

# MINUTES



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*\*Division Office is a scent-free environment\**

## BOARD OF TRUSTEES MEETING

**Date:** Wednesday, February 21, 2024

**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  
Tim O'Hara**

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
24569	1.0 Call to Order	Board Chair L. Mywaart called the meeting to order at 2:05 p.m.
	Comment	Trustees O'Hara and Lambert entered the Board Room at 2:06 p.m.
	O Canada	Board Chair L. Mywaart invited those in attendance to stand for the playing of the National Anthem.
24570	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, Dënësulínë, 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.

24571	3.1 Agenda	Agenda accepted as presented.
24572	3.2 Approve Agenda	Motion by Trustee O'Hara <b>THAT the Board of Trustees approves the Agenda as presented.</b> Chair Mywaart read the Motion. <b>Carried 2:10 p.m.</b>
24573	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.
24574	5.0 Minutes 5.1 Approval of Regular Board Meeting Minutes	The Board reviewed the Regular Board of Trustees meeting minutes of January 24, 2024 MOTION by Trustee Spargo <b>THAT the Board of Trustees adopt the <a href="#">minutes</a> as presented.</b> Board Chair L. Mywaart read the Motion. <b>Carried at 2:12 p.m.</b>
24575	6.0 Closed Session	Motion by Trustee O'Hara <b>THAT the Board of Trustees move to the Closed Session of the meeting.</b> Board Chair L. Mywaart read the Motion. <b>Carried: 2:12 p.m.</b>
	Comment	Trustee Adams entered the Board room virtually at 2:26 p.m.
	Comment	Trustee Adams entered the Board room in person at 2:49 p.m.
24576	Pecuniary Conflict	Trustee O'Hara excused himself from the Board room due to a pecuniary conflict at 2:51 p.m. and returned to the Board room at approximately 3:30 p.m.
24577	Reconvene Regular Board Meeting	MOTION by Trustee O'Hara <b>THAT the Board of Trustees come out of the Closed Session and reconvene the Regular Board Meeting at 4:00 p.m. after a short recess.</b> Board Chair Mywaart read the Motion. <b>Carried 3:47 p.m.</b> Reconvened at 4:01 p.m.
24578	7.0 Action Items 7.1 Board Work Plan	Standing action item on the Agenda. Chair Mywaart reviewed the <a href="#">Board's Work Plan</a> for February.
24579	7.0 Action Items 7.2 Stakeholder Engagement to Inform Budget and Calendar.	Chair Mywaart advised the Stakeholder Engagement to Inform Budget and Calendar is ongoing with the goal of having the 2024-2025 calendar approved at the March Board meeting.
24580	Pecuniary Conflict	Trustee O'Hara excused himself at 4:02 p.m. due to a pecuniary conflict.
24581	7.0 Action Items 7.3 Approve Annual Fees for Instructional Resources, Transportation & Tuition.	Associate Superintendent Kallal stated that due to the transportation grant being received a recommendation was given not to raise the transportation fees and tuition rates. <a href="#">Motion</a> by Trustee Spargo <b>THAT the Board of Trustees reaffirms the fees and tuition for the 2024/2025 school year.</b> Chair Mywaart read the Motion. <b>Carried 4:06 p.m.</b>
24582	7.0 Action Items 7.4 Review Budget Assumptions	Associate Kallal provided the following <a href="#">Budget assumptions</a> to the Board for the 2024/2025 school year.: <ol style="list-style-type: none"><li>1) Funding Manual &amp; Budget allocations from Alberta Education will not be released until after the February 29, 2024, Provincial Budget release;</li><li>2) Funding under a Weighted Moving Average (WMA) model will continue;</li><li>3) Staff settlements will be funded;</li></ol>

