



## **Grande Yellowhead Public School Division**

# **BOARD OF TRUSTEES**

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

**September 17, 2025**

**Meeting Number 2**

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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 Katie Brook at 780-725-1775 or by email at: [katebroo@gypsd.ca](mailto:katebroo@gypsd.ca).

# **BOARD OF TRUSTEES REGULAR MEETING**

**September 17, 2025**

**Meeting #2, 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 August 20, 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. Borrowing Resolution ([click here](#))
  - 7.2.2. Metrix Group Engagement Letter ([click here](#))
  - 7.2.3. General Election – Special Ballot ([click here](#))
  - 7.2.4. General Election – Advanced Vote ([click here](#))
  - 7.2.5. Policy 05 – Role of the Board Chair ([click here](#))
  - 7.2.6. Policy 07 – Board Operations ([click here](#))
  - 7.2.7. Advocacy Letter – Minister of Infrastructure ([click here](#))

### **8. BOARD CHAIR REPORT**

- 8.1. Correspondence and Information

- 8.1.1. Yellowhead County Meeting Update
- 8.1.2. Trustee Election Video

## **9. SUPERINTENDENT REPORT**

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

## **RECESS BREAK**

## **10. ADMINISTRATION REPORTS**

- 10.1. Division Operations Monthly Report ([click here](#))
- 10.2. Fairness in Sports ([click here](#))
- 10.3. Ministerial Order - Libraries ([click here](#))
- 10.4. Polling Station Update ([click here](#))

## **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:*
    - October 15, 2025, Public Board Meeting (10 am)
  - Closed to the Public:*
    - October 15, 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. Labour

## **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 1**

August 20, 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 Virtually

**ADMINISTRATION ATTENDANCE:**

K. Scobie, Superintendent of Schools  
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  
A. Corser, Director of Inclusion  
B. Orge, Director of Facilities  
K. Brook, Senior Executive Assistant

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**CALL TO ORDER**

Chair Karpluk called the meeting to order at 1011 hours.

**NATIONAL ANTHEM**

**LAND ACKNOWLEDGEMENT**

**ANNOUNCEMENTS**

- Welcome to the First Board Meeting of the 2025/2026 School Year
- 2025 Election – Interested candidates are encouraged to bring in their nomination forms up to noon on Nomination Day on September 22<sup>nd</sup>.

**CHANGES TO THE AGENDA**

None.

**2025-076**

**APPROVAL OF THE AGENDA**

Trustee Fowler moved that the Board approve the agenda.

**Carried Unanimously**

**2025-077**

**APPROVAL OF THE MINUTES**

Trustee Karpluk moved that the Board approve the minutes of the Public Board Meeting of June 18, 2025.

**Carried Unanimously**

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

None.

**SPOTLIGHT ON STUDENTS**

None.

**PUBLIC QUESTION PERIOD**

None.

**ACTION ITEMS**

**2025-078**

**Board Self-Evaluation and Goals for 2025-2026**

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

**Carried Unanimously**

**2025-079**

**External Facilitator for Board Orientation**

Trustee Caputo moved 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.

**Carried Unanimously**

**2025-080**

**General Election 2025 – New RO and SRO**

Trustee Mines moved that in preparation for the General Election to be held on October 20, 2025, is recommended that the Board of Trustees approve the following:

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

**Carried Unanimously**

**BOARD CHAIR REPORT**

Chair Karpluk Shared:

- Minister of Education and Childcare – Provincial Funding Request for Compensation for Local CUPE Bargaining Agreement – Response Letter

- Meeting with Yellowhead County – Mayor Wade Williams and CAO Luc Mercier

**2025-081**

### **Yellowhead County Local Improvement Notice**

Trustee Mines moved that the Board write to the Minister of Education and Childcare to share the challenge of paying Yellowhead County a Local Improvement Tax for water and sanitary sewer upgrades.

**Carried Unanimously**

### **BOARD CHAIR REPORT CONTINUED**

Chair Karpluk Shared:

- Meeting with Minister of Infrastructure Honourable Martin Long
- School Trustee Election Video

### **SUPERINTENDENT'S REPORT**

Superintendent Scobie reported on all the activities he has been leading since the last Public Board meeting on June 18, 2025.

### **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 June 18, 2025.

#### **2024/2025 School Year End Audit Plan**

The Board received the 2024/25 School Year Audit Update, as information.

#### **School Library Materials Update – Ministerial Order**

The Board received an overview of the new Ministerial Order (#030/2025) on the selection, availability, and access of school library materials.

#### **ATA PD Funds Breakdown**

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

The Public Board Meeting recessed at 1219 hours.

The Public Board Meeting reconvened at 1335 hours.

### **TRUSTEE REPORTS**

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

Trustee Mines reported that she attended AWN Cultural Camp.

**Board Policy Committee**

The Policy Committee met on August 19<sup>th</sup>, there will be two policies coming forward in September. There will also be a recommendation coming forward to the Recognition Committee regarding Policy 19.

**Recognition of Employees Committee**

No Report.

**Board Planning Seminar Committee**

The Board Planning Seminar Committee met during the summer to lay the foundation for the orientation for the new board in October.

**Board Negotiations Committee**

No Report.

**Board Finance Committee**

The Board Finance Committee met August 19<sup>th</sup>, no recommendations coming forward.

**Board Representatives**

- **PSBAA – Work Plan Update**
  - Trustees attended the Public School Boards Council meeting August 6<sup>th</sup> to 8<sup>th</sup>.
- **ASBA Zone 2/3**
  - No Report.

**FUTURE BUSINESS****Meeting Dates**

Board – Open to Public

September 17, 2025 Public Board Meeting (10:00 a.m.)

Committees – Closed to Public

September 17, 2025 Committee of the Whole Meeting (9:00 a.m.)

**Notice of Motion**

None.

**Future Agenda Items**

None.

**2025-082**

**Closed Session**

Trustee Mines moved that the Board go into closed session at 1342 hours.

**Carried Unanimously**

**2025-083**

**Out of Closed Session**

Trustee Bobilek moved that the Board come out of closed session at 1408 hours.

**Carried Unanimously**

**2025-084**

**ADJOURNMENT**

Trustee Caputo moved for adjournment at 1408 hours.

**Carried Unanimously**

**X**

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Dale Karpluk  
Board Chair

**X**

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Tash Taylor  
Secretary-Treasurer



## 7.2.1

### Action Item

September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: Borrowing Resolution**

Originator: T. Taylor, Secretary-Treasurer

### **RECOMMENDATION**

That the Board authorize the borrowing of up to \$400,000 with ATB Financial for the 2025/26 school year.

### **REPORT**

#### **Governance Implications:**

The Board holds the ultimate responsibility for the Division's financial positions and is required to approve the borrowing resolution agreement to ensure there is sufficient borrowing room to meet operating expenditure in the event of a short fall.

#### **Background:**

The Division maintains a line of credit as a short-term borrowing mechanism, if disbursements exceed cash on hand at any point in time. This may occur for a variety of reasons. However, it is most likely to occur if provincial grant deposits have not been received, and the Division is unable to liquidate a short-term investment (without penalty) to bridge the receipt of grant funds.

#### **Context of the Report:**

Currently, the *Borrowing Regulation (2019)*, allows for short-term borrowing without minister approval as long as it doesn't exceed the borrowing room.

Section 4(1) of the *Borrowing Regulation* states:

In this section, "borrowing room", in respect of a board, means the lesser of

- a) 3% of Alberta Education operating revenues, and
- b) The board's accumulated surplus less 1% of the board's total expenses.

The Board may establish a line of credit of \$400,000 to manage any potential short-term cash shortages in accordance with the *Education Act*. The approved line of credit has been \$400,000 for each of the last eight plus school years; however, there has been no usage or balance on this line of credit.

