



**NEW BUSINESS**

11. BUSINESS ARISING FROM IN CAMERA
12. ACTING CHAIR SCHEDULE 2022-23 T. Boymook  
(encl.)
13. COMMITTEE REPRESENTATIVE APPOINTMENTS T. Boymook  
(encl.)
14. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS T. Boymook  
COMMITTEE: CHAIR AND VICE-CHAIR APPOINTMENTS (encl.)
15. TRUSTEE REMUNERATION M. Liguori/C. Cole  
(encl.)
16. READ IN WEEK: OCT. 3 - 7, 2022 M. Liguori/S. Stoddard/  
R. Marshall (encl.)

**COMMITTEE REPORT**

17. ADVOCACY COMMITTEE T. Boymook  
Meeting held Aug. 31, 2022 (verbal)

**REPORTS FOR INFORMATION**

18. FACILITY SERVICES SUMMER PROJECT UPDATE 2021-22 M. Liguori/C. Wait  
(encl.)
19. TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION (verbal)

ADJOURNMENT

## RECOMMENDATIONS: BOARD OF TRUSTEES SEPT. 15, 2022

2. That the Board meet in camera.  
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approve the Minutes of Aug. 25, 2022 Meeting, as amended or as circulated.
- 5.2. That the Board of Trustees approve the Minutes of Aug. 25, 2022 Organizational Meeting, as amended or as circulated.
- 5.3. That the Board of Trustees approve the Minutes of Sept. 1, 2022 Board Special Meeting, as amended or as circulated.
6. That the Board of Trustees receive for information the Chair Report.
7. That the Board of Trustees receive for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives*
9. That the Board of Trustees receive for information the report from the representative of the ATA Local #28.
10. That the Board of Trustees receive for information the report from the representative of the Employee Relations Group.
11. *Business Arising from In Camera.*
12. That the Board of Trustees approve the 2022-23 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.
13. That the Board of Trustees approve the 2022-23 Board Committee Representatives list, as presented.
14. That the Board of Trustees appoint Board Chair Trina Boymook as Chair and Trustee Ralph Sorochan as Vice-Chair of the Teachers' Collective Agreement Negotiations Committee.

15. That the Board of Trustees approve the trustees' remuneration for the 2022-23 year increase by 1.756% effective Sept. 1, 2022.
16. READ IN Week 2022 Resolution:  
WHEREAS READ IN Week recognizes that reading is important for the development of the intellectual, emotional, and social facets of the individual;  
  
WHEREAS reading opens doors to discovery and provides unlimited opportunities for adventure, enjoyment and learning for people of all ages;  
  
WHEREAS literacy is crucial for community development and economic progress;  
  
WHEREAS the Elk Island Public School Board is proud to celebrate learning and life-long education;  
  
**Therefore, be it resolved THAT the Board of Trustees support READ IN Week, Oct. 3 to 7, 2022, and encourage related activities at the schools.**
17. That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on Aug. 31, 2022.
18. That the Board of Trustees receive for information the Facility Services 2021-22 Summer Projects update.



# BOARD MEETING MINUTES

August 25, 2022

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Aug. 25, 2022, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:01 a.m.

## BOARD MEMBERS PRESENT

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
C. Allen  
R. Footz (virtual)  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt

## BOARD MEMBER ABSENT

R. Sorochan

## ADMINISTRATION PRESENT

M. Liguori, Superintendent  
S. Stoddard, Associate Superintendent  
B. Billey, Associate Superintendent  
C. Cole, Secretary-Treasurer  
L. McNabb, Director, Communications Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Meeting called to order at 9:01 a.m. with all trustees noted above in attendance.

## IN-CAMERA SESSION

135/2022 | Trustee Irwin moved: That the Board meet in camera (9:01 a.m.).

*CARRIED UNANIMOUSLY*

136/2022 | Vice-Chair Holowaychuk moved: That the Board revert to regular session (10:01 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 10:01 a.m. and reconvened at 10:09 a.m. with all trustees noted above in attendance.*

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook called the meeting to order and acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## **AGENDA**

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

137/2022 | Trustee Shotbolt moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the June 16, 2022 Board Meeting Minutes.

138/2022 | Trustee Seutter moved: That the Board of Trustees approve the Minutes of June 16, 2022 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

139/2022 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Liguori presented the Superintendent's report.

140/2022 | Trustee Miller moved: That the Board of Trustees receive the Superintendent's report for information.

*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 Holowaychuk presented to the Board the report from the ASBA Zone 2/3 meeting held on June 17, 2022.

141/2022 | Vice-Chair Holowaychuk moved: That the Board of Trustees receive for information the report from the representative of the ASBA Zone 2/3.

*CARRIED UNANIMOUSLY*

### **ATA LOCAL REPORT**

Board Chair Boymook welcomed ATA representative D. Zielke. Representative Zielke presented the Local ATA report to the Board.

142/2022 | Trustee Allen moved: That the Board of Trustees receive for information the report from the representative of the ATA Local #28.

*CARRIED UNANIMOUSLY*

## **EMPLOYEE RELATIONS GROUP (ERG) REPORT**

Board Chair Boymook welcomed ERG representative D. Jarvin. Representative Jarvin presented to the Board the report on behalf of the Employee Relations Group.

143/2022 | Trustee Shotbolt moved: That the Board of Trustees receive 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.

### **TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST 2022-23**

Board Chair Boymook presented to the Board the 2022-23 Trustee School Liaison Representative List for approval.

144/2022 | Trustee Irwin moved: That the Board of Trustees approve the 2022-23 Trustee School Liaison List, as presented.

*CARRIED UNANIMOUSLY*

## **Committee Reports**

### **STUDENT EXPULSION COMMITTEE**

Trustee Footz presented reports from the Student Expulsion Committee meetings held on June 20 and June 24, 2022, for information.

145/2022 | Trustee Footz moved: That the Board of Trustees receive for information the reports from the Student Expulsion Committee meetings held on June 20 and June 24, 2022.

