



**Grande Prairie
Public School
Division**

Agenda

**Regular Meeting
of the Board of Trustees of the
Grande Prairie Public School Division on
Tuesday, February 27, 2024 6:00 pm**

1. O CANADA, TERRITORIAL LAND RECOGNITION and UNIVERSAL GUIDING PRINCIPLES		
2. ADOPTION OF THE AGENDA		Trustees
3. MINUTES	<ul style="list-style-type: none"> • Regular Board Meeting Minutes of February 13, 2024 	Trustees
4. PRESENTATION or DELEGATION		
5. BUSINESS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> • 	
6. BOARD CHAIR/ SUPERINTENDENT'S REPORT	<p>Board Chair Report</p> <ul style="list-style-type: none"> • 	Joan
	<p>Superintendent's Report</p> <p>Items for Information</p> <ul style="list-style-type: none"> • Putting Employer and Employee Perspectives to Work • Employee Appreciation Week • All Administration Professional Learning and February Principals Meeting • Administration Staffing Update • Leadership for Tomorrow • 3-Year Education Plan Development Update • Board Workplan Review 	Sandy
	<p>Items for Action</p> <ul style="list-style-type: none"> • Council of School Councils • International Travel Request 2024 – 2025 School Year • 2023 – 2024 Friends of Education Nomination 	
7. BOARD POLICY REVIEW	<p>Board Policy Committee</p> <ul style="list-style-type: none"> • Board Policy 12 – Appeals Regarding Student Matters • Board Policy 13 – Appeals Regarding Teacher Transfers • Board Policy 14 – Whistleblower Protection 	

AGENDA

February 27, 2024

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8. ADVOCACY & ENGAGEMENT	<ul style="list-style-type: none">• Advocacy and Engagement Committee Meeting – February 13, 2024 – Minutes as Information	Chris
9. CULTURE AND ENGAGEMENT	School Assurance Meetings February 22, 2024 <ul style="list-style-type: none">• GP Composite• Charles Spencer• Bridge Network• Swanavon• Isabel Campbell• Parkside	Trustees
10. BUSINESS SERVICES	Business Services Report <ul style="list-style-type: none">• Develop Budget Process and Budget Development Principles• Annual Division Occupational Health and Safety Report• Annual Operations & Maintenance Workplan	Norm
11. ASBA /PSBAA	Alberta School Boards Association (ASBA) <ul style="list-style-type: none">• Zone 1 Meeting• Enterprise Canada – Virtual Session• Speaker’s Corner – Advancing Education for Reconciliation• ASBA Zone 1 Awards Luncheon Planning Update – September 18, 2024	Ray Trustees Trustees Sandy
12. ALBERTA EDUCATION		
13. COMMITTEE REPORTS	<ul style="list-style-type: none">• Teacher/Trustee Liaison Committee Meeting• Non-Instructional Liaison Committee Meeting	Rob Chris
14. PRESENTATION OR DELEGATION BUSINESS		
15. CORRESPONDENCE		Trustees
16. NEW IDEAS/NEW ISSUES		Trustees
17. IN CAMERA SESSION		Trustees
18. ADJOURNMENT		Joan

SUPERINTENDENT'S REPORT**Board of Trustees Regular Board Meeting**

Tuesday, February 27, 2024

Prepared by Sandy McDonald, Superintendent of Schools

**Grande Prairie
Public School
Division****ITEMS FOR INFORMATION****PUTTING EMPLOYER AND EMPLOYEE PERSPECTIVES TO WORK**

Director of Human Resources, Tammie Maurer, Associate Superintendent Guindon, and Superintendent McDonald attended the Chamber of Commerce's presentation on recent research into regional labour market needs. The partnership between the Chamber, the City of Grande Prairie, the County of Grande Prairie, the Municipal District of Greenview, and Northwestern Polytechnic began in 2019 and has resulted in the development of a Regional Workforce Development Partnership. This partnership will be used to create a collaborative regional workforce development strategic action plan and contains information that has the potential to inform future recruiting efforts. More information, including a link to a recording of the presentation, is available online:

[Workforce Development Partnership - Grande Prairie & District Chamber of Commerce](#)

EMPLOYEE APPRECIATION WEEK

The week of Feb 20 to 23 was employee appreciation week. The structure of our Employee Appreciation efforts this year was a slight departure from previous years, when we would celebrate individual groups of employees at different times of the year. The intent this year is for a weeklong celebration of all staff, culminating in the wellness day for all staff Friday, and the intent for the change in practice is to ensure the efforts of every employee and employee group are honoured and celebrated.

