

Agenda Regular Meeting of the Board of Trustees of the **Grande Prairie Public School Division** Tuesday, October 8, 2024, 6:00 PM

1. CALL TO ORDER and INTRODUCTIONS

a.	National Anthem, Territorial Land Recognition, and Board Universal Guiding Principles	Board Chair Nellis
b.	Adoption of the Agenda	Board Chair Nellis
c.	Trustee Self-Declaration of Conflict of Interest	Trustees
d.	 Approval of the Minutes Committee of the Whole Meeting Minutes of September 24, 2024 Regular Board Meeting Minutes of September 24, 2024 	Board Chair Nellis

2. DELEGATIONS AND PRESENTATIONS

a.	None	
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3. PRESENTATION AND DISCUSSION OF REPORTS

a.	Board Chair Report Meeting with Minister of Education – 2024 09 25 Invest GP Mixer - Children's Health & Education – 2024 10 08	Board Chair Nellis
b.	Audit Committee • October 8, 2024	Trustee Koch /Board Chair Nellis
c.	Professional Development Fund Committee October 8, 2024	Trustee Ouellette
d.	Board Policy Committee Board Policy 7 Board Operations, Section 11 Board Policy 8 Committees of the Board – Appendix H Board Policy 17 GPPSD School Closure	Trustee Koch
e.	Advocacy and Engagement Committee • 2024 09 24 Meeting Minutes as Information • 2024 10 01 Draft Meeting Minutes as Information • 2024 10 01 Meeting Update • Advocacy Priorities	Trustee Martin
f.	Individual Trustee Reports (round table)	Trustees

	Superintendent's Report	
	Items for Information	
g.	 Orange Shirt Day 2024 Elementary Report Card Development IBM Planning: Student Technology Access Review College of Alberta School Superintendents (CASS) Education Workforce Study 2025 – 2026 Calendar Development Process Dual Credit Startup Funding October 2 Virtual All Administrators Meeting Student Enrollment Summary Updated Board Workplan 	Superintendent McDonald
	Items for Action	
	 Board Social Attendance and Award Presentation Assignments Board Workshop Planning for 2024 – 2025 Zero Based Budgeting Exercise 	
h.	Associate Superintendent of Business Services Report • No report	Associate Superintendent Oladele

4. NEW BUSINESS

a.	Trustee Professional Learning and Sharing • ASBA - Municipal Affairs Statutes Amendment Act, 2024 (Bill 20) Virtual Session 2024 10 04	Trustees
b.	 Upcoming Dates and Events Alberta School Boards Association Zone 1 Meeting 2024 10 09 – Peace River 	Trustees
C.	 Correspondence Letter of Congratulations, Laura Noel 2024 09 24 Letter of Thanks, Special Olympics 2024 09 	Board Chair Nellis
d.	In-Camera • Human Resources Update	Board Chair Nellis
e.	Actions Arising from In Camera Discussion	Board Chair Nellis
f.	Actions Arising from Presentations or Delegations	Board Chair Nellis
g.	Adjournment	Board Chair Nellis



DATE: October 8, 2024 **TO:** Board of Trustees

FROM: Sandy McDonald, Superintendent of Schools

SUBJECT: Superintendent's Report

REFERENCE: Board Policy 3 – The Role of the Board, Board Policy 18 – Superintendent of Schools/CEO

Roles and Responsibilities

ITEMS FOR INFORMATION

ORANGE SHIRT DAY 2024

Appreciation is extended to the division's Indigenous Program Coordinator, Krista Umble, and the division's Indigenous Liaison team for their efforts to support the National Day for Truth and Reconciliation in the division. In preparation for September 30 each year, the Indigenous Liaison team work with school staffs to engage students in a variety of different activities. This year, the team led division K-8 schools to support students to build a Reconciliation Tree in each school. The concept of the Reconciliation Tree is to make visible that individuals in our communities are part of a bigger picture; with relationships to the land, to our community, and to each other. Teachers provided students with leaf templates and encouraged students to write a word or short sentence about what Truth and Reconciliation means to them. The 'leaves' were then assembled in the school to form each school's tree.

A brief video prepared by Krista Umble, Indigenous Programming Coordinator, will be shown during the meeting to help explain the project for trustees and to showcase the work of our students and our school communities in building their reconciliation trees.

ELEMENTARY REPORT CARD DEVELOPMENT

The work to prepare a new K-6 report card, to align with the new provincial curriculum, is in the final stages of collecting feedback from schools in preparation for use during the first reporting period. The work of the Report Card Working Committee was informed by the work of international assessment consultant Ken O'Connor and was guided by the goal of improving communication to parents about their child's progress towards mastery of the learning outcomes in the new curriculum.

Director of Teaching and Learning, Corinne Kruse worked with K-6/K-8 principals using survey feedback from parents, teachers, and leaders collected in March of 2024 to begin the development of new guidelines for reporting on student progress. Teacher resources to support their understanding and use of the new report card have been developed by the Working Group and reviewed at schools. A *Guide for Parents* has also been developed as well and will be made available to parents at each school.

IBM PLANNING: STUDENT TECHNOLOGY ACCESS REVIEW

Director of Information Technology, Sudhesh Pillay, facilitated a recent meeting for members of the system leadership team with consultants from IBM to explore the potential of their leading an engagement to explore student access to, and use of, technology in the division. If approved following a review of the proposal submitted by IBM, the ultimate goal of the project will be to assess the current status of student access to technology to support their learning. The project will also assess teacher

readiness to enhance their use of technology in class and inform development of a longer-term plan for integrating technology into student learning. This engagement, which is a strategy to support priority 1 in the division's 3-Year Education Plan, will build off previous work the department has done with IBM and will consist of interviews, surveys, and focus groups of staff and students led by IBM consultants.

COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS (CASS) EDUCATION WORKFORCE STUDY

As Human Resources staff begin the new school year, planning to support the recruitment of teachers is being informed by recent research conducted by CASS into the state of the Education Workforce in Alberta. The CASS website describes the research as follows:

"CASS, in collaboration with Alberta Education, conducted the "Education Workforce Study: Teacher and Leader Recruitment and Retention in Alberta" to understand the current recruitment and retention of educators in Alberta. Involving 54 school authorities across all CASS Zones, the research findings indicate stable retention rates, but highlight challenges in filling specialized teaching positions, particularly in rural areas. The study also emphasizes the importance of effective recruitment and retention strategies tailored to local needs, recognizing that these efforts are crucial for maintaining a stable, skilled workforce to support student success in Alberta."

Key findings of note from the research include:

- Teacher and Leader Retention: Over the past five years, 90% of teachers and 90% of school leaders stayed with their school authorities annually. Most leave for life changes like retirement or moving.
- Recruitment Strategies: Advertising and benefits were the most effective strategies for both teachers and leaders, though advertising was also identified as a least effective strategy in some cases.
- Retention Strategies: The most successful retention actions focused on professional development (PD), division culture, and wellbeing, with school authorities believing in investing in teacher success as a key factor in retention.

A deeper exploration of the research, to inform implications for the division, will take place during the upcoming CASS Conference in Calgary in November. An Executive Summary of the research is available on the <u>CASS website</u>, as is the entire research paper.

2025-2026 CALENDAR DEVELOPMENT PROCESS

The development of draft calendars for the 2025-2026 school year are being finalized following meetings with neighbouring school divisions, for the purpose of aligning key dates and breaks to support the community. A calendar recommendation will be brought forward to the Board for consideration as per the dates included in the Board workplan. Based on recent experiences in prior years seeking feedback on the draft calendars, engagement with staff and parents, through school councils, will be slightly different this year. It is a reality that significant flexibility to deviate from the theme of common calendars in recent years does not exist due to limitations that exist with issues such as provincial testing schedules, shared busing, and the division's professional learning structure. Asking stakeholders to identify a preference for calendars in recent years has resulted in split votes with no clear preference for either calendar. To avoid split votes, and to manage staff and parent expectations this year, engagements are being planned to review the process used to develop the calendar and deepen understanding of the factors that influence calendar structure.