*CARRIED UNANIMOUSLY*

## **Reports for Information**

No reports for information were presented.

## **Trustees' Report, Notices of Motion and Request for Information**

Reports by trustees were presented. Trustees welcomed students and staff back to school.

## **IN-CAMERA SESSION**

146/2022 | Trustee Irwin moved: That the Board meet in camera (10:31 a.m.).

*CARRIED UNANIMOUSLY*

147/2022 | Vice-Chair Holowaychuk moved: That the Board revert to regular session (11:02 a.m.).

*CARRIED UNANIMOUSLY*

## **ADJOURNMENT**

Board Chair Boymook declared the meeting adjourned at 11:02 a.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent





# BOARD MEETING MINUTES

August 25, 2022

The organizational meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Aug. 25, 2022, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Secretary-Treasurer Cole calling the meeting to order at 11:11 a.m.

## BOARD MEMBERS PRESENT

On site:

C. Allen  
T. Boymook  
R. Footz (virtual)  
C. Holowaychuk  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt

## BOARD MEMBER ABSENT

R. Sorochan

## ADMINISTRATION PRESENT

M. Liguori, Superintendent  
S. Stoddard, Associate Superintendent, Supports for Students  
B. Billey, Associate Superintendent, Human Resources  
C. Cole, Secretary-Treasurer  
L. McNabb, Director, Communication Services  
K. Baranec, Communications Networking Specialist/Election Officer  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

Secretary-Treasurer Cole called the meeting to order at 11:11 a.m. with all trustees noted above in attendance.

## TREATY 6 ACKNOWLEDGEMENT

Secretary-Treasurer Cole acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## NOMINATION PROCEDURES

Secretary-Treasurer Cole presented the Nomination Procedures for the selection of Chair and Vice-Chair.

148/2022 | Trustee Irwin moved: That the Nomination Procedures for selection of Chair and Vice-Chair be approved, as presented.

*CARRIED UNANIMOUSLY*

## **POSITION OF CHAIR**

### **Declaration of Interest for Board Chair**

Each Board member was given one opportunity to declare their intent to seek the office of Board Chair. Trustee Trina Boymook stated she would allow her name to stand for the position of Board Chair. All other Board members indicated that it was not their intent to seek the office of Board Chair.

Secretary-Treasurer Cole called for a motion that one block nomination be made for the candidate running for the position of Chair.

149/2022 | Trustee Allen moved: That one block nomination be made for the candidate running for the position of Chair: Trustee Trina Boymook.

*CARRIED UNANIMOUSLY*

### **Declaration of Results/Announcement of Board Chair**

Secretary-Treasurer Cole announced that Trustee Trina Boymook has been elected Chair of the Board by acclamation.

### **Oath of Office**

Commissioner for Oaths Laura McNabb swore in Trustee Trina Boymook as Board Chair.

Trustee Boymook assumed the Chair.

## **AGENDA**

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

150/2022 | Trustee Miller moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **POSITION OF VICE-CHAIR**

### **Declaration of Interest for Vice-Chair**

Each Board member was given one opportunity to declare their intent to seek the position of Vice-Chair of the Board of Trustees. Trustee Colleen Holowaychuk stated she would allow her name to stand for the position of Vice-Chair. All other Board members indicated that it was not their intent to seek the office of Vice-Chair.

Board Chair Boymook called for a motion that one block nomination be made for the candidate running for the position of Vice-Chair.

151/2021 | Trustee Irwin moved: That one block nomination be made for the candidate running for the position of Vice-Chair: Trustee Colleen Holowaychuk.

*CARRIED UNANIMOUSLY*

### **Declaration of Results/Announcement of Vice-Chair**

Board Chair Boymook declared that Trustee Colleen Holowaychuk has been elected Vice-Chair of the Board by acclamation.

### **Oath of Office**

Commissioner for Oaths Laura McNabb swore in Trustee Colleen Holowaychuk as Board Vice-Chair.

## **2022-23 BOARD OF TRUSTEES MEETING SCHEDULE**

Secretary-Treasurer Cole presented the proposed 2022-23 Board of Trustees Meeting Schedule for approval. The schedule provides for full-day monthly Board meetings on the third Thursday of each month, whenever possible. The schedule also provides for an additional date for budget review in May.

152/2022 | Trustee Shotbolt moved: That the Board of Trustees approve the 2022-23 Board of Trustees Meeting Schedule, as presented.

*CARRIED UNANIMOUSLY*

## **TRUSTEE DISCLOSURE STATEMENTS**

Secretary-Treasurer Cole advised the Board that all trustees are required to complete the Trustee Disclosure Statement for submission following the Organizational Meeting. As per the *Education Act* under Disclosure of Information Section 86(2), a summary page will be provided at a subsequent meeting.

## **COMMITTEE REPRESENTATIVE APPOINTMENTS**

Board Chair Boymook advised the Board that the Board Committee Representatives List for 2022-23 is to be reviewed and returned with their selection(s) to the Board Chair by the end of the day. The recommendation on committee appointments will be brought to the Board Meeting on Sept. 15, 2022, for approval.

153/2022 | Trustee Allen moved: That the Board Committee Representative schedule for 2022-23 be referred to the Board Meeting on Sept. 15, 2022.

*CARRIED UNANIMOUSLY*

## **RESOLUTION TO DESTROY BALLOTS**

Board Chair Boymook noted that there were no ballots to be destroyed.

## **ADJOURNMENT**

Board Chair Boymook declared the meeting adjourned at 11:23 a.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# BOARD MEETING MINUTES

September 1, 2022

The special meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Sept. 1, 2022, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Boymook calling the meeting to order at 9:01 a.m.

## **BOARD MEMBERS PRESENT**

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
C. Allen  
R. Footz  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt

## **BOARD MEMBERS ABSENT**

R. Sorochan

## **ADMINISTRATION PRESENT**

M. Liguori, Superintendent  
S. Stoddard, Associate Superintendent, Supports for Students  
B. Billey, Associate Superintendent, Human Resources  
C. Cole, Secretary-Treasurer  
L. McNabb, Director of Communication Services  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## **CALL TO ORDER**

Meeting called to order at 9:01 a.m. with all trustees noted above in attendance except for Trustee Irwin.

## **TREATY 6 ACKNOWLEDGMENT**

Board Chair Boymook acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Métis people.

## **AGENDA**

Board Chair Boymook noted that there will be no changes made to the agenda as two trustees (Trustee Irwin and Trustee Sorochan) are absent from the meeting. The agenda was adopted, as circulated.

## REQUEST TO ACCESS RESERVES

*Trustee Irwin entered the meeting at 9:05 a.m.*

154/2022 | Trustee Seutter moved: That the Board of Trustees request approval from the Minister of Education to access:

- operating reserves up to \$1 million and
- capital reserves up to \$1.2 million

for a total of \$2.2 million dollars in 2022-23 to fund the Salisbury Composite High School stormwater drainage project.

*CARRIED UNANIMOUSLY*

## ADJOURNMENT

Board Chair Boymook declared the meeting adjourned at 9:24 a.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# RECOMMENDATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** Acting Chair Schedule 2022-23

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Carol Langford-Pickering, Executive Assistant  
Candace Cole, Secretary-Treasurer

**REFERENCE:** Board Policy 5: Role of the Board Chair  
Acting Chair Schedule 2021-22

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board of Trustees approve the 2022-23 schedule for the position of Acting Chair to serve in the absence of the Chair and Vice-Chair, as presented.**

**Acting Chair Schedule 2022-23**

<u>Trustee</u>	<u>Month</u>
Randy Footz	October 2022
Susan Miller	November 2022
Cathy Allen	December 2022
Ralph Sorochan	January 2023
Don Irwin	February 2023
Jim Seutter	March 2023
Jacqueline Shotbolt	April 2023
Randy Footz	May 2023
Susan Miller	June 2023
Cathy Allen	July 2023
Ralph Sorochan	August 2023



# RECOMMENDATION REPORT

**BACKGROUND:**

Pursuant to Board Policy 5: Role of the Board Chair, the Board has the authority to appoint from among its members an Acting Chair during the Chair's and the Vice-Chair's absence or inability to act. The Acting Chair shall perform the role during any absence of the Chair and Vice-Chair within the designated time frame.

The schedule will ensure that Acting Chair coverage is in place until the next round of appointments are approved by the Board in September 2023.

**COMMUNICATION PLAN:**

All stakeholders will be advised.

**ATTACHMENT(S):**

N/A

:clp



# RECOMMENDATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** Board Committee Representatives List 2022-23

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** *Education Act*  
Board Policy 8: Board Committees  
Board Policy 9: Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education

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## RECOMMENDATION:

**That the Board of Trustees approve the 2022-23 Board Committee Representatives list, as presented.**

## BACKGROUND:

Board standing and ad hoc (task force) committees exist at the mandate of the Board of Trustees. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The trustees have a responsibility to be well prepared for committee meetings and to participate in the discussions and decision-making that may lead to a recommendation to the Board for approval and/or action.

The committees/organizations will have Board representation as identified at the annual organizational meeting and determined at the first regular meeting after the organizational meeting.





# RECOMMENDATION REPORT

## **COMMUNICATION PLAN:**

Following approval by the Board, the 2022-23 Board Committee Representatives list will be communicated to the Board of Trustees, Senior Executive Team and School Administration. Posted to the appropriate Website.

## **ATTACHMENT:**

1. 2022-23 Board Committee Representatives list
2. [Policy 8: Board Committees](#)
3. [Policy 9: Board Representatives](#)

:clp



## 2022-23 Board Committee Representatives

COMMITTEE REPRESENTATIVES	TRUSTEES	ADMIN. RESOURCE	DATE APPOINTED
<b><u>Board Committees as per Board Policy 8</u></b>			
1. BOARD CAUCUS	All Trustees	M. Liguori C. Cole S. Stoddard B. Billey D. Antymniuk C. Langford-Pickering	Sept. 15, 2022
2. BOARD AGENDA REVIEW	T. Boymook C. Holowaychuk Acting Chair	M. Liguori C. Cole L. McNabb C. Langford-Pickering	Sept. 15, 2022
3. BOARD HIGHLIGHTS	T. Boymook	L. McNabb C. Fletcher	Sept. 15, 2022
4. ADVOCACY COMMITTEE	(Chair) T. Boymook C. Allen D. Irwin	M. Liguori L. McNabb	Sept. 15, 2022
5. AUDIT COMMITTEE	(Chair) C. Holowaychuk S. Miller J. Seutter	M. Liguori C. Cole L. Lewis C. von Tettenborn (as required) T. Borchers	Sept. 15, 2022
6. POLICY COMMITTEE	R. Footz S. Miller R. Sorochan	M. Liguori T. Borchers	Sept. 15, 2022
7. STUDENT EXPULSION	C. Allen R. Footz D. Irwin J. Seutter (Alt)	D. Antymniuk B. Stone	Sept. 15, 2022
8. TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE	T. Boymook R. Sorochan J. Seutter	M. Liguori B. Billey	Sept. 15, 2022
<b><u>Board Committees as per Board Policy 9</u></b>			
1. BOARD REPRESENTATIVES TO ASBA ZONE 2/3 (Trustees may attend Zone meetings at any time)	J. Shotbolt C. Allen (Alt)		Sept. 15, 2022
2. COMMITTEE OF SCHOOL COUNCILS (COSC)	T. Boymook All Trustees	M. Liguori C. Fletcher	Sept. 15, 2022
3. TEACHER EMPLOYER BARGAINING ASSOCIATION (TEBA)	T. Boymook	M. Liguori	Sept. 15, 2022

*The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.*

Recommended for Approval: Sept. 15, 2022

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

1. Purpose
  1. To provide a forum for discussion.
  2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  3. To assign work to be undertaken.
2. Powers and duties
  1. Make recommendations for agenda items for subsequent Board meetings.
  2. Maintain confidentiality of proceedings unless otherwise stated.
3. Membership
  1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

