

# REGULAR BOARD MEETING

## AGENDA

December 17, 2024 at 1:00 P.M.

Live-Streamed for the Public at:

[https://youtu.be/OiG8\\_S8VTjY](https://youtu.be/OiG8_S8VTjY)



**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**

**December 17, 2024, at 1:00 PM**

**Live-Streaming: [https://youtu.be/OiG8\\_S8VTjY](https://youtu.be/OiG8_S8VTjY)**

Page Number	<b>A G E N D A</b>
-1-	<b>1. CALL TO ORDER at 1:00 PM</b> 1.1. Land Acknowledgement 1.2. National Anthem 1.3. Personal Reflection 1.4. Trustee Announcements 1.5. Changes to the Agenda 1.6. Approval of the Agenda
-4-	<b>2. APPROVAL OF MINUTES</b> 2.1. Regular Meeting of November 26, 2024
	<b>3. BUSINESS ARISING FROM THE MINUTES</b>
	<b>4. PRESENTATION</b> 4.1. A Parkland School Division (PSD) School Counsellor, Principal and Division Psychologist will be making a presentation on PSD Counselling Supports.
	<i>Recess Period / Public Question Period</i>
	<b>5. BOARD CHAIR REPORT</b>
	<b>6. SUPERINTENDENT REPORT</b>
-12-  -45-	<b>7. ACTION ITEMS</b> 7.1. Revised Board Policy 8: Board Committees and Representation (Policy Review Committee) 7.2. Revised Board Policy 11: Board Delegation of Authority (Policy Review Committee)

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-51-	7.3. Three Readings of Bylaw 2024-1: The Parkland School Division Candidate Criminal Record Check
-56-	<b>8. ADMINISTRATIVE REPORTS</b>
-69-	8.1. Transportation Services Department Report (S. McFadyen, J. Blood)
-77-	8.2. Student Wellness Report (M. Miskolzie, C. Ross)
-81-	8.3. Career Pathways Report (S. Johnston, L. Madge-Arkininstall)
	8.4. 2025-2026 School Calendar (S. Johnston)
-88-	<b>9. TRUSTEE REPORTS</b>
	9.1. Benefit Committee (P. McCann)
	9.2. Alberta School Boards Association (J. Osborne, A. Wagner)
	9.3. Public School Boards' Association of Alberta (E. Cameron, A. Hennig)
	9.4. Chamber of Commerce (L. Stewart)
	<b>10. FUTURE BUSINESS</b>
	10.1. Meeting Dates:
	<i>Board – Open to the Public:</i>
	Jan 21, 2025 ----- Regular Board Meeting 9:00 AM, Centre for Education ( <i>Meeting Live-Streamed for Public</i> )
	Feb 18, 2025 ----- Regular Board Meeting 1:00 PM, Centre for Education ( <i>Meeting Live-Streamed for Public</i> )
	<i>Committees – Closed to the Public:</i>
	Jan 14, 2025 ----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education ( <i>full day</i> )
	Jan 15, 2025 ----- Policy Review Committee 2:30 PM, Centre for Education
	Jan 17, 2025 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
	Feb 6-7, 2025 ----- PSBC Meeting 8:00 AM, Edmonton
	Feb 11, 2025 ----- Teacher Board Advisory Committee 4:15 PM, Centre for Education
	Feb 12, 2025 ----- Policy Review Committee 3:00 PM, Centre for Education
	Feb 18, 2025 ----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education ( <i>morning only</i> )

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	Feb 21, 2025	-----	ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
	<i>By Invitation:</i>		
	Feb 13, 2025	-----	Town of Stony Plain and Parkland School Division Joint Meeting 5:00 PM, TBD
	<i>Other:</i>		
	Feb 04, 2025	-----	Council of School Councils 6:30 PM, Graminia School
	10.2. Notice of Motion 10.3. Topics for Future Agendas 10.4. Requests for Information 10.5. Responses to Requests for Information		
	<b>11. IN-CAMERA: LABOUR</b>		
	<b>12. ACTION IN RESPONSE TO IN-CAMERA</b>		
	<b>13. ADJOURNMENT</b>		



**MINUTES OF THE  
REGULAR BOARD MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON TUESDAY, NOVEMBER 26, 2024, AT 9:00 AM**

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**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 Johnston, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Dr. Meg Miskolzie, Associate Superintendent  
Jason Krefting, Director, Financial Services  
Jordi Weidman, Director, Strategic Communications  
Darcy Rowswell-Blood, Accounting Supervisor  
Keri Zylla, Recording Secretary

**GUEST PRESENTERS:**

Benji Waser, Auditor, MNP LLP

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**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:00 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**

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**APPROVAL OF THE AGENDA**

**Res 069-2024**

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

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 070-2024**

**MOVED by** Vice-Chair Hennig that the minutes of the Regular Meeting held on October 8, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

There was no delegation or presentation.

**QUESTION PERIOD:**

*There were no questions submitted to the Board at [Board@psd.ca](mailto:Board@psd.ca), for the November 26, 2024, Question Period.*

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

**ACTION ITEMS**

**AUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDING AUGUST 31, 2024**

**Res 071-2024**

**MOVED BY** Trustee Cameron that the Board of Trustees approve the Audited Financial Statements for the Year Ending August 31, 2024, as recommended by the Audit Committee and presented at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen, Mr. Krefting and MNP LLP Auditor, Mr. Waser, provided additional information and responded to questions.

*Board Chair Stewart thanked Corporate Supports & Services staff and the Auditors for the Report.*

*Board Chair Stewart called a recess at 9:50 a.m. Meeting resumed at 9:57 a.m.*

**Res 072-2024**

**ANNUAL EDUCATION RESULTS REPORT**

**MOVED BY** Trustee Cameron that the Board of Trustees approves Parkland School Division's 2023-2024 Annual Education Results Report, as presented at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Associate Superintendent Johnston provided additional information and responded to questions.

**REVISED BOARD POLICY 7: BOARD OPERATIONS**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 7: Board Operations, as recommended by the Policy Review Committee and presented at the Regular Meeting of November 26, 2024.

**Res 073-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that the bracketed excerpt from the end of article 22, change from "at least '2' days before the date of the meeting" to "at least '3' days before the date of the meeting".

**CARRIED UNANIMOUSLY**

**Res 074-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that in article 79, the words "or past" be added after "regarding a current", and that the word "Chair" be deleted after "Board".

**CARRIED UNANIMOUSLY**

**Res 075-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that in article 81, the words “or past” be added after “regarding a current”, and that an ‘s’ be added to the word “agenda”.

**CARRIED 6 to 1**

**IN FAVOUR:** Vice-Chair Hennig, Trustee Wagner, Trustee McCann, Trustee Cameron, Trustee Montgomery, Trustee Osborne

**OPPOSED:** Board Chair Stewart

Board Chair Stewart read the amended motion for approval.

**AMENDED MOTION:**

**Res 076-2024**

**MOVED by** Trustee Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 7: Board Operations, as recommended by the Policy Review Committee and amended at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Board Chair Stewart and Vice-Chair Hennig provided additional information and responded to questions.

**REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of November 26, 2024.

**Res 077-2024**

**MOTION TO DEFER REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION.**

**MOVED BY** Trustee Montgomery that the Board of Trustees defers Revised Board Policy 8: Committees and Representation back to the Policy Review Committee for further review.

**CARRIED UNANIMOUSLY**

Board Chair Stewart provided additional information and responded to questions.



**Res 078-2024**

**2025 LOCAL ELECTION RETURNING OFFICER, SUBSTITUTE RETURNING OFFICER**

**MOVED BY** Trustee McCann that the Board of Trustees appoint Eva Beyer, of Parkland County, as the Returning Officer and Barb Williams, of Parkland County, as the Substitute Returning Officer for Parkland School Division for the 2025 Local Election.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen provided additional information and responded to questions.

**BOARD CHAIR TRAVEL TO JAPAN – SHIKAOI CELEBRATION DELEGATION**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves sending Board Chair Stewart to participate as part of the delegation for the Town of Stony Plain / Town of Shikaoi Celebration in Japan in April 2025, by allocating \$2500 from the Governance professional development budget to support this trip.

*Board Chair transferred chair to Vice-Chair Hennig at 11:07 a.m., and resumed chair at 11:17 a.m.*

**PROPOSED AMENDMENT:**

**MOVED by** Trustee McCann that the motion be changes to allocating “the full cost of the trip” from the Governance professional development budget.

**DEFEATED 5 to 2**

**IN FAVOUR:** Trustee McCann, Trustee Montgomery

**OPPOSED:** Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee Cameron, Trustee Osborne

Board Chair Stewart read the original motion.

**Res 079-2024**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approve sending Board Chair Stewart to participate as part of the delegation for the Town of Stony Plain / Town of Shikaoi Celebration in Japan in April 2025, by allocating \$2500 from the Governance professional development budget to support this trip.

**CARRIED UNANIMOUSLY**

*Board Chair Stewart called a recess at 11:18am.*

*Trustee Montgomery exited the meeting at 11:25 a.m.*

*Meeting resumed at 11:27 a.m.*

## ADMINISTRATIVE REPORTS

### 2024-2025 FALL FORECAST

The Board of Trustees received for information, the 2024-2025 Fall Forecast.

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

### COMMUNITY PARTNERSHIPS REPORT

The Board of Trustees received for information, the Community Partnerships Report.

Associate Superintendent Dr. Miskolzie provided additional information and responded to questions.

## TRUSTEE REPORTS

### COUNCIL OF SCHOOL COUNCILS

Trustee McCann shared the Council of School Councils Report for October 5, 2024, and Board Chair Stewart shared the Council of School Councils Report for November 5, 2024.

### TEACHER BOARD ADVISORY COMMITTEE

Trustee Osborne shared the Teacher Board Advisory Committee Report.

### GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the November 5, 2024, Governance & Planning Session.

### AUDIT COMMITTEE

Trustee Cameron shared the Audit Committee Report.

### ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA)

Trustee Wagner provided her report and congratulated Isabela Ramos on being recognized at the ASBA Awards Night as the selected ASBA Zone 2/3 Edwin Parr winner.

### PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA (PSBAA)

Trustee Cameron shared his report and provided information on PSBAA Awards available for nominations and on upcoming PSBAA professional development opportunities.

### CHAMBER OF COMMERCE

There was no report.

### RURAL CAUCUS OF ALBERTA SCHOOL BOARDS

There was no report.

**EDMONTON METRO REGIONAL BOARD'S STATE OF THE REGION**

Trustee Wagner provided her report.

**FUTURE BUSINESS****MEETING DATES:***Board – Open to the Public:*

- Dec 17, 2024 ----- Regular Board Meeting 1:00 PM, Centre for Education (*Meeting Live-Streamed for Public*)
- Jan 21, 2025 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

*Committees – Closed to the Public:*

- Dec 05, 2024 ----- Benefits Committee 3:30 PM, Centre for Education
- Dec 06, 2024 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
- Dec 17, 2024 ----- Governance & Planning Session 9:00 AM, Centre for Education (*morning only*)
- Jan 14, 2025 ----- Governance & Planning Session 9:00 AM, Centre for Education (*full day*)
- Jan 15, 2025 ----- Policy Review Committee 2:30 PM, Centre for Education
- Jan 17, 2025 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton

*By Invitation Only:*

- Nov 27, 2024 ----- Stakeholder Engagement Evening 6:30pm, École Broxton Park School

**NOTICE OF MOTION**

Vice-chair Hennig provided notice of motion regarding Bill 20.

**TOPICS FOR FUTURE AGENDAS**

There were no topics for future agendas.

**REQUESTS FOR INFORMATION**

Trustee McCann requested information on the Centre for Education renovations.

Superintendent Boyce provided an update, relaying the completion is projected to be January 2025, a little later than first projected, due to some supply-chain delays.

**RESPONSES TO REQUESTS FOR INFORMATION**

There were no responses to requests for information.

**Res 080-2024**

**IN-CAMERA: LABOUR**

**MOVED by** Trustee Osborne that the Board of Trustees move to In-Camera at 11:58 a.m.

**CARRIED UNANIMOUSLY**

*The meeting live-stream recording was paused. Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent Johnston, Associate Superintendent Dr. Miskolzie and Mr. Weidman exited the public meeting in the Boardroom. Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee McCann, Trustee Cameron, Trustee Osborne, Associate Superintendent McFadyen and Ms. Zylla remained in the Boardroom for the In-Camera meeting at 11:58 a.m..*

**Res 081-2024**

**MOTION TO REVERT TO A PUBLIC MEETING**

**MOVED by** Trustee Osborne that the Board of Trustees revert to a public meeting at 12:05 p.m.

**CARRIED UNANIMOUSLY**

*Superintendent Boyce and Mr. Weidman re-entered the Boardroom. The public meeting and live-stream resumed at 12:05 p.m.*

**Res 082-2023**

**PARKLAND SCHOOL DIVISION SUPERINTENDENT OF SCHOOLS  
COMPENSATION**

**MOVED by** Trustee Wagner that the Board of Trustees directs the Board Chair to finalize the Superintendent's contract as discussed.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

The meeting was adjourned at 12:06 p.m.



## MEMORANDUM

December 17, 2024  
Regular Board Meeting

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**TO** Board of Trustees

**FROM** Lorraine Stewart, Board Chair  
Aimee Hennig, Board Vice-Chair

**ORIGINATOR** Shauna Boyce, Superintendent

**RESOURCE** Policy Review Committee

**GOVERNANCE POLICY** Board Policy 2: Role of the Board  
Board Policy 7: Board Operations  
Board Policy 8: Board Committees and Representation  
Board Policy 12: Role of the Superintendent

**ADDITIONAL REFERENCE** BP 2: Governance and Organization  
BP 12: Section 5. Policy  
*Education Act*

**SUBJECT** **REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION**

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### PURPOSE

For approval. A recommendation is required.

### RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of December 17, 2024.

### BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

## **REPORT SUMMARY**

On November 27, 2024, the Policy Review Committee met and reviewed Board Policy 8: Board Committees and Representation (BP 8) and drafted a revised BP 8 with the following key changes:

- Updates to membership, including voting and non-voting membership; and
- Updates committee decision-making process

The above-mentioned changes were based on Trustee feedback.

A final review will have been made on December 17, 2024, at the Governance and Planning Session, prior to the Regular Meeting.

The Policy Committee would be pleased to respond to any questions.

LS:kz



## Parkland School Division Board Policy 8

### BOARD COMMITTEES AND REPRESENTATION

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The Board shall establish standing or ad hoc committees for ongoing study of major areas of responsibility or for specific, defined purposes.

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

#### General Requirements for Board Committees

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.
2. Each committee shall have terms of reference defining:
  - 2.1. Purpose;
  - 2.2. Powers and Duties;
  - 2.3. Membership and Quorum; and
  - 2.4. Recommendations / Decision-making processes.
3. The Board Chair may serve as ex officio to all Board committees.
  - 3.1. Ex officio serves as an observer to Board committees and is a non-voting member.
4. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
5. Committees may be charged with conducting in-depth studies into the matters to which they are assigned.
6. Committees shall meet from time to time as specified.
7. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
  - 7.1. *In-camera* minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and shall only be shared during an in-camera portion of a regular board meeting.

**Revised Board Policy 8: Board Committees and Representation - FINAL Version**

8. A Recording Secretary, if appointed, shall be responsible for:
  - 8.1. Notifying committee members of the deadline for submission of items for the agenda;
  - 8.2. Preparing and distributing the agenda to all committee members one (1) week prior to the meeting;
  - 8.3. Preparing and maintaining records of committee meetings; and
  - 8.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
9. The Board establishes, annually, the following standing committees:
  - 9.1. Governance and Planning Committee [see Appendix 8.1];
  - 9.2. Policy Review Committee [see Appendix 8.2];
  - 9.3. Benefit Plan Advisory Committee [see Appendix 8.3];
  - 9.4. Teacher Board Advisory Committee [see Appendix 8.4];
  - 9.5. Audit Committee [see Appendix 8.5];
  - 9.6. Alberta Teachers’ Association (ATA) Labour Relations [see Appendix 8.6];
  - 9.7. Canadian Union of Public Employees (CUPE) Labour Relations [see Appendix 8.7]; and
  - 9.8. International Union of Operating Engineers (IUOE) Labour Relations [see Appendix 8.8].
10. The Board may establish ad hoc committees to assist the Board for a specific purpose or function;
  - 10.1. The terms of reference for each ad hoc committee shall be established at the time of formation; and
  - 10.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
11. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

**Representation on External Committees:**

12. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9].
  - 12.1. Trustees appointed to External Committees shall represent the Board’s positions and interest, and communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200	Approved:	
	Collective Agreements	Date Approved:	December 17, 2024
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised:	December, 2024 March, 2022 September, 2021





**Parkland School Division**  
**Board Policy 8: Appendix 8.1**

**GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue.

**Powers and Duties:**

2. The Governance and Planning Committee engages in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding.

**Membership / Quorum:**

3. Membership in the Governance and Planning Committee shall consist of the following:
  - 3.1. The Board Chair shall chair the Governance and Planning Committee meeting.
  - 3.2. All trustees with a quorum of four (4) trustees;
  - 3.3. The Superintendent;
  - 3.4. Other division personnel and resources as required; and
  - 3.5. One (1) Recording Secretary.

**Decision-Making Process:**

4. No Board decisions are made during governance and planning sessions.

**Meetings:**

5. Meetings, or portions thereof, may be opened to the public as determined by the committee.
6. Those meetings, or portions thereof, not opened to the public shall be closed to the public.
7. Meetings shall be scheduled and held as required.



**Parkland School Division**  
**Board Policy 8: Appendix 8.2**

**POLICY REVIEW COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.

**Powers and Duties:**

2. The Policy Review Committee shall:
  - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10: Policy Formation and Review;
  - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
  - 2.3. Draft any new Board policy that may be required for consideration by the Board.

**Membership / Quorum:**

3. Membership in the Policy Review Committee shall consist of the following:
  - 3.1. Three (3) voting members and one (1) or more non-voting member(s).
4. Voting Membership shall consist of:
  - 4.1. Three (3) trustees, including the Board Chair, with a quorum of two (2) trustees; and
5. Non-voting Membership:
  - 5.1. The Superintendent; and
  - 5.2. Other individuals as required

**Decision-Making Process:**

6. The Policy Review Committee, by simple majority of its voting members, will make recommendations to the Board regarding proposed changes to Board Policy.

**Meetings:**

7. Meetings shall be closed to the public; and
8. Meetings shall be scheduled and held as required.



**Parkland School Division**  
**Board Policy 8: Appendix 8.3**

**BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.

**Powers and Duties:**

2. The Benefit Plan Advisory Committee shall:
  - 2.1. Review benefit plan's utilization, experience reports and renewal packages; and
  - 2.2. Approve changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums).
3. The Superintendent or designate has the authority to renew group insurance policies.
4. The Board shall be the policyholder of the various benefit insurance policies.
5. The Board shall appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
6. The Division shall be responsible for the nominal operating expenditures incurred by the committee.

**Membership / Quorum:**

7. Membership in the Benefit Plan Advisory Committee shall consist of:
  - 7.1. Six (6) voting members and three (3) non-voting members.
8. Voting Membership shall consist of:
  - 8.1. One (1) trustee as appointed by the Board;
  - 8.2. Two (2) representatives appointed by the Canadian Union of Public Employees (CUPE) Local #5543;
  - 8.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
  - 8.4. One (1) representative appointed by Parkland School Division (PSD) Non-Union Group (NUG).
9. Quorum consists of one representative from each of the member groups identified in s. 8.
10. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
  - 10.1. Up to three (3) members to facilitate committee operations; and
  - 10.2. One (1) Recording Secretary.
11. CUPE, IUOE and NUG staff shall appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

12. The Board, at each annual Organizational Meeting, shall appoint one (1) member to this committee.
13. November 1<sup>st</sup> of each year shall be the yearly start date for each representative.

**Decision-Making Process:**

14. All decisions of the Benefit Plan Advisory Committee shall require a simple majority from the voting members.

**Meetings:**

15. Meetings, as required, may be called by the committee Chair or the Superintendent or designate; notably,
  - 15.1. Notice of and all meeting agendas shall be sent to each member prior to each meeting by the Superintendent or designate;
  - 15.2. Meetings shall be closed to the public;
  - 15.3. At the first meeting, following the Board's Organizational Meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members; and
  - 15.4. The Committee Chair shall be elected for a one (1) year term.



**Parkland School Division**  
**Board Policy 8: Appendix 8.4**

**TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties and identify matters related to advocacy.

**Powers and Duties:**

2. The Teacher Board Advisory Committee shall:
  - 2.1. Provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
3. The identification and discussion of issues, related to the interpretation of the collective agreement and grievances, shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

**Membership / Quorum:**

5. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.
6. Membership of the Teacher Board Advisory Committee shall consist of:
  - 6.1. An equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local #10, employed by the Division;
    - 6.1.1. Three (3) trustees, shall be appointed by the Board at each annual Organizational Meeting; and
    - 6.1.2. The ATA Parkland Teachers' Local #10 shall make appointments to the committee, and these appointments shall be determined by the ATA Parkland Teachers' Local #10 on an annual basis.
  - 6.2. The Superintendent shall appoint one (1) member as a Recording Secretary who is not part of the consensus process.
7. The Chair of the Teacher Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local #10.

8. Quorum shall consist of six (6) members, including:
  - 8.1. Two (2) trustees;
  - 8.2. The Superintendent or Designate; and
  - 8.3. Three (3) representatives for the ATA Parkland Teachers' Local #10.

**Decision-Making Process**

9. As this is a collaborative forum for discussion, no decision-making process is required.

**Meetings:**

10. Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.
11. Meetings shall be closed to the public.
12. Meeting dates, times, and location of the meetings are set annually by the Board.



PARKLAND  
SCHOOL DIVISION

## Parkland School Division Board Policy 8: Appendix 8.5

### AUDIT COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with applicable financial legislation and regulatory requirements and provide related recommendations to the Board.

#### **Powers and Duties:**

2. The Audit Committee shall carry out the following responsibilities:
  - 2.1. Recommend external auditors to the Board.
  - 2.2. Review the annual financial statements and report to the Board, specifically:
    - 2.2.1. Review significant accounting and reporting issues, including complex or unusual transactions;
    - 2.2.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
    - 2.2.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
    - 2.2.4. Review with management and the auditors all matters required to be communicated to the Board.
  - 2.3. With respect to budget development, the Audit Committee shall:
    - 2.3.1. Review budget timelines and key budget assumptions;
    - 2.3.2. Review a draft preliminary budget;
    - 2.3.3. Review the governance budget; and
      - 2.3.3.1. Review Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
  - 2.4. With respect to Internal Control, the Audit Committee shall:
    - 2.4.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
    - 2.4.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

- 2.5. With respect to the Audit process, the Audit Committee shall:
  - 2.5.1. Review the auditor's proposed audit scope and approach;
  - 2.5.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment of discharge of the auditors;
  - 2.5.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
  - 2.5.4. As required, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.
- 2.6. With respect to compliance, the Audit Committee shall:
  - 2.6.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
  - 2.6.2. Obtain regular updates from management and company legal counsel regarding compliance matters.
3. Compensation shall be remunerated as follows:
  - 3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
  - 3.2. The member at large shall be compensated at a rate of \$240 per meeting and mileage to and from Audit Committee meetings as per Division practices.

**Membership / Quorum:**

4. The Audit Committee shall be made up of four (4) voting members and two (2) non-voting members.
  - 4.1. A quorum is a simple majority of trustees.
  - 4.2. Voting membership shall consist of:
    - 4.2.1. Three (3) trustees who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee; and
    - 4.2.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
  - 4.3. Non-voting membership shall consist of:
    - 4.3.1. The Superintendent; and
    - 4.3.2. The Associate Superintendent of Corporate Supports and Services.
  - 4.4. Supplementary resource personnel to the Audit Committee shall consist of:
    - 4.4.1. The Director of Financial Services; and
    - 4.4.2. Recording Secretary.



5. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

**Decision-Making Process:**

6. The Audit Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

7. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
8. Meetings shall be closed to the public.
9. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.



## Parkland School Division Board Policy 8: Appendix 8.6

### ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Alberta Teachers' Association Labour Relations Committee are twofold:
  - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes; and
  - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Alberta Teachers' Association Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of the ATA Local; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Alberta Teachers' Association Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Alberta Teachers' Association Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Alberta Teachers' Association Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



**Parkland School Division  
Board Policy 8: Appendix 8.7**

**CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LABOUR  
RELATIONS COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The Canadian Union of Public Employees Labour Relations Committee exists for the Board to meet with representatives of the CUPE Local #5543 to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

**Powers and Duties:**

2. The Canadian Union of Public Employees Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of CUPE; and
  - 2.3. Make recommendations to the Board for ratification.

**Membership / Quorum:**

3. Membership in the Canadian Union of Public Employees Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Canadian Union of Public Employees Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

**Decision-Making Process:**

4. The Canadian Union of Public Employees Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



**Parkland School Division**  
**Board Policy 8: Appendix 8.8**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE) LABOUR  
RELATIONS COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The Purpose of the International Union of Operating Engineers Labour Relations Committee is to meet with representatives of IUOE to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

**Powers and Duties:**

2. The International Union of Operating Engineers Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of IUOE; and
  - 2.3. Make recommendations to the Board for ratification.

**Membership / Quorum:**

3. Membership shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to International Union of Operating Engineers Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

**Decision-Making Process:**

4. The International Union of Operating Engineers Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



PARKLAND  
SCHOOL DIVISION

**Parkland School Division  
Board Policy 8: Appendix 8.9**

**BOARD REPRESENTATION ON EXTERNAL COMMITTEES**

Notwithstanding any additional external committees, as approved by the Board, the following committees/organizations shall, annually, be provided with representation from the Board of Trustees as identified at the annual organizational meeting:

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

The Superintendent or designate may also attend as required.



## Parkland School Division Board Policy 8

### BOARD COMMITTEES AND REPRESENTATION

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The Board shall establish standing or ad hoc committees for ongoing study of major areas of responsibility or for specific, defined purposes.

Additionally, The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

Definitions:

- a) Board Committee: shall refer to those committees specifically under the auspices of the Parkland School Division Board of Trustees.
- b) External Committee: shall refer to any committee or association for which Board representation is requested, and approved by the Board.

#### General Requirements for Board Committees

1. Committees normally have no legal powers, although in special circumstances they may be empowered by the Board to make certain decisions and/or recommendations on its behalf.
2. Each committee shall have terms of reference defining:
  - 2.1. Purpose;
  - 2.2. Powers and Duties;
  - 2.3. Membership and Quorum; and
  - 2.4. Recommendations / Decision-making processes.
3. The Board Chair may serve as ex officio to all Board committees.
  - 3.1. Ex officio serves as an observer to Board committees and is a non-voting member.
4. Committees can consider only those topics or problems which are referred to them by the Board or the Superintendent.
5. Committees may be charged with conducting in-depth studies into the matters to which they are assigned.
6. Committees shall meet from time to time as specified.
7. Committees may deem it necessary to convene in camera to discuss such matters as specified in Policy 7 Board Operations.
  - 7.1. *In-camera* minutes, if deemed necessary to be prepared, shall be marked as privileged and confidential and shall only be shared during an in-camera portion of a regular board meeting.

**Revised Board Policy 8: Board Committees and Representation - TRACKED Version**

8. A Recording Secretary, if appointed, shall be responsible for:
  - 8.1. Notifying committee members of the deadline for submission of items for the agenda;
  - 8.2. Preparing and distributing the agenda to all committee members one (1) week prior to the meeting;
  - 8.3. Preparing and maintaining records of committee meetings; and
  - 8.4. Distributing draft minutes to committee members for review prior to including them on an upcoming Board meeting agenda.
9. The Board establishes, annually, the following standing committees:
  - 9.1. Governance and Planning Committee [see Appendix 8.1];
  - 9.2. Policy Review Committee [see Appendix 8.2];
  - 9.3. Benefit Plan Advisory Committee [see Appendix 8.3];
  - 9.4. Teacher Board Advisory Committee [see Appendix 8.4];
  - 9.5. Audit Committee [see Appendix 8.5];
  - 9.6. Alberta Teachers’ Association (ATA) Labour Relations [see Appendix 8.6];
  - 9.7. Canadian Union of Public Employees (CUPE) Labour Relations [see Appendix 8.7]; and
  - 9.8. International Union of Operating Engineers (IUOE) Labour Relations [see Appendix 8.8].
10. The Board may establish ad hoc committees to assist the Board for a specific purpose or function;
  - 10.1. The terms of reference for each ad hoc committee shall be established at the time of formation; and
  - 10.2. The term of appointment shall end upon conclusion of the appointed purpose or function or at the pleasure of the Board.
11. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

**Representation on External Committees:**

12. The Board establishes, annually, representation on External Committees as required [see Appendix 8.9].
  - 12.1. Trustees appointed to External Committees shall represent the Board’s positions and interest, and communicate, to the Board, the work of the External Committee.

Reference:	Education Act: 34, 52-53, 85, 88, 142, 189, 200  Collective Agreements	Approved:
		Date Approved: <del>November 26, 2024</del> December 17, 2024
Cross-Reference:	Board Policy: 2-6, 9, 13	Reviewed or Revised: <del>November</del> December, 2024 March, 2022 September, 2021



**Parkland School Division**  
**Board Policy 8: Appendix 8.1**

**GOVERNANCE AND PLANNING COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The purpose of the Governance and Planning Committee is to provide an opportunity for all trustees to engage in dialogue.

**Powers and Duties:**

2. The Governance and Planning Committee engages in generative discussion on governance, strategic planning, advocacy, engagement and operational understanding.

**Membership / Quorum:**

3. Membership in the Governance and Planning Committee shall consist of the following:
  - 3.1. The Board Chair shall chair the Governance and Planning Committee meeting.
  - 3.2. All trustees with a quorum of four (4) trustees;
  - 3.3. The Superintendent;
  - 3.4. Other division personnel and resources as required; and
  - 3.5. One (1) Recording Secretary.

**Decision-Making Process:**

4. No Board decisions are made during governance and planning sessions.

**Meetings:**

5. Meetings, or portions thereof, may be opened to the public as determined by the committee.
6. Those meetings, or portions thereof, not opened to the public shall be closed to the public.
7. Meetings shall be scheduled and held as required.





## Parkland School Division Board Policy 8: Appendix 8.2

### POLICY REVIEW COMMITTEE TERMS OF REFERENCE

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#### Purpose:

1. The purpose of the Policy Review Committee is to review and update Board policies. The Policy Review Committee will make recommendations to the Board regarding proposed changes to Board Policy.

#### Powers and Duties:

2. The Policy Review Committee shall:
  - 2.1. Review each policy at least once during the four (4) year term of the Board as per Board Policy 10: Policy Formation and Review;
  - 2.2. Provide recommendations to the Board regarding any changes to the Board policy, reaffirm the existing policy or delete the existing policy; and
  - 2.3. Draft any new Board policy that may be required for consideration by the Board.

#### Membership / Quorum:

3. Membership in the Policy Review Committee shall consist of the following:

3.1. ~~Three (3) voting members and one (1) or more non-voting member(s).~~

3.4. ~~Voting Membership shall consist of:~~

3.1.4.1. ~~Three (3) trustees, including the Board Chair and Vice-Chair, with a quorum of two (2) trustees; and~~

5. ~~Non-voting Membership:~~

3.2.5.1. ~~The Superintendent; and~~

3.3.5.2. ~~Other individuals as required~~

#### Decision-Making Process:

4.6. The Policy Review Committee, by ~~consensus~~ simple majority of its voting members, will make recommendations to the Board regarding proposed changes to Board Policy.

#### Meetings:

5.7. Meetings shall be closed to the public; and

6.8. Meetings shall be scheduled and held as required.



## Parkland School Division Board Policy 8: Appendix 8.3

### BENEFIT PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The purpose of the Benefit Plan Advisory Committee is to review the Board's group benefit insurance plans and other employee benefit plans.

#### **Powers and Duties:**

2. The Benefit Plan Advisory Committee shall:
  - 2.1. Review benefit plan's utilization, experience reports and renewal packages; and
  - 2.2. Approve changes to coverage provided by each benefit insurance policy or plan (providing there is no increase in premiums).
3. The Superintendent or designate has the authority to renew group insurance policies.
4. The Board shall be the policyholder of the various benefit insurance policies.
5. The Board shall appoint an independent benefits consultant to administer and provide information on the group insurance plans to the committee.
6. The Division shall be responsible for the nominal operating expenditures incurred by the committee.

#### **Membership / Quorum:**

7. Membership in the Benefit Plan Advisory Committee shall consist of:
  - 7.1. Six (6) voting members and three (3) non-voting members.
8. Voting Membership shall consist of:
  - 8.1. One (1) trustee as appointed by the Board;
  - 8.2. Two (2) representatives appointed by the Canadian Union of Public Employees (CUPE) Local #5543;
  - 8.3. Two (2) representatives appointed by International Union of Operating Engineers (IUOE) Local #955; and
  - 8.4. One (1) representative appointed by Parkland School Division (PSD) Non-Union Group (NUG).
9. Quorum consists of one representative from each of the member groups identified in s. 8.
10. Non-voting membership shall be appointed by the Superintendent, and shall consist of:
  - 10.1. Up to three (3) members to facilitate committee operations; and
  - 10.2. One (1) Recording Secretary.
11. CUPE, IUOE and NUG staff shall appoint members to this committee for two (2) year terms, and alternate replacement(s) of their representative(s). These appointments are to be managed in a manner that maintains consistency on the committee.

12. The Board, at each annual Organizational Meeting, shall appoint one (1) member to this committee.
13. November 1<sup>st</sup> of each year shall be the yearly start date for each representative.

**Decision-Making Process:**

14. All decisions of the Benefit Plan Advisory Committee shall require a simple majority from the voting members.

**Meetings:**

15. Meetings, as required, may be called by the committee Chair or the Superintendent or designate; notably,
  - 15.1. Notice of and all meeting agendas shall be sent to each member prior to each meeting by the Superintendent or designate;
  - 15.2. Meetings shall be closed to the public;
  - 15.3. At the first meeting, following the Board's Organizational Meeting, a committee Chair shall be elected by the Benefit Plan Advisory Committee from its voting members; and
  - 15.4. The Committee Chair shall be elected for a one (1) year term.



## Parkland School Division Board Policy 8: Appendix 8.4

### TEACHER BOARD ADVISORY COMMITTEE TERMS OF REFERENCE

---

#### Purpose:

1. The purpose of the Teacher Board Advisory Committee is to provide a forum for discussion of the respective views of the respective parties and identify matters related to advocacy.

#### Powers and Duties:

2. The Teacher Board Advisory Committee shall:
  - 2.1. Provide an informal, safe and open environment for committee members to express and discuss ideas/concerns to foster increased understanding of and appreciation for perspectives.
3. The identification and discussion of issues, related to the interpretation of the collective agreement and grievances, shall not be brought forward or discussed as agenda items, except by mutual agreement, and shall focus on system-wide concerns and policies.
- ~~4. Any resolutions agreed to by this committee shall be forwarded to the Board and the ATA Parkland Teachers' Local #10 for consideration as recommendations only.~~
- 5.4. Should the committee wish to invite others to make brief presentations, as a means of sharing information (i.e. professional development, budget, etc.), then those individuals shall be invited to attend for their presentation only, and would not attend for any committee discussion.

#### Membership / Quorum:

5. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.
6. Membership of the Teacher Board Advisory Committee shall consist of:
  - 6.1. An equal number of representatives for the Board (of which the Superintendent or designates are considered to be) and representatives of the ATA Parkland Teachers' Local #10, employed by the Division;
    - 6.1.1. Three (3) trustees, shall be appointed by the Board at each annual Organizational Meeting; and
    - 6.1.2. The ATA Parkland Teachers' Local #10 shall make appointments to the committee, and these appointments shall be determined by the ATA Parkland Teachers' Local #10 on an annual basis.
  - 6.2. The Superintendent shall appoint one (1) member as a Recording Secretary who is not part of the consensus process.

~~7.1. A maximum of ten (10) members shall make up this committee, excluding the Recording Secretary.~~

8.7. The Chair of the Teacher Board Advisory Committee shall be elected for a one (1) year term from and by the annual appointees, and the position will alternate yearly between the Board and the ATA Parkland Teachers' Local #10.

~~9.8.~~ Quorum shall consist of six (6) members, including:

~~8.1. Three Two (23) representatives trustees; for the Board, including two (2) Trustees and~~

~~9.1.8.2. The Superintendent or Designate; and~~

~~9.2.8.3. Three (3) representatives for the ATA Parkland Teachers' Local #10.~~

### Decision-Making Process

~~10. The Teacher Board Advisory Committee shall make any decisions and / or recommendations to the Board, by consensus, including: As this is a collaborative forum for discussion, no decision-making process is required.~~

~~10.1.9. Meeting dates, times, location and duration of the meeting.~~

### Meetings:

~~11.10.~~ Matters of a sensitive nature that are shared within the context of the committee shall remain confidential to the members of the committee.

~~12.11.~~ Meetings shall be closed to the public.

~~12. Meeting dates, times, and location and duration of the meetings are set annually by the Board.~~



## Parkland School Division Board Policy 8: Appendix 8.5

### AUDIT COMMITTEE TERMS OF REFERENCE

---

#### **Purpose:**

1. The purpose of the Audit Committee is to fulfill their oversight responsibility for reliable financial reporting, effective internal controls and compliance with applicable financial legislation and regulatory requirements and provide related recommendations to the Board.

#### **Powers and Duties:**

2. The Audit Committee shall carry out the following responsibilities:
  - 2.1. Recommend external auditors to the Board.
  - 2.2. Review the annual financial statements and report to the Board, specifically:
    - 2.2.1. Review significant accounting and reporting issues, including complex or unusual transactions;
    - 2.2.2. Review with management and the auditors the results of the audit, including any difficulties encountered;
    - 2.2.3. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and
    - 2.2.4. Review with management and the auditors all matters required to be communicated to the Board.
  - 2.3. With respect to budget development, the Audit Committee shall:
    - 2.3.1. Review budget timelines and key budget assumptions;
    - 2.3.2. Review a draft preliminary budget;
    - 2.3.3. Review the governance budget; and
      - 2.3.3.1. Review Trustee compensation and expenditures with final recommendations presented to the Board for resolution prior to the end of June in an election year.
  - 2.4. With respect to Internal Control, the Audit Committee shall:
    - 2.4.1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
    - 2.4.2. Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

- 2.5. With respect to the Audit process, the Audit Committee shall:
  - 2.5.1. Review the auditor's proposed audit scope and approach;
  - 2.5.2. Review the performance of the auditor(s) as deemed prudent to do so by the Committee, and provide a recommendation to the Board regarding final approval on the appointment of discharge of the auditors;
  - 2.5.3. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and
  - 2.5.4. As required, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.
- 2.6. With respect to compliance, the Audit Committee shall:
  - 2.6.1. Review the findings of any examinations by regulatory agencies, and any audit observations; and
  - 2.6.2. Obtain regular updates from management and company legal counsel regarding compliance matters.
3. Compensation shall be remunerated as follows:
  - 3.1. Trustee members shall be compensated as specified in Policy 7 Appendix 7.3; and
  - 3.2. The member at large shall be compensated at a rate of \$240 per meeting and mileage to and from Audit Committee meetings as per Division practices.

**Membership / Quorum:**

4. The Audit Committee shall be made up of four (4) voting members and two (2) non-voting members.
  - 4.1. A quorum is a simple majority of trustees.
  - 4.2. Voting membership shall consist of:
    - 4.2.1. Three (3) trustees who are financially literate or willing to become so. One of the trustees shall be appointed Chair by the trustees on the committee; and
    - 4.2.2. One member at large, not connected with Parkland School Division or the external auditors. The member must be financially literate and preferably hold an accounting designation.
  - 4.3. Non-voting membership shall consist of:
    - 4.3.1. The Superintendent; and
    - 4.3.2. The Associate Superintendent of Corporate Supports and Services.
  - 4.4. Supplementary resource personnel to the Audit Committee shall consist of:
    - 4.4.1. The Director of Financial Services; and
    - 4.4.2. Recording Secretary.



5. The Associate Superintendent and Director of Financial Services shall provide information and advice to the committee as requested.

**Decision-Making Process:**

6. The Audit Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

7. The Audit Committee shall meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require.
8. Meetings shall be closed to the public.
9. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors in executive sessions.



## Parkland School Division Board Policy 8: Appendix 8.6

### ALBERTA TEACHERS' ASSOCIATION (ATA) LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

---

#### **Purpose:**

1. The purpose of the Alberta Teachers' Association Labour Relations Committee are twofold:
  - 1.1. To meet with representatives of the ATA Local to propose collective agreement changes; and
  - 1.2. To negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Alberta Teachers' Association Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of the ATA Local; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Alberta Teachers' Association Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Alberta Teachers' Association Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Alberta Teachers' Association Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



## Parkland School Division Board Policy 8: Appendix 8.7

### CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

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#### **Purpose:**

1. The Canadian Union of Public Employees Labour Relations Committee exists for the Board to meet with representatives of the CUPE Local #5543 to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

#### **Powers and Duties:**

2. The Canadian Union of Public Employees Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of CUPE; and
  - 2.3. Make recommendations to the Board for ratification.

#### **Membership / Quorum:**

3. Membership in the Canadian Union of Public Employees Labour Relations Committee shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to Canadian Union of Public Employees Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

#### **Decision-Making Process:**

4. The Canadian Union of Public Employees Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

#### **Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



**Parkland School Division**  
**Board Policy 8: Appendix 8.8**

**INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE) LABOUR  
RELATIONS COMMITTEE TERMS OF REFERENCE**

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**Purpose:**

1. The Purpose of the International Union of Operating Engineers Labour Relations Committee is to meet with representatives of IUOE to propose collective agreement changes, and to negotiate and conclude memoranda of agreement for recommendation to the Board.

**Powers and Duties:**

2. The International Union of Operating Engineers Labour Relations Committee has the authority to:
  - 2.1. Establish Board proposals within established Board mandates and guidelines;
  - 2.2. Negotiate with representatives of IUOE; and
  - 2.3. Make recommendations to the Board for ratification.

**Membership / Quorum:**

3. Membership shall consist of:
  - 3.1. Two (2) trustees and one (1) alternate trustee, with a quorum of two (2) trustees; and
  - 3.2. The Superintendent or designate(s).
  - 3.3. Voting Membership shall consist of:
    - 3.3.1. Two (2) trustees appointed to International Union of Operating Engineers Labour Relations Committee at the Board Organizational Meeting.
      - 3.3.1.1. The alternate trustee shall not be a voting member, unless required to meet quorum.

**Decision-Making Process:**

4. The International Union of Operating Engineers Labour Relations Committee shall make all decisions and / or recommendations to the Board, by simple majority of the voting members.

**Meetings:**

5. Meetings shall be closed to the public; and
6. Meetings shall be held as required to negotiate or interpret agreements.



PARKLAND  
SCHOOL DIVISION

**Parkland School Division**  
**Board Policy 8: Appendix 8.9**

**BOARD REPRESENTATION ON EXTERNAL COMMITTEES**

Notwithstanding any additional external committees, as approved by the Board, the following committees/organizations shall, annually, be provided with representation from the Board of Trustees as identified at the annual organizational meeting:

Committee or Organization	Trustees	Additional Considerations
Alberta School Boards Association (ASBA) Zone 2/3	Two (2)	All Trustees may attend the ASBA AGM as required.
Public School Boards' Association of Alberta Council (PSBAA)	Two (2)	All Trustees may attend the PSBAA AGM as required.
Council of School Councils	Up to Two (2)	May attend the ASCA Conference and/or AGM
Spruce Grove Joint Use Committee	One (1)	
Stony Plain Joint Use Committee	One (1)	
Rural Caucus	Up to Two (2)	

The Superintendent or designate may also attend as required.



**MEMORANDUM**

December 17, 2024  
 Regular Board Meeting

**TO** Board of Trustees

**FROM** Lorraine Stewart, Board Chair  
 Aimee Hennig, Board Vice-Chair

**ORIGINATOR** Shauna Boyce, Superintendent

**RESOURCE** Policy Review Committee

**GOVERNANCE POLICY** Board Policy 2: Role of the Board  
 Board Policy 7: Board Operations  
 Board Policy 8: Board Committees and Representation  
 Board Policy 12: Role of the Superintendent

**ADDITIONAL REFERENCE** BP 2: Governance and Organization  
 BP 12: Section 5. Policy  
*Education Act*

**SUBJECT** **REVISED BOARD POLICY 11: BOARD DELEGATION OF AUTHORITY**

**PURPOSE**

For approval. A recommendation is required.

**RECOMMENDATION**

That the Board of Trustees approves Revised Board Policy 11: Board Delegation of Authority, as recommended by the Policy Review Committee and presented at the Regular Meeting of December 17, 2024.

**BACKGROUND**

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

## REPORT SUMMARY

On October 31, 2024, the Policy Review Committee met and reviewed Board Policy (BP) 11: Board Delegation of Authority and drafted a revised BP 11 with the following key changes:

- Updates to authority delegated to superintendents, as per the *Education Act*; and
- Updates to language for consistency with the *Education Act*.

The revised BP was presented to the Board and discussed at the November 5, 2024 Governance and Planning Session. The Policy Review Committee made further changes to the revised BP based on recommendations from Trustees.

A final review will have been made on December 17, 2024, at the Governance and Planning Session, prior to the Regular Meeting.

The Policy Committee would be pleased to respond to any questions.

LS:kz



## Parkland School Division Board Policy 11

### BOARD DELEGATION OF AUTHORITY

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The Board is charged with the responsibility of providing, for its students and their parents or guardians, an education system organized and operated in their best interests. It exercises this responsibility through setting of local educational policy and the wise use of resources.

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. 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 *Education Act* allows for the Board to delegate certain responsibilities and powers to others. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

#### **Specifically:**

1. The Board delegates the authority to the Superintendent to exercise any power, or do any act, or thing, that the Board may do, or is required to do, except those matters prohibited by provincial legislation and, specifically, except those matters identified in section 52(4) of the *Education Act*.
2. The Board reserves, to itself, the authority to make any decisions, or to amend any delegation of authority, through policy amendment or motion.
  - 2.1. The Board's authority is established through Board policies, as reviewed and amended on an ongoing basis.
3. The Board delegates the authority to the Superintendent to develop Administrative Procedures that are consistent with the *Education Act*, Regulations, Board Policy and provincial legislation.
4. The Board requires that any significant new provincial, regional or local obligations be brought to the Board for information and discussion.
5. The Board delegates the authority to the Superintendent to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the *Education Act*, and the decision shall not be appealable to the Board.
6. The Board delegates the authority to the Superintendent to suspend a non-certificated staff member from the performance of that staff member's duties or terminate the services of a non-certificated staff member. The suspension or termination shall not be appealable to the Board.



**Revised Board Policy 11: Board Delegation of Authority - FINAL Version**

Reference: Education Act: 52, 53, 202-219, 222 Collective Agreements: ATA, CUPE, IUOE	Approved:	
	Date	December 17, 2024
Cross-Reference: Board Policy: 2, 12	Approved:	
	Reviewed or Revised:	December, 2024 June, 2022 December, 2020 March, 2017 September, 2010



PARKLAND  
SCHOOL DIVISION

## Parkland School Division

### Board Policy 11

## BOARD DELEGATION OF AUTHORITY

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2. The Board reserves, to itself, the authority to make any decisions, or to amend any delegation of authority, through policy amendment or motion.
  - 2.1. The Board's authority is established through Board policies, as reviewed and amended on an ongoing basis.
3. The Board delegates the authority to the Superintendent to develop Administrative Procedures that are consistent with the *Education Act*, Regulations, Board Policy and provincial legislation.
4. The Board requires that any significant new provincial, regional or local obligations be brought to the Board for information and discussion.
5. The Board delegates the authority to the Superintendent to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the *Education Act*, and the decision shall not be appealable to the Board.
- ~~3-6.~~ The Board delegates the authority to the Superintendent to suspend a non-certificated staff member from the performance of that staff member's duties or terminate the services of a non-certificated staff member. The suspension or termination shall not be appealable to the Board.

**Revised Board Policy 11: Board Delegation of Authority - TRACKED Version**

Reference: Education Act: 52, 53, 202-219, 222 Collective Agreements: ATA, <del>GAAMSECUPE</del> , IUOE	Approved:
	Date <del>June 21, 2022</del> Approved: <u>December 17, 2024</u>
Cross-Reference: Board Policy: 2, 12	Reviewed or <u>December, 2024</u> Revised: June, 2022 December, 2020 March, 2017 September, 2010



**MEMORANDUM**

December 17, 2024  
 Regular Board Meeting

**TO** Board of Trustees

**FROM** Shauna Boyce, Superintendent

**ORIGINATOR** Scott McFadyen, Associate Superintendent

**RESOURCE** Jason Krefting, Director

**GOVERNANCE POLICY** Board Policy 2: Role of the Board  
 Board Policy 10: Policy Formation and Review

**ADDITIONAL REFERENCE** BP 2: Section 2. Policy Governance  
 BP 10: Policy Formation and Review  
 Education Act (73) Procedure for Elections  
 Local Authorities Election Act (21.1) Criminal Record Check  
 Local Authorities Election Act (28) Nominations

**SUBJECT** **THREE READINGS OF BYLAW 2024-1: THE PARKLAND SCHOOL DIVISION  
 CANDIDATE CRIMINAL RECORD CHECK**

**PURPOSE**

For approval. Recommendation required.

**RECOMMENDATION 1 (ONE): FIRST READING**

1. That the Board of Trustees approves the first reading of Bylaw 2024-1: The Parkland School Division Candidate Criminal Record Check, upon having read Bylaw 2024-1 in full.

**RECOMMENDATION 2 (TWO): SECOND READING**

2. That the Board of Trustees approves the second reading of Bylaw 2024-1: The Parkland School Division Candidate Criminal Record Check, having read the Bylaw in title and description only.

**RECOMMENDATION 3 (THREE): UNANIMOUS CONSENT**

3. That the Board of Trustees approves and passes, upon unanimous consent of all Trustees present, the third reading of Bylaw 2024-1: The Parkland School Division Candidate Criminal Record Check, having read the Bylaw in title and description only.

**RECOMMENDATION 4 (FOUR): THIRD READING**

4. That the Board of Trustees approves the third reading, of Bylaw 2024-1: The Parkland School Division Candidate Criminal Record Check, having read the Bylaw in title and description only.

**BACKGROUND**

The Municipal Affairs Statutes Amendment Act, 2024 came into force on October 31, 2024. This statute allows for School Divisions to require a criminal record check for local candidates in an election. If a bylaw is passed by the Board requiring a criminal record check by December 31, 2024, a criminal record check would be required for the 2025 election. The Local Authorities Election Act was updated for this provision.

**Criminal record check**

**21.1** An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check.

**REPORT SUMMARY**

Bylaw 2024-1: The Parkland School Division Bylaw to require criminal record checks for Trustee nominations was drafted in order to reflect new legislation, which came into enforcement October 31, 2024 under the Local Authorities Election Act which allows an elected authority to, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, require a person seeking to be nominated as a candidate to provide a criminal record check.

In accordance with the Local Authorities Election Act (21.1), Criminal Record Check, and pursuant to Alberta Regulation 82/2019: Board Procedures Regulation section 6(2), the Board of Trustees, upon approval of the aforementioned process, may, in the same meeting, give three (3) readings of the Bylaw, affirm and pass the Bylaw.

The process for passing Bylaw will entail reading the Bylaw in full for the first time, follow by a second reading of the Bylaw in title and description only; and further, upon unanimous agreement from the Board of Trustees read the Bylaw a third time in title and description only at the same meeting, and the Bylaw having been given three readings, and upon approval after each reading, be passed.

**Board Procedures Regulation  
Alberta Regulation 82/2019**

**Readings of bylaws**

- 6(1)** Every bylaw of a board must have 3 distinct separate readings before the bylaw is passed.
- (2)** Not more than 2 readings of a bylaw must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a 3rd reading.
- (3)** The first reading of a bylaw must be in full and, if each board member has in the member's possession a written, printed or electronic copy of the bylaw, the 2nd and 3rd readings may be by title and description only.

Pursuant to the Local Authorities Election Act (21.1) Criminal record check, should bylaw 2024-1: The Parkland School Division Bylaw to require criminal record checks for Trustee nominations be passed, the Bylaw will apply to the next election and all subsequent elections unless it is repealed.

**Local Authorities Election Act**

**Criminal record check**

**21.1** An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check.

**Form of nomination**

**27(1)** Every nomination of a candidate must  
(e) if required by bylaw, be accompanied with a criminal record check.

Administration would be pleased to respond to any questions.

SM:kz

## THE PARKLAND SCHOOL DIVISION

### BYLAW 2024-1

#### A Bylaw to Require Criminal Record Checks for Trustee Nominations

##### Preamble

Section 21.1 of the *Local Authorities Election Act* allows an elected authority to, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, require a person seeking to be nominated as a candidate to provide a criminal record check;

Section 28 of the *Local Authorities Election Act* provides that

- (a) a returning officer shall not accept for filing a nomination that is not accompanied with a criminal record check required by bylaw,
- (b) at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy, or secretary, and
- (c) a filed nomination paper must be made available in a partial or redacted form as necessary, but the results of the criminal record check must not be withheld or redacted except to ensure that the mailing address of the candidate and of the candidate's official agent is not disclosed;

The Board of Trustees of Parkland School Division deems it advisable to require a person seeking to be nominated to provide a criminal record check with their nomination;

The Board of Trustees of Parkland School Division enacts:

##### Criminal Record Checks for Trustee Nominations

1. This bylaw may be cited as the "Criminal Record Check Bylaw."

##### Definitions

2.
  - (1) Unless otherwise specified, words used in this bylaw will have the same meaning as defined in the *Local Authorities Election Act*.
  - (2) In this bylaw:
    - (a) "criminal record check" means a check conducted by The RCMP, which must include results of both local and national records including charges and convictions.

**Criminal Record Check**

3. Every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued no earlier than 45 calendar days prior to the date the nomination is submitted.

**Effective Date**

4. This bylaw comes into force on the day it is passed.

Read a first time on December 17, 2024;

Read a second time on December 17, 2024;

Read a third time on December 17, 2024;

SIGNED AND PASSED December 17, 2024.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer





**MEMORANDUM**

December 17, 2024  
 Regular Board Meeting

**TO** Board of Trustees

**FROM** Shauna Boyce, Superintendent

**ORIGINATOR** Scott McFadyen, Associate Superintendent

**RESOURCE** John Blood, Director, Transportation Services

**GOVERNANCE POLICY** Board Policy 2: Role of the Board  
 Board Policy 12: Role of the Superintendent  
 Board Policy 17: Student Transportation

**ADDITIONAL REFERENCE** Board Annual Work Plan

**SUBJECT** **TRANSPORTATION SERVICES DEPARTMENT REPORT 2024 - 2025**

**PURPOSE**

For information. No recommendation required.

**BACKGROUND**

Parkland School Division operates one of the largest regional student transportation systems in the province. We provide safe, effective and efficient transportation services to Parkland students and to other organizations including Evergreen Catholic Separate School Division, Black Gold School Division in Devon, Grande Yellowhead School Division in Evansburg, Living Waters Christian Academy, SML Christian Academy, Columbus Academy, Devon Christian School, Elves Special Needs Society, Alberta School for the Deaf and the Glenrose Rehabilitation Hospital.

The Transportation Department is open from 6:00 a.m. to 5:30 p.m. during bus operational days. During this time, staff handle all facets of the operation including bus dispatch and all external and internal inquiries related to transportation services and school attendance boundaries.

## Report Summary

The following report outlines the Transportation Services Department for the 2024-2025 school term.

Transportation is continually adapting to maintain an efficient, up to date and cost-effective transportation system to all parties we serve. The report highlights the accomplishments and challenges that Transportation is facing both now and for the coming school year. The Transportation Services Department, Contractors and Bus Operators, continue to address the challenges of maintaining consistent, safe, cost effective and reliable transportation service during the ever-changing hurdles of funding challenges and the ongoing driver shortages.

Administration would be pleased to respond to any questions regarding this report.

SM:nm



## TRANSPORTATION REPORT DECEMBER 17, 2024

Presented to the Board of Trustees, December 17, 2024  
Scott McFadyen, Associate Superintendent, Corporate Supports and Services and CFO  
Resource: John Blood, Transportation Director

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

### BACKGROUND

Parkland School Division (PSD) is a regional transportation provider. We travel 19,232 kilometers every day, which is 3,480,992 kilometers yearly. To put that into perspective, that would be equivalent to four-and-a-half trips to the moon and back, or eighty-seven and a half trips around the earth. We transport 7,935 students or 2,872,470 passenger trips every year.

In addition to the 6,119 PSD students, we also provide transportation services to Evergreen Catholic Separate School Division and a number of other organizations such as: Black Gold School Division in Devon, Grande Yellowhead School Division in Evansburg, Living Waters Christian Academy in Spruce Grove, SML Christian Academy and Columbus Academy in Stony Plain, along with the Elves Specialized Program Society, Alberta School for the Deaf, and the Glenrose Rehabilitation Hospital in Edmonton.

Transportation Services had an excellent start to the 2024-2025 school year due in part to a great deal of advance preparations by the Transportation team. This ensured a smooth flow of information to contractors, drivers and parents. With the advanced preparations and the work done once registrations closed in March 2024, Transportation ensured that students were registered, placed on a route and received their bus passes in a timely manner.

In previous years, we had been impacted at startup by the driver shortage. This year, through ongoing dialogue with our contractors, we were able to ensure all routes had drivers.

### Ridership

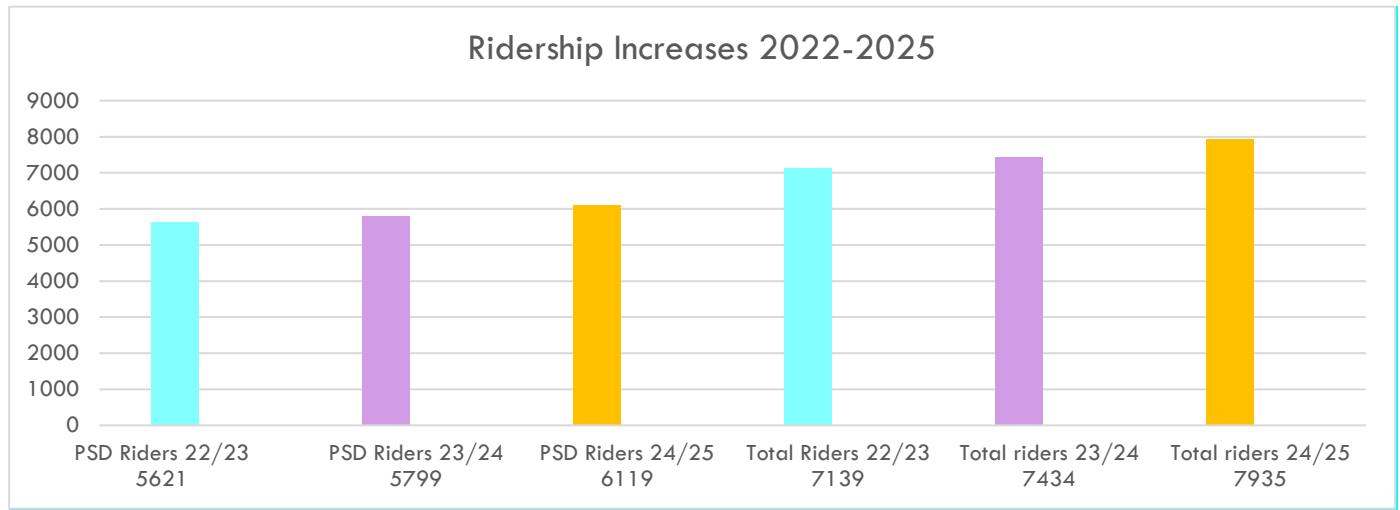
We continue to see ridership increases and attribute this growth to the change in regulated ride distances, increased enrolment, an easier registration process, along with the correspondence during and after the registration time frame. We also ensured that regular messaging went out to parents in June 2024 reminding them to register and pay the associated fees before the deadlines. The most significant factor in the increased ridership is the change in the eligibility distances which PSD chose to implement in the 2023-2024 school year. PSD chose to implement this change prior to the revised GOA mandate now coming in for the 2025-2026 school year. We have increased PSD ridership by 320, and overall ridership by 501 students over last year 23/24, (see chart below).

As in previous years we are again experiencing increased demand for specialized transportation, especially for buses that can accommodate wheelchairs. We are finding that more and more students are entering the school system with unique and complex needs and require transportation on specialized bus routes. In consultation with contractors, we will be issuing a RFP for the upcoming 2025-2026 routes in December 2024, allowing contractors more time, should they need, to purchase a new bus. It should be noted that the lead time to order a new build bus is anywhere from 8-12 months and buses equipped with a wheelchair lift require 12 plus

months. A contractor just received a wheelchair bus (Sept 2024) which was ordered in September 2023. That bus was used on a new route we had to add on September 30, 2024 due to the increase in students requiring wheelchair service. Used buses of all kinds continue to be in extremely short supply due to the significant price increases for new buses.

We continued to be proactive and optimized all routes once the 2024-2025 registration was closed in March 2024. Also, we looked at ridership increases and forecasted new routes that would be required for 2024-2025.

Bus utilization rate for the 2024-2025 year is currently @ 81.14 % based on weighted loads



**Note: Rider stats up to November 01, 2024**

Transportation expenses have increased over the past several years due to rising contract pricing from our Contracted Bus Operators. Our new contracts have inflationary components built into the multi-year contracts. Contractors are facing cost pressures due to inflation on new buses, driver costs, fuel and maintenance. These increases for the contractors are being subsequently passed on to PSD through the RFP tender process.

The majority of Transportation’s \$12 Million-dollar budget is taken up by bus contracts, fuel subsidy and then department operating costs. Transportation spends approximately 1.5% to 2% of the budget on new equipment, purchased to maintain the fleet at current technological levels.

**Department Statistics**

In order to provide regional transportation services, PSD uses a variety of contracted school buses ranging from 20 to 84 passengers, taxi services and parent-provided transportation agreements.

In order to offer these comprehensive services Transportation utilizes:

- 171 Buses, conducting 221 bus trip routes (to-and-from school) for the AM & PM daily trips.
- 2 Buses in Fort Chipewyan, including one PSD Fort Chipewyan driver.
- 7 Taxi Cabs.
- 9 Contractors.
- 8 Office Staff and one share position with facilities (Electronic Technician).

- 14 Transfer Site Bus Monitors (0.133 FTE). The biggest transfer site is at Memorial, which sees 46 buses routed through the site. Followed by Greystone, with 35 buses routed and finally Copperhaven, with 25 buses routed.

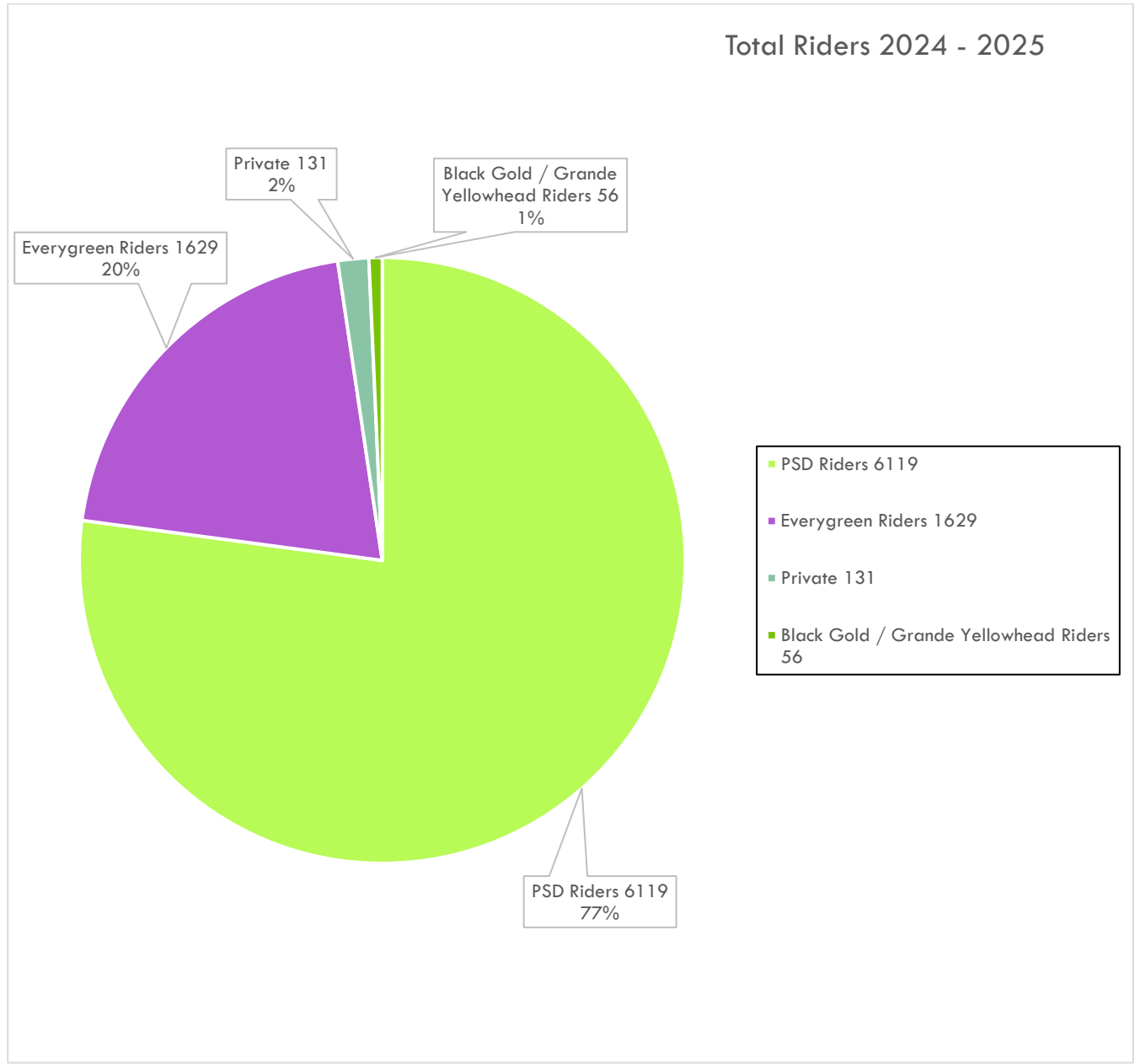
Transportation has responded to many customer service requests including:

- 976 transportation change requests from May 01, 2024 to November 01, 2024.
- 5703 telephone inquiries from July 4, 2024 to November 01, 2024 (1,779 calls less than last year).
- 132 bus pass replacements from September 1, 2024 to November 01, 2024.
- 481 transportation administration fees applied from September 01, 2024 to November 01, 2024.
- 181 route change fees applied from September 01, 2024 to November 01, 2024.

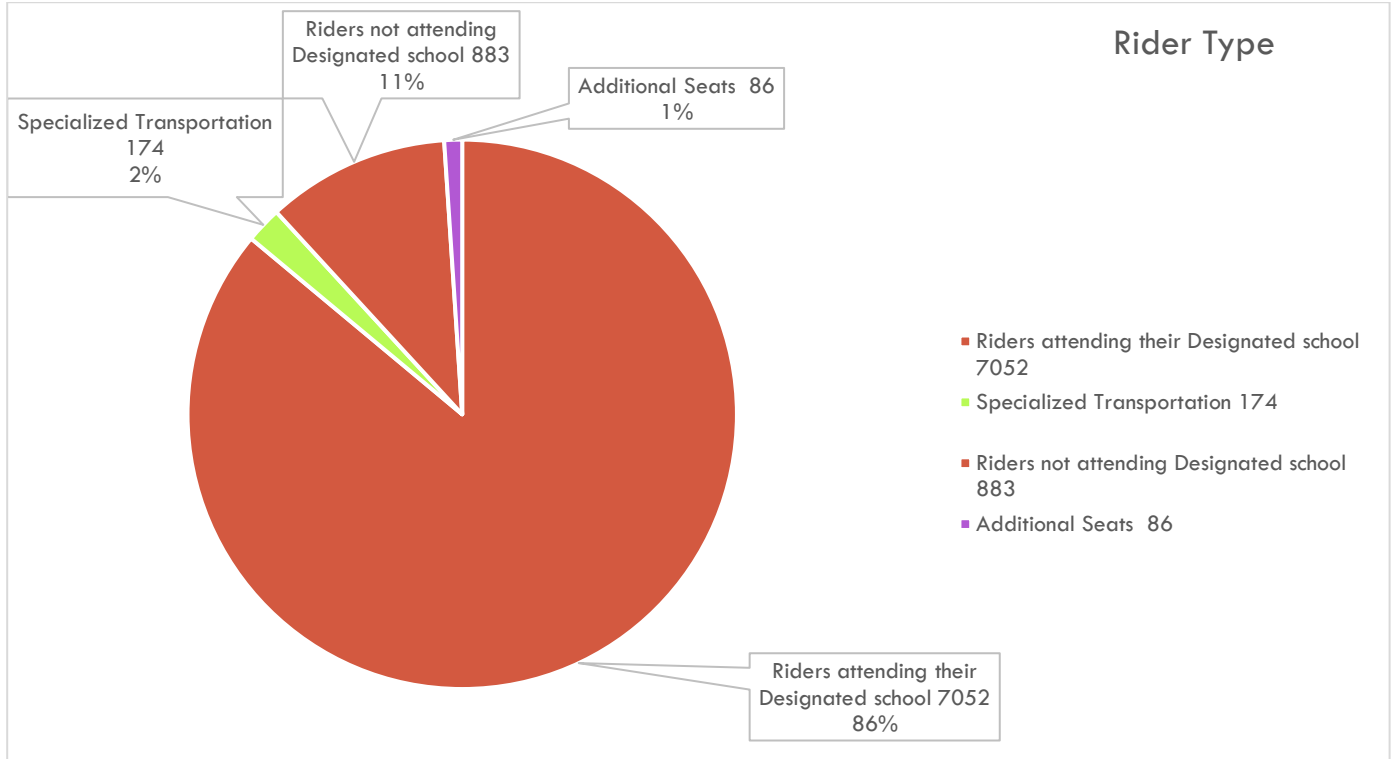
Transportation continues taking a pro-active approach to address driver shortages:

- Transportation is in constant dialogue with all contractors to ensure they are actively recruiting new drivers.
- We review all routes to be sure maximum efficiency.
- Provide addition support for any new drivers to the Division to ensure they have the knowledge to take on the route. For Example, going over the route map and in some cases doing ride-alongs.
- Host two “open houses” per month, allowing drivers to come in and talk about route issues or possible changes to the route. Drivers have expressed that these meetings are very beneficial.
- Driver Workshops; Emergency Evacuations, Winter Driving, and Student Management.
- Bus routes are adjusted based on the difference between registration and actual ridership at the start of the year.

**2023-2024 Ridership Numbers**



**Note: Rider stats up to November 01, 2024.**



**Note: Specialized Transportation and alternate seats are not counted for the purpose of this chart**

**Initiatives**

**School Bus Safety:**

School Bus Safety week was from October 20 - 27, 2024. Transportation conducted a comprehensive campaign to bring awareness to students and the general public. We used advertisement space on the four Spruce Grove electronic billboards and the electronic sign outside of the CFE office; posted articles on the PSD web site and on our social media; and sent out the Student Transportation Association of Alberta (STAA) colouring contest to all PSD schools. Submissions received have sent on to the STAA for the competition judging deadline.

Along with the media awareness, Transportation staff visited schools and transfer sites to conduct in-person school bus evacuations. In preparation for school bus safety week, bus evacuations refresher courses were conducted for all drivers. These sessions were well attended by both new drivers and existing drivers.

For the actual evacuations, we had drivers verbally instruct the students with the correct evacuation procedures prior to conducting the actual evacuations to ensure everyone was well versed. Some students had never completed this drill before so it was essential that we ensured everyone knew what to do and was ready.

Our buses each have 7 cameras on them for safety. Examples of exterior camera footage showing the views from these exterior cameras are on our website. The external views are submitted to law enforcement agencies when a person goes through the red “student loading” light along with the driver’s report. The exterior camera footage can be submitted to law enforcement should a vehicle go through the red “student loading” light or it could be requested by law enforcement agencies to support the issuance of traffic tickets or court case.

**GPS Live Tracking App:**

During the 2023-2024 school year, Transportation launched a pilot of the GPS live tracking app to parents in some rural schools and in the Millgrove area which allowed us to address a few technical issues. User feedback was limited but mostly positive. The GPS live tracking system shows the parent / guardian that the student has scanned on or off the bus. It also shows the user when the bus is approximately five (5) minutes away from their designated bus stop, which will be beneficial when the weather turns adverse.

In August, "e-Link" was launched which allows parents to login to their child's account and obtain the bus route information including pickup / drop off times and stop locations. In order to ensure parents obtained this vital information, we also had drivers conduct an introductory call. The system is now operating division wide and we have received nothing but positive feedback from parents. The implementation of "e-Link" has drastically reduced the amount of calls regarding pickup times and stop locations. We believe this system will be instrumental for sharing information with parents regarding times, stop locations and any updates to bus route information.

**Route Monitoring:**

Bus stops and pickup locations are always a challenge especially for parents with younger students and Transportation takes any concerns raised seriously. During the annual route compilation in April and May, we conduct an extensive review of all stop locations and associated areas to ensure they are positioned in safe locations. As part of our continuous commitment to safety, field monitoring of routes that includes drop off and turn around areas is completed to ensure all safety standards are met and approved by Transportation. For example, upon review of a Wabamun route it was deemed an inherent safety risk and unacceptable to cross Highway 16 five times resulting in the route being changed prior to it starting.

2024-2025 bus routes are regularly reviewed in depth for both consistency and to ensure maximum efficiency and any findings may be utilized in the generation of the basic routes for the 2025-2026 school year.

**Ridership Tracking:**

Mandatory scanning of bus passes has been in place for several years now and is invaluable should a student get on the wrong bus or get off at a wrong location. Making scanning mandatory supports Transportation in helping both parents and students understand the safety aspect in having a pass. Once we are notified of a missing student, our first check is with the bus pass scans which allows us to know the stop location the student exited the bus. In the majority of these situations, parents realize that their child knows someone at that location and the parents are able to establish contact with their child. Additionally, tracking stop locations, allows us to provide external agencies with information in a timely manner should they need to be involved in the incident.

Transportation continues to educate students and bus operators on the relevance of scanning. Having bus operators check that students have a valid scan card helps them familiarize themselves with their riders, cutting down on the possibility of students getting on wrong buses.

We still require drivers to have a detailed seating plan, aiding in both student management issues and the identification of students should there be any damage to seats or if any other infraction taking place on the bus route.

**First Ride Program:**

For the second time, since Covid, we ran the First Ride Program for new kindergarten students and based on the resounding success / feedback from last year we enhanced the presentation for this year. We ran six full classes of 22 students over three days. The program exposes students to all aspects of riding the bus, including



scanning and sitting in the seat. Child friendly video presentations and talks are followed by a bus ride to the Memorial transfer site. Focusing the training at the children as opposed to the parents, really helped in the success of this program and we received fantastic feedback and compliments from parents who attended with their children.

### **Communication**

In the event of bus delays greater than ten minutes or in the case of a bus route cancellations, Transportation first posts the delays on the Bus Status 4 app which pushes out updates to users of the APP. We continue to encourage all parents and staff to download the “Bus Status 4” app, as it provides instantaneous alerts to all users. Registered bus students may also then be notified through parent provided contact information. Depending on the situation, updates may also be posted to the PSD website which also allows parents / guardians easy access to items such as the Inclement Weather policy, transportation fees and other general transportation information.

The Transportation office has a dedicated phone line, “Parent / Guardian Hotline”, for emergencies regarding a student or bus route. This allows for quicker response time to sensitive situations such as a student not reaching their intended destination. Once the “my Stop” app is live, parents will be provided with an additional way to verify the bus has reached their stop and to see if their child has scanned off the bus hopefully reducing the volume of calls received from parents.

We also have a “Contractors’ Hotline” providing contractors or bus operators’ direct access to Transportation office staff should they need assistance with any route issues. Both the parent and contractor hotlines bypass the main transportation phone line allowing for quick response times.

All buses are equipped with two-way radios and all staff in the Transportation Department can access the radio via a software program on our computers. The Transportation Department vehicles are also equipped with two-way radios which allows office staff to maintain radio communication with someone out in the field who may be responding to the scene of a busing incident.

Transportation’s bi-monthly “open houses” along with regular contractor meetings keep all parties up to date on relevant issues. Holding these meetings allows us to have a more personal connection with both the drivers and contractors inherently improving the relationships and provides an opportunity for feedback that can guide us in improving our processes.

### **Safety and Compliance**

Safety and compliance issues are mainly handled by the Transportation Supervisor, with assistance from both the planners and the Directors when required. So far this year the Supervisor has already investigated and addressed a number of areas within our operating boundary such as pickup locations, road hazards, and turn-a-rounds. All issues are discussed with the relevant staff (planners, Director), to facilitate a group solution. This also ensures that Transportation staff are aware of any of the issue(s) should they arise again, ensuring consistency to all concerns.

### **Safe Stop Assessments:**

Every year we are required to submit a completed route assessment form to Alberta Education for every route in operation. Each bus operator completes the form, assessing the conditions along their route and including any potential obstacles or barriers that may cause the bus driver (or students) difficulty with the safe operation

of their route. Transportation planners extensively review the forms and follow up with any route operators that have listed concerns. After soliciting feedback, we bring forward potential solutions we believe could rectify the issue providing an effective and timely resolution to the operator’s concern. In some cases, resolutions may also include liaising with local agencies or the County in order to correct any listed deficiencies. This route assessment shows that the routes have been designed in a safe and logical way and that drivers are aware of any potential issues on their route.

**School Bus Rodeo:**

PSD did not hold a local School Bus Rodeo this year, due to low participation numbers. PSD did however enter two drivers into the Provincial Rodeo held on June 8, 2024 at the AMA site at Edmonton International Airport which saw 73 total participants. Both of the drivers who represented PSD at the Provincial Rodeo enjoyed taking part in the competition, however due to a change in the judging procedures contestants were not advised of their final ranking in the competition.

**Transportation Department Safety Statistics September 01, 2024 to November 01, 2024**

	<b>2023</b>	<b>2024</b>
1. Reported stop arm violations	5	8
2. Student management event		
• Behavior issues	71	166
3. S-Endorsement drivers trained, classroom only	7	10
4. Service reviews / concerns investigated	426	739
• <b>Service reviews</b> - This would include fee questions, stop locations alternate requests and school of choice concerns	247	476
• <b>Service concerns</b> - This would be safety concerns, late buses, full buses / waiting lists, ride times, driver issues, environmental issues-bus to hot / cold, and bullying	179	263

**Professional Development**

Transportation hosted three “startup / safety meetings” in August for all drivers and contractors. Meetings were held at CFE as well as off-site and aimed at regular route drivers or specialized transportation drivers. The meetings were well attended and we received positive feedback from the drivers and the contractors who also expressed that they prefer the smaller type meetings.

The annual professional development for Transportation staff is tentatively scheduled for February 6, 2025, location to be determined. We are planning on organizing guest speakers to present on complacency, accident protocols and, Red student loading lights that will emphasizing the process to be followed when a motorist passes a bus loading students.

**Specialized Bussing:**

We provide training for all of the specialized transportation routes to ensure drivers have the correct training for the different types of mobility devices encountered daily With the influx of new and larger mobility aids, we found that we are having to conduct a great deal of research into securement methods for these new devices.

Training is therefore constantly evolving for the specialized drivers and school-based staff to ensure everyone is familiar and confident with securement methods and systems.

We have now taken the approach whereby we conduct individual meetings with both the parent and the student whenever a student is required to wear a securement vest. These meetings serve two purposes, one we can fit the vest to the student to ensure it is the correct size. Second, we ensure parents received training on the correct way to fasten and secure the vest.

We are continuing to schedule audits for all the specialized routes. The first audits took place in October and November and involved a transportation staff member going to the school in the PM to observe the loading of students, securement of vests / mobility aids, as well as a check in with drivers, school staff and students. In the AM audits, we would be at the school or ride part of the route to observe the unloading of the students, correct wheelchair ramp operation and to check-in with everyone. By conducting these audits, we ensure that drivers are current on the securement methods for the various mobility devices. The audit also ensures the route is operating as designed. Typically, the specialized route drivers have more issues to deal with regarding the students they transport so it is essential we keep in touch with these drivers and resolve issues straight away.

### **“S” Endorsement Training:**

Three Transportation staff are now certified as “S” Endorsement Instructors. They are all able to conduct the necessary training and testing, for the issuance of the Alberta Government documents that are a mandatory requirement in order to drive a school bus. They all share the training sessions so they can log and maintain the training hours required to maintain their certification.

Transportation conducted two “S” Endorsement courses in the first part of 2024, in September and November 2024 and, have another one planned for April 2025. The course consists of two days of classroom instruction that includes a knowledge test after each module, an on-bus pre-trip and, a road evaluation. We also ran an “S” refresher course in February 2024 and have plans for another refresher course in March / April 2025. The “S” refresher is designed to assist contracted drivers with remaining current on new procedures as well as avoid stagnation / complacency from those who have been driving for many years without receiving regular training.

## **Equipment / Systems**

### **Cameras:**

Seven cameras are installed on all busses to help with managing student behavior and to assist with issues that may arise. Having a PSD equipment installer helped immensely in ensuring all new buses were fully equipped with cameras, two-way radios and, GPS / RFID scanners before the start of bus operations. Having our own equipment installer also ensures any faulty equipment is both looked at or replaced in a timely manner.

Cooperation with local enforcement agencies along with Alberta Transportation is continuing to grow which ultimately is helping deal with locations that may be experiencing frequent stop arm infractions. This coupled with the installation of the stop arm cameras across the fleet, will aid in the overall safety culture we have built within the division and support educating and awareness for school bus related incidents.

Transportation continues to ensure the equipment (GPS, cameras, radios, scanners) is up to date. Keeping up with the equipment maintenance, allows us to install the most current version as the electronic / computer-based equipment is constantly evolves and advances rapidly.

**Bus Registrations:**

Transportation is in the preliminary planning stages for the 2025 registrations and is expected to open on February 18, 2025 with a registration deadline of March 28, 2025. Registrations completed after the deadline may experience a delay in receiving bus passes however, every effort will be made to ensure bus passes are received in time for student's first day of school.

**Operations Optimization:**

We have maintained the "cross" training started in September 2023 where all three Transportation Associates rotate through the AM & PM dispatch shifts along with the customer service position. This allows greater flexibility and ensures the Associates are fully trained in all aspects which helps should we have staff members off due to illness. Cross training also gives each Associate the skills to handle unexpected emergencies as well as to contributing to the overall efficiency of the whole department.

**Challenges****Bus Operators:**

Bus operator shortages are extremely evident, but as previously mentioned with our constant dialogue and pre-planning with bus contractors we were able to alleviate driver shortages at the beginning of the school year. We still face driver shortage across the province partially due to illness and lack of spare drivers. This is constantly at the forefront of any discussions with our peers and with the associations that represent our industry, but it is not expected to improve anytime soon despite the additional funding from the government.

**Budget / Contracts / Inflation:**

PSD initiated changes in June 2023 to the Standard Bus Contractor contract, introducing variable contract terms along with the ability to add a yearly inflationary escalation increases into contract pricing. This allows the contractor more stability regarding pricing and inflationary costs, it also allows the contractor more financial certainty when looking to obtain credit for the purchase of new buses.

The challenge for PSD is there is increased operating costs with no known increases to the funding formulas used to determine our Government revenue. This ultimately could affect our ability to maintain service at the current levels if funding does not match the inflationary pressures.

**Equipment:**

Buses, along with associated equipment are still very difficult to obtain in a timely manner and continue to increase in price. A year long wait time for a bus purchases hampers our ability to meet changing needs.

**Operations:**

Revenue from the Government of Alberta will always be an issue for the Transportation Department, especially as parental expectations continue to increase year over year. The demand for daycare service continues to increase and requires additional services which in some cases can lead to higher operating costs per route.

The changes to the eligibility distance that were scheduled to be introduced by the GOA starting September 2024 have now been pushed back to September 2025. These changes could impact service levels despite PSD

being an early adopter of the new rules as we still have difficulty finding contractors with capacity to take on additional routes let alone finding drivers.

### **Transportation Routing Software**

Transportation is in the process of issuing an RFP (January / February 2025) for the replacement of the current routing software. The current software used was introduced in 1996 and will no longer be supported by the developer in the next few years.

Once a decision has been made on the replacement software then it will be introduced in January / February 2026 to run in parallel with the current software until June 2026 when we will fully switch over to the new software.



## MEMORANDUM

December 17, 2024  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Dr. Meg Miskolzie, Associate Superintendent, Student Supports and Services
<b>RESOURCE</b>	Christine Ross, Division Principal, Wellness and Community Partnerships Margaret Culley, Health and Wellness Facilitator
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	Administrative Procedure 390: Community, Equity and Belonging Administrative Procedure 702: Comprehensive School Health Administrative Procedure 730: School Counselling and Guidance
<b>SUBJECT</b>	<b>STUDENT WELLNESS REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees reviews and approves annual education goals for the Division and adheres to the Board Annual Work Plan. The Student Wellness Report is in response to these responsibilities.

### REPORT SUMMARY

Along with student success, the well-being of students in Parkland School Division is part of the foundational statement that directs the values and the learning opportunities provided. This report offers a comprehensive look at the wellness initiatives implemented across the Division to assist students and families.

Administration would be pleased to respond to any questions.

MM:kz



## Student Wellness Report December 2024

Presented to the Board of Trustees, December 17, 2024

Dr. Meg Miskolzie, Associate Superintendent, Student Supports and Services

Resources: Christine Ross, Division Principal, Wellness and Community Partnerships

Margaret Culley, Health and Wellness Facilitator

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

### BACKGROUND

Parkland School Division is dedicated to advancing student wellness, aligning with the ultimate goal of student success and well-being. Our approach emphasizes collaboration with staff, caregivers, and community partners to deliver comprehensive programming, support, and services that foster health and wellness for children, youth, and families.

Student wellness is recognized as a key determinant of their ability to engage fully in learning and succeed in life. Within our schools, wellness is defined as creating healthy, responsive, and innovative learning environments informed by evidence-based practices for healthy communities. We acknowledge that every student brings a unique set of circumstances, including socio-economic and cultural backgrounds, talents, skills, and challenges. In response, the Division is dedicated to nurturing a culture of belonging and wellness that values diverse learning experiences and offers a continuum of support and services tailored to student needs.

Educational research consistently highlights the strong connection between student health and learning outcomes, underscoring the essential role of schools in establishing and maintaining healthy communities as a foundation for optimal learning. A healthy school community prioritizes the wellness of both students and staff, guided by a Comprehensive School Health approach. As defined in the *Canadian Healthy School Standards (2022, p. 6)*, “A healthy school centers holistic health and well-being in its policies, its curriculum, its people, its relationships and its environment.”

A continuum of supports and service are in place throughout the Division to uphold these principles, including:

- **Preventative and universal supports** accessible to all students,
- **Targeted supports** designed for specific groups of students, and
- **Individualized services** for students requiring intensive interventions.

Universal

Targeted

Individualized

The achievement of student success and well-being relies on a collaborative effort involving school-based and Division-based staff. PSD’s Wellness and Community Partnership Team is composed of a Division Principal of Wellness and Community Partnerships, a Division Psychologist, a Health and Wellness Facilitator, a Divisional School Business Coordinator, two Divisional Family Support Workers, and a Mental Health Nurse. Working together with schools, they aim to enhance the overall well-being of our school communities.

## COMPREHENSIVE SCHOOL HEALTH

The Comprehensive School Health (CSH) approach in Parkland School Division focuses on three tenets:

- Active living,
- Healthy eating, and
- Mental well-being.

The Division, as well as individual school sites, have multiple initiatives, events, and procedures already in place that support these three tenets. [Administrative Procedure 702: Comprehensive School Health](#) supports a continued focus to grow CSH practices within our schools.

### School Health Leads

Each school has identified a School Health Lead who serves as a primary contact for all PSD wellness initiatives. The School Health Leads work with school administration to develop and implement school CSH action plans. School Health Lead meetings are held four times throughout the year to share ideas and resources, and to build knowledge in the area of health and wellness. In addition, five professional learning sessions aligned with the tenets of CSH are being offered this year and are available for all staff to attend during self-directed professional development times.



### Comprehensive School Health Action Plans

Each school within PSD has created a CSH Action plan for the 2024-2025 school year with a minimum of one growth initiative for each of the three tenets. PSD's Health and Wellness Facilitator met with each school to support the development of their plan and will continue to meet with them throughout the year to support implementation. Schools have identified a wide range of priorities within their CSH action plans to support student success and well-being, including:

- Mindfulness techniques and Mental hygiene practices and routines
- In-class lessons with school counsellors to support social-emotional learning (SEL) & Mental health literacy
- Embedding SEL into the curriculum; Utilizing the PSD Mental Health In Schools (MHIS) Website and Lesson Library
- Maintaining Daily Physical Activity (DPA) equipment and utilizing Ever Active School resources and games
- Walk & Talks/ 1 KM Walk or Run routine for DPA
- In-class movement breaks & brain breaks to support regulation
- Creation of positive food environments through school-wide approaches to accessibility and food-neutral language
- Teaching culture & food literacy through community gardens, school gardens/tower gardens
- Supporting community, diversity, and belonging through professional learning and staff development
- Small Group sessions: Pro-social skills, Community Classroom, etc.
- Expanding intramurals & athletic teams
- Guest Nutritionists/Dieticians to provide in-class sessions and professional development
- Sharing health and wellness information through school, parent, and home communication.



## Examples of Student Wellness supports and services include, but are not limited to, the following:

### In support of the *Active Living* tenet:

- A variety of **physical literacy strategies** are implemented in schools; such as yoga, movement breaks, participation in sports, and encouraging active travel. The Wellness & Community Partnership team is intentionally focusing on the tenet of Active Living for the current school year.
- A professional learning opportunity was created in collaboration with the Steadward Centre at University of Alberta to support *Physical Education for all* through **Adapted Physical Education**. This was a 2 part series; one session was offered at the gymnasium at Brookwood School and the other session was held at the Steadward Centre. In support of active living for all, a range of Adapted Physical Education materials were purchased for schools to borrow and utilize directly with students. Some of the equipment purchased is to enhance the experience of neurodivergent and sensory-sensitive students. This includes a variety of sensory balls (shape, weight, size, texture), autism fitness curriculum packs, autism visual exercise system packs, etc.
- **Try-Me-Try-Athalon** has become part of the culture of Wellness in PSD over the years. We had just over 300 participants at the June 2024 Try-Me-Try-Athalon, with students ranging from Kindergarten to Grade 7. We are in the early stages of planning the upcoming Try-Me-Try-Athalon, scheduled for June 6th, 2025 in Stony Plain.
- A number of schools submitted group grant applications to Canadian Tire JumpStart for equipment and specific activities (e.g. Horsemanship). Unfortunately, submissions were universally denied due to the overwhelming amount of applications for Fall programming across Canada. We will continue to encourage schools to re-apply when the next round opens in January.