**Conclusion:**

That the Board authorize the borrowing of up to \$400,000 with ATB Financial for the 2025/26 school year.

## 7.2.2

**Action Item**  
**September 17, 2025**

To: Board of Trustees  
From: K. Scobie, Superintendent of Schools  
**Subject: Audit Engagement Letter**  
Originator: T. Taylor, Secretary Treasurer

### **RECOMMENDATION**

That the Board of Trustees approve the terms of engagement as outlined in the auditor's Engagement Letter.

### **REPORT**

#### **Context:**

- Per Board Policy 07 – Board Operations section 2.5.6 and Administrative Procedure 510 – Financial Accounting and Auditing, the Division's financial systems and records will be subject to an external audit.
- The Board has appointed Metrix Group LLP to conduct the 2024-2025 audit.
- Prior to commencing service, Metrix Group requires approval from the Board on the engagement terms per the attached letter dated September 4, 2025.
- The audit will be performed the week of October 20, 2025.
- Results will be presented to the Audit Committee in early November.
- The Audited Financial Statements will be provided to Alberta Education no later than November 30 and will be posted publicly on the Division's website.

#### **Conclusion:**

Upon Board approval, the Board Chair and Secretary-Treasurer will sign and submit the Engagement Letter.

**Attachments:** Metrix Group Audit Engagement Letter

September 4, 2025

The Grande Yellowhead School Division  
3656 - 1 Avenue  
Edson AB T7E 1S8

**Attention: TashTaylor, Secretary Treasurer and Dale Karpluk, Board Chair**

Dear Tash and Dale:

**Re: Engagement letter**

**The Objective and Scope of the Audit**

You have requested that we audit the financial statements of The Grande Yellowhead School Division, which comprise the statement of financial position as at August 31, 2025, and the statements of operations, cash flows, changes in net financial assets, and remeasurement gains and losses for the year then ended, and notes to the financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

#### **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

#### **The Responsibilities of Management**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
  - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Additional information that we may request from management for the purpose of the audit; and
  - iv. Unrestricted access to persons within The Grande Yellowhead School Division from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

## **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

## **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

## **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of The Grande Yellowhead School Division and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than The Grande Yellowhead School Division.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond The Grande Yellowhead School Division) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

## **Reproduction of Auditor's Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information in the electronic site with the original document.

## **Preparation of Schedules**

We understand that Division employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence on October 20, 2025.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

## **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

## **File Inspections**

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

## **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

## **Estimated Fees**

We estimate that our fees for these services will be \$24,000 for the Engagement, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

1. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
2. The ongoing assistance of personnel throughout the Engagement; and
3. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

## **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

## **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of The Grande Yellowhead School Division unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Alberta Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

### **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

### **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, The Grande Yellowhead School Division shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

### **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by The Grande Yellowhead School Division of its obligations.

### **Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.



If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Division.

Yours truly,

**METRIX GROUP LLP**

Chartered Professional Accountants

The services and terms set out above are as agreed to on behalf of The Grande Yellowhead School Division by:

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Tash Taylor, Secretary Treasurer

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Date signed

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Dale Karpluk, Board Chair

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Date signed

## Appendix A - Expected Form of Report

To the Board of Trustees of The Grande Yellowhead School Division

### *Opinion*

We have audited the financial statements of The Grande Yellowhead School Division (the Division), which comprise the statement of financial position as at August 31, 2025, and the statements of operations, cash flows, change in net financial assets, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Division as at August 31, 2025, and the results of its operations and cash flow for the period then ended in accordance with Canadian public sector accounting standards (PSAS).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Division in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Division's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Division's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Division's internal control.

**Appendix A** *(continued)*

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

Subject: **2025 General Election - Special Ballots**

Originator: N. Gilks, Director of Communications/ Returning Officer

### **RECOMMENDATION**

That the Board of Trustees, in accordance with *Local Authorities Election Act* s.77, approves the acceptance of special ballots for the 2025 Election.

### **REPORT**

#### **Background:**

The Division recognizes the need to provide electors with opportunity to vote, even though they are temporarily away from their residence, or unable to utilize either the regular or advance poll.

Section 77 of the *Local Authorities Election Act* outlines the process by which eligible voters can apply to have a special ballot issued and be counted on Election Day.

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

A special ballot is available for eligible voters who are registered and listed on the **Permanent Electors Register** and are unable to vote during Advance Voting or on Election Day. An eligible voter **must** submit a request to the Returning Officer for a special ballot. Requests for special ballots can only be submitted from **Thursday, September 18, 2025, to Monday, October 20, 2025, at 4 pm.**

Eligible voters requesting a special ballot are required to make the request using *Form – 22, Request for Special Ballot Package*. The request cannot be made by another individual on the eligible voter's behalf. Requests can be made by email, mail or in person. However, it is the voter's responsibility to ensure their special ballot is **returned to the Education Services Centre by the deadline** either in person or by mail.

Please note that any special ballot packages that are incorrect or incomplete, or received after 4:00 p.m. on Monday, October 20, 2025, will not be accepted or counted.

#### **Conclusion:**

Special ballots allow eligible voters who are unable to participate in traditional voting polls the opportunity to vote in general elections.

## 7.2.4

### Action Item

September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: 2025 General Election - Advance Voting**

Originator: N. Gilks, Director of Communications/ Returning Officer

### **RECOMMENDATION**

That the Board of Trustees, in accordance with the Section 73 of the *Education Act* and Section 73(2) *Local Authorities Election Act*, approves for the provision of advance voting for the 2025 Election.

### **REPORT**

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

Section 73 of the *Education Act* specifies that all

- a) *general elections, by-elections, polls and plebiscites,*
- b) *votes on bylaws or money bylaws, and*
- c) *votes on any other matters or questions*

*held pursuant to this Act are to be governed by this Act and the Local Authorities Election Act.*

Section 73(2) of the *Local Authorities Election Act* specifies that *an elected authority may by resolution provide for holding an advance vote for an election.*

Locations for advance voting stations will be confirmed after close of Nomination Day at noon on September 22, 2025.

#### **Conclusion:**

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

## 7.2.5

**Action Item**  
**September 17, 2025**

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: Update to Policy 05 – Role of the Board Chair**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

### **RECOMMENDATION**

That the Board of Trustees approves the update to Policy 05, *Role of the Board Chair*.

### **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 05 was updated to recognize the importance of mentorship and succession planning within all roles of the corporate Board.

#### **Conclusion:**

That the Board of Trustees approves the update to Policy 05, *Role of the Board Chair*. The revision of this policy, if approved, will take effect immediately.

## ROLE OF THE BOARD CHAIR

At the annual Organizational Meeting, the trustees will elect one (1) of its members to serve as Board Chair and to hold office at the discretion of the Board. The Board entrusts to its Chair the primary responsibility for providing leadership and guidance: to be a leader of leaders.

The Board delegates to the Chair the following powers and duties:

1. Chief spokesperson for the Board except in those instances where the Board has delegated this role to another trustee or Superintendent.
2. Preside over all Public Board meetings and ensure that such meetings are conducted in accordance with the *Education Act* and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
4. Perform the following duties during Board meetings:
  - 4.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
  - 4.2 Ensure that all issues before the Board are well-stated and clearly expressed;
  - 4.3 Display firmness, courtesy, tact, impartiality, and willingness to give trustees and administration an opportunity to speak on the subject under consideration;
  - 4.4 Ensure that debate is relevant. The Board Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, will, when they are of the opinion that the discussion is not relevant to the question, remind trustees that they must speak to the question;
  - 4.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other trustees, and will decide questions of order, subject to an appeal to the Board by any two (2) trustees duly moved;
  - 4.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
  - 4.7 Ensure that each trustee present votes on all issues before the Board;
  - 4.8 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
5. Keep informed of significant developments within the Division.
6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.

7. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
8. Convey directly to the Superintendent such concerns as are related to them by trustees, parents, students, or employees which may affect the administration of the Division.
9. Provide counsel to the Superintendent, when requested to do so.
10. Review and approve the Superintendent's vacation and expenditure claims.
11. Review and approve all trustee expenditure claims, with the exception of the Vice-Chair's expenditures, in accordance with Policy 6, Role of the Vice-Chair: "Item 7: The Vice-Chair's expenditure claims will be reviewed and approved by a trustee selected by the Board."
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as ex-officio member on all committees as a non-voting participant unless they are one of the voting trustees.
14. Act as a signing officer for the Division.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Address inappropriate behavior on the part of a trustee in accordance with Policy 04 – Trustee Code of Conduct.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.

~~47-18.~~ Recognize strengths in Board Members and encourage Trustees to take leadership roles.

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Legal Reference: Section 33, 51, 52, 53, 64, 67 Education Act  
Board Procedures Regulation

Approved: November 2005

Amended: May 5, 2010; March 16, 2011; June 1, 2016; March 21, 2018; November 20, 2019; April 29, 2020;  
January 25, 2023, September 17, 2025



## 7.2.6

### Action Item

September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: Update to Policy 07 – Board Operations**

Originator: M. Bobilek, Chair, Policy Committee

Resource: Board Policy Committee

### **RECOMMENDATION**

That the Board of Trustees approves the update to Policy 07, *Board Operations*.

### **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. Amendments to Policy 07, as presented, are to align the policy's provisions for subsistence, travel, and kilometrage with the Government of Alberta's rates and to clarify the framework for Trustee Per Diem and Compensation.

#### **Conclusion:**

That the Board of Trustees approves the update to Policy 07, *Board Operations*. The revision of this policy, if approved, will take effect immediately.

## **BOARD OPERATIONS**

The Board believes that its ability to discharge its obligations in an efficient, effective, and transparent manner is dependent upon the development and implementation of a sound organizational design. To fulfill its legislative capacity, the Board deems it necessary to meet on a regular basis to conduct their governance responsibilities. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board's fundamental obligation is to provide an excellent education system and to enhance the public assurance in education. Board meetings will be conducted in public.

There are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in closed session for issues dealing with individual students, individual employees, land, litigation, or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings and that the Board will actively encourage delegations (see Appendix B – Delegation Protocol) from students, parents, school councils, and members of the public.

The Board also believes that community engagement to address specific educational topics and held on a regular basis in various communities within the Division can enhance communications and effectiveness of the Board.

### **1. Wards**

- 1.1. Within the stipulations of the Order in Council establishing Grande Yellowhead Public School Division, the Board has decided to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

- 1.1.1. Ward 1 is Electoral Subdivision #1 (Hinton and area) and will be comprised of that portion of the Division in Townships 49-54 (inclusive) west of the 22 Range line, and that portion of the Division in township 45-48 (inclusive) west of the 23 Range line, all west of the fifth meridian.

- 1.1.1.1. Two (2) trustees will be elected from Electoral Subdivision #1.

- 1.1.2. Electoral Subdivision #2 (Edson and area) will be comprised of that portion of the Division east of the boundary described in 1.1.1 above and west of the 14 Range line, plus those portions of Townships 55-57 (inclusive), Range 13 west of the McLeod River EXCEPTING sections 1-3 (inclusive), 10-15 (inclusive), 22-27 (inclusive), and 34-36 (inclusive) in Township 53, Range 14, all west of the fifth meridian.

- 1.1.2.1. Two (2) trustees will be elected from Electoral Subdivision #2.

- 1.1.3. Electoral Subdivision #3 (Lobstick area) will be comprised of that portion of the Division to the easterly boundary described in clause 1.1.2. above.
      - 1.1.3.1. One (1) trustee will be elected from Electoral Subdivision #3.
    - 1.1.4. Ward 2 will comprise all those lands within the previous Grande Cache School District No. 5258.
    - 1.1.5. Ward 3 will comprise all those lands within the Municipality of Jasper.
    - 1.1.6. The total number of trustees to be elected from each of Ward 2 and Ward 3 will be one (1).
  - 1.2. Wards may be revised from time to time as determined by the Board.
    - 1.2.1. The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held to have the revision in effect following that general election.
    - 1.2.2. In the determination of revised ward boundaries, the Board must take into consideration representation by population, school attendance areas, and growth/depopulation forecasts.
      - 1.2.2.1. In balancing representation by population, the common representation rule that can be used is +/- 25% of the average ward population.
    - 1.2.3. Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
  - 1.3. The provisions of the Local Authorities Election Act respecting the election of trustees will apply to every election in each ward and electoral subdivision.
  - 1.4. By-elections may be held as determined by the Board.
    - 1.4.1. During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduced the Board to a number that is less than the quorum of the Board plus one (1).
2. Organizational Meeting
  - 2.1. An organizational meeting of the Board will be held annually in June except in an election year where it must be held within (4) weeks following the date of the statement of official election results.
  - 2.2. The Corporate Secretary-Treasurer of the Division must give notice of the organizational meeting to each trustee as if it were a special meeting. The Superintendent will call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair.
  - 2.3. Each trustee will take the oath-affirmation of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.
  - 2.4. Upon election, the Board Chair will preside over the remainder of the organizational meeting.
  - 2.5. The organizational meeting will, in addition include, but not be restricted to, the following:
    - 2.5.1. Elect a Vice Chair.

- 2.5.2. Create such standing or ad hoc committees of the Board as are deemed appropriate and appoint members.
- 2.5.3. Appoint trustee(s) as Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.
- 2.5.4. Review Board member conflict of interest stipulations and determine any disclosure of information requirements Appendix A - Mandatory Disclosure of Personal Interest. Trustees will bring notice of any changes to conflict of interest to a public Board meeting.
- 2.5.5. Appoint signing authorities for the Division.
- 2.5.6. Appoint an external auditor, as required, for the subsequent fiscal period.
- 2.5.7. Address other organizational items as required.

### 3. Regular Meetings

- 3.1. Regular Board meetings will be held at least once per month during the school year; an additional meeting may occur within the month to address extensive business and decision demands where required. The schedule of meetings will be set for the coming year prior to the end of the previous school year.
  - 3.1.1. All meetings will ordinarily be held at the Education Services Centre in Edson, commencing at 10:00 a.m.
  - 3.1.2. Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule or location of the meeting in such a manner as it deems appropriate.
- 3.2. With prior knowledge of the Board Chair, trustees who are unable to attend a meeting in-person due to reasons such as inclement weather, other Board assigned commitments, or for personal reasons, may attend virtually.
  - 3.2.1. A maximum of three (3) consecutive meetings may be attended virtually or as approved by the Board Chair.
- 3.3. Delegations, school and system staff, Division students, and members of the public who are unable to attend public Board meetings in person, may attend virtually.
- 3.4. All trustees will notify the Board Chair if they are unable to attend a Board meeting.
- 3.5. All trustees who are absent from three (3) consecutive regular meetings will:
  - 3.5.1. Obtain authorization by resolution of the Board; or
  - 3.5.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to provide evidence may result in disqualification.
- 3.6. If both the Board Chair or Vice Chair, through illness or another cause, are unable to perform the duties of the office or are absent, the Board will appoint from among its members an acting Chair, who on being so appointed has all the powers and will perform all the duties of the Board Chair during the Board Chair's and Vice Chair's inability to act or absence.
- 3.7. The Board believes that most matters discussed at its meetings are of direct interest and relevance to the staff of the Division. The Board, therefore, approves the attendance of a representative of the Evergreen Local No. 11 of the Alberta Teachers' Association and a representative of the Canadian Union of Public Employees, Local

1357, at its regular and special meetings. Representatives as named by the Locals will be provided with an agenda prior to the date of the Board meeting.

- 3.8. Regular meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

#### 4. Special Meetings

- 4.1. Occasionally, unanticipated, or emergent issues require immediate Board attention and/or action.
- 4.2. Special meetings of the Board may be held from time to time as provided for under Section 3 of the Board Procedures Regulations (AR 82/2019). These are public meetings.
- 4.3. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.4. Special meetings of the Board will not be held without the Superintendent and/or designate(s) in attendance unless the Superintendent's contract is being discussed.

#### 5. Closed Sessions

- 5.1. The Board may, by motion, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in a closed session.
  - 5.1.1. Such motions will be recorded in the minutes of the Board and will specify those individuals eligible to attend in addition to trustees and the Superintendent.
  - 5.1.2. The reason for the closed session will be stated prior to its approval and recorded in the minutes.
- 5.2. The closed session will be limited to discussion pertaining to the following stated reasons:
  - 5.2.1. Individual students;
  - 5.2.2. Individual employees;
  - 5.2.3. Collective bargaining issues;
  - 5.2.4. Litigation issues;
  - 5.2.5. Acquisition/disposal of property; and
  - 5.2.6. Other topics that a majority of the trustees present feel must be held in private, in the public interest.
- 5.3. Such sessions will be closed to the public and press.
  - 5.3.1. The Board will only discuss the matter which gave rise to the closed session.
  - 5.3.2. Board members and other persons attending will maintain confidentiality and not disclose the substance of the closed session discussions.
- 5.4. The Board will, during the closed session, adopt only such motion as is required to reconvene the Board in an open, public meeting.

#### 6. Agenda for Regular Meetings

The Superintendent is responsible for preparing an agenda for Board meetings in consultation with the Board Chair.

6.1. The order of business at a regular meeting will be as follows:

6.1.1. **CALL TO ORDER**

- 6.1.1.1. National Anthem
- 6.1.1.2. Land Acknowledgement
- 6.1.1.3. Announcements
- 6.1.1.4. Changes to the Agenda
- 6.1.1.5. Approval of the Agenda

6.1.2. **APPROVAL OF MINUTES**

- 6.1.2.1. Minutes of Regular Board Meeting
- 6.1.2.2. Minutes of Special Board Meeting

6.1.3. **BUSINESS ARISING FROM THE MINUTES**

6.1.4. **DELEGATION / PRESENTATION**

- 6.1.4.1. **ATA Local**
- 6.1.4.2. **CUPE Local**

6.1.5. **SPOTLIGHT ON STUDENTS**

6.1.6. **PUBLIC COMMENT PERIOD**

6.1.7. **ACTION ITEMS**

6.1.8. **BOARD CHAIR REPORT**

- 6.1.8.1. Correspondence and Information

6.1.9. **SUPERINTENDENT REPORT**

- 6.1.9.1. Superintendent Reports

6.1.10. **RECESS BREAK**

6.1.11. **ADMINISTRATION REPORTS**

6.1.12. **TRUSTEE/COMMITTEE REPORTS**

- 6.1.12.1. Connections to Board Governance Work Plan Calendar
- 6.1.12.2. Board Policy Committee
- 6.1.12.3. Recognition of Employees Committee
- 6.1.12.4. Board Planning Seminar Committee
- 6.1.12.5. Board Negotiations Committee
- 6.1.12.6. Board Representatives:
  - 6.1.12.6.1. PSBAA
  - 6.1.12.6.2. ASBA Zone 2/3

6.1.13. **FUTURE BUSINESS**

6.1.13.1. Meeting Dates

6.1.13.2. Notice of Motion

6.1.13.3. Future Agenda Items

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

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

6.1.16. **ADJOURNMENT**

6.2. The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business, which will come before the Board and will be of value to the Board in the performance of its duties.

6.3. Items may be placed on the agenda in one (1) of the following ways:

6.3.1. By notifying the Board Chair or Superintendent at least six (6) business days prior to the Board meeting.

6.3.2. By notice of motion at the previous meeting of the Board.

6.3.3. As a request from a committee of the Board.

6.3.4. Emergent Issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, will ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority vote.

6.3.5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

6.4. The agenda package, containing the agenda and supporting information, will be provided to each trustee within three (3) business days prior to the date of the meeting. Subsequently, emergent information may follow.

6.5. The Public Board Meeting Package will be posted on the Division website at least 24 hours in advance of the Public Board Meeting.

6.6. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

7. Minutes for Regular or Special Meetings

The Board will keep minutes of its public board meetings.

7.1. The minutes will record:

7.1.1. Date, time, and place of meeting;

7.1.2. Type of meeting;

7.1.3. Names of those trustees and administration in attendance;

7.1.4. Approval of preceding minutes;

7.1.5. A brief summary of the circumstances which gave rise to the matter being debated by the Board;

7.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;

- 7.1.7. Names of trustee making the motion;
- 7.1.8. Points of order and appeals;
- 7.1.9. Receipt of summarized reports of committees;
- 7.1.10. Recording of the vote on a motion (when requested pursuant to clauses 8(3) and 8(4) of the Board Procedures Regulation (AR 82/2019));
- 7.1.11. Trustee declaration of conflict of interest pursuant to Section 88 of the Education Act;
- 7.1.12. Departure and re-entry times of trustees;
- 7.1.13. The time of adjournment.
- 7.2. The meeting may be recorded electronically, which would be found on the GYPSD Live Stream.
- 7.3. The minutes will:
  - 7.3.1. Be prepared as directed by the Superintendent;
  - 7.3.2. Be reviewed by the Superintendent prior to submission to the Board;
  - 7.3.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 7.3.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.4. The Superintendent will ensure upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures of the Division are affixed to the concluding page of the minutes.
- 7.5. The Superintendent will establish a codification system for resolutions determined by the Board which will:
  - 7.5.1. Provide for ready identification as to the meeting at which it was considered;
  - 7.5.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.5.3. Establish and maintain a file of all Board minutes.
- 7.6. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 7.7. Upon adoption by the Board, the minutes will be available to the public through the Division website.
- 8. The Board will apply Robert's Rules for the order of the meeting.
- 9. Motions

Motions do not require a seconder, except in rare instances as described below:

- 9.1. Notice of Motion
  - 9.1.1. The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.



- 9.1.2. A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date.
- 9.1.3. A trustee may also provide the Board chair with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting.
  - 9.1.3.1. The trustee does not need to be present during the reading of the motion; however, if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.
- 9.2. Discussion on Motions
  - 9.2.1. The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
  - 9.2.2. A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers will confine their remarks to the motion or to the information pertinent to the motion.
- 9.3. Speaking to the Motion
  - 9.3.1. The mover of a motion first and every trustee will have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
  - 9.3.2. If the Board Chair wishes to speak on a motion, they are to vacate their seat as Chair and ask the Vice-Chair to preside. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.
  - 9.3.3. The mover of the motion is permitted to close debate on the motion.
  - 9.3.4. As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
  - 9.3.5. No one will interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption will not be permitted without permission of the Board Chair.
  - 9.3.6. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair will rule on further discussion.
- 9.4. Reading of the Motion
  - 9.4.1. A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.
- 9.5. Recorded Vote
  - 9.5.1. Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes will record the names of the trustees who voted for or against the matter.
  - 9.5.2. Immediately after a vote is taken and on the request of a trustee, the minutes will record the name of that trustee and whether that trustee voted for or against.

