



AGENDA

BOARD OF TRUSTEES

Trisha Estabrooks
Board Chair

Nathan Ip
Board Vice-Chair

Dawn Hancock
Marcia Hole
Julie Kusiek
Marsha Nelson
Sherri O'Keefe
Jan Sawyer
Saadiq Sumar

The Board of Trustees of Edmonton School Division
One Kingsway
Edmonton, Alberta

Board Meeting #09

McCauley Chambers
Tuesday, April 5, 2022
2 p.m.

- A. O Canada
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
 - 1. DRAFT – Board Meeting #08 – March 22, 2022
- G. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8443] is required by 12 p.m. on Monday, April 4, 2022, to speak under this item.)
- H. Reports
 - 2. Update on Providing Free Menstrual Products in Division Schools (Information)
 - 3. Dual Credit Programming in EPSB (RFI Response)
 - 4. Selection of PSBAA Provincial Executive Representative
(No enclosure)
- I. Other Committee, Board Representatives and Trustee Reports
- J. Trustees and Board Requests for Information
- K. Notice of Motions
- L. Meeting Dates
- M. Adjournment

MINUTE BOOK**Board Meeting #08**

Minutes of the meeting of the Board of Trustees of Edmonton School Division of the Province of Alberta held in the Centre for Education, McCauley Chambers on Tuesday, March 22, 2022, at 2 p.m.

Present:**Trustees**

Trisha Estabrooks
Dawn Hancock
Marcia Hole

Nathan Ip
Julie Kusiek
Marsha Nelson

Sherri O'Keefe
Jan Sawyer
Saadiq Sumar

Officials

Angela Anderson
Todd Burnstad
Grace Cooke
Ron MacNeil

Karen Mills
Leona Morrison
Kathy Muhlethaler
Kent Pharis

Nancy Petersen
Darrel Robertson
Carrie Rosa
Liz Yule

Board Chair: Trisha Estabrooks

Recording Secretary: Catherine Angeles

The **Board Chair** called the meeting to order with recognition that we are on Treaty 6 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.

A. O Canada

B. Roll Call: 2 p.m.

The **Superintendent** advised that all Trustees were present.

C. Approval of the Agenda

MOVED BY Trustee Hole:

**"That the agenda for the March 22, 2022, Board meeting be approved as printed."
(UNANIMOUSLY CARRIED)**

MINUTE BOOK

D. Communications from the Board Chair

The Board Chair wished a belated and happy Holi to all those who celebrated the Hindu day of significance last week. She learned more about Holi thanks in part to the beautiful, colourful photos that were shared with her via social media, and also through the Division's interfaith calendar. Holi is an incident Hindu festival also known as the Festival of Spring or the Festival of Colours.

The Board Chair shared that she attended many school council meetings in the last two weeks and the communication coming from the Division school leaders to the Division school communities about the changes happening as a result of loosened COVID restrictions has been clear and kind. She thanked the staff in the Division for leading this work. She thanked the parents and staff who continue to navigate the pandemic and support each other and their school communities.

The Board Chair spoke about the Provincial announcement of increased funding to support charter schools. She said as advocates of public education, who she has the honor to serve with on this Board of Trustees, they believe public dollars belong in public education - a system that is truly accessible for everyone.

The Board Chair noted that yesterday was the International Day for the Elimination of Racial Discrimination. It is a day to remember that while some progress has been made, Black, Indigenous, People of Colour, racialized communities and religious minorities continue to face racism and discrimination daily. And while the Division has taken steps to address racial discrimination in Division schools, all of us recognize more must be done.

The Board Chair said next week is spring break for the Division. On behalf of the Board, she wished everyone a safe, restful break.

E. Communications from the Superintendent of Schools

The Superintendent reminded everyone that pre-enrolment for 2022-2023 school year is open until April 14. Families can check SchoolZone, the Division's website or talk to their child's current school to find out more information. He encouraged everyone to get pre-enrolled, as it helps the Division a great deal with planning to welcome students in September.

The Superintendent also wished all the staff, students and families a safe and energizing spring break.

The Superintendent welcomed members of the Superintendent's Community of Practice in Education (SCOPE), Principal Cathy Taylor and Principal Larry Payne, as online attendees to the Board meeting.

MINUTE BOOK**F. Approval of the Minutes**

1. Board Meeting #07 – March 8, 2022

MOVED BY Trustee Kusiek:

**“That the minutes of Board Meeting #07 held March 8, 2022, be approved as printed.”
(UNANIMOUSLY CARRIED)**

There was a short break in the meeting.

G. Comments from the Public and Staff Group Representatives

The Board of Trustees heard from one registered speaker for this item.

H. Reports

2. Report #05 of the Caucus Committee (From the meeting held March 8, 2022)

Information was provided regarding actions taken at the March 8, 2022, Caucus Committee meeting.

3. Process and Timeline for the 2022-2023 Budget and for the Fall Review of the 2021-2022 Results and the Plans for 2022-2023

MOVED BY Trustee Nelson:

**“That the Process and Timeline for the 2022-2023 Budget as outlined in Attachment I, be approved.”
(UNANIMOUSLY CARRIED)**

4. Ten-Year Facilities Plan 2023-2032

MOVED BY Trustee O'Keefe:

**“That the Ten-Year Facilities Plan 2023-2032 be approved.”
(UNANIMOUSLY CARRIED)**

There was a short break in the meeting.

5. Three-Year Capital Plan 2023-2026

MOVED BY Trustee Sumar:

“That the Three-Year Capital Plan 2023-2026 be approved for submission to the Provincial Government.”

MINUTE BOOK

MOVED BY Vice-Chair Ip that the motion be amended:

"That the Three-Year Capital Plan 2023-2026 Attachment I be amended to move Glenridding Heights K-6 Priority 5, Year 1 to Priority 2, Year 1 and shift Rosenthal K-6, McConachie 7-9 and Edgemont K-9 down one priority level."

IN FAVOUR: Trustees Ip and Sawyer

**OPPOSED: Trustees Estabrooks, Hancock, Hole, Kusiek, Nelson, O'Keefe and Sumar
(DEFEATED)**

MOVED BY Vice-Chair Ip:

**"That the Board meeting be extended beyond 6 p.m."
(UNANIMOUSLY CARRIED)**

The Board Chair called the question on the original motion.

IN FAVOUR: Trustees Estabrooks, Hancock, Hole, Kusiek, Nelson, O'Keefe, Sumar and Sawyer

**OPPOSED: Trustee Ip
(CARRIED)**

7. Update on Providing Free Menstrual Products in Division Schools

MOVED BY Board Chair Estabrooks:

"That agenda Item 7 be deferred to the April 5 Board meeting."

IN FAVOUR: Trustees Estabrooks, Hancock, Hole, Ip, Kusiek, Nelson, O'Keefe and Sawyer

**OPPOSED: Trustee Sumar
(CARRIED)**

6. CI.BP: COVID-19 Vaccination Policy for Trustees be Suspended

MOVED BY Trustee Sawyer:

"That policy CI.BP: COVID-19 Vaccination Policy for Trustees be suspended."

IN FAVOUR: Trustees Estabrooks, Hancock, Ip, Kusiek, Nelson, O'Keefe and Sawyer

**OPPOSED: Trustees Hole and Sumar
(CARRIED)**

I. Other Committee, Board Representative and Trustee Reports

Vice-Chair Ip advised that due to time required by his other commitments he is stepping down from his position as the Board's representative on the Public School Boards' Association of Alberta Executive Committee.

Board Chair Estabrooks thanked Vice-Chair Ip for his service. On behalf of the Board, she thanked Vice-Chair Ip for the time he committed to the role.

MINUTE BOOK

Board Chair Estabrooks stated that nominations would be taken at the April 5 meeting for the role of Board's representative on the Public School Boards' Association of Alberta Executive Committee.

Trustee Kusiek highlighted some of the great work being done at schools in Ward F. She thanked Principal LeCaine for inviting her to congratulate Edwin Parr finalist Christine Bajzar in person at Sweet Grass School.

Trustee Kusiek advised she attended the Rideau Park School Council meeting, where she learned all about the special school event, Fasching. For the celebration, donuts are filled with either jelly or mustard filling. Students who are surprised with a mustard filling go to the office for a prize. She hopes to be able to participate next year.

Trustee Kusiek shared that now is also a time of transition in our schools when it comes to COVID. Westbrook School is rising to the occasion with "kindness champions." Students are nominated by their teachers for demonstrating kindness and students are enthusiastically embracing this challenge.

Trustee Kusiek advised that she was looking forward to attending the L.Y. Cairns and Vernon Barford School Council meetings. She also stated that she and Trustee Ip have rescheduled the Transportation Forum to April 21 at 7 pm. She invited interested individuals to RSVP via her website at www.juliekusiek.ca.

J. **Trustee and Board Requests for Information** - None

K. **Notices of Motion** - None

L. **Next Board Meeting: Tuesday, April 5, 2022, at 2 p.m.**

M. **Adjournment: 6:27 p.m.**

The Board Chair adjourned the meeting.

Trisha Estabrooks, Board Chair

Karen Mills, Director of Board and
Superintendent Relations

DATE: March 22, 2022

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Update on Providing Free Menstrual Products in Division Schools

ORIGINATOR: Kathy Muhlethaler, Assistant Superintendent, Operational and Learning Supports

RESOURCE STAFF: Karen Mills, Nancy Petersen, Christopher Wright

ISSUE

Administration is providing the Board of Trustees an update on progress towards the April 27, 2021, Board motion supporting access to free menstrual products in school washrooms.

BACKGROUND

At their April 27, 2021, public meeting, the Board of Trustees approved the following motion:

“Given that menstrual products are a basic need and that access to these products can be a barrier for students, the Board of Trustees moves that Administration explore ways to provide free menstrual products in Division schools, including pursuing partnerships, to provide what should be essential products in Edmonton Public School washrooms.”

At the June 22, 2021, public Board meeting, administration reported that on May 28, 2021, a provincial announcement saw the commitment of \$260,000 towards Alberta’s United Way’s Period Promise campaign; the provincial funding is in support of a two-year pilot. The province anticipated that the first year of the pilot would see menstrual products available barrier-free in approximately 100 schools for the 2021-2022 school year. In collaboration with the province, the Edmonton United Way announced it was embarking on a local Period Promise campaign with seed money from the provincial pilot.

The Division collaborated with the United Way to explore how best to partner together on this initiative. The United Way prioritized schools in the Edmonton area serving high socially vulnerable communities. As such, the Division began working with the United Way to identify a group of schools from the Division’s High Social Vulnerability List as a starting point for the pilot supported through the provincial funds.

While planning proceeded on pace, the provincial money targeted for the United Way appeared to be stalled. So as to not hold up the project, administration began a pilot with a small group of schools in January 2022, using the operating reserves that were identified by the Board for this project in the current budget. Schools are testing different delivery mechanisms, product placement and communication strategies. Data collected from this pilot will inform expansion into other schools.

CURRENT SITUATION

The United Way received the provincial funding in late February. Administration is now in conversation with the United Way to move forward with schools from the Division's High Social Vulnerability List. Information and data from these schools will also inform expansion of this initiative across Division schools.

Staff from Infrastructure Supports and Operations and Strategic Division Supports are working together with schools on this initiative.

KEY POINTS

- The Division is using a pilot approach to better understand the logistics of this initiative.
- The Division has been working in partnership with the United Way around a pilot focused on schools in high socially vulnerable communities using provincial funding for Period Promise; this initiative was intended to begin in the fall.
- The funding to the United Way was delayed, so the Division began a pilot with a small group of schools.
- This pilot was funded through the operating reserves identified by the Board for the current budget.
- Provincial funding was received by the United Way in late February.
- Administration is now in conversation with the United Way to move forward with schools from the High Social Vulnerability List.
- Lessons learned from schools piloting this initiative will inform broader implementation in Division schools using the operating reserve funding identified by the Board.

NP:km



DATE: April 5, 2022

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Dual Credit Programming in EPSB
(Response to Request for Information #007)

ORIGINATOR: Kathy Muhlethaler, Assistant Superintendent

RESOURCE STAFF: Lindsay Adrian, Marnie Beaudoin, Barb Cook, Sean Jones, Ann Parker

REFERENCE: March 8, 2022 Board meeting
[Alberta Expands Dual Credit Program for Students Trade Secrets](#)
[Alberta Dual Credit Framework](#) (2017)
[Alberta Dual Credit Framework](#) (2021)
[Dual Credit Implementation Guide](#) (2017)
[Dual Credit Implementation Guide](#) (2021)
[Funding Manual for School Authorities 2017/2018 School Year](#)
[Funding Manual for School Authorities 2021/22 School Year](#)
[Provincially Authorized Senior High School Courses and Course Codes](#) (2021-2022)
[Tip Sheet: Suggested Processes and Considerations for Initiating a Dual Credit Opportunity](#)

ISSUE

On March 8, 2022, Trustee Kusiek requested information regarding Edmonton Public Schools dual credit programming.

BACKGROUND

In May 2017, Alberta Education announced \$16.4 million in funding for dual credit programming in Alberta ([Alberta Expands Dual Credit Program for Students](#), 2017). This funding included two components:

1. Tier 5 rate funding at a rate of \$250 per Credit Enrolment Unit (CEU) for public school authorities or top-up funding at a rate of \$59.15 per CEU in schools operating under High School Redesign ([Funding Manual for School Authorities 2017/2018 School Year](#), p. 16).
2. \$50,000 start-up funding to assist in the development and expansion of new dual credit programs ([Funding Manual for School Authorities 2017/2018 School Year](#), p. 81).

Funding for dual credit courses was used to:

- pay for the cost of the post-secondary instructor
- pay for the cost of a certificated teacher if the course was offered outside of regular school hours
- cover the post-secondary course fees
- purchase required equipment and materials.

Following the 2017 announcement the Ministries of Advanced Education, Education, Indigenous Relations, and Labour worked together to develop the Alberta Dual Credit Framework and the Dual Credit Implementation Guide. These documents served to provide school authorities with support and direction to expand the dual credit program across the province.

As of 2020–2021, Alberta Education no longer provided funding through Credit Enrolment Units and as a result, Tier 5 funds were no longer received. Start-up grant dollars are available for school authorities and must be used to support only new dual credit opportunities ([Funding Manual for School Authorities, 2021–2022](#)).

The provincial [Dual Credit Implementation Guide](#) (2021, p. 3) identifies two types of pathways that enable students to work toward post-secondary goals or enter the workforce from high school:

1. Provincial dual credit pathways are developed by Alberta Education to align with post-secondary curriculum and/or industry standards.
2. Local dual credit pathways are designed by school authorities and an eligible post-secondary partner to meet local labour market needs. The school authority must apply for dual credit course codes once the pathway is designed.

The [Alberta Dual Credit Framework](#) (2021, p. 8) identifies that dual credit courses are categorised in two ways: single enrolled and dual enrolled.

1. A single enrolled course is typically instructed by an Alberta certificated teacher who has the credentials to teach the course. Single enrolled courses are generally CTS (Career and Technology Studies) Apprenticeship Pathways courses for which students receive credits on their high school transcript.

For example, the CTS Plumber First Period Apprenticeship courses are taught in a high school by an Alberta certificated teacher who is also a journeyperson plumber. Students will receive the appropriate CTS courses on their high school transcripts. Students may also receive credits, exam eligibility, or advanced standing at a post-secondary level.

2. A dual enrolled course is one that is instructed and/or supervised by both a post-secondary instructor and an Alberta certificated teacher. Students may receive credits on both their high school and post-secondary transcript if all assessment requirements are met under the Guide to Education: ECS to Grade 12 (for high school credit) and under the post-secondary controlled assessment process for post-secondary credit. (e.g. Psychology 1040).
For example, CTS Health Care Aide (HCA) courses are taught in partnership with a post-secondary institution (PSI) with instruction provided by the PSI's qualified instructor in collaboration with an Alberta certificated teacher. Students will receive the appropriate CTS HCA credits on their high school transcripts and will receive the appropriate post-secondary credits on a post-secondary transcript.

