

# REGULAR BOARD MEETING

## AGENDA

September 13, 2022 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/SKnHPh0AJ3I>



**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**

**September 13, 2022, at 9:00 AM**

**Live-Streaming:** <https://youtu.be/SKnHPh0AJ3I>

Page Number	<b>A G E N D A</b>
-1-	<b>1. CALL TO ORDER at 9:00 AM</b> 1.1. Oath of Office 1.1.1. Board Chairperson 1.1.2. Vice-Chairperson 1.2. Land Acknowledgement 1.3. National Anthem 1.4. Personal Reflection 1.5. Trustee Announcements 1.6. Changes to the Agenda 1.7. Approval of the Agenda
-4- -10-	<b>2. APPROVAL OF MINUTES</b> 2.1. Organizational Meeting of June 21, 2022 2.2. Regular Meeting of June 21, 2022
	<b>3. BUSINESS ARISING FROM THE MINUTES</b>
	<b>4. DELEGATION / PRESENTATION</b>
	<i>Recess Period / Public Question Period</i>
	<b>5. BOARD CHAIR REPORT</b>
	<b>6. SUPERINTENDENT REPORT</b>
	<b>7. ACTION ITEMS</b>
-17- -22-	<b>8. ADMINISTRATIVE REPORTS</b> 8.1. 2022 Facilities Summer Work Report (S. McFadyen, S. LaBrie) 8.2. Where the World Opens Up Report (S. Johnston)

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-34-	8.3. Human Resources 2021-2022 Report (M. Francis, S. Abba)	
-54-	<b>9. TRUSTEE REPORTS</b> 9.1. Governance & Planning Session (L. Stewart) 9.2. Alberta School Boards Association (J. Osborne, L. Stewart) 9.3. Public School Boards' Association of Alberta (E. Cameron, A. Wagner) 9.4. Chamber of Commerce (L. Stewart) 9.5. Canadian School Boards Association (J. Osborne, L. Stewart, A. Wagner)	
	<b>10. FUTURE BUSINESS</b> 10.1. Meeting Dates:	
	<i>Board – Open to the Public:</i>	
	Oct 11, 2022	----- Regular Board Meeting 9:00 AM, Centre for Education <i>(Meeting Live-Streamed for Public)</i>
	<i>Committees – Closed to the Public:</i>	
	Sep 20, 2022	----- Audit Committee 1:00 PM, Centre for Education
	Sep 22, 2022	----- Benefits Committee 3:30 PM, Centre for Education
	Sep 23, 2022	----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
	Sep 27, 2022	----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>
	Oct 11, 2022	----- Teacher Board Advisory Committee 4:15 PM, Centre for Education
	Oct 28, 2022	----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
	<i>By Invitation:</i>	
	Oct 03, 2022	----- Shikaoi Luncheon 11:30 AM, Memorial Composite High School
	Oct 03, 2022	----- Parkland County and Parkland School Division Joint Meeting 5:30 PM, Centre for Education
	<i>Other:</i>	
	Oct 04, 2022	----- Council of School Councils 7:00 PM, Centre for Education

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	10.2. Notice of Motion 10.3. Topics for Future Agendas 10.4. Requests for Information 10.5. Responses to Requests for Information
	<b>11. IN-CAMERA:</b>
	<b>12. ACTION IN RESPONSE TO IN-CAMERA</b>
	<b>13. ADJOURNMENT</b>



**MINUTES OF THE  
ORGANIZATIONAL MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY  
PLAIN, ALBERTA ON TUESDAY, JUNE 21, 2022, AT 9:00 AM**

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**TRUSTEE ATTENDANCE:**

Aileen Wagner, Ward 1  
Lorraine Stewart, Ward 2  
Aimee Hennig, Ward 3  
Paul McCann, Ward 4  
Eric Cameron, Ward 5  
Anne Montgomery, Ward 5  
Jill Osborne, Ward 5

**ADMINISTRATION ATTENDANCE:**

Shauna Boyce, Superintendent  
Mark Francis, Deputy Superintendent  
Scott Johnston, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Dr. Meg Miskolzie, Associate Superintendent  
Jordi Weidman, Director, Strategic Communications  
Keri Zylla, Recording Secretary

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**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. with Associate Superintendent McFadyen (Secretary-Treasurer), presiding as Chair.

**TREATY SIX ACKNOWLEDGEMENT**

**NATIONAL ANTHEM**

**ACCEPTANCE OF THE AGENDA**

**Res 048-22**

**MOVED by** Trustee Montgomery that the Board of Trustees accepts the Organizational Meeting Agenda of June 21, 2022, as amended.

**CARRIED UNANIMOUSLY**

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Board Chair

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Secretary-Treasurer

**Amendment:** Change the Appointment of Scrutineers from Mr. Johnston and Mr. Francis, to Mr. Johnston and Dr. Miskolzie.

#### **ELECTION PROCEDURES**

##### **Ballot Vote**

**Res 049-22**

**MOVED by** Trustee Stewart that the elections of Chairperson and Vice-Chairperson be held electronically, by secret ballot.

**CARRIED UNANIMOUSLY**

##### **Appointment of Scrutineers**

**Res 050-22**

**MOVED by** Trustee McCann that Mr. Johnston and Dr. Miskolzie be appointed as scrutineers.

**CARRIED UNANIMOUSLY**

##### **Election by Simple Majority Vote**

**Res 051-22**

**MOVED by** Trustee Cameron that the Board of Trustees elect the Chairperson and Vice-Chairperson by simple majority of the Trustees present.

In the event that three (3) or more Trustees are vying for the position, the candidate with the lowest number of votes will be removed from the electronic ballot if a simple majority is not achieved in the first vote. If there is a tie for the lowest vote, a simple majority vote of the candidates with the lowest number of votes will be held to determine who remains in the voting. If a tie remains after the subsequent vote the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority. A new vote will be taken with the remaining candidates until a majority of the Trustees vote for one candidate.

If only two candidates are vying for the position, in case of a tie after three (3) rounds of voting, the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority.

**CARRIED UNANIMOUSLY**

##### **Appointment of Committees**

**Res 052-22**

**MOVED by** Trustee Hennig that if more members are nominated to a committee or agency than there are positions available, an election, by secret ballot, shall be held, and further, those candidates receiving the largest number of votes shall be declared elected.

**CARRIED UNANIMOUSLY**

### **ELECTION OF CHAIRPERSON**

Presiding Chair, Associate Superintendent McFadyen, called for nominations for the position of Board Chairperson.

Trustee Cameron nominated Trustee Stewart for the position of Board Chairperson. Trustee Stewart accepted the nomination.

Presiding Chair McFadyen, called a second and third time for further nominations. There were no further nominations.

### **Nominations Cease**

**Res 053-22**

**MOVED by** Trustee Montgomery that nominations for the position of Board Chairperson, cease.

**CARRIED UNANIMOUSLY**

Trustee Stewart was declared Chairperson of the Board of Trustees, by acclamation.

Presiding Chair McFadyen noted that the Oath of Office for Board Chairperson will occur at the first 2022-2023 Regular Board Meeting in September.

### **ELECTION OF VICE-CHAIRPERSON**

Presiding Chair McFadyen, called for nominations for the position of Vice-Chairperson.

Trustee Montgomery nominated Trustee Osborne for the position of Vice-Chairperson. Trustee Osborne accepted the nomination.

Presiding Chair McFadyen, called a second time for nominations.

Trustee Montgomery nominated Trustee McCann for the position of Vice-Chairperson. Trustee McCann accepted the nomination.

Presiding Chair McFadyen, called a third time for any further nominations. There were no further nominations.

### **Nominations Cease**

**Res 054-22**

**MOVED by** Trustee Hennig that nominations for the position of Board Vice-Chairperson, cease.

**CARRIED UNANIMOUSLY**

*Trustee Osborne and Trustee McCann were each allotted 3 minutes to speak regarding their nominations, prior to the voting process.*

*Scrutineers, Mr. Johnston and Dr. Miskolzie, distributed ballots and collected the ballots. Scrutineers exited at 9:13 a.m. to count the ballots, returning at 9:15 a.m.*

*Results were provided to Presiding Chair McFadyen.*

Trustee Osborne was declared Vice-Chairperson of the Board of Trustees, by a simple majority vote.

Presiding Chair McFadyen noted that the Oath of Office for Board Vice-Chairperson will occur at the first 2022-2023 Regular Board Meeting in September.

*Presiding Chair McFadyen transferred chair to Board Chair Stewart at 9:16 a.m.*

**Res 055-22**

**APPOINTMENT OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES**  
**MOVED by** Trustee Cameron that the Board of Trustees appoints the following members as representatives to Committees for the 2022-2023 school year, effective September 1, 2022, as presented at the Organizational meeting of June 21, 2022.

**Alberta School Boards Association (ASBA), Zone 2/3:**

*Trustee Osborne, Trustee Stewart*

**Alberta Teachers' Association (ATA) Labour Relations:**

*Trustee Cameron, Trustee Hennig, Trustee McCann*

**Audit Committee:**

*Trustee Cameron, Trustee McCann, Trustee Osborne*

**Benefit Plan Advisory Committee:**

*Trustee Wagner*

**Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations:**

*Trustee McCann, Trustee Montgomery, Trustee Stewart*

**Council of School Councils (COSC):**

*Trustee Stewart*

**International Union of Operating Engineers (IUOE) Labour Relations:**

*Trustee Hennig, Trustee McCann, Trustee Montgomery*

**Public School Boards' Association of Alberta (PSBAA) Council:**

*Trustee Cameron, Trustee Wagner*

**Rural Caucus of Alberta School Boards (RCASB):**

*Trustee Wagner*

**Spruce Grove Joint Use Committee:**

*Trustee Osborne*

**Stony Plain Joint Use Committee:**

*Trustee McCann*

**Teacher Board Advisory Committee (TBAC):**

*Trustee Hennig, Trustee Montgomery, Trustee Wagner*

**Teachers' Employer Bargaining Association (TEBA):**

*Trustee Stewart*

**CARRIED UNANIMOUSLY**

Vice-Chair Montgomery provided additional information and responded to questions.

**Res 056-22**

**DESTRUCTION OF VOTING RECORD**

**MOVED by** Trustee Wagner that the Board of Trustees authorizes the destruction of any voting record of ballots cast during the Organizational Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

*Scrutineer, Mr. Johnston, exited the meeting at 9:20 a.m. and destroyed the ballots, re-entering the meeting at 9:23 a.m.*

**Res 057-22**

**2022-2023 BOARD REMUNERATION**

**MOVED by** Trustee Osborne that the Board of Trustees approve the Board Remuneration for the 2022-2023 school year.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen provided additional information and responded to questions.

**Res 058-22**

**ESTABLISHMENT OF 2022-2023 MEETING DATES**

**MOVED by** Trustee Hennig that the Board of Trustees approve the 2022-2023 Meeting Dates, as amended at the Organizational Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

**Amendment:** Alberta School Boards Association Zone 2/3 Meeting Dates and the Public School Boards' Association of Alberta Council Meeting Dates were added, as well as updates to several conferences with unknown dates or locations, which now include that pertinent information.

Board Chair Stewart provided additional information and responded to questions.

**Res 059-22**

**BOARD ANNUAL WORK PLAN 2022-2023**

**MOVED by** Trustee Osborne that the Board of Trustees approves the 2022-2023 Board Annual Work Plan, as amended at the Organizational Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

**Amendment:** The recommendation is for the 2022-2023 Board Annual Work Plan rather than the 2021-2022 Board Annual Work Plan, and the September 13, 2022, Board meeting will commence at 9am.

**DISCLOSURE STATEMENTS**

Trustees are required to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7: Board Operations, Article 13, as presented at its Organizational Meeting of June 21, 2022.

Associate Superintendent McFadyen provided additional information.

**ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.



**MINUTES OF THE  
REGULAR BOARD MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY  
PLAIN, ALBERTA ON TUESDAY, JUNE 21, 2022, AT 9:30 AM**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair  
Anne Montgomery, Vice-Chair  
Aimee Hennig, Trustee  
Aileen Wagner, 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  
Jason Krefting, Director, Financial Services  
Katherine Mann, Division Principal, Indigenous Education and Numeracy  
Jordi Weidman, Director, Strategic Communications  
Keri Zylla, Recording Secretary

**GUEST PRESENTERS:**

Cherie Lovsund, Principal, Duffield School  
Charity Alook, Indigenous Education Facilitator  
Alex Sargent, Grade 8 Student, Duffield School  
Nellou Maw, Grade 8 Student, Duffield School  
Ashton Jacobsen, Grade 8 Students, Duffield School

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**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:30 a.m.

**TREATY SIX ACKNOWLEDGEMENT**

Prior to the Treat Six Acknowledgement, Board Chair Stewart acknowledged National Indigenous Day and the celebration of Summer Solstice.

**NATIONAL ANTHEM**

**PERSONAL REFLECTION**

**ANNOUNCEMENTS**

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**APPROVAL OF THE AGENDA**

**Res 060-22**

**MOVED by** Trustee McCann that the agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 061-22**

**MOVED by** Trustee Osborne that the minutes of the Regular Board Meeting held on May 24, 2022, be approved as presented.

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 062-22**

**MOVED by** Trustee Wagner that the minutes of the Special Meeting held on June 10, 2022, be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

A delegation from Duffield shared Indigenous Education and celebration of Spirit and ways of knowing and being. Duffield Grade 8 students shared their experiences participating in the Indigenous Culture Camp at Duffield School

*Board Chair Stewart called a recess at 10:03 a.m. while members of the delegation exited. The meeting resumed at 10.08 a.m.*

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

**QUESTION PERIOD:**

*There were no questions submitted to the Board at [Board@psd.ca](mailto:Board@psd.ca), for the June 21, 2022, Question Period.*

**ACTION ITEMS****Res 063-22****REVISED BOARD POLICY 11: BOARD DELEGATION OF AUTHORITY**

**MOVED by** Vice-Chair Montgomery that the Board of Trustees approves the Revised Board Policy 11: Board Delegation of Authority, as recommended by the Policy Review Committee and presented at the Regular Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

Board Chair Stewart and Vice-Chair Montgomery provided additional information and responded to questions.

**Res 064-22****ATTENDANCE AREA REVIEW RECOMMENDATION A3: ADDRESS CAPACITY AT PRESCOTT LEARNING CENTRE**

**MOVED by** Trustee McCann that the communities of Tonewood, Fenwyck, and Easton be re-designated to the Brookwood School and Woodhaven Middle School attendance boundaries, effective the beginning of the 2023-2024 school year.

Further, that any current, affected students who will be in Grades 7-9 at Prescott Learning Centre in the 2023-2024 school year be permitted to remain at Prescott Learning Centre (legacy) until they complete Grade 9, and that their families are not assigned school-of-choice fees for those students who legacy and require transportation to Prescott Learning Centre, as recommended by Administration and presented at the Regular Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

*Board Chair Stewart transferred chair to Vice-Chair Montgomery at 10:44 a.m., and resumed chair at 10:46 a.m.*

Superintendent Boyce provided additional information and responded to questions.

Res 065-22

**ATTENDANCE AREA REVIEW RECOMMENDATION B: RE-DESIGNATE MCLAUGHLIN COMMUNITY TO WOODHAVEN AND BROOKWOOD SCHOOLS**

**MOVED by** Trustee Wagner that the Spruce Grove community of McLaughlin be re-designated to the Brookwood School and Woodhaven Middle School attendance boundaries, effective the beginning of the 2023-2024 school year.

Further, that any current, affected students who will be in Grades 7-9 at Copperhaven School in the 2023-2024 school year be permitted to remain at Copperhaven School (legacy) until they complete Grade 9, and that their families are not assigned school-of-choice fees for those students who legacy and require transportation to Prescott Learning Centre, as recommended by Administration and presented at the Regular Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

*Board Chair Stewart transferred chair to Vice-Chair Montgomery at 11:04 a.m., and resumed chair at 11:05 a.m.*

Superintendent Boyce provided additional information and responded to questions.

Res 066-22

**ATTENDANCE AREA REVIEW RECOMMENDATION F: ADDRESS CAPACITY AT HIGH PARK SCHOOL**

**MOVED by** Trustee McCann that the rural area north of Highway 16 currently designated to High Park School be re-designated to the Muir Lake School attendance boundary, effective the beginning of the 2023-2024 school year.

Further, that any current, affected students who will be in Grades 7-9 at High Park School in the 2023-2024 school year be permitted to remain at High Park School (legacy) until they complete Grade 9, and that their families are not assigned school-of-choice fees for those students who legacy and require transportation to High Park School, as recommended by Administration and presented at the Regular Meeting of June 21, 2022.

**CARRIED UNANIMOUSLY**

Superintendent Boyce provided additional information and responded to questions.

*Board Chair Stewart called a recess at 11:20 a.m. The meeting resumed at 11:30 a.m.*

## ADMINISTRATIVE REPORTS

### 2021-2022 THIRD QUARTER FINANCIAL REPORT AND FORECAST

The Board of Trustees received for information, the 2021-2022 Third Quarter Financial Report and Forecast.

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

*Mr. Krefting exited the meeting at 11:40 a.m.*

### 2021-2022 INDIGENOUS EDUCATION REPORT

The Board of Trustees received for information, the 2021-2022 Indigenous Education Report.

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

### SCIENCE, TECHNOLOGY, ENGINEERING, ARTS AND MATHEMATICS (STEAM) REPORT

The Board of Trustees received for information, the Science, Technology, Engineering, Arts and Mathematics (STEAM) Report.

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

*Ms. Mann exited the meeting at 12:08 p.m.*

## TRUSTEE REPORTS

### GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the June 14, 2022, Governance & Planning Session.

### TEACHER BOARD ADVISORY COMMITTEE

The Board of Trustees received for information, the Teacher Board Advisory Committee Report.

### ALBERTA SCHOOL BOARDS ASSOCIATION

Trustee Cameron provided Trustees with his report.

### PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Trustee Wagner provided Trustees with her report.

### CHAMBER OF COMMERCE

There was no report.

## FUTURE BUSINESS

### MEETING DATES:

#### *Board – Open to the Public:*

Sep 13, 2022 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

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

Aug 30, 2022 ----- Governance & Planning Session 9:00 AM, Centre for Education (*morning only*)

Sep 20, 2022 ----- Audit Committee 1:00 PM, Centre for Education

Sep 22, 2022 ----- Benefits Committee 3:30 PM, Centre for Education

Sep 27, 2022 ----- Governance & Planning Session 9:00 AM, Centre for Education (*full day*)

### NOTICE OF MOTION

There was no notice of motion.

### TOPICS FOR FUTURE AGENDAS

There were no topics for future agendas.

### REQUESTS FOR INFORMATION

There were no requests for information.

### RESPONSES TO REQUESTS FOR INFORMATION

There were no responses to requests for information.

### IN-CAMERA: LAND

**Res 067-22**

**MOVED by** Trustee Osborne that the Board of Trustees move to In-Camera at 12:15 p.m.

**CARRIED UNANIMOUSLY**

*The meeting live-stream recording was paused. Deputy Superintendent Francis, Associate Superintendent Johnston, Associate Superintendent Dr. Miskolzie and Mr. Weidman exited the public meeting in the Boardroom. Board Chair Stewart, Vice-Chair Montgomery, Trustee Wagner, Trustee Hennig, Trustee McCann, Trustee Cameron, Trustee Osborne, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla remained in the Boardroom for the In-Camera meeting at 12:15 p.m.*

### MOTION TO REVERT TO A PUBLIC MEETING

**Res 068-22**

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

**CARRIED UNANIMOUSLY**

*Mr. Weidman re-entered the Boardroom. Board Chair Stewart, Vice-Chair Montgomery, Trustee Wagner, Trustee Hennig, Trustee Cameron, Trustee Osborne, Superintendent Boyce, Associate Superintendent McFadyen and Ms. Zylla exited the private In-Camera meeting, remained in the Boardroom. The public meeting and live-stream resumed at 12:35 p.m.*

**ACTION IN RESPONSE TO IN-CAMERA**

There was no action in response to In-Camera.

**ADJOURNMENT**

The meeting was adjourned at 12:37 p.m.

DRAFT



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## MEMORANDUM

September 13, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott McFadyen, Associate Superintendent
<b>RESOURCE</b>	Serge LaBrie, Director, Facilities Services
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board
<b>ADDITIONAL REFERENCE</b>	Board Policy 2: Resource Stewardship
<b>SUBJECT</b>	<b>2022 FACILITIES SUMMER WORK REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees is responsible for reviewing the divisions summer work report. The attached report is in support of these responsibilities.

### REPORT SUMMARY

The 2022 Facilities Summer Work Report highlights the work completed during the summer months.

Administration would be pleased to respond to any questions.

SM:rg



## 2022 Facilities Summer Work Report

### September 2022

Presented to the Board of Trustees, September 13, 2022  
 Scott McFadyen, Associate Superintendent, Corporate Supports and Services  
 Resource: Serge LaBrie, Director Facility Services

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

## BACKGROUND

The Facilities Summer Work Report highlights the work that was completed over the summer months.

## REPORT / TOPIC

The Facilities Department had a very busy and productive summer with numerous projects that address operating efficiencies and school needs. These projects are completed or are near completion.

In addition to the listed Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) work completed, there was a significant amount of time dedicated to large capital projects which are highlighted below.

### Stony Plain Central Replacement School -

The Stony Plain Central replacement school is trending towards a 2023 spring completion date. Construction started in the spring of 2021. The school was scheduled for completion in July, 2022.

The project appears to be on track to be completed as scheduled although supply chain issues caused sporadic delays over the summer. We expect the school to open for students in September of 2023.

### Modular Classroom Projects –

Parkland School Division was awarded modular classrooms for Prescott Learning Center and for Millgrove School in 2021. Due to the ongoing supply chain issues and delays at the manufacturing plants we anticipate the following dates.

- Prescott Learning Centre – Completed installation for occupancy in September 2022.
  - 4 new modular classrooms and 1 new modular washroom unit were added as stand-alone units to the school site.
- Millgrove School – Installation Summer 2023
  - 8 new replacement modular classrooms will be added to the building.

### Fort Chipewyan – Athabasca Delta Community School and Residential Housing -

The Facilities Department worked extensively on the Fort Chip project this summer. The scope of work that had to be completed this summer was much larger and more complicated than we originally anticipated. Some examples of the items worked on include:

- 2 trips to Fort Chip (2 staff members each time)
- Establishing connections with contractors and vendors
- Hiring contractors to clean all housing units to bring them up to PSD's standards
- Ordering new furniture for housing units which included:
  - Beds, linens, kitchen tables, household appliances, towels, utensils, etc....
  - Disposal of old and oftentimes unsanitary household items
- Hiring contractors to complete grounds maintenance at all residential housing units

- This included mowing all yards and removing several dozen trees that posed a health and safety risk to tenants
- Completing rental agreements for all residential properties
- Completing full inventories of residential and school division property
- Developing a capital plan for future renovation needs
- Developing a process to ship material to Fort Chip through various means (air freight vs barging)
- Hiring a contractor to clean the school as of September 1<sup>st</sup>
- Moving all services (utilities, phone system, Building Management System, security system, etc.....) to PSD's accounts

In September we will be sending two PSD maintenance staff to Fort Chip in order to service and rebuild 3 boilers and to do more investigative work on the condition and needs of the school.

#### Summer Project List -

In addition, to the projects highlighted above the following list of work was also completed over the summer season. We are proud that the vast majority of the work is completed and any work that is not completed will not impact students and staff as we welcome them back into our schools.

