

MINUTES



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Division Office is a scent-free environment

BOARD OF TRUSTEES MEETING

Date: Wednesday, June 21, 2023

Location: 231 Hardin Street, Central Board Room
Division Office is a scent-free environment

Time: 2:00 p.m.

In Attendance:

Board Chair:
Vice-Chair:
Trustees:

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

Superintendent of Schools:
Associate Superintendent, *Business & Finance*:
Assistant Superintendent, *HR & Administration*:

**Annalee Nutter
Allan Kallal
Merrie-Rae Mitsopoulos**

Recording Secretary:

Traci Towe

Regrets:


	ITEM	DISCUSSION
24332	1.0 Call to Order	Board Chair L. Mywaart called the meeting to order at 2:41 p.m.
24333	O Canada	Board Chair L. Mywaart invited those in attendance to stand for the playing of the National Anthem.
	2.0 Acknowledgment of Treaty 8 Lands and Territory	Fort McMurray Public School Division acknowledges that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dënësulinë, and Métis. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries. We are dedicated to honouring the intent and spirit of Treaty 8.
24334	Safety Moment	Assistant Superintendent Mitsopoulos provided the safety moment for those in attendance.
24335	3.1 Agenda	One addition to the agenda 7.6 Alternative Programs.


24336	3.2 Approve Agenda	Motion by Trustee O'Hara THAT the Board of Trustees approves the Agenda with one addition. Chair Mywaart read the question. Carried 2:47 p.m.
24337	4.0 Declaration of Conflict	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.
24338	5.0 Minutes 5.1 Approval of Regular Board Meeting Minutes	The Board reviewed the Regular Board of Trustees meeting minutes of April 19, 2023. MOTION by Trustee Setter THAT the Board of Trustees adopt the minutes with one correction. Board Chair L. Mywaart read the Motion. Carried at 2:48 p.m.
24339	5.0 Minutes 5.2 Approval of Special Board Meeting Minutes	The Board reviewed the Special Board of Trustees meeting minutes of May 30th, 2023. Motion by Trustee Spargo THAT the Board of Trustees adopt the minutes with one correction. Board Chair Mywaart read the Motion. Carried at 2:50 p.m.
24340	6.0 Closed Session	Motion by Trustee Adams THAT the Board of Trustees moves to the Closed Session of the meeting. Board Chair L. Mywaart read the Motion. Carried: 2:51 p.m.
24341	Reconvene Regular Board Meeting	MOTION by Trustee Lambert THAT the Board of Trustees come out of the closed session with a short recess and reconvene the regular board meeting at 4:21 p.m. Board Chair Mywaart read the Motion. Carried 4:11 p.m.
24342	7.0 Action Items 7.1 Board Work Plan	Chair Mywaart reviewed the Board Work Plan.
24343	7.0 Action Items 7.1.1 Set Meeting Schedule	Chair Mywaart advised that this was completed in the Board organizational meeting.
24344	7.0 Action Items 7.1.2 Approve Superintendent Evaluation	Due to scheduling challenges, Chair Mywaart advised that this will be completed on June 26th and reported on at the September Board meeting.
24345	7.0 Action Items 7.1.3. Approve Board Evaluation	Due to scheduling challenges, Chair Mywaart advised this will also be completed on June 26th and reported on at the September Board meeting.
24346	7.0 Action Items 7.1.4 Review Board Work Plan for Following Year	Chair Mywaart recommended having this discussion in Agenda Item 7.2.
24347	7.0 Action Items 7.1.5 Schedule Board/Admin Planning Session & Set Agenda	Chair Mywaart recommended having this discussion in Agenda Item 7.2.
24348	7.0 Action Items 7.2 Policy Committee Recommendations	During the current school year, the Board of Trustees has delegated the responsibility of reviewing extant Administrative Policies to the Division Office personnel, with the aim of updating or modifying them as deemed necessary. Thus far, Board Policies 2, 3, 8, 13, 15, and 17 have undergone a thorough review process. The Policy Committee hereby solicits the Board of Trustees endorsement of all the proposed modifications and revisions to these policies, as presented. Motion by Trustee Adams THAT the Board of Trustees accept all edits/changes to Board Policies 2, 3, 8, 13, 15, & 17 as presented along with two amendments. Chair Mywaart opened the floor for discussion and then read the Motion. Carried 4:31 p.m.

