



Grande Yellowhead Public School Division

BOARD OF TRUSTEES

A G E N D A

December 18, 2024

Meeting Number 5

OUR VISION

Our Division endeavours to provide each Grande Yellowhead Public School Division (GYPSD) student with the opportunity to fulfill their potential and pursue their dreams.

OUR MISSION

Every GYPSD student will graduate with the knowledge and skills to pursue their post-secondary goals.

OUR PRIORITIES

Student Learning
Teacher, Support Staff, and Leader Excellence
Community Engagement
System Health and Wellness

Public Session: 10:00 AM

Livestream GYPSD Public Board Meetings at:
https://www.youtube.com/channel/UC0YSXQleW7cJiFz_rY2ioQA/featured

For information regarding the Public Board meeting, please contact Dr. Kelly Harding at 780-225-8949 or by email at: kellhard@gypsd.ca.

BOARD OF TRUSTEES REGULAR MEETING

December 18, 2024

Meeting #5, 10 am

A G E N D A

1. CALL TO ORDER

- 1.1. National Anthem
- 1.2. Land Acknowledgement
- 1.3. Announcements
- 1.4. Changes to the Agenda
- 1.5. Approval of the Agenda

2. APPROVAL OF MINUTES

- 2.1. Minutes of Regular Board Meeting of November 20, 2024 ([click here](#))

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION / PRESENTATION

- 4.1. ATA Local - None
- 4.2. CUPE Local - None

5. SPOTLIGHT ON STUDENTS – *TBD PGMS/PCHS Student Presentation*

6. PUBLIC COMMENT PERIOD

7. ACTION ITEMS

- 7.1. Old
- 7.2. New
 - 7.2.1. Trustee Attendance at the National School Boards Association Annual Conference and Exposition ([click here](#))
 - 7.2.2. Advocacy: Collaborative Approach to Funding for School Nutrition Programs ([click here](#))
 - 7.2.3. Support Letter: Jasper Tennis Club Grant Application ([click here](#))
 - 7.2.4. Amendment to Bylaw 2024-04 – Criminal Record Check ([click here](#))
 - 7.2.5. Ad-Hoc Committee: Superintendent Search Short-List ([click here](#))
 - 7.2.6. Advocacy Letter Minister of Education: Full-Time Kindergarten; Cc Rural Caucus of Alberta School Boards ([click here](#))

8. BOARD CHAIR REPORT

- 8.1. Trustee Visit to Jasper Community and Schools

8.1.1. Correspondence/Information Re: Public Funds for Public Schools

9. SUPERINTENDENT REPORT

9.1. Superintendent Report ([click here](#))

RECESS BREAK

10. ADMINISTRATION REPORTS

10.1. Division Department Report ([click here](#))

11. TRUSTEE/COMMITTEE REPORTS

11.1. Trustee Connections to Board Governance Work Plan Calendar ([click here](#))

11.2. Board Policy Committee

11.3. Recognition of Employees Committee

11.4. Board Planning Seminar Committee

11.5. Board Negotiations Committee

11.6. Board Representatives:

11.6.1. PSBAA

11.6.2. ASBA Zone 2/3

12. FUTURE BUSINESS

12.1. Meeting Dates

Open to Public:

- January 29, 2025, Public Board Meeting (10 am)

Closed to the Public:

- January 29, 2025, Committee of The Whole Meeting (9 am)

12.2. Notice of Motion

12.3. Future Agenda Items

13. CLOSED SESSION (Land, Legal, Labour)

13.1. CUPE Negotiations

14. ACTION IN RESPONSE TO CLOSED SESSION

15. ADJOURNMENT



Minutes of the Regular Board of Trustees Meeting of
Grande Yellowhead Public School Division

Meeting Number 4

November 20, 2024 – 10:00 a.m.

Education Services Center, Edson, AB

<https://www.youtube.com/@grandeyellowheadpublicscho2377>

TRUSTEE ATTENDANCE:

M. Bobilek	Present
S. Caputo, Vice-Chair	Present
F. Fowler	Present
D. Karpluk, Chair	Present
J. Mines	Present
Y. Oshanyk	Absent
J. Pettitt	Present

ADMINISTRATION ATTENDANCE:

- Dr. Parsons, Superintendent of Schools
- Dr. Harding, Assistant Superintendent – Division Services and Supports
- C. Aschenmeier, Assistant Superintendent – Division Services and Supports
- M. Auriat, Assistant Superintendent – Human Resources
- J. Lin, Secretary-Treasurer
- L. Liu, Director of Finance
- C. Van Neck, Director of Transportation
- N. Gilks, Director of Communications and Special Projects
- L. Lee, Director of Information Technology
- A. Corser, Director of Inclusion
- B. Orge, Director of Facilities
- K. Brook, Senior Executive Assistant

DELEGATIONS PRESENT:

School Administration/Staff/Students: Paula Murphy (Virtual)

CALL TO ORDER

Chair Karpluk called the meeting to order at 1002 hours.

NATIONAL ANTHEM

LAND ACKNOWLEDGEMENT

ANNOUNCEMENTS

- On behalf of all the Trustees, Board Chair shared appreciation to all school leaders for the thoughtful and creative ways that they recognized and observed Remembrance Day again this year.

- November 16th Métis people across Canada pay tribute to the Right Honourable Louis Riel by holding a commemorative ceremony on the date of his execution.

CHANGES TO THE AGENDA

- Action Item 7.2.2. will become 7.2.4.
- Action Item 7.2.3. will become 7.2.2.
- Action Item 7.2.4. will become 7.2.3.

2024-148

APPROVAL OF THE AGENDA

Trustee Bobilek moved that the Board approve the agenda, as amended.

Carried

2024-149

APPROVAL OF THE MINUTES

Trustee Karpluk moved that the Board approve the minutes of the Public Board Meeting of October 23, 2024.

Carried

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

None.

SPOTLIGHT ON STUDENTS

École Mountain View School – Principal Paula Murphy, Supporting Teacher Use and Application of the HLAT Assessment

PUBLIC QUESTION PERIOD

None.

ACTION ITEMS

2024-150

Acceptance of Trustee Resignation

Trustee Fowler moved that the Board of Trustees, with regret, accepts the resignation of Yvonne Oshanyk, as Trustee for the Hinton Ward.

Carried Unanimously

2024-151

Motion to Add an Action Item to the Agenda

Trustee Karpluk moved that the Board of Trustees add an action item to discuss a by-election in the Hinton Ward.

Carried Unanimously

2024-152

Hinton By-Election

Trustee Caputo moved that the Board of Trustees for Grande Yellowhead Public School Division hold a by-election for the Hinton ward.

Defeated

2024-153

Transfer of Reserves

Trustee Fowler moved that the Board of Trustees approve the transfer of operating and capital reserves for the year ending August 31, 2024, as outlined on:

- Table 1: Operating Reserves Balance August 31, 2024
- Table 2: Capital Reserves Balance August 31, 2024

Summary of the transfer is outlined below:

- Net transfers to/from Operating Reserves equal \$359,699
 - Program Surplus / (Deficit): \$42,808
 - Amortization of Asset Retirement Obligation: \$316,891
 - Transfer to Capital Reserve: \$0
- Net transfers to/from Capital Reserves equal \$151,176
 - Unsupported Amortization: \$702,410
 - Other Contributions: \$11,021
 - Board Funded Tangible Capital Assets: \$(562,255)
 - Transfer from Operating Reserves: \$0

Carried Unanimously

2024-154

Transfer of \$500,000 form Capital Reserves to Operating

Trustee Caputo moved that the Board of Trustees moves to request Alberta Education’s ministerial permission to transfer \$500,000 from Capital Reserves to Operating Funds.

Carried Unanimously

2024-155

Closed Session

Trustee Pettitt moved to go into closed session at 1111 hours.

Carried Unanimously

2024-156

Out of Closed Session

Trustee Mines moved to come out of closed session at 1152 hours.

