

Public Schools Branch
Fiftieth Board of Trustees Public Meeting
Monday, June 5, 2023

Minutes

The Public Schools Branch Board of Trustees hosted their fifth public meeting on Monday, June 5, 2023 at Queen Charlotte Intermediate school.

Present: Heather Mullen, Board Chair
Stephanie Arnold, Vice-Chair
Beverley Ann Boulter, Trustee
Beckie Keezer, Trustee
Rachel McCarthy, Trustee (regrets)
Jaclyn Massey, Trustee
Amanda Blakeney, Trustee
Jodi Zver, Trustee (regrets)
Wade Czank, Trustee
Jacob Jadis, Trustee

Also, in Attendance:

Norbert Carpenter, Director of the Public Schools Branch (regrets)
Kelly Drummond, Director of Human Resources (Acting Director)
Karen Redmond, Manager of Policy and Planning
Sheri Gauthier, Confidential Board Secretary (virtual)
Dave Gillis, Director of Transportation and Risk Management

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Board Chair Mullen welcomed all in attendance in person and online and thanked Queen Charlotte Intermediate for hosting the PSB Board of Trustees.

2. APPROVAL OF AGENDA

06/05/01

It was moved by Wade Czank and seconded by Jacob Jadis that the agenda be approved as presented. Motion carried.

3. MINUTES OF THE MAY 9, 2023 BOARD OF TRUSTEES MEETING

06/05/02

It was moved by Beverley Ann Boulter and seconded by Beckie Keezer that the minutes of the May 9, 2023 Board of Trustees meeting be adopted as presented. Motion carried.

4. QUEEN CHARLOTTE INTERMEDIATE SCHOOL PRESENTATION – PRINCIPAL KJ WHITE

Principal, KJ White thanked the Board of Trustees for the opportunity to host the meeting at Queen Charlotte Intermediate. Principal White provided an update and overview of the school.

5. BOARD CHAIR REPORT

(The complete Board Chair's report will be filed with the official minutes.)

Board Chair Mullen shared the following report.

It is hard to believe it is now June, a time for celebration with students finishing their school years and graduation celebrations. I want to wish everyone a safe and joyful graduation.

June is National Indigenous History Month. For many years I have had the privilege of celebrating National Indigenous Peoples Day (June 21st) with the Mt Stewart Consolidated School & Abegweit Community. Indigenous students and families have regularly shared about their culture and history within the school community. I look forward to hearing about the educational events across our schools later this month.

June is also Pride month which is known as a time for celebration, this is also a time to renew our commitment to creating a safe and inclusive environment for all students, regardless of race, ethnicity, religion, gender, sexual orientation, and abilities. Our schools should be places where students feel valued and respected and where they can grow and learn in a supportive and accepting atmosphere. We will continue to strive towards creating a more diverse and inclusive community in all of our schools and ensure that every student feels safe and welcomed.

On May 12th, Trustees Beverley Boulter, Rachel McCarthy, Jaclyn Massey, and Stephanie Arnold helped judge the Provincial Heritage Fair. Congratulations to all the students who participated in this exciting and educational event.

I was pleased to be invited to the 70th Anniversary celebration at Sherwood Elementary School on May 24th, the school yard was full of past and current students and there was so much pride in their school and community.

On June 2nd, Trustee Beckie Keezer shared sincere greetings and best wishes from the PSB Board of Trustees to the PSB Staff Retirement Gala. I want to thank everyone retiring for their many years of dedicated service to students across PEI.

Thank you to the team at the Public Schools Branch that are busy reviewing budgets and contracts as we prepare for the upcoming school year. A tremendous amount of work is done each year to support the needs of students, staff, and schools throughout PEI.

Heather Mullen
Chair, Board of Trustees
Public Schools Branch
Prince Edward Island

Meeting Schedule May/June 2023

May 19 – Staffing Update
May 24 – Sherwood Elementary 70th Anniversary
May 26 – Committee of the Whole planning meeting
June 5 – Public Schools Branch Board Meeting

6. DIRECTOR'S REPORT

(The complete Directors' Report will be filed with the official minutes).