SCHOOL	PROJECT DESCRIPTION	FUNDING
Blueberry	Paved parking lot	CMR
	Repaired sidewalks and landscaping	CMR
Brookwood	Roof replacement	CMR
Centre for Education	Started landscaping project	Capital
	Renovated north wing – Phase 2	Capital
Duffield	Restructured and renovated entire admin area	IMR
	Roof replacement	CMR
Ecole Broxton Park	Installed new compressor	IMR
	Refinished large gym	IMR
	Relined sewer line	IMR

SCHOOL	PROJECT DESCRIPTION	FUNDING
Ecole Meridian Heights	Roof replacement	CMR
Entwistle	Replaced fire alarm	CMR
Forest Green	Replaced remainder of the classroom flooring	IMR
	Expand and renovated kitchen	IMR
	Replaced pumps in mechanical room	CMR
Graminia	Major repairs to outside stucco walls	IMR
Greystone	Replaced variable frequency drive on air handler	CMR
High Park	Replaced flooring in 6 classrooms	IMR
	Replaced flooring in office	IMR
	Renovated staff room	IMR
	Roof replacement	CMR
	Replaced fire alarm	CMR
Memorial Composite H.S.	Installed 3 variable frequency drives on boilers	IMR
	Replaced high voltage main breaker service	IMR
	Restructured and renovated LAWS program classrooms and associated kitchen	IMR
Millgrove	Added acoustic panels to classroom	IMR

SCHOOL	PROJECT DESCRIPTION	FUNDING
Muir Lake	Restructure front entrance	IMR
Prescott	Added 5 new modular classrooms	CMR
Spruce Grove Composite H.S.	Major repairs to one roof top air handler unit	IMR
	Expanded LAWS program spaces	IMR
Multiple Schools	Painted parking lots and bus safety lines	
Multiple Schools	Serviced boilers and mechanical system repairs	
Multiple Schools	Serviced furnaces	
Multiple Schools	Serviced all cisterns and water wells	



## MEMORANDUM

September 13, 2022  
Regular Board Meeting

<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott Johnston, Associate Superintendent
<b>RESOURCE</b>	Sheryl Bridgeman, Division Principal, Literacy and Lifelong Learning Shaye Patras, Division Principal, Numeracy and Achievement
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent BP 18: Role of the Student
<b>ADDITIONAL REFERENCE</b>	Administrative Procedure 280 – Off-Site Activities <i>Education Act: 16, 18, 33, 196-197, 222</i>
<b>SUBJECT</b>	<b>WHERE THE WORLD OPENS UP - REPORT</b>

### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees upholds the Division's vision, mission, values and priorities for student education. The attached report is in support of these assurances.

### REPORT SUMMARY

This *Report* provides a summary of student off-site activities that schools provided during the 2021-2022 school year and, as such, this report is titled: *Where the World Opens Up*. Off-site activities in Parkland School Division adhere to Administrative Procedure 280 – Off-Site Activities. Division staff ensure that the safe learning environment that exists within the school shall also extend to off-site experiences, and that care shall be taken to ensure that off-site activities are organized to maximize educational benefit and protect the safety and well-being of students.

This Report contains summative information with respect to off-site destinations. Each individual off-site experience creates a rich narrative, and a small sample of experiences is also included.

Administration would be pleased to respond to any questions.

SJ:kz



## Where the World Opens Up Report

September, 2022

Presented to the Board of Trustees, September 13, 2022

Scott Johnston, Associate Superintendent, Education and System Services

Resources: Sheryl Bridgeman, Division Principal, Literacy and Lifelong Learning

Shaye Patras, Division Principal, Numeracy and Achievement

### Parkland School Division: Where the World Opens (Back) Up

We experienced challenges in the Spring of 2020 that we hoped never to face: a global pandemic brought the necessity of rethinking our whole system of education. The 2020-2022 school years certainly proved to be the most challenging for schools and jurisdictions everywhere. Restrictions continued with respect to access to events and opportunities – our staff responded by continuously seeking out and improving our exploration of the world, and our interactions with others, through digital approaches. We persevered.

We begin the 2022-2023 school year with an optimistic sense that we can, once again, seek out meaningful experiences – both in-school and off-campus.

We embrace a renewed sense of optimism, and look forward to any, and every, opportunity to attend to our Mission:

**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.**

As we journey, continuously, toward our Vision:

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

The impact of off-site-activities – alternative learning approaches – for students may last a lifetime.

Throughout the 2021-2022 school year, our staff explored opportunities for our students to enjoy learning in the greater world, outside of the school walls. We found ways to enjoy our local community.

#### ***The world began to open back up for our students.***

This Parkland School Division Board Report highlights the ways in which our school staff open up learning for our students. This report is largely summative, given the complexity of accurately capturing every outcome and classroom experience for each child.

While the report details the destination of many of our off-site activities, it is important to note that the world certainly begins to open up for our students while still within the walls and grounds of the school. Consider, for instance, the *National Archery in Schools Program*.

Principal Madge-Arkininstall and teacher Mr. Cherry at Millgrove School noted:

*Millgrove "opened up the world" by making archery available for students in Parkland School Division. Archery has been available at Millgrove School for 6 years and the archery team has grown to include over 80 members from grades 4 to 12, and is the largest team currently competing in Alberta.*

*The team has been held in strong regard around the archery community for consistently producing archers who are highly trained and skilled given their young age and number of students that are interested in the program. This is how Millgrove School is opening up the world for their own students and students in their community.*

In-school opportunities exist to connect our students to the world. Planned events occur in our schools to generate cooperative social action. Our students followed, and continue to follow, the unfolding conflict in Ukraine. Assistant Principal Oldham at High Park School shared:

*We re-started our Desktop Garage Sale. All students at High Park make, create, bake, donate items to sell off the tops of their desks. Students then circulated and purchased items of interest for a nominal amount. It was a wonderful way for our "school world" to open up as it was really the first time we had a school wide event with students from across the grades interacting.*

*All of the proceeds also went to an organization supporting Ukrainian Refugees.....supporting others whose worlds were both collapsing, yet opening up at the same time.*

Schools seek out ways to open up the world through unique experiences. Principal Visscher at Blueberry School provided an image capturing how the school brought in parents to make perogies with students in grade three (image to the right).



Principal Bileau at Entwistle School also shared how the World Opens Up inside the school as well:

*Staff and Student Leadership planned an end of the year Carnival for our students and families. Events included games and competitions. Parking was at a premium--a large number of our parents came and brought their little ones to join in the fun.*

At Muir Lake School, representatives for the Edmonton Japanese Cultural Society worked with students in grades seven through nine (image below). The Muir Lake students gained a greater appreciation for Japanese culture and traditions.



Assistant Principal Everitt-Dalinger at Forest Green additionally shared the school's connection to Japanese culture:

*Our Grade 1s and 2s did a walking tour of the Stony Plain murals stopping in Shikaoi Park where they had lunch. During this tour, they explored the community, both past, and present as well as Stony Plain's sister city in Japan. The world truly opened up for our students!*

In 1985, the Town of Stony Plain and Shikaoi Japan joined the Japanese Twinning Program. The intent of the program is to provide Stony Plain and Shikaoi residents with the opportunity to experience international cultures. Parkland School Division students have historically enjoyed the opportunity for student-exchange, and the program will resume in the 2022-2023 school year.

Fundraising opportunities also connect students with cooperative social action. Principal Jensen at Memorial Composite High School shared that the Memorial Bike-A-Thon, on May 19<sup>th</sup>, hosted by the Memorial Interact Student Leadership Group, raised over thirty-one thousand dollars for the Alberta Cancer Foundation.



Parent volunteers enable rich opportunities for learning experiences beyond the traditional classroom. During the Pandemic, our schools were closed off to outside visitors and we maintained student cohorts to minimize the potential for an outbreak. Midway through the year, our athletic programs restarted and our spectators were permitted in.

Our own schools often exist as destinations for students from other schools. Indigenous cultural experiences, drama events, athletic competitions and other celebrations provide an opportunity for our students to interact and experience learning in alternate ways.

Principal Lovsund at Duffield School noted:

*Our Grade 8 culture camp, organized by our Indigenous Liaison and our Division Principal, was a fantastic success. It was scheduled to be at YoWoChAs but we hosted here at Duffield instead. We had a full day of circle sharing, medicine bag making, jewelry making, hide scraping, indigenous teachings, music, dance, and food.*

*It was a great opportunity to bring students together and to learn more about indigenous ways of knowing. The presenters were all fantastic storytellers and the experience was one that we will want to repeat.*

Students from Duffield School presented their experiences from this opportunity at the Regular Board Meeting on June 21, 2022.

Principal Neuman of Stony Plain Central School shared:

*One of our first opportunities for us to come together as a larger school community was in April last year. We held three assemblies with multiple grades for Teepee Teachings with Elder Philip. Junior High students helped assemble the teepee in the gym and all students were captivated by the teepee and teachings.*



Parkland School Division exists on beautiful Treaty Six Territory. Many of our schools enjoy the beautiful wilderness that exists right outside our doors. For instance, during the 2021-2022 school year, there were almost 800 individual student visits to the Chickackoo Recreational Area. Outdoor educational opportunities abound.

Principal Haley of Greystone Centennial Middle School shared:

*One of the memorable trips that we went on last year was our Outdoor Education camping trip. The students had to prepare their materials and learn how to operate in case something happened. This included how to pick a spot for tents and how to put them up correctly. These skills were put to the test as a small, but intense, storm cell passed over the campground at night. It brought howling wind, thunder, and torrential rain.*

*Everyone gained a new appreciation for the "classroom" learning for outdoor education.*

These are only a few examples of activities that open up the world for our students, in and around our schools. Throughout 2021-2022 we experienced the return of parents and volunteers to our schools, and the opportunity for engagement-activities that provided unique ways to expand our students' learning.

In total, more than 20,000 unique student experiences occurred as off-site activities. A summative list of destinations, by grade and student count, follows. As we think back on our own experiences in school, on field trips and through activities, we remember the fun, we cherish the relationships, and we appreciate the learning that occurs when our world is opened up.

**Looking Forward:** In addition to the variety of off-site activities that schools are considering, both Memorial Composite High School and Spruce Grove Composite High School are currently planning international trips for the 2022-2023 school year. These exciting opportunities are in the initial stages of planning and so they are not detailed in this report.

## Parkland School Division: Where the World Opens Up – Summative Off-site Information

Hyperlinks are provided for more information on the destinations of our off-site experiences.

<b>Academy Fabricators</b>	Grade 10	1 school on 1 visit. 22 students.
Fabrication	<a href="https://www.academyfabricators.ca/">https://www.academyfabricators.ca/</a>	
<b>Aerials Gymnastics</b>	Grades K-1 and 7-9	2 schools across 4 visits. 190 students.
Physical Education	<a href="https://aerialsgymclub.ca/">https://aerialsgymclub.ca/</a>	
<b>Alberta Aviation Museum</b>	Grades K-1 and 7-9	2 school across 7 visits. 153 students.
Health	<a href="https://albertaaviationmuseum.com/">https://albertaaviationmuseum.com/</a>	
<b>Alberta Parenting for the Future</b>	Grades 7-9	1 school on 1 visit. 12 students.
Health	<a href="http://albertaparenting.ca/">http://albertaparenting.ca/</a>	
<b>Arch Bishop Jordan (Sherwood Park)</b>	Grades 7-9	1 school on 1 visit.
Robotics (Competition)	<a href="https://abj.eics.ab.ca/">https://abj.eics.ab.ca/</a>	
<b>Art Gallery of Alberta / Winspear</b>	Grade 3	1 school on 1 visit. 92 students.
Art, Building, Hearing and Sound	<a href="https://www.youraga.ca/">https://www.youraga.ca/</a>	
<b>Barrhead Composite High School</b>	Grades 7-9	1 school on 1 visit. 5 students.
Leadership	<a href="https://www.barrheadcomposite.ca/">https://www.barrheadcomposite.ca/</a>	
<b>Bunchberry Meadows Conservation Area</b>	Grades 6, 8-9	1 school across 3 visits. 160 students.
Science, Biodiversity	<a href="https://www.ealt.ca/bunchberry-meadows">https://www.ealt.ca/bunchberry-meadows</a>	
<b>Calgary – Mount Royal University: Bella Concert Hall</b>	Grades 7-9	1 school on 1 visit. 31 students.
Band	<a href="https://www.mtroyal.ca">https://www.mtroyal.ca</a>	
<b>Camp Nakamun</b>	Grades 6-9	4 schools across 4 visits. 234 students.
PE, Health, Music	<a href="https://campnakamun.com/">https://campnakamun.com/</a>	
<b>Camp Warwa</b>	Grades 1-6	4 schools across 4 visits. 211 students.
PE, Health, Science	<a href="https://www.campwarwa.org/">https://www.campwarwa.org/</a>	
<b>Camp YoWoChAs</b>	Grades 6-9	4 schools across 7 visits. 383 students.
PE, Health, Science, Leadership, Outdoor Ed	<a href="https://ywcayowochas.org/">https://ywcayowochas.org/</a>	
<b>Canadian Drumline Association Festival</b>	Grades 10-12	1 school on 1 visit. 15 students.
Music	<a href="https://canadiandrumlineassociation.hubbli.com/">https://canadiandrumlineassociation.hubbli.com/</a>	
<b>Centre for Education: PSD</b>	Grade 3-5	1 school on 1 visit. 130 students.
Diversity, Orange Shirt Day	<a href="https://www.psd.ca/">https://www.psd.ca/</a>	
<b>Central Park Spruce Grove</b>	Grades 2, 4	1 school across 3 visits.
Diversity	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Chickakoo Lake Recreational Area</b>	Grades 2-12, LAWS	10 schools across 18 visits. 757 students.
Science, PE, Leadership, Social	<a href="https://www.parklandcounty.com/">https://www.parklandcounty.com/</a>	
<b>Clifford E. Lee Bird Sanctuary / Gehlert Farms</b>	Grade 2	1 school on 1 visit. 41 students.

