



MEMORANDUM

May 28, 2024
Regular Board Meeting

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

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the approved Minutes from the April 16, 2024 and the unapproved Minutes from the May 14, 2024, GPS Meeting.

REPORT SUMMARY

On April 16, 2024 and May 14, 2024, the Governance and Planning Committee met to discuss a number of topics, chosen in advance, by both the Board of trustees and the Executive Team. The following report is a record of these meetings.

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MINUTES OF THE GOVERNANCE & PLANNING SESSION (GPS)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, April 16, 2024, at 9:00 AM

Attendance:

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

REGRETS:

Aimee Hennig, Trustee
Mark Francis, Deputy Superintendent

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 9:02 a.m.
- 1.2. **Land Acknowledgement:** Chair Stewart acknowledged Treaty Territory.
- 1.3. **Changes to the Agenda:** Remove agenda item 1.6. Learning Moment.
- 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 March 19, 2024, GPS Minutes:**
MOVED by Trustee Cameron that the GPS Minutes of March 19, 2024, be approved as presented.

CARRIED UNANIMOUSLY

2. OPERATIONS & INFORMATION

- 2.1. **RRFI*: Seclusion / Sensory / Breakout Spaces:** Associate Superintendent Dr. Miskolzie shared information on seclusion, break out, and sensory rooms within Parkland School Division (PSD), and the related administrative procedure, standards, and provincial guidelines, as a response to a request for information by Trustee Hennig. Discussion ensued.

* Responses to Requests for Information = RRFI

- 2.2. Social Studies Curriculum:** Superintendent Boyce shared an update from the Minister of Education's Chief of Staff regarding the Social Studies curriculum content and structure. Alberta Education has not made an official call for piloting the curriculum yet but should any of our teachers choose to pilot the curriculum, PSD will have Divisional supports in place.

Associate Superintendent Johnston provided a snapshot overview, by grade, of the content in the new social studies curriculum.

- 2.3. Updates:** Superintendent Boyce and Associate Superintendent McFadyen shared the following updates with Trustees:

2.3.1. ARMIC: Associate Superintendent McFadyen shared information on the Alberta Risk Management Insurance Consortium (ARMIC) insurance requirements under the *Education Act*, and discussed adequacy of coverage, the history of ARMIC, insurance premiums – Program History, Government of Alberta (GOA) Involvement, other insurance providers, ARMIC's financial growth and the benefits of membership. Discussion ensued.

2.3.2. Staffing: Superintendent Boyce shared some staffing updates with Trustees.

Board Chair Stewart called a recess break at 10:27 a.m. The meeting resumed at 10:37 a.m.

2.3.3. Budget: Associate Superintendent McFadyen shared that the GOA released the 2024-2025 budget three weeks later than expected without provision for inflationary costs. Financial Services is in the process of compiling school and department budgets to draft the Parkland School Division 2024-2025 Budget, which will be presented at the May 28, 2024, Regular Board Meeting. Discussion ensued.

2.3.4. ADCS: Superintendent Boyce shared information on PSD's role as interim school authority and future transitioning to a Fort Chipewyan community-based school authority. Discussion ensued.

2.3.5. Mental Health in Schools website: Superintendent Boyce shared that PSD has participated in a Mental Health pilot for the past 2 years. Funding has been used for the Student Orientation to School Questionnaire (SOSQ) and staffing. PSD will also be rolling out a 'Mental Health in Schools' website in the first week of May, which will be available to educators for internal use. Discussion ensued.

2.3.6. RRFI*: Tomahawk Gym Renovations: Superintendent Boyce and Associate Superintendent McFadyen shared pictures of the Tomahawk Gym in its current condition. Gym renovations are expected to take approximately 4 months, cost close to \$500,000 from reserves, increase the floor area by approximately 33% and be complete prior to the end of August 2024. Discussion ensued.

Superintendent Boyce shared information on a recent engagement she attended called "Preserving Choice for Children and Youth", hosted by Alberta Education, regarding the provincially proposed "Parental Rights" policy. Topics included Considerations of barriers to implementation, required Legislative changes, and management. This is only phase 1 of the engaging process. Legislation is scheduled to move forward in September of 2024. To date, there is not an available draft of the proposed policy for review.

* Responses to Requests for Information = RRFI

Board Chair Stewart moved agenda item 3.3 School Council Updates ahead of Association Business to accommodate the lunch break.

3. GOVERNANCE

- 3.1. School Council Updates:** Trustees provided governance updates from various School Council Meetings they attended.

Board Chair Stewart called a lunch recess at 12:18 p.m. The meeting resumed at 12:43 p.m.

3.2. Association Business

- 3.2.1. Public School Boards' Association of Alberta (PSBAA)** Trustee Cameron shared that PSBAA will be presenting a 5% increase on membership fees for debate and approval at the Spring General Meeting.
- 3.2.2. Alberta School Boards Association (ASBA)** Trustee Osborne shared that the agenda for the Spring General Meeting (SGM) has been drafted, and discussed various budgetary items to provide our feedback at the ASBA Zone 2/3 Meeting on April 19, 2024, and ahead of the SGM.

