



## **Grande Yellowhead Public School Division**

### **PUBLIC BOARD MEETING**

#### **A G E N D A**

**February 26, 2025**

**Meeting Number 7**

**Location: Grand Trunk School, Evansburg**

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#### **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**

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Livestream GYPSD Public Board Meetings at:

[https://www.youtube.com/channel/UC0YSXQleW7cJiFz\\_rY2ioQA/featured](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](mailto:kellhard@gypsd.ca).

# BOARD OF TRUSTEES REGULAR MEETING

February 26, 2025

Meeting #7, 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 January 29, 2025 ([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 – Culinary Students from Grand Trunk School

### 6. PUBLIC COMMENT PERIOD

### 7. ACTION ITEMS

- 7.1. Old
- 7.2. New
  - 7.2.1. Policy 7, *Board Operations* Update ([click here](#))
  - 7.2.2. Policy 8, *Committees of the Board* Update ([click here](#))

### 8. BOARD CHAIR REPORT

- 8.1. Correspondence and Information
  - 8.1.1. Thank ATA Evergreen Local for Luncheon During Teachers' Convention

### 9. SUPERINTENDENT REPORT

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

### RECESS BREAK

### 10. ADMINISTRATION REPORTS

- 10.1. Division Departments Report ([click here](#))
- 10.2. Annual OH&S Report ([click here](#))
- 10.3. Alberta School Boards Association Honouring Spirit: Indigenous Student Award Report ([click here](#))
- 10.4. Critical Incident Response Team Report ([click here](#))

## **11. TRUSTEE/COMMITTEE REPORTS**

- 11.1. Trustee Connections to Board Governance Work Plan Calendar
- 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:*
    - March 26, 2025, Public Board Meeting (10 am)
  - Closed to the Public:*
    - March 26, 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. TBD

## **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 6**

January 29, 2025 – 10:00 a.m.

Education Services Center, Edson, AB

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

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**TRUSTEE ATTENDANCE:**

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

**ADMINISTRATION ATTENDANCE:**

Dr. Parsons, Interim 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  
K. Brook, Senior Executive Assistant  
L. Lee, Director of Information Technology  
A. Corser, Director of Inclusion  
T. Miluch, Teacher Consultant

**DELEGATIONS PRESENT:**

School Administration/Staff/Students: Principal Steven Ripkens, EA Rachel Ripkens, Tim Bohn, PGMS Drama Teacher, students from the cast of *Beetlejuice Jr.*

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**CALL TO ORDER**

Chair Karpluk called the meeting to order at 1011 hours.

**NATIONAL ANTHEM**

**LAND ACKNOWLEDGEMENT**

**ANNOUNCEMENTS**

- Happy New Year to Everyone
- Would like to encourage all High School Students for starting their second semester now

- Would like to applaud all students' writing diplomas
- National Ribbon Skirt Day - January 4<sup>th</sup>
- Bell's Let's Talk Day, January 24<sup>th</sup>
- Family Literacy Day, January 27<sup>th</sup>

**CHANGES TO THE AGENDA**

Addition of 8.1.3 – Attendance Areas and Designated Schools

**2025-001**

**APPROVAL OF THE AGENDA**

Trustee Pettitt moved that the Board approve the agenda.

**Carried Unanimously**

**2025-002**

**APPROVAL OF THE MINUTES**

Trustee Karpluk moved that the Board approve the minutes of the Public Board Meeting of December 18, 2024.

**Carried Unanimously**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

None.

**SPOTLIGHT ON STUDENTS**

École Pine Grove Middle School Student Musical Presentation

**PUBLIC QUESTION PERIOD**

None.

**ACTION ITEMS**

**2025-003**

**Public Funding for Alberta's K-12 Public Schools**

Trustee Mines moved that the Board of Trustees for Grande Yellowhead Public Schools approve that an advocacy letter be sent to the Minister of Education requesting public funds for K-12 education in Alberta only be used to operate Alberta's public schools; for an immediate freeze on Charter School approvals and changes to policies for accepting students; and, for the discontinuation of any public funds allocated to operate private/independent schools. Further, these funds, with adequate increases, are returned to the public system to address needed support for children attending Alberta's public school system.

**Carried Unanimously**

**2025-004**

**Revisions to Policy 20, Health and Wellness**

Trustee Bobilek moved that the Board of Trustees approves the amendment to Board Policy 20, *Health and Wellness*.

**Carried Unanimously**

2025-005

**Revisions to Policy 21, Sexual Orientation, Gender Identity, and Gender Expression**

Trustees Bobilek moved that the Board of Trustees approve amendments to Board Policy 21 – *Sexual Orientation, Gender Identity, and Gender Expression*.

**Carried Unanimously**

2025-006

**Jasper Learning Connection (TLC) Location and Lease**

Trustee Caputo moved that the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) approved Principal Crozier’s request to house the Jasper Learning Connection (TLC) within the Jasper Junior Senior High School Library, thus eliminating the need to sign a new lease agreement with the current lease agreement with the Jasper Park Chamber of Commerce expires June 30, 2025.

**Carried Unanimously**

2025-007

**Advocacy Letter for Jasper Housing**

Trustee Fowler moved that the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) moves to direct administration to send a letter to Premier Smith, Minister Nixon, MP Soroka, and MLA Long advocating the funds for Jasper Housing be immediately distributed as promised.

**Carried Unanimously**

**BOARD CHAIR REPORT**

Chair Karpluk Shared:

- Response from Minister Nixon Re: School Staff Housing in Jasper
- Principal Presentations: School Continuous Improvement Plans
- Attendance Areas and Designated Schools

**SUPERINTENDENT’S REPORT**

Superintendent Parsons reported on all the activities he has been leading since the last Public Board meeting on December 18, 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 December 18, 2024.

**First Quarter Financial Report**

The Board received the First Quarter Financial Report from Secretary-Treasurer Lin.

## TRUSTEE REPORTS

### Connections to Board Governance Work Plan Calendar

No Report.

### Board Policy Committee

- Developing a Policy to anchor our AP 305 which is Student Attendance; Policy 22, School Attendance Areas
- Changes to Policy 7 – Role of the Board
- Changes to Policy 8 – Committees of the Board
- Housekeeping edits to Policy 17 – Student Transportation

### Recognition of Employees Committee

Meeting in February

### Board Planning Seminar Committee

No Report.

### Board Negotiations Committee

No Report.

### Board Representatives

- **PSBAA – Work Plan Update**
  - Emailed Public School Nomination Forms for the Awards
  - PSBC – February 6th & 7th
- **ASBA Zone 2/3**
  - ASBA Sustainability Presentation

## FUTURE BUSINESS

### Meeting Dates

Board – Open to Public

February 26, 2025 Public Board Meeting (10:00 a.m.)

Committees – Closed to Public

February 26, 2025 Committee of the Whole Meeting (9:00 a.m.)

### Notice of Motion

None.

### Future Agenda Items

None.

2025-008

### Closed Session

Trustee Caputo moved that the Board go into closed session at 1442 hours.

**Carried Unanimously**

2025-009

**Out of Closed Session**

Trustee Bobilek moved that the Board come out of closed session at 1515 hours.

**Carried Unanimously**

2025-010

**ADJOURNMENT**

Trustee Fowler moved for adjournment at 1516 hours.

**Carried Unanimously**

X

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Dale Karpluk  
Board Chair

X

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Jun Lin  
Secretary-Treasurer

DRAFT



## 7.2.1

### Action Item

February 26, 2025

To: Board of Trustees

From: Dr. Parsons, Interim Superintendent of Schools

**Subject: Policy 07, Board Operations**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

### **RECOMMENDATION**

That the Board of Trustees approve the update to Policy 07, *Board Operations*.

### **REPORT**

#### **Governance Implications:**

Board Policy sets direction for the school jurisdiction and provides the operational framework for the corporate Board. As per Board Policy 10 - *Policy Making*, the Board will deal with policy work at Policy Committee meetings and the subsequent adoption of any new policy or policy revision will take place at a regular Board meeting after the policy review process is completed. Adoption of a policy is by Board motion.

#### **Context of the Recommendation:**

Board policies are reviewed on a regular basis to ensure alignment to the *Education Act* and applicable government regulations. Board Policy identifies the Division's priorities and goals, and provides guidance for the Board's governance agenda. Board Policy 7, *Board Operations*, describes the Board's electoral wards, the requirements for meetings, the process for decision-making, the process for presenting to the Board, the trustee remuneration and compensation package, and the process to access professional development activities.

The addition of a 'quarter day meeting' category in Section 12.3 of Policy 7 allows for improved resource management.

#### **Conclusion:**

That the Board approve the recommended changes to Policy 07, *Board Operations*. The revision to this policy, if approved, will take effect immediately.

## **BOARD OPERATIONS**

The Board believes that its ability to discharge its obligations in an efficient, effective, and transparent manner is dependent upon the development and implementation of a sound organizational design. To fulfill its legislative capacity, the Board deems it necessary to meet on a regular basis to conduct their governance responsibilities. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to provide an excellent education system and to enhance the public assurance in education. Board meetings will be conducted in public.

There are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in closed session for issues dealing with individual students, individual employees, land, litigation, or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings and that the Board will actively encourage delegations (see Appendix B – Delegation Protocol) from students, parents, school councils, and members of the public.

The Board also believes that community engagement to address specific educational topics and held on a regular basis in various communities within the Division can enhance communications and effectiveness of the Board.

### **1. Wards**

1.1. Within the stipulations of the Order in Council establishing Grande Yellowhead Public School Division, the Board has decided to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

1.1.1. Ward 1 is Electoral Subdivision #1 (Hinton and area) and will be comprised of that portion of the Division in Townships 49-54 (inclusive) west of the 22 Range line, and that portion of the Division in township 45-48 (inclusive) west of the 23 Range line, all west of the fifth meridian.

1.1.1.1. Two (2) trustees will be elected from Electoral Subdivision #1.

1.1.2. Electoral Subdivision #2 (Edson and area) will be comprised of that portion of the Division east of the boundary described in 1.1.1 above and west of the 14 Range line, plus those portions of Townships 55-57 (inclusive), Range 13 west of the McLeod River EXCEPTING sections 1-3 (inclusive), 10-15 (inclusive), 22-27 (inclusive), and 34-36 (inclusive) in Township 53, Range 14, all west of the fifth meridian.

1.1.2.1. Two (2) trustees will be elected from Electoral Subdivision #2.

- 1.1.3. Electoral Subdivision #3 (Lobstick area) will be comprised of that portion of the Division to the easterly boundary described in clause 1.1.2. above.
    - 1.1.3.1. One (1) trustee will be elected from Electoral Subdivision #3.
  - 1.1.4. Ward 2 will comprise all those lands within the previous Grande Cache School District No. 5258.
  - 1.1.5. Ward 3 will comprise all those lands within the Municipality of Jasper.
  - 1.1.6. The total number of trustees to be elected from each of Ward 2 and Ward 3 will be one (1).
  - 1.2. Wards may be revised from time to time as determined by the Board.
    - 1.2.1. The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held to have the revision in effect following that general election.
    - 1.2.2. In the determination of revised ward boundaries, the Board must take into consideration representation by population, school attendance areas, and growth/depopulation forecasts.
      - 1.2.2.1. In balancing representation by population, the common representation rule that can be used is +/- 25% of the average ward population.
    - 1.2.3. Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
  - 1.3. The provisions of the Local Authorities Election Act respecting the election of trustees will apply to every election in each ward and electoral subdivision.
  - 1.4. By-elections may be held as determined by the Board.
    - 1.4.1. During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduced the Board to a number that is less than the quorum of the Board plus one (1).
2. Organizational Meeting
- 2.1. An organizational meeting of the Board will be held annually in June except in an election year where it must be held within (4) weeks following the date of the statement of official election results.
  - 2.2. The Corporate Secretary-Treasurer of the Division must give notice of the organizational meeting to each trustee as if it were a special meeting. The Superintendent will call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
  - 2.3. Each trustee will take the oath-affirmation of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
  - 2.4. Upon election, the Board Chair will preside over the remainder of the organizational meeting.
  - 2.5. The organizational meeting will, in addition include, but not be restricted to, the following:
    - 2.5.1. Elect a Vice Chair.

- 2.5.2. Create such standing or ad hoc committees of the Board as are deemed appropriate and appoint members.
- 2.5.3. Appoint trustee(s) as Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.
- 2.5.4. Review Board member conflict of interest stipulations and determine any disclosure of information requirements Appendix A - Mandatory Disclosure of Personal Interest. Trustees will bring notice of any changes to conflict of interest to a public Board meeting.
- 2.5.5. Appoint signing authorities for the Division.
- 2.5.6. Appoint an external auditor, as required, for the subsequent fiscal period.
- 2.5.7. Address other organizational items as required.

### 3. Regular Meetings

- 3.1. Regular Board meetings will be held at least once per month during the school year; an additional meeting may occur within the month to address extensive business and decision demands where required. The schedule of meetings will be set for the coming year prior to the end of the previous school year.
  - 3.1.1. All meetings will ordinarily be held at the Education Services Centre in Edson, commencing at 10:00 a.m.
  - 3.1.2. Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule or location of the meeting in such a manner as it deems appropriate.
- 3.2. With prior knowledge of the Board Chair, trustees who are unable to attend a meeting in-person due to reasons such as inclement weather, other Board assigned commitments, or for personal reasons, may attend virtually.
  - 3.2.1. A maximum of three (3) consecutive meetings may be attended virtually or as approved by the Board Chair.
- 3.3. Delegations, school and system staff, Division students, and members of the public who are unable to attend public Board meetings in person, may attend virtually.
- 3.4. All trustees will notify the Board Chair if they are unable to attend a Board meeting.
- 3.5. All trustees who are absent from three (3) consecutive regular meetings will:
  - 3.5.1. Obtain authorization by resolution of the Board; or
  - 3.5.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to provide evidence may result in disqualification.
- 3.6. If both the Board Chair or Vice Chair, through illness or another cause, are unable to perform the duties of the office or are absent, the Board will appoint from among its members an acting Chair, who on being so appointed has all the powers and will perform all the duties of the Board Chair during the Board Chair's and Vice Chair's inability to act or absence.
- 3.7. The Board believes that most matters discussed at its meetings are of direct interest and relevance to the staff of the Division. The Board, therefore, approves the attendance of a representative of the Evergreen Local No. 11 of the Alberta Teachers' Association and a representative of the Canadian Union of Public Employees, Local

1357, at its regular and special meetings. Representatives as named by the Locals will be provided with an agenda prior to the date of the Board meeting.

- 3.8. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

#### 4. Special Meetings

- 4.1. Occasionally, unanticipated, or emergent issues require immediate Board attention and/or action.
- 4.2. Special meetings of the Board may be held from time to time as provided for under Section 3 of the Board Procedures Regulations (AR 82/2019). These are public meetings.
- 4.3. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.4. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

#### 5. Closed Sessions

- 5.1. The Board may, by motion, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in a closed session.
  - 5.1.1. Such motions will be recorded in the minutes of the Board and will specify those individuals eligible to attend in addition to trustees and the Superintendent.
  - 5.1.2. The reason for the closed session will be stated prior to its approval and recorded in the minutes.
- 5.2. The closed session will be limited to discussion pertaining to the following stated reasons:
  - 5.2.1. Individual students;
  - 5.2.2. Individual employees;
  - 5.2.3. Collective bargaining issues;
  - 5.2.4. Litigation issues;
  - 5.2.5. Acquisition/disposal of property; and
  - 5.2.6. Other topics that a majority of the trustees present feel must be held in private, in the public interest.
- 5.3. Such sessions will be closed to the public and press.
  - 5.3.1. The Board will only discuss the matter which gave rise to the closed session.
  - 5.3.2. Board members and other persons attending will maintain confidentiality and not disclose the substance of the closed session discussions.
- 5.4. The Board will, during the closed session, adopt only such motion as is required to reconvene the Board in an open, public meeting.

#### 6. Agenda for Regular Meetings

The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair.

6.1. The order of business at a regular meeting will be as follows:

6.1.1. **CALL TO ORDER**

- 6.1.1.1. National Anthem
- 6.1.1.2. Land Acknowledgement
- 6.1.1.3. Announcements
- 6.1.1.4. Changes to the Agenda
- 6.1.1.5. Approval of the Agenda

6.1.2. **APPROVAL OF MINUTES**

- 6.1.2.1. Minutes of Regular Board Meeting
- 6.1.2.2. Minutes of Special Board Meeting

6.1.3. **BUSINESS ARISING FROM THE MINUTES**

6.1.4. **DELEGATION / PRESENTATION**

- 6.1.4.1. **ATA Local**
- 6.1.4.2. **CUPE Local**

6.1.5. **SPOTLIGHT ON STUDENTS**

6.1.6. **PUBLIC COMMENT PERIOD**

6.1.7. **ACTION ITEMS**

6.1.8. **BOARD CHAIR REPORT**

- 6.1.8.1. Correspondence and Information

6.1.9. **SUPERINTENDENT REPORT**

- 6.1.9.1. Superintendent Reports

6.1.10. **RECESS BREAK**

6.1.11. **ADMINISTRATION REPORTS**

6.1.12. **TRUSTEE/COMMITTEE REPORTS**

- 6.1.12.1. Connections to Board Governance Work Plan Calendar
- 6.1.12.2. Board Policy Committee
- 6.1.12.3. Recognition of Employees Committee
- 6.1.12.4. Board Planning Seminar Committee
- 6.1.12.5. Board Negotiations Committee
- 6.1.12.6. Board Representatives:
  - 6.1.12.6.1. PSBAA
  - 6.1.12.6.2. ASBA Zone 2/3

- 6.1.13. **FUTURE BUSINESS**
  - 6.1.13.1. Meeting Dates
  - 6.1.13.2. Notice of Motion
  - 6.1.13.3. Future Agenda Items
- 6.1.14. **CLOSED SESSION (Land, Legal, Labour)**
- 6.1.15. **ACTION IN RESPONSE TO CLOSED SESSION**
- 6.1.16. **ADJOURNMENT**
- 6.2. The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business, which will come before the Board and will be of value to the Board in the performance of its duties.
- 6.3. Items may be placed on the agenda in one (1) of the following ways:
  - 6.3.1. By notifying the Board Chair or Superintendent at least six (6) business days prior to the Board meeting.
  - 6.3.2. By notice of motion at the previous meeting of the Board.
  - 6.3.3. As a request from a committee of the Board.
  - 6.3.4. Emergent Issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, will ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority vote.
  - 6.3.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
- 6.4. The agenda package, containing the agenda and supporting information, will be provided to each trustee within three (3) business days prior to the date of the meeting. Subsequently, emergent information may follow.
- 6.5. The Public Board Meeting Package will be posted on the Division website at least 24 hours in advance of the Public Board Meeting.
- 6.6. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 7. Minutes for Regular or Special Meetings
  - The Board will keep minutes of its public board meetings.
  - 7.1. The minutes will record:
    - 7.1.1. Date, time, and place of meeting;
    - 7.1.2. Type of meeting;
    - 7.1.3. Names of those trustees and administration in attendance;
    - 7.1.4. Approval of preceding minutes;
    - 7.1.5. A brief summary of the circumstances which gave rise to the matter being debated by the Board;
    - 7.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;

- 7.1.7. Names of trustee making the motion;
- 7.1.8. Points of order and appeals;
- 7.1.9. Receipt of summarized reports of committees;
- 7.1.10. Recording of the vote on a motion (when requested pursuant to clauses 8(3) and 8(4) of the Board Procedures Regulation (AR 82/2019));
- 7.1.11. Trustee declaration of conflict of interest pursuant to Section 88 of the Education Act;
- 7.1.12. Departure and re-entry times of trustees;
- 7.1.13. The time of adjournment.
- 7.2. The meeting may be recorded electronically, which would be found on the GYPSD Live Stream.
- 7.3. The minutes will:
  - 7.3.1. Be prepared as directed by the Superintendent;
  - 7.3.2. Be reviewed by the Superintendent prior to submission to the Board;
  - 7.3.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 7.3.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.4. The Superintendent will ensure upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures of the Division are affixed to the concluding page of the minutes.
- 7.5. The Superintendent will establish a codification system for resolutions determined by the Board which will:
  - 7.5.1. Provide for ready identification as to the meeting at which it was considered;
  - 7.5.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.5.3. Establish and maintain a file of all Board minutes.
- 7.6. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 7.7. Upon adoption by the Board, the minutes will be available to the public through the Division website.
8. The Board will apply Robert's Rules for the order of the meeting.

