

MINUTES



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BOARD OF TRUSTEES MEETING

Date: Wednesday, March 23, 2022

Location: 231 Hardin Street, Central Board Room
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Time: 2:00 p.m.

In

Attendance:

Board Chair:
Vice-Chair:
Trustees:

Linda Mywaart
Angela Adams
Jonathan Lambert (absent)
Malcolm Setter
Tim O'Hara
Jason Schulz
Lorna Spargo

A/Superintendent of Schools:
Associate Superintendent, *Business & Finance*:
Assistant Superintendent, *Education & Administration*:

Annalee Nutter
Allan Kallal
Vacant

Acting Recording Secretary:

Jody Coburn

	ITEM	DISCUSSION
23824	1.0 Call to Order	Board Chair L. Mywaart called the meeting to order at 2:01 p.m.
	Comment	Trustee Schultz entered meeting at 2:02 p.m.
	O Canada	Board Chair L. Mywaart invited those in attendance and watching online to stand for the playing of the National Anthem.
	Safety Moment	A/Superintendent Nutter provided the safety moment at 2:04 p.m.
23825	2.0 Acknowledgment of Treaty 8 Lands and Territory	Board Chair L. Mywaart welcomed those viewing via the live stream and followed with an acknowledgment of Treaty 8 territory, the traditional lands of the Creé, Dene, Beaver, and Métis Peoples. The Fort McMurray Public School Division is dedicated to ensuring that the spirit of Treaty 8 is honoured and respected.
23826	3.1 Agenda	MOTION by Trustee O'Hara To approve the Agenda as presented. Board Chair Mywaart read the Motion. Carried at 2:06 p.m.

23827	4.0 Declaration of Conflict	<i>Board Chair L. Mywaart reminded Trustees of their responsibility to make a declaration should any agenda item pose a pecuniary conflict and remove themselves from the meeting for those items.</i>
23828	5.0 Minutes 5.1 Approval of Regular Board Meeting Minutes	The Board reviewed the Regular Board of Trustees meeting minutes of February 16th, 2022 MOTION by Trustee Setter To adopt the minutes with two amendments. Board Chair L. Mywaart read the Motion. Carried at 2:11 p.m.
23829	5.0 Minutes 5.1.1 Approval of Special Board Meeting Minutes	The Board reviewed the Special Board of Trustees meeting minutes of March 8th, 2022 MOTION by Trustee Spargo To adopt the minutes with one amendment. Board Chair L. Mywaart read the Motion. Carried 2:13 p.m.
23830	5.0 Minutes 5.1.2 Approval of Special Board Meeting Minutes	The Board reviewed the Special Board of Trustees meeting minutes of March 9th, 2022. MOTION by Trustee Setter To adopt the minutes with one amendment. Board Chair L. Mywaart read the Motion. Carried 2:15 pm
23831	5.0 Minutes 5.2 Business Arising from previous minutes	There was no business arising from previous minutes.
23832	6.0 Closed Session	Motion by Trustee Adams THAT the Board move to the Closed portion of the meeting. Board Chair Mywaart read the Motion. Carried: 2:15 p.m.
23833	Reconvene Regular Board Meeting	MOTION by Trustee O'Hara THAT the Board of Trustees recess and reconvene the regular board meeting at 4:30 p.m. Board Chair Mywaart read the Motion. Carried 4:18 p.m.
	Comment	The Board of Trustees reconvened the meeting at 4:31 p.m.
23834	7.0 Action Items 7.1 Board Work Plan	Board Chair L. Mywaart reviewed the Annual Work Plan for March as per Board Policy 2.
	Comment	Trustee O'Hara removed himself for pecuniary conflict at 4:31 pm
23835	7.0 Action Items 7.1.1 Review & Approve Division Calendar	A/Superintendent Nutter supplied six calendar drafts for review; four drafts for the 2022-2023 school year and two drafts for the 2023-2024 calendar year. The difference between drafts 1 and 1b, and drafts 2 and 2b is the recognition of September 30th as a federal holiday as well as the PLF's A/Superintendent Nutter received feedback from SAGE (Superintendent's Advisory Group), Networks committee, ATA, and CUPE. Most important to note the staggered entry will resume with older students starting first and younger classes starting later in the week. There was discussion around the diploma exams in January with the late start after Christmas break. A/Superintendent Nutter reviewed data gathered which showed two similar years of exam scores for students showed less than a 1-4% variable in scores except in English which did higher than in previous years. Overall staff felt the later start in January did not affect exams. Board Chair Mywaart said ATA & CUPE executives shared their thoughts and concerns with the calendar, specifically on September 30th National Day for Truth and Reconciliation. All




		<p>federal holidays are recognized within CUPE. ATA expressed their appreciation for the question and they support September 30th as a holiday.</p> <p>MOTION by Trustee Schulz THAT the Board of Trustees approve the 2022/2023 Calendar 2A as presented.</p> <p>Board Chair L.Mywaart read the Motion. Carried 4:48 p.m.</p>
23836	<p>7.0 Action Items 7.1.1 Review & Approve Division Calendar</p>	<p>MOTION by Trustee Setter THAT the Board of Trustees approve the 2023/2024 Academic Calendar as presented showing the major breaks.</p> <p>A/Superintendent Nutter provided background on the 2023/2024 calendar being to assist schools in preparing and planning. Implementation of the calendar in school systems can take up to two months to complete.</p> <p>Discussion on the Easter and Christmas breaks as well as the number of PLF's.</p> <p>Board Chair L. Mywaart read the motion. Carried 5:02 p.m.</p>
	Comment	Trustee O'Hara reentered the meeting at 5:03 p.m.
23837	<p>7.0 Action Items 7.1.2 Approve Edwin Parr Teach Recommendation</p>	<p>A/Superintendent Nutter presented the Division's nominee, Jack Costello for the 2022 ASBA Edwin Parr Award. No questions from the Trustees.</p> <p>MOTION by Trustee Spargo THAT the Board of Trustees approve the Division's nominee for the 2022 ASBA Edwin Parr Award.</p> <p>Board Chair L. Mywaart read the motion. Carried 5:04 p.m.</p>
23838	<p>7.0 Action Items 7.1.3 Review Financial Update (2 of 3)</p>	Associate Superintendent of Business & Finance presented his report for review. Report accepted by Trustees with a few questions asked and answered.
23839	<p>7.0 Action Items 7.1.4 Review and Approve Capital & Facilities Plan</p>	<p>MOTION by Trustee Spargo THAT the Board of Trustees approve the 2022 Master Facility and Capital Plan as presented.</p> <p>Discussion and a brief explanation as to why the Division is running a deficit.</p> <p>Board Chair L. Mywaart read the motion. Carried 5:31 p.m.</p>
23840	<p>7.0 Action Items 7.2 Policy Advisory Committee</p>	<p>Trustee Adams stated nothing new to report since the next meeting will be on March 29th, 2022.</p> <p>Associate Superintendent of Business & Finance Allan Kallal will be bringing forward a date change to Policy 17 from March 31st to May 31st in order to align with the Budget planning cycle with the government.</p>
23841	<p>7.0 Action Items 7.3 Advocacy Committee</p>	Board Chair L. Mywaart stated nothing new to report at this point. The next Advocacy Committee meeting is on March 31st, 2022.
23842	<p>7.0 Action Items 7.4 Board Meeting Format and Trustee School Visits</p>	<p>A/Superintendent Nutter recommended that since Covid cases are declining and with the lifting of government restrictions as of March 1st, to open the gallery of Regular Board Meetings to the public and trustee school visits and spotlights to be done in person.</p> <p>Trustee Spargo asked if this would include Networks Committee. Chair Mywaart suggested a friendly amendment to include committee work.</p>

