



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

May 07, 2019

Public Session: 9:30 AM

*Our Vision:
Parkland School Division is a community of engaged learners where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.*

Parkland School Division No. 70

BOARD OF TRUSTEES REGULAR MEETING

May 07, 2019

Public Session 9:30 AM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. **CALL TO ORDER at 9:30 AM**
 - 1.1. National Anthem
 - 1.2. Treaty Six Acknowledgement
 - 1.3. Announcements
 - 1.4. Changes to the Agenda
 - 1.5. Approval of the Agenda

2. **APPROVAL OF MINUTES**
 - 2.1. Regular Board Meeting of April 02, 2019

3. **BUSINESS ARISING FROM THE MINUTES**

4. **DELEGATION/PRESENTATION**
 - 4.1. Y(our) Program/Memorial High School Students – Elevate Aviation Airport School presentation.

5. **BOARD CHAIR REPORT**
 - 5.1. Correspondence

Recess Break / Public Question Period

6. **SUPERINTENDENT'S REPORT**
 - 6.1. Superintendent's Report
 - 6.2. Construction Update

Where the World Opens Up

7. **ACTION ITEMS**

- 12- 7.1. 2019-2020 Preliminary Budget Assumption (S. McFadyen, J. Krefting)
- 20- 7.2. Trustee Remuneration (S. McFadyen, J. Krefting)
- 24- 7.3. Trustee Travel to Japan - Shikaoui (P. McCann)

8. **ADMINISTRATION REPORTS**

- 25- 8.1. 2019 ThoughtExchange – Top 1000 Thoughts Report (S. Johnston)

9. **TRUSTEE REPORTS**

- 26- 9.1. Education Committee (L. Stewart)
- 29- 9.2. PSD Tomorrow (E. Cameron)
- 34- 9.3. Teacher Board Advisory Committee (L. Stewart, R. Heinrichs, A. Montgomery)
- 37- 9.4. Benefits Committee (S. Kucher-Johnson)
- 40- 9.5. Audit Committee (D. Clarke, R. Heinrichs, A. Montgomery)
- 9.6. Public School Boards’ Association of Alberta (R. Heinrichs, S. Kucher-Johnson)
- 9.7. Alberta School Boards Association (E. Cameron, D. Clarke, L. Stewart)
- 9.8. National Congress on Rural Education (D. Clarke)
- 9.9. FNMI Symposium (E. Cameron, R. Heinrichs)
- 9.10. Alberta School Councils Association Conference (R. Heinrichs, L. Stewart)

10. **FUTURE BUSINESS**

10.1. Meeting Dates:

Open to the Public:

- May 28, 2019Regular Board Meeting **CANCELLED**
- Jun 11, 2019Regular Board Meeting 9:30 am, Centre for Education
- Jun 25, 2019Special Board Meeting 9:30 am, Centre for Education
NEWLY ADDED

Closed to the Public:

- May 21, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education
- Jun 17, 2019Audit Committee 1:00 pm, Centre for Education
- Jun 18, 2019PSD Tomorrow Committee 12:30 pm, Centre for Education
- Jun 18, 2019Teacher Board Advisory Committee 5:00 pm, Supper Meeting

By Invitation:

- May 16, 2019Stakeholder Engagement Event 8:30 am, Heritage Park Pavilion in Stony Plain, Spruce Grove Hall

Other:

- May 09, 2019Council of School Councils 7:00 pm, Centre for Education

- 42-
- 10.2. Notice of motion
 - 10.3. Topics for future agendas
 - 10.4. Requests for information
 - 10.5. Responses to requests for information: Transportation Services Update
(S. McFadyen, D. Simcoe)

11. IN CAMERA

12. ACTION IN RESPONSE TO IN CAMERA

13. ADJOURNMENT



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON APRIL 2, 2019.

TRUSTEE ATTENDANCE:

Eric Cameron, Chair	Present
Lorraine Stewart, Vice Chair	Present
Ron Heinrichs	Present
Paul McCann	Present
Anne Montgomery	Present
Sally Kucher-Johnson	Present

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Jason Krefting, Director, Financial Services
Serge LaBrie, Director, Facilities
Shae Abba, Director, Human Resources
Jordi Weidman, Director, Communications & Strategic Planning
Lisa Farough, Executive Assistant

REGRETS:

Dr. Dianne McConnell, Associate Superintendent
Darlene Clarke, Trustee

CALL TO ORDER

Board Chair Cameron called the meeting to order at 9:31 a.m.

NATIONAL ANTHEM

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

Board Chair

Secretary-Treasurer

TREATY SIX ACKNOWLEDGMENT

The Board Chair shared the Treaty 6 Acknowledgement.

CHANGES TO THE AGENDA

There were no changes to the agenda.

Res 041-19

APPROVAL OF THE AGENDA

Moved by Trustee Heinrichs that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Res 042-19

APPROVAL OF THE MINUTES FEBRUARY 5, 2019

MOVED by Trustee McCann that the minutes of the Regular Board Meeting held on February 5, 2019 be approved as amended.

CARRIED UNANIMOUSLY

Res 043-19

APPROVAL OF THE MINUTES MARCH 5, 2019

MOVED by Trustee McCann that the minutes of the Regular Board Meeting held on March 5, 2019 be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

DELEGATION / PRESENTATION

Grade 2 students from Blueberry School presented “Professional Collaboration Leads to Improved Student Learning”.

Chair Cameron called a 3-minute recess while the delegation exited.

BOARD CHAIR REPORT

CORRESPONDENCE

Chair Cameron shared his report and board correspondence.

No Question Period.

Board Chair

Secretary-Treasurer

SUPERINTENDENT REPORT

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

ACTION ITEMS

Res 044-19

QUARTERLY FINANCIAL REPORT – PERIOD ENDED FEBRUARY 28, 2019

MOVED by Trustee Kucher-Johnson that the Board of Trustees approve the unaudited financial report for the period ended February 28, 2019 as presented at the regular meeting of April 2, 2019.

CARRIED UNANIMOUSLY

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

Res 045-19

SCHOOL FACILITY UTILIZATION REVIEW WITH PROPOSED RECOMMENDATION

MOVED by Trustee McCann that the Board of Trustees receives as information the School Facility Utilization Review with Proposed Recommendations as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen, Mr. LaBrie, and Consultants Mr. Tarulli, Ms. Thompson, and Mr. Labbe provided information on the motion and responded to questions.

Chair Cameron called a recess at 11:33 a.m.

Meeting resumed at 11:43 a.m.

Res 046-19

THREE YEAR CAPITAL PLAN 2020-2023

MOVED by Trustee Kucher-Johnson that the Board of Trustees approves the Three Year Capital Plan (2020-2023) as amended at the Regular Meeting of April 2, 2019.

Amendment: Page 100 of board agenda package, under the Priority One heading, change “Modernization” to “Replacement” of Parkland Village School.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

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

Res 047-19

BOARD POLICY 2: ROLE OF THE BOARD

MOVED by Trustee Heinrichs that the Board of Trustees approve Board Policy 2 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen presented information on the motion and responded to questions.

Res 048-19

BOARD POLICY 7: BOARD OPERATIONS

MOVED by Trustee McCann that the Board of Trustees approve Board Policy 7 as amended at the Regular Meeting of April 2, 2019.

Amendment: minor grammatical edits

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen presented information on the motion and responded to questions.

Res 049-19

BOARD POLICY 8: BOARD COMMITTEES

MOVED by Trustee McCann that the Board of Trustees approve Board Policy 8 as amended at the Regular Meeting of April 2, 2019.

Amendment: Page 181 of board agenda package, 2.3.2.1. – remove “up to four (4) hours”

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen presented information on the motion and responded to questions.

Board Chair

Secretary-Treasurer

Res 050-19

BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS

MOVED by Trustee McCann that the Board of Trustees approve Board Policy 13 as presented at the Regular Meeting of April 2, 2019.

CARRIED: 4 to 2

IN FAVOUR: Board Chair Cameron, Vice Chair Stewart, Trustee Heinrichs, Trustee Kucher-Johnson

OPPOSED: Trustee McCann, Trustee Montgomery

Associate Superintendent McFadyen presented information on the motion and responded to questions.

Res 051-19

BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES

MOVED by Trustee Heinrichs that the Board of Trustees approve Board Policy 17 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen presented information on the motion and responded to questions.

