



*Department of Education, Early Learning and Culture*

# ANNUAL REPORT

2016-2017



# PEI Department of Education, Early Learning and Culture 2016-2017 Annual Report

*\*All content was gathered from the Budget Briefing Book and reviewed and complemented with new or updated content by managers/directors of each division/section.*

*\*Once approved, the Annual Report will be formatted by Government's Graphic Design Services*

Approved by: **Brad Trivers,**  
Minister of Education  
and Lifelong Learning

  
Signature

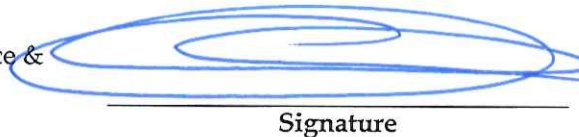
2020-02-04  
Date

Approved by: **Bethany MacLeod,**  
Deputy Minister,  
Education and Lifelong  
Learning

  
Signature

01/24/20  
Date

Reviewed by: **Chris DesRoche,**  
Director of Finance &  
Administration

  
Signature

Dec 19/19  
Date

Reviewed by: **John Cummings,**  
Executive Director of  
Educational Services

  
Signature

September 3, 2019  
Date

Prepared by: **Erin Docherty,**  
Legislative and Planning  
Coordinator

  
Signature

Jun 21, 2020  
Date

## Department of Education and Lifelong Learning

### Minister's Message

The Honourable Antoinette Perry  
Lieutenant Governor of Prince Edward Island  
P.O. Box 2000  
Charlottetown, PE C1A 7N8



May it Please Your Honour:

I have the honour to submit herewith the Annual Report of the Department of Education, Early Learning and Culture for the fiscal year ending March 31, 2017.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brad Trivers". The signature is stylized with a large, sweeping initial "B" and a trailing flourish.

Brad Trivers  
Minister of Education and Lifelong Learning

## Deputy's Minister's Message

The Honourable Brad Trivers  
Minister of Education and Lifelong Learning

Sir:

I am pleased to submit the Annual Report of the Department of Education, Early Learning and Culture for the fiscal year ending March 31, 2017.

The report outlines the department's activities from April 1, 2016 to March 31, 2017.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. MacLeod", is written over a dashed horizontal line.

Deputy Minister  
Education and Lifelong Learning



## Introduction

The Department of Education, Early Learning and Culture develops and delivers high quality programs and curriculum, in English and French, to Island children from birth to Grade 12. Some of the priorities in the mandate are to:

- Work with the Public Schools Branch (PSB) and French Language School Board (FLSB) on the delivery of quality administration and education
- Ensure close collaboration with new bodies established to guide education in our province, specifically the District Advisory Councils and Principals' Council
- Strengthen the delivery of early childhood education, including an emphasis on under-served populations across the Island
- Review our overall approach to student assessments to stay current with best practices and reflective of the overall needs of our learners
- Work with the Minister of Economic Development and Tourism on the five-year *Action Plan on Culture and Creative Industries* and continue to lead the support of museums, heritage and libraries for learners at all ages
- Extend the student well-being supports to all families of schools in collaboration with the Ministers of Health and Wellness, Justice and Public Safety and Family and Human Services
- Address the matter of the timely availability for student psychological assessments and improve this service
- Leverage the technology base in schools to enhance learning possibilities for all Island students

The Department provides the following services:

- |   |   |
|---|---|
| • achievement and assessment of students                    | • funding and coaching for autism                       |
| • certification for instructional personnel                 | • general and financial administration                  |
| • corporate Recorded Information Management (RIM) services  | • grants to early childhood educators                   |
| • cultural planning and programming                         | • grants to school boards                               |
| • development of department specific legislation            | • instructional development                             |
| • distribution of learning materials                        | • leadership for early learning centres                 |
| • early childhood curriculum development                    | • library services                                      |
| • engagement with students, parents, teachers and community | • planning and evaluation                               |
| • English curriculum development                            | • provincial museums                                    |
| • French curriculum development                             | • public archives services                              |
|   | • research and evaluation                               |
|   | • school athletics                                      |
|   | • school health   |
|   | • support for preschool children with exceptional needs |

## **Department Vision**

An educational and early childhood development system that enables all children and students to thrive, achieve and success as contributing citizens.

## **Department Mandate**

To provide leadership, policy direction, resources and services for educators and the early childhood development system.

## **Department Values**

### ***Accountability***

A belief that the Department of Education, Early Learning and Culture is accountable for its work and the impact it has on the success of all children and students.

### ***Excellence***

A belief that the Department of Education, Early Learning and Culture should provide the highest standard of service to those it serves.

### ***Learning***

An appreciation for learning and a belief that it is a foundation for growth and success.

### ***Respect***

Respect for all individuals and their roles in supporting education and early childhood development.

## **Department Goals**

The Department of Education, Early Learning and Culture is focused on three priority areas:

1. Delivery of high quality services and resources for the success of children and students
2. Effective communication and collaborative practices
3. Enhanced organizational effectiveness and accountability within the Department and with external partners

## **Legislation**

The Department of Education, Early Learning and Culture is responsible for the development and administration of the following legislation:

- *Archives and Records Act*
- *Early Learning and Child Care Act and Regulations*
- *Education Act and Regulations*
- *Fathers of Confederation Foundation Act*
- *Heritage Places Act*
- *Island Regulatory and Appeals Act*
- *Lucy Maud Montgomery Foundation Act*
- *Museum Act*
- *Private Schools Act and Regulations*
- *Public Libraries Act*
- *Teachers' Superannuation Act*

### ***Early Learning and Child Care Act***

The *Early Learning and Child Care Act* was enacted in 2010, amended in 2015, and proclaimed in January 2017. This Act replaced the *Child Care Facilities Act* and implemented a modern legislative and regulatory framework for the early learning and child care sector. The Act and regulations include:

- Requirements for licenses and certificates
- Requirements for the services delivered at early learning and child care centres
- Staffing requirements for early learning and child care centres
- Requirements for early learning and child care centre premises and equipment
- Health and safety requirements for early learning and child care centres
- Food services requirements for early learning and child care centres
- Fees associated with services provided under the Act and Regulations

### ***Education Act***

On August 20, 2016, the *Education Act* was proclaimed, replacing the *School Act*. The Act introduced a new regulatory framework for the public education system in Prince Edward Island.

