

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS
FOR THE PERIOD: MARCH 2025 to MAY 2025

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ^{(2) (3) (4)}	ATTACHMENTS
1) BUSINESS TRAVEL				
<i>meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
	Nothing to report for this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Mar-25	CASS Annual Learning Conference 2025	Registration fees	\$ 572.62	Attachment 1
13-May-25	CASS Webinar	Registration fees	\$ 15.33	Attachment 2
	Sub-Total: Conferences		\$ 587.95	
3) HOSPITALITY (Hosting)				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
	Sub-Total: Hospitality		\$ -	
4) WORKING SESSIONS				
<i>cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting Division business</i>				
16-Mar-25	DST Meeting (Attendees: D. Robertson with A. Anderson, T. Burnstad, G. Cooke, A. Cooper, K. Muhlethaler, N. Petersen, K. Pharis, C. Richard, C. Rosa, R. Thompson, L. Yule and 1 EPSB Staff) <i>See Superintendent. D. Robertson for receipt.</i>	Meal	\$ 2.31	
14-Mar-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Mar-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
11-Apr-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
25-Apr-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
9-May-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-May-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,166.97	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,754.92	

Notes: (1) Invoice date may not coincide with the expense reporting period
(2) A receipt is not required for expenses for which an allowance is paid (i.e. car allowance, per diems)
(3) Edmonton Public Schools receives a partial GST rebate for Division expenses (1.6% of GST rate is paid). Amounts reported above include the net GST amount
(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.



CASSAlberta Registration (Order #:12534)

1 message

CASSAlberta.ca <admin@cass.ab.ca>
Reply-To: "[REDACTED]"
To: [REDACTED]

Mon, Feb 3, 2025 at 10:26 AM

Below is a registration summary from **Order #: 12534**

Order Summary

Order #:	[REDACTED]
Transaction ID:	[REDACTED]
Credit Card:	[REDACTED]
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Subtotal:	\$560.00
GST:	\$28.00 (CASS GST No. 106967052)
Amount Paid:	\$588.00
Order Timestamp:	Feb 03, 2025 (10:26:35)

Event Details

Title:	2025 Annual Learning Conference (Conference Registration)
Date(s):	<ul style="list-style-type: none">• March 19, 2025• March 20, 2025• March 21, 2025
Location:	Fantasyland Hotel, Edmonton

Registrant Information

First Name:	Kathy
Last Name:	Muhlethaler
Email Address:	[REDACTED]
Primary Phone:	[REDACTED]
School Authority:	Edmonton Public Schools
Jurisdiction Type:	Public School Authority
Zone:	2/3
Position:	Assistant Superintendent

Dietary Restriction:	
Are you a CASS Member?:	Yes
Other Options:	<ul style="list-style-type: none"> I will be staying for lunch on Friday, March 21, 2025? (YES)
Registrant Total:	\$588.00

Community of Practice

- Inclusive Education (Table 5)

Breakout Sessions

- Sustainable Career Pathways in Collegiate Education*** -- Mar 20, 2025 (9:00 a.m. - 12:00 p.m.)
- Not Attending** -- Mar 20, 2025 (9:00 a.m. - 10:15 a.m.)
- Not Attending** -- Mar 20, 2025 (10:45 a.m. - 12:00 p.m.)
- Optimizing Business Operations with AI: A Strategic Approach** -- Mar 20, 2025 (1:00 p.m. - 3:00 p.m.)
- Shaping the Future: Modernizing Alberta's Apprenticeship Education** -- Mar 21, 2025 (9:00 a.m. - 10:30 a.m.)
- Education for Reconciliation Leadership and Practice: Working Alongside Elders and Supporting Indigenous Student Retention** -- Mar 21, 2025 (10:45 a.m. - 12:00 p.m.)

Order Items

Item	Cost	GST
CONFERENCE (3-day event) Day 1 - Conference Opening Mar 19, 2025 (7:00 pm-11:00 pm) Day 2 - Full Day Mar 20, 2025 (8:15 am-3:00 pm) Day 3 - Morning Half Day Mar 21, 2025 (8:15 am-12:30 pm)	\$560.00	\$28.00

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides searchable access to CASS resources and tools, conference presentations and supports for implementation for professional practice.

Thank you for your registration,

[CASS.ab.ca](https://cass.ab.ca)
admin@cass.ab.ca



Kathy Muhlethaler [redacted]

CASSAlberta Registration (Order #:13807)

1 message

Tue, May 13, 2025 at 11:34 AM

[redacted]
Reply-to: [redacted]
To: kathy.muhlethaler@epsb.ca

Dear Kathy Muhlethaler,
Thank you for registering for **Webinar - Social Media Litigation: A Path Towards Remediation and Social Change.**

Order Summary

Order #:	[redacted]
Transaction ID:	[redacted]
Credit Card:	[redacted]
Card #:	[redacted]
Authorization Code:	[redacted]
Subtotal:	\$15.00
GST:	\$0.75 (CASS GST No. 106967052)
Amount Paid:	\$15.75
Order Timestamp:	May 13, 2025 (11:34:01)

Event Details

Title:	Webinar - Social Media Litigation: A Path Towards Remediation and Social Change (Webinar/Online Registration)
Date(s): •	May 29, 2025
Location:	Online (Virtual)

Registrant Information

First Name:	Kathy
Last Name:	Muhlethaler
Email Address:	[redacted]
Primary Phone:	[redacted]
School Authority:	Edmonton Public Schools
Jurisdiction Type:	Public School Authority
Zone:	2/3
Position:	Assistant Superintendent

Registrant Total:	\$15.75
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Order Items

Item	Cost	GST
Webinar May 29, 2025 (9:00 am-10:30 am)	\$15.00	\$0.75

Cancellation Policy

Cancellation should be received in writing to admin@cass.ab.ca per the following guidelines.

If cancellation notice has been received:

- More than 14 days before - full refund
- 7-14 days - 85% refund
- Less than 7 days - 50%
- No notice - no refund

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides searchable access to CASS resources and tools, conference presentations and supports for implementation for professional practice.

We appreciate your registration and look forward to seeing you!

Sincerely,

admin@cass.ab.ca

Website: <https://www.cass.ab.ca/>

Professional Learning and Resources: <https://cass.ab.ca/resources/>