

# MINUTES



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## BOARD OF TRUSTEES MEETING

**Date:** Wednesday, May 22, 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  
Angela Adams  
Tim O'Hara  
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
24696	1.0 Call to Order	Board Chair L. Mywaart called the meeting to order at 2:10 p.m. Chair Mywaart advised that Trustee Spargo is attending online via Google Meet.
	O Canada	Board Chair L. Mywaart invited those in attendance to stand for the playing of the National Anthem.
24697	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.
24698	3.1 Agenda	The agenda was accepted with one addition. Item 7.10 Policy One discussion.

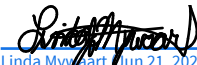
24699	3.2 Approve Agenda	Motion by Trustee Setter <b>THAT the Board of Trustees approves the Agenda with the addition of Item 7.10 Policy One Discussion.</b>  Chair Mywaart read the Motion. <b>Carried 2:16 p.m.</b>
24700	4.0 Declaration of Conflict	Board Chair L. Mywaart reminded Trustees of their responsibility to make a declaration should any agenda item pose a pecuniary conflict and remove themselves from the meeting for those items.
24701	5.0 Minutes 5.1 Approval of Regular Board Meeting Minutes	The Board reviewed the Regular Board of Trustees meeting <a href="#">minutes of April 24, 2024</a>  MOTION by Trustee O'Hara <b>THAT the Board of Trustees adopt the minutes as presented.</b>  Board Chair L. Mywaart read the Motion. <b>Carried at 2:18 p.m.</b>
24702	6.0 Closed Session	Motion by Trustee Spargo <b>THAT the Board of Trustees move to the Closed Session of the meeting.</b>  Board Chair L. Mywaart read the Motion. <b>Carried: 2:19 p.m.</b>
24703	Pecuniary Conflict	Trustee O'Hara excused himself from the Board room due to a pecuniary conflict at 3:31 p.m.
24704	Reconvene Regular Board Meeting	MOTION by Trustee Setter <b>THAT the Board of Trustees come out of the Closed Session and reconvene the Regular Board Meeting after a 10-minute break.</b>  Board Chair Mywaart read the Motion. <b>Carried 3:43 p.m.</b>
24705	End of Pecuniary Conflict	Trustee O'Hara reentered the Board room at 3:43 p.m.
24706	7.0 Action Items 7.1 Board Work Plan	Chair Mywaart reviewed the <a href="#">Board Work Plan</a> for the month.
24707	Pecuniary Conflict	Trustee O'Hara excused himself from the Board room due to a pecuniary conflict at 3:58 p.m.
24708	7.0 Action Items 7.2 Review and Approve Two Years Out Calendar for Start, End & Major Holidays	Assistant Superintendent Mitsopoulos advised that feedback was taken from CUPE & ATA Executives, Networks Group, Principals and Vice Principals, and staff. A Thought Exchange survey was also sent to parents.  Assistant Superintendent Mitsopoulos advised the Board of the differences between Version #1 & Version #2  In Version #1, school starts after Labour Day. It also includes a convention break, spring break, and Christmas break.  In Version #2, consideration was given for a November break. If Version #2 was accepted, schools would start before Labour Day.  <b>Motion</b> by Trustee Setter <b>THAT the Board of Trustees approves the 2025/2026 Major Breaks Calendar as presented in Version #1.</b>  Questions were asked and answered. The Trustees also discussed that while the Board reserves the right to change the major breaks calendar, it would only do so for exceptional reasons.  Chair Mywaart read the question. <b>Carried 4:08 p.m.</b>
24709	7.0 Action Items 7.3 Preliminary Budget Approval & Transfer of Reserves	Associate Superintendent Kallal presented the Budget Report for the fiscal year ending August 31, 2025.  Within that report, Associate Superintendent Kallal advised of the following:  "To balance the budget, annual reductions of \$1.75 million per year for three (3) more years will be required. This funding framework has put the Division into deficit budgeting. The lack of severe funding compared to the growth in severe enrollment is unsustainable. The framework utilizes Weighted Moving Average (WMA) enrollment, which results in 378 students being