1. Purpose
  1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.
2. Powers of duties
  1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
    1. Recommend the appointment of the external auditor,
    2. Review the audit plan,
    3. Assess the effectiveness of the auditor,
    4. Review the annual financial statements and audit findings,

5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,
  6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
  7. Assess compliance with applicable legislation, regulations and guidelines,
  8. Report findings and information to the Board.
3. Membership
    1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
    2. Two community members
      1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
      2. Community members shall serve a two-year term and may apply to serve an additional term to a maximum of two consecutive terms.
      3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
    3. Superintendent and/or designate
    4. Secretary-Treasurer
    5. Director, Financial Services
    6. Other members of administration or the external auditors will be invited to attend, as required.
    7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
  4. Meetings
    1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
    2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
  5. Compensation
    1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
3. **Board Highlights**
    1. Purpose
      1. To establish content of the Board Highlights.
    2. Powers and duties
      1. Approve for circulation the Board Highlights.
    3. Membership
      1. Board Chair
      2. Superintendent and/or designate(s).
    4. Meetings
      1. As required to develop Board Highlights.
  4. **Policy**
    1. Purpose
      1. To ensure the Board Policy Handbook is current and relevant.

2. Powers and duties
  1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
  2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
  3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
  2. Superintendent and/or designate(s).
4. Meetings
  1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
5. **Student Expulsion**
  1. Purpose
    1. To make decisions regarding the recommendations for the expulsion of any student.
  2. Powers and duties
    1. On a recommendation for expulsion, reinstate or expel the student.
    2. Inform the Board of the action taken by the Committee.
  3. Membership
    1. One trustee to serve as Chair and two other trustees.
  4. Meetings
    1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
6. **Teachers' Collective Agreement Negotiations**
  1. Purpose
    1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  2. Powers and duties
    1. Report to the Board as necessary.
    2. Maintain confidentiality of negotiation proceedings.
  3. Membership
    1. Three trustees
    2. Superintendent and/or designate(s)
    3. The Board will appoint the Chair and Vice-Chair.
  4. Meetings
    1. To be called by the Committee Chair.
7. **Agenda Review**
  1. Purpose
    1. To set the order of business for public meetings of the Board.
  2. Membership

1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
2. Superintendent and/or designate
3. Secretary-Treasurer.
3. Meetings
  1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. The Executive Assistant to the Board will serve as secretary.
8. **Advocacy**
  1. Purpose
    1. Support the ongoing advocacy efforts of the Board.
  2. Powers and duties
    1. Develop an action plan to support the Board's identified advocacy plan
    2. Identify key messages to support the advocacy plan
  3. Membership
    1. Chair of the Board (Committee Chair) and two other trustees
    2. Superintendent and/or designate
    3. Associate Superintendent, Supports for Students
    4. Director, Communications.
  4. Meetings
    1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

### **Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

**Last reviewed:**

**Last updated:**

Sept. 17, 2015

Feb. 18, 2016

June 16, 2016

Oct. 24, 2016

	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with the representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organization meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. Alberta School Boards Association (ASBA) Zone 2/3
  1. Purpose
    1. Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and duties
    1. Attend ASBA Zone 2/3 meetings
    2. Represent the Board's positions and interests at the zone level
    3. Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    1. One (1) trustee; one (1) alternate
  4. Meetings
    1. As called by ASBA Zone 2/3
2. Committee of School Councils (COSC)
  1. Purpose
    1. Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and duties
    1. Attend meetings of COSC
    2. Represent the Board's positions and interests at COSC meetings
    3. Communicate to the Board the work of COSC
  3. Membership
    1. Board Chair; and
    2. Minimum of two trustees
  4. Meetings
    1. As determined at the COSC organizational meeting
3. Teachers' Employer Bargaining Association (TEBA)
  1. Purpose
    1. Represent the Board at meetings of TEBA



2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	June 18, 2020
June 3, 2021	June 17, 2021
April 12, 2022	



# RECOMMENDATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** Teachers' Collective Agreement Negotiations Committee Chair and Vice-Chair Appointment

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer, Business Services  
Carol Langford-Pickering, Executive Assistant, Education Executive

**REFERENCE:** Board Policy 8: Board Committees

**EIPS PRIORITY:** Enhance public education through effective engagement

**EIPS GOAL:** Engaged and effective governance

**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

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**RECOMMENDATION:**

**That the Board of Trustees appoint Board Chair Trina Boymook as Chair and Trustee Ralph Sorochan as Vice-Chair of the Teachers' Collective Agreement Negotiations Committee.**

**BACKGROUND:**

Standing and ad hoc (task force) committees exist at the pleasure and mandate of the Board of Trustees.

Board Policy 8: Board Committees section 6.3 states that, *the Board will appoint the Chair and Vice-Chair* for the Teachers' Collective Agreement Negotiations Committee.

**COMMUNICATION PLAN:**

Following approval by the Board the 2022-23 Board Committee Representatives list will be updated and all stakeholders will be advised.

**ATTACHMENT:**

1. Board Policy 8: Board Committees

:clp

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

1. Purpose
  1. To provide a forum for discussion.
  2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
  3. To assign work to be undertaken.
2. Powers and duties
  1. Make recommendations for agenda items for subsequent Board meetings.
  2. Maintain confidentiality of proceedings unless otherwise stated.
3. Membership
  1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

1. Purpose
  1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.
2. Powers of duties
  1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
    1. Recommend the appointment of the external auditor,
    2. Review the audit plan,
    3. Assess the effectiveness of the auditor,
    4. Review the annual financial statements and audit findings,

5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,
  6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
  7. Assess compliance with applicable legislation, regulations and guidelines,
  8. Report findings and information to the Board.
3. Membership
    1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
    2. Two community members
      1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
      2. Community members shall serve a two-year term and may apply to serve an additional term to a maximum of two consecutive terms.
      3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
    3. Superintendent and/or designate
    4. Secretary-Treasurer
    5. Director, Financial Services
    6. Other members of administration or the external auditors will be invited to attend, as required.
    7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
  4. Meetings
    1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
    2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
  5. Compensation
    1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
3. **Board Highlights**
    1. Purpose
      1. To establish content of the Board Highlights.
    2. Powers and duties
      1. Approve for circulation the Board Highlights.
    3. Membership
      1. Board Chair
      2. Superintendent and/or designate(s).
    4. Meetings
      1. As required to develop Board Highlights.
  4. **Policy**
    1. Purpose
      1. To ensure the Board Policy Handbook is current and relevant.

