

**MINUTES**  
**BOYLE STREET EDUCATION CENTRE**  
**BOARD OF DIRECTOR'S MEETING**  
**March 20, 2025**  
10312 105 Street NW, Edmonton AB T5J 1E6

**WELCOME AND**

**CALL TO ORDER:** Board Chair Kirstin Cardinal called the meeting to order at 5.26 PM.

**PRESENT:** Kirstin Cardinal, Danielle Powder, Dallas Cardinal, Cheyenne Mihko Kihêw, Gurkirtan Lali, Deidre Thomas and Dee Lachat.

**STAFF:** Debbie Michael and Sharan Sandhu.

**ADOPTION OF AGENDA:**

**Motion# 24-25-640**

Moved by Cheyenne Mihko Kihêw and seconded by Deidre Thomas that the agenda be amended as follows and adopted as amended.

1. Add "Strategic staffing adjustments for the 2025-2026 academic year" as Business Item 2.

**MOTION CARRIED**

**MINUTES OF MEETING:**

**Motion# 24-25-641**


Moved by Dallas Cardinal and seconded by Danielle Powder, that the minutes of the November 21, 2024 board meeting be approved as presented.

**MOTION CARRIED**

**REPORTS: (FOR INFORMATION PURPOSES ONLY)**

**SUPERINTENDENT'S REPORT:**

Debbie informed the board that Indigenous Services Canada (ISC) has redirected Jordan's Principle funding for off-reserve schools to provincial boards or existing federal programs. All off-reserve funding requests now require review by ISC's national headquarters, with no guarantees for the 2025-26 fiscal year.

Sharan  
  
1

As a result, we have to cancel all contracts tied to Jordan's Principle funding to ensure fiscal responsibility. Secretary-Treasurer Sharan Sandhu reported that the division is in a deficit of \$28,750.00 by the end of March 2025 and is expecting to receive \$16,862.00 from the program.

Debbie outlined key insights and next steps emerging from her recent meeting with staff, which centered on reviewing the school's three charter goals and soliciting feedback through three guiding questions: What is working well? What do you think we should STOP? What can be improved?

She shared with the board that the feedback from staff highlights concerns regarding a lack of clarity and direction in school leadership. Debbie updated the board on her collaborative efforts to provide the principal with focused coaching and mentorship designed to elevate his leadership competencies, particularly in areas of strategic vision-setting, organizational alignment, and accountability systems. She emphasized that these initiatives are part of a structured development plan with clear benchmarks for progress. The superintendent underscored the importance of these efforts, noting that while the support is robust and ongoing, the principal's growth will be closely evaluated against these objectives. There is a noticeable gap in structured leadership, resulting in staff feeling uncertain about their roles and school-wide objectives.

Despite these challenges, Boyle Street Education Centre continues to shine. Debbie shared that the school's Improv Drama team won the regional trophy this year, celebrating student talent and dedication. She emphasized that such achievements reflect the positive culture thriving within the school community. Debbie is optimistic about our ability to adapt and uphold our mission.

#### **SECRETARY-TREASURER'S REPORT:**

The Secretary-Treasurer reported to the board that the lease request for 2025-2026 had been submitted to capital planning.

As of 31 March 2025, the GRE has been submitted. This is an annual report submitted to Alberta Education.

Sharan 2  
SAC

The Secretary-Treasurer informed the board that the nonprofit 'Friends of Boyle Street Education Centre' which was established in 2016, has not engaged in any activities since its inception. The Society's limited funds are insufficient to cover essential operational expenses, including Directors and Officers (D&O) liability insurance. President Huiy Tang and Vice President Mary Pfeffer would like to dissolve the organization.

**NEW BUSINESS:**

**BOARD POLICY – ADMINISTRATIVE DESIGNATION AND ALLOWANCE POLICY:**

**Motion# 24-25-642**

Moved by Deidre Thomas and seconded by Dallas Cardinal, that the Administrative Designation and Allowance Policy be approved as presented and added to the Board Policy Manual.