## 9.6. Required Votes

- 9.6.1. The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provision of the *Board Procedures Regulation* (AR82/2019), will vote on each question.
- 9.6.2. Each question will be decided by a majority of the votes of those trustees present.
- 9.6.3. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated.
- 9.6.4. A vote on a question will be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

## 10. Delegations to Board Meetings

For the purpose of this section, the word *delegation* will mean one (1) or more persons. For information on how to speak or present at a meeting, see **Policy 7 Appendix B – Delegation Protocol**:

- 10.1. In discussing matters with the delegation, the Board Chair will act as spokesperson for the Board. Individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation will any trustee commit the Board to any specific course of action.
- 10.2. Upon completion of the presentation, the Board Chair will inform the delegation when a decision, if required, will be made. Such decisions will be communicated in writing to the spokesperson.
- 10.3. Additionally, representatives named by ATA Local 11 and CUPE Local 1357 are encouraged to present information on Local activities under the Delegation section of the meeting agenda and are requested to take information including key messages back to their respective Locals.

## 11. Recording Devices

- 11.1. The Board expects that anyone wanting to use a recording device at a Public Board Meeting must obtain prior approval of the Board Chair.

## 12. Trustee Compensation

The Board believes that trusteeship, first and foremost, is a public service. The Board recognizes, however, that the discharge of this public service often results in the trustee incurring financial expenses and incurs considerable time demands.

Prior to a general election, the rates of compensation for trustees will be reviewed. [Subsistence, travel and kilometrage are in accordance with the Provincial Government approved rates.](#)

Trustees may claim honoraria and expenses at the following rates for attending to Board affairs:

- 12.1. Trustees will be paid a per diem and an expense allowance as set out below, plus meals, travel allowance, technology services, registration fees, and accommodation.
- 12.2. Trustees will be paid a base monthly honorarium and an expense allowance as set out below:

- 12.2.1. Board Chair: six and one-half (6.5) days per month, in accordance with clause 12.3.3.
- 12.2.2. Board Vice Chair: four and one-half (4.5) days per month, in accordance with clause 12.3.3.
- 12.2.3. Board Trustees: three and one-half (3.5) days per month, in accordance with clause 12.3.3.
- 12.2.4. Base monthly **honoraria is to cover**: preparation for regular and special Board meetings, communication with stakeholders, school-related events, and school council meetings.

### 12.3. Per Diem

Per diem is to cover attendance at regular or special Board meetings, Committee meetings, Board approved or directed meetings, and attendance at ASBA, PSBAA and Rural Caucus activities.

- 12.3.1. For meetings under two (2) hours in duration (1/4 Day): one-quarter (1/4) the full day meeting rates specified in clause 12.3.~~34~~ for honorarium and expenses.

- ~~12.3.2.~~ For meetings more than two (2) hours and ~~up to and including~~less than four (4) hours in duration (1/2 Day): one-half (1/2) the full day meeting rates specified in clause 12.3.~~34~~ for honorarium and expenses.

- ~~12.3.2.~~~~12.3.3.~~ For meetings more than four (4) hours and less than six (6) hours in duration (3/4 Day): three-quarter (3/4) the full day meeting rates specified in clause 12.3.4 for honorarium and expenses.

- ~~12.3.3.~~~~12.3.4.~~ For meetings more than ~~six~~four (~~6~~4) hours and ~~up to and including~~less than eight (8) hours in duration (Full Day): \$138.42 per day honorarium and \$69.20 per day expenses, for a total of \$207.62 per day.

- ~~12.3.4.~~~~12.3.5.~~ For meetings more than eight (8) hours in duration, in a single day: one and one half (1 1/2) the full day meeting rates specified in clause 12.3.~~34~~ for honorarium and expenses.

- ~~12.3.5.~~~~12.3.6.~~ The duration of the meeting is determined by the lessor of:

~~12.3.5.1.~~~~12.3.6.1.~~ Start and end time recorded in the minutes of the meeting or as declared by the meeting Chair or lead; or

~~12.3.5.2.~~~~12.3.6.2.~~ Substitution of the arrival or departure time of the trustee, for the start or end time noted in clause 7.1.14.

- ~~12.3.6.~~~~12.3.7.~~ At a minimum, every four (4) years, the Board will review and may adjust the trustee per diem.

### 12.4. Subsistence

- 12.4.1. Subsistence allowances at the rates of \$13.00 for breakfast, \$1~~7~~8.00 for lunch, and \$2~~7~~8.00 for dinner.
- 12.4.2. The breakfast allowance may be claimed if the trustee is away from home prior to 0700 and the dinner allowance may be claimed if the trustee does not arrive home until after 1900 hours.
- 12.4.3. No subsistence allowance is claimable for a meal provided without additional cost in conjunction with a function or meeting.

### 12.5. Travel and Kilometrage

- 12.5.1. A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.575 per kilometer while attending to Board business. Pooling of transportation is encouraged.
- 12.5.2. Travel by public carrier will be reimbursed at cost and receipts must support claims.
- 12.5.3. Kilometrage will be paid for additional meetings if the meeting is held in a different location and involves extra kilometrage, but not within the same community.
- 12.6. Travel Time
- Trustee circumstances often require additional travel time based on geography and/or responsibility.
- 12.6.1. Trustees will be paid a time allowance of one-one hundredth (1/100th) of the hourly rate outlined in clause 12.3.3 for each kilometer traveled, while attending to Division business; or
- 12.6.2. Trustees will be paid a time allowance for each hour in transport on a commercial carrier (e.g., airline) as determined by the carrier's schedule or ticket between destination points, equal to the rate per hour in clause 12.3.3.
- 12.7. Accommodation expenses:
- 12.7.1. Will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or
- 12.7.2. An allowance of sixty dollars (\$60.00) per night will be paid for the use of private accommodation.
- 12.7.3. An allowance of one hundred sixty-five dollars (\$165.00) per month is to be paid to a trustee for reimbursement for the cost of internet access and other telecommunication services, including long distance charges, cellular charges, etc. in carrying out their role as trustee.
- ~~12.8. Trustees will receive \$266.67 per month to offset the Federal Government decision in 2017 to remove the one-third tax exemption.~~
- ~~12.9.~~12.8. Other trustee expenses, supported by receipts, e.g. registration fees and other related expenses, etc. will be reimbursed at cost.
- ~~12.10.~~12.9. Leadership and Skills Development
- ~~12.10.1.~~12.9.1. The Board believes that trustees, by virtue of the fact that they have been elected, have been identified as leaders in their community. To nurture this quality of leadership, the Board believes that a culture of excellence must be developed at the Board level that provides opportunities for trustees to exercise and enhance their leadership skills, and to be identified in their communities with name badges, logo wear, and identification tags.
- ~~12.10.1.1.~~12.9.1.1. The Board will plan specific in-service activities designed to assist trustees in their efforts to improve their skills.
- ~~12.10.1.2.~~12.9.1.2. The Board will provide the opportunity for trustees to participate in school board conferences, workshops, and conventions held by provincial, national and international school board associations.
- ~~12.10.2.~~12.9.2. Trustees may, without approval from the Board, attend in-person or virtually, the following functions:

~~12.10.2.1~~~~12.9.2.1.~~ Alberta School Boards' Association conferences, workshops, general, and Zone 2/3 meetings;

~~12.10.2.2~~~~12.9.2.2.~~ Public School Boards' Association of Alberta conferences, workshops, general and council meetings;

~~12.10.2.3~~~~12.9.2.3.~~ Rural Caucus of Alberta School Boards conferences, workshops, and meetings;

~~12.10.2.4~~~~12.9.2.4.~~ Scheduled Board and Committee Meetings; and,

~~12.10.2.5~~~~12.9.2.5.~~ up to two (2) board/governance/education professional development events (i.e. ASCA, ARES, CASS Indigenous Education Gathering, conferences, workshops and/or symposiums.) within the province, each school year.

~~12.10.3~~~~12.9.3.~~ With prior approval of the Board, attend **out-of-province meetings**, conferences, conventions, seminars, or workshops, or visit other school systems.

~~12.10.3.1~~~~12.9.3.1.~~ A Trustee must provide the Board at the meeting where approval is being sought, with information related to the number of any such events they have attended or have approval for, within that school year.

~~12.10.3.2~~~~12.9.3.2.~~ Trustees who have received approval, but will not be attending, must, at the earliest possible time, advise the Board at a public meeting of their intention to not attend.

~~12.10.3.3~~~~12.9.3.3.~~ Trustees attending such functions will provide the Board with a report at a regular public board meeting.

~~12.10.4~~~~12.9.4.~~ Trustees will apply to the Board in advance for authorization to attend community functions outside the boundaries of the Division.

~~12.10.5~~~~12.9.5.~~ The Board Chair may attend, without prior authorization of the Board, any meetings or events called that invite the Board Chair's attendance as representation of the Board (e.g., Alberta Education, ASBA Board Chairs' meeting) The Board Chair will report on their attendance at these events at the next regular Board meeting.

#### ~~12.11~~~~12.10.~~ Health Benefits

~~12.11.1~~~~12.10.1.~~ Trustees can participate in the Division benefit plans with one hundred percent (100%) cost coverage.

~~12.11.2~~~~12.10.2.~~ If a Trustee is ineligible for Division benefit plans, they will be reimbursed upon submission of receipts, to the maximum value of Division Plan premiums.

#### ~~12.12~~~~12.11.~~ Compensation

~~12.12.1~~~~12.11.1.~~ Compensation will be contingent upon the completion of the appropriate forms and claims.

~~12.12.2~~~~12.11.2.~~ Trustees will submit claim forms for per diem and reimbursement of expenses to Accounts Payable department for administrative purposes/procedures. All claims must adhere to responsible financial practice as outlined by the Secretary Treasurer.

~~42.12.2.1~~~~12.11.2.1~~. Claim forms must be submitted within thirty (30) calendar days of the end of the month for which the claim is made.

~~42.12.2.2~~~~12.11.2.2~~. Claim forms submitted thirty (30) calendar days after the end of the month for which the claim is made, may be reimbursed, subject to the appropriate approval.

~~42.12.2.3~~~~12.11.2.3~~. Claim forms submitted after September 30 for claims in the previous fiscal year, will not be reimbursed.

~~42.13~~~~12.12~~. If clarification is required, the Board Chair will address it with the trustee. Honoraria paid to trustees will be allocated to unvouchered expenses and wages as established by Revenue Canada.

~~42.14~~~~12.13~~. Public Disclosure of Trustee Compensation and Expenses.

~~42.14.1~~~~12.13.1~~. To provide greater transparency and disclosure of trustee compensation, monthly summaries of trustee honoraria and expenses will be publicly disclosed.

~~42.14.2~~~~12.13.2~~. Each month's summary is to be posted online, to the Division website, for a period of twelve (12) months.

~~42.14.3~~~~12.13.3~~. Summaries are to be posted by the 15th of each month.

### 13. Trustee Conflict of Interest

13.1. The trustee is directly responsible to the electorate of the Division and to the Board.

13.2. Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

13.3. The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

13.3.1. The trustee is expected to be conversant with sections 85-96 of the Education Act.

13.3.2. The trustee is solely responsible for declaring themselves to be in possible conflict of interest.

13.3.2.1. The trustee will make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

13.3.2.2. Following the declaration of conflict of interest by a trustee, all debate and action will cease until the trustee has left the room.

13.3.3. It will be the responsibility of the trustee in conflict to absent themselves from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

13.3.4. The recording secretary will record in the minutes:

13.3.4.1. The trustee's declaration;

13.3.4.2. The trustee's abstention from the debate and the vote; and

13.3.4.3. That the trustee left the room in which the meeting was held.

Legal Reference: Section 33, 34, 51, 52, 53, 64, 65, 66, 67, 69, 73, 76, 81, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95,

96, 97, 112, 114, 138, 139, 222 Education Act  
Local Authorities Elections Act  
Income Tax Act (Canada)  
Board Procedures Regulation  
Petitions and Public Notices Regulation

Approved: November 2005

Amended: February 16, 2011, June 1, 2011, August 22, 2012, October 2, 2013, December 18, 2013, February 19, 2014, May 7, 2014, September 3, 2014, June 17, 2015, September 9, 2015, November 5, 2015, May 4, 2016, September 7, 2016, September 6, 2017, February 7, 2018, March 21, 2018, April 29, 2020, September 23, 2020, February 24, 2021; March 9, 2022; March 15, 2023, January 31, 2024, October 23, 2024, February 26, 2025

### 7.2.7

#### Action Item

September 17, 2025

To: Board of Trustees  
From: K. Scobie, Superintendent of Schools  
**Subject: Thank You Letter to the Minister of Infrastructure**  
Originator: Board Chair Karpluk

#### **RECOMMENDATION**

That the Board approves a thank you letter to the Honourable Martin Long, Minister of Infrastructure and MLA for West Yellowhead, for his assistance during the 2024 Jasper wildfire.

#### **Governance Implication:**

As per Board Policy 2, *Roles of the Board*, political advocacy, identifying issues, and communicating with elected provincial officials are Board roles.

#### **CONTEXT:**

The Board wishes to share their appreciation of the support that government officials provided, specifically Honourable Long as Jasper's MLA, following last summer's wildfire that devastated Jasper and Jasper National Park.

His accessibility and engagement during that challenging time were invaluable in keeping the Board informed of the progress to accelerate the opening of the two Jasper schools. His assistance to ensure the schools could open just two weeks behind schedule meant a great deal to a community that was reeling from loss.

#### **Conclusion:**

As per Board Policy 2, *Roles of the Board*, political advocacy, identifying issues, and communicating with elected provincial officials are Board roles.



# Superintendent Report September 2025



## School Visits

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

When I became the Superintendent, one of my main goals was to get out and visit schools. May and June were very busy months in central office, but the end of August and early September have been a great time to get out to see principals in their schools. Between Trudi, Carra, and myself, we have now been to all schools at least once, and have worked with principals to help solve problems related to school startup. In addition, we have been able to answer questions and provide the guidance and help principals have been asking for. It has been a long time since an educational presence from central office was in the schools, and it feels great to work collaboratively with our principals, and assistant principals to support staff and student learning.

## Welcome Back

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

This year we changed the format of Welcome Back for staff. Staff used all three days in their schools during the last week of August with minimal direction from Central Office. In talking to principals at the August DLT, it was decided that a school centered approach for startup would be a nice change to coincide with new leadership this year. Three technology sessions were offered as optional professional development, and the Board of Trustees paid for lunch at every school on one of the days. The feedback from schools was that the extra time in classes was helpful in getting staff meetings completed, classrooms organized, and final preparation accomplished. I also helped record and present a video from the Board Chair, myself as Superintendent, which also included the board's video on what it means to be a trustee. These videos along with the Long Service awards helped create a positive welcome back atmosphere at each school.



## ESC Staff Meeting

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

On August 28<sup>th</sup>, all ESC staff attended their first staff meeting of the year. It was great to get everyone together, and to see such positive energy in the room. Nikki did a great job hosting and Richelle did a fantastic job with her EFAP presentation. I also felt extremely fortunate to receive a gift from staff in the form of socks from each of the departments. It's great when your team really knows what you need!