Carried Unanimously

2024-157

Audited Financial Statements for the Year Ending August 31, 2024

Trustee Fowler moved that the Board of Trustees approve the Audited Financial Statements for the year ending August 31, 2024, and direct Administration to submit the statements to the Minister of Education.

Carried Unanimously

2024-158

Letter Requesting Compensation for Insurance Deductible

Trustee Caputo moved that the Board of Trustees moves to direct administration to send a letter requesting the Federal Minister of Environment and Climate Change, The Honourable Steven Guilbeault, compensate Grande Yellowhead Public School Division the \$500,000 insurance deductible in relation to the July 2024, Jasper Wile Fire.

Carried Unanimously

2024-159

Alberta Education Results Review (AERR) Submission for 2023/2024

Trustee Mines moved that the Board of Trustees approve the 2023/2024 Alberta Education Results Review (AERR) submission.

Carried Unanimously

The Public Board Meeting recessed at 1232 hours.

The Public Board Meeting reconvened at 1316 hours.

2024-160

Advocacy for Changes to Grant Funding Timelines

Trustee Bobilek moved that the Board of Trustees moves to direct administration to send a letter to the Minister of Education advocating for changes to Grant Funding Timelines.

Carried Unanimously

2024-161

Repeal Former Election Bylaws

Trustee Bobilek moved that the Board of Trustees repeal Bylaws 2020-01, 2020-02, and 2020-03.

Carried Unanimously

2024-162

General Election 2025

Trustee Pettitt moved that, in preparation of the General Election, to be held on October 18, 2025, it is recommended that the Board of Trustees approve the following:

1. That the Secretary-Treasurer, be appointed as the Returning Officer; and the Director of Finance be appointed as the substitute Returning Officer.
2. That Nikki Gilks, Yvonne Furegati, Katelyn Brook, and Michelle Roy serve as Deputy Returning Officers.
3. That the attached bylaws be approved at their first reading.
4. That the attached bylaws be approved at their second reading.
5. That the attached bylaws be approved for third reading at this meeting.
6. That the attached bylaws be approved at their third reading.

Carried Unanimously

2024-163

First Reading of Bylaw 2024-01

Trustee Caputo moved that the Board approve the first reading of Bylaw No. 2024-01, as follows:

**BYLAW NO. 2024-01
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

A Bylaw of the Grande Yellowhead Public School Division, in the Province of Alberta, relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward.

WHEREAS within Ministerial Order 062/2018, the Board of Trustees (the “Board”) of the School Division provides for the nomination and election of trustees within the School Division by wards.

NOW THEREFORE, in accordance with Section 76 of the *Education Act*, the Board confirms the wards and provides for the nomination and election of trustees in the wards and electoral subdivisions as follows:

- 1) The Board agrees to have the established electoral boundaries remain as follows:
 - Ward 1 – The Yellowhead Ward
 - i. Ward 1 will comprise all those lands within the previous Yellowhead School Division No. 12:
 - Electoral Subdivision #1 – Hinton area
 - i. Townships 45 to 48 inclusive, West of Range 23, West of the 5th Meridian & Townships 49 to 54 inclusive, West of Range 22, West of the 5th Meridian
 - Electoral Subdivision #2 – Edson area
 - i. Those portions of Townships 55 to 57 inclusive, Range 13, West of the 5th Meridian, lying West of the McLeod River
 - ii. That portion of The Yellowhead School Division lying East of the boundary described in Electoral Subdivision No. 1 and West of Range 14, West of the 5th Meridian, Excepting Township 53, Range 14, Sections 1 to 3 inclusive, Sections 10 to 15 inclusive, Sections 22 to 27 inclusive, and Sections 34 to 36 inclusive.
 - Electoral Subdivision #3 – Lobstick area
 - i. That portion of The Yellowhead School Division lies East of the boundary described in Electoral Subdivision No. 2.
 - Ward 2 – The Grande Cache Ward
 - i. Ward 2 will comprise all those lands within the previous Grande Cache School District No. 5258
 - Ward 3 – The Jasper Ward
 - i. Ward 3 will comprise all those lands within the previous Jasper School District No. 3063.
- 2) WHEREAS Section 78 of the *Education Act* provides that the Minister shall specify for each Board the number of trustees, being no fewer than 3, to be elected to the Board. The Minister may vary the number of trustees to be elected for each school division. NOW THEREFORE the Board of Trustees of The Grande Yellowhead School Division hereby resolves that the number of trustees to be elected for each ward is as follows:
 - Ward 1 – The Yellowhead Ward
 - i. Electoral Subdivision #1 – Hinton area: Two (2) Trustees
 - ii. Electoral Subdivision #2 – Edson area: Two (2) Trustees
 - iii. Electoral Subdivision #3 – Lobstick area: One (1) Trustee
 - Ward 2 – The Grande Cache Ward: One (1) Trustee
 - Ward 3 – The Jasper Ward: One (1) Trustee

As set out in Section 76, 2 (b) of the *Education Act*, this bylaw does not apply to or affect the composition of the Board until the date of the next general election to which the bylaw applies.

READ THE FIRST THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-164

Second Reading of Bylaw 2024-01

Trustee Fowler moved that the Board approve the second reading of Bylaw No. 2024-01, as follows:

**BYLAW NO. 2024-01
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of The Grande Yellowhead School Division hereby resolves that the number of trustees to be elected for each ward is as follows:

- Ward 1 – The Yellowhead Ward
 - i. Electoral Subdivision #1 – Hinton area: Two (2) Trustees
 - ii. Electoral Subdivision #2 – Edson area: Two (2) Trustees
 - iii. Electoral Subdivision #3 – Lobstick area: One (1) Trustee
- Ward 2 – The Grande Cache Ward: One (1) Trustee
- Ward 3 – The Jasper Ward: One (1) Trustee

READ A SECOND TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-165

Third Reading of Bylaw 2024-01

Trustee Mines moved that the Board proceed with the third reading of Bylaw No. 2024-01.

Carried Unanimously

2024-166

Third Reading of Bylaw 2024-01

Trustee Fowler moved that the Board approve the third reading of Bylaw No. 2024-01, as follows:

**BYLAW NO. 2024-01
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of The Grande Yellowhead School Division hereby resolves that the number of trustees to be elected for each ward is as follows:

- Ward 1 – The Yellowhead Ward
 - i. Electoral Subdivision #1 – Hinton area: Two (2) Trustees
 - ii. Electoral Subdivision #2 – Edson area: Two (2) Trustees
 - iii. Electoral Subdivision #3 – Lobstick area: One (1) Trustee
- Ward 2 – The Grande Cache Ward: One (1) Trustee
- Ward 3 – The Jasper Ward: One (1) Trustee

READ A THIRD AND FINAL TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-167

First Reading of Bylaw 2024-02

Trustee Caputo moved that the Board approve the second reading of Bylaw No. 2024-02, as follows:

**BYLAW NO. 2024 – 02
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

A Bylaw of the Grande Yellowhead Public School Division, in the
Province of Alberta, relating to the form of nomination for the
General Election.

WHEREAS Section 27(2) of the *Local Authorities Election Act* RSA 2000, Chapter L-21 provides that a city that is a local jurisdiction with a population of at least 10,000 or a board of trustees under the Education Act of a local jurisdiction with a population of at least 10,000 may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

AND WHEREAS Section 73 of the *Education Act* RSA 2012, Chapter E-0.3 provides for the procedures for general elections and are to be governed by the *Education Act* and the *Local Authorities Election Act*;

AND WHEREAS the Board of Trustees of the Grande Yellowhead Public School Division is desirous to specify the minimum number of electors required to sign the nomination of a candidate for an office

NOW THEREFORE The Board of Trustees of Grande Yellowhead Public School Division enacts that the minimum number of electors required to sign a candidate's nomination be set at **ten (10)**.

