



Parkland School Division No. 70
BOARD OF TRUSTEES

A G E N D A

03 November 2009

InCamera: 6:00 PM
Public Session: 7:00 PM

**BOARD OF TRUSTEES
REGULAR MEETING**

03 NOVEMBER 2009

InCamera 6:00 PM Public Session 7:00 PM
Parkland School Division Centre for Education, Stony Plain

A G E N D A

Page Number

1. **CALL TO ORDER at 6:00 PM**
 - 1.1. Board Incamera (6:00-7:00)
 - 1.2. National Anthem
 - 1.3. Announcements
 - 1.4. Changes to the Agenda
 - 1.5. Approval of the Agenda

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2. **APPROVAL OF MINUTES**
 - 2.1. Regular Meeting of 06 October 2009

3. **BUSINESS ARISING FROM THE MINUTES**
 - 3.1. *School Act* Response: Parkland

4. **DELEGATION**

There is no scheduled delegation.

5. **BOARD CHAIR REPORT**
 - 5.1. Spruce Grove Composite High School Council Report
 - 5.2. Wabamun School Council Report
 - 5.3. Brookwood School Council Report
 - 5.4. Entwistle School Council Report
 - 5.5. Tomahawk School Council Report
 - 5.6. Parkland Village School Council Report
 - 5.7. Stony Plain Central School Council Report
 - 5.8. Alberta Education – Re: Educational Finance and Budgeting Submission
 - 5.9. Alberta Education – Re: Ministry’s 2008/09 Annual Report
 - 5.10. Charter Schools

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6. **ACTION ITEMS**
 - 6.1. Monitoring Report Three – Staffing (T. Monds)

7. **ADMINISTRATION REPORTS**

There are no reports from Administration.

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- 8. **TRUSTEE REPORTS**
 - 8.1. Public School Boards' Association of Alberta (Trustee Linder)
 - 8.2. Education Committee (Trustee Kilduff)
 - 8.3. ASBA (Trustee Kinsey)
 - 8.3.1. *School Act* Discussions (16 October 2009)
 - 8.3.2. Zone 2/3 Annual General Meeting (23 October 2009)

9. **FUTURE BUSINESS**

- 9.1. Meeting Dates:
 - Closed to the Public:*
 - 22-24 November 2009ASBA Fall Conference
 - Open to the Public:*
 - 01 December 2009Next Board Meeting (evening)
 - 10 December 2009Student Advisory Committee (9 am)
- 9.2. Topics for future agendas
- 9.3. Requests for Information
- 9.4. Responses to Requests for Information

10. **ADJOURNMENT**

MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON 15 SEPTEMBER 2009

TRUSTEE ATTENDANCE:

Richard Gilchrist, Chair	Present
Robert Gillard, Vice-Chair	Present
Kathleen Linder	Regrets
Irene Goebel	Present
Dorcas Kilduff	Present
Darcy Kolodnicki	Present
Elsie Kinsey	Present

ADMINISTRATION ATTENDANCE:

Mary Lynne R. Campbell, Superintendent of Schools
Tim Monds, Deputy Superintendent
Kelly Wilkins, Associate Superintendent
Claire Jonsson, Associate Superintendent (Business and Finance)
Ben Beil, Associate Superintendent (Learning Services)
Ed Paras, Manager, Facilities
Stacey Vermeulen, Executive Assistant

CALL TO ORDER

The meeting was called to order by the Chair, Richard Gilchrist, at 8:16 a.m.

Res 165-2009

MOTION TO MOVE INCAMERA

MOVED by Trustee Gillard that the Board of Trustees moves to incamera at 8:16 a.m.

CARRIED

Trustee Goebel arrived at 8:19 a.m.

RECESS

A recess was called at 9:09 a.m. and the meeting resumed at 9:11 a.m.

Res 166-2009

MOTION TO REVERT TO A PUBLIC MEETING

MOVED by Trustee Goebel that the Board of Trustees reverts to a public meeting at 9:55 a.m.

CARRIED

RECESS

A recess was called at 9:55 a.m. and the meeting resumed at 10:06 a.m.

NATIONAL ANTHEM

Following the playing of the national anthem, the Chair requested a moment for attendees to reflect on their purpose here today.