## 9. Motions

Motions do not require a seconder, except in rare instances as described below:

- 9.1. Notice of Motion
  - 9.1.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.



- 9.1.2. A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date.
- 9.1.3. A trustee may also provide the Board chair with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting.
  - 9.1.3.1. The trustee does not need to be present during the reading of the motion; however, if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.
- 9.2. Discussion on Motions
  - 9.2.1. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
  - 9.2.2. A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers will confine their remarks to the motion or to the information pertinent to the motion.
- 9.3. Speaking to the Motion
  - 9.3.1. The mover of a motion first and every trustee will have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
  - 9.3.2. If the Board Chair wishes to speak on a motion, they are to vacate their seat as Chair and ask the Vice-Chair to preside. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.
  - 9.3.3. The mover of the motion is permitted to close debate on the motion.
  - 9.3.4. As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
  - 9.3.5. No one will interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption will not be permitted without permission of the Board Chair.
  - 9.3.6. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair will rule on further discussion.
- 9.4. Reading of the Motion
  - 9.4.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 9.5. Recorded Vote
  - 9.5.1. Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes will record the names of the trustees who voted for or against the matter.
  - 9.5.2. Immediately after a vote is taken and on the request of a trustee, the minutes will record the name of that trustee and whether that trustee voted for or against.

## 9.6. Required Votes

- 9.6.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provision of the *Board Procedures Regulation* (AR82/2019), will vote on each question.
- 9.6.2. Each question will be decided by a majority of the votes of those trustees present.
- 9.6.3. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated.
- 9.6.4. A vote on a question will be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

## 10. Delegations to Board Meetings

For the purpose of this section, the word *delegation* will mean one (1) or more persons. For information on how to speak or present at a meeting, see **Policy 7 Appendix B – Delegation Protocol**:

- 10.1. In discussing matters with the delegation, the Board Chair will act as spokesperson for the Board. Individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation will any trustee commit the Board to any specific course of action.
- 10.2. Upon completion of the presentation, the Board Chair will inform the delegation when a decision, if required, will be made. Such decisions will be communicated in writing to the spokesperson.
- 10.3. Additionally, representatives named by ATA Local 11 and CUPE Local 1357 are encouraged to present information on Local activities under the Delegation section of the meeting agenda and are requested to take information including key messages back to their respective Locals.

## 11. Recording Devices

- 11.1. The Board expects that anyone wanting to use a recording device at a Public Board Meeting must obtain prior approval of the Board Chair.

## 12. Trustee Compensation

The Board believes that trusteeship, first and foremost, is a public service. The Board recognizes, however, that the discharge of this public service often results in the trustee incurring financial expenses and incurs considerable time demands.

Prior to a general election, the rates of compensation for trustees will be reviewed.

Trustees may claim honoraria and expenses at the following rates for attending to Board affairs:

- 12.1. Trustees will be paid a per diem and an expense allowance as set out below, plus meals, travel allowance, technology services, registration fees, and accommodation.
- 12.2. Trustees will be paid a base monthly honorarium and an expense allowance as set out below:
  - 12.2.1. Board Chair: six and one-half (6.5) days per month, in accordance with clause 12.3.23.

- 12.2.2. Board Vice Chair: four and one-half (4.5) days per month, in accordance with clause 12.3.~~23~~.
- 12.2.3. Board Trustees: three and one-half (3.5) days per month, in accordance with clause 12.3.~~23~~.
- 12.2.4. Base monthly **honoraria is to cover**: preparation for regular and special Board meetings, communication with stakeholders, school-related events, and school council meetings.

### 12.3. Per Diem

Per diem is to cover attendance at regular or special Board meetings, Committee meetings, Board approved or directed meetings, and attendance at ASBA, PSBAA and Rural Caucus activities.

~~12.3.1.~~ For meetings under two (2) hours in duration (1/4 Day): one-quarter (1/4) the full day meeting rates specified in clause 12.3.3 for honorarium and expenses.

~~12.3.1-12.3.2.~~ For meetings up to and including more than two (2) hours and up to and including four (4) hours in duration (1/2 Day): one-half (1/2) the full day meeting rates specified in clause 12.3.~~23~~ for honorarium and expenses.

~~12.3.2-12.3.3.~~ For meetings more than four (4) hours and up to and including eight (8) hours in duration (Full Day): \$138.42 per day honorarium and \$69.20 per day expenses, for a total of \$207.62 per day.

~~12.3.3-12.3.4.~~ For meetings more than eight (8) hours in duration, in a single day: one and one half (1 1/2) the full day meeting rates specified in clause 12.3.~~32~~ for honorarium and expenses.

~~12.3.4-12.3.5.~~ The duration of the meeting is determined by the lessor of:

~~12.3.4.1-12.3.5.1.~~ Start and end time recorded in the minutes of the meeting or as declared by the meeting Chair or lead; or

~~12.3.4.2-12.3.5.2.~~ Substitution of the arrival or departure time of the trustee, for the start or end time noted in clause 7.1.14.

~~12.3.5-12.3.6.~~ At a minimum, every four (4) years, the Board will review and may adjust the trustee per diem.

### 12.4. Subsistence

12.4.1. Subsistence allowances at the rates of \$13.00 for breakfast, \$17.00 for lunch, and \$27.00 for dinner.

12.4.2. The breakfast allowance may be claimed if the trustee is away from home prior to 0700 and the dinner allowance may be claimed if the trustee does not arrive home until after 1900 hours.

12.4.3. No subsistence allowance is claimable for a meal provided without additional cost in conjunction with a function or meeting.

### 12.5. Travel and Kilometrage

12.5.1. A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.55 per kilometer while attending to Board business. Pooling of transportation is encouraged.

12.5.2. Travel by public carrier will be reimbursed at cost and receipts must support claims.

- 12.5.3. Kilometrage will be paid for additional meetings if the meeting is held in a different location and involves extra kilometrage, but not within the same community.
- 12.6. Travel Time
- Trustee circumstances often require additional travel time based on geography and/or responsibility.
- 12.6.1. Trustees will be paid a time allowance of one-one hundredth (1/100th) of the hourly rate outlined in clause 12.3.23 for each kilometer traveled, while attending to Division business; or
- 12.6.2. Trustees will be paid a time allowance for each hour in transport on a commercial carrier (e.g., airline) as determined by the carrier's schedule or ticket between destination points, equal to the rate per hour in clause 12.3.32.
- 12.7. Accommodation expenses:
- 12.7.1. Will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or
- 12.7.2. An allowance of sixty dollars (\$60.00) per night will be paid for the use of private accommodation.
- 12.7.3. An allowance of one hundred sixty-five dollars (\$165.00) per month is to be paid to a trustee for reimbursement for the cost of internet access and other telecommunication services, including long distance charges, cellular charges, etc. in carrying out their role as trustee.
- 12.8. Trustees will receive \$266.67 per month to offset the Federal Government decision in 2017 to remove the one-third tax exemption.
- 12.9. Other trustee expenses, supported by receipts, e.g. registration fees and other related expenses, etc. will be reimbursed at cost.
- 12.10. Leadership and Skills Development
- 12.10.1. The Board believes that trustees, by virtue of the fact that they have been elected, have been identified as leaders in their community. To nurture this quality of leadership, the Board believes that a culture of excellence must be developed at the Board level that provides opportunities for trustees to exercise and enhance their leadership skills, and to be identified in their communities with name badges, logo wear, and identification tags.
- 12.10.1.1. The Board will plan specific in-service activities designed to assist trustees in their efforts to improve their skills.
- 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.
- 12.10.2. Trustees may, without approval from the Board, attend in-person or virtually, the following functions:
- 12.10.2.1. Alberta School Boards' Association conferences, workshops, general, and Zone 2/3 meetings;
- 12.10.2.2. Public School Boards' Association of Alberta conferences, workshops, general and council meetings;
- 12.10.2.3. Rural Caucus of Alberta School Boards conferences, workshops, and meetings;

12.10.2.4. Scheduled Board and Committee Meetings; and,

~~12.10.2.4.~~12.10.2.5. ~~12.10.2.5.~~ up to two (2) board/governance/education professional development events (i.e. ASCA, ARES, CASS Indigenous Education Gathering, conferences, workshops and/or symposiums.) within the province, each school year.

