



BOARD MEETING MINUTES

November 30, 2023

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Nov. 30, 2023, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Cathy Allen calling the meeting to order at 9:02 a.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBER ABSENT

J. Seutter

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
R. Marshall, Associate Superintendent
C. Cole, Secretary-Treasurer
L. McNabb, Director, Communications Services
L. Lewis, Director, Financial Services
C. von Tettenborn, Director, Financial Services
C. Gillis, Senior Accountant, Financial Services
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

Meeting called to order at 9:02 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

201/2023 | Trustee Irwin moved: That the Board meet in camera (9:02 a.m.).

CARRIED UNANIMOUSLY

202/2023 | Trustee Holowaychuk moved: That the Board revert to regular session (10:07 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:07 a.m. and reconvened at 10:15 a.m. with all trustees noted above in attendance.

Board Chair Allen welcomed all in attendance.

TREATY 6 ACKNOWLEDGMENT

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

203/2023 | Trustee Shotbolt moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

Board Chair noted a time certain and proceeded to item 18 Unaudited Accumulated Surplus.

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Oct. 19, 2023 Board Meeting Minutes.

Trustee Holowaychuk left the meeting at 10:59 a.m.

206/2023 | Trustee Irwin moved: That the Board of Trustees approves the Minutes of Oct. 19, 2023 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Allen presented the Chair's report.

Trustee Holowaychuk returned at 11:02 a.m.

207/2023 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair's report.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Stoddard presented the Superintendent's report. Superintendent Stoddard extended gratitude to the department and school administration for their extensive work in compiling the assurance review reports.

208/2023 | Trustee Shotbolt moved: That the Board of Trustees receives for information the Superintendent's report.

CARRIED UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were presented.

Association/Employee Groups

ASBA ZONE 2/3 REPORT

Board Chair Allen invited Trustee Shotbolt to present the ASBA Zone 2/3 report.

209/2023 | Trustee Shotbolt 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 and invited the ATA representative D. Zielke to present the Local ATA report.

210/2023 | Trustee Sorochan moved: That the Board of Trustees receives for information the report from the representative of the ATA Local #28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen shared regrets from Michelle Miller, ERG representative. Therefore, no report was presented.

Business Arising from Previous Meeting

No business arising from the previous meeting.

New Business

BUSINESS ARISING FROM IN CAMERA

Board Chair Allen noted there was one item arising from in camera regarding the ratification of the memorandum of agreement for the Elk Island Public Schools Teachers' Collective Agreement.

211/2023 | Trustee Sorochan moved: That the Board of Trustees ratify the memorandum of agreement for the Elk Island Public Schools Teachers' Collective Agreement, Sept. 1, 2020 to Aug. 31, 2024.

CARRIED UNANIMOUSLY

RECEIPT OF TRUSTEE RESIGNATION

Board Chair Allen addressed the receipt of Trustee Seutter's resignation effective Nov. 30, 2023.

212/2023 | Trustee Irwin moved: That the Board of Trustees accept the resignation of Trustee Jim Seutter, effective November 30, 2023, due to his relocation outside of his ward, resulting in him being disqualified from remaining as a Trustee.

CARRIED UNANIMOUSLY

213/2023 | Trustee Boymook moved: That the Board of Trustees not hold a by-election for the vacant Trustee position, and that his duties and responsibilities be assumed by other trustees as follows:

- modify the 2023-24 Trustee School Liaison Representative list to state Board Vice-Chair Susan Miller as the new representative for Fultonvale Elementary Junior High School, Trustee Don Irwin as the new representative for Lakeland Ridge School and Board Chair Cathy Allen as the new representative for Strathcona Christian Academy Elementary School;
- modify the 2023-24 Board Committee Representatives list to state Trustee Trina Boymook as the alternate for the Student Expulsion Committee and Trustee Jacqueline Shotbolt as appointed to the Teachers' Collective Agreement Negotiations Committee; and
- modify the 2023-24 Acting Chair Schedule by adding Trustee Ralph Sorochan to April 2024.

Vice-Chair Miller expressed that the Board will miss Trustee Seutter and that he was a very valuable member. Wished him all the best!

Board Chair Allen thanked Trustee Seutter for his service to EIPS, his wisdom and experience. Board Chair extended thanks to the Trustees for stepping forward and assuming Trustee Seutter's responsibilities and committee work.

VOTE ON MOTION 213/2023 | *CARRIED UNANIMOUSLY*

BOARD POLICY 2: ROLE OF THE BOARD

Trustee Footz presented to the Board the proposed amendments to Board Policy 2: Role of the Board for approval.

214/2023 | Trustee Holowaychuk moved: That the Board of Trustees approves amendments to Board Policy 2: Role of the Board, as presented.
CARRIED UNANIMOUSLY

BOARD POLICY 3: ROLE OF THE TRUSTEE

Trustee Footz presented to the Board the proposed amendments to Board Policy 3: Role of the Trustee for approval.

215/2023 | Trustee Irwin moved: That the Board of Trustees approves amendments to Board Policy 3: Role of the Trustee, as presented.
CARRIED UNANIMOUSLY

BOARD POLICY 4: TRUSTEE CODE OF CONDUCT

Trustee Footz presented to the Board the proposed amendments to Board Policy 4: Trustee Code of Conduct for approval.

