

**Public Schools Branch**  
First Public Board of Directors Meeting  
September 19, 2016

Minutes

The Board of Directors for the Public Schools Branch met on Monday, September 19, 2016 at the Stratford Office.

Present: Susan Willis, Board Chair  
Harvey MacEwen  
Pat Mella

Also in Attendance:

Parker Grimmer, Director  
Wendy Bernier, Director of Human Resources  
John Cummings, Director of Corporate Services  
Dave Gillis, Leader of Corporate Services  
Karen Redmond, Manager of Policy and Planning  
Cindy MacLean, Confidential Board Secretary

The meeting was called to order at 7:35 p.m. by the Board Chair.

**WELCOME AND INTRODUCTION OF THE BOARD OF DIRECTORS**

The Board Chair, Susan Willis, introduced Harvey MacEwen and Pat Mella as members of the Board of Directors of the Public Schools Branch.

Ms. Willis also introduced Director Grimmer and other members of the Public Schools Branch administration in attendance.

**APPROVAL OF AGENDA**

09/16/01 It was moved by Pat Mella and seconded by Harvey MacEwen that the agenda be approved as presented. Motion carried.

**CONFIRMATION OF APPOINTMENT OF PUBLIC SCHOOLS BRANCH DIRECTOR SUPERINTENDENT'S PRESENTATION ON EDUCATION STRUCTURE**

09/16/02 It was moved by Harvey MacEwen and seconded by Pat Mella that the Board of Directors confirm the appointment of Parker Grimmer as Director, Public Schools Branch, effective June 6, 2016. Motion carried.

**DIRECTOR'S REPORT**

1. 2016-2017 School Year Begins
  - The Director noted that the Public Schools Branch was officially proclaimed and began as the school authority on August 20, 2016. The PSB serves over 19,000

students from kindergarten to grade 12 in Prince Edward Island. The Public Schools Branch includes all 56 English public schools across Prince Edward Island.

- On August 30, school principals met in Summerside with directors of the Department of Education, Early Learning and Culture and the Public Schools Branch Leadership Team in preparation for the new school year.
- Teachers and educational assistants reported to work on September 1. During the first two days school staff were involved in one day of school orientation and preparation, and one day of professional development working on developing school goals for student success.

## **2. Staffing Update**

- In preparation for the new school year, the Public Schools Branch hired 2 new principals and 10 new vice-principals, and teachers have been assigned to their schools and classrooms.
- Educational assistant and youth service worker positions have been assigned to provide support to students.
- School administrative assistants, transportation and maintenance staff are also in place to provide support to students.
- Branch-based staff, with primary offices in Stratford and Summerside are assigned to work closely with school administrators, teachers, school staff, parents and students to ensure school learning environments.
- Altogether the Public Schools Branch has approximately 3,700 employees, including substitutes who work to:
  - Support the unique needs, strengths, interests, and learning styles of our students.
  - Foster personal development, respect and social responsibility.
  - Inspire a passion for life-long learning that prepares students for the opportunities and challenges ahead.

## **3. Student Enrolment**

- The official student enrolment for the 2016-2017 school year will be reported as of September 30. Enrolment reports from schools would indicate that the overall enrolment has risen in comparison with the enrolment numbers for September of last year.

## **4. School Visits**

- The Director will be visiting all schools twice this year on a scheduled basis. To date, Mr. Grimmer has travelled to Tignish Elementary, ME Callaghan Intermediate, St. Louis Elementary, Bloomfield Elementary, Alberton Elementary, and Westisle Composite. The Director teaches/works with students in their classes, presents cards to students acknowledging acts of kindness/success that have noticed by staff, takes pictures for our website, tours the school, and meets with staff to share successes and discuss challenges during his 2 hour block visits.

## **5. Public Schools Branch Logo Contest**

- The Public Schools Branch began as an entity without a logo, symbol, or brand. We decided to go 'grass roots' and inspire the young people we serve to provide us our logo – our students! A logo contest began September 6 with entries being accepted until 4 p.m. on September 21.

- A Logo Contest Committee will select 5 finalists who will be awarded a pizza party for their homeroom class. The selected 5 designs will be reworked to ensure consistency in presentation and will be displayed on the Public Schools Branch website.
- Students and staff will be invited to vote for their top choice for the Public Schools Branch logo. Voting will take place electronically on the Public Schools Branch website from October 10 to 21. The winning artist will win a bike.
- Following acceptance by the Board of Directors, the new logo should be introduced by late October.

## **PUBLIC SCHOOLS BRANCH POLICIES AND PROCEDURES**

### **Proposed Public Schools Branch Governance Policies**

09/15/03

**It was moved by Pat Mella and seconded by Harvey MacEwen that the Board of Directors take action as recommended on the presented list of proposed Board of Governance Policies to be adopted, revised and/or rescinded.** (The list will be filed with the official minutes.)

The Manager of Policy and Planning briefly outlined the type of revisions and suggested action on the documents, and the Board Chair noted that revisions had been made to the School Change Policy to align it with the new *Education Act* and Regulations.

**Motion carried.**

### **Proposed Public Schools Branch Meeting Procedures**

09/15/04

**It was moved by Harvey MacEwen and seconded by Pat Mella that the Board of Directors adopt the proposed Board of Director Meeting Procedures as presented.**

The Manager of Policy and Planning provided some detail on revisions to the meeting procedures that reflect the new organization. It was also noted that the Board of Directors would be meeting in schools throughout the Public Schools Branch.

**Motion carried.**

### **Proposed Public Schools Branch Operational Policies**

09/15/05

**It was moved by Pat Mella and seconded by Harvey MacEwen that the Board of Directors take action as recommended on the presented list of proposed Operational Policies to be revised and/or rescinded.** (The list will be filed with the official minutes.)

The Manager of Policy and Planning provided comment on the proposed revisions, and noted the proposed rescission of Policy 407 – Assessing, Evaluating, Monitoring and Reporting Student Achievement as a result of curriculum matters being transferred to the Department of Education, Early Learning and Culture.

**Motion carried.**

### **BOARD OF DIRECTORS MEETING SCHEDULE**

The Board Chair announced the following Board of Directors public meeting schedule:

- Tues., Sept. 27, 2016, 7:30 p.m. – Three Oaks Senior High School, Summerside
- Tues., Oct. 18, 2016, 7:30 p.m. – Location to be confirmed
- Tues., Nov. 15, 2016, 7:30 p.m. – Tignish Elementary School, Tignish
- Tues., Dec. 20, 2016, 7:30 p.m. – Somerset Elementary School, Kinkora

Ms. Willis indicated that at the Sept. 27, 2016 meeting, the Board would be considering information and recommendations being prepared as a review of schools within the Public Schools Branch.

### **OTHER BUSINESS**

Members of the Board of Directors responded to a number of questions from members of the public concerning the structure of the Public Schools Branch and the Department of Education, Early Learning and Culture. The Board Chair indicated that she would initiate further consideration at the Department to determine what form would be best to provide additional information on the structure and responsibilities to members of the public.

The meeting adjourned at 8:20 p.m.