



*Department of Education, Early Learning and Culture*

# ANNUAL REPORT

2017-2018



# PEI Department of Education, Early Learning and Culture 2017-2018 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

Jan. 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

Jan 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, 2018.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brad Trivers".

Brad Trivers  
Minister of Education and Lifelong Learning

## Deputy's Minister's Message

The Honourable Brad Trivers  
Minister of Education and Lifelong Learning

Sir:

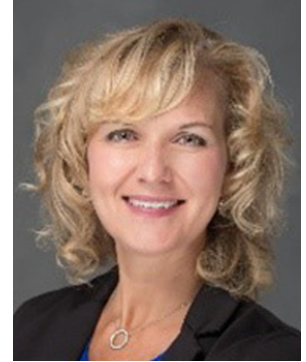
I am pleased to submit the Annual Report of the Department of Education, Early Learning and Culture for the fiscal year ending March 31, 2018.

The report outlines the department's activities from April 1, 2017 to March 31, 2018.

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 5-year *Action Plan on Culture and Creative Industries* and continue to lead the support of museums, heritage and libraries in this province for learners at all ages
- Extend the student well-being supports to all families of schools, working 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 of student psychological assessments and improve this service
- Leverage the technology base in schools to enhance learning possibilities for all Island students

The Department provides services, including:

- |  |   |
|--|---|
| • achievement and assessment of students                   | • general and financial administration                  |
| • certification for instructional personnel                | • grants to early childhood centres                     |
| • corporate Recorded Information Management (RIM) services | • grants to school boards                               |
| • cultural planning and programming                        | • instructional development                             |
| • development of department specific legislation           | • leadership for early leaning centres                  |
| • distribution of learning materials                       | • library services                                      |
| • early childhood curriculum development                   | • planning and evaluation                               |
| • English curriculum development                           | • provincial museums                                    |
| • French curriculum development                            | • public archives services                              |
| • funding and coaching for autism                          | • research and evaluation                               |
|  | • school athletics                                      |
|  | • school health   |
|  | • student well-being                                    |
|  | • 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*

The Department issued the following Minister's Directives for the 2017-2018 school year:

- MD 2017-01: School Calendar for 2017-2018 School Year
- MD 2017-02: Granting of Senior High School Diploma and Certificate of Accomplishment in the English Language Education Program  
Designation of Supervisory Personnel
- MD 2017-03: Granting of Senior High School Diploma in the French First Language Education Program
- MD 2017-04: Procedures in Dealing with Life Threatening Allergies
- MD 2017-05: Education Authority Staffing and Funding Program for the 2017-2018 School Year



## School and Student Enrollment Information

**TABLE 1: NUMBER OF SCHOOLS BY EDUCATION AUTHORITY, 2017-2018**

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	1	1	4
<b>TOTAL</b>	<b>2</b>	<b>26</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>7</b>	<b>66</b>

**TABLE 2: PROVINCIAL ENROLMENT TOTALS, 2017-2018**

District/Board	Grade													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
PSB	1249	1434	1389	1447	1539	1491	1484	1445	1639	1551	1557	1468	1557	19250
FLSB	112	100	93	80	80	67	76	65	66	55	51	39	52	936
<b>Total Public</b>	<b>1361</b>	<b>1534</b>	<b>1482</b>	<b>1527</b>	<b>1619</b>	<b>1558</b>	<b>1560</b>	<b>1510</b>	<b>1705</b>	<b>1606</b>	<b>1608</b>	<b>1507</b>	<b>1609</b>	<b>20186</b>
Private Schools	28	25	27	33	23	18	20	21	42	36	27	25	12	337
<b>TOTAL</b>	<b>1389</b>	<b>1559</b>	<b>1509</b>	<b>1560</b>	<b>1642</b>	<b>1576</b>	<b>1580</b>	<b>1531</b>	<b>1747</b>	<b>1642</b>	<b>1635</b>	<b>1532</b>	<b>1621</b>	<b>20523</b>

**TABLE 3: FRENCH IMMERSION ENROLLMENT AS OF SEPTEMBER 2017**

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
<b>Female</b>	199	206	215	211	203	187	187	296	311	288	229	225	211	2968
<b>Male</b>	177	176	162	154	150	131	148	197	240	208	147	117	115	2122
<b>Total</b>	<b>376</b>	<b>382</b>	<b>377</b>	<b>365</b>	<b>353</b>	<b>318</b>	<b>335</b>	<b>493</b>	<b>551</b>	<b>496</b>	<b>376</b>	<b>342</b>	<b>326</b>	<b>5090</b>



