

**Better  
Learning** *for all*



# Annual Report

2016 - 2017



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# **Board Chair's Message**

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December 13, 2017

Hon. Jordon Brown, Minister  
Education, Early Learning and Culture  
Holman Centre  
250 Water Street, Suite 101  
Summerside PE C1N 1B6

Dear Minister Brown:

On behalf of the Public Schools Branch, I am submitting the first annual report for the 2016-2017 school year.

This report reflects the work completed by the Public Schools Branch for the school year ending June 30, 2017 and the audited financial statements for the fiscal period ending March 31, 2017.

I wish to thank the staff of the Public Schools Branch for their continued efforts to provide for the educational needs of our students. I also thank our many educational partners, including your department, for their support.

Yours sincerely,

  
Susan Willis  
Board Chair



# Branch Overview

## **Branch Overview**

The Public Schools Branch (PSB) was officially proclaimed and began as the school authority on August 20, 2016. The Public Schools Branch represents all English language public schools on Prince Edward Island. The PSB serves more than 19,000 students from kindergarten through grade 12 in 56 English schools across Prince Edward Island. The PSB is governed by a Board of Directors; and is administered and served by branch-based staff operating from various sites across the province, with primary offices in Stratford and Summerside.

The Public Schools Branch offers elementary and secondary students an education that is enriched with diverse program choices and activities to complement curriculum requirements while supporting achievement and well-being and the overall success of every student.

Elementary students are introduced to several unique programs in the Arts, French Immersion and Full-Day Kindergarten. Secondary students are offered a variety of programs including International Baccalaureate that assist students to successfully access all post-secondary destinations to the workplace, apprenticeship, university or college.

Altogether the PSB 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; and inspire a passion for life-long learning that prepares students for the opportunities and challenges ahead.

While there were a number of changes to the structure of our education system this year, the focus of the PSB remains firmly on student achievement and supporting all students to succeed. Working with our educators, support staff, Board of Directors, community partners and parents, we are committed to the success of every student. We are committed to improving student achievement, ensuring equity, inclusion and well-being, as well as enhancing engagement, accountability and sustainability.

The PSB is about people, service, and accountability. We will work together to ensure we remain focused on these things as we move forward. Through our programs, services, and our dedicated staff, we will prepare students within safe and inclusive environments to embrace a changing world as lifelong learners and informed, responsible citizens. We appreciate the opportunity to serve, work, learn, and grow with students, parents, and other members of our educational community.



# Shared Commitments

# Shared Commitments

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## Department of Education, Early Learning and Culture

The Public Schools Branch works closely with the Department of Education, Early Learning and Culture which provides the Branch with funds for infrastructure, personnel, and learning resources to enable the Branch to fulfill its mandate.

## School Councils/Home and School Associations

School Councils/Home and School Associations are a critical link between schools and parents and play a key role in reaching out to the broader community. They may be established in accordance with the *Education Act*. The councils/associations serve in an advisory role to principals regarding various matters and to build awareness among parents. These organizations support schools in their school effectiveness plans for student achievement.

Most schools in the Public Schools Branch operate Home and School Associations which fulfill the role of School Councils, as per the *Education Act*.

## Home and School Associations and Parent Councils in PSB Schools

All 56 PSB schools have an active home and school or parent council that follow a set of guiding principles which include:

- To obtain the best for each child in the school.
- To foster cooperation between parents and teachers, so that every child may grow to their full potential.
- To be informed, constructive partners with educators.
- To promote high standards of wellbeing in each child's life.

### School's Home and School association or Parent Council and their President:

Alberton Elementary School	Jennifer Rozell
Amherst Cove Consolidated School	Sharon Kamperman
Athena Consolidated School	Kim Studer
Belfast Consolidated School	Marcella Ryan
Birchwood Intermediate School	Erin Costello
Bloomfield Elementary School	Katie MacLennan
Bluefield High School	Karen Clare
Cardigan Consolidated School	Twila Palmer
Central Queens Elementary School	Carrie Barlow
Charlottetown Rural High School	Margaret Morse
Colonel Gray Senior High School	Denise Spenceley
Donagh Regional School	Bobbi Ford
East Wiltshire Intermediate School	Maxine Mallet
Eliot River Elementary School	Laura Hagan-Grant
Ellerslie Elementary School	Paula Walfield
Elm Street Elementary School	Terri-Lynn Gallant
Englewood School	Rosie MacFarlane
Georgetown Elementary School	Mallory Peters
Glen Stewart Elementary School	Paula Pollard
Greenfield Elementary School	Angela Carpenter
Gulf Shore Consolidated School	Julie Walsh
Hernewood Junior High School	Kelly Shea Rayner
Kensington Intermediate Senior High	Patricia Cole
Kinkora Regional High School	Janet Payne
L.M. Montgomery Elementary School	Cathy Hennessey
M.E. Callaghan Intermediate School	Sonia Wallace
Miscouche Consolidated School	Wendi Blacklock
Montague Consolidated School	Sarah Somers MacKay
Montague Intermediate School	Robin Davidson
Montague Regional High School	April MacLean
Morell Consolidated School	Shannell MacKinnon
Mount Stewart Consolidated School	Linda Craig
O'Leary Elementary School	Jeannie Burden
Parkside Elementary School	Joanna Stewart
Prince Street Elementary School	Kristy Phillips
Prince Street Elementary School	Ramona Doyle
Queen Charlotte Intermediate School	Allie Keedwell
Queen Elizabeth Elementary School	Darby McCormick

Sherwood Elementary School  
Somerset Elementary School  
Souris Regional School  
Southern Kings Consolidated School  
Spring Park Elementary School  
St. Jean Elementary School  
St. Louis Elementary School  
Stonepark Intermediate School  
Stratford Elementary  
Summerside Intermediate School  
Summerside Intermediate School  
Three Oaks Senior High School  
Tignish Elementary School  
Vernon River Consolidated School  
West Kent Elementary School  
West Royalty Elementary School  
Westisle Composite High School  
Westwood Primary School

Cindy Gallant  
Jennifer Duffy  
Krystal Jamieson  
Krystal MacKay  
Sheldon Opps  
Janna-Lynne Durant  
Tish Shea  
Tracey Willoughby  
Danielle Boyce  
Jennifer Caron  
Andrea Pickett  
Leigh Dymont  
Teena Callaghan  
Janessa McCabe  
Jill Cunniffe  
Vanessa Ford  
Kelly Herget  
Margo Thistle



# Challenges and Highlights

# **Challenges and Highlights**

## **Student Enrolment**

The official student enrolment for the 2016-2017 school year was reported at 19,120 as of September 30. Enrolment reports from schools would indicate that the overall enrolment grew further during the year with more new students entering the school system.

## **Public Schools Branch Logo Contest**

The Public Schools Branch began as an entity without a logo, symbol, or brand. Instead of developing our logo through an agency, we decided to go 'grass roots' and inspire the young people we serve to provide us our logo – our students! The contest began September 6 with entries being accepted until September 21. A Logo Contest Committee selected five finalists who were awarded a pizza party for their homeroom class. The selected five designs were reworked to ensure consistency in presentation and were displayed on the Public Schools Branch website. Students and staff were invited to vote for their top choice for the Public Schools Branch logo. Voting took place electronically on the Public Schools Branch website from in October, and then again to break a tie between the top two entries. The winning entry was created by Mark Ferrish, from Kensington Intermediate Senior High School. He won a bike. This logo was touched up and standardized and was officially approved as the official symbol for the Public Schools Branch by the Board of Directors at a public meeting on November 15.

## **Threat to Students - Public Schools Branch Schools**

As a result of a threat to schools, all Prince Edward Island schools were evacuated on Wednesday, September 21. School emergency evacuation plans were activated with cooperation from Island police agencies and school administration. All students were moved from the facilities by school staff to safe locations identified in each school evacuation plan. Students were then bussed home or picked up by parents. All English public schools were searched and cleared by law enforcement and schools successfully re-opened the next day. Student Services organized supports for students who may have been troubled by this event and wish to talk about any concerns or fears.

We thank all students, staff, administrators, law enforcement, parents, and community members for their cooperation in assuring the safety of our students. School communities pulled together to get students home safely and we greatly appreciate everyone's efforts. School threats disrupt our learning environments and can create significant anxiety in our school communities. The threat to our students, staff and schools was a traumatic event but we are grateful there was no significant harm or injury to our students and staff.