Actions to acknowledge and appreciate our staff this week consisted of:

- Messages of appreciation from the Superintendent, Board Chair, and chair of the Student Advisory.
- Posts made on social media.
- Deliveries of coffee and donuts to each school and worksite the morning of Wednesday, February 21st.
- Gratitude cards, made from student artwork, were provided to each location to support employees to share a message of appreciation or recognition with a colleague who has made a positive impact.
- Daily employee appreciation prize draws on Tuesday, Wednesday, and Thursday, with winners notified via email.
- The Division wellness day, Friday, February 23

ALL ADMINISTRATION PROFESSIONAL LEARNING and FEBRUARY PRINCIPALS MEETING

The professional learning time was used to provide school administration teams time to continue to plan for, and share with other school leadership teams, implementation of the Optimum Learning Framework and to continue their planning to support student attendance.

In addition to reviewing the timelines for receiving nominations for the Edwin Parr award and providing updates re: the division website implementation and digital communications practices, the afternoon with principals was focused on inclusive learning planning and a review of the role of the Learning Support Teacher in schools.

ADMINISTRATION STAFFING UPDATE

The staffing process for the 2024-2025 school year is underway, and Matt Pepper, current principal at Isabel Campbell Public School, will be relocating to assume the same role at Ecole Montrose. Additionally, Kendra Stewart, who has been in the acting Vice Principal role at Alexander Forbes this year, will be remaining at the school on an ongoing basis.

The competition to select a principal for Isabel Campbell Public School is ongoing and will close the week of February 26

LEADERSHIP FOR TOMORROW

The most recent session of the Division's Leadership for Tomorrow took place on Thursday, February 22. The focus of the session is on the continuation of developing their understanding of the practices related to instructional leadership. Participants were guided through reflection on their leadership-focused inquiry question and provided the opportunity to continue to develop their skills to engage in generative dialogue with teachers for the purpose of supporting teacher professional growth planning.

3-YEAR EDUCATION PLAN DEVELOPMENT UPDATE

Planning for the updating of the division's 3-Year Education Plan continues. The staff engagement to learn their perspectives re: strategies for supporting student growth and achievement and successful high school completion will open February 26 and closes March 7. Student and parent perspectives included in recent school and division data is being reviewed at the same time to inform planning and a draft review of the plan will be presented for review at Board's May 1 Planning Retreat.

BOARD WORKPLAN REVIEW

The Board workplan is attached and submitted to the Board as information.

ITEMS FOR ACTION

COUNCIL OF SCHOOL COUNCILS

The agenda for the February 29th meeting of the Council of School Councils is attached for information and to support Trustee preparation for the meeting.

INTERNATIONAL TRAVEL REQUEST for the 2024-2025 SCHOOL YEAR

Charles Spencer High School has submitted a request for 32 students enrolled in French as a Second Language or French Immersion to travel to Martinique during spring break in the 2024-2025 school year.

System Administration has reviewed the detailed trip package submitted by the school principal and it meets all expectations for international travel as outlined in [Administrative Procedure 260](#). A summary of the trip details and a recommended motion is presented on the following page for the Board's consideration.

