

Minutes of the Regular Meeting of the Board of Trustees of Canadian Rockies School Division held on Tuesday, November 26, 2024 at 7:00 p.m at the Banff Elementary School in Banff. The meeting was held in a hybrid format. Participants were invited to attend face-to-face or via google meet. The meeting was recorded and the recording is posted on the division website.

**Trustees Present:**

B. Callaghan Chair, A. Rheume Vice Chair, C. Picard, D. Craig, L. Sunderland

**Administration and Staff:**

C. MacPhee, Superintendent

D. McKibbin, Deputy Superintendent

S. Greene, Assistant Superintendent of Learning, Technology and Facilities

K. Gregovic, Secretary/Associate Superintendent

C. Jensen, Treasurer/Associate Superintendent

M. Shoemaker, Director of Learning Services

F. Watkins, Learning Services Coordinator

D. Prescesky, Assistant Principal, LGMS

A Preece, Principal, CCHS/Alpenglow School

J. Keon, Assistant Principal, CCHS/Alpenglow School

B. Wityshyn, Principal, ERS

J. Billings, Principal, BES

C. Kestle, Principal, Exshaw

H. Holthuis, District Principal

J. Bowes, Executive Assistant

**Recorder**

**1. Land Acknowledgement**

**2. Call to Order**

The Chair called the meeting to order at 7:04 p.m. with all trustees present and called for any additions, deletions or changes to the agenda.

**3. Approval of Agenda**

Agenda 951-2025

Motion: B. Callaghan

That the agenda be approved as presented

Carried

**4. Approval of Minutes**

**4.1 [Regular Meeting October 22, 2024](#)**

Reg Mtg Minutes 952-2025

Motion : D. Craig

That the minutes of the October 22, 2024 Regular Meeting be approved as presented.

Carried

**5. Delegations/Presentations** - CAfLN Conference (Student Panel) - Debbie McKibbin and Darin Larson

**6. Superintendent Report**

**6.1 Directives for Action**

**6.1.1 [Audited Financial Statement](#)**

AFS 953-2025

Motion: L. Sunderland

That the Board approves the Audited Financial Statement for the year ended August 31, 2024 as presented.

Carried

**6.1.2 [Annual Education Results Report](#)**

AERR 954-2025

Motion: A. Rheaume

That the Board of Trustees approve the 2023/24 Annual Education Results Report and direct administration to forward it to the Ministry of Education by November 30.

Carried

**6.1.3 [Exshaw School Redesign](#)**

Exshaw School Multicultural 955-2025

Motion: D. Craig

That the Board approves moving forward with renovations to the Exshaw School cafeteria and washrooms and the Exshaw School Multicultural Room redesign.

Carried

**6.1.4 [Board of Trustees Legacy Scholarship](#)**

Bd Legacy Scholarship 956-2025

Motion: A. Rheaume

That the Board approves the Board of Trustees Legacy Scholarship and directs administration to inform its high school learning communities of this unique opportunity.

Carried

**6.2 Information Items**

**6.2.1 [Alberta School Councils Engagement Grant](#)**

**6.2.2 [Administrative Procedure](#)**

**6.2.3 [CBO Christmas Hours](#)**

**6.2.4 [Operational Report](#)**

**7. Trustee Reports**

**7.3.1 B. Callaghan, Chair**

- Legacy Scholarship Meeting
- Canmore Legion Re-dedication

- Committee of the Whole Meeting
- Canmore Remembrance Day Ceremony
- CCHS Awards Night
- AERR Review
- ASBA Conference
- PSBA Conference
- Community Education Network (CEN)

**7.3.2 A. Rheaume, Vice-Chair**

- Committee of the Whole Meeting
- ASBA Conference
- Community Education Network (CEN)
- AERR Review

**7.3.3 C. Picard**

- Committee of the Whole Meeting
- CCHS Council Meeting
- Zone 5 Meeting
- LGMS Council Meeting
- Community Education Network (CEN)
- ERS Council Meeting
- Legacy Scholarship Meeting
- APLC (Alberta Professional Learning Consortium) Meeting

**7.3.4 L. Sunderland**

- Committee of the Whole Meeting
- AERR Review
- BES Remembrance Day
- Vic Lewis Band Festival

**7.3.5 D. Craig**

- Committee of the Whole Meeting
- AERR Review
- Community Education Network (CEN)
- Budget Review
- Exshaw Remembrance Day Ceremony

**8. Questions ([see Policy 7, Section 11\(a\)](#))**

- No questions brought forward at this time

**9. Chair's Remarks/Correspondence**

**9.1 [Thank you from Three Sisters Branch #3, Royal Canadian Legion Remembrance Day Committee](#)**

**10. In Camera**

In Camera                    957-2025                    Motion: B. Callaghan  
That the Board go in camera at 8:39 p.m.  
Carried

Out of Camera                958-2025                    Motion: A. Rheaume  
That the Board come out of camera at 8:47 p.m.  
Carried

**11: Adjournment**

Adjourn                        959-2025                    Motion: B. Callaghan  
That the meeting adjourn at 8:48 p.m.  
Carried



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Brian Callaghan, Chair  
Board of Trustees



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Cheryl Jensen, Treasurer/Associate Superintendent  
Canadian Rockies School Division