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| <b>Date</b>       | October 27, 2026                                                                                         |
| <b>To</b>         | Board of Trustees                                                                                        |
| <b>From</b>       | Ron Thompson, Superintendent of Schools                                                                  |
| <b>Subject</b>    | Ward H Trustee Coverage                                                                                  |
| <b>Originator</b> | Kelsey Duebel, Director Board and Superintendent Relations                                               |
| <b>Reference</b>  | <a href="#"><u>Education Act S.87(1)(i)</u></a><br><a href="#"><u>Trustees' Handbook Sections 16</u></a> |

## ISSUE

Trustee Melanie Hoffman has notified the Board that she requires a medical leave of absence, has resigned from the Governance and Evaluation Committee, and has resigned as trustee representative on the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550). The Board will determine coverage for her duties during her absence.

## RECOMMENDATION

**That the following actions be taken to support Trustee Hoffman's medical leave of absence:**

- 1. That the Board authorizes Trustee Hoffman (Ward H) to take a medical leave of absence, with no trustee duties to be performed during this leave, until she is able to resume her duties.**
- 2. That the Board approves additional remuneration for the trustee representing Ward H during Trustee Hoffman's absence, in the amount of one-third of the regular remuneration for a trustee until Trustee Hoffman resumes her duties.**
- 3. That the Board elects one trustee to represent Ward H until Trustee Hoffman resumes her duties.**
- 4. That the Board elects one trustee to serve on the Governance and Evaluation Committee until the next organizational meeting of the Board, scheduled for June 15, 2027.**
- 5. That the Board elects one trustee to serve on the Specialized Learning Supports Employees (CUPE Local 3550) negotiations committee until the next organizational meeting of the Board, scheduled for June 15, 2027.**
- 6. That the Board's ASBA Issues and Resolutions Committee, comprised of the Board Chair or Board Vice-Chair, the ASBA Provincial Executive Board of Directors representative and the ASBA Zone 2/3 alternate, be confirmed.**

## BACKGROUND

Section 87(1)(i) of the *Education Act* directs that a trustee may be absent from at least three consecutive regular meetings of the board if their absence is due to illness and the trustee provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence.

The Trustees' Handbook Section 16.2 Resignations directs that, to resign from a board committee, a trustee must provide written notice to the committee, the Board Chair, and the Superintendent or designate. A replacement will be selected at the next public Board meeting. In accordance with the Trustees' Handbook, Trustee Hoffman submitted her resignation from the Governance and Evaluation Committee and the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550) on October 5, 2026.

Trustee Hoffman is also the Board's Alberta School Board Association's (ASBA) Zone 2/3 representative. Trustee Hoffman did not submit her resignation for this position, as these duties may be covered by the ASBA Zone 2/3 alternate representative, which is Trustee Doll for the 2026/27 school year. As per the Trustees' Handbook, the ASBA Issues and Resolutions Committee is comprised of the following board members:

- Board Chair or Board Vice-Chair
- ASBA Provincial Executive Board of Directors representative
- ASBA Zone 2/3 representative

#### RELATED FACTS

- Ward H has 11 schools (see Attachment I for a list of all schools by ward):
  - Constable Daniel Woodall (K-6)
  - Donald R. Getty (K-9)
  - Dr. AnneAnderson (10-12)
  - Dr. Lila Fahlman (K-9)
  - Dr. Margaret- Ann Armour (K-9)
  - Garth Worthington (K-9)
  - George P. Nicholson (K-6)
  - Joey Moss (K-9)
  - Johnny Bright (K-9)
  - Keheewin (K-6)
  - Roberta MacAdams (K-6)
- The Board needs to determine which trustee(s) will:
  - Provide trustee coverage for Ward H
  - Join the Governance and Evaluation Committee
  - Represent the Board on the negotiations committee for Specialized Learning Supports Employees (CUPE Local 3550)
- In addition, the board needs to:
  - Determine remuneration for the trustee providing Ward H coverage
  - Confirm a revised composition for the ASBA Issues and Resolutions Committee, which replaces the ASBA Zone 2/3 representative with the ASBA Zone 2/3

#### CONSIDERATIONS and ANALYSIS

##### *Authorizing Leave and Determining Trustee Coverage for Ward H*

Board authorization for a medical leave, beyond the absence from Board meetings as addressed by the *Education Act*, provides clarity that Trustee Hoffman will also not be performing any regular trustee duties during her leave of absence. Electing a trustee to represent Ward H for the duration of Trustee Hoffman's

medical leave of absence would provide a consistent point of contact for constituents. While this arrangement would increase the responsibilities of the individual trustee, they could ask trustee colleagues for assistance, when appropriate.

