

REGULAR BOARD MEETING

AGENDA

April 11, 2023 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/5Ft8Zqu2ELY>



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

April 11, 2023, at 9:00 AM

Live-Streaming: <https://youtu.be/5Ft8Zqu2ELY>

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 March 7, 2023
	3. BUSINESS ARISING FROM THE MINUTES
	4. DELEGATION / PRESENTATION 4.1. Staff and students from École Meridian Heights School, École Broxton Park School and Spruce Grove Composite High School will be making a presentation on the Parkland School Division French Immersion Program.
	<i>Recess Period / Public Question Period</i>
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
-10- -12-	7. ACTION ITEMS 7.1. Revised Board Policy 7: Board Operations (A. Montgomery, Policy Review Committee) 7.2. 2023-2024 Budget Assumptions (Audit Committee)

Our Vision:

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

<p>-21-</p> <p>-40-</p>	<p>8. ADMINISTRATIVE REPORTS</p> <p>8.1. 2022-2023 Second Quarter Financial Report and Forecast (S. McFadyen, J. Krefting)</p> <p>8.2. Student Engagement Report (S. Johnston)</p>																														
<p>-47-</p> <p>-49-</p> <p>-53-</p>	<p>9. TRUSTEE REPORTS</p> <p>9.1. Council of School Councils (L. Stewart)</p> <p>9.2. Governance & Planning Session (L. Stewart)</p> <p>9.3. Audit Committee (J. Osborne)</p> <p>9.4. Alberta School Boards Association (J. Osborne, L. Stewart)</p> <p>9.5. Public School Boards' Association of Alberta (E. Cameron, A. Wagner)</p> <p>9.6. Chamber of Commerce (L. Stewart)</p> <p>9.7. Rural Caucus of Alberta School Boards (A. Wagner)</p> <p>9.8. Alberta Rural Education Symposium (A. Wagner)</p>																														
	<p>10. FUTURE BUSINESS</p> <p>10.1. Meeting Dates:</p> <table border="1" data-bbox="464 1087 1427 1743"> <tr> <td colspan="3" data-bbox="464 1087 1427 1140"><i>Board – Open to the Public:</i></td> </tr> <tr> <td data-bbox="464 1140 724 1226">May 30, 2023</td> <td data-bbox="724 1140 812 1226">-----</td> <td data-bbox="812 1140 1427 1226">Regular Board Meeting 12:30 PM, Centre for Education <i>(Meeting Live-Streamed for Public)</i></td> </tr> <tr> <td colspan="3" data-bbox="464 1226 1427 1278"><i>Committees – Closed to the Public:</i></td> </tr> <tr> <td data-bbox="464 1278 724 1331">Apr 13-14, 2023</td> <td data-bbox="724 1278 812 1331">-----</td> <td data-bbox="812 1278 1427 1331">PSBC Meeting 8:00 AM, Edmonton</td> </tr> <tr> <td data-bbox="464 1331 724 1417">Apr 18, 2023</td> <td data-bbox="724 1331 812 1417">-----</td> <td data-bbox="812 1331 1427 1417">Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i></td> </tr> <tr> <td data-bbox="464 1417 724 1470">Apr 19, 2023</td> <td data-bbox="724 1417 812 1470">-----</td> <td data-bbox="812 1417 1427 1470">Benefits Committee 3:30 PM, Centre for Education</td> </tr> <tr> <td data-bbox="464 1470 724 1556">Apr 25, 2023</td> <td data-bbox="724 1470 812 1556">-----</td> <td data-bbox="812 1470 1427 1556">Teacher Board Advisory Committee 4:15 PM, Centre for Education</td> </tr> <tr> <td data-bbox="464 1556 724 1608">May 1, 2023</td> <td data-bbox="724 1556 812 1608">-----</td> <td data-bbox="812 1556 1427 1608">ASBA Zone 2/3 Meeting 9:30 AM, Edmonton</td> </tr> <tr> <td data-bbox="464 1608 724 1661">May 10, 2023</td> <td data-bbox="724 1608 812 1661">-----</td> <td data-bbox="812 1608 1427 1661">Audit Committee 1:00 PM, Centre for Education</td> </tr> <tr> <td data-bbox="464 1661 724 1743">May 16, 2023</td> <td data-bbox="724 1661 812 1743">-----</td> <td data-bbox="812 1661 1427 1743">Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i></td> </tr> </table>	<i>Board – Open to the Public:</i>			May 30, 2023	-----	Regular Board Meeting 12:30 PM, Centre for Education <i>(Meeting Live-Streamed for Public)</i>	<i>Committees – Closed to the Public:</i>			Apr 13-14, 2023	-----	PSBC Meeting 8:00 AM, Edmonton	Apr 18, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>	Apr 19, 2023	-----	Benefits Committee 3:30 PM, Centre for Education	Apr 25, 2023	-----	Teacher Board Advisory Committee 4:15 PM, Centre for Education	May 1, 2023	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton	May 10, 2023	-----	Audit Committee 1:00 PM, Centre for Education	May 16, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>
<i>Board – Open to the Public:</i>																															
May 30, 2023	-----	Regular Board Meeting 12:30 PM, Centre for Education <i>(Meeting Live-Streamed for Public)</i>																													
<i>Committees – Closed to the Public:</i>																															
Apr 13-14, 2023	-----	PSBC Meeting 8:00 AM, Edmonton																													
Apr 18, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>																													
Apr 19, 2023	-----	Benefits Committee 3:30 PM, Centre for Education																													
Apr 25, 2023	-----	Teacher Board Advisory Committee 4:15 PM, Centre for Education																													
May 1, 2023	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton																													
May 10, 2023	-----	Audit Committee 1:00 PM, Centre for Education																													
May 16, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education <i>(full day)</i>																													

Our Vision:

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

	Other:	
May 02, 2023	-----	Council of School Councils 7:00 PM, Centre for Education
	By Invitation:	
May 26, 2023	-----	Milestones and Merits, 5:00 PM, Heritage Pavilion, Stony Plain
May 26, 2023	-----	ASBA Zone 2/3 Edwin Parr Banquet 7:00 PM, Edmonton
	<p>10.2. Notice of Motion</p> <p>10.3. Topics for Future Agendas</p> <p>10.4. Requests for Information</p> <p>10.5. Responses to Requests for Information</p> <p>10.5.1. The March 7, 2023 Request for Information on the ownership and discussions regarding the future of Horizon Stage in light of government funding for the design stage of a Spruce Grove Composite High School replacement school was presented at the March 21, 2023 GPS.</p>	
	11. IN-CAMERA: OTHER CONFIDENTIAL MATTERS	
	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, MARCH 7, 2023, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Jill Osborne, Vice-Chair (*via video-conferencing*)
Aimee Hennig, Trustee (*via video-conferencing*)
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
John Blood, Director, Transportation Services
Jason Krefting, Director, Financial Services
Serge LaBrie, Director, Facilities Services
Shaye Patras, Division Principal, Numeracy and Achievement
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

GUEST PRESENTERS:

Nealle Dickson, Principal, Woodhaven Middle School
Karen Stride-Goudie, Principal, Brookwood School
Aram Almousa, Grade 8, Woodhaven Middle School
Ella Keleman, Grade 8, Woodhaven Middle School
Theo Medeiros, Grade 3, Brookwood School
Kinley Ryan, Grade 3, Brookwood School
Angele Medeiros, Parent, Brookwood School and Woodhaven Middle School

REGRETS:

Aileen Wagner, Trustee

CALL TO ORDER

Board Chair Stewart called the meeting to order at 9:01 a.m.

LAND ACKNOWLEDGEMENT

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

NATIONAL ANTHEM

PERSONAL REFLECTION

ANNOUNCEMENTS

APPROVAL OF THE AGENDA

Res 017-2023

MOVED by Trustee Montgomery that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 018-2023

MOVED by Trustee Cameron that the minutes of the Regular Meeting held on February 14, 2023, be approved as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

Superintendent Boyce and Deputy Superintendent Francis shared the air quality test at École Meridian Heights School, as mentioned in the Workplace Safety Report and presented at the February 14, 2023 Regular Meeting, has been completed, and the conclusive results state there are no mold particles in the air.

DELEGATION

A delegation of students and staff from Brookwood School and Woodhaven Middle School made a presentation on the Parkland School Division Christian Program.

Board Chair Stewart called a recess at 9:42 a.m. Members of the Delegation exited the meeting. Meeting resumed at 9:52 a.m.

QUESTION PERIOD:

There were no questions submitted to the Board at Board@psd.ca, for the March 7, 2023, Question Period.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

Res 019-2023

EDWIN PARR NOMINATION

MOVED by Trustee Hennig that the Board of Trustees recognizes, Shae Careless from Millgrove School, Alyssa Dunbar from Athabasca Delta Community School, Kiran Kawa from Graminia School, Morgan Kowalczyk from École Broxton Park School, and Jenna Stumbur from Duffield School, as the five Parkland School Division Edwin Parr nominees. And further, that the Board submits Jenna Stumbur's nomination to the Alberta School Boards Association Zone 2/3 Edwin Parr Selection Committee, as presented at the Regular Meeting of March 7, 2023.

CARRIED UNANIMOUSLY

Trustee Hennig and Deputy Superintendent Francis provided additional information and responded to questions.

Res 020-2023

START TIME: REGULAR MEETING OF MAY 30, 2023

MOVED by Trustee Montgomery that the Board of Trustees approves changing the start time from 9:00 a.m. to 12:30 p.m. for the Regular Board Meeting of May 30, 2023.

CARRIED UNANIMOUSLY

Superintendent Boyce provided additional information and responded to questions.

Res 021-2023

NEW SCHOOL NAME FOR STONY PLAIN CENTRAL REPLACEMENT SCHOOL

MOVED by Trustee Cameron that the Board of Trustees approves Westview School as the new school name for the Stony Plain Central Replacement School, as recommended by the School Naming Committee and presented at the Regular Meeting of March 7, 2023.

CARRIED UNANIMOUSLY

Trustee Cameron, from the School Naming Committee and Superintendent Boyce provided additional information and responded to questions.

DESIGNATION OF ATTENDANCE AREA: PIONEER AREA STRUCTURE PLAN (ASP)

Res 022-2023

MOVED by Trustee Montgomery that the currently undesignated areas of the Pioneer Area Structure Plan (ASP), in the City of Spruce Grove, be designated to the Prescott Learning Centre attendance boundaries, effective the beginning of the 2023-2024 school year.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis provided additional information and responded to questions.