DUAL CREDIT STARTUP FUNDING

On September 25th the division learned the grant application for \$50,000 to fund the creation of new dual credit opportunities was approved. The approval of this grant will initiate the conversations with Northwestern Polytechnic regarding the development of health, medical or STEM dual credit opportunities, and may also support the work to explore development of a regional Collegiate school with a STEM focus.

OCTOBER 2 VIRTUAL ALL ADMINISTRATORS MEETING

This year, to support effective communication with school administrators, a monthly one-hour virtual meeting has been scheduled for the purpose of sharing information. The new meeting structure was adopted for two reasons: (1) to supplement the sharing of information that could be shared by email, and (2) to support in-person meeting time to be used for collaborative professional learning. The meetings are recorded so administrators can refer back to the content if they are unable to attend

The bulk of the Octobert 2 agenda was dedicated to sharing information about changes to processes related to the application for and use of federal Jordan's Principle funding. Jordan's Principle is a national program intended to ensure all First Nations children living in Canada can access the products, services and supports they need, when they need them and is named in memory of Jordan River Anderson, a young boy from Norway House Cree Nation in Manitoba.

The program was developed following a Canadian Human Rights Tribunal that identified the manner in which services for First Nations students were provided in Canada at the time was discriminatory. Following development of the program, requests for funding from parents who qualify, and that are approved by the federal government, can help with a wide range of health, social and educational needs, including the unique needs that First Nations Two-Spirit and LGBTQQIA children and youth and those with disabilities may have. The 2024-2025 Budget includes revenue of over \$1 million, allocated to provide a variety of different supports for Indigenous students in the division. More information about the program is available online.

STUDENT ENROLLMENT SUMMARY

A report summarizing the final enrollment details submitted to Alberta Education at the end of September is attached for information.

ITEMS FOR FUTURE ACTION

BOARD SOCIAL ATTENDANCE AND AWARD PRESENTATION ASSIGNMENTS

Trustee attendance and participation in the recognition of long-service award recipients, exemplary staff, and retirees is requested for the upcoming Board Social. The event takes place Saturday October 26, 2024 at Evergreen Park. It begins with a Social Hour at 5:30 PM and Dinner & Awards to follow at 6:30 PM. The opportunities for trustee participation are listed on the following page, along with the assignments from last year's event.

2023 Trustee Ceremony Participation	2024 Trustee Ceremony Participation
Emcee: Superintendent McDonald Emcee:	
Photos:	Photos:
Retirees – Joan Nellis	Retirees –
 10 Year Long Service – Chris Johnston 	 10 Year Long Service -
 15 Year Long Service – Rob Martin 	 15 Year Long Service -
 20 Year Long Service – Donna Koch 	 20 Year Long Service -
 25 Year Long Service – Donna Koch 	 25 Year Long Service -
30 Year Long Service – Andre Ouellette	 30 Year Long Service -
35 Year Long Service – Andre Ouellette	 35 Year Long Service –
 45 Year Long Service – Andre Oullette 	 40 Year Long Service -
Exemplary Staff – Joan Nellis	Exemplary Staff –

BOARD WORKSHOP PLANNING FOR 2024-2025

The Board's fall planning retreat, scheduled for December 5th, will have available time, because the Annual Education Results Report will be discussed in a Committee of the Whole on November 12 and will be approved at the Board meeting of November 26.

The agenda for the December 5th planning retreat, to be held in the Board Room, will include a detailed review of the Director Workplans. Trustees are asked to identify at the meeting any other topics they might wish to discuss on December 5th. Additionally, trustees are asked to identify any topics for professional learning they would like to explore during the winter Professional Learning Day scheduled for March 27. Identifying potential topics now will support administration to reach out to potential consultants, if needed.

Questions to inform thinking and guide preparation for the meeting include, but are not limited to:

- Are there any topics that if allocated a day to learn about would inform the effectiveness of the Board's Governance?
- Are there any responsibility areas in Board Policy 2 the Role of the Board, Board Policy 3 The Role of the Trustee, Board Policy 7 – Board Operations, or other policies, the Board would like to explore?
- Are there any general professional learning topics the Board would like to focus on for a day?