2. Powers and duties
  1. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
  2. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
  3. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
3. Membership
  1. One trustee to serve as Chair and two other trustees.
  2. Superintendent and/or designate(s).
4. Meetings
  1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
5. **Student Expulsion**
  1. Purpose
    1. To make decisions regarding the recommendations for the expulsion of any student.
  2. Powers and duties
    1. On a recommendation for expulsion, reinstate or expel the student.
    2. Inform the Board of the action taken by the Committee.
  3. Membership
    1. One trustee to serve as Chair and two other trustees.
  4. Meetings
    1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
6. **Teachers' Collective Agreement Negotiations**
  1. Purpose
    1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  2. Powers and duties
    1. Report to the Board as necessary.
    2. Maintain confidentiality of negotiation proceedings.
  3. Membership
    1. Three trustees
    2. Superintendent and/or designate(s)
    3. The Board will appoint the Chair and Vice-Chair.
  4. Meetings
    1. To be called by the Committee Chair.
7. **Agenda Review**
  1. Purpose
    1. To set the order of business for public meetings of the Board.
  2. Membership

1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
2. Superintendent and/or designate
3. Secretary-Treasurer.
3. Meetings
  1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  2. The Executive Assistant to the Board will serve as secretary.
8. **Advocacy**
  1. Purpose
    1. Support the ongoing advocacy efforts of the Board.
  2. Powers and duties
    1. Develop an action plan to support the Board's identified advocacy plan
    2. Identify key messages to support the advocacy plan
  3. Membership
    1. Chair of the Board (Committee Chair) and two other trustees
    2. Superintendent and/or designate
    3. Associate Superintendent, Supports for Students
    4. Director, Communications.
  4. Meetings
    1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

### **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

### **Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

**Last reviewed:**

**Last updated:**

Sept. 17, 2015

Feb. 18, 2016

June 16, 2016

Oct. 24, 2016

	Jan. 26, 2017
	Feb. 15, 2018
	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022



# RECOMMENDATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Trustee Remuneration 2022-23

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services  
Carmine von Tettenborn, Director, Financial Services

**REFERENCE:** Policy 7: Board Operations

**EIPS PRIORITY:** Enhance high-quality learning and working environments.

**EIPS GOAL:** Quality infrastructure for all.

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

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## RECOMMENDATION:

**That the Board of Trustees approve that trustees' remuneration for the 2022-23 year increase by 1.756% effective Sept. 1, 2022.**

## BACKGROUND:

Per Section 12.4 of Policy 7, Board Operations:

*Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.*

Consumer Price Index (CPI) is an indicator of changes in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers. The Alberta CPI increased by 8.4%. This means that on a year-over-year basis, Albertans paid 8.4% more in June 2022 for the goods and services that comprise the CPI than in the same month a year ago.

Alberta's Average Weekly Earnings AWE is derived by dividing total weekly earnings by the total number of employees in the province. Alberta average weekly earnings increased by 2.3% in May 2022 compared to May 2021 (June data is not yet available).

The average of the percent change for the above two items is 5.35%.





# RECOMMENDATION REPORT

Page 2 of 2

In June 2022, the Board approved that classified staff receive an increase in pay for Sept. 1, 2022 (0.5% plus 1.25% compounded). This equates to 1.756% effective Sept. 1, 2022.

As trustee compensation is not to exceed increases to classified staff as per Board Policy 7, the increase recommended for trustee compensation for 2022-23 is 1.756%.

## **COMMUNICATION PLAN:**

The remuneration numbers will be reflected in the 2022-23 Fall Budget.

## **ATTACHMENTS:**

1. 2022-23 Trustees' Remuneration Schedule

**EIPS Board of Trustees  
Remuneration Compensation 2022-23**

	<b>Base</b>	<b>Executive Allowances</b>	<b>Travel Allowances</b>			<b>Total</b>
Boymook (Strathcona County)	36,184	12,920	1,377	-	3,297	53,778
Allen (Strathcona County)	36,184	-	-	-	3,297	39,481
Irwin (Strathcona County)	36,184	-	-	-	3,297	39,481
Seutter (Strathcona County)	36,184	-	-	1,374	3,297	40,855
Miller (Strathcona County)	36,184	-	-	1,374	3,297	40,855
Shotbolt (Fort Saskatchewan)	36,184	-	-	1,374	3,297	40,855
Sorochan (Fort Saskatchewan)	36,184	-	-	1,374	3,297	40,855
Holowaychuk (Lamont)	36,184	6,283	688	4,833	3,297	51,285
Footz (Minburn)	36,184	-	-	4,833	3,297	44,314
	<u>325,656</u>	<u>19,203</u>	<u>2,065</u>	<u>15,162</u>	<u>29,673</u>	<u>391,759</u>



# RECOMMENDATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** READ IN Week 2022

**ORIGINATOR:** Sandra Stoddard, Associate Superintendent, Supports for Students

**RESOURCE STAFF:** Ryan Marshall, Director, Supports for Students  
Laura McNabb, Director, Communication Services  
Heather Balog, Consultant, Supports for Students  
Tamara Martin Spady, Consultant, Supports for Students  
Morgan Coates, Consultant, Supports for Students  
Natalie McIntyre, Consultant, Supports for Students

**REFERENCE:** N/A

**EIPS PRIORITY:** Promote growth and success for all students

**EIPS GOAL:** Success for every student

**EIPS OUTCOME:** Students achieve a minimum of one year's growth in literacy and numeracy.

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## RECOMMENDATION:

**That the Board of Trustees support READ IN Week, Oct. 3 to 7, 2022 and encourage related activities at the schools.**

## BACKGROUND:

READ IN Week 2022 will take place during the week of **Oct. 3 to 7, 2022**. The goal of READ IN Week is to encourage a lifelong love of reading and enhance literacy awareness involving students, staff, parents, and community members.