The Act was implemented to restructure the English public education system in Prince Edward Island by more closely integrating the functions of the English Language School Board and the Department. The French Language Schools Board (FLSB) continues to administer the French school system.

Substantive changes to the legislative framework includes:

- Updated definitions to clarify the operations of the Act's provisions
- Updated provisions related to teacher certification and discipline
- Changes to the provisions respecting human resources and employment contracts
- Removal of legislative content respecting private schools (moved to new *Private Schools Act*)
- Updated and comprehensive regulation-making authority



### ***Private Schools Act***

The *Private Schools Act* was proclaimed on August 20, 2016, and provides a modern statutory framework for the operation of private schools in the province. The Act replaces the regulatory framework for private schools set out in the *School Act*.

The Act establishes the Administrator of Private Schools as the primary decision-maker who, subject to the direction of the Minister, makes decisions respecting registration, suspension of registration and cancellation of registration.

### ***Minister's Directives***

The Department issued the following Minister's Directives under the *Education Act* for the 2016-2017 school year:

- MD 2016-01: Designation of Supervisory Personnel
- MD 2016-02: School Calendar for 2016-2017 School Year
- MD 2016-03: Granting of Senior High School Diploma in the French First Language Education Program
- MD 2016-04: Granting of Senior High School Diploma and Certificate of Accomplishment in the English Language Education Program
- MD 2016-05: Granting of Credit for Educational Activities not provided by an Education Authority
- MD 2016-06: Requirements for Education Authority Annual Reports
- MD 2016-07: Education Authority Financial Statements
- MD 2016-08: Education Authority Budget Information
- MD 2016-09: Education Authority Staffing and Funding Program for the 2016-2017 School Year

The Department also issued Minister's Directive 2017-01 under the *Early Learning and Child Care Act* on March 6, 2017, the Assessment of Capacity in Licensed Centres and Demand for Services.



## School and Student Enrollment Information

**TABLE 1: NUMBER OF SCHOOLS BY EDUCATION AUTHORITIES, 2016-2017**

District/ Board	Primary Grades K-3	Elementary Grades K-6	Intermediate Grades 7-9	Consolidated Grades K-9	Senior High Grades 7-12	Other Grades K-12	Total
PSB	2	24	8	12	9	1	56
FLSB	0	1	0	0	0	5	6
Private Schools	0	1	0	1	0	1	3
<b>TOTAL</b>	<b>2</b>	<b>26</b>	<b>8</b>	<b>13</b>	<b>9</b>	<b>7</b>	<b>65</b>

**TABLE 2: PROVINCIAL ENROLMENT TOTALS, 2016-2017**

District/Board	Grade													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
PSB	1394	1377	1439	1504	1461	1444	1402	1630	1542	1419	1534	1574	1424	19144
FLSB	88	88	79	76	65	76	68	67	55	61	37	53	50	863
<b>Total Public</b>	<b>1482</b>	<b>1465</b>	<b>1518</b>	<b>1580</b>	<b>1526</b>	<b>1520</b>	<b>1470</b>	<b>1697</b>	<b>1597</b>	<b>1480</b>	<b>1571</b>	<b>1627</b>	<b>1474</b>	<b>20007</b>
Private Schools	29	22	31	24	19	20	16	29	19	25	21	10	12	277
<b>TOTAL</b>	<b>1511</b>	<b>1487</b>	<b>1549</b>	<b>1604</b>	<b>1545</b>	<b>1540</b>	<b>1486</b>	<b>1726</b>	<b>1616</b>	<b>1505</b>	<b>1592</b>	<b>1637</b>	<b>1486</b>	<b>20284</b>

**TABLE 3: FRENCH IMMERSION ENROLLMENT AS OF SEPTEMBER 2016**

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
<b>Female</b>	212	233	215	195	192	189	167	326	307	242	235	226	178	2917
<b>Male</b>	192	182	161	151	135	149	97	258	219	177	129	125	123	2098
<b>Total</b>	<b>404</b>	<b>415</b>	<b>376</b>	<b>346</b>	<b>327</b>	<b>338</b>	<b>264</b>	<b>584</b>	<b>526</b>	<b>419</b>	<b>364</b>	<b>351</b>	<b>301</b>	<b>5015</b>

## Divisions Overview

The Department of Education, Early Learning and Culture is comprised of the following work units:

- District Advisory Councils
- Early Childhood Development
  - Autism Services
- English Innovation, Education Programs and Services
- External Relations and Educational Services
  - Achievement and Accountability
  - Certification and Standards
  - English as an Additional Language/French as an Additional Language and International Students
  - Research and Corporate Services
  - School Health
- Finance and School Board Operations
  - Finance and Public Schools Budget Division
  - Human Resources
  - Provincial Learning Materials Distribution Centre
  - PEI School Athletic Association (PEISAA)
- French Innovation, Education Programs and Services
- Leadership and Learning
- Libraries Archives and Cultural Affairs
- Pan-Canadian Joint Consortium for School Health
- PEI Museum and Heritage Foundation

## District Advisory Councils

The District Advisory Councils (DACs) were introduced in November 2015, to help shape an education system that is focused on and meets the needs of learners by advising the Minister on education matters. The Councils give students, parents and teachers a stronger voice in shaping public policy. The Minister receives advice directly from the Councils and considers this information when setting goals and priorities to benefit student learning. The Councils consider a balance between local issues brought forward by council members and topics the Department is seeking advice on. In the spirit of transparency and accountability, Council meeting minutes, meeting notes and reports are made public.

There are seven DACs, with a total of 75 members from all ten families of schools. Membership for each DAC includes one parent member from each school, two student members from each high school and the PEI Home and School representative from the respective district.

The four pillars of the DACs are to:

- Advise the Minister on education issues
- Identify education priorities within districts
- Engage school communities in discussions

- Foster collaboration among school councils, Home and School Associations and the community

## Early Childhood Development

This division is responsible for two sections:

- Early Learning and Child Care
- Autism Services

### *Early Learning and Child Care*

The Early Learning and Child Care section provides policy, program and funding advice and direction to ensure that Island children and families have high quality experiences in the early years. Responsible for the early learning and child care system of PEI, this section:

- Administers the Preschool and School-Age Autism Funding Programs
- Administers the Special Needs Funding Program
- Oversees the Canada/PEI Bilateral Agreement in Early Learning and Child Care
- Provides curriculum development and programs for English and French early years centres
- Supports Family Resource Centres
- Supports privately operated, regulated early childhood programs
- Partners with and funds the Best Start program

This division also has responsibility for the *Early Learning and Child Care Act* and regulations, including the certification of early childhood educators, licensing and inspections of early childhood programs and provides resource support to the Early Learning and Child Care Board.

**TABLE 4: NUMBER OF CENTRES, LICENSES AND LICENSED SPACES, 2016-2017**

Type	Number of Centres	Number of Licenses	Number of Licensed Spaces
Designated Early Years Centres	45	46	2041
Non-designated Early Years Centres	23	23	823
Family Home Centres	1	1	6
Preschool Centres	9	9	195
School-Age Children Centres	50	50	1795
<b>Total</b>	<b>128</b>	<b>129</b>	<b>4860</b>

**Early Learning and Child Care areas of focus and highlights for 2016-2017:**

- ✓ Continued implementation of the *Securing the Future for our Children Preschool Excellence Initiative*, to ensure parents have access to early learning and childcare across PEI
- ✓ Developed and implemented an Early Learning Framework (ELF) in early years centres
- ✓ Provided in-service training on the ELF to all Directors and staff of early years centres
- ✓ Provided ELF support within the early years centres
- ✓ Piloted *Learning Journey*, a companion document to the ELF, which is an assessment of a child's development progress
- ✓ Provided core funding to the Early Childhood Development Association
- ✓ Provided support to the 45 regulated early years centres operating across PEI
- ✓ Continued support of the Best Start Program, offered by CHANCES Family Centre in partnership with Health PEI and five Family Resource Centres across PEI
- ✓ Continued financial support of Positive Parenting Program (Triple P)

***Autism Services***

The Autism Services section provides high quality services for pre-school and school-age children, youth and the families of children with autism spectrum disorders. Evidence-based practices with demonstrated effectiveness form the foundation of the assistance provided to families and professionals.

**Autism Services areas of focus and highlights for 2016-2017:**

- ✓ Administered school age autism funding to 167 children, up to \$6,600 annually per child, to assist their families with the cost of employing an aide, to encourage involvement and to provide tutoring
- ✓ Delivered the Intensive Behavioural Intervention (IBI) Program to 60 children
- ✓ Provided consultation support with some direct instruction to 24 children through the Intensive Kindergarten Support (IKS) program

**English Innovation, Education Programs and Services**

The English Innovation, Education and Programs division is responsible for providing leadership, coordination and support in the development of quality English language curricula. The division provides support services and resources for teachers and students from Kindergarten to Grade 12. The division is primarily responsible for this goal in the English language schools in PEI. Successful attainment of this goal requires achievement of the following objectives:

- To deliver services and resources to improve achievement
- To deliver services and resources to support educators
- To develop high quality curriculum

Renewal of curriculum begins with the common understanding that Kindergarten to Grade 12 students must be educated to participate in a world of rapid and complex change. This

dynamically evolving environment requires that students develop multiple literacies, which increase depth of knowledge and acquire a range of twenty-first century skills and abilities. Students must also develop a desire for personal and collective achievement and a willingness to collaborate for the well-being of themselves and others.

The goals of curriculum renewal are achieved by:

- Clarifying expectations, outcomes and standards, and benchmarks for students
- Ensuring relevance and consistency for all students across grade levels and areas of study
- Focusing on central tenets and developing a deep understanding within the areas of study
- Incorporating effective research-based instruction and assessment practices and providing ease of access and use for teachers

**English Innovation, Education and Programs areas of focus and highlights for 2016-2017:**

- ✓ Completed revisions to seventeen courses
- ✓ Provided new resources to fifteen courses
- ✓ Developed new curriculum for two courses
- ✓ Developed one new Leadership course
- ✓ Refreshed equipment for seven courses
- ✓ Revised the resource selection process for three courses
- ✓ Developed a Kindergarten to Grade 12 framework for Music and Science
- ✓ Delivered flexible learning opportunities, including:
  - Academy diploma programs, which enable students to gain sector-specific skills and knowledge in engaging, career-related learning environments
  - Dual-credit programs, which enable students to earn credits towards a high school diploma and a post-secondary diploma or degree
  - External credits, which enable students to earn credits offered by authorized external providers
  - Independent course study, which enable students to earn credits by engaging in self-selected topics that provide personally meaningful and authentic learning
  - Summer school, which offers provincially-recognized credit courses during the months of July and August.

## **External Relations and Educational Services**

The External and Educational Services branch is responsible for advising the Deputy Minister and Minister on all matters related to external educational programs and services. The branch oversees the management of research and corporate services, certification and standards of teachers, policy, school health, legislative development and the implementation of major department initiatives related to achievement and accountability. This branch is also responsible for providing English as an Additional Language/French as an Additional Language (EAL/FAL) programming and is the liaison for the French Language School Board (FLSB).

The branch carries out its work through six sections:

- Achievement and Accountability
- Certification and Standards
- English as an Additional Language/French as an Additional Language and International Students
- Legislation and Planning
- Research and Corporate Services
- School Health

### ***Achievement and Accountability***

The Achievement and Accountability section is responsible for the development and administration of the Provincial Common Assessment program, as well as regional, national and international student assessment programs and activities. The section provides guidance, advice and support to the Department and to educational partners in the areas of student assessment.

Provincial Common Assessments measure a student's day-to-day performance and provide timely information for students, teachers and parents to support student learning. Common Assessments differ from standardized tests in that teachers support the development of questions based on the curriculum that students are learning in classrooms. The section assesses knowledge and mastery of the outcomes of the provincial curriculum, and does not involve comparisons with other provinces.

#### **Achievement Team areas of focus and highlights for 2016-2017:**

- ✓ Completed the 2016 Provincial Common Assessments. Results included:

##### *Primary Results:*

- 85% of students at or approaching the standard of reading in English
- 79% of students at or approaching the standard of reading in French Immersion
- 68% of students at or approaching the standard in Mathematics

##### *Elementary Results:*

- 87% of students at or approaching the standard of reading in English
- 60% of students at or approaching the standard of reading in French Immersion
- 81% of students at or approaching the standard in Mathematics

##### *Intermediate Results:*

- 74% of students at or approaching the standard in Mathematics

##### *Secondary Results:*

- 60% of students passed Mathematics – 521A
- 74% of students passed Mathematics – 521B
- 47% of students passed Mathematics – 521K

- ✓ Administered the Early Years Evaluation - Direct Assessment (EYE-DA), a developmental screening that looks at a child in relation to his/her peers at the same age level in the domains of awareness of self and environment, social skills and behaviour, cognitive skills, language and communication and physical development
- ✓ Trained facilitators with early childhood and education experience to administer EYE-DA

### ***Certification and Standards***

The Certification and Standards section is overseen by the Registrar, who evaluates the academic and professional credentials of provincial, national and international applicants for a PEI teacher's license. This is done on behalf of the Minister and in the interest of the public to ensure high standards for teachers.

The Certification and Standards section is responsible for:

- Tracking and approving teaching services, processing applications for upgrades in certification levels and evaluating requests for additional designations
- Evaluating Temporary Permit to Substitute applications
- Issuing Statements of Professional Standings to PEI-licensed teachers seeking licensing outside of the Province
- Educating people on the process of obtaining a PEI Teacher's License
- Providing assistance to prospective teachers and in-service teachers on continuing education and post-secondary education pathways
- Evaluating Educational Assistants and Substitute-Only Educational Assistants applications
- Inspecting and monitoring the functions of private schools

#### **Certification and Standards area of focus and highlights for 2016-2017:**

- ✓ Advanced the work of the section by means of the enactment of the *Education Act*, which moved many policies into a formalized legislative framework that modernized teacher licensure
- ✓ Issued 274 Teacher Licenses, of which 164 were new licenses
- ✓ Issued 58 teachers upgrades to certification levels
- ✓ Issued 105 Statements of Professional Standings
- ✓ Issued 212 Substitute Teacher Authorizations
- ✓ Issued 106 Substitute-Only Educational Assistance Authorizations
- ✓ Issued 23 Regular Education Assistant Authorizations
- ✓ Received 50 inquires from internationally educated teachers

### ***English as an Additional Language/French as an Additional Language***

The English as an Additional Language (EAL)/French as an Additional Language (FAL) section supports the individual language acquisition needs of immigrant students and their successful integration into our school system. The EAL/FAL team also supports administrators, teachers, support staff and board-based staff through consultation, observation, co-teaching and professional development opportunities.



**TABLE 5: NUMBER OF EAL/FAL STUDENTS BY BOARD/DISTRICT, 2016-2017**

District/Board	Number of Students	Percentage
Public Schools Branch	1599	98.4%
French Language School Board	26	1.7%
<b>Total</b>	<b>1625</b>	<b>100%</b>

**EAL/FAL area of focus and highlights for 2016-2017:**

- ✓ Welcomed 580 new EAL/FAL students during the 2016 school year
- ✓ Provided educational services to a total of 175 refugee students, or 11% of the EAL/FAL population
- ✓ Provided 610 learners with EAL/FAL itinerant teacher support with an additional 75 EAL learners at the high school level

***International Education***

This section is responsible for internationally affiliated schools and international fee-paying students.

**Affiliated Schools**

International schools that have applied to use the PEI Kindergarten to Grade 12 curriculum and who meet rigorous program requirements may become PEI-Affiliated Schools. The Department has developed the Affiliated Schools Guidelines outlining the requirements of international schools who wish to offer PEI Kindergarten to Grade 12 curriculum. A school in Ganzhou, China offers PEI/China curriculum to students in Grades 10 and 11. Students who successfully complete those courses attend school in PEI in Grade 12 and, if successful, are granted a PEI high school certificate.

The Canadian International School in Tokyo is a private school in Japan with a long-standing affiliated schools partnership that uses PEI public school curriculum. Enrolment in 2016-2017 was 266.

Ongoing discussion and negotiations are taking place with numerous jurisdictions in China, and in other countries, who have expressed interest in offering the PEI Affiliated Schools Program.

**International Fee-Paying Students**

The Department negotiates, through various agents, the recruitment of international fee-paying students and has developed a rigorous International Student Application process. A provincial task group was formed to assess the possibility of developing an International Education Strategy for Kindergarten to Grade 12 and post-secondary education on PEI. There were 138 international fee-paying students in the school system in 2016-2017.

## ***Research and Corporate Services***

The Research and Corporate Services section provides support, guidance and advice to the Department and to educational partners in the areas of applied research, program evaluation, performance measurement, survey work and data management. The section fulfills the Department's responsibility in provincial, regional and national data collection initiatives that compare education systems across Canada and internationally. The section is responsible for coordinating and maintaining content on the renewed department website and all aspects of education-related copyright.

### **Research and Corporate Services areas of focus and highlights for 2016-2017:**

- ✓ Coordinated the implementation of a provincial school survey program called the OurSCHOOL Survey which was developed by The Learning Bar. The Survey was carried out in all PEI public schools and took the form of on-line surveys for students in Grades 4 to 12, parents and teachers. The Learning Bar analyzed results and produced school reports
- ✓ Evaluated the ENG471 course, which supports Grade 10 students in meeting the minimum achievement of Grade 9 reading, writing and speaking standards. The evaluation was designed to determine the extent to which teachers were able to incorporate their learning and resources and to facilitate the learning of students and the extent to which students progressed and/or earned the ENG471 credit
- ✓ Evaluated the Right to Play, Play Academy day that was held for some elementary students, in April 2016. Results were used to examine the impact the program had on students, teachers and the school community. A report was produced and used to help inform future promotion and implementation of the program for PEI students
- ✓ Completed the two year web renewal initiative for the Department

## ***School Health***

This section provides leadership, coordination and partnership development around Indigenous education and a variety of health and wellness related initiatives for schools.

### **School Health area of focus and highlights for 2016-2017:**

- ✓ Released the SHAPES-PEI Provincial Student Health Profile report. This report outlined the 2014-2015 results from student surveys (8,000 students from Grades 5 to 12) related to their healthy eating, active living, mental fitness and tobacco/alcohol/drug use. Collected through the School Health Action Planning and Evaluation System (SHAPES) and the Canadian Student Tobacco Alcohol and Drugs Survey (CSTADS), the survey results provided a longitudinal comparison of survey results between 2008 - 2009 and 2014 - 2015.
- ✓ Provided over \$60,000 in School Health Grants for the purchase of physical activity equipment for 47 schools to increase their quality of daily physical activity. An on-going partnership with the Canadian Tire Active at School initiative supported schools to examine their 2014-2015 SHAPES-PEI Student Health Profile reports to identify school specific needs and priorities and to develop action and evaluation plans using the comprehensive school health framework.

- ✓ Provided \$200,000 in financial support for 81 school breakfast/snack programs within 62 schools and alternative education settings across PEI. These programs provided 30,000 breakfasts/snacks to 9,000 students each week.

## Finance and School Board Operations

The Finance and School Board Operations branch is responsible for the financial and administrative aspects of the Department's mandate.

The primary responsibilities of the Finance and School Board Operations branch are:

- Financial management, including budgeting, accounting, procurement and payroll
- Human resource support for the Department and education authorities
- Public schools staffing and funding
- School construction and repair

Finance and School Board Operations branch oversees five work units. They include:

- Cultural Affairs
- Finance and Public Schools Budget Division
- Human Resource
- PEI School Athletic Association
- Provincial Learning Materials Distribution Centre

### *Cultural Affairs*

The Cultural Affairs section provides support to organizations and non-profits to develop activities that contribute to the cultural life of communities and the Island as a whole. This section works to create an environment where the arts and heritage of the Province are encouraged and supported. The programs build on community and local investment in culture.

#### **Cultural Affairs areas of focus and highlights for 2016-2017:**

- ✓ Provided core operational funding and performance grants to theatres and performance venues across PEI, including: Ars Longa, College of Piping, Indian River, Confederation Centre of the Arts, Harbourfront Theatre, Kings Playhouse, Watermark Theatre and Victoria Playhouse.
- ✓ Provided culture sector organizational grants to strengthen cultural activities and the engagement of Prince Edward Island artists by assisting provincial arts and culture organizations, including: Music PEI, PEI Council of the Arts, Benevolent Irish Society, PEI Seniors LEAP program, PEI Symphony Society and the Voluntary Resource Council.
- ✓ Funded Francophone/Acadian community cultural centres, which serve as meeting places for the Francophone and Acadian community, allowing them to develop French and Acadian programming, while promoting French language, Acadian culture and French education. Participating centres included: Carrefour de l'Isle-Saint-Jean, Centre scolaire communautaire Évangéline, Conseil Rév. S.- É. Perrey, Conseil acadien de Rustico, Comité acadien et francophone de l'Est (Café) and Centre Belle-Alliance.

- ✓ Provided operational funding to regional arts councils who administer small local community-based grant programs, including: South Shore Arts Council, Evangeline Arts Council and the West Prince Arts Council.
- ✓ Delivered the Community Cultural Partnership Program (CCPP), which assists community not-for-profit organizations with the enhancement and development of cultural and heritage based activities within the community.
- ✓ Delivered the Programme de partenariat culturel communautaire (PPCC), the French equivalent of the CCPP, designed to support the growth and sustainability of the Francophone and Acadian culture on PEI.
- ✓ Delivered the Cultural Impact Program, which provides support to organizations for projects that impact larger regions than community based projects.
- ✓ Issued heritage investments, which provide core funding to the Community Museums Association to administer grants to community based museums across PEI.
- ✓ Provide leadership and support to the development of *Cultivating Growth: A Five-Year Action Plan for Culture and Creative Industries of PEI*.

### ***Finance and Public Schools Budget Division***

The Finance and School Board Operations Division provides administrative and financial support services to the Department and the public school system in compliance with legislation and established government and department policies. The division is responsible for budget development and control, accounting, purchasing, provision of school texts and learning materials, education authorities' payroll support, the School Construction and Repair Program and liaison with the education authorities. The division also provides support services and advice on matters of a financial or administrative nature for the Department and education authorities.

### ***Human Resources***

The Human Resources section provides a systematic process for identifying the human resource requirements of the Department, to support the fulfillment of the vision, business objectives and strategic goals. The section provides advice, support and coordination to specific provincial initiatives related to the Department as well as leading and supporting:

- |  |   |
|--|---|
| • classification of positions                    | • human resources policy development              |
| • contract negotiations                          | • maintenance and processing of personnel records |
| • committee work                                 | • payroll   |
| • employee relations                             | • performance appraisal                           |
| • harassment and conflict of interest complaints | • recruitment and selection of candidates         |
| • health and safety issues                       | • support to School Board employees               |
| • human resources metrics                        | • training and development                        |

## ***PEI School Athletic Association***

The PEI School Athletic Association (PEISAA) provides extracurricular interscholastic competition for 65 member schools. The organization offers over 90 provincial championships to over 10,000 student athletes in 14 team and individual sports. The PEISAA also provides support to over 500 volunteer coaches, convened by 24 sport commissioners and a volunteer executive.

In 2010, the PEISAA was formalized within the Department of Education, Early Learning and Culture and was designated as the body responsible for administering school sport in the province of Prince Edward Island.