We appreciate everyone for their cooperation in assuring the safety of students and staff during the unprecedented school evacuations and early closure. We have in place regularly reviewed emergency procedures to keep our students and staff safe. The activation of school evacuation plans on such a large scale was a first time experience for the PSB. This event provided us with the opportunity to plan and work in collaboration with school staffs and parents to further enhance all emergency response procedures.

## School Review Process

A review of schools process was conducted from September 28, 2016 to April 3, 2017. This study, dubbed 'Better Learning for All', followed the process outlined in the Public Schools Branch (PSB) School Change Policy while respecting the powers and duties conferred on the PSB by the *Education Act* and Regulations.

Section 1.1 of the School Change Policy identifies that the Public Schools Branch is committed to:

- (a) ensuring that its students have access to quality educational programs and services;
- (b) maintaining healthy, safe and effective learning environments; and
- (c) maximizing the use of available resources.

With this in mind, the objective of the Category II Study was to identify reasonable viable options for change that: address over-crowding in schools; address under-utilization in schools; and more efficiently use available resources. In addition, the Category II Study was to investigate school change options that address geographical concerns with existing school zones, e.g. rezoning students to reduce travel time. The study only considered school change options available to the PSB using existing facilities and resources.

On September 27, The Board of Directors of the Public Schools Branch met at Three Oaks Senior High to consider the Review of Schools recommendations from School Reorganization Project Manager, Bob Andrews. The Board passed resolutions determining that six families of schools should have further study in how they are configured. As part of that process outlined in the School Change Policy, impacted schools were notified about the process and opportunities to have input. These families of schools were the Colonel Gray family, the Charlottetown Rural family, the Kinkora family, the Montague family, the Morell family, and the Westisle family of schools.

The Review of Schools data was shared with principals, District Advisory Councils, and at public meetings in each of the families of schools. The purpose of these initial meetings was to present the data and ensure people had opportunities to understand the data, the issues, and the school review process.

A second set of public meetings were held in early November to provide an opportunity for the public to identify viable options to improve learning and school environments for students from schools families identified as needing further, Category II study. Feedback and input from all stakeholders was welcomed through public meetings, private meetings, and online submissions to the Better Learning for All website. The PSB was committed to respectfully receive and listen to varying perspectives.

There were over 60 presentations at the six Family of Schools public meetings. Presenters were asked to keep their presentations no longer than ten minutes in length to allow for as many presentations as possible. During the third hour, people had an opportunity to provide comments on the ideas presented.

337 online submissions, 271 written submissions, 30 emails, 82 public presentations and 67 individual and group presentations were shared in total with a broad range of suggestions, ideas and concerns expressed. All submissions were read and all voices listened to. A tremendous amount of

work went into conducting an initial review for schools, consulting with stakeholders, attending public presentations, private meetings, reading on-line submissions, carefully reviewing the views of Islanders, writing and putting this report together, and making recommendations about viable options for change.

Aided by information received through this process, a report with recommendations for change for these six families of schools was developed. The Category II report identified reasonable viable options for change that: address over-crowding in schools; address under-utilization in schools; and more efficiently use available resources. In addition, the Category II Study was to investigate school change options that address geographical concerns with existing school zones, e.g. rezoning students to reduce travel time. The study only considered school change options available to the PSB using existing facilities and resources.

The Category II report recommendations was released to the Board of Directors on January 4 and was tabled and released for public input. This marked the end of phase three of the school change process.

Phase four enabled the public 60 days to provide feedback through public consultation meetings scheduled in the six families of schools. The views of parents, students, teachers, administrators and all Islanders were considered and listened by the Board of Directors. At the end of the 60 days of public feedback, the Board of Directors of the Public Schools Branch reflected and decided on the recommendations.

The Board of Directors made their decisions on the recommendations from the Category II Study for the review of schools in the six families of schools at a special public board meeting held on April 3. The board authorized a number of programming and zoning changes. These decisions were final. Cabinet approval was required for school closures and Cabinet decided not to close any schools.

The school review process was about trying to address overcrowded and underutilized schools and redistributing students and staff to provide better learning opportunities for all students. It was also an opportunity where teachers, staff, students, and parents shared their thoughts on the proposed recommendations, the increasing demands placed on school staff, the complex range of student needs in classrooms, and many other education themes. There was agreement that staff are working diligently during a time of high demands and finite resources, and further assistance is required. All points of consensus were noted and remembered when advocating and working to meet the needs of our students.

While at times contentious and emotional, this process was part of the fabric of the relationship between the Public Schools Branch and everyone involved in public education; our students, families, teachers, staff, and taxpayers. While not all recommendations put forward were affirmed, the importance of sharing, discussing, consulting and having our Board of Directors render decisions on the recommendations was paramount to the process.

Following the decision to rezone portions of the Charlottetown area K-9 schools and add Early French immersion to West Kent Elementary and Late French Immersion to Montague Intermediate, preparations began to help students, staff, and parents make the change to their new school facilities.

Branch and school staff worked together to ensure all decisions were implemented with integrity and meaning.

Section 11.1 of the School Change Policy states that in the event of resolution made by the Board, the director will immediately establish a committee which will be responsible for planning and implementing the positive transition of affected students and staff. These committees, named transition teams, were formed and were very busy preparing for change and supporting students. Specifically, they:

- Ensured school transitions were seamless and efforts were made to create a positive experience for all those involved.
- Identified transitional requirements and activities and ensured they were completed.
- Identified and responded to challenges and ensured solutions were achieved.
- Collaborated with others to gain information which positively shaped the transition plan.
- Reflected on the process, identified successes and challenges and celebrated accomplishments.
- Created new transportation routes.
- Confirmed new school populations.
- Developed FTE based on population and needs.
- Addressed maintenance and construction.
- Addressed parking lots and playgrounds.
- Developed a moving items list and moving items schedule.
- Addressed white boards and technology issues.
- Addressed at the requirements for Special needs students.
- Relocated books and materials.
- Worked with home and schools.
- Adjusted bell times/school schedules.
- Developed and delivered helpful information and communication.

Transition teams were formed for schools that were significantly impacted by change. They worked together to implement plans relating to student transitioning, staffing, transportation, any moving processes, and communication. All transition work was completed in time to welcome students and staff back to our school for September 2017. Principals, teachers, PSB staff maintenance, transportation, human resources, and student services, as well as Home and School representatives worked to ensure students were well supported.

Open Houses took place in several of the affected schools. These orientation sessions allowed transitioning students and parents to find out school related information, while at the same time, getting the opportunity to meet other students and staff. The open house activities varied from school to school, but some of the activities that took place include: games in the gym, school tours, slideshow presentations, and question and answer sessions. Some schools also provided welcome packages, as well as snacks and refreshments for all to enjoy. The feedback from staff, students, and parents was very positive.

To aid the significant transition process at West Kent Elementary, Birchwood Intermediate, and Stonepark Intermediate, the PSB requested the Department of Education adjust the school calendar to allow dedicated time to consider logistical issues like packing books, computers, teacher resources, and student records. Students who were moving were also able to participate in

orientation sessions in their new surroundings. Parents were also given the opportunity to discuss the program in each of the receiving schools.

With this final phase concluded and decisions finalized, thanks are extended to Bob Andrews for leading the study and report, and the PSB Board of Directors, Pat Mella, Harvey McEwen, and Susan Willis for carefully considering all the information they received and delivering thoughtful decisions. Many thanks are extended to the entire PSB branch based staff who worked tirelessly through the entire process. The efforts of principals, teachers, and staff to keep their students and schools on track and focused on learning and achievement through this is appreciated.

### **School Visits**

The Director regularly visited schools. In total, he was able to visit each of our 56 schools twice during 2016-2017, spending four hours in total at each school. He witnessed some exceptional teaching and learning. He was also able to personally pass out over 450 cards of thanks and a PSB pencil or pen to students who were nominated by staff for doing random acts of kindness. Students were very receptive and appreciative of this quiet recognition.

### **School Staffing Process for the Upcoming 2017-2018 School Year**

Teacher positions were allocated fairly and consistently across the province, building equity for students and support for teachers through more consistent student-teacher ratios. The Public Schools Branch was very pleased to have received 25 additional teachers to address some pressure points in class size and class composition.

