

## BOARD OF TRUSTEES MEETING

**Date & Time:** Wednesday, June 18, 2025  
@ 2:00 p.m.

**Location:** In Person & Google Meet

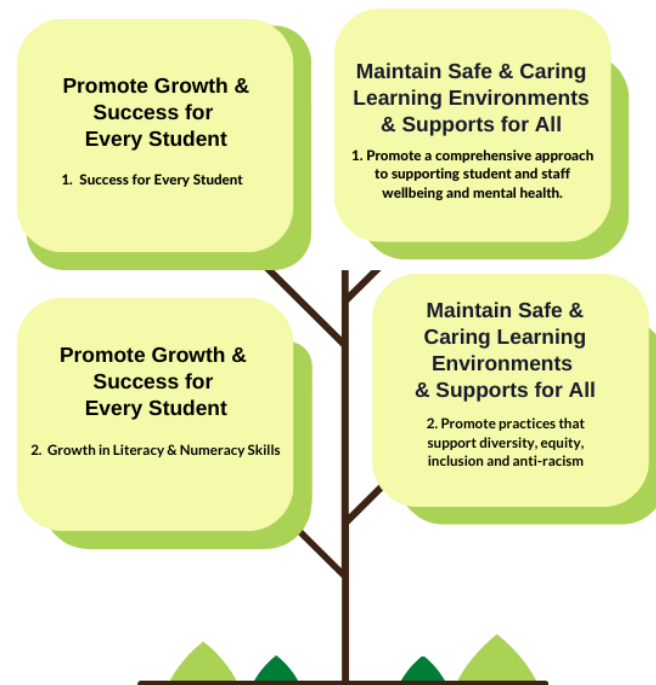
**Facilitator:** Linda Mywaart, Board Chair

**In Attendance:** Board Chair: Linda Mywaart  
Vice Chair: Lorna Spargo  
Trustee: Malcolm Setter  
Trustee: Jason Schulz (virtual)  
Trustee: Angela Adams (virtual)  
Trustee: Tim O'Hara

**Superintendent of Schools:** Annalee Nutter  
**Associate Superintendent:** Allan Kallal  
**Assistant Superintendent:** Merrie-Rae Mitsopoulos  
(accompanied by in-coming:  
Scott Barr)

**Regrets:** Trustee: Jonathan Lambert

**Recording Secretary:** Traci Towe



	ITEM	DISCUSSION
25156	1.0 Call to Order	Chair Mywaart called the meeting to order @ 2:02 p.m.
25157	2.0 Acknowledgment of Treaty 8 Lands & Territory	Chair Mywaart provided the Land Acknowledgement.
25158	3.0 Agenda	The agenda was presented with no requested additions.

25159	3.2 Approve Agenda	Motion by Trustee O'Hara <b>THAT the Board of Trustees approve the Agenda as presented.</b>  Chair Mywaart read the Motion. <b>Carried 2:11 p.m.</b>
25160	4.0 Declaration of Conflict	Board Chair 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.
25161	5.0 Minutes 5.1 Approval of Board Meeting Minutes	The Board reviewed the Board of Trustees meeting minutes of May 21, 2025  MOTION by Trustee Setter <b>THAT the Board of Trustees adopt the minutes as presented.</b>  Board Chair L. Mywaart read the Motion. <b>Carried at 2:12 p.m.</b>
	Comment	The Board elected to have Associate Superintendent Kallal discuss Agenda item 7.1 Capital Projects before the Closed Session, as he would not be in attendance after the Closed Session.
	Comment	Trustee Schulz virtually entered the Board room at 2:23 p.m.
25162	7.0 Action Items 7.1 Capital Projects	Associate Superintendent Kallal advised that despite strong lobbying efforts, the Division could not secure provincial funding for modular classrooms at École McTavish for the 2025/26 school year due to higher needs elsewhere and limited funds.  To address projected enrollment growth and avoid capping enrollment, Senior Leadership recommended using Deferred Capital Contributions from the partial sale of land at the 231 Hardin Street site. The estimated cost is under \$3.5 million, and approval is being sought to access the full deferred capital contributions reserve to allow for contingencies. The project will add six modulars, creating approximately 210 new student spaces.  <u>Motion</u> by Vice Chair Spargo <b>THAT the Board of Trustees authorize the Superintendent to utilize the \$4,110,043 of deferred capital contributions to relocate four modulars and add two new modulars to Ecole McTavish.</b>  Trustee Setter requested a friendly amendment <b>THAT the Board of Trustees authorize the Superintendent to utilize up to \$4,110,043 of deferred capital contributions to relocate four modulars and add two new modulars to Ecole McTavish.</b>  Vice Chair Spargo was in agreement with this friendly amendment.  Chair Mywaart read the question. <b>Carried: 2:26 p.m.</b>
25163	6.0 Closed Session	Motion by Trustee Setter <b>THAT the Board of Trustees go into a Closed Session.</b>  Chair Mywaart read the question. <b>Carried: 2:29</b>
	Comment	Executive Session of the Board with Superintendent Nutter at 3:15 p.m. Staff reentered the Board room at 4:20 p.m.
	Comment	Associate Superintendent Kallal left the Board room at 3:15 due to other commitments and would not be returning.
25164	Reconvene Regular Board Meeting	Motion by Trustee Setter <b>THAT the Board of Trustees come out of the Closed Session, take a quick break, and then reconvene the Regular Board meeting at 4:20 p.m.</b>  Chair Mywaart read the question. <b>Carried 4:06 p.m.</b>
25165	7.0 Action Items 7.2 Board Work Plan	Chair Mywaart reviewed the June <a href="#">Board Work Plan</a> .
25166	7.0 Action Items 7.3 Trustee Meeting Schedule, Spotlight on	The Board reviewed the Trustee Meeting Schedule, Spotlight on Student and Trustee School visits for the third time.

