

# REGULAR BOARD MEETING

## AGENDA

September 12, 2023 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/kLrDBKXCpJA>



**PARKLAND**  
SCHOOL DIVISION

Our Vision:

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

**PARKLAND SCHOOL DIVISION**

**Board of Trustees Regular Meeting**

**September 12, 2023, at 9:00 AM**

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

Page Number	<b>A G E N D A</b>
-1-	<b>1. CALL TO ORDER at 9:00 AM</b> 1.1. Oath of Office 1.1.1. Board Chairperson 1.1.2. Vice-Chairperson 1.2. Land Acknowledgement 1.3. National Anthem 1.4. Personal Reflection 1.5. Trustee Announcements 1.6. Changes to the Agenda 1.7. Approval of the Agenda
-4- -9-	<b>2. APPROVAL OF MINUTES</b> 2.1. Organizational Meeting of June 20, 2023 2.2. Regular Meeting of June 20, 2023
	<b>3. BUSINESS ARISING FROM THE MINUTES</b>
	<b>4. DELEGATION / PRESENTATION</b>
	<i>Recess Period / Public Question Period</i>
	<b>5. BOARD CHAIR REPORT</b>
	<b>6. SUPERINTENDENT REPORT</b>
-14- -16-	<b>7. ACTION ITEMS</b> 7.1. Appeal Hearing Panel Appointment (L. Stewart) 7.2. Governance Budget Allocation for School Council attendance at the 2024 Alberta School Council Association Conference and Annual General Meeting (L. Stewart)

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<p>-18-</p> <p>-27-</p> <p>-38-</p>	<p><b>8. ADMINISTRATIVE REPORTS</b></p> <p>8.1. 2023 Facilities Services Department Report (S. McFadyen, S. LaBrie)</p> <p>8.2. Off-Site Activities Report (S. Johnston)</p> <p>8.3. Human Resources 2022-2023 Report (M. Francis, A. Goerzen)</p>																																				
<p>-52-</p> <p>-54-</p>	<p><b>9. TRUSTEE REPORTS</b></p> <p>9.1. Teacher Board Advisory Committee (A. Wagner)</p> <p>9.2. Governance &amp; Planning Session (L. Stewart)</p> <p>9.3. Alberta School Boards Association (J. Osborne, L. Stewart)</p> <p>9.4. Public School Boards' Association of Alberta (A. Wagner, A. Hennig)</p> <p>9.5. Chamber of Commerce (L. Stewart)</p> <p>9.6. Canadian School Boards Association (L. Stewart, A. Wagner)</p>																																				
	<p><b>10. FUTURE BUSINESS</b></p> <p>10.1. Meeting Dates:</p> <table border="1" data-bbox="467 1071 1427 1862"> <tr> <td colspan="3" data-bbox="467 1071 1427 1123"><i>Board – Open to the Public:</i></td> </tr> <tr> <td data-bbox="467 1123 743 1207">Oct 10, 2023</td> <td data-bbox="743 1123 831 1207">-----</td> <td data-bbox="831 1123 1427 1207">Regular Board Meeting 9:00 AM, Centre for Education (<i>Meeting Live-Streamed for Public</i>)</td> </tr> <tr> <td colspan="3" data-bbox="467 1207 1427 1260"><i>Committees – Closed to the Public:</i></td> </tr> <tr> <td data-bbox="467 1260 743 1312">Sep 22, 2023</td> <td data-bbox="743 1260 831 1312">-----</td> <td data-bbox="831 1260 1427 1312">ASBA Zone 2/3 Meeting 9:30 AM, Edmonton</td> </tr> <tr> <td data-bbox="467 1312 743 1396">Sep 26, 2023</td> <td data-bbox="743 1312 831 1396">-----</td> <td data-bbox="831 1312 1427 1396">Governance &amp; Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)</td> </tr> <tr> <td data-bbox="467 1396 743 1449">Sep 27, 2023</td> <td data-bbox="743 1396 831 1449">-----</td> <td data-bbox="831 1396 1427 1449">Audit Committee 1:00 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1449 743 1501">Sep 28, 2023</td> <td data-bbox="743 1449 831 1501">-----</td> <td data-bbox="831 1449 1427 1501">Benefits Committee 3:30 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1501 743 1585">Sep 27, 2023</td> <td data-bbox="743 1501 831 1585">-----</td> <td data-bbox="831 1501 1427 1585">Governance &amp; Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)</td> </tr> <tr> <td data-bbox="467 1585 743 1669">Oct 24, 2023</td> <td data-bbox="743 1585 831 1669">-----</td> <td data-bbox="831 1585 1427 1669">Teacher Board Advisory Committee 4:15 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1669 743 1722">Oct 27, 2023</td> <td data-bbox="743 1669 831 1722">-----</td> <td data-bbox="831 1669 1427 1722">ASBA Zone 2/3 Meeting 9:30 AM, Edmonton</td> </tr> <tr> <td colspan="3" data-bbox="467 1722 1427 1774"><i>By Invitation:</i></td> </tr> <tr> <td data-bbox="467 1774 743 1862">Oct 03, 2023</td> <td data-bbox="743 1774 831 1862">-----</td> <td data-bbox="831 1774 1427 1862">Shikaoi Luncheon 11:30 AM, Memorial Composite High School</td> </tr> </table>	<i>Board – Open to the Public:</i>			Oct 10, 2023	-----	Regular Board Meeting 9:00 AM, Centre for Education ( <i>Meeting Live-Streamed for Public</i> )	<i>Committees – Closed to the Public:</i>			Sep 22, 2023	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton	Sep 26, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education ( <i>full day</i> )	Sep 27, 2023	-----	Audit Committee 1:00 PM, Centre for Education	Sep 28, 2023	-----	Benefits Committee 3:30 PM, Centre for Education	Sep 27, 2023	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education ( <i>full day</i> )	Oct 24, 2023	-----	Teacher Board Advisory Committee 4:15 PM, Centre for Education	Oct 27, 2023	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton	<i>By Invitation:</i>			Oct 03, 2023	-----	Shikaoi Luncheon 11:30 AM, Memorial Composite High School
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	<i>Other:</i>	
	Oct 03, 2023	----- Council of School Councils 7:00 PM, Centre for Education
	Oct 10-11, 2023	----- Trustee Summit 5:00 PM, Centre for Education
	Oct 18-20, 2023	----- PSBAA Fall Conference, Edmonton
	10.2. Notice of Motion 10.3. Topics for Future Agendas 10.4. Requests for Information 10.5. Responses to Requests for Information	
	<b>11. IN-CAMERA</b>	
	<b>12. ACTION IN RESPONSE TO IN-CAMERA</b>	
	<b>13. ADJOURNMENT</b>	



**MINUTES OF THE  
ORGANIZATIONAL MEETING  
HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY  
PLAIN, ALBERTA ON TUESDAY, JUNE 20, 2023, AT 9:00 AM**

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**TRUSTEE ATTENDANCE:**

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

**ADMINISTRATION ATTENDANCE:**

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

**REGRETS:**

Paul McCann, Trustee, Ward 4

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**CALL TO ORDER**

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

**TREATY SIX AND EIGHT ACKNOWLEDGEMENT**

**NATIONAL ANTHEM**

**ACCEPTANCE OF THE AGENDA**

**Res 039-23**

**MOVED by** Trustee Osborne that the Board of Trustees accepts the Organizational Meeting Agenda of June 20, 2023, as presented.

**CARRIED UNANIMOUSLY**

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Board Chair

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Secretary-Treasurer

**ELECTION PROCEDURES**

**Ballot Vote**

**Res 040-23**

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

**CARRIED UNANIMOUSLY**

**Appointment of Scrutineers**

**Res 041-23**

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

**CARRIED UNANIMOUSLY**

**Election by Simple Majority Vote**

**Res 042-23**

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

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

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

**CARRIED UNANIMOUSLY**

**Appointment of Committees**

**Res 043-23**

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

**CARRIED UNANIMOUSLY**

**ELECTION OF CHAIRPERSON**

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

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

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

**Nominations Cease**

**Res 044-23**

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

**CARRIED UNANIMOUSLY**

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

Presiding Chair McFadyen noted that the Oath of Office for Board Chairperson will occur at the first 2023-2024 Regular Board Meeting in September.

**ELECTION OF VICE-CHAIRPERSON**

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

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

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

**Nominations Cease**

**Res 045-23**

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

**CARRIED UNANIMOUSLY**

Trustee Wagner was declared Vice-Chairperson of the Board of Trustees, by acclamation.

Presiding Chair McFadyen noted that the Oath of Office for Board Vice-Chairperson will occur at the first 2023-2024 Regular Board Meeting in September.

*Presiding Chair McFadyen transferred chair to Board Chair Stewart at 9:11 a.m.*

Res 046-23

**APPOINTMENT OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES**

**MOVED** by Trustee Montgomery that the Board of Trustees appoints the following members as representatives to Committees for the 2023-2024 school year, effective September 1, 2023, as presented at the Organizational meeting of June 20, 2023.

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

*Trustee Jill Osborne, Trustee Lorraine Stewart*

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

*Trustee Eric Cameron, Trustee Aimee Hennig, Trustee Paul McCann*

**Audit Committee:**

*Trustee Eric Cameron, Trustee Anne Montgomery, Trustee Aileen Wagner*

**Benefit Plan Advisory Committee:**

*Trustee Aileen Wagner*

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

*Trustee Paul McCann, Trustee Lorraine Stewart, Trustee Aileen Wagner*

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

*Trustee Jill Osborne*

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

*Trustee Aimee Hennig, Trustee Paul McCann, Trustee Aileen Wagner*

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

*Trustee Eric Cameron, Trustee Aimee Hennig*

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

*Trustee Anne Montgomery*

**Spruce Grove Joint Use Committee:**

*Trustee Jill Osborne*

**Stony Plain Joint Use Committee:**

*Trustee Aimee Hennig*

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

*Trustee Eric Cameron, Trustee Paul McCann, Trustee Montgomery*

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

*Trustee Lorraine Stewart*

**CARRIED UNANIMOUSLY**

Board Chair Stewart provided additional information and responded to questions.

**DESTRUCTION OF VOTING RECORD**

There was no record of voting for destruction.



**Res 047-23**

**2023-2024 BOARD REMUNERATION**

**MOVED by** Vice-Chair Osborne that the Board of Trustees approve the Board Remuneration for the 2023-2024 school year.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen provided additional information and responded to questions.

**Res 048-23**

**ESTABLISHMENT OF 2023-2024 MEETING DATES**

**MOVED by** Trustee Wagner that the Board of Trustees approve the 2023-2024 Meeting Dates, as presented at the Organizational Meeting of June 20, 2023.

**CARRIED UNANIMOUSLY**

Board Chair Stewart provided additional information and responded to questions.

**Res 049-23**

**BOARD ANNUAL WORK PLAN 2023-2024**

**MOVED by** Vice-Chair Osborne that the Board of Trustees approves the 2023-2024 Board Annual Work Plan, as presented at the Organizational Meeting of June 20, 2023.

**CARRIED UNANIMOUSLY**

**DISCLOSURE STATEMENTS**

Trustees are required to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7: Board Operations, Article 13, as presented at its Organizational Meeting of June 20, 2023.

Associate Superintendent McFadyen provided additional information.

**ADJOURNMENT**

The meeting was adjourned at 9:22 a.m.



**MINUTES OF THE  
REGULAR BOARD MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON TUESDAY, JUNE 20, 2023, AT 9:30 AM**

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**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair  
Jill Osborne, Vice-Chair  
Aileen Wagner, Trustee  
Aimee Hennig, 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  
Dean Bernard, Division Principal, Northern and Indigenous Relations  
Sheryl Bridgeman, Division Principal, Literacy and Lifelong Learning  
Jason Krefting, Director, Financial Services  
Shaye Patras, Division Principal, Numeracy and Achievement  
Jordi Weidman, Director, Strategic Communications  
Geri Wu, Indigenous Education Facilitator  
Keri Zylla, Recording Secretary

**REGRETS:**

Paul McCann, Trustee

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**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:30 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 050-2023**

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

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 051-2023**

**MOVED by** Trustee Cameron that the minutes of the Regular Meeting held on May 30, 2023, be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

Board Chair Stewart provided information on three items suggested as topics for future agendas at the May 30, 2023 Regular Meeting.

