

Public Schools Branch
Board of Trustee Annual General Meeting
Thursday December 4, 2025

Minutes

The Public Schools Branch Board of Trustees hosted their annual general meeting virtually on Thursday December 4, 2025 via Webex Virtual Platform.

Present: Stephanie Arnold, Board Chair
Wade Czank, Vice Chair
Gaylene Carragher, Trustee
Peter Fullerton, Trustee
Andrew Rose, Trustee
Andrew MacFarlane, Trustee
Karen Clare, Trustee
Marcella Byrne, Trustee
Emily McKeown, Trustee
Tracy Beaulieu, Director of Public Schools Branch
Rob MacAdam, Assistant Director of Public Schools Branch
Ashley King Higginbotham, Acting Director of Finance Public Schools Branch

Also, in Attendance:

Natasha Monaghan, Executive Administrator to Director
Members of the Public

1. CALL TO ORDER

The meeting was called to order at 7:37p.m. Chair Arnold welcomed all in attendance and thanked everyone for attending.

2. APPROVAL OF AGENDA

12/04/01 It was moved by Wade Czank and seconded by Peter Fullerton that the agenda be approved as amended. Motion carried.

**3. APPROVAL OF MEETING MINUTES OF THE DECEMBER 2024 PUBLIC SCHOOL
BRANCH BOARD OF TRUSTEE ANNUAL GENERAL MEETING**

12/04/02 It was moved by Marcella Byrne and seconded by Wade Czank that the minutes of the December 2024 Public School Branch Board of Trustee Annual General Meeting be adopted as presented. Motion carried.

4. HIGHLIGHTS FROM ANNUAL REPORT

(The complete Public Schools Branch 2023-2024 Annual Report will be filed with the official minutes.)

4.1 Highlights and Approval of the Public Schools Branch 2023-2024 Annual Report.

Director Tracy Beaulieu provided an overview and shared highlights from the 2024-2025 Public Schools Branch Annual Report.

5. 2024-2025 Annual Report Financial Statements

Ashley King Higginbotham, Acting Director of Finance, provided an overview of the Audited Financial Statements for the period of April 1, 2024 to March 31, 2025.

12/04/03

It was moved by Andrew Rose and seconded by Marcella Byrne that the audited financial statements of the Public Schools Branch for the fiscal year April 1, 2024 to March 31, 2025 be approved as presented. Motion carried.

6. Annual General Meeting

12/04/04

It was moved by Emily McKeown and seconded by Peter Fullerton that The Public Schools Branch Board of Trustees Annual General Meeting will be adjusted to September to align with the Department of Education's timeline for submission of the Annual Report. Motion carried.

7. Appointment of the Auditor for 2025-2026 Fiscal Year

12/04/05

It was moved by Emily McKeown and seconded by Peter Fullerton that Doane Grant Thornton LLP be appointed as Auditor for the Public Schools Branch for the fiscal year 2025-2026 fiscal year at a remuneration determined by the management of the Public Schools Branch. Motion carried.

8. Chair Comments

Chair Arnold welcomed and stated she is looking forward to working with the new Trustees for the 2025-2026 fiscal year. She thanked everyone for attending and wished everyone a safe and happy Holiday.

9. Adjournment

The meeting adjourned at 8:02 p.m.


Chair Signature