

OCT. 17, 2024

Chair's Report

RECENT EVENTS

Board Chair Cathy Allen highlighted recent trustee events:

- On October 2, trustees hosted a Meet-and-Greet with the Committee of School Councils (COSC) and school administrators, followed by the first COSC meeting of the school year. The Board's looking forward to another great year of discussions with COSC members.
- On October 4, trustees participated in a virtual information session put on by the Alberta School Boards Association (ASBA). The focus: the *Municipal Affairs Statutes Amendment Act* and how the amendments impact the next municipal election.
- On October 16, trustees attended a Sherwood Park and District Chamber of Commerce Luncheon, featuring a presentation by Mark Plamondon, the Executive Director of Alberta's Industrial Heartland Association. Plamondon discussed EIPS' work to move forward with a collegiate-style school in Fort Saskatchewan and recent updates related to the region's growth and incoming sectors.

NATIONAL DAY OF TRUTH AND RECONCILIATION

National Day of Truth and Reconciliation took place on September 30. The day is intended to remind Canadians about the history of residential schools, remember the victims and honour the survivors. Throughout EIPS, schools spent the week leading up to the National Day for Truth and Reconciliation engaging in activities to help deepen knowledge and understanding related to Indigenous of the history of First Nations, Inuit and Meis Peoples. Observing the day, is just one of the ways EIPS is building capacity and developing opportunities to participate in reconciliation.

READ IN WEEK: 2024

Throughout the week of October 7, schools took part in Read In Week, a divisionwide initiative held annually to encourage a lifelong love of reading and to enhance literacy awareness among students, staff, families and community members. Through various activities, students spent the week learning about the importance of reading; how to choose the right book; the art of storytelling; and how stories have the power to teach lessons, broaden perspectives and foster empathy. Some of the activities included guest readers, book giveaways, book-club readings and discussions about stories. Chair Allen thanked EIPS schools for inviting trustees to be part of the week. It's always special to read to students and celebrate the love of reading.

EIPS SURVEYS: Calendar and school naming

Currently, EIPS has two surveys open for stakeholder feedback:

1. *EIPS Calendar Survey (October 10-21)*: The survey asks stakeholders to provide feedback on two possible calendar options to introduce more collaborative teacher-learner opportunities within the Division.
2. *Sherwood Park Replacement School Naming Survey (October 15-31)*: The survey asks stakeholders to offer name suggestions for the new Sherwood Park replacement school when it opens in the 2026-27 school year.

Superintendent's Report

RECENT EVENTS

Superintendent Sandra Stoddard highlighted several recent events:

- On September 26-27, the Division held a Leadership Retreat for senior administration, principals and Central Services directors. The focus: EIPS' long-term vision and ways to enhance supports, services and

academic learning. Overall, it was a productive two days. On the last day, September 27, everyone in attendance wore orange shirts to support and honour the National Day for Truth and Reconciliation.

- On October 4, EIPS held a Professional Learning Day for certificated staff. Throughout the day, staff joined various professional learning communities, working collaboratively and sharing ideas. It was interesting to watch all the different groups come together and discuss topics of interest to, ultimately, enhance their teaching practice.
- On October 4, the Board hosted a Meet-and-Greet with COSC representatives and the first COSC meeting of the year. Superintendent Stoddard said she's always impressed by how engaged members are with their child's learning, their willingness to help other school councils and advocate for education, and their interest in what's happening across the Division.

Association and Employee Relation Reports

ASBA ZONE 2/3 MEETING

Trustee Colleen Holowaychuk presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on September 20. Discussion highlights include:

- the regular ASBA reports presented by the executive;
- an engagement session on the Zone's position-statement framework and writer's guide;
- a discussion on proposed changes to the Zone's operating process;
- the Zone moved its budget approval meeting to December, as more work is needed;
- the fall general meeting takes place in Edmonton, November 17-19; and
- the next Zone meeting takes place on October 25. Agenda items include the annual general meeting and executive elections.

ATA LOCAL REPORT

The Board received for information the Alberta Teachers' Association (ATA) Local No. 28 report from Deneen Zielke, the Local's President.

- Currently, the ATA is accepting nominations for an Edmonton District Representative to sit on the ATA executive council to complete the rest of a two-year term. Nominations close October 31, and the by-election takes place December 9-12. Once elected, the person will work closely with EIPS, Elk Island Catholic Schools and school divisions in St. Albert and Sturgeon County.
- On October 29, the Locals' Diversity, Equity and Human Rights Committee will host a multicultural dance for members and their families. Those who attend will learn a jingle-dress dance and a Ukrainian dance, which the committee will record for teachers to share the same dances with students.
- On November 28, the Local's Women in Leadership Committee will host a book club to discuss Jody Wilson-Raybould's memoir entitled, *Indian in the Cabinet*.
- On November 8, the ATA will host the 2024 Induction Ceremony, an annual celebration to welcome new teachers to the profession. Zielke is looking forward to the event and having the Board there.

EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Michelle Miller, the committee's Chair:

- On October 15, the ERG met for a regularly scheduled meeting.
- Members have asked when the Division plans to release the updated *EIPS Classified Handbook*. The ERG shared it expects to see the new version in late October.
- EIPS' Classified Professional Learning Day will take place on March 7. Currently, the ERG is collecting feedback from staff on the learning sessions they want offered.

- The ERG is also fielding questions from educational assistants about the recent calendar survey. Specifically, they want to ensure they, too, are part of the collaborative learning opportunities.

New Business

MODULAR CLASSROOM REQUEST: 2025-26

The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2024-25 school year. If approved, the Division will:

- add two new modular classrooms to SouthPointe School;
- demolish two ageing modular classrooms at Westboro Elementary—followed by a site reclamation;
- replace eight modular classrooms at James Mowat Elementary; and
- at Win Ferguson Elementary, demolish eight modular classrooms and add newer units there by relocating six modular units from Wes Hosford Elementary.

EIPS hopes a decision from the province comes in early 2025.

BOARD SELF-EVALUATION

The Board approved the Board Self-Evaluation Report, which was developed on Oct. 3, 2024. Now approved, the Board will monitor the agreed priorities and actions outlined in its 2024-25 Board Work Plan.

RECEIPT OF TRUSTEE RESIGNATION

The Board accepted the resignation of Trustee Jacqueline Shotbolt, effective Oct. 31, 2024. As of that date, Shotbolt will no longer reside within the ward in which she was elected, disqualifying her as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn't required during the fourth year following a general election as long as the number of Board vacancies is less than the quorum, plus one. As such, EIPS will not hold a by-election. Instead, the remaining trustees will assume Shotbolt's duties, by modifying the 2024-25 Trustee School Liaison Representative list (see pg. 44, "[Amended 2024-25 School Contact List](#)").

BOARD COMMITTEE REPRESENTATIVE LIST

The Board approved the 2024-25 Board Committee Representative List. The Board assigns trustees to committees for liaison purposes. Trustee interests are considered for the committee placements (see pg. 45, "[Board Committee Representatives 2024-25](#)").

GOVERNANCE AND EVALUATION COMMITTEE: TERMS OF REFERENCE

The Board approved the 2024-25 Governance and Evaluation Committee terms of reference. In September, the Board approved piloting a new committee for the 2024-25 school year—the Governance and Evaluation Committee. Chair Cathy Allen, Vice-Chair Susan Miller, and trustees Trina Boymook and Colleen Holowaychuk were appointed as committee members. Since then, the committee has developed its terms of reference, which details the committee's purpose, duties, membership and meeting details (see pg. 56, "[Governance and Evaluation Committee Terms of Reference](#)").

BOARD POLICY AMENDMENTS

The Board approved amendments to the following Board Policies:

- [Policy 4: Trustee Code of Conduct](#) – The policy and “Appendix: Trustee Code of Conduct Sanctions” were repealed and replaced with a new version—written by legal counsel, to provide a more fluid process.
- [Policy 7: Board Operations](#) – The changes made align with the newly revised [Policy 4](#).
- [Policy 8: Board Committees](#) – The changes strengthen the policies' clarity, language and readability.
- [Policy 10: Policy Making](#) – The changes strengthen the policies' clarity, language and readability.

BOARD GOVERNANCE SURPLUS

The Board directed administration to allocate its governance surplus—\$39,592 as of Aug. 31, 2024—to the Leveraging Student Achievement Fund. Allocating these dollars to the Leveraging Student Achievement reserve will allow for schools to narrow the achievement gap. A plan will be discussed with the Board later in the year before these funds are used.

Reports for Information

UNAUDITED FINANCIAL REPORT: 2023-24

The Board received for information the Unaudited Financial Report for the 2023-24 school year—September 1 to August 31. The Division ended the 2023-24 school year with an overall surplus of \$3.16 million, which includes operating revenue and expenses, school-generated funds and asset retirement obligation expenditures. The surplus is more than budgeted, by \$4.21 million, primarily because of unbudgeted, one-time revenue obtained through the sale of Division IP addresses. The surplus funds increase EIPS' operating reserve—available for use in future years (see page 127, "[Unaudited Financial Report: 2023-24](#)").

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2024. The Division's accumulated surplus totals \$11.5 million, which includes investment in:

- Board-funded tangible capital assets (\$7.75 million);
- the asset retirement obligation (-\$10.33 million);
- capital reserves (\$2.49 million); and
- unrestricted surplus, operating reserves (\$11.59 million)—below the province's maximum balance, including a one-time exception—and in excess of its recommended 1% minimum balance.

NOTE: The operating reserves include reserves from Central Services (\$627,000), schools (\$944,000) and the school-generated fund (\$2.28 million).

Also, included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, manage price fluctuations and stabilize funding in the future. The Division Unallocated Reserve is at \$7.35 million. As such, the net reserve transfer for 2023-24 is \$5.2 million, which includes an operating surplus of \$4.18 million and a surplus of \$1.02 million from current-year transactions for unsupported capital assets (see page 144, "[Unaudited Accumulated Surplus at Aug. 31, 2024](#)").

Following the report, the Board approved the motion: "that the Board of Trustees direct the Superintendent to create a draft Administration Procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to January 9 Caucus meeting for feedback."

Committee Report

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on October 1. The committee reviewed seven policies—4, 7, 8, 10, 12, 13 and 14. During the October Board meeting, trustees approved the committee's recommended amendments to policies 7, 8 and 10, and approved repealing and replacing Policy 4. Meanwhile, policies 12, 13 and 14 were reviewed and deferred to a later meeting.



BOARD HIGHLIGHTS

GOVERNANCE AND EVALUATION COMMITTEE

The Board received for information a report from the Governance and Evaluation Committee meeting held on October 1. The committee developed a draft term of reference, which the Board approved earlier during the October 17 Board meeting.

Trustee Notices of Motion and Requests for Information

Vice-Chair Susan Miller requested an update on the Division's transition plans for the relocation of the senior high French Immersion program—moving to Salisbury Composite High from Ardrossan Junior Senior High in 2026-27.

Trustee Ralph Sorochan requested an update on the Division's First Nations, Metis and Inuit programming. The Division will provide the update in the 2023-24 Annual Education Results Report, coming to the Board for approval in November.

Board Members

Cathy Allen, *Chair* | Susan Miller, *Vice-Chair* | Trina Boymook | Randy Footz | Colleen Holowaychuk | Don Irwin | Jim Seutter | Jacqueline Shotbolt | Ralph Sorochan

FOR MORE INFORMATION CONTACT:

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