



# BOARD MEETING MINUTES

October 17, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, October 17, 2024, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Allen calling the meeting to order at 9:02 a.m.

## BOARD MEMBERS PRESENT

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

## BOARD MEMBERS ABSENT

D. Irwin  
J. Shotbolt

## ADMINISTRATION PRESENT

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

## CALL TO ORDER

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

## IN-CAMERA SESSION

184/2024 | Trustee Boymook moved: That the Board meet in camera (9:02 a.m.).

*CARRIED UNANIMOUSLY*

185/2024 | Trustee Holowaychuk moved: That the Board revert to regular session (9:57 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 9:57 a.m. and reconvened at 10:06 a.m. with all trustees noted above in attendance except for Trustee Irwin and Trustee Shotbolt.*

## LAND AND PEOPLE ACKNOWLEDGMENT

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

Board Chair Allen acknowledged National Truth and Reconciliation Day on Sept. 30, 2024, the importance of the learning, and shared gratitude to all who were able to participate.

## **AGENDA**

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

**186/2024** | Trustee Boymook moved: That the Agenda be adopted, as circulated.  
*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Allen called for confirmation of the Sept. 19, 2024 Board Meeting Minutes.

**187/2024** | Trustee Holowaychuk moved: That the Board of Trustees approve the Minutes of Sept. 19, 2024 Board Meeting, as circulated.  
*CARRIED UNANIMOUSLY*

Board Chair Allen called for confirmation of the Oct. 3, 2024 Board Special Meeting Minutes.

Trustee Footz noted that his participation at the October 3<sup>rd</sup> meeting was in person and requested a friendly amendment be made to remove “(virtual)” participation from the minutes.

**188/2024** | Trustee Sorochan moved: That the Board of Trustees approve the Minutes of Oct. 3, 2024 Board Special Meeting, as amended.  
*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Allen presented the Chair report on behalf of the Board of Trustees. Board Chair added the Sherwood Park and District Chamber of Commerce Luncheon on October 16, where trustees had an opportunity to hear Mark Plamondon, Executive Director of Alberta’s Industrial Heartland Association speak and meet with other members of the Association.

**189/2024** | Board Chair Allen moved: That the Board of Trustees receives for information the Chair report.  
*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Stoddard presented the Superintendent report. Superintendent Stoddard added the Professional Learning Day held on October 4<sup>th</sup> for all certificated staff. The event incorporated a community of practice approach. The aim was to bring groups together to identify specific areas of practice in which teachers wanted to work collaboratively to build resources, address challenges and further their professional practice.

**190/2024** | Trustee Sorochan moved: That the Board of Trustees receives for information the Superintendent report.  
*CARRIED UNANIMOUSLY*

## **COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS**

No comments, presentations or delegations were reported.

## Association/Employee Groups

### ASBA ZONE 2/3 REPORT

Trustee Holowaychuk presented to the Board the ASBA Zone 2/3 report for the meeting held on Sept. 20, 2024.

Trustee Holowaychuk shared that her term as Director of Zone 2/3 will be ending in November 2024 and expressed gratitude to the Board for their support during her term.

191/2024 | Trustee Holowaychuk 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 ATA representative D. Zielke. Representative Zielke presented the Local ATA report to the Board.

Trustee Footz shared gratitude for the invitation to attend the annual New Teacher Induction Ceremony on Nov. 8, 2024.

192/2024 | Trustee Footz 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 welcomed Employee Relations Group (ERG) representative M. Miller. Representative Miller presented the ERG report to the Board.

Point of Order was called by Trustee SoroChan as Superintendent Stoddard had her hand up to speak.

Superintendent Stoddard asked Michelle Miller, ERG representative to take back to the Educational Assistants the importance of the group's feedback to the organization on changes proposed to the calendar in the survey recently sent out.

193/2024 | Trustee Holowaychuk moved: That the Board of Trustees receives for information the report from the representative of the Employee Relations Group (ERG).

*CARRIED UNANIMOUSLY*

## Business Arising from Previous Meeting

No business arising from the previous meeting.

## New Business

### 2025-26 MODULAR CLASSROOM PLAN

Assistant Director Dragon presented to the Board for approval the Modular Classroom Plan for 2025-26.

194/2024 | Trustee Footz moved: That the Board of Trustees direct administration to request funding to:

- add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
- demolish two modular classrooms and reclaim the site at Westboro Elementary;
- replace eight A-Type modular classrooms at James Mowat Elementary with eight new A-Type units; and

- demolish eight modular classrooms at Win Ferguson Elementary and relocate six units from Wes Hosford Elementary.

Board Chair Allen opened the floor for questions.

*Trustee Footz left the meeting at 11:19 a.m. and returned at 11:21 a.m.*

**VOTE ON MOTION 194/2024 | CARRIED UNANIMOUSLY**

### **BOARD SELF-EVALUATION**

Board Chair Allen shared the process of the 2023-24 Board Self-Evaluation.

**195/2024 |** Board Chair Allen moved: That the Board of Trustees approves the Board Evaluation Report as developed on Oct. 3, 2024, and THAT the Board monitor the priorities and actions outlined in their 2024-25 Board Work Plan.

*CARRIED UNANIMOUSLY*

### **RECEIPT OF TRUSTEE RESIGNATION**

Board Chair Allen addressed the receipt of Trustee Shotbolt's resignation effective Oct. 31, 2024.

The Board expressed gratitude to Trustee Shotbolt for her conscientious hard work, passion and continuous learning in her role as a trustee. Trustee Shotbolt is a valued member of the Board. Best wishes were extended by all.

**196/2024 |** Board Chair Allen moved: That the Board of Trustees accept the resignation of Trustee Jacqueline Shotbolt, effective Oct. 31, 2024, due to her relocation outside of her ward, resulting in her being disqualified from remaining as a Trustee.

*CARRIED UNANIMOUSLY*

Board Chair Allen proceeded to share the background information pertaining to the second motion.

**197/2024 |** Board Chair Allen moved: That the Board of Trustees not hold a by-election for the vacant Trustee position, and that Trustee Shotbolt's duties and responsibilities be assumed by other trustees.

Board Chair Allen opened the floor for questions.

Point of Order was called by Trustee Holowaychuk. The motion was reread by Board Chair Allen.

That the Board of Trustees not hold a by-election for the vacant Trustee position, and that Trustee Shotbolt's duties and responsibilities be assumed by other trustees.

**VOTE ON MOTION 197/2024 | CARRIED**

In Favour: Trustee Sorochan, Trustee Holowaychuk, Vice-Chair Miller, Board Chair Allen

Opposed: Trustee Footz, Trustee Boymook

Board Chair Allen proceeded with the third motion.

**198/2024 |** Board Chair Allen moved: That the Board of Trustees approves the 2024-25 Trustee School Liaison list effective Nov. 1, 2024, as presented.

Board Chair Allen spoke on the new pilot committee and that it would not be included in the list. The Governance and Evaluation Committee is still meeting and based on what happens next June 2025, the Committee may become a permanent committee on the list.

Commendation was shared to Trustee Sorochan for taking on the extra work and the Board's support was noted.

Point of Clarification was called by Trustee Holowaychuk, that we are voting on the Trustee School Liaison list and not the Board Committee Representative list.

*VOTE ON MOTION 198/2024 | CARRIED*

In Favour: Trustee Sorochan, Trustee Holowaychuk, Vice-Chair Miller, Board Chair Allen, Trustee Footz

Opposed: Trustee Boymook

*The Board recessed at 12:13 p.m. and reconvened at 1:17 p.m. with all trustees noted above in attendance.*

#### **BOARD COMMITTEE REPRESENTATIVE LIST 2024-25**

Board Chair Allen presented to the Board for approval the 2024-25 Board Committee Representative list.

**199/2024 |** Board Chair Allen moved: That the Board of Trustees approves the 2024-25 Board Committee Representatives list, as presented.

*CARRIED UNANIMOUSLY*

#### **BOARD GOVERNANCE AND EVALUATION COMMITTEE TERMS OF REFERENCE**

Vice-Chair Miller presented to the Board for approval the Governance and Evaluation Committee terms of reference.

**200/2024 |** Trustee Boymook moved: That the Board of Trustees approves the Governance and Evaluation Committee terms of reference for the 2024-25 school year.

*CARRIED UNANIMOUSLY*

#### **BOARD POLICY 8: BOARD COMMITTEES**

Trustee Footz presented to the Board the proposed amendments to Board Policy 8: Board Committees for approval.

**201/2024 |** Trustee Sorochan moved: That the Board of Trustees approves amendments to Board Policy 8: Board Committees, as presented.

*CARRIED UNANIMOUSLY*

#### **BOARD POLICY 4: TRUSTEE CODE OF CONDUCT**

Trustee Footz presented the Policy Committee's recommendation to repeal and replace Board Policy 4: Trustee Code of Conduct and Policy 4: Appendix - Trustee Code of Conduct Sanctions with the draft policy written by legal counsel.

**202/2024 |** Trustee Boymook moved: That the Board of Trustees repeal and replace Board Policy 4: Trustee Code of Conduct and Policy 4: Appendix – Trustee Code of Conduct Sanctions, as presented.

*CARRIED UNANIMOUSLY*

#### **BOARD POLICY 7: BOARD OPERATIONS**

Trustee Footz presented to the Board the proposed amendments to Board Policy 7: Board Operations for approval.

Commendation was made to the Policy Committee for their cross-referencing work.