ANNOUNCEMENTS

Trustees shared highlights from attendance at various school and community events.

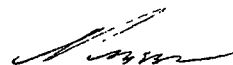
The Chair provided opportunity for discussion and questions.

ADDITIONS TO THE AGENDA

Item 6.1 – Provincial Fiscal Correction
Item 6.2 – Standard of Conduct



Board Chair



Secretary-Treasurer

Res 167-2009

APPROVAL OF THE AGENDA

MOVED by Trustee Goebel the Agenda be approved with additions.

CARRIED

Res 168-2009

APPROVAL OF THE MINUTES

MOVED by Trustee Kilduff that the Minutes of the Organizational Meeting held on 01 September 2009 be approved as presented.

CARRIED

Res 169-2009

APPROVAL OF THE MINUTES

MOVED by Trustee Gillard that the Minutes of the Regular Meeting held on 01 September 2009 be approved as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

The Board Chair has sent a letter to the Minister of Education and the Minister of Advanced Education and Technology regarding Millgrove School heating unit replacement

DELEGATIONS

Chair Gilchrist introduced Ms. Brenda Johnson and Ms. Teresa Fieldon, representatives of Mothers Against Drunk Driving, who shared a presentation with the Board.

RECESS

A recess was called at 10:30 a.m. and the meeting resumed at 10:37 a.m.

BOARD CHAIR REPORT

Chair Gilchrist reported on items received since the Board's last regular meeting.

ACTION ITEMS

Res 170-2009

PROVINCIAL FISCAL CORRECTION

MOVED by Trustee Kilduff that the Board of Trustees establishes an operating reserve from the unrestricted net assets in the amount of \$1,141,147 to contribute to the 2009-2010 provincial fiscal correction as presented at the Regular Meeting of 15 September 2009.

CARRIED

Res 171-2009

STANDARD OF CONDUCT

MOVED by Trustee Kolodnicki that the Board of Trustees approves the Standard of Conduct (SOC) as presented at the Regular Meeting of 15 September 2009; and further

that the Board directs the Board Chair to share the Standard of Conduct with Hon. Mel Knight, Minister of Energy, Hon. Dave Hancock, Minister of Education, Hon. Fred Lindsay, MLA, Solicitor General and Minister of Public Security, and Hon. Doug Horner, MLA, Minister of Advanced Education and Technology.

CARRIED

ADMINISTRATION REPORTS

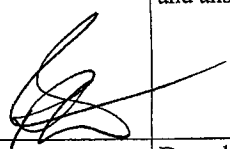
Res 172-2009

FACILITIES SUMMER WORK REPORT – AS OF 31 AUGUST 2009

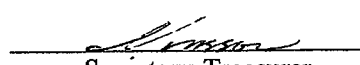
MOVED by Trustee Goebel that the Board of Trustees receives as information the Facilities Summer Work Report as of 31 August 2009 as presented at the Regular Meeting of 15 September 2009.

CARRIED

Mrs. Jonsson introduced Mr. Ed Paras, Facilities Manager to present the report and answer Trustee questions.



Board Chair



Secretary-Treasurer

Res 173-2009

CAREER AND TECHNOLOGY STUDIES CAREER PATHWAYS

MOVED by Trustee Kinsey that the Board of Trustees receives as information, the Career and Technology Studies Report as presented at the Regular Meeting of 15 September 2009.

CARRIED

Mrs. Wilkins presented the report to the Board and answered Trustee questions.

TRUSTEE REPORTS

Chair Gilchrist removed himself from the Chair to present the following report

MEETING WITH MINISTER OF EDUCATION

Trustee Gilchrist shared details from a 27 August 2009 teleconference with the Minister of Education and an ASBA Zone 2/3 Minister's meeting he attended with Superintendent Campbell on 12 September 2009.

The Minister outlined in-year adjustments to School Board budgets and informed Boards across Alberta that there will be further adjustments for the 2009/2010 school year.