The PEISAA is responsible to:

- Promote competition in amateur athletics in a manner that is consistent with the goals of the education authorities
- Equalize athletic opportunities by standardizing rules of eligibility for individuals and classifying, for competitive purposes, the schools that are members of the PEISAA
- Cultivate the ideals of sportpersonship in its relationship to the development of character as part of the complete education of a student athlete
- Plan sport in such a way as to cause minimal interference with school attendance
- Establish and maintain standards for coaching practices, team travel and conduct of student athletes and spectators
- Encourage positive communication and cooperation among schools, sports governing bodies and community sport groups
- Maintain a list of PEISAA sanctioned sporting events
- Promote all around education growth of students and not elite athlete development
- Foster, facilitate and govern activities as recreational endeavours that are beneficial to students and worthy of active encouragement

### **PEISAA areas of focus and highlights for 2016-2017:**

- ✓ Replaced senior men's softball with senior men's baseball
- ✓ Replaced intermediate championship banners to reflect the new classification title "Midget"

## **French Innovation, Education Programs and Services**

The French Innovation, Education Programs and Services division provides leadership, coordination and support in the development of French language curricula. The division is responsible for the maintenance of quality curriculum programs and providing support services and resources for French First Language and French Second Language programs for students from Kindergarten to Grade 12. The division also provides opportunities for teachers and students to promote French education.

## **French Innovation, Education Programs and Services areas of focus for 2016-2017:**

### **French First Language:**

- ✓ Reviewed Kindergarten to Grade 6 curriculum
- ✓ Provided support to elementary literacy coaches
- ✓ Coordinated the Francisation program

### **French Immersion:**

- ✓ Developed a Language Arts Curriculum Guide for Grades 1 to 8
- ✓ Reviewed curriculum for Grades 9 to 12
- ✓ Completed the DELF assessment for Grade 12 students
- ✓ Coordinated literacy mentors
- ✓ Completed an oral communication project at the intermediate level

### **Core French:**

- ✓ Completed the implementation of elementary Core French
- ✓ Implemented new curriculum for Grade 7
- ✓ Implemented new Kindergarten curriculum
- ✓ Supported school numeracy and literacy goals

### **French First Language and French Immersion:**

- ✓ Developed and supported instructional practices in numeracy and literacy for Mathematics for French First Language and French Immersion students
- ✓ Implemented new Science learning outcomes and teaching resources for Grades 1 and 2
- ✓ Piloted new Science learning outcomes and teaching resources in Grades 3 and 4
- ✓ Piloted and implemented an integrated curriculum for Grades 1 and 2
- ✓ Evaluated all Social Studies courses at the high school level
- ✓ Coordinated the Reading Recovery program in French
- ✓ Coordinated the Primary Intervention Program
- ✓ Integrated technology in four new curricula
- ✓ Coordinated and supported distance education
- ✓ Supported the integration of technological tools and systems
- ✓ Delivered ongoing professional development session for Kindergarten to Grade 12 teachers

### **French First Language:**

- ✓ Implemented new curriculum for Grades 3 to 6

### **French Cultural Development:**

- ✓ Funded bursaries for post-secondary students to pursue their studies in French
- ✓ Supported non-francophone teachers to maintain and improve their French language skills (courses, mentoring and bursaries)
- ✓ Supported French teachers to attend French professional learning opportunities.
- ✓ Coordinated the French monitor program
- ✓ Coordinated French cultural events for students during the school year (theater, music, authors, books, etc.)
- ✓ Supported French summer camps

- ✓ Coordinated a Grade 11 exchange program with Quebec
- ✓ Promoted and supported language development activities for students outside of the school environment

## Leadership and Learning

The Leadership and Learning division is responsible for the professional learning of instructional staff in the Public Schools Branch, including the optimization of practices, processes and systems to support student achievement.

The division supports the:

- Delivery of English curriculum and programs
- Response to Provincial Common Assessment results
- Coordination and provision of instructional leadership opportunities for administrators, coaches and department heads
- Development and maintenance of the professional learning resources for Island educators

### **Leadership and Learning areas of focus and highlights for 2016-2017:**

- ✓ Implemented professional writing for Writing Continua in English, French Immersion and French First Language programs.
- ✓ Supported 56 schools of the PSB with the development of their school goals.
- ✓ Led professional learning during provincial learning days on topics including learning goals, success criteria and descriptive feedback.
- ✓ Coordinated a professional development calendar to reduce the number of interrupted instructional weeks in the school calendar.
- ✓ Led the implementation of the System of Student Achievement, a progress monitoring tool.
- ✓ Collaborated with the Student Services Division of the Public Schools Branch to expand school-based resource interventions.
- ✓ Supported 56 principals as instructional leaders and over 1500 teachers of the Public Schools Branch to address the priorities of high quality education, public confidence and well-being.

## Pan-Canadian Joint Consortium for School Health

Established in 2005, the Pan-Canadian Joint Consortium for School Health (JCSH) is a partnership of federal, provincial and territorial governments working together to promote the well-being and achievement of children and youth in the school setting. Recognizing that every province and territory has initiatives in place to foster healthy school environments, the JCSH brings together key representatives of government departments or ministries responsible for health and education to:

- Strengthen cooperation among ministries, agencies, departments and others in support of healthy schools



- Build the capacity of the health and education sectors to work together more effectively and efficiently
- Promote understanding of, and support for, the concept and benefits of comprehensive school health initiatives

In 2015, the Provincial and Territorial Ministers of Education and Provincial and Territorial Ministers responsible for Health and/or Wellness, committed to the current five-year JCSH mandate (2015-2020). This past year has seen ongoing work on strategic priorities by Consortium members in areas such as equity and diversity, including exploration of how JCSH might engage with new partner organizations in northern and remote communities and increasing knowledge of comprehensive school health within the contexts of First Nation, Métis and Inuit peoples.

