



Board of Trustees
Regular Board Meeting
November 27, 2025

Date: November 27, 2025
Time: 10:00 a.m.
Location: Central Operations

Members Present: Board Chair Lacey Buchinski
Vice-Chair David Rushton
Trustee Wanda Laurin
Trustee Paul Quinney
Trustee Janet Przybylski
Trustee Edith Giesbrecht

Members Absent: Trustee Marie Dyck

Staff Present: Superintendent Jeff Thompson
Secretary-Treasurer Rhonda Freeman
Deputy Superintendent (Acting) Aleeta Ploc
Assistant Superintendent Cheryl Gascoyne
Executive Assistant Chris Warne
Communications Coordinator Kristin Dyck

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chair Buchinski.

1.1 Land Acknowledgement

Board Chair Buchinski gave the land acknowledgement.

2. CONSENT AGENDA

2.1. MINUTES

- 2.1.1. Minutes from the Organizational Meeting of the Board on November 3, 2025
- 2.1.2. Minutes from the Regular Meeting of the Board on November 3, 2025

2.2. SUBSTANTIVE MOTIONS

2.3. FINANCIAL REPORTS

- 2.3.1. Financial Monthly Report

2.4. STANDING COMMITTEE REPORTS

2.5. TRUSTEE SCHOOL/COMMUNITY REPORTS

- 2.5.1. Red Earth Creek School Council Minutes April 23, 2025 (Dyck)

2.6. SUPERINTENDENT'S REPORT

2.7. CORRESPONDENCE

- 2.7.1. 20251103 Nov 3, 2025 cc of PSBAA Letter to EDC and Childcare Minister re Class Size and Complexity

- ~~2.7.2.~~ 20251104 Nov 4, 2025 Response to A. Rosendal
~~2.7.3.~~ 20251112 Nov 12, 2025 Response from Minister Williams re: Red Earth Creek
~~2.7.4.~~ 20251125 Nov 25, 2025 Letter from Minister Nicolaides re: North Peace Commercial Driving Academy

16159

Moved by: Trustee Giesbrecht

That the consent agenda be accepted as amended.

6-0

Carried

3. REVIEW & ADOPTION OF REGULAR BOARD AGENDA

The agenda for the regular meeting of the Board, November 27, 2025, was reviewed.

16160

Moved by: Trustee Przybylski

That the agenda for the regular meeting of the Board, November 27, 2025, be approved as amended.

6-0

Carried

4. STRATEGIC

4.1. AERR 2024-2025 (Thompson)

Superintendent Thompson reviewed the updated AERR 2024-2025 report.

Trustee Rushton left the meeting at 10:25 a.m.

Trustee Rushton returned to the meeting at 10:26. a.m.

Trustee Rushton left the meeting at 10:43 a.m.

Trustee Rushton returned to the meeting at 10:44. a.m.

The meeting recessed at 10:57 a.m.

The meeting resumed at 11:00 p.m.

MNP Auditor Brandon Gagnon joined the meeting at 11:00 a.m.

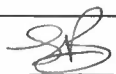
4.2 Financial Statement Presentation MNP (Freeman) 11:00 a.m.

MNP Auditor Brandon Gagnon reviewed the financial statements for the year ending August 31, 2025.

16161

Moved by: Trustee Rushton

That the financial statements for the year ending August 31, 2025, be approved as presented.



6-0
Carried

MNP Auditor Brandon Gagnon left the meeting at 11:56 a.m.

The meeting recessed for lunch at 11:56 a.m.
The meeting resumed after lunch at 12:48 p.m.

FIDUCIARY

6.1. IN CAMERA

Trustee Dyck joined the meeting at 12:48 p.m.

16162
Moved by: Trustee Laurin
That the meeting move in-camera at 12: 48 p.m.

7-0
Carried

16163
Moved by: Trustee Rushton
That the meeting revert to regular session at 1:43 p.m.

7-0
Carried

While in-camera, labour, legal issues were discussed.

Trustee Dyck left the meeting at 1:43 p.m.

Transportation Manager Lee joined the meeting at 2:00 p.m.

GENERATIVE

- 5.4 Departmental Presentations – Transportation Bus Passes (Thompson) 2:00 p.m.**
Transportation Manager Lee gave a presentation on transportation software changes which included information on the bus passes.

Trustee Rushton left the meeting at 2:23 p.m.
Trustee Laurin left the meeting at 2:23 p.m.
Transportation Manager Lee left the meeting at 2:35 p.m.

