

BOARD OF TRUSTEES MEETING

Date & Time: Wednesday, February 19, 2025
@ 2:00 p.m.

Location: Google Meet & Live-Stream

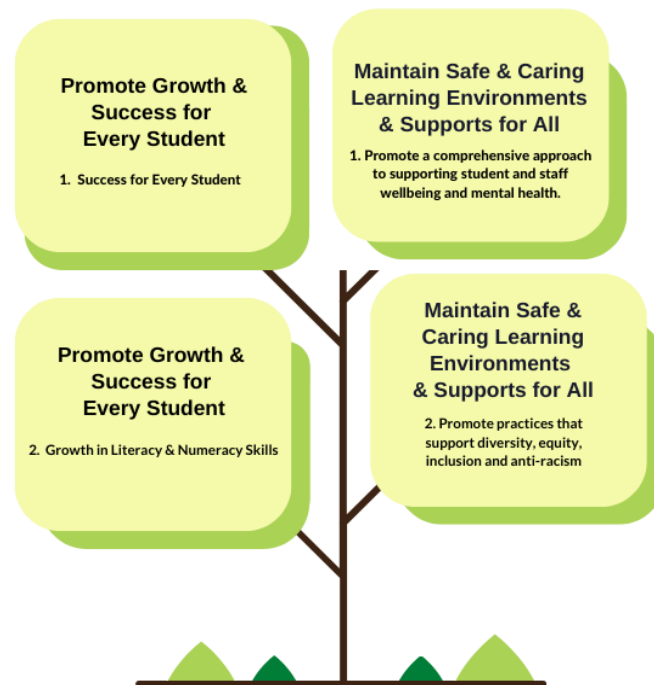
Facilitator: Linda Mywaart, Board Chair

In Attendance:
Board Chair: Linda Mywaart
Vice Chair: Lorna Spargo
Trustee: Malcolm Setter
Trustee: Jason Schulz
Trustee: Angela Adams
Trustee: Tim O'Hara
Trustee: Jonathan Lambert

Superintendent of Schools: Annalee Nutter
Associate Superintendent: Allan Kallal
Assistant Superintendent:

Regrets: Merrie-Rae Mitsopoulous

Recording Secretary: Traci Towe



	ITEM	DISCUSSION
24976	1.0 Call to Order	Chair Mywaart called the meeting to order @ 2:00 p.m.
24977	2.0 Acknowledgment of Treaty 8 Lands & Territory	Chair Mywaart provided the Land Acknowledgement.
24978	3.0 Agenda	The agenda was accepted with one item removed (12.2) and one item to be updated (7.7)
24979	3.2 Approve Agenda	Motion by Trustee Schulz THAT the Board of Trustees approves the Agenda with the two modifications. Chair Mywaart read the Motion. Carried 2:06 p.m.

24980	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.
24981	5.0 Minutes 5.1 Approval of Board Meeting Minutes	The Board reviewed the Board of Trustees meeting minutes of January 29, 2025. MOTION by Trustee O'Hara THAT the Board of Trustees adopt the minutes with one correction Board Chair L. Mywaart read the Motion. Carried at 2:08 p.m.
24982	6.0 Closed Session	Motion by Vice Chair Spargo THAT the Board of Trustees go into a Closed Session. Chair Mywaart read the question. Carried: 2:08
24983	Reconvene Regular Board Meeting	Motion by Trustee Schulz THAT the Board of Trustees come out of the Closed Session, take a quick break, and then reconvene the Regular Board meeting at 3:35 p.m. Chair Mywaart read the question. Carried 3:23 p.m.
24984	7.0 Action Items 7.1 Board Work Plan	Chair Mywaart reviewed the January Board Work Plan .
24985	Comment	Due to Trustee O'Hara declaring a pecuniary conflict for most of the action items on the agenda, the Board started with Item 7.4 of the Agenda.
24986	7.0 Action Items 7.4 Review Investment Parameters	Associate Superintendent Kallal informed the Board that the review of investment parameters is governed by Administrative Procedure 504. It was noted that no changes have been made since the most recent update on September 26, 2023. As per policy, investment parameters are reviewed or updated at least every five years. Given that only two years have passed since the last revision, no changes are being proposed at this time. Associate Superintendent Kallal emphasized that the current approach remains effective, with a conservative investment strategy in place. This approach prioritizes the protection of principal funds, particularly in light of ongoing budget deficits.
24987	Pecuniary Conflict	Trustee O'Hara excused himself virtually from the meeting at 3:40 p.m. due to a pecuniary conflict.
24988	7.0 Action Items 7.2 Set Negotiation Strategies	Chair Mywaart advised negotiation strategies are ongoing. An update will be provided at a future meeting.
24989	7.0 Action Items 7.3 Review Draft Calendar Assumptions	The development of the draft calendar is currently in progress. Due to the inability to meet in person or visit schools, the draft calendar has been distributed to school councils for their review and input. Additionally, a calendar consultation with the Alberta Teaching Association (ATA) is scheduled for March 3rd.
24990	7.0 Action Items 7.5 Appoint Division Auditor	The Finance and Audit Committee reviewed the auditor's work and performance for the prior school year ending August 31, 2024, as well as the 2023 LAPP audit. Based on this review, the committee recommends the reappointment of Meyers Norris Penny as the auditors for the 2024-25 fiscal year, which ends on August 31, 2025. Additionally, the LAPP pension audit, required annually, will be conducted for the calendar year ending December 31, 2025. The committee noted that Meyers Norris Penny continues to provide high-quality audit services to the division. They maintain a balance between team continuity and incorporating fresh perspectives to enhance the audit process. As a locally based firm, they offer convenient access to the division office and records, ensuring efficient service delivery. Motion by Trustee Setter THAT the Board of Trustees accept the recommendation of the Audit and Finance Committee to appoint Meyers Norris Penny (MNP) as the Division Auditor for the 2024-2025 school year. Chair Mywaart read the question. Carried 3:47 p.m.

