8.5

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose:
 - 1.1. The purpose of the Audit Committee is 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.
3. The Audit Committee shall carry out the following responsibilities:
 - 3.1. Financial Statements:
 - 3.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 3.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 3.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 3.1.4. Review with management and the auditors all matters required to be communicated to the Board; and
 - 3.1.5. Conduct a full review of Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
 - 3.2. Budget Development:
 - 3.2.1. Review budget timelines and key budget assumptions;
 - 3.2.2. Review a draft preliminary budget;
 - 3.2.3. Review the governance budget; and

3.2.4. Provide recommendations to the Board.

3.3. Internal Control:

3.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

3.3.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

3.4. Audit:

3.4.1. Review the auditor's proposed audit scope and approach;

3.4.2. 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 of discharge of the auditors;

3.4.3. 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

3.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

3.5. Compliance:

3.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and

3.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.

4. Compensation shall be remunerated as follows:

4.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and

4.2. The member at large shall be compensated at a rate of \$228 per meeting and mileage to and from Audit Committee meetings as per Division practices.

5. Membership:

5.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.

5.2. A quorum is a simple majority of trustees.

5.3. Voting membership ~~shall consist of:~~

5.3.1. 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; ~~and-~~

- 5.3.2. 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.
- 5.4. Non-voting members ~~shall consist of:~~
 - 5.4.1. The Superintendent; and
 - 5.4.2. The Associate Superintendent of Corporate Supports and Services.
- 5.5. Resources to the Audit Committee:
 - 5.5.1. The Director of Financial Services; and
 - 5.5.2. Recording Secretary.
- 5.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.
- 6. Meetings:
 - 6.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
 - 6.2. Meetings shall be closed to the public.
 - 6.3. 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.



**Parkland School Division
Board Policy 8: Appendix 8.6**

**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.



**Parkland School Division
Board Policy 8: Appendix 8.7**

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

1. Purpose:
 - 1.1. To meet with representatives of the CAAMSE 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 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.



**Parkland School Division
Board Policy 8: Appendix 8.8**

**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.



Parkland School Division
Board Policy 8: Appendix 8.9

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

Notwithstanding any additional external committees, as approved by the Board, the following committees/organizations shall, annually, be provided with representation from the Board of Trustees as identified at the annual organizational meeting:

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

The Superintendent or designate may also attend as required.

Reference: Education Act: 34, 52-53, 85, 88, 142, 189, 200 Collective Agreements	Approved:
	Date Approved: September 14, 2021
Cross-Reference: Board Policy: 2-6, 9, 13	Reviewed or Revised: September, 2021 April, 2019 March, 2017



Parkland School Division
Board Policy 9

PARKLAND
 SCHOOL DIVISION

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

1. ~~Alberta School Boards Association (ASBA) Zone 2/3~~

~~1.1. Purpose~~

~~1.1.1. Represent the Board at meetings of ASBA Zone 2/3~~

~~1.2. Powers and Duties~~

~~1.2.1. Attend ASBA Zone 2/3 meetings~~

~~1.2.2. Represent the Board's positions and interests at the Zone level~~

~~1.2.3. Communicate to the Board the work of ASBA Zone 2/3~~

~~1.3. Membership~~

~~1.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions~~

~~1.4. Meetings~~

~~1.4.1. As called by ASBA Zone 2/3~~

2. ~~Spruce Grove Joint Use Committee~~

~~2.1. Purpose~~

~~2.1.1. Represent the Board at Joint Use Committee meetings.~~

~~2.2. Powers and Duties~~

~~2.2.1. Attend committee meetings~~

~~2.2.2. Represent the Board's positions and interests~~

~~2.2.3. Communicate to the Board the work of the committee~~

~~2.3.—Membership~~

~~2.3.1.—One (1) trustee~~

~~2.3.2.—Superintendent or designate(s)~~

~~2.4.—Meetings~~

~~2.4.1.—As called by the executive of the Joint Use Committee~~

~~3.—Stony Plain Joint Use Committee~~

~~3.1.—Purpose~~

~~3.1.1.—Represent the Board at Joint Use Committee meetings~~

~~3.2.—Powers and Duties~~

~~3.2.1.—Attend committee meetings~~

~~3.2.2.—Represent the Board’s positions and interests~~

~~3.2.3.—Communicate to the Board the work of the committee~~

~~3.3.—Membership~~

~~3.3.1.—One (1) trustee~~

~~3.3.2.—Superintendent or designate(s)~~

~~3.4.—Meetings~~

~~3.4.1.—As called by the executive of the Joint Use Committee~~

~~4.—Public School Boards’ Association of Alberta Council (PSBAA)~~

~~4.1.—Purpose~~

~~4.1.1.—Represent the Board at meetings of PSBAA Council~~

~~4.2.—Powers and Duties~~

~~4.2.1.—Attend PSBAA Council meetings~~

~~4.2.2.—Represent the Board’s positions and interests~~

~~4.2.3.—Communicate to the Board the work of PSBAA Council~~

~~4.3.—Membership~~

~~4.3.1.—A maximum of three (3) trustees including those trustees elected to Executive positions~~