		<ol style="list-style-type: none"> <li>4) The Fort McMurray Allowance will continue to be funded; this supports the cost of living allowance paid to all employees and attraction and retention of staff;</li> <li>5) Enrollment: 7% increase in funded enrollment as submitted to Alberta Education in January 2024;</li> <li>6) Preliminary allocations to schools will be based on 95 to 97% of estimated enrollment to allow for fluctuation, which will be updated with a Fall budget review;</li> <li>7) The reserves would support the proposed deficit being stepped down over three to four years;</li> <li>8) ECDP will be offered to match programming at FMRCSSD;</li> <li>9) No changes to bussing services which are provided from 1 to 2.399 km (Change in kms will happen in 2025). All riders except for little buses pay bus fees;</li> <li>10) Bus Fees are being reviewed pending review by the department of the grant submitted.</li> <li>11) Student Fees will remain unchanged;</li> <li>12) The final calendar will impact operating costs and be adjusted for when the calendar is approved;</li> <li>13) Cost escalation and inflation adjustments have been estimated in areas where cost overruns for the same service are forecasted;</li> <li>14) Small schools are reviewed to ensure allocations meet operational requirements;</li> <li>15) Preliminary class sizes for staffing are unchanged (Students per ATA FTE allocated) starting at 23.50 for ECDP to 31.50 for Division 4;</li> </ol> <p>Questions/asked and answered by the Board.</p> <p>Associate Superintendent Kallal thanked for the information.</p>
24583	7.0 Action Items 7.5 Review Draft Calendar Assumptions	Assistant Superintendent Mitsopoulous advised that the Division is in consultations in regard to the 2024/2025 calendar with Division Leaders, ATA & CUPE. The draft calendar will also be going to the Networks group on March 12th. All comments, questions and thoughts that were garnered due to the consultations are being reviewed, and the draft calendar will be sent to the Board on March 27th for final approval.
24584	7.0 Action Items 7.6 Review Investment Parameters	Associate Superintendent Kallal advised that there have been no changes to the investments since September 26, 2023. The Division continues to manage investments as per the administrative procedure.
24585	7.0 Action Items 7.7 Appoint Division Auditor	<p>Associate Superintendent Kallal on behalf of the Audit &amp; Finance Committee, recommended the Board reappoint the firm of Meyers Norris Penny (MNP) as the Division's Auditors for the 2024-2025 fiscal year.</p> <p>Discussion ensued for the rationale of reappointing MNP.</p> <p><b>Motion by Trustee Setter THAT the Board of Trustees appoint the firm of Meyers Norris Penny (MNP) as the Division's Auditors for the 2024-2025 fiscal year, the 2024 Pension Audit, and the winter 2024 School Audits.</b></p> <p>Chair Mywaart read the <a href="#">Motion</a>. <b>Carried: 4.36 p.m.</b></p>
24586	Pecuniary Conflict Ended	Trustee O'Hara reentered the Board room at 4:37 p.m.
24587	7.0 Action Items 7.8 Approval of Locally Acquired Courses	<p>Superintendent Nutter advised that the Division recently came across a new course that they would like to acquire. While this is usually done in May, the Division can acquire new courses throughout the year.</p> <p>This course is entitled "Hide Preparation and Tanning 15" from the Sunchild First Nation Band School Authority and will be used by École McTavish, Westwood Community High School, Composite High School and Frank Spragins High School for the remainder of 2023/2024 school year.</p> <p><b>Motion by Trustee O'Hara THAT the Board of Trustees approve the requisition of locally acquired courses for use by École McTavish High School, Westwood Community High School, Fort McMurray Composite High School and Frank Spragins High School for the 2023-2024 school year. The material and resources for each course will be as per each course outline.</b></p> <p>Chair Mywaart read the <a href="#">Motion</a>. <b>Carried 4:40 p.m.</b></p>

24588	7.0 Action Items 7.9 ASCA AGM	<p>The Networks Committee put forth a recommendation to support school councils attending the Alberta School Councils Association's annual conference.</p> <p>Discussion amongst the Board in regard to the type and the monetary amount that will be offered and the benefits of supporting the school councils.</p> <p>Trustee Spargo also asked the Board if they would be in agreement for her to attend the conference along with the school councils. The Board was in agreement with this.</p> <p>Motion by Trustee Spargo <b>THAT the Board of Trustees supports school council parents to attend the Alberta School Councils Association's Annual Conference by providing funding for two registrations per school or up to one thousand, two hundred and fifty dollars (\$1254.00) per school.</b></p> <p>Chair Mywaart read the <a href="#">Motion</a>. <b>Carried 5:03 p.m.</b></p>
24589	8.0 Information Reports 8.1 PSBAA (including PSBC)	<p>Chair Mywaart advised that the highlights from the last PSBC meeting on February 8th and 9th were linked to the Agenda.</p> <p>DEI training, board governance and quality standards, code of conduct were all discussed amongst the Board.</p>
24590	8.0 Information Reports 8.2 ASBA (Including Zone %)	Trustee Spargo advised that her and Chair Mywaart will be attending the Zone % meeting on February 23rd. Trustee Spargo asked if any Trustees have questions/comments they wish to be brought forward to Zone % to have them submitted to her before the meeting on the 23rd.
24591	8.0 Information Report 8.3 Trustee Engagement Report	Chair Mywaart reviewed this month's <a href="#">Trustee Engagement report</a> .
24592	8.0 Information Reports 8.4 Superintendent Report	Superintendent Nutter shared her report. <a href="#">Report</a> accepted by Trustees with a few questions asked and answered.
24593	8.0 Information Reports 8.4.1 Director of Inclusive Education	Superintendent Nutter shared the <a href="#">report from the Director of Inclusive Learning</a> . Report accepted by Trustees as presented.
24594	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	Superintendent Nutter shared the report from the <a href="#">Director of Teaching &amp; Learning</a> . Report accepted by Trustees as presented.
24595	8.0 Information Reports 8.4.3 Assistant Superintendent of Human Resources & Administration	Assistant Superintendent Mitsopoulos' shared her report with the Board. The <a href="#">Report</a> was accepted by Trustees with one question asked and answered.
24596	8.0 Information Reports 8.4.4 Director of Human Resources & Administration	Assistant Superintendent Mitsopoulos shared the <a href="#">Director's report</a> with the Board. Report accepted by Trustees.
24597	8.0 Information Reports 8.4.5 Associate Superintendent of Business & Finance	Associate Superintendent Kallal shared his report. The <a href="#">Report</a> accepted by Trustees with a few questions asked and answered.
24598	9.0 Information & Correspondence	<p>Chair Mywaart advised the letter from the Minister of Education regarding student choices and the Board's reply letter were attached to the Agenda. Chair Mywaart informed the Board the Minister does have a new Chief of Staff, and an introductory meeting will take place between the Chief of Staff, Chair Mywaart and Superintendent Nutter in early March.</p> <p><b>TASK: Superintendent Nutter to provide a statement to parents, students and stakeholders on behalf of the Board highlighting how the Division supports students and ensuring they have a welcoming, caring and safe environment.</b></p>
24599	10.0 Request for Information	There was none.