	Students & Trustee School Visits	<p><a href="#">Motion</a> by Trustee Setter <b>THAT the Board of Trustees accept the Board of Trustees Meeting Schedule, School Visits Schedule &amp; Spotlight on Students Schedule for the 2025-2026 school year as discussed and reviewed.</b></p> <p>Chair Mywaart read the question. <b>Carried 4:27 p.m.</b></p>
25167	7.0 Action Items 7.4 Approve Superintendent Evaluation Report	<p>The Board engaged in a thorough review of the Superintendent's performance for the 2024–2025 school year. Trustees expressed deep appreciation for Superintendent Nutter's leadership, highlighting her commitment to student-centered decision-making, timely and respectful communication, and support for leadership development within the Division. Specific examples included the redesign of the Aspiring Leaders program and collaborative initiatives focused on inclusive education and complex needs.</p> <p>Trustees commended Superintendent Nutter for her responsiveness, adaptability, and strong presence provincially, as well as her continued growth in financial and organizational leadership. It was noted that her leadership has contributed to a culture of continuous improvement and organizational resilience.</p> <p><a href="#">Motion</a> by Trustee Adams <b>THAT the Board of Trustees approve the Superintendent evaluation report, compiled as per Board Policy 12, Appendix B, as an accurate accounting of the Superintendent's performance for the period of June 19, 2024 to June 18, 2025.</b></p> <p>Chair Mywaart read the question. <b>Carried: 4:40 p.m.</b></p>
25168	7.0 Approve Items 7.5 Approve Board Evaluation	<p>Trustees engaged in a reflective discussion on the Board's self-evaluation for the 2024–2025 school year. This year's process involved a self-assessment survey distributed by the Board Chair to Trustees, the Superintendent, and Senior Leaders, using the guiding questions outlined in Board Policy. The process followed last year's more comprehensive consultant-led evaluation and built upon the strategic work already underway.</p> <p>Trustees noted key themes that emerged from the evaluation, including the need to strengthen external communication and engagement, improve internal cohesion and effectiveness, and further refine the application of governance and impact measurement. There was acknowledgment that external challenges over the year contributed to some of these areas of focus.</p> <p>The Board also reviewed and discussed the Strategic Plan for 2025–2029, developed with the support of consultant Chris Smeaton. Trustees spoke positively about the clarity and direction the plan provides for the next board, describing it as a valuable, living document that reflects the board's commitment to effective governance and student-centered leadership. Several trustees expressed appreciation for the leadership shown throughout the process and the collaborative growth of the board as a whole.</p> <p><a href="#">Motion</a> by Trustee Schulz <b>THAT the Board of Trustees approve the evaluation of the Board for the 2024/2025 School Year, and that they approve the Board of Trustees Strategic Plan 2025 - 2029 as a guiding document for the Board, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward from the evaluation and strategic plan for Board consideration as deemed appropriate for a positive path forward.</b></p> <p>Chair Mywaart read the question. <b>Carried: 4:49 p.m.</b></p>
25169	7.0 Action Items 7.6 Review Financial Update (3 of 3)	<ol style="list-style-type: none"> <li>1. Audit &amp; Finance Committee Chair Report <ul style="list-style-type: none"> <li>○ Trustees received the Audit and Finance Chair Report, which included the full financial presentation and summary table.</li> <li>○ All relevant financial information was contained in the report.</li> <li>○ No additional questions or comments were raised regarding the financial details.</li> </ul> </li> <li>2. Upcoming Meeting Dates &amp; Board Structure <ul style="list-style-type: none"> <li>○ The first fall Audit &amp; Finance Committee meeting is scheduled for November 12, 2025.</li> <li>○ By that time, a new board and organizational chart will be established.</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>○ A community member transition on the committee is scheduled to occur between November and February to avoid simultaneous onboarding of all new members.</li> <li>○ As mandated, two community members are required on the committee.</li> </ul> <p>3. Review of May 14, 2025 Audit &amp; Finance Committee Minutes</p> <ul style="list-style-type: none"> <li>○ The minutes from the May 14 meeting were reviewed with no concerns raised.</li> <li>○</li> </ul> <p>4. Risk Register Discussion</p> <ul style="list-style-type: none"> <li>○ A trustee raised a concern about the absence of a specific risk scenario involving external individuals with harmful intent (e.g., parents or strangers entering school grounds).</li> <li>○ It was noted that Hour Zero (the Division's emergency response framework) addresses such risks, though it may not be explicitly listed in the register.</li> <li>○ Administration will follow up to ensure this risk is properly captured and visible in documentation, especially for audit or insurance review purposes.</li> </ul> <p>5. Conclusion</p> <ul style="list-style-type: none"> <li>○ The third of three scheduled financial updates was received as part of the board's annual work plan.</li> </ul> <p><b>TASK: Administration to confirm and update the Risk Register to clearly include references to Hour Zero and risks related to external threats.</b></p>
25170	7.0 Action Items 7.7 Review Management Compensation Committee Report	Chair Mywart confirmed that the review of the Management Compensation Committee Report has already been completed and is being highlighted only because it appears on the June Board Work Plan.
25171	7.0 Action Items 7.8 Review Board Work Plan for the Following Year	Chair Mywaart also noted that the Board Work Plan is reviewed on an ongoing basis, with minor timing adjustments made as needed.
25172	7.0 Action Items 7.9 Real Property Governance Survey	Chair Mywaart advised that this has been completed and Associate Superintendent Kallal submitted the survey on behalf of the Board.
25173	7.0 Action Items 7.10 Policy Committee Review	<p>Vice Chair Spargo reported that over the past four years, the committee has conducted a comprehensive review of all 21 board policies to ensure they remain accurate and aligned with legislative responsibilities.</p> <p>With the current and final recommendations, the committee will have completed the full policy review cycle.</p> <p>This year's recommendations include revisions to Policies 2, 3, 7, 8, and 19, specifically:</p> <ul style="list-style-type: none"> <li>● Policy 2: Removal of outdated wording and alignment with the updated board work plan.</li> <li>● Policy 3: Clarification on where criminal record and vulnerable sector check information is stored.</li> <li>● Policy 7: Updated language regarding professional development (PD) funds related to the election process and clarification of the Board Chair's expense claim signatory process.</li> <li>● Policy 8: Formal renaming of the "Networks Committee" to the School Council Liaison Committee to provide clarity and better reflect the legislated role of engaging school councils.</li> </ul>