~~4.4.—Meetings~~

~~4.4.1.—As called by PSBAA Council~~

~~5.—Council of School Councils (COSC)~~

~~5.1.—Purpose~~

~~5.1.1. Represent the Board at meetings of the Council of School Councils~~

~~5.2.—Powers and Duties~~

~~5.2.1. Attend Council of School Councils meetings~~

~~5.2.2. Represent the Board’s positions and interests~~

~~5.2.3. Communicate to the Board the work of the Council~~

~~5.2.4. Attend the ASCA parent conference and Annual General Meeting~~

~~5.3.—Membership~~

~~5.3.1. One (1) trustee~~

~~5.3.2. Superintendent or designate(s)~~

~~5.4.—Meetings~~

~~5.4.1. As called by the Council~~

Reference:	School Act: 61, 68	Approved:	(signature)
		Date Approved:	UNAPPROVED — Indicate Board Meeting Date
Cross-Reference:	Board Policy: Admin Procedure:	Reviewed or Revised:	March, 2017 September 6, 2016 September 8, 2015 November 5, 2013 October 4, 2011 October 5, 2010



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 is a simple majority of voting members present for a 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.
4. Committees shall meet from time to time as specified.
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 the agenda to all committee members one (1) week prior to the meeting;
 - 6.3. Preparing and maintaining records of committee meetings; and
 - 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 establishes, annually, the following standing committees:
 - 8.1. Governance and Planning Committee [see Appendix 8.1];
 - 8.2. Policy Review Committee [see Appendix 8.2];

- 8.3. Benefit Plan Advisory Committee [see Appendix 8.3];
 - 8.4. Teacher Board Advisory Committee [see Appendix 8.4];
 - 8.5. Audit Committee [see Appendix 8.5];
 - 8.6. Alberta Teachers' Association (ATA) Labour Relations [see Appendix 8.6];
 - 8.7. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations [see Appendix 8.7]; and
 - 8.8. International Union of Operating Engineers (IOUE) Labour Relations [see Appendix 8.8].
9. The Board may establish ad hoc committees to assist the Board for a specific purpose or function.
 - 9.1. The terms of reference for each ad hoc committee shall be established at the time of formation.
 - 9.2. 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.



Parkland School Division
Board Policy 8: Appendix 8.1

GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. 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.
2. Powers and Duties
 - 2.1. The Board Chair shall chair the Governance and Planning Committee meeting.
3. Membership shall consist of:
 - 3.1. All trustees with a quorum of four (4) trustees;
 - 3.2. The Superintendent;
 - 3.3. Other division personnel and resources as required; and
 - 3.4. One (1) Recording Secretary.
4. Meetings
 - 4.1. Meetings, or portions thereof, may be opened to the public as determined by the committee. Those meetings, or portions thereof, not opened to the public shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.2

POLICY REVIEW COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.
2. Powers and Duties
 - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10 – Policy Formation and Review;
 - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
 - 2.3. Draft any new Board policy that may be required for consideration by the Board.
3. Membership shall consist of:
 - 3.1. The Board Chair and Vice-Chair, with a quorum of two (2) trustees;
 - 3.2. The Superintendent and / or designates; and
 - 3.3. Other resources as required.
4. Meetings
 - 4.1. Meetings shall be closed to the public; and
 - 4.2. Shall be scheduled and held as required.



Parkland School Division Board Policy 8: Appendix 8.3

BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.
2. Powers and Duties
 - 2.1. The committee will review benefit plan's utilization, experience reports and renewal packages.
 - 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).
 - 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) 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 1st 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 shall require a simple majority from the voting members.



Parkland School Division Board Policy 8: Appendix 8.4

TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective 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.



Parkland School Division Board Policy 8: Appendix 8.5

AUDIT COMMITTEE TERMS OF REFERENCE

1. Purpose
 - 1.1. The purpose of the Audit Committee is 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.
3. The Audit Committee shall carry out the following responsibilities:
 - 3.1. Financial Statements
 - 3.1.1. Review significant accounting and reporting issues, including complex or unusual transactions;
 - 3.1.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
 - 3.1.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
 - 3.1.4. Review with management and the auditors all matters required to be communicated to the Board; and
 - 3.1.5. Conduct a full review of Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
 - 3.2. Budget Development
 - 3.2.1. Review budget timelines and key budget assumptions;
 - 3.2.2. Review a draft preliminary budget;
 - 3.2.3. Review the governance budget; and

3.2.4. Provide recommendations to the Board.

3.3. Internal Control

3.3.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and

3.3.2. 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.

3.4. Audit

3.4.1. Review the auditor's proposed audit scope and approach;

3.4.2. 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 of discharge of the auditors;

3.4.3. 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

3.4.4. On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

3.5. Compliance

3.5.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and

3.5.2. Obtain regular updates from management and company legal counsel regarding compliance matters.

4. Compensation shall be remunerated as follows:

4.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and

4.2. The member at large shall be compensated at a rate of \$228 per meeting and mileage to and from Audit Committee meetings as per Division practices.

5. Membership

5.1. The committee shall be made up of four (4) voting members and two (2) non-voting members.

5.2. A quorum is a simple majority of trustees.

5.3. Voting membership shall consist of:

5.3.1. 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.

5.3.2. 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.

5.4. Non-voting members shall consist of:

5.4.1. The Superintendent; and

5.4.2. The Associate Superintendent of Corporate Supports and Services.

5.5. Resources to the Audit Committee:

5.5.1. The Director of Financial Services; and

5.5.2. Recording Secretary.

5.6. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

6. Meetings

6.1. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.

6.2. Meetings shall be closed to the public.

6.3. 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.



Parkland School Division
Board Policy 8: Appendix 8.6

**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.



Parkland School Division
Board Policy 8: Appendix 8.7

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

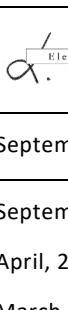
1. Purpose
 - 1.1. To meet with representatives of the CAAMSE Local to propose collective agreement changes.
 - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.
2. Powers and Duties
 - 2.1. Establish Board proposals within established Board mandates and guidelines.
 - 2.2. Negotiate with representatives of 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.



**Parkland School Division
Board Policy 8: Appendix 8.8**

**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.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	
	Collective Agreements	Date Approved:	September 14, 2021
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	September, 2021 April, 2019 March, 2017



Parkland School Division Board Policy 9

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

1. Alberta School Boards Association (ASBA) Zone 2/3
 - 1.1. Purpose
 - 1.1.1. Represent the Board at meetings of ASBA Zone 2/3
 - 1.2. Powers and Duties
 - 1.2.1. Attend ASBA Zone 2/3 meetings
 - 1.2.2. Represent the Board's positions and interests at the Zone level
 - 1.2.3. Communicate to the Board the work of ASBA Zone 2/3
 - 1.3. Membership
 - 1.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions
 - 1.4. Meetings
 - 1.4.1. As called by ASBA Zone 2/3
2. Spruce Grove Joint Use Committee
 - 2.1. Purpose
 - 2.1.1. Represent the Board at Joint Use Committee meetings.
 - 2.2. Powers and Duties
 - 2.2.1. Attend committee meetings
 - 2.2.2. Represent the Board's positions and interests
 - 2.2.3. Communicate to the Board the work of the committee

- 2.3. Membership
 - 2.3.1. One (1) trustee
 - 2.3.2. Superintendent or designate(s)
- 2.4. Meetings
 - 2.4.1. As called by the executive of the Joint Use Committee
- 3. Stony Plain Joint Use Committee
 - 3.1. Purpose
 - 3.1.1. Represent the Board at Joint Use Committee meetings
 - 3.2. Powers and Duties
 - 3.2.1. Attend committee meetings
 - 3.2.2. Represent the Board's positions and interests
 - 3.2.3. Communicate to the Board the work of the committee
 - 3.3. Membership
 - 3.3.1. One (1) trustee
 - 3.3.2. Superintendent or designate(s)
 - 3.4. Meetings
 - 3.4.1. As called by the executive of the Joint Use Committee
- 4. Public School Boards' Association of Alberta Council (PSBAA)
 - 4.1. Purpose
 - 4.1.1. Represent the Board at meetings of PSBAA Council
 - 4.2. Powers and Duties
 - 4.2.1. Attend PSBAA Council meetings
 - 4.2.2. Represent the Board's positions and interests
 - 4.2.3. Communicate to the Board the work of PSBAA Council
 - 4.3. Membership
 - 4.3.1. A maximum of three (3) trustees including those trustees elected to Executive positions
 - 4.4. Meetings
 - 4.4.1. As called by PSBAA Council
- 5. Council of School Councils (COSCC)
 - 5.1. Purpose

- 5.1.1. Represent the Board at meetings of the Council of School Councils
- 5.2. Powers and Duties
 - 5.2.1. Attend Council of School Councils meetings
 - 5.2.2. Represent the Board’s positions and interests
 - 5.2.3. Communicate to the Board the work of the Council
 - 5.2.4. Attend the ASCA parent conference and Annual General Meeting
- 5.3. Membership
 - 5.3.1. One (1) trustee
 - 5.3.2. Superintendent or designate(s)
- 5.4. Meetings
 - 5.4.1. As called by the Council

Reference: School Act: 61, 68	Approved: (signature)
	Date Approved: UNAPPROVED – Indicate Board Meeting Date
Cross-Reference: Board Policy: Admin Procedure:	Reviewed or Revised: March, 2017 September 6, 2016 September 8, 2015 November 5, 2013 October 4, 2011 October 5, 2010



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent Corporate Supports and Services
RESOURCE	Serge LaBrie, Director Facilities Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board
ADDITIONAL REFERENCE	Board Policy 2: Resource Stewardship
SUBJECT	2021-2022 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) / CAPITAL MAINTENANCE RENEWAL (CMR) EXPENDITURE REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees is responsible for reviewing the divisions Infrastructure Maintenance Renewal (IMR) / Capital Maintenance Renewal (CMR) expenditures and adhering to the Board Annual Work Plan. The attached report is in support of these responsibilities.

REPORT SUMMARY

The 2021-2022 Infrastructure Maintenance Renewal (IMR) / Capital Maintenance Renewal (CMR) Expenditure Report highlights the infrastructure maintenance renewal and capital maintenance renewal projects completed, in progress or in consideration for this year.

Administration would be pleased to respond to any questions.

SM:kz



PARKLAND
SCHOOL DIVISION

INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) / CAPITAL MAINTENANCE RENEWAL (CMR) EXPENDITURE PLAN MARCH 2022

Presented to the Board of Trustees, March 8, 2022
Scott McFadyen, Associate Superintendent of Corporate Services
Resource: Serge LaBrie, Director Facilities Services

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

BACKGROUND

The Government of Alberta changed Infrastructure Maintenance Renewal (IMR) funding allocations in 2021-2022 by separating the total amount of funds received into IMR and Capital Maintenance Renewal (CMR) funding.

The total amount of funding received 2021-2022 year is \$1,462,580 in IMR funding and \$1,585,820 in CMR funding for a total of \$3,048,400. This year's allotment is lower than last year's total IMR allotment which was \$3,255,021. The net decrease from 2020-21 to 2021-22 is \$206,621. We have a carry forward from the 2020-2021 IMR program year of \$742,313 giving us a balance of \$3,790,713.

CMR funding now accounts for 52% of the total infrastructure funding and is allocated according to the Government of Alberta's fiscal year. Expenditures will be capitalized when the costs incurred enhance the service potential or efficiency of an asset. Capitalized IMR assets will be amortized over 20 years as recommended by Alberta Education.