Director, Norbert Carpenter, shared the following report.

Congratulations to our PSB graduates. Ten Public Schools Branch (PSB) high schools are preparing to celebrate graduation season. We wish all grads the best of luck and continued success.

| 2023 High School Graduations | |
|-------------------------------------|--------------|
| School | Date |
| Kinkora Regional High | Jun 22, 2023 |
| Souris Regional | Jun 22, 2023 |
| Bluefield Senior High | Jun 23, 2023 |
| Charlottetown Rural Senior High | Jun 26, 2023 |
| Colonel Gray Senior High | Jun 22, 2023 |
| Kensington Intermediate High | Jun 21, 2023 |
| Montague Regional High | Jun 22, 2023 |
| Morell Regional High | Jun 21, 2023 |
| Three Oaks Senior High | Jun 22, 2023 |
| Westisle Composite | Jun 22, 2023 |

On June 1, 2023, we hosted a retirement celebration to recognize retirees for their service and dedication to the Public Schools Branch. There were 102 retirees from the following unions: 56 retirees from PEITF, 13 retirees from CUPE 1145, nine retirees from CUPE 1770, seven retirees from CUPE 1775, 16 retirees from CUPE 3260, and one retiree from UPSE.

The student reporting campaign, Report It!, has wrapped up with the Three Oaks Family of Schools. We recently sent a survey to staff and the school community to garner feedback. This information will allow us to evaluate the trial period and make informed decisions as we move forward. A big thank you to the entire school community in the Summerside area for their cooperation on this project.

We shared a staff survey recently with all PSB staff and received over 1200 responses. The Director along with his senior team is reviewing the results and will discuss them at an

upcoming PSB Leadership Team meeting and will provide an update to the Board of Trustees at a future meeting.

The Human Resources team is actively working on staffing schools. We were given permission to release numbers on May 24th and we anticipate approximately 400 instructional postings to be completed by June 30th.

Twenty-six administrative postings have been filled. Postings continue for Principals and Vice-Principals and we hope to have them completed by mid-June.

| Name | School | Position |
|----------------------------|---------------------------------|-----------------|
| Lynne MacPhee | Souris Regional School | P |
| Brian Gard | Westisle Composite | P |
| Jason Cormier | Athena Consolidated | P |
| Paul Quinlan | Amherst Cove Consolidated | P |
| Elizabeth MacKenzie | Souris Regional School | VP |
| Darcy Harris | Westisle Composite | VP |
| Evan Killorn | Amherst Cove Consolidated | VP |
| Jolene Johnston | Montague Intermediate | P |
| John Cusack | East Wiltshire Intermediate | P |
| Sarah Smallman | Ellerslie | VP |
| Jamie Cole | Ellerslie | P |
| Sandra Walker | Montague Regional | VP |
| Holly Stewart | Miscouche | VP |
| David Kerwin | Stratford | VP |
| Heather Campbell | East Wiltshire Intermediate | VP |
| Jimmy Morris | Southern Kings Consolidated | P |
| Kelly Minnis | Charlottetown Rural High School | P |
| Natalie MacKinnon | Stonepark | VP |
| Chelsea Lefurgey | Parkside | VP |
| Michelle Van Colen | Montague Intermediate | VP |
| Jenna Connolly | St. Jean | VP |

Peoplesoft Self-Service functionality has begun to roll out to staff. As staff gain access to this system they will be able to update personal information(address, emergency contact etc.), have easy access to their leave banks and T4s, and they will be able to build their own online profile to make the application process for jobs easier.

The Public Schools Branch is also ready to roll out a new electronic onboarding process for new hires. This onboarding process will provide new employees with detailed information about the PSB ensuring that all new hires are well informed on PSB policies.

The PSB finance team has finished the bulk of their work on the fiscal year-end file and now Grant Thornton has begun their audit work. The PSB staff will continue to work with the team at Grant Thornton to ensure that the necessary work is completed by the June 30, 2023 reporting deadline.

