

Agenda

Regular Meeting of the Board of Trustees of the Grande Prairie Public School Division on Tuesday, September 24, 2024 6:00 pm

		ruesuay, September 24, 2024 0.00 pm	
1.	O CANADA, TERRITORIAL LAND RECOGNITION and UNIVERSAL GUIDING PRINCIPLES		
2.	ADOPTION OF THE AGENDA		Trustees
3.	MINUTES	 Regular Board Meeting Minutes of September 10, 2024 	Trustees
4.	PRESENTATION or DELEGATION	 Laura Noel, Prime Minister's Award for Teaching Excellence Recipient 	Joan
5.	BUSINESS ARISING FROM THE MINUTES	 Impact of Comprehensive School Health Programming 	Sandy
6.	BOARD CHAIR/ SUPERINTENDENT'S REPORT	Board Chair Report Premier and Minister of Education Announcement re: Capital Accelerator Project	Joan
		Superintendent's Report Items for Information School Council Year Planning Enrollment Update September 11 Principals Meeting Northwestern Polytechnic Academic Showcase Summer School Summary Career Pathways Planning School Messenger Communication Platform System Leadership Reports to the Board for 2024 - 2025	Sandy
		 Items for Action The updated Board Workplan is attached for information. 	
7.	BOARD POLICY REVIEW		
8.	ADVOCACY & ENGAGEMENT	 Advocacy and Engagement Committee Meeting 2024 09 10 Draft Meeting Minutes as Information 2024 09 24 Meeting Update 	Rob

AGENDA

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9. CULTURE AND ENGAGEMENT		
10. BUSINESS SERVICES	2025 Municipal ElectionTransportation Update	Ola
11. ASBA /PSBAA	 Alberta School Boards Association Zone 1 Meeting and Awards Luncheon Implementing Responsible AI in K – 12 Presentation 	Ray Trustees
12. ALBERTA EDUCATION		
13. COMMITTEE REPORTS	 School Council Year-End Report Aspen Grove School Council Swanavon School Council Parkside Montessori School Council IV Macklin School Council 	Trustees
	Board Evaluation Committee • Board Self-Evaluation Review and Approval	Donna
14. PRESENTATION OR DELEGATION BUSINESS		
15. CORRESPONDENCE	 Letter to Minister of Affordability and Utilities Re: The Impact of Electrical Distribution Charges 2024 09 17 	Trustees
16. NEW IDEAS/NEW ISSUES		Trustees
17. IN CAMERA SESSION		Trustees
18. ADJOURNMENT		Joan



DATE: September 24, 2024

TO: Board of Trustees

FROM: Alexander McDonald, Superintendent of Schools

SUBJECT: September 24, 2024, Superintendent Report to the Board

REFERENCE: Board Policy 2 and Board Policy 18

BUSINESS ARISING

IMPACT OF COMPREHENSIVE SCHOOL HEALTH PROGRAMMING

A report addressing the Board's question at the September 10th Board Meeting re: measuring the effectiveness of comprehensive school health programs, such as APPLE Schools, is attached for information.

ITEMS FOR INFORMATION

SCHOOL COUNCIL YEAR PLANNING

School Councils are in the process of conducting their organizational meetings and electing executive members and identifying dates. As that information is gathered it will be distributed to trustees. The practice of developing speaking notes for trustees following each board meeting will continue this year and those notes will also be distributed to principals for them to share, in the event trustees are unable to attend a meeting.

Attached to this report is a draft year plan for school councils developed by Kim Frykas, Director of System Planning, to support principals and school councils in the development of Council year plans. The distribution of this document is intended to support new principals and new school council chairs in the organization of their work and to provide consistency of practice and two-way information sharing across all schools in the division. The year plan identifies the required information principals are expected to share, identified in the School Councils Regulation and Administrative Procedure 110—
School Councils. The draft plan also provides suggestions for other content while leaving autonomy for principals to include in their updates information specific to the context of their schools.

ENROLLMENT UPDATE

The registration of new students has largely stabilized at this point in the school year and system and school leadership are working to finalize student information across the division in preparation for the submission of student enrollments to Alberta Education at the end of September. The final student enrollment summary will be presented at the October 8 board meeting, but at this point it appears that while the division continues to grow, less growth than projected occurred and is a deviation from the trend of the last two years. More details about student movement in and out of the division will be included in the October 8 report.

SEPTEMBER 11 PRINCIPALS MEETING

Significant time was allocated to support administrators to plan the professional learning in their schools and for principals to collaborate and explore school leadership development and mentorship practices for the purpose of supporting succession planning at the school level.

Outside of the meeting, K-8 principals have been collaborating on development of the new elementary report card and a plan to share and collect feedback from school staff on the next professional learning day. A detailed update on the progress of the development and implementation planning for the new elementary report card, and the *Guide for Parents and Guardians*, will be shared with trustees at the October 8 meeting, to support trustees speaking to the work at school council meetings.

NORTHWESTERN POLYTECHNIC (NWP) ACADEMIC SHOWCASE

On Monday, September 16 Northwestern Polytechnic hosted high school academic counsellors, off-campus programming support staff, school administrators and system leaders to provide an update on the programming and support available to students that are currently offered at NWP. GPPSD high schools were well-represented and heard from the Registrar's office, from the student supports department, and from each of the departments that offer post-secondary certificate, diploma, university transfer, and bachelor's degree programs. NWP shared information about several new programs that will begin in the second semester of this year and in the 2025-2026 academic year and announced that registration for next year is open to current grade 12 students now. A comprehensive summary of the extensive list of apprenticeships, certificates, diplomas, degrees, and university transfer programs available to students is available online at Programs | Northwestern Polytechnic (nwpolytech.ca).

SUMMER SCHOOL SUMMARY

July saw the successful return of high school summer school programming for division students. 53 students, supported by 5 staff, had the opportunity to enroll in 11 in-person courses and 10 online courses. Students also had the opportunity to participate in work experience and RAP programming. In total, students earned 1101 total credits earned over the summer (168 summer school, 818 work experience, and 115 RAP).

The July program is considered a successful pilot based on the number of students who participated and high school principals have met with system leadership to review and begin planning for next year. It is expected that programming for July 2025 will build on the initial success and will see increased student participation in the summer of 2025 because of opening registration earlier and modifying programming based on student and staff feedback and the lessons learned from this year.

CAREERS PATHWAYS PLANNING

The Division's 3-year education plan includes *Outcome 2: Students are supported to succeed from early learning to high school completion and beyond*. System leadership is working with school administration to develop and implement a Career Pathways Framework to support this outcome, which will provide clarity for students, parents, and staff about the opportunities for students. The Framework will also support division administration to enhance existing programming and develop new opportunities for students.

Deputy Superintendent James Robinson, Kimberly Frykas, Director of System Planning, and Dennis Vobeyda, Principal at the Grande Prairie Composite High School, have participated in a variety of provincial conferences to support their planning for preparing students for life after high school. Building networks across the province and using research into effective programs in Alberta and other jurisdictions has led to the development this summer of a draft *Framework for Implementing Career Pathways*, a three year implementation plan, and identified resource recommendations. Kimberly Frykas and Dennis Vobeyda will chair a division committee this year, that will engage with staff, parents, students, industry, community, and post-secondary to inform and finalize the division framework. The

Board will receive more detailed information and a presentation later in the school year, as the work continues to evolve.

The Framework outlines multiple pathways and a continuum of support that teaches students to self-reflect, set goals, and persevere. Partnership opportunities with industry, family, post-secondary and community will be identified as they broaden student exploration and experiences. The Framework is developed to provide equitable access to opportunities for students and families to learn about career pathways and the development of the readiness skills to prepare them for life after school.

In addition, the Division is collaborating with Northwestern Polytechnic, Grande Prairie and District Catholic Schools, and the Peace Wapiti Public School Division to review current Dual Credit programming, develop new pathways and explore the development of a Collegiate School with a STEM focus.