IMR and CMR funding is designated to cover the replacement or modernization of operating elements in schools.

The Facilities Department has been working on a planned approach to upgrading and replacing systems in our schools for several years. Some examples of these are:

- Roof systems
 - We have been systematically replacing 3-4 major roof systems per year.
 - This approach has let us be more pro-active and less re-active with leaks and floods.
- Fire Alarm systems
 - We have been systematically replacing one fire alarm system per year.
- Boiler replacements
 - We continue to replace antiquated boiler systems with new high efficiency boiler systems.
- Air Conditioning/Heating systems (AC units)
 - With the unpredictable weather we have encountered the reality is that modular classrooms are susceptible to extreme temperature changes.
 - We will be begin installing a combination AC and heating unit to each modular in 2022.
 - These units will provide cooler air in the summer shoulder months and provide a back-up heat source in the winter months should a furnace fail.
 - We are aiming to install 8-10 units per year and there are roughly 100 modular classrooms that may be candidates for this system.
 - The goal would be to install them in all viable modular classrooms within 10 years.

Criteria

The criteria used to establish our annual IMR and CMR project lists is:

- Alberta Infrastructure school audits;
- Standing maintenance/renewal programs such as roofing, security upgrades, fire alarm upgrades, intercoms and door hardware;
- Consultation with maintenance staff to identify system components failures; and
- Requests from our site administrators.

Based on the above criteria we determine a suitable and equitable priority list of work to be completed for the year.

As our buildings age there is a growing focus on replacing critical infrastructure (examples: roof top units, roof system, fire alarm panels, boilers and pumps).

REPORT

2021-2022 Completed IMR/CMR Projects

Facility	IMR or CMR Funding	Work Summary	Total Cost
Brookwood	CMR	Replace roof flashing	\$21,336
Ecole Broxton Park	CMR	Replace exhaust fans	\$34,193
Ecole Broxton Park	CMR	Replace roof flashing	\$17,440
Forest Green	CMR	Replace wood siding	\$90,682
Greystone	CMR	Replace variable frequency drive for air handling unit	\$12,629

<i>Total completed project costs:</i>	\$176,280
---------------------------------------	------------------

2021-2022 Work in Progress

Facility	IMR or CMR Funding	Work Summary	Estimated Cost
Copperhaven	IMR	Replace gym curtain motor	\$6,500
Copperhaven	IMR	Install walls in kindergarten wing	\$40,000
Center for Education	IMR	Replace flooring	\$60,000
Ecole Broxton Park	IMR	Renovate foods lab	\$150,000
Ecole Broxton Park	IMR	Replace classroom millwork	\$60,000
Ecole Broxton Park	IMR	Replace compressor	\$10,000
Ecole Broxton Park	CMR	Repair building envelop	\$35,000
Ecole Meridian Heights	IMR	Replace rooftop AC unit	\$6,500

Forest Green	CMR	Replace windows	\$40,000
Forest Green	CMR	Repair site drainage	\$45,000
Graminia	CMR	Replace water well	\$30,000
Graminia	IMR	Replace boot racks	\$5,000
High Park	IMR	Site improvements	\$150,000
High Park	CMR	Replace roof section	\$180,000
High Park	CMR	Replace concrete	\$90,000
Memorial Composite	IMR	Replace PA system	\$30,000
Memorial Composite	IMR	Major repairs to AC unit	\$5,000
Memorial Composite	IMR	Repair and retrofit washrooms	\$250,000
Memorial Composite	IMR	Replace 3 variable frequency drives for boilers	\$22,000
Memorial Composite	IMR	Replace KVA (power) switch gear	\$30,000
Memorial Composite	CMR	Reinstall roof drains	\$36,000
Millgrove	CMR	Replace building envelop – Phase 1	\$140,000
Millgrove	CMR	Replace building envelop – Phase 2	\$170,000
Millgrove	IMR	Install outdoor sign	\$65,000
Muir Lake	CMR	Replace building envelop – Phase 1	\$140,000
Muir Lake	CMR	Replace building envelop – Phase 2	\$130,000
Muir Lake	CMR	Replace roof sections	\$160,000
Parkland Village	IMR	Replace compressor	\$10,000
Prescott Learning Centre	IMR	Add boot racks	\$2,500
Spruce Grove Composite	IMR	Add small kitchen for LAWS program	\$50,000
Spruce Grove Composite	CMR	Major roof repairs	\$65,000
Tomahawk	CMR	Replace water pumps	\$10,000
Tomahawk	IMR	Replace flooring	\$25,000

Total amount committed (in progress):			\$2,248,500
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2021-2022 Work Being Considered