READ A FIRST TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-168

Second Reading of Bylaw 2024-02

Trustee Bobilek moved that the Board approve the second reading of Bylaw No. 2024-02, as follows:

**BYLAW NO. 2024 – 02
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts that the minimum number of electors required to sign a candidate's nomination be set at **ten (10)**.

READ A SECOND TIME THIS 20TH DAY OF NOVEMBER 2024

Carried Unanimously

2024-169

Third Reading of Bylaw 2024-02

Trustee Mines moved that the Board proceed with the third reading of Bylaw No. 2024-02.

Carried Unanimously

2024-170

Third Reading of Bylaw 2024-02

Trustee Fowler moved that the Board approved the third reading of Bylaw No. 2024-02, as follows:

**BYLAW NO. 2024 – 02
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts that the minimum number of electors required to sign a candidate's nomination be set at **ten (10)**.

READ A THIRD AND FINAL TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-171

First Reading of Bylaw 2024-03

Trustee Caputo moved that the Board approve the first reading of Bylaw No. 2024-03, as follows:

**BYLAW NO. 2024 - 03
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

A Bylaw of the Grande Yellowhead Public School Division, in the Province of Alberta, relating to deposits for the General Election.

WHEREAS Section 29(1) of the *Local Authorities Election Act* RSA 2000, Chapter L-21 provides that an elected authority may, by bylaw passed not fewer than 30 days before nomination day, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw;

AND WHEREAS Section 73 of the *Education Act* RSA 2012, Chapter E-0.3 provides for the procedures for general elections and are to be governed by the *Education Act* and the *Local Authorities Election Act*;

AND WHEREAS the Board of Trustees of the Grande Yellowhead Public School Division is desirous to establish the required deposits for the General Election.

NOW THEREFORE the Board of Trustees of Grande Yellowhead Public School Division enacts the requirement of a **One-Hundred-Dollar (\$100)** deposit to be accompanied by the nomination papers at the time of filing.

READ A FIRST TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-172

Second Reading of Bylaw 2024-03

Trustee Pettitt moved that the Board approve the second reading of Bylaw No. 2024-03, as follows:

BYLAW NO. 2024 - 03

**OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement of a **One-Hundred-Dollar (\$100)** deposit to be accompanied by the nomination papers at the time of filing.

READ A SECOND TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-173

Third Reading of Bylaw 2024-03

Trustee Mines moved that the Board proceed with the third reading of Bylaw No. 2024-03.

Carried Unanimously

2024-174

Third Reading of Bylaw 2024-03

Trustee Fowler moved that the Board approve the third reading of Bylaw No. 2024-03, as follows:

**BYLAW NO. 2024 - 03
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement of a **One-Hundred-Dollar (\$100)** deposit to be accompanied by the nomination papers at the time of filing.

READ A THIRD AND FINAL TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-175

First Reading of Bylaw 2024-04

Trustee Bobilek moved that the Board approve the first reading of Bylaw No. 2024-04, as follows:

**BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

A Bylaw of the Grande Yellowhead Public School Division, in the Province of Alberta, relating to the requirement for a criminal record check for the General Election.

WHEREAS Section 21(1) of the *Local Authorities Election Act* RSA 2000, Chapter L-21 states that an elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check;

AND WHEREAS Section 73 of the *Education Act* RSA 2012, Chapter E-0.3 provides for the procedures for general elections and are to be governed by the *Education Act* and the *Local Authorities Election Act*;

AND WHEREAS the Board of Trustees of the Grande Yellowhead Public School Division is desirous that a person seeking to be nominated as a candidate provide a criminal record check;

NOW THEREFORE The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that a person seeking to be nominated as a candidate provide a **criminal record check** with the nomination form.

READ A FIRST TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried

2024-176

Second Reading of Bylaw 2024-04

Trustee Caputo moved that the Board approves the second reading of Bylaw No. 2024-04, as follows:

**BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that a person seeking to be nominated as a candidate provide a **criminal record check** with the nomination form.

READ A SECOND TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

2024-177

Third Reading of Bylaw 2024-04

Trustee Fowler moved that the Board proceed with the third reading of Bylaw No. 2024-04.

Carried Unanimously

2024-178

Third Reading of Bylaw 2024-04

Trustee Bobilek moved that the Board approve the third reading of Bylaw No. 2024-04, as follows:

**BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that a person seeking to be nominated as a candidate provide a **criminal record check** with the nomination form.

READ A THIRD AND FINAL TIME THIS 20TH DAY OF NOVEMBER, 2024

Carried Unanimously

BOARD CHAIR REPORT

Chair Karpluk Shared:

- PSBC, RCASB, and ASBA FGM Highlights
- Search Update for New Superintendent

SUPERINTENDENT'S REPORT

Superintendent Parsons reported on all the activities he has been leading since the last Public Board meeting on October 23, 2024.

ADMINISTRATION REPORTS

Division Operations: Department Updates

The Board received a presentation from all department heads on the work that was carried out since the last Public Board Meeting on October 23, 2024.

2024-179

Closed Session

Trustee Mines moved that the Board go in to closed session at 1457 hours.

Carried Unanimously

2024-180

Out of Closed Session

Trustee Fowler moved that the Board come out of closed session at 1533 hours.

Carried Unanimously

Annual IMR/CMR Report

The Board received the annual IMR/CMR Report from the Director of Facilities.

Annual School Councils' Report for the 2023/24 School Year

The Board received the annual school councils' report for the 2023/24 school year.

TRUSTEE REPORTS

Connections to Board Governance Work Plan Calendar

- Trustee Mines attended the Remembrance Day Ceremony in Grande Cache
- Trustee Caputo attended the No Stone Left Alone Program at the Brule Cemetery with the Grade 6 students from Hinton.

2024-181

Addition to the Agenda

Trustee Karpluk moved that the Board add an Action Item to approve Board Members attending a National Conference.

Carried Unanimously

2024-182

National School Board Association Conference

Trustee Fowler moved that the Board approve that a maximum of two (2) Trustees attend the National School Board Associations' Conference in April in Atlanta.

Carried Unanimously

Board Policy Committee

Meeting December 17th.

Recognition of Employees Committee

Met on November 1st.

Board Planning Seminar Committee

No Report.

Board Negotiations Committee

No Report.

Board Representatives

- **PSBAA – Work Plan Update**
 - PSBC was November 14-16th
- **ASBA Zone 2/3**
 - ASBA Fall General Meeting was November 16-19th

FUTURE BUSINESS

Meeting Dates

Board – Open to Public

December 18, 2024, Public Board Meeting (10:00 a.m.)

Committees – Closed to Public

December 18, 2024, Committee of the Whole Meeting (9:00 a.m.)

Notice of Motion

Trustee Bobilek requested a notice of motion for an Advocacy Letter regarding the Nutrition Grant.

Future Agenda Items

Trustee Mines requested information regarding an Elders Council for the Division and Full Day Funded Kindergarten.

2024-183

ADJOURNMENT

Trustee Caputo moved for adjournment at 1612 hours.

Carried

X

Dale Karpluk
Board Chair

X

Jun Lin
Secretary-Treasurer

7.2.1

Action Item

December 18, 2024

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

Subject: National School Boards Association 2025 Annual Conference and Exposition

Originator: D. Karpluk, Board Chair (Jasper)

Resource: Dr. Harding, Assistant Superintendent Board Relations

RECOMMENDATION

That the Board of Trustees approve two trustees, [insert trustee name] and [insert trustee name], to attend the *National School Boards Association's (NSBA) 2025 Annual Conference and Exposition* held in Atlanta, Georgia, April 4th – 6th, including, as relevant, the Preconference Workshop, *Re-Imagining Rural Education Through an Equity Lens*.

REPORT

Governance:

Policy 7 - *Board Operations* provides the following:

12.10. Leadership and Skills Development

[...]

12.10.1.2. The Board will provide the opportunity for trustees to participate in school board conferences, workshops, and conventions held by provincial, national, and international school board associations.

[...]

12.10.3. With prior approval of the Board, attend out-of-province meetings, conferences, conventions, seminars, or workshops, or visit other school systems.

12.10.3.1. A Trustee must provide the Board at the meeting where approval is being sought with information related to the number of any such events they have attended or have approval for within that school year.

Board approval for trustee attendance at national/international conferences should occur expeditiously to take advantage of early bird offers for registration, accommodation, and to arrange flights.

Context:

April 4-6, 2025: The [National School Boards Association's Annual Conference and Exposition](#) brings together education leaders from across the country, offering a unique opportunity to learn about best governance practices, gain insights into child development, and explore cutting-edge programs and technology to enrich student learning.

- The Early Bird Registration Deadline for the NSBA Annual Conference and Exhibition is **January 10, 2025**; the Early Bird conference rate for non-NSBA members is \$1,051.00, with the option to bring one guest for an additional \$400.00 (USD).

Pre-Conference Workshop: Friday, April 4, 2025, 9 am – Noon: *Re-Imagining Rural Education Through an Equity Lens*

A small rural district on the Eastern Shore of Maryland works collaboratively with the local management board, businesses, and community partners to take a deep look at student data (the disparities among sub-groups), create student advisory groups, and make the community their classroom with EQUITY — E (each student), Q (quality), U (understanding), I (instructional practices), T (transparency), Y (a culture of yes) — as the focus.

- The pre-conference workshop is \$225.00 (USD).

The event will occur at the Georgia World Congress Centre. The conference organizers have provided a [list of hotels with conference rates](#) for attendees, as well as the [Schedule-at-a-Glance](#), beginning with Registration on April 4th at 7:30 am.

Conclusion:

To approve two trustees to attend the *National School Boards Association 2025 Annual Conference and Exhibition*. If for any reason a trustee approved to attend the NSBA 2025 Conference is unable to attend the conference, they need to inform the Board to rescind their approval.

7.2.2

Action Item December 18, 2024

To: Board of Trustees

From: Dr. Parsons, Interim Superintendent of Schools

Subject: Collaborative Approach to Funding a School Nutrition Program

Originator: M. Bobilek, Trustee (Lobstick)

Resource: Dr. Harding, Assistant Superintendent, Board Relations

RECOMMENDATION

That the Board of Trustees for Grande Yellowhead Public Schools approve administration to send a letter to the Minister of Education, the Minister of Health, and the Minister of Children and Family Services requesting they collaborate both provincially and federally to focus on the needs of children for a well-funded School Nutrition Program (SNP).

REPORT

Governance Implications

As per Board Policy 2, *Roles of the Board*, advocacy is core board work. In accordance with Board Policy 20, *Health and Wellness*, the Board recognizes the importance of wellness for successful learning which is supported by the nutrition program.

Context

Access to food has become precarious for many families as grocery prices have significantly escalated. More families are relying on Food Banks, and more students are relying on food they receive at school to sustain themselves. As noted by the Secretary-Treasurer at the November 20th, 2024, Public Board Meeting, Alberta Education provides approximately \$59 dollars per student per school year or 0.32 cents per day per child to operate a SNP. Grocery prices and food delivery costs are so high that schools must rely on support from local businesses, fundraising activities, and/or application to additional grants. Particularly in small, rural schools, ensuring students have access to food that is nutritious and provides enough calories to sustain growth, brain development, and learning is crucial.

Conclusion

That the Board of Trustees for Grande Yellowhead Public Schools approve administration to send a letter to the Minister of Education, the Minister of Health, and the Minister of Children and Family Services requesting they collaborate both provincially and federally to focus on the needs of children for a well-funded School Nutrition Program (SNP).

7.2.3

**Action Item
December 18, 2024**

To: Board of Trustees
From: Dr. Parsons, Superintendent of Schools
Subject: Letter of Support for Jasper Tennis Club Grant Application
Originator: D. Karpluk, Board Chair (Jasper)
Resource: Dr. Harding, Assistant Superintendent Board Relations

RECOMMENDATION

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) moves to direct administration to send a letter supporting the Jasper Tennis Club's application to the Community Facility Enhancement Program.

REPORT

Governance Implication:

As per Board Policy 2, *Roles of the Board*, advocacy is core board work. Supporting organizations and programs that improve the community create opportunities for families and youth to thrive and strengthen the work done at schools.

Context:

The Jasper Park Tennis Club is applying for a **Community Facility Enhancement Program** through the Government of Alberta. If successful, the grant funds will be used to create pickleball courts overtop of the old skateboard park which has been relocated. The expansion of the facility will provide more opportunities for Jasper residents to participate in activities and aligns with the goals to rebuild the town and engage local stakeholders.

Conclusion:

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) approves administration to send a letter supporting the Jasper Tennis Club's application to the Community Facility Enhancement Program.

7.2.4

Action Item

December 18, 2024

To: Board of Trustees
From: Dr. Parsons, Superintendent of Schools
Subject: Amendment to BYLAW 2024-04 – Criminal Record Check
Originator: S. Caputo, Vice-Chair (Hinton)
Resource: Dr. Harding, Assistant Superintendent Board Relations

RECOMMENDATION

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) amend BYLAW 2024-04, Criminal Record Check, approved at the November 20th, 2024, Public Board Meeting, to include this specific wording regarding the access source and timing for the criminal record check: “every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued by the RCMP no earlier than 30 calendar days prior to the date the nomination is submitted.”

And that amended BYLAW 2024-04 be read three times for approval at the December 18, 2024, Public Board Meeting.

REPORT

Context of the Recommendation:

As per the *Municipal Affairs Statutes Amendment Act*, boards can require criminal record checks: “An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check.”

The Alberta School Boards Association sought a legal opinion on requiring a criminal record check for its membership. In response, the legal advice provided two additional criteria for implementation: one, that boards require the criminal record check be attained within 30 days or less to submission, and two, that the criminal record check be processed through the RCMP.

Conclusion:

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) amend BYLAW 2024-04, Criminal Record Check to specify that “every nomination of a candidate for the office of trustee must be accompanied with a criminal record check

issued by the RCMP no earlier than 30 calendar days prior to the date the nomination is submitted.”

BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION

A Bylaw of the Grande Yellowhead Public School Division, in
the Province of Alberta, relating to the requirement for a
criminal record check for the General Election.

WHEREAS Section 21(1) of the *Local Authorities Election Act* RSA 2000, Chapter L-21 states that an elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check;

AND WHEREAS Section 73 of the *Education Act* RSA 2012, Chapter E-0.3 provides for the procedures for general elections and are to be governed by the *Education Act* and the *Local Authorities Election Act*;

AND WHEREAS the Board of Trustees of the Grande Yellowhead Public School Division is desirous that a person seeking to be nominated as a candidate provide a current criminal record check;

NOW THEREFORE The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued by the RCMP no earlier than 30 calendar days prior to the date the nomination is submitted.

READ A FIRST TIME THIS 18th DAY OF December, 2024

Board Chair (Sign)

Secretary-Treasurer (Sign)

Second Reading

BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued by the RCMP no earlier than 30 calendar days prior to the date the nomination is submitted.

READ A SECOND TIME THIS 18th DAY OF DECEMBER, 2024

Board Chair (Sign)

Secretary-Treasurer (Sign)

Action Item: Motion to Approve a Third Reading of **Bylaw 2024-04**

Recommendation: That the Board of Trustees approve the third reading of Bylaw **2024-04** at this meeting.

Must be a unanimous decision.

Third Reading

**BYLAW NO. 2024 – 04
OF THE
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

The Board of Trustees of Grande Yellowhead Public School Division enacts the requirement that every nomination of a candidate for the office of trustee must be accompanied with a criminal record check issued by the RCMP no earlier than 30 calendar days prior to the date the nomination is submitted.