SCHOOL MESSENGER COMMUNICATION PLATFORM

As communication between home and school continues to be identified as important in annual division surveys, a new strategy is being implemented this school year. *School Messenger* was deployed to parents in September 2024, and is a comprehensive engagement platform that supports effective communication between school and home in a variety of ways:

- 1. **Communicating to parents**: information about school events, newsletters, and other important news
- 2. **Attendance reporting:** Streamlined reporting of student absences by parents using app, web, or phone.
- 3. Safe arrival: Reporting directly to parents if a student does not arrive at school.
- 4. **Emergency communications**: Efficient mass communication capabilities in the event of an emergency.

School Messenger has been used at the high school level for several years and is being deployed division wide for all parents. Parents are required to set up an account, can select the types of communication they would like to receive, and can identify their preferred means of communication. School Messenger is integrated with PowerSchool, our student information system, which simplifies the process and improves the accuracy of contact information, for parents, schools and the division. While the premise is relatively simple, implementation is relatively complex across the division and system leadership, Information Technology staff, and school staff have developed a comprehensive workplan to support implementation.

SYSTEM LEADERSHIP REPORTS TO THE BOARD FOR 2024-2025

This report, and the attached report from the Associate Superintendent of Business Services for this meeting, introduces a new structure for information reports to the board prepared by system leadership staff. The schedule for administrative reports to the board has been developed, and continues to evolve, over time to support the Board's governance actions. The purpose of the new template is to make visible each report's connection to legislation, policy and procedure and to connect each report to the Board's core governance responsibilities: fiduciary (oversight), strategic (foresight), generative (insight).

The development and implementation of the new template by system leaders is also an opportunity to enhance the understanding of system leadership staff regarding the ways in which operations in each of

their portfolio areas supports board governance. Directors will continue to attend board meetings to provide a short summary of the purpose and content of each report and to answer questions from trustees. To support effective discussion, trustees are asked to consider submitting their questions to the Superintendent on the Monday or Tuesday of the week of the board meeting so system leadership staff may come prepared to provide an answer.

ITEMS FOR FUTURE ACTION

The updated Board Workplan is attached for information.



School Council Yearly Agenda & Engagement (SAMPLE)

- Anything <u>underlined</u> must be attended to, dates may fluctuate. <u>Principal's report topics are suggestions</u> these topics should be populated in consultation with school council and principal.

Septen	nber Meeting
	Welcome and orientation (purpose and role of School Council) Principal's Report: key events for the year, opportunities for School Council engagement Discuss parent communication protocol (Teacher > Principal > Trustee > Superintendent > Minister of Education)
	Creation or Review of School Council Plan for the year (set goals) Overview of current School Budget and Student Learning Goals/Challenges Elections/ Appointments to key positions (School Council AGM)
Septen	nber To Do
-	 Annual School Council report to the Board (submitted by September 30) financial statements of any money handled by the School Council activities of the school council for the preceding year School Council Grant – details of expenditures
Octobe	er Meeting
	Principal's Report: Introduction/Overview of the Accountability Pillar for school and school division Overview of the 3 Year Education Plan of the school and the school division
Ц	<u>Elections/ Appointments to key positions (School Council AGM)</u> – if this did not occur in September
Novem	ber Meeting
	Principal's Report: Student Assessment practices in support of Student Learning / Initiatives for "at-risk" students in support of Student Learning
	Review of draft school Annual Education Results Report Analysis and Implementation of School Council Plan to support Student Learning
GPPSD	November/December School Council Chairs Meeting
Decem	ber Meeting
	Principal's Report: <u>School and Division PAT and DIP results</u> Review of school division and school final Annual Education Results Report
	Review draft calendar to next year (could be Nov-Feb date range for review) Holiday celebration
Januar	y Meeting
	Principal's Report: Review of Discipline Policy relating to Student Learning Begin discussion relating to upcoming School Budget and Three-Year Educational Plan
	Assessment of School Council Plan relating to supporting Student Learning Alberta School Councils' Association's Conference (AGM information / registration (Jate April)

GPPSD	January/February School Council Chairs Meeting
Februa	ry Meeting
	Principal's Report: Mid-year assessment: Student Learning progress results to date Special Guest Speaker in support of Student Learning: Topic TBA School Council Recruitment Strategies and Succession Planning Review, discuss and pre-vote: all Proposed Advocacy Resolutions for ASCA AGM
March	Meeting
	Principal's Report: Instructional Practices relating to Student Learning
	Final discussion relating to the upcoming School Budget and <u>Student Fees</u> and Three-Year Educational Plan
	Assessment of School Council Plan relating to supporting Student Learning
	Review, discuss and pre-vote: all Proposed Advocacy Resolutions for ASCA AGM
	Nominations for ASCA Board of Directors – Deadline: 15 days prior to AGM (late April)
April M	leeting
-	Principal's Report:
	Finalize School Council Recruitment Strategies and Succession Planning
	Opportunities for recognition of staff, students and parents relating to supporting Student
	Learning Attend/send delegate to ASCA Conference/AGM (Learning, Networking, Provincial Voice)
	(
May M	
	Principal's Report: Staffing, Program and Practices Changes in support of Student Learning
	School Council AGM planning Final Evaluation of School Council Plan relating to supporting Student Learning
	Summary of ASCA Conference (Learning/Networking) and AGM (Elections/Advocacy =
	Provincial Voice)
GPPSD	May School Council Chairs Meeting
June M	leeting
	Principal's Report: Finalized School Budget and 3 Yr Education Plan
	Celebrate successes!



Adapted: Sample Yearly Agenda © ASCA, 2021

Guidelines

School Education Plan (Sept, Jan-June)

School Administrators, in collaboration with staff, develop school education plans. School Councils have the opportunity to provide advice and feedback on the development of the School's Annual Education Plan. The School Education Plan will be shared at the beginning of each year and should be referenced throughout the year.

Annual School Council Reporting Requirements (submit to Central Office by September 30)

- each school council will submit their report to the Board by Sept 30 yearly
- reports will include:
 - o financial statements of any money handled by the School Council
 - o activities of the school council for the preceding year
 - o School Council Grant details of expenditures

School Education Results Report (October - December)

School Administrators, in collaboration with staff, develop annual school education results reports that align with their School Plan. School Councils have the opportunity to provide advice and feedback on the development of the Annual Results Report.

Provincial Assessment Results (October – December)

School Administrators will provide the School Council with the results for the school from provincial assessments (Provincial Achievement Tests grades 6 and 9, and Diploma Exams), an interpretation of those results for the school by the end of December.

GPPSD School Council Chairs Meetings (November/December, January/February, May)

The Grande Prairie Public School Division Central Office Administration and School Board meets with School Council Chairs and representatives in November, January, and May to seek their input into key areas of direction, and to share results for the school from provincial assessments, and interpretation of those results.

Division & School Calendar (December – January)

School Administrators will provide draft calendar(s) and build understanding with School Council of the process and parameters considered when developing the calendar. Feedback from School Council will be shared with Central Office.

School Budget Updates (schedule determined by Principal and School Council)

School Administrators will provide an overview of the school budget and fees. School Councils can offer suggestions on school budget priorities, expenditure allocations, instructional and other fees.

School Fees (April)

AP 505: School Assessed Fees outlines principals, in consultation with School Councils and the Superintendent, may propose school fees.

Board Policy 16: Student Fees indicates that the "consulting process will be documented and must include an explanation of why a change in any fees or costs was required."



Adapted: Sample Yearly Agenda © ASCA, 2021

Other Engagement Opportunities for School Councils to Consider

Kindergarten and New Student Registration

- Promoting registration dates
- Providing testimonials about the school
- Sharing the role of School Council with new families

School Council Presence at School Community Events (Welcome Back, Welcome to Kindergarten, Parent Teacher Interviews, Celebrations)

• Be available to talk with families about School Council

School Council Workshops Alberta School Council Association Workshops MediaSmarts

- Resources For Parents
 - o Tutorials and Workshops
 - o <u>Tip Sheets</u>

Question to Consider:

What makes parents feel "in community with" their children's schools? In what ways do you create mutually beneficial opportunities for parents and other stakeholders?



Adapted: Sample Yearly Agenda © ASCA, 2021

Grande Prairie Public School Division

Grande Prairie Public School Division

DRAFT 2024 - 2025 Board Work Plan

	PUBLIC MEETING DATES	MONTHLY GOVERNANCE ACTIONS	PROFESSIONAL LEARNING
AUGUST	2024 08 20 Organizational MeetingRegular Meeting	 Board Self-Evaluation 2024 08 20 Board Evaluation of Superintendent 2024 08 20 Meeting with Local MLAs 2024 08 27 	2024 08 07 – 09 • PSBC
SEPTEMBER	• 2024 09 10	Advocacy & Engagement Committee (11:00 am) 2024 09 10	2024 09 18
SEPTE	• 2024 09 24	 TEAMS Meeting (1:00 pm) with Minister of Education 2024 09 05 Advocacy and Engagement Committee (3:30 pm) 2024 09 24 	ASBA Zone 1
BER	• 2024 10 08	 Board Policy Committee (3:30 pm) 2024 10 08 Audit Committee (4:30 pm) 2024 10 08 PD Committee Meeting 2024 10 08 Review Annual Student Enrollment Summary 2024 10 08 Review Annual Exit Survey Report <i>In Camera</i> 2024 10 08 	2024 10 09 • ASBA Zone 1
OCTOBER	2024 10 22Committee of the Whole	 Board Policy Committee (3:30 pm) 2024 10 22 Board Social 2024 10 26 TTLC Meeting (3:45 pm) 2024 10 29 Non-Instructional Support Staff Committee 2024 10 23 (4:15 pm) Review Board Self-Evaluation (Committee of the Whole) 	2024 10 16 – 218 • PSBAA FGM
NOVEMBER	2024 11 12Committee of the Whole	 Advocacy & Engagement Committee (3:30 pm) 2024 11 12 Review Annual Student Attendance Survey 2024 11 12 Draft Annual Education Results Report 2024 11 12 (Committee of the Whole) 	2024 11 13 • ASBA Zone 1 2024 11 15 - 16 • PSBC

Revision date: September 24, 2024

			De and Deline Committee (2.22 mm) 2024 44.00	2024 11 17 – 19
			 Board Policy Committee (3:30 pm) 2024 11 26 Audit Committee (4:30 pm) 2024 11 26 Approve Annual Education Results Report 2024 11 26 	• ASBA FGM
	•	2024 11 26	 Approve Audited Financial Statements 2024 11 26 Fall Budget Update 2024 11 26 	
		2024 11 20	Review Bi-Annual Legal and Insurance Issues Update 2024 11 26	
			 Review draft Annual Education Results Report Presentation of Educational Director Work Plans 	
			Council of School Councils (7:00 pm) 2024 11 28	
Ä K		2024 42 42	Board Planning Retreat 2024 12 05 (Thursday) TTI C Maeting (2:45 pm) 2024 12 03	
DECEMBER	•	2024 12 10 Committee of the	 TTLC Meeting (3:45 pm) 2024 12 03 Advocacy & Engagement Committee (3:30 pm) 2024 12 10 	2024 12 11
ECE		Whole	Review Annual Class Size Report 2024 12 10	ASBA Zone 1
			Review draft 2025-26 School Year Calendar 2024 12 10	
	•	2025 01 14 Committee of the	 Advocacy & Engagement Committee (3:30 pm) 2025 01 14 Review Annual Student Profile and Specialized Learning Services 	
		Whole	Report 2025 01 14 (Committee of the Whole)	
			Review Annual Student Transportation Update 2025 01 14 Cavasil of Sabasil Cavasila - Wadashan 2025 01 22	
			 Council of School Councils – Workshop – 2025 01 23 Board Policy Committee (3:30 pm) 2025 01 28 	-
~			 Approve 2025 – 2026 School Year Calendar 2025 01 28 	
l A			Review Annual Information Technology Report 2025 01 28	2025 01 08
JANUARY			 Review Annual Student Intervention Programming Report 2025 01 28 	ASBA Zone 1
	•	2025 01 28	Review 1 st Quarter Budget Update 2025 01 28	
			School Assurance Open and appropriate the second	
			o 2025 01 30 o 2025 02 04	
			o 2025 02 21	
			PD Committee Meeting 2025 02 06	