Trip Details	Lead Teacher(s) and Supervisors	Trip Application Meets AP260 Requirements
<p>Trip Dates: March 29-April 5 (8 days)</p> <p>Destination: Martinique</p> <p>Instructional Days Missed While Travelling: 0</p> <p>School: CSHS</p> <p>Group Travelling: French students in grades 10-12. French Immersion and FSL.</p> <p>Cost per Student: 4900-5200</p>	<p>Organizing Teacher: Donya Clayton</p> <p>Additional Chaperones: Justin Gaucher Ayayi Alognon Crystal Yarham</p>	<p>Supervision ratio: 8:1</p> <p>Risk Assessment Complete for All Student Activities: yes</p> <p>Canadian Federal Travel Advisory and Vaccination Status: Considered Green for travel. Vaccination status: Routine.</p> <p>Trip Cancellation and Interruption Insurance: Added in Prometeur in addition to USIC. <i>Prometeur: Peace of Mind program.</i></p> <p>Travel Company Provider: Prometeur</p>
<p>Highlights of the Trip Itinerary:</p> <ul style="list-style-type: none"> - tour of Fort-de-France. See the colourful market, Cathedrale St-Louis, the Schoelcher Library, and admire local artisans' work as you walk through the urban park Place de la Savane - Creole Cooking workshop - Jardin de Batala; The garden contains about 3,000 varieties of tropical plants from around the world, including 300 types of palm trees - Drive along the Route de la Trace through the tropical forest to reach the area of Le Morne Rouge - Visit the Musee de la Banane and learn all about the process of a banana plantation - former sugar estate of Marie Joseph Rose Tascher de la Pagerie, who later became Empress Josephine. The museum, a picturesque stone building, is her birthplace - Discover La Savane des Esclaves, an Amerindian village. With a local guide learn about this village of slaves who fled the plantations to take refuge in nature and created a way of life with specific customs, authentic Creole huts, a creole garden and a local language 		

Administration is recommending the following **proposed motion**:
Trustee NAME moves the Board support the request for student International Travel submitted by Charles Spencer High School, as presented, subject to continued compliance with all expectations identified in Administrative Procedure and all travel advisories in effect at the time of travel.

2023-2024 FRIENDS OF EDUCATION NOMINATION

Trustees are asked to bring nominations to the March 12 Committee of the Whole for discussion and selection. Previous nominations from the division for the past ten years are:

2022/23	Sean Sargent and the Sargent Family Foundation
2021/22	International Paper
2020/21	Nan Swanston, Image Design
2019/20	3D Children's Society – Tri-District Submission
2018/19	Grande Prairie Firefighter's Charity Foundation
2017/18	Kim Verbecky – Administrative Assistant at Aspen Grove Public School
2016/17	Serge and Tracy Allard – Tim Hortons, Allard Group
2015/16	Canadian Tire/JumpStart Program
2014/15	Grande Prairie Centre for Newcomers
2013/14	Dynacorp Fabrication

