

MINUTES



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Division Office is a scent-free environment

BOARD OF TRUSTEES MEETING

Date: Wednesday, November 29, 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
Jason Schulz
Angela Adams**

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

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

Recording Secretary:

Traci Towe

Regrets:

Tim O'Hara

	ITEM	DISCUSSION
24462	1.0 Call to Order	Board Chair L. Mywaart called the meeting to order at 2:03 p.m.
	O Canada	Board Chair L. Mywaart invited those in attendance to stand for the playing of the National Anthem.
24463	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.
	Safety Moment	Assistant Superintendent Mitsopoulos provided the safety moment for those in attendance.
24464	3.1 Agenda	Agenda was accepted with two amendments.

	Comment	Trustee Adams entered the boardroom virtually at 2:06 p.m.
24465	3.2 Approve Agenda	Motion by Trustee Spargo THAT the Board of Trustees approves the Agenda with two amendments. Chair Mywaart read the question. Carried 2:10 p.m.
24466	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.
24467	5.0 Minutes 5.1 Approval of Regular Board Meeting Minutes	The Board reviewed the Regular Board of Trustees meeting minutes of October 25, 2023. MOTION by Trustee Schulz THAT the Board of Trustees adopt the minutes as presented. Board Chair L. Mywaart read the Motion. Carried at 2:14 p.m.
24468	6.0 Closed Session	Motion by Trustee Setter THAT the Board of Trustees moves to the Closed Session of the meeting. Board Chair L. Mywaart read the Motion. Carried: 2:14 p.m.
24469	Reconvene Regular Board Meeting	MOTION by Trustee Spargo THAT the Board of Trustees come out of the Closed Session with a short recess and reconvene the Regular Board Meeting at 3:15 p.m. Board Chair Mywaart read the Motion. Carried 3:06 p.m.
24470	7.0 Action Items 7.1 Board Work Plan	Chair Mywaart reviewed the Board Work Plan. Standing Action Item on the Agenda. Chair Mywaart reviewed the Board's Work Plan for November.
	Comment	The Board elected to continue with agenda items 7.2 and then 7.1.2 & 7.1.3 in that order due to a time-specific item on the agenda.
24471	7.0 Action Items 7.2 Board Planning Session	Last year, the Board spent considerable time and effort growing their governance practices. Chair Mywaart recommended that the Board hire a consultant to assist the Board on its path of continued governance improvement. Trustee Spargo made the Motion THAT the Board of Trustees engage their chosen external consultant to facilitate the Board Planning Session in January 2024. Carried 3.28 p.m.
24472	7.0 Action Items 7.1.2 Audit & Finance Committee Chair Report and Minutes	Chair Mywaart shared information regarding the last Audit and Finance Committee meeting which was held on November 8, 2023. Minutes were attached to the agenda. Within that meeting there was a review of the Fiscal Year End Audited Financial Statements as well as reviewing the recommendations of the external audit. Report and Minutes accepted by the Board.
24473	7.0 Action Items 7.1.2(a) Approval of Financial Statements for Year-End August 31, 2023	Associate Superintendent Kallal and the auditors from MNP LLP gave an overview of the audit process and their findings. No deficiencies were reported by the auditor and no unresolved items between the Division and the Auditor were reported. Overall deficit was \$111,000 and the draw on operating reserves was 2.39 million dollars, and the draw on the reserves was due to Board Funded Capital Projects. The allowable operating reserves for FMPSPD is 7.4 million dollars and include the basic limit of three million, the 2.9 million carry forward and 1.5 million of School Generated Funds for a total of \$7.4 million dollars. The final reserves of 6.6 million were under the maximum. Motion by Chair Mywaart on behalf of the Audit and Finance Committee THAT the Board of Trustees approves the Financial Statements, Schedules and Notes for the Year Ended August 31, 2023 as recommended by the Committee and attached.

		<p>Questions were asked and answered by/to the Board.</p> <p>Chair Mywaart read the question. Carried 3:58 p.m.</p>
24474	<p>7.0 Action Items 7.1.2(b) Receive Auditor's Report</p>	<p>The auditor presented their findings based on the presented Financial Statements Schedules and Notes. The auditor noted that there were no restrictions on their work from staff and they had full cooperation and support to do their work.</p> <p>The auditor reported to the Board that if the financial statements, schedule and notes are approved as presented, they will issue a clean audit report.</p> <p>Motion by Trustee Schulz That the Board of Trustees receives the Auditor's report and presentation for information as recommended by the committee.</p> <p>Chair Mywaart read the question. Carried 4:18 p.m.</p>
24475	<p>7.0 Action Items 7.1.2(c) Receive Audit & Finance Committee Report</p>	<p>Motion by Trustee Setter THAT the Board of Trustees receives the Audit & Finance Committee report as information.</p> <p>There were no questions/comments by the Board.</p> <p>Chair Mywaart read the question. Carried 4:19 p.m.</p>
24476	<p>7.0 Action Items 7.1.3. Updated Budget & Reserve Allocations for 2023-2024.</p>	<p>Motion by Vice Chair Lambert That the Board of Trustees approves the Updated Budget and Reserve Allocations for the 2023-2024 school year.</p> <p>Questions were asked/answered by/to the Board.</p> <p>Chair Mywaart read the question. Carried 4:31 p.m.</p>
24477	<p>7.0 Action Items 7.1.1 Review Accountability Pillar Report & Surveys</p>	<p>Superintendent Nutter advised that the 320-page document was linked to the agenda. The AERR document looks back at the previous year's results. Once the division reviews the results, adjustments are made to the Education Plan for continuous improvement. The same four priorities will remain, and the Division will continue working on assessments for literacy and numeracy, aiming to improve the Division and Provincial marks. Superintendent Nutter wanted to highlight a few items:</p> <ul style="list-style-type: none"> • Surveys were completed in January and February by staff, students (Grades 4, 7, & 10) and parents. 349 parents, 140 teachers and 1800 students. • The Division received high achievements on high school completion and parent involvement. • Superintendent Nutter advised caution when interpreting the PATs & DIPs results due to COVID the last few years and that there has been no real comparison since 2019. • School improvement has increased, celebrating FNMI & EAL achievements and high school completion rates. <p>Motion by Trustee Spargo THAT the Board of Trustees approves the Annual Education Results Report for the 2022/2023 school year.</p> <p>Questions asked/answered by the Board. A brief discussion regarding schools' education plans presentations and addressing how each school will either approve or maintain diploma exam results as currently, the Division is sitting 14% below the Provincial average—question whether enough detailed information is being given to the Board vs. giving schools their autonomy.</p> <p>It was decided amongst the Board that this warrants further discussion.</p> <p>Chair Mywaart read the question. Carried 4:56</p> <p>TASK: School Education Plans to be placed on the January 16th, 2024, Committee of the Whole.</p>
24478	<p>8.0 Information Reports 8.1 PSBAA (including PSBC)</p>	<p>Chair Mywaart shared with the Board the Public School Boards' Council Meeting Summary from the November 17-18th meeting as well as her notes from the same meeting.</p> <p>There was some discussion amongst the board regarding collegiate schools and/or collegiate programs. Chair Mywaart stated there will be some presentations from PSBAA regarding this subject. The Board decided to explore this subject at the January Committee of the Whole.</p> <p>TASK: Collegiate Programs to be placed on January 16th, 2024 Committee of the Whole meeting.</p>