Trustee Gilchrist indicated that the in-year adjustments will not affect schools, however, schools may well be affected in the 2009/2010 school year. The Minister has asked all Boards to submit a proposal regarding Provincial and Division areas of responsibility. To that end, Trustee Gilchrist performed a survey of Trustees requesting input on the following areas: Targeted Funding, Capital Planning, CEU Funding, Carnegie Credit/Time Relationship.

Vice Chair Kilduff removed herself from the Chair to speak to the survey questions.

Vice Chair Kilduff returned to the Chair

RECESS

A recess was called at 11:24 a.m. and the meeting resumed at 11:29 a.m.

Res 174-2009

PROPOSAL TO GOVERNMENT

MOVED by Trustee Gilchrist that the Board of Trustees directs the Board Chair and Superintendent to provide a written submission to the Minister of Education regarding Parkland School Division's proposal to Government, as presented at the 15 September 2009 Regular Board Meeting.

CARRIED

Trustee Gilchrist returned to the Chair.

Res 175-2009

FALL STAKEHOLDER REPRESENTATIVE MEETING

MOVED by Trustee Goebel that the Board approves the Fall Stakeholder Representative Meeting Plan, as presented by Trustees Goebel and Kilduff at the 15 September 2009 Regular Board Meeting.

CARRIED

Trustees Goebel and Kilduff presented the plan to the Board and answered Trustee questions.

FUTURE BUSINESS

Meeting Dates

Open to the Public:

06 October 2009Regular Board Meeting (evening)


13 October 2009Education Committee

(Greystone Centennial Middle School 9:00 a.m.)

14 October 2009Daycare Official Opening (Parkland Village School 2:15 p.m)



Board Chair



Secretary-Treasurer

20 October 2009Student Advisory Committee (9:00 a.m.)

Closed to the Public:

14 October 2009 Annual Shikaoi Delegates Luncheon

20 October 2009 Capital Planning (1:00 p.m.)

22-24 October 2009 PSBAA Fall General Meeting & UIII

Topics for Future Agendas

There were no requests for future agendas.

Requests for Information

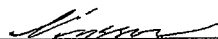
There were no requests for information.

ADJOURNMENT

The meeting was adjourned at 11:55 a.m.



Board Chair



Secretary-Treasurer



Excellence In Education

MEMORANDUM

Date: 03 November 2009
To: Board of Trustees
From: Mary Lynne Campbell – Superintendent
Resource: Parkland School Division Finance Department
Persons: Parkland School Division Human Resources
Originator: Tim Monds – Deputy Superintendent
Subject: **Monitoring Report Three - Staffing**

Recommendation

That the Board of Trustees approves *Monitoring Report Three – Staffing* as presented at the Regular Meeting of 03 November 2009.

Background

This report is a review of staffing in Parkland School Division No. 70 and references staffing information for the period up to and including the 2008/09 school year.

Included in the Staffing 2008-2009 report are; staffing highlights, action plan, staffing data, average teacher cost and excellence in teaching information.

Administration would be pleased to respond to questions.



**Monitoring Report 3
November 3, 2009**

Staffing

Staffing

2008/09 Year

Parkland's Third Monitoring Report provides an overview of the Division's staffing complement as at September 30, 2008. Following is a summary of the results compared to the same period in the previous year.

- increase of 2.42 FTE school-based certificated staff
- increase of 26.72 FTE school-based support staff
- decrease of 0.44 FTE Centre for Education staff (certificated and support positions)
- decrease of 0.76 FTE custodial and maintenance staff
- 19.68 percent of certificated staff possess 5 years of education
- 20.95 percent of certificated staff possess 6 or more years of education
- 56.84 percent of certificated staff have 10 or more years of experience (a decrease of 2.06% from the previous year)

- average number of sick days reported (FTE) were:
 - teachers 7.15
 - support staff..... 4.87
 - central office staff 2.75
 - custodians/maintenance..... 3.50

- number of teachers nominated for Excellence in Teaching Awards - 5

Based on September 30, 2008 counts, the number of staff working for the Division has increased by 27.93 Full-Time Equivalent (FTE) over the previous year for a total of 893.91 FTE.