Blueberry	Repair drainage	\$15,000
Blueberry	Replace sidewalks	\$25,000

Blueberry	Replace water well	\$30,000
Brookwood	Replace fire alarm system	\$22,500
Brookwood	Replace PA system	\$12,000
Brookwood	Renovate one set of washrooms	\$140,000
Brookwood	Replace gym furnaces	\$25,000
Duffield	Replace eavestrough	\$5,000
Duffield	Renovate front entrance and administration suite	\$200,000
Duffield	Add ventilation to room 150	\$15,000
Ecole Broxton Park	Replace building envelop	\$190,000
Ecole Broxton Park	Replace PA system	\$30,000
Ecole Broxton Park	Replace lockers	\$20,000
Ecole Broxton Park	Replace acoustic panels in gyms and paint gyms	\$45,000
Ecole Broxton Park	Replace outdated breakers	\$15,000
Ecole Meridian Heights	Install new sprinkler line	\$5,000
Ecole Meridian Heights	Replace building envelop	\$190,000
Ecole Meridian Heights	Raise portable 173	\$10,000
Ecole Meridian Heights	Site improvements (north side)	\$20,000
Entwistle	Replace fire alarm system	\$25,000
Entwistle	Replace windows	\$5,000
Forest Green	Replace boiler	\$180,000
Forest Green	Replace flooring	\$80,000
Graminia	Renovate one set of washrooms	\$140,000
Graminia	Repair stucco	\$25,000
Greystone	Recommission air handling system	\$20,000
High Park	Replace fire alarm system	\$45,000
Muir Lake	Renovate front entrance	\$20,000
Muir Lake	Replace concrete sidewalks	\$40,000
Tomahawk	Replace water well	\$25,000
Wabamun	Renovate front entrance and staff room	\$120,000
Multiple schools	Install AC/heating units in modular classrooms	\$50,000

<i>Total amount committed (considered):</i>	<i>\$1,789,500</i>
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<i>Total completed project costs:</i>	<i>\$176,280</i>
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<i>Total amount committed (in progress):</i>	<i>\$2,248,500</i>
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<i>Total amount committed (considered):</i>	<i>\$1,789,500</i>
<i>Subtotal:</i>	<i>\$4,214,280</i>
<i>Opening IMR/CMR Balance:</i>	<i>\$3,790,713</i>
<i>Remaining IMR/CMR Funds (not allocated):</i>	<i>\$(423,567)</i>

The shortfall in IMR/CMR funds is due to the fact that not all projects in the “being considered” table will move forward in 2021-2022. Some projects will be impacted by supply chain delays while others may require additional work from engineering or architectural contractors before they are ready to move forward. It is not uncommon for some CMR projects to take 2-4 years of planning and work before they are ready to actually start.

Deferred Maintenance

Based on the Alberta Infrastructure Audits our anticipated maintenance costs over the next 5 years will continue to climb as our school buildings reach a critical age of 30-40 years old.

Audit results do not consider the significant shifts in teaching practices and the changes in physical environments that are often required to educate children in a 21st century learning environment.

Much of this work will remain as deferred maintenance over the coming years. The yearly IMR/CMR funding of \$3,790,713 will not be sufficient to keep buildings in good operating condition. Parkland School Division’s total deferred maintenance is currently \$55.3 million dollars and is expected to continue to rise.



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott Johnston, Associate Superintendent
RESOURCE	Katherine Mann, Division Principal, Indigenous Education and Numeracy
GOVERNANCE POLICY	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 1: Vision, Foundational Statements BP 2: Education Planning and Programming <i>Education Act: 19-23, 33, 196-197</i>
SUBJECT	NUMERACY REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board is charged with the responsibility of providing, for its students and their parents, an education system organized and operated in the students' best interests. It exercises this responsibility through setting of local educational policy and the wise use of resources. An ongoing focus on numeracy education and intervention aligns to the Provincial Government's grant for unfinished learning (learning loss) and supports our students' success and well-being.

REPORT SUMMARY

This Numeracy Report provides an overview of the numeracy intervention processes currently in place across the Division. The report includes current, and historical, numeracy results reporting to support an understanding of the requirement for intervention.

Administration would be pleased to respond to any questions.

SJ:kz



NUMERACY REPORT

March 2022

Presented to the Board of Trustees, March 8, 2022

Scott Johnston, Associate Superintendent, Education and System Services

Resources: Katherine Mann, Division Principal, Indigenous Education and Numeracy

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

Background

Parkland School Division’s Mission and Foundational Statement:

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

The Instructional Services department continues to focus on the enduring academic success of our students. Parkland School Division values numeracy, and for the 2021-2022 school year has allocated resources to have a division principal and facilitator to lead the numeracy work in all schools. This priority area focuses on the following Assurance Elements within the domain of Learning Supports:

Element 4: Teachers and Leaders Promote Literacy and Numeracy

Element 5: Teachers and Leaders Collaborate

NUMERACY INTERVENTION

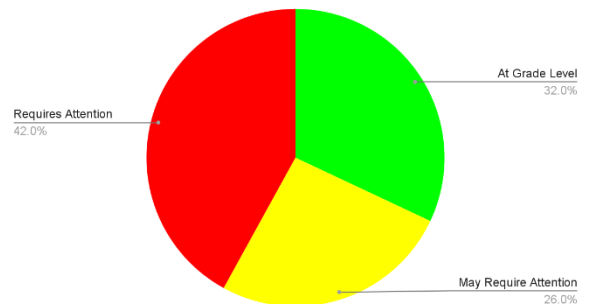
For the past two years, Parkland School Division has initiated a division-wide screener called the *Math Intervention Programming Instrument (MIPI)* that was developed by Edmonton Public School Division. The purpose of this instrument is to determine which students may have misconceptions or partial conceptions that may interfere with the required learning in mathematics for the upcoming year.

This year, as a result of the Alberta Government’s Learning Loss Grant, Parkland School Division developed and implemented a diagnostic instrument that is designed to drill down and determine more specifically where students were in their learning progression. The instrument was based on the learning trajectories described in *Early Childhood Mathematics Education Research* (Sarama and Clements, 2009).

