



AGENDA
Regular Meeting of the Board of Trustees of the
Grande Prairie Public School Division
Tuesday, February 25, 2025 6:00 p.m.

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 <ul style="list-style-type: none"> ● Regular Board Meeting Minutes 2025 02 11 	Board Chair Nellis
e.	Business Arising from Previous Minutes	
2. DELEGATIONS, PRESENTATIONS and SYSTEM LEADERSHIP REPORTS		
a.	<ul style="list-style-type: none"> ● Annual Occupational Health and Safety Report ● Annual Division Operations and Maintenance Report 	
3. COMMITTEES AND REPORTS		
a.	Board Chair Report <ul style="list-style-type: none"> ● Superintendent Recruitment Update ● School Assurance Meetings 2025 02 21 <ul style="list-style-type: none"> ○ GP Composite School Assurance ○ Charles Spencer School Assurance ○ Bridge Network School Assurance ○ Isabel Campbell School Assurance ○ Ecole Montrose School Assurance ○ Maude Clifford School Assurance 	Board Chair Nellis
b.	Alberta School Boards Association Update <ul style="list-style-type: none"> ● Zone 1 Meeting 2025 02 12 	Trustee Buziak
c.	Public School Boards' Association of Alberta Update	Vice Chair Koch
f.	Teacher Trustee Liaison Committee <ul style="list-style-type: none"> ● Meeting 2025 02 18 	Trustee Martin Trustee Johnston
g.	Non-Instructional Employees Association Committee <ul style="list-style-type: none"> ● Meeting 2025 02 19 	Trustee Koch Trustee Buziak
i.	Board Policy Committee <ul style="list-style-type: none"> ● Meeting 2025 02 25 	Vice Chair Koch
j.	Advocacy and Engagement Committee <ul style="list-style-type: none"> ● 2025 02 11 Minutes as Information 	Trustee Martin

l.	GPPSD Education Foundation Committee 2025 02 13	Trustee Martin
p.	Individual Trustee Reports (round table)	Trustees
q.	<p>Superintendent's Report</p> <p>Items of Information</p> <ul style="list-style-type: none"> • Concordia University Recruiting Fair • School Naming Conventions and Sponsorships • All Administrators Meeting and Principal Professional Development 2025 02 12 • High School Principals' Meeting 2025 02 12 • CASA Classroom Update • Learner Support Thought Exchange Update • GPPSD Teacher Mentorship Program 2025 02 18 • Leadership Academy Session 2025 02 20 • Alberta Education Provincial Assurance Surveys • Annual Division Wellness Report • Programme for International Student Assessment (PISA) 	Superintendent McDonald
r.	<p>Associate Superintendent of Business Services Report</p> <ul style="list-style-type: none"> • Annual Finance Update for the Board 	Associate Superintendent Oladele
4. NEW BUSINESS		
a.	<p>Trustee Professional Learning and Sharing</p> <ul style="list-style-type: none"> • ASBA Speaker's Corner – Trustee Code of Conduct 2025 02 24 	Trustees
b.	<p>Upcoming Dates and Events</p> <ul style="list-style-type: none"> • Board Workplan • Council of School Council Meeting 	Trustees
c.	<p>Correspondence</p> <ul style="list-style-type: none"> • 2025 02 07 Reply From Minister of Education Re: Request for Reserve Exemption Request • 2025 02 12 Ministerial Order: Extension of the Deadline for Joint Use and Planning Agreements • 2025 02 13 Letter From Wolf Creek Public Schools Board Chair: 13 Bill 27 Ministerial Approval Process for Resources 	Board Chair Nellis
d.	In-Camera	Board Chair Nellis
e.	Actions Arising from In-Camera Discussion	Board Chair Nellis
f.	Actions Arising from Presentations or Delegations	Board Chair Nellis
g.	Next Meeting and Adjournment	Board Chair Nellis



DATE: Feb 12, 2024

TO: Board of Trustees

FROM: Ola Oladele, Associate Superintendent of Business Services

REPORT PREPARED BY: Bev Alcock, Safety Coordinator

SUBJECT: Division Health and Safety Update

REFERENCE: Board Policy 3 – The Role of the Trustee and Board

PURPOSE

This report outlines the Grande Prairie Public School Division's ongoing commitment to ensuring the health, safety, and well-being of students, staff, volunteers, contractors, and the public. It provides an overview of the Division's health and safety practices, including workplace inspections, incident reporting, safety training, and communication initiatives. The report is intended to keep the Board informed of the Division's efforts to foster a safe and healthy learning and working environment.