READ A THIRD TIME THIS 18th DAY OF DECEMBER, 2024

Board Chair (Sign)

Secretary-Treasurer (Sign)

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

Subject: Ad Hoc Committee: New Superintendent Search Short List

Originator: D. Karpluk, Board Chair (Jasper)

Resource: Dr. Harding, Assistant Superintendent Board Relations

RECOMMENDATION

That the Board of Trustees approves the formation of an Ad Hoc Committee for the purpose of shortlisting applicants to consider for the position of Superintendent of Schools/CEO for Grande Yellowhead Public School Division.

REPORT

Governance Implications:

As per Board Policy 8, Committees of the Board, Ad Hoc committees may be established for the purpose of studying, investigating, or acting on specific matters.

Background:

As per recommendations from the External Consultant hired to guide the Board in recruiting a new superintendent, the formation of this Ad Hoc Committee is the next step in the process to identify the next Superintendent of Schools/CEO for Grande Yellowhead Public School Division. The first step in the process led to the construction of a preferred candidate profile. The second step in the process saw the recruitment package posted, inviting interested individuals to submit their application. This committee will review the submissions and create a short-list of candidates to present to the Board to invite for an interview.

Context of the Report:

The establishment of the Ad Hoc committee requires the establishment of its terms of reference. This includes:

1. Membership;
 - i. Two trustees
 - ii. Board Chair as ex-officio
 - iii. One alternate

2. Powers/terms of reference;
 - i. review the submissions for the Superintendent position against the preferred candidate profile
 - ii. identify those applicants who best match the criteria noted in the preferred candidate profile
 - iii. create a short-list of candidates for the Board's consideration
3. Decision making;
 - i. short list of candidates is presented to the Board with the rationale for their selection based on the preferred candidate profile
4. Reporting;
 - i. to the Board in writing, a short list of candidates and a rationale for their selection
 - ii. the committee can also provide a report on the candidates excluded from the short list with a rationale
 - iii. in the process of reviewing the short list, all applications will be available to the Board of Trustees

Conclusion:

As per advice from the External Consultant, the Ad Hoc Committee will create a shortlist of applicants to consider for the position of Superintendent of Schools/CEO for Grande Yellowhead Public School Division.

7.2.6

**Action Item
December 18, 2024**

To: Board of Trustees
From: Dr. Parsons, Superintendent of Schools
Subject: Advocacy Funding for Full Time Kindergarten Programming
Originator: J. Mines, (Grande Cache)
Resources: Dr. Harding, Assistant Superintendent Board Relations

RECOMMENDATION

That the Board of Trustees moves to direct administration to send a letter to the Minister of Education advocating that full time kindergarten programming be funded for Alberta's children.

REPORT

Governance Implication:

As per Board Policy 2, *Roles of the Board*, advocacy is core board work. Advocating funds to ensure students have the resources they need to succeed and thrive strengthens achievement and communities. The Board's first priority is student learning. Providing early programming experiences for children is a Board value supported by their allocation of resources to fund full time kindergarten programs within Division elementary schools.

Context:

The first six years of a child's life are critical to their development and learning success. Full-day kindergarten is designed to give children a start in school and life by creating a solid foundation for learning that promotes all areas of a child's development in reading, writing, and math skills. It also makes the transition to Grade 1 easier for both the family and the child. Children's early experiences at school are especially important for social and emotional development and confidence. These experiences have the potential to improve children's overall health and well-being for a lifetime. When children feel a sense of belonging and engagement, they are motivated to learn and are eager to be part of the school experience.

In Alberta, kindergarten programs received 0.5, part time funding from the ministry, despite extensive research on the importance of early learning for brain development in the first five years of a child's life. In 2007, the Board of Trustees directed additional funds to expand kindergarten programming in Division schools; since 2017, the Board extended the program hours again from four days to five days a week in both Edson and Hinton to address increased demand for childcare. As of this fall, all kindergarten programming is provided full-time/full week.

In addition to not funding full time kindergarten, as is the standard in most Canada's provinces, nationally, the province of Alberta spends the *least* on public education and recently *increased* the amount of public funds it allocates to private schools – thus compounding inequities that exist in already marginalized populations. Specifically, within small, rural communities, there is not the range of organizations that offer part-time kindergarten with busing to daycare, or full time learning/development specific options for working parents that exist within larger urban or metro communities, i.e., early learning focused childcare centres that offer art, music, second languages, dance/sport, technology, and/or experiential learning opportunities, as an example.

Kindergarten programs are essential to children's learning and to their families' ability to work; they should receive full-time funding. The letter to the Minister will be cc'd to the Rural Caucus of Alberta School Boards to illustrate the important roles full-time kindergarten programming serve across Alberta's rural communities.

Conclusion:

That the Board of Trustees moves to direct administration to send a letter to the Minister of Education advocating that full time kindergarten programming be funded for Alberta's children.

Item # 9

**Superintendent Report
December 18, 2024**

To: Board of Trustees, Grande Yellowhead Public School Division
From: Dr. Dennis Parsons, Superintendent of Schools/CEO
Subject: **Superintendent Report - October/November 2024**

RECOMMENDATION

That the Board of Trustees receive the Superintendent's Report as information.

REPORT

Governance Connection:

As per **Board Policy 12, Role of the Superintendent**, and the *Education Act*, the superintendent of schools is the chief executive officer of the board and chief education officer of the school authority.

Background:

The superintendent provides the board with information, advice, and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in Policy 12, legislation, and the competencies outlined in the *Superintendent Leadership Quality Standard (SLQS)*. *Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching, and optimum learning for all students in the school authority.*

Key Information:

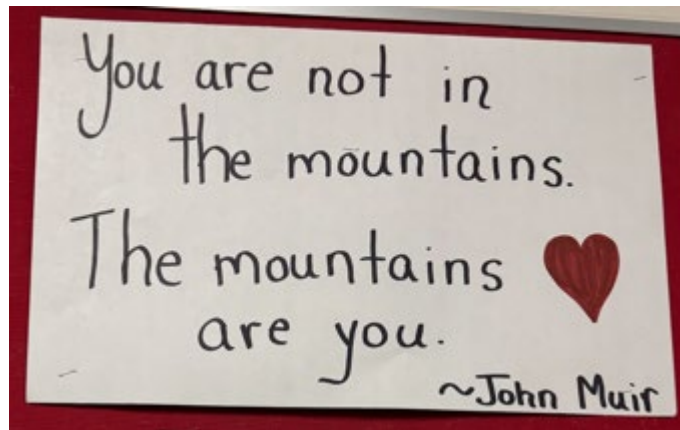
Since arriving in the division on September 15, 2024, and since assuming the position of Superintendent of Schools/CEO on October 1st, 2024 I have engaged with staff members in numerous engagements and activities on behalf of GYPSD. In an effort to bring some semblance of order to my diverse GYPSD activities and work engagements, I will report on my work through the competencies as stipulated within the Superintendent Leadership Quality Standards (SLQS).

Leadership Quality Standard 1 - Building Effective Relationships

As stated in my previous superintendent report to the Board, knowing the importance of building effective relationships, we have given **priority to meeting students and staff in the schools and in our central office area**. Most of these

interactions were in service to our core work of teaching and learning. For example, on Thursday, November 21, 2024 (the day after our last Board meeting) we began the day by engaging virtually in ELT meetings discussing data analysis and school continuous improvement plans (SCIP). The presentations were organized by systems enabling staff to see our strengths and our challenges from K - 12. On Friday, we were back in negotiations with our CUPE local. On Monday we completed our ELT SCIP presentations, debriefed the presentations, and prepared feedback for our ELT. On Tuesday, Nov 26, 2024 Four staff members and I reviewed our Grande Cache G-02 process. I then held a meeting with our central office leadership team, and then there was a meeting with our Alberta Education Field Officer, Nicole McNally, where Carra, Dr. Harding and I reviewed with her our GYPSD Education Plan. Wednesday involved hosting a virtual meeting with our ELT members to answer questions arising from our November 20 Board Brief and providing an update on our CUPE negotiations. The next day, Thursday, was a meeting on reviewing a contract with one of my senior leadership team members, while Friday, November 29 revolved around signing off on a contract that had been verbally awarded and accepted before I arrived in the division.