Staffing Highlights

- ... Certificated..... 496.97
- ... Non-certificated 281.64
- ... Centre for Education..... 115.30 (*certificated and non-certificated*)

- 313.78 FTE teachers possess 10 or more years of service

- 62 individual (50.43 FTE) certificated staff members were granted leaves of absence during the 2008/09 school year, of which 50 percent were for personal reasons

- Five teachers were nominated by their school communities to receive an Excellence in Teaching Award.



Future Challenges

1. Recruitment of teachers to replace anticipated retirements over the next decade, particularly in areas of French Immersion, High School Sciences and Career and Technology Studies.
2. Continuing to build leadership capacity in order to ensure there are adequate numbers of qualified candidates for leadership roles at school and divisional levels.
3. Continuing to deliver programs for staff which address their wellness needs, and include strategies for maintaining and enhancing positive relationships with stakeholders and promoting strong interdependency.
4. Capitalizing on the skills and expertise of retirement age teachers and ensuring appropriate transitions are in place for the transfer of valuable knowledge.

Divisional Action Plan

The Division will continue to implement the following strategies in 2009/10.

- Complete the implementation of web-based applications for the management of payroll and human resources information systems.
- Provide in-services for school and Divisional staff on fostering corporate wellness through strong skills in interdependent problem-solving and communication (The 7 Habits of Highly Effective People, Great Leaders, Great Teams, Great Results).
- Continue to build capacity within our school and Division office support staff by identifying and offering appropriate professional development opportunities.
- Continue with the development and roll out of a Division wide Occupational Health and Safety Program.
- Continue with the development and roll out of new employee orientation programs.
- Continue to build on leadership programs offered by the Division including Exploring Leadership and Leadership (Principal) Mentor program.



Staffing

Number of Teaching, Support, And Centre for Education Staff

The Board of Trustees believes that one of the most valued resources within the Division is its staff. Recognizing its responsibility for developing and maintaining a school system infrastructure that meets the educational needs of students, the Board alters the jurisdiction's infrastructure to respond to changing environmental demands such as increasing or declining enrolments, financial restrictions, changing program needs or shifting priorities.

NUMBER OF TEACHING, SUPPORT AND CENTRE FOR EDUCATION STAFF (FTE)					
	2004/05	2005/06	2006/07	2007/08	2008/09
SCHOOL BASED STAFF (FTE)					
Certificated:	480.77	481.21	494.68	494.55	496.97
Support Staff:	231.72	226.29	254.28	254.93	281.64
CENTRE FOR EDUCATION (FTE)					
Administration (Superintendents):	4.00	4.00	4.00	4.00	5.00
Administration Support Staff:	25.76	28.63	28.30	27.80	31.36
System Instructional Certificated:	6.80	5.95	4.90	5.75	5.75
System Instruction Support:	6.00	2.50	2.50	2.00	2.00
Transportation:	5.07	5.00	5.00	5.20	5.20
Custodians & Maintenance:	63.96	68.48	69.99	71.75	65.99
TOTAL STAFF (FTE)	824.08	822.06	863.65	865.98	893.91

Note: Reported numbers do not include staff accessing Parkland's Extended Disability Program. Calculations are based on Sept. 30 payroll statistics. Since 2001, Parkland's Information Technology staff has been accounted for under the Administration Support Staff category.

STUDENT ENROLLMENT FOR PARKLAND SCHOOL DIVISION					
	2004/05	2005/06	2006/07	2007/08	2008/09
Enrollment as of September 30	9,466	9,471	9,547	9,342	9,413



Staffing

Teacher Education & Experience

The chart below combines teachers' years of experience and years of education during the 2008/09 school year. The sum of these two grid placement factors provides the Board with an indicator on which to project the relative cost of teacher salaries.

EDUCATION AND EXPERIENCE:				
	4 yrs. Education	5 yrs. Education	6 yrs. Education	TOTAL
0 yr. Service	19.51	1.50	1.50	22.51
1 yr. Service	12.70	1.00	3.48	17.18
2 yrs. Service	16.23	2.00	5.00	23.23
3 yrs. Service	18.00	5.25	7.50	30.75
4 yrs. Service	11.60	4.00	5.07	20.67
5 yrs. Service	17.43	1.50	4.00	22.93
6 yrs. Service	16.37	5.00	4.00	25.37
7 yrs. Service	22.91	7.00	8.00	37.91
8 yrs. Service	12.04	3.00	2.25	17.29
9 yrs. Service	8.93	5.00	6.50	20.43
10 yrs. Service	89.13	40.90	40.30	170.33
11 yrs. Service or more	82.88	32.50	28.07	143.45
TOTAL	327.72	108.65	115.67	552.04

Note: Calculations are based on the number of full-time equivalent certificated staff (FTE) and includes individuals on paid leaves and replacements. The chart above does not include Parkland's four certificated Superintendents.

Staffing

Average Teaching Cost

Average teaching costs play an important role in the budgeting process. These rates are used by Parkland's administrators to build projected budgets and subsequently, to determine the staffing complement of each school.

AVERAGE TEACHING COSTS:						
	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
Certificated	\$75,498	\$77,311	\$78,539	\$79,490	\$82,861	\$84,847

Note: Average teaching costs include salary and benefit expenditures.



Staffing

Sick Days Reported

Staff wellness continues to be a focus for Parkland. In addition to its Employee Family and Assistance Program (EFAP) which provides confidential counseling and referral services to staff and their families, an early intervention program through OHI (Organizational Health Incorporated) was implemented for non-certificated staff effective May 1, 2005. The objective of this program is to reduce prolonged absences by offering early support services to staff on sick leave, maximizing the opportunity for effective medical management and early return to work.

PERSON SICK DAYS:					
	2004/05	2005/06	2006/07	2007/08	2008/09
FTE					
Teachers *	490.16	503.58	504.80	503.58	506.76
Support Staff *	226.29	254.28	254.93	254.28	281.64
Central Office Staff **	42.13	40.80	40.00	40.80	39.56
Custodians/Maintenance ***	63.49	64.99	66.75	64.99	65.99
NUMBER OF SICK DAYS					
Teachers *	3,641.50	3,621.14	3,227.25	3,621.14	3,623.63
Support Staff *	1,373.68	1,589.78	1,542.00	1,589.78	1,370.88
Central Office Staff **	149.20	218.91	94.50	218.91	108.67
Custodians/Maintenance ***	286.34	442.97	378.49	442.97	231.06
AVERAGE SICK DAY/FTE					
Teachers *	7.43	7.19	6.40	7.19	7.15
Support Staff *	6.07	6.25	6.05	6.25	4.87
Central Office Staff **	3.54	5.37	2.36	5.37	2.75
Custodians/Maintenance ***	4.51	6.82	5.67	6.82	3.50

Note: FTE refers to the number of full-time equivalent positions. Numbers are reflective of FTE over entire school year, including temporary contracts.

*Teachers and School-based Support staff work on a 10 month calendar

** Central Office Staff work on a 12 month calendar

*** Custodians/Maintenance include both 10 and 12 month calendars



Staffing

Teacher Leaves of Absence

Listed below is a summary of leaves of absences for teaching staff.

LEAVES OF ABSENCE:					
	2004/05	2005/06*	2006/07	2007/08	2008/09
Maternity	13	14/12.73	15/14.87	21/21	15/14.35
Personal	25	20/13.25	24/15.02	24/15.35	31/21.53
Deferred Salary	4	4/4.00	1/1.00	2/2.00	2/2.00
Professional	0	0	0	0	0
Exchange	0	0	0	0	0
Secondment	5	8/6.55	6/4.85	9/7.75	14/12.55
TOTAL	47	46/36.53	46/35.74	56/46.10	62/50.43

*Beginning with the 2005/06 year two numbers are given. The first number represents the number of individuals involved and the second number represents the Full Time Equivalent (FTE) number.

Teacher Retirements

Listed below is a summary of teacher retirements.

RETIREMENTS						
	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
Certificated	11	27	27	13	23	11

Teacher Population Over Age 50

167 teachers (30%) were 50 years of age or older.



Staffing

Teacher Recognition

Alberta Education's Excellence in Teaching Award is one of the most prestigious awards available to teaching staff. Each year, teachers across the province who excel at achieving positive results in student learning and attitudes and who motivate students to exceed their own expectations, can be nominated by school communities to be recognized as one of the 125 award finalists from across the province or 20 provincial award recipients.