The theme of this year's event is: *"Choose Your Own Adventure"*. Choosing your own adventure with literacy can take you down any path you want whether you enjoy graphic novels, mystery, or nonfiction. No matter what your choice is, know that this is the journey you were meant to be on.

Although literacy and learning events occur throughout the year, READ IN Week is a special time to celebrate reading. READ IN emphasizes sharing your love of reading with others, introducing friends and family to your favourite books, and treating reading as a community event rather than a solitary pursuit.

As has been the case in previous years, Elk Island Public Schools will provide many activities that will encourage all learners to enjoy their journey.

## COMMUNICATION PLAN:

Information about READ IN Week can be found on the EIPS and school websites. All EIPS staff and students are encouraged to share their reading experiences during READ IN Week and throughout the year using the hashtag **#eipsreads**.



# RECOMMENDATION REPORT

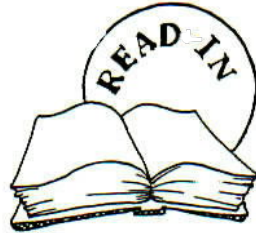
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**ATTACHMENT(S):**

1. READ IN Week Resolution

SS:bs

# READ IN Week 2022



## RESOLUTION

**WHEREAS** READ IN recognizes that reading is important for the development of the intellectual, emotional, and social facets of the individual;

**WHEREAS** reading opens doors to discovery and provides unlimited opportunities for adventure, enjoyment and learning for people of all ages;

**WHEREAS** literacy is crucial for community development and economic progress;

**WHEREAS** the Elk Island Public School Board is proud to celebrate learning and life-long education;

**Therefore, be it resolved THAT the Board of Trustees support READ IN Week, Oct. 3 to 7, 2022, and encourage related activities at the schools.**

**Trina Boymook, Board Chair**

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# INFORMATION REPORT

**DATE:** Sept. 15, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Facility Services – 2021-22 Summer Projects Update

**ORIGINATOR:** Calvin Wait, Director, Facility Services

**RESOURCE STAFF:** Robert Derech, Assistant Director, Projects and Planning, Facility Services  
Mike Desautels, Assistant Director, Operations and Maintenance, Facility Services  
Ken Marshman, Project Manager, Facility Services  
Ryan Morrison, Project Manager, Facility Services  
Rick Siebenga, Project Manager, Facility Services  
Dustin Stortz, Acting Foreman, Facility Services  
Christina Keroack, Business Manager, Facility Services  
Darcie Bennett, Manager, Contract Services

**REFERENCE:**

**EIPS PRIORITY:** Enhance high-quality learning and working environments

**EIPS GOAL:** Quality infrastructure for all

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

**ISSUE:**

**That the Board of Trustees receive for information the Facility Services 2021-22 Summer Projects update.**

**BACKGROUND:**

The Facility Services department is working toward the completion of the department’s summer projects planned for this season. For the period ended Aug. 15, 2022, 83% of the Infrastructure, Maintenance and Renewal (IMR) projects planned are 100% complete.

In addition to performing the normal summer projects contained within our maintenance program (gym floor refinishing, painting, inspection of fire protection systems, air handling system duct cleaning, parking lot repairs, etc.), a total of 367 tasks, 84% of which were 100% completed, Facility Services is also undertaking the following:

- General office renovation at Rudolph Hennig Junior High.
- Pine Street Elementary classroom renovations to install accessible bathrooms to support students.



# INFORMATION REPORT

- Relocation of a modular classroom from Fultonvale Elementary Junior High School to James Mowat Elementary School in Fort Saskatchewan.

Other major summer IMR Project highlights include:

- phase two CCTV surveillance camera installations;
- art room upgrade at Ardrossan Junior Senior High;
- asphalt repairs at Uncas Elementary School;
- phase three installation of CO sensors;
- roof replacement at F.R. Haythorne Junior High; and
- lift replacement at Pine Street Elementary School.

The CMR projects identified thus far and in progress are:

- boiler pumps and accessories upgrade at Salisbury Composite High School;
- gym roof replacement at Lamont High; and
- roof replacement at Ardrossan Junior Senior High.

## **CURRENT SITUATION OR KEY POINTS:**

Projects are determined by several methods:

- Facility Condition Indexing – annual inspections by government consultants and results documented with Alberta Infrastructure’s VFA facility condition reports;
- Feedback from School Administrators;
- Feedback from Operations & Maintenance staff; and
- Facility Services Management facility walk through.

As for prioritizing of the projects, the following are considered in order of highest priority to lowest:

- Health and safety items, including code violations.
- Items that may compromise the integrity of the building envelope and reduce the life of the facility.
- Building components that have failed.
- Educational areas to meet program requirements.
- Facility requirements of students with special needs.
- Building components that enhance energy conservation.

