



BOARD MEETING MINUTES

November 28, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, November 28, 2024, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Allen calling the meeting to order at 9:00 a.m.

BOARD MEMBERS PRESENT

C. Allen, Board Chair
S. Miller, Vice-Chair
T. Boymook
R. Footz (virtual)
D. Irwin
R. Sorochan

BOARD MEMBER ABSENT

C. Holowaychuk

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
R. Marshall, Associate Superintendent, Supports for Students
R. Johnson, Associate Superintendent, Human Resources
C. Cole, Secretary-Treasurer
J. Anderson, Executive Director, Division Supports and Student Transportation Services
L. McNabb, Director, Communication Services
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:00 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

210/2024 | Trustee Irwin moved: That the Board meet in camera (9:00 a.m.).

CARRIED UNANIMOUSLY

211/2024 | Trustee Boymook moved: That the Board revert to regular session (10:00 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:00 a.m. and reconvened at 10:11 a.m. with all trustees noted above in attendance.

LAND AND PEOPLE ACKNOWLEDGMENT

Board Chair Allen welcomed all in attendance to the public session, followed by the Land and People Acknowledgment.

Board Chair Allen noted that Trustee Footz will be participating virtually and sent regrets on behalf of Trustee Holowaychuk.

AGENDA

Board Chair Allen called for additions or deletions to the Agenda.

212/2024 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Oct. 17, 2024 Board Meeting Minutes.

213/2024 | Vice-Chair Miller moved: That the Board of Trustees approve the Minutes of Oct. 17, 2024 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Allen highlighted recent trustee events for information.

214/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair report.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Stoddard shared recent events for information. Additional highlights included the work done to the end of November for assurance reviews, the importance of the Community of School Councils' work, and shared regrets for not being able to attend the Alberta Teachers' Association (ATA) annual new teachers' Induction Ceremony.

215/2024 | Trustee Sorochan moved: That the Board of Trustees receives for information the Superintendent report.

CARRIED UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were reported.

Association/Employee Groups

ASBA ZONE 2/3 REPORT

Vice-Chair Miller presented for information the ASBA Zone 2/3 report from the meeting held on Oct. 25, 2024. Vice-Chair Miller extended gratitude on the behalf of the Board to Trustee Holowaychuk for her service as Director, ASBA Zone 2/3.

216/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the report from the representative of the ASBA Zone 2/3.

CARRIED UNANIMOUSLY

ATA LOCAL REPORT

Board Chair Allen welcomed the Alberta Teachers' Association (ATA) representative D. Zielke. Representative Zielke presented the Local ATA report for information.

Trustee Footz extended thanks to the Alberta Teachers' Association for hosting the new teachers Induction Ceremony and for extending an invitation to the Board.

Trustee Sorochan extended thanks to all teachers and support staff for their extra work during this Christmas season.

Board Chair Allen shared Christmas and holiday greetings to the ATA Representative Deneen Zielke, their staff and families!

217/2024 | Trustee Boymook moved: That the Board of Trustees receives for information the report from the representative of the ATA Local No. 28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen welcomed Employee Relations Group (ERG) representative M. Miller. Representative Miller presented the ERG report for information.

Superintendent Stoddard asked Representative Miller to share with the classified staff their importance and valued work in the Division.

Board Chair Allen extended Christmas and holiday greetings on behalf of the Board and asked Representative Miller to pass on gratitude to the classified staff for their work in preparation for the holiday season.

218/2024 | Trustee Sorochan moved: That the Board of Trustees receives for information the report from the representative of the Employee Relations Group.

CARRIED UNANIMOUSLY

Business Arising from Previous Meeting

No business arising from the previous meeting.

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Trustee Footz presented to the Board the proposed amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters for approval.

219/2024 | Trustee Irwin moved: That the Board of Trustees approves amendments to Board Policy 13: Appeals and Hearing Regarding Student Matters, as presented.

Point of Clarification was called by Trustee Boymook why section 2.10.6.4. (highlighted in attachment 1, as section 1.2) was struck out and what would replace the process.

Section 1.2. of marked copy ~~If the expulsion is from a single school, administration shall direct the placement of the student to another school or alternative educational program.~~

Trustee Footz shared that the committee sought council from senior administration as to who determines placement of the student to another school or alternative educational program prior to bringing the recommendation forward. Superintendent Stoddard affirmed the administration's responsibility.