The Edwin Parr Teacher Award is another significant means of recognizing instructional excellence. Sponsored by the Alberta School Boards Association (ASBA), the award is given to first-year teachers who are deemed to be individuals displaying excellence in their knowledge of student learning styles; are skilled in utilizing a variety of instructional and evaluation methodologies; exercise interpersonal skills with students; and show involvement in professional development, extra-curricular and community activities.

EXCELLENCE IN TEACHING AWARD:					
	2004/05	2005/06	2006/07	2007/08	2008/09
Nominees	3	3	3	7	5
125 Award Finalists	1	---	---	5	3
Provincial Finalists	---	---	---	2	---

EDWIN PARR AWARD NOMINEE:					
	2004/05	2005/06	2006/07	2007/08	2008/09
Nominees	1	1	---	5	4
Recipient	---	---	---	1	---





Excellence In Education

MEMORANDUM

Date: 03 November 2009

To: Board of Trustees

From: Mary Lynne Campbell – Superintendent

Originator: Ben Beil, Associate Superintendent

Subject: **Education Committee Meeting**

Recommendation

That the Board of Trustees receives as information, the Education Committee Minutes of 13 October 2009 as presented at the Regular Meeting of 03 November 2009.



**MINUTES OF THE EDUCATION COMMITTEE MEETING HELD AT
GREYSTONE CENTENNIAL MIDDLE SCHOOL IN SPRUCE GROVE,
ALBERTA ON 13 OCTOBER 2009**

ATTENDANCE:

Richard Gilchrist
Dorcas Kilduff
Ben Beil
Tim Monds
Kelly Wilkins
Carolyn Cameron
Scott Johnston
Kulbir Dhaliwal
Katy Rogal
Kari Sirup
Claudia Scanga
Michelle Kershaw
Diane Lander
Paul McCann
Carole Ibsen

ABSENT:

Irene Goebel
Kathleen Linder
Robert Gillard
Darcy Kolodnicki
Elsie Kinsey

1. CALL TO ORDER

The meeting was called to order 8:45 am.

Mr. Gilchrist opened the meeting by welcoming participants and asking everyone to briefly introduce themselves. Mrs. Cameron provided an overview of the topic and activities planned for the morning. She shared the journey Greystone staff and students have been on since the school opened with implementing middle years pedagogy, student inquiry and critical thinking into the daily routines supporting student learning. She reviewed the successful school practices information from the National Middle Schools Association which has been central to the work the school has been engaged in along with the partnership Greystone has with Galileo, both of which support critical thinking skills across curricula.

2. ACTION ITEMS

2.1 Critical Thinking

Diane Lander provided an overview of the Divisional AISI project focusing upon critical thinking and the specific TC2 model the division is utilizing to support teachers in learning and

implementing critical thinking and the critical thinking tools into teaching and learning. Participants were engaged in a brief critical thinking exercise to demonstrate one of the critical thinking tools.

2.2 **Critical Thinking and Student Inquiry at Greystone**

Scott Johnston shared information to make the connection between the AISI project and what is being done in Greystone to imbed critical thinking into student learning. To set the stage for the classroom visits, each of the four teacher presenters provided a brief description of the critical thinking activity they would have students demonstrate within their classrooms.

2.3 **Classroom Visits**

Participants selected which classroom activity they wanted to observe and/or participate in. Each group visited one classroom and participated in the critical thinking activity with students. Following the half hour classroom visits, participants were asked to discuss their classroom experiences in small groups and then share the highlights with the whole group. Scott Johnston facilitated a Four Corners activity involving all participants in a critical thinking exercise.

2.4 **Concluding Activities**

Lonnie Granley, along with three students, shared information on the school wide student advisement activities being organized using the Winter Olympics as the framework for the year's plan. Mrs. Cameron offered concluding remarks, highlighting that the key to success is people and praised both staff and students. She invited participants to lunch in the Food Lab. Mr. Gilchrist thanked Mrs. Cameron and staff for their efforts and the excellent morning.

3. **ITEMS FOR FUTURE AGENDAS**

No items brought forth.

ADJOURNMENT

The meeting was adjourned at 11:55 a.m. followed by a lunch