Res 052-19

ADMINISTRATION REPORTS

TRANSPORTATION SERVICES DEPARTMENT REPORT 2018-2019

MOVED by Trustee Kucher-Johnson that the Board of Trustees receive as information the Transportation Services Department Report 2018-2019 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen and Mr. Simcoe presented information on the motion and responded to questions.

Res 053-19

HUMAN RESOURCES DEPARTMENT REPORT 2018-2019

MOVED by Trustee Montgomery that the Board of Trustees receive as information the Human Resources Department Report 2018-2019 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Ms. Abba presented information on the motion and responded to questions.

Board Chair

Secretary-Treasurer

TRUSTEE REPORTS

Res 054-19

Council of School Councils (COSC) – March 14, 2019

MOVED by Vice Chair Stewart that the Board of Trustees receives as information the unapproved COSC minutes of March 14, 2019 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Res 055-19

PSD Tomorrow Committee Meeting – March 19, 2019

MOVED by Trustee Heinrichs that the Board of Trustees receives as information the PSD Tomorrow Committee minutes of March 19, 2019 as presented at the Regular Meeting of April 2, 2019.

CARRIED UNANIMOUSLY

Public School Boards' Association of Alberta

There was no report.

Alberta School Boards Association

Vice Chair Stewart shared her report.

Rural Caucus of Alberta School Boards

Trustee Kucher-Johnson shared her report.

Alberta Rural Education Symposium

Trustee Kucher-Johnson shared her report.

Think Indigenous International Education Conference 2019

Board Chair Cameron shared his report.

Board Chair

Secretary-Treasurer

FUTURE BUSINESS

Meeting Dates

Board - Open to the Public:

- Apr 16, 2019 Education Committee 9:00 am, Centre for Education
- May 07, 2019 Regular Board Meeting 9:30 am, Centre for Education
- May 28, 2019 Regular Board Meeting **CANCELLED**

Committees - Closed to the Public:

- Apr 16, 2019 PSD Tomorrow Committee 12:30 pm, Centre for Education
- Apr 16, 2019 Teacher Board Advisory Committee 4:15 pm, Centre for Education
- Apr 23, 2019 Benefits Committee Meeting 3:30 pm, Centre for Education
- Apr 30, 2019 Audit Committee Meeting 1:00 pm, Centre for Education
- May 21, 2019 PSD Tomorrow Committee 12:30 pm, Centre for Education

By Invitation:

- May 16, 2019 Stakeholder Engagement Event 8:30 am, Heritage Park Pavilion in Stony Plain, Spruce Grove Hall

Other:

- May 03, 2019 Milestones and Merits Service Awards 5:30pm, Heritage Park Pavilion in Stony Plain
- May 09, 2019 Council of School Councils 7:00pm, Centre for Education

Notice of Motion

There was no notice of motion.

Topics for Future Agendas

There were no topics for future agenda.

Board Chair

Secretary-Treasurer

Request for Information

Trustee Montgomery requested that information on the bell time review be made public at a future Board Meeting.

Responses to Requests for Information

There were no responses to requests for information.

IN CAMERA: Land

Res 056-19

MOTION TO MOVE IN CAMERA

MOVED by Trustee McCann that the Board of Trustees moves to in camera at 1:47 p.m.

CARRIED UNANIMOUSLY

Res 057-19

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee McCann that the Board of Trustees reverts back to a public meeting at 2:00 p.m.

CARRIED UNANIMOUSLY

Action in Response to In Camera

Res 058-19

SCHOOL SITE LOCATION-CHANGE

MOVED by Vice Chair Stewart that the Board of Trustees direct Board Chair Cameron to sign the letter from Deputy Minister Curtis Clarke, received March 22, 2019, acknowledging and accepting the risk, as identified in the letter, of changing the building site for the Stony Plain Central's replacement school to Parkland School Division's preferred site.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 2:05 p.m.

Board Chair

Secretary-Treasurer



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **Parkland School Division No. 70 Preliminary Budget Assumption for 2019-2020**

Recommendation:

That the Board of Trustees approve the preliminary budget assumptions for 2019-2020 as recommended by the Audit Committee.

Background:

The Board is required to provide a preliminary 2019-20 budget to Alberta Education by June 30th. These assumptions are used to develop the preliminary budget. These budgets are based on assumption that have been made by management based on the best information available as Alberta Education has not released the funding manual for the 2019-20 school year.

The Audit Committee met April 30, 2019 to review the preliminary budget assumptions for 2019-2020. After discussion with our staff the Audit Committee approved the recommendation that the Board of Trustees approve Parkland School Division No. 70 preliminary budget assumptions for 2019-20.

SM:rg



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**

The following table outlines the assumptions used in developing the 2019-2020 operating budget for Parkland School Division (PSD), the basis for the assumption and the risk associated if the assumption is not correct or other factors influence the original assumption made.

Budget	Assumption	Basis for Assumption	Associated Budget Risk
Enrolment	Enrolment will be estimated by each school as part of the budget process. Alberta Education is not funding enrolment growth.	Review of students is prepared by each school Principal using the principles of “Cohort Survival” and known information. Early indication from government during the election that education funding would be frozen.	Risk is high as actual enrolments are used at September 30 for the Final Budget. If the Alberta Government does not fund enrolment growth of an estimated 1.5% the impact on PSD would be approximately \$1.4 million
Average Credit Enrolment Units (CEUs)	FTE enrolment is based on estimating the number of credit earned units (CEU’s) earned in high school. Memorial High Schools average is based on their high school redesign average. Spruce Grove Composite High School and the Outreach schools CEU’s are based on the schools estimates.	Average CEU's per student is calculated by reviewing average CEU's earned over a three-year period, student transfers from feeder schools and assessing a reasonable amount using known information.	Risk is low, if the average CEU’s are below the estimate, there will be less revenue for the division and for the high schools. If CEU’s are higher than average, there may be a disproportionate amount of revenue being retained by the high schools, rather than being allocated under the budget allocation model.
Inclusive Education	\$10.3 Million is allocated to support inclusive education and diversity within PSD. Revenues received from Alberta Education to support Inclusive Education are \$6.1 Million.	Inclusive Education funds are allocated to support all students within Parkland School Division. The funds are used for support and services needed to effectively program for our students. Some examples of supports and services include Collaborative Teaching Partners (CTPs), Inclusive Education Leads (IELs), assessments, professional development for staff, consultations with specialized services, and adapted materials.	Risk is moderate as identified needs continue to grow and put pressure on existing resources, that will require allocations from other priorities.



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**



Small School Allocation

The division provides an allocation to our small schools to help support their smaller economies of scale. The preliminary estimate of the allocation is \$750K. Revenues received from Alberta Education to support small schools by necessity are estimated to be \$384K.

Schools under 300 students receive additional support based on the average students per grade in the school.

Risk is high as the division provides a small school allocation to 7 schools. Alberta Education only provides funding for two schools as the rest are not small schools by necessity as there is room in neighboring schools. If enrolments continue to decline in the small schools additional resources will be required from other priorities.

Teacher Salary Costs

Average teacher salary cost: \$92,499
Average teacher salary and benefits cost \$103,127.

Average salaries are used for all school based positions and are determined by advancing the experience of staff on the grid. Principal and Administrative positions include negotiated allowances as per the collective agreement. The increase in standard cost from 2018-2019 actuals (YTD) is 1.5% (\$101,604).

Risk is high, a new ATA agreement is currently being negotiated. Central items have been ratified with the exception of items that are being mediated and could include an increase in costs. Bargaining on local items should commence soon and may impact costs. If the mix between new and experienced teachers changes, the average teacher salary could change. 74% of the budget is staffing. Currently, it is unknown if Alberta Education will fund the new agreement expected to cost PSD \$1.6 million.



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**



Support Staff Salaries

Average costs will be budgeted on current salaries. No changes have been anticipated.

Average salaries are used for all school based positions and are determined by using actual salaries for current staffing.

Risk is low, CAAMSE collective agreement expires August 31, 2019. IUOE collective agreement is currently being negotiated. New agreements could impact costs.

Negotiated Benefits

Benefits will be budgeted based on current agreements and contracts.

ATA estimated based on current agreement.

