

REGULAR BOARD MEETING MINUTES



Minutes of Regular Board Meeting

At 129 4th Ave SW, High River, AB

January 14, 2026

9:03 a.m. – In-Camera
1:00 p.m. – Public Welcome

MEETING ATTENDANCE

Board of Trustees

Theresa Letendre, Board Chair, Ward 3
Lisa Penzo, Vice Chair, Ward 4
Sherry Butler, Trustee, Ward 2
Shanon Hines, Trustee, Ward 1
Sharon Nichols, Trustee, Ward 4
Jackie Roe, Trustee, Ward 5

Administration

Christopher Fuzessy, Superintendent of Schools
Allen Davidson, Assistant Superintendent, Employee Services
Caroline Roberts, Assistant Superintendent, Learning Services
Katelyn Nickel, Assistant Superintendent, Corporate Services

1. OPENING ITEMS

a. Meeting Called to Order

The Chair called the meeting to order at 9:03 a.m.

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Land Acknowledgement

The Foothills School Division Board of Trustees acknowledges the spirit, life and lessons this land and its ancestors teach us. We acknowledge the traditional territories of the Siksika, Piikani, Kainai, Tsuut'ina, Îyârhe Nakoda and the Homeland of the Métis.

We honour and promote our responsibility to stewardship of the land, from the prairie grasslands that fold into the rolling foothills, to the Big Rock, "oh koto'ksko" and the buffalo jumps; through the cottonwood trees that grow along the Highwood and Sheep Rivers, "ispitsi", to the eastern slopes of the mountains. We acknowledge the land as an act of reconciliation that honors the truths of the Indigenous Peoples.

In our commitment to placing education at the center of a flourishing community, the Board of Trustees continues to advance educational opportunities that support reconciliation.

Purpose Statement

The Board of Trustees is committed to govern by assuring that our students and all who support them can flourish.

2. IN CAMERA

MOVED by Trustee Penzo:

That the board move in-camera at 9:03 a.m.

Carried

MOVED by Trustee Nichols:

That the board reconvened in public session at 10:15 a.m.

Carried

The board broke for lunch at 12:08 p.m.

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3. PUBLIC MEETING

The regular board meeting was reconvened at 1:01 p.m.

4. AGENDA

- a. Additions to the Agenda
- b. Approval of the Agenda

MOVED by Trustee Roe:

That the agenda for the Regular Board Meeting of January 14, 2026, be accepted as Presented

Carried

5. MINUTES

- a. Minutes of the Regular Board Meeting of December 10, 2025

MOVED by Trustee Nichols:

That the Minutes of the Regular Board Meeting of December 10, 2025, be taken as written and adopted

Carried

6. DELEGATIONS/PRESENTATIONS

a. School Presentation – Red Deer Lake

Principal Scott Flintoff and Vice Principal Stacey Burrows presented Red Deer Lake School's Education Plan, highlighting the collective commitment to fostering a supportive and engaging learning environment through strong parental involvement and high student expectations. The Board thanked Scott and Stacey for their engaging and informative presentation and offered their appreciation for the exceptional Team at RDL who continue to build learning environments where "success is not left to chance".

b. Director Report – Professional Learning & Education Partner Relations

Director, Chase Ellis, presented to the Board how Foothills School Division is advancing excellence in teaching, learning, and leadership highlighting the Division's commitment to learning that transfers. The Board thanked Chase for his excellent presentation and for leading this important work across FSD.

c. Manager Report – Communications and Community engagement

Manager Sara Fox presented to the Board the strategic goals for stakeholder engagement and communication, highlighting key data from Foothills School Division Assurance and Alberta Education Assurance Measure surveys. The Board commended Sara for her flexibility and positive work she continues to lead, keeping communications within The Foothills School Division timely, engaging, transparent and accurate.

Assistant Superintendent Katleyn Nickel left the meeting at 3:02 pm
Superintendent Christopher Fuzessy left the meeting at 3:04 pm

7. ACTION ITEMS

a. Authority to access Complex Education Needs Tribunal (attached)

A Complex Education Needs Tribunal (CENT) is a mechanism to assist boards in ensuring that every grade 1 to 12 student in Alberta with complex education needs is served in an education program provided by the board. If required, the CENT will develop an education program that the board must deliver to the student. A CENT provides a process that is fair, independent, and unbiased. Section 40 of the *Education Act* describes the process and parameters through which the CENT will be conducted. A CENT is intended to be a collaborative and supportive process.

MOVED by Trustee Penzo:

The Board of Trustees determined that it cannot meet the specific learning needs nor provide an education program for the student identified in the application despite sustained efforts and collaboration. The Board approves Foothills School division applying to the Ministry of Education and Childcare for a Complex Education Needs Tribunal in accordance with section 40 of the Education Act.

Carried

8. INFORMATION ITEMS

a. School Council Reports

Background: In the *School Council Report*, trustees have the opportunity to share system-wide issues, trends or concerns that are being brought forward during the school council meetings they attend.

The Foothills School Division Council of School Councils (COSC) will hold its first meeting on January 26, 2026 with the aim of connecting School Council Chairs from across the Division, providing support for 'new to the position' council members, and electing a new COSC Chair.

Trustees shared themes emerging from school council meetings. While not system-wide, topics included questions related to attendance boundaries and student placement, interest in cross-community attendance patterns, feedback regarding communication related to capital projects, and observations about survey design and clarity.

b. Policy Review

Background: The Policy Review Update is a standing agenda item aimed at providing assurance to the Foothills School Division and our community of stakeholders that board policies continue to be reflective of the values of the Board and the strategic directions of the Division.

c. Administrative Procedures Update (Attached)

AP 205 – Parental Notice and Consent – *Updated to align with Education Act & Legislation*

AP 132 – Emergency School Closure - *Updated to provide enhanced safety protocols for wheelchair mobile students*

AP 161 – Illness and Communicable Diseases- *Updated to reflect current practice*

d. Summary of Field Trips (attached)

Summary of 2025-2026 field trips (inclusive of exchange trips).

Exchange Students - Received an email regarding chaperone contracts. Waiting for International Education Services Branch.

9. DISCUSSION ITEMS

a. Attendance Boundary Review- Okotoks and Area (attached)

Recommendation: To defer the boundary review to the 2027 school year and direct administration to action it at that time based on the reasons listed within the Presentation Summary. This decision ensures that when boundaries are reviewed, the most up to date, applicable, and relevant information will be used. This also provides the Division with more time to participate in a broader engagement process and allows for a more comprehensive and wholesome review.

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b. Draft 2026-2027 School Calendar

Trustees are invited to discuss the DRAFT calendar for 2026-2027 school year

MOVED by Trustee Nichols:

That the Board accepts Information Items A-D and discussion item A-B as presented

Carried

10. Board Committee Reports

a. ASBA Zone 5 – Trustee Roe

Verbal update provided

MOVED by Trustee Hines:

That the Board accepts the Board Committee Reports as presented

Carried

11. CHAIR'S REMARKS / BOARD CORRESPONDENCE

a. EBC Letter (attached)

Chair Letendre provided update

b. Appointment to Teacher Salary Qualification Board - Trustee Letendre (TSQB) (attached)

12. ADJOURNMENT

MOVED by Trustee Butler:

That the regular board meeting of January 14, 2026, be adjourned at 4:10 p.m.

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Carried

Chair

Assistant Superintendent, Corporate Services