		<ul style="list-style-type: none"> <li>• Policies 18 &amp; 19: Minor edits, including updating the name of legislation to reflect government changes and incorporating recent legislative updates.</li> </ul> <p><u>Motion</u> by Trustee O'Hara <b>THAT the Board of Trustees accept all edits/changes to Board Policies 2, 3, 7, 8, and 19 as presented.</b></p> <p>Friendly amendment from Trustee Setter to add policy 18 to the recommendation. Trustee O'Hara was in agreement with this friendly amendment.</p> <p>Chair Mywaart read the Question <b>THAT the Board of Trustees accept all edits/changes to Board Policies 2, 3, 7, 8, 18, and 19 as presented.</b></p> <p><b>Carried: 5:02</b></p> <p>The Policy Committee was thanked for all the hard work they have done over the past four years.</p> <p><b>TASK: Recording Secretary to rename the Networks Liaison Committee to the School Council Liaison Committee.</b></p>
25174	7.0 Action Items 7.11 Approval of Locally Acquired Courses	<p>Superintendent Nutter advised that the Board had approved a variety of locally acquired courses at the May 21 Board meeting. However, Director Quigley requested the addition of Broadcast Video 15, 25, and 35, and was seeking the Board's approval to acquire these courses for the 2025–2026 school year.</p> <p><u>Motion</u> by Vice Chair Spargo <b>THAT the Board of Trustees approve the requisition of locally acquired courses for use by Ecole McTavish High School, Westwood Community High School, Fort McMurray Composite High School and Frank Spragins High School beginning the first semester of the 2025-2026 school year. The material and resources for each course will be as per each course outline.</b></p> <p>Chair Mywaart read the question. <b>Carried: 5:05 p.m.</b></p>
25175	7.0 Action Items 7.12 Advocacy Annual Plan	<p>Chair Mywaart advised that the Advocacy Committee have been meeting throughout the year and confirmed that a new committee will be established in the fall after the upcoming election.</p> <p>As outlined in the Board Work Plan, advocacy topics for the upcoming school year are selected at this time of year to allow for early planning and positioning.</p> <p>For the 2025–2026 school year, the committee, in consultation with the Board, is recommending funding and mental health as the key advocacy priorities.</p> <p>Chair Mywaart also noted that approving these priorities is in accordance with Policy 2, Appendix A.</p> <p><u>Motion</u> by Trustee Setter <b>THAT the Board of Trustees adopt the Advocacy priorities, Funding and Mental Health, as presented by the Advocacy Committee for the 2025-2026 school year.</b></p> <p>Chair Mywaart read the question. <b>Carried: 5:11 p.m.</b></p>
25176	8.0 Information Reports 8.1 Public School Boards of Alberta Association (PSBAA) and Public School Boards Council (PSBC)	<p>The PSBAA Spring General Assembly was held in Calgary in early June and featured exceptional professional development and learning opportunities.</p> <p>A highlight was the Minister of Education's attendance, where he engaged in an open and candid Q&amp;A session for over an hour—an approach noted as significantly more collaborative than at other conferences (e.g., ASBA).</p> <p>Key PSBAA advocacy focus remains Election 2025, with resources available on their website, including videos on the role of trustees.</p> <p>Trustees were encouraged to participate in PSBAA events like the Council meetings or AGMs, new or returning trustees.</p> <p>The PSBAA Public School Boards Council will meet in August, where the preliminary budget will be revisited ahead of the fall general assembly vote. Feedback from trustees is still welcome.</p>