216/2023 | Trustee Boymook moved: That the Board of Trustees approves amendments to Board Policy 4: Trustee Code of Conduct, as presented.
CARRIED UNANIMOUSLY

BOARD POLICY 23: SCHOOL FEES

Trustee Footz presented to the Board the proposed amendments to Board Policy 23: School Fees for approval.

217/2023 | Trustee Sorochan moved: That the Board of Trustees approves amendments to Board Policy 23: School Fees, as presented.
CARRIED UNANIMOUSLY

UNAUDITED ACCUMULATED SURPLUS AT AUG. 31, 2023

Director Lewis presented to the Board the Unaudited Accumulated Surplus at Aug. 31, 2023.

204/2023 | Trustee Irwin moved: That the Board of Trustees approves the transfer of \$5,620,494 from internally restricted operating reserves to unrestricted surplus to offset the net result of 2022-23.
CARRIED UNANIMOUSLY

2023 AUDITED FINANCIAL STATEMENTS

Director Lewis presented to the Board for approval the 2023 Audited Financial Statements.

MNP LLP conducted the audit of The Board of Trustees of Elk Island Public Schools, which comprised of the statements of financial position as at August 31, 2023.

Director Lewis highlighted MNP LLP Auditor's opinion that, "*.... the accompanying financial statements presented fairly, in all material aspects, the financial position of EIPS as at August 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*"

MNP LLP Audit Partner B. Waser was available to answer questions.

Superintendent Stoddard extended gratitude to the Financial Services team for their work and confidence, and for Direct Lewis' presentation which provided clarity and understanding.

It was noted that MNP LLP Auditors confirmed that it was one of the cleanest audits ever.

205/2023 | Trustee Boymook moved: That the Board of Trustees approves the Aug. 31, 2023 Audited Financial Statements.

CARRIED UNANIMOUSLY

ANNUAL EDUCATION RESULTS REPORT 2022-23

Superintendent Stoddard presented to the Board for approval the *Annual Education Results Report 2022-23* an Alberta Education reporting requirement. Associate Superintendent Marshall was available to answer questions.

The *EIPS Annual Education Results Report 2022-23* serves as the key planning and accountability tool. The report provides school families and community members with easy-to-understand information about the Division. The document is organized around each of the Division's priorities, goals and outcomes outlined in the EIPS Four-Year Education Plan: 2022-26 and aligns with the Alberta Education's performance measures.

Superintendent Stoddard extended gratitude to Associate Superintendent Marshall for his incredible work and extensive collaboration with departments. Also extended gratitude to Communication Specialist Fletcher who works alongside Associate Superintendent Marshall to ensure the writing and content are legible and understandable for all stakeholders. Kudos to Graphic Designer Fortin for supporting the layout work.

Superintendent Stoddard thanked Trustee Sorochan for reminding administration to add the Elk Island Public Schools' Story as it summarized the accumulation of the Division's work.

Superintendent Stoddard shared that the report is a culmination of everyone's work--schools, EIPS staff, trustees, and that it demonstrates a culture with high expectations and high-quality work and the results reflect that. The Division is transparent with tackling issues and the allocation of resources to appropriate areas to demonstrate the growth. A collective effort which includes our families.

218/2023 | Trustee Irwin moved: That the Board of Trustees approves Elk Island Public Schools' *Annual Education Results Report 2022-23* and the *Annual Education Results Report Overview 2022-23*.

CARRIED UNANIMOUSLY

The Board recessed at 12:15 p.m. and reconvened at 1:16 p.m.

2023-24 FALL BUDGET REPORT

Director von Tettenborn presented for approval the 2023-24 Fall Budget Report.

219/2023 | Trustee Irwin moved: That the Board of Trustees approve the 2023-24 Fall Budget Report for Elk Island Public Schools as presented.

CARRIED UNANIMOUSLY

The Board extended gratitude to the Financial Services team for a very thorough and detailed report.

Committee Reports

ADVOCACY COMMITTEE

Board Chair Allen presented a report from the Advocacy Committee meeting held on Oct. 23, 2023, for information.

220/2023 | Board Chair Allen moved: That the Board of Trustees receives for information the report from the Advocacy Committee meetings held on Oct. 23, 2023.

CARRIED UNANIMOUSLY

POLICY COMMITTEE

Trustee Footz presented a report from the Policy Committee meeting held on Oct. 31, 2023, for information.

221/2023 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Policy Committee meeting held on Oct. 31, 2023.

CARRIED UNANIMOUSLY

AUDIT COMMITTEE

Vice-Chair Miller presented a report from the Audit Committee meeting held on Nov. 7, 2023, for information.

222/2023 | Vice-Chair Miller moved: That the Board of Trustees receives for information the report from the Audit Committee meeting held on Nov. 7, 2023.

CARRIED UNANIMOUSLY

STUDENT EXPULSION COMMITTEE

Trustee Footz presented a report from the Student Expulsion Committee meeting held on Nov. 28, 2023, for information.

223/2023 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Student Expulsion Committee meeting held on Nov. 28, 2023.

CARRIED UNANIMOUSLY

Reports for Information

No reports for information were presented.

Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were presented.

IN-CAMERA SESSION

224/2023 | Trustee Boymook moved: That the Board meet in camera (2:09 p.m.).

CARRIED UNANIMOUSLY

225/2023 | Trustee Boymook moved: That the Board revert to regular session (2:52 p.m.).

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 2:53 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent