

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE GRANDE PRAIRIE PUBLIC SCHOOL DIVISION HELD AT CENTRAL OFFICE ON **February 27, 2024**

**COMMITTEE OF THE WHOLE SESSION**

Board Chair Joan Nellis reported that a Committee of the Whole meeting was held prior to the February 27, 2024, Regular Board Meeting for discussion of Division succession planning.

Board Chair Joan Nellis called the Regular Meeting to order at 6:02 p.m., acknowledged that the Board is on Treaty 8 Land, and reviewed the Division's Universal Guiding Principles, with the following present:

**PRESENT**

Trustees Ray Buziak, Chris Johnston, Donna Koch, Rob Martin, Joan Nellis, Andre Ouellette, Superintendent Sandy McDonald, Deputy Superintendent James Robinson, Associate Superintendent Business Services Norm Guindon, Executive Assistant Business Services SheraLea Crichton, (recorder), and Secretary to the Board Sandy Fredland (minutes).

**ADOPTION OF AGENDA**

Adoption of Board Agenda

The Board reviewed the Regular Meeting agenda.

**MOTION:** Donna Koch moved that the Board adopt the Regular Meeting agenda as presented.

UNANIMOUSLY CARRIED 15614

**MINUTES**

Regular Board Meeting of February 13, 2024

The Board reviewed the Regular Board Meeting minutes of February 13, 2024.

**MOTION:** Rob Martin moved to adopt the minutes of the Regular Board Meeting of February 13, 2024, as circulated.

UNANIMOUSLY CARRIED 15615

**PRESENTATION**

**BUSINESS ARISING FROM THE MINUTES**

**BOARD CHAIR/ SUPERINTENDENT'S REPORT**

Board Chair Report

- City Stormwater Engagement Session  
Joan Nellis attended the City of Grande Prairie stormwater engagement session held earlier in the day. Four funding model options for the utility collection were presented to the public for feedback.
- Budget 2024 Stakeholder Session  
Alberta Education is setting up a one-hour Zoom webinar following the announcement of Budget 2024 on February 29, 2024. Chair Joan Nellis is unable to attend, however Superintendent McDonald,

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Associate Superintendent Guindon and Deputy Superintendent Robinson will attend and report back to the Board.

Superintendent's Report

**Items for Information**

Sandy McDonald presented the Superintendent's Report provided to the Board as information regarding the following:

- **Putting Employer and Employee Perspectives to Work**  
Director of Human Resources, Tammie Maurer, Associate Superintendent Guindon, and Superintendent McDonald attended the Chamber of Commerce's presentation on recent research into regional labour market needs. A Regional Workforce Development Partnership has been created and this partnership will be used to create a collaborative regional workforce development strategic action plan that has the potential to inform future recruiting efforts.
- **Employee Appreciation Week**  
The week of Feb 20 to 23 was employee appreciation week in the Division. The structure of Employee Appreciation efforts this year was a slight departure from previous years, where individual groups of employees were celebrated at different times of the year. The intent this year was for a weeklong celebration of all staff, culminating in the wellness day for all staff on Friday February 23, 2024.
- **All Administration Professional Learning and February Principals Meeting**  
The professional learning time was used to provide school administration teams time to continue to plan for, and share with other school leadership teams, implementation of the Optimum Learning Framework and to continue their planning to support student attendance.

In addition to reviewing the timelines for receiving nominations for the Edwin Parr award and providing updates regarding the division website implementation and digital communications practices, the afternoon with principals was focused on inclusive learning planning and a review of the role of the Learning Support Teacher in schools.

- **Administration Staffing Update**  
The staffing process for the 2024-2025 school year is underway, and Matt Pepper, current principal at Isabel Campbel Public School, will be relocating to assume the same role at Ecole Montrose. Additionally, Kendra Stewart, who has been in the acting Vice Principal role at Alexander Forbes this year, will be remaining at the school on an

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ongoing basis. The competition to select a principal for Isabel Campbell Public School is currently underway.

- **Leadership for Tomorrow**  
The latest session of Leadership for Tomorrow took place on Thursday, February 22. The focus of the session was the continuation of developing their understanding of the practices related to instructional leadership.
- **3-Year Education Plan Development Update**  
Planning for updating the division's 3-Year Education Plan continues. The staff engagement to learn their perspectives regarding strategies for supporting student growth and achievement and successful high school completion will open February 26 and closes March 7. Student and parent perspectives included in recent school and division data are being reviewed at the same time to inform planning and a draft review of the plan will be presented for review at Board's May 1 Planning Retreat.
- **Board Workplan Review**  
The updated Board workplan was provided to the Board as information.

**Items for Action**

- **Council of School Councils**  
The agenda for the February 29<sup>th</sup> meeting of the Council of School Councils was attached as information.
- **International Travel Request for the 2024-2025 School Year**  
Charles Spencer High School has submitted a request for 32 students enrolled in French as a Second Language or French Immersion to travel to Martinique during spring break in the 2024-2025 school year.

System Administration has reviewed the detailed trip package submitted by the school principal and it meets all expectations for international travel as outlined in [Administrative Procedure 260](#). A summary of the trip details and a recommended motion was presented for the Board's consideration.

**MOTION:** Rob Martin moved that the Board support the request for student International Travel submitted by Charles Spencer High School during the 2024 – 2025 spring break, as presented, subject to continued compliance with all expectations identified in Administrative Procedure and all travel advisories in effect at the time of travel.