	• 2025 02 11	 Advocacy & Engagement Committee (3:30 pm) 2025 02 11 Review GPPSD Optimum Learning Framework 2025 02 11 Review Annual Programs of Choice Report 2025 02 11 TTLC Meeting (3:45 pm) 2025 02 18 Non-Instructional Support Staff Committee (4:15 pm) 2025 02 19 	2025 02 6 - 7
FEBRUARY	2025 02 25Committee of the Whole	 Board Policy Committee (3:30 pm) 2025 02 25 Develop Budget Process and Budget Development Principles 2025 02 25 (Committee of the Whole) Review Annual Division Occupational Health and Safety Report 2025 02 25 Review Annual Division Operations and Maintenance Report 2025 02 25 Review Annual Division Wellness Report 2025 02 25 Council of School Councils Meeting 2025 02 27 	PSBC2025 02 12ASBA Zone 1
Ŧ	2025 03 11Committee of the Whole	 Board Advocacy & Engagement Committee (3:30 pm) 2025 03 11 Review draft 3-Year Capital Plan 2025 03 11 (Committee of the Whole) Review Annual Indigenous Programming Report 2025 03 11 	- 2025 03 12
MARCH	• 2025 03 25	 Board Policy Committee (11:00 am) 2025 03 25 Approve Annual Division 3-Year Capital Plan 2025 03 25 Board Professional Learning Retreat 2025 03 27 Learning Focus TBD 	• ASBA Zone 1
APRIL	• 2025 04 22	 Advocacy & Engagement Committee (3:30 pm) 2025 04 22 Review 2nd Quarter Budget Update 2025 04 22 Review Annual Leadership Succession Planning Report <i>In Camera</i> 2025 04 22 Review Annual Division Compensation Report <i>In Camera</i> 2025 04 22 Review Bi-Annual Legal and Insurance Issues Update 2025 04 22 	2025 04 04 – 05 NSBA (Atlanta) 2025 04 09 ASBA Zone 1 2025 04 10 – 11 PSBC

MAY	2025 05 13Committee of the Whole	 Board Spring Governance Retreat 2025 05 01 Review Draft 3 Year Educational Plan Review Draft Division Assurance Summary Review 2025-2026 Division Budget Development Council of School Councils Meeting 2025 05 08 TTLC Meeting (3:45 pm) 2025 05 06 Advocacy & Engagement Committee (3:30 pm) 2025 05 13 Review draft Division 2025-26 Budget 2025 05 14 Non-Instructional Support Staff Committee (4:15 pm) 2025 05 21 	2025 05 14 • ASBA Zone 1
	• 2025 05 27	 Board Policy Committee (3:30 pm) 2025 05 27 Approve Division 3-Year Education Plan 2025 05 27 Approve Division 2025-26 Budget 2025 05 27 Approve Locally Developed Courses 2025 05 27 High School Graduation Celebrations 2025 TBD 	
JUNE	• 2025 06 10	 Advocacy & Engagement Committee (11:00 am) 2025 06 10 Review 3rd Quarter Budget Update 2025 06 10 Review Annual Summer Operations and Maintenance Report 2025 06 10 	2025 06 01 – 03 • ASBA SGM 2025 06 03 - 05 • PSBAA SGM 2025 06 11 • ASBA Zone 1
JULY			2025 07 02 - 05 • CSBA Congress (Winnipeg)
AUGUST			2025 08 6 – 8 • PSBC Meeting