2023-2024 FEES AND ALLOWANCES

Res 023-2023

MOVED by Trustee McCann that the Board of Trustees approves the 2023-2024 Fees and Allowances as presented at the Regular Meeting of March 7, 2023.

CARRIED UNANIMOUSLY

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

Mr. Blood and Mr. Krefting exited the meeting at 10:56 a.m.

2023-2026 THREE-YEAR CAPITAL PLAN RECOMMENDATION

Res 024-2023

MOVED by Trustee McCann that the Board of Trustees approves the Three-Year Capital Plan Recommendation as presented at the Regular Meeting of March 7, 2023.

CARRIED UNANIMOUSLY

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

Board Chair Stewart called a recess at 11:06 a.m. Meeting resumed at 11:11 a.m.

ADMINISTRATIVE REPORTS

2022-2023 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) / CAPITAL MAINTENANCE RENEWAL (CMR) EXPENDITURE REPORT

The Board of Trustees received for information, the 2022-2023 Infrastructure Maintenance Renewal (IMR) / Capital Maintenance Renewal (CMR) Expenditure Report.

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

NUMERACY REPORT

The Board of Trustees received for information, the Numeracy Report.

Associate Superintendent Johnston and Mr. Patras provided additional information and responded to questions.

Vice-Chair Osborne exited the meeting at 12:03 p.m.

Mr. Patras exited the meeting at 12:09 p.m.

RELOCATION OF STONY PLAIN AND SPRUCE GROVE OUTREACH CENTRES

The Board of Trustees received for information, the Relocation of Stony Plain and Spruce Grove Outreach Centres Report.

Deputy Superintendent Francis and Associate Superintendent McFadyen provided additional information and responded to questions.

Mr. LaBrie exited the meeting at 12:35 p.m.

TRUSTEE REPORTS

TEACHER BOARD ADVISORY COMMITTEE

Trustee Montgomery shared her report.

GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the February 21, 2023, Governance & Planning Session.

ALBERTA SCHOOL BOARDS ASSOCIATION

Board Chair Stewart shared Vice-Chair Osborne’s meeting summary.

PUBLIC SCHOOL BOARDS’ ASSOCIATION OF ALBERTA

There was no report. Trustee Cameron shared an update.

CHAMBER OF COMMERCE

There was no report.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

Apr 11, 2023 ----- Regular Board Meeting 9:00 AM, Centre for Education *(Meeting Live-Streamed for Public)*

Committees – Closed to the Public:

Mar 17, 2023	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
Mar 21, 2023	-----	Governance & Planning Session 9:00 AM, Centre for Education (<i>morning only</i>)
Mar 21, 2023	-----	Student Advisory TBD, (<i>afternoon only</i>)
Apr 04, 2023	-----	Audit Committee 1:00 PM, Centre for Education
Apr 13-14, 2023	-----	PSBC Meeting 8:00 AM, Edmonton
Apr 18, 2023	-----	Governance & Planning Session 9:00 AM, Centre for Education (<i>full day</i>)
Apr 19, 2023	-----	Benefits Committee 3:30 PM, Centre for Education
Apr 25, 2023	-----	Teacher Board Advisory Committee 4:15 PM, Centre for Education

By Invitation:

Apr 06, 2023	-----	Education Planning Day 8:30 AM, Stony Plain
--------------	-------	---

NOTICE OF MOTION

Trustee Montgomery provided notice of the following motion: That the Board revise Board Policy 7: Board Operations, to amend article 44.6 to read "*All resolutions and amendments*".

TOPICS FOR FUTURE AGENDAS

There were no topics for future agendas.

REQUESTS FOR INFORMATION

Trustee Cameron requested background information on the ownership of Horizon Stage and what discussions have happened with the City of Spruce Grove in regards to the future of Horizon Stage as we begin the design stages of the Spruce Grove Composite High School replacement school.

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 12:41 p.m.



MEMORANDUM

April 11, 2023
Regular Board Meeting

TO Board of Trustees

FROM Notice of Motion at the March 7, 2023 Regular Board Meeting

ORIGINATOR Anne Montgomery, Trustee

RESOURCE Anne Montgomery, Trustee

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 8: Board Committees and Representation
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 7; Agenda for Regular Meetings; Article 40.2
BP 7; Minutes for Regular or Special Meetings; Article 44.6

SUBJECT **REVISION OF BOARD POLICY 7: BOARD OPERATIONS; ARTICLE 44.6, AS PER NOTICE OF MOTION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees revises Board Policy 7: Board Operations; Article 44.6 to read "All resolutions and amendments", as per the Notice of Motion from the Regular Meeting of March 7, 2023.

BACKGROUND

Section 43 of the Board Policy 7 states that the "The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions" [Emphasis Added]; and section 47. states that the "Minutes shall be deemed to be the official and sole records of the Board's business upon adoption" [Emphasis Added]; and the minutes of the Board do not include any indication of motions to amend nor the decision of the Board to that motion to amend. It is recommended by the mover that the Board consider the inclusion in the minutes, amendments to motions and recorded votes of those amendments, to properly document "its proceedings" and ensure the recording of all Board business.

REPORT SUMMARY

At the March 7, 2023, Regular Board Meeting, Trustee Montgomery gave Notice of Motion, to revise Board Policy 7: Board Operations; article 44.6, to add the words “and amendments” so it would read, in full, “all resolutions and amendments”.

Minutes for Regular or Special Meetings

43. The Board shall maintain and preserve, by means of minutes, a record of its proceedings and resolutions.
44. The minutes shall record:
 - 44.1. The date, time and place of meeting;
 - 44.2. The type of meeting;
 - 44.3. The name of presiding officer;
 - 44.4. The names of those trustees and senior administration in attendance (excused trustee absences indicated as regrets; unexcused absences recorded as absences);
 - 44.5. The approval of preceding minutes;
 - 44.6. All resolutions and amendments;
 - 44.7. The names of persons making the motions;
 - 44.8. The points of order and appeals;
 - 44.9. Approved appointments;
 - 44.10. The receipt of reports of committees;
 - 44.11. The recording of the vote on a motion (when requested pursuant to the *Education Act*); including:
 - 44.11.1. Any trustee declaration pursuant to the *Education Act*.
 - 44.12. The times of departures and re-entries for trustees during a meeting; and
 - 44.13. The time of adjournment.

LS:kz



MEMORANDUM

April 11, 2023
Regular Board Meeting

TO	Board of Trustees
FROM	Jill Osborne, Audit Committee Chair
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director Financial Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 8: Board Committees Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Resource Stewardship BP 8: Appendix 8.5 Audit Committee The Education Act
SUBJECT	2023-2024 BUDGET ASSUMPTIONS

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the Budget Assumptions for 2023-2024 as recommended by the Audit Committee and presented at the Regular Board Meeting of April 11, 2023.

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 Board is required to provide a 2023-2024 budget to Alberta Education by May 31st. These assumptions are used to develop the budget. The 2023-2024 budget assumptions provide information to support these responsibilities.

REPORT SUMMARY

The budget assumptions for the 2023-2024 school year provide the assumptions that the budget is built around these assumptions include key components of the budget including revenues, allocations to schools, enrolments, and key expenditures including staffing.

Administration or members of the Audit Committee would be pleased to respond to any questions.

SM:rg



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**

The following table outlines the assumptions used to develop the 2023-2024 operating budget for Parkland School Division (PSD), the basis for the assumption and the risk associated if the assumption is not correct.

Category	Assumption	Basis for Assumption	Associated Budget Risk
Operating Reserves	The Division maintains operating reserves within the caps identified by Alberta Education.	PSD is required to have a minimum operating reserve balance of 1% of the prior year's total audited operating expenses and a maximum of 3.20% of the prior year's audited operating expenses.	Risk is high as the Division requires Ministerial approval to access operating reserves that will be requested as part of the annual budget submission in the spring. It is assumed the Division will receive approval for the use of reserves. Any reserves in excess of the reserve limits will be clawed back by Alberta Education.
Alberta Government Funding	Funding is calculated based on the 2023-2024 funding manual.	The funding manual drives the methodology for determining the Provincial funding for PSD.	The risk is high as the provincial government provides 95% of the Division's funding and any changes to provincial funding manual could have a significant impact on PSD.
Enrolment	The Division enrolments are projected to be 12,570 students an increase of 218 students or 1.8% over the September 30, 2022 enrolments.	The Division enrolments have been estimated by advancing students by one grade and applying the average change from grade to grade over the last 5 years. Pre-kindergarten and kindergarten enrolments were based on historical numbers and discussions with the Director of the Early Learning Department.	The risk is high as funding is based on the WMA enrolment, growth is not fully funded until the third year a student enters our Division.



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
<p>Support Staff-Compensation</p>	<p>Average costs will be budgeted on current salaries.</p> <p>Benefits will be budgeted based on forecasted rates by group (CAAMSE, IUOE, Non-union Group and Executive)</p>	<p>Average salaries are used for all school-based positions and are determined by using actual salaries for current staffing.</p> <p>Benefit rates include the following changes over the prior year: Canada Pension Plan (CPP)-Cap ↑ \$2,000, CPP Enhancement Program- Rate ↑ 4.0% on next \$4,700 above cap, Life Insurance ↔ 0.0% Accidental Death/Dismemberment ↔ 0.0% Long-term Disability ↑ 5.0% Extended Health ↑ 5.0% Dental ↑ 5.0%</p>	<p>Risk is high.</p> <p>The Central Alberta Association of Municipal & School Employees (CAAMSE) collective agreement expires August 31, 2023.</p> <p>The International Union of Operating Engineers (IUOE) collective agreement expires August 31, 2023.</p>
<p>Transportation Program</p>	<p>Transportation operates within its funding envelope (grants and fees).</p>	<p>The cost of running the regional transportation system will be supported through transportation grants and transportation user fees. Service will be adjusted as required to operate within the funding envelope.</p>	<p>Risk is high, a new funding model has been announced for the 2023-2024 school year. Changes in ridership take effect September 1, 2024. Other variables, including ridership and the impacts of inflation elevate the risk.</p>