The advocacy item regarding the transportation funding model will be discussed in the fall and incorporated into the Board's Advocacy Plan. The public sector accounting rules and regulations professional development will be addressed by the Audit Committee. Lastly, discussion on governmental constraints regarding communication and decisions made during the pandemic will be an agenda item on a future Governance and Planning Session.

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

**ACTION ITEMS**

**SUPPORT FOR THE TRI-MUNICIPAL BID TO HOST THE 2026 ALBERTA WINTER GAMES**

**Res 052-2023**

**MOVED by** Trustee Montgomery that the Board of Trustees supports, in principle, the local Tri-Municipal bid for the 2026 Alberta Winter Games, with the caveat the further conversation is needed with the three municipalities regarding limitations and restrictions on what supports Parkland School Division could provide.

**CARRIED UNANIMOUSLY**

Board Chair Stewart provided additional information and responded to questions.

#### QUESTION PERIOD:

*There were no questions submitted to the Board in-person or to [Board@psd.ca](mailto:Board@psd.ca), for the June 20, 2023, Question Period.*

#### ADMINISTRATIVE REPORTS

##### **2022-2023 THIRD QUARTER FINANCIAL REPORT AND FORECAST**

The Board of Trustees received for information, the 2022-2023 Third Quarter Financial Report and Forecast.

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

*Mr. Krefting exited the meeting at 10:34 a.m.*

##### **STAKEHOLDER ENGAGEMENT REPORT**

The Board of Trustees received for information, the Stakeholder Engagement Report.

Associate Superintendent Johnston provided additional information and responded to questions.

##### **INDIGENOUS EDUCATION REPORT**

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

Associate Superintendent Johnston, Mr. Patras, Mr. Bernard, and Ms. Wu provided additional information and responded to questions.

*Board Chair Stewart called a recess at 11:14 a.m. Mr. Bernard and Ms. Wu exited the meeting.*

*The Board Delegation entered the meeting at 11:15 a.m. The meeting resumed at 11:20 a.m.*

Board Chair Stewart moved the presentation portion of the delegation before the Fine Arts Report, with the demonstration portion of their presentation to remain at the conclusion of the Board Meeting.

##### **DELEGATION / PRESENTATION**

Students and staff from Millgrove School, Connections for Learning, Greystone Centennial Middle School and Spruce Grove Composite High School who are team members, presented on the Millstone National Archery

in the Schools Program (NASP) Archery Team, now called the Millstone Archery Team. Students will perform a demonstration of their archery skills at the conclusion of the Board Meeting.

*The delegation exited at 11:36 a.m. to prepare for the archery demonstration downstairs at the conclusion of the Board Meeting.*

#### **FINE ARTS REPORT**

The Board of Trustees received for information, the Fine Arts Report.

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

*Mr. Patras exited the meeting at 11:57 a.m.*

#### **TECHNOLOGY SERVICES REPORT**

The Board of Trustees received for information, the Technology Services Report.

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

*Mr. Karaki exited the meeting at 12:17 p.m.*

### **TRUSTEE REPORTS**

#### **ALBERTA SCHOOL BOARDS ASSOCIATION**

Vice-Chair Osborne shared her report.

#### **PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

There was no report; however, Trustee Wagner noted an article in the last PSBAA Newsletter, *The Advocate*, about Parkland School Division's Building Futures Program.

#### **CHAMBER OF COMMERCE**

There was no report. Board Chair Stewart shared information on an upcoming event.

### **FUTURE BUSINESS**

#### **MEETING DATES:**

*Board – Open to the Public:*

Sep 12, 2023 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

*Committees – Closed to the Public:*

- Aug 29, 2023 ----- Governance & Planning Session 9:00 AM, Centre for Education (*morning only*)
- Sep 26, 2023 ----- Governance & Planning Session 9:00 AM, Centre for Education (*full day*)
- Sep 27, 2023 ----- Audit Committee 1:00 PM, Centre for Education
- Sep 28, 2023 ----- Benefits Committee 3:30 PM, Centre for Education

**NOTICE OF MOTION**

There was no notice of motion.

**TOPICS FOR FUTURE AGENDAS**

There were no topics for future agendas.

**REQUESTS FOR INFORMATION**

There were no requests for information.

**RESPONSES TO REQUESTS FOR INFORMATION**

There were no responses to requests for information.

**IN-CAMERA**

There was no In-Camera.

**ACTION IN RESPONSE TO IN-CAMERA**

There was no action in response to In-Camera.

**ADJOURNMENT**

The meeting was adjourned at 12:22 p.m.

Trustees and members of the Executive Team exited the Boardroom and joined the delegation downstairs to both observe and participate in an archery demonstration.



## MEMORANDUM

September 12, 2023  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Lorraine Stewart, Board Chair
<b>ORIGINATOR</b>	Lorraine Stewart, Board Chair
<b>RESOURCE</b>	Parkland School Division Board of Trustees
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 5: Role of the Board Chair Board Policy 7: Board Operations Board Policy 13: Appeals to the Board Regarding Student Matters
<b>ADDITIONAL REFERENCE</b>	BP 13: School Dispute Resolution and Process for Appeal BP 13: Appeal to the Board Schedule 13.1: Board Appeal Hearing Process <i>Education Act</i>
<b>SUBJECT</b>	<b>APPEAL HEARING PANEL APPOINTMENT</b>

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### PURPOSE

For approval. A recommendation is required.

### RECOMMENDATION

That the Board of Trustees convenes an Appeal Hearing Panel composed of Board Chair Stewart, Board Vice-Chair Wagner and Trustee Osborne to hear the Appeal of a parent regarding an education matter affecting their child.

### BACKGROUND

As per Board Policy 13: Appeals to the Board Regarding Student Matters, *“Through legislation, policy and practice, the Board supports the importance of a fair process of appeal while recognizing the authority of the Superintendent, the Principal or the Teacher as the final authority where legislated or delegated.”*

**REPORT SUMMARY**

On July 19, 2023, Board Chair Stewart received an appeal request from a parent regarding an education matter affecting their child.

On July 20, 2023, Board Chair Stewart responded to the email request advising that she would initiate contact at the conclusion of summer 2023.

On August 24, 2023, Board Chair Stewart contacted the parent via email and reviewed the data. As Board Chair of Parkland School Division Board of Trustees, and as per Board Policy 13: Appeals to the Board Regarding Student Matters; Article 9, Board Chair Stewart determined that this appeal request has sufficient merit to proceed formally with an Appeal Hearing.

The Executive Assistant to the Board of Trustees, Keri Zylla, has been designated as the Appeal Hearing contact for both parties.

LS:kz





## MEMORANDUM

September 12, 2023  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Lorraine Stewart, Board Chair
<b>ORIGINATOR</b>	Lorraine Stewart, Board Chair
<b>RESOURCE</b>	Parkland School Division Board of Trustees
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board
<b>ADDITIONAL REFERENCE</b>	Education Plan: Governance Outcome 10: Trustees Engage, Listen and Advocate Education Plan: Governance Outcome 11: Trustees Demonstrate Responsibility <i>Education Act</i>
<b>SUBJECT</b>	<b>GOVERNANCE BUDGET ALLOCATION FOR SCHOOL COUNCIL ATTENDANCE AT THE 2024 ALBERTA SCHOOL COUNCILS ASSOCIATION (ASCA) CONFERENCE AND ANNUAL GENERAL MEETING</b>

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### PURPOSE

For approval. A recommendation is required.

### RECOMMENDATION

That the Board of Trustees approves allocating up to a maximum of \$6,000 of the Governance Budget to financially support school council attendance to the 2024 Alberta School Councils Association Conference and Annual General Meeting.

### BACKGROUND

The *Education Act*, section 55 and the Alberta Education School Councils Regulation (2019) provides for the establishment of School Councils.

Parkland School Division trustees attend monthly school council meetings at the invitation of the school council and report back to the Board at their Governance and Planning Session meetings. Parkland School Division Board of Trustees has established the Council of School Councils and hosts four to five meetings per year to provide an opportunity for sharing, development and networking.

The Alberta School Council Association (ASCA) promotes parent engagement in public education. Each year, ASCA hosts an annual Conference and Annual General Meeting which is one of the most important events for parents on school councils. The event provides numerous development sessions for school council members; opportunities for attendees to share information and network with colleagues; and discussion on resources to help build school communities and student success

### **REPORT SUMMARY**

Parkland School Division Board of Trustees values the work done by school councils and supports continuous improvement of school councils. Student learning is supported and enhanced by providing meaningful opportunities for parents and caregivers to be involved in their child's education.

The funding from this resolution supports our school councils by helping to cover registration costs for attendance at the ASCA Annual Conference and Annual General Meeting in 2024. The particulars of the application process will be reviewed by the Board to ensure equal opportunity is provided among Parkland School Division's School Councils prior to the 2024 ASCA Conference and Annual General Meeting registration deadline.

Any funding provided to school councils for this purpose, up to a maximum of \$6,000, will be taken from the Board's annual Governance Budget.

LS:kz



## MEMORANDUM

September 12, 2022  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott McFadyen, Associate Superintendent
<b>RESOURCE</b>	Serge LaBrie, Director, Facilities Services
<b>GOVERNANCE POLICY</b>	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	Board Annual Work Plan
<b>SUBJECT</b>	<b>2023 FACILITIES SERVICES DEPARTMENT REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

Parkland School Division is a dedicated provider of quality public education, serving more than 90,000 residents living west of Edmonton.

Attendance areas in “PSD South” stretch as far west as Tomahawk and Entwistle, and include rural areas south of Spruce Grove and Stony Plain, with the North Saskatchewan River providing a natural southern boundary all the way to Devon. Additionally, we serve the communities in the Fort Chipewyan area.

PSD is respected within the provincial education community, and continues to strengthen that distinct reputation by focusing on the needs of local families. The Division is attuned to shifts in local demographics, including family types, cultures, beliefs, special needs, socioeconomic situations and settings, as we serve both rural and urban communities. Efforts are made to ensure that every student, regardless of location or ability, has access to the educational services they need.

Our division is home to over 12,700 students across 23 schools and 2 alternative learning locations which the Facilities Services department maintains and operates. These facilities are located in the City of Spruce Grove, The Town of Stony Plain, The County of Parkland and the Hamlet of Fort Chipewyan.

**REPORT SUMMARY**

The 2023 Facilities Services Department Report highlights the work completed during the last year.

Administration would be pleased to respond to any questions.

SM:kz



## FACILITIES SERVICES DEPARTMENT REPORT

September 12, 2023

Presented to the Board of Trustees, September 12, 2023

Scott McFadyen, Associate Superintendent, Corporate Supports and Services

Resource: Serge LaBrie, Director Facility Services

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

### BACKGROUND

Parkland School Division (PSD) is a dedicated provider of quality public education, serving more than 90,000 residents living west of Edmonton.

Attendance areas in “PSD South” stretch as far west as Tomahawk and Entwistle, and include rural areas south of Spruce Grove and Stony Plain, with the North Saskatchewan River providing a natural southern boundary all the way to Devon. Additionally, we serve the communities in the Fort Chipewyan area.

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Our division is home to over 12,700 students across 23 schools, 2 alternative learning locations and 2 non-instructional sites.

The Facilities Services department within PSD maintains and operates the 23 school sites, 2 alternative learning locations and 2 non-instructional sites in the City of Spruce Grove, The Town of Stony Plain, The County of Parkland and the Hamlet of Fort Chipewyan. The sites managed total more than 123,042 square meters in space and have a combined value exceeding \$450 million dollars.

The department regularly employs 15 maintenance staff, 60 caretakers, 4 office staff and 20 casual caretakers. The operations and maintenance budget for the department in the 2022-2023 school year was just over \$11 million dollars with \$7.28 million dedicated to maintenance and \$3.728 million dedicated to the custodial side of the operation.

The Facilities Services Department is responsible for all costs associated with utilities, insurance as well as the operation and maintenance of all 27 sites.

### REPORT / TOPIC

#### Capital Projects

##### Stony Plain Central Replacement School (Westview School) -

This project was first announced in March 2018 with construction starting in the spring of 2021. Although the school has been delayed a year, we are thrilled to have opened Westview School in September of 2023. The Facilities Department allocated significant resources over the 5-year period to manage the project to completion.

We are proud to open our 4th new school (including 1 modernization) since 2017. Westview School is a modern building with an open floorplan. It incorporates innovative features that will serve the community of Stony Plain.

##### Modular Classroom Projects –

PSD was awarded modular classrooms for Millgrove School in 2021. Due to supply chain issues and delays at the manufacturing plants, PSD did not receive the completed modular classrooms until the spring of 2023.

Over the summer months we completed the modular replacement project at Millgrove. This project entailed the following:

- Moving 2 playgrounds to new locations
- Demolishing 8 old modular classrooms
- Moving 2 existing 1975 modular classrooms
- Installing 8 new modular classrooms
- Completed a structure to connect the 2 wings of modulares to the core building

This installation has been completed on time and within budget. The modular classrooms provide staff and students with new learning spaces that are open, inviting and provide ample natural light.

#### Ecole Broxton Park School – CFL Spruce Grove Campus

PSD is relocating all outreach and virtual learning programming to the Ecole Broxton Park School site. The purpose for this project is to create efficiency, enhance programming and the environment for the Division's Connections for Learning (CFL) staff and students.

The original intent was to have this project completed for the fall of 2023, however unexpected challenges will delay the project until January 2024. The challenges include redeveloping the parking lot and adding infrastructure to meet new building code requirements as well as needing to redesign the project in order to find cost efficiencies due to the increased impact of inflation.

#### Upcoming Capital Projects:

##### Spruce Grove Composite High School Replacement Project

The Facilities Department will be heavily involved in the upcoming design, tendering and construction work for the replacement of Spruce Grove Composite High School. We attended a project kick-off meeting on June 7<sup>th</sup> and our intent is to get the project ready for construction approval in the next round of capital announcements.

#### **Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) programs**

IMR and CMR funding programs are designated to cover the replacement or modernization of operating elements in schools. These programs generate a significant amount of the work that the Facilities department completes on an ongoing basis.

The Facilities Department continues to use a planned approach to upgrading and replacing systems in our schools. Some examples of these are:

- Roof systems
  - We have been systematically replacing 3-4 major roof systems per year.
  - This approach has let us be more pro-active and less re-active with leaks and floods.
- Fire Alarm systems
  - We have been systematically replacing one fire alarm system per year.
- Boiler replacements
  - We continue to replace antiquated boiler systems with new high efficiency boiler systems.

In the 2022-2023 school year we completed 68 separate projects through the IMR and CMR programs. These include everything from boiler and roof replacements to refinishing gym floors and installing acoustic panels. The full list of IMR and CMR projects is shared with the Board in March of every year through the administrative report titled: Infrastructure Maintenance Renewal (IMR) Capital Maintenance Renewal (CMR) Expenditure Plan.

## Operations and Maintenance Work

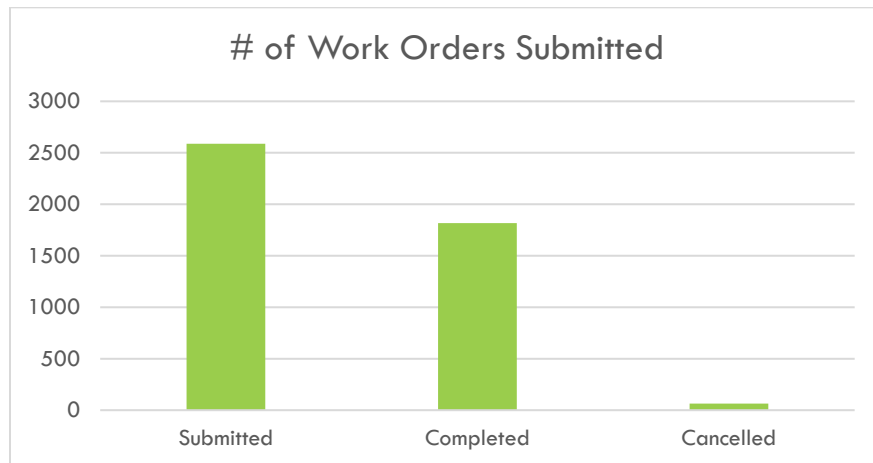
### Maintenance -

While the above capital and IMR/CMR work take up a large portion of our time; the regular day to day operations and maintenance work makes up the vast majority of the department’s workload.

PSD staff input their requests into the work order program as required. These work orders are triaged on a daily basis by the facilities management team and electronically assigned to the relevant maintenance staff. The work is prioritized and then maintenance staff go out into the various school sites and complete the work.

During the Christmas break the department implemented a new work order software program with no disruption to staff at any levels in the organization. This program has simplified the process of inputting, tracking and managing work orders for our clients (school administrators and caretakers) and supervisors. This new program also has better reporting capabilities which we are still learning. This program will also allow us to implement a community use module in the fall of 2024.

Since implementation of the new system during the Christmas break; the Facilities department has received 2,587 work orders with 1,817 having been completed and 65 cancelled due to duplication.



When projected over a full year it is anticipated that PSD Facilities will process well over 5,000 work orders on a yearly basis.

PSD schools are using the new work order program as expected with work orders being generated as expected at all sites:



Caretakers –

Caretakers are an integral part of the Facilities department and a part of their local school community. Caretakers interact with school staff, students and community user groups on a daily basis. They work every evening to ensure that staff and students have safe clean spaces to teach and learn in. Caretakers are an integral part in the departments plan to keep schools safe; they routinely inspect sites for potential safety hazards which are then promptly reported to Division office to be rectified.

In the last year caretakers dispensed 354 cases of hand soap (2,124 liters) and 631 cases of toilet paper (7,572,000 linear feet) at our sites.

Community Use -

As mentioned above we anticipate implementing a new community use module that will allow user groups to book times in PSD facilities online which will eliminate unnecessary paperwork at both the school level and the administration level.

Managing community use is a large part of our workload. PSD Facilities department maintains 2 separate joint use agreements with the City of Spruce Grove and the Town of Stony Plain. Community based user groups access most PSD urban facilities every school evening and every weekend. In the last year PSD facilities worked extensively with the City of Spruce Grove and Evergreen Catholic Separate School Division to create a new tri party joint use agreement that meets the intent of the Municipal Government Act (MGA). This agreement will form the basis for all other joint use agreements that PSD is required to participate in according to the MGA.

In Spruce Grove alone we anticipate having upwards of 1,200 community use bookings in 2023-2024. The community organizations accessing PSD facilities range from karate clubs to all major sports organizations with a total membership of over 5,000 individuals amongst our community groups.

With the expected implementation of the new module we will have greater reporting capabilities on joint use in the schools that use this booking system.

Fort Chipewyan Housing –

The Facilities Department has worked extensively as landlords of the 14 residential housing units in Fort Chipewyan over the last year. Some examples of the items worked on related to being landlords include:

- Multiple trips by Facilities staff to Fort Chip to assess housing units
- Working with contractors to clean and perform maintenance on housing units as tenants change
- Ordering new furniture for housing units which included:
  - Beds, linens, kitchen tables, household appliances, towels, utensils, among other items.
- Completing rental agreements for all residential properties
- Maintaining full inventories of residential property
- Co-ordinating move out dates, inspections, damage deposit returns and preparing for the transition to the new school year

Summer Work:

Summer is one of our busiest times as we work on capital, IMR/CMR and regular operations projects/work.

In the following table the Board will find the list of work that has been completed or was started over the 2023 summer months.



Summer Project List -

SCHOOL	PROJECT DESCRIPTION	FUNDING
Blueberry	Roof replacement	CMR
	Moved one modular classroom to Ecole Broxton Park and refurbished site	Capital
Brookwood	Roof replacement	CMR
	Installed AC heat pumps in modulares	Capital/IMR
Centre for Education	Renovated finance wing	Capital
Copperhaven School	Installed AC heat pumps in modulares	Capital/IMR
Duffield	Replaced roof top unit	IMR
	Sewer line repairs	IMR
	Replaced one furnace	IMR
Ecole Broxton Park	Mechanical system repairs	IMR
	Started outreach relocation project	Capital
	Restructured parking lot	Capital
Ecole Meridian Heights	Roof replacement	CMR
	Replaced flooring in basement wing	IMR
	Painted hallways and classrooms	O&M

Entwistle	Building system controls upgrade	IMR
	Moved two modular classrooms to Ecole Broxton Park and refurbished site	Capital
Forest Green	Replaced boilers and associated pumps	CMR
	Built outdoor classroom and landscaped front of school	IMR
Graminia	Replaced roof top unit	IMR
	Installed AC heat pumps in modulars	Capital/IMR
	Replaced grinder pump	IMR
Greystone	Recommissioned HVAC system	IMR
	Installed AC heat pumps in modulars	Capital/IMR
High Park	Replaced flooring in 8 classrooms	IMR
	Installed breakfast program area	O&M
Memorial Composite H.S.	Mechanical system repairs	IMR
	Installed new acoustic panels	IMR
	Electrical system repairs	IMR
	Replaced failed zone actuator valves	IMR
	Installed new air displacement systems in welding and woods CTF labs	O&M
Millgrove	Replaced 8 modular classrooms with new modular classrooms	Capital

	Installed AC heat pumps in modulars	Capital/IMR
Muir Lake	Installed AC heat pumps in modulars	Capital/IMR
	Installed new acoustic panels	IMR
Parkland Village	Removed old concrete piles on the site and replaced broken concrete sidewalks	IMR
Prescott	Installed AC heat pumps in modulars	Capital/IMR
	Resurfaced playing fields	IMR
Tomahawk	Moved two modular classrooms to Ecole Broxton Park and refurbished site	Capital
Woodhaven	Installed AC heat pumps in modulars	Capital/IMR
Multiple Schools	Painted parking lots and bus safety lines	
Multiple Schools	Serviced boilers and mechanical system repairs	
Multiple Schools	Serviced furnaces	
Multiple Schools	Serviced all cisterns and water wells	



## MEMORANDUM

September 12, 2023  
Regular Board Meeting

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**TO** Board of Trustees

**FROM** Shauna Boyce, Superintendent

**ORIGINATOR** Scott Johnston, Associate Superintendent

**RESOURCE** Linda Madge-Arkininstall, Division Principal, Literacy and Lifelong Learning  
Shaye Patras, Division Principal, Numeracy and Achievement

**GOVERNANCE POLICY** Board Policy 1: Division Foundational Statements  
Board Policy 2: Role of the Board  
Board Policy 12: Role of the Superintendent  
BP 18: Role of the Student

**ADDITIONAL REFERENCE** Administrative Procedure 280 – Off-Site Activities  
*Education Act: 16, 18, 33, 196-197, 222*

**SUBJECT** **OFF-SITE ACTIVITIES REPORT**

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

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

### REPORT SUMMARY

This *Report* provides a summary of student off-site activities that schools provided during the 2022-2023 school year. Off-site activities in Parkland School Division adhere to *Administrative Procedure 280 – Off-Site Activities*. Division staff ensure that the safe learning environment that exists within the school shall also extend to off-site experiences, and that care shall be taken to ensure that off-site activities are organized to maximize educational benefit and protect the safety and well-being of students.

This Report contains summative information with respect to off-site destinations. The report captures the destination, number of visits, and number of student visitors.