Trustee Osborne discussed a position statement regarding policy for gender identification and safe and caring schools ahead of legislation, to provide feedback at the upcoming zone meeting, and SGM. Discussion ensued.

3.3. Advocacy Plan: Board Chair Stewart discussed actions and progress for the updated Advocacy Plan.

Trustees reviewed a letter received from the Minister of Education on April 9, 2024, replying to the letter sent in November of 2023, in reference to Spruce Grove Composite High School and Horizon Stage construction funding.

- 3.3.1. Summary of Correspondence SGCHS 2022-2024:** Board Chair Stewart shared a summary of correspondence between the Division and outside agencies regarding the capital plan priority of the replacement of Spruce Grove Composite High School (SGCHS) and inclusion of Horizon Stage.
- 3.3.2. West End Stakeholder Engagement Evening:** Board Chair Stewart discussed an overview of the planning for the West End Engagement.

4. STRATEGIC PLANNING

- 4.1. Prepare 2024-2025 Governance Outcomes:** Associate Superintendent Johnston provided the draft governance outcome and objectives that will become part of the Education Plan for 2024-2027, as follows:

4.1.1. Outcome: PSD is Well Governed

- Objective – Trustees foster quality learning and wellness to promote student achievement.
- Objective – Trustees engage, listen, and advocate.
- Objective – Trustees demonstrate responsibility.
- Objective – Trustees plan for continual improvement.
- Objective – Trustees foster community relationships.

- 4.2. Education plan / Review: Associate Superintendent Johnston discussed the outcomes, objectives, and strategies in the 2024-2027 Draft Education Plan. Trustees will have an opportunity to review the Draft Education Plan at the May 14, 2024, GPS Meeting.
- 4.3. **Student Advisory Process Review:** Associate Superintendent Johnston shared a report on the March 19, 2024, Student Advisory engagement and provided an overview including the student learning experience, peer relationships and behavior, preparing for the future and a closing summary. Discussion ensued.

A full report will come forward to Trustees in the May 28, 2024, Regular Board Meeting.

5. CLOSING

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

Trustee McCann exited the meeting at 3:32 p.m.

Trustee Osborne exited the meeting at 3:38 p.m.

- 5.2. **Topics to come forward to the next Board Meeting include:** There were no topics suggested for the next Board Meeting.
- 5.3. **Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 5.4. **Adjournment:** Board Chair Stewart adjourned the meeting at 3:51 p.m.

Next meeting: Tuesday, May 14, 2024, at 9:00 a.m. *(FULL DAY)*



MINUTES OF THE GOVERNANCE & PLANNING SESSION (GPS)

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, May 14, 2024, at 9:00 AM

Attendance:

Lorraine Stewart, Board Chair
Aileen Wagner, Vice-Chair
Aimee Hennig, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee (*exited the meeting at 12:40 p.m.*)
Anne Montgomery, Trustee
Jill Osborne, 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 (*entered the meeting at 12:03 p.m.*)
Keri Zylla, Recording Secretary

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart 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:** Add agenda item 2.3 Staffing Update and 2.4 Graminia Busing, and change agenda item 3.2.2 to In-Camera: Intergovernmental Relations.
- 1.4. **Approval of the Agenda:**
MOVED by Trustee Osborne that the Board of Trustees approve the agenda as amended.

CARRIED UNANIMOUSLY

- 1.5. **Approval of the April 16, 2024, GPS Minutes:**
MOVED by Vice-Chair Wagner that the GPS Minutes of April 16, 2024, be approved as presented.

CARRIED UNANIMOUSLY

2. OPERATIONS & INFORMATION

- 2.1. **2024-2025 Budget – Funding Profile:** Associate Superintendent McFadyen shared that Parkland School Division (PSD) received the funding commitment letter from the Government of Alberta (GOA), and although less than previously projected it has been factored into a balanced budget. A full report will be presented at the May 28, 2024, Regular Board Meeting. Discussion ensued.

- 2.2. Social Studies Pilot Plan:** Associate Superintendent Johnston shared that the GOA offered incentive to divisions who pilot the new Social Studies curriculum. There have been four review sessions on piloting the program. The GOA will inform the chosen school authorities, who had teachers express expressed interest and applied to pilot the program, on June 11, 2024. Discussion ensued.
- 2.3. Staffing Updates:** Superintendent Boyce shared that there are numerous staffing changes across the Division. The third round of Assistant Principal appointments will be announced later this week.

Deputy Superintendent Francis shared additional information regarding the changes. Discussion ensued.

Deputy Superintendent Francis exited the meeting at 9:44 a.m.