#### **Pan Canadian Joint Consortium for School Health areas of focus and highlights for 2016-2017:**

- ✓ Studied and considered the *Truth and Reconciliation Commission of Canada: Calls to Action* to provide ongoing review and additions to JCSH's operational plan. In 2017, both the Management Committee and the School Health Coordinators' Committee held sessions with the Assistant Vice-President of Indigenous Affairs with the University of Winnipeg, to increase understanding of the legacy of residential schools and consider steps moving forward.
- ✓ Worked with a development evaluator to complete a framework using an emergent approach to support the complex nature of JCSH, including diverse jurisdictions with different needs, the Consortium's role as an intermediary and the multifaceted nature of capacity building.
- ✓ Revised the *Positive Mental Health Toolkit* complete with a new module on staff wellness with diversity, inclusion and equity lenses throughout.

## **PEI Museums and Heritage Foundation**

The PEI Museums and Heritage Foundation (PEIMHF) is a Crown Agency responsible to the Department of Education, Early Learning and Culture. The Foundation has an Executive Director who reports to the Deputy Minister of Education, Early Learning and Culture and a Board of Governors. The Board consists of nine members appointed by Executive Council.

Museums operated by PEIMHF are located in urban and rural communities across the Island and are frequented by both Islanders and visitors. They are a significant draw for tourists and an important economic driver.

The purpose of the Museum shall be to study, collect, preserve, interpret and protect the human and natural heritage of PEI for the use, benefit and enjoyment of the people of the Province [*Museum Act* 1983, c.34, s.4.]. The Museum shall acquire and share knowledge of Island history, culture and the natural world with Islanders and visitors to encourage discovery, appreciation and understanding of PEI. Museums offer a glimpse into our past. They record, preserve and tell the stories of Island men and women, their triumphs and their achievements. Museums open our minds and challenge our perceptions. They give us insight into ourselves and they

provide guidance on how we can build a more vibrant and prosperous PEI today and for the future.

**Museums and Heritage areas of focus and highlights for 2016-2017:**

- ✓ Operated seven museums:
  - Acadian Museum, Miscouche – Acadian heritage theme; museum exhibits/programming
  - Eptek, Summerside – changing exhibition hall for heritage and culture exhibits/programming
  - Beaconsfield, Charlottetown – historic Victorian House with Carriage House programming area
  - Orwell Corner – agricultural and rural heritage; museum exhibits and programming (seasonal)
  - Basin Head – fishing and marine heritage theme; museum exhibits and programming (seasonal)
  - Elmira – railway heritage theme; museum exhibits and programming (seasonal)
  - Green Park – shipbuilding theme; museum exhibits and programming (seasonal)
- ✓ Operated two artifact collection facilities in the West Royalty Industrial Park (77 Watts and 55 Watts Avenue) housing 100,000+ artifacts in the Provincial Collection

## **Libraries, Archives and Cultural Affairs**

The Libraries, Archives and Cultural Affairs section is responsible for the administration and operation of PEI's province-wide public library system and for the provision of technical services to the Province's school libraries. Libraries, Archives and Cultural Affairs is a partnership between the Government of PEI and participating communities. The Government of PEI, through the Libraries, Archives and Cultural Affairs, provides the direct delivery of public library service, materials and library staff and is responsible for administration, strategic planning, management, automation, collections development and technical services. Communities have the responsibility of providing and maintaining library facilities and providing library equipment and furnishings.

Libraries, Archives and Cultural Affairs headquarters, located in Morell, provides administration and technical services to all provincial libraries. This office manages the ordering, processing, cataloguing and distribution of materials for the public libraries.

**Library Archives and Cultural Affairs areas of focus and highlights for 2016-2017:**

- ✓ Operated 26 libraries, including three school-housed public libraries and three French-language Branches.
- ✓ Realigned the Public Library Service operations and implemented a regional hub and spoke service model.
- ✓ Appointed Poet Laureate Diedre Kessler to a three year term.
- ✓ Administered the PEI Book Awards to celebrate Island authors in areas of fiction, non-fiction and poetry.

- ✓ Featured *Ru* by Kim Thuy for One Book One Island, a community read program which included a tour of the province with the author.
- ✓ Partnered with the PEI Military Family Resource Centre on Valentines for Vets.
- ✓ Partnered with the agriculture sector for Canadian Agricultural Literacy Month.

## Public Archives and Records Office

The Public Archives and Records Office (PARO) is comprised of the Public Archives unit and the Recorded Information Management (RIM) unit. Public Archives fulfills the legislated mandate to acquire, preserve and make available for public research the records of the government of this province and private-sector papers and records deemed to be of lasting historical value. The RIM unit is responsible for delivering a corporate program that provides central recorded information management services and support to all departments, agencies, corporations and commissions within the Government of Prince Edward Island.

Public Archives operates as the custodian of historically relevant records of the Government of PEI. It collects and preserves records of individuals, companies, organizations, institutions and associations as they relate to the history of the PEI. The Public Archives offices and Researcher Reading Room are located in the Honourable George Coles Building, Charlottetown. The Records Office oversees the day-to-day operation of the Provincial Records Centre which provides free, secure, off-site records storage and retrieval services to all government departments and agencies.