24991	7.0 Action Items 7.6 Review Engagement of Schools and the Communities Results on Budget & Calendar Priorities	Chair Mywaart noted that the engagement process is ongoing and highlighted that the key dates for the 2025-2026 school year were adopted last year. The remaining components of the calendar will be finalized in March. Prior to making a decision, the Board will consider all feedback received through the Office of the Superintendent, school councils, and the Alberta Teachers Association (ATA).
24992	7.0 Action Items 7.7 Approve Annual Fees for Instructional Resources, Transportation & Tuition	The Board reviewed and recommends approval of the 2025-26 fee structure, with the following key updates: • Transportation: No changes to transit pass fees. Yellow bus fee adjustments are planned for 2026 due to changes in provincial walk zones, reduced grant funding, and rising contractor costs. • PEAK Program: Fee adjustments reflect increased costs for coaching and facility rentals, with new programs introduced in golf and soccer. • Tuition: Increases align with Alberta Education grants, affecting international student tuition, summer school, and part-time course fees. • Career & Technology Studies (CTS) Fees: Reintroduced to recover material costs in high-cost programs such as welding and woodshop, aligning with similar practices in other divisions. Questions asked and answered. <u>Motion</u> by Vice Chair Spargo THAT the Board of Trustees approves the fees and tuitions for the 2025/2026 school year. Chair Mywaart read the question. Carried: 3:59 p.m.
24993	7.0 Action Items 7.8 Review Budget Assumptions	The Board reviewed the budget assumptions that will guide the preliminary budget development in May. Key considerations include: • Provincial Budget Timing: The provincial budget will be released on February 27, 2025, but final funding details may not be available until April. Assumptions must be made in the meantime. • Funding Model Changes: The Weighted Moving Average (WMA) funding model may shift, potentially benefiting the Division due to continued enrollment growth. • Salary & Allowances: The Province currently provides a separate grant for ATA wage settlements. The Board is requesting that this grant be extended to all staff to support budget planning. The Fort McMurray Cost-of-Living allowance (COLA) is also assumed to continue. • Enrollment Growth: Funded enrollment is projected to increase by approximately 4.46%. Central funds will be retained to accommodate school-level enrollment fluctuations. • Reserves & Deficit Management: The Division is using reserves to manage the deficit, with a step-down plan over the next three to four years. The impact of ongoing labour disruptions will be reassessed in the fall budget update. • Student Fees & Transportation: No changes to bus service or fees for the upcoming year. The impact of provincial changes to walk zones will be analyzed after fall grant applications. • Instructional Calendar: The addition of one instructional day will increase costs across staffing, busing, and casual support services. • Small School Funding: Additional support is needed for small schools where standard funding models do not fully cover operational needs. • Staffing Allocations: Uncertainty remains regarding maintaining current staffing levels, pending more details from the funding manual. Comparisons with other urban divisions will guide future adjustments. While many assumptions remain consistent with prior years, some adjustments reflect evolving financial and operational realities. The Board will revisit these assumptions as more information becomes available. Questions were asked and answered. The Board also emphasized the importance of continued advocacy for adequate funding to support the Division. Trustees acknowledged potential changes and financial pressures identified in the Budget Assumptions and recognized these as key points for advocacy efforts. As the Provincial budget and funding manual are released, the Board will remain committed to advocating for the necessary resources to sustain Division operations effectively.
	Comment	Trustee O'Hara reentered the Board room virtually at 4:15 p.m.