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.

12.10.3.2. Trustees who have received approval, but will not be attending, must, at the earliest possible time, advise the Board at a public meeting of their intention to not attend.

12.10.3.3. Trustees attending such functions will provide the Board with a report at a regular public board meeting.

12.10.4. Trustees will apply to the Board in advance for authorization to attend community functions outside the boundaries of the Division.

12.10.5. The Board Chair may attend, without prior authorization of the Board, any meetings or events called that invite the Board Chair's attendance as representation of the Board (e.g., Alberta Education, ASBA Board Chairs' meeting) The Board Chair will report on their attendance at these events at the next regular Board meeting.

#### 12.11. Health Benefits

12.11.1. Trustees can participate in the Division benefit plans with one hundred percent (100%) cost coverage.

12.11.2. If a Trustee is ineligible for Division benefit plans, they will be reimbursed upon submission of receipts, to the maximum value of Division Plan premiums.

#### 12.12. Compensation

12.12.1. Compensation will be contingent upon the completion of the appropriate forms and claims.

12.12.2. Trustees will submit claim forms for per diem and reimbursement of expenses to Accounts Payable department for administrative purposes/procedures. All claims must adhere to responsible financial practice as outlined by the Secretary Treasurer.

12.12.2.1. Claim forms must be submitted within thirty (30) calendar days of the end of the month for which the claim is made.

12.12.2.2. Claim forms submitted thirty (30) calendar days after the end of the month for which the claim is made, may be reimbursed, subject to the appropriate approval.

12.12.2.3. Claim forms submitted after September 30 for claims in the previous fiscal year, will not be reimbursed.

12.13. If clarification is required, the Board Chair will address it with the trustee. Honoraria paid to trustees will be allocated to unvouchered expenses and wages as established by Revenue Canada.

12.14. Public Disclosure of Trustee Compensation and Expenses.

12.14.1. To provide greater transparency and disclosure of trustee compensation, monthly summaries of trustee honoraria and expenses will be publicly disclosed.

12.14.2. Each month's summary is to be posted online, to the Division website, for a period of twelve (12) months.

12.14.3. Summaries are to be posted by the 15th of each month.

13. Trustee Conflict of Interest

13.1. The trustee is directly responsible to the electorate of the Division and to the Board.

13.2. Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

13.3. The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

13.3.1. The trustee is expected to be conversant with sections 85-96 of the Education Act.

13.3.2. The trustee is solely responsible for declaring themselves to be in possible conflict of interest.

13.3.2.1. The trustee will make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

13.3.2.2. Following the declaration of conflict of interest by a trustee, all debate and action will cease until the trustee has left the room.

13.3.3. It will be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

13.3.4. The recording secretary will record in the minutes:

13.3.4.1. The trustee's declaration;

13.3.4.2. The trustee's abstention from the debate and the vote; and

13.3.4.3. That the trustee left the room in which the meeting was held.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 76, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95,

96, 97, 112, 114, 138, 139, 222 Education Act  
Local Authorities Elections Act  
Income Tax Act (Canada)  
Board Procedures Regulation  
Petitions and Public Notices Regulation

Approved: November 2005

Amended: February 16, 2011, June 1, 2011, August 22, 2012, October 2, 2013, December 18, 2013, February 19, 2014, May 7, 2014, September 3, 2014, June 17, 2015, September 9, 2015, November 5, 2015, May 4, 2016, September 7, 2016, September 6, 2017, February 7, 2018, March 21, 2018, April 29, 2020, September 23, 2020, February 24, 2021; March 9, 2022; March 15, 2023, January 31, 2024, October 23, 2024

## 7.2.2

### Action Item

February 26, 2025

To: Board of Trustees

From: Dr. Parsons, Interim Superintendent of Schools

**Subject: Update to Policy 8 – Committees of the Board**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

### **RECOMMENDATION**

That the Board of Trustees approve the update to Policy 8, *Committees of the Board*.

### **REPORT**

#### **Governance Implications:**

Board Policy sets direction for the school jurisdiction and provides the operational framework for the corporate Board. As per this policy, the Board will deal with policy work at Policy Committee meetings and the subsequent adoption of any new policy or policy revision will take place at a regular Board meeting after the policy review process is completed. Adoption of a policy is by Board motion.

#### **Context of the Recommendation:**

To carry out its mandate of local governance of education, the Board delegates some of its functions to a Committee of the Board. Trustees identify their committee commitments annually at the Organization Meeting, except in years where there is a General Election.

The Policy Committee recommends the creation of a new standing committee, the Finance/Budget Committee, to meet once per quarter.

#### **Conclusion:**

That the Board of Trustees approve the update to Policy 8, *Committees of the Board*. The revision to this policy, if approved, will take effect immediately.





## **POLICY 8**

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### **COMMITTEES OF THE BOARD**

To carry out its mandate of local governance of education, the Board may delegate some of its functions to a Committee of the Board. Trustees must join a variety of committees in a leadership role over their term.

#### **General Requirements**

The Board will:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees will remain in place until the subsequent organizational meeting unless dissolved by Board motion.
  - 1.1. Board Committee of the Whole Chair and Vice-Chair positions will be selected at the Board's Annual Organizational Meeting.
  - 1.2. The Superintendent will call the first meeting for committees where the Chair and Vice Chair will be selected.
    - 1.2.1. The Committee Chair must be a trustee with the exception of Student Expulsions.
2. At any duly constituted meeting, establish such ad hoc committees, as it deems necessary. Normal honoraria and expenses in accordance with Board policy will be provided to trustees serving on ad hoc committees. Upon completion of the assigned responsibilities, as hoc committees will report to the Board and then dissolve.
3. In setting up committees, the Board will determine and specify:
  - 3.1. Membership;
  - 3.2. Powers/Terms of Reference;
  - 3.3. Decision Making;
  - 3.4. Quorum;
  - 3.5. Status of Minutes;
  - 3.6. Reporting Requirements.
4. The Board Chair will be an ex-officio member of all Board committees.
5. In the event that both a committee member and the alternate member cannot attend to the duties of their appointed standing committee, the Vice-Chair may attend depending upon availability and fulfill the duties required, providing the committee does not present a conflict of interest for the Vice-Chair. In the event of an issue of availability or a conflict of interest, trustees will be contacted in order of proximity to the location of the meeting.
6. Committee meetings will be called by the Chair of the committee in consultation with the Superintendent or designate.

7. Board committees may not speak or act for the Board except when formally given such authority for specific and time limited purposes.
8. Board committees meet as required and in private. Reports are brought to the Committee of the Whole as information or to the Board for decision at the next regular Board meeting.
9. Board committees will designate a Chair and Vice-Chair. In the event that neither the Chair nor the Vice-Chair is in attendance, the committee will elect an Acting Chair.
10. Each committee will be assigned an administrative representative by the Superintendent to attend and serve, for information purposes only, unless otherwise specified. Committees will be notified of any changes in the administrative representative by the Superintendent, as they occur.
  - 10.1. Personnel assigned to work with committees will have the roles, responsibilities and reporting requirements determined by the Superintendent.

**Standing Committees**

1. Board Committee of the Whole
 

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees with the Superintendent and/or designate(s) to attend for support purposes only.

  - 1.1. Membership
    - 1.1.1. All trustees.
  - 1.2. Powers/Terms of Reference
    - 1.2.1. To allow the Board to explore matters to a much greater depth than can be accomplished in a scheduled regular meeting of the Board.
    - 1.2.2. To receive and solicit information from the Superintendent relevant to the development of various system activities and plans.
  - 1.3. Decision Making
    - 1.3.1. No decisions are made.
  - 1.4. Minutes
    - 1.4.1. Accepted by committee.
  - 1.5. Reporting
    - 1.5.1. No reporting is made to the Board.
2. ATA Negotiations
  - 2.1. Membership
    - 2.1.1. Two (2) trustees; one (1) alternate.
  - 2.2. Powers/Terms of Reference
    - 2.2.1. To make recommendations to the Board on relevant matters.
    - 2.2.2. To negotiate with ATA within parameters set by the Board and in accordance

with the Education Act, Employment Standards Code, and the Labor Relations Code.

2.3. Decision Making

2.3.1. The committee develops the proposal and negotiates with the ATA. Committee signs off on changes to proposals and agreed upon items through the negotiation process.

2.3.2. Committee brings a Memorandum of Agreement to the Board as an action item.

2.4. Quorum

2.4.1. Majority of committee.

2.5. Minutes

2.5.1. Record kept by Superintendent or designate.

2.6. Reporting

2.6.1. To the Board in preparation for the adoption of the Collective Agreement.

3. Audit Committee

3.1. Membership

The committee will consist of:

3.1.1. The Board of Trustees

3.1.2. Two (2) public members:

3.1.2.1. A member of the business community who is not a trustee, and

3.1.2.2. A member of the adult learning community who is not a trustee.

3.1.3. Secretary-Treasurer.

3.1.4. The Superintendent will be an ex-officio member of the committee.

3.1.5. Public member appointments are determined by the Board, and are for four (4) years.

3.2. Powers/Terms of Reference

3.2.1. To recommend external auditors to the Board, and

3.2.2. Review the annual financial statements.

3.3. Decision Making

3.3.1. All recommendations formed by a majority of the committee for decisions are brought for to a regular Board meeting.

3.4. Quorum

3.4.1. Two (2) trustees.

3.4.2. One (1) public member.

3.4.3. Secretary-Treasurer or Superintendent.

3.5. Minutes

3.5.1. Record kept by Superintendent or designate.

3.6. Reporting

3.6.1. To the Board in writing as recommendations.

#### 4. CUPE Negotiations

##### 4.1. Membership

4.1.1. Two (2) trustees; one (1) alternate.

##### 4.2. Powers/Terms of Reference

4.2.1. To make recommendations to the Board on relevant matters.

4.2.2. To negotiate with CUPE within boundaries set by the Board and in accordance with the Education Act, Employment Standards Code, and the Labor Relations Code.

