



Grande Yellowhead Public School Division

BOARD OF TRUSTEES

A G E N D A

August 20, 2025

Meeting Number 1

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

Livestream GYPSD Public Board Meetings at:
https://www.youtube.com/channel/UC0YSXQleW7cJiFz_rY2ioQA/featured

For information regarding the Public Board meeting, please contact Katie Brook at
780-725-1775 or by email at: katebroo@gypsd.ca.

BOARD OF TRUSTEES REGULAR MEETING

August 20, 2025

Meeting #1, 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 June 18, 2025

3. BUSINESS ARISING FROM THE MINUTES

4. DELEGATION / PRESENTATION

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

5. SPOTLIGHT ON STUDENTS – N/A

6. PUBLIC COMMENT PERIOD

7. ACTION ITEMS

- 7.1. Old
- 7.2. New
 - 7.2.1. Board Self-Evaluation
 - 7.2.2. External Facilitator for Board Orientation
 - 7.2.3. General Elections 2025 – New Returning Officer and Substitute Returning Officer

8. BOARD CHAIR REPORT

- 8.1. Correspondence and Information
 - 8.1.1. Minister of Education and Childcare – Provincial Funding Request for Compensation for Local CUPE Bargaining Agreement – Response Letter
 - 8.1.2. Meeting with Yellowhead County – Mayor Wade Williams and CAO Luc Mercier
 - 8.1.3. Meeting with Minister of Infrastructure Honourable Martin Long

8.1.4. School Trustee Election Video

9. SUPERINTENDENT REPORT

9.1. Superintendent Report

RECESS BREAK

10. ADMINISTRATION REPORTS

- 10.1. Division Operations Monthly Report
- 10.2. 2024/2025 School Year end Audit Plan
- 10.3. School Library Materials Update – Ministerial Order
- 10.4. ATA PD Funds Breakdown

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:*
 - September 17, 2025, Public Board Meeting (10 am)
 - Closed to the Public:*
 - September 17, 2025, Committee of The Whole Meeting (9 am)
- 12.2. Notice of Motion
- 12.3. Future Agenda Items

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 11

June 18, 2025 – 10:00 a.m.

Education Services Center, Edson, AB

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

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:

Dr. Parsons, Superintendent of Schools
K. Scobie, Assistant Superintendent
J. Lin, Secretary-Treasurer
C. Aschenmeier, Assistant Superintendent – Division Services and Supports
M. Auriat, Assistant Superintendent – Human Resources
C. Van Neck, Director of Transportation
N. Gilks, Director of Communications and Special Projects
L. Lee, Director of Information Technology
L. Liu, Director of Finance
A. Corser, Director of Inclusion
E. Wallace, Wellness Navigator Supervisor
C. Bostrom, BEST Program Supervisor
E. Bezzola, Behaviour Specialist
K. Brook, Senior Executive Assistant

CALL TO ORDER

Chair Karpluk called the meeting to order at 1017 hours.

NATIONAL ANTHEM

LAND ACKNOWLEDGEMENT

ANNOUNCEMENTS

- June is Pride Month
- June is National Indigenous History Month
- Congratulations to all our graduate across the Division
- Another congratulations Kandis Gilks, Jennifer Albrecht, and Heather Kennedy as they graduate from their Masters program today

- To all those retiring this year, thank you for your dedication and services to our students and their schools

CHANGES TO THE AGENDA

8.1.4 – Correspondence from Yellowhead County

2025-056

APPROVAL OF THE AGENDA

Trustee Bobilek moved that the Board approve the agenda, as ammended.

Carried Unanimously

2025-057

APPROVAL OF THE MINUTES

Trustee Karpluk moved that the Board approve the minutes of the Public Board Meeting of May 21, 2025.

Carried Unanimously

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

None.

SPOTLIGHT ON STUDENTS

None.

PUBLIC QUESTION PERIOD

None.

ACTION ITEMS

2025-058

2025/26 Schedule of Board Meeting Dates

Trustee Fowler moved that the Board approve the 2025/26 schedule of Public Board Meetings.

Carried Unanimously

2025-059

Repeal Former Election Bylaw

Trustee Caputo moved that the Board of Trustees repeal Bylaw 2021-05 regarding the opening times of polling stations.

Carried Unanimously

2025-060

General Election 2025

Trustee Mines moved that 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.

Carried Unanimously

2025-061

First Reading of Bylaw 2025-05

Trustee Mines moved that the Board approve the first reading of Bylaw No. 2025-05, as follows:

**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 18TH DAY OF JUNE, 2025

Carried Unanimously

2025-062

Second Reading of Bylaw 2025-05

Trustee Mines moved that the Board approve the second reading of Bylaw No. 2025-05, as follows:

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

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 SECOND TIME THIS 18TH DAY OF JUNE, 2025

Carried Unanimously

2025-063

Approve a Third Reading of Bylaw 2025-05

Trustee Bobilek moved that the Board of Trustees approve the third reading of Bylaw 2025-05 at this meeting.

Carried Unanimously

2025-064

Third Reading of Bylaw 2025-05

Trustee Caputo moved that the Board approve the third reading of Bylaw No. 2025-05, as follows:

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

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 THIRD TIME THIS 18TH DAY OF JUNE, 2025

Carried Unanimously

2025-065

Joint Use Participation Agreement – Town of Edson

Trustee Fowler moved that the Board approve the proposed new Joint Use Participation Agreements between GYPSD and the Town of Edson.

Carried Unanimously

2025-066

Joint Use Participation Agreement – Town of Hinton

Trustee Fowler moved that the Board approve the proposed template and addendum changes to the Joint Use Agreements between GYPSD and the Town of Hinton.

Defeated Unanimously

2025-067

Joint Use Participation Agreement – Municipality of Jasper

Trustee Caputo moved that the board approve the proposed new Joint Use Participation Agreements between GYPSD and the Municipality of Jasper.

Carried Unanimously

2025-068

Update to Policy 08 – Committee of the Board

Trustee Bobilek moved that the Board of Trustees approve the update to Policy 08, *Committee of the Board*.

Carried Unanimously

2025-069

Update to Policy 16 – Recruitment and Personnel Selection

Trustee Bobilek moved that the Board of Trustees approve the update to Policy 16, *Recruitment and Personnel Selection*.

Carried Unanimously

2025-070

Letter of Support for Friends of Pembina Learning Society Re: Playground Grant Applications

Trustee Caputo moved 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.

Carried Unanimously

BOARD CHAIR REPORT

Chair Karpluk Shared:

- Highlights of ASBA, PSBAA, & Rural Caucus
- Invitation from MLA Getson – Town Hall Meeting, June 19th, 2025
- Election Trustee Video
- Yellowhead County Correspondence

SUPERINTENDENT'S REPORT

Assistant Superintendent Scobie reported on all the activities he has been leading since the last Public Board meeting on May 21, 2025.

The Public Board Meeting recessed at 1111 hours.

The Public Board Meeting reconvened at 1123 hours.

ADMINISTRATION REPORTS

Division Operations: Department Updates

The Board received a presentation from all department heads on the work that was carried out since the last Public Board Meeting on May 21, 2025.

Third Quarter Financial Update

The Board received the Third Quarter Financial Update, as information.

Division Health and Wellness Supports and Initiatives Year-End Report

The Board received 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.

The Public Board Meeting recessed at 1232 hours.

The Public Board Meeting reconvened at 1319 hours.

Third Quarter Financial Update Continuation

The Board received additional information regarding the Third Quarter Financial Update.

Required Instructional Minutes: 2025/2026

The Board received a report on Required Instructional Time for the 2025/2026 school year, as information.

Professional Growth Committees

The Board received a report on Professional Growth Committees, as information.

Transportation Fees

The Board received a report on Transportation Fees, as information.

Charter Expenses Report 2024-2025

The Board received a report on Charter Expenses per zone for the 2024-2025 school year from Transportation services, as information.

TRUSTEE REPORTS

Connections to Board Governance Work Plan Calendar

No Report.

Board Policy Committee

The Policy Committee met on June 17th and will have a few policies to bring forward at the August Board Meeting.

Recognition of Employees Committee

The Recognition of Employees Committee shared with the Trustees that there are 14 retirees this year and 13 are eligible to receive the gift from the Board.

Board Planning Seminar Committee

The Board Planning Seminar Committee will be meeting on June 24th for the Board Evaluation and Planning.

Board Negotiations Committee

The Board will need to go into Closed Session to discuss.

Board Finance Committee

The Board will need to go into Closed Session to discuss.

Board Representatives

- **PSBAA – Work Plan Update**

- The Board would like to express their appreciation for their relationship with PSBAA. Trustee Fowler has shared a chart regarding fees with all Trustees.

- **ASBA Zone 2/3**

- The final meeting is Friday, June 20th

FUTURE BUSINESS

Meeting Dates

Board – Open to Public

August 20, 2025 Public Board Meeting (10:00 a.m.)

Committees – Closed to Public

August 20, 2025 Committee of the Whole Meeting (9:00 a.m.)

Notice of Motion

None.

Future Agenda Items

Trustee Caputo requested to look at 2024/2025 advocacy items.

2025-071

Closed Session

Trustee Mines moved that the Board go into closed session at 1414 hours.

Carried Unanimously

2025-072

Out of Closed Session

Trustee Fowler moved that the Board come out of closed session at 1513 hours.

Carried Unanimously

2025-073

P-Card Details

Trustee Mines moved that the Board of Trustees approve a recommendation from the Finance Committee that P-Cards will have sufficient details including the receipt, detailed description of expenses, and delivery site if not the place of business.

Carried Unanimously

2025-074

Central Leadership Contracts

Trustee Mines moved that the Board of Trustees approve a recommendation from the Finance Committee, that the Board will receive information annually on contracts and/or payouts, including Central Leadership and Consultants.

Carried Unanimously

2025-075

ADJOURNMENT

Trustee Caputo moved for adjournment at 1518 hours.

Carried Unanimously

X

Dale Karpluk
Board Chair

X

Jun Lin
Secretary-Treasurer

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

Subject: Board Self Evaluation and Goals for 2024/25

Originator: D. Karpluk, Board Chair (Jasper)

RECOMMENDATION

That the Board approve that the 2024/25 Board Self-Evaluation that took place on June 24, 2025.

Governance Implications:

The Board of Trustees has fulfilled its responsibility to annually self-evaluate the Board's effectiveness in meeting performance indicators and determining a positive path forward as outlined in Board Policy 2 (6.2).

Context of the Report:

To ensure that the Board engages in annual assessments of its effectiveness, the Board contracted an external consultant to assist in facilitating the Board self-evaluation process referenced in Board Policy 2. The Board conducted its self-evaluation process on June 24, 2025, where they updated the Board Annual Work Plan, Trustee Handbook, and developed goals for the 2025/26 school year.

Conclusion:

That the Board approves their 2025/26 goals and that the Board Chair be authorized to monitor their progress on these goals for 2025/26, identifying priorities and bringing items forward for the Board's consideration.

7.2.2

Action Item August 20, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

Subject: External Facilitator for Board Orientation

Originator: D. Karpluk, Board Chair

RECOMMENDATION

That the Board of Trustees engages Triple P HR Services Ltd. to facilitate the onboarding of the newly elected Grande Yellowhead Public School Division trustees following the October 20, 2025 election.

REPORT

Governance Implications:

Public School Boards are committed to ensuring strong public school education is available to all students across the province. The *Board Governance Work Plan Calendar* outlines the Board of Trustees' core focus and monthly schedule of tasks/expectations. Establishing clear goals and priorities for advocacy, policy, and direction supports the Board in identifying action areas in their governance work.

Context:

To support a smooth transition following the upcoming October election, we have engaged Triple P HR Services Ltd. to lead the orientation and onboarding of the newly elected Board of Trustees. This firm is led by former superintendent, Dennis Parsons, who has extensive experience in governance, leadership, and public education. His expertise will help ensure that new trustees are well-prepared to understand their roles, responsibilities, and the strategic direction of the division from the outset.

Conclusion:

That the Board of Trustees engage Triple P HR Consulting to facilitate the onboarding of the newly elected Grande Yellowhead Public School Division trustees following the October 20, 2025 election.

7.2.3

Action Item

August 20, 2025

To: Board of Trustees
From: K. Scobie, Superintendent of Schools
Subject: General Election 2025 – New RO and SRO
Originator: N. Gilks, Director of Communications and Special Projects

RECOMMENDATION

In preparation for the General Election to be held on October 18, 2025, it is recommended that the Board of Trustees approve the following:

Nikki Gilks, Director of Communications and Special Projects, be appointed as the Returning Officer; and Katelyn Brook, Senior Executive Assistant, be appointed as the Substitute Returning Officer.

REPORT

At the November 20, 2024, Public Board Meeting, the Board approved the appointment of Jun Lin as the Returning Officer and Leo Liu as the Substitute Returning Officer for the 2025 Elections.

Mr. Lin and Mr. Liu are leaving their positions at the Division prior to the completion of the 2025 Elections thus the Board needs to appoint a new Returning Officer and a new Substitute Returning Officer.

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*.

Under the *Local Authorities Election Act* (Election Act):

1. Section 13(1), an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-

Superintendent Report July/August 2025



Staffing Updates

#1 – Building Effective Relationships, #3 – Visionary Leadership, #4 – Leading Learning
#6 – School Authority Operations and Resources

As we started into summer, staffing at ESC was finalized. In early July, Trudi Rowlands was hired as the Assistant Superintendent Human Resources, Staff Relations & Leadership Development. Trudi begins work at the end of August and brings a wealth of experience both in Alberta and abroad. Trudi will join Kurt and Carra as the educational leaders at ESC.

In July, Tracie Cameron was hired as the new receptionist for ESC. Tracie brings years of experience as an EA, School Secretary, and Technology Support Analyst. The front office is getting a new desk and an upgraded paint job in time for the start of the school year. ESC will have a welcoming atmosphere whether you are coming to the building or calling to make an appointment.

Governance Core

#1 – Building Effective Relationships, #2 – Modeling Commitment to Professional Learning, #4 – Leading Learning

I started reading the Governance Core in July. This is my second governance book since starting back in central office. I also read the Ineffective Board Member in May. The Governance Core was completed as a book study by the current Board, and it has been great to connect my thoughts with the thoughts and actions of the current Board. Over the summer, I would read chapters and then share quotes from the chapters with the Board to spark discussion. It has been great to get feedback and gain understanding of the Board's perspective. I have really enjoyed how the individual trustee voice is shared while still respecting the idea that the Board is a cohesive group that has a unity of purpose that supports their shared moral imperative. That moral imperative is that all students can and will learn.

P. 2 The Governance Core

Our vision is of a governance system, school board, and superintendent working together as a cohesive, unified team with a common vision driven by a shared moral imperative.

PSBAA Modules

#2 – Modeling Commitment to Professional Learning, #4 – Leading Learning, #7 Supporting Effective Governance

Public School Board Association offers professional development that can be completed by trustees and superintendents. There are 21 modules total and I have completed 6 so far this summer.

Module 1 – Effective Governance Through Ethical Leadership

Module 2 – Effective Governance for Student Achievement and Well-Being: Boards Matter!

Module 3 – Roles and Responsibilities

Module 4 – Common Ground, Common Purpose: Key Relationships in School Boards

Module 5 – Performance Review:

Superintendent of Schools

Module 6 – The Strategic Role and Strategic Planning

I have been sharing my thinking with the Board and inviting feedback on my thoughts. This has been a great way to get to know all of the roles and responsibilities as we prepare to welcome the new Board.



CASS Summer Conference

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

In August, I attended my first CASS Summer Conference. For two days, we discussed Supporting Effective Governance. The PD work at College of Alberta School Superintendents complimented the books on governance and the summer work I was engaged in. Here are the topics we covered during this excellent professional development opportunity.

- Superintendent as an Activating Presence
- Communicate, Engage, and Advocate
- Fiduciary Duty and Public Assurance
- Policies and Processes



Principal & Central Leadership Connections

#1 – Building Effective Relationships, #2 – Modeling Commitment to Professional Learning, #3 – Visionary Leadership, #4 – Leading Learning, #6 – School Authority Operations and Resources

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

We have spent time this summer planning how we will support schools in the upcoming year. We have utilized members of our Central Leadership Team to plan the August and September DLTs for principals and the October DLT for Assistant Principals. We have laid out the timing for the development of School Continuous Improvement Plans, and how the important dates line up with the school calendar and the election of the new Board. We have also shared the important dates in two calendars. The key calendar for school leadership is the Principals' Calendar. This shared calendar will hold all of the important dates for the year and will improve communications between central office and school leadership. We will also be using Google Chat for quick group communications

To facilitate connections between schools and central office, we have assigned an initial contact for all principals with an educational leader in central office. Kurt, Trudi, and Carra will be visiting schools on an ongoing basis to gain the local knowledge necessary to support the learning in each school.

Board Self Evaluation

#1 – Building Effective Relationships, #2 – Modeling Commitment to Professional Learning, #3 – Visionary Leadership, #7 – Supporting Effective Governance

In late June, I worked with the Board to conduct the yearly self evaluation. We utilized Policy 2: The Role of Board to delve into the work of the Board for the last year. Changes from this in-depth review were seen in the Trustee Handbook, the Board's Annual Workplan, and an updated Committee of the Whole style and structure. The Board was open and thorough in their reflections and successfully put new structures in place to help the new Board to meet with success.

Kurt Scobie	Becky Koss - École Jasper Elementary School Mark Crozier - Jasper Junior/Senior High School Kristen Basaraba - Parkland Composite High School Jill Hammer - Sheldon Coates School
Carra Aschenmeier	Dan Burkinshaw - Crescent Valley School Paula Murphy - École Mountain View School Rose Rumball - Fulham Community School Steven Ripkens - École Pine Grove Middle School David MacDougall - Niton Central School Alan Stoyles - Wildwood School Deanna Lang - Evansview School
Trudi Rowlands	Ryan Maguhn - Harry Collinge High School John Hammer - Grande Cache Community High School Trina McKay - Summitview Middle School Janaya Marshall - École Westhaven School Darcy Reynolds - Mary Bergeron Elementary Heidi Zaddery - Grand Trunk High School

**Administrative Report
August 20, 2025**

To: Board of Trustees

From: K. Scobie, 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 June 18, 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"> • Mock Year End • Audit preparation • Prepare for Election • Year End budget review • Payroll team (Year-end Layoff, payout and Year-start 	<ul style="list-style-type: none"> • Transition to new Secretary Treasurer and hiring of Director of Finance

	recall etc.)	
Facilities B. Orge	<ul style="list-style-type: none"> • Schedule team's vacations • Summer painting projects • Summer flooring projects • GT modernization ongoing and schedule Phase 2 move in 	<ul style="list-style-type: none"> • Phase 2 move at GT • Painting and Flooring in schools • HC new RTU replacement • MV playground upgrade • JJSH Led lighting upgrade • ESC RTU replacement • MV roofing replacement • Niton Change rooms and staff bathroom upgrade. • HC paving
Technology L. Lee	<ul style="list-style-type: none"> • Finalize 25-26 K-9 reporting outcomes • Review Edtech platform usage and make adjustments to better support our divisional context • Year-end digital report card for all K-6 and our two 7-9 pilot schools • Plan PD for next year • Inventory DLL items • Supporting first-time delivery of Gr. 6 & 9 PATs and Part A humanities Diploma through Vretta - Digital assessment platform in 12 schools • Dossier updates - ISP and DRC to be uploaded to PASI via DSR (Digital student records module) • GTHS PC evergreening • GTHS Viewboards 	<ul style="list-style-type: none"> • Finish up GTHS evergreening • GTHS VoIP telephone conversion & training • Division VoIP platform upgrades and redundancy improvements • Licensing renewals for all platforms • Major revisions 25/26 to Reporting Outcomes • Bus WiFi discontinued - licensing and utilization • School startup prep • PD for IXL, Brisk & Vretta • Prep for PowerSchool MyPowerhub implementation (Parent portal alternative)
Learning Services C. Aschenmeier	<ul style="list-style-type: none"> • 2025/2026 planning • Alberta Education Assurance Measures Spring Data Initial Analysis 	<ul style="list-style-type: none"> • Teacher Consultant Onboarding • CASS Summer Learning Conference • Bill 27 template updates

	<ul style="list-style-type: none"> • Screening data: Early Years Assessment, Highest Level of Achievement (HLAT), Elk Island Math • August DLT • Vacation • Annual budget review • AP updates and track changes in curriculum and assessment 	<ul style="list-style-type: none"> • New Teacher Orientation • DLT Prep • Principal Calendar updates
Human Resources M. Auriat	<ul style="list-style-type: none"> • Summer recruitment • Return contracts for 25-26 • Benefit enrollments • Assignment updates for 25-26 • Review HR documents for any required updates • Update Atrieve routing • Update bell schedules • CASS/ASBOA summer conference • Vacation schedules 	<ul style="list-style-type: none"> • Reinstate employee assignments for the 25-26 school year • Reinstate employee benefits for the 25-26 school year • Continue recruitment campaigns • Employee files clean up and archive • Preparation for DLT • Principal Calendar updates
Inclusion Services A. Corser	<ul style="list-style-type: none"> • Transition meetings with Learning Teams at schools to plan what it looks like for students next year • Wrap-up meetings with our Deaf and Hard of Hearing Consultant and Blind and Low Vision Consultant • Wrap up team meetings with each team • Summer projects such as reviewing Inclusion APs and writing an LST Handbook • 	<ul style="list-style-type: none"> • CASS Summer Learning Conference • Preparation for start-up • Final Year-End Budget Review • Inclusion Strategic Planning Meeting • 2025/26 LISS Funding Info Session • Touch base with all new LST's
Transportation Services C. Van Neck	<ul style="list-style-type: none"> • Route optimization • Driver recruitment/training • Prep for new school year 	<ul style="list-style-type: none"> • Route adjustments • Preparation for start-up • Driver PD August 27 • Driver training/testing • Buddy's GY Bus Adventure
Communications Special Projects N.Gilks	<ul style="list-style-type: none"> • Wildfire Monitoring • Review APs related to comms for any potential updates 	<ul style="list-style-type: none"> • Final Year-End Budget Review • Print Calendar • Prep for New Year: Welcome Back ADs, registration,

	<ul style="list-style-type: none"> ● Print Calendar Prep/Work ● Summer Projects support as needed ● Long Service Wrap Up 	websites, planning meetings <ul style="list-style-type: none"> ● Summer Projects support as needed: depts/schools ● Long Service Wrap Up ● Prep for August PBM ● Election support as needed
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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.

Item 10.2

Administrative Report August 20, 2025

To: Board of Trustees
From: K. Scobie, Superintendent of Schools
Subject: 2024/25 School Year Audit Update
Originator: J. Lin, Secretary-Treasurer

RECOMMENDATION

That the Board receives the 2024/25 School Year Audit Update as information.

REPORT

Background

The auditor will perform an interim audit starting the week of September 23, 2025, remotely. The purpose of the interim audit includes control testing on revenues, expenses, and payroll. The auditor will also review the budget reports and board meeting minutes.

Timeline of the 2024/25 Year-end audit:

- September 23, 2025: Audit work begins remotely
- October 15, 2025: Finance provides draft financial statements to the auditor
- October 15 – 16, 2025: School generated funds (SGF) audit
- October 20 – 24, 2025: Auditor performs audit field work
- November 14, 2025: Completion of audit work
- November 21, 2025: Auditor provides draft report to Audit Committee
- November 25, 2025: Audit Committee Meeting – auditor presents draft report and Board approves the audited financial statements

The 2025 Year-end Audit Plan will be provided by the independent auditor, Metrix Group LLP, to the Audit Committee for information purposes in the week of September 15, 2025.

Conclusion:

The 2024/25 school year financial statement audit will be performed according to the audit plan provided by the independent auditor.

10.3

Administrative Report August 20, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

Subject: New Ministerial Order on the Selection, Availability, and Access of School Library Materials

Originator: C. Aschenmeier, Assistant Superintendent

RECOMMENDATION

That the Board of Trustees receive an overview of the new Ministerial Order (#030/2025) on the Selection, Availability, and Access of School Library Materials.

REPORT

Governance Implications:

As per the Education Act, and Policy 2, *Role of the Board*, the Board of Trustees is responsible for the development of policies to govern the Division and act in accordance with other government regulations and legislations.

Background

On July 4, 2025, the Ministry of Education and Childcare legislated new standards that will provide consistent requirements for school boards in selecting and managing school library collections.

Context

The standards will be implemented in two stages:

- By October 1, 2025, school authorities must remove any materials containing explicit sexual content from school library collections.
- On January 1, 2026, all remaining requirements (including policies and procedures) take effect.

Requirements for School Authorities:

- Establish criteria for the selection of school library materials;
- Establish processes for requests to review, change the access to or availability of, or remove specific library materials in a particular school related to the Ministerial Standards; and
- Set out the review process.

Requirements for Schools:

- School library refers to any dedicated library space in a school, including learning commons and classroom collections;
- Schools must not permit any children, or any students enrolled in a grade or level below grade 10, to access materials containing explicit content;
- Collections must be reviewed on a continual basis;
- School staff must supervise the access to library/classroom materials; and
- Schools must establish and maintain a publicly available listing of all school library materials.

Exemptions:

- Authorized learning and teaching resources approved by the Minister;
- Learning and teaching resources selected and used by the teacher to support curricular outcomes;
- Religious text(s); and
- Libraries governed by the *Libraries Act* that are located in a school building (municipal, county libraries, for example).

Conclusion:

Overview of the new Ministerial Order provides the Board of Trustees with background for consideration in the informed decision-making process for upcoming policy creation.

10.4

Administrative Report August 20, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

Subject: ATA PD Funds Breakdown

Originator: M. Auriat, Assistant Superintendent, Human Resources

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:

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.

ATA Professional Growth Committee:

- Professional Growth Fund contributions are written within the ATA Collective Agreement and Administrative Procedure 423
- The 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. 113
- 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.

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.

In June, the ATA Professional Growth Utilization Costs were shared at the Public Board Meeting. Final costs can be shared once the year end budget has been wrapped up.

This is the breakdown of ATA Professional Growth Fund Utilization

Edson/Lobstick

- 62 people accessed funds
- 10 of which accessed for Masters

Jasper/Grande Cache/Hinton

- 63 people accessed funds
- 5 of which accessed for Masters