06.2 Board Workplan Review

	<ul style="list-style-type: none"> 2024 01 23 	<ul style="list-style-type: none"> Board Policy Committee (11:00 am) 2024 01 23 Approve 2024 – 2025 School Year Calendar 2024 01 23 Review Annual Information Technology Workplan and Report 2024 01 23 Review Annual Student Intervention Programming Report 2024 01 23 Review 1st Quarter Budget Update 2024 01 23 School Assurance <ul style="list-style-type: none"> 2024 01 25 2024 01 30 2023 02 22 PD Committee Meeting 2024 01 31 	<p>2024 01 22</p> <ul style="list-style-type: none"> ASBA Speaker's Corner Education Commission of the States <p>2024 01 23</p> <ul style="list-style-type: none"> AB Ed Stakeholder Session – Social Studies Curr.
FEBRUARY	<ul style="list-style-type: none"> 2024 02 13 	<ul style="list-style-type: none"> Advocacy & Engagement Committee (11:00 am) 2024 02 13 Review GPPSD Optimum Learning Framework 2024 02 13 Review Annual Programs of Choice Report 2024 02 13 TTLC Meeting (3:45 pm) 2024 02 20 Non-Instructional Support Staff Committee (4:15 pm) 2024 02 21 	<p>2024 02 08 - 09</p> <ul style="list-style-type: none"> PSBC <p>2024 02 14</p> <ul style="list-style-type: none"> ASBA Zone 1 Virtual <p>2024 02 21</p> <ul style="list-style-type: none"> ASBA Virtual Session – Enterprise Canada <p>2024 02 26</p> <ul style="list-style-type: none"> ASBA Speakers' Corner Advancing Education for Reconciliation
	<ul style="list-style-type: none"> 2024 02 27 Committee of the Whole 	<ul style="list-style-type: none"> Board Policy Committee (11:00 am) 2024 02 27 Develop Budget Process and Budget Development Principles 2024 02 27 Review Annual Division Occupational Health and Safety Report 2024 02 27 Review Annual Division Operations & Maintenance Workplan and Report 2024 02 27 Council of School Councils Meeting 2024 02 29 	
MARCH	<ul style="list-style-type: none"> 2024 03 12 Committee of the Whole 	<ul style="list-style-type: none"> Board Advocacy & Engagement Committee (11:00 am) 2024 03 12 Review draft 3-Year Capital Plan 2024 03 12 Review Annual Indigenous Programming Report 2024 03 12 Approve Edwin Parr Nominee 	<p>2024 03 02</p> <ul style="list-style-type: none"> PSBAA – Choice in AB Ed – virtual <p>2024 03 06</p> <ul style="list-style-type: none"> ASBA Zone 1

	<ul style="list-style-type: none"> 2024 03 26 	<ul style="list-style-type: none"> Board Professional Learning Retreat 2024 03 25 <ul style="list-style-type: none"> Strategic Plan Development Workshop Board Policy Committee (11:00 am) 2024 03 26 Approve Annual Division 3-Year Capital Plan 2024 03 26 Bi-Annual Division Risk Management Update <i>In Camera</i> 2024 03 26 Bi-Annual Human Resources Update <i>In Camera</i> 2024 03 26 	<p>High Prairie 2024 03 18</p> <ul style="list-style-type: none"> ASBA Speaker's Corner TBA
APRIL	<ul style="list-style-type: none"> 2024 04 23 	<ul style="list-style-type: none"> Advocacy & Engagement Committee (11:00 am) 2024 04 23 Approve 2024 – 2025 School Fees Review 2nd Quarter Budget Update 2024 04 23 Review Annual Division Wellness Report 2024 04 23 Review Annual Leadership Staff Demographics Succession Planning Report <i>In Camera</i> 2024 04 23 Review Annual Division Compensation Report <i>In Camera</i> 2024 04 23 	<p>2024 04 06 – 08</p> <ul style="list-style-type: none"> NSBA New Orleans, LA <p>2024 04 10</p> <ul style="list-style-type: none"> ASBA Zone 1 GP Catholic <p>2024 04 11 – 12</p> <ul style="list-style-type: none"> PSBC <p>2024 04 15</p> <ul style="list-style-type: none"> ASBA Speaker's Corner TBA
MAY	<ul style="list-style-type: none"> 2024 05 14 Committee of the Whole 	<ul style="list-style-type: none"> Board Spring Governance Retreat 2024 05 01 <ul style="list-style-type: none"> Review Draft 3 Year Educational Plan Review Draft Division Assurance Summary Review 2024-2025 Division Budget Development Process Council of School Councils Meeting 2024 05 02 TTLIC Meeting (3:45 pm) 2024 05 07 Advocacy & Engagement Committee (11:00 am) 2024 05 14 Review draft Division 2024-25 Budget 2024 05 14 Non-Instructional Support Staff Committee (4:15 pm) 2024 05 22 GP Composite High School Graduation - 2024 05 17, Bonnett's Time to be Determined 	<p>2024 05 08</p> <ul style="list-style-type: none"> ASBA Zone 1 Fort Vermilion <p>2024 05 13</p> <ul style="list-style-type: none"> ASBA Speaker's Corner TBA <p>2024 05 30-06 01</p> <ul style="list-style-type: none"> PSBAA SGM Calgary, AB
	<ul style="list-style-type: none"> 2024 05 28 	<ul style="list-style-type: none"> Board Policy Committee (11:00 am) 2024 05 28 Approve Division 3-Year Education Plan 2024 05 28 Approve Division 2024-25 Budget 2024 05 28 Approve Locally Developed Course Requests 2024 05 28 	

JUNE	<ul style="list-style-type: none"> • 2024 06 11 	<ul style="list-style-type: none"> • Advocacy & Engagement Committee (11:00 am) 2024 06 11 • Review 3rd Quarter Budget Update 2024 06 11 • Review Annual Summer Operations and Maintenance Report 2024 06 11 • Bridge Network Graduation – Solo Format – 2024 06 14 • Charles Spencer Commencement – during the day 2024 06 26 	<p>2024 06 02 – 04</p> <ul style="list-style-type: none"> • ASBA SGM Calgary, AB <p>2024 06 12</p> <ul style="list-style-type: none"> • ASBA Zone 1 CSNO
JULY			<p>2024 07 02 - 05</p> <ul style="list-style-type: none"> • CSBA Congress Toronto, ON
AUGUST			<p>2024 08 07 – 09</p> <ul style="list-style-type: none"> • PSBC Meeting Grande Prairie, AB
SEPTEMBER			<p>2024 09 18</p> <ul style="list-style-type: none"> • ASBA Zone 1 Meeting and Awards – GPPSD Hosts

**Grande Prairie Public School Division
2023 – 2024 Board Work Plan**



	PUBLIC MEETING DATES	MONTHLY GOVERNANCE ACTIONS	PROFESSIONAL LEARNING
AUGUST	<ul style="list-style-type: none"> • 2023 08 22 Organizational Meeting • Regular Meeting 	<ul style="list-style-type: none"> • Board Self-Evaluation 2023 08 22 • Board Evaluation of Superintendent 2023 08 22 • <i>Summary reports for each due September 30 for review October 10 in Camera</i> 	2023 08 09 – 11 <ul style="list-style-type: none"> • PSBC
SEPTEMBER	<ul style="list-style-type: none"> • 2023 09 12 	<ul style="list-style-type: none"> • Advocacy & Engagement Committee (11:00 am) 2023 09 12 	2023 09 18 <ul style="list-style-type: none"> • ASBA – ASEBP Webinar
	<ul style="list-style-type: none"> • 2023 09 26 	<ul style="list-style-type: none"> • Board Evaluation Committee (10:00 am) 2023 09 18 • Trustee Student Advisory Members Meeting (1:00 pm) 2023 09 21 • Board Policy Committee (11:00 am) 2023 09 26 • Review Board Workplan 2023 09 26 	2023 09 20 <ul style="list-style-type: none"> • ASBA Zone 1 • Awards Luncheon 2023 09 27 <ul style="list-style-type: none"> • ASBA – Matt Solberg, Virtual 2023 09 29 <ul style="list-style-type: none"> • PSBAA Franklin Covey, Virtual
OCTOBER	<ul style="list-style-type: none"> • 2023 10 10 	<ul style="list-style-type: none"> • Advocacy & Engagement Committee (11:00 am) 2023 10 10 • Audit Committee (4:30 pm) 2023 10 10 • Review Annual Student Enrollment Summary 2023 10 10 • Review Annual Exit Survey Report <i>In Camera</i> 2023 10 10 • PD Committee Meeting 2023 10 11 • Board Social 2023 10 14 • TTLC Meeting (3:45 pm) 2023 10 17 	2023 10 23 <ul style="list-style-type: none"> • St. Patrick Catholic Re-Opening 1:00 • Minister’s Tour of GPCHS 2:15 • Meeting with Minister of Ed – PWSD 4:30
	<ul style="list-style-type: none"> • 2023 10 24 	<ul style="list-style-type: none"> • Board Policy Committee (11:00 am) 2023 10 24 • Non-Instructional Support Staff Committee (4:15 pm) 2023 10 25 • Review Board Workplan 2023 10 24 	2023 10 19 – 20 <ul style="list-style-type: none"> • PSBAA FGM