##### 4.3. Decision Making

4.3.1. The committee develops the proposal and negotiates with CUPE.

4.3.2. The committee signs off on changes to proposals and agreed upon items through the negotiation process.

4.3.3. The committee brings a Memorandum of Agreement to Board as an action item.

##### 4.4. Quorum

4.4.1. Two (2) trustees.

##### 4.5. Minutes

4.5.1. Record kept by Superintendent or designate.

##### 4.6. Reporting

4.6.1. To the Board in preparation for the adoption of the Collective Agreement. 5.

#### Division Bus Drivers' Negotiations

##### 5.1. Membership

5.1.1. Two (2) trustees; one (1) alternate.

##### 5.2. Powers/Terms of Reference

5.2.1. To make recommendations to the Board on relevant matters.

5.2.2. To negotiate with Division Bus Drivers within boundaries set by the Board and in accordance with the Education Act, Employment Standards Code, and the Labour Relations Code.

##### 5.3. Decision Making

5.3.1. The committee develops the proposal and negotiates with the Division Bus Drivers.

5.3.2. The committee signs off on changes to proposals and agreed upon items through the negotiation process.

5.3.3. The committee brings Memorandum of Agreement to Board as an action item.

##### 5.4. Quorum

5.4.1. Two (2) trustees.

##### 5.5. Minutes

5.5.1. Record kept by Superintendent or designate.

5.6. Reporting

5.6.1. To the Board in preparation for the adoption of the Contract with the Association of School Bus Drivers' Contract.

6. Grievance Committee (Association of School Bus Drivers)

6.1. Membership (as defined in the Agreement with the Association of School Bus Drivers)

6.1.1. Two (2) trustees; one (1) alternate.

6.1.2. Two (2) representatives of the Association.

6.1.3. Chair acceptable to both parties.

6.2. Powers/Terms of Reference

6.2.1. To respond to the grievance from a Division driver in accordance with the contract in place with the Association of School Bus Drivers.

6.3. Decision Making

6.3.1. Majority decision of the committee.

6.4. Quorum

6.4.1. Two (2) trustees.

6.5. Minutes

6.5.1. Kept and circulated to trustees.

6.6. Reporting

6.6.1. To the Board in writing and submitted as information only. No formal acceptance of report.

7. Policy Committee

7.1. Membership

7.1.1. Three (3) Trustees; one (1) alternate.

7.2. Powers/Terms of Reference

7.2.1. To prepare recommendations for Board policy at regular meetings of the Board.

7.2.2. To receive reports and to discuss and develop policy positions in all areas.

7.2.3. To provide comments to the Superintendent on Administrative Procedure updates.

7.3. Decision Making

7.3.1. All recommendations for decisions are brought forward to a regular Board meeting.

7.4. Quorum

7.4.1. Two (2) of three (3) trustees.

7.5. Minutes

7.5.1. Accepted at Policy Committee level.

7.6. Reporting

7.6.1. To the Board in writing and submitted as information only. No formal acceptance of report.

8. Recognition of Employees 8.1. Membership

8.1.1. Two (2) trustees; one (1) alternate.

8.1.2. Superintendent or designate.

8.2. Powers/Terms of Reference

8.2.1. To review the Retirement and Kick-Off celebration practices.

8.2.2. To discuss initiatives that support the recognition or contributions of employees.

8.2.3. To make recommendations to the Board regarding these events.

8.3. Decision Making

8.3.1. The committee has the power to carry out responsibilities outlined in Policy 19 – Recognition of Staff.

8.4. Quorum

8.4.1. Majority of committee.

8.5. Minutes

8.5.1. Kept and circulated to committee members.

8.6. Reporting

8.6.1. To verbally report to the Board as information only.

9. Board Planning Seminar

9.1. ~~9.1.~~ Membership

9.1.1. Two (2) Trustees; one (1) alternate.

9.1.2. Superintendent or designate.

9.2. Powers/Terms of Reference

9.2.1. To plan the annual Board Planning Seminar

9.2.2. Decision Making

9.2.3. All recommendations for decisions are brought forward to a regular

Board meeting.

9.3. Quorum

9.3.1. Two (2) trustees.

9.4. Minutes

9.4.1. Accepted at Board Planning Seminar Committee level.

9.5. Reporting

9.5.1. To the Board in writing and submitted as information only. No formal acceptance of report.

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10. Finance/Budget Committee

10.1. Membership

10.1.1. Two (2) trustees; One (1) Alternate

10.1.2. Superintendent or designate

10.1.3. Secretary-Treasurer

10.2. Powers/Terms of Reference

10.2.1. The Committee will meet once per quarter

10.2.2. Determine, monitor, and review the Board's annual budget

10.2.3. Financial Statements

10.2.3.1. Review and assess quarterly financial reports (accounts payable cheques, automated payments/electronic funds transfer (EFT), and cash flow statements) and ensure governance issues are addressed; may request further information for clarification.

10.2.3.2. Review spending and cost-saving practices and make recommendations.

10.2.3.3. Review significant accounting and reporting issues, including complex or unusual transactions

10.3. Internal Control

10.3.1. Review and assess the division's internal control systems, evaluate risk and monitor organization performance.

10.3.2. Review division investment strategies and provide recommendations to the Board.

10.4. Annual Audit Support

10.4.1. Review the contents of the Management Letter and the administration's responses.

10.4.2. Meet separately from Administration with the auditors to discuss any matters that the committee or auditors believe must be discussed privately.

10.5. Compliance

10.5.1. Review any findings or observations from the auditors

10.5.2. Receive updates on any outstanding legal matters that may have a significant impact upon Board operations.

10.6. Recommendations

10.6.1. All recommendations formed by the Committee are brought forward to a regular Board meeting for Board consideration.

10.7. Minutes

10.7.1. Kept by the Superintendent (or designate) and approved at the next meeting.

Proceedings circulated to all Committee members and all Trustees.

10.8. Reporting

10.8.1. To the Board in writing as recommendations.

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**Ad Hoc Committees**

Ad hoc committees may be established at any meeting of the Board for the purpose of studying, investigating, or acting on specific matters; they dissolve as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.

For student expulsions, the committee forms automatically as outlined below, when recommendations for expulsion are received from principals.

- 1. Student Expulsion
  - 1.1 Membership recommended by Superintendent
    - 1.1.1 Two (2) non local trustees.
    - 1.1.2 An Assistant Superintendent as designated Chair.

1.2 Powers/Terms of Reference

1.2.1 To conduct hearings and make final decisions relative to recommendations for student expulsion to the Superintendent of Schools.

1.3 Minutes

1.3.1 Kept and filed.

1.4 Reporting

1.4.1 No reporting is made to the Board.

Legal Reference: Section 33, 34, 37, 51, 52, 53, 64, 67, 222 Education Act Collective Agreements

Approved: November 2005

Amended: May 19, 2010; May 18, 2011; October 2, 2013; January 15, 2014; May 6, 2015; June 17, 2015; February 17, 2016; June 1, 2016; March 21, 2018; December 12, 2018; May 29, 2019; April 29, 2020; February 15, 2022; January 25, 2023; January 31, 2024



**Item # 9**

**Superintendent Report  
February 26, 2025**

To: Board of Trustees, Grande Yellowhead Public School Division  
From: Dr. Dennis Parsons, Interim Superintendent of Schools/CEO  
**Subject: Superintendent Report - January/February 2025**

**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 report, knowing the importance of building effective relationships, I have continued to give priority to this SLQS competency.

Last month, I spoke of building effective relationships through our direct and indirect interactions with individuals, groups, and our greater education community. I reported on how I had utilized part of our central office leadership meetings, over these past few months, to dialogue with staff regarding our Central Office and changes we might like to see in the spirit of service to our education community and the general public. I reported these discussions revolved around:

- parking spaces marked private,
- no designated spaces for visitor parking,
- all doors are locked,
- lack of a receptionist to greet visitors or the public,
- limited clerical support for senior staff

These internal discussions have now run their course. There is an expressed desire to move forward with the implementation of the various identified changes. A report with recommendations will be brought forward to the board for your consideration. Hopefully, this report can be made ready for our upcoming meeting this month.

In a similar manner, there have been ongoing direct efforts to build effective relationships with members of our staff, parents, and with our greater education community. Since the last report to this Board in January, the staff and I have engaged in multiple ways to maintain and build effective relationships. One area that has demanded considerable time is preparing for a possible CUPE strike. As we all know, GYPSD has been trying to reach a new collective agreement with our CUPE support staff for quite some time. Unfortunately, we have not yet been able to arrive at a settlement. Since my last report, our CUPE local rejected the mediator's recommended settlement package, and we have gone through a 14-day cooling-off period. We are scheduled to return to the bargaining table on



February 28. While we greatly value our support staff, and respect their collective bargaining rights, students have a

right to an education, and we have an obligation to serve them. In preparation for a possible CUPE withdrawal of services, we have convened several central leadership team meetings and several contingency plan meetings with principals across GYPSD. No one wants a strike, but in the event of a strike, we will do our best to continue serving our students.

On Monday, February 3rd, 2025 my Director of Facilities, Mr. Brian Orge, and I traveled to Grande Cache to meet with staff members from the MD of Greenview.



The meeting, organized through my office, was scheduled in order to meet with representatives from the MD of Greenview to review and discuss issues pertinent to Summitview School. The main issue being our current bus off-loading and on-loading stop, located on Hoppe Ave, in Grande Cache. The municipality, for various reasons, had been requesting we relocate off-loading and on-loading for Summitview School to another area around the school.

The meeting was attended by the CAO of Greenview and 6 members of his senior team. Following introductions, we walked the site, discussing various alternative arrangements. We then took the meeting inside the school and had an extended discussion touching on various issues and possible future developments that potentially will have a positive impact on Grande Cache and on our schools. Despite the cold weather (-35), it was a good day and we came away with possibilities to discuss and follow up on. During the meeting, they also expressed interest in finalizing our joint use agreement.

With respect to building and maintaining relationships, we have tried to be as transparent as possible regarding the Power School Data Breach that occurred on December 28, 2025. The PowerSchool incident involved unauthorized exfiltration of personal information from certain PowerSchool Student Information System (SIS) environments through one of their community-focused customer support portals, PowerSource. Since the data breach occurred, GYPSD staff and in particular our Director of Technology (Lyle Lee) have made every effort to keep

our education community and the public informed. Please see our GYPSD website for more detailed information on this unfortunate situation.

Since our last board meeting, staff and I have worked to operationalize a new process with respect to **school attendance areas**. School attendance areas are utilized in school divisions to manage space and resources in order to provide quality learning opportunities for all students. Within GYPSD, schools have a defined Attendance Area Boundary, and students residing inside this boundary will attend that school, which is their designated school. They will attend this school unless there are specific and unique educational needs that cannot be met at their designated school.

# Form 305-01: Boundary Exemption

In order for the Board to manage space, personnel, and resources, each school has a designated attendance area - as described in [Administrative Procedure 305](#). In most circumstances, unless there are unique or special requirements, students will attend their designated school.

**The request to attend a school of choice must be educational in nature and/or specific to the student's unique learning requirements.** Where a parent believes there are unique or specific circumstances that require their child to attend a non-designated school, FORM 305-01 is required.

**Important:** Requests received **after** June 15th will **not be considered until school offices open in August.**

Prior to requesting enrollment at a school of choice, please read the following:

1. School of choice enrollment requests are approved on a **student-by-student** basis and are not considered to apply to siblings in, or relatives of, families.
2. The student's approval at the school of choice is granted for the one school year only, and they are required to **re-apply each year.**
3. The following **examples** do not constitute educational reasons for an enrollment at a school of choice:
  - availability of day care;
  - parent's desire to not have a child walk;
  - interest in attending a school with friends or teammates;
  - parent/guardian preference

Please provide **full details** in the required areas below. Incomplete forms will be disregarded.

**Please do not use this form if you are seeking enrollment in these programs:**

- Montessori Program at Westhaven Elementary - contact principal
- Indigenous Language and Culture Program at Crescent Valley - contact principal

Email \*

STUDENT NAME: (list surname first) \*

██████████ \_\_\_\_\_

GRADE: \*

██████████ \_\_\_\_\_

STUDENT PRIMARY ADDRESS (full address) \*

██ \_\_\_\_\_

DESIGNATED ATTENDANCE AREA SCHOOL \*

██████████ \_\_\_\_\_

SCHOOL OF CHOICE SCHOOL \*

██████████ \_\_\_\_\_

PARENT NAME (list surname first) \*

██████████ \_\_\_\_\_

PHONE NUMBER(S) \*

██████████ \_\_\_\_\_

EDUCATIONAL REASON FOR REQUESTING TO ATTEND A SCHOOL OF CHOICE \*

[Redacted text area]

We certify the information in this application to attend a school of choice is complete and correct. \*

- Agreed
- Cancel Application

Thank you. Your request to attend a school of choice has been received by the Office of the Superintendent. The principal of your designated attendance area school will be contacting you within three business days to arrange a meeting time to discuss your child's unique and specific learning needs. **If this request is made after June 25, families will not receive a reply until the third week of August as schools are closed for the summer.** Please be sure to bring any supporting documents to the meeting.

This form was created inside of Grande Yellowhead Public School Division.



## **Leadership Quality Standard 2 - Modeling Commitment to Professional Learning**

Living out this competency can mean different things depending on one's context. However, from my perspective, 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 our commitment to professional learning.

I am pleased to report that, with the work of Assistant Superintendent Aschenmeire, the GYPSD Aspiring Leaders initiative has resumed. The cohort reconvened on January 30th to continue building out their understanding of leadership and how their leadership can positively impact student learning. The next meeting is scheduled for later this month or, depending on circumstances, early March. The goal is to nurture and prepare current teachers for future leadership roles within schools or districts. This type of program helps provide teachers with the knowledge, skills, and experiences they need to transition from the classroom into leadership positions.

## **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 with 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 focus 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 have built traveling in an agreed upon direction. Thus, we must be clear on our vision,



know our course, and be steadfast in 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 terms of leading learning, over the past weeks since our last meeting, a number of additional steps have been taken that will help with leading learning in our division and with keeping our focus on continuous improvement. One such step had me continue meetings with members of my senior team to review their work assignments, look at our structure, review work goals along with what staff might need in terms of support, and see how our current staff assignments align with system needs and our learning goals. These meetings are not completed, the discussions are moving forward. While they may be somewhat difficult at times, they have also been enlightening. I hope to report further on these continuing discussions in subsequent meetings with the Board of Trustees.

In my report last month, I spoke about our focus on learning and highlighted how our principals presented their School Continuous Growth Plans (SCIP) to our Board of trustees. This month I would like to highlight how every year, Alberta Education surveys students, their parents, and all teachers in every public school through the [Alberta Education Assurance Survey](#). The feedback tells the school team what is working well and where there is room for improvement.

The survey asks students in grades 4, 7, and 10, and their parents, about their thoughts, feelings, and experiences in school. Questions cover a variety of topics such as welcoming, caring, respectful, and safe learning environments, learning engagement, and parental involvement. The survey is anonymous and voluntary. Feedback is crucial to the school’s School Continuous Improvement Plans. The annual survey identifies areas each school is doing well in and areas they need to improve in comparison to the rest of the province, Division, and past years.

Parents will get a single-use Random Access Code in the mail and students will complete the survey in their school from February 18 to March 21, 2025. The same questions are asked each year by the province to measure how each school is performing over time.

## **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.”*

In my short tenure with GYPSD, I have witnessed that structures are in place to support building out this competency within our staff and within our division. To this point, I provided several examples in a previous report illustrating 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. While we are making progress, much work remains to be done to ensure all students acquire the requisite skills needed to achieve their goals and become contributing members of their communities.

## **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 previous reports, I have placed priority on getting to know our division. With a greater understanding of our strengths and challenges, I have shared examples of how I have strategically allocated resources in the interest of all students and in alignment with our school authority’s goals and priorities. In this report, I will once again provide several examples of our ongoing work in this area.

Previously, I spoke of work pertaining to Operations and Resources in our Finance area. Over the past weeks, this work has continued with our Secretary/Treasurer, Jun Lin, and members of his staff working with our Human Resources Assistant Superintendent, Meghan Auriat, to identify and capture needed work in the finance area. Subsequently, we advertised positions to increase our capacity to respond to these identified work demands. This work is still ongoing, but in time it should lead to a stronger and deeper finance department.

As we move through February we begin to focus more and more on staffing needs for the upcoming school year. Already we have had several principals attend, with our HR staff, Recruitment Fairs at various locations in Alberta. On the other end of the staff continuum, we have received retirement notices from some of our current staff. Needless to say, this is a busy time for our HR staff as they work to address this year’s issues while also planning for next year. To help

with this process, I have also started having conversations with principals with respect to next year. These discussions are in their early stages and they will play out over the coming weeks and months.

As mentioned above, we have a new process involving Form 305-01. From an operations perspective, implementation is taking time. Time for the principals involved to work through the process, and time for my office to work through the appeals process. To date, I am working my way through two appeals. At each stage of the process, the conversations are heartfelt, passionate, and sometimes difficult. Change is never easy. However, these are early days.

### **Leadership Quality Standard 7 - Supporting Effective Governance**

In previous reports to the Board, I have detailed my work and the work of senior staff in support of effective board governance. I have spoken of policy work, working with the corporate board through the Committee of the Whole (COTW), and through our Public Board Meetings (PBM). I have also detailed how governance work sometimes involves supporting Chair Karpluk and the corporate board in provincial governance structures and gatherings like ASBA and PSBAA where there is an 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. This week has been busy with a Policy Committee meeting, a meeting to further discuss community concerns, a Committee of the Whole meeting, and a public board meeting.

On another front, we have school Board elections upcoming next fall. Our Secretary-Treasurer, Jun Lin, is our Chief Returning Officer and is working with staff and a contractor to ensure we are ready.

With respect to new legislation, we continue to follow developments with Bill 27. The Alberta government brought forward Bill 27, the Education Amendment Act, 2024. The legislation embodied 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 continue to require vigilance and considerable work to implement across GYPSD and our province.