The additional responsibility would also be recognized through the proposed increase in remuneration. The proposed increase of one-third of the regular remuneration is consistent with the remuneration provided for trustee coverage in absences and resignations during the previous 2021-25 term.

#### *Committee Coverage*

The Trustees' Handbook requires that the Governance and Evaluation Committee has three members and that the Board has two representatives on all negotiation committees. Election to fill these two positions would support alignment with these requirements in the Trustees' Handbook.

#### *ASBA Issues and Resolutions Committee Composition*

The election of a new ASBA Zone 2/3 representative is not required, as there is already an alternate representative in place to cover duties in the absence of the representative. A change in the composition of the ASBA Issues and Resolutions Committee (IRC) is required to reflect the coverage of these duties by the Zone 2/3 alternate. If Recommendation 5 is approved, this change would replace the ASBA Zone 2/3 representative on the ASBA IRC with the ASBA Zone 2/3 alternate.

#### **NEXT STEPS**

Upon approval of the recommendations and election of the relevant positions, administration will communicate the change of trustee coverage in Ward H to schools and the community and will update relevant materials regarding trustee committee representation. Human Resources will update the honorarium for the trustee providing coverage for Ward H.

#### **ATTACHMENTS and APPENDICES**

ATTACHMENT I      Schools by Ward

KD: kd

## 2.5 List of Schools by Ward

| Ward A                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ward B                                                                                                                                                                                                                                                                                                                                                              | Ward C                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ward D                                                                                                                                                                                                                                                                                                                                                     | Ward E                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ward F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ward G                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ward H                                                                                                                                                                                                                                                           | Ward I                                                                                                                                                                                                                                                 |