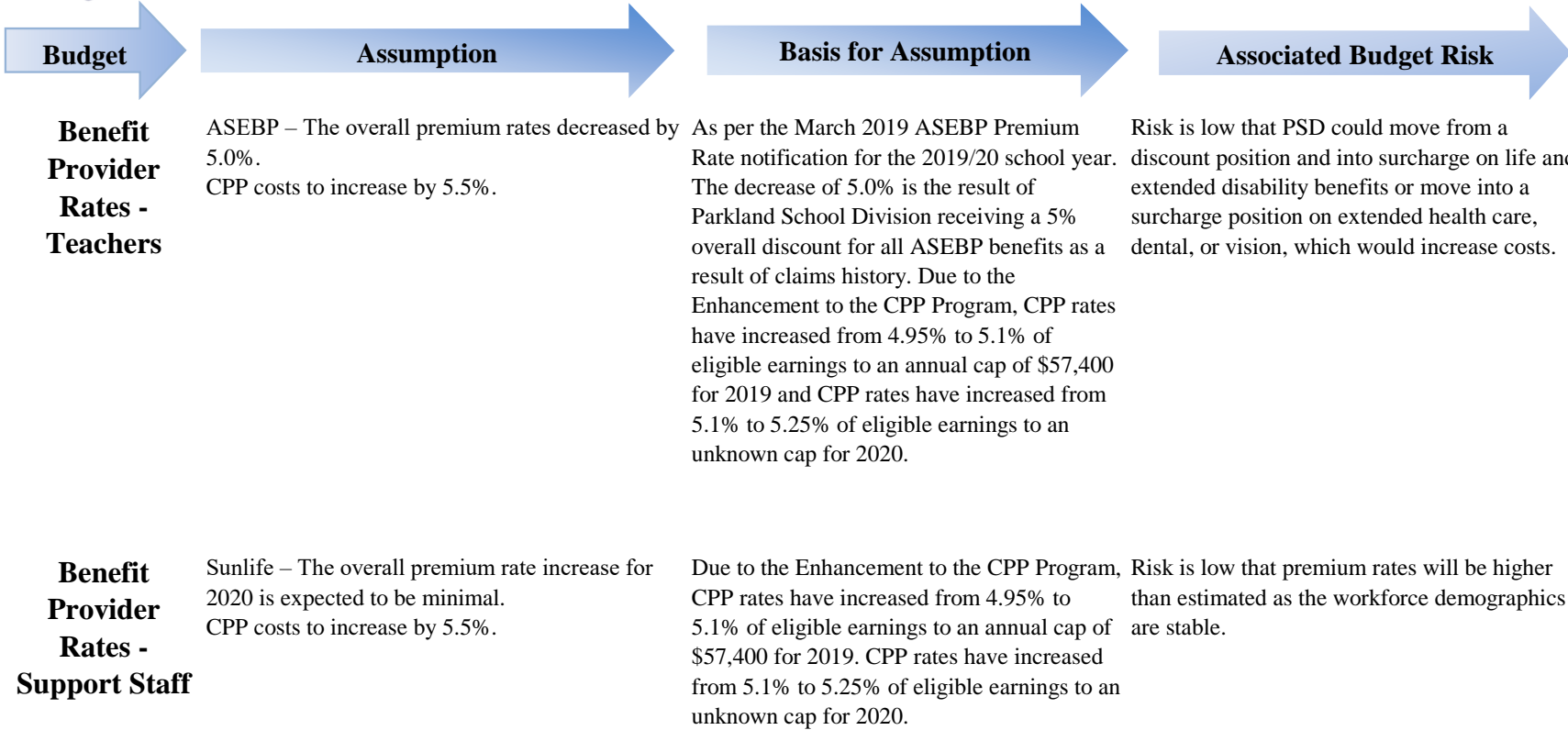
Risk is high as the ATA collective agreement expired August 31, 2018 and a new central agreement has been negotiated. The new agreement will increase our costs as the employer is required to pay 100% of the premiums and the benefit costs when staff are on parental leave. The estimated impact on benefit cost to PSD is \$392K (this is included in the \$1.6 million cost of the agreement).

Support benefits based on current agreements.

CAAMSE collective agreement expires August 31, 2019. IUOE collective agreement is currently being negotiated. The new agreements could impact costs.



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**





**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**



Pension Costs	<p>Employer contributions for Alberta Teachers' Retirement Fund contributions are made by the Provincial Government.</p> <p>Local Authorities Pension Plan contribution rate is not expected to increase at January 1, 2020.</p>	<p>Alberta Teachers Retirement Fund (ATRF) rate remained at 11.29%.</p> <p>LAPP Trustees review the actuarial valuations and assess rates accordingly.</p>	<p>Risk is low as the plan is fully funded by Alberta Education.</p> <p>Risk is moderate, The LAPP Board may decide to implement an increase January 1, 2020.</p>
Human Resources	<p>Staffing will be budgeted by site based on the staffing requirements determined by the site Administrator to meet the needs of the students within the allocations provided to the schools.</p>	<p>Site Administrators enter each staff member into the budget by position. Staffing decisions are made according to availability of resources and delivery of educational programming and services.</p>	<p>Risk is moderate as staffing will be based on projected enrolments and school allocations. If the provincial budget provides less revenues than predicted allocations to the schools may need to be reduced and this could impact staffing. There may also be an increase in risk if the number of students with diverse learning needs rises and additional staff is required.</p>
Services and Supplies Costs	<p>It is assumed that goods and services costs will not increase materially. Sites will budget costs within their given allocations.</p>	<p>Site administrators enter expenditures into site budgets based on programming and support initiatives.</p>	<p>Risk is moderate as costs increase annually due to inflation but base funding has not had an inflation increased since 2015-16. Reduction in funding could put additional pressure on sites to reduce costs.</p>
Utilities	<p>Utilities have been budgeted based on estimated consumption and current rates.</p>	<p>Current contract rates were used and consumption was estimated based on past experience and knowledge of our operations people.</p>	<p>Risk is low that consumption is higher than budgeted.</p>



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**



Transportation Program

Transportation routes, costs and revenues have been based on projected bus registrations for next year. The transportation program will be budgeted to operate within their allocation for next year and operate without a deficit.

The cost of running the regional transportation system will be supported through transportation grants and transportation user fees.

The regional transportation system includes Evergreen Catholic, Black Gold and Grande Yellowhead plus two private schools.

Risk is moderate if the number of eligible rural/urban and ineligible riders is different than projected revenues may increase or decrease.

Targeted Funding

Targeted funding will be spent in the respective areas within the budgets received from Alberta Education.

Targeted funding is available for specific expenditures only. Targeted funding includes Infrastructure, Maintenance and Renewal, Plant Operations and Maintenance and Program Unit Funding.



**Parkland School Division No. 70
2019-2020 Preliminary Budget
Preliminary Budget Assumptions – April 2019**



Operating Reserves

It is assumed that operating reserves will decrease by \$350K as part of the board approved VOIP project that is replacing the phone systems at all of the schools throughout the division over three years. In addition operating reserves will change as a result of the net change in school carryovers and school generated funds.

Schools are able to carryover 3% of their budgets each year to a maximum of \$50K to address timing issues at year end and allow them to hold some funds for larger initiatives. These funds are included within their budget allocation each year and can be allocated in the current year or earmarked to carry forward to the next year. School Generated Funds are managed by the schools and are generally project based for school clubs or other initiatives. Schools manage these projects and the balances change year over year depending on the project.

Risk is moderate as accumulated operating reserves are at the desired divisional level of approximately 3%. This provides flexibility for PSD to manage unforeseen challenges and guard against errors in estimate and changes from our budget assumptions.



MEMORANDUM

Date: May 7, 2019

To: Board of Trustees

From: Shauna Boyce, Superintendent

Originator: Scott McFadyen, Associate Superintendent

Subject: **TRUSTEE REMUNERATION – ELIMINATION OF THE 1/3 TAX FREE EXEMPTION**

Recommendation

That the Board of Trustees review whether to adjust compensation as a result of the elimination of the 1/3 tax exemption in the federal budget as presented at the Regular Meeting of May 7, 2019. Furthermore, that the Board pass a motion to either accept or decline the adjustment to Trustee remuneration.

Background

The Audit Committee requested, at the February 27, 2019 Audit Committee Meeting, that the attached briefing note on the elimination of the 1/3 tax free exemption on Trustee remuneration be brought to the board and for the Board to make a decision on whether to adjust compensation to offset the previous exemption.

Using basic federal and provincial tax rates, compensation would need to be adjusted by 11% in order to offset the removal of the 1/3 tax exemption and maintain the net compensation at the level prior to change in legislation.