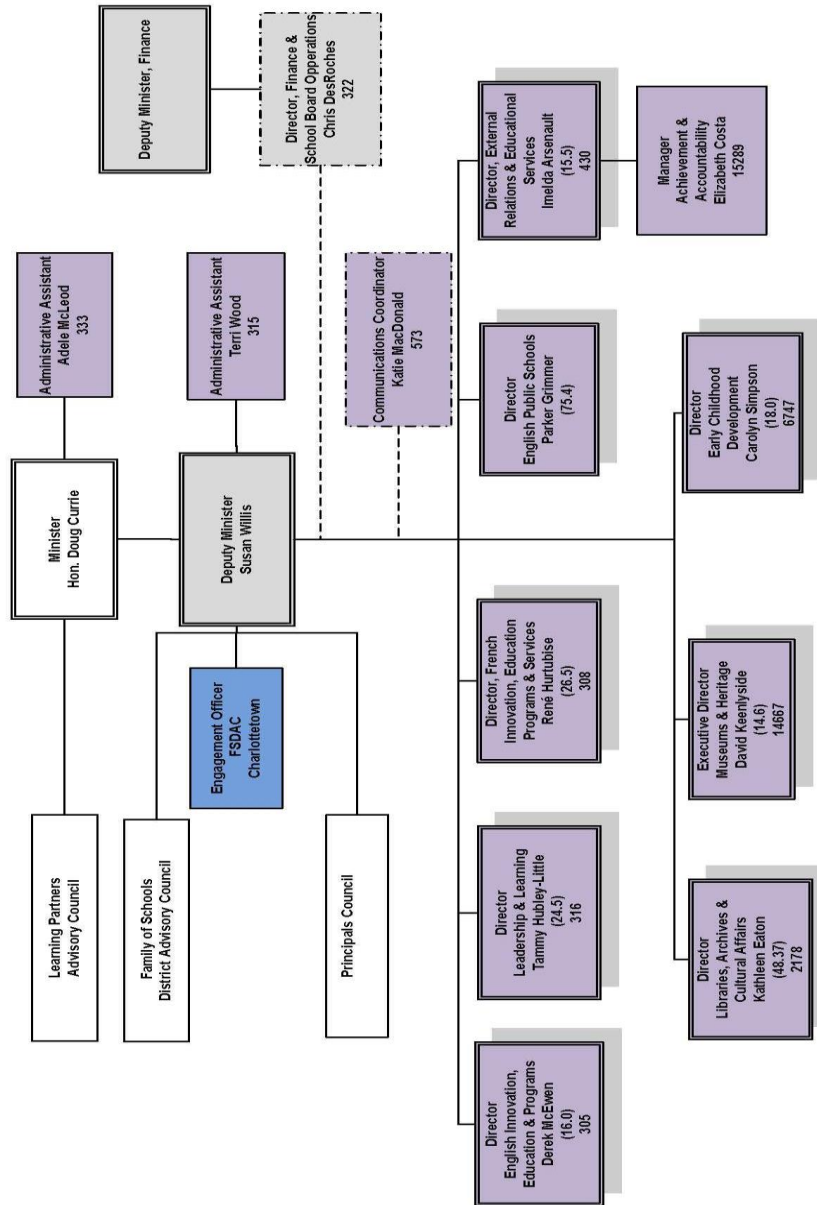
### **Public Archives and Records Office areas of focus and highlights for 2016-2017:**

- ✓ Partnered with IT Shared Services to develop the *Recorded Information Management (RIM) Strategy and Three-Year Plan* in response to the Auditor General's Report on e-gaming. The Plan sets out strategies which will increase the level of province-wide compliance with the *Archives and Records Act*.
- ✓ Completed an inventory of recent donations to determine their stage of processing.
- ✓ Converted the original ArchivesPEI database to the AtoM platform. This included more than 1,400 fonds/collection level descriptions, including multi-level descriptions and PDF finding aids where available. Archives staff prepared 1,396 fonds/collection level descriptions for upload to the national description database, ArchivesCanada.ca. The Archives has also created its own AtoM instance, MemoryPEI, in order to utilize the accession record and donor file features. Memory PEI includes over 1,170 fonds/collection level descriptions, including multi-level descriptions and PDF finding aids where available.
- ✓ Completed data entry of death registrations, from 1961-1964, and uploaded records to the PARO Collections Database. Approximately 73,900 death registration records (1906-1964) are now available online. Digitized Marriage Licenses (1,203 individual images) for the period 1827-1888 have also been added to the existing Marriage License Index (1827-1919).
- ✓ Transitioned website content to new provincial platform. The Archives pages went live on [princeedwardisland.ca](http://princeedwardisland.ca) site in June 2016.

# Organizational Chart

10 mn contract – blue  
 Temporary – white  
 UPSE Perm – green  
 Excluded – purple  
 Central services assigned - grey

## Department of Education, Early Learning & Culture



Revision Date: November 8, 2016

## Financial Overview

**TABLE 6: PERFORMANCE AGAINST BUDGET & FULL-TIME EQUIVALENTS, 2016-2017**

	<b>2016-17 Budget Estimate</b>	<b>2016-17 Forecast</b>	<b>Resources (FTE)</b>
Achievement and Accountability	1,128,900	1,128,900	6.50
Autism Services	1,410,700	1,410,700	8.00
Cultural Affairs	3,379,200	3,379,200	6.00
EAL/FAL	292,100	292,100	2.00
Early Childhood Development	11,295,500	11,295,500	10.00
English Programs	2,329,200	2,329,200	15.00
External Relations & Educational Services	758,600	758,600	8.00
Finance and Administration	2,652,100	2,652,100	5.00
French Programs	2,374,000	2,374,000	16.00
Leadership and Learning	3,675,800	3,675,800	31.00
PEI Museum and Heritage Foundation	1,175,900	1,175,900	14.60
Pan-Canadian Joint Consortium on School Health	500,000	500,000	4.00
Provincial Learning Materials Distribution Centre	1,111,100	1,111,100	3.00
Provincial Libraries	2,810,000	2,810,000	40.21
Public Archives and Records Office	534,000	534,000	8.00
Department Budget Total	35,427,100	35,427,100	177.31
Revenue (all sources)	8,426,000	8,426,000	
Net Department Budget	27,001,100	27,001,100	
Island Regulatory and Appeals Commission	1,200,300	1,200,300	
Grants to Public Schools	215,552,200	215,552,200	

**TABLE 7: CAPITAL PROJECT BUDGET, 2016-2017**

<b>Capital Budget Area</b>	<b>Budget Estimate 2016-2017</b>	<b>Forecast 2016-2017</b>
School Construction/School Repairs	\$10,490,000	\$8,530,000
School Bus Replacement	\$2,070,000	\$2,070,000
Museums and Heritage Sites	\$150,000	\$150,000
<b>Department Capital Budget Total</b>	<b>\$12,710,000</b>	<b>\$10,750,000</b>
Trades Training Capital	\$250,000	\$250,000
Classroom Equipment	\$2,250,000	\$2,250,000
<b>Total Equipment</b>	<b>\$2,500,000</b>	<b>\$2,500,000</b>
<b>Total Department Capital Budget</b>	<b>\$15,210,000</b>	<b>\$13,250,000</b>