Our primary goal was to: put teachers where students are; improve class size and support teachers with class composition challenges; ensure schools with similar configurations are staffed in a similar manner; and build equity for students across the province.

With the support of principals, we assigned schools with preliminary staffing numbers and further adjustments were made where required. The new positions were allocated evenly across the province, based on the discussions we had with principals. The Public Schools Branch responded to the needs of teachers by closing the gap in student-teacher ratios. Some schools experienced slight staffing increases or decreases based on the number of students and needs in their school. Efforts were made to try to minimize the impact on any individual school.

Teacher allocations are assigned on an annual basis, based on enrolment and needs. Staffing schools is the responsibility of the education authorities and it is never an easy process. The Public Schools Branch did our very best for students in close collaboration with our school leadership. We appreciate the advocacy of school communities and we believe that when they look at the overall staffing, they will see that teachers were allocated in a fair and equitable manner and in the best interest of all students.

## High School Graduations

Graduation ceremonies for Public Schools Branch high schools were held on the following dates:

June 22, 2017

- Charlottetown Rural Senior High
- Kinkora Regional High
- Montague Regional High
- Morell Regional High
- Souris Regional
- Three Oaks Senior High
- Westisle Composite High

June 23, 2017

- Bluefield Senior High

June 26, 2017

- Colonel Gray Senior High
- Kensington Intermediate Senior High

## **The Director of the Public Schools Branch**

The Director is the chief operating officer of the Public Schools Branch and is accountable to the Board of Directors. The Director is responsible for overseeing the operations and management of the school system in the areas of finance, transportation, property services, human resources, student support services, and policy. The Director is also responsible for providing advice to and collaborating with the Department of Education on common initiatives and goals, as well as engaging with the education community.

## **Departments' Overview**

### **Student Services**

The 2016-2017 school year was a busy one for the staff in Student Services. Collectively, they supported the transitioning and relocation of the more than 1,200 students affected by the school rezoning. This support included countless transitional planning meetings, school visits and student specific training to ensure that all staff and students were appropriately prepared for their new surroundings.

The third and final year of our resource teacher training model was carried out in 2016-2017 with training focusing on the consultation and implementation strand of their role. Counsellors and Youth Service Workers were provided an opportunity to participate in the evidence-based, Trauma Informed Care training. This training sensitivity and awareness to the factors faced by many of our students who are struggling with Mental Health related concerns, including but not limited to addictions and immigration related trauma.

Finally, great success was had throughout 2016-2017 collaborating with other Government sectors to offer the first full year of the BRIDGE, connecting at risk Islanders to the services they need, and in preparing for the first Student Wellbeing Teams to be up and running in Westisle and Montague area schools in Sept 2017. These teams include professionals from Justice, Health and Education and working closely with Student Services has been a large piece of the developmental stage.

### **Corporate Services**

The Corporate Services Section of the Public Schools Branch provides support services in the following areas to 56 schools and Branch office staff: property services, transportation, finance, payroll, information technology supports, and occupational health and safety.

During 2016-2017, Corporate Services supported the Public Schools Branch Director through the school review process by providing financial data, compiling building assessment information, preparing school bus route information, and providing school enrollment projection information and zone maps to support the process. Corporate Services played a significant role in implementing the recommendations of the school review process at the end of the 2016-2017 school year. This included renovations to schools and the procurement of furniture and technology related equipment to facilitate the movement of students between schools.

During the fiscal year, Property Services continued to support the renovation of Three Oaks High School in Summerside and capital repair projects being completed at school throughout the Branch. The replacement of asbestos containing ceiling tiles occurred at Glen Stewart Primary, Eliot River Elementary, and Central Queens Elementary during the summer of 2016.

Property Services oversee the maintenance at 56 schools representing over \$3.5 M square feet of space with a replacement value in excess of \$500 M.

Transportation Services design bus routes for approximately 14,500 students to transport them from home to school on a daily basis. They also work with approximately 260 school bus drivers and schools to ensure the transportation needs of students are met.

Payroll Services work to ensure in excess of 3,000 employees (permanent and substitute) are paid throughout the organization. Payroll related expenses represent in excess of 90% of the Public School Branch's expenditures.

Financial Services oversees a budget in excess of \$207 M on an annual basis. This section is responsible for all accounting and financial reporting for the Public Schools Branch. During the 2016-2017 fiscal year the Branch had revenues of \$207,827,545 and expenses of \$207,835,128 for a small operating deficit of \$7,583.

The Information Technology Section of Corporate Services is responsible for providing support for the multiple software systems used by staff throughout the Branch. This section is also responsible for various reporting requirements of the Branch and supporting the procurement and repair of technology related infrastructure such as LCD's.

The Occupational Health and Safety Section is responsible for ensuring that proper safe work procedures are in place for staff and that students and staff have a safe environment in which to work and learn.

## **Human Resources**

The 2016-2017 school year presented another busy year for our Human Resources Department. In addition to the filling of 11 administrative postings and 271 teacher postings for the school year, a large number of support staff positions likewise were filled by transfer or new hires. Recruitment of qualified personnel for some positions, particularly psychologists, bus drivers, Educational Assistants, and French Immersion teachers, remains an ongoing challenge.

In looking to address issues related to substitute shortages, a realization that conversation, education, and expectations related to employee absenteeism needed to be an area of HR focus. Ongoing data analysis, discussion, and some changes in practices related to optional absences has resulted, with further focus planned for the 2017-2018 school year. The introduction of formal interviewing by HR personnel for casual support staff positions developed a common screening process, and the establishment of consistent hiring practices for these personnel.

Following a review and analysis of our staffing allocation model in response to concerns raised by administrators, some modifications were made for the allocation of FTE to schools for the 2017-2018

school year. Dialogue related to this challenging responsibility is ongoing, as we seek to ensure we establish processes that provide equity in the distribution of staff to our schools.

The recommendations affecting reassignment and hiring of staff which arose from the School Review consumed much of the focus and energy of our Human Resources department for the latter part of the school year, particularly those that arose from the transfer of hundreds of students between Stonepark Intermediate School and Birchwood Intermediate School, as well as the hiring related to the implementation for the 2016-2017 school year of a K-6 French Immersion program at West Kent Elementary.

### **Public Schools Branch Responsibilities**

(Legislation: *Education Act, Section 20 (2)*)

An education authority has the following responsibilities:

- a) to deliver the courses of study and education programs prescribed, approved or authorized pursuant to this Act to meet the needs of all students enrolled in a school operated by the education authority and to enable their success;
- b) to be accountable and provide assurances to students, parents, the community and the Minister for performance of duties and responsibilities conferred on the education authority by this Act and the regulations;
- c) ensure that each student enrolled at a school operated by the education authority and each staff member employed by the education authority is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and a sense of belonging;
- d) to provide a continuum of specialized supports and services to students that is consistent with the principles of inclusive education;
- e) to collaborate with municipalities, the other education authority and community based service agencies in order to effectively address the needs of all students and manage the use of public resources;
- f) to collaborate with post-secondary institutions and the community to enable smooth transitions for students from secondary to post-secondary education;
- g) to establish and maintain governance and organizational structures that promote student well-being and success;
- h) to ensure effective management of the education authority's resources;
- i) to recruit the Director and entrust the day-to-day management of the education authority to the staff through the Director;
- j) to comply with all applicable Acts and regulations;
- k) to establish appropriate dispute resolution processes;
- l) to carry out any other responsibility that is prescribed by regulation

## **Appendix B**

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### **Public Schools Branch**

#### **PUBLIC BOARD OF DIRECTORS MEETINGS 2016 – 2017**

September 19, 2016	Stratford Branch Office
September 27, 2016	Three Oaks Senior High School
October 18, 2016	Souris Regional School
November 15, 2016	Tignish Elementary School
December 20, 2016	Somerset Elementary School
January 10, 2017	East Wiltshire Intermediate School
April 3, 2017	Bluefield High School
June 1, 2017	Stratford Branch Office
June 20, 2017	Birchwood Intermediate School

# Appendix C

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## REPORT ON BOARD GOVERNANCE AND OPERATIONAL POLICY 2016-2017

The Board of Directors of the Public Schools Branch adopted the following motions regarding Board Governance and Operational Policies during the 2016-2017 school year:

### **School Board Meeting – September 19, 2016**

#### Board Governance Policies

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.