### ESC Staff Team Monthly Meeting Agenda August 28, at 9 am

Attendees: All ESC Staff

#### Intro and Welcome

1. Icebreaker
  - a. Getting to Know You & New Staff Introductions
2. Morning Greeting from Kait

#### We are Proud to Share

- This month, we are proud to share about teamwork...
- EEO Talk
  - 2025 Employee Recognition
  - Reminders: FPM Briefs
  - Elections Update
  - Back to School - Sept. 2

#### How Can We Help?

- Is anything challenging our teams from performing well or reaching goals/tasks?
- Any challenges or issues of importance for staff to be aware of?
  - Do any departments need to link up to address common goals/projects for follow-up or cross purpose?
  - Anyone have any general questions to ask/inquire about?

#### Upcoming Events, News

- General news of interest
  - Wildlife Season
  - Dept Updates
- LEARNING SERVICES
  - Pilot SS curriculum update
  - Grades 7 & 8 curriculum update
  - September 30th acknowledgment and involvement
- FRIENDLY REMINDER: Get your annual safety training still!
- Social Committee Update

#### Professional Learning

- Health and Wellness
  - Richelle to discuss EFAP and her new role



# Sheldon Coates School

**#1 – Building Effective Relationships, #3 – Visionary Leadership, #6 – School Authority Operations and Resources, #7 – Supporting Effective Governance**

On Wednesday, September 3<sup>rd</sup>, at the end of the day, the main water line at Sheldon Coates started leaking water underneath the school. This leak meant that the school was closed to students for two days during the first week back. I helped coordinate communications to staff, parents, contractors, the Board and the government. We kept parents, staff, and our government liaison, Nicole McNally, updated daily. The work to replace the water line began Wednesday evening and finished on Sunday afternoon. The School reopened Monday, with usable bathrooms and bottled water. I was proud of Jill Hammer, who was a great leader for her staff. I was especially proud of the collaboration and dedication showed by Brian Orge, Director of Facilities. It is because of Brian and his team that this school was up and running so quickly



## Superintendent and Board Communications

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

One of the things I value most in this role is building stronger connections between our schools, trustees, and the communities we serve. Over the past few months, we've made changes to how we share information and work together as a Board. For example, our Committee of the Whole meetings now run in a way that promotes more open discussion, and I use group messaging so trustees always have timely, consistent updates. Looking ahead, I'm especially encouraged by the upcoming school board elections. For the first time in many years, three of our five zones will see elections, which gives community members the chance to participate more directly and shape the future of education in our division.

## Organizational Chart

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

Since I began in late April, it has been my desire to restructure the organizational chart for GYPSD. Our Central Leadership Team has been actively working on this since June, but it was not until the second week of September that we were able to meet, design, and share our thoughts about what a new Org Chart could look like. This was a collaborative process that included our New Assistant Superintendent of HR and our New Secretary Treasurer. The Senior Team will now take all of this input and design the Org Chart. The new layout will be finalized by the end of September and will be shared with the Board, DLT, and then on our website.

**Administrative Report  
September 17, 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 August 20, 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 August 21, 2025 - September 16, 2025	Anticipated Big Rocks To October 15, 2025
Finance T. Taylor	<ul style="list-style-type: none"> <li>Transition to new Secretary Treasurer and hiring of Director of Finance</li> </ul>	<ul style="list-style-type: none"> <li>Year-end completion</li> <li>Interim/preliminary audit</li> <li>Year-end student count and funding adjustments</li> <li>Onboarding new S-T and DF on systems and</li> </ul>



		<p>processes</p> <ul style="list-style-type: none"> <li>• S-T and DF to meet with Principals to engage and connect as partners</li> <li>• MyBudgetFile deep training for CLT and all finance staff</li> <li>• Clear up billing and GST issues related to Jasper fire</li> <li>• Prepare to undertake a full assessment of current financial and payroll processes and determine areas of improvement to develop an action plan</li> </ul>
Facilities B. Orge	<ul style="list-style-type: none"> <li>• Phase 2 move at GT</li> <li>• Painting and Flooring in schools</li> <li>• HC new RTU replacement</li> <li>• MV playground upgrade</li> <li>• JJSH Led lighting upgrade</li> <li>• ESC RTU replacement</li> <li>• MV roofing replacement</li> <li>• Niton Change rooms and staff bathroom upgrade.</li> <li>• HC paving</li> </ul>	<ul style="list-style-type: none"> <li>• Gt Modernization</li> <li>• SC water line replacement</li> <li>• SC sidewalk and landscaping repairs</li> <li>• SC new water line install</li> <li>• LED lighting at JJSH</li> <li>• Haz mat survey at WW and EV</li> </ul>
Technology L. Lee	<ul style="list-style-type: none"> <li>• Finish up GTHS evergreening</li> <li>• Planning for Westhaven &amp; Mountainview VoIP migration</li> <li>• Division VoIP platform upgrades and redundancy improvements</li> <li>• Continue licensing renewals for all platforms</li> <li>• School startup ticket rush</li> <li>• PD for IXL, Brisk &amp; Vretta</li> </ul>	<ul style="list-style-type: none"> <li>• September 30th Student Count</li> <li>• Review Boardroom AV quotes</li> <li>• Westhaven VoIP installs</li> <li>• Principal Dossier &amp; Digital Reporting orientation</li> <li>• First Ed Tech Lead Teacher's meeting</li> <li>• New Teacher Orientation PD Part 2 - September 24th.</li> <li>• MyBudgetFile training</li> <li>• Dossier Counselling Module</li> <li>• My PowerHub testing - Prepare training resources</li> <li>• IXL Math roll out</li> <li>• Brisk roll out</li> <li>• Tech Team PG &amp; Evals</li> <li>• October is CyberSecurity Awareness Month!</li> </ul>

<p>Learning Services C. Aschenmeier</p>	<ul style="list-style-type: none"> <li>• Teacher Consultant Onboarding</li> <li>• CASS Summer Learning Conference</li> <li>• AP 206 creation updates and Appendices, AP Fairness and supports AP creation, AP 205 and updates</li> <li>• New Teacher Orientation</li> <li>• DLT Prep</li> <li>• Principal Calendar updates</li> <li>• Indigenous Newsletter</li> <li>• National Day for Truth and Reconciliation (September 30th), teacher lesson plans and support</li> <li>• OLEP grant report</li> <li>• New curriculum support funds report</li> <li>• Literacy and Numeracy funds grant report</li> <li>• Preparation of local screens (HLATs and Math)</li> <li>• Review the new Guide to Education</li> <li>• Draft curriculum Grade 7-9 Field Testing Info Session with Alberta Education</li> <li>• PD planning with the Consortium</li> </ul>	<ul style="list-style-type: none"> <li>• New Teacher Orientation PD Part 2</li> <li>• First-year teacher classroom visits and support</li> <li>• School visits</li> <li>• Indigenous Newsletter</li> <li>• ATA PG Committee Mtg.</li> <li>• Budget review and processes</li> <li>• Alberta Post-Secondary Advisory (APOP) Group Meeting</li> <li>• CASS Zone 2/3 Mtg.</li> </ul>
<p>Human Resources T. Rowlands</p>	<ul style="list-style-type: none"> <li>• Support onboarding of new staff and updating Personnel Records - HR Team</li> <li>• Transition new staff to roles</li> <li>• Continue recruitment campaigns e.g Hinton</li> <li>• Potential strike action Contingency planning and support for 4 identified possible options.</li> <li>• Health and Wellness Coordinator (new role) support and launch</li> </ul>	<ul style="list-style-type: none"> <li>• Dependent on Strike action, operational resumption support (e.g Operation planning, Layoffs/Callbacks in alignment with new CUPE contract)</li> <li>• Potential Labour/management meetings relating ATA negotiations</li> <li>• ATA PG Committee Meeting</li> <li>• CASS Zone Meeting</li> <li>• School Visits</li> <li>• Budget Review</li> </ul>