		<p>unfunded in this budget. This equates to the total enrollment, whereas the operating deficit is 6.1% of Alberta Education Funding. The WMA is not supporting the students of the FMPSD. Without the elimination of WMA, increased severe and operations and maintenance funding, the Division will deplete its operating reserves and capital reserves to a minimum by August 2027. Reductions to the budget to balance the budget over the next 4 years will impact every department, program and school. Without increased overall funding per pupil, rising costs are increasing the Division's deficit." Budget Report <a href="#">LINK</a></p> <p><a href="#">Motion</a> by Trustee Adams <b>THAT the Board of Trustees approves the Budget and Reserve Allocations as amended for the 2024-2025 school year.</b></p> <p>Questions about the budget and reserves were asked and answered.</p> <p>Chair Mywaart read the question. <b>Carried 5:12 p.m.</b></p> <p>Trustee Adams expressed that the Advocacy Committee would like to use some of the points and comments made by the Board regarding the budget this evening in their annual advocacy plan at the June Committee of the Whole meeting. This is agreeable to the Board.</p> <p>Chair Mywaart also enquired if it was the wish of the Board to extend an invitation to Minister Nicolaides to the Division. This was agreeable to the Board.</p> <p><b>TASK: Chair Mywaart will contact Minister Nicolaides to extend an invitation to the Division to discuss various factors within FMPSD.</b></p>
	Comment	<p>Associate Superintendent Kallal excused himself from the meeting at 5:13 p.m. due to a prior commitment.</p> <p>Trustee Spargo left the Board room (virtually) at 5:14 p.m.</p>
24710	End of Pecuniary Conflict	Trustee O'Hara returned to the Board room at 5:14 p.m.
24711	7.0 Action Items 7.4 Conduct Superintendent of School Evaluation	Chair Mywaart advised that the Superintendent evaluation will not be as formal as last year with the Board Consultant. Instead, it will be conducted by the Board in conjunction with Policy 12. Superintendent Nutter will compile a report on how she is meeting the items outlined in Policy 12 and this will be presented to the Board as documentation for her evaluation. Evaluation to take place on June 6th.
24712	7.0 Action Items 7.5 Conduct Board Evaluation	Chair Mywaart advised that the Board Evaluation will be held on June 12th with Board Consultant Chris Smeaton. Mr. Smeaton sent the Board a document with questions that will be answered by each Trustee and Senior Leader during individual Zoom interviews on May 29th and compiled into a document for the evaluation day.
	Comment	Trustee Spargo re-entered the Board room at 5:19 p.m.
24713	7.0 Action Items 7.6 Approve the Annual Division Education Plan & Submit it to Alberta Education	<p>Superintendent Nutter presented the 2024 - 2027 Education Plan and outlined how the plan explores priorities #1 &amp; #2 and previous priority areas of #3 &amp; #4 are woven in.</p> <p>Motion by Trustee Schulz <b>That the Board of Trustees approve the 2024-2027 School Education Plan and that this plan be submitted to the Minister of Education on May 31, 2024.</b></p> <p>Questions asked and answered. 2024-2027 School Education Plan <a href="#">LINK</a></p> <p>Chair Mywaart read the question. <b>Carried 5:39 p.m.</b></p> <p><b>TASK: Recording Secretary to send out the 2024 - 2027 Education Plan to the Networks group once it has been sent to the Ministry and posted on the website.</b></p>
24714	7.0 Action Items 7.7 Select Visual Art Award Recipient	Due to the wildfire evacuation, the presentation will happen at the June Board meeting. The judging has been completed.

24715	7.0 Action Items 7.8 Approve Yearly Advocacy Plan	This is a current work in progress and will be presented at the June Committee of the Whole.
24716	7.0 Action Items 7.9 Approval of Locally Acquired Courses	<p>Director Quigley (on behalf of Superintendent Nutter) provided a list 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.</p> <p><b>Motion</b> by Trustee Lambert <b>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 beginning the first semester of the 2024-2025 school year. The material and resources for each course will be as per each course outline.</b></p> <p>Questions asked and answered.</p> <p>Chair Mywaart read the question. <b>Carried 5:45 p.m.</b></p>
24717	7.0 Action Items 7.10 Board Policy 1	<p>The Policy Advisory Committee has been working diligently on updating Board Policy #1. A document was presented to the Board that included a brief modification to the Belief Statements - bullet #1. As well two new sections were added:</p> <ul style="list-style-type: none"> <li>• Governance Principles</li> <li>• Board Norms</li> </ul> <p><b>Motion</b> by Trustee O'Hara <b>THAT the Board of Trustees adopt Board Policy #1 as amended.</b></p> <p>Chair Mywaart read the question. <b>Carried 5:49 p.m.</b></p>
24718	Recess	<p>Motion by Trustee O'Hara <b>That the Board of Trustees recess and reconvene the Board meeting at 6:30 p.m.</b></p> <p>Chair Mywaart called the question. <b>Carried 5:49 p.m.</b></p>
	Comment	The Board elected to proceed with the Spotlight on Students and Division Showcase upon reconvening the meeting and then continue with the remainder of the agenda.
24719	Reconvene Regular Board Meeting	The Board of Trustees meeting reconvened at 6:32 p.m.
24720	12:0 Spotlight on Students 12.1 École Dickinsfield	<p>École Dickinsfield highlighted their AMA Safety Patrol volunteers. This provides an opportunity for community service and leadership and provides a sense of security for students.</p> <p>The students start their training in September and have to be at the school before the rest of the students arrive and stay after school until the rest of the students leave.</p> <p>The five students gave a demonstration of their crosswalk patrols.</p> <p>Photo <a href="#">LINK</a></p>
24721	12.0 Spotlight on Students 12.2 Frank Spragins	Frank Spragins highlighted three students who will be graduating this year. These students said a safe, encouraging learning environment was crucial to their achievements. This school is known for its strong connections between students and staff. Photo <a href="#">LINK</a>
24722	13.0 Division Showcase 13.1 Westwood Travel Group Presentation	<p>Westwood Community High School highlighted their recent trip to Dublin, London, and Paris, during which they explored historic sites and reflected on the lessons they learned in social studies.</p> <p>Photo <a href="#">LINK</a></p>
24723	13.0 Division Showcase 13.2 Innovative Leadership Award	<p>The FMPSPD Innovative Leadership Award is given to a staff member who leads an innovation which results in higher achievement or production. This year's recipients are Communication Coordinator Momin Syed and Diversity, Equity Inclusion Coordinator Kehinde Saka for their work on the FMPSPD Newcomer Kiosk. The kiosks, available at all FMPSPD school front offices, translate registration information, documents, and more into over 80 languages across mediums, such as text, video, and non-verbal guides.</p> <p>Photo <a href="#">LINK</a></p>