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| Athlone<br>Baturyn<br>Caernarvon<br>Calder<br>Dickinsfield<br>Dunluce<br>Elizabeth<br>Finch<br>Evansdale<br>Florence<br>Hallock<br>Glengarry<br>Hilwie<br>Hamdon<br>Kensington<br>Killarney<br>Lago Lindo<br>Lauderdale<br>Learning<br>Store at<br>Northgate<br>Lorelei<br>Major-<br>General<br>Griesbach<br>Mary<br>Butterworth<br>McArthur<br>Mee-Yah-<br>Noh<br>North-<br>mount<br>Queen<br>Elizabeth<br>Rosslyn<br>Scott<br>Robertson | Balwin<br>Bannerman<br>Belmont<br>Belvedere<br>Delwood<br>Dr. Donald<br>Massey<br>Edmonton<br>Christian<br>Northeast<br>Fraser<br>Homestead<br>r<br>Horse Hill<br>J.A. Fife<br>John Barnett<br>John D.<br>Bracco<br>Kildare<br>Kirkness<br>Londonderry<br>M.E. LaZerte<br>McLeod<br>Overlanders<br>Princeton<br>Sifton<br>Soraya Hafez<br>Steele<br>Heights<br>York | Aldergrove<br>amiskwaciy<br>Academy<br>awâsis<br>waciston<br>Belmead<br>Brightview<br>Britannia<br>Coronation<br>David<br>Thomas King<br>Dovercourt<br>Edmonton<br>Christian<br>High<br>Edmonton<br>Christian<br>West<br>Glenora<br>Grovenor<br>Inglewood<br>John A.<br>McDougall<br>LaPerle<br>Mayfield<br>Michael<br>Phair<br>Ross<br>Sheppard<br>Spruce<br>Avenue<br>Thornccliffe<br>Victoria<br>Westglen<br>West-<br>minster<br>Westmount<br>Winterburn<br>Youngstown | Abbott<br>Academy at<br>King Edward<br>Argyll Centre<br>Beacon<br>Heights<br>Centre High<br>Campus<br>Delton<br>Forest<br>Eastglen<br>Forest<br>Heights<br>Garneau<br>Gold Bar<br>Hardisty<br>Highlands<br>Ivor Dent<br>King Edward<br>McNally<br>Norwood<br>Old Scona<br>Riverdale<br>Rutherford<br>Virginia Park<br>Wihkwên-<br>tôwin<br>Windsor<br>Park | Aleda<br>Patterson<br>Alex Janvier<br>Bessie<br>Nichols<br>Callingwood<br>Centennial<br>Crestwood<br>Elmwood<br>Hillcrest<br>James<br>Gibbons<br>Jasper Place<br>Kim Hung<br>Laurier<br>Heights<br>Learning<br>Store West<br>Edmonton<br>Lymburn<br>Lynnwood<br>Meadow-<br>lark<br>Meadow-<br>lark<br>Christian<br>Michael A.<br>Kostek<br>Ormsby<br>Parkview<br>Patricia<br>Heights<br>Rio Terrace<br>S. Bruce<br>Smith<br>Stratford<br>Talmud<br>Torah | Alberta<br>School for<br>the Deaf<br>Allendale<br>Avalon<br>Belgravia<br>Brander<br>Gardens<br>Brookside<br>D.S.<br>MacKenzie<br>Duggan<br>Earl Buxton<br>Esther<br>Starkman<br>George H.<br>Luck<br>Grandview<br>Heights<br>Greenfield<br>Harry Ainlay<br>L.Y. Cairns<br>Lansdowne<br>Learning<br>Store at Blue<br>Quill<br>Lendrum<br>Lillian<br>Osborne<br>Malmo<br>McKee<br>McKernan<br>Mount<br>Pleasant<br>Nellie<br>Carlson<br>Parkallen<br>Queen<br>Alexandra<br>Richard<br>Secord<br>Rideau Park<br>Riverbend<br>Steinhauer<br>Strathcona<br>Sweet Grass<br>Tevie Miller<br>Heritage<br>School<br>Program<br>Vernon<br>Barford<br>Westbrook | A. Blair<br>McPherson<br>Avonmore<br>Bisset<br>Braemar<br>Clara Tyner<br>Donnan<br>Edith Rogers<br>Elder Dr.<br>Francis<br>Whiskeyjack<br>Grace<br>Martin<br>Greenview<br>Hazeldean<br>Hillview<br>Holyrood<br>J. Percy Page<br>Jackson<br>Heights<br>Julia Kiniski<br>Kameyosek<br>Kate<br>Chegwin<br>Kenilworth<br>Learning<br>Store on<br>Whyte<br>Lee Ridge<br>Malcolm<br>Tweddle<br>Metro<br>Continuing<br>Education<br>Meyonohk<br>Mill Creek<br>Millwoods<br>Christian<br>Minchau<br>Ottewell<br>Thelma<br>Chalifoux<br>Tipaskan<br>Velma E.<br>Baker<br>Vimy Ridge<br>Academy<br>W.P. Wagner<br>Waverley<br>Weinlos | Constable<br>Daniel<br>Woodall<br>Donald R.<br>Getty<br>Dr. Anne<br>Anderson<br>Dr. Lila<br>Fahlman<br>Dr.<br>Margaret-<br>Ann Armour<br>Garth<br>Worthing-<br>ton<br>George P.<br>Nicholson<br>Joey Moss<br>Johnny<br>Bright<br>Keheewin<br>Roberta<br>MacAdams | Crawford<br>Plains<br>Daly Grove<br>Ekota<br>Ellerslie<br>Campus<br>Jan Reimer<br>Kisêwâti-<br>siwin<br>Menisa<br>Meyokumin<br>Michael<br>Strembitsky<br>Pollard<br>Meadows<br>Sakaw<br>Satoo<br>Shauna May<br>Seneca<br>Svend<br>Hansen<br>T.D. Baker |