(List)

Motion carried.

#### Board of Directors Meeting Procedures

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. Motion carried.

#### Operational Policies

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.

(List)

Motion carried.

### **School Board Meeting – Oct. 18, 2016**

#### Operational Policy 103 – Student Record

It was moved by Harvey MacEwen and seconded by Pat Mella that the Board of Directors adopt the proposed Operational Policy 103 – Student Record as presented. Motion carried.

#### Proposed Operational Policy 104 – Nutrition

It was moved by Pat Mella and seconded by Harvey MacEwen that the Board of Directors adopt the proposed Operational Policy 104 – Nutrition as presented and discussed. Motion carried.

### **School Board Meeting – Nov. 15, 2016**

#### Eastern School District Policy KB - Partnerships

It was moved by Pat Mella and seconded by Harvey MacEwen that the Board of Directors rescind Eastern School District Policy KB – Partnerships, as presented. Motion carried.

#### Western School Board Policy 16 – Contact with Blood and/or Body Fluids

It was moved by Pat Mella and seconded by Harvey MacEwen that the Board of Directors rescind Western School Board Policy 16 – Contact with Blood and/or Body Fluids, as presented. Motion carried.

Western School Board Policy 32 – Communications with Staff

It was moved by Harvey MacEwen and seconded by Pat Mella that the Board of Directors rescind Western School Board Policy 32 – Communications with Staff, as presented. Motion carried.

**School Board Meeting – June 20, 2017**

Policy 503 – Student Teaching

It was moved by Harvey MacEwen and seconded by Dale Sabean that the proposed Operational Policy 503 – Student Teaching, be adopted as presented. Motion carried.

Policy GP11 – Student Appeal

It was moved by Dale Sabean and seconded by Harvey MacEwen that the proposed revisions to Policy GP11 – Student Appeal, be adopted as presented. Motion carried.

Policy GP12 – Establishment of School Attendance Zones

It was moved by Harvey MacEwen and seconded by Dale Sabean that the proposed revisions to Board Governance Policy GP12 – Establishment of School Attendance Zones, be adopted as presented. Motion carried.

ESD Policy DFAA – School Budgets

It was moved by Dale Sabean and seconded by Harvey MacEwen that Eastern School District Policy DFAA – School Budgets, be rescinded. Motion carried.

ESD Policy DBC – Budget and Business Planning

It was moved by Harvey MacEwen and seconded by Dale Sabean that the Eastern School District Policy DBC – Budget and Business Planning, be rescinded. Motion carried.

ESD Board Regulation GBEA-R – Role Description: Superintendent of Education

It was moved by Dale Sabean and seconded by Harvey MacEwen that Eastern School District Board Regulation GBEA-R – Role Description: Superintendent of Education, be rescinded. Motion carried.

## Appendix D

### SCHOOL ENROLMENTS 2016-2017

School	K	1	2	3	4	5	6	7	8	9	10	11	12	Program Total	School Total	Sept 2015	Difference
																Official	
Alberton English	17	12	15	23	17	24	24							132	132	127	5
Amherst Cove English	17	14	14	16	13	4	23	15	22					138	138	125	13
Athena English	31	32	25	35	28	36	38	37	43	37				342	342	338	4
Belfast English	14	12	11	10	11	8	4	6	11	12				99	99	102	-3
Birchwood English								75	53	59				187			
Birchwood FI								15	22	4				41	228	211	17
Bloomfield English	8	5	13	14	12	10	18							80			
Bloomfield FI	30	31	25	17	17	11	17							148	228	207	21
Bluefield English											185	170	142	497			
Bluefield FI											60	61	65	186	683	681	2
Cardigan English	10	11	11	16	9	19	19							95	95	97	-2
Central Queens English	39	33	33	33	46	29	40							253	253	247	6
Charlottetown Rural English											191	213	208	612			
Charlottetown Rural FI											106	89	66	261	873	858	15
Colonel Gray English											204	237	219	660			
Colonel Gray FI											60	54	39	153	813	845	-32
Donagh English	22	18	23	15	19	14	17							128	128	116	12
East Wiltshire English								104	104	119				327			
East Wiltshire FI								110	110	71				291	618	563	55
Eliot River English					95	99	107							301			
Eliot River FI					44	55	30							129	430	441	-11
Ellerslie English	30	41	25	30	21	28	27							202	202	201	1
Elm Street English	30	28	38	40	35	30	40							241			
Elm Street FI	33	32	33	34	20	25	25							202	443	445	-2
Englewood English	15	21	17	18	21	18	23	13	25	19				190	190	195	-5
Georgetown English	7	1	7	5	3	6	8	7	6					50	50	50	0
Glen Stewart English	97	86	90	103										376			

Glen Stewart FI	79	83	61	61										284	660	609	51
Greenfield English	21	19	31	26	32	31	28							188			
Greenfield FI	27	16	14	21	25	19	25							147	335	345	-10
Gulf Shore English	24	19	26	26	6	4	6	7	9	5				132			
Gulf Shore FI					27	18	14	25	19	18				121	253	256	-3
Hernewood English								82	79	78				239			
Hernewood FI								12	9	18				39	278	258	20
Kensington Inter./Sr. English								38	32	35	37	35	32	209			
Kensington Inter./Sr. FI								13	15	12	14	12	9	75	284	279	5
Kinkora English										35	29	29	34	127	127	129	-2
LM Montgomery English	60	56	72	74	59	53	57							431	431	438	-7
ME Callaghan English								62	50	51				163			
ME Callaghan FI								21	30	36				87	250	247	3
Miscouche English	13	16	19	19	22	25	28	28	23	25				218	218	244	-26
Montague Consolidated English	24	29	28	24	27	24	27							183			
Montague Consolidated FI	42	36	36	37	31	38	16							236	419	409	10
Montague High English											119	145	119	383			
Montague High FI											18	12	16	46	429	276	153
Montague Intermediate English								66	54	102				222			
Montague Intermediate FI								31	19	13				63	285	468	-183
Morell Consolidated English	21	25	16	23	13	27	21	21	23					190	190	195	-5
Morell Regional English										32	50	40	37	159	159	166	-7
Mt. Stewart English	21	14	24	13	31	22	14	29	15					183	183	166	17
O'Leary English	14	14	14	12	26	19	33							132	132	132	0
Parkdale English	24	14	18	28	23	22	9							138	138	134	4
Parkside English	19	25	25	36	23	26	28							182			
Parkside FI	25	22	28	23	21	19	19							157	339	358	-19
Prince Street English	31	27	40	43	37	39	29							246	246	255	-9
Queen Charlotte English								90	95	103				288			
Queen Charlotte FI								98	80	75				253	541	496	45
Queen Elizabeth English	34	43	41	56	44	44	49							311	311	326	-15
Sherwood English	30	45	46	52	51	47	43							314			

Sherwood FI	29	47	37	24	25	28	20							210	524	561	-37
Somerset English	19	12	18	15	18	16	14	26	18					156	156	162	-6
Souris Regional English	39	32	36	44	45	42	47	47	43	35	44	45	43	542	542	551	-9
Southern Kings English	24	16	15	17	19	18	22	21	20					172	172	160	12
Spring Park English	16	17	19	29	29	31	28							169			
Spring Park FI	55	53	73	59	54	40	31							365	534	515	19
St. Jean English	17	15	20	14	21	18	14							119	119	115	4
St. Louis English	7	10	8	13	13	10	14							75			
St. Louis FI	8	11	6	10	7	6	5							53	128	129	-1
Stonepark English								154	165	155				474			
Stonepark FI								169	164	109				442	916	832	84
Stratford English					127	122	100							349			
Stratford FI					48	51	50							149	498	441	57
Summerside Inter. English								109	108	89				306			
Summerside Inter. FI								82	60	64				206	512	467	45
Three Oaks Senior English											181	185	185	551			
Three Oaks Senior FI											54	65	57	176	727	748	-21
Tignish English	7	14	14	10	12	20	16							93			
Tignish FI	13	16	9	9	11	23	10							91	184	209	-25
Vernon River English	22	17	18	18	16	18	17	19	15	11				171	171	157	14
West Kent English	23	19	25	21	27	33	36							184	184	170	14
West Royalty English	60	78	76	76	85	82	75							532	532	521	11
Westisle English											115	128	128	371			
Westisle FI											50	31	21	102	473	513	-40
Westwood English	85	69	100	117										371			
Westwood FI	61	64	50	49										224	595	576	19
<b>PSB NOVEMBER 30, 2016 TOTALS</b>	<b>1394</b>	<b>1370</b>	<b>1443</b>	<b>1508</b>	<b>1466</b>	<b>1451</b>	<b>1405</b>	<b>1632</b>	<b>1541</b>	<b>1422</b>	<b>1517</b>	<b>1551</b>	<b>1420</b>	<b>19120</b>	<b>19120</b>	<b>18862</b>	<b>258</b>