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
System Administration	System and Administration is capped and the Division must operate within the cap	<p>System and Administration spending is restricted as per the funding manual.</p> <p>System and Administration covers Board Governance, Office of the Superintendent including Instructional Service and Educational Administration, Business Administration, General Services Management and the administrative building.</p>	Risk is high as the ministry has to approve all allocations to capital reserve impacting our ability to meet administrative capital requirements.
Fees	School and Transportation fees are set at cost recovery.	The sites forecast fee for the following year based on the best information available at the time.	<p>The risk is high for Transportation fees as final ridership is unknown and the impact of inflation could change rapidly along with changes in funding from the Government of Alberta will cause PSD to look at all of the transportation rates</p> <p>The risk is low for School fees as they are charged on a cost recovery basis and expenditures are adjusted as needed.</p>



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
<p>Teacher compensation</p>	<p>Average teacher compensation (salary + Benefits) is \$108,483 excluding the Alberta Teachers' Retirement Fund (ATRF) Pension of \$9,442. This rate includes the increase of 2.00% in September 2023.</p> <p>The previous compensation rate budgeted was \$103,409 excluding ATRF. This rate did not include the 0.50% in June 2022 or the 1.25% in September 2022, due to the contract being finalized after the budget was approved.</p>	<p>Actual salaries based on the current centrally negotiated items and the collective bargaining agreement, plus forecasted benefit rates and changes on the grid. The increase in ATA salary is covered by the Government of Alberta.</p> <p>The ATRF pension is not included in the Division's average cost as it is fully funded by the government.</p> <p>Benefit rates include the following changes over the prior year: Canada Pension Plan-Cap ↑ \$2,000, CPP Enhancement Program- Rate ↑ 4.0% on next \$4,700 above cap, Life Insurance ↑ 5% (Rate ↔0%, Discount ↓ 5%) Extended Disability ↑ 8.4% (Rate ↑ 3.4%, Discount ↓ 5%) Extended Health ↑ 18.8% (Rate ↑ 18.8%) Dental ↑ 6.5% (Rate ↑ 6.5%) Vision ↔0.0% (Rate ↔ 0.0%)</p>	<p>Risk is moderate as a new round of local bargaining has started. Also, the mix between new and experienced teachers changes.</p>



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Allocation Model	The Division has an allocation model to distribute revenues to our schools in an equitable manner using a combination of fixed and variable allocations	The fixed allocation provides every school, regardless of size and location, the resources to provide a quality education. The variable allocation provides funding for each student above a base threshold. Other allocations provide funding to address areas that the Division has identified as requiring additional support (K-4, FNMI, CTF, Inclusion).	The risk is moderate as funding is based on the funding manual and the allocations are based on Division needs.
COVID-19	The Covid-19 Pandemic will have a limited impact on operations and funding for the September 1, 2023 school year.	Most Covid-19 protocols have been removed.	Risk is moderate as it is unknown if there will be future impacts due to Covid-19.
Federal Government Funding	Funding is calculated based on the average of the actual rates received in 2022-23, the funding manual for 2023-24 and the number of students who are expected to attend for the 2023-24 school year.	The federal government calculates the funding based on the Alberta Education funding manual.	The risk is moderate as the actual Federal rates are based on multiple variables and actual enrolments. The final calculation, including the rate and the number of students, is not available until February or March of the following year.
Inclusive Education	The Division allocates funding to the schools and Student Supports and Services to support Inclusive Education within PSD.	Inclusive Education funds are allocated to support all students within PSD. The funds are used for support and services needed to effectively program for our students. Some examples of supports and services include specialized programs (eg, STEPS classrooms and Relating Everyday Academics & Life Skills (REAL) Program), specialized learning supports, professional development for staff and adapted materials.	Risk is moderate as identified needs continue to grow and put pressure on existing resources, that may require allocations from other priorities.

**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Athabasca Delta Community School (ADCS)	The school will operate within the funding envelope provided through Alberta Education and tuition paid by Athabasca Chipewyan First Nation and Mikisew Cree First Nation.	The Division has a funding arrangement for ADCS with Alberta Education and tuition agreements with the aforementioned First Nations Bands with students attending the school. Budgets for the school and supporting departments will be done based on the anticipated revenues through these agreements.	Risk is moderate as the actual September enrolments are unknown at the time the budgets are created and the Division is still in its first year of operating the school at the time of this budget. Risks are offset by the tuition agreements.
Human Resources	Staffing will be budgeted by site, based on the staffing requirements determined by the site administrator, to meet the needs of the students within the allocations provided to the schools.	Staffing decisions are made according to availability of resources and delivery of educational programming and services.	Risk is moderate as staffing will be based on projected enrolments and school allocations.
Services and Supplies Costs	It is assumed that goods and services costs will increase in 2023-2024. Sites will budget costs within their given allocations.	Inflation has been trending at decade high numbers due to supply chain challenges and Covid-19 issues.	Risk is moderate, inflation will decrease purchasing power.
Insurance	Rates increases will be at inflationary level.	The Division’s insurance reciprocal (ARMIC) expects rate increases to inflationary levels.	Risk is moderate. ARMIC’s rates could change based on the plans claim history and catastrophic events across the globe.
Utilities	Utilities have been budgeted based on estimated consumption and current rates.	Current contract rates were used and consumption was estimated based on past experience.	Risk is moderate as a portion of rates are based on market rates.



**Parkland School Division
2023-2024- Budget
Budget Assumptions – April 2023**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Operations & Maintenance / Infrastructure Maintenance Renewal Funding	Operations & Maintenance will operate within the funding received for both operating and Infrastructure Maintenance Renewal(IMR)	Operations and Maintenance will adjust projects and services based on the amount of available funding.	Risk is low as funding increase will help to offset inflation, supply chain issues and rising utility costs.



MEMORANDUM

April 11, 2023
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director Financial Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	Board Annual Work Plan
SUBJECT	QUARTERLY FINANCIAL REPORT – PERIOD ENDED FEBRUARY 28, 2023

PURPOSE

For information. No recommendation required.

BACKGROUND

The quarterly financial reports are part of the responsibility of the Board, as defined by Board Policy 2: Role of the Board. The fiscal year for Parkland School Division is September 1 to August 31. Administration provides three quarterly financial reports and an annual financial report as follows:

- First Quarterly Report (January)
- Second Quarterly Report (April)
- Third Quarterly Report (June)
- Audited Financial Statement (November of the subsequent school year)

The following report is in support of this responsibility.

REPORT SUMMARY

The financial statement included within this package is for the six months ended February 28, 2023. The audited financial statements for the current school year will be presented to the Board in November, 2023. The Management Discussion and Analysis includes an updated forecast and provides variance explanations from the budget.

As of February 28, 2023, revenues year to date were \$75.1M and expenditures year to date were \$73.0M resulting in a surplus of \$2.1M. A deficit of \$2.8M is currently forecast for the year ended August 31, 2023 which is higher than budget.

The Division is projecting an operating reserve before school generated funds of \$3.6M at August 31, 2023, which is \$763K below the cap of \$4.3M. This projection is pending Government of Alberta (GOA) approval of a transfer to capital reserves of \$1.6M.

Administration would be pleased to respond to any questions.

SM:rg



PARKLAND
SCHOOL DIVISION

Management's Discussion and Analysis

February 28, 2023

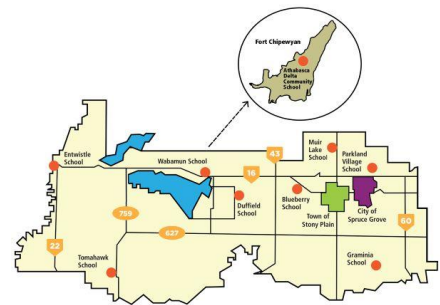
Management’s discussion and analysis

The following is a discussion of the financial position and results of operations of Parkland School Division (the Division) for the six months ended February 28, 2023 and should be read with the Division’s annual financial statements. The statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

The Division had a total operating budget of \$139.3 million to provide public education services to over 12,400 students for the 2022-2023 school year. The Division is home to 25 distinct learning sites, including two high school outreach locations and a number of alternative learning options offered through the Connections for Learning.

As of the 2021 Canada Census, the Division’s area serves approximately 91,000 residents across a blend of urban and rural communities. Our families live within a 2,450 square kilometer area that extends across the Tri-Municipal Region, including Spruce Grove, Stony Plain, Parkland County and Paul First Nation. With the agreement to be the interim education authority for Athabasca Delta Community School, the northern remote community of Fort Chipewyan in Treaty 8 Territory was added to the mix beginning in the 2022-23 school year.

All jurisdictions are experiencing shifting trends in education, constraints of flat provincial funding and a heavily challenged economy. Yet still, the Division continues to thrive as an innovative and proactive school authority. We are dedicated to minimizing any further impact on schools and the effect on students. Regardless of what student learning looks like moving forward, we are dedicated to providing supportive environments, meaningful experiences and fostering healthy relationships that encourage student development.



At Parkland School Division, we always put students first and are dedicated to preparing youth to take their place in a rapidly changing world. This preparation happens through consistent, day-by-day collaborative efforts that lead to positive student outcomes.

Changes in Alberta’s economy have resulted in a noticeable population shift for the Division as more families move from rural areas to more urban centers, creating smaller rural communities with decreasing school populations. The Division believes in fiscal accountability and transparency through regular financial reporting to the Board. Ensuring effective stewardship of the Board’s resources is a responsibility that is legislated through the Education Act. Through resource stewardship student success and well-being are supported by ensuring equitable and sustainable use of our resources and ensuring financial responsibility remains a priority.

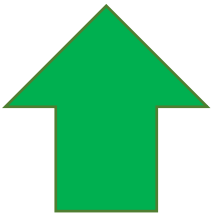
1. Budget to Actual at February 28, 2023 Analysis

Parkland School Division (the Division) is showing a surplus at Q2 primarily due to the timing of revenues and expenditures.

