



MEMORANDUM

May 30, 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 approved Minutes from the April 18, 2023 GPS Meeting, and the unapproved Minutes from the May 16, 2023 GPS Meeting.

REPORT SUMMARY

On April 18, 2023 and May 16, 2023, 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 these meetings.

LS:kz



MINUTES OF THE GOVERNANCE & PLANNING SESSION (GPS)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, April 18, 2023, at 9:00 AM

ATTENDANCE:

Lorraine Stewart, Board Chair
Jill Osborne, Vice-Chair
Aileen Wagner, Trustee
Aimee Hennig, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee (*entered at 1:09 p.m.*)
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

REGRETS:

Mark Francis, Deputy Superintendent
Dr. Meg Miskolzie, Associate Superintendent

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 8:58 a.m.
- 1.2. **Land Acknowledgement:** Acknowledgement of Treaty Territory by Board Chair Stewart.
- 1.3. **Changes to the Agenda:** Move agenda item 2.1 Transportation Update to a later time when Trustee Cameron is present.
- 1.4. **Approval of the Agenda:**
MOVED by Vice-Chair Osborne that the Board of Trustees approve the agenda as amended.

CARRIED UNANIMOUSLY
- 1.5. **Approval of the March 21, 2023, GPS Minutes:**
MOVED by Trustee Hennig that the GPS Minutes of March 21, 2023 be approved as presented.

CARRIED UNANIMOUSLY
- 1.6. **Learning Moment:** Board Chair Stewart led a Learning Moment focused on Board Policy 3: Role of the Trustee and discussed attendance at school, community and outside events in an official and unofficial capacity.

2. OPERATIONS & INFORMATION

2.2. 2023-2024 Planning: Superintendent Boyce reviewed the Board Work Plan from 2022-2023 and the drafted meeting dates for Board meetings and GPS Meetings for the 2023-2024 school year.

- **Board Work Plan Review (2022-2023):** Superintendent Boyce reviewed with Trustees, the Administrative Reports for information on the 2022-2023 Board Work Plan to discuss what, if any, changes may be needed.
- **Draft Meeting Dates / Calendar (2023-2024):** Superintendent Boyce reviewed the potential meeting dates for regular board meetings and GPS meetings for the 2023-2024.

3. GOVERNANCE

3.1. Association Business:

- **Alberta School Boards Association (ASBA):** Vice-Chair Osborne shared ASBA's proposed changes to their bylaws for Trustees to consider leading into the June 2023 Spring General Meeting.

Board Chair Stewart called a recess break at 10:11 a.m. Meeting resumed at 10:17 a.m.

3.2. Governance Elements: Education Plan: Associate Superintendent Johnston reviewed the governance elements in preparation for drafting the Three-Year Education Plan. Trustees discussed the five Outcomes listed in the 2023-2026 Governance Section of the draft Education Plan, as well as the avenues for development and measuring of success. Discussion ensued.

3.3. Revised Board Policy 13: Appeals to the Board Regarding Student Matters: The Committee reviewed changes made to the revised version of Board Policy 13 that was presented at the February 14, 2023 Board Meeting and later deferred to a future meeting. The Committee discussed several other changes for clarity and syntax.

3.5. School Council Updates: Trustees shared information from the various school council meetings they've attended.

Board Chair Stewart called a lunch recess break at 11:57 a.m.

Trustee Cameron entered the meeting at 1:09 p.m. The meeting resumed at 1:09 p.m.

2. OPERATIONS & INFORMATION Continued...

2.1. Transportation Update: Associate Superintendent McFadyen provided an update on work the Transportation Department is doing to prepare for implementation of the new eligibility criteria for transportation announced by the Government of Alberta. Trustees discussed several assumptions and how these criteria may impact PSD, including the number of eligible students, fees and ride-times.

3. GOVERNANCE Continued...

- 3.4. Presentation Proposal: 2023 Canadian School Board Association (CSBA) Congress:** Board Chair Stewart presented some ideas for the Parkland School Division presentation at the CSBA Congress in July 2023. Trustees discussed the format and topics for their presentation and will continue discussion at the May 16, 2023 GPS.

4. STRATEGIC PLANNING:

- 4.1. Supporting School Council Representatives at the Alberta School Council Association (ASCA) Conference:** Board Chair Stewart discussed the possibility of the Board allocating funds from the Board budget, to financially support one school council representative from each school to attend the annual ASCA Conference and Annual General Meeting, up to a maximum of \$5000 per school year. Discussion ensued.

The Board will consider making a motion in a Regular Board Meeting to make this reallocation in the Governance Budget, once the Audit Committee has completed their annual review of the Governance Budget on May 10, 2023.

- 4.2. 2023 Provincial Election Education Advocacy Talking Points:** Board Chair Stewart shared the talking points Trustees drafted for the upcoming provincial election which advocates for education from a local and provincial context. Once the document is finalized and approved, Trustees will share these talking points with stakeholders to consider when discussing with election candidates. 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:** The New Board Policy 13: Appeals to the Board Regarding Student Matters, the 2023-2024 Budget and the 2023-2026 Three-Year Education Plan.
- 5.3. Roundtable Discussion:** Board Chair Stewart closed the GPS meeting with a roundtable discussion.
- 5.4. Adjournment:** Chair Stewart adjourned the meeting at 3:55 p.m.

Next meeting: Tuesday, May 16, 2023, 9:00 a.m. (**FULL DAY**)



**MINUTES OF THE
GOVERNANCE & PLANNING SESSION (GPS)**

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, May 16, 2023, at 9:00 AM

ATTENDANCE:

Lorraine Stewart, Board Chair
Jill Osborne, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
John Blood, Director of Transportation Services
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

REGRETS:

Aimee Hennig, Trustee

1. WELCOME & LEARNING MOMENT

- 1.1. Call to Order:** Board Chair Stewart called the meeting to order at 8:58 a.m.
- 1.2. Land Acknowledgement:** Acknowledgement of Treaty Territory by Chair Stewart.
- 1.3. Changes to the Agenda:** Add agenda item 5. In-Camera: Labour
- 1.4. Approval of the Agenda:**
MOVED by Trustee McCann that the Board of Trustees approve the agenda as amended.

CARRIED UNANIMOUSLY

- 1.5. Approval of the April 18, 2023, GPS Minutes:**
MOVED by Vice-Chair Osborne that the GPS Minutes of April 18, 2023 be approved as amended.

CARRIED UNANIMOUSLY

- 1.6. Learning Moment:** Board Chair Stewart led a Learning Moment focused on the role of the Board Vice-Chair, referencing specific articles in Board Policy 6: Role of the Vice-Chair.

Associate Superintendent McFadyen exited the meeting at 9:08 a.m.

2. OPERATIONS & INFORMATION

Superintendent Boyce addressed air quality concerns regarding wildfires and extra measures in place to ensure the safety of students and staff (i.e. keeping students indoors, cancelling or postponing outdoor activities, custodians adjusting the air intake on air-handling units, etc.).

- 2.1. Transportation Fees:** Superintendent Boyce indicated that Administration has decided to implement the new transportation funding model with the updated distance criteria beginning in the 2023-2024 school year. The government has mandated implementation in the 2024-2025; however, funding has been made available for school divisions wishing to implement the new model in the 2023-2024 school year. The Parkland School Division (PSD) process for registration and applying for busing will remain the same with all eligible riders remaining a priority for busing.

Mr. Blood entered the meeting at 9:18 a.m. for the Transportation discussion. Associate Superintendent McFadyen re-entered the meeting at 9:21 a.m.

Associate Superintendent McFadyen discussed two scenarios for Transportation Fees, based on this information, for Trustees to consider. Transportation Fees will be on the May 30, 2023 regular meeting agenda for Board approval.

2.2. 2023-2024 Draft Board Annual Work Plan / 2023-2024 Draft Meeting Date Schedule:

Superintendent Boyce reviewed the 2023-2024 Draft Board Annual Work Plan and the 2023-2024 Draft Meeting Date Schedule with the Committee and discussed a couple changes.

3. GOVERNANCE

3.1. Association Business:

- **Public School Boards' Association of Alberta (PSBAA):** Trustee Wagner provided information on events at the upcoming PSBAA Spring General Meeting, a professional development opportunity for the board to participate in a Franklin Covey webinar on June 23rd, and information on a potential grant opportunity.
- **Alberta School Boards Association (ASBA) Spring General Meeting Prep:** Board Chair Stewart and Vice-Chair Osborne discussed some of the items for discussion at the ASBA spring meeting such as the budget and bylaws, and shared information on an In-person Panel on June 4th to discuss insurance risks and transportation. Discussion ensued.

- 3.2. School Council Updates:** Trustees shared information from the various school council meetings they've attended.

Board Chair Stewart called a recess break at 11:00 a.m. Meeting resumed at 11:11 a.m.

4. STRATEGIC PLANNING

- 4.1. 2023-2026 Education Plan:** Associate Superintendent Johnston reviewed the draft 2023-2026 Education Plan with the Committee and highlighted the Governance Domain in Education and the 5 (five) related to Governance Outcomes.

Stakeholders will have trust and confidence that:

- Trustees Foster Quality Learning and Wellness to Promote Student Achievement
- Trustees Engage, Listen, and Advocate
- Trustees Demonstrate Responsibility
- Trustees Plan for Continual Improvement
- Trustees Foster Community Relationships

The Education Plan will come forward at the May 30, 2023 Regular Board Meeting for Board approval. Discussion ensued.

- 4.2. Canadian School Boards Association (CSBA) Presentation:** Board Chair Stewart shared the draft agenda for the PSD presentation for the CSBA Conference in July, as well as the slide presentation that will accompany the presentation. Trustees each shared information on their portion of the presentation. Discussion ensued.

Board Chair Stewart called a lunch recess at 12:17 p.m. Deputy Superintendent Francis exited the meeting at 12:17 a.m. Meeting resumed at 1:00 p.m.

- 4.3. Advocacy Update:** Board Chair Stewart provided opportunity for Trustees to give feedback on how advocacy priorities for the Board are progressing, particularly how the distribution of the Education Advocacy Cards has been going and how stakeholders are reacting .

5. IN-CAMERA: OTHER CONFIDENTIAL MATTERS

MOVED by Trustee McCann to move in-camera at 1:08 p.m.

CARRIED UNANIMOUSLY

Associate Superintendent Dr. Miskolzie and Mr. Weidman exited the meeting at 1:08 p.m.

MOVED by Vice-Chair Osborne to re-enter the GPS Meeting at 1:50 p.m.

CARRIED UNANIMOUSLY

6. CLOSING

- 5.1. Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information and Superintendent Boyce share several updates.
- 5.2. Topics to come forward to the next Board Meeting:** Transportation Fees, 2023-2024 Budget, 2023-2026 Education Plan, Revised Board Policy 13: Board Appeals Regarding Student Matters
- 5.3. Roundtable Discussion:** Board Chair Stewart closed the GPS meeting with a roundtable discussion.
- 5.4. Adjournment:** Chair Stewart adjourned the meeting at 2:13 p.m.

Next meeting: Tuesday, June 13, 2023, 9:00 a.m. (**FULL DAY**)