4.3 New Education Services Agreement (ESA) with School District No. 60 Peace River North (Freeman)

Secretary-Treasurer Freeman reviewed the new Educational Services Agreement with School District No. 60 Peace River North.



Trustee Rushton returned the meeting at 2:26 p.m.
Trustee Laurin returned to the meeting at 2:26 p.m.

16164

Moved by: Trustee Przybylski

That the new Education Services Agreement with School District No. 60 Peace River North be approved.

6-0

Carried

5. GENERATIVE

5.1. ARMIC 2025 – 2026 Renewal Update (Freeman)

Secretary-Treasurer Freeman reviewed the ARMIC 2025-2026 insurance renewal package.

5.2 Fairview Value Scoping (Buchinski)

Trustee Buchinski began a discussion regarding Value Scoping in Fairview as well as the PRSD Capital Plan.

16165

Moved by: Trustee Rushton

That the administration draft a letter for Board signature, to all relevant Provincial Ministers, including, but not limited to, the Premier, the Minister of Education and Childcare, the Minister of Advanced Education, the Minister of Economic Development and the Honourable Todd Loewen, the Minister of Mental Health and Addiction and the MLA for Central Peace-Notley, to clearly articulate the significant impact of the closure of the Northwestern Polytechnic (NWP) Fairview Campus on the Peace River School Division (PRSD) and the surrounding region, detailing the effects this closure will have on the Division's capital plan, particularly concerning the viability of the collegiate school concept, and the resultant effect on our schools, including the anticipated loss of student enrollment due to instructors and staff moving and taking their children from the community, thereby negatively impacting our schools and the greater NWP/Fairview area.

6-0

Carried

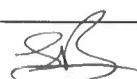
5.3 Facility Tours (Thompson)

Superintendent Thompson reviewed the facility tours timeline.

5.5 Standing Committee Agenda Items (None)

5.6 Quarterly Financial Reports (Dec/Mar/Jun/Aug) – None

5.7 Delegations (None)



FIDUCIARY

6.2 POLICY DEVELOPMENT AND REVIEW

6.2.1 Policy 2 – Appendix A – Board Annual Work Plan 1st Reading

16166

Moved by: Trustee Rushton

That the 1st reading of Policy 2 – Appendix A – Board Annual Work Plan be approved as presented.

6-0

Carried

16167

Moved by: Trustee Rushton

That the 2nd reading of Policy 2 – Appendix A – Board Annual Work Plan be approved as presented.

6-0

Carried

6.2.2 Policy 2 – Appendix B – Performance Assessment Guide – 3rd and Final Reading

16168

Moved by: Rushton

That the 3rd and final reading of Policy 2 – Appendix B – Performance Assessment Guide be approved as amended.

6-0

Carried

6.2.3 Policy 2 – Appendix C – Board Self Evaluation (NEW) 3rd and Final Reading

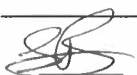
16169

Moved by: Trustee Przybylski

That the 3rd and final reading of Policy 2 – Appendix C – Board Self Evaluation (NEW) be approved.

6-0

Carried



6.2.4 Policy 2 – Appendix D – Individual Trustee Evaluations (NEW) 1st Reading

16170

Move170d by: Trustee Giesbrecht

That the 1st reading of Policy 2 – Appendix D – Individual Trustee Evaluations (NEW) be approved.

6-0

Carried

6.2.5 Board Leadership Quality Standard

The proposed Board Leadership Quality Standard was discussed.

16171

Moved by: Trustee Przybylski

That the 1st reading of the Board Leadership Quality Standard (BLQS) be approved for addition to Policy 2, Role of the Board, as Appendix E.

5-1

Carried

For reference, the Policy Committee will be reviewing the following policies.

6.2.6 Policy 5 – Role of the Board Chair

6.2.7 Policy 6 – Role of the Vice-Chair

6.2.8 Policy 8 – Board Committees

6.2.9 Policy 9 – Board Representatives

6.2.10 Policy 10 – Policy Making

6.3 STANDING COMMITTEE ITEMS

6.3.1 ASBA

The ASBA Zone 1 meeting and the ASBA FGM were discussed.

6.3.2 PSBAA

The PSBAA FGM was discussed.

6.3.3 RURAL CAUCUS

Trustee Giesbrecht reported on the Rural Caucus meeting held on November 16, 2025, in Edmonton.



6.4 Trustee Work Plan

6.4.1 Trustee Calendar

The Trustee calendar was reviewed.

6.4.1.1 Christmas Concerts

The dates of Christmas Concerts/Events were discussed.

7. ITEMS REMOVED FROM CONSENT AGENDA

2.3.1 Financial Monthly Report

The Financial Monthly Report for October 2025 was discussed.

16172

Moved by: Trustee Giesbrecht

That the Financial Monthly Report for October 2025 be accepted for information.

6-0

Carried

2.7.3 20251112 Nov 12, 2025, Response from Minister Williams re: Red Earth Creek

The letter from Minister Williams dated November 12, 2025, in response to our letter regarding washrooms at Red Earth Creek was discussed.

16173

Moved by: Trustee Buchinski

That administration draft a letter for Board signature to MLA Ron Wiebe as a follow-up to Minister Williams response regarding the washrooms in Red Earth Creek.

6-0

Carried

2.7.4 20251118 Nov 18 Letter from EDC Min re NPCDA

The letter from Minister Nicolaides regarding the North Peace Collegiate Driving Academy was discussed.

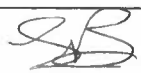
16174

Moved by: Trustee Przybylski

That administration be tasked to move forward with initiatives for the North Peace Collegiate Driving School instead of writing a letter to the minister.

6-0

Carried



8. ADJOURNMENT

16175

Moved by: Trustee Rushton

That the meeting be adjourned at 3.54 p.m.

6-0

Carried

9. ROUND TABLE

Certified Correct:



Secretary-Treasurer

Recorder: Chris Warne

Approved:


Chair

BOARD SELF EVALUATION

This Evaluation has been developed to assist the Board with respect to the work completed by the Board collective for the 1st and 3rd year of the Trustee's term on the Board. The main purpose is to support Trustees in their roles as members of a team and to provide them with assistance in executing their responsibilities as a member of the Board for Peace River School Division.

Instructions

The following should be completed by each Trustee, rating each of the eleven performance standards. Each Trustee should rate all eleven of the Performance Foci.

Performance indicators are listed below each performance focus. These performance indicators suggest objective measures to consider; do not rate each performance indicator separately. Only rate the overall performance standard.

Your comments in support of your rating will be helpful during the Board discussion of the results of the evaluation.

The Board will meet to discuss the results and future steps to improve or build upon the prior year's results as part of the Board evaluation process.

Performance Focus 1 Leadership: Mission, Vision and Goals
--

The Board periodically reviews the Division's vision and mission statements, and annually adopts Board and Division goals which support the Division's vision and mission.

Indicators:

- The Board, along with the Superintendent, has reviewed and adopted the written Division vision and mission statements annually.
- Trustees can clearly articulate the vision, mission and goals of the Division.
- Annually the Board, with the Superintendent's input and collaboration, has reviewed, rewritten and adopted the Board and Division goals.
- The Board has adopted objectives, activities and a calendar to monitor action plans on agreed upon goals, including periodic Superintendent updates as part of regular Board meetings.
- The Board has delegated to the Superintendent the authority to administer and evaluate the adopted action plans.
- The Board and Superintendent have mutually agreed which goals and expected performance indicators will be included in the Superintendent's formal evaluation.
- The Superintendent's evaluation instrument for the current year has been developed and adopted by the Board.

Board performance for this standard:

UNACCEPTABLE: No indicators for this standard have been attempted and/or completed. The Board needs intense focus on this standard.

NEEDS IMPROVEMENT: Few indicators for this standard have been attempted but none/very few have been completed. The Board needs heavy focus on this standard.

GOOD: At least half of the indicators for this standard have been attempted and several have been completed. The Board needs moderate focus on this standard.

EXCELLENT: Most of the indicators for this standard have been completed. The Board needs to maintain performance on this standard.

OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 2: Policy and Governance

The Board establishes and follows policies, procedures and good governing practices.

Indicators:

- The Board has established, adopted and revised policies so that they are clear, up to date and in compliance with provincial laws, regulations and the *Board Leadership Quality Standard*.
- The Board requests the Superintendent's recommendation on all proposed policies.
- The Board provides opportunities for public and staff review of proposed policies before they are given to the Board for final action.
- A procedure is in place for established policies to be reviewed on a regular basis.
- The Board follows its own policies regarding Board operations.
- The Board delegates all decisions regarding Division operations, human resources management and procedures to the Superintendent.
- The Board sets annual goals and keeps those goals at the forefront of all Board and Division decisions throughout the year.