**Administrative Report  
February 26, 2025**

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 January 29, 2025, 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	Big Rocks Completed January 29 - February 25, 2025	Anticipated Big Rocks To March 26, 2025
Finance J. Lin/L. Liu	<ul style="list-style-type: none"> <li>● New funding model from Alberta Education</li> <li>● Prepare for 2025/26 Spring budget</li> <li>● Affordable Grant Reporting</li> <li>● CUPE situation</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

	<ul style="list-style-type: none"> <li>● Personnel additions in Finance Department</li> <li>● Insurance and Wildfire claim settlement</li> </ul>	
Facilities B. Orge	<ul style="list-style-type: none"> <li>● MD Greenview meeting</li> <li>● Acoustic panel review and schedule</li> <li>● RFP posting for Harry Collinge</li> <li>● GT modernization</li> <li>● Card lock install at GT</li> </ul>	<ul style="list-style-type: none"> <li>● Close RFP for Harry Collinge and award a contract.</li> <li>● make wall repairs and adjustments to CV gym</li> <li>● Acoustic panel installation over the spring break</li> <li>● Wildfire meeting with stakeholders</li> <li>● Complete card access at GT</li> <li>● GT modernization ongoing</li> </ul>
Technology L. Lee	<ul style="list-style-type: none"> <li>● Harry Collinge 7-9 Digital Report Card in February</li> <li>● New Student Online Registration launch February 10th</li> <li>● Upgraded to Google Workspace for Education Plus</li> <li>● PowerSchool Breach follow-up</li> <li>● Based on feedback from Numeracy leads, we have pivoted to IXL</li> <li>● Secondary Numeracy Leads meeting</li> <li>● Secondary EdTech Leads meeting</li> <li>● Elementary EdTech Leads meeting</li> <li>● Elementary Numeracy Leads meeting</li> <li>● Activated new Rally map module on the GYPSD website.</li> </ul>	<ul style="list-style-type: none"> <li>● Prep for Returning Student Online Registration</li> <li>● Tech Team strategic planning - Rescheduled</li> <li>● Term 2 K-6 DRC HCHS and SV pilot)</li> <li>● Vretta school administrative team meetings</li> <li>● March 7th PD Outcome-Based Assessment and AI</li> <li>● DLL resource development</li> <li>● Fulham VoIP migration</li> <li>● ESC Cell Booster</li> <li>● Planning GTHS &amp; WHS Technology builds</li> <li>● Annual Technology Board Report Presentation</li> <li>● Planning for PowerSchool SIS Major version upgrade during Spring Break</li> </ul>
Learning Services C. Aschenmeier	<ul style="list-style-type: none"> <li>● CUPE Contingency Planning</li> <li>● Aspiring Leaders Planning</li> <li>● Multi-jurisdictional curriculum mtg.</li> <li>● Indigenous Pathways Lead Teacher PL</li> </ul>	<ul style="list-style-type: none"> <li>● Aspiring Leaders PI</li> <li>● CASS Webinar: Accommodation of Students with Complex Needs Legalities</li> <li>● Principal Assessment PL</li> <li>● SYC Meeting #3</li> </ul>

	<ul style="list-style-type: none"> <li>● Principal PL planning</li> <li>● Superintendent Youth Council</li> <li>● LDC Rewrite for Foundations in Industry Workplace Safety</li> <li>● Home Education Mid-Year Evaluations</li> <li>● Honouring Indigenous Students Award</li> </ul>	<ul style="list-style-type: none"> <li>● Principal and Teacher Making Thinking Visible PI</li> <li>● CASS Learning Conference</li> <li>● Annual Indigenous Education Event</li> <li>● Supporting Beginning Teachers</li> </ul>
Board Relations, Communications, Transportation Dr. Harding	<ul style="list-style-type: none"> <li>● Next year registration support</li> <li>● CUPE Contingency Support</li> <li>● School/stakeholder support</li> <li>● Mid-year departments' strategic plan reviews</li> <li>● Policy Committee support</li> <li>● Board Support</li> </ul>	<ul style="list-style-type: none"> <li>● Policy 18 - School Calendar Survey</li> <li>● Policy Committee</li> <li>● Board Support</li> <li>● School/stakeholder Support</li> <li>● Principal and Teacher Making Thinking Visible PI</li> <li>● Professional Development – Trauma Impact on Brains</li> <li>● CASS Learning Conference</li> <li>● ASBA/PSBAA Awards</li> </ul>
Human Resources M. Auriat	<ul style="list-style-type: none"> <li>● CUPE Negotiations</li> <li>● Concordia Career Fair</li> <li>● ATA Letter of Intent</li> <li>● Division-wide <b>Step</b> wellness challenge</li> </ul>	<ul style="list-style-type: none"> <li>● CUPE Negotiations</li> <li>● King's University Career Fair</li> <li>● Teaching evaluations for continuous contract and permanent professional certificate recommendations</li> <li>● Review and organize Letter of Intent data</li> <li>● Prepare staffing sheets for spring staffing</li> </ul>
Inclusion Services A. Corser	<ul style="list-style-type: none"> <li>● Bus Driver Professional Development- Navigating Difficult Conversations</li> <li>● Review speech consent for online registration</li> <li>● Wrap-around meetings with multiple schools to support students with complex needs</li> </ul>	<ul style="list-style-type: none"> <li>● Plan and organize Educational Assistant PD- March 7th PD day</li> <li>● Non Violent Crisis Intervention training is available in March to any GYPSD staff that wants to take it</li> <li>● BEST and Wellness Navigators are planning for their Spring Break programming</li> <li>● Preparing for speech screenings for our new Junior Kindergarten and Kindergarten students</li> </ul>

<p>Transportation Services C. Van Neck</p>	<ul style="list-style-type: none"> <li>● Bus Driver PD -Behavior Strategies (Erin B)</li> <li>● Contingency planning</li> <li>● Ongoing analysis of distance changes to the Transportation Grant (September 2026)</li> <li>● Edson Trade Show planning</li> </ul>	<ul style="list-style-type: none"> <li>● Bus Route Optimization</li> <li>● Spring wildfire preparedness</li> <li>● Analysis of implications from funding criteria changes</li> <li>● Review and renew Transportation Agreements with other school divisions</li> </ul>
<p>Communications Special Projects N.Gilks</p>	<ul style="list-style-type: none"> <li>● Contingency meetings</li> <li>● New Registrations for School and Bus</li> <li>● Continue multi-team prep for Edson Trade Show</li> <li>● 2025 Kinder Marketing Campaign</li> <li>● Updating School Brochures</li> <li>● AP 260 - School Field Trip Reviews</li> </ul>	<ul style="list-style-type: none"> <li>● Feb. 28: Community Stakeholder Meeting: Spring wildfire preparedness</li> <li>● Bus Driver Wildfire Planning</li> <li>● ESC Staff Meeting and PD</li> <li>● Principal/Assistant Profiles</li> <li>● Annual School Website Reviews</li> </ul>

**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.

## 10.2

### Administrative Report

February 26, 2025

To: Board of Trustees

From: Dr. Parsons, Interim Superintendent of Schools

**Subject: Annual Occupational Health and Safety Report**

Originators: T. Roberts, Manager of OH&S and Facilities; B. Orge, Director of Facilities

### **RECOMMENDATION**

That the Board receive the annual report on the Occupational Health and Safety (OH&S) Program for Grande Yellowhead Public School Division (GYPSD) as information.

### **REPORT**

#### **Governance Implications:**

Maintaining a high standard for health and safety is critical to ensuring that students and staff have a workplace that allows them to focus on the Division's four priorities. GYPSD must also follow all Acts, regulations, codes, and protocols set forth by Alberta Health Services (**AHS**) and the Occupational Health and Safety Act, Regulations, and Code (**OH&S**). GYPSD continues to support and maintain a safe and healthy environment for all students, staff, and parents.

#### **Context of the Report:**

The health and well-being of all Grande Yellowhead Public School Division staff, students, and visitors continue to be a high priority for the Board. GYPSD continues to review and respond to ongoing changes to OH&S legislation and AHS guidelines and protocols. The following items have been implemented:

- Additional training modules through *Public School Works* are as follows:
  - Anaphylaxis Awareness
  - Epinephrine Auto-Injector Use
  - Slips, Trips, Falls
  - Winter Safety
  - Working Alone
  - Heat illness awareness
  - Administrative procedures awareness OH&S
  - Reporting a hazard
  - Bloodborne pathogens for school employees
- Emergency evacuation procedures and processes preparation and review
- Increased general walkthroughs



- Working with *Public School Works* to improve our course offering for staff to meet or exceed Alberta Government standards
- Increased training with Hour Zero for emergency preparedness and new features of their emergency suite
- New Hour Zero App for the schools for Emergency Activation
- Regularly monitoring Alberta Government and OH&S changes or updates
- Receiving regular training sessions and reviewing information on Alberta OH&S and AHS recommendations and guidelines

The following is a summary of OH&S activities for the past 12 months:

### **January/February 2024**

- A review and update of the health and safety management system located on public school works were done and is ongoing as OH&S is continually changing.

### **March/April 2024**

- AED Annual inspection throughout the Division.
  - replacement of pads and notification batteries

### **May/June 2024**

- Division OH&S Health and Safety Committee meeting was held on June 8th, 2024.
- Wildfire Meetings with the division and Emergency Coordination Centre throughout May and June for staff and student safety during the wildfires
- Started a trial of the Hour Zero APP for notification of drills and Emergency notifications for the schools

### **August 2024**

- Set up a yearly safety training schedule for all staff.
- Review new Hazard assessments and systems through public school works before rollout.

### **September 2024**

- Dedicated inspection form for science rooms/labs was put in place.
- Hour Zero is in full use by Central Leadership and all school Principals

## **October 2024**

- The new health and safety manager was hired. Onboarding/training began on October 16/2024.

## **November/December 2024**

- In-house OH&S inspections began on construction technology labs (CTS), culinary labs, cosmetology labs, science labs and automotive shops in all junior and senior high schools throughout the division. No major issues were identified. Minor issues identified were brought to the school's administration with recommendations on how to resolve them. The most common deficiencies were:
  - Hard to find Safety Data Sheets (SDS) books, making them not readily available.
  - Heavy items stored too high (above shoulder height).
  - Housekeeping and cleanliness.
  - Science lab chemical inventory requires disposal of old/expired products.
- A request from the Municipality of Edson to review their emergency responses led to a mock exercise for an active shooter performed at Parkland Composite High School and Pine Grove Middle School.
  - The police and fire departments were on site and also the ambulance personnel played a part in the exercise.
  - Actors were put in place to play the part of injured people in both locations as well as playing the role of the active shooter.
  - Staff displayed good communication through the Hour Zero app during the lockdown.
  - Staff followed protocol at the reunification center.
  - The overall process from start to finish lasted 4 hours.
- SDS binders for both the carpentry and mechanic shops were updated. New fire evacuation maps were posted throughout the ESC building.