24994	8.0 Information Reports 8.1 Public School Boards of Alberta Association (PSBAA)	Chair Mywaart advised she attended the PSBC council meeting and professional development day on February 6 & 7, 2025 and that her notes from the meeting were previously emailed to the Trustees. Chair Mywaart encouraged the Board to continue to promote the PEP initiative - "Promote, Elevate, and Protect Public Schools"
24995	8.0 Information Reports 8.2 Alberta School Board Association (ASBA)	Vice Chair Spargo advised the next meeting will be held on February 21, 2025 and continues her advocacy efforts, particularly concerning the curriculum rollout and the need for a gradual, one-grade-at-a-time approach to the curriculum rollout, unless feedback from staff suggests otherwise. Vice Chair Spargo plans to continue advocating for this approach with the ASBA president and Alberta Education representatives. The Board supported this direction and agreed to seek confirmation from staff on their position. Additionally, the Board was advised about the upcoming nomination deadlines for awards in March, as outlined in the zone chair report, and encouraged members to review the materials for any items they wish to bring up.
24996	8.0 Information Reports 8.3 Trustee Engagement Report	Chair Mywaart reviewed the Trustee Engagement Report for the period of January 30 - February 19, 2025 with the Board. LINK to Trustee Engagement Report
24997	8.0 Information Reports 8.4 Superintendent of Schools	Superintendent Nutter shared her report. Report accepted by Trustees.
24998	8.0 Information Reports 8.4.1 Director of Inclusive Learning	Superintendent Nutter shared the report from the Director of Inclusive Learning. Questions asked and answered. LINK to report.
24999	8.0 Information Reports 8.4.2 Director of Teaching & Learning.	Superintendent Nutter shared the report from the Director of Teaching and Learning. Questions asked and answered. Report accepted by Trustees as presented.
25000	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. LINK to report.
25001	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 the Trustees.
25002	8.0 Information Reports 8.4.5 Associate Superintendent of Business and Finance	Associate Superintendent Kallal shared his report with the Board. Report was accepted by the Trustees
25003	9.0 Information & Correspondence 9.1 Update on Provincial Assessment	Chair Mywaart advised this is an email from the Deputy Ministry regarding a new digital assessment platform.
25004	10.0 Request for Information 10.1 Inclusive Education Referral	Last month the Board requested information from Superintendent Nutter regarding the amount of special needs referrals coming into the Board and if the needs are being met. Superintendent Nutter reviewed the process for determining and assigning Educational Assistants (EAs) to students and stated the allocation of EAs is not automatic; it is based on the needs of the students, the available funding, and the complexity of those needs. The process includes assessments, intake meetings, and collaboration with school staff to determine priorities. The number of EAs has increased significantly over recent years, reflecting both the rise in student needs and the complexity of those needs. Despite the increase in staffing, there is a challenge with the adequacy of funding for these positions, as the budget for targeted funding (based on the weighted moving average) is often insufficient. The department continues to work within these constraints to ensure EAs are assigned where needed, but

		there are ongoing challenges in meeting the demand for support. The ultimate goal is to foster greater independence in students, particularly as they transition from elementary to junior high, though this goal is not always achievable for all students.
25005	10.0 Request for Information 10.2 École McTavish International Travel - Chaperones	The Board inquired about appropriate numbers of chaperones for École McTavish's international travel. Superintendent Nutter confirmed equal numbers of male and female chaperones..
25006	10.0 Request for Information 10.3 Curriculum Feedback from Parents/Staff	Chair Mywaart noted that a document summarizing parent and staff feedback is linked to the agenda for Trustee review.
25007	11.0 Question Period	There was none.
25008	12.0 Spotlight on Students 12.1 Westview Public School	Westview Public School presented to the Board on student-led Lighthouse leadership groups. These groups organize events, including the Variety Show, Lighthouse Assembly, Indigenous Hand Games Day, and the Winter Week of Giving, which supports the food bank and Center of Hope. As a Leader in Me school, Westview fosters student confidence and leadership skills. LINK to presentation.
25009	13.0 Division Showcase 13.1 Lalithya Raavi - RMWB Council's Excellence Youth Award	Congratulations to Lalithya Raavi, a Grade 12 student at Westwood Community High School, on receiving the RMWB Council's Excellence Youth Award! Lalithya is dedicated to advocacy and volunteerism in academics, inclusiveness, and youth empowerment. She founded Eyes4All, a non-profit promoting vision health and eye care, and co-founded Westwood's Women in Tech, a student-led group advancing leadership and STEM opportunities. LINK
25010	14.0 Business Arising from Previous Meetings	There was none
25011	15.0 Other Business	There was none.
25012	16.0 Future Agenda Items	There as none
25013	Adjournment	There being no further business, Motion by Trustee Schulz THAT the Board of Trustees meeting of February 19, 2025, be adjourned. Chair Mywaart read the question. Carried 4:58 p.m.

Board Chair: 
Linda Mywaart (Mar 31, 2025 10:08 MDT)

Date: Mar 31, 2025

Secretary-Treasurer: Allan Kallal

Date: Mar 31, 2025

2025.02.19_MINUTES Board of Trustee Meeting

Final Audit Report

2025-03-31

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