



## **Grande Yellowhead Public School Division**

# **BOARD OF TRUSTEES**

## **A G E N D A**

**June 18, 2025**

**Meeting Number 11**

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### **OUR VISION**

Our Division endeavours to provide each Grande Yellowhead Public School Division (GYPSD) student with the opportunity to fulfill their potential and pursue their dreams.

### **OUR MISSION**

Every GYPSD student will graduate with the knowledge and skills to pursue their post-secondary goals.

### **OUR PRIORITIES**

Student Learning  
Teacher, Support Staff, and Leader Excellence  
Community Engagement  
System Health and Wellness

**Public Session: 10:00 AM**

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Livestream GYPSD Public Board Meetings at:  
[https://www.youtube.com/channel/UC0YSXQleW7cJiFz\\_rY2ioQA/featured](https://www.youtube.com/channel/UC0YSXQleW7cJiFz_rY2ioQA/featured)

For information regarding the Public Board meeting, please contact Dr. Kelly Harding at 780-225-8949 or by email at: [kellhard@gypsd.ca](mailto:kellhard@gypsd.ca).

# **BOARD OF TRUSTEES REGULAR MEETING**

**June 18, 2025**

**Meeting #11, 10 am**

## **A G E N D A**

### **1. CALL TO ORDER**

- 1.1. National Anthem
- 1.2. Land Acknowledgement
- 1.3. Announcements
- 1.4. Changes to the Agenda
- 1.5. Approval of the Agenda

### **2. APPROVAL OF MINUTES**

- 2.1. Minutes of Regular Board Meeting of May 21, 2025 ([click here](#))

### **3. BUSINESS ARISING FROM THE MINUTES**

### **4. DELEGATION / PRESENTATION**

- 4.1. ATA Local - None
- 4.2. CUPE Local - None

### **5. SPOTLIGHT ON STUDENTS**

### **6. PUBLIC COMMENT PERIOD**

### **7. ACTION ITEMS**

- 7.1. Old
- 7.2. New
  - 7.2.1. 2025/2026 Public Board Meeting Schedule ([click here](#))
  - 7.2.2. Repeal 2021-05 (Polling stations earlier than 10am) ([click here](#))
  - 7.2.3. Bylaw 2025-05 – Voting Stations ([click here](#))
  - 7.2.4. Edson Joint Use Participation Agreement ([click here](#))
  - 7.2.5. Hinton Joint Use Participation Agreement ([click here](#))
  - 7.2.6. Jasper Joint Use Participation Agreement ([click here](#))
  - 7.2.7. Board Policy 8 – Committee of the Board ([click here](#))
  - 7.2.8. Board Policy 16 - Recruitment and Personnel Selection ([click here](#))
  - 7.2.9. Letter of Support: Friend of Pembina Learning Society ([click here](#))

## **8. BOARD CHAIR REPORT**

- 8.1. Correspondence and Information
  - 8.1.1. Highlights of ASBA, PSBAA, & Rural Caucus
  - 8.1.2. Invitation from MLA Getson – Town Hall Meeting, June 19<sup>th</sup>, 2025
  - 8.1.3. Election Trustee Video ([click here](#))

## **9. SUPERINTENDENT REPORT**

- 9.1. Superintendent Report ([click here](#))

## **RECESS BREAK**

## **10. ADMINISTRATION REPORTS**

- 10.1. Division Operations Monthly Report ([click here](#))
- 10.2. Third Quarter Financial Update ([click here](#))
- 10.3. Division Health and Wellness Report ([click here](#))
- 10.4. Instructional Minutes Report ([click here](#))
- 10.5. Professional Growth Funds Committee Report ([click here](#))
- 10.6. Transportation Fees
- 10.7. Charter Service Update

## **11. TRUSTEE/COMMITTEE REPORTS**

- 11.1. Trustee Connections to Board Governance Work Plan Calendar
- 11.2. Board Policy Committee
- 11.3. Recognition of Employees Committee
- 11.4. Board Planning Seminar Committee
- 11.5. Board Negotiations Committee
- 11.6. Board Finance Committee
- 11.7. Board Representatives:
  - 11.7.1. PSBAA
  - 11.7.2. ASBA Zone 2/3

## **12. FUTURE BUSINESS**

- 12.1. Meeting Dates
  - Open to Public:*
    - August 20, 2025, Public Board Meeting (10 am)
  - Closed to the Public:*
    - August 20, 2025, Committee of The Whole Meeting (9 am)

12.2. Notice of Motion

12.3. Future Agenda Items

12.3.1. 2024/2025 Advocacy Items Review

**13. CLOSED SESSION (Land, Legal, Labour)**

13.1. XXXX

**14. ACTION IN RESPONSE TO CLOSED SESSION**

**15. ADJOURNMENT**

Minutes of the Regular Board of Trustees Meeting of  
Grande Yellowhead Public School Division

**Meeting Number 10**

May 21, 2025 – 10:00 a.m.

Education Services Center, Edson, AB

<https://www.youtube.com/@grandeyellowheadpublicscho2377>

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**TRUSTEE ATTENDANCE:**

M. Bobilek	Present
S. Caputo, Vice-Chair	Present
F. Fowler	Present
D. Karpluk, Chair	Present
J. Mines	Present
J. Pettitt	Present

**ADMINISTRATION ATTENDANCE:**

K. Scobie, Acting Superintendent of Schools  
C. Aschenmeier, Assistant Superintendent – Division Services and Supports  
M. Auriat, Assistant Superintendent – Human Resources  
J. Lin, Secretary-Treasurer  
L. Liu, Director of Finance  
N. Gilks, Director of Communications and Special Projects  
L. Lee, Director of Information Technology  
A. Corser, Director of Inclusion  
B. Orge, Director of Facilities  
K. Brook, Senior Executive Assistant

**DELEGATIONS PRESENT:**

School Administration/Staff/Students: SYC Students and Teacher Advisors

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**CALL TO ORDER**

Chair Karpluk called the meeting to order at 1012 hours.

**NATIONAL ANTHEM**

**LAND ACKNOWLEDGEMENT**

The Board would like to express their deepest sympathies on the passing of Alvin Findlay, president of the Mountain Métis.

**ANNOUNCEMENTS**

- May 5<sup>th</sup> to 9<sup>th</sup>
  - Mental Health Week
  - Alberta Forest and Emergency Preparedness Week
- May 5<sup>th</sup>

- Red Dress Day, which is the National Day of Awareness for Missing and Murdered Indigenous Women, Girls and Two-Spirit People
- School Bus Appreciation Day
- The Transportation Department will be hosting a GYPSD Bus Road-eo, where are talented drivers compete in a number of events and obstacle courses
- This Board Meeting the Superintendent's Youth Council members will be presenting to the Board

#### **CHANGES TO THE AGENDA**

None.

**2025-044**

#### **APPROVAL OF THE AGENDA**

Trustee Fowler moved that the Board approve the agenda.

**Carried**

**2025-045**

#### **APPROVAL OF THE MINUTES**

Trustee Karpluk moved that the Board approve the minutes of the Public Board Meeting of April 16, 2025.

**Carried**

#### **BUSINESS ARISING FROM THE MINUTES**

None.

#### **DELEGATION / PRESENTATION**

None.

#### **Spotlight On Students**

Moved further down the agenda to accommodate late student arrival from Hinton and Jasper schools.

#### **PUBLIC QUESTION PERIOD**

None.

#### **ACTION ITEMS**

**2025-046**

#### **Education Plan Submission**

Trustee Mines moved that the Board approve the 2025-2028 Education Plan (Year 2) for submission to Alberta Education.

**Carried Unanimously**

**2025-047**

#### **Board Policy 22 – School Attendance Areas**

Trustee Bobilek moved that the Board of Trustees approve the adoption of a new Board Policy, *Policy 22, School Attendance Areas*.

**Carried Unanimously**

**2025-048**

#### **School Bus Purchases – Evergreening**

Trustee Fowler moved that the Board of Trustees approve the purchase of four new school buses for the Transportation Department.

**2025-049**

**Friendly Amendment to Motion 2025-048**

Trustee Bobilek moved that the Board of Trustees make a friendly amendment to Motion 2025-048, as follows:

That the Board of Trustees approve the purchase of four new school buses for the Transportation Department to the maximum of \$800,000.

**Carried Unanimously**

**SPOTLIGHT ON STUDENTS**

Superintendent's Youth Council

- Parkland Composite High School
- Grande Cache Community High School
- Harry Collinge High School

The Public Board Meeting recessed at 1144 hours.

The Public Board Meeting reconvened at 1230 hours.

**SPOTLIGHT ON STUDENTS**

- Grand Trunk High School
- Jasper Junior Senior High School

**2025-050**

**2025/26 School Year Budget Report**

Trustee Mines moved that the Board of Trustees approve the 2025/26 School Year Budget Report and direct Administration to submit it to the Minister of Education.

**Carried Unanimously**

**2025-051**

**Advocacy Letter: CUPE Budget**

Trustee Pettitt moved that the Board of Trustees for Grande Yellowhead Public Schools approve that an advocacy letter be sent to the Minister of Education and Childcare requesting provincial funding to support compensation for CUPE bargaining for the recently ratified CUPE Collective Agreement with Local #1357.

**Carried Unanimously**

**2025-052**

**Follow-up Letter Requesting Compensation for Insurance Deductible**

Trustee Caputo moved that the Board of Trustees moves to direct Administration to send a follow-up letter to the new Federal Minister of Environment and Climate Change, the Honourable Julie Dabrusin, to compensate Grande Yellowhead Public School Division for the \$500,000 insurance deductible in relation to the Jasper Wildfire in July of 2024.

**Carried Unanimously**

**2025-053**

**Letter of Support for School Council at École Jasper Elementary School Re: Playground Grant Applications**

Trustee Mines moved that the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) moves to direct administration to send a letter supporting funding applications from École Jasper Elementary School's School Council to redevelop the playground at the school.

**Carried Unanimously**

**2025-054**

**Letters of Congratulations – 2025 Federal Elections MPs**

Trustee Fowler moved that the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) moves to direct administration to send letters of congratulations to the elected Members of Parliament responsible for communities within the GYPSD boundary – for Yellowhead, Mr. William Stevenson, and Parkland, Mr. Dane Lloyd – as a result of the federal election held on April 28, 2025.

**Carried Unanimously**

**BOARD CHAIR REPORT**

Chair Karpluk Shared:

- Response Letter from Minister Nixon – Holding Funds for Interim Housing in Jasper
- Upcoming Spring General Meetings – PBSAA, ASBA, Rural Caucus

**SUPERINTENDENT'S REPORT**

Acting Superintendent Scobie reported on the activities from the Superintendent's office since the last Public Board Meeting on April 16, 2025.

The Public Board Meeting recessed at 1405 hours.

