

Public Schools Branch  
Fifty-Seventh Board of Trustees Public Meeting  
Tuesday, December 5, 2023

Minutes

The Public Schools Branch Board of Trustees hosted their twelfth public meeting on Tuesday, December 5, 2023, 2023 via Webex Virtual Platform.

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

Regrets: Jocelyne Ludgate, Trustee  
Jacob Jadis, Trustee

Also, in Attendance:

Tracy Beaulieu, Acting Director of the Public Schools Branch  
Michelle Bedour, HR Administrative Assistant, Acting Confidential Board Secretary  
Karen Redmond, Manager, Policy and Planning  
Becky Chaisson, Director of Corporate Services

**1. CALL TO ORDER**

The meeting was called to order at 8:08 p.m. Chair Mullen welcomed all in attendance and thanked everyone for attending.

**2. APPROVAL OF AGENDA**

12/05/01 It was moved by Jodi Zver and seconded by Stephanie Arnold that the agenda be approved as presented. Motion carried.

**3. APPROVAL OF MEETING MINUTES**

**3.1 MINUTES OF THE NOVEMBER 7, 2023 BOARD OF TRUSTEES MEETING**

12/05/02 It was moved by Amanda Blakeney and seconded by Jodi Zver that the minutes of the November 7, 2023 Board of Trustees meeting be adopted as presented. Motion carried.

**4. BOARD CHAIR REPORT**

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

Chair Mullen shared the following report.

I felt honored to have been invited to the Rotary Youth Parliament and their concluding luncheon last month. Witnessing high schoolers from all over PEI take on the roles of MLAs and discuss bills with such fervor and insight truly inspires hope for what's to come. My heartfelt congratulations to all the participating students! A big thank you goes out to the organizing committee and the rotary clubs throughout PEI for their ongoing support of this fantastic yearly event. And let's not forget the invaluable contribution of the many teachers who guide their students through this remarkable journey.

I'm pleased that the PSB-elected board has successfully completed our first year in office. Each Trustee is deeply committed to serving their communities and the province of PEI. Through extensive training and numerous meetings, we've gained a deeper understanding of the Board's role and established a solid foundation. Now, we're ready to delve further into ways we can contribute positively, supporting the ongoing development and growth of the PSB. I'm eager for the board's upcoming plans this winter, beginning with a January half-day workshop. This session aims to foster collaboration among PSB Directors, crafting action plans for the 2024 Board agenda.

It's been an immense honor to have been chosen by my fellow Trustees to lead as the Chair of the Public Schools Branch (PSB) for the past year, alongside Vice-Chair Stephanie Arnold. Serving in this role involves close collaboration with the Executive Director and the remarkable executive team at PSB. Their dedication and hard work are truly commendable. I'd also like to extend my best wishes to Sheri Gauthier, our former Executive Assistant to the Director of the Public Schools Branch and Confidential Secretary to the PSB Board of Trustees, as she moves forward. You'll be greatly missed.

With the holiday season nearing, I wish our staff a well-deserved break to unwind and rejuvenate.

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

**Meeting Schedule November/December 2023**

Date	Meeting
<b>November 15</b>	PEITF Convention Reception
<b>November 16</b>	Annual PSB Staff Art Show Opening

Date	Meeting
November 20	Building a Workforce for our Future (IPAC panel presentation)
November 24	Meeting with Executive Director
November 24	Rotary Youth Parliament
November 25	Rotary Youth Parliament Luncheon
November 26	Preparation for upcoming Interviews
November 27	Interview for Executive Director's Position
November 28	Board Preparation Meeting
November 28	PSB Naming Committee
November 29	Interview for Executive Director's Position
December 5	PSB Board Meeting & Committee of the Whole

**5. PSB ACTING DIRECTOR REPORT**

(The complete Acting Director's Report will be filed with the official minutes.)

Karen Redmond, Manager, Policy and Planning, shared the following report on behalf of Acting Director, Tracy Beaulieu.

It is always exciting to see our school's active involvement in community events and bringing the curriculum beyond the classroom. By actively participating in the community, our students develop a sense of civic duty, empathy, and an understanding of the importance of giving back. These encounters play a crucial role in shaping them as individuals, and I express gratitude to our staff for facilitating these opportunities, as they demand extra preparation and time dedication.

In November, our schools recognize the contributions of our veterans. The students at Montague High School demonstrated remarkable engagement and respect during their Remembrance Day ceremonies; they orchestrated and executed an incredible afternoon assembly for the entire student body and then opened their doors for an evening performance for their community. This event

December 5, 2023

Page 4

provided a platform for our young students to reflect on and share the sacrifices made by those who served our country. Through thoughtful presentations, performances, and moments of silence, our students paid homage to the heroes who have shaped our nation's history.

Elm Street Elementary School has continued to foster a strong sense of community and civic responsibility by once again participating in the "No Stone Left Unturned" initiative. This program aims to honor and preserve the memory of our local veterans by cleaning and restoring their grave sites. Our students and staff worked together to ensure that no stone was indeed left unturned at the St. Paul's Cemetery in Summerside, contributing to the upkeep of these sacred spaces and showing gratitude for the sacrifices made by those who served.

Other exciting news in November came with the announcement of increased funding in the capital budget for the Public Schools Branch. It is greatly appreciated that the government has recognized the need for additional financial commitments that allow for positive steps to be taken towards enhancing the educational infrastructure. The addition of mobiles to our system, and the expansion at Queen Charlotte Intermediate School, will help alleviate some immediate capacity concerns while the extra funding for school assessments and revitalization projects will ensure that other needs can be addressed. Final details are not yet known, however, consultations are beginning with key individuals to make certain that the decision-making process is thoughtful and well-informed. As details emerge, it will be interesting to see how these investments positively impact the education system and create better learning environments for staff and students.

Once again, we thank all of you for your commitment to education as it is the work of our future.

## Student Services

We are pleased to welcome Raeanne Adams as an additional manager in Student Services. Raeanne was previously on secondment to the DEEY to do research on our inclusive education model. Welcome back to the PSB, Raeanne!

As a result of this new role for Raeanne, Rebecca MacFadyen will continue in her role as autism consultant in the west.

Student Services is currently involved in helping the design and use of Power School to track various types of incidents in schools. We had a meeting earlier in November to look at the possibilities that PowerSchool can bring to schools to track data. It is still in the early stages and more details will be coming in the spring.

## Human Resources

### Labour Relations

Collective bargaining for the CUPE Support (1145,1770 and 1775) contract has come to an impasse. The parties are working on a date for conciliation.

## Recruitment

Labour shortages continue to be a concern for the PSB. Weekly interviews continue to take place and there is close monitoring of vacancies and sub/casual activity. The HR team has participated in three local job fairs put on by IRSA, CIF and Holland College and are scheduled to attend multiple job fairs at Atlantic post secondary institutions in January/February.

HR has worked with Holland College and Skills PEI to launch opportunities for a new cohort of students to participate in an accelerated Human Services Certificate Program through Holland College. The expected start date is set for January 2024. The Alberton Holland College campus has a cohort of students graduating from the Human Services program in February 2024. HR will be conducting interviews with these students in December and will make conditional job offers to successful applicants.

## Employee Wellness

Employee wellness and support continues to be a priority area for the HR team. The team is currently working on developing a process map for our disability management program and assessing current tools related to the process. Will be mapping out areas of improvement and educational opportunities.

## Administrative Support

Dr. David Tranter is the lead author of The Third Path - a framework that outlines how to create an environment for all students that supports both student well-being and academic achievement. As we look toward setting our school-wide goals for improvement in social-emotional learning, sessions led by Dr. David Tranter will further strengthen our system's ability to create a rich environment that fosters relationship-building, growth and development, and genuine learning. Resources will be provided at this meeting as well.

The administrative support leaders are working with DEEY on school goals planning and work on Social Emotional Learning. They are also supporting 12 principals who are undergoing their professional growth plans this year.

## EAL/FAL

To date, 600 EAL/FAL students have registered in PSB schools since the beginning of September. This number will continue to grow in the coming months. The EAL/FAL Team is doing everything possible to support schools in meeting the needs of our additional language learners. As a result, we have just hired an EAL Inclusive Education Consultant, Jamie Berry, who will support EAL students with exceptional needs. Jamie will begin in this position on December 11th.

The second course in our virtual PD program entitled ***Building Capacity in Culturally and Linguistically Responsive Schools*** will be finalized with our pilot Committee on December 14th with the expectation that this level will be presented as a choice for educators on the January 4th Professional Learning Day. We are excited to have the voices of our EAL children and youth highlighted in this level.

## Transportation/Risk Management

**Bus Monitors** Research and jurisdictional scans have been conducted regarding possibilities to further support drivers with issues that arise on their bus. Additional adult supervision and technology are the two primary threads being explored further. Input has been gathered from other Canadian jurisdictions citing a number of challenges with both options. In conjunction with the FLSB and DEEY, work is underway to identify next steps.

**School Bus Safety** Approximately 1,200 entries were received for the PSB's annual School Bus Safety Coloring and Poster contests – a tremendous positive response! One winner will be selected from each of K-1, 2-3, 4-6, and 7-12. A class prize will be awarded to each elementary grade winner and a student prize to the 7-12 winner. With all materials specifically emphasizing school bus safety, the biggest winner was our Branch in the promotion of safety knowledge throughout the system!

**Weather Calls, Power Outages and Impact on Infrastructure** As a system, we experienced our first bouts of winter weather and power outages this past number of weeks. PSB Transportation met with officials from the Department of Highways to ensure a continued working relationship when gathering the best information possible in support of weather related decisions. Power outages did lead to issues with a portion of our electrified school bus fleet. We continue to learn and grow with this transition.

## Corporate Services

### Staffing Announcement

We are pleased to announce that Nicole Doiron is the successful candidate for the vacant Financial Officer position that we had in the department. Nicole has been working in a temporary payroll position at the PSB and we welcome her to the finance team! We will be backfilling her temporary position in the payroll department in the near future.

### Management Plan

Corporate Services has been working collaboratively with all Directors from all departments to develop and prepare the operational management plan requests for the 2024-2025 year. This plan will be submitted for consideration early in December 2023.

### Capital Projects

With ongoing projects, the planning for upcoming construction projects and the new capital budget announcements, various Corporate Services staff have been busy working through the designing and management of these projects. Capital projects are officially managed by the Department of Transportation and Infrastructure but PSB staff are heavily involved in these projects as well.

### School Operations

Property Services and School Safety Services staff have been working with schools to address any issues or concerns that are arising on a daily basis. There is great work being done at the schools to ensure a welcoming and safe learning environment.

## **6. FINANCIAL INVOICES**

**6.1 INVOICE 348760 – Minister of Finance – Automobile Premium**

12/05/03 It was moved by Jodi Zver and seconded by Amanda Blakeney that invoice 348760 dated November 27, 2023 in the amount of \$424,110.00 for automobile premiums for the 2023-2024 year be approved as presented. Motion carried.

**6.2 INVOICE 348765 – Minister of Finance – Liability Premium**

12/05/04 It was moved by Wade Czank and seconded by Beckie Keezer that invoice 348765 dated November 27, 2023 in the amount of \$843,192.00 for liability premiums for the 2023-2024 year be approved as presented. Motion carried.

**6.3 INVOICE 348791 – Minister of Finance – Property Premium**

12/05/05 It was moved by Jodi Zver and seconded by Stephanie Arnold that invoice 348791 dated November 27, 2023 in the amount of \$1,620,679.00 for property premiums for the 2023-2024 year be approved as presented. Motion carried.

**7. ADJOURNMENT**

The meeting adjourned at 8:21 p.m.

  
Board Chair

  
Director