CURRENT SITUATION

Trustee Kusiek submitted the following questions regarding dual credit:

1. ***A list of current dual credit opportunities EPSB offers including a brief description and mention of which post-secondary program/institution the dual credit is applied towards.***

Response:

A dual credit pathway is a course or a selection of courses in the Career and Technology Studies (CTS) program. Students explore career opportunities and develop the knowledge, skills, attitudes and values they will need on the job.

Single Enrolled Offerings

Courses in a CTS Apprenticeship Pathway must be instructed by a journeyperson in that trade. Students who complete all course requirements in the CTS Apprenticeship pathway are eligible to write the Apprenticeship and Industry Training exam for advanced standing in the first period of the technical training for that trade ([Trade Secrets](#), 2022).

CTS Apprenticeship Pathway opportunities for the following trades are offered at Division high schools.

- Automotive Service Technician
- Cook
- Hair Stylist

Courses required to complete First Period in each Apprenticeship Pathway:

Automotive Service Technician	Cook	Hair Stylist
ASA3400: Basic Tools & Materials ASA3425: Suspension Systems ASA3455: ASA Practicum A ASA3402: Vehicle Service Information ASA3430: Alignment Procedures ASA3460: ASA Practicum B ASA3405: Electrical Principles ASA3435: Brake Fundamentals ASA3465: ASA Practicum C ASA3410: Electrical Circuits ASA3440: Disc & Drum Brakes ASA3470: ASA Practicum D ASA3412: Electrical Service ASA3445: Brake System Repairs ASA3900: Apprenticeship Safety ASA3415: Frames & Undercarriage ASA3450: Wheels & Drive Lines	CKA3401: Kitchen Orientation CKA3436: Thickeners & Sauces CKA3560: CKA Practicum A CKA3406: Kitchen Mathematics CKA3441: Fruits & Vegetables CKA3565: CKA Practicum B CKA3411: Meats & Seafood 1 CKA3446: Starches & Salads CKA3570: CKA Practicum C CKA3416: Meats & Seafood 2 CKA3451: Breakfast & Dairy CKA3575: CKA Practicum D CKA3421: Cooking Proteins 1 CKA3456: Introduction to Baking CKA3900: Apprenticeship Safety CKA3426: Cooking Proteins 2 CKA3461: Breads & Cookies CKA3431: Stocks & Soups CKA3466: Pies & Fillings	HSA3406: Work Environment HSA3451: Demonstrate the Principles of Haircutting HSA3496: Facial and Nape Hair Trimming and Removal HSA3411: Head Anatomy and Physiology HSA3456: Demonstrate Haircutting on Various Types of Hair HSA3501: Style Hair HSA3416: Haircutting Tools and Equipment HSA3461: Razor Cutting and Shear Cutting HSA3775: HSA Practicum A HSA3421: Consultation and Draping HSA3466: Clipper Cutting HSA3780: HSA Practicum B HSA3426: Salon Operations HSA3471: Texturizing Techniques HSA3785: HSA Practicum C HSA3431: Hair and Scalp Analysis HSA3476: Various Haircuts HSA3790: HSA Practicum D

ASA3420: Steering Systems ASA3452: Maintenance & Trailers		HSA3436: Shampoo and Condition Hair HSA3481: Customizing Techniques HSA3900: Apprenticeship Safety HSA3441: Principles of Haircutting and Styles HSA3486: Haircutting Techniques HSA3446: Customizing Haircuts HSA3491: Facial and Nape Hair Theory
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Dual Enrolled Offerings

From 2018 to 2020, the Division offered the following dual enrolled, dual credit opportunities:

Course	Partner Post-secondary Institution	School(s)	# of Students	Division Cost
2019–2020				
Design Fundamentals (ADST 200)	Athabasca University	W.P. Wagner* Centre High Campus	31	\$15,000 per class section
English 1011	Norquest College	Lillian Osborne	20	\$9,700 per class section
Healthcare Aide	NorQuest College	McNally*	19	\$4,270 per student
Healthcare Aide Practicum	NorQuest College	McNally*	14	
Introduction to Indigenous Studies 100	MacEwan University	amiskwaciy Academy	4	Cost waived
Psychology 1040	Norquest College	Lillian Osborne (two class sections)	40	\$9,700 per class section
2018–2019				
Design Fundamentals (ADST 200)	Athabasca University	W.P. Wagner* Centre High Campus	23	\$15,000 per class section
Healthcare Aide	NorQuest College	McNally*	17	

Course	Partner Post-secondary Institution	School(s)	# of Students	Division Cost
Healthcare Aide Practicum	NorQuest College	McNally*	15	\$4,270 per student
Introduction to Indigenous Studies 100	MacEwan University	amiskwaciy Academy	12	Cost waived
Psychology 1040	NorQuest College	Lillian Osborne (two class sections)	43	\$9,700 per class section

*Offered through Campus EPSB opportunities

The Division has not offered any dual enrolled, dual credit courses since the 2019–2020 school year.

2. What are some new potential dual credit programs that the Division could consider in the near term?

Response:

Reactivating the most recently offered dual enrolled courses would be an initial strategy to offer dual credit within the Division. These courses are well known and were offered due to student/parent interest, which has not diminished in their absence. For example, Psychology 1040 was of high interest to students and their families because it is a common first-year course in multiple post secondary disciplines. Active Memorandums of Understanding (MOU) to support dual enrolled programming in the Division are in place with Athabasca University and NorQuest College.

New course exploration would be informed by data collected from the 2021 student interest survey and labour market predictions and would ideally balance areas of interest with participation from local or regional publicly funded post-secondaries. Edmonton Public Schools has had exploratory conversations with post-secondary institutions across the province.

Potential courses could be selected from the full list of existing course codes approved by Alberta Education ([Provincially Authorized Senior High School Courses and Course Codes](#), 2021–2022). Dual credit course codes are listed on pages 22–24. An approved course code requires a school authority to request access from the province and to have a Memorandum of Understanding (MOU) with a post-secondary institution.

3. What potential roadblocks are there for developing more dual credit programs for EPSB and how might the Board consider addressing those challenges through advocacy or other actions?

Response:

Under the new funding framework, Alberta Education no longer provides CEU funding, and therefore, there is no longer targeted, sustainable funding for dual enrolled courses. Start-up grant dollars are available for school authorities but must be used to support only new credit enrolled opportunities ([Funding Manual for School Authorities](#), 2021–2022). Additional barriers that have contributed to offering dual credit courses include: tuition cost, coordination and support at the post-secondary level,

and staffing (CTS Apprenticeship Pathways). The reinstatement of targeted, sustainable, dual enrolled provincial funding could be a potential point of advocacy.

4. How does the Division determine which dual credit courses to offer to our students?

Response:

School divisions use the guidance provided from Alberta Education to consider the establishment of a dual credit opportunity, to support initial conversations and to plan for dual credit courses ([Tip Sheet](#), 2017). While the checklist in the Tip Sheet is not exhaustive, it is a supporting resource to help school authorities initiate and plan for potential next steps. The Division also collaborates with post-secondary institutions to determine their capacity to offer dual credit courses.

With all opportunities and programming, we ensure that dual credit opportunities are in alignment with Edmonton Public Schools' Strategic Plan. The following factors are also considered when determining what dual enrolled dual credit courses to offer:

- Tuition cost
- Student interest
- Labour market predictions
- Post-secondary support and coordination
 - admissions and transcript request (registrar's office)
- Course transferability and provincial articulation agreements
- Course delivery
 - model (in-person, virtual, blend)
 - location
 - time
- Alignment of Division and post-secondary calendar

KEY POINTS

- Currently the Division does not offer dual enrolled, dual credit courses. Single enrolled dual credit opportunities continue to be offered through the CTS Apprenticeship Pathways taught by a certificated teacher who is also a journey person in that trade.
- There is no longer targeted, sustainable provincial funding to support dual enrolled, dual credit opportunities.

LA:lb