	Budget 2022-23	Actual February 28, 2023	% of Budget	Q2 Forecast 2022 - 2023	Variance from Budget	% Change From Budget
REVENUES						
Government of Alberta	\$ 130,261,904	\$ 67,346,087	51.7%	\$ 135,843,909	\$ 5,582,005	4.3%
Federal Government and First Nations	1,823,434	2,948,005	161.7%	4,768,136	2,944,702	161.5%
Other Alberta school authorities	36,215	45,000	124.3%	45,000	8,785	24.3%
Fees	3,272,516	2,685,777	82.1%	3,421,693	149,177	4.6%
Other sales and services	985,570	902,843	91.6%	1,178,605	193,035	19.6%
Investment income	150,000	408,983	272.7%	750,000	600,000	400.0%
Gifts and donations	322,909	468,285	145.0%	521,003	198,094	61.3%
Rental of facilities	54,000	113,116	209.5%	162,537	108,537	201.0%
Fundraising	87,270	147,801	169.4%	162,510	75,240	86.2%
Gains on disposal of capital assets	-	-	0.0%	-	-	0.0%
Total revenues	\$ 136,993,818	\$ 75,065,897	54.8%	\$ 146,853,393	\$ 9,859,575	7.2%
EXPENSES BY PROGRAM						
Instruction	\$ 106,716,583	\$ 56,044,566	52.5%	\$ 115,889,728	\$ (9,173,146)	-8.6%
Operations and maintenance	17,115,302	9,156,374	53.5%	18,192,531	(1,077,228)	-6.3%
Transportation	10,991,218	5,472,518	49.8%	10,959,286	31,932	0.3%
Board & system administration	4,354,967	2,031,403	46.6%	4,296,202	58,765	1.3%
External services	84,638	260,882	308.2%	344,680	(260,042)	-307.2%
Total expenses	\$ 139,262,708	\$ 72,965,743	52.4%	\$ 149,682,427	\$ (10,419,720)	-7.5%
Operating surplus (deficit)	\$ (2,268,890)	\$ 2,100,154		\$ (2,829,035)	\$ (560,145)	
EXPENSES BY CATEGORY						
Salaries, wages and benefits	\$ 104,896,283	\$ 54,925,900	52.4%	\$ 109,743,563	\$ (4,847,280)	-4.6%
Services, contracts and supplies	24,912,158	12,972,932	52.1%	29,942,690	(5,030,532)	-20.2%
School generated Funds	1,115,001	812,470	72.9%	1,469,659	(354,658)	-31.8%
Infrastructure Maintenance Renewal	1,288,274	834,537	64.8%	1,288,274	-	0.0%
Amortization of capital assets and interest	7,050,992	3,419,904	48.5%	7,238,241	(187,249)	-2.7%
Total expenses	\$ 139,262,708	\$ 72,965,743	52.4%	\$ 149,682,427	\$ (10,419,720)	-7.5%
SURPLUS/(DEFICIT) BY PROGRAM						
Instruction	\$ (2,035,488)	\$ 1,596,375		\$ (2,963,535)	\$ (928,047)	
Operations and Maintenance	(233,402)	(723,780)		(259,135)	(25,733)	
Transportation	-	800,421		370,279	370,279	
Board and System Administration	-	166,092		74,386	74,386	
External Services	-	(86,388)		3,059	3,059	
Surplus/(Deficit) from Operations	\$ (2,268,890)	\$ 1,752,720		\$ (2,774,949)	\$ (506,059)	
School Generated Funds	-	347,436		(54,086)	(54,086)	
Total Surplus/(Deficit)	\$ (2,268,890)	\$ 2,100,154		\$ (2,829,035)	\$ (560,145)	

As of February 28, 2023, revenues to date were \$75.1M and expenditures were \$73.0M resulting in a surplus of \$2.1M. A deficit of \$2.8M is currently forecast for the year ended August 31, 2023. The increase in the deficit forecasted from budget is primarily due to additional spending on resources for the schools.

Revenues
















Overall increase in revenues of \$9.9 million

Revenues increased by \$9.9 million or 7.2% from budget to \$146.9 million. \$5.0M of the increase is due to the addition of Athabasca Delta Community School (ADCS).

Key variances are:

Government of Alberta – increase of \$5.6M or 4.3% - Government of Alberta revenues increased:

-  • \$1.4M - Provincial revenues for ADCS
-  • \$1.1M - Teacher settlement related to the new collective agreement
-  • \$776K - Learning Loss and Curriculum Implementation funding
-  • \$537K – ADCS Education Service Agreement
-  • \$238K - Alberta Education revenues related to higher weighted moving average enrolments over budget (Grades 1 – 12 and regular High School funding)
-  • \$188K – Mental Health in School Pilot Programs funding
-  • \$352K – Transportation Fuel Initiative grant to assist with escalating fuel costs
-  • \$207K - Supplemental Enrolment Growth grant provides additional per student funding greater than between 2% and 5%
-  • \$113K – Additional secondments
-  • \$111K – Alberta Teachers Retirement Fund increased which is offset by the related expense
-  • \$74K – Low Incidence Supports and Services funding
-  • \$50K – Support for Ukrainian Students funding
-  • \$30K – Rural small schools due to a shift in enrolments between small schools



- \$12K – Alberta School Council Engagement grant



- \$9K – Other Alberta School Authorities



- \$1K – School Facilities Planning funding



- (\$23K) – Alberta Education School Based Revenues or Grants



- \$195K – Alberta Education Federal French Funding as unspent project money was distributed to school divisions



- \$147K – Alberta Health Helping Hands grant for ADCS



Federal Government – increase of \$2.9M or 161.5% - primarily due to funding designated to ADCS (\$2.7M) and increases in other grants such as Jordan's Principle (\$207K)



Fee Revenue – increase of \$149K or 4.6% – mainly due to higher ridership than budgeted as Covid restrictions were withdrawn and more students returned to school



Investment Income – increase of \$600K or 400% – due to the increase in interest rates



Other revenues – increase of \$575K – includes sales and services 19.6%, facility rentals 201.0% (includes ADCS teacherages), donations 61.3% and fundraising 86.2%

Expenditures



Overall increase in expenditures of \$10.4 million

Expenditures increased by \$10.4 million or 7.5% from budget to \$149.7 million. \$4.9M of the increase is due to the addition of ADCS.

Key variances by category are:

Salaries, Wages and Benefits – increase of \$4.8 million or 4.6% - Salaries, wages and benefits increased:

- \$4.4M increase in certificated salaries and benefits
 - \$1.6M - increased enrolment due to the addition of ADCS
 - \$1.1M - teacher increases due to new collective agreement
 - \$754K - Curriculum Implementation and Learning Loss for substitute coverage
 - \$569K - Division initiatives - COVID Supplement for Instructional Services and Student Services
 - \$111K – additional costs for Alberta Teacher Retirement Fund
 - \$117K – additional secondments
 - \$137K – increase for substitutes regular coverage
- \$464 increase in support salary and benefits
 - The increase is due to the addition of ADCS partially offset by support positions that were budgeted and schools were unable to fill

Services, Contracts and Supplies – increase of \$5.0M or 20.2% – Services, Contracts and Supplies increased:

- \$2.6M - increase in supplies and services to support increased enrolment due to the addition of ADCS
- \$295K - increases are related to supplies for Curriculum Implementation expenditures for resource purchasing
- \$199K – increase related to Breakfast Club expenditures due to additional funding

- \$418K – increase to furniture and equipment as furniture purchased in the prior year did not arrive prior to year-end
- \$446K – increase for a central purchasing initiative to take advantage of economies of scale to evergreen technology, furniture and equipment in the schools and install heat pumps in all modular units in the Division.
- \$262K – increase to fuel costs for transportation services
- \$456K – increase to supplies and services for ADCS Education Service Agreement
- \$169K – increase to utility expenditures
- \$73K – increase to supplies and services for the Low Incidence Supports and Services grant
- \$50K – increase for services to support Ukrainian students
- \$12K – increase in expenditures related to the Alberta School Council Engagement grant

School Generated Funds – increase of \$355K or 31.8% - school generated funds increased due to the resumption of extracurricular activities and events that had been previously affected by Covid-19.

Amortization of Capital Assets and Interest – increase of \$187K or 2.7% - amortization of capital assets and interest increased due to the Woodhaven modernization and Prescott modular projects.

Surplus/(Deficit) by Program

Instruction (Includes SGF)	Budget	Q2 Forecast	Variance
Revenue	\$ 104,681,095	\$ 112,872,109	\$ 8,191,014
Expenses	106,716,583	115,889,728	9,173,146
Surplus/(Deficit)	(2,035,488)	(3,017,621)	(982,133)
Operations and Maintenance			
Revenue	16,881,901	17,933,394	1,051,493
Expenses	17,115,302	18,192,531	1,077,228
Surplus/(Deficit)	(233,402)	(259,135)	(25,733)
Transportation			
Revenue	10,991,218	11,329,565	338,347
Expenses	10,991,218	10,959,286	(31,932)
Surplus/(Deficit)	-	370,279	370,279
Board and System Admin			
Revenue	4,354,965	4,370,588	15,623
Expenses	4,354,965	4,296,202	(58,763)
Surplus/(Deficit)	-	74,386	74,386
External Services			
Revenue	84,638	347,739	263,101
Expenses	84,638	344,680	260,042
Surplus/(Deficit)	-	3,059	3,059
Total Surplus/(Deficit) by Program	\$ (2,268,890)	\$ (2,829,035)	\$ (560,145)

Instruction – deficit of \$982K – the increase in expenditures is due to the addition of revenues and related expenditures of ADCS, other GOA grants (listed above) and the Covid Supplement programs to support students.

Operations and Maintenance – deficit of \$26K – the increase in revenues and expenditures is primarily due to the addition of ADCS. The prior year surplus is being utilized for other inflationary increases.

Transportation – surplus of \$370K - the increase in revenues is due to fuel escalation funding, higher ridership and the addition of ADCS. The decrease in expenditures is due to routes that have not been filled due to driver and bus shortages.

Board and System Administration – increase of \$74K - the increase in revenues is due to the addition of ADCS. Expenditures are lower than budget primarily due to lower than budgeted legal costs.

External Services – Revenues and expenditures increased due to the addition of ADCS.



Financial Position at February 28, 2023

	Actual Balance at February 28, 2023	Actual Balance at August 31, 2022
Financial Assets		
Cash	\$ 21,019,412	\$ 18,134,355
Accounts Receivable	1,628,383	1,860,648
Total Financial Assets	22,647,795	19,995,003
Accounts Payable and Accrued Liabilities	5,400,289	4,911,530
Unspent Deferred Contributions	2,390,972	2,083,544
Employee Future Benefits	398,486	447,700
Total Liabilities	8,189,747	7,442,774
Non-Financial Assets		
Tangible Capital Assets	165,661,486	159,895,409
Inventory	-	-
Prepaid Expenses	875,524	531,885
Total Non-Financial Assets	166,537,010	160,427,294
Spent Deferred Capital Contributions	\$ 155,654,221	\$ 152,477,262


The following section is based on a comparative of the annual budget to actuals.



As at February 28, 2023 the Division has total financial assets of \$22.6 and liabilities of \$8.2M resulting in net financial assets of \$14.5M.

Financial assets include



-  • \$21.0M in cash – increase of \$2.9M - the increase in cash related to additional funding received from the government of Alberta (Learning Loss, Supplemental Enrolment growth, support for Ukrainian Students, Mental Health in Schools) partially offset by IMR spending that has occurred since the year end.
-  • \$1.6M in accounts receivable – decrease of \$232K - includes GST receivable, receivables for secondments to other organizations, supported capital receivables and other general receivables. Accounts receivable decreased primarily due to a decrease in grants receivable for CMR and Prescott modulars partially offset by an increase in general accounts receivable.

Liabilities include


-  • \$5.4M in accounts payable and accrued liabilities – increase of \$489K - includes vendor invoices for amounts incurred but not yet paid for supplies and services and accrued liabilities including payroll withholdings and unearned revenues. Accounts payable decreased due to an increase in payroll withholdings partially offset by lower accrued payables to vendors.

-  • \$2.4M unspent deferred contributions – increase of \$307K - is comprised of both restricted operational funding not expended which primarily includes unexpended IMR and Capital Maintenance Renewal (CMR) funding and small grants from other external sources. Unexpended deferred capital revenue is for contributions received for supported capital projects that has not been spent. The increase in the current year is primarily the result of the Curriculum Implementation and other wellness grants that have been spent since the prior year end partially offset by additional funding received such as Breakfast Club, support for Ukrainian Students funding and Supplemental Enrolment Growth funding.
-  • \$398K in future benefit liabilities – decrease of \$49K - is an executive retirement plan (SERP) for some current and former senior executives based on contributions and actuarial valuations offset by payments to retired employees during the year.

Non-financial assets including

-  • \$165.7M in capital assets – increase of \$5.8M - increases to capital assets this year include Stony Plain Central replacement school and modular units for Prescott and Millgrove schools.
-  • \$876K in prepaid expenses – increase of \$344K - for items and services paid in advance and not yet received. The increase over the prior year is primarily due to a timing difference last year. The insurance premium is renewed November 1st annually.

Spent deferred capital contributions

-  • \$155.7M spent deferred capital contributions – increase of \$3.2M - are recorded when a supported asset such as a school is acquired. The contribution is then recognized over the life of the asset in an amount equal to the amortization on the asset. The increase in spent deferred capital contributions is attributed primarily to the Alberta Infrastructure projects at the Stony Plain Central replacement school and the modular projects at Prescott and Millgrove schools which are partially offset by amortization.

Accumulated Operating Surplus

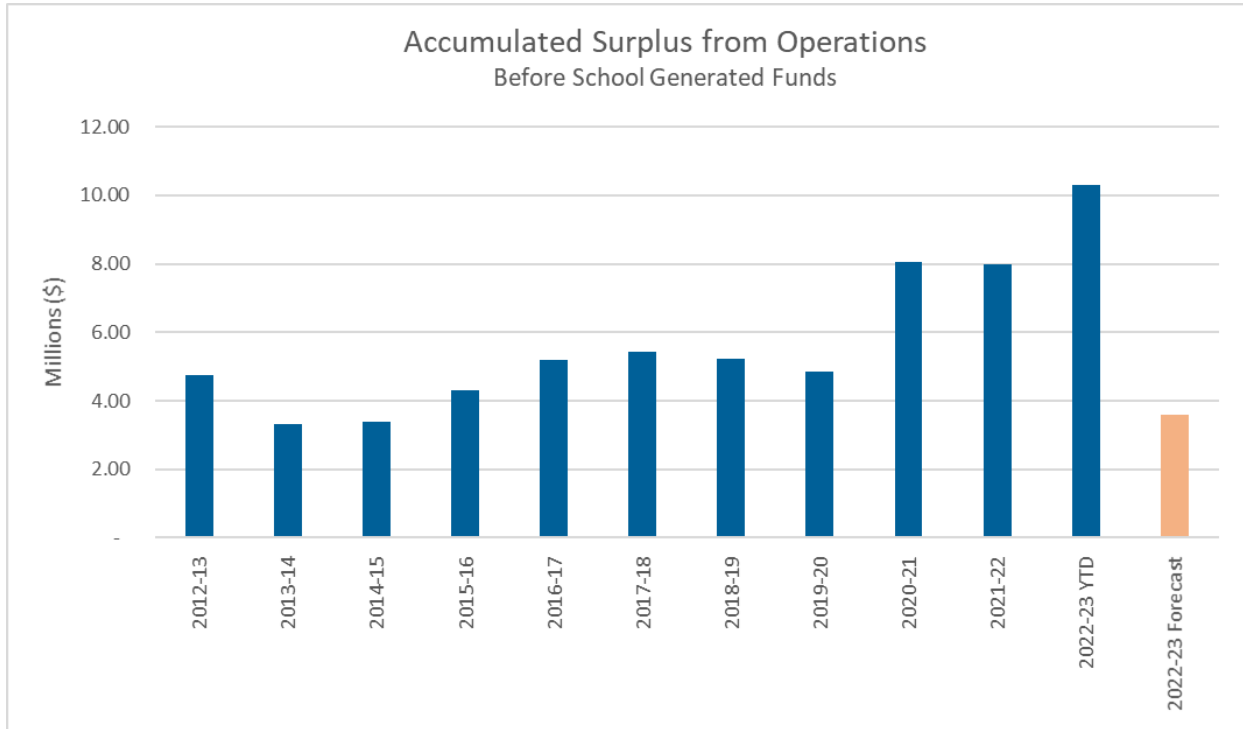
	Audited Balance at Sep 1, 2022	Forecasted Q2 Balance at February 28, 2023	Transfer/Capital Purchases	Q2 Projected Balance at Aug 31, 2023	Operating Reserves Cap 2023
Operating Surplus (deficit)					
Instruction	\$ 5,358,546	\$ (2,963,534)	\$ (656,231)	\$ 1,738,781	
Administration	1,463,117	74,386	-	1,537,503	
Operations and Maintenance	120,610	(259,135)	197,841	59,316	
Transportation	107,150	370,279	(265,689)	211,740	
External Services	-	3,059	-	3,059	
Total Restricted Operating Surplus before SGF	7,049,423	(2,774,945)	(724,079)	3,550,398	
Unrestricted Surplus	943,768	-	(943,769)	-	
Accumulated Surplus from Operations (Excluding SGF)	7,993,191	(2,774,945)	(1,667,848)	3,550,398	4,313,391
School Generated Funds	647,362	(54,086)	-	593,276	
Accumulated Surplus from Operations	\$ 8,640,553	\$ (2,829,031)	\$ (1,667,848)	\$ 4,143,674	
Capital Reserves					
Instruction	\$ 3,542,195	\$ -	\$ 562,909	\$ 4,105,104	
Operations and Maintenance	486,682	-	(225,461)	261,221	
Administration	1,020,701	-	(114,699)	906,002	
Transportation	366,655	-	44,374	411,029	
External Services	28,385	-	-	28,385	
Total Capital Reserves	\$ 5,444,618	\$ -	\$ 267,123	\$ 5,711,741	
Investment in Capital Assets	\$ 6,417,090	\$ -	1,400,725	\$ 7,817,815	
Total Accumulated Surplus	\$ 20,502,261	\$ -	\$ -	\$ 17,673,230	

The projected operating surplus balance at August 31, 2023 is \$3.6M excluding SGF. This is \$763K below the cap of \$4.3M. The cap is 3.15% of the prior year's total expenses. \$1.6M is assumed to be transferred from operating reserves to capital reserves to fund the CFL Outreach pending Ministerial approval.

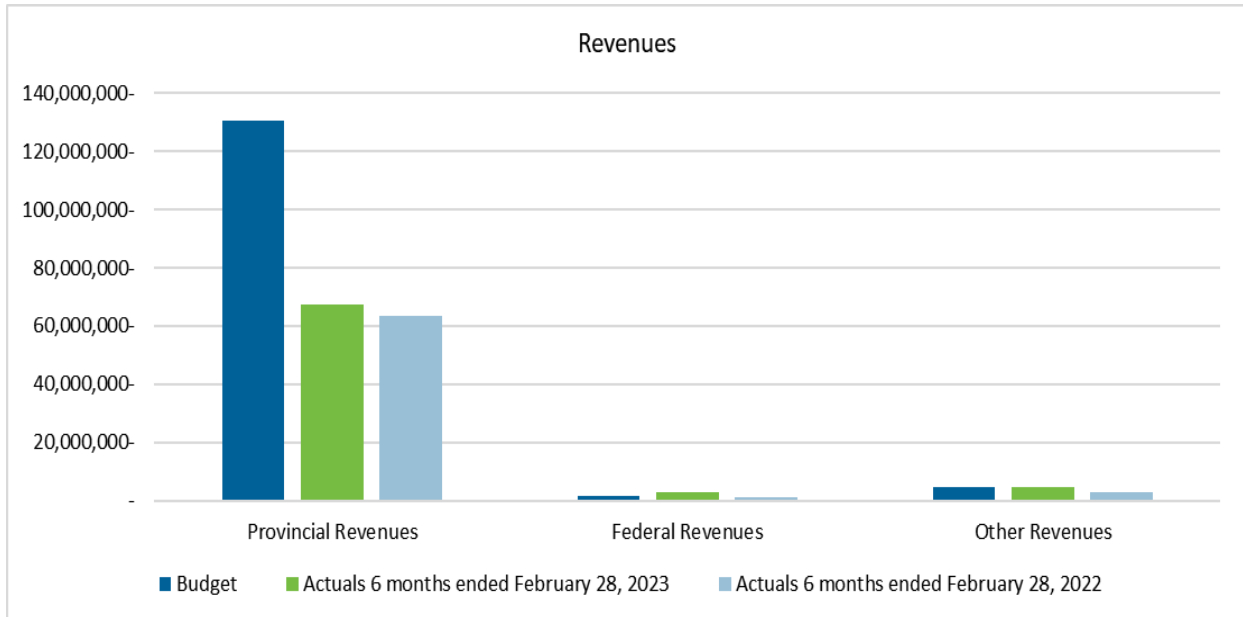
Accumulated surplus includes:

- Accumulated Surplus from Operations are reserves designated for operating purposes by the Board and include operating reserves by program.
- The Unrestricted Surplus is a reserve that the Board has not reserved for a specific purpose.
- School Generated Funds are reserves within the school that are reserved for specific projects within the schools.
- Capital Reserves are designated for future capital purchases by the Board.
- Investment in Capital Assets represents the Division's amortized investment in Board supported capital assets.

3. Results from Operations



3.1 Revenues – comparator to Budget and Actuals to February 28, 2023



3.1.1 Revenue from Provincial Government

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	130,316,119	\$ 67,391,086	51.7%	\$ 63,583,229	6.0%

The Alberta government is the key revenue source for the Division providing 95% of its revenues. Revenue received from the Government of Alberta was 51.7% of budget. The increase in revenue is primarily due to a one time grant for ADCS. Basic instruction grant rates are paid on a 3-year WMA enrolment based on the budget, cash adjustments are made in the following year for any differences in enrolment. The 6.0% increase from the prior year is primarily due to the ADCS grant, ADCS Education Service Agreement, Supplemental Enrolment grant, Federal French funding through Alberta Education and the teacher salary settlement.

3.1.2 Revenue from Federal Government

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	1,823,434	\$ 2,948,005	161.7%	\$ 1,059,141	178.3%

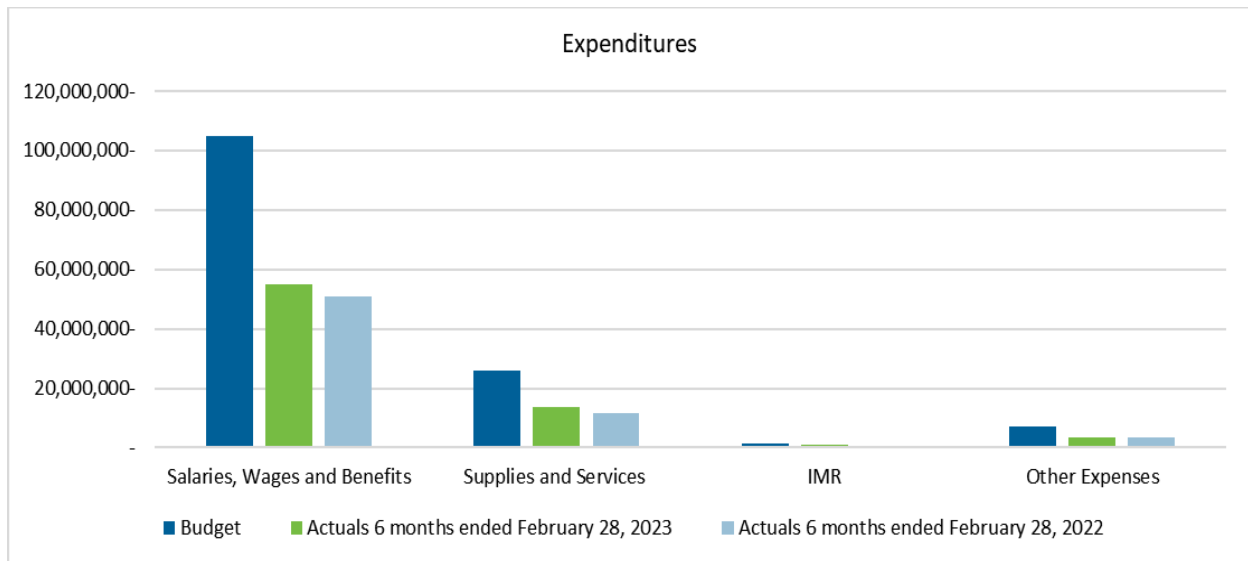
The federal government provides funding for First Nation students living on the Reserve. Actual revenues are 161.7% of budget due to the addition of ADCS students and an increase in Jordan's Principle grants which is also the basis for the change from the prior year.

3.1.3 Other Revenues

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	4,854,265	\$ 4,726,806	97.4%	\$ 3,146,538	50.2%

Other Revenues for the year are 97.4% of budget as many of the fees are collected up front at the beginning of the year. The 50.2% increase from the prior year is primarily due to the resumption of extracurricular activities, facilities rentals, fundraising and donations as the risk of Covid-19 has lessened. Investment income has also increased due to rising interest rates.

3.2 Expenditures - comparator to Budget and Actuals to February 28, 2023



3.2.1 Salaries, Wages and Benefits

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	104,896,282	\$ 54,925,900	52.4%	\$ 51,055,544	7.6%

Salaries, Wages and Benefits are sitting at 52.4% of budget due to the addition of staff for ADCS. The 7.6% increase over the prior year is to support the additional enrolments at ADCS, the teacher salary settlement, other grants from Alberta Education and Division initiatives. Enrolments increased 471 students over the prior year at September 30.

3.2.2 Service, Contracts and Supplies

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	26,027,159	\$ 13,785,402	53.0%	\$ 11,812,987	16.7%

The Service, Contracts and Supplies (including SGF) are sitting at 53.0% of budget. This year, expenditures are sitting slightly higher than budget due to the addition of ADCS and other funding expenditures such as Curriculum Implementation and Fuel Price Contingency. The 16.7% increase from the prior year is largely due to additional expenses to support the increase in students and additional funding expenditures.

3.2.3 Infrastructure Maintenance Renewal (IMR)

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	1,288,274	\$ 834,537	64.8%	\$ 776,472	7.5%

Infrastructure, Maintenance and Renewal expenditures were 64.8% of budget. IMR expenditures do not occur evenly over the year and many projects are done when students are not in the buildings. IMR expenditures were 7.5% higher than the prior year due to the completion of summer projects (Memorial Composite High School) that were late due to supply chain issues and the installation of heat pumps in Division modular units.

3.2.4 Other Expenses

	Annual Budget	For the 6 months Ended February 28, 2023	% of Budget	For the 6 months Ended February 28, 2022	% Change
\$	7,050,992	\$ 3,419,904	48.5%	\$ 3,323,318	2.9%

Other Expenses include amortization of capital assets and are 48.5% of budget. The 2.9% increase compared to the prior year is primarily the result of the completion of Woodhaven modernization project and the Prescott modular project.

3.3 Excess of Revenues over Expenses

Overall, the Division has a surplus of \$2.1M at the end of the second quarter.

Program	Budget 2022-23	February 28, 2023	February 28, 2022
Instruction	\$ (2,035,488)	\$ 1,596,374	\$ 1,041,252
Administration	-	166,092	133,243
Operations and Maintenance	(233,402)	(723,780)	(692,107)
Transportation	-	800,421	253,348
External Services	-	(86,388)	-
Total	\$ (2,268,890)	\$ 1,752,719	\$ 735,733
Add: SGF		347,435	84,853
Total	\$ (2,268,890)	\$ 2,100,154	\$ 820,586

The Instructional Program had a surplus of \$1.6M as a result of receiving the ADCS provincial funding at the beginning of the year and the timing of expenditures that will occur later in the year.

The Administration program was in a surplus position of \$166K as the result of the timing of expenditures during the year.

Operations and Maintenance is currently in a deficit of \$723K as a result of the timing of expenditures and transfers to other programs.

The Transportation program is operating at a surplus of \$800K as fee revenue is recognized in the first quarter of the year.

4. Significant Changes and Events

4.1 ADCS

The Division became the interim authority by Ministerial Order of ADCS effective September 1, 2022. PSD is working with the prior school division that held ADCS to adjust any assets, liabilities and reserves necessary, after prior year end results became available. The current operating results for PSD include ADCS.

4.2 Labour Relations

The Alberta Teachers Association (ATA) collective agreement expired on August 31, 2020. ATA/Central Bargaining concluded in June 2022 with a new collective agreement for September 1, 2020 to August 31, 2024. June 27, 2022 ATA served PSD notice to open local bargaining.

The Central Alberta Association of Municipal and School Employees (CAAMSE) collective agreement expires August 31, 2023.

The International Union of Operating Engineers (IUOE) collective agreement expires August 31, 2023.

4.3 Provincial Funding

The provincial government introduced a new funding model based on WMA enrolment across three years.

The new provincial funding model is broken down into 5 categories using the WMA model:

- Base Instruction
 - Funding for early learning and Grades 1 – 9
 - High school funding using a base rate 10% higher than the Grade 1 – 9 base rates to account for the increased cost of high school programming
 - Rural small schools funding based on various enrolment thresholds for schools between 35 and 155 students
- Services and Supports
 - Specialized learning support funding supports the learning needs of students within an inclusive learning environment (includes funding for kindergarten students with severe disabilities and delays)
 - Program Unit Funding allocated using the WMA enrolment of children ages 2 years 8 months to 4 years 8 months with severe disabilities and delays

- First Nations, Métis and Inuit funding to assist school authorities to improve education outcomes for First Nations, Métis and Inuit students
- School
 - Operations and Maintenance uses WMA enrolment funding as well as considerations for utilized space and under-utilized space
 - Transportation grant funding increased by 5% over 2019-20 as Alberta Education is currently developing a new model
- Community
 - These grants are designed to address socio-economic contexts and geographic locations which pose unique challenges to the operation of schools and delivery of educational services
 - Socio-economic status funding
 - Geographic
 - Nutrition
- Jurisdiction
 - System Administration Grant (SAG)
 - Funding to cover governance (Board of Trustees) and central administration costs
 - Targeted grant to support System Administration
 - Amounts can be transferred from the SAG to other grants, but cannot utilize funds from other grants for system administration

The Division will receive bridge funding of \$6.4M for 2022-2023. This is funding that the government held back from the funding model to fund future enrolment across the province.

4.4 Asset Retirement Obligations (ARO)

ARO is a new accounting standard that will impact the Division and other school boards in the 2022-23 school year. An asset retirement obligation is a legal obligation to record a liability for costs related to the retirement of an asset at the end of its useful life (i.e. remediation of a building containing asbestos). The Division is working with the auditors to determine the ARO liability amount that will be recorded on PSD's books prior to the yearend.

2022-2023

Statement of Revenues and Expenses - Athabasca Delta Community School

	Q2 Forecast 2022-23	Actuals 2022-23	Variance	% Forecast Used
Revenues				
Instruction (ECS to Grade 12)	\$ 3,612,756	\$ 2,720,456	\$ 892,300	75.30%
School Generated Funds	500	500	-	100.00%
Operations & Maintenance	1,023,298	642,958	380,340	62.83%
Transportation	112,697	65,051	47,646	57.72%
Board & System Administration	26,940	15,866	11,074	58.89%
External Services	225,217	73,765	151,451	32.75%
Total Revenues	\$ 5,001,408	\$ 3,518,596	\$ 1,482,812	70.35%
Expenses				
Instruction (ECS to Grade 12)	\$ 3,505,086	\$ 1,519,720	\$ 1,985,366	43.36%
School Generated Funds	500	-	500	0.00%
Operations & Maintenance	1,013,189	300,234	712,955	29.63%
Transportation	109,705	54,567	55,137	49.74%
Board & System Administration	61,838	25,009	36,830	40.44%
External Services	225,326	173,703	51,623	77.09%
Total Expenses	\$ 4,915,644	\$ 2,073,233	\$ 2,842,411	42.18%
Surplus/(Deficit)	\$ 85,764	\$ 1,445,364		

2022-2023

Statement of Revenues and Expenses - Excluding Athabasca Delta Community School

	Q2 Forecast 2022-23	Actuals 2022-23	Forecast Remaining	% Forecast Used
Revenues				
Instruction (ECS to Grade 12)	\$ 107,843,779	\$ 54,108,016	\$ 53,735,764	50.17%
School Generated Funds	1,415,073	1,159,405	255,668	81.93%
Operations & Maintenance	16,910,096	7,789,636	9,120,460	46.07%
Transportation	11,216,868	6,207,887	5,008,981	55.34%
Board & System Administration	4,343,645	2,181,629	2,162,016	50.23%
External Services	122,523	100,728	21,795	82.21%
Total Revenues	\$ 141,851,985	\$ 71,547,301	\$ 70,304,684	50.44%
Expenses				
Instruction (ECS to Grade 12)	\$ 110,914,983	\$ 53,712,377	\$ 57,202,606	48.43%
School Generated Funds	1,469,159	812,470	656,689	55.30%
Operations & Maintenance	17,179,342	8,856,140	8,323,202	51.55%
Transportation	10,849,582	5,417,950	5,431,632	49.94%
Board & System Administration	4,234,364	2,006,395	2,227,969	47.38%
External Services	119,354	87,179	32,175	73.04%
Total Expenses	\$ 144,766,783	\$ 70,892,510	\$ 73,874,273	48.97%
Surplus/(Deficit) Excluding ADCS	\$ (2,914,799)	\$ 654,790		
Surplus/(Deficit) ADCS	-	1,445,364		
Total Surplus/(Deficit) PSD	\$ (2,829,035)	\$ 2,100,154		



MEMORANDUM

April 11, 2023
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott Johnston, Associate Superintendent

RESOURCE Parkland School Division Students

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 1: Division Foundational Statements
 BP 2: Education Planning and Programming
 BP 18: Role of the Student

SUBJECT **STUDENT ENGAGEMENT REPORT**

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board believes in, and supports, the inclusion of a student voice in its deliberations, and therefore enjoys opportunities to engage with students from across Parkland School Division on specific student engagement topics. The following report supports the Board’s *Assurance Element for Stakeholder Engagement*, and contributes to the Board’s consideration for *Board Policy 18: Role of the Student*.

REPORT SUMMARY

On March 21, 2023, The Board met with high school students from Connections for Learning, Memorial Composite High School and Spruce Grove Composite High School. The following report highlights the summary from these engagements with respect to the following engagement topics:

- Supportive Learning Environments,
- Learning Experiences, and
- Peer Relationships and Wellness.

This report summarizes the thoughts that our students shared with our Trustees.

Administration would be pleased to respond to any questions.

SJ:kz



STUDENT ENGAGEMENT REPORT

Presented to the Board of Trustees, April 11, 2023

Scott Johnston, Associate Superintendent, Education and System Services

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

BACKGROUND

On March 21, 2023 Trustees met in-person with Parkland School Division high school students at the Centre for Education in Stony Plain. The afternoon engagement involved student representatives from:

- Connections for Learning;
- Memorial Composite High School; and
- Spruce Grove Composite High School.

Each engagement session enabled Trustees to speak with a mix of students from the three schools. Specifically, we asked students to discuss the following with us:

1. We asked students to talk about the concept of a Supportive Learning Environment (reflecting on their school) and how things are going this year;
2. We asked students to talk about their learning experiences, and how these experiences might be improved; and
3. We asked students to discuss peer relationships and wellness.

Each year, students in grades four, seven and ten are surveyed by Alberta Education. Chair Stewart shared the results of last year’s Assurance Survey (February – March of 2022-2023). Trustees discussed these results with students.

The specific results of the survey are presented below, noting the Top 2 results (agree/strongly agree | good/very good).

ASSURANCE MEASURE RESULTS

Item (Good/Very Good)	%
Overall, how is the education you are receiving at school?	91%

Item (Agree/Strongly Agree)	%
It is clear what I am expected to learn at school	82%
My school work is challenging	77%
The core subjects (math, language arts, social studies, science) I am learning at school are useful to me	67%
My school work is interesting	61%

WELCOMING, CARING, RESPECTFUL AND SAFE SCHOOLS

Students in Grade 10 responded to a number of items. The percentages are the combined result of those who agree or strongly agree.

Item (Agree/Strongly Agree)	%
I feel safe on the way to and from school	86%
Other students treat me well	79%
I feel welcome at my school	74%
I am treated fairly by adults at my school	71%
I feel safe at school	71%
My teachers care about me	68%
At school, I feel like I belong	65%
At school, students respect each other	46%
At school, students care about each other	42%

Students were asked to reflect on their perception of the statement “at school, students care about each other.” Notably, the results from the previous year’s survey indicate that there is not strong agreement with statements about peer-to-peer respect and caring.

LEARNING ENGAGEMENT

Our Grade 10 student surveys shared, generally, how they perceive school to be useful and/or engaging. The percentages represented show the combined score of those who agree or strongly agree.

Language Arts	%
I understand how the language arts I am learning at school is useful to me	78
The language arts I am learning at school is interesting to me	59

Mathematics	%
I understand how the mathematics I am learning at school is useful to me	59
The mathematics I am learning at school is interesting to me	44

Science	%
I understand how the science I am learning at school is useful to me	77
The science I am learning at school is interesting to me	76

Social Studies	%
I understand how the social studies I am learning at school is useful to me	74
The social studies I am learning at school is interesting to me	68

STUDENT ENGAGEMENT – OUR STUDENTS’ PERSPECTIVES

The summary below captures the themes and concepts that our students discussed with the Board of Trustees.

ON SUPPORTIVE LEARNING ENVIRONMENTS

We asked our students to speak about their school, and to help us understand what has changed since their previous year?

Our students shared:

- Students appreciated having an opportunity to have a Transition Day before the school year started.
- Grade 10 students noted that they appreciated the size difference of the high schools. Students expressed that they were initially concerned about the high school transition (from grade 9), but that the schools are very welcoming; however, they also noted that the expectations on the students are greater at the high school level.
- With respect to grouping, some students have found their groups, but some have yet to connect with a group. They expressed that student groups change as students emerge into high school and there are more students from the variety of schools offering grade 9.
- Our students noted that the school staff truly values safety and well-being; they appreciated that their teachers and support staff have their best interests as a priority.
- Students also appreciated that there are systems in place to help keep them on track with their learning.
- Students noted that course streaming (i.e., 10-1, 10-2), increased their perception of education quality because they could learn at their level of ability.
- Our Connections for Learning students expressed an appreciation for program flexibility and therefore reduced stress overall. However, other students noted that there are times when school is too relaxed and that during these times other people can be distracting.

Our students noted some challenges and expressed a desire for improvements:

- Students desire a balanced approach; they acknowledge an understanding of the importance of school, but want this to be in alignment with the overall mental-load that students carry.
- Students noted that there are differences among the teachers with respect to understanding students’ work-loads and learning schedules. They would like to see teachers continue to improve in their understanding and application of learning for diverse learning styles.
- Students expressed that it is sometimes challenging to reach their parents’ expectations, given everything that they are tasked to do.
- Students discussed that there is an emphasis on “being mature,” but that this is not reality because kids are not always “mature” in their approach. That pressure sometimes causes stress and negative thoughts; however, they recognize the value of pressure to push students in the right way. They shared that there is a perceived, greater safety net in junior high.
- Our students expressed that social media can be concerning. Notably, they are perceiving that it is less enjoyable now, than even a few years back.

ON MEANINGFUL LEARNING EXPERIENCES

We asked students to talk about their learning. We connected our students to our Mission that speaks to providing meaningful learning experiences and asked for their perspective on our alignment to our Mission. We also asked students to share thoughts about how well we are preparing students for the world after school.

Our students shared:

- Our students truly appreciate hands-on-learning. One strong example is with the Building Futures Program, where students conduct their learning while assisting with the construction of a home. Other examples provided included an enjoyment for Technical Theatre or Sports Medicine. Students appreciate when they are able to use creativity in their learning.
- Students spoke fondly about their schools and experiences; noting that teachers are caring and that they appreciate the diversity of learning options presented. They appreciate that courses are leveled to their learning ability. Students also expressed an appreciation for a wide-selection of extracurricular activities (sports, music, drama). One student expressed that, unfortunately, there is no extra-curricular activity for writing. A student from Connections for Learning noted the challenge of fewer extra-curricular activities, due to the nature of the school. Students also expressed an appreciation for the opportunity to travel internationally.

Our students noted some challenges and expressed a desire for improvements:

- To truly prepare for the world beyond school, students expressed that the programs of study would need to better reflect the world of today.
- Students indicated that there are many resources that are “old-based”. For instance, they wondered why there is such a curricular focus on reading material from the 1700s, when the current world-views are now significantly different. They appreciate that the core subjects are important, but that they have not been significantly changed over time. They expressed an appreciation for optional learning and would like to see more choices available (for instance, options related to natural sciences). Students lamented that the *Provincial Programs of Study* are outdated – emphasizing that the world has changed.
- Students discussed Mathematics. They noted that there is no “in-between” with math, given that it is right-or-wrong. Students expressed that they find the formulas to be challenging, but some students appreciated opportunities for mathematically solving problems.
- Students expressed that they find memory-work to be challenging and that it is not synonymous with creativity. One student noted, “*you don’t ask someone with a disability to race against a sprinter,*” to contextualize the challenges of memorization. Our students noted that there are different learning styles and some approaches may not work for all students.
- Students expressed an appreciation for opportunities to review results more thoroughly, and that they hoped that greater review could be possible.
- Some students noted that their day starts very early, (when considering transportation) and our students wondered if there were ways to make the day start later.
- Students expressed a concern that some students may be viewed negatively when they do not perform to academic standards – that it is important to dig-in and help students so that they are not negatively labeled. They noted that it would be beneficial to have greater access to tutoring services – especially for those who learn in different ways.

ON PEER-TO-PEER RELATIONSHIPS AND WELLNESS

We asked students to tell us about friendships, generally, from what they have observed. Our intent in this conversation was to better understand our students' advice for school improvement. We asked students to discuss equity and our students' sense of an appreciation for diversity.

With specific regard to safety and respect, our students shared:

- Students are able to control themselves, and this includes how they treat themselves and treat others, however students may not think about others in the moment of interaction. Students overhear arguments in the hallways and examples of disrespect. Our students noted that one consideration is that students may not have truly been taught how to apply respect to others – that they do not know what it looks like, feels like, or sounds like.
- Our students expressed that the Office is accessible for help, as needed, during conflicting situations.
- Students discussed global perspectives on gender differences and expectations.
- Students discussed the perspective of “self” vs. “other” and that those who are treated poorly may not want to say they are treated poorly. Cliques exist, although it is possible for students to change to a different group of peers – just not always easy for students to do. For instance, some groups are more challenging to join than others, and students expressed a fear of rejection.
- Students acknowledge that bullying should not happen; that it is abusive. However, they note that in high school it is easier to “drown out” the peer-to-peer interaction.

With respect to equity, our students shared:

- It is sometimes challenging to be a visual minority in school. Students are exposed to “hate speech” and noted that more needs to be done to reduce overt discrimination and racial slurs.

Regarding action required for healthy relationships:

- Students appreciate an opportunity to be heard; specifically, they noted an appreciation for an opportunity to speak directly with the Board, and that more opportunities like the Student Advisory Engagement would be appreciated.
- Some students expressed that they should be able to speak-their-minds more freely.
- Students appreciate increased access to counseling services and requested that access to counselors continue.

Students discussed our facilities:

- One student noted that the gender-neutral spaces are closed off, and that sometimes students may use these spaces to vape because they are seen as private. Students appreciate the access to the washrooms, but note that there are a few students who use them for the wrong purposes.
- While vandalism occurs from time-to-time, students expressed that it is not generally appreciated and it is dealt with quickly.

OTHER CONSIDERATIONS RAISED

We asked students if they had anything else they would like to share, and in addition to our previous conversations.

Our students shared:

- Students and their peers are looking forward to each new year. Our schools are perceived as welcoming communities, and they noted that there can always be improvements to reduce negative social factors (violence, disrespect, negative habits). In particular, some students are looking forward to an opportunity to drive themselves to school (and other places).
- Students noted that those who do well are those who can keep a positive mindset and have confidence, while also knowing their limits. One student captured this as “be well-kept with yourself.”
- One student noted that there is a power dynamic between teachers and students and that it is necessary to be mindful that respect travels both ways.

At the conclusion of the event, Trustees engaged students to provide a perspective of how they experienced the afternoon’s conversation. Our students expressed a strong appreciation for the Student Engagement Event and that they would like to have more opportunities to speak to the Board.

FURTHER ENGAGEMENT

Nine students joined the Board of Trustees at the Education Planning Day on April 6, 2023 for further engagement. Insights on the April 6th Education Planning Day shall be presented at a later date.



MEMORANDUM

April 11, 2023
Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Lorraine Stewart, Trustee
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 March 7, 2023, 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 Alberta School Councils Association (ASCA) April conference, and the resolutions that council members will be voting on.

Associate Superintendent Dr. Miskolzie discussed her role in Parkland School Division (PSD), as the Associate Superintendent of Student Supports and Services, providing information on inclusive and specialized services, wellness, threat assessment and trauma response in the Division.

Board Chair Stewart shared her report, highlighting items from the March 7, 2023 Regular Board Meeting:

- Board Chair Stewart share the following items that were approved by the Board:
 - The PSD Edwin Parr Nominees and the Nominee to go forward to the Alberta School Boards Association Zone 2/3 Selection Committee.
 - The Board approved the School Naming Committee's recommendation that Westview School be the newly assigned name for the Stony Plain Replacement School.
 - The Board approved the 2023-2024 Fees and Allowances.
 - The Board approved the 2023-2026 Three-Year Capital Plan.
- Board Chair Stewart shared that the Board received the following information:
 - PSD Administration provided a report for information, that the Division is relocating PSD's outreach and virtual learning programming to the École Broxton Park School site for the 2023-2024 school year.

Associate Superintendent Johnston shared his report, highlighting the following items:

- College of Alberta School Superintendent (CASS) meetings provide superintendent across the province the opportunity to meet together.
- Education Planning: The Division is hosting their annual Education Planning Day April 6, 2023. Schools are also working on the school Education Plans.
- School Registration has commenced and is ongoing.
- Indigenous Kinship Advisory Feast was held February 23, 2023, at the Centre for Education.
- Education Provincial Satisfaction Surveys will be going out to parents at the end of March.

COSC members agreed to change the start time for future COSC Meetings, to 6:30 p.m., keeping the in-person format.

LS:kz



MEMORANDUM

April 11, 2023
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 March 21, 2023, GPS Meeting.

REPORT SUMMARY

On March 21, 2023, the Governance and Planning Committee met in the morning 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, March 21, 2023, at 9:00 AM

ATTENDANCE:

Lorraine Stewart, Board Chair
Aileen Wagner, Trustee
Aimee Hennig, Trustee (*via video conferencing*)
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, 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:

Jill Osborne, Vice-Chair
Dr. Meg Miskolzie, Associate Superintendent

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 9:01 a.m.
- 1.2. **Land Acknowledgement:** Acknowledgement of Treaty Territory by Board Chair Stewart.
- 1.3. **Changes to the Agenda:** Change the order to switch agenda item 4: Governance, with agenda item 5: Strategic Planning.
- 1.4. **Approval of the Agenda:**
MOVED by Trustee Cameron that the Board of Trustees approve the agenda as amended.

CARRIED UNANIMOUSLY

- 1.5. **Approval of the February 21, 2023, GPS Minutes:**
MOVED by Trustee Wagner that the GPS Minutes of February 21, 2023 be approved as presented.

CARRIED UNANIMOUSLY

2. IN-CAMERA: OTHER CONFIDENTIAL MATTERS

MOVED by Trustee McCann to move in-camera at 9:04 a.m.

CARRIED UNANIMOUSLY

MOVED by Trustee McCann to re-enter the GPS Meeting at 10:37 a.m.

CARRIED UNANIMOUSLY

Superintendent Boyce shared that Administration will develop some key messages regarding the design process for Spruce Grove Composite High School, for Trustees to share with stakeholders.

Board Chair Stewart called a recess at 10:38 a.m. Meeting resumed at 10:46 a.m.

3. OPERATIONS & INFORMATION

3.1. Athabasca Delta Community School (ASCS) Update: Superintendent Boyce and Deputy Superintendent Francis provided an update on ADCS Transportation, a public inquiry in Fort Chipewyan and the continued work in operations of ADCS. PSD is excited to continue building relationships with ADCS families throughout this process. Discussion ensued.

3.2. 2023-2024 Funding: Associate Superintendent McFadyen shared information regarding the new 2023-2024 funding model and provided some comparisons between the 2022-2023 budget and 2023-2024 budget forecast.

Superintendent Boyce provided some key messages regarding transportation for Trustees to provide to parents and school councils, and Associate Superintendent McFadyen discussed some of the complexities involved with changes to transportation funding. Discussion ensued.

Board Chair Stewart called a recess break for the Student Advisory Committee meeting, at 11:55 a.m. Meeting resumed at 2:38 pm

4. STRATEGIC PLANNING:

4.1. Education Planning Day Prep: Association Superintendent Johnston provided a brief overview of the agenda for the annual Education Planning Day to be held Thursday, April 6, 2023. The day will include table conversations, group sharing and a “Drop-a-Thought” Box to allow stakeholders to share any additional thoughts. Discussion ensued.

4.2. Advocacy: Board Chair Stewart shared a number of advocacy documents including advocacy priorities from associations, articles, open letters, post-card-points, and stakeholder meeting information in preparation for the provincial election.

Trustees discussed election advocacy in a local context and drafted a list of priorities for PSD Trustees to highlight with stakeholders and advocate for during the upcoming provincial election. Discussion ensued.

Board Chair Stewart discussed feedback from other school boards regarding PSDs Open Letter sent to ASBA board members on February 16, 2023.

5. GOVERNANCE

5.1. Association Business:

- **Public School Boards' Association of Alberta (PSBAA):** Trustees briefly discussed the PSBAA Election Packet content.

Trustee McCann exited at 3:37 p.m.

- **Alberta School Boards Association (ASBA):** Trustees briefly discussed the ASBA Election Packet content.

5.2. School Council Update:

Trustees shared information from the various school council meetings they've attended.

6. 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:

None.

5.3. Roundtable Discussion:

Board Chair Stewart closed the GPS meeting with a roundtable discussion.

5.4. Adjournment:

Chair Stewart adjourned the meeting at 3:52 p.m.

Next meeting: Tuesday, April 18, 2023, 9:00 a.m. (**FULL DAY**)



MEMORANDUM

April 11, 2023
 Regular Board Meeting

TO Board of Trustees

FROM Jill Osborne, Audit Committee Chair

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director Financial Services

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

ADDITIONAL REFERENCE Board Policy 2: Resource Stewardship
 Board Policy 5: Role of the Board Chair
 Board Policy 8: Audit Committee

SUBJECT **AUDIT COMMITTEE**

PURPOSE

Information. No recommendation is required

BACKGROUND

The Audit Committee oversees the financial reporting and is empowered by the Board of Trustees to review and make recommendations that support the Board in their responsible to annually review and approve the budget assumptions for the ensuing school year.

REPORT SUMMARY

On Tuesday, April 4, 2023 The Audit Committee further discussed the 2023-2024 Budget Process and Timelines and the format that the budget presentation will be presented to the Board on May 11, 2023. The Audit Committee approved the Budget Assumptions for recommendation to the Board at the Board meeting on April 11, 2023.

Administration would be pleased to respond to any questions.

SM:rg