- 2.4. Graminia Busing:** Superintendent Boyce shared that Graminia parents have expressed interest and have made inquiries regarding transporting students to Memorial Composite High School as well as Spruce Grove Composite High School. PSD will explore potential options for students. as the Graminia catchment is currently designated to attend Spruce Grove Composite High School. Discussion ensued.

3. GOVERNANCE

3.1. Association Business

3.1.1. Public School Boards' Association of Alberta (PSBAA) – Spring General Meeting Prep

Trustee Cameron mentioned that PSBAA requested PSD provide a gift basket for the Spring General Meeting (SGM). It was noted that the basket had already been assembled and Trustee Hennig will bring it to the SGM.

Deputy Superintendent Francis re-entered the meeting at 9:59 a.m.

3.1.2. Alberta School Boards Association (ASBA) – Spring General Meeting Prep

Trustee Osborne shared there was a budget meeting at the Zone level, and representatives were able to ask questions regarding a membership fee increase and believe a 4% increase in membership over a four-year period would be manageable. The increase will be presented to member school boards at the SGM for approval. Discussion ensued.

Trustees discussed participating in a collaborative emergent position statement with other Divisions regarding the newly proposed provincial policy regarding gender identity education. Discussion ensued.

Board Chair Stewart called a recess at 10:41 a.m. The meeting resumed at 10:51 a.m.

3.2. Advocacy Plan: Board Chair Stewart discussed actions and progress for the updated Advocacy Plan.

- 3.2.1. Rural Advantage Engagement Summary:** Associate Superintendent Johnston provided a summary of the April 23, 2024, West End Schools Engagement. This report will be presented for information at the May 28, 2024, Board Meeting.

3.2.2. IN-CAMERA: INTERGOVERNMENTAL RELATIONS

MOVED by Trustee Cameron that the Board of Trustees move to in-camera at 11:00 a.m.

CARRIED UNANIMOUSLY

Mr. Weidman entered the meeting at 12:03 p.m.

MOTION TO REVERT TO THE REGULAR GPS MEETING

MOVED by Trustee Cameron that the Board of Trustees move out of In-Camera at 12:17 p.m.

CARRIED UNANIMOUSLY

Board Chair Stewart called a lunch recess at 12:17 p.m. Trustee Cameron exited at 12:40 p.m. The meeting resumed at 12:55 p.m.

3.2.3. Draft letter to Minister of Education: Board Chair Stewart shared a draft letter to the Minister of Education regarding proposed policy for preserving student choice and the 'opting-in' component of the policy. Discussion ensued.

3.3. Trustee Compensation for Bargaining Committees: Trustee Montgomery discussed compensation and equality of workload for Trustees serving on Bargaining committees.

Associate Superintendent McFadyen provided some additional information on the time commitment of Trustees on the various committees. Discussion ensued.

3.4. School Council Updates: Trustees provided governance updates from various School Council Meetings they attended.

4. STRATEGIC PLANNING

4.1. Education Plan: Associate Superintendent Johnston provided the draft 2024-2027 Education Plan which includes objectives, strategies and outcomes for 2024-2027. Associate Superintendent Johnston requested any feedback or suggested edits from Trustees. The Education Plan will be presented for approval at the May 28, 2024, Regular Board Meeting.

4.2. 2024-2025 Board Work Plan Conversation: Superintendent Boyce discussed the Board Annual Work Plan for the 2024-2025 school year. Adjustments have been made to consolidate some reports. Meeting dates have been set, for the most part, based on last year's dates. The Board Annual Work Plan will be presented for approval at the June 18, 2024, Organizational Meeting.

The Board discussed the 2024 Fall Trustee Summit, deciding to stay in Stony Plain or in Edmonton and surrounding areas.

4.3. Upcoming Organizational Meeting: Superintendent Boyce discussed the upcoming Organizational meeting to be held June 18, 2024. An outline of the Internal PSD Committees and External Committee Trustee representation will be provided to Trustees prior to the June 11, 2024, GPS meeting.

4.4. Recommendation from Audit Committee Regarding Fraud Awareness: Associate Superintendent McFadyen discussed, for Trustee awareness, that at every November GPS Meeting, Trustees on the Audit Committee will provide, as an In-Camera Discussion Item, an opportunity for any Trustees who are not on the Audit Committee to disclose any matter of fraud or concern regarding financial statements to members of the Audit Committee so that it may be disclosed by the Audit Committee member Trustees to the Auditors.

5. CLOSING

- 5.1. **Discussion with Superintendent:** Trustees engaged in discussion with Superintendent Boyce regarding any further questions or requests for additional information.
- 5.2. **Topics to come forward to the next Board Meeting include:** The 2024-2027 Education Plan, The 2024-2025 Fiscal Budget, The Spruce Grove Composite High School Replacement School, a Motion regarding Trustees on Bargaining Committees
- 5.3. **Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 5.4. **Adjournment:** Board Chair Stewart adjourned the meeting at 3:07 p.m.

Next meeting: Tuesday, June 11, 2024, at 9:00 a.m. (*FULL DAY*)