**203/2024 |** Trustee Holowaychuk moved: That the Board of Trustees approves amendments to Board Policy 7: Board Operations, as presented.

*CARRIED UNANIMOUSLY*

## **BOARD POLICY 10: POLICY-MAKING**

Trustee Footz presented to the Board the proposed amendments to Board Policy 10: Policy-Making for approval.

204/2024 | Trustee Sorochan moved: That the Board of Trustees approves amendments to Board Policy 10: Policy-Making, as presented.

*CARRIED UNANIMOUSLY*

## **BOARD GOVERNANCE SURPLUS**

Superintendent Stoddard presented to the Board for approval the proposed placement of the Board Governance surplus of \$39,592. The Board expressed their support.

205/2024 | Trustee Boymook moved: That the Board of Trustees directs the placement of the Board Governance surplus at Aug. 31, 2024, of \$39,592 exceeding the allowable carry-forward be allocated to the Leveraging Student Achievement funds.

*CARRIED UNANIMOUSLY*

## **Reports for Information**

### **UNAUDITED FINANCIAL REPORT FOR THE PERIOD SEPT. 1, 2023, TO AUG. 31, 2024**

Director Lewis presented to the Board for information the Unaudited Financial Report for the period Sept. 1, 2023, to Aug. 31, 2024.

Board Chair Allen noted that the report is meant for information, therefore, no motion is on the floor. Board Chair Allen opened the floor for questions.

### **UNAUDITED ACCUMULATED SURPLUS AT AUG. 31, 2024**

Director Lewis presented to the Board for information the Unaudited Accumulated Surplus at Aug. 31, 2024.

The Board raised concern with the increasing revenue in school generated funds and inquired on administration's monitoring mechanism. Superintendent Stoddard noted that even though there is no administrative procedure in place, measures are taken to monitor balances and expenditures.

*Trustee Holowaychuk left at 2:27 p.m.*

Trustee Sorochan motioned: That the Board of Trustees direct the Superintendent to create a draft administrative procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to December 5 Caucus meeting.

Superintendent Stoddard noted that the timeframe would not be doable, due to Assurance Reviews. Trustees were in agreement, and Trustee Sorochan amended the motion changing the timeline from December 5<sup>th</sup> to January 9<sup>th</sup>.

206/2024 | Trustee Sorochan moved: That the Board of Trustees direct the superintendent to create a draft administrative 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.

*CARRIED UNANIMOUSLY*

Commendation was made to the Finance department for the report.

## Committee Reports

### POLICY COMMITTEE

Trustee Footz presented a report for information from the Policy Committee meeting held on Oct. 1, 2024. The next meeting is scheduled on Oct. 29, 2024.

207/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Policy Committee meeting held on Oct. 1, 2024.

*CARRIED UNANIMOUSLY*

### GOVERNANCE AND EVALUATION COMMITTEE

Vice-Chair Miller presented a report for information from the Governance and Evaluation Committee meeting held on Oct. 1, 2024. The next meeting is scheduled on Oct. 22, 2024.

208/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the report from the Governance and Evaluation Committee meeting held on Oct. 1, 2024.

*CARRIED UNANIMOUSLY*

## Trustee Notices of Motion and Requests for Information

Vice-Chair Miller requested a report for information on the French Immersion transition from Ardrossan Junior/Senior High to Sherwood Heights Junior High and Salisbury Composite High, and to include the courses available to students.

- Administration noted that the Transition Plan will be shared with the Board early in the new year once feedback is collected. Principals are meeting on October 17 to finalize survey questions for our stakeholders. The second step is to send a survey out to stakeholders of what is important to parents, staff and students. The report to the Board will include the recommendation of direction, courses, and transition.
- Key messaging will be provided to the Board to share with School Council.

Trustee Sorochan reminded administration about an outstanding request for information on the First Nation, Métis and Inuit programming.

- Superintendent Stoddard noted highlights will be presented to the Board in the Annual Education Results Report (AERR) at the November 28<sup>th</sup> Board meeting.

Board Chair Allen declared the Board had reached the end of the public session at 2:48 p.m.

### IN-CAMERA SESSION

209/2024 | Trustee Sorochan moved: That the Board meet in camera (2:48 p.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 2:48 p.m. and reconvened at 3:00 p.m. with all trustees noted above in attendance with the exception of Trustee Holowaychuk.*

*Trustee Holowaychuk arrived at 3:01 p.m.*

210/2024 | Trustee Holowaychuk moved: That the Board revert to regular session (4:18 p.m.).

*CARRIED UNANIMOUSLY*

**ADJOURNMENT**

Board Chair Allen declared the meeting adjourned at 4:19 p.m.

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Cathy Allen, Board Chair

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Sandra Stoddard, Superintendent