Public Schools Branch  
Enrolments by Age and Grade  
September 30, 2016

Grade→	K		1		2		3		4		5		6		7		8		9		10		11		12		TOTAL		TOTAL
AGE↓	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Under 5	151	166																									151	166	317
5	510	550	163	149																							673	699	1372
6	5	12	512	541	168	156	--	--	--	1																	685	710	1395
7			5	7	542	562	163	173																			710	742	1452
8					3	7	562	594	179	162																	744	763	1507
9					--	1	5	7	557	542	166	148															728	698	1426
10									10	10	510	603	157	124	1												678	737	1415
11											5	11	548	554	158	158	1	--									712	723	1435
12											1	--	9	10	637	657	68	70	--	1							715	738	1453
13															3	15	675	666	57	41							735	722	1457
14															1	--	26	34	641	650	23	32	1	1			692	717	1409
15																--	2	9	20	681	654	68	60			758	736	1494	
16																					35	70	633	630	111	103	779	803	1582
17																					14	18	61	93	500	557	575	668	1243
18																					3	2	8	13	49	87	60	102	162
19																					--	2	1	4	4	12	5	18	23
20																							1	--	--	1	1	1	2
Over 20																									--	--	0	0	0
TOTAL	666	728	680	697	713	726	730	774	746	715	682	762	714	688	800	830	770	772	707	712	756	778	773	801	664	760	9401	9743	19144

# Appendix E

## SCHOOLS & PRINCIPALS 2016-2017

SCHOOL	PRINCIPAL
Alberton Elementary (Westisle Family)	Shanna Perry
Amherst Cove Cons. (Kinkora Family)	Randy Gallant
Athena Consolidated (Three Oaks Family)	Jerry McAulay
Belfast Consolidated (Montague Family)	David Bryand
Birchwood Intermediate (Colonel Gray Family)	Ron Carragher
Bloomfield Elementary (Westisle Family)	Andrew Stewart
Bluefield High (Bluefield Family)	Jerry Coady
Cardigan Consolidated (Montague Family)	Noreen Lisi
Central Queens Cons. (Bluefield Family)	Tara Deglan-Gallant
Ch'town Rural High (Ch'town Rural Family)	Dylan Mullally
Colonel Gray High (Colonel Gray Family)	Dominique Lecours
Donagh Regional (Ch'town Rural Family)	Jason Kielly
East Wiltshire Inter. (Bluefield Family)	Windsor Wight
Eliot River Elementary (Bluefield Family)	Ross McDermott
Ellerslie Elementary (Westisle Family)	Jason Cormier
Elm Street Elementary (Three Oaks Family)	Tracy Beaulieu
Englewood (Bluefield Family)	Randy Reardon
Georgetown Elementary (Montague Family)	Anna MacKenzie
Glen Stewart Primary (Ch'town Rural Family)	Charlotte Bryand
Greenfield Elementary (Three Oaks Family)	Sandra Jay
Gulf Shore Cons. (Bluefield Family)	Mary Jane Ready
Hernewood Intermediate (Westisle Family)	Patti Sweet
Kensington Intr/Senior (Kensington Family)	Donald Mulligan
Kinkora Regional (Kinkora family)	Aime Cole

L. M. Montgomery Elem. (Ch'own Rural Family)	Heather Cudmore
M.E. Callaghan Intr. (Westisle Family)	Mary Lee Doucette
Miscouche Cons. (Three Oaks Family)	Scott MacDonald
Montague Consolidated (Montague Family)	Norbert Carpenter
Montague Intermediate (Montague Family)	Kevin Stonefield
Montague Regional (Montague Family)	Seana Evans-Renaud
Morell Consolidated (Morell Family)	Leo Hendricken
Morell Regional High (Morell Family)	J. B. Crawford
Mount Stewart Cons. (Morell Family)	Mary Kendrick
O'Leary Elementary (Westisle Family)	Susan Trail
Parkdale Elementary (Colonel Gray Family)	Lynn Hufnagel
Parkside Elementary (Three Oaks Family)	Janet Cameron
Prince Street Elem. (Colonel Gray Family)	Erin Johnston
Queen Charlotte Inter. (Colonel Gray Family)	K.J. White
Queen Elizabeth Elem (Kensington Family)	Rodney MacArthur
Sherwood Elementary (Ch'town Rural Family)	Jean Boudreau
Somerset Elementary (Kinkora Family)	Derik Arsenault
Souris Regional (Souris Family)	Sharon McIntosh
Southern Kings Cons. (Montague Family)	John Van Dyke
Spring Park Elementary (Colonel Gray Family)	Terry MacIsaac
St. Jean Elementary (Colonel Gray Family)	Tracy Ellsworth
St. Louis Elementary (Westisle Family)	Michelle Lewis Marsha Costello (Leave)
Stonepark Intermediate (Ch'town Rural Family)	Norman Beck
Stratford Elementary (Ch'town Rural Family)	Kenny MacDougall
Summerside Inter. (Three Oaks Family)	Doug Doyle
Three Oaks Senior High (Three Oaks Family)	Jeff Clow
Tignish Elementary (Westisle Family)	Mike Ellsworth

Vernon River Cons. (Montague Family)	Dave Wood
West Kent Elementary (Colonel Gray Family)	Michele LeClair
West Royalty Elem. (Colonel Gray Family)	Marilyn MacLean
Westisle Composite (Westisle Family)	Heidi Morgan
Westwood Primary (Bluefield Family)	Sherry Flynn

# Appendix F

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## AUDITED FINANCIAL STATEMENTS AND CHARTS 2016-2017



Financial Statements

Public Schools Branch

March 31, 2017

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## Management's Responsibility For Financial Reporting

March 31, 2017

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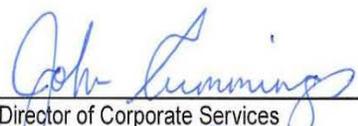
The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and external audited financial statements yearly. The Board also discusses any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Grant Thornton LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of the Public Schools Branch and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of the Public Schools Branch

  
\_\_\_\_\_  
Director of Corporate Services

  
\_\_\_\_\_  
Coordinator of Corporate Services



## Independent auditors' report

To the Board of Directors  
of the Public Schools Branch

Grant Thornton LLP  
2<sup>nd</sup> Floor, Royal Bank Building  
220 Water Street, PO Box 1660  
Summerside, PE  
C1N 2V5  
T (902) 436-9155  
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[www.GrantThornton.ca](http://www.GrantThornton.ca)

We have audited the accompanying financial statements of the Public Schools Branch, which comprise the financial position as at March 31, 2017, and statements of operations and changes in net financial assets and cash flows for the period then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Audit • Tax • Advisory  
Grant Thornton LLP, A Canadian Member of Grant Thornton International Ltd

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Public Schools Branch as at March 31, 2017, and the results of its operations for the period then ended in accordance with Canadian public sector accounting standards.

