

REGULAR BOARD MEETING

AGENDA

September 10, 2024 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/QrX4PmEXs08>



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 10, 2024, at 9:00 AM

Live-Streaming: <https://youtu.be/OrX4PmEXs08>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 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- -11- -17-	2. APPROVAL OF MINUTES 2.1. Organizational Meeting of June 18, 2024 2.2. Regular Meeting of June 18, 2024 2.3. Special Meeting of June 21, 2024
	3. BUSINESS ARISING FROM THE MINUTES
	4. DELEGATION / PRESENTATION
	<i>Recess Period / Public Question Period</i>
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
	7. ACTION ITEMS

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<p>-19-</p> <p>-28-</p> <p>-44-</p>	<p>8. ADMINISTRATIVE REPORTS</p> <p>8.1. Facilities Services Department Report (S. McFadyen, S. LaBrie)</p> <p>8.2. Off-Site Activities Report (S. Johnston)</p> <p>8.3. Human Resources Report (M. Francis, A. Goerzen)</p>																														
<p>-53-</p>	<p>9. TRUSTEE REPORTS</p> <p>9.1. Governance and Planning Session (L. Stewart)</p> <p>9.2. Alberta School Boards Association (A. Wagner, J. Osborne)</p> <p>9.3. Public School Boards' Association of Alberta (E. Cameron, A. Hennig)</p> <p>9.4. Chamber of Commerce (L. Stewart)</p> <p>9.5. Rural Caucus of Alberta School Boards (A. Montgomery)</p>																														
	<p>10. FUTURE BUSINESS</p> <p>10.1. Meeting Dates:</p> <p><i>Board – Open to the Public:</i></p> <table border="1" data-bbox="467 1031 1427 1115"> <tr> <td data-bbox="467 1031 743 1115">Oct 08, 2024</td> <td data-bbox="743 1031 829 1115">-----</td> <td data-bbox="829 1031 1427 1115">Regular Board Meeting 9:00 AM, Centre for Education (<i>Meeting Live-Streamed for Public</i>)</td> </tr> </table> <p><i>Committees – Closed to the Public:</i></p> <table border="1" data-bbox="467 1171 1427 1717"> <tr> <td data-bbox="467 1171 743 1224">Sep 20, 2024</td> <td data-bbox="743 1171 829 1224">-----</td> <td data-bbox="829 1171 1427 1224">ASBA Zone 2/3 Meeting 9:30 AM, Edmonton</td> </tr> <tr> <td data-bbox="467 1224 743 1276">Sep 24, 2024</td> <td data-bbox="743 1224 829 1276">-----</td> <td data-bbox="829 1224 1427 1276">Governance & Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)</td> </tr> <tr> <td data-bbox="467 1276 743 1329">Sep 25, 2024</td> <td data-bbox="743 1276 829 1329">-----</td> <td data-bbox="829 1276 1427 1329">Audit Committee 1:00 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1329 743 1381">Sep 26, 2024</td> <td data-bbox="743 1329 829 1381">-----</td> <td data-bbox="829 1329 1427 1381">Benefits Committee 3:30 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1381 743 1434">Oct 02, 2024</td> <td data-bbox="743 1381 829 1434">-----</td> <td data-bbox="829 1381 1427 1434">Policy Review Committee 2:00 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1434 743 1486">Oct 22, 2024</td> <td data-bbox="743 1434 829 1486">-----</td> <td data-bbox="829 1434 1427 1486">Teacher Board Advisory Committee 4:15 PM, Centre for Education</td> </tr> <tr> <td data-bbox="467 1486 743 1539">Oct 25, 2024</td> <td data-bbox="743 1486 829 1539">-----</td> <td data-bbox="829 1486 1427 1539">ASBA Zone 2/3 Meeting 9:30 AM, Nisku</td> </tr> <tr> <td data-bbox="467 1539 743 1591">Oct 31, 2024</td> <td data-bbox="743 1539 829 1591">-----</td> <td data-bbox="829 1539 1427 1591">Policy Review Committee 2:00 PM, Centre for Education</td> </tr> </table> <p><i>By Invitation:</i></p> <table border="1" data-bbox="467 1774 1427 1816"> <tr> <td data-bbox="467 1774 743 1816">Oct 08, 2024</td> <td data-bbox="743 1774 829 1816">-----</td> <td data-bbox="829 1774 1427 1816">Shikaoi Luncheon, 12:30 PM, Stony Plain</td> </tr> </table>	Oct 08, 2024	-----	Regular Board Meeting 9:00 AM, Centre for Education (<i>Meeting Live-Streamed for Public</i>)	Sep 20, 2024	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton	Sep 24, 2024	-----	Governance & Planning Session (GPS) 9:00 AM, Centre for Education (<i>full day</i>)	Sep 25, 2024	-----	Audit Committee 1:00 PM, Centre for Education	Sep 26, 2024	-----	Benefits Committee 3:30 PM, Centre for Education	Oct 02, 2024	-----	Policy Review Committee 2:00 PM, Centre for Education	Oct 22, 2024	-----	Teacher Board Advisory Committee 4:15 PM, Centre for Education	Oct 25, 2024	-----	ASBA Zone 2/3 Meeting 9:30 AM, Nisku	Oct 31, 2024	-----	Policy Review Committee 2:00 PM, Centre for Education	Oct 08, 2024	-----	Shikaoi Luncheon, 12:30 PM, Stony Plain
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<i>Other:</i>		
Oct 08, 2024	-----	Council of School Councils 7:00 PM, Centre for Education
Oct 09-10, 2024	-----	Trustee Summit 5:00 PM, Centre for Education
Oct 16-18, 2024	-----	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	
	11. IN-CAMERA: INTERGOVERNMENTAL RELATIONS	
	12. ACTION IN RESPONSE TO IN-CAMERA	
	13. ADJOURNMENT	



**MINUTES OF THE
ORGANIZATIONAL MEETING
HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY
PLAIN, ALBERTA ON TUESDAY, JUNE 18, 2024, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Aileen Wagner, Ward 1
Lorraine Stewart, Ward 2
Aimee Hennig, Ward 3
Paul McCann, Ward 4
Eric Cameron, Ward 5
Anne Montgomery, Ward 5
Jill Osborne, Ward 5

ADMINISTRATION ATTENDANCE:

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

REGRETS:

Scott Johnston, Associate Superintendent

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 033-2024

MOVED by Trustee McCann that the Board of Trustees accepts the Organizational Meeting Agenda of June 18, 2024, as presented.

CARRIED UNANIMOUSLY

Board Chair

Secretary-Treasurer

ELECTION PROCEDURES

Ballot Vote

Res 034-2024

MOVED by Trustee Osborne that the elections of Chairperson and Vice-Chairperson be held by secret ballot.

CARRIED UNANIMOUSLY

Appointment of Scrutineers

Res 035-2024

MOVED by Trustee Hennig that Mr. Francis and Dr. Miskolzie be appointed as scrutineers.

NOTE: Mr. Francis was appointed scrutineer in Mr. Johnston's absence.

CARRIED UNANIMOUSLY

Election by Simple Majority Vote

Res 036-2024

MOVED by Trustee McCann 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 037-2024

MOVED by Trustee Cameron 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 Wagner 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 038-2024

MOVED by Trustee McCann 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 2024-2025 Regular Board Meeting in September.

ELECTION OF VICE-CHAIRPERSON

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

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

Presiding Chair McFadyen, called a second time for further nominations.

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

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

Nominations Cease

Res 039-2024

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

CARRIED UNANIMOUSLY

Scrutineers distributed ballots to the Trustees.

Trustees Wagner and Hennig each provided a rationale for accepting their nomination to run for Vice-Chair.

Scrutineers collected the votes and exited to count the votes. Scrutineers re-entered the meeting and provided the election results to Presiding Chair McFadyen.

Trustee Hennig was declared Vice-Chairperson of the Board of Trustees, by simple majority vote.

Presiding Chair McFadyen noted that the Oath of Office for Board Vice-Chairperson will occur at the first 2024-2025 Regular Board Meeting in September.

Presiding Chair McFadyen transferred chair to Board Chair Stewart at 9:16 a.m.

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 2024-2025 school year, effective September 1, 2024, as presented at the Organizational meeting of June 18, 2024.

Trustee Hennig exited the meeting at 9:23 a.m.

Res 040-2024

PROPOSED AMENDMENT:

MOVED by Trustee Montgomery to remove the bracketed word Alternate from committee appointments 6.2, 6.5, and 6.7.

DEFEATED 4 to 2

IN FAVOUR: Trustee Montgomery, Trustee Osborne

OPPOSED: Trustee Cameron, Trustee McCann, Trustee Stewart, Trustee Wagner

ABSENT: Trustee Hennig

Res 041-2024

Board Chair re-read the original motion.

That the Board of Trustees appoints the following members as representatives to Committees for the 2024-2025 school year, effective September 1, 2024, as presented at the Organizational meeting of June 18, 2024.

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

Trustee Aileen Wagner (Representative), Trustee Jill Osborne (Alternate)

Alberta Teachers' Association (ATA) Labour Relations:

Trustee Jill Osborne, Trustee Aileen Wagner, Trustee Lorraine Stewart (Alternate)

Audit Committee:

Trustee Eric Cameron, Trustee Anne Montgomery, Trustee Aimee Hennig

Benefit Plan Advisory Committee:

Trustee Paul McCann

Canadian Union of Public Employees (CUPE) Labour Relations:

Trustee Aileen Wagner, Trustee Lorraine Stewart, Trustee Paul McCann (Alternate)

Council of School Councils (COSC):

Trustee Paul McCann

International Union of Operating Engineers (IUOE) Labour Relations:

Trustee Aimee Hennig, Trustee Paul McCann, Trustee Lorraine Stewart (Alternate)

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

Trustee Eric Cameron (Representative), Aimee Hennig (Alternate)

Rural Caucus of Alberta School Boards (RCASB):

Trustee Anne Montgomery

Spruce Grove Joint Use Committee:

Trustee Anne Montgomery

Stony Plain Joint Use Committee:

Trustee Paul McCann

Teacher Board Advisory Committee (TBAC):

Trustee Jill Osborne, Trustee Eric Cameron, Trustee Paul McCann

Teachers' Employer Bargaining Association (TEBA):

Trustee Lorraine Stewart

Ad Hoc Committee: Edwin Parr Selection Committee:

Trustee Aileen Wagner, Trustee Eric Cameron, Trustee Anne Montgomery

CARRIED UNANIMOUSLY

Trustee Hennig was absent for this vote.

Board Chair Stewart provided additional information and responded to questions.

Res 042-2024

DESTRUCTION OF VOTING RECORD

MOVED by Board Chair Stewart the Board of Trustees authorizes the destruction of any voting record of ballots during the Organizational Meeting of June 18, 2024.

CARRIED UNANIMOUSLY

Trustee Hennig was absent for this vote.

Scrutineer Dr. Miskolzie exited the meeting and destroyed the ballots at 9:27 a.m., returning at 9:28 a.m.

Res 043-2024

2024-2025 BOARD REMUNERATION

MOVED by Trustee Cameron that the Board of Trustees approve the Board Remuneration for the 2024-2025 school year.

CARRIED UNANIMOUSLY

Trustee Hennig was absent for this vote.

Trustee Cameron provided additional information and responded to questions.

Res 044-2024

ESTABLISHMENT OF 2024-2025 MEETING DATES

MOVED by Trustee Montgomery that the Board of Trustees approve the 2024-2025 Meeting Dates, as presented at the Organizational Meeting of June 18, 2024.

CARRIED UNANIMOUSLY

Trustee Hennig was absent for this vote.

Board Chair Stewart provided additional information and responded to questions.

Res 045-2024

BOARD ANNUAL WORK PLAN 2024-2025

MOVED by Trustee Osborne that the Board of Trustees approves the 2024-2025 Board Annual Work Plan, as presented at the Organizational Meeting of June 18, 2024.

CARRIED UNANIMOUSLY

Trustee Hennig re-entered the meeting at 9:34 a.m.

Superintendent Boyce provided additional information and responded to questions.

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 18, 2024.

Associate Superintendent McFadyen provided additional information and responded to questions.

ADJOURNMENT

The meeting was adjourned at 9:36 a.m.

DRAFT



**MINUTES OF THE
REGULAR BOARD MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN
STONY PLAIN, ALBERTA ON TUESDAY, JUNE 18, 2024, AT 9:30 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aileen Wagner, Vice-Chair
Aimee Hennig, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Dean Bernard, Division Principal, Northern and Indigenous Relations
Linda Madge-Arkininstall, Division Principal, Literacy and Lifelong Learning
Jason Krefting, Director, Financial Services
Jordi Weidman, Director, Strategic Communications
Leanne Traverse, Indigenous Education Facilitator
Keri Zylla, Recording Secretary

GUEST PRESENTERS:

Travis McNaughton, Principal, Connections for Learning
Rob Killen, Teacher, Connections for Learning

REGRETS:

Scott Johnston, Associate Superintendent

CALL TO ORDER

Board Chair Stewart called the meeting to order at 9:37 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 046-2024

MOVED by Vice-Chair Wagner that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 047-2024

MOVED by Trustee Osborne that the minutes of the Regular Meeting held on May 28, 2024, be approved as amended.

Amendment: Amend meeting start time for the Regular Meeting of June 18, 2024, to 9:30 a.m. rather than 9:00 a.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

DELEGATION

Two members of the Artificial Intelligence (AI) Steering Committee made a presentation about “AI in Education: Navigating the Future”.

Board Chair Stewart called a recess at 10:33 a.m. while the delegation exited the meeting. The meeting resumed at 10:40 a.m.

QUESTION PERIOD:

There were no questions submitted to the Board in-person or to Board@psd.ca, for the June 18, 2024, Question Period.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

There were no action items.

ADMINISTRATIVE REPORTS

2023-2024 THIRD QUARTER FINANCIAL REPORT AND FORECAST

The Board of Trustees received for information, the 2023-2024 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 11:20 a.m.

STRATEGIC COMMUNICATIONS DEPARTMENT REPORT

The Board of Trustees received for information, the Strategic Communications Department Report.

Deputy Superintendent Francis and Mr. Weidman provided additional information and responded to questions.

INDIGENOUS PERSPECTIVES AND WAYS OF KNOWING

The Board of Trustees received for information, the Indigenous Perspectives and Ways of Knowing Report.

Deputy Superintendent Francis, Mr. Bernard, and Ms. Traverse provided additional information and responded to questions.

Mr. Bernard and Ms. Traverse exited the meeting at 12:00 p.m.

FINE ARTS IN SCHOOLS REPORT

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

Ms. Madge-Arkininstall provided additional information and responded to questions.

Ms. Arkininstall exited the meeting at 12:11 p.m.

TRUSTEE REPORTS

GOVERNANCE AND PLANNING SESSION

Board Chair Stewart shared her report.

TEACHER BOARD ADVISORY COMMITTEE

Trustee Cameron shared his report and expressed gratitude for this collaborative opportunity for teachers, Administration and Trustees.

ALBERTA SCHOOL BOARDS ASSOCIATION

There was no report.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

There was no report.

CHAMBER OF COMMERCE

There was no report.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

Sep 10, 2024 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

Committees – Closed to the Public:

Aug 7-9, 2024 ----- PSBC Meeting 5:00 PM, Grande Prairie

Aug 20, 2024 ----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education (*morning only*)

Sep 20, 2024 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton

Sep 24, 2024 ----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education (*full day*)

Sep 25, 2024 ----- Audit Committee 1:00 PM, Centre for Education

Sep 26, 2024 ----- 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: INTERGOVERNMENTAL RELATIONS, LABOUR

Res 048-2024

MOVED by Trustee McCann that the Board of Trustees move to In-Camera at 12:14 p.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused. Associate Superintendent Dr. Miskolzie and Mr. Weidman exited the public meeting in the Boardroom. Board Chair Stewart, Vice-Chair Wagner, Trustee Hennig, Trustee McCann, Trustee Cameron, Trustee Montgomery, Trustee Osborne, Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent McFadyen and Ms. Zylla remained in the Boardroom for the In-Camera meeting at 12:14 p.m.

Res 049-2024

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Osborne that the Board of Trustees revert to a public meeting at 1:53 p.m.

CARRIED UNANIMOUSLY

Mr. Weidman re-entered the meeting at 1:53 p.m. The public meeting and live-stream resumed at 1:53 p.m.

Res 050-2024

ACTION IN RESPONSE TO IN-CAMERA

MOVED by Trustee Montgomery that whereas Parkland School Division has supported the Horizon Stage advocacy in the following ways:

- We sent a letter to the Minister of Education for \$5 million for the replacement of Horizon Stage
- We designed the new school with the possible addition of Horizon Stage on site
- We have instructed our Superintendent to enter into negotiations to remove the land ownership barrier, this included financial remediation

And Whereas:

- We have received a letter from the Minister of Education advising that further consideration of the \$100 million dollar new school construction requires resolution of the complications related to the land ownership and high school ownership
- We have met with the City of Spruce Grove council to discuss the urgency of this matter
- We received a letter from the City providing “consent to the construction of the new Spruce Grove Composite High School (SGCHS) on the condition that the Province agrees to provide funding to replace the Horizon Stage, currently projected at \$5 million.

Be it resolved that the Board instruct Administration and Board Chair to actively and transparently advise all stakeholders by written communication of the circumstances and request support for our further advocacy to the City of Spruce Grove to sever Horizon Stage from consent to construct SGCHS.

Further, be it resolved that Trustees take appropriate action to bring public awareness to this issue.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 2:04 p.m.

DRAFT

Board Chair

Secretary-Treasurer



**MINUTES OF THE
SPECIAL BOARD MEETING
HELD VIRTUALLY FROM VARIOUS LOCATIONS
ON FRIDAY, JUNE 21, 2024, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aileen Wagner, Vice-Chair
Aimee Hennig, Trustee
Paul McCann, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

REGRETS:

Eric Cameron, Trustee

CALL TO ORDER

Vice-Chair Wagner called the meeting to order at 9:02 a.m.

LAND ACKNOWLEDGEMENT

Parkland School Division's presence in Treaty #6 and Treaty #8 Territories was acknowledged through a video message.

IN-CAMERA: LABOUR

Res 051-2024

MOVED by Trustee McCann that the Board of Trustees moves to In-Camera at 9:04 a.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused. Board Chair Stewart, Vice-Chair Wagner, Trustee Hennig, Trustee McCann, Trustee Montgomery, Trustee Osborne, Superintendent Boyce, Deputy Superintendent Francis and Ms. Zylla exited the public virtual meeting and went in-camera in a private virtual meeting at 9:04 a.m.

Board Chair

Secretary-Treasurer

Res 052-2024

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Osborne that the Board of Trustees reverts to a public meeting at 9:08 a.m.

CARRIED UNANIMOUSLY

All in attendance re-entered the live-stream in the public virtual meeting with Mr. Weidman.

ACTION IN RESPONSE TO IN-CAMERA

CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) RATIFICATION OF THE MEMORANDUM OF AGREEMENT

Res 053-2024

MOVED by Trustee Montgomery that the Board of Trustees accepts and ratifies the Canadian Union of Public Employees (CUPE) Local 5543, Memorandum of Agreement on June 14, 2024, as recommended by the CUPE Labour Relations Committee at the Special Meeting of June 21, 2024.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 9:11 a.m.



MEMORANDUM

September 10, 2024
 Regular Board Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Serge LaBrie, Director, Facilities Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	Board Annual Work Plan
SUBJECT	2024 FACILITIES SERVICES DEPARTMENT REPORT

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 2024 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 10, 2024

Presented to the Board of Trustees, September 10, 2024

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) provides quality public education, serving Spruce Grove, Stony Plain, Parkland County and Fort Chipewyan.

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, 2 alternative learning locations and 2 non-instructional sites.

The Facilities Services department within PSD maintains and operates these sites in addition to 15 residential housing units in the Hamlet of Fort Chipewyan. Facilities manage 130,099 square meters in space with a combined value exceeding \$500 million.

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 2023-2024 school year was just over \$13.2 million with \$8.97 million dedicated to maintenance and \$4.265 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 PSD sites.

REPORT / TOPIC

Capital Projects

Spruce Grove Composite High School Replacement Project (Design) -

The Facilities Department has been heavily involved in the design of the replacement for Spruce Grove Composite High School. Although the design looks complete, there is still substantial work for the department, architects and engineers as we design all the mechanical, electrical and other operating systems of the building.

The Architectural drawings and the Design Development Report were completed June 2024.

Technical drawings or construction drawings which include mechanical, electrical and all other detailed operating systems are scheduled to be completed by November of 2024

Ecole Broxton Park School – CFL Spruce Grove Campus

PSD was proud to relocate all outreach and virtual learning programming to the Ecole Broxton Park School site in January 2024. The purpose for this project was to create efficiency, enhance programming and the environment for the Division's Connections for Learning (CFL) staff and students.

Ongoing work continues at the new campus to finish the outside of the building, pave the parking lot and provide some outdoor space for students and staff. This work is scheduled to be completed by September of 2024.

Copperhaven Modular Addition –

PSD was awarded approval and funding from Alberta Education to move 2 portable classrooms from Stony Plain Central School to Copperhaven School to address future capacity issues. These 2 portables have been moved to Copperhaven School site and will be operational by September 30. As the school is not yet at capacity there is no impact on students or staff with this delay.

The delay was due to the school's main gas line having been located where the modulars were always intended to go. This gas line needed to be capped and moved by our gas retailer before we could proceed with the installation of the 2 modular classrooms.

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 opportunity to improve and maintain our facilities.

The Facilities Department uses 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 proactive and less reactive with leaks and floods.
- Fire Alarm systems
 - We have been systematically replacing one fire alarm system per year.
- Boiler replacements
 - All inefficient boilers have been replaced.

Because we have replaced all inefficient boilers in the division we will start a similarly scheduled replacement of air handlers, exhaust fans and pneumatic building management systems (BMS) around the division.

In the 2023-2024 school year we completed 77 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.

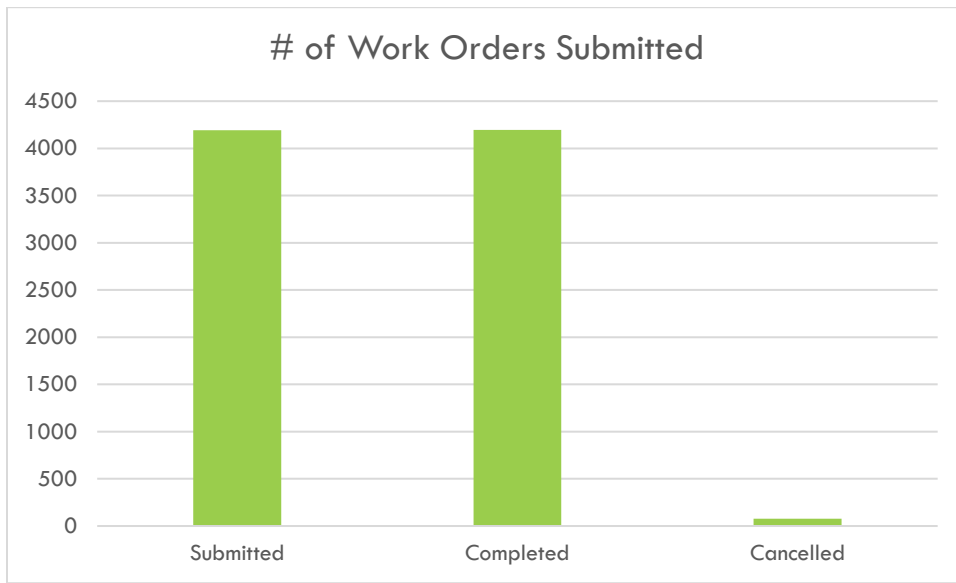
Operations and Maintenance Work

Maintenance -

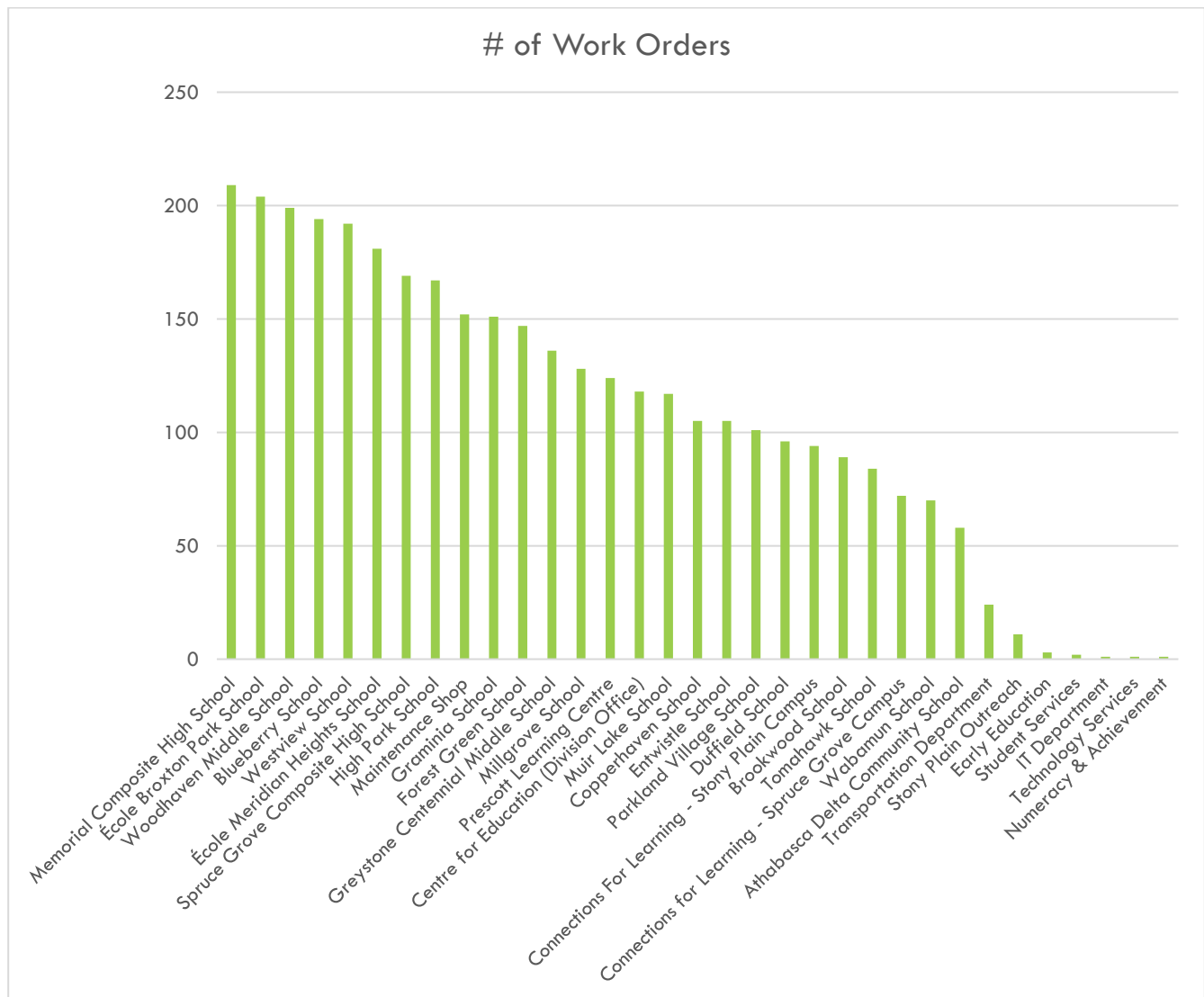
While the above capital and IMR/CMR work take up a large portion of our time; the regular day to day operations and maintenance work makes up the vast majority of the department's workload.

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.

In the school year, the Facilities department received 4,191 new work orders with 4,195 having been completed and 77 cancelled due to duplication.



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 play an important part in the department’s 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 335 cases of hand soap (2,010 liters) and 707 cases of toilet paper (8,484,000 linear feet) at our sites.

Community Use -

Managing community use is a large part of our workload. PSD Facilities department maintains 3 separate joint use agreements with the City of Spruce Grove, the Town of Stony Plain and Parkland County. Community based user groups access most PSD urban facilities every school evening and every weekend. In the last year PSD facilities continued the work of negotiating new joint use agreements with all our municipal partners as per the Municipal Government Act (MGA).

The joint use agreements negotiated in the prior year with the City of Spruce Grove became the basis for the new joint use agreement with Parkland County that was signed in 2023 and is the basis for the new agreement with the Town of Stony Plain that is to be completed in the first quarter of the 2024-2025 school year.

In Spruce Grove alone we anticipate having upwards of 1,400 community use bookings in 2024-2025. The community organizations accessing PSD facilities range from karate clubs to all major sports organizations with a total membership of over 5,500 individuals amongst our community groups.

Fort Chipewyan Housing –

The Facilities Department has worked extensively as landlords of the 15 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.
- Added a new basement unit to our inventory.
- Started renovations on another new basement unit.

Summer Work:

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

In the following table the Board will find the list of work that has been completed or was started over the 2024 summer months.

Summer Project List -

SCHOOL	PROJECT DESCRIPTION	FUNDING
ADCS	Completed mold remediation in 3 classrooms and a vestibule	Capital
	Installed new water meter and flow meter	Capital
	Installed new compressors for walk in cooler	Capital
Blueberry	Roof replacement	CMR
	Installation of AC heat pumps	IMR
Brookwood	Fire alarm replacement	CMR
	Installation of AC heat pumps	IMR
Centre for Education	Renovated basement	Capital
Copperhaven School	Installing 2 portable classrooms	Capital
Duffield	Installation of AC heat pumps	IMR
	Renovated 3 classrooms and section of hallway	IMR
	Replaced sewer line and pump	IMR
Ecole Broxton Park	Replace building envelop	CMR
	Replaced flooring	IMR
	Renovated staff room	IMR
	Installation of AC heat pumps	IMR

	Replaced all wooden landings and handicap ramps	IMR
Ecole Meridian Heights	Upgrade BMS system	CMR
	Replace air handler 1	CMR
	Add boilers for air handler 1	CMR
	Roof replacement	CMR
	Replaced music room flooring	IMR
Forest Green	Replaced exterior doors	IMR
	Repaired generator	IMR
Graminia	Replace sewer line	CMR
	Sanded and refinished gym floor	IMR
	Repaired generator	IMR
Greystone	Replaced music room flooring	IMR
High Park	Replaced flooring in portables and hallway	IMR
Memorial Composite H.S.	Replaced sprinkler section	CMR
	Resurfaced roof section	CMR
	LED lighting retrofit in gyms	CMR
	Repaired parking lot	IMR
Millgrove	Installation of AC heat pumps	IMR

Muir Lake	Replaced flooring in 5 classrooms, several offices and staff room	IMR
Parkland Village	Installation of AC heat pumps	IMR
	Replaced changerooms with new washrooms	IMR
Prescott	Replaced BMS system	CMR
Spruce Grove Composite H.S.	Replaced shop compressor	IMR
Tomahawk	Renovated gym	O&M
	Site improvements	IMR
Wabamun	Renovated front entrance, staff room and admin area	IMR
	Replaced flooring	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 10, 2024
Regular Board Meeting

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**

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 *Off-Site Activities Report* provides a summary of student off-site activities that schools provided during the 2023-2024 school year and, as such, the report effectively demonstrates the PSD tagline: *Where the World Opens Up*. 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



OFF-SITE ACTIVITIES REPORT

September, 2024

Presented to the Board of Trustees, September 10, 2024

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

Parkland School Division: Where the World Opens Up

Learning is effectively supplemented by activities that occur off-campus, as well as in school. Throughout the 2023-2024 school year, our schools continued to seek out meaningful experiences, and attended to learning activities in support of the Parkland School Division 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.

The impact of off-site-activities, as alternative learning approaches for students, may last a lifetime. Throughout the 2023-2024 school year, our staff explored a significant number of opportunities for our students to enjoy learning in the greater world, outside of the school walls, within the local community, across the country, and throughout the wider world.

Where the World Opens Up

This Parkland School Division Off-Site Activities 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, that many students enjoy the *National Archery in Schools Program* right at their own school.

In total, more than 37,000 unique student “experiences” occurred as off-site activities across more than 800 unique visits.

A summative list of destinations, by grade and student count, follows.

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

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.

ACT Aquatic and Recreation Centre, Edmonton			
Physical Education			
Grades: 10-12	Schools: 1	Visits: 8	Students: 69
https://www.edmonton.ca/activities_parks_recreation/act			
Activate Games			
Physical Education			
Grades: 5-12	Schools: 8	Visits: 11	Students: 536
https://activate.ca/			
Aerials Gymnastics			
Physical Education / Wellness			
Grades: K-6	Schools: 7	Visits: 25	Students: 1,232
https://aerialsgymclub.ca/			
Alberta Aviation Museum			
Science, Social Studies			
Grades: 5-6	Schools: 2	Visits: 3	Students: 185
https://albertaaviationmuseum.com/			
Alberta Carpenters' Training Centre			
Art			
Grades: 9	Schools: 1	Visits: 1	Students: 12
https://www.abcarptc.ab.ca/			
Alberta Legislative Assembly (Legislature)			
Social Studies			
Grades: 5-6	Schools: 11	Visits: 14	Students: 834
https://www.assembly.ab.ca/			
Alberta Parenting for the Future			
Health			
Grades: 7-9	Schools: 1	Visits: 13	Students: 20
http://albertaparenting.ca/			
Area Churches			
Choral, Music			
Grades: 1-12	Schools: 6	Visits: 14	Students: 778
Area Parks (Jubilee, Rotary, Spray, Participark)			
Physical Education, Science, Health, LAWS, Social			
Grades: K-12	Schools: 15	Visits: 30	Students: 2,759
https://www.sprucegrove.org/community/parks/jubilee-park/			
Area and Provincial Schools			
Choral, Music, Transition, Science, Robotics, Indigenous Medicine, Wellness			
Grades: K-12	Schools: 16	Visits: 14	Students: 1,838
www.psd.ca/			
Art Gallery of Alberta (Edmonton)			
Art			
Grades: 4	Schools: 1	Visits: 1	Students: 51
https://www.youraga.ca/			

<p>Banff National Park Physical Education, Culture Grades: 7-12 Schools: 4 Visits: 4 Students: 80 https://parks.canada.ca/pn-np/ab/banff</p>
<p>Barb and Ernie's Restaurant Language, Culture Grades: 11-12 Schools: 1 Visits: 1 Students: 20 https://oldcountryinnedmonton.com/</p>
<p>Bonnydoon Bowling Physical Education, Wellness Grades: 10-12 Schools: 1 Visits: 1 Students: 20 https://www.bonnydoonbowling.com/</p>
<p>Bunchberry Meadows Conservation Area Science, Biodiversity Grades: 6 Schools: 5 Visits: 6 Students: 279 https://www.ealt.ca/bunchberry-meadows</p>
<p>Calgary Zoo Science, Biodiversity Grades: 9 Schools: 1 Visits: 1 Students: 23 https://www.calgaryzoo.com/</p>
<p>Camps (Nakamun, He Ho Ha, Warwa, YoWoChAs) Physical Education, Health, Music Grades: 6-12 Schools: 9 Visits: 5 Students: 418 https://campnakamun.com/ https://www.campwarwa.org/ https://ywoyochas.org/</p>
<p>Cardiff Trout Pond Science, Biodiversity Grades: 7-9 Schools: 1 Visits: 1 Students: 14 https://mywildalberta.ca/fishing/fish-stocking/default.aspx</p>
<p>Canadian Broadcasting Corp. (CBC) Marketing Grades: 10-12 Schools: 1 Visits: 1 Students: 14 https://www.cbc.ca/news/canada/edmonton</p>
<p>Centre for Education (PSD) Athabasca Delta Community School students visit South PSD Grades: 7-11 Schools: 1 Visits: 1 Students: 10 https://www.psd.ca/</p>
<p>Change Health (Alexis Nakota Sioux Nation) Indigenous Education Grades: 10-12 Schools: 1 Visits: 1 Students: 40 https://changecentre.ca/</p>
<p>Chickakoo Lake Recreational Area Science, Physical Education, Leadership, Social Grades: 1-12 Schools: 8 Visits: 11 Students: 630 https://www.parklandcounty.com/</p>

<p>Chip Lake Provincial Park Science, Biodiversity Grades: 4-5 Schools: 1 Visits: 1 Students: 12 https://yhcounty.ca/explore/things-to-do/lakes-rivers/</p>
<p>Choccorant Patisserie Cafe Language, Culture Grades: 11-12 Schools: 1 Visits: 1 Students: 20 https://www.chocorant.com/</p>
<p>Choral Celebration (West Meadows Baptist Church) Choral, Music Grades: 2-12 Schools: 15 Visits: 15 Students: 577 www.psd.ca/</p>
<p>Citadel Theatre Language Arts, Drama Grades: 9 Schools: 2 Visits: 2 Students: 47 https://citadeltheatre.com</p>
<p>Clip and Climb Physical Education / Health Grades: 7-9 Schools: 1 Visits: 3 Students: 91 https://www.clipnclimbedmonton.ca/</p>
<p>Commonwealth Stadium Marketing Grades: 10-12 Schools: 1 Visits: 1 Students: 19 https://www.edmonton.ca/attractions_events/commonwealth-stadium</p>
<p>Conservatory of Music Choral, Music Grades: 6 Schools: 1 Visits: 1 Students: 50 https://www.macewan.ca/academics/faculties-schools/school-of-continuing-education/conservatory-of-music/</p>
<p>Coventry Homes Construction Grades: 10 Schools: 1 Visits: 1 Students: 30 https://www.coventry-homes.com/</p>
<p>Deep Blue Athletics Physical Education Grades: K-1 Schools: 2 Visits: 11 Students: 206 http://www.deepblueathletics.com/</p>
<p>Deer Meadows Golf Course Physical Education Grades: 7-9 Schools: 3 Visits: 3 Students: 21 https://www.deermeadowsgolf.com/</p>
<p>Devon Pool and Splash Park Physical Education, Health Grades: 4-7 Schools: 2 Visits: 3 Students: 205 https://devon.ca/</p>

Discovery Wildlife Park	Science			
Grades: 6	Schools: 1	Visits: 1	Students: 61	
https://discoverywildlifepark.com/				
Drayton Valley Airport	Career and Technology			
Grades: 6-7	Schools: 1	Visits: 1	Students: 21	
http://draytonvalley.ca/wp-content/uploads/2014/08/PD-Airport.pdf				
Drumheller (Area) / Royal Tyrrell Museum	Science			
Grades: 4	Schools: 1	Visits: 1	Students: 21	
https://tyrrellmuseum.com/				
Durabuilt Windows	Construction			
Grades: 10	Schools: 1	Visits: 1	Students: 24	
https://durabuiltwindows.com/				
Edmonton Attractions/Parks	Physical Education, Health			
Grades: 11-12	Schools: 1	Visits: 1	Students: 24	
https://www.edmonton.ca/activities_parks_recreation/parks-river-valley				
Edmonton City Hall	Civics			
Grades: 11-12	Schools: 1	Visits: 1	Students: 26	
https://www.edmonton.ca				
Edmonton Corn Maze	Physical Education, Health			
Grades: 1-2, 5-6	Schools: 2	Visits: 2	Students: 179	
https://www.edmontoncornmaze.ca/				
Edmonton Expo Centre (Try a Trade, Stingers, National Archery)	Physical Education, Health, STEM, Construction			
Grades: 4-12	Schools: 9	Visits: 11	Students: 873	
https://www.skillscompetencescanada.com/en/				
Edmonton Law Courts	Legal Studies, Indigenous Education			
Grades: 7-12	Schools: 2	Visits: 2	Students: 51	
https://albertacourts.ca				
Edmonton Public Library	Social Studies			
Grades: 11	Schools: 1	Visits: 1	Students: 64	
https://www.epl.ca/				
Edmonton Valley Zoo	Science			
Grades: K-5	Schools: 5	Visits: 8	Students: 166	
https://www.edmonton.ca/attractions_events/edmonton-valley-zoo				

<p>Edmonton Waste Management Facility Science Grades: 4 Schools: 1 Visits: 1 Students: 105 https://www.edmonton.ca/programs_services/garbage_waste/edmonton-waste-management-centre</p>
<p>Elite Dance Studio Physical Education Grades: 7-9 Schools: 1 Visits: 1 Students: 22 https://www.elitedancestudio.net/</p>
<p>Elk Island National Park Science Grades: 7 Schools: 1 Visits: 1 Students: 59 https://www.pc.gc.ca/en/pn-np/ab/elkisland</p>
<p>Entwistle Outdoor Pool Physical Education Grades: K-9 Schools: 1 Visits: 1 Students: 94 https://www.parklandcounty.com/en/live-and-play/entwistle-outdoor-pool.aspx</p>
<p>Evansburg RCMP Social Studies Grades: K-9 Schools: 1 Visits: 6 Students: 97 https://www.rcmp-grc.gc.ca/detach/en/d/508</p>
<p>Fenwyck Heights Senior's Facility Wellness, Volunteerism Grades: 7-9 Schools: 1 Visits: 6 Students: 25 https://fenwyckheights.ca/</p>
<p>Fitset Ninja Physical Education Grades: K-12 Schools: 3 Visits: 4 Students: 236 https://fitsetninja.com/</p>
<p>Fort Edmonton Park Social Studies, Physical Education, Health Grades: 2-9 Schools: 13 Visits: 19 Students: 1,282 https://www.fortedmontonpark.ca/</p>
<p>Glenn Hall Arena Physical Education Grades: K-1, 7 (STEPS) Schools: 2 Visits: 4 Students: 70 https://www.stonyplain.com/en/play/sports-facilities.aspx</p>
<p>Good Samaritan Wellness, Culture Grades: 1-2, 4-9 Schools: 2 Visits: 5 Students: 209 https://gss.org/</p>
<p>Hasse Lake Provincial Park Science, Biology, Outdoor Education Grades: 3 Schools: 1 Visits: 1 Students: 66 https://www.parklandcounty.com/en/live-and-play/Parks-Trails-and-Natural-Areas.aspx</p>

Hide 'n' Seek Physical Education Grades: 1 https://www.hidenseekplayground.ca/	Schools: 1	Visits: 1	Students: 62
Horizon Stage Music, Drama, Art Grades: K-12 https://www.horizonstage.com/	Schools: 15	Visits: 49	Students: 3,736
Heidelberg Materials (Inland Concrete) Construction Grades: 10-12 https://www.heidelbergmaterials.us/	Schools: 1	Visits: 1	Students: 34
Institute for Innovation and Second Language Education Language, Culture Grades: 10-12 https://languages.epsb.ca/	Schools: 1	Visits: 1	Students: 60
International – Anaheim/Disneyland Language, Culture Grades: 7-12 https://disneyland.disney.go.com/en-ca/	Schools: 3	Visits: 1	Students: 50
International – Germany, Austria, Sweden Language, Culture Grades: 11-12 https://www.eftours.ca/	Schools: 2	Visits: 1	Students: 50
International – Japan Language, Culture Grades: 10-12 https://www.eftours.ca/	Schools: 2	Visits: 1	Students: 34
International – Portugal, Spain Language, Culture Grades: 10-12 https://www.eftours.ca/	Schools: 1	Visits: 1	Students: 30
Jasper and/or Marmot Basin Physical Education, Health Grades: 5-12 https://www.jasper-alberta.com/	Schools: 7	Visits: 7	Students: 261
John Janzen Nature Centre Science Grades: K-3, 5 https://www.edmonton.ca/attractions_events/john-janzen-nature-centre	Schools: 4	Visits: 5	Students: 277
John Walter Museum Social Studies Grades: 1 https://www.edmonton.ca/attractions_events	Schools: 2	Visits: 4	Students: 141

Jurassic Forest Science Grades: 3 Schools: 1 Visits: 1 Students: 66 https://www.jurassicforest.com/
Kananaskis Physical Education, Health Grades: 10-12 Schools: 1 Visits: 1 Students: 19 https://www.albertaparks.ca/parks/kananaskis/kananaskis-country/
Kinsmen Sports Centre Physical Education, Health Grades: 10-12 Schools: 1 Visits: 1 Students: 22 https://www.edmonton.ca/activities_parks_recreation/kinsmen
Kiwi Nurseries Science Grades: K, 10 Schools: 2 Visits: 3 Students: 102 https://kiwinurseries.com/
Kootenay Plains Outdoor Education Grades: 11-12 Schools: 1 Visits: 1 Students: 36 https://www.albertaparks.ca/parks/central/kootenay-plains-pra/information-facilities/?tab=Camping
Lake Louise Physical Education, Health Grades: 9 Schools: 1 Visits: 1 Students: 23 https://www.banfflakelouise.com/
Lakeside Curling Club Physical Education, Health Grades: 7-9 Schools: 1 Visits: 3 Students: 31 https://www.lakesidecurling.ca/
Landmark Cinemas (Spruce Grove and St. Albert) LA, Music, Health, Science, Wellness Grades: 3-12 Schools: 8 Visits: 15 Students: 1,620 https://www.landmarkcinemas.com/
Laser City Physical Education Grades: 8-9 Schools: 1 Visits: 1 Students: 34 https://www.lasercity.ca/edmonton
Lois Hole Provincial Park Science Grades: 5 Schools: 1 Visits: 1 Students: 26 https://albertaparks.ca/parks/central/lois-hole-centennial-pp/
Londonderry Leisure Centre Physical Education Grades: 10-12 Schools: 1 Visits: 2 Students: 24 https://www.edmonton.ca/activities_parks_recreation/londonderry

<p>Louise McKinney Park Science, Physical Education Grades: 5-7 Schools: 1 Visits: 1 Students: 55 https://www.edmonton.ca/activities_parks_recreation/parks_rivervalley/louise-mckinney-riverfront-park</p>
<p>MacEwan University Art Grades: 11-12 Schools: 1 Visits: 1 Students: 40 https://www.macewan.ca/home/</p>
<p>Marshall Fabrics / Fabricland Indigenous Education Grades: 12 Schools: 1 Visits: 1 Students: 10 https://marshallfabrics.com/edmonton/ https://fabricland.ca/home/</p>
<p>Marvel College Cosmetology Grades: 11-12 Schools: 1 Visits: 1 Students: 16 https://www.mccollege.ca/edmonton/</p>
<p>Millennium Place Physical Education / Wellness Grades: 6 Schools: 1 Visits: 1 Students: 91 https://www.strathcona.ca/recreation-events/recreation-centres/millennium-place/</p>
<p>Muttart Conservatory Science Grades: K, 6 Schools: 2 Visits: 3 Students: 151 https://www.edmonton.ca/attractions_events/muttart-conservatory</p>
<p>Northern Alberta Institute of Technology (NAIT) Communication Tech, Entrepreneurship Grades: 10-12 Schools: 2 Visits: 2 Students: 65 https://www.nait.ca/nait/home</p>
<p>NTS AMEGA CANADA Manufacturing Grades: 10 Schools: 1 Visits: 1 Students: 22 https://www.ntsamega.com/locations/canada/</p>
<p>OEM Remanufacturing Manufacturing Grades: 10-12 Schools: 1 Visits: 1 Students: 20 https://oemreman.com/</p>
<p>Old Strathcona Performing Arts Centre Drama Grades: 4-9 Schools: 1 Visits: 1 Students: 38 https://oldstrathconaarts.com/</p>
<p>Pembina Nordic Ski Centre Physical Education Grades: 4-6 Schools: 1 Visits: 1 Students: 37 https://www.albertaparks.ca/parks/central/eagle-point-pp/</p>

<p>Pembina Provincial Camp Ground Physical Education, Wellness Grades: 8-9 Schools: 1 Visits: 1 Students: 45 https://www.albertaparks.ca/parks/central/pembina-river-pp/information-facilities/camping/pembina-river/</p>
<p>Pioneer Museum Social Studies Grades: 1-6 Schools: 6 Visits: 8 Students: 373 https://www.pioneermuseum.ca/</p>
<p>Prairie Gardens Science / Physical Education Grades: 1-3 Schools: 2 Visits: 2 Students: 207 https://prairiegardens.org/</p>
<p>Prospector's Point Social Studies, Geology Grades: 7 Schools: 1 Visits: 1 Students: 25 https://www.alltrails.com/ar/trail/canada/alberta/prospectors-point-trail</p>
<p>Putting Horse Ranch Physical Education, Wellness Grades: 7 Schools: 1 Visits: 2 Students: 57 https://www.puttinghorseranch.com/</p>
<p>Quebec City and Montreal French Language and Culture Grades: 9-12 Schools: 3 Visits: 3 Students: 87 https://www.quebec-cite.com/en</p>
<p>Queen Elizabeth Pool Physical Education, Wellness Grades: 5 Schools: 1 Visits: 2 Students: 194 https://www.edmonton.ca/activities_parks_recreation/queen-elizabeth-outdoor-pool</p>
<p>Rabbit Hill Snow Resort Physical Education Grades: 3-12 Schools: 10 Visits: 41 Students: 946 https://www.rabbithill.com/</p>
<p>Rec Room Wellness Grades: 9 Schools: 1 Visits: 1 Students: 46 https://www.therecroom.com/</p>
<p>Red Brick Common Social Studies Grades: 1 Schools: 1 Visits: 5 Students: 117 https://redbrickcommon.ca/</p>
<p>Red Deer Cultural Arts Centre Drama Grades: 11-12 Schools: 1 Visits: 1 Students: 19 https://www.reddeer.ca/recreation-and-culture/arts-and-culture/</p>

Remax Field Marketing Grades: 10-12 Schools: 1 Visits: 1 Students: 10 https://riverhawksbaseball.com/remax-field
Ricochet Oil Co. Aquatic Centre Physical Education Grades: 1-6 Schools: 2 Visits: 2 Students: 19 https://www.draytonvalley.ca/things-to-do/ricochet-oil-corp-aquatic-centre/
Riverwatch Science Grades: 9 Schools: 3 Visits: 3 Students: 171 https://www.riverwatch.ca
Robotics Club Calgary (Westmech) Robotics Grades: 10-12 Schools: 1 Visits: 1 Students: 7 https://www.westernmech.ca/
Rocks and Rings Physical Education Grades: K-9 Schools: 1 Visits: 1 Students: 89 https://rocksandrings.com/
Rogers Place (Oil Kings) Wellness, Physical Education Grades: 1-2, 5-9 Schools: 5 Visits: 5 Students: 373 https://www.rogersplace.com/
Royal Alberta Museum Social, Art Grades: 3-4, 6-10 Schools: 8 Visits: 14 Students: 808 https://royalalbertamuseum.ca/
Safety City Physical Education Grades: K Schools: 1 Visits: 2 Students: 67 https://www.safetycity.ca/
Safeway Marketing Grades: 10-12 Schools: 1 Visits: 1 Students: 17 https://www.safeway.ca/
Sandhills Stair Manufacturing Construction Grades: 10 Schools: 1 Visits: 1 Students: 24 https://www.sandhillsmfg.ca/
Sassy G's Adventure Farm Science Grades: K-2 Schools: 5 Visits: 7 Students: 316 https://sassygsadventurefarm.com/

Seba Beach Curling Physical Education Grades: 6-9 http://www.sebabeach.net/	Schools: 1	Visits: 1	Students: 50
Seba Beach Mini-Golf Physical Education, Wellness Grades: K-9 http://www.sebabeach.net/	Schools: 1	Visits: 2	Students: 95
Servus Credit Union Place Physical Education Grades: 7, 10-12 https://stalbert.ca/rec/facilities/servus/	Schools: 2	Visits: 3	Students: 110
Sharks Club Leadership Grades: 7-9 https://www.sharksclub.ca/	Schools: 1	Visits: 2	Students: 100
Shell Theatre ELA, Music Grades: 2, 7-8 https://www.fortsask.ca/en/things-to-do/theatre.aspx	Schools: 2	Visits: 3	Students: 202
Snow Valley Aerial Park Physical Education, Fine Art Grades: 2-10 https://www.snowvalley.ca/aerial-park/	Schools: 3	Visits: 3	Students: 158
Southern Alberta Institute of Technology (SAIT) Trades Grades: 7-8, 10-12 https://www.sait.ca/	Schools: 2	Visits: 2	Students: 30
Spring Lake Science Grades: 7-9 https://www.springlakealberta.com/	Schools: 1	Visits: 1	Students: 15
Spruce Grove: Curling Club Physical Education Grades: 7-9 https://sprucegrovecurlingcentre.ca/	Schools: 1	Visits: 2	Students: 50
Spruce Grove: Fire Hall Health, CTS Grades: 1, 10-12 https://www.sprucegrove.org/	Schools: 2	Visits: 4	Students: 82
Spruce Grove: Grain Elevator Museum Social Studies Grades: 2 https://sprucegroveagsociety.com/the-site	Schools: 1	Visits: 1	Students: 92

<p>Spruce Grove: Playschool CTS Child-Services Education Grades: 11-12 Schools: 1 Visits: 4 Students: 14 http://sprucegroveplayschool.squarespace.com/</p>
<p>Spruce Grove: Public Library Civic Government / Social Studies Grades: 4 Schools: 1 Visits: 1 Students: 26 https://www.sprucegrove.org/</p>
<p>St. Albert Arts and Heritage Centre / Heritage Museum Art, Culture Grades: K-7 Schools: 1 Visits: 7 Students: 353 https://www.artsandheritage.ca/ https://stalbert.ca/exp/heritage/museum/</p>
<p>St. Albert Bowling Centre Physical Education / Wellness Grades: K-3, 7-9 Schools: 5 Visits: 6 Students: 267 https://stalbertbowling.com/</p>
<p>St. Albert Children's Festival Social Studies / Art / Wellness Grades: 1-2 Schools: 1 Visits: 1 Students: 50 https://stalbert.ca/exp/childfest/</p>
<p>Stony Plain: Outdoor Pool Physical Education, Wellness Grades: K-9 Schools: 4 Visits: 13 Students: 853 https://www.stonyplain.com/en/play/sports-facilities.aspx</p>
<p>Stony Plain: Public Library ELA Grades: K, 2-4 Schools: 3 Visits: 6 Students: 129 https://mysppl.ca/</p>
<p>Stony Plain: Youth Centre Social Studies Grades: 7-9 Schools: 1 Visits: 1 Students: 20 https://www.stonyplain.com/en/live/youth-centre.aspx</p>
<p>Strong Coffee Marketing Marketing Grades: 10-12 Schools: 1 Visits: 1 Students: 19 https://strongcoffeemarketing.com/</p>
<p>Sunshine Playschool CTS Child-Services Education Grades: 11-12 Schools: 1 Visits: 4 Students: 30 https://www.sunshineacademydaycare.com/</p>
<p>Teen Time Ranch Natural Sciences Grades: 10-12 Schools: 1 Visits: 1 Students: 24 https://www.teentime.ab.ca/</p>

Telus World of Science Science, Chemistry, Environment Grades: K-9 Schools: 14 Visits: 36 Students: 2,221 https://telusworldofscienceedmonton.ca/
That Yoga Place Physical Education Grades: 7-9 Schools: 1 Visits: 2 Students: 50
The Makery Physical Education / Math Grades: K Schools: 1 Visits: 2 Students: 31 https://www.themakerspace.com/
The Whole Scoop Physical Education / Math Grades: 2-3, 10-12 Schools: 3 Visits: 5 Students: 118 https://www.thewholescoop.ca/
Tri-Leisure Centre Physical Education, Health Grades: 1-9 Schools: 9 Visits: 125 Students: 3,028 https://www.trileisure.com/
Triffo Theatre Music Grades: 7 Schools: 1 Visits: 1 Students: 115 https://www.macewan.ca/campus-life/conference-and-event-services/triffo-theatre/
Ukrainian Village Social Studies Grades: 3, 7 Schools: 1 Visits: 2 Students: 127 https://ukrainianvillage.ca/
University of Alberta (Various) Physical Education, Law, Science Grades: 4-12 Schools: 8 Visits: 10 Students: 323 https://www.ualberta.ca/index.html
University of Alberta: Botanical Garden Science Grades: 1-6, 8 Schools: 7 Visits: 10 Students: 553 https://botanicgarden.ualberta.ca/
University of Calgary Career and Technology Grades: 10-11 Schools: 1 Visits: 1 Students: 3 https://www.ucalgary.ca/
University of Saskatchewan Career and Technology - Business Grades: 10-12 Schools: 1 Visits: 1 Students: 9 https://www.usask.ca/

Vancouver: Including the Sun Run Physical Education, Health Grades: 7-9 Schools: 1 Visits: 1 Students: 22 https://www.vancouver.sunrun.com/
Vertically Inclined Physical Education, Health Grades: 7 Schools: 1 Visits: 2 Students: 30 https://www.verticallyinclined.com/
Wabamun: Provincial Campground / Lake Outdoor Education Grades: 7-9 Schools: 3 Visits: 5 Students: 82 https://wabamun.ca/
We Rock the Spectrum Physical Education Grades: K Schools: 1 Visits: 2 Students: 38 https://www.werockthespectrumedmonton.ca/
West Edmonton Mall (Various) Physical Education, Health Grades: 7-12 Schools: 10 Visits: 26 Students: 1,183 https://www.wem.ca/
Westlock Cultural Arts Centre Drama Grades: 11-12 Schools: 1 Visits: 1 Students: 25 https://www.westlockculturalartstheatre.com/
Westview Health Continuing Care and Hospice Choral Grades: 4-6 Schools: 1 Visits: 1 Students: 16
Whispering Waters Manor Choral Grades: 10-12 Schools: 1 Visits: 2 Students: 45 https://meridianhousingfoundation.ca/live-here/lodge/whispering-waters-manor/
Wildwood Recreation Complex Physical Education Grades: 7-9 Schools: 1 Visits: 1 Students: 13 https://www.winspearcentre.com/
Winspear Centre Music Education / Art Grades: 3 Schools: 1 Visits: 1 Students: 74 https://www.winspearcentre.com/





MEMORANDUM

September 10, 2024
 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 2023-2024 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 2023-2024 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.

AG:lg



HUMAN RESOURCES 2023-2024 Report

September 2024

Presented to the Board of Trustees, September 10, 2024
 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 2023-2024 report covers key areas such as recruitment, resignations, workforce demographics, leaves of absence, and labour relations. The department is staffed by an HR Director, three HR Advisors, and an HR Assistant who specializes in Substitute and Casual staff HR activities.

REPORT / TOPIC

Recruitment Activities

The Human Resources Department oversees the recruitment and selection process for all positions within the Division, including substitute teachers and casual support staff.

Recruitment Competitions

Employee Group	2021/2022	2022/2023	2023/2024
Teacher (includes Principals)	246	308	235
Support (CUPE/IUOE/NUG/ADCS)	209	238	216
Increase/decrease from previous year	+46%	+20%	-17%

The decrease in 2023/2024 is attributed to the additional recruitment activities in 2022/2023, driven by grants supporting curriculum implementation and learning loss initiatives.

Substitute Teacher Recruitment

Recruitment of substitute teachers is on-going throughout the year, with regular postings appearing on the Employment section of the Division’s website. Human resources is responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. **At the end of the 2023/2024 school year, we had 356 teachers on our Substitute Teacher list.** This number has increased by 8 (2.3%) from 2022/2023. During the 2023/2024 School Year, 141 Teachers were hired to our Substitute Teacher list.

Casual Staff Recruitment

Human Resources is responsible for recruiting and maintaining a list of qualified casual support and caretaking staff to fulfil short term work assignments at schools and the Centre for Education. We regularly recruit through the Employment portal of the Division’s website. **At the end of the 2023/2024 school year, we had 184 employees on our Casual list (158 Casual Support and 26 Casual Caretakers).** The number of Casual Support Staff has increased 31% from 2022/2023. During the 2023/2024 School Year, 67 Casual Support Staff were hired on the Casual list.

Career Fairs

Parkland School Division participated in numerous career fairs for the University of Alberta/Campus St. Jean, The King’s University, and Concordia University of Edmonton.

Human Resources staff participated in mock interviews for The King’s University (Teacher) and Virtual Mock Interviews for MacEwan University (Education Assistant).

Practicums

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	✓ Burman University

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

Practicum Role	2021/2022	2022/2023	2023/2024
Art Therapy	1	0	0
Student Teachers	74	54	53
Speech Language Pathologist	1	0	0
Education Assistant	10	7	6
SLPA	0	3	3
Administrative Assistant	2	2	0
Child & Youth Care	1	4	1
Physical Therapist/OT Assistant	0	1	0
Master in Counselling	7	4	0
Social Work	2	1	1
Kinesiology/Sports Medicine (New)			1
Librarian (New)	0	0	1

Retirements & Resignations

	2021/2022	2022/2023	2023/2024
Support (CUPE/IUOE/NUG/ADCS)	11	14	8
Teacher (includes Administration)	8	10	18
Total	19	24	26

Table 4: Resignations

	2021/2022	2022/2023	2023/2024
Support (CUPE/IUOE/NUG/ADCS)	44	41	69
Teacher (includes Administration)	18	19	21
Total	62	67	78

Workforce Demographics

Employee Full Time Equivalency (FTE)

Table 5: Employee FTE

Employee Group/Position	2021/2022	2022/2023	2023/2024
<i>Teacher Total</i>	623.889	650.199	636.19
Teacher	570.889	592.199	576.69
Administration	53	58	59.5
<i>Support Total</i>	423.39	455.33	491.98
CUPE	325.01	339.26	366
ADCS-Support (NEW)	n/a	8.8	12
IUOE	64.21	65.19	70.38
NUG	34.17	42.08	43.6
Total	1047.279	1105.529	1128.17

Employee Headcount

The total headcount of all PSD employees was 1,288 for 2023/2024 which is an increase from 1,278 in 2022/2023. This total does not include Substitute Teachers or Casual Support Staff headcount.

Average Age of Retirees

Table 6: Average Age of Retirees

	2021/2022	2022/2023	2023/2024
Support (CUPE/IUOE/NUG/ADCS)	65.73	62.46	63.88
Teacher (includes Administration)	62.71	56.8	59.3

Teacher & Administration Populations > age 50

Table 7: Teachers > age 50

	2021/2022	2022/2023	2023/2024
Teacher Population > age 50	145	136	151
Total % of Teachers > age 50	20%	18%	20%

Support Staff (CUPE/IUOE/NUG) Populations > age 50

Table 8: Support Staff > age 50

	2021/2022	2022/2023	2023/2024
Support Staff > age 50	208	192	207
Total % of Support Staff > age 50	41%	35%	36%

Average Age

<i>Table 9: Average Age – All Staff</i>			
	2021/2022	2022/2023	2023/2024
ATA	40.8	41.0	41.82
CUPE	46.8	46.2	46.1
ADCS-Support		42.2	45.3
IUOE	49.4	49.2	50.3
NUG	47.3	46.4	47.0

Average Years of Service

<i>Table 10: Average years of Service</i>			
	2021/2022	2022/2023	2023/2024
ATA	10.14	9.92	10.42
CUPE	8.11	7.46	7.05
IUOE	9.34	9.11	8.91
ADCS-Support		0	0.58
NUG	7.65	7.68	8.12
All Staff	8.81	6.83	7.01

Professional Development (PD)

- As of June 28, 2024, PD related system entries totaled **5017** days for all staff, a decrease of 3% from 2022/2023 - 5198 days. This does not include the nine Staff Planning and Development Days in the 2023/2024 school calendar.
- Support for new educators to Parkland School Division was provided through the New Teacher Orientation held on August 23, 2024, with **45** participants in attendance.
- New Principals, Assistant Principals and Directors are supported directly through a formal Mentorship.

Staff Evaluation and Certification

Human Resources advises and supports Administrators in providing quality supervision and evaluation of staff in accordance with the Teacher Quality Standard and Leadership Quality Standard.

- **Teacher Probationary Evaluations:**
 2021-2022 – 70 Probationary evaluations completed
 2022-2023 – 112 Probationary evaluations completed
 2023-2024 – 130 Probationary evaluations completed
- **Temporary Teacher Evaluations:**
 2021-2022 – 53 temporary teacher evaluations completed
 2022-2023 – 54 temporary teacher evaluations completed
 2023-2024 – 41 temporary teacher evaluations completed

Table 11: Support Staff Evaluations

Employee Group	2021/2022	2022/2023	2023/2024
CUPE			
Probationary Evaluations	67	73	68
Trial Evaluations	12	12	21
ADCS-Support			
Probationary Evaluations	N/A	6	4
IUOE			
Probationary Evaluations	7	4	5
NUG			
Probationary Evaluations	3	9	4
Total	89	104	102

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 obtained their permanent teaching certifications are as follows:

Table 12: Teacher Certification (Permanent and Interim)

	2021/2022	2022/2023	2023/2024
Permanent Certification	21	37	32
Interim Certification Extensions	21	35	47

Leaves of Absence

Teacher (include Administration) Leaves of Absence

Table 13: Leaves of Absence

	2021/2022	2022/2023	2023/2024
Maternity	46	44	36
Personal	31	26	34
Deferred Salary	1	1	0
Secondment	5	9	8
Parental Leave	1	1	1
Total	84	81	79

Support Staff (CUPE/IUOE/NUG/ADCS) Leaves of Absence

Table 14: Leaves of Absence

	2021-2022				2022-2023				2023-2024			
	NUG	CUPE	IUOE	ADCS	NUG	CUPE	IUOE	ADCS	NUG	CUPE	IUOE	ADCS
Maternity	0	6	0	N/A	0	15	0	0	0	13	0	0
Personal	0	15	3	N/A	0	16	0	1	0	29	1	2
Parental Leave	0	0	0	N/A	0	1	0	0	0	1	0	0
Total	0	21	3	N/A	0	32	0	1	0	43	1	2

Disability Management

- The Human Resources team works with leaders to support the return of staff who have been away from work due to illness, disability leave, or work-related injuries. When needed, medically recommended graduated return-to-work plans are implemented for a successful transition. In other cases, alternate work may be arranged to accommodate any restrictions. Parkland School Division consistently demonstrate support and commitment to staff accommodation.
- The Alberta School Employee Benefit Plan (ASEBP) administers the extended disability benefit (EDB) for teachers and support staff at Athabasca Delta Community School.
- Sunlife Financial administers Long Term Disability (LTD) benefits for non-teaching staff and works closely with Human Resources on each claim.
- The Human Resources Department supports and coordinates an employee's medical journey, providing guidance throughout the process. They work with the employee, medical practitioners and the insurance provider, during the employee's absence, ensuring a smooth transition back to work and facilitating any adjustments or modifications necessary upon their return.

	2021/2022	2022/2023	2023/2024
Support Staff:			
CUPE	31	30	31
IUOE	7	8	11
NUG	2	3	2
Total Short Term Support Staff Medical Leaves*	40	41	44
Total Support Staff on Long-term Disability (LTD)**	3	9	6
Total Short Term ATA Staff Medical Leaves*	54	53	61
Total ATA Staff on Extended Disability Benefits (EDB)**	10	6	4

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

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

Number of Sick Days	Employee Group/Position	2021-2022	2022-2023	2023-2024
	ATA Total	6264.69	7652.99	7312.1
	Teacher	6015.95	7369.79	6882.63
	Administration	248.74	321.19	429.47
	Support Total	3008.08	4405.35	4586.54
	CUPE	2504.72	3508.24	3447.86
	IUOE	391.26	559.11	777.33
	NUG	112.10	278.83	252.56
Average Sick Days/FTE	Employee Group/Position	2021-2022	2022-2023	2023-2024
	ATA Total	10.04	11.77	11.49
	Teacher	10.54	12.44	11.93
	Administration	4.69	5.54	7.22
	Support Total	5.69	8.52	9.32
	CUPE total	7.71	10.34	9.42
	IUOE total	6.09	8.58	11.04
	NUG total	3.28	6.63	5.79
	All Staff Total	6.46	8.71	9.08

Labour Relations Activities

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

Bargaining Updates

The Alberta Teachers’ Associate (ATA):

- A new ATA/PSD Local Collective Agreement was bargained in 2023/2024. The newly bargained agreement expired August 31, 2024.
- Central Bargaining is underway and once completed, PSD and ATA will commence a new local round of bargaining.

Canadian Union of Public Employees (CUPE):

- The Central Alberta Association of Municipal and School Employees (CAAMSE) consisting of over 400 educational assistants, clerical staff, therapists and technicians voted to join the Canadian Union of Public Employees (CUPE), resulting in the formation of CUPE Local 5543 effective January 11, 2024.
- A new CUPE Collective Agreement was bargained in 2024. The newly bargained agreement expired August 31, 2024.
- Bargaining is anticipated to commence again in October/November 2024

International Union of Operating Engineers (IUOE):

- A new IUOE Collective Agreement was bargained in 2023. The newly bargained agreement expired August 31, 2024.
- Bargaining will commence again in September/October 2024.

Education Assistant II & Teacher Compensation

Average Cost of an Education Assistant II

<i>Table 17: Total Compensation</i>			
	2021/2022	2022/2023	2023/2024
Salary	\$37, 124.29*	\$37,124.29*	\$37,634.75***
Benefits	\$8,895.74**	\$8,987.63**	\$9,521.43**
Local Authorities Pension Plan	\$3,338.14	\$3,119.92	\$3,073.57
Total Salary, Benefits and LAPP	\$49,358.17	\$49,231.84	\$50,229.75

*includes 8% vacation pay

**includes EI/ CPP/Sunlife Benefits

***includes 8% vacation pay and 1.25%/1.50% retro)

Average Cost of a Teacher

<i>Table 18: Average Teaching Cost</i>			
	2021/2022	2022/2023	2023/2024
Teacher	\$103,772.00	\$108,483.00	\$110,435.00

Note: Average teaching costs include salary and benefit expenditures

Total Compensation (Teacher)

<i>Table 19: Total Compensation</i>			
	2021/2022	2022/2023	2023/2024
ATRF %	10.87%	9.89%	9.89%
ATRF \$\$	\$9,992.03	\$9,442.00	\$9,540.00
Total of Average Teacher Salary & Benefits	\$103,772.00	\$108,483.00	\$110,435.00
Total Salary, Benefits and ATRF	\$113,763.90	\$117,925.00	\$119,974.00

Teacher Education and Experience

<i>Table 20: Teacher Education and Experience (2023)</i>									
Teacher Distribution as of September 30, 2023 (FTE)									
		EDUCATION							TOTAL
		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	CAT 7	
E X P E R I E N C E	0				7.5	3.00	4.77		15.27
	1				11.00	6.02	3.00		20.02
	2				11.52	4.00	1.00		16.52
	3				6.30	2.00	15.60		23.90
	4				11.00	2.00	8.00		21.00
	5				6.00	9.34	9.00		24.34
	6				10.81	2.00	9.06		21.87
	7				10.21	6.00	6.91		23.12
	8				18.40	4.00	4.75		27.15
	9				220.30	97.63	137.31		455.24
	10				1.50	1.00	2.00		4.50
	11								0.00
	TOTAL	0.00	0.00	0.00	313.04	135.99	199.40	0.00	652.93



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