The week of December 2, 2024, was another week full of meetings in support of learning. Monday began with an exploratory discussion involving a neighbouring superintendent who had information to share regarding the possibility of accessing Collegiate School funding. This was followed with the team and I building contingency plans to contend with an uncertain learning environment. Tuesday, involved meetings with the central office leadership team and then off to Jasper for a meeting with the Board of Trustees. On Wednesday, the trustees and I toured the fire devastated areas of Jasper, held meetings with school admin teams, and I toured both schools with school administrators. It was heartbreaking to see the devastated areas of Jasper again, but also inspiring to see how staff were working to make the best of a bad situation. On Thursday and Friday I was back in the office meeting with another member of my senior leadership team and following up on items that needed attention.



The week of December 9th came with a variety of engagements. Monday morning involved a second meeting further exploring the various elements of a possible Collegiate School application initiative. Tuesday, had me back meeting with my senior leadership team and opening up conversation around how we might transparently dedicate our central office in the spirit of service to students and staff. Wednesday morning commenced with an agenda planning meeting involving

trustees and staff. The afternoon brought forth a meeting exploring how we can engage more fully with municipalities on common issues of concern and how we might better service one of our schools experiencing busing issues.

As I write this report, I am cognizant that tomorrow morning will bring together the Superintendent's Youth Council in a meeting at Parkland Composite High School. Youth from across our division will come together with their teacher advisors to discuss issues of concern to them. Yet, another important meeting. One designed to empower young people through the potential arising from building effective relationships and through the work of teaching and learning.



The various meetings and school tours detailed above make possible a clearer understanding of our strengths and a deeper understanding of our challenges. More importantly, the many school visits and numerous meetings afforded multiple opportunities to meet and speak with staff and facilitated the process of building effective relationships through the work.

Leadership Quality Standard 2 - Modeling Commitment to Professional Learning

Living out this competency through the office of superintendent can mean different things depending on one's context. However, to me it means engaging in career-long professional learning, being critically reflective, and acting on research-informed opportunities for enhancing leadership, teaching, and learning. Modeling these beliefs through conversations and through actions conveys to others my commitment to professional learning.

While relatively new with GYPSD I have already had conversations with division staff members regarding their professional learning journey and have approved for others their request to conduct research within our school division.

In the same way we expect our doctors to remain current, parents can rightfully expect teachers will act to remain current. That is why participation in PD through organizations like the College of Alberta School Superintendents (CASS) and through university course work is so crucial. The opportunities to participate in professional learning, network with others, and to dialogue on educational issues are crucial to professional growth and to staying current.

Leadership Quality Standard 3 - Visionary Leadership

Under the competency of Visionary Leadership, a superintendent is expected to, *“engage with the school community in implementing a vision of a preferred future for student success based on common values and beliefs.”*

In my short time with GYPSD, I have spent the majority of my time engaged, as detailed above, meeting people with the goal of seeking to understand the work they do and their vision for student success. In the process, I have used the opportunity to promote across our division a shared understanding of and support for our GYPSD goals, priorities, and strategic initiatives. While there is a desired state, as articulated in the GYPSD Education Plan, we also know, based on our AERR, that work is needed to realize the level of student success we want for our students. To this end, I have given time and space to focusing on “learning is the work,” on our processes that support learning, on building trust, empowering staff, and on building common understandings across our leadership team. In reality, a strong and vibrant school division is not many different boats going in multiple directions, but rather coming to know and understand we are in a boat we built traveling in an agreed upon direction. Thus, we must be clear on our vision, know our course, and be fastidious in our commitment to committing our time, energy, and resources to achieving it.

Leadership Quality Standard 4 - Leading Learning

Under this competency, *“A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practices, shared responsibilities for student success and continuous improvement.”*

In this, my third report to the Board, I will reiterate with respect to leading learning my belief that the ongoing school visits/tours, the leadership team meetings, the many conversations with staff/students, and the review of processes in support of learning have been geared towards understanding our division, inclusive of our strengths and challenges. With understanding comes an increased ability to support our staff and to help build capacity in our administrators and staff for the purpose of fulfilling their educational roles. One major aspect of our shared learning responsibility, and my responsibility in terms of leading learning, is to ensure that all instruction in our school authority addresses learning outcomes and individual learning needs.



Recently, the staff and I worked with our schools on their School Continuous Improvement Plan (SCIP). At one point in the process, we felt there was a need to clarify both process and expectations

surrounding their SCIP. Consequently, we issued the following one pager to help provide focus with respect to GYPSD process and expectations:

Our SCIP

As educators, our core purpose is to ensure our students succeed in their learning journey. High-quality teaching includes a deep understanding of the curriculum, a deep knowledge of the learners in their class, and a comprehensive range of instructional approaches to engage students in a safe and welcoming space. The evidence teachers collect to assess the impact of their decisions on student learning informs their next steps. The commitment to reflecting on their impact on improving student learning is at the heart of effective teacher practice.

School leaders build capacity and make commitments through learning-orientated improvement. They ensure that every student in their building has effective practitioners to guarantee their learning. Leaders reflect on the evidence of student achievement, the impact of the actions taken to improve and ensure student learning, and the effectiveness of teacher practice.

The SCIP is a living plan that begins with the analysis of student learning and teacher practice to improve student achievement based on evidence. Student learning and achievement must be the central foci of school improvement. The fall Assurance Measures' results and the early screening data identify where students are not succeeding and/or are at risk. Why are they at risk or struggling? Identifying the gap(s) is not enough: educators need to determine why the gap(s) exist. Once the why is known, the team must build a plan to address the gap(s). The plan requires clear goals to improve student learning and clear expectations on what and how educators will address the cause of the learning gap(s). In short, a SCIP includes:

- *specific data/evidence-informed area(s) where students are not demonstrating understanding;*
- *cause analysis to determine why the students are not achieving understanding;*
 - *high-quality teacher strategies that will address the gap(s) in learning;*

- *specific evidence to measure and assess the impact of the strategies; and,*
- *timeline of implementation, monitoring, evaluation, reflection, adaptation, and reiteration which is a continuous improvement cycle.*

SCIP Requirements include 1-3 specific goals that the school will embrace to improve student learning and achievement that address the five bullet points.

Leadership Quality Standard 5 - Ensuring First Nations, Métis, and Inuit Education for All Students.

Under this competency, a superintendent, “establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Metis, and Inuit for the benefit of all students.”

While I did not establish the structures within GYPSD, in my short tenure I have witnessed that structures are in place to support building out this competency within our division. To this point, I provided several examples in a previous report illustrative of how we are living out this competency within GYPSD. Additionally, we can look to our PATs, DIP, and local measures to see areas of improvement for our First Nation, Metis, and Inuit students.

Leadership Quality Standard 6 - School Authority Operations and Resources

Under this competency, “a superintendent directs school authority operations and strategically allocates resources in the interest of all students and in alignment with the school authority’s goals and priorities.”

As stated in my previous report, I have placed priority on getting to know our people and our division. With a growing understanding of our strengths and our challenges, I have started to strategically allocate resources in the interest of all students and in alignment with our school authority’s goals and priorities. The steps taken have manifested in several different ways. For example, in our Jasper schools, due to the impacts of the fire, it has involved budgetary adjustments in order to live up to our promise of staffing both schools based on projected enrollments and not on actual student count. In another instance, I have taken steps to ensure equity in resource distribution and equity in educational opportunities. Currently, this has translated into budgetary adjustments, additional staffing, and reconfiguration in staffing assignments for one or more schools.