*Grant Thornton LLP*

Summerside, Prince Edward Island

June 20, 2017

Chartered Professional Accountants

## Public Schools Branch Statements of operations and changes in net financial assets

Year Ended March 31	2017		2016		
Revenue		%		%	
Transfers from the Department of Education					
Salaries and benefits	\$ 188,340,714	90.6	\$ 183,863,995	90.6	
Maintenance and operation	9,811,100	4.8	10,509,702	5.2	
Transportation	2,632,795	1.3	2,957,802	1.5	
Instructional supplies	2,214,500	1.1	2,318,700	1.1	
Administration	1,659,200	0.7	1,947,000	1.0	
Renovations and equipment	1,076,900	0.5	395,013	0.2	
Other revenue (Note 3)	2,092,336	1.0	903,290	0.4	
	<u>207,827,545</u>	<u>100.0</u>	<u>202,895,502</u>	<u>100.0</u>	
Expenses (Note 4)					
Salaries and benefits	13	188,361,862	90.6	183,705,647	90.5
Maintenance and operation	14	11,879,296	5.7	11,235,275	5.6
Transportation	15	2,930,718	1.4	3,111,127	1.6
Instructional	16	2,434,250	1.1	2,279,297	1.1
Administration	17	1,551,019	0.7	2,058,492	0.9
Renovations and equipment	18	677,983	0.5	517,682	0.3
		<u>207,835,128</u>	<u>100.0</u>	<u>202,907,520</u>	<u>100.0</u>
Excess expenses		\$ <u>(7,583)</u>		\$ <u>(12,018)</u>	
Net financial assets, beginning of period		\$ 11,482		\$ 23,500	
Excess expenses		<u>(7,583)</u>		<u>(12,018)</u>	
Net financial assets, end of period		\$ <u>3,899</u>		\$ <u>11,482</u>	

See accompanying notes to the financial statements.

## Public Schools Branch Statement of financial position

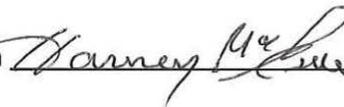
March 31	2017	2016
<b>Financial assets</b>		
Current		
Cash	\$ 5,346,599	\$ 5,586,391
Receivables		
Department of Education	7,916,402	7,192,796
Trade and other	1,517,566	1,191,316
	<u>14,780,567</u>	<u>13,970,503</u>
Department of Education - post-employment benefits	41,872,865	38,079,504
Department of Education - deferred salary plan	1,071,774	1,120,395
Restricted cash	100,000	100,000
Trust funds (Note 5)	267,719	275,407
	<u>\$ 58,092,925</u>	<u>\$ 53,545,809</u>
<b>Financial liabilities</b>		
Current		
Payables and accruals		
General	\$ 2,275,121	\$ 4,044,555
Salaries and benefits	5,687,556	4,570,643
Department of Education	3,394,200	1,240,010
Deferred revenue (Note 6)	3,419,791	4,103,813
	<u>14,776,668</u>	<u>13,959,021</u>
Post-employment benefits (Note 7)	41,872,865	38,079,504
Deferred salary program	1,071,774	1,120,395
Deferred revenue	100,000	100,000
Trust funds (Note 5)	267,719	275,407
	<u>58,089,026</u>	<u>53,534,327</u>
Net financial assets	<u>\$ 3,899</u>	<u>\$ 11,482</u>

Contingency (Note 9)

On behalf of the Board



Chairperson



Director

See accompanying notes to the financial statements.

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## Public Schools Branch Statement of cash flows

Year Ended March 31

2017

2016

**(Decrease) increase in cash and cash equivalents**

**Operating activities**

Excess expenses	\$ (7,583)	\$ (12,018)
Change in non-cash working capital:		
Receivables	(4,794,596)	(910,712)
Payables	5,238,721	(1,748,745)
Deferred revenue	(684,022)	1,384,909
Net decrease in cash and cash equivalents	(247,480)	(1,286,566)
Cash and cash equivalents,		
Beginning of period	5,961,798	7,248,364
End of period	<u>\$ 5,714,318</u>	<u>\$ 5,961,798</u>

**Components of cash and cash equivalents:**

Unrestricted cash and cash equivalents	\$ 5,346,599	\$ 5,586,391
Restricted cash and cash equivalents	367,719	375,407
	<u>\$ 5,714,318</u>	<u>\$ 5,961,798</u>

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See accompanying notes to the financial statements.

6

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## **Public Schools Branch**

### **Notes to the financial statements**

March 31, 2017

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#### **1. Nature of operations**

The Public Schools Branch (formerly the English Language School Board) has the responsibility to provide primary and secondary education requirements for English speaking students in Prince Edward Island. The Entity is funded by the Department of Education, Early Learning and Culture of Prince Edward Island (the Department). The Entity changed its name in accordance with the Schools Act released during the year, however as the Entity's operations remained the same the financial statements have been reported as a continuation of the English Language School Board.

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#### **2. Summary of significant accounting policies**

##### **Basis of accounting**

The Entity prepares its financial statements in accordance with Canadian Public Sector Accounting Standards.

##### **Revenue recognition**

The Entity follows the deferral method of accounting for grants for special projects. Grants restricted for special projects are recognized as revenue in the year in which the related expenses are incurred. The unexpended portion of grants received for specific purchases is deferred and used for the related future purchases. Unrestricted amounts are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met. To the extent that transfer stipulations give rise to an obligation that meets the definition of a liability, transfers are recognized as deferred revenue.

##### **Retirement allowances**

The Public Schools Branch records an annual expense based on the change in the actuarially determined obligation for retirement allowance benefits, net of payments during the year. Funds to settle the obligation which are a liability of the Entity will be reimbursed by the Department at the time of payment. Therefore, a receivable from the Department is recorded for the entire retirement allowance amount.

##### **Vacation pay**

Vacation entitlements are expensed as earned.

##### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand and balances with banks, net of bank overdraft.

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## Public Schools Branch

### Notes to the financial statements

March 31, 2017

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#### 2. Summary of significant accounting policies (cont'd)

While best estimates are used for reporting items to subject to measurement uncertainty, it is reasonably possible that changes in future conditions, occurring within one fiscal year, could require material changes in the amounts recognized or disclosed.

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3. Other revenue	<u>2017</u>	<u>2016</u>
Special program funding and recoveries	\$ 1,869,027	\$ 496,426
Miscellaneous	31,350	193,974
Rentals	73,844	73,063
School overage reimbursements	<u>118,115</u>	<u>139,827</u>
	<u>\$ 2,092,336</u>	<u>\$ 903,290</u>

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#### 4. Expenses by department

The following is a summary of the expenses reported on the statement of operations by department excluding employee benefits:

	<u>2017</u>	<u>2016</u>
Instructional	\$ 137,390,570	\$ 132,854,978
Administration	7,999,696	8,681,817
Transportation	9,741,602	9,651,343
Maintenance and operations	21,267,116	20,092,203
Employee benefits	<u>31,436,144</u>	<u>31,627,179</u>
	<u>\$ 207,835,128</u>	<u>\$ 202,907,520</u>

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#### 5. Trust funds

Trust funds are comprised of contributions from various sources that are administered by the Entity. The interest that is earned on the contributions may be disbursed for specified educational purposes. Investments are recorded at cost and are comprised of GIC's. Cost approximates fair market value.

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## Public Schools Branch Notes to the financial statements

March 31, 2017

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6. Deferred revenue	<u>2017</u>	<u>2016</u>
Funds designated for:		
Capital funding	\$ 763,500	\$ 820,000
Special program funding	1,636,700	1,798,667
Staff professional development	76,181	169,564
Maintenance work	941,232	1,144,232
Student leadership and school development	2,178	171,350
	<u>\$ 3,419,791</u>	<u>\$ 4,103,813</u>

---

### 7. Post-employment benefits

An analysis of the components of, and changes in, post-employment benefits liabilities is as follows:

	<u>2017</u>	<u>2016</u>
<b>Retirement allowance</b>		
Balance, April 1	\$ 38,521,253	\$ 35,331,225
Amortization of actuarial gain	1,054,066	1,198,701
Current service cost	3,066,501	3,152,298
Interest accrued	1,425,133	1,212,759
Less: payments made	<u>(1,730,756)</u>	<u>(2,373,730)</u>
Balance, March 31	42,336,197	38,521,253
Vacation pay	<u>971,514</u>	<u>798,261</u>
	43,307,711	39,319,514
Less: current portion	<u>(1,434,846)</u>	<u>(1,240,010)</u>
	<u>\$ 41,872,865</u>	<u>\$ 38,079,504</u>
Unamortized actuarial adjustment	<u>\$ (5,175,287)</u>	<u>\$ (7,051,384)</u>

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## Public Schools Branch

### Notes to the financial statements

March 31, 2017

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#### 7. Post-employment benefits (cont'd)

The retirement allowance balances are based on an independent actuarial valuation dated April 1, 2014, provided to the Pension and Benefits Division of the Province Of Prince Edward Island Civil Service Commission. The report was subsequently amended for a change in the discount rate to be used in the valuation of the liability the amendment was dated April 1, 2017. The Province Of Prince Edward Island projects the total liability in the years between the tri-annual actuarial valuations. The amendment dated April 1, 2017 is reflected in the 2017 projection prepared by the Province of Prince Edward Island.