Administration would be pleased to respond to any questions.

SJ:kz



September, 2023

Presented to the Board of Trustees, September 12, 2023

Scott Johnston, Associate Superintendent, Education and System Services

Resources: Linda Madge-Arkininstall, Division Principal, Literacy and Lifelong Learning

Shaye Patras, Division Principal, Numeracy and Achievement

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

Throughout the 2022-2023 school year, our schools continued to seek out meaningful experiences – both in-school and off-campus.

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

**We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.**

We journeyed, continuously, toward our Vision:

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

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

Throughout the 2022-2023 school year, our staff explored opportunities for our students to enjoy learning in the greater world, outside of the school walls. We found ways to enjoy our local community.

### ***Where the World Opens Up***

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

While the report details the destination of many of our off-site activities, it is important to note that students receive a diverse array of experiences within the walls and grounds of the school. Consider, for instance, our students' appreciation for the *National Archery in Schools Program*.

In total, more than 39,000 unique student "experiences" occurred as off-site activities. A summative list of destinations, by grade and student count, follows. As we think back on our own experiences in school, on field trips and through activities, we remember the fun, we cherish the relationships, and we appreciate the learning that occurs when our world is opened up.

**Looking Forward:** In addition to the variety of off-site activities that schools are considering, both Memorial Composite High School and Spruce Grove Composite High School are currently planning international trips for the 2023-2024 school year. These exciting opportunities are in the initial stages of planning and so they are not detailed in this report.

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

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

<b>Academy Fabricators</b>	Grade 10-12	3 schools, 2 visits. 83 students.
Fabrication	<a href="https://www.academyfabricators.ca/">https://www.academyfabricators.ca/</a>	
<b>ACT Aquatic and Recreation Centre, Edmonton</b>	Grades 10-12	1 school, 2 visits. 35 students.
Physical Education	<a href="https://www.edmonton.ca/activities_parks_recreation/act">https://www.edmonton.ca/activities_parks_recreation/act</a>	
<b>Activate Games</b>	Grade 7	1 school, 1 visit. 94 students.
Physical Education	<a href="https://activate.ca/">https://activate.ca/</a>	
<b>Aerials Gymnastics</b>	Grades K, 3-9	6 schools, 16 visits. 711 students.
Physical Education / Wellness	<a href="https://aerialsgymclub.ca/">https://aerialsgymclub.ca/</a>	
<b>Alberta Art Gallery (Edmonton)</b>	Grades 4-5	4 schools, 4 visits. 215 students.
Art	<a href="https://www.youraga.ca/">https://www.youraga.ca/</a>	
<b>Alberta Aviation Museum</b>	Grades K-1 and 7-9	2 schools, 5 visits. 204 students.
Science	<a href="https://albertaaviationmuseum.com/">https://albertaaviationmuseum.com/</a>	
<b>Alberta Legislative Assembly (Legislature)</b>	Grades 6, 9	8 schools, 10 visits. 548 students.
Social Studies	<a href="https://www.assembly.ab.ca/">https://www.assembly.ab.ca/</a>	
<b>Alberta Parenting for the Future</b>	Grades 7-9	1 school, 1 visit. 12 students.
Health	<a href="http://albertaparenting.ca/">http://albertaparenting.ca/</a>	
<b>Alexis Nakota Sioux Nation: Change Health</b>	Grades 9-12	3 schools, 3 visits. 50 students.
Indigenous Education	<a href="https://changecentre.ca/">https://changecentre.ca/</a>	
<b>Anytime Fitness</b>	Grades 7-9	1 school, 1 visit. 3 students.
Physical Education	<a href="https://www.anytimefitness.com/">https://www.anytimefitness.com/</a>	
<b>Arden Theatre</b>	Grade 2	1 school, 1 visit. 70 students.
Music / Science	<a href="https://stalbert.ca/exp/arden/">https://stalbert.ca/exp/arden/</a>	
<b>Banff National Park</b>	Grades 7-9	1 school, 1 visit. 39 students.
Physical Education	<a href="https://parks.canada.ca/pn-np/ab/banff">https://parks.canada.ca/pn-np/ab/banff</a>	
<b>Blackfoot Crossing</b>	Grades 10-12	1 school, 1 visit. 15 students.
Indigenous Education	<a href="https://blackfootcrossing.ca/wordpress/">https://blackfootcrossing.ca/wordpress/</a>	
<b>BMO Centre</b>	Grades 11	1 school, 1 visit. 4 students.
Science (Robotics Competition)	<a href="https://venues.calgarystampede.com/event-spaces/bmo-centre">https://venues.calgarystampede.com/event-spaces/bmo-centre</a>	
<b>Bunchberry Meadows Conservation Area</b>	Grade 6	1 school, 1 visit. 53 students.
Science, Biodiversity	<a href="https://www.ealt.ca/bunchberry-meadows">https://www.ealt.ca/bunchberry-meadows</a>	
<b>Café Bicyclette</b>	Grades 11-12	1 school, 1 visit. 16 students.
French as a Second Language	<a href="https://www.cafebicyclette.ca/">https://www.cafebicyclette.ca/</a>	
<b>Calgary – Mount Royal University: Bella Concert Hall</b>	Grades 7-9	1 school, 1 visit. 37 students.
Music (Band)	<a href="https://www.mtroyal.ca">https://www.mtroyal.ca</a>	
<b>Camp Nakamun</b>	Grades 6-12	4 schools, 5 visits. 237 students.
Physical Education, Health, Music	<a href="https://campnakamun.com/">https://campnakamun.com/</a>	
<b>Camp Warwa</b>	Grades K-12	4 schools, 6 visits. 289 students.
Physical Education, Health, Science	<a href="https://www.campwarwa.org/">https://www.campwarwa.org/</a>	

<b>Camp YoWoChAs</b>	Grades 6-9	5 schools, 7 visits. 422 students.
Physical Education, Health, Science, Leadership, Outdoor Ed	<a href="https://ywcayowochas.org/">https://ywcayowochas.org/</a>	
<b>Central Park Spruce Grove (Skating)</b>	Grades 5-8	2 schools, 4 visits. 190 students.
Physical Education / Health / Wellness	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Chickakoo Lake Recreational Area</b>	Grades 2-12, LAWS	7 schools, 11 visits. 525 students.
Science, Physical Education, Leadership, Social	<a href="https://www.parklandcounty.com/">https://www.parklandcounty.com/</a>	
<b>Cinderella's Closet</b>	Grade 12	1 school, 1 visit. 12 students.
Graduation Specific	<a href="https://cinderellasclosetveg.com/">https://cinderellasclosetveg.com/</a>	
<b>Claireview Community Recreation Centre</b>	Grades 7-8	1 school, 2 visits. 118 students.
Physical Education / Health	<a href="https://www.edmonton.ca/activities_parks_recreation/clareview">https://www.edmonton.ca/activities_parks_recreation/clareview</a>	
<b>Construction Sites (Spruce Grove Area)</b>	Grades 10-12	1 school, 1 visit. 8 students.
Construction		
<b>Dawson Park</b>	Grade 8	3 schools, 3 visits. 161 students.
Science	<a href="https://www.edmonton.ca">https://www.edmonton.ca</a>	
<b>Deep Blue Athletics</b>	Grades K	1 school, 6 visits. 219 students.
Physical Education	<a href="http://www.deepblueathletics.com/">http://www.deepblueathletics.com/</a>	
<b>Deer Meadows Golf Course</b>	Grades 7-9	1 school, 1 visit. 12 students.
Physical Education	<a href="https://www.deermeadowsgolf.com/">https://www.deermeadowsgolf.com/</a>	
<b>Devon Pool and Splash Park</b>	Grades 4, 7	2 schools, 2 visits. 79 students.
Physical Education, Health	<a href="https://devon.ca/">https://devon.ca/</a>	
<b>Devon Research Centre</b>	Grade 7	1 school, 1 visit. 22 students.
Career and Technology	<a href="https://devon.ca/">https://devon.ca/</a>	
<b>Drayton Valley Pool / Ricochet Aquatic Centre</b>	Grades 1-6	1 school, 2 visits. 63 students.
Physical Education	<a href="https://www.facebook.com/ricochetoilcorpaquaticcentre">https://www.facebook.com/ricochetoilcorpaquaticcentre</a>	
<b>Durabuilt Windows</b>	Grade 10	1 school, 1 visit. 22 students.
Construction	<a href="https://durabuiltwindows.com/">https://durabuiltwindows.com/</a>	
<b>Edmonton Capilano / Gold Bar Park</b>	Grade 12	1 school, 2 visits. 12 students.
Physical Education, Health	<a href="https://www.edmonton.ca/activities_parks_recreation/parks-river-valley">https://www.edmonton.ca/activities_parks_recreation/parks-river-valley</a>	
<b>Edmonton Corn Maze</b>	Grades 1-4	3 schools, 3 visits. 193 students.
Physical Education, Health	<a href="https://www.edmontoncornmaze.ca/">https://www.edmontoncornmaze.ca/</a>	
<b>Edmonton Expo Centre (Skills Canada)</b>	Grades 4-9	10 schools, 14 visits. 1,184 students.
Physical Education, Health, STEM, Construction	<a href="https://www.skillscompetencescanada.com/en/">https://www.skillscompetencescanada.com/en/</a>	
<b>Edmonton Hermitage Park</b>	Grade 12	3 schools, 5 visits. 156 students.
Physical Education, Health	<a href="https://www.edmonton.ca/activities_parks_recreation/parks-river-valley">https://www.edmonton.ca/activities_parks_recreation/parks-river-valley</a>	
<b>Edmonton Japanese Community Association</b>	Grade 8	1 school, 2 visits. 81 students.
Social Studies	<a href="https://ejca.org/">https://ejca.org/</a>	
<b>Edmonton Law Courts</b>	Grades 10-12	1 school, 2 visits. 42 students.