## Divisions Overview

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

- Early Childhood Development
  - Autism Services
- English Innovation, Education Programs and Services
- External Relations and Educational Services
  - Achievement and Accountability
  - Certification and Standards
  - District Advisory Councils
  - 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)
  - Student Wellbeing Team
- French Innovation, Education Programs and Services
- Leadership and Learning
- Libraries, Archives and Cultural Affairs
- Pan-Canadian Joint Consortium for School Health
- Student Well-being Teams

## Early Childhood Development

The Early Childhood Development division provides policy, program and funding advice and direction to ensure Island children and families have high quality experiences in the early years. Responsible for the early learning and child care system of PEI, this division provides curriculum development and program support to both the English and French early years centres, supports family resource centres and private regulated early childhood programs. The division is responsible for the implementation of the Canada/PEI Bilateral Agreement in Early Learning and Child Care.

The division administers the following funding programs:

- the Best Start Program
- the Direct Funding Program
- the Partnership Funding Program
- the Pre-School and School Age Autism Funding Programs
- the Special Needs Funding Program

The division also has responsibility for the *Early Learning and Child Care Act* and Regulations. This includes the certification of early childhood educators, licensing and inspections of early

childhood programs and provision of resource support to the Early Learning and Child Care Board.

**TABLE 4: NUMBER OF CENTRES, LICENSES AND LICENSED SPACES, 2017-2018**

Type	Number of Centres	Number of Licenses	Number of Licensed Spaces
Designated Early Years Centres	47	48	2098
Non-designated Early Years Centres	24	24	883
Family Home Centres	2	2	12
Preschool Centres	8	8	159
School-Age Children Centres	53	53	1822
<b>Total</b>	<b>140</b>	<b>141</b>	<b>4974</b>

**Early Childhood Development areas of focus and highlights for 2017-2018:**

- ✓ Implemented the *PEI Action Plan in Early Learning and Child Care*, which focuses on: the access to early learning and childcare across PEI, the quality of early learning and child care, the implementation of the Handle with Care Parenting Program, Francization and Home Visiting for Francophone Families and the development of the Child Care Registry.
- ✓ 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 the child as compared to their own development and progress.
- ✓ Provided core funding to the Early Childhood Development Association.
- ✓ Completed the Early Childhood Blended Training Program at Holland College and College L'Acadie.
- ✓ Provided support to the 47 designated 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 other family resource centres across PEI.
- ✓ Continued financial support of Positive Parenting Program (Triple P) in the amount of \$48,000, annually.

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

**Autism Services areas of focus and highlights for 2017-2018:**

- ✓ Administered School Age Autism Funding to 198 children, up to \$6,600 annually per child, to assist families with the cost of employing an aide, to encourage involvement and to provide tutoring.
- ✓ Delivered the Intensive Behavioural Intervention (IBI) Program to 81 children.
- ✓ Provided consultation support with some direct instruction to 38 children through the Intensive Kindergarten Support (IKS) program.

**English Innovation, Education Programs and Services**

The English Innovation, Education Programs and Services 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 successful completion 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 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 Programs and Services Division areas of focus and highlights for 2017-2018:**

- ✓ 47 curricula in development, including:
  - Grades 1 to 6 Music
  - New intermediate Music program
  - New high school Music program
  - Grades 1 to 3 Science, Health, Social Studies, Information Technology and Art I preparation for integrated curriculum project
  - Grade 10 Science
  - Grade 9 Language Arts

- Grades 5-6 Language Arts
- ✓ 34 curricula implemented, including:
  - Grades 10 - 11 Business
  - Grade 12 Economics
  - Grade 9 Science
  - Grade 12 Leadership
  - Grade 10 Literacy Intervention
  - High school Dramatic Arts
  - Kindergarten Visual Arts and Music
  - Intermediate Career and Technical Education
  - Grades 10 to 12 Career and Technical Education (a total of 18 courses in Welding, Carpentry and Automotive)
- ✓ 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 enables students to earn credits by engaging in self-selected topics that provide personally meaningful and authentic learning
  - Cooperative education
  - Peer helping
- ✓ Extended learning opportunities through programs including:
  - Drama Festival
  - Honours Bands
  - Music Monday
  - Heritage and Science Fairs
  - Destination Imagination
  - Skills Canada
  - Take Your Kids to Work Day
  - Welcome to Kindergarten Program
  - MyBlueprint
- ✓ English Innovation staff also offer leadership in the implementation of social emotional learning programs and truth and reconciliation

## 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, corporate services, school health, certification and standards of teachers, policy, legislative development and the implementation of major departmental initiatives related to achievement and accountability. The branch is also responsible for providing English as an Additional Language /French as an Additional Language programming and is the liaison for the French Language School Board (FLSB).

The branch carries out its work through seven sections:

- Achievement and Accountability
- Certification and Standards
- District Advisory Councils
- 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 2017-2018:**

- ✓ Completed the 2017 Provincial Common Assessments. Results included:

##### *Primary Results:*

- 84% of students at or approaching the standard of reading in English
- 59% of students at or approaching the standard of reading in French Immersion
- 69% of students at or approaching the standard in Mathematics

*Elementary Results:*

- 73% of students at or approaching the standard of reading in English
- 65% of students at the standard of writing in English
- 79% of students at or approaching the standard in Mathematics

*Intermediate Results:*

- 75% of students at or approaching the standard in Mathematics

*Secondary Results:*

- 69% of students passed Mathematics – 521A
  - 79% 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 2017-2018:**

- ✓ Developed a web-based language proficiency test for internationally educated teachers
- ✓ Issued 312 teacher licenses, of which 178 were new licenses
- ✓ Issued 84 teacher upgrades to certification levels
- ✓ Issued 118 Statements of Professional Standings

- ✓ Issued 264 Substitute Teacher Authorizations
- ✓ Issued 196 Substitute-Only Educational Assistance Authorizations
- ✓ Issued 40 Regular Education Assistant Authorizations

### ***District Advisory Councils***

The District Advisory Councils (DACs) were introduced in 2015, to help shape an education system that focuses 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, comprised in total of 75 members from all 10 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

Common DAC priorities across PEI include:

- |   |                           |
|---|---------------------------|
| • Needs based resource allocation       | • Student well-being      |
| • Homework guidelines                   | • School Food Program     |
| • Improved connection to other councils | • Updated staffing models |

#### **District Advisory Councils' area of focus and highlights for 2017-2018:**

- ✓ Provided advice to increase the complement of teachers, education assistants and English as an additional language instructors.
- ✓ Identified the need for a provincial School Food Program.
- ✓ Advocated for additional psychologists to tackle psycho-educational assessment backlogs.
- ✓ Partnered with the community and the Public Schools Branch to develop pilot bus routes for the Westisle family of schools.
- ✓ Provided advice on staffing models and ratio criteria, open data for class composition and future school reviews.
- ✓ Engaged with Student Well-being Teams.



- ✓ Provided policy feedback on areas such as safe and caring schools, French Immersion, use of school by communities, school cancellation and alcohol and drug use policies.
- ✓ Presented to the Minister on Charlottetown zoning and other priorities.

### *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 PEI's school system. The EAL/FAL team 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, 2017-2018**

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 Section area of focus and highlights for 2017-2018:**

- ✓ Welcomed 572 new EAL/FAL students during the 2017-2018 school year
- ✓ Provided educational services to a total of 203 refugee students
- ✓ Provided 683 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 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 (CIS) in Tokyo, Japan is a private school with a long-standing affiliated schools partnership that offers PEI's entire Kindergarten to Grade 12 curriculum. Students who meet PEI's graduation requirements at the end of Grade 12 are

issued a PEI high school certificate. Enrolment for 2017-2018 was 271 with 21 students completing Grade 12 graduation requirements.

Nanjing Jinling High School, Hexi Branch No. 60 is a public school in Nanjing, China that entered an affiliated school agreement in September of 2015. Jinling High School offers PEI public school curriculum in Grades 10 to 12. Students who meet PEI's graduation requirements at the end of Grade 12 are issued a PEI high school certificate. School enrolment for 2017-2018 was 119, with 26 students completing Grade 12 graduation requirements.

Chengdu Yulin High School in Chengdu, China is a public school that entered an affiliate agreement in the spring of 2017 for the 2017-2018 school year. The enrolment for 2017-2018 was 18. The agreement with Chengdu Yulin High School was terminated with mutual consent in June of 2018, and discussions continue regarding the possibility of new agreements.

