



**MINUTES OF THE  
REGULAR BOARD MEETING**

**HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON TUESDAY, NOVEMBER 26, 2024, AT 9:00 AM**

**TRUSTEE ATTENDANCE:**

Lorraine Stewart, Chair  
Aileen Wagner, Vice-Chair  
Aimee Hennig, Trustee  
Paul McCann, Trustee  
Eric Cameron, Trustee  
Anne Montgomery, Trustee  
Jill Osborne, Trustee

**ADMINISTRATION ATTENDANCE:**

Shauna Boyce, Superintendent  
Mark Francis, Deputy Superintendent  
Scott Johnston, Associate Superintendent  
Scott McFadyen, Associate Superintendent  
Dr. Meg Miskolzie, Associate Superintendent  
Jason Krefting, Director, Financial Services  
Jordi Weidman, Director, Strategic Communications  
Darcy Rowswell-Blood, Accounting Supervisor  
Keri Zylla, Recording Secretary

**GUEST PRESENTERS:**

Benji Waser, Auditor, MNP LLP

**CALL TO ORDER**

Board Chair Stewart called the meeting to order at 9:00 a.m.

**LAND ACKNOWLEDGEMENT**

Board Chair Stewart acknowledged Parkland School Division's presence in Treaty #6 and Treaty #8 Territories.

**NATIONAL ANTHEM**

**PERSONAL REFLECTION**

**ANNOUNCEMENTS**

**CHANGES TO THE AGENDA**

There were no changes to the agenda.

**APPROVAL OF THE AGENDA**

**Res 069-2024**

**MOVED** by Trustee Wagner that the agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

**Res 070-2024**

**MOVED** by Vice-Chair Hennig that the minutes of the Regular Meeting held on October 8, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

*L. Stewart*

Board Chair

*Scott McFadyen*

Secretary-Treasurer

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATION / PRESENTATION**

There was no delegation or presentation.

**QUESTION PERIOD:**

*There were no questions submitted to the Board at [Board@psd.ca](mailto:Board@psd.ca), for the November 26, 2024, Question Period.*

**BOARD CHAIR REPORT**

Board Chair Stewart shared her report.

**SUPERINTENDENT REPORT**

Superintendent Boyce shared her report.

**ACTION ITEMS**

**Res 071-2024**

**AUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDING AUGUST 31, 2024**

**MOVED BY** Trustee Cameron that the Board of Trustees approve the Audited Financial Statements for the Year Ending August 31, 2024, as recommended by the Audit Committee and presented at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen, Mr. Krefting and MNP LLP Auditor, Mr. Waser, provided additional information and responded to questions.

*Board Chair Stewart thanked Corporate Supports & Services staff and the Auditors for the Report.*

*Board Chair Stewart called a recess at 9:50 a.m. Meeting resumed at 9:57 a.m.*

**Res 072-2024**

**ANNUAL EDUCATION RESULTS REPORT**

**MOVED BY** Trustee Cameron that the Board of Trustees approves Parkland School Division's 2023-2024 Annual Education Results Report, as presented at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Associate Superintendent Johnston provided additional information and responded to questions.

**REVISED BOARD POLICY 7: BOARD OPERATIONS**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 7: Board Operations, as recommended by the Policy Review Committee and presented at the Regular Meeting of November 26, 2024.

**Res 073-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that the bracketed excerpt from the end of article 22, change from "at least '2' days before the date of the meeting" to "at least '3' days before the date of the meeting".

**CARRIED UNANIMOUSLY**

**Res 074-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that in article 79, the words "or past" be added after "regarding a current", and that the word "Chair" be deleted after "Board".

**CARRIED UNANIMOUSLY**

*d Stewart*

Board Chair

*Scott McFadyen*

Secretary-Treasurer

**Res 075-2024**

**PROPOSED AMENDMENT:**

**MOVED by** Trustee Montgomery that in article 81, the words “or past” be added after “regarding a current”, and that an ‘s’ be added to the word “agenda”.

**CARRIED 6 to 1**

**IN FAVOUR:** Vice-Chair Hennig, Trustee Wagner, Trustee McCann, Trustee Cameron, Trustee Montgomery, Trustee Osborne

**OPPOSED:** Board Chair Stewart

Board Chair Stewart read the amended motion for approval.

**AMENDED MOTION:**

**Res 076-2024**

**MOVED by** Trustee Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 7: Board Operations, as recommended by the Policy Review Committee and amended at the Regular Meeting of November 26, 2024.

**CARRIED UNANIMOUSLY**

Board Chair Stewart and Vice-Chair Hennig provided additional information and responded to questions.

**REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves Revised Board Policy 8: Board Committees and Representation, as recommended by the Policy Review Committee and presented at the Regular Meeting of November 26, 2024.

**Res 077-2024**

**MOTION TO DEFER REVISED BOARD POLICY 8: BOARD COMMITTEES AND REPRESENTATION.**

**MOVED BY** Trustee Montgomery that the Board of Trustees defers Revised Board Policy 8: Committees and Representation back to the Policy Review Committee for further review.

**CARRIED UNANIMOUSLY**

Board Chair Stewart provided additional information and responded to questions.

**Res 078-2024**

**2025 LOCAL ELECTION RETURNING OFFICER, SUBSTITUTE RETURNING OFFICER**

**MOVED BY** Trustee McCann that the Board of Trustees appoint Eva Beyer, of Parkland County, as the Returning Officer and Barb Williams, of Parkland County, as the Substitute Returning Officer for Parkland School Division for the 2025 Local Election.

**CARRIED UNANIMOUSLY**

Associate Superintendent McFadyen provided additional information and responded to questions.

**BOARD CHAIR TRAVEL TO JAPAN – SHIKAOI CELEBRATION DELEGATION**

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approves sending Board Chair Stewart to participate as part of the delegation for the Town of Stony Plain / Town of Shikaoi Celebration in Japan in April 2025, by allocating \$2500 from the Governance professional development budget to support this trip.

*Board Chair transferred chair to Vice-Chair Hennig at 11:07 a.m., and resumed chair at 11:17 a.m.*



Board Chair



Secretary-Treasurer

**PROPOSED AMENDMENT:**

**MOVED by** Trustee McCann that the motion be changes to allocating “the full cost of the trip” from the Governance professional development budget.

**DEFEATED 5 to 2**

**IN FAVOUR:** Trustee McCann, Trustee Montgomery

**OPPOSED:** Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee Cameron, Trustee Osborne

**Res 079-2024**

Board Chair Stewart read the original motion.

**MOVED BY** Vice-Chair Hennig that the Board of Trustees approve sending Board Chair Stewart to participate as part of the delegation for the Town of Stony Plain / Town of Shikaoi Celebration in Japan in April 2025, by allocating \$2500 from the Governance professional development budget to support this trip.

**CARRIED UNANIMOUSLY**

*Board Chair Stewart called a recess at 11:18am.*

*Trustee Montgomery exited the meeting at 11:25 a.m.*

*Meeting resumed at 11:27 a.m.*

**ADMINISTRATIVE REPORTS**

**2024-2025 FALL FORECAST**

The Board of Trustees received for information, the 2024-2025 Fall Forecast.

Associate Superintendent McFadyen and Mr. Krefting provided additional information and responded to questions.

**COMMUNITY PARTNERSHIPS REPORT**

The Board of Trustees received for information, the Community Partnerships Report.

Associate Superintendent Dr. Miskolzie provided additional information and responded to questions.

**TRUSTEE REPORTS**

**COUNCIL OF SCHOOL COUNCILS**

Trustee McCann shared the Council of School Councils Report for October 5, 2024, and Board Chair Stewart shared the Council of School Councils Report for November 5, 2024.

**TEACHER BOARD ADVISORY COMMITTEE**

Trustee Osborne shared the Teacher Board Advisory Committee Report.

**GOVERNANCE & PLANNING SESSION**

The Board of Trustees received for information, the unapproved Minutes from the November 5, 2024, Governance & Planning Session.

**AUDIT COMMITTEE**

Trustee Cameron shared the Audit Committee Report.

**ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA)**

Trustee Wagner provided her report and congratulated Isabela Ramos on being recognized at the ASBA Awards Night as the selected ASBA Zone 2/3 Edwin Parr winner.



Board Chair



Secretary-Treasurer

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA (PSBAA)**

Trustee Cameron shared his report and provided information on PSBAA Awards available for nominations and on upcoming PSBAA professional development opportunities.

**CHAMBER OF COMMERCE**

There was no report.

**RURAL CAUCUS OF ALBERTA SCHOOL BOARDS**

There was no report.

**EDMONTON METRO REGIONAL BOARD'S STATE OF THE REGION**

Trustee Wagner provided her report.

**FUTURE BUSINESS**

**MEETING DATES:**

*Board – Open to the Public:*

- Dec 17, 2024 ----- Regular Board Meeting 1:00 PM, Centre for Education (*Meeting Live-Streamed for Public*)
- Jan 21, 2025 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

*Committees – Closed to the Public:*

- Dec 05, 2024 ----- Benefits Committee 3:30 PM, Centre for Education
- Dec 06, 2024 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
- Dec 17, 2024 ----- Governance & Planning Session 9:00 AM, Centre for Education (*morning only*)
- Jan 14, 2025 ----- Governance & Planning Session 9:00 AM, Centre for Education (*full day*)
- Jan 15, 2025 ----- Policy Review Committee 2:30 PM, Centre for Education
- Jan 17, 2025 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton

*By Invitation Only:*

- Nov 27, 2024 ----- Stakeholder Engagement Evening 6:30pm, École Broxton Park School

**NOTICE OF MOTION**

Vice-chair Hennig provided notice of motion regarding Bill 20.

**TOPICS FOR FUTURE AGENDAS**

There were no topics for future agendas.

**REQUESTS FOR INFORMATION**

Trustee McCann requested information on the Centre for Education renovations.

Superintendent Boyce provided an update, relaying the completion is projected to be January 2025, a little later than first projected, due to some supply-chain delays.

**RESPONSES TO REQUESTS FOR INFORMATION**

There were no responses to requests for information.

**IN-CAMERA: LABOUR**

**MOVED** by Trustee Osborne that the Board of Trustees move to In-Camera at 11:58 a.m.

**Res 080-2024**

**CARRIED UNANIMOUSLY**

*J Stewart*

Board Chair

*Lawrence*

Secretary-Treasurer

The meeting live-stream recording was paused. Superintendent Boyce, Deputy Superintendent Francis, Associate Superintendent Johnston, Associate Superintendent Dr. Miskolzie and Mr. Weidman exited the public meeting in the Boardroom. Board Chair Stewart, Vice-Chair Hennig, Trustee Wagner, Trustee McCann, Trustee Cameron, Trustee Osborne, Associate Superintendent McFadyen and Ms. Zylla remained in the Boardroom for the In-Camera meeting at 11:58 a.m..

**Res 081-2024**

**MOTION TO REVERT TO A PUBLIC MEETING**

**MOVED by** Trustee Osborne that the Board of Trustees revert to a public meeting at 12:05 p.m.

**CARRIED UNANIMOUSLY**

Superintendent Boyce and Mr. Weidman re-entered the Boardroom. The public meeting and live-stream resumed at 12:05 p.m.

**Res 082-2023**

**PARKLAND SCHOOL DIVISION SUPERINTENDENT OF SCHOOLS  
COMPENSATION**

**MOVED by** Trustee Wagner that the Board of Trustees directs the Board Chair to finalize the Superintendent's contract as discussed.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

The meeting was adjourned at 12:06 p.m.



Board Chair



Secretary-Treasurer