



In-Camera and Regular Meeting Minutes of the Fort McMurray Public School District Board of Trustees, held at District Office in the Main Boardroom

*Doing What's Best for Kids*

Location:	Board Room - District Office, 231 Hardin Street
Date:	December 16, 2015
In Attendance:	<p>Jeff Thompson, Board Chair          Linda Mywaart, Vice Chair          Angela Adams, Trustee (Via conference)          Tim O'Hara, Trustee          Stephen Drover, Trustee          Doug Nicholls, Superintendent          Phil Meagher, Chief Deputy Superintendent - Human Resources &amp; Administration          Allan Kallal, Associate Superintendent - Business &amp; Finance          Dr. Brenda Sautner, Associate Superintendent - Education &amp; Administration          Teena Francis, Recording Secretary</p>

21674	Call to Order	Board Chair J. Thompson called the meeting to order at 2:01 p.m.
21675	Additions to In-Camera Agenda	There were no additions to the In-Camera Agenda.
21676	Approval of Agenda	Motion by Trustee Drover to approve the In-Camera Agenda. M/C
21677	In-Camera Meeting	Motion by Trustee O'Hara to proceed to the In-Camera Meeting at 2:03 p.m. M/C
21678	Out of In-Camera	Motion by Trustee Adams to conclude the In-Camera Meeting at 2:59 p.m. M/C
21679	Regular Meeting	Board Chair J. Thompson called the Regular Meeting to order at 3:07 p.m.
21680	Additions to Agenda	École McTavish High School Gymnasium Motion was added to the agenda.
21681	Approval of Agenda	Motion by Trustee O'Hara to approve agenda with addition at 3:08 p.m.
21682	Declaration of Conflict	<p>Board Chair J. Thompson reminded Trustees of their responsibility to make a declaration should any agenda item pose a conflict. There were no conflicts noted.</p> <p>Trustee Drover and Trustee O'Hara will be excused for item 10 on the agenda.</p>
21683	<p>Minutes:            In-Camera &amp; Regular Meeting 11/25/2015</p> <p>Committee of the Whole Meeting 11/30/2015</p> <p>Special Board Meeting Minutes 11/30/2015</p>	<p>Motion by Trustee O'Hara to approve the In-Camera &amp; Regular Board of Trustees Meeting Minutes of 11/25/2015 as circulated. Following amendments the minutes were approved. M/C</p> <p>Motion by Trustee O'Hara to approve the Committee of the Whole Meeting Minutes of 11/30/2015 as circulated. M/C</p> <p>Motion by Trustee Adams to approve the Special Board Meeting Minutes of 11/30/2015 as circulated. M/C</p>
21684	Business Arising from Minutes	<b>EBC Emergency Plans:</b> This policy has been updated to match current practices and other agencies that we coordinate with. The District's Crisis Response planning has been evolving over the past six years since this policy was last updated. Updates include dealing with scenarios around multiple crises and methods of response such as lock down, shelter in place, student release, etc.

Motion by Trustee Drover to approve the policy with amendment (Heath/Health). M/C

**CM Volunteers:** This policy and exhibit have been amended to confirm that volunteers will keep confidential any information they obtain or observe and avoid conflicts of interest.

Amendments will include a) signature line for both volunteer and staff reviewing exhibit 1, b) following "I agree to keep confidential any information I obtain or observe" add "unless those actions are a breach of board policy or legislation".

Motion by Vice Chair Mywaart that the Board of Trustees approve policy CM Volunteers and Exhibit as amended. M/C

**GCPE Early Retirement of Professional Staff Members (Rescind):** This policy is dormant and is not needed.

Motion by Trustee O'Hara to rescind policy GCPE Early Retirement of Professional Staff Members. M/C

**Wellness Alberta Endorsement:** Board Chair J. Thompson reviewed the statement of support submitted by Wellness Alberta.

Motion by Trustee O'Hara that the Board of Trustees endorse Wellness Alberta.

Discussion followed. This motion was defeated.

Board Chair J. Thompson advised Wellness Alberta will be informed of the Board's decision.

21685 Public School Boards' Association of Alberta (PSBAA)

Trustee O'Hara shared a new rack card for PSBAA highlighting priorities and key messages.

21686 Alberta School Boards Association (ASBA)

Trustee Drover will attend the January Zone 2/3 Meeting. Board Chair J. Thompson will attend the February Zone 2/3 Meeting.

21687 Policy Amendments:

**EA Environmental Practices:** Motion by Trustee Drover that the Board of Trustees reaffirm the above noted policy. M/C

**EBBC Fire Safety Precautions:** This policy has been reviewed by Senior Management and amendments were made to reflect the current Fire Prevention Act.