Using the 2017-18 trustee remuneration (Schedule 7 in the Financial Statements) an 11% increase would result in an additional \$28,057 in additional trustee compensation expense. \$28,057 would be 0.02% of the \$134 million 2018-19 budget.

Administration would be pleased to respond to any questions.



Parkland School Division

Where the World Opens Up

Elimination of the 1/3 Tax Free Exemption on Trustee Remuneration May 7, 2019

PARKLAND SCHOOL DIVISION IS A PLACE WHERE EXPLORATION, CREATIVITY AND IMAGINATION MAKE LEARNING EXCITING AND WHERE ALL LEARNERS ASPIRE TO REACH THEIR DREAMS.

BACKGROUND

The 2017 Federal budget eliminated the 1/3 tax exemption that school board trustees have received as of January 1, 2019. For 2019 and subsequent tax years, non-accountable allowances paid to elected members will be fully included in income.

At the fall Zone 2 ASBOA meeting we polled the other divisions present about the plans within their divisions in regards to modifying compensation as a result of the change in legislation. The results were:

4	Increasing compensation to offset change in legislation
4	Not increasing compensation to offset change in legislation
1	No decision will be made until before next election as outgoing Board makes changes for the next Board

ASBOA did a larger survey this year and has provided us with the results, 43 boards completed the survey and the results are summarized in the table below.

21	Increasing compensation to offset change in legislation
16	Not increasing compensation to offset change in legislation
5	Undecided as to whether they will increase compensation to offset change in legislation
1	Board made changes to compensation but stated they were indirectly related to the tax change

FINANCIAL

Using basic federal and provincial tax rates compensation would need to be adjusted by 11% in order to offset the removal of the 1/3 tax exemption and maintain the net compensation at the level prior to change in legislation.

Using the 2017-18 trustee remuneration (Schedule 7 in the Financial Statements) an 11% increase would result in an additional \$28,057 in additional trustee compensation expense. \$28,057 would be 0.02% of the \$134 million 2018-19 budget.

A comparison has been made to similar sized divisions for information purposes. The data is from the 2017-18 Audited financial statements for each division. A full list of all School divisions is attached (Appendix A)

Division	Students	Number of Board Members	Average per Board Member	Total Remuneration and Benefits excluding Expenses	Total Annual Expenses
Parkland	11,100	7	41,944	293,611	89,170
Elk Island Public	17,150	9	38,286	344,578	22,226
Black Gold	11,800	6.83	32,144	219,544	47,361
Chinooks Edge	11,000	9	23,992	215,928	107,032
Christ The Redeemer	10,400	8	21,390	171,118	47,683

A five year summary for Parkland School Division is included in the table below.

Year	Number of Board Members	Average per Board Member	Total Remuneration and Benefits excluding Expenses	Total Annual Expenses
2017-18	7	41,944	293,611	89,170
2016-17	7	42,175	295,224	93,239
2015-16	7	41,030	287,213	81,433
2014-15	7	38,490	269,429	79,152
2013-14	7	39,404	275,830	74,140

*Remuneration includes basic honorarium, committee allowances and per diem rates. Travel including mileage, subsistence and professional development are included in expenses.

Appendix A
Trustee Remuneration

Division	Average per Board Member	Total Remuneration and Benefits excluding	Total Annual Expenses
Calgary School District	53,732	383,111	18,221
Edmonton Catholic Separate School District	50,425	352,978	50,465
Rocky View School Division	46,489	356,567	42,643
Edmonton School District	46,008	414,072	56,953
Parkland School Division	41,944	293,611	89,170
Elk Island Public	38,286	344,578	22,226
Black Gold Regional Division	32,144	219,544	47,361
Calgary Roman Catholic Separate School District	32,122	224,851	53,159
Pembina Hills Regional	29,424	205,970	23,807
Grande Yellowhead Public School Division	29,201	204,405	56,150
Grande Prairie Public School District	28,855	187,272	50,713
Foothills School Division	28,061	138,620	36,523
Northland School Division	28,057	263,739	212,683
Battle River Regional Division	28,043	219,577	36,547
Northern Lights School Division	27,482	247,334	66,490
Lethbridge School District	27,229	190,601	15,524
Wetaskiwin Regional Division	27,209	210,598	77,600
Red Deer Public School District	26,790	187,530	48,602
Red Deer Catholic Regional Division	26,611	186,278	41,630
Golden Hills School Division	26,611	159,664	63,173
St. Albert Public School District	25,582	127,911	30,687
Wolf Creek School Division	25,225	151,348	69,924
Buffalo Trail Public Schools	24,830	223,468	133,768
Grande Prairie Roman Catholic Separate School District	24,712	172,983	40,664
Peace Wapiti School Division	24,579	245,793	72,616
Grasslands Regional Division	24,548	147,287	34,863
Chinooks Edge	23,992	215,928	107,032
Medicine Hat Roman Catholic Separate School District	22,869	110,457	21,564
Greater St. Albert Roman Catholic Separate School	22,784	159,485	49,320
Prairie Rose School Division	22,432	176,088	63,361
Northern Gateway Regional Division	22,405	201,648	80,099
Peace River School Division	21,981	150,129	50,919
High Prairie School Division	21,822	156,029	55,840
Christ The Redeemer	21,390	171,118	47,683
Lakeland Roman Catholic Separate School District	21,279	148,956	84,902
Sturgeon School Division	20,966	142,987	67,408
Westwind School Division	20,581	185,225	32,955
St. Paul Education Regional Division	20,530	143,708	57,070
Elk Island Catholic Separate Regional Division	20,500	139,402	33,830
Fort McMurray Public School District	19,829	132,262	31,698
Palliser Regional Division	19,532	117,191	35,539
Evergreen Catholic Separate Regional Division	19,448	155,580	58,616
Fort Vermilion School Division	18,776	150,207	43,191
Livingstone Range School Division	18,717	131,021	83,779
Prairie Land Regional Division	18,627	149,016	44,258
St. Thomas Aquinas Roman Catholic Separate Regional Division	18,378	134,895	28,466
Living Waters Catholic Regional Division	17,101	100,040	27,233
Fort McMurray Roman Catholic Separate School	17,038	85,188	34,069
Clearview School Division	16,819	117,899	50,900
Aspen View Public School Division	16,359	113,370	50,608
Holy Spirit Roman Catholic Separate	15,479	139,309	63,659
Horizon School Division	15,037	105,262	25,055
Greater North Central Francophone Education	14,036	86,322	14,169
Canadian Rockies Regional Division	13,982	69,910	17,424
Holy Family Catholic Regional	12,093	95,538	23,374
The Southern Francophone Education Region No. 4	11,865	69,173	43,531
Northwest Francophone Education Region	11,124	55,618	29,329
East Central Alberta Catholic Separate Schools	7,990	61,921	25,392



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Eric Cameron, Board Chair
Subject: **TRUSTEE TRAVEL TO JAPAN – SHIKAOI DELEGATION**

Recommendation

That the Board of Trustees approves sending Trustee McCann to participate with the delegation to Shikaoi, Japan in July 2019.

EC:kz



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott Johnston, Associate Superintendent
Subject: **2019 ThoughtExchange – Top 1000 Thoughts Report**

The Board of Trustees receives for information, the *2019 ThoughtExchange – Top 1000 Thoughts Report* as presented at its Regular meeting May 7, 2019.

Background

Parkland School Division remains committed to ongoing involvement in the Provincial Assurance Model pilot. The *2019 ThoughtExchange – Top 1000 Thoughts Report* and accompanying presentation reviews and summarizes the ThoughtExchange stakeholder engagement within the Division, in order to better understand the review and development of the Board's Education Plan.

ThoughtExchange utilizes a ranking system that considers the number of individuals who have indicated a high-affinity (maximum stars) with a particular comment. Thoughts are then themed according to the domains within our Education Plan; this process happens at each individual school as well as for the full school division.

Administration is prepared to respond to any questions.

SJ:kz



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Lorraine Stewart, Board Vice Chair, Education Committee Chair
Subject: **Education Committee**

The Board of Trustees receives for information, the Education Committee minutes of April 16, 2019 as presented at the Regular Meeting of May 7, 2019.