24479	8.0 Information Reports 8.2 ASBA (Including Zone 3/4)	Trustee Spargo advised she sent an email to Trustees on November 28th. If any Trustees have comments or questions, forward them to her by November 30th as she will attend the ASBA Zone 3/4 meeting on December 1st. Trustee Spargo also advised the Board that the ASBA Position Statement Process Survey is due by the end of January.
24480	8.0 Information Report 8.3 Trustee Engagement Report	Chair Mywaart reviewed this month's Trustee Engagement report.
24481	8.0 Information Reports 8.4 Superintendent Report	Superintendent Nutter presented her report to the Trustees, and stated that she had recently hired Mr. Kehinde Saka for the Diversity Equity and Inclusion Coordinator position. Superintendent Nutter also advised that she will be contracting consultants with writing policy for DEI. Report accepted by Trustees with questions asked and answered.
24482	8.0 Information Reports 8.4.1 Director of Inclusive Education	Superintendent Nutter shared the report from the Director of Inclusive Learning. Report accepted by Trustees with questions asked and answered.
24483	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	Superintendent Nutter shared the report from the Director of Teaching & Learning. Report accepted by Trustees.
24484	8.0 Information Reports 8.4.3 Assistant Superintendent of Human Resources & Administration	Assistant Superintendent Mitsopoulous shared her report with the Board. Assistant Superintendent Mitsopoulous advised that she and Director Shelley-Lewis had just returned from a recruiting trip in Ontario in the hopes of recruiting some new teachers Report accepted by Trustees with questions asked and answered.
24485	8.0 Information Reports 8.4.4 Director of Human Resources & Administration	Assistant Superintendent Mitsopoulous shared the Director's report with the Board Report accepted by Trustees.
24486	8.0 Information Reports 8.4.5 Associate Superintendent of Business & Finance	Associate Superintendent Kallal shared his report. Report accepted by Trustees with a few questions asked and answered.
24487	9.0 Information & Correspondence	There was none.
24488	10.0 Request for Information	There was none.
24489	Recess	Motion by Trustee Spargo THAT the Board of Trustees recess and reconvene the Board meeting at 6:30 p.m. Chair Mywaart read the Motion. Carried 5:32 p.m.
24490	Reconvene Board of Trustee Meeting	The Board of Trustee meeting reconvened at 6:30 p.m.
24491	12:0 Spotlight on Students 12.1 Westview Public School	Westview Public showcased its student clubs and programs. One standout club is the Games club, where students enjoy competitive play and delve into strategic thinking, creating an inclusive environment for all. The Book Club at Westview goes beyond just reading and discussing books; it also encourages writing and the exchange of thoughts and ideas among members. Lastly, we were thrilled to see the growth of the Sports club, which began as a simple idea between two friends to organize sports activities but has quickly become one of the school's most popular club choices. The Board greatly enjoyed hearing about the students' leadership abilities.
24992	12.0 Spotlight on Students 12.2 Christina Gordon Public School	The Board extends their gratitude to Christina Gordon Public School for their impressive presentation at last night's Board of Trustees meeting. The school's drama club and performances were showcased, leaving a remarkable impression. Students who participated in the club and productions spoke

		enthusiastically about the many benefits they experienced, from nurturing their creativity to forming new friendships and delighting audiences. The Board is eagerly anticipating the upcoming Winter and Spring productions from Christina Gordon.
24493	13.0 Division Showcase	No Division Showcase for November.
24494	14.0 Business Arising From Presentations & Delegations or Previous Meetings	There was none.
24495	15.0 Other Business	A reminder to Trustees that there will be no December Committee of the Whole. The next one will take place on January 16, 2024.
24496	16.0 Future Agenda Items	There were none.
24497	Adjournment	There being no further business, MOTION by Trustee Setter THAT the Regular Board of Trustee meeting of November 29, 2023, be adjourned. Chair Mywaart read the motion. Carried at 6:59 p.m.

Board Chair: 
Linda Mywaart (Dec 20, 2023 16:14 MST)

Date: Dec 20, 2023

Secretary-Treasurer: 
Allan Kallal (Dec 20, 2023 17:09 MST)

Date: Dec 20, 2023









2023.11.29_MINUTES Board of Trustees Meeting

Final Audit Report

2023-12-21

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