Motion by Vice Chair Mywaart that the Board of Trustees approve policy EBBC Fire Safety Precautions with minor amendments. M/C

**FL Closure Facilities and Programs:** This policy has been reviewed by Senior Management and amended to match current regulations and grade configuration.

Motion by Trustee O'Hara that the Board of Trustees approve policy FL Closure Facilities and Programs and update the Board Policy Handbook. M/C

**GBPA School Based Decision Making:** This policy has been amended to reflect the current responsibilities of the Principal as noted in the School Act.

Motion by Trustee O'Hara that the Board of Trustees approve GBPA School Based Decision Making as amended. M/C

**IHA Student Insurance:** This policy has been reviewed by Senior Management and the district Insurance Broker and no changes are required.

Motion by Trustee Drover that the Board of Trustees reaffirm policy IHA Student Insurance with no amendments. M/C

21688 Financial Statements - August 31, 2015

Trustee Drover and Trustee O'Hara were excused from the meeting due to pecuniary interest.

The Financial Statements for August 31, 2015 were presented for review and approval. Management made the following comments on the Financial Statements package:

→ Cash is increased due to Capital projects funding advanced from Provincial Government.

- Accounts Receivable is up, on amounts owing from Alberta Education on the Portable relocation project.
- Investments are down, due to funds being transferred to obtain the best rate.
- Deferred Revenue is up due to the reporting required on Capital Funding Received and from IMR projects carried forward to 2015-16.
- Construction in progress is down and buildings up due to the capitalization of WG Hill.
- Other Revenues do not match budget due to reporting requirement changes, especially in School Generated Funds.
- Other School Authorities revenue, district was successful in increasing support from Boreal for dual French program.
- Expenses: ECS was reintroduced as a separate reporting Category.
- PO&M is up due to increased amortization of WG Hill, note this is a non cash transaction and does not impact reserves.
- Surplus is 1.2 million, 1 million of which is school surpluses being carried forward into the current budget.
- Reserves have been identified to enhance: School Budgets, New School Capital projects, and Infrastructure Maintenance Repairs.
- Capital Revenue includes funds provided by the province, Abasand School Sale, Hardin Street land sale, accumulated interest income on capital funds.
- Program Operations shows the District is covering deficits in Plant Operations and Maintenance and Transportation with Surpluses in Administration and Instruction.
- Fees Schedule is expanded; this is unaudited and is based on estimates.
- Differential Funding has a new schedule

Motion by Vice Chair Mywaart that the Board of Trustees approve the August 31, 2015 Financial Statements and accompanying notes. M/C

Trustee Drover and Trustee O'Hara returned to the meeting at 4:32 p.m.

MNP Representatives, Heather Kutanzi, CPA, CA and Denean Voutour, CPA, CA presented the Auditor Findings:

- Audit Objectives
- Audit Responsibilities
- Audit Status
- Areas of Audit Emphasis and Key Findings
- Management Letter Points
- Summary of Misstatements and Unadjusted Differences
- Auditor Independence

Management Letter Points:

- Bank Reconciliations
- School Generated Funds - Best Practice
- Online Payments
- Bank Deposits (from individual audits)
- All other prior year points have been addressed


On behalf of the Board, Chair J. Thompson thanked H. Kutanzi and her team for the work that was done when conducting the audit. In addition, Associate Superintendent A. Kallal and his team were thanked for their cooperation during the audit process.

Superintendent Nicholls left the meeting at 5:05 p.m. and returned at 5:15 p.m.

21689	École McTavish Planning Committee Motion Regarding High School Gymnasium Funding	<p>The design committee has been working with Alberta Education, Alberta Infrastructure and the Architects. Funding and supports for Alberta Education are for 615 m2 of space. This does not allow space for a full basketball court. The committee recommends that the Board fund an additional 85m2 at an estimated \$426,252 budget. This will allow the school to hold sanctioned events over the life of the facility.</p> <p>Motion by Vice Chair Mywaart that the district fund 85m<sup>2</sup> increasing the High School Gym for École McTavish to 700m<sup>2</sup> with an estimated budget of \$426,252 dollars using deferred land sale funds. M/C</p>
21690	Review of Evening Agenda	Trustees and Senior Administration reviewed the evening agenda. Board Chair J. Thompson excused himself, sharing Vice Chair Mywaart will facilitate the evening portion.
21691	Recess	Motion by Vice Chair Mywaart to recess at 5:30 p.m.
21692	Reconvene Regular	Vice Chair Mywaart reconvened the Regular Board Meeting at 6:31 p.m. Trustee Adams

	Meeting	joined via conference.
21693	O' Canada	Vice Chair Mywaart welcomed students, staff, parents and community members and invited everyone to stand for the national anthem. Board Chair J. Thompson sent his regrets.
21694	Question Period	No questions were submitted for Question Period.
21695	Board of Trustees Awards	<p><b>TAFI Award:</b> The monthly award is given to FMPSD staff members who promote District activities through different social media portals (Twitter, Apps, Facebook and Instagram). Shabana Rahman, Acting Principal, Fort McMurray Islamic School was this month's TAFI Award winner.</p> <p><b>District Christmas Card Design:</b> A District Christmas Card design contest was held. Trustees received a number of submissions. This year the winner of the contest is Mohammed Ahnab Amin, Grade 10 student from Westwood Community High School.</p>
21696	Innovative Leadership	<p>Superintendent Nicholls introduced Mark Wilson, teacher at Fort McMurray Composite High School. Mr. Wilson provided an overview of the Broadcasting partnership with Keyano College. Mr. Wilson has been instrumental in making the Broadcasting Program successful. A group of 27 students work evenings and weekends to relay Keyano Huskies games, which have now been seen in 18 countries with over 2500 views.</p> <p>Michelle Toner, Marketing and Events Manager - Keyano College was introduced from the gallery and shared the broadcasting partnership is beyond successful. The passion Mr. Wilson has for his students is evident and the students are respectful and professional. The Keyano Huskies are having one their most successful years and it has all been captured by Mr. Wilson and his students. M. Toner presented Mr. Wilson with a token of appreciation and thanked him on behalf of the Huskies, parents and community.</p> <p>The first Innovative Leadership Award was presented to M. Wilson for demonstrating continuous improvement and sharing his passion for instruction for the benefit of his students. Congratulations Mr. Wilson.</p>
21697	Spotlight on Education	Westwood Community High School Teacher Chantal Collin and students presented on Westwood Volunteerism Class. This group has had a big impact within the District, and in the community by being of service to various social profits. They've been knitting toques for The Centre of Hope, collecting Angel Tree Tags for The Salvation Army, and volunteering to help teach Westview School's elementary grades, to name a few. And, they've been embracing social media well to tell their stories. Trustees, and senior leadership appreciated hearing from students who said volunteering helped them find their passion too.
21698	District Program/Initiative Highlight	<p><b>Confucius Class at Walter and Gladys Hill Public School:</b> Principal Annalee Nutter and Vice Principal, David Parsons, presented on the newly licensed Confucius Class at Walter and Gladys Hill Public School. Pending the arrival of a Chinese teacher in a few months, the school plans to offer Mandarin as a second language.</p> <p><b>Green Scene Initiative Update:</b> Nazia Jeelani-Hiscock, teacher at École McTavish Junior High School and Co-Chair of the Green Scene Committee presented, on the green initiatives in the District and the region. École McTavish Junior High School and Westwood Community High School are participating in the Municipality's Green Team initiative to promote environmental stewardship. Elementary schools are now working more towards outdoor classrooms.</p>
21699	Recess	Motion to recess at 7:41 p.m. Reconvened at 7:50 p.m.
21700	Trustee Items/Engagement	Vice Chair Mywaart provided a summary of community engagement and provincial association meetings that were attended by Trustees for the period of November/December.
21701	Reports	<p>Superintendent Nicholls updated Trustees and Senior Administration on the current activities held throughout the District.</p> <p>Chief Deputy Superintendent P. Meagher updated Trustees and Senior Administration on the current scope of the Human Resources and Administration Department.</p> <p>Associate Superintendent A. Kallal updated Trustees and Senior Administration on the current scope of the Business &amp; Finance Department.</p>

		Associate Superintendent B. Sautner updated Trustees and Senior Administration on the current scope of the Education & Administration Department.
21702	Correspondence:	<b>CMHA Wood Buffalo Certificate:</b> Associate Superintendent B. Sautner shared with Trustees a certificate received from the Canadian Mental Health Association. The certificate of appreciation thanked the district for the support and commitment to Mental Health. Fort McMurray Public School District is the first district in Canada that is promoting and working on a Mental Health Initiative.
21703	Business Arising from Presentations & Delegations at Previous Meetings	None noted.
21704	Other Business	Chief Deputy Superintendent P. Meagher shared news of the passing of Tom Morimoto, a long time resident and strong supporter of the district.
21705	Requests for Information	None noted.
21706	Future Agenda Items	No items identified
21707	Adjourn	There being no further business, Vice Chair Mywaart requested a motioned to recess at 8:16 p.m.  Motion by Trustee Adams to adjourn at 8:16 p.m.

Board Chair:   
Secretary-Treasurer: \_\_\_\_\_

Date: February 17, 2016  
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