



**Grande Prairie
Public School
Division**

03.1 Agenda Review

Agenda

**Regular Meeting
of the Board of Trustees of the
Grande Prairie Public School Division on
Tuesday, November 28, 2023 6:00 pm**

1. O CANADA, TERRITORIAL LAND RECOGNITION and UNIVERSAL GUIDING PRINCIPLES		
2. PRESENTATION or DELEGATION (7:00 p.m.)		
3. ADOPTION OF THE AGENDA		Trustees
4. MINUTES	<ul style="list-style-type: none"> Committee of the Whole Meeting Minutes of November 14, 2023 Regular Board Meeting Minutes of November 14, 2023 	Trustees
5. BUSINESS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> 2024 – 2025 Calendar Development School Engagements 	Sandy
6. BOARD CHAIR/ SUPERINTENDENT'S REPORT	<p>Board Chair Report</p> <ul style="list-style-type: none"> Your Region, Your Voice Event Board Assurance Retreat – November 23, 2023 <p>Superintendent's Report</p> <p>Items for Information</p> <ul style="list-style-type: none"> Meeting with City Manager Staff Wellness Day 2024 Planning Administrative Procedure 360: Promotion, Placement, Acceleration and Retention Provincial Digital Assessment Platform Meeting with Northwestern Polytechnic Board of Governors High School Completion Planning College of Alberta School Superintendents (CASS) Zone 1 Meeting Board Workplan Review <p>Items for Action</p> <ul style="list-style-type: none"> Annual Education Results Report 	Joan
7. BOARD POLICY REVIEW		Andre
8. ADVOCACY & ENGAGEMENT	<p>Advocacy and Engagement Committee</p> <ul style="list-style-type: none"> 2023 11 14 Meeting Minutes for Information 	Chris

AGENDA

November 28, 2023

Page 2 of 2

9. CULTURE AND ENGAGEMENT	Holiday Card Art Contest	Joan
10. BUSINESS SERVICES	Business Services Report <ul style="list-style-type: none">Fall Budget Update2022 – 2023 Financial Statements Review and Highlights2022 – 2023 Audited Financial Statements	Norm
11. ASBA /PSBAA	Alberta School Boards Association (ASBA) <ul style="list-style-type: none">Fall General Meeting Public School Boards' Council <ul style="list-style-type: none">Meeting – November 17 and 18, 2023	Trustees Donna
12. ALBERTA EDUCATION		
13. COMMITTEE REPORTS		
14. PRESENTATION OR DELEGATION BUSINESS		
15. CORRESPONDENCE		Trustees
16. NEW IDEAS/NEW ISSUES		Trustees
17. IN CAMERA SESSION		
18. ADJOURNMENT		Joan

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

Tuesday, November 28, 2023

Prepared by Sandy McDonald, Superintendent of Schools

**Grande Prairie
Public School
Division****BUSINESS ARISING FROM PREVIOUS MEETINGS****2024-2025 CALENDAR DEVELOPMENT**

Trustees asked in an earlier meeting for information in order to prepare for upcoming school council meetings. The dates developed below are developed in consultation with other divisions, align with provincial testing dates and support the delivery of the school-based PL days monthly throughout the school year. The information below will be reviewed with School Councils at the Council of School Councils meeting on November 30 and a draft calendar will be shared in the next Board package and distributed to staff for review at their December or January staff meetings.

- Staff startup days: Wednesday, August 28 to Friday, August 30
- Christmas break: Monday December 23 to Friday, January 3.
- Easter break: March 31 to April 4
- Last day for students: June 25
- Last day for staff: June 26

SCHOOL ENGAGEMENTS

As previously discussed, the system leadership team will be meeting in person with all schools on Monday Dec 4, Friday Dec 5, Monday Jan 8, Friday Feb 2, and Monday Feb 5 to begin the initial engagement for the updating of the 3-Year Educational Plan. Evidence does not exist that suggests the 3 existing priorities should be changed, and the focus of the division-wide staff engagement process will be for the purpose of identifying the evidence and strategies associated with each of the 7 focus outcomes for the 3 priority areas.

ITEMS FOR INFORMATION**MEETING WITH CITY MANAGER**

On November 9 I met with the new City Manager, Shane Bourke, to welcome him to his new role and discuss the mutual benefit to our organizations of keeping each other informed of planning that has the potential to impact each organization. I am committed to sharing our capital planning and other highlights as they develop throughout the school year that may be beneficial for City administration and Mayor and Council to be aware of.

STAFF WELLNESS DAY 2024 PLANNING

It is with great anticipation I can announce the Staff Wellness Committee has been successful in booking Dr Robyn Hanley-Dafoe to present a keynote address to all staff again. Trustees are invited to attend the keynote and if possible, I look forward to Board Chair Nellis taking the opportunity to join me in addressing our staff to start the day.

ADMINISTRATIVE PROCEDURE 360: PROMOTION, PLACEMENT, ACCELERATION, and RETENTION

Edits have been made to AP360, to ensure it is consistent with the practice that currently exists in schools and to improve the clarity of sections of the AP. The work to update this procedure was led by the Director of Inclusive Learning, Nancy Gorgichuk and was supported by the system leadership team and school administrators during all administrator and principal meeting time.

One key feature in the AP is that the placement of students through the practice of retention is strongly discouraged and is not promoted by the Grande Prairie Public School Division as an effective support for student success. Although educational research indicates there is little or no benefit to retention, there may be consideration in primary grades (K-3) when there are concerns about the student's developmental readiness, which may improve with additional time. Should retention be considered for a student, it will only occur after extensive discussion between parents, school, and system staff. Retention will not be used as a remediation or special education strategy. Additionally, the placement of students through the practice of acceleration may be considered if it is determined to be in the best interest of the student.

PROVINCIAL DIGITAL ASSESSMENT PLATFORM

The first digital written response diploma exams were administered on Alberta's new digital assessment platform in early November. The initial rollout was not without challenges, and divisions provided feedback to Alberta Education for the purpose of improving the platform ahead of the January diploma exam administration. Appreciation is extended to high school administration and IT department staff for their efforts to support the initial writing for the small number of students who wrote, and for their commitment to continuing to work with Alberta Education to ensure a smooth experience for students at the end of semester one.

Alberta Education will be making funding available to divisions who require support to improve their technical infrastructure to support provincial achievement tests and diploma exams on the digital assessment platform.

MEETING WITH THE NORTHWESTERN POLYTECHNIC BOARD OF GOVERNORS

A date for the Board's initial meeting with the Board of Governors for Northwest Polytechnic has been selected for January 11, 2024 at the NWP campus. More information about parking and meeting location will be shared in a calendar invitation soon. The following topics are proposed for consideration, and the Advocacy and Engagement committee will likely want to hear from Trustees regarding other topics.

- Given this is the first meeting of the organizations, it may be valuable to share priorities for both advocacy and operations.
- It may be a valuable exercise to then explore the areas each organization has in common, including both challenges and opportunities.
- Sharing long-term priorities.
- The Board may specifically want to address the importance of seeing the NWP Teacher Education degree come online as a key strategy to help area students enter the pathway to a teaching degree.

HIGH SCHOOL COMPLETION PLANNING

The high school principals and system leadership team met November 22 for the first High School Planning meeting of the year. The meeting focused on exploring the factors that impact high school completion. Topics discussed included reviewing the high school completion intervention funding, reviewing the results of the planning to support the success of 4th and 5th year students, exploring the potential of offering summer school programming, and reviewing off campus and dual credit programming.

COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS (CASS) ZONE 1 MEETING

The CASS Zone 1 meeting was held on Friday, November 24. In addition to providing updates on, and sharing of highlights of the regular work of school system leaders in the division, a presentation was made by the Chair of the Professional Conduct and Competency General Panel regarding implementation of the new Teacher and Teacher Leader conduct and disciplinary complaint process.

BOARD WORKPLAN REVIEW

The updated Board Workplan is submitted for information.

ITEMS FOR ACTION

ANNUAL EDUCATION RESULTS REPORT

The Annual Education Results Report is attached for trustee review and final approval. The following motion is requested: *Trustee (name) moved the Board approve the 2022-2023 Grande Prairie Public School Division Annual Education Results Report for submission to Alberta Education.*

06.2 Board Workplan Review

Grande Prairie Public School Division 2023 – 2024 Board Workplan



	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 TTLIC 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

			2023 10 30 <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 	2023 11 08 <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 	2023 11 09 <ul style="list-style-type: none"> PSBAA Franklin Covey, Leader in Me - Virtual 2023 11 17 <ul style="list-style-type: none"> PSBC 2023 11 19 – 21 <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 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 (new) 	2023 12 13 <ul style="list-style-type: none"> ASBA Zone 1 Virtual
JANUARY	<ul style="list-style-type: none"> 2024 01 09 Committee of the Whole 	<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 	2024 01 10 <ul style="list-style-type: none"> ASBA Zone 1 Virtual

	<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 	2024 01 22 <ul style="list-style-type: none"> ASBA Speaker's Corner TBA
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 TTLIC Meeting (3:45 pm) 2024 02 20 Non-Instructional Support Staff Committee (4:15 pm) 2024 02 21 	2024 02 08 - 09 <ul style="list-style-type: none"> PSBC
	<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 Review Annual Division Wellness Report 2024 02 27 Council of School Councils Meeting 2024 02 29 	2024 02 14 <ul style="list-style-type: none"> ASBA Zone 1 Virtual 2024 02 26 <ul style="list-style-type: none"> ASBA Speakers' Corner TBA
MARCH	<ul style="list-style-type: none"> 2024 03 12 Committee of the Whole 	<ul style="list-style-type: none"> Board Professional Learning Retreat 2024 03 07 <ul style="list-style-type: none"> Possible Strategic Plan Development Facilitator 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 	2024 03 06 <ul style="list-style-type: none"> ASBA Zone 1 High Prairie

	<ul style="list-style-type: none"> 2024 03 26 	<ul style="list-style-type: none"> 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 	2024 03 18 <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 Review 2nd Quarter Budget Update 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 	2024 04 06 – 08 <ul style="list-style-type: none"> NSBA New Orleans, LA 2024 04 10 <ul style="list-style-type: none"> ASBA Zone 1 GP Catholic 2024 04 11 – 12 <ul style="list-style-type: none"> PSBC 2024 04 15 <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 	2024 05 08 <ul style="list-style-type: none"> ASBA Zone 1 Fort Vermilion 2024 05 13 <ul style="list-style-type: none"> ASBA Speaker's Corner TBA
	<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 	2024 05 30-06 01 <ul style="list-style-type: none"> PSBAA SGM

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 <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