## **ATTACHMENT:**

1. 2021-22 Summer Projects list

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>A.L. HORTON</b>		
	Replace PA System	Summer
	Elevator Inspection & Maintenance	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Floor refinishing - Kindergarten Room	Summer
	High Dusting and Cleaning Services	Spring
	Dryer Duct Cleaning	Summer
	Parking lot line painting	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
	Install new shelving units in links room (FS 174)	Spring
<b>ANDREW</b>		
	Roofing Investigation	Spring
	Geotech Investigation	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
	Parking lot line painting	Spring
<b>ARDROSSAN ELEMENTARY</b>		
	Fire Inspections & Deficiencies	Spring
	CO Detectors Installation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	Parking lot line painting	Spring
	HVAC System Preventative Maintenance	Summer



**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Grounds Maintenance	Summer
<b>ARDROSSAN JUNIOR-SENIOR HIGH</b>		
	Art Room Millwork Replacement	Summer
	Grease Trap Replacement	Summer
	Roof Replacement	Summer
	Fire Inspections & Deficiencies	Spring
	Elevator Inspection & Maintenance	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing - Both Gyms	Summer
	Commercial kitchen exhaust cleaning	Spring
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	Sewer line flushing	Summer
	Overhead Door Inspection	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>BEV FACEY HIGH</b>		
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	Geotechnical Investigation of CTS Area	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Commercial kitchen exhaust cleaning	Spring
	Gas Detector semi annual testing/recalibration	Summer
	Dryer Duct Cleaning	Summer
	Sewer line flushing	Summer
	Overhead Door Inspection	Summer
	Clean grease traps and sump pits	Summer
	Generator testing and inspection	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Electical System Preventative Maintenance	Summer
	Floor tile repair in common area	Summer
<b>BRENTWOOD ELEMENTARY</b>		
	Update the staff room and staff washrooms	Summer
	CCTV Cameras Capital	Spring
	Fire Inspections & Deficiencies	Summer
	Geotech. Investigation of Staff Lot	Spring
	CMR - Gymnasium Air Handling Unit Replacement	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Paint exterior of school	Summer
	Install 1 bottle filler combo unit	Spring
	Electrical System Preventative Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>BRUDERHEIM</b>		
	CO Detectors Installation	Spring
	Playground Installation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Parking lot line painting	Spring
	Electrical System Preventative Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>CAMPBELLTOWN ELEMENTARY</b>		
	Asphalt Repair	Summer
	Fire Inspections & Deficiencies	Summer
	CCTV Cameras Capital	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Install Radon mitigation for FS 104	Spring
	HVAC System Preventative Maintenance	Summer

2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects

School Name	Project	Anticipated Start Date
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>CLOVERBAR JUNIOR HIGH</b>		
	Replace Flooring in Office Area	Summer
	Replace flooring in Indigenous room	Summer
	Fire Inspections & Deficiencies	Summer
	Geotech. Investigation of Staff Lot	Spring
	High Cleaning Services - Gym, Carpentry Shop	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	Sewer line flushing	Summer
	Clean grease traps and sump pits	Summer
	Electrical System Preventative Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>DAVIDSON CREEK ELEMENTARY</b>		
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	CO Detectors Installation	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	Parking lot line painting	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>ECOLE PARC ELEMENTAIRE</b>		
	Fire Inspections & Deficiencies	Spring
	Elevator Inspection & Maintenance	Summer
	Geotechnical Investigation	Summer
	Custodial Services - Annual Cleaning Regime	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>EIPS CENTRAL OFFICE</b>		
	Dryer Duct Cleaning	Summer
	Human Resources Office Renovation	Spring
	Overhead Door Inspection	Summer
	HVAC System Preventative Maintenance	Summer
	HR office renovation	
	Grounds Maintenance	Summer
<b>F.R. HAYTHORNE</b>		
	Re-roofing	Summer
	Soundproofing of the seclusion room	Summer
	Millwork Removal in 6 Classrooms	Spring
	Fire Inspections & Deficiencies	Summer
	CO Detectors Installation	Spring
	Library flooring	Summer
	Elevator Inspection & Maintenance	Summer
	Interior Washroom Signage	Summer
	Geotech Investig. Parking Lot/Bus Lane	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>FORT SASKATCHEWAN CHRISTIAN</b>		
	Fire Inspections & Deficiencies	Spring
	Elevator Inspection & Maintenance	Summer
	Ethical Indigenous Outdoor Learning Space	Summer
	Custodial Services - Annual Cleaning Regime	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	Installation of Roof Access Ladder	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>FORT SASKATCHEWAN ELEMENTARY</b>		
	Fire Inspections & Deficiencies	Spring
	CO Detectors Installation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>FORT SASKATCHEWAN HIGH</b>		
	2 Gymnasium AHUs - DESIGN	Spring
	Installation of Roof Access Ladder/Gym	Spring
	Student Services flooring replacement and abatement	Summer
	Fire Inspections & Deficiencies	Spring
	Elevator Inspection & Maintenance	Summer
	Geotech Investigation of Parking Lot	Spring
	Ethical Indigenous Outdoor Learning Space	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	High Dusting and Cleaning Services	Spring
	Commercial kitchen exhaust cleaning	Spring
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Sewer line flushing	Summer
	Septic system cleaning	Summer
	Clean grease traps and sump pits	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>FULTONVALE</b>		
	Fire Inspections & Deficiencies	Summer
	CO Detectors Installation	Spring
	Installation of Hand Dryers	Summer
	Preventative Maintenance of Sewer Lift Station	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>GLEN ALLAN</b>		

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Service Road & Courtyard Asphalt	Summer
	Replace Staff Room Carpet	Summer
	Fire Inspections & Deficiencies	Summer
	CCTV Cameras Capital	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Repair siding on Modular classrooms	Summer
	HVAC System Preventative Maintenance	Summer
	Refurshing courtyard planters	Summer
	Washroom upgrade	Summer
	Grounds Maintenance	Summer
<b>HERITAGE HILLS ELEMENTARY</b>		
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	Sidewalk Expansion for Bus Transfer	Summer
	CO Detectors Installation	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Overhead Door Inspection	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Installation of addition heaters in mechanical room	Summer
	Paving Stones	Summer
	Grounds Maintenance	Summer
<b>JAMES MOWAT</b>		
	Relocate modular classroom from FTV to JMW - Design work.	Summer
	Fire Inspections & Deficiencies	Spring
	CO Detectors Installation	Spring
	Portable skirting	Summer
	Casework for Staff Room	Summer
	Ethical Indigenous Outdoor Learning Space	Summer



**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Custodial Services - Annual Cleaning Regime	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>LAKELAND RIDGE</b>		
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	CO Detectors Installation	Spring
	Condenser-Coil Replacement	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>LAMONT ELEMENTARY</b>		
	Site Drainage Repairs	Summer
	Elevator Inspection & Maintenance	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Kitchen Fire suppression inspection and servicing	Spring
	Parking lot line painting	Spring
	Desgin ladder to access roof	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>LAMONT HIGH SCHOOL</b>		
	Data Cabling	Summer
	Roofing Replacement	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Commercial kitchen exhaust cleaning	Spring
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	Remove wall between welding booths	Summer
	Parking lot line painting	Spring
	Kitchen Fire suppression inspection and servicing (Spring)	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>MILLS HAVEN ELEMENTARY</b>		
	CCTV Cameras Capital	Summer
	Fire Inspections & Deficiencies	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Install millwork in FS 129	Spring
	HVAC System Preventative Maintenance	Summer
	FS 126 Carpet Replacement	
	Modular Cooling	

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Grounds Maintenance	Summer
<b>MUNDARE</b>		
	CO Detectors Installation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	High Dusting and Cleaning Services	Spring
	Dryer Duct Cleaning	Summer
	Parking lot line painting	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>PINE STREET</b>		
	Elevator Replacement	Spring
	CCTV Camera Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Landscape Project	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>RUDOLPH HENNIG</b>		
	West wing hallway floor replacement	Summer
	Elevator Inspection & Maintenance	Summer
	Fire Inspections & Deficiencies	Summer
	CO Detectors	Spring
	Replace Stage Doors	Summer
	Geotech Investigation Staff Parking Lot	Spring
	Office Renovation	Summer
	Ethical Indigenous Outdoor Learning Space	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer

2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects

School Name	Project	Anticipated Start Date
	Dust collector servicing and inspections	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>SALISBURY COMPOSITE</b>		
	Front Vestibule Repair	Spring
	Boiler Room Pumps and Accessories Replacement	Summer
	Exterior Door Replacement	Summer
	Modernization of Storm Water Infrastructure Design	Spring
	Fire Inspections & Deficiencies	Summer
	Geotech. Investig. Bus Lane East Lot	Spring
	Elevator Inspection & Maintenance	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dust collector servicing and inspections	Summer
	Commercial kitchen exhaust cleaning	Spring
	Gas Detector Inspection	Summer
	Dust collector servicing and inspections	Summer
	Dryer Duct Cleaning	Summer
	Sewer line flushing	Summer
	Overhead Door Inspection	Summer
	Clean grease traps and sump pits	Summer
	Generator testing and inspection	Summer
	Install new dishwasher in commercial kitchen	Spring
	Install new gas ovens in bake shop	Spring
	HVAC System Preventative Maintenance	Summer
	Next Step Exterior Sign	
	Heating Ventilator Replacement	
	High Cleaning Services - Gym, library, all CTS Shops, athletics room	
	Grounds Maintenance	Summer
<b>SHERWOOD HEIGHTS</b>		
	CCTV Camera Upgrade	Summer
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	Custodial Services - Annual Cleaning Regime	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Electrical System Preventative Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Design ladder for safe access roof	
	Grounds Maintenance	Summer
<b>SOUTHPOINTE SCHOOL</b>		
	Fire Inspections & Deficiencies	Spring
	CO Detectors Installation	Summer
	Modular Cooling	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	Dust collector servicing and inspections	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>UNCAS SCHOOL</b>		
	Parking Lot & Drive Lane Asphalt Repair	Summer
	Fire Inspections & Deficiencies	Summer
	CO Detectors Installation	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Parking lot line painting	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>VEGREVILLE COMPOSITE</b>		
	Mechanical Upgrade Study	Spring
	Grease Trap Replacement	Summer
	Elevator Inspection & Maintenance	Summer
	Kitchen Fire suppression inspection and servicing (Spring)	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	High Dusting and Cleaning Services	Spring

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
	Commercial kitchen exhaust cleaning	Spring
	Dryer Duct Cleaning	Summer
	Gas Detector semi annual testing/recalibration Summer	Summer
	Dust collector servicing and inspections	Summer
	Sewer line flushing	Summer
	Overhead Door Inspection - Contractor - Annual	Summer
	Clean grease traps and sump pits	Summer
	Parking lot line painting	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>WES HOSFORD</b>		
	Fire Inspections & Deficiencies	Summer
	Elevator Inspection & Maintenance	Summer
	CCTV Cameras Capital	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Paint interior doors and frames	Spring
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer

**2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects**

School Name	Project	Anticipated Start Date
<b>WESTBORO</b>		
	Gym Floor Replacement	Summer
	Gym Door Sidewalk replacement	Summer
	Fire Inspections & Deficiencies	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Dryer Duct Cleaning	Summer
	Electrical System Preventative Maintenance	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>WIN FERGUSON</b>		
	CO Detectors Installation	Spring
	Geotechnical investigation	Spring
	Fire Inspections & Deficiencies	Summer
	Ethical Indigenous Outdoor Learning Space	Summer
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	Dryer Duct Cleaning	Summer
	HVAC System Preventative Maintenance	Summer
	Grounds Maintenance	Summer
<b>WOODBIDGE FARMS</b>		
	Fire Inspections & Deficiencies	Summer
	CO Detectors Installation	Summer
	CCTV Cameras Capital	Summer
	Geotechnical investigation	Spring
	Custodial Services - Annual Cleaning Regime	Summer
	Gym Floor Refinishing	Summer
	HVAC System Preventative Maintenance	Summer
	Portable stair replacement	
	Grounds Maintenance	Summer
<b>VARIOUS</b>		



2021 - 2022 - Property, Operations and Maintenance Spring/Summer Projects

School Name	Project	Anticipated Start Date
	CTS Strobe Lighting	
	Facility Condition Audits	
	Asphalt repairs	
	Concrete repairs	
	Minor Painting Interior	
	Minor Painting Exterior	
	Roofing repairs	