Ongoing discussions and negotiations are taking place with numerous school jurisdictions in China, and other countries, who have expressed interest in offering PEI Affiliated Schools Programs.

### **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. There were 181 international fee-paying students in the PEI school system in 2017-2018.

### ***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 coordinates and maintains content on the department website and is responsible for all aspects of education-related copyright, including compliance monitoring, education and protecting and advocating the user's rights of educators and students.

#### **Research and Corporate Services areas of focus and highlights for 2017-2018:**

- ✓ Coordinated the Department's submission for PEI's *Equality Report Card*, released by the Advisory Council on the Status of Women.
- ✓ Undertook the first year of a three year formative evaluation of the Student Well-being Program. The evaluation focused on the implementation of the two demonstration Student Well-being Teams in the Montague and Westisle families of schools.
- ✓ Coordinated the implementation of the second year of the OurSCHOOL Survey, a provincial school survey program developed by The Learning Bar. The Survey was carried out in all PEI public schools and took the form of on-line surveys for Grades 4 to 12 students, parents and teachers. The Learning Bar analyzed results and produced school reports.

## ***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 Section area of focus and highlights for 2017-2018:**

- ✓ Provided \$200,000 in financial support for 90 breakfast/snack programs within 66 schools and alternative education settings across PEI. These programs provided 39,500 breakfasts/snacks to 10,000 students each week.
- ✓ In March of 2018, a selection of PEI educators, along with community mental health experts, were trained in a mental health literacy 'train the trainer' model. Mental health literacy training empowers educators with the skills needed to help students distinguish between normal and necessary negative emotional states of everyday life and signs and symptoms of a mental illness.

## **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 school staffing and funding
- School construction and repair

Finance and School Board Operations branch oversees four sections. They include:

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

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

The Finance and School Board Operations Division provides administrative and financial support services to the department and 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, payroll support for education authorities, the School Construction and Repair Program and liaison with education authorities. The division also provides support services and advice on matters of a financial or administrative nature to all other divisions and to the education authorities.

## ***Human Resources***

The Human Resources section provides a systematic process for identifying the human resources 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 as well as leading and supporting:

- classification of positions
- contract negotiations
- committee work
- employee relations
- harassment and conflict of interest complaints
- health and safety issues
- human resources metrics
- human resources policy development
- maintenance and processing of personnel records
- payroll
- performance appraisal
- recruitment and selection of candidates
- support to School Board employees
- 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 2017-2018:**

- ✓ Welcomed The Mount as a new member school
- ✓ Revised and updated the *PEISAA Policy & Procedures Manual*, with focus on student movement and coach qualifications
- ✓ Attracted several new sponsors to support school sport

- ✓ Launched a new website and social media platforms to inform students and parents of PEISAA activities

## **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 2017-2018:**

#### **French First Language:**

- ✓ Reviewed Language Arts curriculum for Grades 4 to 6
- ✓ Developed writing standards for Grades 7 and 8
- ✓ Provided support to elementary literacy coaches
- ✓ Coordinated the “Francisation” program

#### **French Immersion:**

- ✓ Piloted Language Arts curriculum for Grades 4 to 6
- ✓ Reviewed Language Arts curriculum for Grades 7 to 12
- ✓ Completed the DELF assessment for Grade 12 students
- ✓ Coordinated literacy mentors
- ✓ Supported school numeracy and literacy goals

#### **Core French:**

- ✓ Completed the implementation of new curriculum for Grades 7 to 9
- ✓ Developed high school curriculum

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

- ✓ Implemented differentiation strategies at the elementary level
- ✓ Developed new Grade 10 and 11 Mathematics curriculum
- ✓ Supported school numeracy goals
- ✓ Piloted new learning outcomes and teaching resources for Science in Grades 3 and 4
- ✓ Implemented an integrated Science curriculum for Grades 1 and 2
- ✓ Evaluated all Social Studies courses at the high school level
- ✓ Implemented a Grade 10 Canadian History course
- ✓ Developed Grade 11 Law curriculum
- ✓ Coordinated the Reading Recovery program French delivery
- ✓ Coordinated the Primary Intervention Program
- ✓ Integrated technology into four new curricula
- ✓ Coordinated and supported distance education
- ✓ Developed a new structure and course selection for French high schools
- ✓ Supported the ArtSmarts program
- ✓ Renewed the Career Technical Education (CTE) curriculum

- ✓ Developed a Culinary Arts program
- ✓ Delivered ongoing professional development session for Kindergarten to Grade 12 teachers

#### French Cultural Development:

- ✓ Funded bursaries for post-secondary students to pursue studies in French
- ✓ Supported non-francophone teachers to maintain and improve French language skills (French language courses, mentoring and bursaries)
- ✓ Supported French teachers to attend professional learning opportunities in French
- ✓ Coordinated the French Monitor Program
- ✓ Coordinated French cultural events for students during the school year (theatre, music, authors, books, etc.)
- ✓ Supported French summer camps
- ✓ Coordinated a Grade 11 student 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.

#### Leadership and Learning areas of focus and highlights for 2017-2018:

- ✓ Supported 56 schools from the Public Schools Branch with the development and delivery of strategies within their school goals.
- ✓ Led professional learning for teachers during two provincial learning days and three school goals days.
- ✓ Supported Public Schools Branch schools in various phases of implementing the System of Student Achievement, a progress monitoring tool.
- ✓ Introduced the Foundations program to two schools and an Oral Literacy Program in another, in collaboration with the Public Schools Branch Student Services Division.
- ✓ Developed the Primary Writing Project to respond to gaps in writing achievement.
- ✓ Developed a teacher platform, which houses Kindergarten to Grade 12 instructional resources.
- ✓ 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 health, 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, JCSH brings together key representatives of government departments 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

Moreover, JCSH's work benefits from and is informed by relationships with research, policy and practice partners across the country. The Consortium has partnered on national research and resource development projects with Queen's University, University of New Brunswick, University of Waterloo and a number of national agencies, including Promoting Relationships and Eliminating Violence Network (PREVNet), The Students Commission and the Canadian Centre for Substance Abuse.

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).

**Pan Canadian Joint Consortium for School Health areas of focus and highlights for 2017-2018:**

- ✓ Issued a newly-revised *Youth Engagement Toolkit*, including a new module entitled "Youth Who Thrive".
- ✓ Participated on national tables such as the Canadian Public Health Association and on provincial and territorial teams, to determine actions, resources and supports for schools and educators in relation to the legalization of cannabis.
- ✓ Participated on the Federal, Provincial and Territorial Working Group on Concussions, which has led to ongoing collaboration with a number of partners to support best protocols and to optimize student learning and physical health.
- ✓ Participated on a working group led by the Sex Information and Education Council of Canada, to revise the *Canadian Guidelines for Sexual Health Education*.
- ✓ Supported the *Health Behaviour in School-aged Children* (HBSC) study, a 30-year-long cross-national study which is collected every four years. JCSH supported this research by collaborating to expand the sample size to a provincial and territorial level, resulting in jurisdiction-specific assessments.

## **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.

***PEI Museums and Heritage areas of focus and highlights for 2017-2018:***

- ✓ 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.

## **Library, Archives and Cultural Affairs**

The Library, Archives and Cultural Affairs division 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. Library, Archives and Cultural Affairs is a partnership between the Government of PEI and participating communities. The Government of PEI, through the Library, 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.

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

***Library Services areas of focus and highlights for 2017-2018:***

- ✓ Operated 26 libraries, including three school-housed public libraries and three French-language Branches.
- ✓ Eliminated overdue fees on all children's materials in an effort to improve library access and better support families.
- ✓ Launched Book Love, a community read program with inaugural author Eden Robinson.
- ✓ Launched the Library of Things Collection (ukuleles, telescopes, sensory kits, fitness kits, coding kits).
- ✓ Partnered with the PEI Museums and Heritage Foundation to loan free museum passes at public libraries.

## **Cultural Affairs**

Cultural Affairs 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 2017-2018***

- ✓ 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.
- ✓ Provide cultural sector organizational grants to strengthen cultural activities and the engagement of Prince Edward Island artists in the arts by assisting provincial arts and culture organizations including: PEI Seniors LEAP program 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, Comite 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.
- ✓ Issued heritage investments, which provide core funding to the Community Museums Association to administer grants to community based museums across PEI.
- ✓ Implemented, in partnership with Innovation PEI, a *Cultural Action Plan* for PEI which has resulted in programming additions, including: renewal of investment in the Provincial Art Bank, increased engagement in reconciliation and Indigenous projects and increased heritage project investments.

