



MEMORANDUM

October 10, 2023
Regular Board Meeting

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

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the unapproved Minutes from the September 26, 2023 GPS Meeting.

REPORT SUMMARY

On September 26, 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, September 26, 2023, at 9:00 AM

Attendance:

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

Regrets:

Dr. Meg Miskolzie, Associate Superintendent

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 9:05 a.m.
- 1.2. **Land Acknowledgement:** Chair Stewart acknowledged Treaty Territory.
- 1.3. **Changes to the Agenda:** The following changes were made to the agenda: add Update from September 21, 2023, Transportation Townhall meeting as agenda item 2.6; add Social Studies Curriculum Engagement as agenda items 2.7; add Proposed Land Use Bylaw Changes to Alcohol and Cannabis Sales as agenda item 2.8; add Alberta School Boards Association (ASBA) as agenda item 3.1.2; add Board Self-Evaluation Process as agenda item 3.7; and add In-Camera: Other Confidential Matters as agenda item 5. As per Board Chair Stewart, the In-Camera item was moved to replace agenda item 3.3.
- 1.4. **Approval of the Agenda:**
MOVED by Trustee McCann that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY

1.5. Approval of the August 29, 2023, GPS Minutes:

MOVED by Trustee Cameron that the GPS Minutes of August 29, 2023 be approved as amended.

CARRIED UNANIMOUSLY

- 1.6. Learning Moment:** Chair Stewart led a discussion regarding the Superintendent Leadership Quality Standard and Teacher Quality Standards, as well as the Role of Governance in creating safe learning environments for students. Discussion ensued.

2. OPERATIONS AND INFORMATION

- 2.1. Staffing / Enrollment update:** Superintendent Boyce shared that enrollment numbers will be finalized on Friday, September 29, 2023. Enrollment is up from last year, but lower than projected numbers.

Deputy Superintendent Francis shared information on staffing.

- 2.2. City of Spruce Grove Joint Use Agreement and Highlights:** Superintendent Boyce shared that, at a previous Board Meeting, there was a request by a Trustee for details about the Joint Use Agreement between the City of Spruce Grove, Parkland School Division (PSD) and Evergreen Catholic Schools. A 'Highlights' document provided an overview of key points. Discussion ensued.

- 2.3. 2024-2025 School Year Calendar:** Superintendent Boyce shared information regarding a potential 2024-2025 School Year Calendar. Discussion ensued

Board Chair Stewart called a recess at 10:45 a.m. Meeting resumed at 11:00 a.m.

- 2.4. Spruce Grove Composite High School Replacement School Update:** Superintendent Boyce shared that design meetings with the government (Alberta Infrastructure), PSD staff, and the architect – Workun Garrick, have commenced.

Chair Stewart shared two letters written to the Minister of Education and Minister of Infrastructure, one from PSD and one from the City of Spruce Grove regarding Horizon Stage to as part of the high school build. The City of Spruce Grove has requested a meeting with the two ministers, mayors from the Tri-Region and PSD.

- 2.5. Human Resource Report Follow-Up:** Superintendent Boyce shared that a request was made to share the breakdown of resignations and retirements.

Deputy Superintendent shared information that broke down, by position, the 2022 retirement and resignations in PSD. Discussion ensued.

- 2.6. Update from September 21, 2023, Transportation Townhall meeting:** Trustees shared their 'take-aways' from the Alberta Student Transportation Advisory Council (ASTAC) Town Hall meeting. Discussion ensued.

- 2.7. Social Studies Curriculum Engagement:** Trustees were encouraged to discuss the survey at school council meeting. Some stakeholders have expressed concern with the rating scale on the survey. Board Chair Stewart will draft a letter to the Minister of Education for his awareness.

- 2.8. Proposed Land Use Bylaw Changes to Alcohol and Cannabis Sales:** The City of Spruce Grove has provided PSD information on their proposed bylaw changes in advance of their public hearing.

3. GOVERNANCE

3.1. Association Business:

3.1.1. Public School Boards Association of Alberta (PSBAA) / Fall General Meeting Prep:

Calls to Action:

- [Standards for Special Education, Amended June 2004](#): Trustee Cameron requested feedback on the question, 'At a governance level, how are your boards responding to the diversity of student learning, while being accountable to the Standards for Special Education, Amended 2004'. Trustees provided input.

Chair Stewart called a lunch recess at 12:18 p.m. Meeting resumed at 12:51 p.m.

- [Mandate Letters](#): Trustees discussed the Premier of Alberta's mandate letters.

3.1.2 Alberta School Boards Association (ASBA): Vice-Chair Wagner discussed an endorsement letter supporting Chair Stewart in her bid for the ASBA Vice-Chair position at the November 2023 Fall Annual General Meeting (AGM).

Trustee Osborne explained that there will be feedback sought on the Draft Position Statement Framework prior to the Fall AGM. More information will be coming to Trustees.

3.2 Draft Board of Trustee Decision-Making Questions for Consideration. Discussion ensued.

3.3 IN-CAMERA: OTHER CONFIDENTIAL MATTERS

MOVED by Trustee McCann to move in-camera at 1:40 p.m.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis, Associate Superintendent McFadyen, Associate Superintendent Johnston, Director Weidman exited the meeting room at 1:40 p.m.

MOVED by Trustee Henning to move out of in-camera at 1:52 p.m.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen, Associate Superintendent Johnston, Deputy Superintendent Francis, Director Weidman returned to the meeting room at 1:52 p.m.

Trustee Hennig exited the GPS Meeting at 1:56 p.m.

3.4. Advocacy Plan 2023-2024: Trustees shared ideas for advocacy for the 2023-2024 school year. Chair Stewart will develop a draft Advocacy Plan for the October Trustee Summit.

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

3.6. Superintendent Evaluation Process: Chair Stewart discussed the process used for last year's Superintendent Evaluation. Discussion ensued.

3.7. Board Self-Evaluation Process: Trustees discussed the process for Board Self-Evaluation which will be completed at the 2023 Trustee Summit, October 10-11, 2023.

4. STRATEGIC PLANNING

4.1. Topics for the November Engagement Evening – November 29, 2023: It was noted that the date may change due to a conflict.

4.1.1. Topics: Ideas were presented as suggested topics.

4.1.2. Invitations: Trustees discussed the process for invitations to stakeholders.

4.2. Annual Education Results Report (AERR) – Governance Outcome Report: Associate Superintendent Johnston discussed outcomes from previous AERRs. Discussion ensued.

4.3. Topics for Summit: Trustees shared suggested topics.

5. IN-CAMERA: OTHER CONFIDENTIAL MATTERS replaced agenda item 3.3

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: None

6.3. Roundtable Discussion: Board Chair Stewart closed the GPS meeting with a roundtable discussion.

6.4. Adjournment: Chair Stewart adjourned the meeting at 3:48 p.m.

Next Meeting: November 7, 2023, at 9:00 a.m. *(FULL DAY)*

Trustee Summit: **October 10, 2023 @ 5:00 pm**
October 11, 2023 @ 9:00 am