The economic assumptions used in determining the actuarial value of accrued retirement allowances were developed by reference to expected long term market conditions. Significant actuarial assumptions used in the valuations and projections are:

Discount rate	3.26% per annum
Expected inflation rate	2.25% per annum
Expected average remaining service life	13 years

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#### 8. Grant allocations figures

The Entity's activities are funded by the Department. The annual grant allocation from the Department provides details as to the funding allocations for each operational area with the exception of salaries. The grant for salaries is for an approved number of full time employees for the Entity. Funding for the approved number of positions is provided by The Department but the actual dollar value of the approved positions is not included in the identified grant. Since a dollar value was not provided for salaries, the grant associated with this expenditure has been excluded from the financial statements, the following figures are the operational budget allocations provided by the Department compared to the actual results for 2017:

	Grant allocation by category March 31, 2017	Actual expenditures by category March 31, 2017
Administration	\$ 1,659,200	\$ 1,551,019
Renovations and equipment	1,076,900	677,983
Instructional	2,254,000	2,434,250
Maintenance and operations	9,811,100	11,879,296
Transportation	2,632,800	2,930,718

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## **Public Schools Branch Notes to the financial statements**

March 31, 2017

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### **9. Contingency**

The Entity has elected to self-insure itself related to collision coverage. During the year, no events were reported in accordance with the policies of the collision contingency fund.

The Entity has received funding from the Department to fund expenditures which qualify for the collision contingency fund. These funds are being deferred on the balance sheet and unspent funds are reported as restricted cash.

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## Public Schools Branch Schedule of salaries and benefits expenses

Year Ended March 31	2017	2016
Administration support	\$ 1,671,880	\$ 1,774,298
Management	1,534,870	1,727,835
Instructional	121,116,710	117,415,220
Maintenance and operation	8,709,829	8,339,246
School administration support	3,241,939	3,121,192
Educational assistants and youth service workers	13,839,606	13,160,461
Transportation	6,810,885	6,540,216
Benefits	<u>27,621,189</u>	<u>26,063,421</u>
	<b>184,546,908</b>	<b>178,141,889</b>
Retirement allowance	<u>3,814,954</u>	<u>5,563,758</u>
	<b><u>\$ 188,361,862</u></b>	<b><u>\$ 183,705,647</u></b>

Note:

Administration support includes office, clerical and secretarial staff.

Management includes director of Public Schools Branch, student services, human resources, and corporate services; and property and transportation management and supervisors.

Instructional salaries include consultants, principals, vice-principals, department heads, and teachers.

Maintenance and operations salaries include building, janitorial and maintenance staff.

School administration support includes school secretarial staff.

Transportation salaries include bus driver staff.

Benefits include the employer's share of Canada pension and employment insurance, group insurance, workers' compensation premiums, pension and teacher superannuation premiums.

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**Public Schools Branch**  
**Schedule of maintenance and operation expenses**

Year Ended	2017	2016
Building repairs	\$ 1,610,806	\$ 1,726,150
Contract cleaning	3,207	3,080
Electricity	3,171,697	3,125,778
Fire department dues	33,946	38,077
Fuel - heating	3,990,779	3,469,378
Insurance	526,350	513,607
Ground maintenance	89,675	79,492
Miscellaneous	47,298	20,653
Rentals	216,018	213,767
Property taxes	38,777	44,496
Service contracts and professional services	65,187	38,509
Service vehicles	123,169	85,803
Sewer and water	307,432	302,755
Snow removal	750,201	664,983
Supplies	505,923	512,768
Travel	6,050	12,166
Waste disposal	392,781	383,813
	<b>\$ 11,879,296</b>	<b>\$ 11,235,275</b>

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## Public Schools Branch Schedule of transportation expenses

Year Ended March 31	2017	2016
Bus parts and repairs	\$ 1,202,485	\$ 1,261,101
Communications	-	27,467
Contracted services	122,417	137,151
Fuel	1,345,072	1,421,352
Insurance	177,354	217,816
Professional services	16,666	6,683
Snow removal	57,533	29,842
Supplies	900	1,049
Travel	8,291	8,666
	<u>\$ 2,930,718</u>	<u>\$ 3,111,127</u>

## Public Schools Branch Schedule of instructional expenses

Year Ended March 31	2017	2016
Academic supplies	\$ 476,044	\$ 445,028
Art	37,009	32,323
Computer literacy	7,796	3,029
Curriculum programs	561,213	405,561
Duplicating supplies	388,740	379,807
English and language arts	8,825	14,781
French	6,532	4,223
Guidance and resource	400	1,095
Home economics and family living	56,774	52,348
Industrial arts	37,683	27,551
Library and resource centres	218,870	213,647
Mathematics	10,190	14,593
Music	166,338	166,642
Physical education	102,831	135,176
Science	46,954	47,785
Student services	108,706	119,163
Vocational education	199,345	216,545
	<u>\$ 2,434,250</u>	<u>\$ 2,279,297</u>

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## Public Schools Branch Schedule of administration expenses

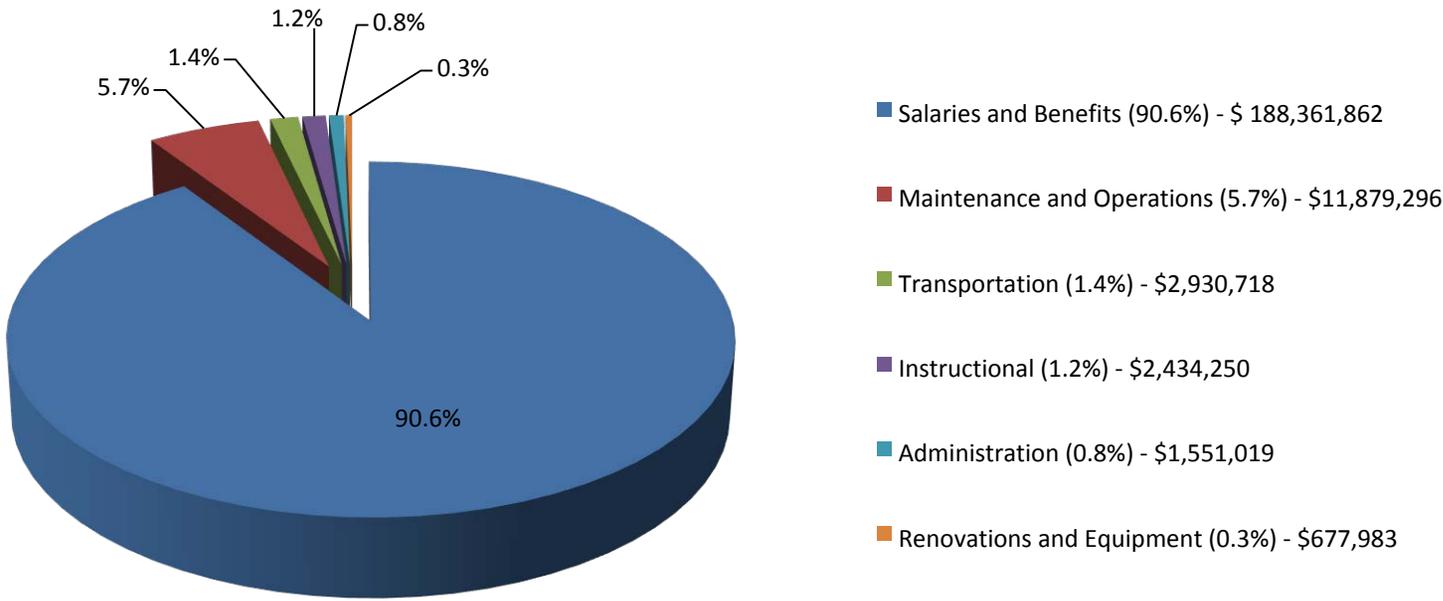
Year Ended March 31	2017	2016
Advertising	\$ 7,477	\$ 15,321
Courier services	36,006	25,518
Equal chances for learning	26,083	32,025
Graduation	21,928	38,161
Insurance	347,935	331,406
Miscellaneous	2,737	8,928
Office supplies	73,720	78,574
Postal services	25,790	33,851
Professional development	146,784	113,148
Professional services	191,293	466,301
Public, staff and student relations	53,023	105,927
Telephone	339,376	348,641
Travel	249,045	393,730
Trustees remuneration	26,511	57,767
Trustees travel and other	3,311	9,194
	<u>\$ 1,551,019</u>	<u>\$ 2,058,492</u>