The Public Board Meeting reconvened at 1418 hours.

**ADMINISTRATION REPORTS**

**Division Operations: Department Updates**

The Board received a report from all department heads since the last Public Board Meeting on April 16, 2025.

**Human Resources Planning and Recruiting Report**

The Board received an overview of Human Resources workflow for Grande Yellowhead Public School Division's staffing purposes.

**Preparing for Trustee Elections: 2025 Candidate Handbook**

The Board received the 2025 Candidate Handbook to assist potential candidates in learning about the important role of a public-school trustee.

## **TRUSTEE REPORTS**

### **Connections to Board Governance Work Plan Calendar**

Trustee Mines shared that she attended a Family Indigenous Support Union.

### **Board Policy Committee**

Trustee Bobilek shared that the Policy Committee will be bringing *Policy 08, Committees of the Board*, and *Policy 16, Recruitment and Personnel Selection*, forward at the June Public Board Meeting

### **Recognition of Employees Committee**

Trustee Pettitt shared that information about the number of this year's retirees will be finalized by the end of May.

### **Board Planning Seminar Committee**

Trustee Bobilek shared that the Committee plans to meet at the beginning of June to start planning the new Board Orientation in October.

### **Board Negotiations Committee**

No Report.

### **Board Finance Committee**

Trustee Mines shared that the Committee has met a couple of times and has started to look at their governance budget.

### **Board Representatives**

- **PSBAA – Work Plan Update**
  - PSBAA FGM is in Calgary from June 3<sup>rd</sup> to June 5<sup>th</sup>
- **ASBA Zone 2/3**
  - Zone 2/3 meeting is on Friday, May 23<sup>rd</sup>

## **FUTURE BUSINESS**

### **Meeting Dates**

Board – Open to Public

June 18, 2025 Public Board Meeting (10:00 a.m.)

Committees – Closed to Public

June 18, 2025 Committee of the Whole Meeting (9:00 a.m.)

### **Notice of Motion**

None.

### **Future Agenda Items**

- Trustee Caputo would like to meet with the Edson and Hinton Friendship Centres.

- Trustee Mines added that she would also like to meet with the Aseniwuche Winewak Nation in Grande Cache.
- Board Chair Karpluk would like to discuss possible changes to the current Transportation Fee Schedule.

**2025-055**

**ADJOURNMENT**

Trustee Bobilek moved for adjournment at 1444 hours.

**Carried**

**X**

Dale Karpluk  
Board Chair

**X**

Jun Lin  
Secretary-Treasurer

## 7.2.1

### Action Item June 18, 2025

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: 2025/26 Schedule of Board Meeting Dates**

Originator: Dr. Parsons, Superintendent of Schools

### **RECOMMENDATION**

That the Board approve the 2025/26 schedule of Public Board Meetings.

### **Background:**

- Committee of the Whole (COTW) meetings occur on the same day as regular Public Board Meetings (PBM).
- Trustees also attend meetings for various Committees of the Board, community engagement events, and professional development sessions and represent GYPSD at provincial educational organizations and local community organizations within each of the five zones.
- The schedule enables the administration to ensure that the dates work for the Board and that other important planning dates within the system do not conflict with Board meeting dates.

### **Context:**

The Board of Trustees approves the annual schedule of Public Board Meetings (PBM), Organizational Meetings (ORG), and Evaluation meetings for the next school year so that items are brought to the Board in a timely manner.

The proposed meeting schedule for the 2025/26 school year is:

Meeting #	Date	
1	August 20, 2025	PBM & COTW
2	September 17, 2025	PBM & COTW
3	October 15, 2025	PBM & COTW
4	October 29, 2025	ORG
5	October 29, 2025	PBM & COTW
6	November 26, 2025	PBM & COTW
7	December 17, 2025	PBM & COTW
8	January 14, 2026	PBM & COTW
9	February 4, 2026	PBM & COTW
10	March 11, 2026	PBM & COTW
11	April 8, 2026	PBM & COTW

12	May 20, 2026	PBM & COTW
13	June 17, 2026	ORG
14	June 17, 2026	PBM & COTW
15	June 23, 2026	Board Evaluation

The proposed dates have been selected to align with known events that Trustees historically have attended such as PSBAA, ASBA, and PSBC. In addition, the upcoming election dates and statutory holidays have also been taken into consideration.

**Conclusion:**

The Board of Trustees approves the 2025-26 schedule of Public Board Meeting.

## **7.2.2**

**Action Item  
June 18, 2025**

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Repeal Former Election Bylaw**

Originator: J. Lin, Secretary Treasurer

### **RECOMMENDATION**

That the Board of Trustees repeal Bylaw 2021-05 regarding the opening times of polling stations.

### **REPORT**

#### **Background:**

In order to prepare for the 2025 Trustee election, previous Bylaws need to be repealed for the establishment of new Bylaws in accordance with legislation.

#### **Conclusion**

That the Board of Trustees repeal Bylaws 2021-05.

### 7.2.3

#### **Action Item June 18, 2025**

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: General Election 2025**

Originator: J. Lin, Secretary-Treasurer

#### **RECOMMENDATION**

In relation to the General Election to be held on October 20, 2025, it is recommended that the Board of Trustees approve the following:

1. That the attached bylaw be approved at its first reading.
2. That the attached bylaw be approved at its second reading.
3. That the attached bylaw be approved for a third reading at this meeting.
4. That the attached bylaw be approved at its third reading.

#### **REPORT**

In preparation of the General Election taking place October 20<sup>th</sup>, 2025, the Board must pass a bylaw providing that the voting station is to be open before 10 a.m.

#### **Context of the Recommendation:**

Section 73 of the Education Act specifies that all general elections, by-elections, polls and plebiscites are governed by the Education Act and the Local Authorities Election Act.

Board Procedures Regulation Section 6 outlines that three readings must occur to pass a Bylaw:

- (1) Every bylaw of a board must have 3 distinct separate readings before the bylaw is passed.*

*(2) Not more than 2 readings of a bylaw must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a 3rd reading.*

*(3) The first reading of a bylaw must be in full and, if each board member has in the member's possession a written, printed, or electronic copy of the bylaw, the 2nd and 3rd readings may be by title and description only.*

Under the Local Authorities Election Act (Election Act):

1. Section 46(1) Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m.
2. Section 46(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the voting station is to be open before 10 a.m.
3. Section 37(1) The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.

**Conclusion:**

There are a number of issues contemplated within the Local Authorities Election Act and the School Act, for elections. To address many of these requires either a bylaw or board resolution and adherence to strict timelines.

**BYLAW NO. 2025-05  
OF THE  
GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION**

A Bylaw of the Grande Yellowhead Public School Division, in the Province of Alberta,  
relating to the opening of voting stations established for the General Election to be held  
on October 20, 2025

WHEREAS Section 46(2) of the Local Authorities Election Act RSA 2000, Chapter L-21 provides that an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the polling stations open earlier than 10 a.m.;

AND WHEREAS Section 37(1) The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.

AND WHEREAS Section 73 of the Education Act SA 2012, Chapter E-0.3 provides for the procedures for general elections and are to be governed by the Education and the Local Authorities Election Act;

AND WHEREAS the Board of Trustees of the Grande Yellowhead Public School Division intends to open polling stations consistent with those Municipalities within the Division, in order to facilitate voting within in that municipality and consistent with the hours of voting Municipalities.

NOW THEREFORE the Board of Trustees of Grande Yellowhead Public School Division enacts the following:

- 1) The Board approves the opening of polling stations consistent with those Municipalities within the boundaries of Grande Yellowhead Public School Division on Election Day, October 20, 2025.

READ A FIRST TIME THIS 18<sup>TH</sup> DAY OF JUNE, 2025

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Chair

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Corporate Secretary

READ A SECOND TIME THIS 18<sup>TH</sup> DAY OF JUNE, 2025

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Chair

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Corporate Secretary

READ A THIRD TIME THIS 18<sup>th</sup> DAY OF JUNE, 2025

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Chair

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Corporate Secretary

#### 7.2.4

#### Action Item June 18, 2025

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Joint Use Participation Agreement – Town of Edson**

Originator: J. Lin, Secretary Treasurer

Resource: B. Orge, Director of Facilities

#### **RECOMMENDATION**

That the Board approve the proposed new Joint Use Agreements between GYPSD and the Town of Edson.

#### **Context of the Recommendation:**

The Joint Use Agreements allow for free use of some spaces in schools for community use groups at no cost to the user group. The last Joint Use Agreements has expired.

#### **Conclusion:**

That the Board approve the new Joint Use Agreement 2025-2030.

## 7.2.5

**Action Item**  
**June 18, 2025**

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Joint Use Participation Agreement – Town of Hinton**

Originator: J. Lin, Secretary Treasurer

Resource: B. Orge, Director of Facilities

### **RECOMMENDATION**

That the Board approve the proposed template and addendum changes to the Joint Use Agreements between GYPSD and the Town of Hinton.

### **REPORT**

#### **Context of the Recommendation:**

The Joint Use Agreements allow for free use of some spaces in schools for community use groups at no cost to the user group. The last Joint Use Agreements has expired.

#### **Conclusion:**

That the Board approve the changes to the Joint Use Agreement.

## 7.2.6

### Action Item June 18, 2025

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Joint Use Participation Agreement – Municipality of Jasper**

Originator: J. Lin, Secretary Treasurer

Resource: B. Orge, Director of Facilities

### **RECOMMENDATION**

That the Board approve the proposed new Joint Use Agreements between GYPSD and the Municipality of Jasper.

#### **Context of the Recommendation:**

The Joint Use Agreements allow for free use of some spaces in schools for community use groups at no cost to the user group. The last Joint Use Agreement with Jasper has expired in 2023. The Greater North Central Francophone Board, which operates the Ecole Desrocher School located in Jasper, has also expressed an interest in having a three-way agreement in Jasper.

#### **Conclusion:**

That the Board approve the new Joint Use Agreement 2023-2028.

## 7.2.7

### Action Item June 18, 2025

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Update to Policy 08 – Committee of the Board**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

#### **RECOMMENDATION**

That the Board of Trustees approve the update to Policy 08, *Committee of the Board*.

#### **REPORT**

##### **Governance Implications:**

Board Policy sets direction for the school jurisdiction and provides the operational framework for the corporate Board. As per this policy, the Board will deal with policy work at Policy Committee meetings and the subsequent adoption of any new policy or policy revision will take place at a regular Board meeting after the policy review process is completed. Adoption of a policy is by Board motion.

##### **Context of the Recommendation:**

Board policies are reviewed on a regular basis to ensure alignment to the *Education Act* and applicable government regulations. Board Policy identifies the Division's priorities and goals, and provides guidance for the Board's governance agenda. Policy 08 was reviewed and updated to reflect the specific requirements of the *Education Act* and other legislative requirements.

##### **Conclusion:**

That the Board of Trustees approve the update to Policy 08, *Committee of the Board*. The revision to this policy, if approved, will take effect immediately.

## 7.2.8

### Action Item June 18, 2025

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Update to Policy 16 – Recruitment and Personnel Selection**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

### **RECOMMENDATION**

That the Board of Trustees approve the update to Policy 16, *Recruitment and Personnel Selection*.

### **REPORT**

#### **Governance Implications:**

Board Policy sets direction for the school jurisdiction and provides the operational framework for the corporate Board. As per this policy, the Board will deal with policy work at Policy Committee meetings and the subsequent adoption of any new policy or policy revision will take place at a regular Board meeting after the policy review process is completed. Adoption of a policy is by Board motion.

#### **Context of the Recommendation:**

Board policies are reviewed on a regular basis to ensure alignment to the *Education Act* and applicable government regulations. Board Policy identifies the Division's priorities and goals, and provides guidance for the Board's governance agenda. Policy 16 was reviewed and updated to reflect the specific requirements of the *Education Act* and other legislative requirements.

#### **Conclusion:**

That the Board of Trustees approve the update to Policy 16, *Recruitment and Personnel Selection*. The revision to this policy, if approved, will take effect immediately.

## 7.2.9

**Action Item**  
**June 18, 2025**

To: Board of Trustees  
From: Dr. Parsons, Superintendent of Schools  
**Subject: Letter of Support for Friends of Pembina Learning Society**  
**Re: Playground Grant Applications**  
Originator: M. Bobilek, Trustee (Lobstick)  
Resource: N. Gilks, Director of Communications

### **RECOMMENDATION**

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) directs administration to forward a letter by the board in supporting funding applications by the Friends of Pembina Learning Society in the development of an elementary playground at Grand Trunk School in Evansburg.

### **REPORT**

#### **Governance Implication:**

As per Board Policy 2, *Roles of the Board*, advocacy is core board work. Supporting organizations and programs that improve the community create opportunities for families and youth to thrive and strengthen the work done at schools.

#### **Context:**

Grand Trunk School (GTS) is currently a grade 7 to 12 school that is being fully modernized to become a kindergarten to grade 12 school with the amalgamation of three schools in two communities: GTS (Gr. 7-12) and Evansview School (K to 6) in Evansburg, and Wildwood School (K to 6) in Wildwood. Families and students have been actively involved from both communities in designing an outdoor space that aligns with the Division's goal of spaces for children that are welcoming, safe and inclusive for all. The playground will also be used regularly by all members of the community; thus, its build through the efforts of many will also symbolize the value of the important partnership between school, family and community.

#### **Conclusion:**

That the Board of Trustees for Grande Yellowhead Public School Division (GYPSD) approves administration to send a letter supporting funding applications by the Friends of the Pembina Learning Society to develop a playground at Grand Trunk School.

# Superintendent Report May/June 2025



## Principal Updates

### #1 – Building Effective Relationships, #3 – Visionary Leadership, #4 – Leading Learning

In the past six weeks, we have interviewed for 7 principalships, and reorganized our dual campus in Edson. We have one principal interview remaining. This commitment to GYPSD's leadership has included parents, trustees, human resources, and senior administrators. We have held our candidates to a high standard to help ensure that the best quality of teaching and learning is taking place in GYPSD schools.



#### Staffing Notice, Principal EJES

Posted on: Jun 9, 2025

Please read the latest staffing notice for École Jasper Elementary School welcoming Ms. Becky Koss as the Principal for the 2025/26 school year. ...

École Jasper Elementary, Harry Collinge, Crescent Valley, Westhaven, Parkland, Fulham, Niton Central, and Evansview will all have new principals in the fall.

## Budget 2025 - 2026

### #2 – Modeling Commitment to Professional Learning, #6 – School Authority Operations and Resources

In May, I spent significant time working with Brian Smith from ASBOA to learn the key aspects of GYPSD's 25-26 Spring Budget in order to create a concise and clear presentation of the budget to the Board. In addition, with the help of Meghan Auriat, we went through all 25-26 school and central office budgets to determine staffing levels for schools and central budgets. This meant that we also had a stronger idea about who was at each school, which allowed for HR to ensure that contracts were in place for staff and postings were in place for vacancies. Additionally, I met with all principals who have a junior kindergarten program in their school, and worked through budgeting principles for these programs as they differ from a regular school budget. These collaborations were significant in all respects, and made sure that everyone had a better handle on the budget for next year.

	Approved Budget 2025/2026	Approved Budget 2024/2025	Actual Audited 2023/2024
<b>REVENUES</b>			
Government of Alberta	\$ 63,068,680	\$61,578,560	\$60,943,179
Federal Government and First Nations	\$ 850	\$284,850	\$21,259
Property taxes	\$ -	\$0	\$0
Fees	\$ 421,959	\$471,565	\$467,344
Sales of services and products	\$ 272,426	\$310,751	\$215,756
Investment income	\$ 705,000	\$755,000	\$1,041,562
Donations and other contributions	\$ 628,431	\$594,554	\$784,012
Other revenue	\$ 21,000	\$21,000	\$59,219
<b>TOTAL REVENUES</b>	<b>\$65,118,346</b>	<b>\$64,016,280</b>	<b>\$63,532,331</b>

## Spring Conferences

### #1 – Building Effective Relationships, #7 Supporting Effective Governance

In early June, the entire Board, along with Dr. Dennis Parsons and myself, attended the spring conferences for Alberta School Boards Association, and the Public School Boards' Association of Alberta. This was the first time that I was able to focus on collaboration with the entire Board for such a significant length of time. This professional learning time as a team allowed for the Board to showcase their advocacy work in person, while discussing how we balance operations and governance in a school division. We looked at current priorities in education and began to plan for the upcoming elections. The Board has a deep understanding of their governance role, and a strong desire to ensure that leadership, teaching, and support services continually enhance student learning in areas of our school division.



# Superintendent Newsletters

#1 – Building Effective Relationships,  
#3 – Visionary Leadership

In May, I began to share a weekly newsletter with principals, central office, and trustees. In these newsletters I have shared my workflow, philosophies, and information about my family. I like to include videos that showcase educational leadership ideas. This is something I enjoyed as a principal and I am committed to sharing over my time as superintendent.

# Division Leadership Team

#1 – Building Effective Relationships,  
#3 – Visionary Leadership, #4 – Leading Learning

In May, we held our first DLT of the year. During this meeting, principals had significant time to talk about what DLT could look like for next year, digital reporting, and how a new organizational chart could be constructed. We also shared changes for the new year and connected the principals to a philosophy that was shared by the Central Leadership Team.

## This Week

Monday, June 2

- Calgary ASBA

Tuesday, June 3

- Calgary ASBA/PSBA

Wednesday, June 4

- Calgary PSBA

Thursday, June 5

- Travel back to the division

Friday, June 6

- Secretary Treasurer Interviews
- JES Principal Interviews

## Leadership is about Healthy Influence



On behalf of the central leadership team, and in the season of change and gratitude, **we** recognize our role and responsibility to serve and support **you**. As **partners**, our collective purpose is to establish **optimal** environments for the success and achievement of **all students**. In service to this purpose, we are **committed** to the spirit of collaboration, teamwork, and innovation.

## Principal & Central Leadership Team Conversations

#1 – Building Effective Relationships, #3 – Visionary Leadership, #4 – Leading Learning, #5 – Ensuring First Nations, Métis and Inuit Education for All Students, #6 – School Authority Operations and Resources

When I applied to be the Superintendent of GYPSD, I conveyed many of my ideas for what needed to take place in my first 30 days. Although I have not visited all schools as I had planned, I have spoken multiple times to all school principals. We have talked about staffing, budgets, their worries and concerns, and their hopes for the future. I believe that the connection I have made with each principal has been both helpful and supportive. I have spent most of my days working in central office. I have listened to concerns, seen so many positives, and have worked through conversations that help to foster continued resilience in our workplace. Our leaders in our schools and central office are committed to leading with excellence.

## Dr. Dennis Parsons

#1 – Building Effective Relationships, #3 – Visionary Leadership, #4 – Leading Learning, #5 – Ensuring First Nations, Métis and Inuit Education for All Students, #6 – School Authority Operations and Resources, #7 – Supporting Effective Governance

Over the last 7 weeks, I have worked very closely with Dr. Parsons in my role as Assistant Superintendent. Dr. Parsons is a deeply committed educator who comes to work every day to ensure that he is providing strategic leadership for our Board, while ensuring adherence to provincial education policies and standards. His dedication to our rural school division is unwavering, and his high moral standard has helped to guide me through all aspects of my work. He is consistent in his guidance, always takes the time to explain his position, and listens to my questions and concerns. Dr. Parsons has led with integrity and honour over these last nine months, and GYPSD is in a better place as a system because of his work. Dr. Parsons will return to Nova Scotia at the end of June, but will continue to advise GYPSD as I move into my first full year as Superintendent.

**Administrative Report  
June 18, 2025**

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Division Departments' Report**

Originator(s): Department Heads

**RECOMMENDATION**

That the Board of Trustees receives a report on projects, processes, and/or programs conducted by the many Central Office Departments since the last Public Board Meeting as information.

**REPORT**

**Governance Implications:**

As per the *Education Act*, school boards delegate the operation of school divisions to superintendents. As part of the assurance process, the Board receives monthly reports on the work conducted in the Division's departments to meet the Division's Strategic Plan, legislative requirements, the goals of the Education Plan, and in support of the Board's four priorities.

**Context:**

The following is an overview and summary of the work conducted since May 21, 2025, to provide up-to-date information to the Board of Trustees, and identify the anticipated work each department has scheduled in the time leading up to the next Public Board Meeting. The monthly information ensures Trustees can assure stakeholders by acknowledging the ongoing and emergent work of the Division's departments following each Public Board Meeting.

Department	Big Rocks Completed May 22, 2025 - June 17, 2025	Anticipated Big Rocks To August 19, 2025
Finance J. Lin/L. Liu	<ul style="list-style-type: none"> <li>2025/26 Spring budget submission</li> <li>Q3 2024/25 budget review</li> <li>Q3 2024/25 financial reports</li> <li>Renew CBO contracts and buy new school buses</li> </ul>	<ul style="list-style-type: none"> <li>Mock Year End</li> <li>Audit preparation</li> <li>Prepare for Election</li> <li>Year End budget review</li> <li>Payroll team (Year-end Layoff, payout and Year-start recall)</li> </ul>

		etc.)
Facilities B. Orge	<ul style="list-style-type: none"> <li>● Harry Collinge RTU part 1</li> <li>● Schedule the following work: <ul style="list-style-type: none"> <li>● Painting</li> <li>● Flooring</li> <li>● Paving</li> <li>● weed spraying</li> </ul> </li> <li>● GT modernization ongoing and schedule Phase 2 move in</li> <li>● Jasper High LED lighting upgrade</li> <li>● CV, MV and JE exterior LED lighting.</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Schedule team's vacations</li> <li>● Summer painting projects</li> <li>● Summer flooring projects</li> <li>● GT modernization ongoing and schedule Phase 2 move in</li> </ul>
Technology L. Lee	<ul style="list-style-type: none"> <li>● Test Chrome OS conversion Evansview lab PCs</li> <li>● Mary Bergeron VoIP Telephone migration</li> <li>● Vretta Online assessment supports for PAT Part A Grades 6 &amp; 9</li> <li>● Completed Microsoft Endpoint rollout (Antivirus)</li> <li>● DRC/Outcome Based Assessment Parent Engagement (June 11)</li> </ul>	<ul style="list-style-type: none"> <li>● Finalize 25-26 K-9 reporting outcomes</li> <li>● Review Edtech platform usage and make adjustments to better support our divisional context</li> <li>● Year-end digital report card for all K-6 and our two 7-9 pilot schools</li> <li>● Plan PD for next year</li> <li>● Inventory DLL items</li> <li>● Supporting first-time delivery of Gr. 6 &amp; 9 PATs and Part A humanities Diploma through Vretta - Digital assessment platform in 12 schools</li> <li>● Dossier updates - ISP and DRC to be uploaded to PASI via DSR (Digital student records module)</li> <li>● GTHS PC evergreening</li> <li>● GTHS Viewboards</li> </ul>
Learning Services C. Aschenmeier	<ul style="list-style-type: none"> <li>● Support for schools and leaders</li> <li>● HLAT data entry</li> <li>● ATA PG Committee meeting</li> <li>● Alberta French Language Education Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>● 2025/2026 planning</li> <li>● Alberta Education Assurance Measures spring data analysis</li> <li>● Screening data: Early Years Assessment, Highest</li> </ul>

	<ul style="list-style-type: none"> <li>• Annual Education Assurance Measures spring review</li> <li>• Literacy and Numeracy Survey</li> <li>• Official Languages in Education Program Grant Report</li> <li>• Dual Credit Enhancement Grant Report</li> <li>• Interviews</li> <li>• Bill 27 notification form “opt in”</li> <li>• Process and template for Ministry approval of the learning resources in GYPSD. As of September 2025, all learning and teaching resources that deal <i>primarily and explicitly</i> with gender identity, sexual orientation, or human sexuality must be approved by the Minister of Education, unless they are used for religious instruction. Approval will take up to 90 days.</li> </ul>	<p>Level of Achievement (HLAT), Elk Island Math</p> <ul style="list-style-type: none"> <li>• August DLT</li> <li>• Vacation</li> <li>• CASS Pre-Conference CEP Course</li> <li>• CASS Summer Learning Conference</li> <li>• Annual budget review</li> <li>• Bill 27 template updates and AP track changes</li> <li>• AP updates and track changes in curriculum and assessment</li> </ul>
Human Resources M. Auriat	<ul style="list-style-type: none"> <li>• Prepare ATA/OOS Contracts</li> <li>• Prepare Support &amp; BUS Recall Letters</li> <li>• Ongoing Recruitment</li> <li>• Layoff/terminate employees in ASEBP</li> <li>• ASBOA Annual Conference</li> <li>• TEBA Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Summer recruitment</li> <li>• Return contracts for 25-26</li> <li>• Benefit enrollments</li> <li>• Assignment updates for 25-26</li> <li>• Review HR documents for any required updates</li> <li>• Update Atrieve routing</li> <li>• Update bell schedules</li> <li>• CASS/ASBOA summer conference</li> <li>• Vacation schedules</li> </ul>
Inclusion Services A. Corser	<ul style="list-style-type: none"> <li>• School Profile Meetings with all of the schools.</li> <li>• Wrapping up speech screens</li> <li>• OT practicum student support</li> <li>• Hosting a Transition LST planning meeting on May 22, where LSTs meet in their zones to talk about students on their caseloads transitioning into the upcoming school for the 2025-26 school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Transition meetings with Learning Teams at schools to plan what it looks like for students next year</li> <li>• Wrap-up meetings with our Deaf and Hard of Hearing Consultant and Blind and Low Vision Consultant</li> <li>• Wrap up team meetings with each team</li> <li>• Summer projects such as reviewing Inclusion APs and writing an LST Handbook</li> </ul>

Transportation Services C. Van Neck	<ul style="list-style-type: none"> <li>● STAA Conference</li> <li>● School Bus Rodeo May 24</li> <li>● Bus Registrations</li> <li>● Route Optimization</li> </ul>	<ul style="list-style-type: none"> <li>● Route optimization</li> <li>● Driver recruitment/training</li> <li>● Prep for new school year</li> </ul>
Communications Special Projects N.Gilks	<ul style="list-style-type: none"> <li>● School Bus Rodeo</li> <li>● Retirement and Long Service planning</li> <li>● Prep Work on 2025/26 Print Calendar Template</li> <li>● High School GRADs</li> <li>● Wrap Up of all Good News Stories for Year</li> <li>● Chromebook Winners for JK/Kinder Marketing Campaign</li> <li>● Wildfire Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>● Wildfire Monitoring</li> <li>● Review APs related to comms for any potential updates</li> <li>● Annual Budget Review</li> <li>● Calendar</li> <li>● Prep for New Year: Welcome Back ADs, Registration, websites, planning meetings</li> <li>● Summer Projects support as needed</li> <li>● Long service Wrap Up</li> <li>● Prep for August PBM</li> </ul>

### **Conclusion:**

Division central staff focus on short, mid, and long-range goals as per the Division's Strategic Plan while also addressing emergent issues. GYPSD department heads are committed to ensuring the Division is well-run, maintained, and innovative. Departments are strategic and responsive to GYPSD stakeholders to provide optimal environments, infrastructures, supports, programs, and services.

## 10.2

### Administrative Report June 18, 2025

To: Board of Trustees

From: D. Parsons, Interim Superintendent of Schools

**Subject: Third Quarter Financial Update**

Originator: J. Lin, Secretary-Treasurer

Resources: L. Liu, Director of Financial Services

#### **RECOMMENDATION**

That the Board of Trustees receive the Third Quarter Financial Update, as information.

#### **REPORT**

##### **Governance Implications:**

Reporting and review of the Board's fiscal position is essential for proper governance. It is an additional control that helps ensure Board resources are being used appropriately and responsibly to meet the division objectives. This information supports the Board's advocacy topics and conversations with stakeholders.

This report supports the Board's 2024/25 Goals #1, 2, 4, and 5.

##### **Background:**

The Board annually approves a budget based on projected enrolments, revenues, and expenses. The budget plots a course for the Board to provide educational services in its jurisdiction and to address local priorities. Responsible fiscal management requires the Board to monitor the Division's financial results to ensure that the organization operates according to its plan and to adjust operations if necessary.

This report provides the third quarter financial results as of May 31, 2025, as well as the year-to-date expenses as a percentage of the total annual budget. Target percentages as of May 31, 2025, for revenues and expenses are 75 per cent (9/12 months).

- Year-to-date revenues as of May 31, 2025: \$53.0 million or 82 per cent of total budgeted revenues.

- Year-to-date expenses as of May 31, 2025: \$53.5 million or 83 per cent of total budgeted expenses.
- Year-to-date operating deficit as of May 31, 2025: \$0.5 million.

The operating result as of May 31, 2025, is worse-than-expected compared to the budgeted annual deficit for the following reasons (See Attachment Financial Package):

- Additional funding/revenues from approved spring budget:
  - Dual Credit Start-Up Grant – Grand Trunk
  - Literacy and Numeracy Program funding
  - Low Incidence Support and Services (LISS) funding
  - Teacher settlement funding
  - School Driver Grant
- Higher than expected spending as of quarter three on furniture and equipment, utilities, and contract busing costs.
- Extra cost due to Retro pay and new CUPE pay rate for new CUPE agreements 2021-24 and 2024-28.

### **Conclusion:**

As of May 31, 2025, the Division reported \$53.0 million in year-to-date revenues, \$53.5 million in year-to-date expenses, and \$0.5 million in year-to-date deficit.

# Quarterly Financial Data

For Quarter 3 ending May 31, 2025

## Grande Yellowhead Public School Division

2024-2025 Fiscal Year



EDSON | GRANDE CACHE | HINTON | JASPER | LOBSTICK

# Statement of Operations

For the quarter ending May 31, 2025

Expected percentage 75%

In Thousand's

	Revenues	Spring Budget	Q3 Forecast	Year-to-Date as of May 31, 2025	% Actual to Spring Budget	% Actual to Q3 Forecast
1	Government of Alberta	\$ 61,579	\$ 62,252	\$ 50,767	82%	82%
2	Federal Government and other government grants	285	285	156	55%	55%
3	Property taxes	-	-	-	0%	0%
4	Fees	473	423	421	89%	100%
5	Sales of services and products	310	268	170	55%	63%
6	Investment income	755	755	615	81%	81%
7	Donations and other contributions	594	629	856	144%	136%
8	Other revenue	20	21	33	165%	157%
9	<b>Total revenues</b>	<b>\$ 64,016</b>	<b>\$ 64,633</b>	<b>\$ 53,018</b>	<b>83%</b>	<b>82%</b>

## Expenses by Category

10	Certificated salaries	\$ 26,646	\$ 26,337	\$ 19,666	74%	75%
11	Certificated benefits	5,868	6,094	4,462	76%	73%
12	Non-certificated salaries and wages	10,627	10,997	9,567	90%	87%
13	Non-certificated benefits	2,672	2,817	2,563	96%	91%
14	Services, contracts and supplies	14,845	14,665	14,657	99%	100%
15	Amortization of supported tangible capital assets	2,409	2,409	1,859	77%	77%
16	Amortization of unsupported tangible capital assets	818	748	517	63%	69%
17	Amortization of unsupported ARO tangible capital assets	317	317	238	75%	75%
18	Supported interest on capital debt	-	-	-	0%	0%
19	Unsupported interest on capital debt	-	-	-	0%	0%
20	Other interest and finance charges	22	22	11	50%	50%
21	Losses on disposal of tangible capital assets	-	-	(1)	0%	0%
22	Other expense	5	5	5	100%	100%
23	<b>Total expenses</b>	<b>\$ 64,229</b>	<b>\$ 64,411</b>	<b>\$ 53,544</b>	<b>83%</b>	<b>83%</b>
24	<b>Annual operating surplus (deficit)</b>	<b>\$ (213)</b>	<b>\$ 222</b>	<b>(\$ 526)</b>	<b>247%</b>	<b>-237%</b>

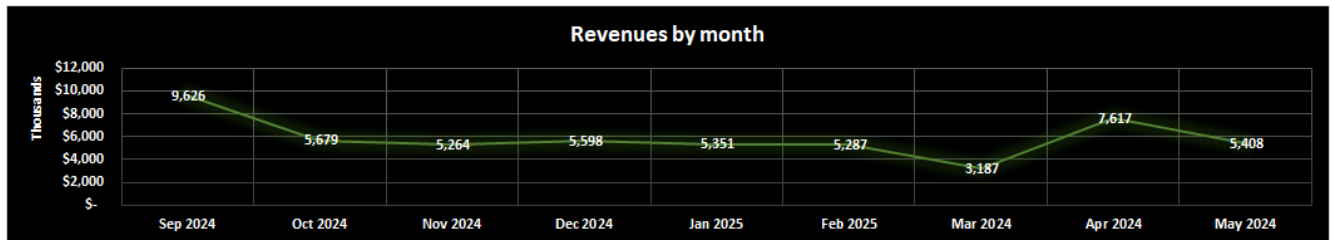
## Expenses by Program

25	Instruction - ECS	\$ 3,196	\$ 3,073	\$ 1,775	56%	58%
26	Instruction 1 to grade 12	44,543	45,014	35,050	79%	78%
27	Operations and maintenance	8,522	8,561	10,757	126%	126%
28	Transportation	5,213	4,958	3,825	73%	77%
29	System administration	2,287	2,361	1,657	72%	70%
30	External services	467	444	479	103%	108%
31	<b>Total expenses</b>	<b>\$ 64,228</b>	<b>\$ 64,411</b>	<b>\$ 53,543</b>	<b>83%</b>	<b>83%</b>
32	<b>Annual operating surplus (deficit)</b>	<b>\$ (212)</b>	<b>\$ 222</b>	<b>(\$ 525)</b>	<b>248%</b>	<b>-237%</b>

## Revenues By Month

In Thousand's

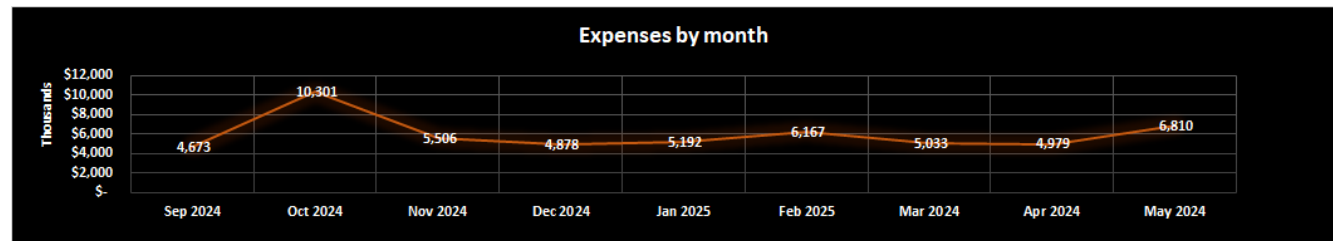
Revenues	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2024	Apr 2024	May 2024	Total
1 Government of Alberta	\$ 9,343	\$ 5,319	\$ 5,114	\$ 5,294	\$ 5,117	\$ 5,086	\$ 2,968	\$ 7,351	\$ 5,083	\$ 50,675
2 Federal Government and other government grants	93	24	(50)	34	28	28	26	27	38	248
3 Property taxes	-	-	-	-	-	-	-	-	-	-
4 Fees	41	64	31	49	42	50	48	43	53	421
5 Sales of services and products	18	26	16	10	18	14	19	14	34	169
6 Investment income	85	95	72	67	65	59	58	56	57	614
7 Donations and other contributions	46	149	79	141	80	48	66	107	140	856
8 Other revenue	-	3	2	3	1	2	2	19	3	35
9 Total revenues	\$ 9,626	\$ 5,680	\$ 5,264	\$ 5,598	\$ 5,351	\$ 5,287	\$ 3,187	\$ 7,617	\$ 5,408	\$ 53,018



## Expenses By Month

In Thousand's

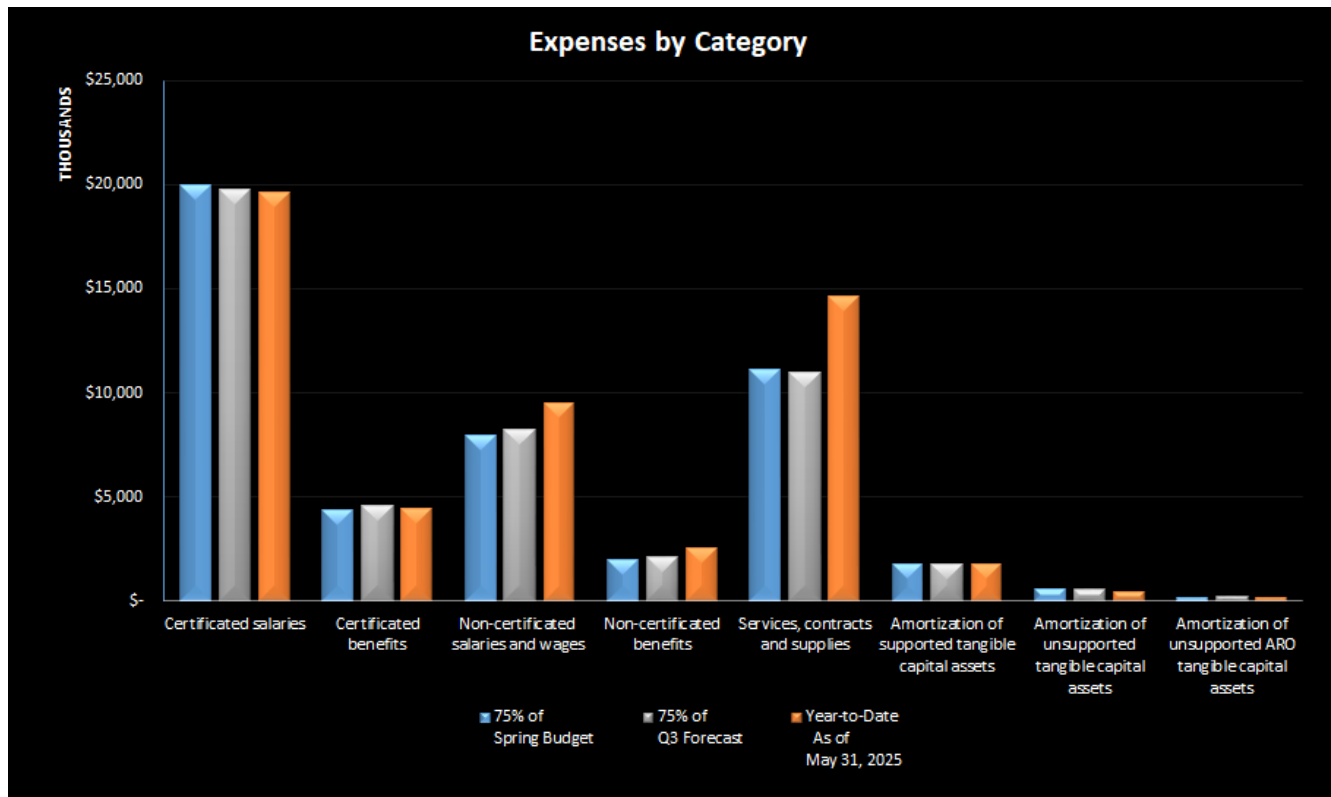
Expenses	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2024	Apr 2024	May 2024	Total
10 Certificated salaries	\$ 2,073	\$ 2,145	\$ 2,251	\$ 2,089	\$ 2,208	\$ 2,291	\$ 2,116	\$ 2,192	\$ 2,301	\$ 19,666
11 Certificated benefits	431	440	424	445	505	555	536	547	580	4,463
12 Non-certificated salaries and wages	723	1,008	1,212	601	929	1,448	569	915	2,162	9,567
13 Non-certificated benefits	274	271	349	172	258	396	192	262	388	2,562
14 Services, contracts and supplies	881	6,144	985	1,280	1,001	1,180	1,327	773	1,087	14,658
15 Amortization of supported tangible capital assets	198	196	226	207	207	207	207	207	207	1,862
16 Amortization of unsupported tangible capital assets	67	72	34	57	57	57	57	57	57	515
17 Amortization of unsupported ARO tangible capital assets	26	26	26	26	26	26	26	26	26	234
18 Supported interest on capital debt	-	-	-	-	-	-	-	-	-	-
19 Unsupported interest on capital debt	-	-	-	-	-	-	-	-	-	-
20 Other interest and finance charges	1	2	1	1	1	1	1	1	1	10
21 Losses on disposal of tangible capital assets	-	(1)	-	-	-	-	-	-	-	(1)
22 Other expense	-	-	-	-	-	5	-	-	-	5
23 Total Expenses	\$ 4,674	\$ 10,303	\$ 5,508	\$ 4,878	\$ 5,192	\$ 6,166	\$ 5,031	\$ 4,980	\$ 6,809	\$ 53,541



# Expenses By Category

In Thousand's

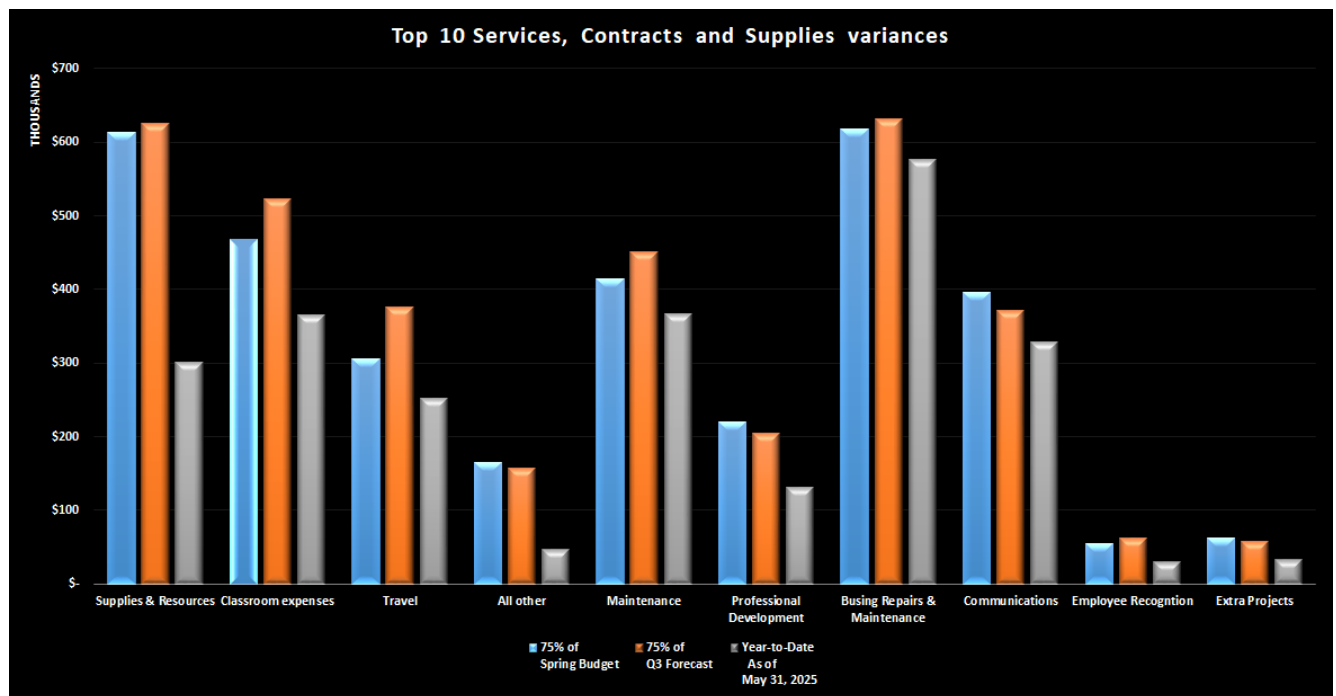
Expenses by Category	75% of Spring Budget	75% of Q3 Forecast	Year-to-Date As of May 31, 2025
1 Certificated salaries	\$ 19,984	\$ 19,753	\$ 19,666
2 Certificated benefits	4,401	4,571	4,462
3 Non-certificated salaries and wages	7,970	8,248	9,566
4 Non-certificated benefits	2,004	2,113	2,563
5 Services, contracts and supplies	11,134	10,999	14,657
6 Amortization of supported tangible capital assets	1,807	1,807	1,859
7 Amortization of unsupported tangible capital assets	614	561	517
8 Amortization of unsupported ARO tangible capital assets	238	238	238
9 Supported interest on capital debt	-	-	-
10 Unsupported interest on capital debt	-	-	-
11 Other interest and finance charges	17	17	11
12 Losses on disposal of tangible capital assets	-	-	(1)
13 Other expense	4	4	5
<b>Total expenses</b>	<b>\$ 48,173</b>	<b>\$ 48,311</b>	<b>\$ 53,543</b>



## Top 10 Services, Contracts and Supplies Variances

In Thousand's

	75% of Spring Budget	75% of Q3 Forecast	Year-to-Date As of May 31, 2025
1 Supplies & Resources	\$ 613	\$ 626	\$ 301
2 Classroom expenses	\$ 468	\$ 523	\$ 365
3 Travel	\$ 306	\$ 376	\$ 252
4 All other	\$ 166	\$ 157	\$ 47
5 Maintenance	\$ 414	\$ 452	\$ 368
6 Professional Development	\$ 221	\$ 204	\$ 131
7 Busing Repairs & Maintenance	\$ 619	\$ 632	\$ 576
8 Communications	\$ 397	\$ 371	\$ 328
9 Employee Recognition	\$ 55	\$ 62	\$ 31
10 Extra Projects	\$ 62	\$ 58	\$ 33
<b>Total</b>	<b>\$ 3,321</b>	<b>\$ 3,461</b>	<b>\$ 2,432</b>



**Administrative Report  
June 18, 2025**

To: Board of Trustees

From: Dr. Parsons, Superintendent of Schools

**Subject: Division Health and Wellness Supports and Initiatives Year-End Report**

Originators: M. Auriat, Assistant Superintendent, Human Resources

Resource Person(s): C. Virtanen, Divisional Psychologist  
A. Corser, Director of Inclusion  
C. Bostrom, BEST Manager  
E. Wallace, Wellness Navigator Supervisor

**RECOMMENDATION**

That the Board of Trustees receive a summary outlining the Division's focused work on developing and sustaining positive mental health and wellness for students and staff across Grande Yellowhead Public School Division during the 2024/25 school year, as information.

**REPORTS**

**Governance Implications:**

The Board's fourth priority of **System Health and Wellness** and Board Policy 20, *Health and Wellness*, reflect the Board's commitment to ensuring a positive and supportive Division culture of wellness in both its learning and working environments.

**Context:**

The 2025-2026 school year saw the deepening of awareness and practices to support Mental health and wellness.

This report provides a comprehensive summary of the collaborative, cross-department work to support staff and deepen the work done by the Division to build both student and staff capacity for positive mental, physical, and social/emotional wellness.

## **Supports and Services for Staff**

### ***NVCI training- Non-Violent Crisis Intervention Training***

Three opportunities were provided for GYPSD staff to take Non-Violent Crisis Intervention (NVCI) Training: December 6, 2024, March 7, 2025, and April 25, 2025. NVCI training provides best practices to safely recognize and respond to everyday crisis situations. Non-violent crisis intervention training equips our GYPSD staff with skills to safely de-escalate and manage crises without resorting to physical restraints. It focuses on preventing, de-escalating, and responding to crisis behavior through verbal de-escalation techniques, understanding the perspective of the person in distress, and utilizing various non-restrictive intervention methods.

### ***Alberta School Employee Benefit Plan (ASEBP) - Employee Benefit Plan***

The Human Resources team meets with a wellness coordinator from ASEBP every two months. During these meetings, the team brings forward any questions or concerns presented by staff or trends they are seeing. The ASEBP wellness coordinator will provide suggestions and feedback on how to move wellness forward within our Division.

At the beginning of each school year, the Human Resources team provides each school with ASEBP posters highlighting health and wellness resources and support. The posters are strategically labeled to be posted and cycled through each month; the posters raise awareness of particular concerns throughout the year. For example, to illustrate May's focus on mental health, the May poster provides information and resources our employees can access.

### ***GreenShield - Employee and Family Assistance Provider (EFAP)***

*GreenShield* is a Canadian company aiming to create the world's most accessible EFAP offering:

- robust and 100% confidential service
- online booking option
- services can be utilized online, in-person, or over the phone
- counsellors are available for booking during the day, evening and weekend;
- emergency helplines may be accessed 24/7
- an online dashboard for employees and each of their dependents that is focused around their own individual needs
- employees and their dependents can choose from over 50 matching options - including language, gender, religion, topic specialists - to find the right counselor fit for them
- employees and their dependents each have four free hours within the service categories of: Individual Counselling, Couples Counselling, Health Coaching, Career Coaching, and Life Transitions
- once employees have accessed the four hours within a category, they may continue with the same counselor at a subsidized rate and can make claims under ASEBP's psychological services (\$1,200 per year)

- no hourly access limit for financial, or legal services
- employees also have access to Tranquility by GreenShield, a free internet cognitive behavioural therapy (iCBT) program. Through interactive learning modules, users will learn positive coping strategies and skills to help effectively reduce mild to moderate symptoms of anxiety and depression
- NEW services offered by *Greenshield* this year:
  - Noojimo Health: Culturally safe mental wellness care for Indigenous people by an Indigenous care provider.
  - Mightier: A game-based mental health program built for kids ages 5 – 17. Mightier is clinically validated, helping children to explore their emotions and build coping skills through play.
  - GreenShield Well-being: A holistic approach to healthy living through personalized strategies and care plans that support mental and physical health, to help you achieve your health goals.
  - First Step: Six e-learning modules created with Michael Landsberg, provides a non-clinical approach to raising awareness and building mental health resiliency.

In 2024, the Division saw a 16.9% EFAP utilization rate with a 94% client satisfaction rating. Comparatively, the ASEBP benchmark for EFAP utilization is 6.1%. This indicates that our employees are well informed on the services available to them and are utilizing them for their benefit.

Each quarter the Human Resources team shares an HR Newsletter to all staff which has topics related to staff questions, staff health and wellness, and also including topics provided by the Wellness Navigator and BEST Coach Supervisors. This information is available in a “one stop shop” for staff members to be able to review and utilize either on their own or during staff meetings, staff memos or to post in staff common areas.

### **Educational Assistant Professional Learning**

The Inclusion Team planned professional learning sessions for the December and March Professional Development (PD) days for Educational Assistants, Therapy Aides, Family School Liaison Counsellors, Learning Support Teachers, and our GYPSD Bus Drivers. These were virtual sessions that participants could choose through the Consortium (previously known as ERLC). There were many topics to choose from, including *Math games and strategies for elementary and high school Educational Assistants, Strategies for Managing Diverse Behavior, Emotional De-escalation, and an Autism Spectrum Disorder presentation hosted by our internal Occupational Therapist, Speech-language Pathologist, and Certified Developmental Assistant.*

### **Mental Health and Wellness in Schools (Alberta Education Grant) - Wellness Navigators**

The programs currently being provided to students throughout Grande Yellowhead Public School Division by Wellness Navigators include;

### Universal Programming:

- Big Life Journals (Gr. 6-12)
- Counselor in the Classroom (Gr. 6-12)
- Healthy Relationships (Gr. 6-12)
- Buddha Boards and Brain Smoothies (K- Gr.12)
- Kelso's Choice (K- Gr. 5)
- Open Parachute (Gr. 1-12)
- Mental Health Literacy (Gr. 1- 12)
- Emotional Regulation and Problem Solving Lessons (Gr. 6-12)

### Targeted Group Programming:

- One Circle (Gr. 7-12)
- Social Skills Groups
- Peer Mentorship Program

### Awareness and Outreach Initiatives:

- Suicide Prevention Day (September)
- World Mental Health Day (October)
- Mental Illness Awareness Week (October)
- Truth and Reconciliation Day (October)
- World Teachers Day (October)
- Bell Let's Talk (January)
- Random Acts of Kindness Day (February)
- Pink Shirt Day (February)
- World Sleep Day (March)
- Emergency Preparedness Week (May)
- Mental Health Week (May)
- Community Wellness Fairs (May) Hinton, Jasper and Edson hosted Wellness Fairs to bring together community vendors, sharing a wealth of resources, and engaging in teachable moments.

Year-Round Out-of-School Activities: Including lunch hour groups, after-school sessions, and non-school day activities. Examples include:

- Identity-based groups (Gender Sexual Alliances, Student Unions, Indigenous Youth Groups)
- Sports activities (biking, disc golf, skiing, hiking, baseball, run club, skating)
- Creative and recreational sessions (art, writing, garden clubs, park play days, D&D, board games)

### Additional Support Initiatives:

- Hygiene closets which provided free access to essential toiletries for use both at school and at home if the students required it.

- Bathroom readers and bulletin boards were changed regularly in all schools to provide access and awareness about confidential mental health supports, in school supports, awareness dates and different well-being tips.
- Parents' Corners were initiated in year two to provide caregivers with a digital well-being newsletter on a different weekly evidence based topic.
- Information tables at community events and parent-teacher interviews.
- Family Connection Nights and Mother-Daughter One Circle groups were implemented by some Navigators to strengthen family relationships.

The Wellness Navigators are provided with a baseline of ongoing professional development that has included;

- Mental Health Literacy
- Mental Health First Aid
- Health Information Act (HIA)
- Freedom of Information and Protection of Privacy (FOIP)
- Applied Suicide Intervention Training (ASIST)
- One Circle Foundation Facilitator Training - Boys & Girls Circle
- Shaping the Future Conference
- Yearly allotted funds for Personal Professional Development - planned and approved by Supervisor & Senior Management
- One on one meetings for support with the Wellness Navigator Supervisor

### **Alberta Health Services Mental Health Capacity Building In Schools Initiative (B.E.S.T. (Bringing Empowered Students Together))**

The programs currently being provided to students throughout Grande Yellowhead Public School Division by B.E.S.T. include:

- WeThinkers: K-2
- Kimochis: K-3
- Slumberkins: K-3
- Kelso's Choice: K-4
- Kindness Curriculum: Grades 2 and 3
- Kelso's Character Building: Grades 1-3
- Worry Woos: K-3
- MindUp: K-5
- Go-Zen: Grades 3-6
- Teen Mental Health Literacy: Grades 7 and 8
- A Little Spot of Feelings and Emotions: Grades 1-3
- Superflex: Grade 3-5
- Big Life Journal - Growth Mindset: Grades 2 - 6 and Grade 9
- Random Acts of Kindness Curriculum: Grades 4 and 5
- Choose Love Movement - Grades 1-8
- Second Step: Grades 2-8

- Open Parachute: K-7
- Elementary Mental Health Curriculum: Grade 4-6
- Friendship Skills Lessons: K-3
- Emotional Regulation and Problem-Solving Lessons: Grades 1-8
- Mindfulness Activities: K-8

The B.E.S.T. program supported the following awareness days by bringing in various activities, challenges, presenters, and/or presentations:

- Mental Illness Awareness Week
- Bell Let's Talk Day
- Random Acts of Kindness Week
- Pink Shirt Day
- Mental Health Week

The B.E.S.T. program supported *Mental Health Awareness Week* and *Hats On For Mental Health*, May 5-9, 2025, for students, staff, and community members in the following ways:

- Coffee With a Cause
  - Elementary students across the division decorated coffee cup sleeves with positive pictures, messages, jokes, etc.
  - Coffee cup sleeves were dropped off at local coffee shops in each zone where there was a B.E.S.T. Coach to be handed out to the public
- School-wide hat decorating at Jasper Elementary
- School-wide Zumba at Jasper Elementary
- Chalk the Walk
- Mindful mental health walks
- Mental health awareness presentations
- Mental health games

B.E.S.T. supports schools in bringing in presentations from outside agencies based on the needs and requests of the schools. This year, B.E.S.T. brought in:

- *Supporting Our Kids Through Anxiety and Wildfire Stress* - Aynsley Graham

The B.E.S.T. team also provides out of school programming during all school breaks, including summer. Many of these programs are offered in partnership with community agencies. Some of the programs include:

- Story and Crafts at public libraries
- Family Winter Fun Days
- Pop Up Park and Play
- Drop-In Art
- Summer Reading Tents
- FCSS Kids Conference
- Family Hikes/Walks
- Mindful Walks
- Mental Health Movie Matinees
- Gardening Club

- Kids activities at Farmers' Markets
- Winter Fun Days
- Soap Making
- Cooking Club
- Girls Circle
- Photography Club
- Intergenerational Crafts and Stories with Seniors
- Sponsored Swims
- Community Picnics
- Jumbo Yard Games
- Teddy Bear Picnic

The B.E.S.T. Coaches are provided with a baseline of ongoing training that includes:

- Non-Violent Crisis Intervention Training
- Bi-monthly Targeted Professional Development
- Mental Health Literacy
- Mental Health First Aid
- Health Information Act (HIA)
- Freedom of Information and Protection of Privacy (FOIP)
- Applied Suicide Intervention Skills Training (ASIST)
- Shaping the Future Conference
- First Aid
- Individual skill-building workshops, courses, and trainings
- 1:1 meetings for support with the B.E.S.T. Program Manager

In addition to the bathroom readers and bulletin boards, support for positive Mental Health in schools include;

- daily/weekly/monthly announcements
- school posters
- awareness presentations
- regular classroom programming
- lunch time programming
- after school programming

### **Family School Liaison Counsellors (FSLC)**

FSLCs provide individual and small-group supportive counselling for students. They also link the school, the family, and community agencies. They produce monthly reports used at the school and divisional level to inform planning and interventions.

FSLCs provide the following supports:

- support for families in accessing community-based supports;
- helping families reduce barriers to getting access to external services;
- work with numerous agencies to provide wrap-around support for students and families in need;
- support students through goal-based ongoing case planning;
- student advocates;

- facilitate and support student-led school leadership activities such as coordinating with the Town of Edson and Parkland Composite High School's GSA to paint a rainbow crosswalk.

FSLCs provide the following targeted programming:

- Restorative Circles
- Why Try - Building Resiliency
- Rainbows, Grief, and Loss
- Boys and Girls Groups - Social Skills and Relationship Building
- supportive attendance programs
- tea talks
- mindfulness groups
- talking circles in collaboration with BEST
- Gay Straight Alliances (GSA)
- games groups in collaboration with BEST

FSLCs have a baseline of training that includes;

- levels one and two of Violent Threat Risk Assessment (VTRA)
- Non-Violent Crisis Intervention Training (NVCI)
- targeted Professional Development (PD)
- as needed one-on-one meetings for support with the Divisional Psychologist
- Applied Suicide Intervention Skills Training (ASIST)

## **Conclusion**

The Division works to ensure students feel a sense of belonging and acceptance. This leads to student personal growth, development, and lifelong success. The Division is committed to providing each staff member with a welcoming, caring, respectful, and safe work environment. The resources available to staff ensure individual support selection is personalized, relevant, and private. Staff wellness lends a hand to student learning success; staff and student health and wellness are critical to a healthy system.

## 10.4

### Administrative Report

June 18, 2025

To: Board of Trustees  
From: Dr. Parsons, Superintendent of Schools  
**Subject: Required Instructional Minutes: 2025/2026**  
Originator: M. Auriat, Assistant Superintendent, Human Resources  
Resource: GYPSD School Principals

### **RECOMMENDATION**

That the Board receives a report on Required Instructional Time for the 2025/2026 school year as information.

### **REPORT**

#### **Governance Implications:**

As per the *Education Act* (205), *contracts of employment* establish teaching days, and unless agreed to by the teacher, “a board may not require a teacher to instruct students (a) for more than 1100 hours in a school year, or (b) for more than 200 teaching days in a school year.” As per the *Funding Manual for School Authorities*, school jurisdictions must provide students with the minimum instructional hours as part of the allocation criteria for the Base Instruction Grant.

#### **Context of Recommendation:**

Principals build schedules to ensure required instructional time allocations are addressed to meet subject learning outcomes and that the whole-school schedule is optimized for student growth and success. Knowing the total number of scheduled instructional hours is also essential for teachers, allowing for effective program development, instructional design, differentiation, task implementation, and learning assessment.

As required:

- students in Grades 10 through 12 have access to a *minimum* of 1000 instructional hours per year;
- students in Grades 1 to Grade 9 have access to a *minimum* number of 950 instructional hours per year.

Instruction is the process in which Alberta certificated teachers take responsibility for ensuring that learning activities are directed toward achieving the outcomes of approved programs of study and/or Individualized Program Plans (IPPs).

**Instructional time:**

Instructional time includes time scheduled for purposes of instruction, examinations/testing, and other student activities where direct student–teacher interaction and supervision are maintained.

Instructional time does not include:

- Teachers' Convention
- professional development days
- parent–teacher interview days
- teacher planning days
- staff meetings
- statutory and school authority-declared holidays
- lunch breaks
- recesses
- breaks between classes
- supervised study halls
- time taken for the registration of students
- extracurricular activities
- graduation/commencement rehearsals and ceremonies

School instructional times for all zones are attached below.

**Conclusion:**

Maintaining instructional time is essential, as it not only has fiscal implications but also an effect on teacher efficacy and student achievement. Instructional hours support the implementation of classroom activities designed for students to acquire learning outcomes and ensure the programming needs of students are met.

<b>Lobstick Zone</b>		<b>Grand Trunk</b>	<b>Evansview</b>	<b>Wildwood</b>	<b>Niton</b>	
		Regular Day	Regular Day	Regular Day	Regular Day	Early Dismissal
<b>School Day Start</b>		8:45 AM	8:30 AM	8:26 AM	8:40 AM	8:40 AM
<b>Classes Start</b>		8:45 AM	8:35 AM	8:40 AM	8:40 AM	8:40 AM
<b>Morning Recess</b>	Start	10:10 AM	10:30 AM	10:00 AM	10:25 AM	10:25 AM
	End	10:15 AM	10:45 AM	10:15 AM	10:40 AM	10:40 AM
<b>Lunch Break</b>	Start	11:40 AM	12:00 PM	11:35 AM	11:50 AM	11:50 AM
	End	12:20 PM	12:40 PM	12:20 PM	12:35 PM	12:35 PM
<b>Afternoon Recess</b>	Start	1:45 PM	2:00 PM	1:40 PM	1:45 PM	
	End	1:50 PM	2:15 PM	1:55 PM	2:00 PM	
<b>Other Breaks:</b>						
Afternoon Pack-Up	Start			3:15 PM		
	End			3:25 PM		
	Start					
	End					
	Start					
	End					
<b>Afternoon Dismissal</b>		3:15 PM	3:05 PM	3:25 PM	3:15 PM	1:00 PM
<b>Total Time</b>		5:40	5:20	5:20	5:20	3:20
<b>Total Minutes</b>		340	320	320	320	200
<b>Instructional Days</b>		183	183	183	182	1
<b>Instructional Hours</b>		1,037	976	976	970.7	3.3
<b>Total Instructional Hours</b>		<b>1,037</b>	<b>976</b>	<b>976</b>	<b>974</b>	

Edson Zone		Fulham		Mary Bergeron		Westhaven	
		Regular Day	Early Dismissal	Regular Day	Early Dismissal	Regular Day	Early Dismissal
School Day Start		8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
Classes Start		8:35 AM	8:35 AM	8:34 AM	8:34 AM	8:35 AM	8:35 AM
Morning Recess	Start	10:30 AM	10:30 AM	10:15 AM	10:15 AM	10:45 AM	10:45 AM
	End	10:45 AM	10:45 AM	10:30 AM	10:30 AM	11:00 AM	11:00 AM
Lunch Break	Start	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
	End	12:50 PM	12:50 PM	12:50 PM	12:50 PM	12:50 PM	12:30 PM
Afternoon Recess	Start	2:00 PM		1:50 PM		1:50 PM	
	End	2:15 PM		2:05 PM		2:05 PM	
Other Breaks:							
	Start						
	End						
	Start						
	End						
	Start						
	End						
Afternoon Dismissal		3:08 PM	1:00 PM	3:15 PM	1:00 PM	3:07 PM	1:00 PM
Total Time		5:13	3:20	5:21	3:21	5:12	3:14
Total Minutes		313	200	321	201	312	221
Instructional Days		182	1	182	1	182	1
Instructional Hours		949.4	3.33	973.7	3.35	946.4	3.67
Total Instructional Hours		952.73		977.05		950.07	