LS:kz



MINUTES OF THE EDUCATION COMMITTEE
MEETING HELD AT CENTRE FOR EDUCATION STONY PLAIN, ALBERTA
ON TUESDAY, APRIL 16, 2019

ATTENDANCE:

Eric Cameron, Board Chair
Lorraine Stewart, Board Vice Chair, Education Committee Chair
Ron Heinrichs, Trustee
Paul McCann, Trustee
Anne Montgomery, Trustee
Darlene Clarke, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Brenda Mellor-Stumbur, Director of Quality Learning
Felicia Ochs, Wellness Coordinator
Travis McNaughton, Principal, Forest Green School
Pam McNeil, Collaborative Teaching Partner
Rhonda Harbert, Collaborative Teacher Partner

REGRETS:

Scott Johnston, Associate Superintendent
Sally Kucher-Johnson, Trustee

CALL TO ORDER

The meeting was called to order at 9:00 am by Board Vice Chair Lorraine Stewart, Chair of the Education Committee. Committee Chair Stewart brought greetings, acknowledged our First Nations, Métis and Inuit neighbors', reviewed the Education Committee's purpose from the Terms of Reference, introduced the topic of Alternative Education: Support for Staff and Students, and gave a brief overview of the agenda.

MEETING TOPICS

1. Context Setting:

Associate Superintendent Dr. Dianne McConnell, provided the context by acknowledging that Parkland School Division (PSD) has a student demographic that is very diverse. In an effort to provide educational environments to support all students, PSD has created different educational pathways for students. In addition, there are a number of supports and resources available for staff to assist them to successfully reach and teach all students.

2. Third Path:

Director of Quality Learning, Brenda Mellor-Stumbur, provided an overview of the Third Path, an educational resource to assist staff to understand the conditions that need to be in place to facilitate optimal learning environments. Ms. Mellor-Stumbur and Director of Learning Services, Leah Andrews, have been offering monthly sessions for staff on how to understand and use this resource in their classrooms. Approximately 60 staff members and six community members from Family and Children Support Services, Family Connections Center and the Library are involved in the training this year.

3. Neurosequential Model in Education (NME) – Trauma Training:

PSD Collaborative Teaching Partners, Pam McNeil and Rhonda Harbert, shared the work they have been doing with Dr. Bruce Perry’s Neurosequential Model in Education. Approximately 38 staff began in September 2018 with the 10-month training program. This program supports staff in understanding the brain and how stress, anxiety and trauma impact brain function and; therefore, learning. Understanding this work supports staff in understanding student functioning and behavior within the educational environment. Staff also learn a variety of strategies and responses to optimally support students.

Committee Chair Stewart called a recess from 10:15 – 10:30 a.m.

4. Alternative Programming:

Forest Green Principal, Travis McNaughton, described a number of alternative programming options available for PSD students. These programs include: Stony Creek Program Options 1 and 2, Y(our) Program, High School and Junior High School Outreach. Mr. McNaughton will be Principal for these programs next year.

5. Staff Wellness:

Wellness Coordinator, Felicia Ochs, identified that she has been working with the Alberta Teachers’ Association this year to connect with staff and invite conversations about their perception of thoughts about staff wellness. Felicia has been hosting staff conversations and these have been positively received. She hopes to have an executive summary of these meetings by the end of this school year.

ADJOURNMENT

The meeting was adjourned at 11:30 am, with appreciation to all presenters and organizers for providing trustees with a more complete picture of programming for diverse needs in PSD.

Next Meeting: September 2019, time and date TBD



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Eric Cameron, Board Chair, PSD Tomorrow Committee Chair
Subject: **PSD Tomorrow Committee**

The Board of Trustees receives for information, the PSD Tomorrow Committee minutes of April 2, 2019 and April 16, 2019 as presented at the Regular Meeting of May 7, 2019.

EC:kz



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, APRIL 2, 2019.**

ATTENDANCE:

Eric Cameron, Board Chair
Lorraine Stewart, Vice-Chair
Ron Heinrichs, Trustee
Sally Kucher-Johnson, Trustee
Paul McCann, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Scott Johnston, Associate Superintendent
Jordi Weidman, Director, Communications & Strategic Planning
Lisa Farough, Recording Secretary

REGRETS:

Darlene Clarke, Trustee
Dr. Dianne McConnell, Associate Superintendent

1. **Call to Order:** Board Chair Cameron called the meeting to order at 8:05 a.m.

2. **Board Meeting Agenda Items:**

Three Year Capital Plan (2020-2023)
Alberta School Boards Association (ASBA) Input
Pembina Hills Transportation Letter

3. **Three-Year Capital Plan (2020-2023):** Associate Superintendent McFadyen presented information on the Three Year Capital Plan and responded to questions.

4. **Alberta School Boards Association (ASBA) Input:** Parkland School Division will provide input in their Strategic Planning.

5. **Pembina Hills Transportation Letter:** Pembina Hills School Division would like Parkland School Division to second their motion to change the speed limit for school buses. The Board supports the motion going forward to the ASBA Zone 2/3.

6. **Adjournment:**

Meeting adjourned at 9:25 a.m.

NEXT MEETING: Tuesday, April 16, 2019 @ 12:30 p.m.



**MINUTES OF THE PSD TOMORROW COMMITTEE
MEETING HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,
ALBERTA ON TUESDAY, APRIL 16, 2019.**

ATTENDANCE:

Eric Cameron, Board Chair (*arrived at 1:30 p.m.*)
Lorraine Stewart, Vice-Chair
Ron Heinrichs, Trustee
Sally Kucher-Johnson, Trustee
Paul McCann, Trustee
Darlene Clarke, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Dr. Dianne McConnell, Associate Superintendent
Scott McFadyen, Associate Superintendent
Keri Zylla, Recording Secretary

REGRETS:

Sally Kucher-Johnston, Trustee
Scott Johnston, Associate Superintendent
Jordi Weidman, Director, Communications & Strategic Planning

PRESENTERS: (*arrived 2:25 p.m. and left at 3:25 p.m.*)

Dr. Allan Bailey, Westview Primary Care Family Physician
Jesse Martineau, Film and Media Producer
Felicia Ochs, Wellness Coordinator

Board Vice Chair Stewart was Acting Chair for the PSD Tomorrow Meeting April 16, 2019.

1. Call to Order: Vice Chair Stewart called the meeting to order at 12:33 p.m.

1.1. Changes to the Agenda:

Add agenda item 2.6 Facility Review – Next Steps
Add agenda item 2.7 Transportation Engagement Evening
Add agenda item 4.1 PSBAA Information
Move agenda item 3.1 to work around the Social Innovation Presentation.

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

CARRIED

2. ADMINISTRATIVE UPDATES:

2.1. Board Meeting Dates: (May 7, May 28, and June 25, 2019)

Due to provincial budget release date delays the Board of Trustees agreed the May 28, 2019 Board Meeting, which was scheduled to present next year's preliminary budget report, will be held June 25, 2019 at 9:30 a.m. Board remuneration, which was also slated for the May 28, 2019 meeting, will be moved to the May 7, 2019 Regular Board Meeting, after the Audit Committee brings forth their recommendation. Discussion ensued.

2.2. Full Day Every Day Kinder Pilot:

Deputy Superintendent Francis shared information and gave background on the development of the Full Day Every Day Kindergarten Pilot Program at École Broxton Park School. Families have until the end of April to register for this programming option. Discussion ensued.

2.3. Walk for Common Ground:

Associate Superintendent Dr. McConnell gave information regarding the upcoming Walk for Common Ground. The purpose of this event is to bring together Indigenous and non-Indigenous people as allies. So far, Parkland School Division has 15 staff members and 160 students scheduled to walk various 1-5km sections of the route. Discussion ensued.

2.4. Pedestrian Parade:

Associate Superintendent Dr. McConnell gave information regarding both pedestrian parades. These are walk and talk events in support of mental health awareness month. The Wabamun Pedestrian Parade will be May 8, 2019, at 11:00 a.m. – 1:00 p.m., and the Spruce Grove and Stony Plain Pedestrian Parades will take place May 10, 2019, at 11:30 a.m. – 1:30 p.m.

2.5. Centre for Education (CFE) Supports Reconfiguration:

Superintendent Boyce gave an update on Principal Assignments and CFE Supports Reconfiguration. Discussion ensued.

2.6. Facility Review – Next Steps:

Superintendent Boyce reiterated that the recent Facility Utilization Report was a report requested by our Board of Trustees for the purposes of gathering information that will help them make informed decisions regarding capital planning and facility usage. She then requested that Board members consider what the next steps should be for this process and to communicate this to administration. Discussion ensued.