24349	7.0 Action Items 7.3 École McTavish Field Trip Application to Northern Italy	<p>Superintendent Nutter reviewed with the Board École McTavish's field trip application who are requesting an agreement in principle for them to start planning their tour to Italy in 2024. Associate Superintendent Kallal advised this AP is currently under review.</p> <p>Motion by Trustee O'Hara That the Board of Trustees approve-in-principle École McTavish High School Students to travel to Italy, approximately April 9 -20, 2024.</p> <p>Chair Mywaart read the Motion. Carried: 4:35 p.m.</p>
24350	7.0 Action Items 7.4 Draft DEI Committee Strategic Plan	<p>Superintendent Nutter provided an overview of the Annual Progress Report and Strategic Plan. Ms. Nutter advised of the work completed thus far from the "We Belong" Advisory Group as well as the next steps the Committee will take. The Committee will meet again in the fall.</p> <p>Superintendent Nutter advised that once the final revisions have been completed to the report it will be shared with staff, stakeholders and placed on the website.</p>
24351	7.0 Action Items 7.5 Communication Survey Presentation	<p>Momin Syed, Communications Coordinator, provided an overview of the Thought Exchange results from the Communication survey. This survey went out to parents May 3 - 23rd.</p> <p>Superintendent Nutter advised individualized results have been shared with the leaders of each school so they can use the most convenient forms of communication for their parents based on the survey results/feedback from parents.</p>
24352	7.0 Action Items 7.6 Alternative Programs	<p>The Board engaged in a discussion in regard to alternative programs, specifically the enrollment caps in place for these programs.</p> <p>Motion by Trustee Adams THAT the Board of Trustees assigns responsibility for setting the annual enrollment caps for alternative programs to the Superintendent of Schools.</p> <p>The Board agreed that this is an operational matter and does not fall under the purview of the Board.</p> <p>Chair Mywaart read the Motion. Carried 5:31 p.m.</p>
24353	8.0 Information Reports 8.1 PSBAA (including PSBC)	Trustee O'Hara gave a brief recap of the PSBAA convention that was held this month and stated that the PSBAA Budget video was emailed to Trustees on this date and that the Advocate was also emailed out.
24354	8.0 Information Reports 8.2 ASBA (Including Zone %)	Trustee Spargo advised that she had sent out minutes and the Zone's President's report the day before to the Trustees. The minutes were from the May Zone 2/3 meeting. The next meeting will be held in September.
24355	8.0 Information Report 8.3 Trustee Engagement Report	Chair Mywaart reviewed this month's Trustee Engagement report with all and also advised the Board that the Network's list of questions was sent to all candidates and provided an update on the Election Candidate forum that she and Superintendent Nutter attended.
24356	Break	Board had a quick break from 5:27 p.m. to 5:30 p.m. Back in session at 5:30 p.m.
24357	8.0 Information Reports 8.4 Superintendent Report	<p>Superintendent Nutter shared her report with the Trustees and advised that she had met with Dr. Sharon Friesen and the Catholic School board to share PLF plans. Received feedback from Dr. Friesen on how to improve and how to obtain evidence.</p> <p>Report accepted by Trustees with questions asked and answered.</p>
24358	8.0 Information Reports 8.4.1 Director of Inclusive Education	<p>Superintendent Nutter shared the report from the Director of Inclusive Learning.</p> <p>Report accepted by Trustees.</p>
24358	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	<p>Superintendent Nutter shared the report from the Director of Teaching & Learning.</p> <p>Report accepted by Trustees.</p>
24359	8.0 Information Reports 8.4.3 Assistant Superintendent of Human Resources & Administration	<p>Assistant Superintendent Mitsopoulous shared her report with the Board and advised that it has been a heavy month of hiring.</p> <p>Report accepted by Trustees with questions asked and answered.</p>

24360	8.0 Information Reports 8.4.4 Director of Human Resources & Administration	Assistant Superintendent Mitsopoulos shared the Director's report with the Board. Report accepted by Trustees.
24361	8.0 Information Reports 8.4.5 Associate Superintendent of Business & Finance	Associate Superintendent Kallal shared his report. Report accepted by Trustees.
24362	8.5 Traffic Safety Committee	<p>Trustee Adams advised that the Minutes from the Committee and an Information Report have been attached to the agenda for review. The information report outlined the work completed to date from the Committee.</p> <p>The Board was also advised the Committee believes all the action items completed to date can continue to be reported to the Board via the Committee of the Whole meeting or at a regular Board meeting and that the need for an Ad Hoc Committee is no longer necessary.</p> <p>It was noted that the majority of the work the Committee completed was in fact, operational. It was requested that the minutes/information report be sent to Networks. The following was also suggested:</p> <ul style="list-style-type: none"> • The Networks group lobbies the RMWB in regard to traffic safety uses. • Encourage the Student Advisory to attend RMWB council meetings to lobby for each of their schools. <p>Information Report and Minutes accepted by Trustees.</p>
24363	8.6 Networks Committee Report	Trustee Spargo provided an information report on the work completed throughout the year from the Committee and stated that the Board is awaiting the annual school council reports.
24365	9.0 Information & Correspondence	<ul style="list-style-type: none"> • Chair Mywaart advised there was letter from ASBA regarding a meeting with the Minister. This will be emailed out to Trustees.
24366	10.0 Request for Information	There was none.
24367	Recess	<p>Motion by Trustee Spargo THAT the Board of Trustees recess and reconvene the Board meeting at 6:30 p.m.</p> <p>Chair Mywaart read the Motion. Carried 5:55 p.m.</p>
24368	Reconvene Board of Trustee Meeting	The Board of Trustee meeting reconvened at 6:32 p.m.
	Comment	Point of Order from Trustee Adams congratulating Trustee Mywaart being acclaimed as Chair and for Trustee Lambert for his victory in the Vice Chair vote.
24369	Safety Moment	Assistant Superintendent Mitsopoulos provided the safety moment for those in attendance.
24370	12:0 Spotlight on Students	No Spotlight for the month of June.
24371	13.0 Division Showcase 13.1 TAFI Winner	This month's TAFI winner was Mr. Scott Barr from Division Office. LINK
24372	13.0 Division Showcase 13.2 National Spelling Bee Winner	Ayaan Ahmad from Fort McMurray Islamic School won first place in the National Championship for ages six to eight. Congratulations to Ayaan! LINK
24373	13.0 Division Showcase 13.3 Art 30	<p>The Board of Trustees has selected Melissa MacPherson from École McTavish as the Art 30 winner for the 2022/2023 academic year.</p> <p>Melissa's submission, "Lady Justice," is a mixed media piece featuring key historical moments such as injustices and civil rights movements and features several notable activists.</p>

		<p>Melissa has received a cash amount for the award and the sale of her piece to the Board. The art piece will be displayed in the Division Office Art Gallery.</p> <p>Congratulations, Melissa! LINK</p>
24374	13.0 Division Showcase 13.4 2023 Impact Awards	<p>In addition to her recent reappointment as Chair, the Board was delighted to announce that Chair Mywaart has also received the prestigious 2023 Impact Award this month.</p> <p>This distinguished honour is a testament to her outstanding dedication to volunteer work and unwavering support for the Wood Buffalo region. Chair Mywaart's selfless contributions have made a profound impact on our community, and this award is a well-deserved recognition of her tireless efforts. We are truly fortunate to have such a compassionate and committed leader at the helm.</p> <p>Congratulations Chair Mywaart!</p>
24375	14.0 Business Arising From Presentations & Delegations or Previous Meetings	There was none.
24376	15.0 Other Business	There was none.
24377	16.0 Future Agenda Items	Two Board Work Plan items were moved from June to September.
24378	Adjournment	<p>There being no further business, MOTION by Trustee Spargo THAT the Regular Board of Trustee Meeting of June 21, 2023, be adjourned.</p> <p>Chair Mywaart read the motion. Carried at 6:43 p.m.</p>

Board Chair: 
[Linda Mywaart \(Sep 28, 2023 15:13 MDT\)](#)

Secretary-Treasurer: 
[Allan Kallal \(Sep 28, 2023 15:29 MDT\)](#)

Date: Sep 28, 2023

Date: Sep 28, 2023









_2023.06.21_MINUTES Board of Trustees Meeting

Final Audit Report

2023-09-28

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