**MOTION CARRIED**

**STRATEGIC STAFFING ADJUSTMENTS FOR THE 2025-26 ACADEMIC YEAR:**

**Motion# 24-25-643**

Moved by Dee Lachat and seconded by Cheyenne Mihko Kihêw, that the plan for strategic staffing adjustments for 2025–2026, which aligns resources to prioritize in-class support, hands-on leadership, and collaborative strategies for academic and social-emotional growth to address literacy gaps, mental health needs, and operational efficiency, be approved as presented.

**MOTION CARRIED**

Kirstin Cardinal adjourned the meeting at 6.38 pm.

  
**CHAIRPERSON**

  
**SECRETARY-TREASURER**



# Administrative Designation and Allowance Policy

---

## PERSONNEL AND EMPLOYEE RELATIONS

### BACKGROUND

In accordance with the *Education Act*, the appointment and compensation of school administrators must be clearly defined and consistently applied. The *Education Act* outlines the duties and responsibilities of principals and other administrators in Alberta schools. In addition, the *Leadership Quality Standard* provides a framework for the professional practice and growth of school leaders, ensuring they foster safe, inclusive, and respectful learning environments that support all students, including First Nations, Métis, and Inuit learners.

Boyle Street Education Centre recognizes that administrators—principals, assistant principals, and other designated leaders—play a vital role in creating the conditions necessary for quality teaching and optimum learning. Transparent administrative designation processes and fair compensation practices are essential to attract and retain skilled leaders who are committed to the school's mission and vision.

### POLICY STATEMENT

The Boyle Street Education Centre Board is committed to fair, equitable, and transparent practices in the designation of school-based administrative positions. The Board acknowledges the importance of defining the roles, responsibilities, and terms associated with these designations. To support effective school leadership, the Board will issue formal designation letters and provide administrative allowances in accordance with the applicable Collective Agreement, the *Education Act*, and any regulations thereunder.

### GUIDELINES

#### 1. Designation of Administrative Roles

- Administrative positions include Principal, and any other leadership roles formally designated by the Board and recognized under the *Education Act* and its regulations.
- The designation of administrative roles will align with the leadership needs of the school and the requirements set out in any relevant legislation including the *Education Act*, its regulations, and the Collective Agreement.

## **2. Formal Designation Letters**

- The Board shall issue a written Designation Letter to any individual appointed to an administrative role.
- The Designation Letter will include:
  - The title of the administrative designation;
  - The initial designation term;
  - A description of the duties and responsibilities associated with the role;
  - Any conditions specific to the role, including requirements for performance evaluations.

## **3. Term of Designation**

- Administrative designations shall be for a specified term as outlined in the Collective Agreement.
- Prior to the end of the initial designation term, the designation will be reviewed by the Superintendent (or designate) and recommendations to the Board will be made regarding continuation, modification, or cessation.
- Factors considered in the review will include:
  - School needs and priorities;
  - The administrator's performance and evaluations;
  - Any additional considerations relevant to the role.

## **4. Administrative Allowances**

- Individuals holding an administrative designation will receive an administrative allowance in accordance with the Collective Agreement.
- The allowance amount and conditions will be in accordance with the terms of the Collective Agreement between Boyle Street Education Centre and the Alberta Teachers' Association.

## PROCEDURES

### 1. Issuance of Designation Letters

- The Superintendent (or designate) will prepare and issue Designation Letters to all appointed administrators.
- Copies of an administrator's Designation Letter will be maintained in the administrator's personnel file.

### 2. Review and Renewal Process

- Prior to the expiry of the initial term, the Superintendent will consult with the Board and conduct a comprehensive review.
- Based on the review, the Board will determine whether to continue, modify, or end the designation after the initial term.
- Any changes to the designation or allowance will be communicated in writing to the administrator in accordance with the terms of the Collective Agreement and the *Education Act*.

### 3. Administration of Allowances

- The Superintendent (or designate) will ensure that the administrative allowances are processed in alignment with the Collective Agreement.
- Any adjustments to allowances due to changes in designation will be communicated in writing.