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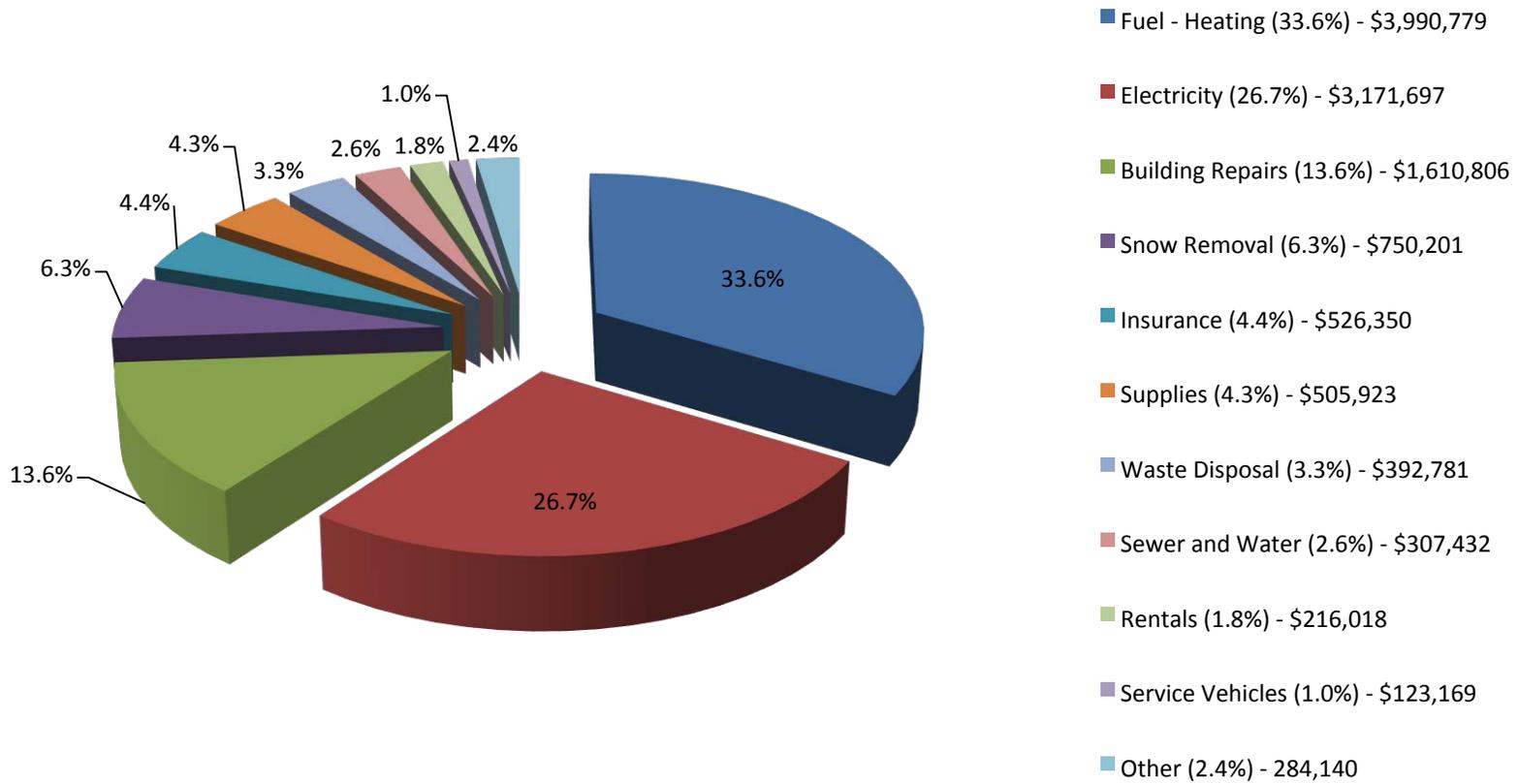
**Public Schools Branch**  
**Schedule of renovations and equipment expenses**

Year Ended March 31	2017	2016
Audio-visual equipment	\$ 114,739	\$ 176,445
Classroom furniture and equipment	88,791	124,124
Computer equipment	248,991	71,068
Maintenance equipment	32,145	-
Miscellaneous equipment	86,453	93,628
Musical instruments	17,990	-
Office furniture and equipment	42,379	52,417
Playground	46,495	-
	<b>\$ 677,983</b>	<b>\$ 517,682</b>

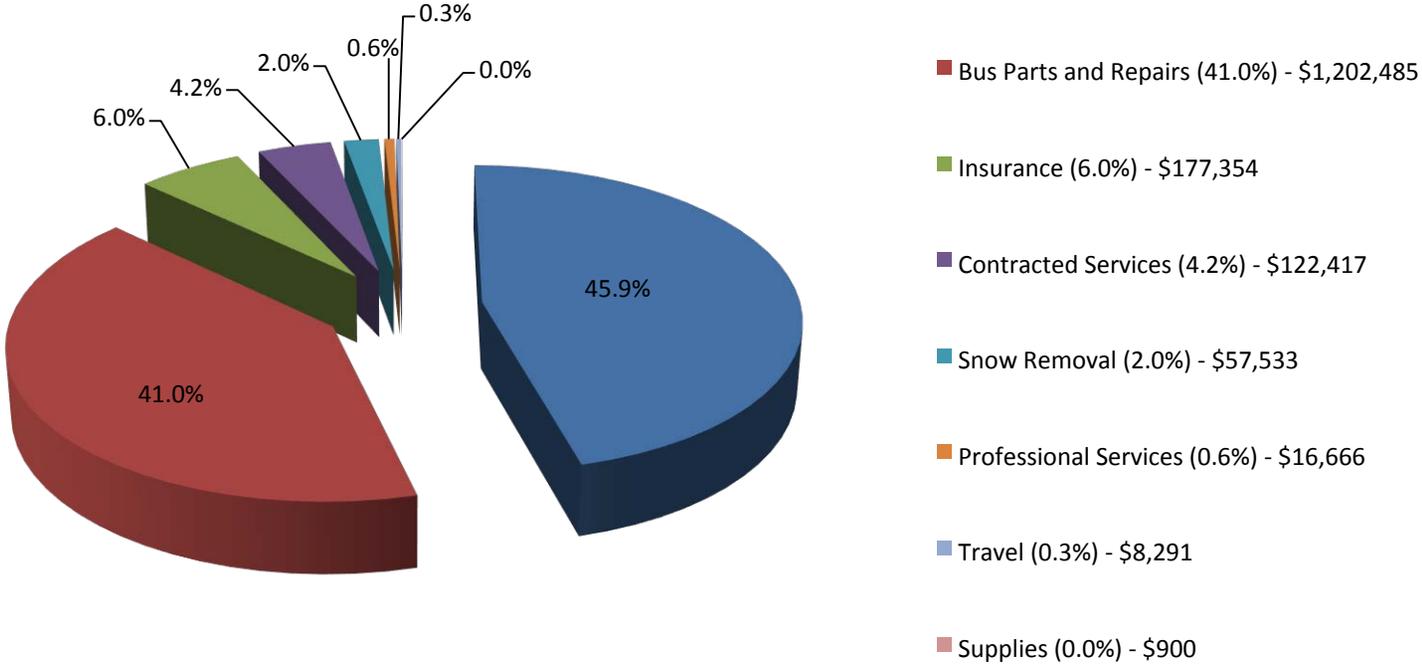
# Public Schools Branch Operating Expenses



## Public Schools Branch Maintenance and Operations



# Public Schools Branch Transportation



## Public Schools Branch Largest Expense Categories