Board performance for this standard:

UNACCEPTABLE: No indicators for this standard have been attempted and/or completed. The Board needs intense focus on this standard.

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 3: Community Relations

The Board establishes and promotes effective two-way communication with parents, students, staff and community members.

Indicators:

- The Board and individual Trustees demonstrate respect and cooperation in their relationships with the community and staff.
- The Board works with the Superintendent to seek and receive input from citizens on matters relating to the Division using an agreed-upon process.
- The Board communicates with the community using forums, groups, the media and/or other vehicles following agreed-upon procedures.

Board performance for this standard:

UNACCEPTABLE: No indicators for this standard have been attempted and/or completed. The Board needs intense focus on this standard.

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 4: Cultural Responsiveness and Educational Equity

The Board develops and promotes understanding and awareness of cultural diversity and ensures fair and equitable policies, practices and educational opportunities for all members of the educational community.

Indicators:

- Board outreach and community engagement activities accommodate cultural differences in values and communication.

- The Board actively encourages and expects the Superintendent to facilitate the participation of culturally diverse groups.
- The Board has a process to review policies for cultural, racial and ethnic bias. • Trustees approach decision-making from multiple perspectives, asking questions regarding the impact of each decision on diverse cultures.
- Division staff is representative of the community.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 5: Accountability and Performance Monitoring
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The Board constantly monitors progress towards Division goals and compliance with written Board policies using data as the basis for assessment.

Indicators:

- The Board models a culture of high expectations throughout the Division.
- The Board's priority and focus are on curriculum, student achievement and student success.
- The Board appropriates resources based on student achievement priorities.
- The Board supports reward, consequence and recognition systems to encourage high levels of staff and student achievement.
- Student results are measured against expectations set by Division standards. • The Board and all stakeholders clearly understand, and are held accountable for, their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.
- The Board uses data to identify discrepancies between current and desired outcomes.
- The Board identifies and addresses priority needs based on data analysis.
- The Board communicates to the public how policy decisions are linked to student achievement data.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 6: Board Operations (Meetings)

Board meetings are effective, efficient, orderly and respectful. The Trustees focus on the policy and governance roles of the Board.

Indicators:

- The agenda is properly posted and developed according to Board policy.
- Trustees know how to add or change agenda items both before and during a meeting and do so in a clear, constructive manner that does not allow for surprises.
- The Board agenda reflects the goals, policies and appropriate governance role of the Board and is followed by the Board.
- The Board has procedures in place to allow for public input in a respectful manner.
- The Board Chairperson runs an orderly meeting, with clear instructions and directions to the public as well as Trustees.
- The Board discusses only those topics that the majority of Board members wish to take up.
- Everyone in attendance can clearly hear Board discussion.
- Board discussions are effective and result in clear decisions.
- Minutes properly record actions of the Board and are maintained as required.
- Trustees respect the confidentiality of in-camera sessions.
- Trustees do not surprise the administration or fellow Trustees at meetings.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 7: Board Operations (Trustee Communications)

Trustees are all kept equally and fully informed on matters of Board business and communicate with each other in a respectful and lawful manner.

Indicators:

- Trustees all receive the same information from Division office on matters of Board business.
- Trustees share information appropriately through the Board Chairperson between meetings and do not surprise each other in public.
- Trustees communicate with each other in a respectful manner.
- Trustees respect the right of the public to observe discussion of Board and Division business by Trustees.
- All deliberation and discussion between Trustees is held at properly posted public meetings.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 8: Board Operations: Board-Staff Relations

Trustees are respectful of staff members in all communications and follow Board–staff communication policy and procedures.

Indicators:

- The Board recognizes and protects the chain of command.
- The Board works with the Superintendent to provide a process, and the Board follows that process, to receive input from the staff in decision making on significant issues where staff input is appropriate.
- Trustees treat staff members in a respectful manner at all times.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 9: Board Operations (Board-Superintendent Relations)

The Board and Superintendent have an established operating agreement, treat each other honestly and respectfully and communicate openly in a professional manner.

Indicators:

- The Board supports both Central Office Administration and School Administration before critical groups and individuals in the community.
- The Board reserves statements critical of the Superintendent's actions, and evaluation of the Superintendent, for in-camera sessions.
- Trustees fully inform the Superintendent of situations arising in the Division that impact the Division.
- Trustees do not interfere in Division operations, and fully delegate, and respect the delegations of, operational decisions to the Superintendent and administration.
- Trustees do not avoid difficult decisions when requested or required to take a position.

Board performance for this standard:

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Comments:

Performance Focus 10: Values, Ethics and Responsibility for Self

The Board, collectively and individually, takes full responsibility for Board activity and behaviour, the work it chooses to do and how it chooses to do the work.

Indicators:

- The Board polices its own members when they step outside of Board policy and agreements.
- The Board leads the Division with clear goals, policies and expectations and does not expect others to interpret the Board's intent.
- Trustees do not participate in discussion or deliberation of those topics which may result in a decision that might bring them personal benefit or avoidance of a detriment.
- Board deliberations and actions are limited to Board work, not staff work.
- Trustees exercise their authority only as a whole board at properly posted meetings.

Board performance for this standard:

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OUTSTANDING: All of the indicators for this standard have been completed. This is an area of model performance for the Board.

Comments:

Performance Focus 11: Board Systematic Improvement

The Board participates in annual training and professional development, and at least annually participates as a team with the Superintendent in a team–building retreat focused on assessment and goals.

Indicators:

- Each Trustee participates in training and professional development available through conferences, conventions, workshops or online.
- The Board annually evaluates its performance in fulfilling the Board’s duties and responsibilities and its ability to work as a team.
- The Board and Superintendent meet in a retreat environment to review:
 - Progress made on, and revision of, action plans to accomplish the Division’s mission/vision/ philosophy/goals.
 - The strengths and improvements needed in the Division.
 - Any compelling problem(s) or emerging issue(s).
 - Trends, opportunities and anticipated challenges in the Division.
 - Board leadership and educational philosophy and performance.
 - Board–Superintendent operational agreements and evaluation documents.

Board performance for this standard:

UNACCEPTABLE: No indicators for this standard have been attempted and/or completed. The Board needs intense focus on this standard.

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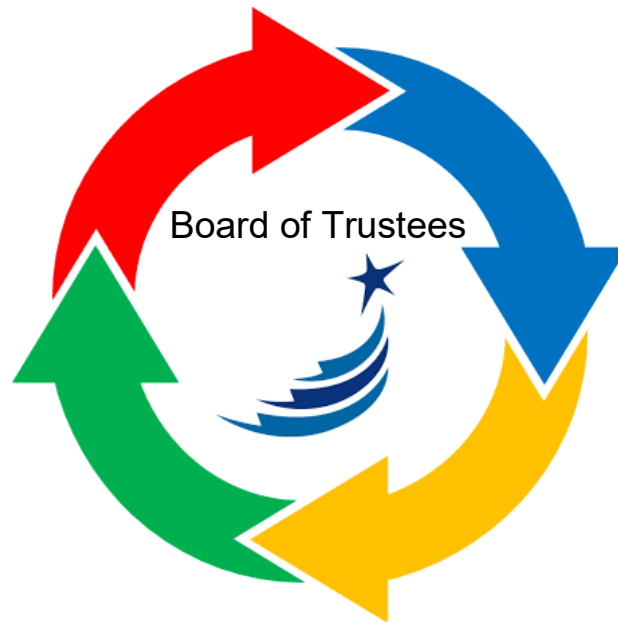
Comments:

Subsequent Questions

- How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board and as Trustees this past year?
- How do we perceive our interpersonal working relationships?
- How well do we receive input and how well do we communicate?
- How well have we adhered to our annual work plan?
- How would we rate our Board–Superintendent relations?
- How well have we adhered to our governance policies?
- What have we accomplished this past year and how do we know?

Adopted/Revised/Revoewed: NOV 2025

FOUR YEAR TERM EVALUATION



Year 1

- Elections
- New Board Orientation
- Development of Strategic Plan
- Individual Trustee Evaluations 1
- Approval of the 5-Year Ed Plan, if applicable

Year 2

- Approval of the 5-Year Ed Plan, if applicable
- Board Evaluation 1

Year 3

- Community Engagement Planning
- Individual Trustee Evaluations 2
- Approval of the 5-Year Ed Plan, if applicable

Year 4

- Advocacy Planning
- Board Evaluation 2
- Approval of the 5-Year Ed Plan, if applicable
- Legacy Project

Adopted/Revised/Reviewed: JUN 2016/JAN 2018/NOV 2018/NOV 2019/NOV2025