			<p>2023 10 30</p> <ul style="list-style-type: none"> ASBA Webinar AB and Rural Municipalities
NOVEMBER	<ul style="list-style-type: none"> 2023 11 14 	<ul style="list-style-type: none"> Advocacy & Engagement Committee (11:00 am) 2023 11 14 Review Annual Student Attendance Report 2023 11 14 Bi-Annual Division Risk Management Update <i>In Camera</i> 2023 11 14 Bi-Annual Human Resources Update <i>In Camera</i> 2023 11 14 	<p>2023 11 08</p> <ul style="list-style-type: none"> ASBA Zone 1
	<ul style="list-style-type: none"> 2023 11 28 	<ul style="list-style-type: none"> Board Assurance Retreat 2023 11 23 (Moved from Nov 30 - Trustees to review the Results Report prior to approval on 2023 11 28) <ul style="list-style-type: none"> Review draft Annual Education Results Report Presentation of Educational Director Work Plans Board Policy Committee (11:00 am) 2023 11 28 Audit Committee (4:30 pm) 2023 11 28 Approve Annual Education Results Report 2023 11 28 Approve Audited Financial Statements 2023 11 28 Fall Budget Update 2023 11 28 Council of School Councils (7:00 pm) 2023 11 30 	<p>2023 11 09</p> <ul style="list-style-type: none"> PSBAA Franklin Covey, Leader in Me - Virtual <p>2023 11 17</p> <ul style="list-style-type: none"> PSBC <p>2023 11 19 – 21</p> <ul style="list-style-type: none"> ASBA FGM
DECEMBER	<ul style="list-style-type: none"> 2023 12 12 Committee of the Whole 	<ul style="list-style-type: none"> TTLIC Meeting (3:45 pm) 2023 12 05 TEBA Engagement Session 2023 12 08 Advocacy & Engagement Committee (11:00 am) 2023 12 12 Review Annual Class Size Report 2023 12 12 Review draft 2024-25 School Year Calendar 2023 12 12 Review Annual Finance Department Workplan 	<p>2023 12 11</p> <ul style="list-style-type: none"> ASBA Speaker's Corner <p>2023 12 13</p> <ul style="list-style-type: none"> ASBA Zone 1 Virtual
JANUARY	<ul style="list-style-type: none"> 2024 01 09 	<ul style="list-style-type: none"> Advocacy & Engagement Committee (11:00 am) 2023 01 09 Review Annual Student Profile and Specialized Learning Services Report 2024 01 09 Review Annual Student Transportation Update 2024 01 09 Council of School Councils – Workshop – 2024 01 18 	<p>2024 01 10</p> <ul style="list-style-type: none"> ASBA Zone 1 Virtual



**Council of School Councils
Committee Meeting
Thursday, February 29, 2024 – 7:00 p.m.
Hybrid Meeting - At Central Office and Teams
10127 - 120 Ave, Grande Prairie, AB**

AGENDA

1.	Territorial Land Recognition, Welcome and Introductions	Andre Ouellette
2.	Minutes of November 30, 2023 Meeting	Andre Ouellette
3.	Discussion Topics of Importance to the Board	
	<ul style="list-style-type: none"> • 2024 01 18 School Council Workshop Discussion 	Sandy McDonald
	<ul style="list-style-type: none"> • 2024 Alberta School Councils' Association Conference April 26 to 28, 2024 	Sandy McDonald
	<ul style="list-style-type: none"> • 2024/25 - 2026/27 3-Year Education Plan Update 	Sandy McDonald
	<ul style="list-style-type: none"> • 2024 - 2025 Budget Priorities 	Andre Ouellette
4.	School Council Updates <ul style="list-style-type: none"> • Questions to Other School Councils • Questions to Trustees 	School Council Chairs
5.	Other	
6.	Adjournment <ul style="list-style-type: none"> • Next Meeting <ul style="list-style-type: none"> ○ May 2, 2024 	Andre Ouellette