UNANIMOUSLY CARRIED 15616

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- 2023 – 2024 Friends of Education Nomination  
Trustees were asked to bring nominations for the 2023 – 2024 Friends of Education Award to the March 12, 2024, Committee of the Whole meeting for discussion and selection.

**BOARD POLICY COMMITTEE**

Board Policy Committee Meeting

Andre Ouellette reported to the Board that the Board Policy Committee met earlier in the day to review Board Policy 12 – Appeals Regarding Student Matters, Board Policy 13 – Appeals Regarding Teacher Matters, and Board Policy 14 – Whistleblower Protection.

- Following review of Board Policy 12 – Appeals Regarding Student Matters, Superintendent McDonald will provide the Board with a summary of the Education Act, Section 41, School Dispute Resolution and how it pertains to Board Policy 12.
- No changes or revisions to Board Policy 13 – Appeals Regarding Teacher Matters were recommended by the Committee.
- The Committee recommends the addition of a hyperlink to Administrative Procedure 403 Duty to Report to Board Policy 14 Whistleblower Protection, as mentioned in section 2.

**MOTION:** Andre Ouellette moved that the Board approve the addition of a hyperlink to Administrative Procedure 403, Duty to Report, in Board Policy 14, Whistleblower Protection, as discussed.

UNANIMOUSLY CARRIED 15617

- The Committee discussed the provincial government’s Trustee Recall Legislation. A fact sheet regarding the Trustee Recall Legislation is attached to these minutes and will be forwarded to Trustees following the Board meeting.

**ADVOCACY AND ENGAGEMENT COMMITTEE**

Advocacy and Engagement Committee Meeting – February 13, 2024 Minutes for Information

The minutes of the February 13, 2024, Advocacy and Engagement Committee meeting was brought to the Board as information.

**CULTURE AND ENGAGEMENT**

School Assurance Meetings

The final group of School Assurance meetings were held and attended by Trustees for the following schools:

- GP Composite
- Charles Spencer

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- Bridge Network
- Swanavon
- Isabel Campbell
- Parkside

The Board expressed appreciation for the time and effort both school and division leadership put into the School Assurance meetings. The Board finds these meetings very helpful and informative.

**BUSINESS SERVICES**

Business Services Report

- Develop Budget Process and Budget Development Principles  
Norm Guindon presented to the Board the current Board Guiding Principles for the Division Budget Development process to consider any potential adjustments necessary prior to commencing the development of the 2024 – 2025 school year budget.

The Board proposed the addition of the following bullet to the current budget principles:

The division should allocate resources equitably to ensure that all schools, regardless of size, allow students to have access to high quality education regardless of socioeconomic status or demographic factors.

**MOTION:** Donna Koch moved that the Board approve the presented Board Budget Guiding Principles for the development of the 2024 – 2025 Division budget as amended.

UNANIMOUSLY CARRIED 15618

- Annual Division Occupational Health and Safety Report  
Norm Guindon presented to the Board as information the Annual Division Health and Safety Report prepared by Beverly Alcock, the Division Health and Safety Coordinator. The Board appreciated the informative report.
- Annual Operations and Maintenance Workplan  
Norm Guindon presented to the Board as information the Annual Operations and Maintenance Report prepared by Geoff Barron, Director of Operations. The Board expressed appreciation to the Maintenance and Operations Department for keeping the Division schools and facilities in exceptional condition.

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**ASBA / PSBAA**

Alberta School Boards Association (ASBA)

- Zone 1 Meeting  
Ray Buziak reported to the Board regarding the ASBA Zone 1 Meeting held February 14, 2024, virtually.
- Enterprise Canada – Virtual Session  
Those Trustees who attended reported to the Board regarding the Enterprise Canada Virtual Session that was held February 21, 2024.
- Speaker’s Corner – Advancing Education for Reconciliation  
No Trustees attended the ASBA Speaker’s Corner, Advancing Education for Reconciliation, held virtually on February 26, 2024.
- ASBA Zone 1 Awards Luncheon Planning Update  
The Board was provided with a report regarding planning for the ASBA Zone 1 meeting and awards luncheon scheduled for September 18, 2024.

**ALBERTA  
EDUCATION**

**COMMITTEE  
REPORTS**

- Teacher/Trustee Liaison Committee Meeting  
Rob Martin reported to the Board regarding the Teacher/Trustee Liaison Committee meeting held February 20, 2024. The minutes of the meeting will be brought to the March 12, 2024, Regular Board meeting as information.
- Non-Instructional Support Staff Committee Meeting  
Chris Johnston reported to the Board regarding the Non-Instructional Support Staff Committee meeting held February 21, 2024. The minutes of the meeting will be brought to the March 12, 2024, Regular Board meeting as information.

**PRESENTATION OR  
DELEGATION  
BUSINESS**

**CORRESPONDENCE**

**NEW IDEAS / NEW  
ISSUES**

Rob Martin wished to recognize and congratulate Daisy Nellis (student), Fringina Mukaga (social worker) and Tracey Thiemann (vice principal) from the Grande Prairie Composite High School as City of Grande Prairie Women of Influence nominees.

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Andre Ouellette will not be attending the March 12, 2024, Board meeting.

Donna Koch reported to the Board that she, along with Trustee Nellis, attended the Division Wellness Day keynote address and found the message to be inspirational and practical regarding the topic of resilience.

**NEXT BOARD MEETING**

The next meeting of the Board of Trustees is scheduled for Tuesday, March 12, 2024, to be held at Central Office in the Board Room.

**ADJOURNMENT**

Board Chair Joan Nellis called the Regular Board Meeting closed at 7:43 p.m.

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Chair

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Secretary-Treasurer