

REGULAR BOARD MEETING

AGENDA

October 11, 2022 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/4ggTzUE-50o>



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

October 11, 2022, at 9:00 AM

Live-Streaming: <https://youtu.be/4gqTzUE-50o>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 1.1. Land Acknowledgement 1.2. National Anthem 1.3. Personal Reflection 1.4. Trustee Announcements 1.5. Changes to the Agenda 1.6. Approval of the Agenda
-4-	2. APPROVAL OF MINUTES 2.1. Regular Meeting of September 13, 2022
	3. BUSINESS ARISING FROM THE MINUTES
	4. DELEGATION / PRESENTATION 4.1. Students from Connections for Learning and Duffield School will be presenting “Program of Choice: My Path & Outdoor Pursuits”.
	<i>Recess Period / Public Question Period</i>
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
-9- -13-	7. ACTION ITEMS 7.1. 2022 Modular Submission Request (S. McFadyen, S. LaBrie) 7.2. School Naming Committee (S. Boyce, M. Francis)
-15-	8. ADMINISTRATIVE REPORTS 8.1. 2022-2023 Enrolment Report (S. McFadyen, J. Krefting)

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-19-	8.2. Athabasca Delta Community School Report (M. Francis, D. Bernard)																																	
-25- -27- -29- -34-	<p>9. TRUSTEE REPORTS</p> <p>9.1. Audit Committee (J. Osborne)</p> <p>9.2. Benefits Committee (A. Wagner)</p> <p>9.3. Governance & Planning Session (L. Stewart)</p> <p>9.4. Council of School Councils (L. Stewart)</p> <p>9.5. Alberta School Boards Association (J. Osborne, L. Stewart)</p> <p>9.6. Public School Boards' Association of Alberta (E. Cameron, A. Wagner)</p> <p>9.7. Chamber of Commerce (L. Stewart)</p>																																	
	<p>10. FUTURE BUSINESS</p> <p>10.1. Meeting Dates:</p> <p><i>Board – Open to the Public:</i></p> <table border="1"> <tr> <td>Nov 29, 2022</td> <td>-----</td> <td>Regular Board Meeting 9:00 AM, Centre for Education (<i>Meeting Live-Streamed for Public</i>)</td> </tr> </table> <p><i>Committees – Closed to the Public:</i></p> <table border="1"> <tr> <td>Oct 11, 2022</td> <td>-----</td> <td>Teacher Board Advisory Committee 4:15 PM, Centre for Education</td> </tr> <tr> <td>Oct 28, 2022</td> <td>-----</td> <td>ASBA Zone 2/3 Meeting 9:30 AM, Edmonton</td> </tr> <tr> <td>Nov 08, 2022</td> <td>-----</td> <td>Governance & Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)</td> </tr> <tr> <td>Nov 16-18, 2022</td> <td>-----</td> <td>PSBC Meeting 5:00 PM, Edmonton</td> </tr> <tr> <td>Nov 23, 2022</td> <td>-----</td> <td>Audit Committee 1:00 PM, Centre for Education</td> </tr> </table> <p><i>By Invitation:</i></p> <table border="1"> <tr> <td>Nov 29, 2022</td> <td>-----</td> <td>Stakeholder Engagement Event, 7:00 PM, Woodhaven Middle School</td> </tr> </table> <p><i>Other:</i></p> <table border="1"> <tr> <td>Oct 12-14, 2022</td> <td>-----</td> <td>PSBAA Fall General Meeting 5:00 PM, Edmonton</td> </tr> <tr> <td>Oct 19-21, 2022</td> <td>-----</td> <td>Trustee Summit and Work Sessions</td> </tr> <tr> <td>Nov 01, 2022</td> <td>-----</td> <td>Council of School Councils 7:00 PM, Centre for Education</td> </tr> <tr> <td>Nov 20-22, 2022</td> <td>-----</td> <td>ASBA Fall General Meeting 5:00 PM, Edmonton</td> </tr> </table>	Nov 29, 2022	-----	Regular Board Meeting 9:00 AM, Centre for Education (<i>Meeting Live-Streamed for Public</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	Nov 08, 2022	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)	Nov 16-18, 2022	-----	PSBC Meeting 5:00 PM, Edmonton	Nov 23, 2022	-----	Audit Committee 1:00 PM, Centre for Education	Nov 29, 2022	-----	Stakeholder Engagement Event, 7:00 PM, Woodhaven Middle School	Oct 12-14, 2022	-----	PSBAA Fall General Meeting 5:00 PM, Edmonton	Oct 19-21, 2022	-----	Trustee Summit and Work Sessions	Nov 01, 2022	-----	Council of School Councils 7:00 PM, Centre for Education	Nov 20-22, 2022	-----	ASBA Fall General Meeting 5:00 PM, Edmonton
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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
	11. IN-CAMERA: LABOUR
	12. ACTION IN RESPONSE TO IN-CAMERA
	13. ADJOURNMENT



**MINUTES OF THE
REGULAR BOARD MEETING
HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY
PLAIN, ALBERTA ON TUESDAY, SEPTEMBER 13, 2022, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Jill Osborne, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee – *via video conferencing*
Anne Montgomery, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Shae Abba, Director, Human Resources
John Blood, Director, Transportation Services
Serge LaBrie, Director, Facilities Services
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

REGRETS:

Scott McFadyen, Associate Superintendent

ABSENT:

Aimee Hennig, Trustee

CALL TO ORDER

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

Ms. Zylla administered the Oaths for Office for Board Chair, Dr. Lorraine Stewart, and Vice-Chair, Jill Osborne for the 2022-2023 school year.

LAND ACKNOWLEDGEMENT

Board Chair Stewart acknowledged Parkland School Division's presence in Treaty #6 and Treaty #8 Territories.

NATIONAL ANTHEM

PERSONAL REFLECTION

ANNOUNCEMENTS

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF THE AGENDA

Res 071-22

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

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 072-22

MOVED by Trustee McCann that the minutes of the Organizational Board Meeting held on June 21, 2022, be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 073-22

MOVED by Trustee Osborne that the minutes of the Regular Meeting held on June 21, 2022, be approved as amended.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

There was no delegation

QUESTION PERIOD:

There were no questions submitted to the Board at Board@psd.ca, for the September 13, 2022, Question Period.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

There were no action items.

ADMINISTRATIVE REPORTS

2022 FACILITIES SUMMER WORK REPORT

The Board of Trustees received for information, the 2022 Facilities Summer Work Report.

Mr. LaBrie provided additional information and responded to questions.

Mr. LaBrie exited the meeting at 10:16 a.m.

Board Chair Stewart called a recess at 10:16 a.m. The Meeting resumed at 10:23 a.m.

WHERE THE WORLD OPENS UP REPORT

The Board of Trustees received for information, the Where the World Opens Up Report.

Associate Superintendent Johnston provided additional information and responded to questions.

HUMAN RESOURCES 2021-2022 REPORT

The Board of Trustees received for information, the Human Resources 2021-2022 Report.

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

Ms. Abba exited the meeting at 11:33 a.m.

TRUSTEE REPORTS

GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the August 30, 2022, Governance & Planning Session.

ALBERTA SCHOOL BOARDS ASSOCIATION

Vice-Chair Osborne provided Trustees with her report.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Trustee Wagner provided Trustees with her report.

CHAMBER OF COMMERCE

There was no report.

CANADIAN SCHOOL BOARDS ASSOCIATION

Board Chair Stewart, Vice-Chair Osborne and Trustee Wagner provided Trustees with their joint report.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

Oct 11, 2022 ----- Regular Board Meeting 9:00 AM, Centre for Education *(Meeting Live-Streamed for Public)*

Committees – Closed to the Public:

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 9:00 AM, Centre for Education *(full day)*

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

By Invitation:

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

Other:

Oct 04, 2022 ----- Council of School Councils 7:00 PM, Centre for Education

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

There was no In-Camera.

ACTION IN RESPONSE TO IN-CAMERA

There was no action in response to In-Camera.

ADJOURNMENT

The meeting was adjourned at 11:43 a.m.

DRAFT

Board Chair

Secretary-Treasurer



MEMORANDUM

October 11, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Serge LaBrie, Director, Facilities Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board
ADDITIONAL REFERENCE	BP 2: Section 35. Resource Stewardship: Acquires and disposes of land and buildings
SUBJECT	2022 MODULAR SUBMISSION REQUEST

PURPOSE

For approval. Recommendation is required.

RECOMMENDATION

That the Board of Trustees approve the Modular Submission Request as presented at the Regular Meeting of October 11, 2022.

BACKGROUND

The Board of Trustees is responsible for reviewing and approving division modular plans and adhering to the Board Annual Work Plan. The attached report is in support of these responsibilities.

REPORT SUMMARY

Ecole Meridian Heights

Request 6 new replacement modular classrooms to replace 6 existing units.

The 5 modular units from 1973-1978 are past due for replacement and the 1 modular unit from 1993 should be replaced as all of the units are located together.

Copperhaven School

Request 4 new modular classrooms.

The 4 new modular classrooms are required to increase the capacity of the school. Copperhaven School is currently at 91% of its capacity and projected to keep growing.

Blueberry School

Request 9 new replacement modular classrooms to replace 9 existing units.

The 9 modular units from 1980 are past due for replacement.

Muir Lake School

Request 6 new replacement modular classrooms to replace 6 existing units.

The 5 modular units from 1980 and one from 1990 are past due for replacement.

Ecole Broxton Park School

Request 6 new replacement modular classrooms to replace 6 existing units.

The 6 modular units from 1985 (4 units) and 1988 (2 units) are past due for replacement.

Administration would be pleased to respond to any questions.

SM:rg



2022 MODULAR SUBMISSION REQUEST

October 2022

Presented to the Board of Trustees, October 11, 2022
 Scott McFadyen, Associate Superintendent of Corporate Services
 Resource: Serge LaBrie, Director Facilities Services

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BACKGROUND

The Board of Trustees Modular Classroom Request is due November 1st.

Modular classroom recommendations are based on:

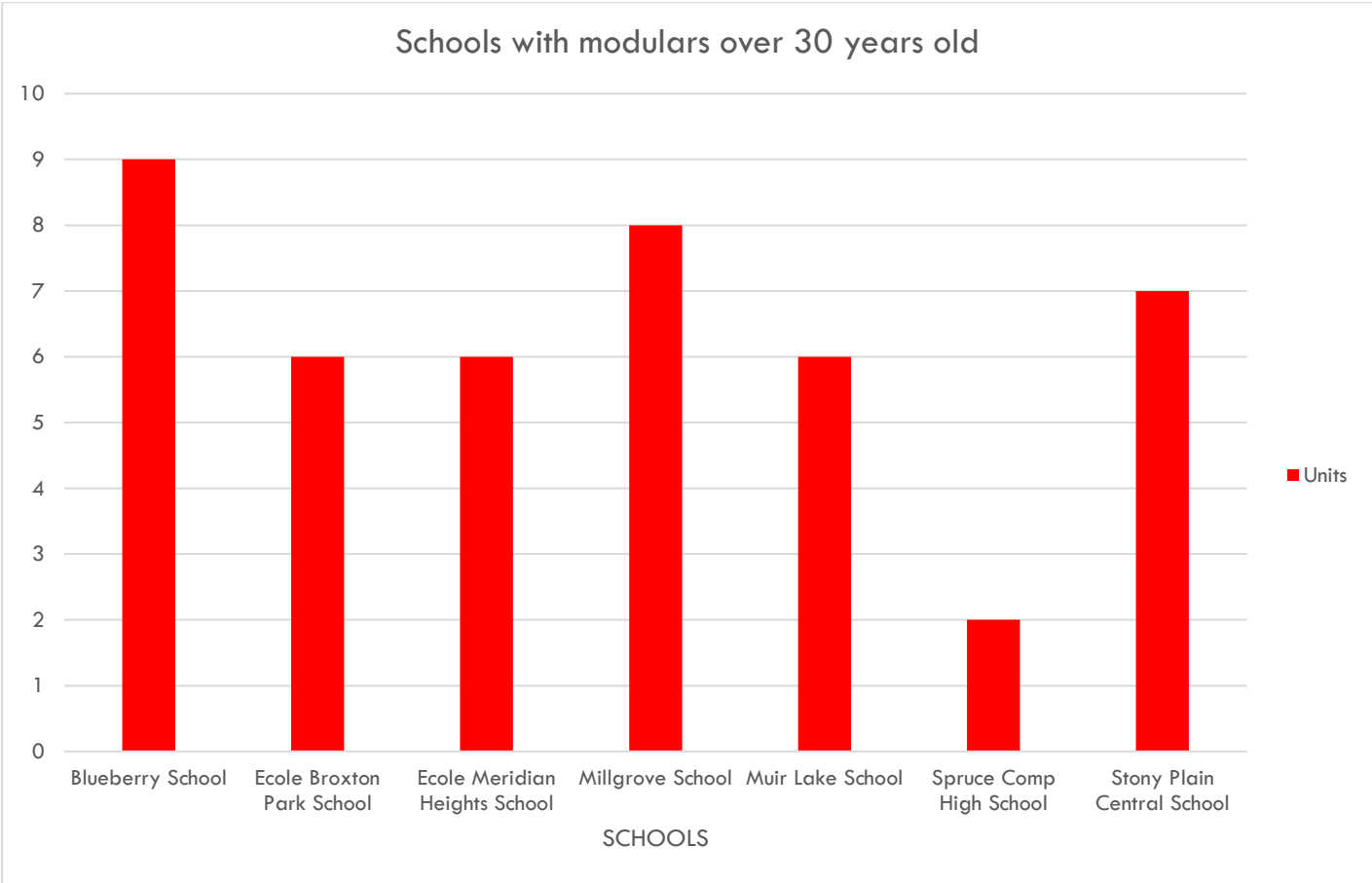
- Age of modular units
- Health and safety issues
- General condition
- Feedback from staff (teachers, maintenance, custodians)

Administration is pleased to make the following recommendation based on expected enrolment pressures and evergreening of existing modular classrooms.

REPORT / TOPIC

The modular classroom request recommendation is:

1. Ecole Meridian Heights School
 - 6 new modular classrooms (modulars).
 - To replace 6 modulars dated: 5 modulars built from 1973-1978 and 1 modular built in 1993.
 - Average age of modulars being recommend for replacement is 49 years old.
 - The 1993 modular is in the same area as the 1973-78 modulars and therefore should be replaced at the same time.
2. Copperhaven School
 - 4 new modular classrooms (modulars).
 - To increase capacity.
 - Current capacity is 91% and is projected to keep growing.
3. Blueberry School
 - 9 new modular classrooms (modulars).
 - To replace 9 modulars built in 1980.
 - Average age of modulars being recommend for replacement is 42 years old.
4. Muir Lake School
 - 6 new modular classrooms (modulars).
 - To replace 5 modular classrooms built in 1980 and 1 modular classrooms built in 1990.
 - Average age of modulars being recommend for replacement is 40 years old.
5. Ecole Broxton Park School
 - 6 new modular classrooms (modulars).
 - To replace 6 modulars dated: 4 units built in 1985 and 2 units built in 1988.
 - Average age of modulars being recommend for replacement is 36 years old.





MEMORANDUM

October 11, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Mark Francis, Deputy Superintendent
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Stakeholder Engagement and Communication BP 2: Collaboration Administrative Procedure 130: Naming of Schools <i>Education Act</i>
SUBJECT	SCHOOL NAMING COMMITTEE

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees establishes a School Naming Committee to determine appropriate engagement and collaboration with stakeholders, and provide a recommendation to the Board whether to maintain the current name or re-name the Stony Plain Central Replacement School.

BACKGROUND

The Board of Trustees engage with parents, students, staff and the community in various Board Matters, as well as the process for the opportunity for input from stakeholders. The Board also represents the community's needs, hopes and desires for education through collaboration; including the naming or re-naming of a school. This recommendation is in response to this responsibility.

REPORT SUMMARY

In the spring of 2021, after extensive planning and preparation, Parkland School Division began construction on a replacement school for Stony Plain Central School. The replacement school is set to open and welcome staff and students at the start of the 2023-2024 school year.

With construction of a replacement school, the opportunity arises to keep the original name or to assign a new name to the replacement school.

Administration will consult stakeholders and gather feedback, as outlined in [Administrative Procedure 130: Naming of Schools](#), and provide this information to the School Naming Committee. Once the Committee has considered all the information and feedback, they will *“bring one (1) recommendation forward to the Board for consideration”* (AP 130).

Administration would be pleased to respond to any questions.

SB:kz



MEMORANDUM

October 11, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director of Financial Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Section 7 BP 12: Section 3 (Alberta Education) Funding Manual for School Authorities
SUBJECT	2022-2023 ENROLMENT REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees reviews and approves the budget on an annual basis, performs Board functions required by governing legislation and Ministerial directives, and is responsible to adhere to the Board Annual Work Plan. The 2022-2023 Enrolment Report provides information to support these responsibilities.

REPORT SUMMARY

Attached for information is the September 29, 2022 enrolment count for Parkland School Division. The enrolment reflects the September count that will be used in the Weighted Moving Average (WMA) calculation, to determine funded students as per the Alberta Education funding manual.

The September 29 enrolment count for the 2022-2023 school year is 12,415 for the Division. This is an increase of 471 students or 3.9% over the 2021-2022 school year which includes the Athabasca Delta Community School. Excluding Athabasca Delta Community School enrolments increased by 315 students or 2.6% over the 2021-2022 school year.