### In support of the *Healthy Eating* tenet:

- Healthy Eating programming across PSD is a division-wide initiative delivered through the collaborative efforts of school staff, school leadership, the Wellness & Community Partnership team, Facilities staff, and various numerous partners, funders, and volunteers.
- **Breakfast Clubs of Canada (BCC)**: Through BCC, all PSD schools have access to nutritious foods at the beginning of the school day. BCC provides allocations, food (including yogurt and pre-packaged eggs beginning in January 2025), and egg coupons for schools and families. The yogurt and pre-packaged egg deliveries to schools will be supported through the PSD courier.
- **Community Pantry**: Through our partnership with the Spruce Grove Rotary Community Partners Society, schools access nutritious brown bag lunches from the 'Community Pantry' twice per week. Lunches are jointly funded through the Rotarians and Parkland School Division (through the Alberta Education Nutrition Grant), and supported by St. Andrew's Church and volunteers. For the 2024-2025 school year, we are accessing approximately 850 lunches per week. Bagged lunches are delivered to school sites without a fee to students for schools in Spruce Grove, Stony Plain, Wabamun and Duffield.
- **President Choice Children's Charity (PCCC)**: PCCC funds are used by schools to purchase food items for breakfast and lunch programs. This grant opens yearly in the spring for application for the following school year. This year, 23 of 24 schools accessed this grant, with Entwistle School's nutrition needs being met through other means.
- **Cargill Foods** donated and delivered 78 boxes of cereal to be distributed to schools. The PSD courier delivered the cereal boxes to schools to support their breakfast programs.
- **Nutrition Nooks** are available at all Parkland South schools, stocked with pre-packaged healthy snacks that students can access throughout the day. This is funded through the Alberta Nutrition Grant and BCC.
- **Athabasca Delta Community School (ADCS) nutrition programs**: Students at ADCS access morning snacks and a hot lunch program. Breakfast is also available by student request. These nutrition supports are funded through Alberta Education and BCC.

### In support of the *Healthy Eating* tenet (continued):

- **Food equipment:** From March 2024 to date, to support food security programs in schools, we have been able to purchase fridges, freezers, stoves, dishwasher, serving warmers, toasters, soup pots, slush machine, plates, bowls & cutlery. This is funded through the Alberta Nutrition Grant, BCCC and PCCC.
- **Food for families:** Identified families within the Parkland region are provided with links to community programs to support food security.
- **Professional Development for School Health Leads:** Food Impact (Food Discovery Foundation) provided professional learning to School Health Leads on the topic of *Nourishing Mind and Body: The Connection Between Food and Mental Well-being*.

### In support of the *Mental Well-being* tenet:

- Schools use a variety of **social-emotional programs and exercises** to meet the social-emotional and mental health needs of their students. Some examples include: Captains & Poets, CASEL resources, Zones of Regulation, Mind UP, A 5 is Against the Law, Rainbows (for students experiencing grief), as well as the PSD Mental Health in Schools Lesson Library.
- **Counselling Services:** Counselling Services are available to students in all PSD Schools through staffed School Counsellors. PSD currently employs 22 School Counsellors, with 16 serving students enrolled in Kindergarten to Grade 9 and at Connection For Learning sites, and 6 serving students in High School. A contracted Counsellor provides services to students in Athabasca Delta Community School in Fort Chipewyan. School Counsellors in Kindergarten to Grade 9 receive clinical supervision through PSD's Division Psychologist.
- **Complex Needs Facilitators:** These facilitators support school staff in the areas of Positive Behaviour Supports, Trauma-Informed Practices, and Social-Emotional Learning Competencies. This helps to build staff capacity to support students with social-emotional needs in the area of mental well-being.
- **School-based Suicidal Ideation (SI) Response Protocol:** Each school has trained selected staff and have designated a SI Point person. All schools use this Protocol when an individual presents with suicidal ideation and are supported by the Divisional Psychologist.
- **School-located Youth Mental Health Clinics:** The WestView Primary Care Network (PCN) operates the Youth Mental Health Clinic (YMHC) from the Queen Street Medical Facility in Spruce Grove, providing services to youth aged 11 to 24 in the Tri-Region. In February 2023, school-based PCN YMHCs were launched in partnership between PSD and the WestView PCN at Memorial Composite High School and Spruce Grove Composite High School. This school year, the clinics were expanded to include support for students at the Spruce Grove Connections for Learning campus. The clinics are staffed by a physician and supported by a social worker, who provide services to identified youth with parental consent.
- **Professional Development for School Health Leads:** AHS Health Promotion Facilitators provided professional learning to School Health Leads on the topic of: *Nurturing Relationships and Building a Belonging Classroom*.
- **Mental Health in Schools (MHIS) Pilot:** Alberta Education's MHIS pilot, originally scheduled to run from January 2023 to December 2024, has now been extended to June 2025. Within PSD, this pilot has supported the establishment of school-based youth mental health clinics, the development of numerous preventative and universal mental well-being lessons and resources for teachers and staff (available on the MHIS website), and the piloting of the SOS-Q survey within the Division. This year, the SOS-Q survey is being administered in all PSD South schools for students within select grades (between Grades 4 and 12). The survey gathers student voice and perceptions across various areas, including safe and caring schools, peer relationships, self-confidence, external and internal resilience, utility of school, and participation in extracurricular activities. School administrators and staff use the SOS-Q data to proactively design school-based opportunities to enhance students' positive experiences and perceptions of school.

# Nutrition Matters

Parkland School Division maintains a universal nutrition program through diverse partnerships with the community.

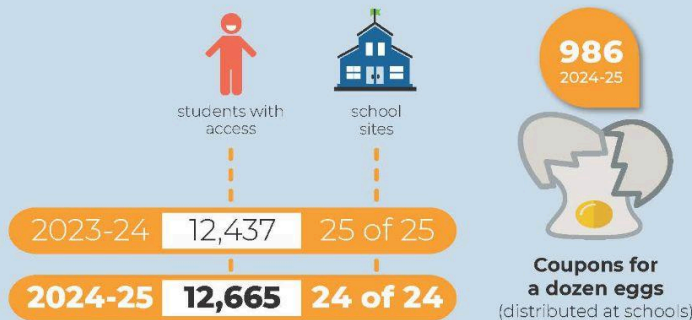
## Nutrition Nooks

providing students access to healthy snacks throughout the school day



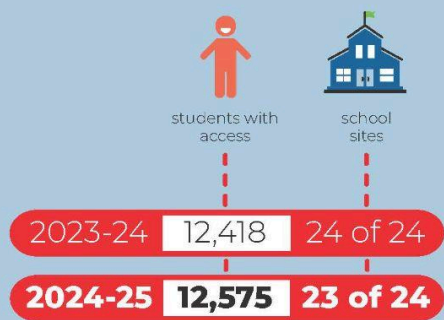
## Breakfast Club of Canada

providing reliable access to nutritious foods at the start of the school day



## PC Children's Charity

providing funds that contribute to the cost of healthy snacks



## Community Pantry

providing healthy brown bag lunches to students



## New Equipment Purchased

with financial support from The Breakfast Club of Canada



## FAMILY SUPPORTS

PSD's Family Support Model is a caring and supportive approach where families are welcomed without judgment, and therefore are more likely to be engaged in working to improve their lives and the lives of their children. Navigating systems and accessing supports can be difficult especially during times of high stress. PSD offers supports to families, as outlined below:

### Individualized Family Supports

The PSD Family Supports team provides individualized supports to families through:

- **Parkland School Division Family Supports:** Two Family Support Workers work with families who would benefit from individualized support. These families are generally identified and referred by schools. The Family Support Workers connect families to supports and services within the community and support them in accessing these services. As of December 1, Family Supports has an active caseload of 84 families.
- **Sunrise Supports:** The Sunrise Support Team is made up of several local partners: AB Justice (Probation Officer), AHS Mental Health Services, Children and Family Services, RCMP School Resource Officer, Family Supports for Children with Disabilities, AHS Mobile Substance Abuse Therapist, Alberta Parenting for the Future, and the Stony Plain Youth Network (for families within Stony Plain). Partners meet with referred families to offer their expertise regarding community support and strategies. Together an action plan is developed. The Family Support Workers work alongside the family to assist them in accessing the support and strategies within the plan. Sunrise Supports meets the first Tuesday of each month, with the capacity to support 4 families per month. As of December 1, the Family Supports team is supporting 18 families working through Sunrise Action Plans.

### Preventative and Universal Family Supports

The PSD Family Supports team also provides preventative and universal supports to families through:

- **Stronger Together Newsletter:** A monthly newsletter for parents highlighting local resources for families. Past and current editions of the newsletter can be found on PSD's website.
- **Strong Families Education Series (early years focus):** 3 sessions for parents are scheduled for the 2024-2025 school year, focused on the topics of: *Supporting Regulation Needs in Early Childhood*, *New to ASD*, and *Literacy Development in Early Childhood*.
- **Strong Families Education Series (school age focus):** 6 sessions for parents scheduled for the 2024-2025 school year, focused on the topics of: *Attendance and School Refusal*, *Transitional Support with Gateway* (2 part series), *the Dangers of Social Media*, *Teen Substance Use and Addiction*, and *Sleep Hygiene*.

## MOVING FORWARD

### Ongoing work to Support Student Wellness:

- School-based Comprehensive School Health (CSH) will continue to be supported through development, approach, and implementation. This is evolving to integrate greater student voice in the CSH process.
- PSD's school nutrition program continues to evolve with the support of multiple partners. Implementing an evolving universal school food program requires an ongoing commitment to researching best practices and creating/maintaining school infrastructure.

**Ongoing work to Support Student Wellness (continued):**

- Plans are being developed to support ongoing mental health needs across the Division for the 2025-2026 school year. As the MHIS pilot concludes in June 2025, we will await Alberta Education's decision in the spring regarding the availability of mental health funding for school divisions in 2025-2026. It is important to note that PSD's approach to the MHIS pilot was developed with the understanding that it was a two-year project, with no guarantee of sustainable funding. With this in mind, the Division designed the pilot to leave a lasting impact through strengthened resources and partnerships. Key outcomes include the development of an evidence-based mental health resource (the MHIS website) for ongoing staff use, as well as a strengthened partnership with the Westview PCN. Through the establishment of school-based youth mental health clinics, this partnership has not only reduced wait times at the PCN's community clinics but has also led to a commitment from the PCN to continue funding the social worker position initially supported by the pilot. This ensures the school-located clinics will remain a resource for students beyond the pilot's end. We remain hopeful that Alberta Education will continue to invest in mental health supports in schools, recognizing the increased needs reported by school divisions across the province during this pilot.



## MEMORANDUM

December 19, 2024  
Regular Board Meeting

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<b>TO</b>	Board of Trustees
<b>FROM</b>	Shauna Boyce, Superintendent
<b>ORIGINATOR</b>	Scott Johnston, Associate Superintendent
<b>RESOURCE</b>	Linda Madge Arkinstall, Division Principal, Curriculum and Achievement
<b>GOVERNANCE POLICY</b>	Board Policy 1: Division Foundational Statements Board Policy 2: Role of the Board Board Policy 12: Role of the Superintendent
<b>ADDITIONAL REFERENCE</b>	BP 1: Vision, Foundational Statements BP 2: Education Planning and Programming <i>Education Act: 22, 33, 196-197</i> <i>AP 226: Off-Campus Education</i>
<b>SUBJECT</b>	<b>CAREER PATHWAYS REPORT</b>

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### PURPOSE

For information. No recommendation required.

### BACKGROUND

The Board of Trustees is responsible to deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the Board and to enable their success (*Education Act* s.33(1)(a)). The Board is also permitted to provide off-campus education programs for its students (*Education Act* s.22). The following Career Pathways Report, formerly referred to as the Off-Campus Report, is in response to this responsibility and authority provided under the Education Act of Alberta.

### REPORT SUMMARY

The report summarizes off-campus programs and provides current and historical enrolment totals for off-campus education within Parkland School Division.

Administration would be pleased to respond to any questions.

SJ:kz





## CAREER PATHWAYS REPORT

DECEMBER 17, 2024

Presented to the Board of Trustees, December 17, 2024

Scott Johnston, Associate Superintendent, Education and System Services

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

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

### Background

Not all learning takes place within the walls of a traditional school. Parkland School Division provides opportunities for students to engage in lifelong learning in innovative settings. These initiatives equip students with the knowledge and skills essential for success in the workplace.

Division staff remain attuned to the evolving needs and interests of students by offering off-campus educational experiences. These programs give students the opportunity to engage in occupation-based learning within real-world environments, and empower them to make informed choices about their education, training, and future careers.

Off-campus educational programs align with and support key outcomes in the Learning Supports domain:

- Outcomes 3: PSD Staff Build Systems and Structures that Promote Well-Being.
- Outcome 6: Support Systems Increase Success and Well-Being.
- Outcome 8: Support Systems Promote Equity, Community and Belonging.

The following program summaries are organized by enrollment size and reflect data current to December.

### Work Experience

The work experience program, authorized by the Province of Alberta, provides students meaningful opportunities to gain hands-on experience in real-world job settings. Through this program, students develop new skills, take on diverse tasks, and build valuable on-site job experience while establishing employer references.

Students participate in Work Experience 15, 25, or 35 depending on their grade level and prior experience. With the support of the school coordinator and the employer, students can earn up to 30 high school credits through their participation in the program. Some of the work experience partners include Somerset Pumpkin Farms, McDonald's Superstore, and Dairy Queen.

Location	Grades	Registrations 21-22	Registrations 22-23	Registrations 23-24	Registrations 24-25
SGCHS/Memorial/CFL/Outreach	10-12	200	303	200	87 (YTD)

### Registered Apprenticeship Program (RAP)

The Registered Apprenticeship Program (RAP) offers high school students a unique opportunity to begin their apprenticeship journey while still completing their education. Traditionally, apprenticeships in Alberta started after high school graduation. However, many students identify their career interests early and are eager to learn and practice their chosen trade during high school. RAP provides an ideal pathway for these motivated students.

The program covers a wide range of trades, including Automotive, Carpentry, Cooking, Electrical, Hairstyling, Ironwork, Landscaping, Locksmithing, Roofing, Welding, and more, enabling students to gain practical experience and a head start on their careers. Some of the partners include Heavy Metal Equipment Rentals, Allsons Electric, Future AG, and Arpi's North.

Completing the Registered Apprenticeship Program (RAP) may take more than a year, as the program requires 1,000 hours of work experience. The duration and completion timeline can vary depending on when students begin the program. To successfully complete RAP, students must fulfill the required hours and ensure all necessary paperwork is submitted.

RAP allows students to divide their time between high school and an approved work site, offering the opportunity to earn up to 40 credits while gaining hands-on experience in one of over 50 designated trades.

Location	Grades	Registrations 21-22	Registrations 22-23	Registrations 23-24	Registrations 24-25
SGCHS/Memorial/CFL/Outreach	10-12	62	81	95	87 (YTD)

### **Careers NextGen**

Careers: The Next Generation is a non-profit organization in Canada that focuses on helping youth explore and prepare for career opportunities, particularly in skilled trades and technologies. They connect students, educators, and employers through various programs, including internships, apprenticeships, and work-integrated learning opportunities. The goal is to bridge the gap between education and employment by providing students with hands-on experiences and helping employers find skilled young workers. The programs often focus on industries like trades, energy, and health care, aiming to build a strong, skilled workforce for the future.

Parkland School Division has 88 matched internships.

### **Building Futures**

Building Futures, launched in 2020, offers students an immersive learning experience that goes beyond the traditional classroom setting by involving them in the hands-on process of building a house. A portion of their classroom instruction takes place in an on-site garage which has been transformed into a classroom. In partnership with Coventry Homes, students participate in all aspects of construction, gaining practical skills and knowledge while earning credits toward their diploma. This innovative program seamlessly integrates classroom learning with real-world application, fostering both academic and applied expertise. To date, students have built three duplexes, two single-family homes, and are currently working on two more single-family homes.

Location	Grades	Registrations 21-22	Registrations 22-23	Registrations 23-24	Registrations 24-25
CFL	10	14	22	44	36

### **Green Certificate**

The Green Certificate Program is a collaborative initiative between Alberta Education and Alberta Agriculture and Forestry. This program provides students a unique opportunity to engage in structured, agriculture-related learning experiences at job sites, seamlessly integrated into their high school curriculum.

By successfully completing the program, students earn up to 16 credits and gain valuable skills that prepare them for a career in agribusiness and related fields. As part of the program, students gain hands-on experience by working with a company such as Sand Hill Seed.

Location	Grades	Registrations 21-22	Registrations 22-23	Registrations 23-24
SGCHS/Memorial/CFL/Outreach	10-12	25	26	21 (YTD)



## Dual Credit

The Dual Credit Program enables students to earn college credits while still in high school, providing an early start on their post-secondary education. Through partnerships with Alberta's post-secondary institutions, Parkland School Division offers a wide range of opportunities in various career fields. Additionally, students may qualify for dual credit scholarships, further supporting their academic and career goals.

CFL successfully reviewed and refined the Dual Credit Program, creating a flexible framework that emphasizes career education. The updated program includes courses designed to meet students' interests and aspirations. During summer school, students were offered the opportunity to study Health Education through Northern Lakes College and Human Anatomy through NAIT.

Currently, a Memorandum of Understanding (MOU) is in place with NAIT, Norquest, and Northern Lakes College. Starting in January 2025, students from Memorial, SGCHS can register for online courses, including Sociology through Norquest and Human Anatomy through NAIT. Staff have visited each site to share information about these offerings, which have also been presented at school council meetings. Registration will open in January 2025.

The program aims to provide opportunities leading to two-year diplomas, certificates, and university degrees while ensuring course transferability to all post-secondary institutions.

Location	Grades	Registrations 21-22	Registrations 22-23	Registrations 23-24
SGCHS/Memorial/CFL/Outreach	10-12	17	9	2

Parkland School Division offers a variety of programs that provide students with valuable real-world experience and the opportunity to earn high school credits while exploring potential career paths. Through programs such as Work Experience, The Registered Apprenticeship Program (RAP), the Green Certificate program, Building Futures, and the Dual Credit program, students can gain hands-on skills in fields ranging from trades and agriculture to college-level courses. These programs are designed to help students make informed decisions about their future, whether pursuing further education or entering the workforce. By integrating academic learning with practice experience, Parkland School Division ensures that students are well-prepared for success after high school.



**MEMORANDUM**

December 17, 2024  
 Regular Board Meeting

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**TO** Board of Trustees

**FROM** Shauna Boyce, Superintendent

**ORIGINATOR** Scott Johnston, Associate Superintendent

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

**ADDITIONAL REFERENCE** BP 1: Vision, Foundational Statements  
 BP 2: Education Planning and Programming  
 AP 114: School Day and Year

**SUBJECT** **2025-2026 SCHOOL CALENDAR**

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**PURPOSE**

For information. No recommendation required.

**BACKGROUND**

The school-year calendar shall generally be approved by the Superintendent no later than March 1st of the previous year for that calendar. This report is in support of this responsibility.

**REPORT SUMMARY**

Parkland School Division continues to support school-based Professional Development opportunities that provide schools with the opportunity to focus on Division Priorities and their Education Plans. Proposed amendments to the calendar accommodate the strong interests represented through stakeholder feedback.

In total, 1,571 respondents provided feedback to the calendar survey, between November 19<sup>th</sup>, 2024 and December 6, 2024. This year, Evergreen Catholic provided their own survey to their stakeholders.

The report includes a thematic breakdown of the comments received, with examples.

The 2025-2026 Calendar is presented in a visual format, at the end of the report.

Administration would be happy to answer any questions.

SJ:kz



## 2024-2025 PARKLAND SCHOOL DIVISION CALENDAR

DECEMBER 17, 2024

Presented to the Board of Trustees, December 17, 2024  
 Scott Johnston, Associate Superintendent, Education and System Services

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

### BACKGROUND

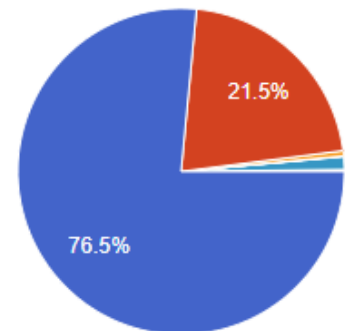
1. PSD Executive generate a calendar survey well in advance of the approval of the next calendar.
2. The survey received feedback from 1,571 respondents. Last year saw 2,292 by the time the survey closed.
3. This calendar briefing note provides a summary of responses received prior to the approval of the school-year calendar for 2025-2026.
4. Based on the results from the survey, the proposed 2024-2025 Calendar shall include:
  - a. 194 Operational Days,
  - b. 181 Instructional Days,
  - c. 13 Non-Instructional Days, and
  - d. A reasonable balance of Semester Days (90/90 with one day for transition).
5. The Operational, Instructional and Non-Instructional Days are the same in quantity as for the 2024-2025 school year.
6. Participant emails were required for completion of the survey.
7. Evergreen Catholic Schools generated and distributed their own survey.

Alberta students in grades one through nine must have a minimum of 950 hours of instruction. High School students must receive a minimum of 1,000 hours of instruction.

### SURVEY AFFILIATION

**Question 1: Please identify your role as it relates to your responses. How are you primarily responding? (1,571 responses)**

- **As a Parkland School Division Parent or Guardian (1,202 | 76.5%)**
- **As a Parkland School Division Staff Member (337 | 21.5%)**
- **As a Private School Parent or Guardian (20 | 1.3%)**
- **As an Evergreen Catholic Parent or Guardian (8 | 0.5%)**
- **As a Private School Staff Member (2 | 0.1%)**
- **As a Student (1 | 0.0%)**
- **As a Member of the Community or none of the above (1 | 0.0%)**



Parkland School Division Parent/Guardian responses continue to provide the majority of responses for this survey.

Our Calendar Survey indicated that 77% of respondents are familiar with calendar rationale, and only 23% opted for more information at the start of the survey. This is the same ratio as last year.

The calendar provides 181 days of learning between August and June. Staff require one day to close out the year, and so the end-date for students will be fixed at June 26th, with a non-instructional day placed on June 29th, and a non-operational day placed on Tuesday, June 30th.

Survey participants received the following information, prior to responding to an open-ended question:

- Starting the year after Labour Day, and ending before June 26th means that there is very little wiggle-room for determining breaks and non-instructional days;
- All students receive a minimum of 950 hours of instruction (1-9) and 1,000 hours of instruction (10-12); therefore
- altering or eliminating the Fall Break would mean an equivalent number of days would be set as non-operational throughout the year, and surveys have indicated strong support for this break (there is no reduction of days);
- Non-instructional (PD) days are critically important for training and staff purposes - they are most appreciated at the beginning of the year; however
- High school semesters operate like an entire year within half of the year - balancing the semesters (ideally the same number of days) is essential and the Diploma Examination schedule is provincially set.

**Question: After reviewing the DRAFT Calendar for 2025-2026, are there any other items you would like us to consider?**

### THOUGHTS SHARED BY PSD PARENTS

Survey respondents were tracked by email and 1,571 responded. Of those, 454 individuals provided commentary that was specific (not including remarks such as “no, thank you.”).



1,117 respondents provided no concerns regarding the calendar (71.1% of respondents).

#### **Appreciation for the Suggested Calendar**

165 unique comments directly express positivity or favorability toward the calendar. (This excludes overlaps where sentiments about specific features, like starting after Labour Day or fall break, are already part of broader positive feedback.)

- 165 comments of 1,571 respondents or 10.5%

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 **An engaged staff member shares:** “This looks great!!! Thank you for the work that goes into this! What a great calendar!” 

[Source: 2025-2026 Calendar Survey]



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#### **Support for Starting School After Labour Day**

Several respondents indicated appreciation for students starting after the Labour Day long weekend

- 78 comments of 1,571 respondents or 5%

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 **An engaged parent shares:** “Thank you for starting school after the September long weekend. It never made any sense to start school in August.” 

[Source: 2025-2026 Calendar Survey]

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#### **Fall Break**

The received feedback regarding Fall Break was mixed. Some support the break for family time or wellness, while others suggest eliminating or shortening it to prioritize instructional time or align better with other breaks. We previously surveyed staff directly on this matter.

- 92 comments Received of 1,571 or 5.9%

- 52 positive comments in favour of Fall Break of 92 or 57%

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**An engaged parent shares:** “I think fall break is a great idea where it is. At this point of the year, illness is peaking, and this gives kids a chance to recover and take a break from being around one another sharing germs. Calendar looks great. Thank you for starting classes AFTER the long weekend in Sept.”

[Source: 2025-2026 Calendar Survey]

- 
- 40 negative comments opposed to Fall Break of 92 or 43%

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**An engaged parent shares:** “I do not agree with having a fall break. I do not think it is necessary.”

[Source: 2025-2026 Calendar Survey]

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### **Alignment with Surrounding Divisions**

We received a few comments noting the importance of alignment with other jurisdictions.

- 40 comments of 1,571 or 2.5%.

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**An engaged parent shares:** “Please work with the other school boards - EPSB and ECSB specifically - to align Spring Break. It's incredibly frustrating when the breaks don't align. Not everyone that has students i.n PSD live in PSD. Some work for Edmonton boards, some have cousins, siblings, family members that follow the EPSB holiday schedule to help with childcare, etc”

[Source: 2025-2026 Calendar Survey]

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### **PD Scheduling Comments**

We received comments to align PD days with long weekends, or movement of specific dates for various reasons. A few comments asked for a reduction of PD Days.

- 105 comments received of 1,571 or 6.7%
- 24 comments asking for a reduction of days or 22.9% of the 105 comments / 1.5% of the total comments received.

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**An engaged parent shares:** “The November PD day should be moved to Friday, Nov 7th, to align with fall break. Having a PD Day the Monday of one week and then a week off the next week is too disruptive to parents needing to plan childcare now that most people no longer work from home.”

[Source: 2025-2026 Calendar Survey]

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### **Staff June End Date**

We received a few concerns regarding the last day for staff set as Monday, June 29<sup>th</sup>. Notably, this item was separately surveyed for staff, and the majority of respondents indicated a preference for returning in June, rather than for shortening the Fall Break.

- 65 comments received of 1,571 or 4.1%

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**An engaged parent shares:** “A few of the PD Days are questionable. For example, coming back after the weekend for a PD day on June 29<sup>th</sup> – a Monday. Students' last day should be the 25th and teachers' last day (the PD day) the 26th - a Friday.”

[Source: 2025-2026 Calendar Survey]



We surveyed staff specifically on this item, and the majority opted for the choice that meant returning on June 29<sup>th</sup>.

### **Concerns or Queries about Instructional Time**

Some respondents indicated a concern for meeting instructional time requirements, and spoke in favour of reducing non-instructional days.

- 15 comments of 1,571 or 1.0%

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 **An engaged parent shares:** “Get rid of fall break. It doesn't make sense to have a week off in November followed by two weeks off in December. Kids need more time in the classroom. PSD shouldn't be focused on only achieving the minimum standard of instructional hours. The division should be trying to ensure our students are receiving a higher quality education.” 

[Source: 2025-2026 Calendar Survey]



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### **Spring Break Preferences**

A few respondents shared a perspective that Spring Break is better when not connected to the Easter Weekend.

- 22 comments of 1,571 or 1.4%

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 **An engaged parent shares:** “If possible, please line up Spring Break with other divisions close to us (Sturgeon, St. Albert, Northern Gateway, Edmonton, etc.). When they aren't the same, families can't do trips together. Also, extracurricular activities are often canceled for Spring Break, so kids and families can truly get a break from everything.” 

[Source: 2025-2026 Calendar Survey]



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### **Preference for Long Weekend Connection to PD Days**

Some respondents expressed support for creating extended long weekends by combining PD days with holidays or other breaks for better family and childcare lifestyle planning.

- 28 comments of 1,571 or 1.8%
- 24 comments supportive, or 86%
- 4 comments unsupportive, or 14%

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 **An engaged parent shares:** “Don't combine PD days with a holiday. It leaves us with long weekends that only the wealthier families can afford to go away on. Holiday+PD=super expensive to do anything.” 

[Source: 2025-2026 Calendar Survey]



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### **Inclusivity and Multifaith Considerations**

A few respondents indicated the importance of connecting non-instructional days within the framework of multifaith considerations.

- 6 comments of 1,571 or 0.4%

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 **An engaged parent shares:** “Consideration of recognition of Multifaith days like other large divisions such as EPSB to acknowledge our diverse and changing demographics.” 

[Source: 2025-2026 Calendar Survey]

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## Feedback Process

A few stakeholders expressed dismay that the open-ended survey process meant that the calendar was predetermined, or did not provide choice. Notably, the open-ended survey was meant to provide the greatest latitude for feedback.

- 8 comments of 1,571 or 0.5%

**An engaged parent shares:** “In previous years, we were given choices per consideration. This year it looks like decisions have been made without our feedback. That is disappointing.”

[Source: 2025-2026 Calendar Survey]

# PARKLAND SCHOOL DIVISION 2025-2026 CALENDAR



<p><b>LEGEND</b></p> <p>Student First <span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">x</span></p> <p>Student Last <span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">x</span></p> <p>PD / Non Instructional <span style="background-color: #0000FF; color: white; border: 1px solid black; padding: 2px;">x</span></p> <p>Non Operational <span style="background-color: #808080; border: 1px solid black; padding: 2px;">x</span></p> <p>Statutory <span style="background-color: #000000; color: white; border: 1px solid black; padding: 2px;">x</span></p> <p>TRC Day <span style="background-color: #FF8C00; border: 1px solid black; padding: 2px;">30</span></p> <p>Diploma Exam <span style="background-color: #800080; color: white; border: 1px solid black; padding: 2px;">x</span></p> <p>High School Transition <span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px; margin: 0 auto;"></span></p>	<table border="1" style="width: 100%; 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10	23	1			22	22	41
11	20	1	4	1	15	14	55
12	23	2	6		15	15	70
1	22	1	1	1	20	19	89
2	20	1		3	19	16	105
3	22		2	1	20	19	124
4	22	2	2		18	18	142
5	21	1		1	20	19	161
6	22		1	1	21	20	181
Totals	221	10	17	13	194	181	





**MEMORANDUM**

December 17, 2024  
 Regular Board Meeting

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**TO** Board of Trustees

**FROM** Paul McCann, Trustee

**ORIGINATOR** Scott McFadyen, Associate Superintendent

**RESOURCE** Kyle Stinson, Hub International

**GOVERNANCE POLICY** Board Policy 2: Role of the Board  
 Board Policy 8: Board Committees

**ADDITIONAL REFERENCE** BP 8: Appendix 8.3 Benefit Plan Advisory Committee Terms of Reference

**SUBJECT** **2024-2025 BENEFIT PLAN ADVISORY COMMITTEE**

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**PURPOSE**

For information. No recommendation required.

**BACKGROUND**

This report is being completed to provide information in relation to the materials discussed in the Benefit Plan Advisory Committee meeting.

**REPORT SUMMARY**

Hub International reviewed the Annual Renewal for January 1, 2025 with the committee and explained how the rate was calculated.

The basic life rates, accidental death & dismemberment, and health rates saw no change in rates. While long-term disability rates increased by 10.0%, and dental rates increased by 4.6%. Seeing a total premium increase of 2.9% for all benefits.

Administration would be pleased to respond to any questions.

SM: nm