OVERVIEW

The Grande Prairie Public School Division (GPPSD) is committed to the physical, psychological, and social well-being of its students, staff, volunteers, contractors, and the public by providing safe, healthy, and injury-free learning and working environments.

Our commitment includes promoting a strong health and safety culture, providing necessary resources to meet all applicable legislation, striving for continuous improvement, minimizing hazards, and regularly reviewing and updating our safety program.

Health and safety is a shared responsibility between all GPPSD stakeholders. Everyone is expected to take reasonable care to protect themselves and others, conduct activities in a safe matter, observe safety rules, lead by example and support a positive safety culture.

HEALTH AND SAFETY PRACTICES

Inspections

Regular workplace inspections are one of the most effective ways in which the Division can identify hazards in the workplace. All staff are required to participate in workplace inspections at least once per school year. The following table shows a sample of the inspections being completed at the Division:

Type	Frequency
Playground	Monthly / Annually
Fire Extinguishers, Emergency Exits, Emergency Lights, Ladders, etc.	Monthly / Annually
Vehicle Inspections	Monthly/ Service Schedule
General Classroom	Annually
Specialized Classroom (CTS, Foods)	Monthly
Gym / Gym Storage	Annually
Cafeteria / Canteen	Monthly / Annually
Medication Inspections (School Owned Auto-Injectors / Narcan)	Monthly

Incident reporting

All occurrences of student and staff injuries or sudden illness while at school / work are reported in the Division's tracking system 'Public School Works' (PSW). The requirement is that all incidents are to be verbally reported immediately and inputted into our PSW system within 24 hours. Once entered, every incident is reviewed and investigated by school administrators so that preventative measures can be put in place as needed. All incident reports and investigations are also reviewed by the safety coordinator who ensures any required external reporting is completed within the required timeframes (i.e., Workers Compensation Board (WCB), Occupational Health and Safety (OHS)).

Safety Training

The Division provides online safety training to all employees in the areas of emergency response (Hour Zero), WHMIS, and general safety awareness for various topics such as ladder use, incident reporting, incident investigation, AED use, auto injector use, conducting inspections, FOIP, fire extinguisher use, back injury prevention, working alone, machine guarding, hearing conservation, etc.). The courses assigned are dependent on the position of the employee. All courses are on a training cycle that repeats every 1 – 3 years.

Additionally, 3rd party training is provided to school staff for first aid and various industrial training courses are provided to the maintenance staff such as loader operation, fall protection, aerial lifts, skid steer operation, etc.

Safety Communications

The Division implemented 'Safety Communications' initiative that regularly provides information on various safety topics. This communication is distributed to all division staff via e-mail on a regular basis (approximately 2 - 3 per month). The purpose of this initiative is to create awareness and generate discussion on incident prevention and various safety topics such as incident reporting, emergency response procedures, conducting inspections, illness prevention, common classroom safety hazards, etc.

Division Health and Safety Committee

Under the AB OHS Act, (Part 2, Sec 13), workplaces with more than 20 workers are required to have a health and safety committee. The Division recognizes that we require a Health and Safety Committee and has established a Division committee with management and employee representation.

The Division Health and Safety Committee was established in September of 2018. The committee aims to improve the safety culture by monitoring the effectiveness of the Internal Responsibility System (IRS) in the Division.

The IRS is a system of shared duties for workplace health and safety. Employers have the greatest responsibility, as they have more control over what goes on in the workplace. The committee acts as a go-between for employees and management for health and safety concerns. They make recommendations to management to improve workplace safety and ultimately to assist in preventing injuries and illness at the work site.

The Division has also established a safety contact at every school to help promote messages and initiatives from the Health and Safety Committee to the school community. This person is also a contact for staff at the school to bring forward recommendations of OHS improvements at the site level and bring concerns from others about health and safety to site administrators and to committee members.

IMPLEMENTED STRATEGIES

Playground Safety:

Continuing from our efforts of last year regarding improving our playground processes, we have developed a new “Playground Supervision & Safety Guide” that will be finalized soon. This guide provides information on types of playground injuries, playground inspections, equipment requirements (i.e. vest, full support shoes, whistles, etc.), supervisor ratios, active supervision correcting undesired behaviours, unauthorized visitors and winter playground safety.

Also, as an extension of this new guide, the following two documents have also been created to support effective supervision:

- Playground Supervisor Field Sheet: a document to be provided to supervisors about how to ‘actively’ supervise while on the playground.
- Playground Expectations Presentation “A guide to fun and Safety”: a presentation that was developed for schools to discuss with students. It shows each piece of playground equipment and the ‘do’s and don’ts’ of its use. Each slide in this presentation can be used as a school poster if desired.

Administrative Procedure Updates:

A comprehensive review is being finalized for AP 160, Health and Safety of Students and Staff

- This update was extensive and a complete overhaul of our current AP.
- It included a review/ update of the current AP and its appendices, as well as the creation of 5 new appendices:
 - A – Hazard Identification
 - C – Accident Injury Reporting

- D – Incident Investigation
 - F – Workplace Inspections
 - H – Concussion
- This AP was presented to school administrators for feedback. It's currently being formatted for publishing.

NEXT STEPS AND CONTINUED PLANNING

This coming year we will be transitioning from Public School Works to Hour Zero for our staff incident reporting, student incident reporting, staff general safety training, and compliance tasks (i.e. our school inspection schedule). Moving everything to Hour Zero will centralize all our safety-related training and tasks to one platform allowing for easier monitoring for compliance by each level of supervision.



DATE: February 25, 2025

TO: Board of Trustees

FROM: Ola Oladele, Associate Superintendent of Business Services

REPORT PREPARED BY: Geoff Barron Director of Operations

SUBJECT: 2024-2025 Operations and Maintenance annual report

REFERENCE: Board Policy 3 – The Role of the Trustee and Board

PURPOSE:

This report provides an overview of the Maintenance Department's operations, budget and upcoming projects. The report aims to keep the Division's trustees informed about the department's efforts to support the schools and align with the Division's strategic goals, particularly in energy efficiency and environmental sustainability.

DEPARTMENT OVERVIEW:

The Maintenance Department consists of eighteen (18) full-time staff, forty-nine and half (49.5) full-time custodial staff and thirteen (13) additional part-time casual custodial staff. The Department reports to the Associate Superintendent of Business Services, with direct oversight from the Director of Maintenance.

Operations and Maintenance Full Time Staff:			
Geoff Barron	Director of Maintenance	Troy Halladay	Carpenter
Allan Mclean	Operations Manager	Josh Labrecque	Plumber
Deborah Haiworonsky	Executive Assistant	Paul Richard	Plumber
Hilary Gould	Transportation Coordinator	Todd Seely	Electrician
Bev Alcock	Safety Coordinator	David Gast	Electrician, Refrigeration Mechanic
Karen Crowe	Custodial Coordinator	Brent Pieroway	Electrician
Rob Blight	Carpenter	Aaron Jorgensen	Roofer
Daron Latham	Carpenter	Musa Hbaidi	Mechanic
Jayden Pele	Carpenter	Duane Plumridge	Maintenance 3

The Maintenance Department plays a vital role in ensuring that the facilities owned and operated by the Grande Prairie Public School Division are safe, welcoming and conducive for learning and working. The department provides maintenance services for all twenty-one (21) facilities, about 124,000 m². The main responsibilities include:

- Plumbing
- Carpentry
- Electrical

Services provided by the department:

- Snow removal
- Grounds maintenance (including lawn mowing)
- Parking lot repairs
- Maintenance and repair of cooling and heating systems
- Cosmetic maintenance, such as regular painting
- Flooring replacement
- Fleet maintenance
- Equipment maintenance
- Facility energy maintenance

The Department takes pride in supporting the Division by maintaining its facilities at a level that makes them safe and welcoming to students, staff, and community members. The Department operated with a budget of \$10.2 million for the 2023/24 school year, broken down as follows:

Budget Area	Amount	%
<i>Custodial supplies and personnel</i>	\$ 4,524,000.00	44%
<i>Operations and Maintenance personnel costs</i>	3,405,000.00	33%
<i>Utilities and Telecommunication</i>	2,195,000.00	21%
<i>Safety</i>	<u>157,000</u>	<u>2%</u>
<i>Total</i>	<u>\$ 10,281,000</u>	<u>100%</u>

The primary maintenance facility is located at 11041 95 Avenue in Grande Prairie, covers approximately 14,000 sq. feet and houses offices for as well as specialized areas including:

- Mechanic Shop – has 3 bays and 2 vehicle lifts.
- Carpentry Shop
- Plumbing Shop
- Welding Bay
- Paint Booth
- Print Shop

The department currently provides mechanical services for approximately forty (40) Division insured vehicles. The central printing center, which processes large print jobs from our schools, is also located at the maintenance facility with four (4) staff members who utilize Division owned vehicles that the Maintenance Department maintains.

FUNDING DETAILS

For the 23/24 school year, the Division received the following grants for maintenance and operations:

Grant Description	Amount
Operations and Maintenance grant	\$8,377,937
Infrastructure and Maintenance renewal (IMR)	982,866
Sept 1, 2023, to August 31, 2024, Funding	\$ 9,360,803
Capital Maintenance and Renewal (<i>Funded from April 1, 2023, to March 31, 2024</i>)	\$501,905

CUSTODIAL

The Custodial Department continued its commitment to the cleaning procedures throughout the Division. In addition to cleaning the interior of schools, custodians are responsible for snow removal from sidewalks and walking paths and apply sand and snow melt as needed. They also perform regular inspections of playground areas each morning to ensure safety and cleanliness before students use them. The custodial team works diligently to keep the facilities clean and welcoming for both staff and students.

CAPITAL, MAINTENANCE AND RENEWAL (CMR) PROJECTS

The Maintenance Department continues to work on capital projects across the Division, with a focus on addressing priorities for each school every summer. CMR funding is allocated for larger projects that significantly extend the life of facilities. These projects may include extensive roof repairs, structural refurbishments, upgrades to mechanical systems, or major school additions.

Some of the notable capital projects funded by the CMR grant, totaling approximately \$570K, completed over the past summer and fall include:

School	Project Description
Montrose	Kitchen upgrade
Derek Taylor	Asphalt Repair
Roy Bickle	Boiler Repairs
Alexander Forbes	Asphalt Repairs
Swanavon	Roofing replacement

INFRASTRUCTURE, MAINTENANCE AND RENEWAL (IMR) PROJECTS

IMR funds are used for repairs to aged or failing infrastructure, both within facilities and on school grounds. These funds address a variety of repairs, such as parking lot fixes, interior wall repairs, lighting upgrades, and plumbing fixture replacements. The table below summarizes IMR fund spending across various schools last year and highlights some of the larger repairs:

School Name	IMR Amount
ALEXANDER FORBES	\$75,257
ASPEN GROVE	\$74,357
AVONDALE	\$34,049
CHARLES SPENCER HIGH SCHOOL	\$136,317
COMPOSITE HIGH SCHOOL	\$104,950
CRYSTAL PARK	\$153,498
DEREK TAYLOR PUBLIC SCHOOL	\$42,663
ÉCOLE MONTROSE	\$54,288
HILLSIDE	\$19,064
I V MACKLIN	\$28,094
ISABEL CAMPBELL	\$33,882
MAUDE CLIFFORD	\$76,817
PARKSIDE MONTESSORI	\$61,061
RIVERSTONE NORTH	\$144,306
ROY BICKELL	\$60,167
SWANAVON	\$31,387
Grand Total	\$1,130,157