BOARD POLICY 14: HEARINGS ON TEACHER TRANSFERS

Trustee Footz presented to the Board the proposed Board Policy 14: Hearings on Teacher Transfers for approval.

220/2024 | Trustee Sorochan moved: That the Board of Trustees approves amendments to Board Policy 14: Hearings on Teacher Transfers, as presented.

CARRIED UNANIMOUSLY

Point of Order was called by Trustee Boymook noting the time certain items on the agenda.

UNAUDITED ACCUMULATED SURPLUS AT AUG. 31, 2024

Director Lewis presented to the Board for approval the net reserve transfer of \$5.2 million for 2023-24. The reserve transfer is incorporated into the audited financial statements and requires approval prior to the Audited Financial Statements being approved.

223/2024 | Trustee Irwin moved: That the Board of Trustees approves the transfer of \$5,198,236 from unrestricted surplus to internally restricted operating reserves to offset the net result of 2023-24.

CARRIED UNANIMOUSLY

2024 AUDITED FINANCIAL STATEMENTS

Superintendent Stoddard introduced B. Waser, MNP LLP Audit Partner.

Director Lewis presented to the Board for approval the Aug. 31, 2024 Audited Financial Statements. MNP LLP, a national accounting firm, audited the statements and provided an opinion. MNP LLP Audit Partner B. Waser was available to answer questions.

224/2024 | Trustee Sorochan moved: That the Board of Trustees approves the Aug. 31, 2024 Audited Financial Statements.

CARRIED UNANIMOUSLY

Trustee Sorochan, Audit Committee member, commended the Finance department for their great work. It was well presented and he shared a comment from the auditor at the November Audit Committee meeting, "*The auditors of MNP LLP fight in their office as to who gets to audit EIPS as it is so well done!*" Trustee Sorochan extended gratitude to Monica Futerski and Mark Wiltzen, who are Community Members of the Audit Committee for their significant contribution and expertise they bring to the committee.

BYLAW 009/2024 - THE ESTABLISHMENT OF WARDS AND ELECTORAL SUBDIVISIONS

Secretary-Treasurer Cole presented to the Board for approval the Election Bylaw No. 009/2024 which outlines the establishment of wards and electoral subdivisions and noted pursuant to section 76 of the *Education Act*, a board shall provide a copy of the bylaws passed to the Minister of Education before December 31 in the year prior to an election year. Secretary-Treasurer Cole noted that administration reviewed Bylaw 007/2020 and proposed the following amendments:

1. An update to the reference to the Strathcona County bylaw that outlines the specific lands lying with the urban ward boundaries. Because these lands were amended by Strathcona County, and the EIPS bylaw makes specific reference to the County's bylaw, this alters the specific lands within Electoral Subdivisions #2, #3 and #4 in EIPS.
2. Repeal Bylaw 007/2020. Consistent with prior years, as it is much cleaner to approve a new bylaw than create amendments.

Secretary-Treasurer Cole proceeded to read Bylaw No. 009/2024 in its entirety in accordance with the *Board Procedures Regulation 82/2019*, section 6, Readings of bylaws.

221/2024 | Trustee Boymook moved: That the Board of Trustees accept the **first reading** of bylaw No. 009/2024 which relates to the establishment of wards and electoral subdivisions of The Board of Trustees of Elk Island Public Schools.

Trustee Irwin sought clarification why, “by a general vote” was not added to Strathcona County Ward, section 4 but included in section 1, 2 and 3, as follows:

(4) The election of trustees in the Strathcona County Ward shall be **by the general vote** by electoral subdivision as follows:”

In absence of the originator (Returning Officer Baranec), Superintendent Stoddard stated she was confident with the absence of the wording “by a general vote”. If the Board proceeds with the first and second reading, administration will have the time to reaffirm with the Returning Officer.

Point of Order called by Trustee Boymook.

222/2024 | Trustee Boymook moved: That the Board of Trustees **table motion 221/2024** until after the time certain agenda items 15 and 16 are completed.

CARRIED UNANIMOUSLY

VOTE ON MOTION 221/2024 | *CARRIED UNANIMOUSLY*

225/2024 | Board Chair Allen moved: That the Board of Trustees accept the **second reading** of bylaw No. 009/2024 which relates to the establishment of wards and electoral subdivisions of The Board of Trustees of Elk Island Public Schools.