From an operations perspective, two of our schools (Ecole Pine Grove Middle School and Parkland Composite High School) ran a Mock simulation this past week on dealing with an emergency response situation. The simulation, ran in partnership with the RCMP and other first responders involved an intruder in the building and was designed to test first responder readiness, systems readiness and communications. The exercise revealed strengths and challenges that will be discussed and evaluated over the coming days.



Of course, we are now experiencing the ups and downs of our Winter season. Consequently, our Facilities Director, Mr. Brian Orge, and our facilities team have been working non-stop to repair or replace any defective equipment so we can maintain a comfortable learning environment for all students and staff. Work in the area of operations and Resources is obviously ongoing. To this end, I have a great team to help with the work. Over the weeks and months ahead, we will work to fully ensure that GYPSD operations and our resources are aligned and working in the best interest of GYPSD students and staff.

Leadership Quality Standard 7 - Supporting Effective Governance

In a previous report to the Board, I detailed my initial work and the work of senior staff in support of effective board governance. My report spoke of policy work, working with the corporate board through Committee of the Whole (COTW), and through our Public Board Meetings (PBM). It also detailed how governance work



involved supporting Chair Karpluk and the corporate board in provincial governance structures and gatherings like ASBA and PSBAA where there is opportunity to interact with the Minister and his staff in the hope of enriching the learning experience for students in GYPSD.

Since our last meeting, the work of supporting effective governance has continued. For example, on the financial side of supporting governance, staff have been working with external auditors to

undertake our GYPSD 2023 - 2024 financial audit. The audited financial report was presented and accepted at our previous public board meeting.

On another front, staff have been investigating the possible governance implications of the Municipal Affairs Statutes Amendment Act, 2024/Bill 20. In this regard, we have sought a legal opinion. Similarly, we have school Board elections upcoming next Fall, and staff are already doing the groundwork and preparing the needed motions for consideration by our GYPSD Board of Trustees. Some of these motions were debated at our November board meeting other motions will come forward during the December 18 Board meeting. All motions with respect to the next school Board election will be compliant with the new legislation - Bill 20.

In terms of new legislation, we are also following the new Bill 27 and the debate around it. The Alberta government has brought forward Bill 27, the Education Amendment Act, 2024. This legislation embodies significant changes in schools, including parental notification for pronoun use, opt-in requirements for instruction on human sexuality, gender identity, and approval from the Ministry of Education for third-party materials. This is legislation that will require considerable work to implement across GYPSD and our province.

In summary, it is easy to see the work of supporting effective governance involves simultaneously working on many fronts by many dedicated staff. The meetings and interactions are crucial to supporting effective governance. I want to thank the Board and my staff for their support. Without their support, this type of groundwork in support of effective governance and learning would not be possible.

**Administrative Report
December 20, 2024**

To: Board of Trustees
 From: Dr. Parsons, Interim Superintendent of Schools
Subject: Division Departments’ Report
 Originator(s): Department Heads

RECOMMENDATION

That the Board of Trustees receives a report on projects, processes, and/or programs conducted by the many Central Office Departments since the last Public Board Meeting as information.

REPORT

Governance Implications:

As per the *Education Act*, school boards delegate the operation of school divisions to superintendents. As part of the assurance process, the Board receives monthly reports on the work conducted in the Division’s departments to meet the Division’s Strategic Plan, legislative requirements, the goals of the Education Plan, and in support of the Board’s four priorities.

Context:

The following is an overview and summary of the work conducted since November 20, 2024, to provide up-to-date information to the Board of Trustees, and identify the anticipated work each department has scheduled in the time leading up to the next Public Board Meeting. The monthly information ensures Trustees can assure stakeholders by acknowledging the ongoing and emergent work of the Division’s departments following each Public Board Meeting.

Department	Completed November 21 – December 17, 2024	Anticipated Work To January 28, 2025
Finance J. Lin/L. Liu	<ul style="list-style-type: none"> ● Ongoing budget discussions ● MD of Greenview Discussion Summitview Bus Lane ● Preparation for 2023/24 Q4 Board Governance Report 	<ul style="list-style-type: none"> ● Upload Q1 budget to Atrieve and Q1 actual to MBF ● Q2 Operation and Budget ● Q1 Reports for Division and Board Governance ● Finalize some JUPAs

	<ul style="list-style-type: none"> ● Finalized Review of Q1 Budget 2024/25 ● Completed monthly report for AE ● TEBA Engagement Session ● CUPE Negotiations and Contingency Planning 	<ul style="list-style-type: none"> ● Hire External Consultant for General Election ● Funding Manual Survey ● Enrolment Projections ● Budget 2025 - Education's Funding Model Review ● CUPE Mediation ● Personnel in Finance
Facilities B. Orge	<ul style="list-style-type: none"> ● CUPE Contingency Planning ● Incident Command Support for Edson Emergency Training Scenario ● Capital Planning workshop ● Begin prep for 3-year Capital and 10-year Facilities Plans ● MD of Greenview Discussion Summitview Bus Lane 	<ul style="list-style-type: none"> ● Winter break projects ● Draft 3-year Capital and 10-year Facilities Plans ● Begin review of spring wildfire preparedness ● AEFAA Executive Meeting ● Structural engineer for Harry Collinge project ● Move forward with the next steps for acoustic panels at Crescent Valley
Technology L. Lee	<ul style="list-style-type: none"> ● PD session support for schools ● 25/26 Online Enrollment - Prep work ● Digital Exam Platform Training (Vretta) for PATs and Diploma Exams – with Alberta Education ● 1st Term K-6 Digital Report Card supports ● Research Boardroom audio upgrades ● CUPE Contingency Planning 	<ul style="list-style-type: none"> ● Team Meetings ● New Student Account Automation Launched! ● Staff Automation next ● Winter break projects ● 25/26 Registration Prep work ● Update School Server room cabling ● Updates to AP 140 ● Vretta Digital Assessment supports ● Semester 1 Grade 7-9 Digital Report Card (HCHS)
Services & Supports C. Aschenmeier	<ul style="list-style-type: none"> ● SCIP Reviews and Support ● Ed Plan review with AE ● APOP Meeting ● ATA PG meeting ● Multi-Jurisdictional Curriculum Conversation ● CUPE Contingency Planning ● LDC Update Meeting ● PD: <i>Leading Reconciliation: A Series for School and System Leaders</i> ● Sr Team/principal meeting ● Alberta Ministry of Education 	<ul style="list-style-type: none"> ● CASA Classroom Meeting ● AFLEC Meeting ● APOP Advisory Meeting ● Honouring Spirit: Indigenous Awards Submission to ASBA ● Alberta Education Literacy and Numeracy Screens support ● PBM/COTW ● ATA PG Committee meeting

	<p>approved Kindergarten EYE-Pre Reading (EYE-PR) review and analysis</p>	
<p>Services & Supports Dr. Harding</p>	<ul style="list-style-type: none"> ● MD of Greenview Discussion Summitview Bus Lane ● CUPE Contingency Planning ● Facilitate final CASS CEP course module ● SCIP Reviews ● Ed Plan review with AE ● Sr Team/principal meeting ● Attended AE digital exam training ● CASS Zone 2/3 Meeting ● Support/facilitate Board processes for new Sup Search ● Policy Committee Meeting ● PBM/COTW Materials ● Transportation Meetings ● Principal Support 	<ul style="list-style-type: none"> ● Principal SCIP Presentations to the Trustees ● University of Alberta Course: <i>Tackling Structural Racism</i> ● Team meetings ● Board/Policy Committee Support ● PBM/COTW Materials ● Pre-enrollment preparation ● Work on School Board Trustee Information Materials ● Bill 27 implications and updates to relevant APs
<p>Human Resources M. Auriat</p>	<ul style="list-style-type: none"> ● CUPE Negotiations and contingency planning ● TEBA Engagement Session ● ASBOA Business Forum and CASS Zone 2/3 Meeting ● ATA and CUPE PG Meetings ● Retirement Transition Program, messaging sent out to teaching staff. 	<ul style="list-style-type: none"> ● Team meetings ● Edson Trade Show Prep ● CASA Classroom Meeting ● University of Alberta and Calgary Career Fairs ● TEBA Engagement Session ● ATA PG Committee Meeting ● Prepare a Letter of Intent to be sent to staff ● Ongoing CUPE mediation
<p>Inclusion Services A. Corser</p>	<ul style="list-style-type: none"> ● WJIV Assessment Training ● School Support ● VTRA meetings ● ASD PD for Therapy Aids ● LST in-person Professional Development Day in Hinton December 11th, 2024 	<ul style="list-style-type: none"> ● Team meetings ● BEST and Wellness Navigators Christmas Break - Out-of-School Programming ● Ongoing School Supports
<p>Transportation Services C. Van Neck</p>	<ul style="list-style-type: none"> ● Transportation Grant submission ● Edson Christmas Parade ● Driver recruitment and training ● CUPE Contingency Planning ● Edson Emergency Scenario 	<ul style="list-style-type: none"> ● Bus Operator PD -Difficult Conversations ● Edson Trade Show Prep ● Prep for mandatory bus service requirements for September 2025 ● Support designated school