Legal Studies	<a href="https://albertacourts.ca">https://albertacourts.ca</a>	
<b>Edmonton River Valley</b>	Grades 7-9	2 schools, 2 visits. 101 students.
Science	<a href="https://www.edmonton.ca/activities_parks_recreation/parks-river-valley">https://www.edmonton.ca/activities_parks_recreation/parks-river-valley</a>	
<b>Edmonton Valley Zoo</b>	Grades K-5	6 schools, 9 visits. 450 students.
Science	<a href="https://www.edmonton.ca/attractions_events/edmonton-valley-zoo">https://www.edmonton.ca/attractions_events/edmonton-valley-zoo</a>	
<b>Edson: Red Brick Theatre</b>	Grades 7-9	2 schools, 2 visits. 41 students.
Drama	<a href="https://www.redbrickartscentre.com/">https://www.redbrickartscentre.com/</a>	
<b>Elk Island National Park</b>	Grades 4-5, 9	2 schools, 2 visits. 139 students.
Science	<a href="https://www.pc.gc.ca/en/pn-np/ab/elkisland">https://www.pc.gc.ca/en/pn-np/ab/elkisland</a>	
<b>Enoch Provincial Golf Course</b>	Grades 10-12	1 school, 1 visit. 110 students.
Physical Education		
<b>Entwistle Outdoor Pool</b>	Grades K-9	1 school, 5 visits. 110 students.
Physical Education	<a href="https://www.parklandcounty.com/en/live-and-play/entwistle-outdoor-pool.aspx">https://www.parklandcounty.com/en/live-and-play/entwistle-outdoor-pool.aspx</a>	
<b>Epcor Training Centre</b>	Grades 10-12	1 school, 1 visit. 30 students.
Career and Life Management	<a href="https://epcor.org/wcm/Education/Education_Home.aspx">https://epcor.org/wcm/Education/Education_Home.aspx</a>	
<b>Fitset Ninja</b>	Grades 1-12	3 schools, 11 visits. 533 students.
Physical Education	<a href="https://fitsetninja.com/">https://fitsetninja.com/</a>	
<b>Fort Edmonton Park</b>	Grades 2-9	11 schools, 17 visits. 1,165 students.
Social Studies, Physical Education, Health	<a href="https://www.fortedmontonpark.ca/">https://www.fortedmontonpark.ca/</a>	
<b>Freson Bros.</b>	Grades 1-2, 10-12	2 schools, 2 visits. 51 students.
Career and Technology, Community	<a href="https://www.freson.com/">https://www.freson.com/</a>	
<b>Gateway Entertainment</b>	Grades 8-9	1 school, 1 visit. 100 students.
Physical Education	<a href="https://www.gatewaybowl.com/">https://www.gatewaybowl.com/</a>	
<b>Genesis Centre Calgary</b>	Grade 11	1 school, 1 visit. 4 students.
Computer Science / Robotics	<a href="https://genesis-centre.ca/">https://genesis-centre.ca/</a>	
<b>Glenn Hall Arena</b>	Grades 7-9	1 school on 1 visit. 150 students.
Physical Education	<a href="https://www.stonyplain.com/en/play/sports-facilities.aspx">https://www.stonyplain.com/en/play/sports-facilities.aspx</a>	
<b>Hasse Lake Provincial Park</b>	Grades 4-5	1 school, 1 visit. 51 students.
Science, Biology, Outdoor Education	<a href="https://www.parklandcounty.com/en/live-and-play/Parks-Trails-and-Natural-Areas.aspx">https://www.parklandcounty.com/en/live-and-play/Parks-Trails-and-Natural-Areas.aspx</a>	
<b>Honey Bee School</b>	Grade 2	1 school, 1 visit. 47 students
Science		
<b>Horizon Stage</b>	Grades 10-12	14 schools, 41 visits. 2,883 students.
Music, Drama, Art	<a href="https://www.horizonstage.com/">https://www.horizonstage.com/</a>	
<b>Jasper and/or Marmot Basin</b>	Grades 6-9, 12	6 schools, 7 visits. 298 students.
Physical Education, Health	<a href="https://www.jasper-alberta.com/">https://www.jasper-alberta.com/</a>	
<b>John Janzen Nature Centre</b>	Grades 3	1 school, 1 visit. 52 students.

Science	<a href="https://www.edmonton.ca/attractions_events/john-janzen-nature-centre">https://www.edmonton.ca/attractions_events/john-janzen-nature-centre</a>	
<b>K&amp;K Foodliner</b>	Grades 11-12	1 school, 1 visit. 7 students.
German	<a href="https://kandkfoodliner.com/">https://kandkfoodliner.com/</a>	
<b>Jubilee Park</b>	Grades 1-5, 7-12. EE	8 schools, 4 visits. 704 students.
Physical Education, Science, Health, LAWS, Social	<a href="https://www.sprucegrove.org/community/parks/jubilee-park/">https://www.sprucegrove.org/community/parks/jubilee-park/</a>	
<b>Jurassic Forest</b>	Grades K-1	1 school, 1 visit. 34 students.
Science	<a href="https://www.jurassicforest.com/">https://www.jurassicforest.com/</a>	
<b>Kinsmen Park &amp; John Walter Museum</b>	Grades 1-8	3 schools, 3 visits. 202 students.
Social	<a href="https://www.edmonton.ca/attractions_events/john-walter-museum">https://www.edmonton.ca/attractions_events/john-walter-museum</a>	
<b>Kinsmen Recreation Centre</b>	Grades 10-12	1 school, 2 visits. 40 students.
Physical Education	<a href="https://www.edmonton.ca/activities_parks_recreation/kinsmen">https://www.edmonton.ca/activities_parks_recreation/kinsmen</a>	
<b>Landmark Cinemas (Spruce Grove and St. Albert)</b>	Grades K-12	7 schools, 13 visits. 1,262 students.
LA, Music, Health, Science	<a href="https://www.landmarkcinemas.com/">https://www.landmarkcinemas.com/</a>	
<b>Local Businesses (SG, SP, Parkland)</b>	Grades 10-12	2 schools, 5 visits. 51 students.
Enterprise and Innovation, Work Experience, Foods		
<b>Lois Hole Provincial Park</b>	Grades 5, 7-9	2 schools, 2 visits. 133 students.
Science	<a href="https://albertaparks.ca/parks/central/lois-hole-centennial-pp/">https://albertaparks.ca/parks/central/lois-hole-centennial-pp/</a>	
<b>MacEwan University</b>	Grades 10-12	1 school, 2 visits. 32 students.
Business / Career and Life Management	<a href="https://www.macewan.ca/home/">https://www.macewan.ca/home/</a>	
<b>Morinville Cultural Centre</b>	Grades 10-12	1 school, 1 visit. 34 students.
Drama (Advanced Acting)	<a href="https://www.morinville.ca/en/things-to-do/morinville-community-cultural-centre.aspx">https://www.morinville.ca/en/things-to-do/morinville-community-cultural-centre.aspx</a>	
<b>Northern Alberta Institute of Technology</b>	Grade 10-12	2 schools, 2 visits. 10 students.
Communication Tech, Entrepreneurship	<a href="https://www.nait.ca/nait/home">https://www.nait.ca/nait/home</a>	
<b>Old Country Inn – Barb and Ernie's</b>	Grades 11-12	1 school, 1 visit. 45 students.
German / Leadership	<a href="https://oldcountryinnedmonton.com/">https://oldcountryinnedmonton.com/</a>	
<b>Onoway Heritage Museum</b>	Grades 9, 11-12	2 schools, 2 visits. 19 students.
Science	<a href="https://www.onowaymuseum.ca/">https://www.onowaymuseum.ca/</a>	
<b>Pembina Recreation Plex</b>	Grades K-9	1 school, 3 visits. 113 students.
Physical Education	<a href="https://www.pembinarecplex.ca/">https://www.pembinarecplex.ca/</a>	
<b>Prairie Gardens</b>	Grade 1	1 school, 1 visit. 71 students.
Science / Physical Education	<a href="https://prairiegardens.org/">https://prairiegardens.org/</a>	
<b>Quebec City and Montreal</b>	Grade 9-12	3 schools, 2 visits. 93 students.
French Language and Culture	<a href="https://www.quebec-cite.com/en">https://www.quebec-cite.com/en</a>	
<b>Queen Elizabeth Pool</b>	Grade 5	1 school on 1 visit. 78 students.
Physical Education	<a href="https://www.edmonton.ca/activities_parks_recreation/queen-elizabeth-outdoor-pool">https://www.edmonton.ca/activities_parks_recreation/queen-elizabeth-outdoor-pool</a>	
<b>Rabbit Hill Snow Resort</b>	Grade 2-9	10 schools, 27 visits. 855 students.

Physical Education	<a href="https://www.rabbithill.com/">https://www.rabbithill.com/</a>	
<b>Remuda Equine Centre</b>	Grades 7-9	1 school, 6 visits. 10 students.
Wellness	<a href="https://www.facebook.com/RemudaHorsemanship/">https://www.facebook.com/RemudaHorsemanship/</a>	
<b>Reynolds Alberta Museum</b>	Grade 9	1 school, 1 visit. 1 student.
Science / Social Studies	<a href="https://reynoldsmuseum.ca/">https://reynoldsmuseum.ca/</a>	
<b>Riverwatch</b>	Grade 7	1 school, 1 visit. 28 students.
Science	<a href="https://www.riverwatch.ca">https://www.riverwatch.ca</a>	
<b>Rogers Place (Oil Kings)</b>	Grades 4-9	2 schools, 1 visit. 164 students.
Wellness	<a href="https://www.rogersplace.com/">https://www.rogersplace.com/</a>	
<b>Rotary Park</b>	Grades 4-6, 8	2 schools, 3 visits. 184 students.
Science, Social, Math	<a href="https://www.stonyplain.com/en/play/parks-trails.aspx">https://www.stonyplain.com/en/play/parks-trails.aspx</a>	
<b>Royal Alberta Museum</b>	Grade 3-4, 6-7, 10-12	4 schools, 4 visits. 235 students.
Social	<a href="https://royalalbertamuseum.ca/">https://royalalbertamuseum.ca/</a>	
<b>Royal Tyrell Museum</b>	Grades 4	1 school, 1 visit. 50 students.
Science	<a href="https://tyrellmuseum.com/">https://tyrellmuseum.com/</a>	
<b>Safety City</b>	Grade K	1 school, 2 visits. 83 students.
Physical Education	<a href="https://www.safetycity.ca/">https://www.safetycity.ca/</a>	
<b>Sassy G's Adventure Farm</b>	Grade K	2 schools, 2 visits. 74 students.
Science	<a href="https://sassygsadventurefarm.com/">https://sassygsadventurefarm.com/</a>	
<b>Schools (Local and Provincial)</b>	Grades K-12	15 schools, 46 visits. 1,928 students.
Performances, Dances, Grade Transitions		
<b>Seba Beach Mini-Golf</b>	Grades K-9	1 school, 2 visits. 99 students.
Physical Education	<a href="http://www.sebabeach.net/">http://www.sebabeach.net/</a>	
<b>Servus Credit Union Place</b>	Grades 1-2	1 school, 1 visit. 117 students.
Physical Education	<a href="https://stalbert.ca/rec/facilities/servus/">https://stalbert.ca/rec/facilities/servus/</a>	
<b>Sharks Club</b>	Grades 7-9	1 school, 1 visit. 48 students.
Leadership	<a href="https://www.sharksclub.ca/">https://www.sharksclub.ca/</a>	
<b>Shell Theatre</b>	Grades 7-9	2 schools, 1 visit. 140 students.
ELA, Music	<a href="https://www.fortsask.ca/en/things-to-do/theatre.aspx">https://www.fortsask.ca/en/things-to-do/theatre.aspx</a>	
<b>Snow Valley Aerial Park</b>	Grades 4, 8-9	2 schools, 6 visits. 140 students.
Physical Education, Fine Art	<a href="https://www.snowvalley.ca/aerial-park/">https://www.snowvalley.ca/aerial-park/</a>	
<b>Spruce Grove: Boxing Club</b>	Grades 10-12	1 school, 1 visit. 66 students
Physical Education	<a href="https://www.facebook.com/Theboxingclubfitnessstudio/">https://www.facebook.com/Theboxingclubfitnessstudio/</a>	
<b>Spruce Grove: City Hall</b>	Grade 6	1 school, 1 visit. 26 students.
Civic Government / Social Studies	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Spruce Grove: Community Garden</b>	Grades 10-12	1 school, 1 visit. 18 students.
Wellness	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Spruce Grove: Fire Hall</b>	Grade 1	1 school, 1 visit. 22 students.
Health	<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>	
<b>Spruce Grove: Grain Elevator Museum</b>	Grade 2	1 school, 1 visit. 76 students.

Social Studies		<a href="https://sprucegroveagsociety.com/the-site">https://sprucegroveagsociety.com/the-site</a>
<b>Spruce Grove: Lakewood Park</b>	Grades 8-9	1 school, 4 visits. 30 students.
Physical Education		<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>
<b>Spruce Grove: Links Golf Course</b>	Grade 12	1 school, 1 visit. 5 students.
Leadership		<a href="https://www.linksgolfcourse.com/">https://www.linksgolfcourse.com/</a>
<b>Spruce Grove: Participark</b>	Grades 1-4, 10-12	3 schools, 11 visits. 755 students.
Physical Education / Science		<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>
<b>Spruce Grove: Playschool</b>	Grades 11-12	1 school, 3 visits. 56 students.
CTS Child-Services Education		<a href="http://sprucegroveplayschool.squarespace.com/">http://sprucegroveplayschool.squarespace.com/</a>
<b>Spruce Grove: Public Library</b>	Grades 2-3	1 school, 2 visits. 48 students.
Language Arts / Art		<a href="https://www.sprucegrove.org/">https://www.sprucegrove.org/</a>
<b>Spruce Grove: Vision Care</b>	Grade 4	1 school, 1 visit. 25 students.
Science		<a href="https://visioncarecentres.ca/spruce-grove-vision-care/">https://visioncarecentres.ca/spruce-grove-vision-care/</a>
<b>St. Albert Art Gallery</b>	Grade 2	2 schools, 2 visits. 117 students.
Art		<a href="https://www.artsandheritage.ca/">https://www.artsandheritage.ca/</a>
<b>St. Albert Bowling Centre</b>	Grades 7-12	3 schools, 3 visits. 92 students.
Physical Education / Wellness		<a href="https://stalbertbowling.com/">https://stalbertbowling.com/</a>
<b>St. Albert Heritage Museum</b>	Grade 3	1 school, 1 visit. 64 students.
Social Studies / Art		<a href="https://stalbert.ca/exp/heritage/museum/">https://stalbert.ca/exp/heritage/museum/</a>
<b>St. Albert Place</b>	Grades 7-9	1 school, 1 visit. 13 students.
Social Studies / Art		<a href="https://sapvac.ca/">https://sapvac.ca/</a>
<b>St. Albert United Church</b>	Grades 4-9	2 schools, 1 visit. 264 students.
Choral Performance		<a href="https://stalbertunited.ca/">https://stalbertunited.ca/</a>
<b>St. Andrew's Church</b>	Grades 3-8, 10-12	2 schools, 1 visit. 136 students.
Music / Band		<a href="https://www.sprucegroveunited.com/">https://www.sprucegroveunited.com/</a>
<b>Stahl Peterbilt</b>	Grade 12	1 school, 1 visit. 24 students.
Career and Technology (Mechanics)		<a href="https://www.stahlpeterbilt.com/Contact/EdmontonWest">https://www.stahlpeterbilt.com/Contact/EdmontonWest</a>
<b>Stony Plain: Community Centre</b>	Grades 1-9	1 school, 1 visit. 107 students.
ELA		<a href="https://www.stonyplain.com/en/play/community-halls.aspx">https://www.stonyplain.com/en/play/community-halls.aspx</a>
<b>Stony Plain: Golf Course</b>	Grades 4-9	
Physical Education		<a href="https://golfstonyplain.com/">https://golfstonyplain.com/</a>
<b>Stony Plain: Outdoor Pool</b>	Grades 1-9, 12	8 schools, 13 visits. 1,498 students.
Physical Education		<a href="https://www.stonyplain.com/en/play/sports-facilities.aspx">https://www.stonyplain.com/en/play/sports-facilities.aspx</a>
<b>Stony Plain: Parks and Trails</b>	Grades 10-12 (LAWS)	1 school, 1 visit. 22 students.
Physical Education / Science		<a href="https://www.stonyplain.com/">https://www.stonyplain.com/</a>
<b>Stony Plain: Public Library</b>	Grade 2-4	1 school, 2 visits. 44 students.
ELA		<a href="https://mysppl.ca/">https://mysppl.ca/</a>
<b>Stony Plain: Red Brick Common (Formerly the Multicultural Centre)</b>	Grades 1-4, 6, 10-12	7 schools, 13 visits. 406 students.
Social Studies		<a href="https://redbrickcommon.ca/">https://redbrickcommon.ca/</a>
<b>Stony Plain: Splash Park</b>	Grades EE-3	3 schools, 5 visits. 233 students.

Physical Education / Wellness	<a href="https://www.stonyplain.com/">https://www.stonyplain.com/</a>	
<b>Stony Plain: Youth Centre</b>	Grades 7-9	1 school, 1 visit. 11 students.
Social Studies	<a href="https://www.stonyplain.com/en/live/youth-centre.aspx">https://www.stonyplain.com/en/live/youth-centre.aspx</a>	
<b>Sunshine Daycare</b>	Grades 11-12	1 school, 1 visit. 21 students.
CTS Child-Services Education	<a href="https://www.sunshineacademydaycare.com/">https://www.sunshineacademydaycare.com/</a>	
<b>Telus World of Science</b>	Grades K-9	17 schools across 31 visits. 1,940 students.
Science, Chemistry, Environment	<a href="https://telusworldofscienceedmonton.ca/">https://telusworldofscienceedmonton.ca/</a>	
<b>Terwillegar Recreation Centre</b>	Grades 10-12	1 school, 1 visit. 20 students.
Physical Education	<a href="https://www.edmonton.ca/activities_parks_recreation/terwillegar">https://www.edmonton.ca/activities_parks_recreation/terwillegar</a>	
<b>Tomahawk Agra-Center (Skating, Archery)</b>	Grades K-9	1 school on 2 visits. 122 students.
Physical Education	<a href="https://www.tomahawkagra.com/">https://www.tomahawkagra.com/</a>	
<b>Tri-Leisure Centre</b>	Grades 2-12	14 schools across 69 visits. 2,901 students.
Physical Education, Health	<a href="https://www.trileisure.com/">https://www.trileisure.com/</a>	
<b>Ukrainian Village</b>	Grade 3	1 school, 1 visit. 96 students.
Social Studies	<a href="https://ukrainianvillage.ca/">https://ukrainianvillage.ca/</a>	
<b>Under the Mane</b>	Grades 4-6	1 school, 1 visit. 13 students.
Health / Wellness	<a href="https://underthemaner.com/">https://underthemaner.com/</a>	
<b>University of Alberta</b>	Grades 10-12	1 school, 1 visit. 35 students.
Physical Education	<a href="https://www.ualberta.ca/index.html">https://www.ualberta.ca/index.html</a>	
<b>University of Alberta: Botanical Garden</b>	Grades 2-5, 7	6 schools, 7 visits. 602 students.
Science	<a href="https://botanicgarden.ualberta.ca/">https://botanicgarden.ualberta.ca/</a>	
<b>University of Alberta: Butterdome</b>	Grades 5-6	2 schools, 2 visits. 55 students.
Physical Education	<a href="https://www.ualberta.ca/index.html">https://www.ualberta.ca/index.html</a>	
<b>University of Alberta: Law Building</b>	Grades 10-12	1 school, 2 visits. 41 students.
Legal Studies	<a href="https://www.ualberta.ca/law/index.html">https://www.ualberta.ca/law/index.html</a>	
<b>Vancouver: Including the Sun Run</b>	Grades 7-9	6 schools, 1 visit. 281 students.
Physical Education, Health	<a href="https://www.vancouversunrun.com/">https://www.vancouversunrun.com/</a>	
<b>Vertically Inclined</b>	Grades 7, 10-12	2 schools, 4 visits. 152 students.
Physical Education, Health	<a href="https://www.verticallyinclined.com/">https://www.verticallyinclined.com/</a>	
<b>Wabamun: Provincial Campground</b>	Grade 6	2 schools, 5 visits. 85 students.
Outdoor Education	<a href="https://wabamun.ca/">https://wabamun.ca/</a>	
<b>Wabamun: Spray Park</b>	Grades 3-5	1 school, 1 visit. 66 students..
Wellness / Physical Education	<a href="https://wabamun.ca/">https://wabamun.ca/</a>	
<b>Wagner Natural Area</b>	Grade 6	4 schools, 4 visits. 259 students.
Physical Education, Health	<a href="http://wagnerfen.ca/">http://wagnerfen.ca/</a>	
<b>Walmart</b>	Grade 10	1 school, 1 visit. 24 students.
Career and Life Management	<a href="https://www.walmart.ca">https://www.walmart.ca</a>	
<b>Waskahega Staging Area - Strathcona</b>	Grade 10	1 school, 1 visit. 2 students.
Physical Education	<a href="https://waskahegantrail.ca/">https://waskahegantrail.ca/</a>	
<b>We Rock the Spectrum</b>	Grade K	1 school, 2 visits. 35 students.

Physical Education	<a href="https://www.werockthespectrumedmonton.ca/">https://www.werockthespectrumedmonton.ca/</a>	
<b>West Edmonton Mall (Various)</b>	Grades 7-12	12 schools, 17 visits. 902 students.
Physical Education, Health	<a href="https://www.wem.ca/">https://www.wem.ca/</a>	
<b>West Meadows Baptist Church</b>	Grades 2-12	10 schools, 1 visit. 315 students.
Music / Choral Celebration	<a href="https://www.westmeadows.org/">https://www.westmeadows.org/</a>	
<b>Whole Scoop</b>	Grade K	1 school, 1 visit. 52 students.
Physical Education / Math	<a href="https://www.thewholescoop.ca/">https://www.thewholescoop.ca/</a>	
<b>Wihnemne School</b>	Grades K-9	1 school, 1 visit. 260 students.
Indigenous Education		
<b>Winspear Centre</b>	Grades 1-6	2 schools, 2 visits. 121 students.
Music Education / Art	<a href="https://www.winspearcentre.com/">https://www.winspearcentre.com/</a>	
<b>Woodlands Spray Park</b>	Grade 2	1 school, 1 visit. 49 students.
Physical Education	<a href="https://stalbert.ca/rec/facilities/woodlands/">https://stalbert.ca/rec/facilities/woodlands/</a>	

OFF-SITE OPPORTUNITIES – VISITS PER MONTH									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
25	42	15	36	47	67	63	62	113	207

**For more information:**

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

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





**MEMORANDUM**

September 12, 2023  
 Regular Board Meeting

**TO** Board of Trustees

**FROM** Shauna Boyce, Superintendent

**ORIGINATOR** Mark Francis, Deputy Superintendent

**RESOURCE** Amy Goerzen, Director of Human Resources

**GOVERNANCE POLICY** Board Policy 1: Division Foundation Statements  
 Board Policy 2: Role of the Board

**ADDITIONAL REFERENCE** BP 2: Section 1. Planning  
 BP 2: Section 3. Accountability  
 BP 2 Appendix 2.1 Board Work Plan

**SUBJECT** **HUMAN RESOURCES 2022-2023 REPORT**

**PURPOSE**

For information. No recommendation required.

**BACKGROUND**

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

**REPORT SUMMARY**

The Human Resources Department Report outlines many aspects of staffing at Parkland School Division for the 2022-2023 school year for all union and non-union groups including recruitment, retirement, health supports, negotiations and professional development.

Administration would be pleased to respond to any questions.

MF:kz



## Human Resources 2022-2023 Report September 2023

Presented to the Board of Trustees, September 12, 2023  
Mark Francis, Deputy Superintendent  
Resource: Amy Goerzen, Director, Human Resources

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

### BACKGROUND

The Human Resources Department 2022-2023 Report highlights information collected from the 2022-2023 school year.

### REPORT / TOPIC

#### Department Staff (5 Staff)

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

#### Recruitment and Selection

- Human Resources is responsible for providing recruitment and selection services to the Division including the Executive Team, non-union group positions including Directors, union positions including Principal, Assistant Principal, teaching and support positions.
- Human Resources assists schools and departments with recruitment, and selection and management of casual support staff and substitute teachers.
- For the **2022-2023** school year the Department assisted with **546** competitions (**308** Teaching Positions, **238** Support positions).
- **2023-2024 Leadership Positions:**  
**3 Principals, 4 Assistant Principals, 6 Assistant Principal Transfers, and 1 Division Principal.**

Table 1: Recruitment Competitions			
Employee Group	2020/2021	2021/2022	2022/2023
Teacher (includes Principals)	206	246	<b>308</b>
Support (CAAMSE/IUOE/NUG/ADCS)	105	209	<b>238</b>
Increase/decrease from previous year	-3.4%	+46%	<b>+20%</b>



<i>Table 2: Employee FTE</i>			
Employee Group/Position	2020/2021 FTE	2021/2022	2022/2023*
<i>Teacher Total</i>	600.63	623.889	<b>650.199</b>
Teacher	550.629	570.889	<b>592.199</b>
Administration	50	53	<b>58</b>
<i>Support Total</i>	384.2	423.39	<b>455.33</b>
CAAMSE	290.81	325.01	<b>339.26</b>
ADCS-Support (NEW)			<b>8.8</b>
IUOE	63.09	64.21	<b>65.19</b>
NUG	30.3	34.17	<b>42.08</b>

\*Note: Numbers reported are as of June 30, 2023. Headcount includes all contractual employees of PSD both active and inactive (ATA – 733, CAAMSE – 409, ADCS-SUPPORT- 9, IUOE – 78, NUG-49 includes NEW School Counsellor positions and no longer includes School Bus Site Monitors). FTE includes only active employees

- Based on the numbers reported in Table 2 the following summary compares the complete (2022/23) school year with the previous (2021/22) school year:
  - Increase of 21.31 FTE for school-based teachers
  - Increase of 23.05 FTE for school-based support staff
  - Increase of 0.98 FTE for IUOE staff
  - Increase of 7.91 FTE for NUG staff

**2022/2023 Headcount**

- The 2022-2023 total employee headcount was 1278 (1105.53 FTE) compared to headcount of 1140 (1047.28 FTE) in the 2021-2022. Total increase of 138 (58.25 FTE) new positions in 2022/2023 school year.
- The teacher group added 23 new positions and the support group (CAAMSE/IUOE/NUG) added 115 new positions.

**Retirement**

<i>Table 3: Retirements</i>			
	2020/2021	2021-2022	2022-2023*
Support Staff (CAAMSE/IUOE/NUG/ADCS)	19	11	<b>14</b>
Teacher (includes Administration)	13	7	<b>10</b>

\*Numbers reported include retirements to **August 28, 2023**

**Resignations**

<i>Table 3A: Resignations</i>		
	2021-2022	2022-2023
Support Staff (CAAMSE/IUOE/NUG/ADCS-Support)	44	41
Teacher (includes Administration)	18	19

**Average Age of Retirees**

<i>Table 4: Average Age of Retirees</i>		
	2021/2022	2022/2023
Support Staff (CAAMSE/IUOE/NUG/ADCS-SUPPORT)	65.73	62.46
Teacher (includes Administration)	62.71	56.8

**Teacher (includes Administration) Populations > age 50**

<i>Table 5: Teacher &gt; age 50</i>			
	2020/2021	2021/2022	2022/2023*
Teacher Population > age 50	147	145	136
Total % of Teachers > age 50	22%	20%	18%

\*Numbers reported are as of June 30, 2023 and include higher than age 50

**Support Staff (CAAMSE/IUOE/NUG/ADCS-SUPPORT) Populations > age 50**

<i>Table 6: Support Staff &gt; age 50</i>		
	2021/2022	2022/2023*
Support Staff > age 50	208	192
Total % of Support Staff > age 50	41%	35%

\*Numbers reported are as of June 30, 2023 and include higher than age 50

**Average Age – All Staff**

<i>Table 7: Average Age – All Staff</i>			
	2020/2021	2021/2022	2022/2023*
ATA	41.1	40.8	41.0
CAAMSE	48	46.8	46.2
ADCS-Support			42.2
IUOE	49.6	49.4	49.2
NUG	47.6	47.3	46.4

\* Numbers reported are as of June 30, 2023

**Average Years of Service**

<i>Table 8: Average years of Service</i>			
	2020/2021	2021/2022	2022/2023*
ATA	10.33	10.14	9.92
CAAMSE	9.03	8.11	7.46
IUOE	10.55	9.34	9.11
ADCS-Support			0
NUG	8.22	7.65	7.68
All Staff	9.53	8.81	6.83

\*Numbers are as of June 30, 2023 and include New NUG School Counsellors do not include School Bus Site Monitors as their contracts ended June 29, 2023

**Teacher (include Administration) Leaves of Absence**

<i>Table 9: Leaves of Absence</i>			
	2020/2021	2021/2022	2022/2023*
Maternity	35	46	<b>44</b>
Personal	20	31	<b>26</b>
Deferred Salary	0	1	<b>1</b>
Professional (this is professional improvement leave)	0	0	<b>0</b>
Exchange	1	0	<b>0</b>
Secondment	7	5	<b>9</b>
Parental Leave	3	1	<b>1</b>
Total	66	84	<b>81</b>

\*Numbers from August 24, 2022-August 27, 2023

**Support Staff (CAAMSE/IUOE/NUG/ADCS-SUPPORT) Leaves of Absence**

<i>Table 10: Leaves of Absence</i>							
	2021-2022			2022-2023			
	NUG	CAAMSE	IUOE	NUG	CAAMSE	ADCS Support	IUOE
Maternity	0	6	0	0	15	0	0
Personal	0	15	3	0	16	1	0
Parental Leave	0	0	0	0	1	0	0
Total	0	21	3	0	32	1	0

\*Numbers from August 25, 2022-August 28, 2023

**Staff Supervision, Growth and Evaluation**

- Human Resources advises and supports Administrators in providing quality supervision and evaluation of staff.
- **Teacher Probationary Evaluations:**  
112 Probationary evaluations completed.
- **Temporary Teacher Evaluations:**  
2020-2021 – 54 temporary teacher evaluations completed.  
2021-2022 – 53 temporary teacher evaluations completed.  
2022-2023 – 54 temporary teacher evaluations completed

Table 11: Support Staff Evaluations		
Employee Group	2021/2022	2022/2023
CAAMSE		
Probationary Evaluations	67	73
Trial Evaluations	12	12
ADCS-Support		
Probationary Evaluations		6
IUOE		
Probationary Evaluations	7	4
NUG		
Probationary Evaluations	3	9

\*Numbers from August 29, 2022 – June 30, 2023

- **Teachers – Permanent Teaching Certification**  
A teacher in Alberta is eligible for Permanent Certification following 2 years of experience and following a successful evaluation and recommendation.

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

Table 12: Teacher Certification (Permanent and Interim)			
	2020/2021	2021/2022	2022/2023
Permanent Certification	19	21	37
Interim Certification Extensions	26	21	35

**Coaching and Support**

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

**Career Fairs**

- Parkland School Division participated in numerous teacher career fairs for the University of Alberta and Campus Saint-Jean, The King’s University, Concordia University of Edmonton and Burman University located in Lacombe, AB. In addition to the teacher career fairs, Human Resources also attended an Education Assistant career fair for NorQuest College in Edmonton.
- Human Resources Staff participated in Mock Interviews for The King’s University (Teacher) and MacEwan University (Education Assistant).
- Human Resources Director is a member of the Program Advisory Committee for:  
 Concordia University of Edmonton BEd(AD) Field Experience Program Advisory Committee  
 University of Alberta Bachelor of Education Program Advisory Committee  
 Norquest College Administrative Assistant Program Advisory Committee  
 MacEwan University, Special Needs Education Assistant Program.  
 University of Calgary Advisory Committee and Bredin College Advisory Committee.
- Parkland School Division and Evergreen School Division virtually hosted University of Alberta Student Teachers Practicum meet and greet with HR Director and Staff on February 15, 2022.
- August 25, 2022 Apply to Education virtual career fair.

**Practicum Students**

We currently have 20 Approved Practicum Agreements in place with the following post-secondary institutions:

All Post-Secondary Approved Practicum Agreements	
✓ University of Alberta – Health Sciences	✓ Norquest College
✓ ABM College	✓ Athabasca University
✓ CDI College	✓ Red Deer College
✓ Concordia University	✓ The King’s University
✓ Lakeland College	✓ University of Calgary
✓ Lethbridge College	✓ University of Lethbridge
✓ MacEwan University	✓ Southern Alberta Institute of Technology
✓ Mount Royal University	✓ St. Stephen’s College
✓ University of Victoria	✓ Bredin College
✓ Medicine Hat College	
New Practicum Agreements – 2022/2023:	
✓ Burman University	

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

<i>Table 13: Practicum Students</i>			
Practicum Role	2020/2021	2021-2022	2022/2023*
Art Therapy	0	1	0
Student Teachers	79	74	54
Speech Language Pathologist	0	1	0
Education Assistant	4	10	7
SLPA	1	0	3
Administrative Assistant	2	2	2
Child & Youth Care	0	1	4
Physical Therapist/OT Assistant	0	0	1
Master in Counselling	5	7	4
Nurse	0	0	0
Social Work	0	2	1
Network Administrator	0	0	0
Therapy Assistant	0	1	0
Library Information Tech	0	0	0
<b>Total</b>	<b>91</b>	<b>99</b>	<b>76</b>

\*Numbers reported for the 2022-2023 School year include Practicums from August 24, 2022 – June 30, 2023

### Substitute Teacher Placement Office

- Recruiting for substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division's website. Human resources staff are responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. **As of June 30, 2023, we have 348 teachers on our Substitute Teacher list. This number has increased by 119 (52%) from 2021-2022. During the 2022-2023 School Year, 246 Teachers were hired to our Substitute Teacher list.**

### Casual Support and Caretaking Staff

- Human resources are responsible for recruiting and maintaining a list of qualified casual support and caretaking staff who are required for short term work assignments at schools and the Centre for Education. We regularly recruit through the Employment portal of the Division's website. **As of June 30, 2023, there are 141 (121 Casual Support and 20 Casual Caretakers) individuals on our Casual lists. The number of Casual Support Staff has increased 26% from 2021-2022.**

Negotiations Support

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

Negotiations Update**ATA:**

- ATA/PSD Local Collective Agreement expired August 31, 2020.
- ATA/Central Bargaining entered into joint mediation in March 2022. Mediator recommendations were released on May 3, 2022. June 9, 2022, 51% of ATA membership voted in favor of accepting the newly negotiated collective agreement for term September 1, 2020 to August 31, 2024.
- Bargaining is anticipated to commence Oct, 2023.

**CAAMSE:**

- CAAMSE Collective Agreement term ends August 31, 2023. (September 1, 2019 to August 31, 2023). Bargaining will commence Sept/Oct, 2023.
- 2021-2022 - No Layoffs for support staff
- 2022-2023 - 21 Full Layoffs/8 Partial Layoffs

**IUOE:**

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

Professional Development (PD)

- As of **June 30, 2023**, PD related system entries total **5198** days for all staff (increase of 45% from 2021-2022 - 3571 days). This does not include the nine Staff Planning and Development Days in the 2022-2023 school calendar, nor does it include PD days for staff who do not require a replacement or no record entered.
- Support to new teachers continued with New Teacher Orientation on August 24, 2022. There were 72 attendees. For the 2023-2024 school year New Teacher Orientation was held on August 28, 2023, there were **63** attendees.
- New teachers and support staff are assigned a mentor at their school for additional assistance and support.
- An extensive list of professional development opportunities is provided to our teachers and support staff through Student Supports and Services and Education and Systems Services Departments.
- New Principals, Assistant Principals and Directors are supported directly through a formal Mentorship.