The finance team has also been doing as much preparation as possible in order to be ready for when the operational budget for 2023-2024 is received. Once we receive this documentation, we will finalize the 2023-2024 budget for the system.

Over the next month, the PSB finance staff will be assisting schools in order to complete their 2022-2023 school year and prepare for the 2023-2024 school year. Various accounting activities must be completed before the end of the school year, and the staff at the branch office will be ensuring they support the school staff to get this work completed before their summer break.

Over the next month, the PSB payroll staff will be processing the final payroll for the end of the school year. This is a busy time in payroll as they process multiple summer pays over the course of a few days for the instructional staff and issue ROEs for the 10-month employees. In addition to this, once they complete the school year-end processing, they will then begin the process of ending contracts and transferring staff as required in preparation for the 2023-2024 school year.

Property Services has been working on planning for the upcoming summer months, where a significant portion of maintenance work will be completed within the buildings. Supplies are being ordered, and priorities are being set with the collaboration of the schools. In addition, the Department of Transportation and Infrastructure staff are working on securing contractors for the larger capital projects and we continue to coordinate with them to ensure we know how our schools, staff and programs will be impacted. This coordination is important to know how our custodial staff will be impacted and how programs within the building will have to be adjusted, such as daycares and Student Well-Being teams, as many of these programs continue in our building during the summer months. We are also planning and preparing for the summer cleaning that occurs at schools and ensuring there is enough staff available as this group continues to struggle with staff shortages.

The School Safety Consultant continues to work with schools as regular issues arise. In addition to this, there have been a number of system initiatives that the Consultant has been working with various departments and partners on to ensure a positive and safe working environment for all staff and students at the PSB.

As noted in the past, the focal point for the EAL/FAL team has been the development of a virtual professional learning series that will increase awareness of immigration, its impact on the school system, the opportunities and challenges associated with immigration, the complexities of language learning, the diversity of our newcomer population and the competencies required of educators who engage them. Level 1 entitled The Big Picture, has

just completed its pilot phase and the resulting revisions and edits have been made. Twenty-two people, representing all areas of education, participated in the pilot, and the response to the training was very positive. This PD will be delivered to all members of PEITF on the September 1 Professional Learning Day. Discussions are underway to determine if CUPE staff including bus drivers, custodians, educational assistants and youth service workers may receive this training on the same day. With population growth increasing, the need for professional development related to our newcomer population is apparent. The launch of the first level in this series is a step in the right direction.

Electric Buses are now operational to some degree in all areas of our province – from tip to tip. Significant learning curves continue to be encountered including range and charging limitations, technology-related issues, and associated routing, scheduling, and training for drivers, supervisors and mechanical staff. With the school year quickly coming to an end, eight buses have yet to be received from this year's school bus tender. This delay, combined with range limitations and other mechanical issues, has created significant challenges in servicing runs outside of our daily to and from school.

The PSB has 261 Permanent Drivers, with a pool of 50 Casual/Substitute Drivers. Ages range from 28 to 78, with the average age of a PSB school bus driver being 57. 62% of PSB drivers are age 55 or older; 44% are age 60 or older; 23% are age 65 or older; 15% are age 70 or older. With over half of PSB drivers eligible to retire in the next five years, we continuously recruit new drivers. In addition to media publications and job fairs, our subsequent efforts include our annual school bus driver's job fair, which is scheduled to be held on Saturday, June 24, simultaneously in each of the three counties of the province.

7. UPDATE ON SCHOOL BUS SAFETY TASKFORCE

Dave Gillis, Director of Transportation and Risk Management provided a presentation and update on the School Bus Safety Taskforce.

8. POLICY UPDATE

8.1 BOARD OF TRUSTEES MEETING PROCEDURES

It was moved by Beckie Keezer and seconded by Amanda Blakeney that the Board of Trustees meeting procedures be approved as presented. Motion carried.

9. PUBLIC PRESENTATIONS

9.1 COVID RESEARCH – DALE MCISAAC

Dale McIsaac, Principal at Charlottetown Rural shared the results of his research project.

10. ADJOURNMENT

The meeting adjourned at 8:00 p.m.