Social, Science, PE	<a href="https://www.cliffordelee.com/">https://www.cliffordelee.com/</a>	
<b>Constable Chelsey Robinson Day Use Park</b>	Grades 2-3	1 school on 1 visit. 105 students.
Science	<a href="https://www.parklandcounty.com/">https://www.parklandcounty.com/</a>	
<b>Court of Queen's Bench</b>	Grades 10-12	1 school across 2 visits. 28 students.
Co-curricular	<a href="https://albertacourts.ca/">https://albertacourts.ca/</a>	
<b>Dawson Park</b>	Grade 8	1 school across 2 visits. 100 students.
Science	<a href="https://www.edmonton.ca">https://www.edmonton.ca</a>	
<b>Deep Blue Athletics</b>	Grades K-1	2 schools across 7 visits. 306 students.
PE	<a href="http://www.deepblueathletics.com/">http://www.deepblueathletics.com/</a>	
<b>Deer Meadows Golf Course</b>	Grades 7-9	3 schools across 3 visits. 24 students.
PE	<a href="https://www.deermeadowsgolf.com/">https://www.deermeadowsgolf.com/</a>	
<b>Devon Pool</b>	Grades 6-8	1 school across 2 visits. 155 students.
PE, Health	<a href="https://devon.ca/">https://devon.ca/</a>	
<b>Devon Lions Campground</b>	Grade 7	1 school on 1 visit. 25 students.
PE, Outdoor Education	<a href="https://devon.ca/">https://devon.ca/</a>	
<b>Dow Centennial Centre</b>	Grades 2-9	2 schools across 2 visit. 133 students.
LA	<a href="https://www.fortsask.ca/en/things-to-do/recreation-centre.aspx">https://www.fortsask.ca/en/things-to-do/recreation-centre.aspx</a>	
<b>Downtown Edmonton Community Arena</b>	Grade 2	1 school across 3 visits. 111 students.
LA	<a href="https://www.edmonton.ca">https://www.edmonton.ca</a>	
<b>Drayton Valley Industrial Airport</b>	Grades 5-6	1 school on 1 visit. 21 students.
Science		
<b>Duffield School</b>	Grades 3-9	3 schools across 2 visits. 118 students.
Music, Social, PE, Drama	<a href="https://duffield.psd.ca/">https://duffield.psd.ca/</a>	
<b>Edmonton Corn Maze</b>	Grades 1-4	1 school across 2 visits. 117 students.
PE, Health	<a href="https://www.edmontoncornmaze.ca/">https://www.edmontoncornmaze.ca/</a>	
<b>Edmonton Lazer Tag</b>	Grade 9	1 school on 1 visit. 96 students.
PE, Health	<a href="https://www.wem.ca/">https://www.wem.ca/</a>	
<b>Edmonton Valley Zoo</b>	Grades K-4	7 schools across 6 visits. 321 students.
Science	<a href="https://www.edmonton.ca/attractions_events/edmonton-valley-zoo">https://www.edmonton.ca/attractions_events/edmonton-valley-zoo</a>	
<b>Elk Island National Park</b>	Grades 7-9	1 school on 1 visit. 9 students.
Science	<a href="https://www.pc.gc.ca/en/pn-np/ab/elkisland">https://www.pc.gc.ca/en/pn-np/ab/elkisland</a>	
<b>Entwistle Outdoor Pool</b>	Grades K-9	1 school across 4 visits. 119 students.

PE	<a href="https://www.parklandcounty.com/en/live-and-play/entwistle-outdoor-pool.aspx">https://www.parklandcounty.com/en/live-and-play/entwistle-outdoor-pool.aspx</a>	
<b>Evansburg Skating Arena</b>	Grades K-9	1 school across 4 visits. 122 students.
PE	<a href="https://www.pembinarecplex.ca/">https://www.pembinarecplex.ca/</a>	
<b>Factory Climbing - Edmonton</b>	Grades 10-12	1 school across 2 visits. 40 students.
PE	<a href="https://www.factoryclimbing.ca/">https://www.factoryclimbing.ca/</a>	
<b>Festival Place</b>	Grades 2-9	1 school on 1 visit. 85 students.
LA	<a href="https://festivalplace.ca/">https://festivalplace.ca/</a>	
<b>Fort Edmonton Park</b>	Grades 2-9	9 schools across 13 visits. 1,061 students.
Social Studies, PE, Health	<a href="https://www.fortedmontonpark.ca/">https://www.fortedmontonpark.ca/</a>	
<b>Fulstone Ranch</b>	Grades 6-9	2 schools across 2 visits. 24 students.
Social Studies, PE, Health	<a href="https://www.parklandcounty.com/en/explore-parkland-county/Ranches-and-Stables.aspx">https://www.parklandcounty.com/en/explore-parkland-county/Ranches-and-Stables.aspx</a>	
<b>Glenn Hall Arena</b>	Grades 3-9	1 school across 4 visits. 276 students.
LA	<a href="https://www.stonyplain.com/en/index.aspx">https://www.stonyplain.com/en/index.aspx</a>	
<b>Greystone Centennial Middle School</b>	Grade 4	1 school on 1 visit. 24 students.
Health	<a href="https://greystone.psd.ca/">https://greystone.psd.ca/</a>	
<b>Grocery Stores (Local)</b>	LAWS	1 school on 1 visit.
Life Skills	<a href="https://www.gprchamber.ca/">https://www.gprchamber.ca/</a>	
<b>Happy Acres U-Pick</b>	Grades K-2	3 schools across 8 visits. 214 students.
Science, Social	<a href="http://www.happyacresupick.ca/">http://www.happyacresupick.ca/</a>	
<b>Hasse Lake Provincial Park</b>	Grades 6, 11	2 schools across 2 visits. 153 students.
Science, Biology	<a href="https://www.parklandcounty.com/en/live-and-play/Parks-Trails-and-Natural-Areas.aspx">https://www.parklandcounty.com/en/live-and-play/Parks-Trails-and-Natural-Areas.aspx</a>	
<b>Hawrelak Park</b>	Grades 3-4	1 school on 1 visit. 93 students.
Science	<a href="https://www.edmonton.ca/">https://www.edmonton.ca/</a>	
<b>Heritage Museum</b>	Grades 10-12	1 school on 1 visit. 30 students.
Indigenous Education	<a href="https://museeheritage.ca/">https://museeheritage.ca/</a>	
<b>Horizon Stage</b>	Grades 10-12	10 schools across 18 visits. 1,956 students.
Music, Drama, Art, Literacy	<a href="https://www.horizonstage.com/">https://www.horizonstage.com/</a>	
<b>Jasper and/or Marmot Basin</b>	Grades 7-12	5 schools across 5 visits. 209 students.
PE, Health	<a href="https://www.jasper-alberta.com/">https://www.jasper-alberta.com/</a>	

<b>John Janzen Nature Centre</b>	Grades 1-6	5 schools across 6 visits. 446 students.
Science	<a href="https://www.edmonton.ca/attractions_events/john-janzen-nature-centre">https://www.edmonton.ca/attractions_events/john-janzen-nature-centre</a>	
<b>John Walter Museum and Kinsmen Park</b>	Grades 1-6	2 schools across 7 visits. 236 students.
Social	<a href="https://www.edmonton.ca/attractions_events/john-walter-museum">https://www.edmonton.ca/attractions_events/john-walter-museum</a>	
<b>Jubilee Park</b>	Grades 1-6	3 schools across 4 visits. 333 students.
PE, Science, Health	<a href="https://www.sprucegrove.org/community/parks/jubilee-park/">https://www.sprucegrove.org/community/parks/jubilee-park/</a>	
<b>Jurassic Forest</b>	Grades 3-4	1 school on 1 visit. 113 students.
Science	<a href="https://www.jurassicforest.com/">https://www.jurassicforest.com/</a>	
<b>Karar Performing Arts Studio</b>	Grades 3-4	1 school across 2 visits. 57 students.
Music	<a href="https://www.kararperformingarts.com/">https://www.kararperformingarts.com/</a>	
<b>Ken Morrison Spray Park</b>	Grade 1	1 school across 2 visits. 104 students.
PE, Health	<a href="https://www.sprucegrove.org/community/parks/ken-morrisonremax-excellence-spray-park/">https://www.sprucegrove.org/community/parks/ken-morrisonremax-excellence-spray-park/</a>	
<b>Landmark Cinemas (Spruce Grove and St. Albert)</b>	Grades 2-12	7 schools across 16 visits. 850 students.
LA, Music, Health, Science	<a href="https://www.landmarkcinemas.com/">https://www.landmarkcinemas.com/</a>	
<b>Local Ponds (Stony Plain)</b>	Grades 10-12	1 school across 3 visits. 74 students.
Science	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Local Businesses (SG, SP, Parkland)</b>	Grades 10-12	2 schools across 3 visits. 41 students.
Enterprise and Innovation, Work Experience	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Macewan University</b>	Grades 11-12	1 school across 3 visits. 74 students.
Science	<a href="https://www.macewan.ca/home/">https://www.macewan.ca/home/</a>	
<b>MC College</b>	Grade 12	1 school on 1 visit. 11 students.
Transitional Strategy	<a href="https://www.mccollege.ca/">https://www.mccollege.ca/</a>	
<b>McDougal United Church</b>	Grades 10-12	1 school on 1 visit. 15 students.
Music	<a href="https://www.mcdougallunited.com/">https://www.mcdougallunited.com/</a>	
<b>Métis Crossing – Smokey Lake</b>	Grades 10-12	1 school on 1 visit. 50 students.
Indigenous Education	<a href="https://metisecrossing.com/">https://metisecrossing.com/</a>	
<b>Mini-Putt – Whole Scoop</b>	Grades 2-6	1 school on 1 visit. 96 students.
PE	<a href="https://www.thewholescoop.ca/">https://www.thewholescoop.ca/</a>	
<b>Millgrove School</b>	Grade 8	1 school on 1 visit. 24 students.
	<a href="https://millgrove.psd.ca/">https://millgrove.psd.ca/</a>	
<b>Multicultural Centre</b>	Grade 1-2	3 school across 3 visits. 133 students.
Social Studies	<a href="https://multicentre.org/">https://multicentre.org/</a>	
<b>Northern Alberta Institute of Technology</b>	Grade 10	1 school on 1 visit. 8 students.
Science, Energy	<a href="https://www.nait.ca/nait/home">https://www.nait.ca/nait/home</a>	

<b>Park Valley Pool – Drayton Valley</b>	Grades 1-6	1 school on 8 visits. 59 students.
PE	<a href="https://www.draytonvalley.ca/park-valley-pool/">https://www.draytonvalley.ca/park-valley-pool/</a>	
<b>Parkland Food Bank</b>	Grade 7	1 school on 2 visits. 30 students.
Leadership	<a href="https://parklandfoodbank.org/">https://parklandfoodbank.org/</a>	
<b>Participark – Spruce Grove</b>	Grades K-4, 10-12	2 schools across 35 visits. 1,279 students.
PE, Science, Art, Health	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Pioneer Museum</b>	Grades 1-2	1 school on 1 visit. 70 students.
Social Studies	<a href="https://www.pioneermuseum.ca/">https://www.pioneermuseum.ca/</a>	
<b>Prairie Garden Adventure Farms – Bon Accord</b>	Grades 1-2	3 schools across 4 visits. 322 students.
Science, PE	<a href="https://prairiegardens.org/">https://prairiegardens.org/</a>	
<b>Putting Horse Ranch</b>	Grade 9	1 school on 1 visit. 18 students.
PE	<a href="https://www.puttinghorseranch.com/">https://www.puttinghorseranch.com/</a>	
<b>Rabbit Hill</b>	Grade 9	1 school across 6 visits. 50 students.
PE	<a href="https://www.rabbithill.com/">https://www.rabbithill.com/</a>	
<b>Riverwatch</b>	Grade 9	1 school on 1 visit. 41 students.
Science	<a href="https://www.riverwatch.ca/">https://www.riverwatch.ca/</a>	
<b>Rotary Park</b>	Grades 7-9	1 school on 1 visit. 67 students.
Science, Social, Math	<a href="https://www.stonyplain.com/en/play/parks-trails.aspx">https://www.stonyplain.com/en/play/parks-trails.aspx</a>	
<b>Royal Alberta Museum</b>	Grade 3	1 school on 1 visit. 92 students.
Social	<a href="https://royalalbertamuseum.ca/">https://royalalbertamuseum.ca/</a>	
<b>Royal Tyrell Museum</b>	Grades 4-7	1 school on 1 visit. 54 students.
Social	<a href="https://tyrellmuseum.com/">https://tyrellmuseum.com/</a>	
<b>Saint Albert Bowling</b>	Grades 7-8, 10-12	2 school across 3 visits. 99 students.
PE	<a href="https://stalbertbowling.com/">https://stalbertbowling.com/</a>	
<b>Saskatoon</b>	Grades 11-12	1 school on 1 visit. 6 students.
Business Case Competition	<a href="https://www.saskatoon.ca/">https://www.saskatoon.ca/</a>	
<b>Seba Beach Mini-Golf</b>	Grades 5-6	1 school on 1 visit. 21 students.
PE	<a href="http://www.sebabeach.net/">http://www.sebabeach.net/</a>	
<b>Servus Credit Union Place</b>	Grade 5, 7	2 schools across 2 visits. 145 students.
PE	<a href="https://stalbert.ca/rec/facilities/servus/">https://stalbert.ca/rec/facilities/servus/</a>	
<b>Spruce Grove Composite High School</b>	Grades 4, 7-9	3 schools across 4 visits. 224 students.
PE, Fine Art	<a href="https://sgchs.psd.ca/">https://sgchs.psd.ca/</a>	
<b>Snow Valley Aerial Park</b>	Grades 4, 8-9	2 schools across 2 visits. 206 students.
PE, Fine Art	<a href="https://www.snowvalley.ca/aerial-park/">https://www.snowvalley.ca/aerial-park/</a>	
<b>Spruce Grove Grain Elevator</b>	Grade 2	1 school on 1 visit. 69 students.
Social	<a href="https://sprucegroveagsociety.com/the-site">https://sprucegroveagsociety.com/the-site</a>	
<b>Spruce Grove Vision Care</b>	Grade 4	1 school across 2 visits. 46 students.
Science	<a href="https://visioncarecentres.ca/spruce-grove-vision-care/">https://visioncarecentres.ca/spruce-grove-vision-care/</a>	

<b>Stony Plain Central School</b>	Grades K-9	2 school across 2 visits. 310 students.
PE	<a href="https://stonyplaincentral.psd.ca/">https://stonyplaincentral.psd.ca/</a>	
<b>Stony Plain Golf Course</b>	Grade 9	2 schools across 5 visits. 20 students.
CTF	<a href="https://golfstonyplain.com/">https://golfstonyplain.com/</a>	
<b>Stony Plain Outdoor Pool</b>	Grades 1-7, 12	4 schools across 6 visits. 448 students.
CTF	<a href="https://www.stonyplain.com/en/play/sports-facilities.aspx">https://www.stonyplain.com/en/play/sports-facilities.aspx</a>	
<b>Stony Plain Public Library</b>	Grade 2-4	4 schools across 6 visits. 171 students.
ELA	<a href="https://mysppl.ca/">https://mysppl.ca/</a>	
<b>Stony Plain Spray Park</b>	Grades 1-5	3 schools across 4 visits. 230 students.
PE	<a href="https://www.stonyplain.com/en/play/parks-trails.aspx">https://www.stonyplain.com/en/play/parks-trails.aspx</a>	
<b>Strathcona Athletic Park</b>		1 school across 2 visits. 70 students.
PE	<a href="https://www.strathcona.ca/recreation-events/parks-and-trails/parks-trails-sports-venues/">https://www.strathcona.ca/recreation-events/parks-and-trails/parks-trails-sports-venues/</a>	
<b>Strathmore Community Centre</b>	Grades 10-12	1 school on 1 visit. 7 students.
Robotics	<a href="https://strathmore.ca/en/visiting/rec-facilities.aspx">https://strathmore.ca/en/visiting/rec-facilities.aspx</a>	
<b>Telus World of Science</b>	Grades K-9	11 schools across 23 visits. 1,402 students.
Science, Chemistry, Environment	<a href="https://telusworldofscienceedmonton.ca/">https://telusworldofscienceedmonton.ca/</a>	
<b>Tomahawk Agra-Center (Skating)</b>	Grades K-9	1 school on 1 visit. 102 students.
PE	<a href="https://www.tomahawkagra.com/">https://www.tomahawkagra.com/</a>	
<b>Tri-Form Athletics</b>	Grade 7	1 school on 1 visit. 25 students.
CTF	<a href="https://www.triformathletics.com/">https://www.triformathletics.com/</a>	
<b>Tri-Leisure Centre</b>	Grades 2-12	10 schools across 35 visits. 1,343 students.
PE, Health	<a href="https://www.trileisure.com/">https://www.trileisure.com/</a>	
<b>Triple Park Museum</b>	Grade K	1 school on 1 visit. 16 students.
Social	<a href="https://www.tippleparkmuseum.com/">https://www.tippleparkmuseum.com/</a>	
<b>Ukrainian Village</b>	Grades 3, 7	1 school across 2 visits. 172 students.
Social	<a href="https://ukrainianvillage.ca/">https://ukrainianvillage.ca/</a>	
<b>University of Alberta Botanical Garden</b>	Grades 5-6	2 schools across 2 visits. 159 students.
Science	<a href="https://botanicgarden.ualberta.ca/">https://botanicgarden.ualberta.ca/</a>	
<b>University of Alberta Law Building</b>	Grades 10-12	1 school across 2 visits. 38 students.
Legal Studies	<a href="https://www.ualberta.ca/law/index.html">https://www.ualberta.ca/law/index.html</a>	
<b>Vancouver Sun Run</b>	Grades 7-9	4 schools – 4-Day Trip. 70 students.
PE, Health	<a href="https://www.vancouver.sunrun.com/">https://www.vancouver.sunrun.com/</a>	
<b>Wabamun (Town)</b>	Grade 6	1 school on 1 visit. 65 students.
PE, Health	<a href="https://wabamun.ca/">https://wabamun.ca/</a>	

<b>Wagner Natural Area</b>	Grade 6	2 schools across 3 visits. 79 students.
PE, Health	<a href="http://wagnerfen.ca/">http://wagnerfen.ca/</a>	
<b>West Edmonton Mall (Various)</b>	Grades 7-12	7 schools across 10 visits. 714 students.
PE, Health	<a href="https://www.wem.ca/">https://www.wem.ca/</a>	
<b>Westlock Drama Festival</b>	Grades 11-12	1 school across 2 visits. 12 students.
Drama	<a href="https://westlock.ca/p/Volunteer-Based-Organizations">https://westlock.ca/p/Volunteer-Based-Organizations</a>	
<b>Wildwood Complex</b>	Grades 6-9	1 school on 1 visit. 27 students.
Health	<a href="https://yhcounty.ca/living-here/libraries-community-facilities/recreation-facilities/">https://yhcounty.ca/living-here/libraries-community-facilities/recreation-facilities/</a>	
<b>Woodhaven Middle School</b>	Grades 1-2, 4	3 schools across 4 visits. 245 students.
Health	<a href="https://woodhaven.psd.ca/">https://woodhaven.psd.ca/</a>	

OFF-SITE OPPORTUNITIES – VISITS PER MONTH										
1	12	29	9	15	12	18	23	48	57	192
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June

**For more information:**

Parkland School Division's [Off-Site Activities Procedure](#) (280) provides the guiding operational regulations regarding off-site activity planning and risk mitigation. Notably, that offsite activities shall be safe, shall provide parents with proper information, and that every activity shall be adequately supervised.

Student safety remains the first consideration in planning, preparing and engaging in any off-site activity.





## MEMORANDUM

September 13, 2022  
Regular Board Meeting

<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Mark Francis, Deputy Superintendent
<b>RESOURCE</b>	Shae Abba, Director of Human Resources
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundation Statements Board Policy 2: Role of the Board
<b>ADDITIONAL REFERENCE</b>	BP 2: Section 1. Planning BP 2: Section 3. Accountability BP 2 Appendix 2.1 Board Work Plan
<b>SUBJECT</b>	<b>HUMAN RESOURCES 2021-2022 REPORT</b>

### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees supports the Division vision and mission for students, reviews the budget on an annual basis and monitors, evaluates and reports Division performance and achievements to all stakeholders. The following report supports these responsibilities and adheres to the Board Annual Work Plan.

### REPORT SUMMARY

The Human Resources Department 2021-2022 Report outlines all aspects of staffing at Parkland School Division for the 2021-2022 school year for all union and non-union groups including recruitment, occupational health and safety, retirement, health supports, negotiations and professional development. Costs associated with the aforementioned are also detailed.

Administration would be pleased to respond to any questions.

MF:kz



## Human Resources 2021-2022 Report

### September 2022

Presented to the Board of Trustees, September 13, 2022

Mark Francis, Deputy Superintendent

Resource: Shae Abba, Director, Human Resources

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

## BACKGROUND

The Human Resources Department 2021-2022 Report highlights information collected from the 2021-2022 school year.

## REPORT / TOPIC

### Department Staff (4 Staff)

- 3-full time: Director, Human Resources, 2 Human Resources Business Partners,
- 1-part time: Placement Coordinator

### Recruitment and Selection

- Human Resources is responsible for providing recruitment and selection services to the Division including the Executive Team, non-union group positions including Directors, union positions including Principal, Assistant Principal, teaching and support positions.
- Human Resources is responsible for all recruitment, selection and management of casual support staff and substitute teachers.
- Alberta's new Occupational Health and Safety Act came into effect on June 1, 2018. The new act requires employers to identify and disclose occupational risks. HR updated all PSD job descriptions identifying functions, competencies, adding inherent risk of position and employee's responsibility to identify and report unknown risks to the employer.
- For the **2021-2022** school year the Department has managed **455** competitions (**246** Teaching Positions, **209** Support positions).
- **2022-2023 Leadership Positions:**  
**4 New Principals, 5 Principal Transfers, 5 New Assistant Principals, 2 Assistant Principal Transfers, and 1 new Division Principals.**

Table 1: Recruitment Competitions			
Employee Group	2019/2020	2020/2021	2021/2022
Teacher (includes Principals)	215	206	246
Support (CAAMSE/IUOE/NUG)	107	105	209
Increase/decrease from previous year	-9.3%	-3.4%	+46%

<i>Table 2: Employee FTE</i>			
Employee Group/Position	2019/2020 FTE	2020/2021 FTE	2021/2022*
<i>Teacher Total</i>	597.08	600.63	<b>623.889</b>
Teacher	548.08	550.629	<b>570.889</b>
Administration	49	50	<b>53</b>
<i>Support Total</i>	414.43	384.2	<b>423.39</b>
CAAMSE	320.68	290.81	<b>325.01</b>
IUOE	62.01	63.09	<b>64.21</b>
NUG	31.74	30.3	<b>34.17</b>

\*Note: Numbers reported are as of June 30, 2022. Headcount includes all contractual employees of PSD both active and inactive (ATA – 710, CAAMSE – 378, IUOE – 74, NUG-35 and no longer includes School Bus Site Monitors). FTE includes only active employees

- Based on the numbers reported in Table 2 the following summary compares the complete (2021/22) school year with the previous (2020/21) school year:
  - o Increase of 20.3 FTE for school-based teachers
  - o Increase of 34.2 FTE for school-based support staff
  - o Increase of 1.12 FTE for IUOE staff
  - o Increase of 3.87 FTE for NUG staff

#### 2022/2023 Headcount Update:

- As of August 30, 2022, total employee headcount is 1197 (1046.6 FTE) compared to August 30, 2021 total headcount of 1016 (909.17 FTE). Total increase of 181(137.43 FTE) new positions in 2022/2023 school year.
- The teacher group added 91 new positions and the support group (CAAMSE/IUOE/NUG) added 89 new positions.

#### Retirement

<i>Table 3: Retirements</i>			
	2019/2020	2020/2021	2021-2022*
Support Staff (CAAMSE/IUOE/NUG)	4	19	<b>11</b>
Teacher (includes Principal)	22	13	<b>7</b>

\*Numbers reported include retirements to **August 23, 2022**

#### Resignations

<i>Table 3: Resignations</i>		
	2020-2021	2021-2022
Support Staff (CAAMSE/IUOE/NUG)	14	<b>44</b>
Teacher (includes Principal)	23	<b>18</b>

Average Age of Retirees

Table 4: Average Age of Retirees		
	2020/2021	2021/2022
Support Staff (CAAMSE/IUOE/NUG)	64.21	65.73
Teacher (includes Principal)	58.15	62.71

Teacher (includes Principal) Populations > age 50

Table 5: Teacher > age 50			
	2019/2020	2020/2021	2021/2022*
Teacher Population > age 50	144	147	145
Total % of Teachers > age 50	21%	22%	20%

\*Numbers reported are as of June 30, 2022 and include Age 50 or higher

Support Staff (CAAMSE/IUOE/NUG) Populations > age 50

Table 6: Support Staff > age 50		
	2020/2021	2021/2022*
Support Staff > age 50	196	208
Total % of Support Staff > age 50	45%	41%

\*Numbers reported are as of June 30, 2022 and include Age 50 or higher

Average Age – All Staff

Table 7: Average Age – All Staff			
	2019/2020	2020/2021	2021/2022*
ATA	41.1	41.1	40.8
CAAMSE	47	48	46.8
IUOE	51.3	49.6	49.4
NUG	51.3	47.6	47.3

\* Numbers reported are as of June 30, 2022

Average Years of Service

<i>Table 8: Average years of Service</i>			
	2019/2020	2020/2021	2021/2022*
ATA	12.01	10.33	10.14
CAAMSE	8.18	9.03	8.11
IUOE	11.8	10.55	9.34
NUG	7.47	8.22	7.65
All Staff	9.9	9.53	8.81

\*Numbers are as of June 30, 2022 and do not include School Bus Site Monitors as their contracts ended June 29, 2022

Teacher (include Principal) Leaves of Absence

<i>Table 9: Leaves of Absence</i>			
	2019/2020	2020/2021	2021/2022*
Maternity	33	35	46
Personal	28	20	31
Deferred Salary	0	0	1
Professional (this is professional improvement leave)	0	0	0
Exchange	1	1	0
Secondment	5	7	5
Parental Leave	4	3	1
Total	71	66	83

\*Numbers from August 25, 2021-August 23, 2022

Support Staff (CAAMSE/IUOE/NUG) Leaves of Absence

<i>Table 10: Leaves of Absence</i>						
	2020-2021			2021-2022		
	NUG	CAAMSE	IUOE	NUG	CAAMSE	IUOE
Maternity	2	11	0	0	6	0
Personal	0	1	0	0	15	3
Parental Leave	0	0	0	0	0	0
Total	2	12	0	0	21	3

\*Numbers from August 25, 2021-August 24, 2022

**Staff Supervision, Growth and Evaluation**

- Human Resources advises and supports Administrators in providing quality supervision, growth and evaluation of staff.
- Teacher Probationary Evaluations:**  
70 Probationary evaluations completed.
- Temporary Teacher Evaluations:**  
2016-17 – implemented evaluations of all Temporary teacher contracts that exceed a 4-month term (minimum of one evaluation).

2019-2020 – 56 temporary teacher evaluations completed.

2020-2021 – 54 temporary teacher evaluations completed.

2021-2022 – 53 temporary teacher evaluations completed.

Table 11: Support Staff Evaluations		
Employee Group	2020/2021	2021/2022
CAAMSE		
Probationary Evaluations	7	67
Trial Evaluations	25	12
IUOE		
Probationary Evaluations	6	7
NUG		
Probationary Evaluations	2	3

\*Numbers from August 25, 2021 to June 30, 2022

- Teachers – Permanent Teaching Certification**  
In order for a teacher to obtain Permanent Teaching Certification, Principals are required to complete two evaluations and provide a recommendation to Human Resources. Human Resources ensures that all criteria to qualify has been met and submits all the necessary information to Teacher Certification/Alberta Education) for processing. Human Resources also processes the paperwork to request extensions for any Interim Certifications that are expiring.

The number of teachers who obtain their permanent teaching certifications are as follows:

Table 12: Teacher Certification (Permanent and Interim)			
	2019/2020	2020/2021	2021/2022
Permanent Certification	26	19	21
Interim Certification Extensions	N/A	26	21

**Coaching and Support**

- Human Resources provides support to both Parkland's leadership team and staff in addressing and resolving workplace issues. Director of Human Resources is able to provide conflict resolution mediation.

**Career Fairs**

- Parkland School Division participated in “**Virtual**” teacher career fairs for the University of Alberta and Campus St. Jean and Concordia University of Edmonton.
- Human Resources Staff participated in Mock Interviews for King’s University (Teacher) and MacEwan University (Education Assistant).
- Human Resources Director is a member of the Program Advisory Committee for:  
Concordia University of Edmonton BEd(AD) Field Experience Program Advisory Committee  
University of Alberta Bachelor of Education Program Advisory Committee  
Norquest College Administrative Assistant Program Advisory Committee  
MacEwan University, Special Needs Education Assistant Program.  
University of Calgary Advisory Committee and Bredin College Advisory Committee.
- Parkland School Division and Evergreen School Division virtually hosted University of Alberta Student Teachers Practicum meet and greet with HR Director and Staff on February 15, 2022.
- **2022/2023 recruiting August 25, 2022 Apply to Education virtual career fair.**

**Practicum Students**

We currently have 19 Approved Practicum Agreements in place with the following post-secondary institutions:

All Post-Secondary Approved Practicum Agreements	
✓ University of Alberta – Health Sciences	✓ Norquest College
✓ CDI College	✓ Red Deer College
✓ Concordia University	✓ The King’s University
✓ Lakeland College	✓ University of Calgary
✓ Lethbridge College	✓ University of Lethbridge
✓ MacEwan University	✓ Southern Alberta Institute of Technology
✓ Mount Royal University	✓ Athabasca University
✓ University of Victoria	✓ St. Stephen’s College
✓ Medicine Hat College	✓ Bredin College
<b>New Practicum Agreements – 2021/2022:</b>	
✓ ABM College	

Parkland School Division has had the honour of facilitating numerous practicums in various roles.

<i>Table 13: Practicum Students</i>			
Practicum Role	2019/2020	2020/2021	2021/2022*
Art Therapy	0	0	1
Student Teachers	70	79	74
Speech Language Pathologist	0	0	1
Education Assistant	7	4	10
SLPA	1	1	0
Administrative Assistant	0	2	2
Child & Youth Care	3	0	1
Physical Therapist/OT Assistant	1	0	0
Master in Counselling	4	5	7
Nurse	0	0	0
Social Work	1	0	2
Network Administrator	0	0	0
Therapy Assistant	0	0	1
Library Information Tech	1	0	0
<b>Total</b>	<b>88</b>	<b>91</b>	<b>99</b>

\*Numbers reported for the 2021-2022 School year include Practicums from August 25, 2021 – June 30, 2022

### Substitute Teacher Placement Office

- Recruiting for substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources staff are responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. **As of June 21, 2022, we have 229 teachers on our Substitute Teacher list. This number has decreased by 35 (13%) from 2020-2021.**
- Substitute teachers are held to the same high standards as Temporary or Continuing Teachers. All concerns are investigated and appropriate action taken, up to and including removal from the Substitute Teacher List.

### Casual Support and Caretaking Staff

- Human resources is responsible for recruiting and maintaining a list of qualified casual support and caretaking staff who are required for short term work assignments at schools and the Centre for Education. We regularly recruit through the Employment portal of the Division's website. **As of June 21, 2022, there are 112 (94 Casual Support and 18 Casual Caretakers) individuals on our Casual lists. The number of Casual Support Staff has decreased 17% from 2020-2021.**

## Negotiations Support

- Human Resources gathers information to report on trends and issues pertaining to the administration of the three collective agreements (ATA, CAAMSE, and IUOE). The Department leads the development of the Division's bargaining proposals, and the Human Resources Director is spokesperson for the Division's collective bargaining committee.

### Negotiations Update

#### ATA:

- ATA/PSD Local Collective Agreement expired August 31, 2020.
- ATA/Central Bargaining entered into joint mediation in March 2022. Mediator recommendations were released on May 3, 2022. June 9, 2022, 51% of ATA membership voted in favor of accepting the newly negotiated collective agreement for term September 1, 2020 to August 31, 2024.
- June 28, 2022 ATA served PSD notice to open local bargaining. ATA/PSD will be connecting in September to set date for first meeting.

#### CAAMSE:

- CAAMSE Collective Agreement term ends August 31, 2023. (September 1, 2019 to August 31, 2023)
- 2021-2022 No Layoffs for support staff

#### IUOE:

- IUOE Collective Agreement term ends August 31, 2023. (September 1, 2018 to August 31, 2023)

## Professional Development (PD)

- As of **June 30, 2022**, PD related system entries total **3574** days for all staff. (increase of 106% from 2020-2021 - 1733 days). This does not include the nine Staff Planning and Development Days in the 2021-2022 school calendar, nor does it include PD days for staff who do not require a replacement or no record entered.
- Professional development initiatives across the Division are ongoing, contributing to the growth of Parkland School Division and its employees.
- Financial Services conducts Budgeting and Forecasting Workshops for Principals, Directors and Managers.
- Human Resources offered a session to all School Secretaries on absence entries, and techniques to track and audit attendance entries.
- Support to new teachers continued with New Teacher Orientation on August 24, 2021. There were 60 attendees. For the 2022-2023 school year New Teacher Orientation was held on August 24, 2022, there were **73** attendees.
- New teachers and support staff are assigned a mentor at their school for additional assistance and support.

- New Principal/Assistant Principal Orientation on September 8, 2021 where all New Principals and Assistant Principals receive training from Finance and Human Resources.
- An extensive list of professional development opportunities is provided to our teachers and support staff through Student Supports and Services and Education and Systems Services Departments.
- New Principals and Directors are supported directly through a formal Mentorship.
- Further supports are provided directly on an ongoing basis by Senior Administration.
- Director of Human Resources and Director of Financial Services continue to work towards designation of Certified School Business Official (CSBO) offered by the Association of School Business Officials of Alberta (ASBOA).
- Human Resources and Financial Services staff are professionally designated or working toward a professional designation. These designations require on-going professional development to maintain.
- Four CFE staff members, including Director of HR, have obtained their Commissioner for Oaths appointments.

### WCB

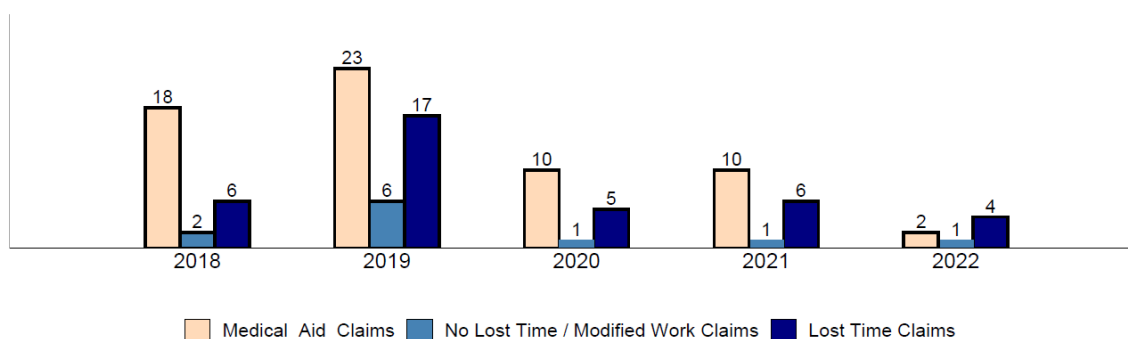
- All work place injuries must be documented and reported to Human Resources. Staff (excluding teachers and Administrators with teaching assignments) whose work-related injury requires medical attention must complete Workers' Compensation Board (WCB) forms.
- In 2019, we had 17 claims that were defined as disabling claims and 3 claims defined as disabling as of July 4, 2020. These claims are based on year of occurrence.
- In 2020, we had 5 claims that were defined as disabling claims (lost time) and 2 claims defined as disabling (lost time) as of July 17, 2021. These claims are based on year of occurrence
- In 2021, we had total of 6 claims that were defined as disabling claims (lost time) and as of July 23, 2022, we have 4 claims defined as disabling (lost time). These claims are based on year of occurrence.

### WCB Employer Report Card\*

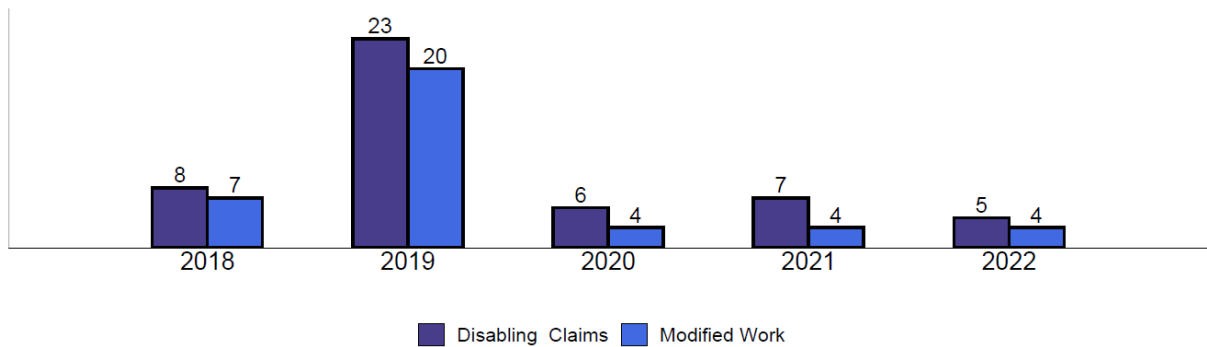
Table 14: PSD WCB Ranking		
2020	2021	2022
PSD 28/64 Employers	PSD 58/64 Employers	PSD 51/64 Employers

\*PSD ranked out of employers in our industry

### Total Claims by Type



### Lost Modified Work Opportunities



Note: Disabling claims include lost-time claims and all claims with modified work.

### Duration of Claims and the Cost Implications

Duration of Claims	2018 to 2021		2022 (Year to Date)	
	Number of Disabling Claims	Total Disabling Claim Costs	Number of Disabling Claims	Total Disabling Claim Costs
No lost-time with modified work	11	\$59,956	1	\$623
1 - 3 Days	9	\$11,938	0	\$0
4 - 5 Days	4	\$7,398	0	\$0
6 - 10 Days	4	\$15,959	2	\$6,246
10+ Days	16	\$134,143	2	\$18,961

Note: Claims are recorded based on the year they occurred. For each occurrence year, transactions on claim costs are based on a 15 month period. For example, for claims occurring in 2021, the transaction period would be from Jan 1, 2021 to Mar 31, 2022. The costs reflected in the chart are total claims costs and may or may not be used for the rate adjustment program.

All Employee Injuries

<b>Table 16: Injury Report (2019-2020 from Aug 2019 to June 2020)</b>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
<b>Employee Group</b>			
Support EA/School based	46	27	10
Support Other/Custodian	15	6	2
Teacher	22	11	3
Assistant Principal	3	0	0
Principal	1	1	0
Substitute	1	0	0
<b>Grand Total</b>	<b>88</b>	<b>45</b>	<b>15</b>

<b>Table 17: Injury Report (2020-2021 from Aug 2020 to June 2021)</b>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
<b>Employee Group</b>			
Support EA/School based	32	10	4
Support Other/Custodian	10	3	1
Teacher	16	5	4
Casual Support	2	1	0
Principal	1	1	0
Substitute	1	1	0
<b>Grand Total</b>	<b>62</b>	<b>21</b>	<b>9</b>

<b>Table 17: Injury Report (2021-2022 from Aug 2021 to June 2022)</b>			
	Total # Incidents	Sought Medical Attention	Endured Time Loss
<b>Employee Group</b>			
Support EA/School based	61	17	7
Support Other/Custodian	10	6	5
Teacher	32	12	7
Assistant Principal	1	0	0
Substitute	1	1	1
<b>Grand Total</b>	<b>105</b>	<b>36</b>	<b>20</b>

## Disability Management

- Human Resources staff work with leaders to facilitate the return to work of teachers and support staff from sick leave/extended disability leave or work-related injuries (Workers Compensation). In some cases, graduated return to work arrangements are medically recommended to ensure a smooth transition back to full duties. In other instances, suitable alternate work needs to be identified to accommodate the employee's restrictions and limitations. The leaders in Parkland School Division continue to be very supportive and demonstrate exemplary commitment to the accommodation of our staff.
- ASEBP – Alberta School Employee Benefit Plan administers the extended disability benefit for teachers. Human Resources works closely with ASEBP account manager to ensure employee accommodations are reasonable and proper medical clearance is provided. In January 2015 ASEBP implemented a Voluntary Early Intervention Program allowing collaboration between PSD and teacher to accommodate work load while the employee remains at work in some capacity as they recover from short term illness.
- Support staff short term disability medical is managed by the Human Resources Department. Human Resources works closely with the employee and their medical practitioner to determine best course of action to return employee back to work in a timely manner. Complex cases are referred to Homewood Health Inc for medical adjudication.
- Non-teaching staff Long Term Disability (LTD) is managed by Sunlife Financial. Sunlife Financial works closely with Human Resources on each claim.

Table 18: Short Term Medical Leaves*		
Employee Group	2020/2021	2021/2022
Support Groups		
CAAMSE	37	31
IUOE	8	7
NUG	3	2
Total Support Staff Medical Leaves	48	40
Total Support Staff Medical Leaves Approved for Long-term Disability (LTD)**	1	3
ATA Staff	41	54
Total ATA Staff Approved for Extended Disability Benefits (EDB)**	12	10

\*Short Term Medical leaves are defined as >5 consecutive calendar days and < 90 calendar days

\*\* LTD/EDB are medical leaves exceeding 90 calendar days and have been approved by Sunlife/ASEBP

**Employee and Family Assistance Program (EFAP)**

- The Human Resources Department manages Parkland School Division's contract for the Employee and Family Assistance Program (EFAP).
- On January 1, 2015 ASEBP started offering ATA staff EFAP Services through Homewood Health Inc.
- On April 1, 2016 support staff transitioned EFAP Services to Homewood Health Inc. Homewood Health Inc. has a model of offering short term counselling with a transition to community support without impacting Sunlife/ASEBP Paramedical benefits. Long term counselling would be accessed with Homewood Health and billed to Sunlife/ASEBP Paramedical benefits.

<i>Table 19: Employee and Family Assistance Program (Homewood Health Inc.)</i>						
	2019	Utilization	2020	Utilization	2021	Utilization
<b>Support Staff</b>						
# of cases - short term services (Smart Coach)	6.67	13.7%	4.33	12.6%	11	21.2%
# of cases - counselling services	42	8.6.3%	30	87.4%	41	78.85%
Total Active Cases	52.67	9.7%	37.33	7.98%	56	11.65%
<b>Teacher (including Principal) Staff</b>						
# of cases - short term services (Smart Coach)	4	9.1%	8.33	21.8%	1.33	5.2%
#of cases - counselling services	40	90.9%	30	78.3%	24	94.7%
Total Active Cases	46	6.7%	44.33	5.87%	27.33	6.61%
<b>Combined Total Cases - All Staff</b>	98.67	8.54%	81.66	6.92%	83.33	9.13%

EFAP data is report by school year.

**Sick Leave**

<i>Table 20: Sick Leave</i>				
	Employee Group/Position	2019-2020*	2020-2021**	2021-2022***
Number of Sick Days				
	ATA Total	4292.76	4710.55	6264.69
	Teacher	4080.47	4557.05	6015.95
	Administration	212.29	153.5	248.74
	Support Total	2613.28	2258.35	3008.08
	CAAMSE	2033.26	1792.71	2504.72
	IUOE	439.56	377.54	391.26
	NUG	140.46	88.1	112.10
Average Sick Days/FTE				
	ATA Total	7.19	7.84	10.04
	Teacher	7.45	8.28	10.54
	Administration	4.33	3.07	4.69
	Support Total	5.95	5.02	5.69
	CAAMSE total	6.34	6.16	7.71
	IUOE total	7.09	5.98	6.09
	NUG total	4.43	2.91	3.28
	<b>All Staff Total</b>	<b>5.93</b>	<b>5.28</b>	<b>6.46</b>

Note: FTE refers to the number of full-time equivalent positions. Numbers are reflective of FTE over entire school year, including temporary contracts.

\* 2019/2020 sick days are compiled from August 26, 2019-June 29, 2020

\*\*2020/2021 sick days are compiled from August 26, 2020-June 30, 2021

\*\*\*2021/2022 sick days are compiled from August 25, 2021-June 30, 2022

**Pandemic/COVID-19**

In addition to Human Resources sick leave administration in March 2020 new measure were put in to place to accommodate employees as we worked through the pandemic. Many staff members accessed approved alternative work arrangements. New absence entry codes were implemented to track occurrences away from their regular work location for reasons specially related to COVID-19. These codes were used regularly throughout the 2020-2021 and 2021-2022 school year.

New absences codes included:

**Sick – Mandatory Isolation (ISO):** This code is only used in the event the employee is sick and/or has been asked to self-isolate due to COVID-19 and will not be working.

**Isolation – Working from Home (ISOW):** This code is used in the event the employee has been exposed to someone with COVID-19; returning from travel, has been asked to self-isolate; experiencing childcare issues due to COVID-19 and will continue to work from home.

**Working from Home (WFH):** Only select this code if you have prior approval from your immediate supervisor and clear direction on how work will be conducted from home.

<i>Table 21: COVID-19 Related Days</i>						
	2020/2021**			2021/2022***		
	<i>ISO</i>	<i>ISOW</i>	<i>WFH</i>	<i>ISO</i>	<i>ISOW</i>	<i>WFH</i>
ATA Total	1183	1706	6908	2009	44	991
Teacher	1142	1570	6833	1880	33	944
Administration	41	136	75	129	11	47
Support Total	804	676	4133	1160	99	1821
CAAMSE total	596	616	3401	959	56	1244
IUOE total	194	0	0	177	0	0
NUG total	14	60	732	24	43	577

\*Codes could be used effective March 16, 2020

\*\*2020/2021 data is from August 26, 2020-June 30, 2021

\*\*\*2021/2022 data is from August 25, 2021-June 30, 2022

### Paid Leave for COVID-19 Vaccinations

On April 21, 2021, the Government of Alberta passed Bill 71: Employment Standards (COVID-19 Vaccination Leave). This permitted an employee to take up to 3 consecutive hours of paid leave, per dose of the vaccine.

A new code was created to track the utilization of this specific leave effective April 21, 2021. Prior to this government announcement employees were able to use SICK (medical appointment) to obtain their vaccine if needed.

New code: **COVID-19 Vaccination (CVAC)** - This code is to be used to take up to 3 hours to attend a COVID vaccination. Time will be deducted from the sick bank.

### COVID-19 Vaccination Utilization:

<i>Table 22: COVID Vaccination</i>		
	2020-2021	2021-2022
Employee Group	# of Employees*	# of Employees**
ATA Staff	92	6
Support Staff		
CAAMSE	59	1
IUOE	14	2
NUG	6	2
All Staff Total	171	11

\*Numbers are as of April 21, 2021 – June 30, 2021

\*\*Numbers are from August 25, 2021-June 30, 2022

### Student Enrolment

<i>Table 23: Student Enrolment as September 28</i>			
	2019/2020	2020/2021**	2021/2022***
Student (Headcount)	11,526	11,517	<b>11,944</b>
Student FTE Equivalent	11,035	10,860	<b>11336.5</b>
Total Teacher to Student Ratio	1:20	1:20	<b>1:20</b>

\*Numbers from Enrolment Report at September 30, 2019

\*\*Numbers from Enrolment Report at September 30, 2020 (Home Ed numbers jumped from 42 for 2019-2020 to 257 for 2020-2021)

\*\*\*Numbers from Enrolment Report at September 30, 2021 (Home Ed numbers dropped from 257 for 2020-2021 to 165 for 2021-2022)

**Average Cost of an Education Assistant II**

<i>Table 24: Total Compensation</i>		
	2020/2021	2021/2022
Salary	\$36,978.00	\$37,124.29*
Benefits	\$8232.00	\$8,895.74**
Local Authorities Pension Plan	\$3,230.00	\$3,338.14
Total Salary, Benefits and LAPP	\$48,440.00	\$49,358.17

\*includes 8% vacation pay

\*\*includes EI/CPP/Sunlife Benefits

**Teacher Education and Experience**

<i>Table 25: Teacher Education and Experience (2019)</i>									
Teacher Distribution as of September 30, 2019 (FTE)									

		E D U C A T I O N							
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	TOTAL
E X P E R I E N C E	0				6.16	3.00	1.00		10.16
	1				7.71	5.00	6.62		19.33
	2				13.00	5.00	4.00		22.00
	3				14.24	7.00	5.89		27.13
	4				16.50	3.00	4.00		23.50
	5				8.00	6.00	3.71		17.71
	6				13.51	6.52	5.00		25.03
	7				17.36	7.55	5.00		29.91
	8				27.50	3.00	13.28		43.78
	9				196.79	87.70	107.72		392.21
									0.00
									0.00
	TOTAL	0.00	0.00	0.00	320.76	133.77	156.23	0.00	610.76

Table 26: Teacher Education and Experience (2020)

## Teacher Distribution as of September 30, 2020 (FTE)

		E D U C A T I O N							TOTAL
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	
E X P E R I E N C E	0				10.00	0.00	2.50		12.50
	1				8.00	4.40	3.00		15.40
	2				8.57	4.00	6.50		19.07
	3				11.63	1.00	4.00		16.63
	4				13.32	5.60	7.00		25.92
	5				15.16	3.00	4.00		22.16
	6				10.18	7.00	4.71		21.89
	7				13.50	6.60	6.00		26.10
	8				18.10	7.00	4.00		29.10
	9				204.15	85.12	117.96		407.23
	10								0.00
	11								0.00
	TOTAL	0.00	0.00	0.00	312.61	123.72	159.67	0.00	596.00

Table 27: Teacher Education and Experience (2020)

## Teacher Distribution as of September 30, 2021 (FTE)

		E D U C A T I O N							TOTAL
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	
E X P E R I E N C E	0				9.49	3.06	5.50		18.05
	1				5.71	1.00	4.82		11.53
	2				9.50	4.20	4.83		18.53
	3				10.74	6.00	4.00		20.74
	4				10.65	3.00	8.00		21.65
	5				17.06	6.00	8.41		31.47
	6				15.46	2.00	4.00		21.46
	7				11.14	5.70	4.71		21.55
	8				16.06	6.50	7.00		29.56
	9				210.88	87.27	119.28		417.43
	10								0.00
	11								0.00
	TOTAL	0.00	0.00	0.00	316.68	124.73	170.55	0.00	611.96

**Average Teaching Cost**

<i>Table 28: Average Teaching Cost</i>			
	2019/2020	2020/2021	2021/2022
Teacher	\$101,604.00	\$102,054.00	\$103,772.00

Note: Average teaching costs include salary and benefit expenditures

**Total Compensation**

<i>Table 29: Total Compensation</i>			
	2019/2020	2020/2021	2021/2022
ATRF %	11.29%	10.87%	10.87%
ATRF \$\$	\$11,471.09	\$9,933.98	\$9,992.03
Total of Average Teacher Cost	\$101,604.00	\$102,054.00	\$103,772.00
Total Salary, Benefits and ATRF	\$113,075.09	\$111,987.98	\$113,763.90



## MEMORANDUM

September 13, 2022  
Regular Board Meeting

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

### 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 August 30, 2022 GPS Meeting.

### REPORT SUMMARY

On August 30, 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)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta  
On Tuesday, August 30, 2022, at 9:00 AM

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### Attendance:

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

### Regrets:

Dr. Meg Miskolzie, Associate Superintendent

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## 1. WELCOME & LEARNING MOMENT

- 1.1. Call to Order:** Board Chair welcomed the GPS Committee to the 2022-2023 school-year and shared that Vice-Chair Elect Osborne will be leading the Welcome & Learning Moment in GPS Meetings going forward.

Vice-Chair Elect Osborne called the meeting to order at 9:04 a.m. and expressed gratitude for school staff today, the first day of school for students.

- 1.2. Land Acknowledgement:** Acknowledgement of Treaty Territory by Vice-Chair Elect Osborne.
- 1.3. Changes to the Agenda:** Add Student Advisory Discussion as 4.3 under Strategic Planning.
- 1.4. Approval of the Agenda:**  
**MOVED by** Trustee Cameron that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

- 1.5. Approval of the June 14, 2022, GPS Minutes:**  
**MOVED by** Trustee Hennig that the GPS Minutes of June 14, 2022 be approved as presented.

**CARRIED UNANIMOUSLY**

**1.6. Learning Moment:**

Vice-Chair Elect Osborne led the committee in a Learning Moment focused on communicating the role of Trustee to stakeholders.

**2. OPERATIONS AND INFORMATION**

**2.1. Fort Chipewyan:** Superintendent Boyce detailed some of the work that Parkland School Division (PSD) staff have been doing in preparation for the start-up of Athabasca Delta Community School (ADCS), such as school building maintenance, housing upgrades and furnishings, financial planning, grant applications for student supports, technology reset, internet for the housing, equipping staff with laptops, fencing and general supplies, and more. Discussion ensued.

**2.2. Summer Updates:** Administration provided several updates on summer work.

**2.2.1. Facilities Services:** Associate Superintendent McFadyen identified some of the work that Facilities Services was tasked with over the summer, including the placement and upgrades of modulars, Blueberry Parking lot and sidewalks and refurbishing École Broxton Park School gymnasium. A detailed report will be presented to the Board at the September 13, 2022 regular meeting.

**2.2.2. Transportation Services:** Associate Superintendent McFadyen acknowledged the busy work of Transportation Services over the summer, sharing that, at present, there are over 6700 students on buses and the numbers will increase well into October. Transportation has had over 850 change requests since the beginning of July and is working with contractors to address bus driver shortages.

**2.2.3. Technology Services:** Associate Superintendent Johnston shared that the Technology Services Department has been processing late school registrations, deploying and migrating technology equipment, such as Chromebooks, setting-up the technology modulars, completing wireless upgrades and completing professional development in student data training for PowerSchool.

*Board Chair Stewart called a recess at 10:27 a.m. Meeting resumed at 10:37 a.m.*

**2.2.4. Human Resources:** Deputy Superintendent Francis provided an update on the Human Resource Department status. This is the second consecutive year that PSD was able to retain all support staff without layoffs at the end of June. Overall, PSD staff has increased in the Division by approximately 181 (137.43 FTE). A full report will be provided at the September 13, 2022 regular meeting. Discussion ensued.

**2.2.5. Student Services:** The STEPS classroom in Connections for Learning has been moved to Woodhaven Middle School, where students in the junior high grades will have access to more diverse programming. The Student Services Department is working on student well-being and comprehensive health and workplace wellness initiatives, using a collaborative approach and working with community partners for wrap-around services. PSD has been approved for a breakfast food grant and School Counsellors are in place in PSD K-Gr.9 for students this fall. Discussion ensued.

- 2.3. Operational Priorities:** Superintendent Boyce shared that the Operational Priorities are the same four priorities mentioned at the Opening Day: Student & Workplace Wellness, Indigenous ways of Knowing, Community, Equity, and Belonging, and Programming and Pedagogy.
- 2.4. Curriculum Update:** Associate Superintendent Johnston provided an update on the implementation of the new K-Gr. 3 Language Arts and Mathematics and the K-Gr.6 Physical Education curriculum. Teachers have been collaborating, but more collaborative opportunities and resources will be provided throughout the school year as we develop our own practices and approaches for this new learning. Discussion ensued.
- 2.5. COVID Update:** Deputy Superintendent Francis shared that PSD continues to recommend safe practices in schools, such as good hand hygiene and protocols for staying home during illness. PSD will continue to follow Alberta Health Services recommendations.

### 3. GOVERNANCE

- 3.1. Association Business:** Board Chair shared that she will contribute an article for the Public School Boards' Association of Alberta (PSBAA) September edition of 'The Advocate'. PSBAA is also hosting a Franklin Covey presentation on September 23, 2022, which will be open for Trustees and Executive Team.
- 3.2. Revised Board Policy 13: Appeals to the Board:** Tabled. The revised Board Policy 13: Appeals to the Board, revised Board Policy 14: Teacher Transfer, Suspension, Termination and Appeal and Administrative Procedure have been sent for review by legal counsel.
- 3.3. Revised Board Policy 14: Teacher Transfer, Suspension, Termination and Appeal:** Tabled. The revised Board Policy 13: Appeals to the Board, revised Board Policy 14: Teacher Transfer, Suspension, Termination and Appeal and Administrative Procedure have been sent for review by legal counsel.
- 3.4. Engagement Letter:** Board Chair Stewart reviewed an engagement letter for consultation services for a third-party Superintendent and Board evaluation. Discussion ensued.
- 3.5. School Council Updates:** No school council meetings have been held for the 2022-2023 yet. Board Chair Stewart encouraged Trustees to review the assurance elements going into the year, prior to attending school council meetings.

### 4. STRATEGIC PLANNING

- 4.1. Upcoming meetings with Minister LaGrange:** Board Chair Stewart discussed two upcoming opportunities for PSD to meet with Education Minister, Adriana LaGrange. September 6, 2022, Minister LaGrange will tour ADCS. On September 13, 2022, Board Chair Stewart, Vice-Chair Elect Osborne and Superintendent Boyce will meet with Minister LaGrange during her annual School Boards meeting. Discussion ensued.
- 4.2. Advocacy Priorities / Plans:** Board Chair Stewart requested a continuation of the advocacy plan from the 2021-2022 school year and for Trustees to think of 3-4 advocacy priorities and how to action those priorities.

- 4.3. Student Advisory Discussion:** Superintendent Boyce asked whether or not Trustees want to maintain the same process for students advisory as last year or would you like a different approach. Discussion ensued.

**5. IN-CAMERA: LEGAL**

**MOVED by** Vice-Chair Elect Osborne to move in-camera at 12:13 p.m.

**CARRIED UNANIMOUSLY**

**MOVED by** Trustee Hennig to re-enter the GPS Meeting at 12:40 p.m.

**CARRIED UNANIMOUSLY**

**6. CLOSING**

- 6.1. Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information.
- 6.2. Topics to come forward to the next Board Meeting include:** Human Resources Report, Facilities Summer Work Report and the World Opens Up Report.
- 6.3. Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 6.4. Adjournment:** Board Chair Stewart adjourned the meeting at 12:55 p.m.

**Next meeting:** Tuesday, September 27, 2022, at 9:00 a.m. (**FULL DAY**)