CARRIED UNANIMOUSLY

226/2024 | Board Chair Allen moved: That the Board of Trustees approves the consideration of the 3rd Reading of Bylaw No. 009/2024 which relates to the establishment of wards and electoral subdivisions.

In Favour: Trustee Sorochan, Vice-Chair Miller, Board Chair Allen, Trustee Footz, Trustee Boymook
Opposed: Trustee Irwin

Motion 226/2024 was not carried unanimously; therefore, the board did not proceed with the 3rd reading of bylaw No. 009/2024.

If necessary, the Board Chair will call a special meeting once the senior administration has the bylaws vetted by legal counsel.

Trustee Sorochan gave an acknowledgment to former Trustee Skip Gordon.

The Board recessed at 11:46 a.m. reconvened at 12:54 p.m. with all trustees noted above in attendance.

ANNUAL EDUCATION RESULTS REPORT 2023-24

Superintendent Stoddard and Associate Superintendent Marshall presented to the Board for approval the *2023-24 Annual Education Results Report (AERR)*, an Alberta Education reporting requirement. The AERR supports the preplanning and tells the Elk Island Public Schools Story. The AERR Overview document is a quick highlight of what is within the AERR.

Associate Superintendent Marshall expressed a special thank you to Communication Services department, specifically to Communications Specialist Corrie Fletcher and Graphic Design Specialist Brenda Fortin for their support with the writing, content and design.

227/2024 | Trustee Irwin moved: That the Board of Trustees approves *Elk Island Public Schools' Annual Education Results Report 2023-24* and the Annual Education Results Report Overview 2023-24.

CARRIED UNANIMOUSLY

2024-25 FALL BUDGET REPORT

Director von Tettenborn presented the 2024-25 Fall Budget for approval. Senior Accountant Gillis was available to answer questions.

Trustee Boymook left at 2:03 p.m. and returned at 2:04 p.m.

228/2024 | Trustee Irwin moved: That the Board of Trustees approves the 2024-25 Fall Budget for Elk Island Public Schools, as presented.

In Favour: Trustee Irwin, Vice-Chair Miller, Board Chair Allen, Trustee Boymook, Trustee Footz

Opposed: Trustee Sorochan

CARRIED

Reports for Information

No reports for information were presented.

Committee Reports

STUDENT EXPULSION COMMITTEE

Trustee Footz presented a report for information from the Student Expulsion Committee meetings held on Oct. 18 and Nov. 26, 2024.

229/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the Student Expulsion Committee report.

CARRIED UNANIMOUSLY

GOVERNANCE AND EVALUATION COMMITTEE

Vice-Chair Miller presented a report for information from the Governance and Evaluation Committee meetings held on Oct. 22 and Nov. 26, 2024. The next Governance and Evaluation Committee meeting is scheduled on Dec. 17, 2024.

230/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the Governance and Evaluation Committee report.

CARRIED UNANIMOUSLY

POLICY COMMITTEE

Trustee Footz presented a report for information from the Policy Committee meeting held on Oct. 29, 2024. Next Policy Committee meeting is scheduled for Tuesday, Dec. 3, 2024.

231/2024 | Trustee Footz moved: That the Board of Trustees receives for information the Policy Committee report.

CARRIED UNANIMOUSLY

ADVOCACY COMMITTEE

Board Chair Allen presented a report for information from the Advocacy Committee meeting held on Oct. 30 and Nov. 21, 2024. The 2024-25 Board Advocacy Plan will be presented to the Board at the Dec. 5, 2024 Caucus meeting.

232/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Advocacy Committee report.

CARRIED UNANIMOUSLY

AUDIT COMMITTEE

Vice-Chair Miller presented a report for information from the Audit Committee meeting held on Nov. 5, 2024.

233/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the Audit Committee report.

CARRIED UNANIMOUSLY

Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were reported.

Board Chair Allen declared that the Board had reached the end of the public session at 2:36 p.m.

IN-CAMERA SESSION

234/2024 | Trustee Sorochan moved: That the Board meet in camera (2:37 p.m.)

CARRIED UNANIMOUSLY

The Board recessed at 2:37 p.m. and reconvened at 2:42 p.m. with all trustees noted above in attendance.

235/2024 | Trustee Irwin moved: That the Board revert to regular session (3:57 p.m.).

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 3:57 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent