

Public Schools Branch
Board of Trustees Public Meeting
July 16, 2026

Minutes

The Public Schools Branch Board of Trustees hosted a public meeting in person at the Southport Boardroom in Stratford Town Hall on Thursday, July 16, 2026.

Present in-person: Andrew MacFarlane, Board Chair- Charlottetown Family of Schools
Karen Clare, Vice-Chair- Bluefield Family of Schools
Andrew Avery, Trustee- Westisle Family of Schools
Emily McKeown, Trustee- Three Oaks Family of Schools
Peter Fullerton, Trustee- Kensington and Kinkora Families of Schools
Wade Czank, Trustee- Montague Family of Schools
Marcella Byrne, Trustee- Morell and Souris Families of Schools
Andrew Rose, Appointed Trustee
Rob MacAdam, Assistant Director Public Schools Branch
Natasha Monaghan, Executive Assistant

Present virtually: Gaylene Carragher, Trustee- Charlottetown Family of Schools
Stephanie Arnold, Appointed Trustee

Regrets: Dennis Lewis, Appointed Trustee
Tracy Beaulieu, Director Public Schools Branch

1. CALL TO ORDER

The meeting was called to order at 7:32p.m. Chair Andrew MacFarlane welcomed all in attendance.

2. APPROVAL OF AGENDA

It was moved by Peter Fullerton and seconded by Marcella Byrne that the agenda be approved as amended. Motion carried.

3. APPROVAL OF MEETING MINUTES

3.1 MINUTES OF THE JUNE 11, 2026, BOARD OF TRUSTEES MEETING

It was moved by Emily McKeown and seconded by Peter Fullerton that the minutes from the June 11, 2026, Board of Trustees meeting be approved as amended. Motion carried.

4. BOARD CHAIR REPORT

Chair Andrew MacFarlane shared the following report:

Public Schools Branch Board of Trustees

Chair's Report

June-July 2026

Although summer has arrived, it has remained a busy time for the Board of Trustees. We have several priorities to complete before the break, Trustees have been wrapping up Home and School Association visits and other community activities, and we are already preparing for the start of a new school year.

In June, the Board held a planning session to begin shaping a vision, mission, and values for the Board of Trustees, as well as identifying potential goals for the year ahead. The discussion was thoughtful, productive, and grounded in a shared commitment to strong governance and positive outcomes for students. This work will help establish a clear foundation and direction for the Board as we move forward.

Also in June, the Naming of a School Committee completed its consultation process for the new East Royalty Elementary School. Four Grade 4 students from L.M. Montgomery Elementary School, Lucy Birt, Sara Ann MacBeath, Nate Policelli, and Thomas Smallman, played an important role by gathering feedback from their classmates. Their participation helped ensure that student voice was meaningfully included in the process, and we are grateful for their contribution.

This month, Karen and I met with Gilles Benoit, Chair, and Sarah Bernath, Vice-Chair, of the Board of Trustees for La Commission scolaire de langue française. Their experience and perspective will be valuable as our Board continues to learn, strengthen its governance practices, and find more effective ways to serve students and school communities. We look forward to future opportunities to collaborate and to continuing to build a positive relationship with our colleagues at the CSLF.

This summer will also be an important time for the Board of Trustees as we begin the process of recruiting a new Director of the Public Schools Branch. Tracy Beaulieu's term as Director concludes on August 31, 2026. Tracy has devoted more than 25 years to public education in Prince Edward Island, serving as a classroom teacher, school administrator, administrator support leader, Acting Director, and Director of the Public Schools Branch. During her time with the Branch, she has brought a deep understanding of schools, staff, students, and families to her work. We thank Tracy for her commitment to public education, for the leadership she has provided through a very demanding period, and for the many years she has dedicated to supporting Island students. We wish her every success in what comes next.

I want to acknowledge the profound loss felt across Prince Edward Island following last week's tragic ambulance collision in New Brunswick. We mourn the loss of Island EMS paramedics Jenna Croucher and Mike MacKenzie, and the patient in their care. Jenna and Mike devoted themselves to helping others,

bringing skill, courage, compassion, and comfort to Islanders during some of their most difficult moments. Their loss is felt deeply across our province and especially within our education community. On behalf of the Board of Trustees, I offer our sincere condolences to Minister Robin Croucher and his family, to the MacKenzie family, to the family and loved ones of the patient, and to Jenna and Mike's friends, colleagues, and the entire first-responder community. May they rest in peace.

Remember the student.

Andrew MacFarlane CD

Chairman of the Board of Trustees

School Board Trustee Zone 5 (Charlottetown & Stratford Family of Schools)

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5. DIRECTOR'S REPORT

Director Tracy Beaulieu shared the following report:

Director of Public Schools Branch Update

As we conclude another school year, it is an appropriate time to reflect on a year marked by both growth and change. The past year welcomed a new Board of Trustees and, as is often the case in education, brought opportunities for learning, innovation, and adaptation. Along the way, we celebrated successes, navigated challenges, and continued our collective commitment to supporting students.

Throughout these experiences, one truth has remained constant: it is people who drive progress. I extend my sincere gratitude to all staff, trustees, school leaders, families, and community partners who dedicate themselves to the work of public education every day. Your commitment to students and your willingness to engage in the ongoing work of improvement have made a meaningful difference across our system.

Looking ahead, the safety and well-being of our students and staff will remain a central priority. To support this work, we will continue implementing data-informed processes and systems that strengthen decision-making and help guide actions at every level of the organization. We will also maintain our focus on intergovernmental collaboration, workplace assessments, targeted professional learning, and the ongoing review and renewal of policies and procedures to ensure our learning and working environments are safe, supportive, and responsive to evolving needs.

At the same time, we recognize the realities of increasing student needs within a constrained financial environment. Addressing these challenges will require thoughtful planning, collaboration, and continued advocacy. Despite these pressures, I remain inspired by the dedication of those who work every day on behalf of students. Their compassion, professionalism, and commitment continue to be the foundation of our success.

As I have made the decision not to seek renewal of my contract, I would like to take this opportunity to express my heartfelt appreciation to everyone who contributes to the Public Schools Branch. It has been a privilege to work alongside so many passionate and dedicated individuals whose focus remains firmly on creating positive outcomes for students.

While my tenure as Director will conclude in August 2026, I leave with confidence in the people who serve this system and in the shared commitment that will continue to guide its future. Together, you have built a strong foundation for continued growth, learning, and success for all students and staff.

Thank you.

Tracy Beaulieu Director, Public Schools Branch

EAL/FAL Update

Data

In summary, the province has:

- welcomed 550 new EAL/FAL students during the 2025-26 school year;
- provided educational service to 217 refugee students, including 7 from Somalia, 4 from Sudan, 2 from Syria, 3 from Myanmar, and 4 from Congo;
- provided EAL/FAL learners with itinerant teacher support from grades 1-9 and delivered secondary online EAL courses in grades 10-12.

Summer STEP (School Transition EAL Program)

On July 3rd, 42 multilingual students from grades 1-9, many of whom are new to the province, registered for the *Summer STEP* at Spring Park Elementary School. Summer STEP runs for four weeks until July 31st and will fill 45 seats. The program consists of three classes (grades 1-3, 4-6, and 7-9) facilitated by experienced EAL teachers and EAL Youth Service Workers. Supporting multilingual students at the very beginning stages of English language acquisition, the program is highly experiential and aims to build English vocabulary, functional language, and awareness and practice of school routines and expectations to support learners' transition to the PEI Public School System in September 2026.

Implementation of New Terminology

As many new language learners speak several additional languages, the inclusive term "multilingual" is now used to refer to any student who speaks more than one language. The acronyms *EAL and FAL* (English/French as an additional language) are used to describe the services and programming for Multilingual Learners or *MLLs*.

In addition to multilingual learners who may request language supports and services, the EAL/FAL Reception Centre also receives learners born in Canada or from a country with English or French as their first language. To provide a more inclusive and welcoming arrival to PEI for any new student, the *EAL/FAL Reception Centre* is now referred to as the *Student Welcome Centre*.

Finance Update

PSB Finance completed the audit work within its control during this period. Working through the audit strengthened collaboration across the team and we would like to recognize the efforts of both Finance and Payroll for their support throughout the process.

A delay in receiving information from the actuary has impacted the timeline for delivery of audited financial statements for presentation to the Board of Trustees. As this is the final information outstanding, we are prepared to quickly finalize the financial statements once the actuary information is received.

The Payroll team has been especially busy managing regular payroll alongside the additional demands of summer payroll for instructional staff. This is a significant amount of work in a short period and requires a great deal of care and attention taken to ensure payroll is processed accurately and on time.

The 2026-27 Budget Letter was received from the Department of Education and Early Years. This document forms the basis of PSB's operating budget. Finance leadership worked closely with the Department to fully understand the rationale behind funding changes and FTE allocations to draft the budget to be presented to the Board of Trustees for their review and approval.

Student Services

CUPE 3260 Staffing

Student Services Managers and Staffing Committee finalized CUPE 3260 Staffing. The PSB appreciates funding for an additional 20 EA FTEs. It is important to note that EAs are allocated based on identified student needs rather than student enrolment. As a result, while the overall number of EA positions is increasing across the system, individual schools may see increases, decreases, or little change in their allocation depending on changes in the student profiles within their buildings. This is a normal part of the annual allocation process and reflects our commitment to directing resources where needs are greatest.

Complex Needs and Interagency Collaboration

Student Services participated in jurisdictional learning and discussions related to supporting children and youth with complex needs. In June, staff engaged in a presentation and discussion with researchers from the University of Toronto and SickKids regarding system-level approaches for responding to complex needs among children and youth. These conversations are helping inform future planning and service coordination efforts within PEI.

Positive Behaviour Intervention and Supports (PBIS)

Student Services continued to support the implementation and expansion planning of Positive Behaviour Intervention and Supports (PBIS). PBIS remains an important component of the Branch's efforts to improve school culture, support student well-being, strengthen attendance, and promote positive behaviours. Staff participated in June planning discussions to review progress and a virtual meeting with New Brunswick to help inform future implementation.

Supporting Student Transitions

The division continued its role in supporting Student Transitions for students who have additional support requirements. These are students who may be transitioning out of the school system, between schools, and grade to grade. Student Services Consultants attended Transition meetings to share information and support these student transitions.

Human Resources

2026–2027 Staffing Process

The HR team has been fully engaged in the staffing process for the upcoming 2026/2027 school year. Following the completion of comprehensive staffing meetings with all school administration teams, the hiring process officially commenced in late March, beginning with School Administrator roles. To date, the team has managed a high volume of recruitment, including:

- 23 Principal and Vice-Principal postings
- 7 School Admin Assistant roles
- 310+ Teacher postings
- 131 CUPE 3260 postings
- 6 Bus Driver postings

Labour Relations

We are pleased to report that collective bargaining with CUPE Local 3260 (representing Educational Assistants, Youth Service Workers, Student Attendants, Workplace Assistant, Educational Language Interpreter, Itinerant employees) has concluded successfully. The new collective agreement was officially ratified last month.

Operations & Systems Modernization

Progress continues on the implementation of our new substitute and casual placement tracking system. The SmartFind scheduling tool is officially live. Staff have begun registering for the fall launch, and our team will spend the summer months getting comfortable with the platform with our custodial and cleaning staff to ensure a seamless transition.

Property Update

The Property Services team has transitioned from the planning phase into the full execution of summer construction projects. With the summer break now in effect, work has accelerated across multiple school sites simultaneously. The team is currently holding active kick-off and coordination meetings with contractors to manage a wide range of capital upgrades, including critical HVAC system replacements and roofing remediation, alongside general facility maintenance.

Throughout this peak construction period, there is a continued emphasis on safety and operational oversight. Property managers and safety officers are conducting daily site inspections to ensure all work meets technical specifications and adheres to updated safety protocols. These monitoring efforts are essential for maintaining the established project schedule and ensuring that all facilities are modern, safe, and fully prepared for the return of students and staff in September.

Transportation and Risk Management Update

Recognitions

PSB recognizes Transportation Supervisor **Ian Nantes** upon his retirement. Ian served 30 years behind the wheel as a driver and another 6 as PSB Transportation Supervisor for Western PEI. **Tim Getson** replaces Ian, bringing valuable experience from his former role with Highway Safety. Welcome, Tim.

Congratulations is extended to PSB drivers **Brenda Gorveatt** and **George Banks** on being this year's recipients of the PEI Home and School Federation Bus Driver of the Year awards.

Routing Updates

PSB routing remains busy as bus runs are being altered to remove approximately 1,400 graduating Grade 12 students from our busing system, while adding approximately 1,100 kindergarten students (based on known enrollment data to date). Updates will continue well into the fall as new information is gathered. Route designs continue to prioritize a balance of safety, service, and efficiency.

Additional Services

In addition to transporting students to and from school daily (667 runs x 181 instructional days), PSB Transportation Services also accommodated 3,121 extra-curricular and co-curricular bus runs during the 2025-6 school year - including 556 extra runs during the final month of school alone. PSB Transportation continues its support of students throughout the summer months, as we have 127 trips being booked to assist Oak Acres, local swimming programs, B&G Clubs and others with transportation required to support their summer offerings.

6. CANADIAN SCHOOLS BOARD ASSOCIATION:

7/16/03

It was moved by Karen Clare and seconded by Gaylene Carragher that the Trustees will obtain a Canadian School Board Association membership effective August 1, 2026 to March 31, 2027 for a membership fee of \$4044.67. Motion Carried.

7. GOVERNANCE-POLICY REVIEW:

7/16/04

WHEREAS the Board of Trustees is responsible for providing written governance policies that define the Board's governance process, Board-Director delegation, and the respective authority and accountability of the Board and the Director;

AND WHEREAS the Policy Committee is established under GP 8f to support the Board through the development, review, and refinement of governance and operational policies, and to present recommendations to the Board for consideration and approval;

AND WHEREAS the Jenkins Report recommends clearer understanding of trustee roles and limitations, enhanced communication and accountability, and strengthened governance capacity for the Public Schools Branch;

THEREFORE BE IT RESOLVED THAT the Board of Trustees refers to the Policy Committee a comprehensive review of all Governance Process policies and Board–Director Delegation policies; AND FURTHER BE IT RESOLVED THAT the Committee’s mandate is to review and recommend any amendments necessary to clearly define, distinguish, and align:

- The Board’s collective authority, responsibilities, and accountability;
- The respective roles, authority, and limitations of the Board Chair, Vice-Chair, individual trustees, and Board committees;
- The role, authority, accountability, supervision, evaluation, and reporting relationship of the Director of the Public Schools Branch;
- The processes for Board direction to the Director, official communications between the Board and the Director, and the appropriate role of the Chair in those processes;
- The distinction between governance responsibilities reserved to the Board and operational responsibilities delegated to the Director; and
- Any related definitions, policy titles, terminology, cross-references, or procedural provisions required for internal consistency and plain-language clarity.
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AND FURTHER BE IT RESOLVED THAT the Committee may seek advice and support from the Director, the Manager of Policy and Planning, legal counsel, and other appropriate resources; may consult interested parties where it considers consultation useful; and shall ensure that its recommendations comply with the Education Act, regulations, Minister’s Directives, applicable Treasury Board policies, and the Board’s existing governance framework.

AND FURTHER BE IT RESOLVED THAT the Committee shall, at its first meeting following this referral, establish a work plan and target completion date and report that date, together with its proposed review process, to the Board of Trustees at the October 2026 Board meeting.

AND FURTHER BE IT RESOLVED THAT the Committee shall provide the Board with a written report containing its findings, proposed policy amendments, rationale, and any implementation considerations by its target completion date.

AND FURTHER BE IT RESOLVED THAT this referral delegates review and recommendation functions only; all policy adoption, amendment, rescission, and interpretation remain the responsibility of the Board of Trustees.

**Moved by Wade Czank
Seconded by Marcella Byrne
Motion Carried**

8. DIRECTOR (SUPERINTENDENT) JOB POSTER:

The Board did not consider a motion to adopt the proposed Director (Superintendent) job poster.

9. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.



Chair Signature of Approval

