



MEMORANDUM

September 10, 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 unapproved Minutes from the August 20, 2024 GPS Meeting.

REPORT SUMMARY

On August 20, 2024, 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 20, 2024, at 9:00 AM

Attendance:

Lorraine Stewart, Board Chair
Aileen Wagner, Vice-Chair
Aimee Hennig, Vice-Chair Elect
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
Dr. Meg Miskolzie, Associate Superintendent
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart welcomed the GPS Committee to the 2024-2025 school year, and called the meeting to order at 9:01 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 Vice-Chair Elect Hennig that the Board of Trustees accept the agenda as presented.
CARRIED UNANIMOUSLY
- 1.5. **Approval of the June 11, 2024, GPS Minutes:**
MOVED by Trustee Osborne that the GPS Minutes of June 11, 2024, be approved as amended.
CARRIED UNANIMOUSLY
- 1.6. **Learning Moment:**
Chair Stewart led a discussion focused on the qualities of the Parkland School Division (PSD) Mission Statement and PSD Values.

2. OPERATIONS AND INFORMATION

2.1. Summer Updates: Superintendent Boyce and members of the Executive Team shared the following updates:

2.1.1. Facilities Services: Associate Superintendent McFadyen updates on a variety of Facilities Services projects and work done over the summer months. A full report will be presented at the September 10, 2024, regular Board meeting.

2.1.2. Transportation Services: Associate Superintendent McFadyen shared Transportation Services updates including security, Versatrans Transportation software updates, implementation of a new E-Link tool for families, the First-Ride Program for Kindergarten students, professional development for bus drivers and extended hours to accommodate the school year start-up. Discussion ensued.

2.1.3. Technology Services: Associate Superintendent Johnston shared that Technology Services hosted a full-day secretarial training August 19, 2024, at École Broxton Park School. Technology Services has completed updates to the PowerSchool data server, the wireless upgrade for E-Link, and the Division wireless system that blocks and tracks Wi-Fi accordingly. The Department has also implemented a new helpdesk ticketing system for the Division.

2.1.4. Spruce Grove Composite High School (SGCHS): Superintendent Boyce shared that PSD is actively involved in continued meetings and discussions with the Government of Alberta and the City of Spruce Grove regarding the progression of the SGCHS replacement school. Discussion ensued.

2.1.5. Staffing: Superintendent Boyce shared additional staffing updates that occurred since June 2024.

Deputy Superintendent Francis shared that once Athabasca Delta Community School (ADCS) finalizes a plan for a Kindergarten Teacher, they will be fully staffed for the 2024-2025 school year.

2.1.6. Graminia Transportation: Superintendent Boyce shared information on stakeholder feedback and transportation options that resulted from an inquiry regarding Graminia School students attending Memorial Composite High School as an option for high school. Discussion ensued.

Board Chair Stewart called a recess at 10:22 a.m. Meeting resumed at 10:31 a.m.

2.2. 2025-2026 School Year Calendar Survey: Superintendent Boyce shared that the school calendar survey will go out early this year and Associate Superintendent Johnston provided background on the development of the draft 2025-2026 school year calendar.

2.3. Opening Day: Superintendent Boyce shared information on the agenda and the guest speakers for the PSD Staff Opening Day.

- 2.4. Elections: October 20, 2025:** Associate Superintendent McFadyen shared that preparation for the upcoming 2025 Election are underway.
- 2.4.1. Handbook:** Associate Superintendent McFadyen shared that PSD is already starting to build a handbook for the upcoming elections.
- 2.4.2. Parkland County Website:** Associate Superintendent McFadyen shared that Parkland County intends to have their election website online by mid-October 2024.
- 2.5. Alberta Education Funding Updates:** Superintendent Boyce indicated that Education Minister Nicolaides provided two updates to School Authorities during the summer regarding additional funding to address enrolment growth and cost pressures, including inflation, as well as Mental Health in Schools funding.
- 2.5.1. Growth:** Associate Superintendent McFadyen shared information on the impact of the additional funding and how it will be allocated in the overall PSD Budget. Discussion ensued.
- 2.5.2. Mental Health in Schools:** Associate Superintendent Dr. Miskolzie shared information on how the additional funding will impact programming for Mental Health in Schools, and further sustain counselling in schools and partnerships with the Primary Care Network.
- 2.6. Administrative Procedure (AP) Updates**
- 2.6.1. Assessment:** Superintendent Boyce and Associate Superintendent Johnston shared information updates in AP 202: Instruction, Assessment, Evaluation and Reporting. The evaluation of assessment and reporting has been ongoing work in the Division and will be moving into percentage and number-based grades for Grades 7-9 (same as Grades 10-12). This will also be piloted in the Grade 5 and 6 classes of two schools. Discussion ensued.
- 2.6.2. Personal Mobile Devices:** Superintendent Boyce shared that a new Ministerial Order (MO) (#014/2024) regarding personal mobile devices was issued. School Authorities have until January 2025 to create a policy and/or administrative procedure addressing how the MO will be implemented across their divisions. PSD will be strategic in how to apply these orders to policy and procedure, and open to changes as needed.
- 2.6.3. Seclusion and Physical Restraint:** Associate Superintendent Dr. Miskolzie shared that updates are currently being done to AP 364: Seclusion and Physical Restraint to better align with Divisional language and culture, Alberta Education Standards and MO (#042/2019).
- 2.6.4. Individual Care Plan:** Associate Superintendent Dr. Miskolzie shared that an AP to address Individual Care Plans is currently being updated, which will outline the specific information and related documentation needed from families, as well as school and staff expectations.

3. GOVERNANCE

3.1. Association Business:

3.1.1. **Public School Boards Association of Alberta (PSBAA):** None.

3.1.2. **Alberta School Boards Association (ASBA):** None.

3.2. **Superintendent Evaluation Process:** Board Chair Stewart discussed the process for the Superintendent Evaluation. This year will be an internal review. Further discussion will take place at a later date.

3.3. **Council of School Council (COSC) Presentation:** Trustee Osborne reported on the format and suggested topics for the Trustee Reports that came forward at the 2023-2024 COSC Meetings.

3.4. **Board Policy Revisions:** Board Chair Stewart shared that Board Policies 7 and 8 will be discussed in a future GPS Meeting, once the Policy Review Committee has completed its review.

3.4.1. **Board Policy 7 (BP 7): Board Operations:** Tabled.

3.4.2. **Board Policy 8 (BP 8): Board Committees and Representation:** Tabled.

4. STRATEGIC PLANNING

4.1. **2024-2025 Governance Priorities / Advocacy:** Board Chair Stewart discussed the continued advocacy of Trustees for the SGCHS Replacement School, Rural and Small Schools, and the 2025 Election. Chair Stewart requested that Trustees suggest any further items for advocacy for the September 24, 2024, GPS Meeting.

4.1.1. **Trustee Election Pamphlet:** Rural Municipalities of Alberta (RMA) August edition of their newsletter posted information on upcoming Elected Officials Education Program (EOEP) courses being offered in Red Deer and Education, as well as some online options. A link to the EOEP pamphlet will be added to the election advocacy priority in the Advocacy Plan.

4.2. **Review of Organizational Meeting Documents:** Trustees reviewed the following documents: 2024-2025 Meeting Schedule / Meeting Summary; 2024-2025 Board Annual Work Plan; 2024-2025 Committees; and 2024-2025 Conference and Professional Development Opportunities.

4.3. **Trustee Summit Planning:** Board Chair Stewart discussed the plan for the October Trustee Summit, which will be held locally.

4.3.1. **American Society of Association Executives (ASAE) Suggestions:** Trustees will discuss information from the ASAE conference held May 2024, at the October Trustee Summit.

4.3.2. **GPS Agendas:** Trustees will discuss standing items on the GPS Agendas at the Trustee Summit.

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:** Facilities Services Report

- 5.3. **Roundtable Discussion:** Board Chair Stewart closed the session with a roundtable discussion.
- 5.4. **Adjournment:** Board Chair Stewart adjourned the meeting at 12:06 p.m.
Next meeting: Tuesday, September 24, 2024, at 9:00 a.m. (**FULL DAY**)

DRAFT