ZERO BASED BUDGETING EXERCISE

As discussed during the spring budget development process last school year, division administration will be engaging in a zero-based budgeting exercise to explore expense allocations across all aspects of the division for the purpose of reviewing the overall alignment of expenses with the priorities that exist in the division's 3-Year Education Plan. The process will begin following completion of the annual audit and will be targeted for completion early in the new year. Each Director will be responsible for auditing their expense allocations and suggesting, if possible, changes they feel are necessary to improve the overall effectiveness potential of their budgets.

As part of this activity, Trustees will be invited to participate in the exercise by reviewing the historical and current allocations related to Board Governance that fall under the System Administration and Governance area of division operations. There is no need for action at this time, but this information is shared to support trustee thinking about the activity and prepare for future engagement in the activity.



DATE: October 8, 2024 **TO:** Board of Trustees

FROM: Kimberly Frykas, Director of System Planning

SUBJECT: Student Enrolment Summary

REFERENCE: Board Policy 2, Board Policy 18

PURPOSE

This report contains a summary of division student enrolment, as of September 27, 2024. Included is the five-year division enrolment trend, a comparison against the enrolment projection and a detailed comparison by grade. An overview of enrolment trends and analysis of student transfer information is included.

As student enrolments continue to increase, the detailed summary supports the Board advocacy areas of predictable, sustainable funding and recruitment and retention of staff. The continued positive enrolment trend informs capital planning priorities and budget decisions.

ENROLMENT SUMMARY SEPTEMBER 27, 2024

Funded Student Head Count (Program Unit Funded (PUF) Pre-Kindergarten and K-12)

2020-2021 (ECS-12)	2021-2022 (ECS-12)	2022-2023 (ECS – 12)	2023-2024 (ECS – 12)	2024-2025 (ECS – 12)	Change from 2023- 2024	Change from 2023- 2024
7823	7947	8334	8741	8860	119	1.36%*

^{*} a 3.1% increase (273 students) was projected in the budget submitted in May 2024.

- The enrolments above do not include fee-paying Preschool students at Ecole Montrose, Parkside Montessori, or Play Partners.
- The projected enrolments in the tables reflect budget enrolment projections.

Enrolments by Grade Level

Grade Level	Projected Student Count	Total Student Count*	# Increase Or Decrease from Projection
PS	81	79	-2
PK (PUF)	125	105	-20
K	631	617	-14
1	624	646	22
2	676	695	19
3	692	656	-36
4	694	677	-17
5	679	669	-10
6	688	666	-22
7	681	660	-21

8	669	665	-4
9	646	684	38
10	710	668	-42
11	725	713	-12
12	768	739	-29
Total	9089	8939	-150

^{*} data taken from PowerSchool September 27, 2024.

Enrolments by School

Emonnents by School			
School	Total Enrolment Sept 29 2023*	Total Enrolment Sept 27 2024*	Difference
Alexander Forbes	493	458	-35
Aspen Grove	359	349	-10
Avondale	182	178	-4
Bridge Network	182	221	39
Charles Spencer	1079	1090	11
Crystal Park	515	536	21
Derek Taylor	364	387	23
École Montrose	607	613	6
GP Christian	440	448	8
GP Composite	1410	1454	44
GPPSD Home Schooling	7	10	3
Hillside	271	267	-4
Isabel Campbell	702	726	24
I.V. Macklin	290	272	-18
Maude Clifford	299	288	-11
Parkside Montessori	301	281	-20
Riverstone	702	710	8
Roy Bickell	426	454	28
Swanavon	219	197	-22

^{*} data taken from PowerSchool September 27, 2024, and includes fee-paying preschool students.

ANALYSIS OF STUDENT ENROLMENT

- Division enrolments increased by 1.36%, below the 3.1% projection.
- Pre-Kindergarten (PUF) enrolments are currently at projection. Full funding will be provided for eligible students enrolled in programming by December 1, 2024. As new students continue to be eligible for PUF funding, we anticipate increased enrolment.
- Notable increases over grade 9 projections continue.
- The Bridge Network is 24 students above projection. High school principals, in collaboration with system leadership, redesigned the Bridge Network intake process. The outcome of the new process has seen a continued increase in student enrolments prior to the end of September.

ANALYSIS OF AVAILABLE STUDENT TRANSFER INFORMATION

- The number of students transferring in (690) is only slightly higher than transferring out (631). This is a change from the previous 2-year trend which saw significantly more students transferring into the division (804/875) than leaving our Division (678/684).
- The number of students moving to GPPSD from out of the country continues to increase: (125) students in 24/25, (97) 23/24, (53) 22/23, (22) 21/22.
- The number of students moving to GPPSD from outside of Alberta (230), returned to the previous 4-year range (89-238) per year compared to (327) in 23/24.
- The number of students enrolling in the Division from a province other than Alberta (105) is half of the previous year. Students from British Columbia continue to comprise half of these enrolments.
- Locally, more families continue to move into the County of Grande Prairie than move into the city from the county.

SUMMARY

System administration will continue to support principals to learn more about the specific student enrolments that occurred at each school. Analysis of school-level enrolment data will explore the impact of programs of choice, trends of student movement within the city, and student transiency rates. Students moving into the Division from out of the country continues to increase. A priority will be determining student needs and supports for English as an Additional Language students. The previous two-year trend of significant migration from other provinces declined, this is an area that we be tracked. Student enrolments will continue to be monitored throughout the year, specifically migration in and out of the city.

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	 TEAMS Meeting (1:00 pm) with Minister of Education 2024 09 05 Advocacy & Engagement Committee (11:00 am) 2024 09 10 	2024 09 18 • ASBA Zone 1
SEPTE	• 2024 09 24	 Advocacy and Engagement Committee (3:30 pm) 2024 09 24 Review Board Self-Evaluation (Committee of the Whole) 	ASBA Zone 1
OCTOBER	• 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
00	• 2024 10 22	 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) 	 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 Report 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
NOVE	• 2024 11 26	 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 Approve Audited Financial Statements 2024 11 26 	PSBC2024 11 17 – 19ASBA FGM

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		 Fall Budget Update 2024 11 26 Review Bi-Annual Legal and Insurance Issues Update 2024 11 26 In Camera Council of School Councils (7:00 pm) 2024 11 28 	
DECEMBER	2024 12 10Committee of the Whole	 Board Planning Retreat 2024 12 05 (Thursday) Presentation of Educational Director Work Plans TTLC Meeting (3:45 pm) 2024 12 03 Advocacy & Engagement Committee (3:30 pm) 2024 12 10 Review Annual Class Size Report 2024 12 10 Review draft 2025-26 School Year Calendar 2024 12 10 	2024 12 11 • ASBA Zone 1
	2025 01 14Committee of the Whole	 Advocacy & Engagement Committee (3:30 pm) 2025 01 14 Review Annual Student Profile and Specialized Learning Services Report 2025 01 14 (Committee of the Whole) Review Annual Student Transportation Update 2025 01 14 Council of School Councils – Workshop – 2025 01 23 	
JANUARY	• 2025 01 28	 Board Policy Committee (3:30 pm) 2025 01 28 Approve 2025 – 2026 School Year Calendar 2025 01 28 Review Annual Information Technology Report 2025 01 28 Review Annual Student Intervention Programming Report 2025 01 28 Review 1st Quarter Budget Update 2025 01 28 School Assurance 2025 01 30 2025 02 04 2025 02 21 PD Committee Meeting 2025 02 06 	2025 01 08 • ASBA Zone 1
FEBRUARY	• 2025 02 11	 Advocacy & Engagement Committee (3:30 pm) 2025 02 11 Review OLF Framework Implementation and Planning Companion 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 • PSBC 2025 02 12 • ASBA Zone 1

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	•	2025 02 25 Committee 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 	
ЗСН	•	2025 03 11 Committee 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 • ASBA Zone 1
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 	
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 <i>In Camera</i> 	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