24600	Recess	Motion by Trustee Schulz <b>THAT the Board of Trustees recess and reconvene the Board meeting at 6:30 p.m.</b>  Chair Mywaart read the Motion. Carried 5:37 p.m.
24601	Reconvene Board of Trustee Meeting	The Board of Trustee meeting reconvened at 6:31 p.m.
	Safety Moment	Assistant Superintendent Mitsopoulos provided a safety moment for those sitting in the gallery.
24602	12:0 Spotlight on Students 12.1 Fort McMurray Composite High	Composite High School showcased their Life Skills program. This vital program equips students with essential abilities for navigating the complexities of adult life, including financial literacy, effective communication, problem-solving, and emotional intelligence. By integrating these fundamental skills into the curriculum, Composite High School prepares its students not just academically but also to ensure they are ready to make informed decisions and contribute positively to society. The link to their presentation can be found <a href="#">HERE</a> .
24603	12.0 Spotlight on Students 12.2 Dave McNeilly Public School	Dave McNeilly School's <a href="#">Take Me Outside Club</a> showcased their innovative program to immerse students in nature through guided walks, hikes, and environmental conservation projects. Through hands-on activities and explorations, students learn about the significance of protecting natural habitats and also experience the physical and mental health advantages of spending time outdoors. The Board was impressed by the club's commitment to fostering an educational environment that extends beyond the classroom, encouraging a lifelong connection with nature.
24604	13.0 Division Showcase 13.1 Gary McPherson Leadership Award	Ms.Karla Power was recognized for winning the Premier's Council on the Status of Persons with Disabilities Gary McPherson Leadership award for her work in enriching the lives of persons with disabilities.
24605	13.0 Division Showcase 13.2 Dave McNeilly Public School Land-Based Learning Professional Development Day	Dave McNeilly presented to the Board their Land-Based Learning Professional Development Day held on June 3rd last year, emphasizing its foundational role in honouring indigenous knowledge and traditions. Highlighting the collaborative efforts with community partners, Elders, and Knowledge Keepers, students, and staff shed light on this initiative's profound impact on FMPSD staff, nurturing a deeper understanding and respect for land-based teachings. The slideshow can be found <a href="#">HERE</a> .
24606	14.0 Business Arising From Presentations & Delegations or Previous Meetings	There was none.
24607	15.0 Other Business	There was none
24608	16.0 Future Agenda Items	There were none.
24609	Recess	Motion by Trustee Spargo <b>THAT the Board takes a quick recess so that photos could be taken of the Spotlight on Student groups.</b>  Chair Mywaart read the Motion. <b>Carried 7:05 p.m.</b>
24610	Adjournment	There being no further business, Motion by Trustee Spargo <b>THAT the Regular Board of Trustee meeting of February 21, 2024, be adjourned.</b>  Chair Mywaart read the motion. <b>Carried at 7:18 p.m.</b>

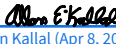
Board Chair:

  
Linda Mywaart (Apr 3, 2024 15:37 MDT)

Date:

Apr 3, 2024

Secretary-Treasurer:

  
Allan Kallal (Apr 8, 2024 13:31 MDT)

Date:

Apr 8, 2024









# 2024.02.21\_MINUTES Board of Trustees Meeting (1)

Final Audit Report

2024-04-08

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