**Disability Management**

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

Table 18: Short Term Medical Leaves*			
Employee Group	2020/2021	2021/2022	2022/2023
Support Groups			
CAAMSE	37	31	30
IUOE	8	7	8
NUG	3	2	3
Total Support Staff Medical Leaves*	48	40	41
Total Support Staff Medical Leaves Approved for Long-term Disability (LTD)**	1	3	9
ATA Staff*	41	54	53
Total ATA Staff Approved for Extended Disability Benefits (EDB)**	12	10	6

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

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



**Sick Leave**

<i>Table 20: Sick Leave</i>				
	Employee Group/Position	2020-2021*	2021-2022**	2022-2023***
<b>Number of Sick Days</b>				
	ATA Total	4710.55	6264.69	7652.99
	Teacher	4557.05	6015.95	7369.79
	Administration	153.5	248.74	321.19
	Support Total	2258.35	3008.08	4405.35
	CAAMSE	1792.71	2504.72	3508.24
	IUOE	377.54	391.26	559.11
	NUG	88.1	112.10	278.83
	ADCS-Support	N/A	N/A	59.34
<b>Average Sick Days/FTE</b>				
	ATA Total	7.84	10.04	11.77
	Teacher	8.28	10.54	12.44
	Administration	3.07	4.69	5.54
	Support Total	5.02	5.69	8.52
	CAAMSE total	6.16	7.71	10.34
	IUOE total	5.98	6.09	8.58
	NUG total	2.91	3.28	6.64
	ADCS-Support	N/A	N/A	6.74
	<b>All Staff Total</b>	5.28	6.46	<b>7.25</b>

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

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

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

\*\*\*2022/2023 sick days are compiled from August 24, 2022-June 30, 2023 (ADCS Teacher are including with Teacher/Administration)

**Average Cost of an Education Assistant II**

<i>Table 24: Total Compensation</i>			
	2020/2021	2021/2022	2022/2023
Salary	\$36,978.00	\$37,124.29*	\$37,124.29*
Benefits	\$8232.00	\$8,895.74**	\$8,987.63**
Local Authorities Pension Plan	\$3,230.00	\$3,338.14	\$3,119.92
<b>Total Salary, Benefits and LAPP</b>	<b>\$48,440.00</b>	<b>\$49,358.17</b>	<b>\$49,231.84</b>

\*includes 8% vacation pay

\*\*includes EI/ CPP/Sunlife Benefits

**Teacher Education and Experience**

*Table 25: Teacher Education and Experience (2020)*  
**Teacher Distribution as of September 30, 2020 (FTE)**

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

Table 26: Teacher Education and Experience (2021)

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

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

Table 27: Teacher Education and Experience (2022)

**Teacher Distribution as of September 30, 2022 (FTE)**

		EDUCATION							
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	TOTAL
EXPERIENCE	0				17.39	3.54	2.00		22.93
	1				7.50	3.12	6.77		17.39
	2				8.80	3.50	8.00		20.30
	3				13.50	4.00	4.00		21.50
	4				6.94	5.00	9.68		21.62
	5				18.37	2.61	7.71		28.69
	6				14.51	5.00	4.91		24.42
	7				18.83	3.60	7.71		30.14
	8				7.90	5.00	5.70		18.60
	9				215.06	97.87	128.11		441.04
	10								0.00
	11								0.00
TOTAL		0.00	0.00	0.00	328.80	133.24	184.59	0.00	<b>646.63</b>

**Average Teaching Cost**

<i>Table 28: Average Teaching Cost</i>			
	2020/2021	2021/2022	2022/2023
Teacher	\$102,054.00	\$103,772.00	\$108,483.00

Note: Average teaching costs include salary and benefit expenditures

**Total Compensation**

<i>Table 29: Total Compensation</i>			
	202/2021	2021/2022	2022/2023
ATRF %	10.87%	10.87%	9.89%
ATRF \$\$	\$9,933.98	\$9,992.03	\$9,442
Total of Average Teacher Cost	\$102,054.00	\$103,772.00	\$108,483
Total Salary, Benefits and ATRF	\$111,987.98	\$113,763.90	\$117,925



## MEMORANDUM

September 12, 2023  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Aileen Wagner, Trustee
<b>ORIGINATOR</b>	Aileen Wagner, Trustee
<b>RESOURCE</b>	Trustees, Executive Team and ATA members of TBAC
<b>GOVERNANCE POLICY</b>	Board Policy 8: Board Committees
<b>ADDITIONAL REFERENCE</b>	BP 8: Appendix 8.4 Teacher Board Advisory Committee Terms of Reference
<b>SUBJECT</b>	<b>TEACHER BOARD ADVISORY COMMITTEE (TBAC)</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees supports effective consultation and transparent communication with the Board and teacher representatives. The following report outlines the topics from the June 20, 2023, Teacher Board Advisory Committee (TBAC) meeting in which participants shared their perspectives for this purpose.

### REPORT SUMMARY

On June 20, 2023, TBAC met to discuss a number of topics chosen in advance by the Board, administration and ATA Parkland Teachers' Local 10 representatives.

Superintendent Boyce and Deputy Superintendent Francis shared several updates regarding Athabasca Delta Community School (ADCS).

The ATA shared updates from the Parkland Teachers' Local 10 Annual General Meeting and regarding the new Alberta K-Gr.6 Curriculum.

TBAC items of discussion included:

- Bell Schedule – Substitute List / Times
- French Teachers & Faculté Saint-Jean Representation

- Call for Question Writers – High School Diploma and PAT Markers
- Administrative Procedure – Wildfire Displacement
- Occupational Health & Safety – Air Quality
- Field Trip Call with Air Quality
- Volunteer EMS & Firefighters

Members of TBAC would be pleased to respond to any questions.

AW:kz



## MEMORANDUM

September 12, 2023  
Regular Board Meeting

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

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the unapproved Minutes from the August 29, 2023 GPS Meeting.

### REPORT SUMMARY

On August 29, 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 this meeting.

LS:kz



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

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta  
On Tuesday, August 29, 2023, at 9:00 AM

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### Attendance:

Lorraine Stewart, Board Chair  
 Jill Osborne, Vice-Chair  
 Aileen Wagner, Vice-Chair Elect  
 Aimee Hennig, 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  
 Jordi Weidman, Director of Strategic Communications  
 Keri Zylla, Recording Secretary

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### 1. WELCOME & LEARNING MOMENT

**1.1. Call to Order:** Board Chair Stewart welcomed the GPS Committee to the 2023-2024 school-year, and called the meeting to order at 9:00 a.m.

**1.2. Land Acknowledgement:** Chair Stewart acknowledged Treaty Territory.

**1.3. Changes to the Agenda:** There were no changes to the agenda.

**1.4. Approval of the Agenda:**

**MOVED by** Trustee Hennig that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

**1.5. Approval of the June 13, 2023, GPS Minutes:**

**MOVED by** Trustee Cameron that the GPS Minutes of June 13, 2023 be approved as amended.

**CARRIED UNANIMOUSLY**

**1.6. Learning Moment:**

Chair Stewart led a discussion regarding future topics for the GPS Learning Moments and the purpose of the Learning Moment.

### 2. OPERATIONS AND INFORMATION

**2.1. Summer Updates:** Superintendent Boyce shared that Lead Team met August 24<sup>th</sup> and 25<sup>th</sup>. On Friday the 25<sup>th</sup>, they met with guest presenter Jordan Tinney, who provided insight regarding 'Compassionate



Leadership'. On August 28<sup>th</sup>, Parkland School Division (PSD) welcomed 60 new teachers to the Division.

Superintendent Boyce shared that families who were affected by the Boundary Review have been moved into their designated schools according to any adjusted boundaries. Discussion ensued.

Superintendent Boyce also shared the following information.

**2.1.1. Westview School:** PSD acquired occupancy of Westview School mid-August. The building is complete with only a few minor items outstanding. The playground equipment will be moved to the new site in two stages. Discussion ensued.

**2.1.2. Connections for Learning (CFL) / École Broxton Park School:** The intention is to move modulars to the École Broxton Park School site as a Spruce Grove campus for CFL in January 2024.

Associate Superintendent McFadyen shared that the Division has addressed parking issues at École Broxton Park School as they prepare the site for the modulars. School administration is working with families to communicate the parking plans to parents.

**2.1.3. Summer School:** This year, summer school experienced a 40% growth rate with just over 1000 registered students. In addition, the Division offered a literacy camp for approximately 92 young learners, Gr.2-4.

**2.1.4. Athabasca Delta Community School (ADCS):** Superintendent Boyce shared the following information:

**2.1.4.1. Staffing:** ADCS is starting the school year fully staffed with teachers and educational assistants.

**2.1.4.2. Tuition Agreement:** Work on the reciprocal agreement is ongoing, but should be finalized soon.

**2.1.4.3. Fires:** Wildfires have had a traumatic affect on staff and the community in Fort Chipewyan.

**2.2. Transportation:** Superintendent Boyce shared that PSD received a letter from the City of Spruce Grove regarding a speed review of the roadway and playground near Copperhaven School. Due to ongoing construction and development in the area, the City will designate the zoned area as a School Zone for the interim, and change it to a School Area once construction is complete, dropping the maximum speed from 50 km/hr to 30 km/hr. Discussion ensued

Associate Superintendent McFadyen shared that the Transportation Department is working hard in preparation for the school year. Most buses have drivers, but there are a couple of routes that still need coverage. Provincially, Alberta continues to face challenges such as bus driver shortages, bus shortages and specially adapted buses for transporting students with disabilities. Discussion ensued.

**2.3. Opening Day:** Superintendent Boyce shared information on the agenda and the guest speaker for the PSD Staff Opening Day. Tarek Hadhad, owner and CEO of Peace By Chocolate, will be Friday's guest speaker.

**2.3.1. Lunch with Guest Speaker:** Following the Opening Day Event, Trustees and Executive Team will share lunch with Mr. Hadhad back at the Centre for Education.

**2.4. 2023-2024 School Tours:** Superintendent Boyce shared that approximately half of the Trustee School Tours were completed in the 2022-2023. The rest of the schools will be toured this year, including the newest school, Westview School.

**2.5. 2023-2024 Operational Priorities:** Superintendent Boyce shared that the Operational Priorities are steadfast: Student Wellness & Workplace Wellness, Equity, Diversity & Community, Indigenous Perspectives and Ways of Knowing and Programming and Pedagogy.

*Board Chair Stewart called a recess at 10:28 a.m. Meeting resumed at 10:38am*

### 3. GOVERNANCE

#### 3.1. Association Business:

**3.1.1. Public School Boards Association of Alberta (PSBAA):** Trustee Wagner provided Trustees with the August council meeting summary. There were 2 calls to action. PSBAA would like to hear back from Trustees regarding the Standards for Special Education and provincial mandate letters written to various ministries.

**3.1.2. ASBA:** Vice-Chair Osborne shared that ASBA had sent out survey to association members, but due to a technical error, it went largely unanswered, so Vice-Chair Osborne will be requesting the survey is re-opened to members.

Board Chair Stewart indicated she is considering running for Vice-Chair of ASBA. The Board unanimously supported this candidacy. Discussion ensued.

Board Chair Stewart shared that ASBA is seeking a representative from each zone to participate in a Position Advisory Group. A Position Statement Manual will be issued to members in the near future.

**3.2. Review of Organizational Meeting Documents:** Trustees reviewed the following Organizational Meeting documents: 2023-2024 Meeting Schedule & Summary; 2023-2024 Board Annual Work Plan; 2023-2024 Committees; and 2023-2024 Conference and Professional Development Opportunities.

**3.3. School Council Updates:** No school council meetings have been held for the 2023-2024 yet, however, Trustees discussed attendance at school council meetings outside their elected wards. Discussion ensued.

Board Chair Stewart reminded Trustees that a motion to allocate funds to support school council attendance at the Alberta School Councils Association (ASCA) Conference and Annual General Meeting will come forward at the September 12, 2023 regular Board meeting.

### 4. STRATEGIC PLANNING

**4.1. Minister's Mandate Letters:** Board Chair Stewart had the GPS Committee break into small groups and discuss the mandate letters beginning with the Minister of Education letter. Discussion ensued.

**4.2. Advocacy Priorities / Plans:** Board Chair Stewart tabled this agenda item for the September 26, 2023 GPS Meeting.

**4.3. MLA Meeting Preparation:** The MLA Meeting was cancelled.

**5. IN-CAMERA: LEGAL**

**MOVED by** Trustee Hennig to move in-camera at 11:49 a.m.

**CARRIED UNANIMOUSLY**

*Associate Superintendent Dr. Miskolzie, Associate Superintendent Johnston and Director Weidman exited the meeting at 11:49 a.m.*

**MOVED by** Trustee Cameron to re-enter the GPS Meeting at 12:23 p.m.

**CARRIED UNANIMOUSLY**

**6. CLOSING**

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

**6.2. Topics to come forward to the next Board Meeting include:** Motion to allocate funds from the Governance Budget for school council to attend the ASCA conference and AGM.

**6.3. Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.

**6.4. Adjournment:** Board Chair Stewart adjourned the meeting at 12:35 p.m.

**Next meeting:** Tuesday, September 26, 2023, at 9:00 a.m. (*FULL DAY*)