## **January 2025**

- In-house OH&S inspections continued on construction technology labs (CTS), culinary labs, cosmetology labs, science labs and automotive shops in all junior and senior high schools throughout the division. No major issues were identified. Minor issues identified were brought to the school's administration with recommendations on how to resolve them. The most common deficiencies were:

- Hard to find Safety Data Sheets (SDS) books, making them not readily available.
- Heavy items stored too high (above shoulder height).
- Housekeeping and cleanliness.
- Science lab chemical inventory requires disposal of old/expired products.

## **February 2025**

- A wildfire planning stakeholders meeting is scheduled for February 27<sup>th</sup>. The Incident Command Team will host an in person meeting at our central office with all of our stakeholders and emergency responders in regard to the preparation and planning for this year's wildfire season.
- Attendees include fire chiefs and deputy fire chiefs in our district, RCMP, Via Rail, CN's logistics manager, neighboring school divisions and other municipal reps.

### **Topics:**

- Local Wildfire Alerts and Anticipated Risks
- Communications
- Strategic Planning
- Evacuation Protocols and Reunification Processes
- Evacuation Logistics

## **Incident numbers in 2024/2025 compared to 2023/2024.**

- In 2024/2025 the total number of incidents is 35. Below is a breakdown:
  - 15 slips, trips and falls.
  - 4 physical contacts with a human – intentional.
  - 2 physical contacts with a human – accidental.
  - 8 contacts with an object.
  - 4 muscle strains.
  - 2 vehicle accidents.
- In 2023/2024 the total number of incidents was 27. Below is a breakdown:
  - 9 slips, trips and falls.
  - 8 physical contacts with a human – intentional.
  - 1 physical contacts with a human – accidental.
  - 4 contacts with an object.
  - 1 muscle strain.
  - 2 Human, animal or insect bite.
  - 2 Others

## **Conclusion:**

Grande Yellowhead Public School Division monitors ongoing changes to legislation to respond to all legislation requirements brought forward by the Alberta Government.

## 10.3

### Administration Report

February 26, 2025

To: Board of Trustees  
From: Dr. Parsons, Interim Superintendent of Schools  
Subject: **Alberta Public School Board Association's Honouring Spirit: Indigenous Student Awards**  
Originator: T. Miluch, Teacher Consultant, Learning Services

#### **RECOMMENDATION**

That the Board of Trustees receives information on the Division's nominations for the Alberta Public School Board Association's (ASBA) *Honouring Spirit: Indigenous Student Award*.

#### **REPORT**

##### **Governance Implications**

- Grande Yellowhead Public Schools (GYPSD) encourages the nomination of eligible First Nations, Métis, and Inuit students for their commitment to the pursuit of their personal education path;
- GYPSD students will be recognized in the province for a strong commitment to education, for respecting and honouring the autonomy and empowerment of themselves and others; and
- GYPSD students will be recognized within their school community as a model and leader.

##### **Background**

The ASBA *Honouring Spirit: Indigenous Student Awards* are intended to recognize First Nations, Métis, and Inuit students who "model strength and commitment in the pursuit of their personal education path and embrace their own gifts, strengths, and potential while celebrating the ways of their people." Four awards are given to children in kindergarten and students through Grade 12 in each region. In total, 12 awards are distributed each year. The deadline for the ASBA *Honouring Spirit: Indigenous Student Awards* nomination(s) was February 5, 2025.

Students may be nominated by other students, teachers, principals, superintendents, education directors, trustees, school staff, Elders, or a member of the education

community. Nomination packages include a completed nomination form, a letter of nomination, and a letter of support. No limit exists on the number of nominations submitted from a school division.

## **Nomination Information for GYPSD**

23 GYPSD students have been nominated. Ms. Miluch, our Teacher Consultant overseeing the Indigenous Education file, supported GYPSD teachers and administrators to submit all completed nominations to ASBA on or before February 5, 2025.

Nominations:

### **Edson Schools**

- Fulham Community School (0)
- Mary Bergeron Elementary School (1)
  - Grade 5: 1
- Parkland Composite High School (1)
  - Grade 12: 1
- École Pine Grove Middle School (1)
  - Grade 8: 1
- École Westhaven School (0)

### **Grande Cache Schools**

- Grande Cache Community High School (3)
  - Grade 10: 1
  - Grade 12: 2
- Sheldon Coates Elementary School (3)
  - Grade 1: 1
  - Grade 3: 2
- Summitview School (1)
  - Grade 8: 1

### **Lobstick Schools**

- Evansview School (0)
- Grand Trunk High School (0)
- Niton Central School (0)
- Wildwood School (0)

### **Hinton Schools**

- Crescent Valley Elementary School (11)
  - K: 2
  - Grade 1: 3

- Grade 2: 2
- Grade 3: 2
- Grade 7: 2
- Harry Collinge High School (1)
  - Grade 12: 1
- École Mountain View School (0)

### **Jasper Schools**

- École Jasper Elementary School (0)
- Jasper Junior/Senior High School (1)
  - Grade 12: 1

### **Conclusion:**

GYPSPD continues to support First Nations, Métis, and Inuit students. The ASBA *Honouring Spirit: Indigenous Student Awards* are an opportunity for students to be recognized in the province for modelling a commitment to education and a commitment to their Indigenous culture.

**Administration Report  
February 26, 2025**

To: Board of Trustees

From: Dr. Parsons, Interim Superintendent of Schools

**Subject: Critical Incident Response Team – 2025 Wildfire Preparation**

Originator: B. Orge, Director of Facilities and Critical Incident Commander  
Deputy Commanders; N. Gilks, Director of Communications and  
Special Projects, and T. Roberts, OH & S Manager

**RECOMMENDATION**

That the Board receives an information report from the Division’s Critical Response Team on preparation and planning for the 2025 Wildfire season.

**REPORT**

**Background:**

Over the last two years, the Division has been impacted by significant wildfires in their communities: Lobstick, Fulham, and Edson in 2023, and Jasper in 2024.

The Division created an official Critical Incident Command Team in 2024 to work with local first responders for improved communications and collaboration in preplanning and assisting communities during times of crisis.

The Team’s 2024 activities included:

- **First Responders Meetings.**
  - The Team met with all five communities to share the crisis phone number, available resources, school facilities available for use as relocation centres, school buses, and driver volunteers within each community.
  - Arranged for safe passage placards for evacuation buses to enter and exit restricted areas.
  - Meetings also confirmed that a member of the Team would officially be invited to the Emergency Coordination Centre if activated.
- **Dedicated Incident Command Mobile Phone.** A dedicated crisis line, if it rings, it’s an emergency. This number is passed on to all our emergency responders.



- **Training.** Two members of our Critical Incident Team attended ICS 200 in-person training in April 2024 with the Town of Hinton critical incident team members, facilitated by Staff Sergeant Chris Murphy of the local RCMP.
- **Web Page.** A dedicated wildfire planning and air quality page was added to the Division's website with wildfire resources, links, and vital information for stakeholders.
- **Internal Staff Meetings.** Met with Division staff, including bus drivers, who were directly involved with the 2023 wildfires to assist in future planning.
- **Meetings with Neighbouring School Divisions.** Arranged for mutual use of facilities for relocation centres and created official reciprocal agreements. Also shared GYPSD info documents for adaptation for their families and staff.
- **Documents.** Created wildfire planning information documents specific to three stakeholder groups: administrators, staff, and families
- **Collaboration.** Part of key personnel during Jasper wildfires including daily wildfire briefings on Jasper wildfire.
- **National Award.** Won a *Canadian Association of Communicators in Education BRAVO! Award\** for their wildfire planning in recognizing 'the vital role of speed, transparency, and innovation in crisis communications and issues management. (*\*Judged by industry experts who demonstrated agility and creativity in navigating challenges, even when faced with unforeseen circumstances.*)

### Context:

In anticipation of the 2025 wildfire season, the province has initiated wildfire risk reduction activities including firebreaks, tree burning, and brush clearing around and in our Division communities, including Whitecourt and Hinton. In addition, Parks Canada has begun this work in the Pyramid Lake area in Jasper National Park, addressing concerns that there may still be fires burning underground.

The Critical Incident Team has met and proposed the following actions to date:

- **First Responders and Neighbouring School Divisions' Meeting.**
  - The Team is hosting an in-person wildfire planning meeting with first responders and neighbouring school divisions' representatives at ESC on February 27, 2025, to discuss last year's fires, future planning, renew/update contact information. Attendees include RCMP members from local detachments, CN Police, CN Logistics Manager in charge of rail Poseidon water tankers, fire chiefs and staff from the Division's five communities, central office staff from neighbouring school divisions, Parks Canada, Alberta Wildfire representatives, municipal protective services staff, and a Via Rail Police representative from Ottawa, and Manager of Train Operations West from Via Rail based out of Prince George will also be joining the meeting virtually.
  - As many of the emergencies impact neighbouring divisions, the Team wants to keep communication flowing and consistent actions in case of joint emergencies including potential use of facilities for relocation centres. Planned agenda items include:

- Caroline Charbonneau, Alberta Wildfire Information Officer for the Edson Forest Area, will be speaking to the 2025 Wildfire Season and planning from the province.