24724	Recess	Motion by Trustee O'Hara <b>THAT the Board of Trustees take a brief recess.</b>  Chair Mywaart read the question. Carried 7:25 p.m.
24725	Reconvene Regular Board Meeting	The Board of Trustees reconvened at 7:47 p.m.
24726	8.0 Information Reports 8.1 Public School Boards Association of Alberta (PSBAA) & Public School Boards Council (PSBC)	Chair Mywaart advised that Trustee O'Hara completed PSBAA twenty-one governance modules and PSBAA wanted to recognize him for the hard work completed.  The PSBAA Spring General Assembly will be held from May 30th - June 1st in Calgary. Trustees Mywaart, Spargo, and O'Hara will be attending. The next council meeting will be held August 7th - 9th in Grand Prairie.
24727	8.0 Information Reports 8.2 Alberta School Boards Association (ASBA)	Trustees Spargo, Mywaart & O'Hara are attending the Spring General Meeting that will take place on June 2nd - 4th, also in Calgary. The Recording Secretary previously sent out the ASBA Spring General package to the Board.
24728	8.0 Information Reports 8.3 Trustee Engagement	Chair Mywaart reminded trustees to make use of the spreadsheet and fill out the work they do throughout the month. It was a busy month for the Board.  <a href="#">Trustee Engagement Report</a>
24729	8.0 Information Reports 8.4 Superintendent of Schools	Superintendent Nutter shared her report. <a href="#">Report</a> accepted by Trustees with a few questions asked and answered.
24730	8.0 Information Reports 8.4.1 Director of Inclusive Learning	Superintendent Nutter shared the report from the Director of Inclusive Learning. <a href="#">Report</a> accepted by Trustees as presented.
24731	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	Superintendent Nutter shared the report from the Director of Teaching and Learning. <a href="#">Report</a> accepted by Trustees as presented.
24732	8.0 Information Reports 8.4.3 Assistant Superintendent of Human Resources & Administration	Assistant Superintendent Mitsopoulos shared her <a href="#">report</a> with the Board. The Trustees accepted the report, with one question asked and answered.
24733	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 the Trustees.
24734	8.0 Information Reports 8.4.5 Associate Superintendent of Business and Finance	Superintendent Nutter shared Associate <a href="#">Superintendent Kallal's report</a> . Report accepted by Trustees.
24735	9.0 Information & Correspondence 9.1 Draft Kindergarten to Grade 6 Social Studies Curriculum	Chair Mywaart shared the email received from the Education Minister advising that the new draft Kindergarten to Grade 6 Social Studies Curriculum is ready for piloting.  <a href="#">LINK</a> to Minister Nicolaides' letter.
24736	10.0 Request for Information	Trustee Adams requested information on the possible reasoning for the lower PAT scores.
24737	11.0 Question Period	There was none.
24738	14.0 Business Arising From Presentations & Delegations or Previous Meetings	There was none.

24739	15.0 Other Business	
24740	16.0 Future Agenda Items	There was none.
24741	Adjournment	There being no further business, Motion by Trustee O'Hara <b>THAT the Regular Board of Trustee meeting of May 22, 2024, be adjourned.</b>  Chair Mywaart read the motion. <b>Carried: 8:05 p.m.</b>

Board Chair:   
Linda Mywaart (Jun 21, 2024 12:31 MDT)

Date: Jun 21, 2024

Secretary-Treasurer: Allan Kallal

Date: Jun 24, 2024









# 2024.05.22\_MINUTES Board of Trustees Meeting (1)

Final Audit Report

2024-06-24

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