



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


Dale Karpuk


Jun Lin

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:


Dale Karpluk


Jun Lin

**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


Dale Karpuk


Jun Lin

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


Dale Karpuk


Jun Lin

**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


Dale Karpluk


Jun Lin

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 (Dec 18, 2024 19:04 MST)

Dale Karpluk
Board Chair

X 

Jun Lin
Secretary-Treasurer