		<p>MOTION by Board Chair L. Mywaart THAT the Board of Trustees resumes in-person Regular Board meetings and Special Meetings of the Board, (including an open gallery) and in-person committee work and Trustee School Visits/Spotlight on Students as well as representative attendance at school and community events as prior to COVID.</p> <p>Board Chair L. Mywaart reread the motion and called the question. Carried 5:36 p.m.</p>
23843	7.0 Action Items 7.5 International Travel	<p>A/Superintendent Nutter brought forward a recommendation to allow schools to resume planning and applying for international travel.</p> <p>MOTION by Trustee Spargo THAT the Board of Trustees approve the opportunity for schools to resume the planning of and application for student international travel as per AP260.</p> <p>The question was raised as to whom the responsibility lies for monitoring travel advisories. A/Superintendent Nutter and Associate Superintendent of Business & Finance Kallal explained the process.</p> <p>Board Chair L. Mywaart read the motion. Carried 5:41 p.m.</p>
23844	7.0 Action Items 7.5.1 Westwood Travel	<p>A/Superintendent Nutter explained the travel request by the Westwood Robotics team. The team has an opportunity to compete in the VEX World Tournament after winning the Provincial competition. Normally a school is required to give 5 months' notice of travel, but it is not a possible timeline between winning Provincials and competing in the Worlds.</p> <p>MOTION by Trustee O'Hara THAT the Board of Trustees approve Westwood Robotics Team to travel to Texas, to participate in Competition at the 2022 VEX Robotics World Championship, May 3-9th, 2022.</p> <p>Discussion around cancellation insurance and costs of the trip. A/Superintendent Nutter stated that the families of the students would be paying for the trip and the teacher is paying his own costs.</p> <p>Trustees asked about the demographics and number of students going. One teacher to 6 same-gender students.</p> <p>Board Chair L. Mywaart read the motion. Carried 5:52 p.m.</p>
23845	8.0 Information Reports 8.1 Public School Boards Association	<p>Trustee Setter will be attending the next PSBA/PSBC meeting on April 8th. The PSBA is offering a session on Charter schools on April 29th.</p> <p>Trustee Setter will follow up with the PSBA work plan and will add it to the April 5th Committee of the Whole agenda.</p> <p>TASK: Trustee Setter/Trustee O'Hara to provide information to the Trustees on the PSBAA work plan.</p>
23846	8.0 Information Reports 8.2 Alberta School Boards Association Update	<p>Trustee Spargo stated the next ASBA meeting is on Friday, March 25th.</p> <p>Trustee Spargo and Trustee Schulz will not be able to attend the General Meeting in June as it is the same date as École McTavish's graduation. Board Chair L. Mywaart noted that a delegate will be decided closer to the date as representation for Zone 2 / 3 is important. Trustee Spargo will attend the General Meeting if no other Trustees are able to attend.</p>
23847	8.0 Information Reports 8.3 Trustee Engagement Report for the previous month	<p>In light of opening up visits to the schools, Board Chair L. Mywaart asked A/Superintendent Nutter to confirm schools are ready for visits.</p> <p>Trustee Adams shared a statement from the ATA that the majority of new teachers inducted were locally educated students.</p>
23848	8.0 Information Reports 8.4 Superintendent of Schools	<p>A/Superintendent Nutter shared her information report with the Board with one addition noted. Administrators have completed Level 1 Threat Assessment and Level 2 is booked. Level 1 will be provided to those that could not attend the training. Report accepted by Trustees with no questions.</p>

23849	8.0 Information Reports 8.4.1 Director of Education_C.Shelley	A/Superintendent Nutter shared the Director of Education report. Report accepted by Trustees with one question asking what the aim is for the Wood Buffalo Cross-Sectorial Interagency Collaborative Group. A/Superintendent Nutter shared that there is a great need for mental health and wellness support and how these issues can be handled in the community.
23850	8.0 Information Reports 8.4.2 Director of Education_S.Barr	A/Superintendent Nutter shared the Director of Education report. Report accepted by Trustees with one question, to share the infographics with the Networks Committee. Task: A/Superintendent Nutter to share documents with the Joint/Networks Committee.
23851	8.0 Information Reports 8.4.3 Director of Human Resources & Education	A/Superintendent Nutter shared the Director of Human Resources & Education report. Report accepted by Trustees, with no questions.
23852	8.0 Information Reports 8.4.4 Associate Superintendent of Business & Finance	Superintendent of Business and Finance Kallal shared his report. Report accepted by Trustees with questions asked and answered. Trustees expressed their appreciation for Mr. Kallal's foresight in utility management and exercising great risk management.
23853	Comment	Motion by Trustee Spargo THAT the Board of Trustees recess and reconvene at 6:30 p.m. Chair Mywaart read the motion. Carried 5:38 p.m.
23854	9.0 Information & Correspondence 9.1 AP-316	AP 316 Administering Medication or Medical Treatment AP 316-1 Request for The Administration of Medication AP 316-2 Medical Treatment of Students at School Release Form AP 316-3 School Medical Response Plan Template AP 316-4 Form Medication Log FMPSD A/Superintendent Nutter gave an overview of AP 316 with an addition of AP 316-4 Form Medication Log. This form is for schools to log all medicines staff are administrating. The forms are also digitized. No questions asked.
23855	9.0 Information & Correspondence 9.2 AP-317	AP 317 Life-Threatening Medical Conditions AP 317 Appendix A- Action Steps For Anaphylaxis Management AP 317 Appendix B - How to Use the EPI Pen Auto-Injector AP 317 Appendix C - The Basics of Asthma Allergies & Anaphylaxis A/Superintendent Nutter reported that there is a change in the age from 14 to students that are developmentally capable to administer their own medication. Questions were asked about the supply of Epi-pens in schools. Assistant Superintendent of Business and Finance Kallal stated parents are required to supply an Epi-pen for their child, and the Division supplies a backup Epi-pen per school, which expires every 2 years. Board Chair L. Mywaart pointed out to Trustees that this is an example where education funds are being used for health needs.
23856	9.0 Information & Correspondence 9.3 Finance & Audit Committee Report & Minutes Feb 10, 2022	Associate Superintendent of Business & Finance presented his report for review. Report accepted by Trustees with no questions asked.
23857	9.0 Information & Correspondence 9.4 Community Member Vacancy	The Finance and Audit Committee is required to have two community members on the committee. The committee has chosen Scott Blake, Suncor's Manager of Materials and Inspection Services. The committee was impressed with Scott's qualifications and believes that he will be a valuable committee member and support the committee on financial and risk oversight.


	Resume Regular Board of Trustee Meeting	The Board of Trustees reconvened the regular meeting at 6:29 p.m.
	10.0 Requests for Information	There was none. Trustee Spargo thanked the Superintendent and staff for supplying the staff retention numbers. Superintendent Nutter clarified that the rates did include maternity leaves and other leaves.
	11.0 Question Period	No questions.
	12.0 Spotlight on Students 12.1 Beacon Hill Public School	The video highlighted the Grade 2 social studies class with teacher and FNMI Liaison Arpan Hari and Principal Graham Abbott. The focus is on the First Nations, Métis, and Inuit teachings and how the school is participating in Truth & Reconciliation. Chair Mywaart captured comments by the Trustees and this will be forwarded to Beacon Hill Public School.
	12.0 Spotlight on Students 12.2 Fort McMurray Composite High School	The informative video by students, captured the many different types of electives offered at Composite, including cosmetology, music, fashion, art, woodworking, trades, and film/video. Chair Mywaart captured comments by the Trustees and this will be forwarded to Composite High School.
	13.0 Division Showcase 13.1 École McTavish Volleyball Sportsmanship Award	<p>The McTavish Marauders Varsity Volleyball team finished 2nd overall at the ASAA 2021 3A Varsity Boys Volleyball Provincial Championships. The team finished with a 44-1 record, only losing in the Provincial Championship game. The team played impressively all season and created a positive reputation for strong volleyball and good sportsmanship. Following the Provincial Championships, the team was awarded the ASAA 3A Sportsmanship Team of the Year, voted on by the Officials and Provincial Committee. This is the second time a McTavish team has won this award in as many trips to a Provincial Championship, and the second time for a team coached by Peter Peraino to win as well. The team graduates eight seniors, led by Captains Aiden Wright, Ben Therrien, Harshil Shah, and Eleizer Aquino, but their legacy was left on both the school and the city.</p> <p>From the award committee: We selected McTavish School to be our 2021 Sportsmanship recipients for the following reasons:</p> <ul style="list-style-type: none"> -athletes were extremely positive and supportive of each other on the court. -athletes on the bench were always cheering and engaged in the game. -athletes and coaches were respectful of the officials and student volunteers. -athletes and coaches were courteous and respectful of our building
	13.0 Division Showcase 13.2 TAFI Award Winner Jihan Jones	This month's TAFI (Twitter, Apps, Facebook, Instagram) Award went to Jihan Jones, a teacher at Composite High School. Jihan does an incredible job of highlighting the amazing students and said social media (Twitter) inspires her to bring different activities to her classroom like the collaborative test. Congratulations Jihan.
	14.0 Business Arising from Presentations and Delegations OR Previous Meetings	There was none.
	15.0 Other Business	No other business.
	16.0 Future Agenda Items	No future agenda items.




	Adjournment	There being no further business, MOTION by Trustee Spargo to adjourn the Regular Board of Trustee Meeting of March 23, 2022 Board Chair Mywaart read the motion. Carried at 7:31 p.m.
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Board Chair: 
Linda J Mywaart (May 3, 2022 09:43 MDT)

Date: May 3, 2022

Secretary-Treasurer: 
Allan Kallal (May 3, 2022 09:44 MDT)

Date: May 3, 2022









2022-03-26 MINUTES Board of Trustees Meeting

Final Audit Report

2022-05-03

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