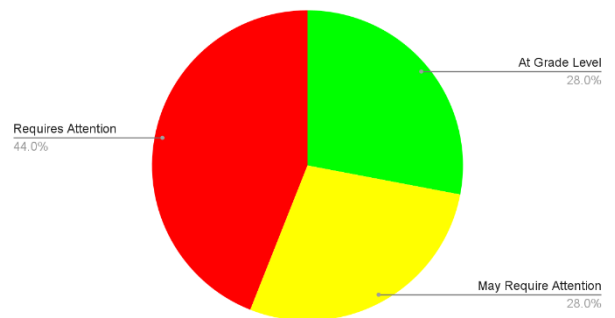
In order to best remediate the needs of students in an efficient manner, it is necessary to determine what students know, understand and are able to do, and then move them forward from that point. It was determined that these learning trajectories, in a similar fashion to the literacy continuum developed by Fountas & Pinnell, would meet that need.

The four learning trajectories identified for focus, out of the many that are described in the research, were: Subitization, Counting, Comparing and Ordering and Addition/Subtraction. In other words, the Learning Loss Grant intervention would focus on number concepts that are essential to providing the foundation for success in Mathematics.

Combined MIPI 2021



Combined MIPI 2020



The diagnostic instrument is a one-on-one interview that uses observations and conversations with students to determine what students truly understand, as opposed to paper-pencil performance of calculations. Quite often, students can perform a task in Mathematics at a procedural level without conceptual understanding. Using the interview approach made the misconceptions and partial conceptions very apparent. Once the students were interviewed, they were placed on the continuum and schools used that information to begin planning the interventions accordingly.

It should be noted that while the interview provides excellent information about students, it is a very time intensive endeavour as it can take anywhere from 20-45 minutes per student. The interviews were conducted either by the school-based Numeracy Leads, the classroom teacher, or a combination of both. Release time from the grant was provided to support this work. Based on the four learning trajectories identified, which focuses on the Number strand in the Mathematics Program of Study, the following lags in development were identified:

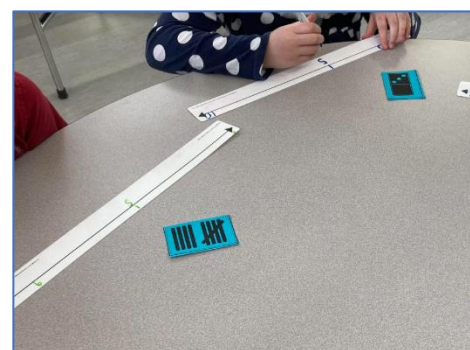
Grade	Average Months Behind
Grade 1	17 Months (Early Kindergarten)
Grade 2	10 Months (Early Grade 1)
Grade 3	15.6 Months (Mid Grade 1)

It should be noted that while we did use a MIPI for Grade 1 at the beginning of the year, given that a significant amount of time had passed from the beginning of the year to January, when we were required to submit the Learning Loss Grant for the Grade 1s, teachers were asked to identify the students they felt had not made sufficient progress in that time. They completed a form for each student that indicated their observations based on the criteria from the Learning Trajectories.

The greater number of average months behind for the Grade 1 students is possibly due to two factors. The first is that we relied on the teachers to use the MIPI and their professional judgment regarding students who would require a pullout intervention, so it is likely that this group includes students who are in a more severe range. Secondly, we know that the younger the student, the more they have been impacted by the disruption to learning due to COVID as they lack exposure to the foundational learning. As well, we see a greater number of students identified at the Grade 3 level by the MIPI due to the greater emphasis on arithmetic operations.

GRADES 1-3 NUMERACY INTERVENTION PROGRAMMING

In December of 2021, the Early Numeracy Leads from each of the 18 schools with Grades 1-3 students, came together to begin planning the intervention programming. For the first month of the intervention, the focus would be on visual recognition of number (subitization) and counting. The leads came together again in January to discuss next steps with Comparing and Ordering with number line work, and the next session will focus on Addition and Subtraction. The intervention program is set to run for 15-20 minutes per day, 4 or 5 days a week for 16 weeks.



In light of the excellent information about learning that we were seeing come out of the Early Years Numeracy interview, a Middle Years Interview has also been developed this year. However, as the learning trajectory research that supports the Early Years Interview only goes up to grade 3, a learning continuum for number in the Middle Years has also to be developed. What early interview information is beginning to show is that identified students in the middle years have often not yet acquired:

- Fluency to ten,
- Place value fluency,
- Operation sense (an understanding of how mathematical operations connect to a variety of real-world contexts), and
- Fraction sense (an understanding of the different meanings and uses of fractions).

The plan to respond to these needs is to develop a framework that will guide instruction to include the use of diagnostic information, a plan for small group instruction, and the development of conceptual understanding through contextualization, verbalization and visualization before moving to procedure.

LEAD TEAM NUMERACY PD

Ten schools are involved in a Numeracy focused professional development group that meets once a month during the morning of Lead Team meetings. Members of this group are collaborating to identify and share their process for improving numeracy and success in Mathematics.

NUMERACY: HISTORICAL RESULTS

Students are scheduled to write the 2022 Provincial Achievement Tests. Our students' results will continue to inform future interventions that may be required. Pre-Pandemic results for grade 9 mathematics indicated a slight decrease in year-over-year achievement at the acceptable standard, with an increase in year-over-year achievement at the standard of excellence.

Provincial Achievement Tests

Math 9 (All)	Alberta					Parkland School Division					+/-	Gap
	14-15	15-16	16-17	17-18	18-19	14-15	15-16	16-17	17-18	18-19		
Acceptable	65.3	67.8	67.2	59.2	60.0	67.5	61.7	63.5	57.0	53.9	-3.1	-6.1
Excellence	17.9	17.5	19.0	15.0	19.0	11.3	11.9	15.6	10.5	12.6	2.1	-6.4
Percentage Writing	89.4	89.5	89.0	88.7	89.0	94.3	92.6	94.9	93.9	92.2	-1.7	3.2

Historical results indicate that Parkland School Division students were performing below the provincial average in both standards with respect to the Provincial Achievement Test. The Division had a greater overall percentage of students writing the test, than did the province.

Pre-Pandemic results for grade 6 mathematics indicated a slight decrease in year-over-year achievement at the acceptable standard, with an increase in year-over-year achievement at the standard of excellence.

Math 6 (All)	Alberta					Parkland School Division					+/-	Gap
	14-15	15-16	16-17	17-18	18-19	14-15	15-16	16-17	17-18	18-19		
Acceptable	73.2	72.2	69.4	72.9	72.5	70.2	70.7	62.4	69.6	66.7	-2.9	-5.8
Excellence	14.1	14.0	12.6	14.0	15.0	7.5	8.6	7.3	6.9	10.2	3.3	-4.8
Percentage Writing	90.8	90.9	90.5	91.1	90.8	94.5	94.6	94.5	94.2	96.2	2.0	5.4

Historical results indicate that Parkland School Division students were performing below the provincial average in both standards with respect to the Provincial Achievement Test. The Division had a greater overall percentage of students writing the test, than did the province.

CONCLUSION

While we are relatively early into the grade 2/3 intervention programming, numeracy leads are already indicating that they are seeing observable growth. The clarity of the continuum and the resulting ability to target intervention directly at the stage of the student's development is giving early indicators of success.

The plan moving forward will be to work with classroom teachers to "push in" the intervention activities to the Universal Level of support as well as to continue to work with the Numeracy Leads at each site as a source of professional guidance and capacity building. This work will also have implications for how we design professional development to support the roll-out of new curriculum. And, as previously stated, the work will continue to develop a Numeracy Continuum that extends into the Middle Years to guide the practice at those levels of instruction.

While we recognize our challenges in Numeracy and Mathematics instruction are significant, we are confident that we are laying important groundwork to move the Division forward in this area.



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Sarah Cresswell, TBAC Chair
ORIGINATOR	Sarah Cresswell, TBAC Chair
RESOURCE	Trustees, Executive Team and ATA members of TBAC
GOVERNANCE POLICY	Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 8: Appendix 8.4 Teacher Board Advisory Committee Terms of Reference
SUBJECT	TEACHER BOARD ADVISORY COMMITTEE (TBAC)

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees supports effective consultation and transparent communication with the Board and teacher representatives. The following report outlines the topics from the February 15, 2022 virtual Teacher Board Advisory Committee (TBAC) meeting in which participants shared their perspectives for this purpose.

REPORT SUMMARY

On February 15, 2022, TBAC met to discuss a number of topics chosen in advance by the Board, administration and ATA Parkland Teachers' Local 10 representatives.

Superintendent Boyce and Deputy Superintendent Francis shared updates on the following items:

- 2022-2023 School Year Calendar
- Attendance Area Review
- Learning Loss Grant (Application for Grade 1)

The ATA shared updates on the following items:

- High School Quarters / Semesters
- Masking Protocols
- Teacher Burnout
- Substitutes

TBAC items of discussion, which will also be future TBAC meeting agenda items, included:

- Future Considerations for Impassable Roads
- Opening Day

Members of TBAC would be pleased to respond to any questions.

SC:kz



MEMORANDUM

March 08, 2022
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 Governance and Planning Committee
SUBJECT	GOVERNANCE & 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 the unapproved Minutes from the February 18, 2022 Governance & Planning Session (GPS).

REPORT SUMMARY

On February 18, 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 Friday, February 18, 2022, at 9:00 AM

Attendance:

Lorraine Stewart, Board Chair
 Anne Montgomery, Vice-Chair
 Aileen Wagner, Trustee
 Aimee Hennig, Trustee
 Paul McCann, Trustee
 Eric Cameron, Trustee
 Jill Osborne, Trustee *(via video conferencing)*
 Shauna Boyce, Superintendent
 Mark Francis, Deputy Superintendent
 Scott Johnston, Associate Superintendent
 Scott McFadyen, Associate Superintendent
 Meg Miskolzie, Associate Superintendent
 Serge LaBrie, Director of Facilities Services
 Jordi Weidman, Director of Strategic Communications
 Gail Lewis, Transportation Supervisor
 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 the meeting was being held on Treaty Six Territory.
- 1.3. **Changes to the Agenda:** Add agenda item 5.4 In-Camera: Other Confidential Matters.
- 1.4. **Approval of the Agenda:**
MOVED by Trustee Hennig that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY

- 1.5. **Approval of the January 25, 2022, GPS Minutes:**
MOVED by Trustee McCann that the GPS Minutes of January 25, 2022 be approved as presented.

CARRIED UNANIMOUSLY

- 1.6. **Learning Moment:**
 Board Chair Stewart led the committee in a discussion focused on governance vs. operational responses to stakeholder questions.

2. OPERATIONS & INFORMATION

- 2.1. Three-Year Capital Plan:** Associate Superintendent McFadyen and Mr. LaBrie discussed the Three-Year Capital Plan that will be presented to the Board for approval at the March 8, 2022 regular Board meeting, highlighting key items, rationale for listed priorities and responded to questions. Discussion ensued.

Mr. LaBrie exited the meeting at 9:58 a.m. Ms. Lewis entered the meeting at 9:59 a.m.

2.2. Fees and Allowances:

- 2.2.1. Transportation Scenarios:** Associate Superintendent McFadyen provided information regarding eight possible scenarios for transportation fees for the 2022-2023 school year. Discussion ensued.

Ms. Lewis exited the meeting at 10:37 a.m.

- 2.2.2. Administrative Procedure 522 Fees:** Superintendent Boyce provided background on the process for assessing fees and Associate Superintendent McFadyen provided a fee proposal for the 2022-2023 school year. Discussion ensued.

Transportation Scenarios and the 2022-2023 Fees and Allowances will be presented for approval at the March 8, 2022 regular Board meeting.

Mr. Weidman played a segment from an École Broxton Park French Immersion Kindergarten Student, Birkley N., being interviewed by Mark Connolly, on CBC Radio.

Board Chair Stewart called a break at 10:50 a.m.

Vice-Chair Montgomery exited the meeting at 10:50 a.m.

Meeting resumed at 11:00 a.m.

- 2.3. 2022-2023 Budget Assumptions:** Associate Superintendent McFadyen provided information on some of the key points in the 2022-2023 Budget Assumptions Report and reviewed the basis and risk assessment for each assumption. The 2022-2023 Budget Assumptions will be reviewed by the Audit Committee April 4, 2022, and presented for Board approval at the April 12, 2022 regular Board meeting. Discussion ensued.
- 2.4. Vaccine Protocol:** Superintendent Boyce discussed changes to the PSD Vaccine Protocol in light of the move to ease COVID-19 related restrictions. Discussion ensued.

3. GOVERNANCE

Board Chair Stewart moved the Teachers' Employer Bargaining Association (TEBA) Update agenda item to follow the Advocacy Plan agenda item in order to accommodate Vice-Chair Montgomery's exit and return to the meeting.

- 3.1. Board Budget Update:** Board Chair Stewart provided a brief overview of the Board Budget as the Division nears the end of the second quarter. Discussion ensued.

Vice-Chair Montgomery re-entered the meeting at 11:25 a.m.

- 3.2. Advocacy Plan:** Board Chair Stewart tabled this agenda item until the March 15, 2022 GPS meeting.

- 3.3. Teachers' Employer Bargaining Association (TEBA) Update:** Deputy Superintendent Francis presented an overview of the TEBA history of negotiations, legislation, current situations and current provincial settlements, as well as information on the Public Bargaining Coordination Office and central vs. local bargaining.

Vice-Chair Montgomery provided a governance perspective. Discussion ensued.

- 3.4. School Council Updates:** Trustees provided updates from the School Council Meetings they attended.

Boar Chair Stewart called a lunch recess at 12:18 p.m. The meeting resumed at 12:51 p.m. prior to Vice-Chair Montgomery re-entry.

- 3.5. Board Policy (BP) Review: The committee reviewed two policies that will come forward**

3.5.1. Board Policy 8: Board Committees and Representation: Board Chair Stewart and Vice-Chair Montgomery reviewed the key changes to BP 8, including amalgamating BP 8 Board Committees and BP 9: Board Representatives, defining Board representation on external committees, as well as some language and formatting changes that add clarity.

3.5.2. Board Policy 10: Policy Review and Formation: Board Chair Stewart and Vice-Chair Montgomery discussed the key changes to BP 10, including the process followed by the Policy Review Committee and Board of Trustees for approving BP changes, the process and timelines for stakeholder feedback, as well as some language and formatting changes that add clarity.

Vice-Chair Montgomery re-entered the meeting at 1:11 p.m.

4. STRATEGIC PLANNING

- 4.1. Attendance Area Review:** Superintendent Boyce provided some background on the process for the Attendance Area Review (AAR), including stakeholder engagements, and provided an Attendance Area Summary.

Deputy Superintendent Francis reviewed all the recommendations in the Attendance Area Summary, highlighting the rationale behind recommendations that were and were NOT selected for further exploration. This information will be made available to the public.

Superintendent Boyce initiated discussion on stakeholder engagements and the purpose on gathering information / feedback from the community. Presentations will be specific to the community involved in order to assess the views of stakeholders directly affected and to engage on considerations specific to each area. Engagement opportunities will be communicated extensively to stakeholders, who will receive a presentation, have an opportunity to engage and provide feedback, followed by a survey and an invitation to write any concerns by emailing the Board. Feedback from student engagements will also be included in Board considerations.

Deputy Superintendent Francis further discussed the process for community engagement and the timeline for the next steps in the Attendance Area Review. Discussion ensued.

Trustee McCann exited the meeting at 1:58 p.m.

4.3. Municipality & Joint School Division Meeting Agendas:

The committee discussed a variety of items for upcoming joint meetings with:

- 4.3.1. Parkland County** to be held March 1, 2022.
- 4.3.2. Evergreen Catholic Separate School Division** to be held March 9, 2022.
- 4.3.3. Town of Stony Plain** to be held March 17, 2022.
- 4.3.4. City of Spruce Grove** to be held April 12, 2022.

5. CLOSING

- 5.1. Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information throughout the meeting.
- 5.2. Topics to come forward to the next Board Meeting:** Board Policies, Three-Year Capital Plan, Transportation Scenarios, Fees and Allowances
- 5.3. Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 5.4. In-Camera: Other Confidential Matters**
MOVED by Trustee Cameron to move in-camera at 2:31 p.m.

CARRIED UNANIMOUSLY

MOVED by Trustee Osborne to re-enter the GPS Meeting at 2:52 p.m.

CARRIED UNANIMOUSLY

- 5.5. Adjournment:** Board Chair Stewart adjourned the meeting at 2:53 p.m.
Next meeting: Tuesday, March 15, 2022, at 9:00 a.m. **(FULL-DAY)**