## **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 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 2017-2018:***

- ✓ Amended legislation in response to recommendations by the Auditor General to update definitions, to strengthen the Provincial Archivist's responsibilities to include the power to issue directives to public bodies and to add an offence provision which addresses the deliberate destruction of public records.
- ✓ Started the implementation of the *Recorded Information Management (RIM) Strategy and Three-Year Plan*, including mandatory basic RIM training for all government staff, undertaking assessment and reporting on the status of RIM across government and undertaking a review of existing RIM policies and procedures.
- ✓ Awarded nine new position, including a Records Analyst and eight RIM Coordinators. The Records Analyst trains and assists the RIM Coordinators in creating and implementing retention and disposition schedules for various departments. The new RIM Coordinators have been assigned to specific departments which did not already have full-time RIM staff. These coordinators are responsible for overseeing and undertaking RIM activities within their assigned department.

- ✓ Opened a secondary Provincial Record Centre site which provides free and secure off-site records storage and retrieval services to all government departments and agencies.
- ✓ Reviewed and updated PARO's policies and procedures to ensure they are relevant, practical and easily implemented. A review schedule will be implemented to ensure that policies and procedures remain current.

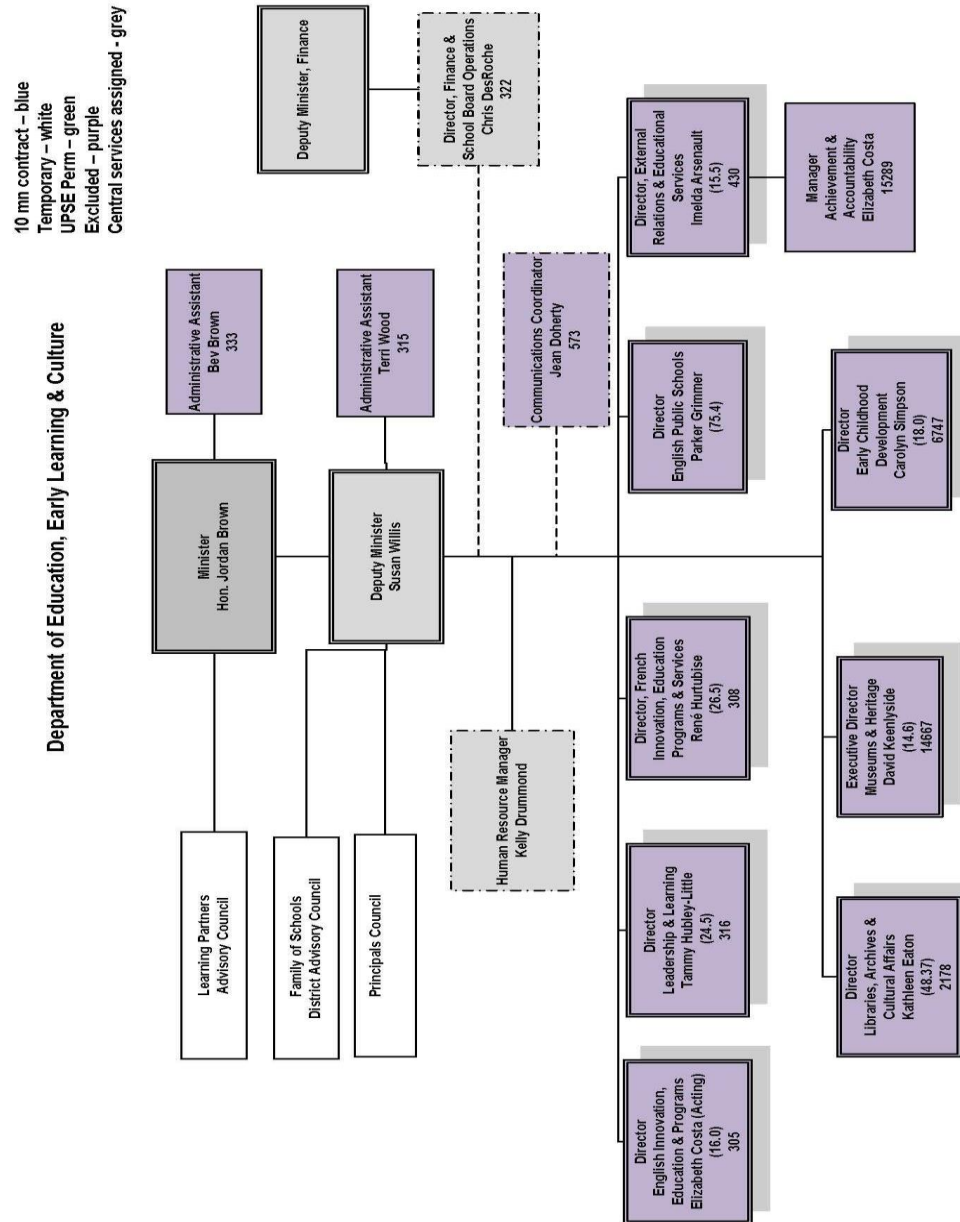
## **Student Well-being Teams**

The Student Well-being Teams represent a collective government approach, which began in September, 2017, aimed at the well being of school aged children and their families. This collaboration includes, The Department of Education, Early Learning and Culture, the Department of Health and Wellness and the Department of Justice and Public Safety. In phase one, (2017-2018) two families of schools served as demonstration sites: the Westisle Family of Schools and the Montague Family of Schools. These two sites represent 17 schools and 3,728 students.