Edson Zone		Pine Grove	Pine Grove	Parkland	Parkland
		Regular Day	Early Dismissal	Regular Day	Early Dismissal
School Day Start		8:30 AM	8:30 AM	8:30 AM	8:30 AM
Classes Start		8:35 AM	8:35 AM	8:33 AM	8:33 AM
Morning Recess	Start	9:55 AM	9:55 AM	9:57 AM	9:55 AM
	End	10:10 AM	10:10 AM	10:08 AM	10:08 AM
Lunch Break	Start	11:30 AM	11:30 AM	11:30 AM	11:30 AM
	End	12:20 PM	12:20 PM	12:20 PM	12:20 PM
Afternoon Recess	Start	1:40 PM		1:42 PM	
	End	1:55 PM		1:53 PM	
Other Breaks:					
PG: Break between Period 1 & 2  Parkland: Flex transition to class	Start				
	End				
PG: Break between Period 3 & 4	Start				
	End				
PG: Break between Period 7 & 8	Start				
	End				
Afternoon Dismissal		3:15 PM	1:00 PM	3:15 PM	1:00 PM
Total Time		5:20	3:20	5:30	3:24
Total Minutes		320	200	330	204
Instructional Days		182	1	182	1
Instructional Hours		970.74	3.3	1,001	3.4
Total Instructional Hours		974		1,004.4	

Hinton Zone			Crescent Valley		Mountain View		Harry Collinge	
			Regular Day	Early Dismissal	Regular Day	Early Dismissal	Regular Day	Early Dismissal
School Day Start			8:30 AM	8:30 AM	8:28 AM	8:30 AM	8:30 AM	8:30 AM
Classes Start			8:35 AM	8:35 AM	8:35 AM	8:35 AM	8:30 AM	8:30 AM
Morning Recess	Start		10:15 AM	10:15 AM	10:15 AM	10:15 AM		
	End		10:30 AM	10:30 AM	10:30 AM	10:30 AM		
Lunch Break	Start		11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:24 AM	11:30 AM
	End		12:10 PM	12:10 PM	12:10 PM	12:10 PM	12:11 PM	12:15 PM
Afternoon Recess	Start		1:45 PM		1:45 PM			
	End		2:00 PM		2:00 PM			
Other Breaks:								
HCHS: Morning Break	Start						9:53 AM	
	End						10:01 AM	
HCHS: Afternoon Break	Start						1:34 PM	
	End						1:42 PM	
	Start							
	End							
Afternoon Dismissal			3:00 PM	1:00 PM	3:00 PM	1:00 PM	3:07 PM	1:00 PM
Total Time			5:15	3:30	5:17	1:30	5:34	3:45
Total Minutes			315	210	317	110	334	225
Instructional Days			182	1	182	1	182	1
Instructional Hours			955.5	3.5	961.6	1.8	1013.1	3.75
Total Instructional Hours			959		963.4		1,016.85	

Jasper Zone			Jasper Elementary		Jasper Junior High		Jasper Senior High	
			Regular Day	Early Dismissal	Regular Day	Early Dismissal	Regular Day	Early Dismissal
School Day Start			8:27 AM	8:27 AM	8:15 AM	8:15 AM	8:15 AM	8:15 AM
Classes Start			8:30 AM	8:30 AM	8:17 AM	8:17 AM	8:17 AM	8:17 AM
Morning Recess	Start		10:30 AM	10:30 AM	10:10 AM	10:10 AM	10:10 AM	10:10 AM
	End		10:45 AM	10:45 AM	10:15 AM	10:15 AM	10:15 AM	10:15 AM
Lunch Break	Start		12:15 PM		12:05 PM		12:05 PM	
	End		1:00 PM		1:00 PM		1:00 PM	
Afternoon Recess	Start							
	End							
Other Breaks:								
Classroom Transition	Start				9:14 AM	9:14 AM	9:14 AM	9:14 AM
	End				9:16 AM	9:16 AM	9:16 AM	9:16 AM
Classroom Transition	Start				11:09 AM	11:09 AM	11:09 AM	11:09 AM
	End				11:11 AM	11:11 AM	11:11 AM	11:11 AM
Classroom Transition	Start				1:54 PM		1:54 PM	
	End				1:56 PM		1:56 PM	
Afternoon Dismissal			2:50 PM	12:00 PM	2:50 PM	12:00 PM	4:00 PM	12:00 PM
Total Time			5:20	3:15	5:27	3:34	6:37	3:34
Total Minutes			320	195	327	215	397	214
Instructional Days			182	1	182	1	182	1
Instructional Hours			970.7	3.25	991.9	3.56	1204.2	3.56
Total Instructional Hours			973.95		995.46		1,207.76	

Grande Cache Zone		Sheldon Coates		Summitview		Grande Cache High	
		Regular Day	Early Dismissal	Regular Day	Early Dismissal	Regular Day	Early Dismissal
School Day Start		8:30 AM	8:30 AM	8:20 AM	8:20 AM	8:30 AM	8:30 AM
Classes Start		8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
Morning Recess	Start	10:10 AM	10:10 AM	10:00 AM	10:00 AM		
	End	10:25 AM	10:25 AM	10:15 AM	10:15 AM		
Lunch Break	Start	11:40 AM		11:45 AM		11:21 AM	
	End	12:20 PM		12:30 PM		12:21 PM	
Afternoon Recess	Start	1:40 PM		2:00 PM			
	End	1:55 PM		2:05 PM			
Other Breaks:							
GCCHS: Class transition	Start					9:54 AM	9:20 AM
	End					9:57 AM	9:23 AM
GCCHS: Class transition	Start					1:44 PM	10:13 AM
	End					1:47 PM	10:16 AM
GCCHS: Class transition	Start						11:06 AM
	End						11:09 AM
Afternoon Dismissal		3:00 PM	12:00 PM	2:55 PM	12:00 PM	3:11 PM	12:00 PM
Total Time		5:40	3:15	5:20	3:15	5:36	3:21
Total Minutes		340	195	320	195	336	201
Instructional Days		182	1	182	1	182	1
Instructional Hours		970.7	3.15	970.7	3.25	1019.2	3.35
Total Instructional Hours		973.95		973.95		1,022.55	

**Administrative Report**

**June 18, 2025**

To: Board of Trustees  
From: Dr. Parsons, Superintendent of Schools  
**Subject: Professional Growth Committees**  
Originator: M. Auriat, Assistant Superintendent, Human Resources  
Resource: Finance

**RECOMMENDATION**

That the Board receives a report on Professional Growth Committees as information.

**REPORT**

**Governance Implications:**

Teacher, Support Staff, and Leader Excellence is a Board Priority. Regular professional development for staff is essential for growth of the Division and continuity of programming. Professional development aids in staff ability to support student learning outcomes and student achievement.

**Context of Recommendation:**

ATA members have \$2,500 allocated per year for Professional Growth activities and an additional \$2,000 allocation for Masters, Doctoral and/or Leadership Quality Standard Certification.

If a CUPE support staff member attends a first conference at a total claim cost under two hundred and fifty dollars (\$250.00), they may request to attend a second conference in the same school year, provided funds are available.

**ATA Professional Growth Committee:**

- Professional Growth Fund contributions are written within the ATA Collective Agreement and *Administrative Procedure 423*
- Committee is required to meet up to 5 times annually.
  - 2024-2025 committee met 6 times.
- Professional Growth requests must be signed by Principal and/or Superintendent and sent to the ATA PG Chair who then submits to the Finance Department for reimbursement.

- Committee consists of:
  - One (1) ATA Professional Development Chair or a designate;
  - One (1) teacher representative from each of the five (5) zones; if a Zone Representative position is shared, the zone only has one vote;
  - Three (3) Senior Administration
- As per the Collective Agreement:
  - Funds not expended each year will be added to the total the following year to a maximum of 40 per cent of the total funds available for that year.
- ATA members can access up to \$2,500 per year and an additional \$2,000 allocation for a Masters, Doctoral and/or Leadership Quality Standard Certification.
- See Table 1 for ATA Professional Growth utilization rates for 2024-2025.

#### **CUPE Professional Growth Committee:**

- Professional Growth Fund is written within the Collective Agreement & Administrative Procedure 443
- Committee meets at least once per year.
  - 2024-2025 the committee will have met one time, in June.
- Committee consists of four CUPE representatives and two administrative representatives.
- Professional Growth requests are sent to the CUPE PG Chair who distributes them to Committee members for approval via email.
- Professional Growth must align with employee's Professional Growth Plan
- As per the Collective Agreement, the Division contributes \$10,000 per year.
- Administrative representatives have encouraged committee members to further promote the use of this fund throughout its membership.
- See Table 2 for CUPE Professional Growth utilization rates for 2024-2025.

#### **Conclusion:**

Professional growth of staff is essential; it supports the implementation of classroom activities designed for students to acquire learning outcomes and ensures the programming needs of students are met. The funds support ATA and CUPE staff to acquire skills, knowledge, and expertise to excel in their assignments. GYPSD supports staff development at every level.

**Table 1 - ATA Professional Growth Utilization**

<b>ATA Professional Growth Utilization</b>	
<u>(as of June 9, 2025)</u>	
<b>Available Balance:</b>	
Opening balance - September 1, 2024	\$ 121,757
Current year contribution	\$ 312,468
Total Available Balance	<u>\$ 434,225</u>
<b>Expensed:</b>	
Total Payments Made as of June 9, 2025	\$ 245,931
Total Available Balance	<u>\$ 188,294</u>
<b>Estimated:</b>	
Estimated Remaining Claims	\$ 63,307
<b>Estimated Year-End Balance</b>	<b><u>\$ 124,987</u></b>

**Table 2 - CUPE Professional Growth Utilization**

CUPE Professional Growth Utilization	
(as of June 9, 2025)	
<b>Available Balance:</b>	
Opening balance - September 1, 2024	\$ 36,917
Current year contribution	\$ 10,000
Total Available Balance	<u>\$ 46,917</u>
<b>Expensed:</b>	
Total Payments Made as of June 9, 2025	\$ 4,581
<u>Total Available Balance</u>	<u>\$ 42,336</u>
<b>Estimated:</b>	
Estimated Remaining Claims	-
<b>Estimated Year-End Balance</b>	<b><u>\$ 42,336</u></b>