By community the enrolment changes compared to the prior year were:

- Community A enrolments increased by 1 student or 0.2%
- Community B enrolments increased by 37 students or 0.8%
- Community C enrolments increased by 300 students or 4.8%
- Outreach enrolments decreased by 23 students or 8.4%
- The addition of Athabasca Delta Community School increased enrolments by 156 students

Administration would be pleased to respond to questions.

SM:rg

Schedule A - 2022-2023 Budget
Enrolment Report September 29, 2022

School Name	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Actual Sep 29 2022	Budget 2022-23	Sep 2022 to 2022-23 Budget Variance	Actual Sep 29 2021	Actual Sep 30 2020	Actual Sep 30 2019	Actual Sep 30 2018	Actual Sep 30 2017
Athabasca Delta Community School		10	15	13	16	14	18	15	18	15	11	9	2		156		156					
Blueberry		60	57	55	56	69	53	57	66	47	43				563	570	(7)	572	557	592	581	572
Brookwood	50	81	93	88	98	86									496	491	5	493	498	524	502	777
Connections for Learning		6	21	22	20	28	34	60	65	106	80	22	21	42	527	509	18	593	427	242	236	137
Home Ed			11	15	6	15	10	16	9	7	7	5	3	7	111	150	(39)	165	257	42	37	31
Bright Bank Institutional															-	-	0	0	11	12	12	12
Copperhaven		76	72	92	92	79	94	70	71	87	49				782	756	26	739	708	707	599	
Duffield		32	28	33	36	24	38	27	31	29	32				310	286	24	282	238	282	290	289
École Broxton Park	74	63	88	72	64	50	67	69	60	57	33				697	744	(47)	689	665	667	670	729
École Meridian Heights		59	67	66	67	93	70	65	69	61	70				687	718	(31)	724	716	757	725	732
Entwistle		9	15	14	10	8	21	14	5	5	6				107	116	(9)	126	122	125	133	121
Forest Green		32	36	37	38	33	45	29							250	234	16	229	226	254	275	301
Graminia		50	57	55	52	53	54	51	62	40	48				522	521	1	527	501	521	524	526
Greystone Centennial Middle							92	96	112	104	121				525	525	0	536	511	516	512	537
High Park	26	31	52	34	48	40	60	57	59	67	50				524	520	4	531	513	539	513	533
Memorial Composite High												468	394	405	1,267	1,234	33	1117	1027	1,073	1,086	1122
Millgrove		113	88	115	102	101									519	498	21	470	464	505	473	545
Muir Lake		42	64	49	67	59	60	44	33	45	35				498	494	4	460	423	467	458	450
Parkland Village		17	25	25	30	24	36								157	117	40	145	149	192	186	189
Prescott Learning Centre		81	95	74	71	96	80	116	92	114	94				913	970	(57)	879	842	850	829	741
Seba Beach															-	-	-	-	-	66	75	97
Spruce Grove Composite High												428	431	370	1,229	1,180	49	1134	1,097	1,032	1,029	987
Stony Plain Central	24	50	38	44	43	49	47	52	77	101	89				614	595	19	603	571	638	616	602
Tomahawk		6	10	11	10	8	11	13	10	10	12				101	100	1	102	95	92	108	115
Wabamun		9	8	12	8	12	10	10	20	10	20				119	126	(7)	126	115	102	83	96
Woodhaven Middle							111	111	85	87	95				489	450	39	427	415	451	467	633
Projected Additional Enrolments*															-	48	(48)					
ECS - Grade 12 Enrolment	174	827	940	926	934	941	1,011	972	944	992	895	932	851	824	12,163	11,952	211	11,669	11,148	11,248	11,019	10,874
Outreach Programs												18	50	184	252	319	(67)	275	369	278	162	187
Projected Additional Enrolments*															-	0				51	103	62
Outreach Programs												18	50	184	252	319	(67)	275	369	329	265	249
Total Enrolment	174	827	940	926	934	941	1,011	972	944	992	895	950	901	1008	12,415	12,271	144	11,944	11,517	11,577	11,284	11,123

Schedule A - 2022-2023 Budget
 Enrolment Report September 29, 2022
 Community A

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Actual Sep 29 2022	Budget 2022-23	Variance	Actual Sep 29 2021	Actual Sep 30 2020	Actual Sep 30 2019	Actual Sep 30 2018	Actual Sep 30 2017
Duffield		32	28	33	36	24	38	27	31	29	32				310	286	24	282	238	282	290	289
Entwistle		9	15	14	10	8	21	14	5	5	6				107	116	-9	126	122	125	133	121
Seba Beach															-	-	-	-	-	66	75	97
Tomahawk		6	10	11	10	8	11	13	10	10	12				101	100	1	102	95	92	108	115
Wabamun		9	8	12	8	12	10	10	20	10	20				119	126	-7	126	115	102	83	96
Total Community A	-	56	61	70	64	52	80	64	66	54	70	-	-	-	637	628	9	636	570	667	689	718

Community B

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Actual Sep 29 2022	Budget 2022-23	Variance	Actual Sep 29 2021	Actual Sep 30 2020	Actual Sep 30 2019	Actual Sep 30 2018	Actual Sep 30 2017
Forest Green		32	36	37	38	33	45	29							250	234	16	229	226	254	275	301
High Park	26	31	52	34	48	40	60	57	59	67	50				524	520	4	531	513	539	513	533
Memorial Composite High												468	394	405	1,267	1234	33	1117	1027	1,073	1,086	1,122
École Meridian Heights		59	67	66	67	93	70	65	69	61	70				687	718	-31	724	716	757	725	732
Stony Plain Central	24	50	38	44	43	49	47	52	77	101	89				614	595	19	603	571	638	616	602
Stony Plain	50	172	193	181	196	215	222	203	205	229	209	468	394	405	3,342	3,301	41	3,204	3,053	3,261	3,215	3,290
Connections for Learning- Stony Plain		6	21	22	20	28	34	31	34	39	41	22	21	42	361	355	6	437	331	242	236	137
Home Ed			11	15	6	15	10	16	9	7	7	5	3	7	111	150	-39	165	257	42	37	31
Bright Bank Institutional															-	0	0	0	11	12	12	12
Muir Lake		42	64	49	67	59	60	44	33	45	35				498	494	4	460	423	467	458	450
Blueberry		60	57	55	56	69	53	57	66	47	43				563	570	-7	572	557	592	581	572
Total Community B	50	280	346	322	345	386	379	351	347	367	335	495	418	454	4,875	4,870	5	4,838	4,632	4,616	4,539	4,492