<p>Inclusion Services A. Corser</p>	<ul style="list-style-type: none"> <li>• Preparation for start-up</li> <li>• Final Year-End Budget Review</li> <li>• Inclusion Strategic Planning Meeting</li> <li>• Touch base with all new LST's</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with the entire speech and OT teams</li> <li>• School Profile meetings with all schools</li> <li>• Low Incidence and Student Supports Grant funding reporting</li> <li>• Support our contractors- Deaf and Hard of Hearing Specialist, Pineapple Speech in Hinton, Jasper, and Grande Cache and our new divisional employee and our Blind and Low Vision Specialist that resides in our Hinton Zone (support them with caseloads, and other information for the upcoming year)</li> <li>• Help with PUF screening and other speech screens for funding purposes</li> </ul>
<p>Transportation Services C. Van Neck</p>	<ul style="list-style-type: none"> <li>• Route adjustments</li> <li>• Preparation for start-up</li> <li>• Driver PD August 27</li> <li>• Driver training/testing</li> <li>• Buddy's GY Bus Adventure</li> </ul>	<ul style="list-style-type: none"> <li>• Route adjustments/timing</li> <li>• Driver training/testing</li> <li>• Kinder class visits for Buddy's GY Bus Adventure</li> <li>• Prep for School Bus Safety Week</li> </ul>
<p>Communications Special Projects N. Gilks</p>	<ul style="list-style-type: none"> <li>• Final Year-End Budget Review</li> <li>• Print Calendar</li> <li>• Prep for New Year: Welcome Back ADs, registration, websites, planning meetings</li> <li>• Summer Projects support as needed: depts/schools</li> <li>• Long Service Wrap Up</li> <li>• Prep for August PBM</li> <li>• Election support as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Prep for Sept PBM</li> <li>• Election Work</li> <li>• Back to school updates</li> <li>• Promotions: Sept 30 TRC and Orange Shirt Day; World Teachers' Day - October 5, World Mental Health Day 10 &amp; School Bus Safety Week - 16-20</li> <li>• Social media updates</li> <li>• 2024/25 Recognition Reconciliation/Expenses</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 September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: Fairness and Safety in Sport Act (Formerly Bill 29)**

Originator: C. Aschenmeier, Assistant Superintendent

#### **RECOMMENDATION**

That the Board of Trustees receive an overview of the Fairness and Safety in Sport Act.

#### **REPORT**

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

As per Policy 2, Role of the Board, the Board of Trustees is responsible to govern the Division and act in accordance with government regulations and legislation.

##### **Background:**

Bill 29 was introduced in 2024 by the Minister of Tourism and Sport. The legislated Fairness and Safety in Sport Act (which replaces Bill 29) establishes an approach to protect the integrity of female athletic competitions by ensuring women and children have the opportunity to compete in biological female-only divisions while also ensuring transgender athletes are able to meaningfully participate in the sports of their choice. The eligibility of establishing and implementing an athletic policy came in to effect on September 1, 2025.

##### **Context:**

Every athlete that registers to play in a female-only league, class or division of a sport, or their guardian if the athlete is a minor under 18 years of age, will be required to confirm in writing that they understand the Act and that the athlete meets all the eligibility requirements set out in the Fairness and Safety in Sport Act. The regulations only apply to amateur competitive sports in female-only leagues. The legislation does not apply to recreational sports, such as intermural activities or physical education.

- Grande Yellowhead Public School Division provides a declaration form for female athletes (12 years of age or older).
- Forms are stored in a secure location by the school principal. No reporting to the government occurs, unless a challenge is registered with the Superintendent of Schools.

- When a written challenge about an athlete's eligibility is received and the challenged is deemed valid by the school authority, the athlete will be required to obtain and provide a copy of their birth registration for filing with the school authority. The Minister requires notification of any written challenges.

**Conclusion:**

Overview of the new Ministerial Order provides the Board of Trustees with background information regarding the newly implemented Fairness and Safety in Sport Act, 2025.



## 10.3

### Administrative Report September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: Ministerial Order on Standards for 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 Policy 2, *Role of the Board*, the Board of Trustees is responsible to govern the Division and act in accordance with government regulations and legislation and identify issues and advocate for public education and the Division.

##### **Background**

On July 4, 2025, the Ministry of Education and Childcare legislated new standards which outlined consistent requirements for school boards in selecting and managing school library collections. On September 8, 2025, the Ministerial Order (#030/2025) was repealed and replaced with Ministerial Order (#034/2025) Standards for the Selection, Availability, and Access of School Literary Materials

##### **Context:**

The new Standards will be implemented in two phases:

1. By **October 31, 2025**, school authorities must provide the Minister with a list of any literary materials the school authority intends to remove in order to implement the Standards.
2. By **January 5, 2026** school authorities:
  - a. ensure that literacy materials in a school containing explicit visual depiction(s) of sexual act(s) are not accessible or available to children or students,
  - b. ensure that parents of students who have access to a classroom collection are informed of the literary materials in the collection,

- c. establish and maintain a publicly available listing of all school literary materials other than those in classroom collections,
- d. establish criteria for selection, curation and management of school literary materials, and
- e. establish processes for review of specific school literary materials.

The new standards focus on literary materials containing *explicit visual depiction* of a sexual act(s).

Exemptions include:

- a public library as defined in the Libraries Act,
- learning and teaching resources authorized or approved by the Minister, or
- material, whether in physical or electronic form, brought into the school by a child or student without the knowledge of any school authority employee.

**Conclusion:**

Overview of the new Ministerial Order provides the Board of Trustees with background as governance of legislation and for consideration in the informed decision-making process for acting in accordance with government legislation and advocacy.

## 10.4

### Administration Report September 17, 2025

To: Board of Trustees

From: K. Scobie, Superintendent of Schools

**Subject: 2025 General Election**

Originator: N. Gilks, Director of Communications/ Returning Officer

#### **RECOMMENDATION**

In relation to the General Election to be held on October 20, 2025, it is recommended that the Board of Trustees receive an update, as information.

#### **REPORT**

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

There are several items to consider within the *Local Authorities Election Act (LAEA)* and the *Education Act* for elections. To address many of these requires either a bylaw or board resolution and all must adhere to strict timelines. In addition, several amendments have been made in 2024 and 2025 to the *LAEA and Education Act*.

As of September 11, 2025:

- The Board passed a bylaw at the Public Board Meeting on June 18, 2025:
  - **BYLAW 2025-05**
    - *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.*
    - The Returning Officer has confirmed with local municipalities to align the Division's voting stations, where applicable, on Election Day
- Board motions on September 17, 2025, to meet deadlines for:
  - September 21, 2025: Deadline for Board resolution of approval for special ballots
  - October 5, 2025: Deadline for Board resolution of approval of advance voting
- Nomination Day: Noon on September 22, 2025

- Wards requiring elections with names of candidates will be posted 48 hours of close of nominations (*LAEA* s.28(8)) as candidates have 24 hours to withdraw if desired (*LAEA* s. 32)
- Returning Officer is in discussion with Yellowhead County, Town of Edson, and Town of Hinton to align advance voting stations on various dates in October:
  - Elections with advance voting will take place where number of candidates exceed required trustees
  - All advance and election day voting stations will be posted on the website, social media and in accordance with required legislation
- Eligible voters may vote at any voting station within their subdivision at advance polling stations and on Election Day
- Municipalities use a *Permanent Electors Register* but as the Division is conducting its own election, every person who arrives at a voting station is required to make a statement on *Form 13 – Elector Register* along with proper identification. (*LAEA* s. 53)
- New residency requirements for Jasper eligible voters (*LAEA* s.48(1) and *EA* s.74(5))
- Information is updated on the Division's website on a regular basis including the new requirement for the posting of the **Notice of Intent to Run Registry** which lists the current number of candidates that have provided formal notice of intent to run in the 2025 Election.

### **Conclusion:**

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