2.7. Transportation Engagement Evening:

Superintendent Boyce shared that administration is considering hosting engagement evenings in May, regarding transportation. Discussion ensued.

Future Board Agenda Items: Superintendent Boyce asked Trustees if any of the ‘Administration Updates’ should be brought forward at future board meetings. Discussion ensued.

Trustee Stewart called a recess at 1:40 p.m.

Meeting resumed at 1:50 p.m.

3. GOVERNANCE:

3.1. PSD Vision and Mission – May 8th Engagement:

Superintendent Boyce reviewed the process taken to date regarding revisiting our vision and mission statements. She shared the raw data gathered from all our stakeholder engagements this year in support of an upcoming review by Trustees on May 8, 2019. Discussion ensued.

3.2. Stakeholder Engagement Event May 16, 2019:

Superintendent Boyce shared this engagement event will be focused on a review of the PSD Education Plan and the PSD vision and mission statements. The invitation list and topics for discussion were deliberated.

3.3. Board Self-Evaluation:

Vice Chair Stewart led Trustees through a self-evaluation process of the Board and asked for additions to the Governance Status Update document, by April 24, 2019.

3.4. Social Innovation: (*presenters arrived at 2:25 p.m. and left the meeting at 3:25 p.m.*)

Associate Superintendent Dr. McConnell introduced Dr. Allen Bailey, Jesse Martineau, and Felicia Ochs, who then followed with their presentation on Social Innovation.

4. OTHER:

4.1. PSBAA Information:

Trustee Heinrichs shared that PSBAA Executive Director, Brian Callaghan, asked school boards to send in a breakdown of how tax exemptions have been addressed in their district by the end of April.

5. Adjournment:

Meeting adjourned at 3:48 p.m.

NEXT MEETING: Tuesday, May 21, 2019 @ 12:30 p.m.



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Lorraine Stewart, Board Vice Chair, TBAC Chair
Subject: **Teacher Board Advisory Committee (TBAC)**

The Board of Trustees receives for information, the TBAC minutes of April 16, 2019 as presented at the Regular Meeting of May 7, 2019.

LS:kz



**MINUTES OF THE TEACHER BOARD ADVISORY COMMITTEE
MEETING HELD AT THE ALBERTA TEACHERS ASSOCIATION,
LOCAL 10, OFFICE IN STONY PLAIN, ALBERTA ON TUESDAY,
APRIL 16, 2019**

ATTENDANCE:

Lorraine Stewart, Board Vice Chair, Parkland School Division No. 70
Anne Montgomery, Trustee, Parkland School Division No. 70
Ron Heinrichs, Trustee, Parkland School Division No. 70
Shauna Boyce, Superintendent, Parkland School Division No. 70
Mark Francis, Deputy Superintendent, Parkland School Division No. 70
Richard Kremp, President, Parkland Teachers' Local 10
Fran Bell, Parkland Teachers' Local 10
Jenny Calado, Parkland Teachers' Local 10
Scott Onuczko, Parkland Teachers' Local 10
Keri Zylla, Recording Secretary

REGRETS:

Sherry Constantin, Parkland School Division No. 70

1. CALL TO ORDER

The meeting was called to order by Committee Chair Stewart at 4:16 p.m. Treaty 6 was acknowledged. Meeting began with introductions and a review of the Teacher Board Advisory Committee (TBAC) purpose according to Board Policy 8.

1.1 Changes to the Agenda: None

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

CARRIED

1.2 Approve Minutes of February 19, 2019 Meeting:

MOVED by Ms. Bell to accept the minutes of February 19, 2019 Teacher Board Advisory Committee as presented.

CARRIED

2. UPDATES FROM DIVISION OFFICE

Superintendent Boyce provided updates:

- Administrative appointments were recently announced, and the scheduling of further interviews is underway.
- There are 6 schools that have more than 15 minute changes to their bells schedule times. Staff and families have all been notified. The bell schedule changes are part of a 4-pronged effort to reduce the transportation deficit: 1) cooperative busing agreements 2) transportation fee schedule increase 3) adjustments to school start and end times 4) adjustment to service level (which we anticipate will not be needed)

Using the first three strategies is saving hundreds of thousands of dollars, shortening bus ride times for students, and will result in 700 fewer children needing to use bus transfer sites.

- Report card assessment is still underway. The newly appointed Director of Education Services, will support the 2019-2020 implementation of the new Gr.1-9 report cards. Discussion ensued.

3. UPDATES FROM ATA

3.1. Transportation Changes: Mr. Kremp share some of the feedback he has heard from teachers regarding changes to bell schedules. It will be more difficult for part-time staff and substitute teachers to pick up jobs due to schedule differentials that may not work from morning to afternoon. Coaches and students on sports teams may also feel the effects of the schedule changes with practices and games after school with times between schools not aligning.

Deputy Superintendent Francis stated that administration will be meeting with the athletic associations to discuss the impact this may or may not have on sports teams and their coaches. Along with shorter ride-times for students, this structure will allow for more flexibility cancelling a single bus on a “snow-day” rather than all buses, and keeps education dollars used to cover the transportation deficit in the classrooms where it belongs. Discussion ensued.

3.2. Mentorship Update:

Ms. Bell gave information on the completed mentorship survey:

- 22 new teachers responded to the survey
- 12 new teachers have mentors
- 5 have prep-time to meet with their mentors

More work and consultation will be done to create the best case scenarios for mentoring.

4. DISCUSSION ITEMS

4.1. Inclusion Committee: Superintendent Boyce gave information regarding a joint committee of approximately six educators regarding inclusion. Discussion ensued.

4.2. Facility Utilization Review: Superintendent Boyce discussed the Facility Utilization Review that was presented to the Board April 2, 2019 as information. Recommendations from this report are not actionable at this point. The review is only one piece of the information that is used when trustees are making decisions. Discussion ensued.

5. ITEMS FOR FUTURE AGENDA: TBAC evaluation, mentorship, division PD pilot, inclusion committee

ADJOURNMENT

Meeting was adjourned 5:26 p.m.

Next Meeting: June 18, 2019 @ 5:00 pm, at Sorrentino’s



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **Benefit Committee**

The Board of Trustees receives for information, the Benefit Committee minutes of April 23, 2019 as presented at the Regular Meeting of May 7, 2019.

Background:

Benefex reported that employees can now access plan information on the mobile application and on the website.

The 2018 report and the interim report for the first 3 months of 2019 were reviewed and discussed. The Health Spending Account (HSA) is up by 6.1% based on the total HSA account claims cost. Benefex reviewed the analysis of potential plan changes for paramedical services, based on adjusting per/visit maximum coverage levels.

SM:rg



**MINUTES OF THE BENEFITS COMMITTEE MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON
TUESDAY, APRIL 23, 2019.**

ATTENDANCE:

Lisa Farough, NUG, Chair
Regan Cwynar, IUOE
Sally Kucher-Johnston, Trustee
Charlene Antal, CAAMSE
Lorraine Redl, CAAMSE
Brad Seib, Benefex Consulting Inc.
Kyle Stinson, Benefex Consulting Inc.
Scott McFadyen, Associate Superintendent
Shae Abba, Director, Human Resources
Cheryl Hardy, Payroll
Roxanne Genereux, Recording Secretary

REGRETS:

Myra Morrill, IUOE
Gordon Morrison, IUOE

1. CALL TO ORDER

The meeting was called to order at 3:32 pm by Chair Ms. Farough

1.1 Changes to the Agenda

There were no additions to the agenda.

1.2 Approval of the Agenda

MOVED by Mr. Cwyar that the agenda be approved as presented.

CARRIED

2. BUSINESS ARISING FROM THE MINUTES

2.1 Approval of Minutes

MOVED by Ms. Antal that the minutes be approved as presented.

CARRIED

3. REPORTS/UPDATES

3.1 Plan Member Site Functionality

Benefex reviewed why there was limited functionality on the Sunlife website, this has now been adjusted on the website. Members can review the balance of their services on the Sunlife website, this service should follow on the mobile application in due course.

3.2 Experience Report

Benefex reviewed the 2018 report and the interim report for the first 3 months of 2019, with the benefit committee. HSA claim costs are up by 6.1% from last year based on the total HSA claims costs.

3.3 Paramedical Practitioner Consideration

Benefex reviewed the analysis of potential plan changes for paramedical services, based on adjusting per/visit maximum and coverage levels.

Benefit committee members to bring the information back to their groups to gather feedback on the potential adjustments to plan changes.

Benefex to confirm with Sunlife if plan members will still be able to direct bill if the service isn't fully covered by benefits.

4. MEMBERS CORNER FEEDBACK

None came up.

5. ITEMS FOR FUTURE AGENDAS

- Experience Report
- Feedback Discussion with the Union groups and Non-Union groups

6. ADJOURNMENT

The meeting was adjourned at 4:31 pm.

NEXT MEETING 2019-2020 in Sept, TBD



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Ron Heinrichs, Trustee, Audit Committee Chair
Originator: Scott McFadyen, Associate Superintendent
Subject: **Audit Committee**

The Board of Trustees receives for information, the Audit Committee minutes of April 30, 2019 as presented at the Regular Meeting of May 7, 2019.

SM:rg



**MINUTES OF THE AUDIT COMMITTEE MEETING
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA
ON TUESDAY, APRIL 30, 2019**

ATTENDANCE:

Ron Heinrichs, Trustee, Chairperson
Darlene Clarke, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Scott McFadyen, Associate Superintendent
Jason Krefting, Director, Financial Services
Roxanne Genereux, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Trustee Heinrichs

Res. 059-19 MOVED by Trustee Clarke that the meeting agenda be approved as presented.

CARRIED

ACTION ITEMS

2. Introductions

No introductions were required.

3. Budget Assumptions

Associate Superintendent McFadyen presented the 2019-2020 Preliminary Budget Assumptions. Associate Superintendent McFadyen, discussed how the assumptions are the building blocks of the budget and any differences from the assumptions may have a significant impact on actual results.

Superintendent Boyce, Associate Superintendent McFadyen and Director of Business and Finance Mr. Krefting answered questions from the Audit Committee.

The Audit Committee recommends approval of the 2019-2020 budget assumptions to the Board with a minor change to the wording in the Inclusive Education section.

4. Update on Public Member

Associate Superintendent McFadyen presented two resumes for the public member position with the Audit Committee. The Audit Committee recommends that Associate Superintendent McFadyen and the Audit Committee members proceed with interviews in May 2019.

5. Items for Future Agendas

- Review Preliminary Budget

ADJOURNMENT: Meeting adjourned at 1:46 p.m.

Next meeting will be held on June 17, 2019 at 1:00 p.m.



MEMORANDUM

Date: May 7, 2019
To: Board of Trustees
From: Shauna Boyce, Superintendent
Originator: Scott McFadyen, Associate Superintendent
Subject: **Transportation Response to Request for Information**

The Board of Trustees receives for information, the following transportation update as presented at the Regular Meeting of May 7, 2019.

SM:rg



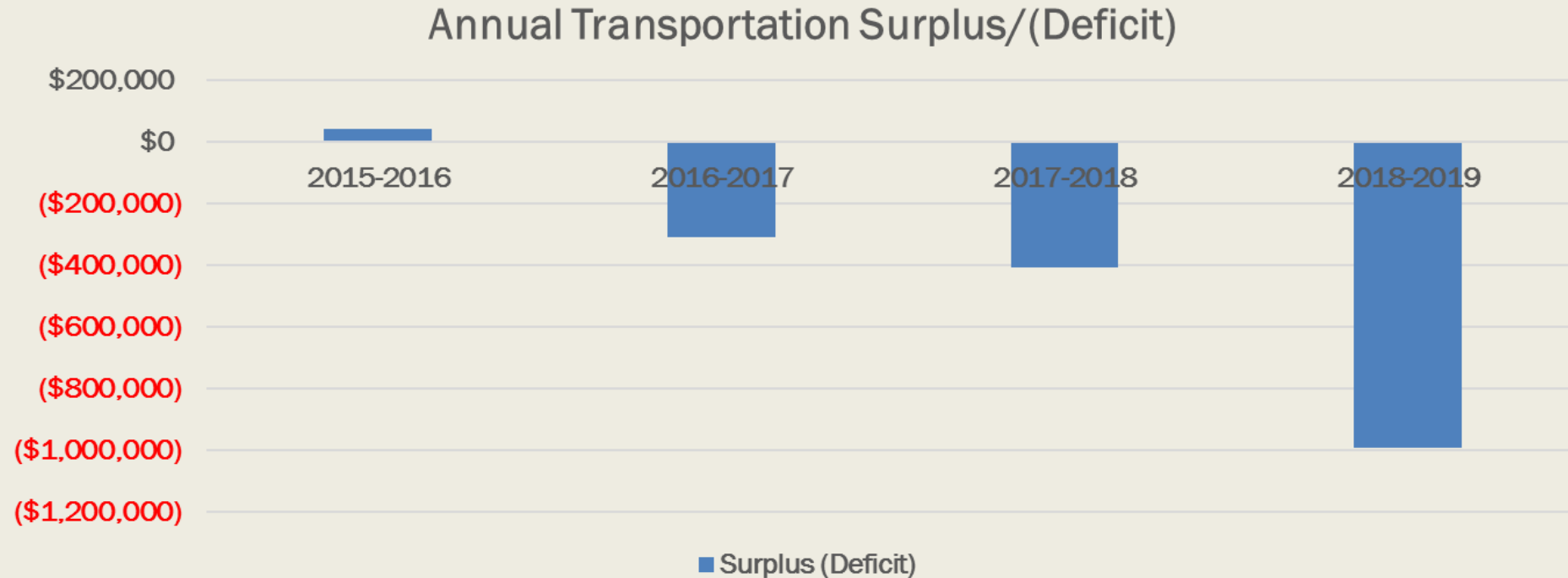
TRANSPORTATION SERVICES UPDATE – 2019-2020

Parkland School Division No. 70

May 7, 2019

Background

PSD transports approximately 8,300 riders and has a student enrolment of 11,284. PSD has been experiencing a transportation deficit in the last two school years ranging from \$300 to \$400K and this year, approaching one million.



Background Cont'd

- The transportation shortfall grew over the years as a result of:
 - *Opening of two new schools in Spruce Grove resulted in reduced transportation funding of eligible students.*
 - *Unchanged level of services for cross attendance and ineligible students (2,300 ineligible students) where actual costs exceed collected transportation fees*
 - *Providing special needs and early education transportation on different buses*
 - *Several cooperative bussing agreements running at a financial loss*
 - *Not increasing fees in 2018-2019*
 - *Government of Alberta restrictions that limit fee increases*

- In the fall of 2018, the Board of Trustees expressed a will to balance the transportation budget for the 2019-2020 school year and keep the instructional dollars in classrooms.

- PSD worked with experts in transportation departments in other Divisions that ran similar complex transportation systems to identify best practices and viable options to reduce spending.

2018-2019 Transportation Plan

- PSD looked at four (4) different areas to address the overall transportation deficit:
 - 1) *Review of cooperative busing agreements*
 - 2) *Transportation fee increase for ineligible students for 2019-2020*
 - 3) *Bell Time Review for 2019-2020*
 - 4) *AP 550 – Student Transportation Service Levels – remain status quo as much as possible*

Cooperative Bussing Agreements

- Administration has reviewed Cooperative bussing agreements and its respective costs.
- The Cooperative Agreements for 2019-2020 with **Wild Rose School Division and St. Thomas Aquinas Roman Catholic** are cancelled.
 - *The estimated net savings (costs less grants) - \$100,000*
- Reduction of provided buses for cooperative bussing with Black Gold School Division (3 buses in 2019-2020 vs. 4 in 2018-2019)
- Agreements with Grand Yellowhead and Black Gold school divisions to be reviewed further in 2019-2020

2019-2020 Transportation Fees

- ❑ The Board of Trustees approved an increase to all transportation fees on March 5, 2019;
- ❑ The transportation fee increases are subject to Minister's approval;
- ❑ Parents to pay their ineligible transportation fees by June 28, 2019;
- ❑ Estimated increase in revenues - \$100,000

Fee Category	2019-2020	2018-2019
Urban ineligible students (<2.4 km)	\$350	\$300
Rural ineligible students (<2.4 km)	\$100	\$50
Cross Attendance (school of choice)	\$470	\$420
Alternate Drop off/Pick Up	\$350	\$300
K – ineligible transportation fees	Half of Associated Fee	Half of Associated Fee

AP 550 – Student Transportation Services

- AP 550 was revised, shared with the staff and the Board.
- Ineligible student **may** be provided transportation to their designated school, school of choice or cross attendance school provided there is available capacity and there is no change required to the existing route.
- Bus routes will be designed to maximize efficiencies and minimize ride times.
- Bus stops in safe locations
- Reasonable walk limits
- The Transportation Services Parent Handbook – updated on the website
- Overall, no significant changes to service levels anticipated

Bell Time Review and Guiding Principles

Purpose: Reduce complexity of the transportation system and identify saving opportunities.