Community C

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Actual Sep 29 2022	Budget 2022-23	Variance	Actual Sep 29 2021	Actual Sep 30 2020	Actual Sep 30 2019	Actual Sep 30 2018	Actual Sep 30 2017
Brookwood	50	81	93	88	98	86	67	69	60	57	33				496	491	5	493	498	524	502	777
École Broxton Park	74	63	88	72	64	50	67	69	60	57	33				697	744	(47)	689	665	667	670	729
Copperhaven		76	72	92	92	79	94	70	71	87	49				782	756	26	739	708	707	599	-
Greystone Centennial Middle							92	96	112	104	121				525	525	-	536	511	516	512	537
Millgrove		113	88	115	102	101									519	498	21	470	464	505	473	545
Prescott Learning Centre		81	95	74	71	96	80	116	92	114	94				913	970	(57)	879	842	850	829	741
Spruce Grove Composite High							111	111	85	87	95	428	431	370	1,229	1,180	49	1,134	1097	1,032	1,029	987
Woodhaven Middle							111	111	85	87	95				489	450	39	427	415	451	467	633
Projected Additional Enrolments*															-	48	(48)	-	-	-	-	-
Spruce Grove	124	414	436	441	427	412	444	462	420	449	392	428	431	370	5,650	5,662	(12)	5,367	5,200	5,252	5,081	4,949
Graminia		50	57	55	52	53	54	51	62	40	48				522	521	1	527	501	521	524	526
Parkland Village		17	25	25	30	24	36								157	117	40	145	149	192	186	189
Connections for Learning - Spruce Grove							29	31	67	39					166	154	12	156	96			
Total Community C	124	481	518	521	509	489	534	542	513	556	479	428	431	370	6,495	6,454	41	6,195	5,946	5,965	5,791	5,664

Other

School Name	Pre-K	ECS	1	2	3	4	5	6	7	8	9	10	11	12	Actual Sep 29 2022	Budget 2022-23	Variance	Actual Sep 29 2021	Actual Sep 30 2020	Actual Sep 30 2019	Actual Sep 30 2018	Actual Sep 30 2017
Outreach Programs												18	50	184	252	319	-67	275	369	278	162	187
Projected Additional Outreach Enrolments															-	-	-	-	-	51	103	62
Total Outreach												18	50	184	252	319	(67)	275	369	329	265	249
Athabasca Delta Community School		10	15	13	16	14	18	15	18	15	11	9	2		156	-	156	-	-	-	-	-
Total Enrolments	174	827	940	926	934	941	1,011	972	944	992	895	950	901	1,008	12,415	12,271	144	11,944	11,517	11,577	11,284	11,123



MEMORANDUM

October 11, 2022
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Mark Francis, Deputy Superintendent
RESOURCE	Dean Bernard, Northern and Indigenous Relations
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Education Planning and Programming Board Annual Work Plan <i>Education Act</i>
SUBJECT	ATHABASCA DELTA COMMUNITY SCHOOL REPORT

PURPOSE

For information. No recommendation required.

BACKGROUND

The Superintendent is committed to the principle of open, two-way communication with the Division's internal and external stakeholders. In the 2021-2022, the Minister of Education sought an interested School Authority to assume the role of Interim Education Authority for Athabasca Delta Community School (ADCS), and Parkland School Division was invited by the Nations and community of Fort Chipewyan and approved by the Minister to assume the role.

Effective September 1, 2022, Parkland School Division assumed the role of Interim Education Authority for ADCS, as Athabasca Chipewyan First Nation, Fort Chipewyan Métis Association, and Mikisew Cree First Nation take the necessary steps to establish a Community Education Authority.

REPORT SUMMARY

The Superintendent employs a Division Principal to be responsible for Northern and Indigenous Relations with an initial purpose of facilitating the operation of ADCS and developing relationships and partnerships with Athabasca Chipewyan First Nation, Fort Chipewyan Métis Association, and Mikisew Cree First Nation as partners in education.

This report provides an update to the Board regarding finances, enrolment, staffing, school infrastructure, staff housing, technology, programming and services for ADCS students, since assuming the role of Interim Education Authority.

Administration would be pleased to respond to any questions.

MF:kz



ATHABASCA DELTA COMMUNITY SCHOOL REPORT

October, 2022

Presented to the Board of Trustees, October 11, 2022

Mark Francis, Deputy Superintendent

Resource: Dean Bernard, Division Principal of Indigenous and Northern Affairs

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

BACKGROUND

In May 2022, Parkland School Division (PSD) Executive members were invited to meet with representatives from Athabasca Chipewyan First Nation, Fort Chipewyan Métis Association, Mikisew Cree First Nation and Alberta Education. In June 2022, upon invitation from the Nations, PSD accepted the request to act as the Interim Education Authority for Athabasca Delta Community School (ADCS) in Fort Chipewyan, Alberta. In July, 2022 The Minister of Education issued Ministerial Order 011-2022 adjusting PSD's Boundaries to include area in and around Fort Chipewyan which had previously been part of Northland School Division. The Ministerial Order came into effect on September 1, 2022.

Athabasca Chipewyan First Nation, Fort Chipewyan Métis Association, and Mikisew Cree First Nation are in the process of establishing a Community Education Authority, and PSD will work in partnership with the local community to operate ADCS until the Community Education Authority assumes operation.

REPORT / TOPIC

Financial Operation

ADCS has operated under a budget allotted by the Government of Alberta and under a Tuition Agreement between the Nations, Federal Government and the local School Authority. The budget for ADCS falls under a separate funding envelope than the rest of the PSD.

Enrolment Summary

ADCS has functioned as a K-9 school for the last few years and has had an enrolment of approximately 140 students in 2021-2022. In the 2022-2023 school year, ADCS currently has 156 students in grades K-10.

Staffing

ADCS is staffed based on agreement with the Nations, community needs (including grants), identified student supports and school enrolment.

14 FTE Teaching positions. There are 3 returning teachers from 2021-2022.

1 Community Instructor/Cultural Liaison - In addition to the teaching FTE, 1 community instructor/cultural liaison instructs the Dene language/cultural program. Returning employee.

5 Educational Assistants - 2 returning employees.

1 School Administrative assistant - New employee.

2 cooks - Returning employees.

1 Bus driver - Returning employee.

2 Mental Health Support workers (Helping Hands) - Returning employees.

1 Maintenance worker. Returning employee.

PSD and the Alberta Teachers' Association (ATA) are in the process of concluding adoption of a Letter of Understanding that would recognize the inclusion of the ADCS teachers as part of the PSD Collective Agreement with the ATA, subject to the PSD Collective Agreement but recognizing specific provisions and language from the Northland School Division Collective Agreement.

School Infrastructure

Maintenance is staffed by 1 onsite Division employee. PSD Maintenance staff has identified a number of school infrastructure needs to be addressed including:

- Upgrading and repairing boiler system
- Mitigate a water leak that occurred during July, 2022 damaging two instructional spaces

A special Capital Request is being finalized for submission to the Ministers of Education and Infrastructure to cover some of the unanticipated capital needs.

Staff Housing

PSD has 14 houses/duplexes to accommodate staff. Staff housing is needed to accommodate teaching staff in a community with limited rental options. When available, support staff may have access as well.

PSD is looking at adding a 15th suite (basement suite in an existing unit) to accommodate future growth and programming needs. A 15th unit also allows for accommodating PSD staff who travel to Fort Chipewyan.

Upgrades to staff housing/procedures include:

- Establishing rental agreements, including minimum criteria for furnishings and standards provided
- Replacement of furniture/household items as required (\$14,000)
- Maintenance of all yards and grounds
- Currently addressing required sewer upgrades at one unit (Duplex)

Technology Upgrades

PSD is updating the technology at ADCS to meet our operation standards. This includes:

- Complete upgrade of the school phone system
- Issuing of new staff computers including laptops for teaching staff and upgrade of desktop systems for school administrative staff
- Switch of the wireless infrastructure to Cisco 9120AXI Wireless Access Points
- Upgrading of the WiFi in the staff housing
- New photocopier contract and replacement of units - scheduled to be completed when the winter road opens

2022-2023 Programming

High School:

ADCS now offers high school courses, starting with grade 10. To accommodate requests from the community, PSD has created a schedule that allows more flexibility and additional courses that have not been offered at that school for many years including Career and Technology (CTS) woodworking. ADCS is also offering students more opportunities and options by allowing them to access the Connections for Learning School, and this allows them to offer a wealth of course choices that PSD offers all of our high school students.

Land Based Learning:

Given the unique location, ADCS will be able to offer students some rare opportunities for learning. Some students this month will be working with Parks Canada on the dissection of muskrats and a talk about employment opportunities with Parks Canada after they graduate from school. ADCS also received a donation from a community member of two moose hides. All students will gain the opportunity to see the tanning process and will have a chance to learn some of the skills needed to tan a moose hide from an elder or knowledge keeper. The school has also supported the students in going to a Moose Camp, and students will have the opportunity to learn about trapping during the winter season.

Services for Students

Mental Health Capacity Building- Helping Hands Project:

PSD has received a one-year Mental Health Capacity Building (MHCB) grant from Alberta Health Services for the continuance of the Helping Hands project, which has been supporting the community for multiple years. This MHCB Project promotes mental, emotional, and social well-being for children and families residing in Fort Chipewyan and protects against negative outcomes by bolstering resilience through skill development. This grant supports two 12-month positions as well as the resources required to support the program. It is anticipated that this grant will continue in future years.

Food Security:

At ADCS, all students have the opportunity to have a healthy breakfast, lunch, and two snacks. The food program is funded through Alberta Education dollars (allocated by the Sept 30 count for ADCS), Tuition Agreements, as well as the support provided by the Breakfast Clubs of Canada and Suncor. The school has two dedicated cooks to support this work. Currently, food is primarily sourced from outside of the community; however, PSD has started a dialogue with the local K'ai Tailé Market to explore partnering to source food locally.

Apple Schools:

ADCS has been working with Apple Schools for multiple years to support health promotion. PSD will be receiving a small maintenance grant from Apple Schools this year, which will support Comprehensive School Health (CSH) at ADCS. PSD's Health and Wellness Facilitator will work alongside the Principal and School Health Lead to support the development and implementation of their CSH action plan

Developing Partnerships between School and Community Service Providers:

PSD is partnering with community service providers to support students requiring speech therapy, occupational therapy, and physical therapy. School-based service providers will collaborate with community service providers to ensure smooth transitions between community and school supports.



MEMORANDUM

October 11, 2022
Audit Committee Meeting

TO	Board of Trustees
FROM	Jill Osborne, Vice-Chair
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director Financial Services
GOVERNANCE POLICY	Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 8: Appendix 8.5: Audit Committee Terms of Reference (PricewaterhouseCoopers) Audit Plan AP 580: Division Records Management Audit Committee Annual Work Plan
SUBJECT	AUDIT COMMITTEE

PURPOSE

For information. No recommendation is required

BACKGROUND

The Board is responsible to establish an Audit Committee as per Board Policy 8: Appendix 8.5 Audit Committee Terms of Reference. The Audit Committee shall “fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with legislation and regulatory requirements”. The Audit Committee is empowered to “meet with Division officers, external auditors or outside counsel, as necessary” and to “review the auditor’s proposed audit scope and approach”. This report is in support of these responsibilities.

REPORT SUMMARY

On Tuesday, September 20, 2022 the Audit Committee reviewed the year ending August 31, 2022 Audit Plan presented by PricewaterhouseCoopers.

Associate Superintendent Scott McFadyen and Mr. Krefting presented the Internal Audit Report which outlined the processes of internal controls within the school division.

Associate Superintendent Scott McFadyen and Mr. Krefting presented the Records Management Audit report and reviewed the processes to ensure records management processes comply with Administrative Procedure 580.

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

SM:rg



MEMORANDUM

October 11, 2022
Benefit Committee Meeting

TO Board of Trustees

FROM Aileen Wagner, Trustee

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Brad Seib, Hub International

GOVERNANCE POLICY Board Policy 8: Board Committees

ADDITIONAL REFERENCE BP 8: Appendix 8.3 Benefit Plan Advisory Committee Terms of Reference
PSD Experience Report – January 1, 2022 to August 31, 2022

SUBJECT **BENEFIT COMMITTEE**

PURPOSE

For information. No recommendation required.

BACKGROUND

This report is being complete to provide information in relation to the information discussed in the Benefit meeting.

REPORT SUMMARY

Hub International reviewed the plan experience for January 1, 2022 to August 31, 2022.

Hub International discussed the Self Insurance (ASO) Benefits and the pooling component of the health benefits which protect PSD from high-cost claims.

The average monthly health claim rate from January to August 2022 is \$212.96 per member.

Average Health Spending Account claims have reduced from \$511.84 per member in 2021 to \$404.14 per member in 2022. As of January 1, 2022, CAAMSE members were able to choose to allocate some or all of their funds to a Personal Spending account. Claims under the new PSA have offset the reduction in claims under the HSA.

This year, dental claims increased by 2.76% per member, a rate of increase that is slightly below the expected annual increase.

Hub International also reviewed Sun Life's pay-direct drug card and the Plan member digital experience which includes Amazon Alexa Sun Life Skill and two simpler ways to submit claims through the app.

I would be pleased to respond to any questions.

SM:rg



MEMORANDUM

October 11, 2022
Regular Board Meeting

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

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the unapproved Minutes from the September 27, 2022 GPS Meeting.

REPORT SUMMARY

On September 27, 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, September 27, 2022, at 9:00 AM

ATTENDANCE:

Lorraine Stewart, Board Chair (*via online conferencing*)
 Jill Osborne, Vice-Chair (*Vice-Chair Osborne chaired the Meeting*)
 Aileen Wagner, Trustee
 Aimee Hennig, Trustee
 Paul McCann, Trustee
 Eric Cameron, Trustee
 Anne Montgomery, Trustee
 Shauna Boyce, Superintendent
 Mark Francis, Deputy Superintendent
 Scott Johnston, Associate Superintendent
 Dr. Meg Miskolzie, Associate Superintendent
 Dean Bernard, Director of Northern and Indigenous Relations
 Jordi Weidman, Director of Strategic Communications
 Keri Zylla, Recording Secretary

REGRETS:

Scott McFadyen, Associate Superintendent

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Vice-Chair Osborne called the meeting to order at 9:00 a.m.
- 1.2. **Land Acknowledgement:** Acknowledgement of Treaty Territory by Vice-Chair Osborne.
- 1.3. **Changes to the Agenda:**
 - Add agenda item 2.5 Modular Submission
 - Add agenda item 4.5 Rally for Public Education
- 1.4. **Approval of the Agenda:**
MOVED by Trustee McCann that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY
- 1.5. **Approval of the August 30, 2022, GPS Minutes:**
MOVED by Trustee Cameron that the GPS Minutes of August 30, 2022 be approved as presented.

CARRIED UNANIMOUSLY

1.6. Learning Moment:

Vice-Chair Osborne led the committee in a Learning Moment focused on the *“Trustee Code of Conduct”*.

2. OPERATIONS AND INFORMATION

2.1. Enrollment Estimates: Superintendent Boyce shared that the detailed Enrolment Report will be presented at the October 11, 2022, Regular Board meeting, and shared some preliminary numbers that show an overall increase in enrolment. Discussion ensued.

2.2. Athabasca Delta Community School (ADCS) Update: Superintendent Boyce shared that a report on ADCS will be presented to the Board at the October 11, 2022, Regular Board Meeting. Although the ministerial order for Parkland School Division (PSD) to assume the role of Interim Education Authority was not effective until September 1, 2022, a significant amount of work was done over the summer months to ensure September operations for ADCS.

Deputy Superintendent Francis and Mr. Bernard shared updates on the finances, enrolment, staffing, school infrastructure, staff housing, technology, programming and services for ADCS students, since PSD assumed the role of Interim Education Authority. Discussion ensued.

2.3. Transportation Update: Superintendent Boyce provided an update on two current bus routes. As of Monday, September 26, 2022, PSD has been able to accommodate all bus routes. Administration will continue the work of finding solutions to transportation challenges. Discussion ensued.

Vice-Chair Osborne called a recess at 10:59 a.m. Mr. Bernard exited the meeting at 10:59 a.m. The meeting resumed at 11:06 a.m.

2.4. Stony Plain Central Replacement School Name: Superintendent Boyce reviewed the process and procedure for naming schools.

Deputy Superintendent Francis and the Strategic Communications Department will facilitate stakeholder consultation regarding the Stony Plain Central Replacement School and the Board will establish and task a School Naming Committee with recommending a school name to the Board for approval.

2.5. Modular Submission: Superintendent Boyce reviewed 5 modular classroom requests that will be submitted to Alberta Education for consideration. A detailed Modular Submission Request Report will be presented at the October 11, 2022, Regular Board Meeting. Discussion ensued.

3. GOVERNANCE

3.1. Association Business: Trustees shared updates on membership associations.

3.1.1. Public School Boards’ Association of Alberta (PSBAA) Prep: Trustee Wagner highlighted agenda items for discussion at the upcoming PSBAA Fall General Meeting, noting Cady Corcoran, a current Parkland School Division student, will perform the national anthem at the Lois Hole Dinner.

Board Chair Stewart announced that she will submit her name, once again, to continue her role as a Second Director for the PSBAA.

3.1.2. Alberta School Boards Association (ASBA): Board Chair Stewart and Vice-Chair Osborne attended Friday's ASBA Zone 2/3 meeting, and shared that ASBA will create an election package for Trustees regarding the United Conservative Party candidates, highlighting their stance on a number of educational concerns.

3.2. Alberta School Councils' Association (ASCA) Letter to Parkland School Division Chair: Board Chair Stewart shared information from a letter sent by ASCA to all Board's, requesting additional dollars due to the elimination of some of the government funding they formerly received. Discussion ensued.

3.3. School Council Updates: Trustees provided updates from the School Council Meetings they attended.

3.4. School Tours:

3.4.1. Purpose: Board Chair Stewart and Superintendent Boyce discussed the purpose of Trustee School Tours. Discussion ensued.

3.4.2. Schedule: Trustees discussed a variety of ideas for scheduling Trustee School Tours once the purpose for the tours has been established. Discussion ensued.

Vice-Chair Osborne called a lunch recess at 12:18pm. Meeting resumed at 12:51pm.

3.5. Annual Education Results Report (AERR) Governance Elements Reporting: Associate Superintendent Johnston provided a template for Trustee Governance Elements Reporting, based on the 21-22 Education Plan. Trustees provided exemplars and feedback on each of the five elements. Trustee Reporting, using this template, will help build aspects of the ensuing Education Plan. Discussion ensued.

3.6. Board Policy 18: Role of the Student: Board Chair Stewart reviewed and discussed governance aspect(s) of the current Board Policy 18: Role of the Student. Discussion ensued.

Board Policy 18 will be discussed again at the November 8, 2022, GPS Meeting.

4. STRATEGIC PLANNING

4.1. Spruce Grove Composite High School Advocacy Plan: Board Chair Stewart, Vice-Chair Osborne and Superintendent Boyce met with the Minister of Education, Adriana LaGrange, on September 13, 2022, to discuss two items, which included PSD's Capital Plan request for a replacement high school and how to further advocate for this needed school. Discussion ensued.

4.2. Transportation Advocacy Plan: Board Chair Stewart, Vice-Chair Osborne and Superintendent Boyce also discussed transportation challenges, specific to PSD and across the province, and provided a number of solutions to Minister LaGrange.

Board Chair Stewart will draft a letter to Minister LaGrange, on behalf of the Board, that reinforces PSD and provincial transportation challenges and that highlights the suggested solutions from their September 13th discussion.

Vice-Chair Osborne called a recess at 2:22 p.m. Meeting resumed at 2:31 p.m.

4.3. Engagement Topics: Superintendent Boyce and Associate Superintendent Johnston sought Trustee feedback on engagement topics for both student and stakeholder engagements.

4.3.1. Student engagement format and topics: Superintendent Boyce and Associate Superintendent Johnston reviewed formats and topics used in prior student engagements and collected Trustee feedback for future engagement.

4.3.2. Stakeholder engagement topics: Superintendent Boyce and Associate Superintendent Johnston reviewed formats and topics used in prior stakeholder engagements and collected Trustee feedback for future engagement opportunities.

4.4. Trustee Summit

4.4.1. Topics for Discussion: Board Chair Stewart reviewed some of the suggested topics suggested for the upcoming Trustee Summit. The agenda will be sent to Trustees and Executive prior to the Summit in preparation.

4.4.2. Schedule: Superintendent Boyce provided an overview of the October 19-21, Trustee Summit schedule.

4.5. Rally for Public Education: Board Chair Stewart shared information on an upcoming Alberta Teachers' Association Rally for Public Education, to be held October 22, 2022, at the legislative grounds. Discussion ensued.

5. CLOSING

5.1. Discussion with Superintendent: Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information.

5.2. Topics to come forward to the next Board Meeting include: School Naming Committee, Modular Submission Request, Athabasca Community School Report, Enrolment Report.

5.3. Roundtable Discussion: Vice-Chair Osborne closed the session with a roundtable discussion.

5.4. Adjournment: Vice-Chair Osborne adjourned the meeting at 3:31 p.m.

Next meeting: Tuesday, November 8, 2022, at 9:00 a.m. *(FULL DAY)*



MEMORANDUM

October 11, 2022
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Lorraine Stewart, Board Chair

RESOURCE Scott Johnston, Associate Superintendent

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 8: Board Committees

ADDITIONAL REFERENCE BP 2: Stakeholder Engagement and Communication
 BP 2: Supports and Services
 BP 8: Appendix 8.1 Governance and Planning Committee Meeting Terms of Reference
 AP 124: Council of School Councils

SUBJECT **COUNCIL OF SCHOOL COUNCILS (COSC)**

PURPOSE

For information. No recommendation required.

BACKGROUND

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

REPORT SUMMARY

On October 4, 2022, the Council of School Councils (COSC) met at the Parkland School Division, Centre for Education, to discuss a number of agenda items decided in advance including the Spirit of COSC and the School Council Engagement Grant. The Committee also approved the May 10, 2022 minutes, the proposed 2022-2023 COSC meeting dates and held an election for COSC Chairperson.

The Board Report, Office of the Superintendent Report and Principal Reports were presented.

LS:kz