25177	8.0 Information Reports 8.2 Alberta School Board Association (ASBA)	Vice Chair Spargo advised that the final meeting is scheduled for Friday, where school boards will vote on the proposed position statements:  Trustees previously expressed consensus on both of these positions which are to be held in confidence until such time as ASBA releases them. Vice Chair Spargo advised that if Trustees wish to change their position, they should email her before the meeting on Friday.
25178	8.0 Information Reports 8.3 Trustee Engagement Report	Chair Mywaart reviewed the Trustee Engagement & Advocacy Report for the period of May 22 - June 18 2025, with the Board.  <a href="#">LINK</a> to Trustee Engagement Report
25179	8.0 Information Reports 8.4 Superintendent of Schools	Superintendent Nutter shared her <a href="#">report</a> . Report accepted with one question by Trustees regarding CASA house specifically the success of the first year and funding.
25180	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. A question was raised about how the Division can better support students, staff, and families given the increasing number of students with aggression concerns. It was noted that the <i>Regulated Classroom</i> initiative, though not yet fully implemented across all schools, is showing promise in helping teachers and students with self-regulation. Leaders have expressed a need to avoid introducing new initiatives and to focus on fully implementing current strategies.  Additionally, a Canadian-based program is being piloted as a gentler alternative to non-violent crisis intervention training. This initiative originated from staff learning about its use in other divisions and aligns with a broader interest in Canadian-developed resources.
25181	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	Superintendent Nutter shared the report from the Director of Teaching and Learning.  A comment was shared regarding issues with the recent PATs for grades 6 and 9. In grade 6 math, students struggled with unfamiliar question wording and a completely redesigned Scantron sheet. Many teachers were unaware of the change, which led to answer transfer errors. At one school, only 7 out of 15 students passed despite getting correct answers on paper.  Similar changes occurred in grade 9 math. In grade 6 language arts, the typical single picture prompt was replaced without notice by multiple images and symbols, requiring students to create a nonfiction piece. This unexpected format caused confusion and anxiety, leading some parents to excuse their children from the exam.  All available prep materials were based on the old format, which contributed to the disconnect. Superintendent Nutter advised that a letter will be written and shared with the Ministry.  <a href="#">Report</a> accepted by Trustees as presented.
25182	8.0 Information Reports 8.4.3 Assistant Superintendent of Human Resources & Administration	Assistant Superintendent Mitsopoulos shared her report with the Board. The Trustees accepted the report.  <a href="#">LINK</a> to report.
25183	8.0 Information Reports 8.4.4 Director of Human Resources & Administration	Assistant Superintendent Mitsopoulos shared the Director's report with the Board  <a href="#">Report</a> accepted by the Trustees.
25184	8.0 Information Reports 8.4.5 Associate Superintendent of Business and Finance	Superintendent Nutter shared Associate Superintendent Kallal's report with the Board. <a href="#">Report</a> was accepted by the Trustees
25185	9.0 Information & Correspondence 9.1 Letter to Minister re: Replacement School	A letter was sent to the Minister on June 11, 2025 regarding the replacement of Westwood Community High School. <a href="#">LINK</a> to letter.