Guiding Principles:

- Ensure appropriate instructional time without negative impact to student instruction
- Separate rural and urban transportation routes as much as possible to allow flexibility during severe weather conditions
- Maintain the overall average ride times under 1 (one) hour for transportation services of eligible students to and from their designated schools
- Keep proposed changes to the bus arrival and departure times within an hour
- Minimal impact on supervision in schools
- Increase direct bussing for students (fewer students using transfer sites)

Bell Time Review and Guiding Principles

Anticipated Results:

- Direct bussing more students
- Removed 700 student from going through the transfer stations
 - Reduce congestions and improved safety
 - Less chance of a student getting on the wrong bus
- Separation from urban and rural routes
- Reduce operating costs by \$600,000+

Bell Time Changes

- Rural schools:
 - *Buses start earlier and bring high school students to towns*
 - *Elimination of extra feeder buses where possible*
 - *Parkland Village students dropped off before the buses come to the City*
- Urban schools:
 - *Minor adjustments in most schools, except Copperhaven, Greystone and Millgrove*
 - *Copperhaven, Greystone and Millgrove bus arrival time at 8:50 am and bus departure time at 4 pm*
- Special Needs (SN) (Gr 1 to 12) bussing:
 - *Minor adjustments in most continue to run them separately from Early Education (EE) Bussing*
- Early Education (EE) bussing provided by the same equipment (SN buses) as double runs
 - *Elimination of EE routes and reducing overall SN transportation costs*

Schools with no changes

(to the current bus arrival and departure times and overall day)

Rural Schools:

- Entwistle School (8:15 AM to 3:30 PM)
- Muir Lake School (7:35 AM to 2:45 PM)
- Seba Beach School (8:25 AM to 3:25 PM)
- Tomahawk School (8:15 AM to 3:15 PM) – (2 min change)

Urban Schools:

- Connections for Learning (8:15 AM to 3:15 PM)

Schools with Minor Changes to the Overall Day Less than 15 minutes

Rural Schools: (7:35 AM to 2:45 PM)

- Blueberry School – 10 minutes longer
- Duffield School – 5 minutes longer (40 min earlier drop off and 35 min earlier pickup)
- Graminia School – 5 minutes shorter
- Parkland Village School – 10 minutes longer (40 min earlier drop off and 30 min earlier pickup)
- Wabamun School – 15 minutes longer (40 min earlier drop off and 25 earlier pickup)

Schools with Minor Changes to the Overall Day (drop off / pickup) Less than 15 minutes

Urban Schools: (8:15 AM to 3:15 PM) – up to 5 minutes longer or shorter

- Brookwood School, Ecole Broxton Park School, Ecole Meridian Heights School, Forest Green School, High Park School, Stony Plain Central, Woodhaven Middle School

Remaining Urban Schools:

- Prescott Learning Centre (8:10 AM to 3:05 PM) – no change to the day
- Spruce Grove Composite High School (8:10 AM to 3:15 PM) – 5 minutes longer
- Memorial Composite High School (8:00 AM to 3:45 PM) – 10 minutes longer

Schools with Changes to the Overall Day Over 15 minutes

Urban Schools: (8:50 AM to 4:00 PM)

- Copperhaven School– 25 minutes shorter (50 min later drop off and 25 min later pickup)
- Greystone Centennial Middle School – 25 minutes shorter (50 min later drop off and 25 min later pickup)
- Millgrove School – 13 minutes longer (30 min later drop off and 43 minute later pickup)

School with Changes to the Start or the end of the Day over 15 Minutes

Rural Schools:

- Duffield – AM 40 minutes earlier drop off (8:15 – 7:35), PM 35 minutes earlier pickup (3:20 – 2:45)
- Wabamum – AM 40 minutes earlier drop off (8:15 – 7:35), PM 25 minutes earlier pickup (3:10 – 2:45)
- Parkland Village – AM 40 minutes earlier drop off (8:15 – 7:35), PM 25 minutes earlier pickup (3:15 – 2:45)

Urban Schools:

- Copperhaven – AM 50 minutes later drop off (8:00 – 8:50), PM 25 minutes later pickup (3:35 – 4:00)
- Greystone – AM 50 minutes later drop off (8:00 – 8:50), PM 25 minutes later pickup (3:35 – 4:00)
- Millgrove – AM 30 minutes later drop off (8:20 – 8:50), PM 43 minutes later pickup (3:17 – 4:00)

Early Education Transportation

- Early Education (EE) bussing provided by the same equipment (SN buses) as double runs
- Programming would start at 9:45 AM to 12:30 PM and 1:15 PM to 4:00 PM
- Boundaries would be urban plus 10 minutes out to reach rural locations.
- Eligible students for transportation who reside outside of the Early Education boundaries will be offered parent provided transportation.
- Elimination of 7 EE routes and reducing SN transportation costs

Anticipated Results - Advantages

General Achievements:

- Meet the Board of Trustees will to balance transportation budget
- Keep \$1 million dollars in classrooms for instruction

Reduced System Complexity:

- Ability to run Urban buses in a weather event, if Rural routes cancelled
- Improve ride times for many students
- Direct bussing for 10 to 12 routes (no transfer site)
 - *Easier for students*
- 700 (approx.) students not being transported through transfer sites
- Fewer buses on the road, resulting in reduced congestion around schools
- Improve ride times for many students

Anticipated Results - Disadvantages

Impact on Contractors:

- Routes have been revised
- About 30 routes have been amalgamated (this includes EE routes)
- Changes in place for 2019-2020
- Contracts with significant changes going to tender
- Lower revenues

Impact on Students and Parents:

- Early or later starts and ends to the day
- Before and After school arrangements
- After school athletic schedules

RFP– Tendering of Transportation Services

(Request for Proposal - RFP)

- RFP Timeline: April 10, 2019 to April 30, 2019
- Termination of amalgamated and changed routes
 - Routes with changes (40% change in KM's or less) remained with existing contractor unless the contract expires in 2019
 - Routes with more significant changes have been terminated and retendered to ensure open, fair and transparent process
- Evaluation of RFP Results – May 1 to May 17, 2019
- Award Timeline: May 21, 2019

History of Key Milestones & Communication

- **September 17, 2018:** Trustee Summit – A discussion on Transportation issues
- **October 16, 2018:** PSD Tomorrow – A discussion on a multi-tiered approach of reducing and/or eliminating the transportation deficit
- **December 11, 2018:** Regular Board meeting – Approval of the cooperative bussing cancellation
- **December 18, 2018:** Strategic Planning meeting – Discussed transportation deficit, plan to re reduce deficit and revised AP 550
- **January 16, 2019:** Lead Team – Principals updated on Bell Time Review, cooperative bussing and fee increase
- **January 25, 2019:** Bell Time Review Working Group Established, discussions with Evergreen Catholic Separate Regional Division (ECSR) regarding the review. The group consists of Education, Early Learning, Communication, Transportation and Corporate Service representatives.
- **January to April 2019: Bell Time Review Working Group:** Meet regularly and engage with principals impacted by significant change in bell times
- **February 19, 2019:** PSD Tomorrow – 2019-2020 transportation fees increase discussion
- **March 4, 2019:** The Board Chair and Administration meet with the Deputy Minister and his staff to discuss transportation issues

History of Key Milestones & Communication

- **March 5, 2019:** Board approval of 2019-2020 transportation fees
- **March 20, 2019:** Lead Team - Principals updated on Bell Time Proposed Changes
- **April 1, 2019:** Meeting with Transportation Contractors re transportation changes
- **April 1 and 2, 2019:** Schools and Central Office Updates,
- **April 3, 2019:** Parents, Local ATA and Regional Stakeholders informed. Articles prepared for every school newsletter
- **April 10, 2019 – April 30, 2019** – RFP for Transportation Services posted
- **April 17:** Lead Team – Discussed communication that is required at each schools. Bell times to be posted by April 30, 2019
- **May 7:** Board meeting – Provided an update on Transportation services and the 4 prongs to reduce the deficit
- TBD (May) – Transportation engagement / information sessions