	<p>Training</p> <ul style="list-style-type: none"> ● Zone Bus Driver Meetings 	<p>registration requirements</p> <ul style="list-style-type: none"> ● Begin review of spring wildfire preparedness ● Contract review prep – transportation service agreements and CBO
<p>Communications Special Projects N.Gilks</p>	<ul style="list-style-type: none"> ● CUPE Contingency Planning ● Staff Recognition Committee ● Organize Employee Feedback Survey on Board Retirement Event ● Incident Command Support for Edson Emergency Training Scenario ● Draft new design template for Capital and Facilities Plan documents ● Support for Board/ESC Luncheon ● Division Toy Run ● GNS, Profile Series, Education News Summaries 	<ul style="list-style-type: none"> ● ASBOA PD Course in EQ ● Prep for Jr/K enrollment launch for September 2025 ● Begin review of spring wildfire preparedness ● Team meetings ● Update School Principal and Assistant Principal Profiles ● Work on School Board Trustee Election Information Materials for the Division website.

Conclusion:

Division central staff focus on short, mid, and long-range goals as per the Division’s Strategic Plan while also addressing emergent issues. GYPSD department heads are committed to ensuring the Division is well-run, maintained, and innovative. Departments are strategic and responsive to GYPSD stakeholders to provide optimal environments, infrastructures, supports, programs, and services.



Effective Governance	Policy
Setting Direction	Advocacy
Student Learning	Community Relations (CR)
Finance	Support and Recognition of Staff
Facilities	Committee Work

Core Board Governance Areas

Campbell and Fullan (2019)

Month	Trustee and Board Activities
Every month	<ul style="list-style-type: none"> Attend Public Board Meetings Read Board Reports for Discussion, Comments, and Questions Attend School Council Meetings Attend School Events Read Principal Memos Attend Local Chamber Meetings Collect Evidence Of Board’s Annual Goals, Superintendent’s Annual Goals Read/Review/Amend – as per the Policy Cycle Prepare Committee And Representative Reports to the Board, as warranted Confirm Dates, Attendance, and Representation for Public School Board Council (PSBC), Alberta School Boards Association (ASBA) Zone 2/3, RCASB, and Committee Meetings
August	<ul style="list-style-type: none"> Attend Kick Off Professional Development Event Ensure Representation at Public School Board Council (PSBC) Meeting Attend ASBA Leadership Academy
September	<ul style="list-style-type: none"> Participate in Back-to-School Welcome Events, <i>Terry Fox Events</i>, <i>Orange Shirt Day and National Day for Truth and Reconciliation Events</i> Participate in School Visits and Principal Presentations Approve the Board and Superintendent’s Annual Goals Approve the ASBA Award Submissions, as warranted Approve the Borrowing Resolution Review the Board Report Schedule Approve Auditors (four-year appointment and as needed) Election Cycle (every four years) <ul style="list-style-type: none"> Prepare Election Documents (bylaws, information packages, nomination forms) for Upcoming Election Window (2024 for 2025) Review Trustee Per Diem

October	<ul style="list-style-type: none"> • Acknowledge <i>World Teachers' Day</i> • Participate in Public School Boards' Association of Alberta (PSBAA) Fall Conference and Annual General Meeting • Acknowledge <i>School Bus Safety Week</i> • Participate in Budget Review Processes • Participate in School Visits and Principal Presentations • Attend the Board's Planning Seminar <ul style="list-style-type: none"> ○ Review Goals and Direction ○ Review Governance Effectiveness • Review Assurance Measures' Data from Alberta Education • Host the Council of School Councils' Annual Meeting • Post-Election (every four years) <ul style="list-style-type: none"> ○ Participate in ASBA Orientation Workshops ○ Attend Board Organizational Meeting ○ Attend Board Orientation Workshop ○ Review/Update the new Board's Goals and Strategic Plan
November	<ul style="list-style-type: none"> • Acknowledge <i>Bullying Awareness Week</i> • Participate in ASBA Fall General Meeting • Attend the Rural Caucus of Alberta School Boards' (RCASB) Meeting • Attend <i>Remembrance Day</i> Events • Approve the Assurance Measures Review Submission to Alberta Education • Approve the Audited Financial Review Submission to Alberta Education • Approve Attendance at the National School Boards' Association Conference (International Conference)
December	<ul style="list-style-type: none"> • Attend School Christmas Celebrations • Participate in Food and Toy Drives • Provide Input into ASBA's Strategic Plan, as warranted
January	<ul style="list-style-type: none"> • Attend Meetings with Town and Municipal Councils • Deliver Staff Appreciation Baskets to Schools • Review Annual ASBA and PSBAA Awards for Recognition Requirements and Deadlines
February	<ul style="list-style-type: none"> • Attend ATA Evergreen Local #11 MLA Luncheon (Teachers' Convention) • Receive Submissions for the ASBA Honouring Spirit: Indigenous Student Awards • Review ASBA Bylaws/Calls for Issues
March	<ul style="list-style-type: none"> • Participate in the Selection Process and Approve the Submission for the ASBA Edwin Parr Teacher Award • Attend the RCASB Meeting and the Alberta Rural Education Symposium (ARES) • Approve attendance at the Canadian School Boards' Association (CSBA) Conference (national conference) • Participate in Community Engagement Conversations for the Education Plan • Acknowledge <i>Substitute Appreciation Week</i>
April	<ul style="list-style-type: none"> • Attend the NSBA Annual Conference • Attend the <i>First Nations, Metis and Inuit Education Gathering</i> (hosted by CASS) • Approve the Three-Year Rolling Calendars • Approve the Three-Year Capital and Ten-Year Facilities Submission to Alberta Education

	<ul style="list-style-type: none"> • Contribute to the PSBAA Three Year Plan, where warranted • Encourage Parent Representation at the Alberta School Councils Association (ASCA) Conference and AGM • Attend the Palisades Indigenous Education Camp in Jasper
May	<ul style="list-style-type: none"> • Approve the Education Plan Submission to Alberta Education • Approve the Budget Submission to Alberta Education • Approve the Board Meeting Schedule • Acknowledge <i>School Bus Driver Appreciation Day</i>
June	<ul style="list-style-type: none"> • Attend the PSBAA Spring General Assembly, the RCASB Spring Meeting, and the ASBA Spring General Meeting • Attend Graduation Ceremonies • Attend Annual Retirement Celebration • Attend the Annual Organizational Meeting <ul style="list-style-type: none"> ○ Offer to Serve on Committees, and Represent the Board at Educational Partner Organizations • Participate in the Board Self-Evaluation and Superintendent Evaluation
July	<ul style="list-style-type: none"> • Representation at the Canadian School Board Annual Conference

Approved: January 25, 2023