Key projects include:

- **Parkside Montessori** –Installation of LED lights in remainder of the school.
- **Crystal Park**- Led Lights and 6-8 classroom upgrades.
- **Avondale** –Flooring and painting.
- **Riverstone** – Garage build.
- **Charles Spencer**- Flooring, painting and cleaning flower beds on the north side of school.
- **Alexander Forbes** – New Basketball Tarmac.

The Maintenance team continually strives to find energy efficiencies in the Division facilities. The department’s priorities are continually reviewed to ensure they continue to meet the needs of the schools and align with the Division’s strategic goals while minimizing operating costs as much as possible.

The Division continues its commitment to reducing its energy consumption to offset increasing energy costs. We have continued to change the existing T-5 lights for new LED fixtures. This saves power as well as creating a nice bright, inviting white light. We continued this project at Parkside Montessori school this past year. As well as working on lighting controls at Maude Clifford.

OTHER ITEMS

Currently, the department is working on upgrading classrooms for grades 6-8 at Crystal Park School. This project includes the installation of dimmable LED flat-panel lights, fresh paint, new whiteboards, tack boards, ceiling tiles, countertops, and cupboard doors. The results have been well-received by both staff and students. To date, 8 classrooms have been completed, with one remaining. This project began in the spring of the previous year.

Plans for the upcoming summer include similar upgrades at Avondale, with hopes to complete the project in 2026, followed by Hillside in 2027.

FUTURE PLANNING

The Maintenance team will continue to support schools whether it is helping to support specific building requirements at a particular school or general ongoing repairs and maintaining mechanical systems to ensure our school are safe, inviting and energy efficient as per our [Administrative Procedure 546 – Environmental Considerations.](#)

DATE: February 25, 2025

TO: Board of Trustees

FROM: Sandy McDonald, Superintendent of Schools

SUBJECT: Superintendent's Report

REFERENCE: Board Policy 2 – The Role of the Board, Board Policy 18 – Superintendent of Schools/CEO Roles and Responsibilities. Superintendent Leadership Quality Standard.



**Grande Prairie
Public School
Division**

ITEMS FOR INFORMATION

CONCORDIA UNIVERSITY RECRUITING FAIR

On Thursday, February 6, Director of Human Resources Tammie Maurer and Director of Inclusive Learning Nancy Gorgichuk attended the Concordia University recruiting fair in Edmonton. The team was very busy all day and the students in attendance showed a high level of interest in the north. Other themes of interest included the local and Northern Alberta development bursaries, interest in Division supports offered for Indigenous learners, recognition of the employment opportunities for non-teaching partners and recognition of the opportunities to purchase a home.

SCHOOL NAMING CONVENTIONS AND SPONSORSHIPS

Director of System Planning, Kim Frykas, is currently working with Principal Vobeyda from the Grande Prairie Composite High School to engage with the school community on the topic of naming a part of the school, in response to a request received by the Board. The engagement is seeking to learn staff, student and parent perspectives on the topic, as per Administrative Procedure 542 – Naming of Facilities. The engagement will also look at the topic of school and Division sponsorships, which are addressed in Administrative Procedure 525 – Educational Partnerships and Sponsorships. Results of the engagement will be shared with the ad hoc committee of Vice Chair Koch and Trustee Ouellette and brought to a future board meeting for a decision.

ALL ADMINISTRATOR PROFESSIONAL LEARNING AND PRINCIPALS MEETING

On Wednesday, February 12, all administrators met to review a variety of updates and to focus on their professional learning planning. Included in the meeting was an exploration of draft content Indigenous Learning Companion Document to the Optimum Learning Framework (OLF), being developed by Director of Student Supports, Paul Therrien and Division Indigenous Coordinator Krista Umble. A significant amount of time was also allocated for administrators to focus on strategies for use at their schools to engage staff and build understanding of the Planning Companion Document that supports the OLF.

HIGH SCHOOL PRINCIPALS' MEETING

The High School Principals met with the system leadership team on Friday, February 7 to review high school-specific practices, including curriculum implementation in Grade 9, staffing processes for the 2025-2026 school year, summer school registration for July 2025, and building understanding of career pathways for students and parents.

Summer school registration will begin in early April. Planning this year reflects an expansion in the number of full in-person and online courses offered. Included this year will be an in-person opportunity for students to get their 3-credit PE10 or PE20 in the summer, which will afford them increased flexibility for other courses and off-campus opportunities during the regular school year.

CASA CLASSROOM UPDATE

Staffing for the CASA House program that begins next year has begun. The program is a collaboration between the division and the Peace Wapiti Public School Division and will support 24 Grade 5-8 students from the two divisions per year, 12 per semester.

The purpose of the CASA classrooms, funded by Alberta Education, is to support student mental health by providing them dedicated support in a school setting. The only cost to the school divisions is the cost to provide the teacher. CASA provides a local manger, and access to a mental health therapist, a support assistant, a system navigator, and a mental health nurse. In addition, if needed, CASA will facilitate family support and access to a child psychiatrist.

LEARNER SUPPORT THOUGHT EXCHANGE UPDATE

Director of Inclusive Learning, Nancy Gorgichuk, is currently leading a system and school review of the results from the Learner Support Thought Exchange. When the review is completed, a summary of the results at the Division level will be prepared to share the dominant themes in the parent responses and identify actions that will be taken. Principals will be leading a similar review of the feedback from parents at their schools and will follow up with their school councils at the March or April meeting.

GPPSD TEACHER MENTORSHIP PROGRAM

26 mentor and protégée partnerships were supported by the Division and the local chapter of the Alberta Teachers Association to meet on February 18. The mentorship pairs used their time to engage in collaborative planning, collaborative assessment practices, and other issues relevant to their assignments and to support their first year of teaching.

GPPSD LEADERSHIP ACADEMY

On Thursday, February 20, the Division's Leadership Academy met to provide the 19 teacher participants with an opportunity to explore the priority area of *belonging* from the Division's 3-Year Education Plan. In addition to providing leadership behaviour strategies, participants explored the responsibility identified in the Education Act and the Leadership Quality Standard that school leaders have to support developing welcoming, caring, safe, respectful classrooms and schools.

ALBERTA EDUCATION PROVINCIAL ASSURANCE SURVEYS

The Alberta Education Assurance survey information has been distributed to school divisions and is scheduled to run from **February 18, 2025, to March 21, 2025**. Information will be delivered to parents the week of February 24. New this year is the opportunity for divisions to distribute random access codes directly to parents. Director Frykas will facilitate the central distribution of codes to parents of students in Grades 4, 7, and 10 using the School Messenger communication platform and principals will continue to facilitate the student and staff survey completion at the schools.

ANNUAL DIVISION WELLNESS REPORT

The Annual Division Wellness Report, scheduled for this meeting, is being tabled to the April 22 meeting to allow a summary of the February 28 Wellness Day to be captured in the report.

PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA)

The Grande Prairie Composite High School and Charles Spencer High School have been selected to participate in the PISA 2025 assessments, between April 21 and May 30. Canada is one of approximately 90 countries participating in PISA, an important international assessment of the competencies of 15-year-olds in the domains of science, mathematics, and reading. PISA provides valuable international

indicators that describe the standards being achieved by students in various countries. Further information about PISA can be found on the [Council for the Ministers of Education website](#).

In spring 2025, approximately 25,000 students from 1,100 schools across Canada will take part in the half-day online PISA assessment. To ensure confidentiality, no PISA results will be reported for individual students, teachers, schools, or school authorities. All publications will refer only to aggregated data at the provincial and pan-Canadian levels.