25186	9.0 Information & Correspondence 9.2 Letter to Minister re: Transportation Funding	A letter was sent to the Minister on June 11, 2025 regarding transportation funding for the 2025-2026 budget. <a href="#">LINK</a> to letter. This letter was also shared with PSBAA & ASBA as it also impacts other school board.
25187	9.0 Information & Correspondence 9.3 Letter to Minister re: Bill 51	A letter was sent to the Minister on June 11, 2025 regarding Bill 51, the Education Amendment Act. <a href="#">LINK</a> to letter. This letter was shared with PSBA & ASBA as it also impacts other school boards.
25188	Motion to Recess	Motion by Trustee Setter <b>That the Board take a recess and reconvene the meeting until 6:30 p.m.</b>  Chair Mywaart read the question. <b>Carried 5:48 p.m.</b>
25189	Reconvene Regular Board Meeting	The Regular Board meeting resumed with the Division Showcase at 6:33 p.m.
25190	10.0 Request for Information	There was none
25191	11.0 Question Period	There was none.
25192	12.0 Spotlight on Students	There was no Spotlight on Students for the month of June.
25193	13.0 Division Showcase 13.1 Visual Art Award	Westwood Community High School student Autumn Moon Thunder-Chief has been selected as the recipient of the Visual Art Award for her exceptional piece, <i>Companion</i> , which was chosen from over 70 student submissions across the Division. Her artwork will be proudly showcased at the FMPSPD Division Office, celebrating her creativity and talent. <a href="#">LINK</a>
25194	13.0 Division Showcase 13.2 TD National Scholarship Recipient	Haleema Malik from Westwood Community High School was recognized by the Board for receiving the prestigious TD Scholarship for Community Leadership, one of only 20 awarded nationwide. The scholarship is valued at up to \$70,000 and includes tuition, living expenses, summer job placements, and mentorship. <a href="#">LINK</a>
25195	13.0 Division Showcase 13.3 NCWIT Aspirations in Computing Award	National Center for Women & Information Technology (NCWIT) Aspirations in Computing Award –  Congratulations to Nishka Rae, a Grade 12 student at Westwood Community High School, on receiving the prestigious NCWIT Aspirations in Computing Award. This national recognition celebrates her exceptional accomplishments and demonstrated passion for the field of computing. <a href="#">LINK</a>
25196	13.0 Division Showcase 13.4 PSBAA Dick Baker Legacy Award	Board Chair Linda Mywaart has been honored with the prestigious Dick Baker Legacy Award by the Public School Boards' Association of Alberta (PSBAA). Trustees Tim O'Hara and Jonathan Lambert (not pictured) were also recognized for their years of dedicated service to public education. <a href="#">LINK</a>
25197	13.0 Division Showcase 13.5 Canada-Wide Science Fair Winners	The Board recognized Westwood Community High School students Priyal Patel, Nishka Rai (represented by her mother), Riley Saha Halder, and Aarya Patel for their outstanding achievement in science. Their hard work and innovation earned them multiple awards and scholarships at the national level. <a href="#">LINK</a>
25198	13.0 Division Showcase 13.6 Innovative Leadership	Congratulations to Christina Gordon Vice Principal Emilie Giroux on receiving the FMPSPD Innovative Leadership Award. She was recognized for her commitment to creating an inclusive learning environment and for leading Christina Gordon Public School to become Alberta's first Language Friendly School, part of a global initiative by the Rutu Foundation. <a href="#">LINK</a>
25199	13.0 Division Showcase 13.7 Distinguished Leadership Recipient - ATA	The Board proudly recognized Dr. K. A. Clark Principal Bobbi Compton for being named a Distinguished Leadership Recipient by the ATA. She is one of just 18 individuals across Alberta to receive this prestigious honour. <a href="#">LINK</a>
25200	13.0 Division Showcase 13.8 Doing What's Best for Kids Award	Momin Syed, FMPSPD's Communications Coordinator, has received the Doing What's Best For Kids Award, recognizing his dedicated efforts to support the well-being and success of students across the Division. <a href="#">LINK</a>

25201	14.0 Business Arising from Presentations & Delegations at Previous Meetings.	There was none
25202	15.0 Other Business	There was none.
25203	16.0 Future Agenda Items	There was none
25204	Adjournment	<p>There being no further business, Motion by Trustee O'Hara <b>THAT the Board of Trustees meeting of June 18, 2025, be adjourned.</b></p> <p>Chair Mywaart read the question. <b>Carried 6:52 p.m.</b></p>

Board Chair:

  
[Linda Mywaart \(Sep 26, 2025 15:46:28 MDT\)](#)

Date: Sep 26, 2025

Secretary-Treasurer:



Date: Sep 26, 2025











# 2025.06.18\_MINUTES Board of Trustee Meeting

Final Audit Report

2025-09-26

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## "2025.06.18\_MINUTES Board of Trustee Meeting" History

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