The 2017-2018 year represented a three year, phased in approach aimed at helping Island children and their families to be the best they can be. The Student Well-being Teams mission is to empower strength, resilience and well-being in school-aged children and their families. Teams delivered services in various areas of well-being including anxiety, chronic disease, coping skills, depression and healthy eating. Of the 4000 individuals served by the teams in 2017-2018, via 134 group programs and activities, 3000 participants were children.

The Student Well-being Teams are committed to a balanced approach to well-being. This balance includes responding to those currently in need of help, while also targeting the whole student and parent population in an effort to build strength and capacity around areas of well-being.

# Organizational Chart



Revision Date: November 2017

## Financial Overview

**TABLE 6: PERFORMANCE AGAINST BUDGET & FULL-TIME EQUIVALENTS, 2017-2018**

	<b>2017-18 Budget Estimate</b>	<b>2017-18 Forecast</b>	<b>Resources (FTE)</b>
Achievement and Accountability	1,164,800	1,164,800	7.50
Autism Services	1,521,600	1,896,600	8.00
Cultural Affairs	2,471,900	2,421,900	5.00
EAL/FAL	305,000	430,000	2.00
Early Childhood Development	11,397,400	13,322,400	10.00
English Programs	2,213,700	2,563,700	15.00
External Relations	741,000	741,000	7.00
Finance and Administration	2,693,300	2,678,000	6.00
French Programs	3,305,400	3,305,400	26.50
Leadership and Learning	3,217,900	3,217,900	24.50
PEI Museum and Heritage Foundation	1,179,400	1,179,400	14.60
Pan-Canadian Joint Consortium on School Health	500,000	500,000	4.00
Provincial Learning Materials Distribution Centre	967,500	1,217,500	2.00
Provincial Libraries	2,916,600	3,151,600	40.71
Public Archives and Records Office	1,127,100	802,100	17.00
Department Budget Total	35,722,600	38,592,300	189.81
Revenue (all sources)	6,516,100	11,088,100	
Net Department Budget	29,206,500	27,504,200	
Island Regulatory and Appeals Commission	1,200,300	1,200,300	
Grants to Public Schools	220,401,100	224,181,100	

**TABLE 7: CAPITAL PROJECT BUDGET, 2017-2018**

<b>Capital Budget Area</b>	<b>Budget Estimate 2017-2018</b>	<b>Forecast 2017-2018</b>
School Construction/School Repairs	\$11,680,000	\$22,453,000
School Bus Replacement	\$1,070,000	\$1,070,000
Museum and Heritage Sites	\$150,000	\$150,000
<b>Department Capital Budget Total</b>	<b>\$12,900,000</b>	<b>\$23,673,000</b>
Trades Training Capital	\$250,000	\$250,000
Classroom Equipment	\$100,000	\$100,000
<b>Total Equipment Capital</b>	<b>\$350,000</b>	<b>\$350,000</b>
<b>Total Department Capital Budget</b>	<b>\$13,250,000</b>	<b>\$24,023,000</b>