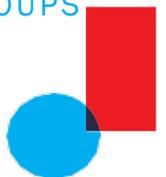


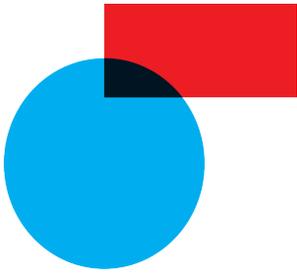
AGENDA

BOARD

Wed. Nov. 25, 2020

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. READING AND APPROVING OF MINUTES
 - 4.1 Approval of the Minutes of the Regular Meeting of October 28, 2020
5. PRESENTATIONS
 - 5.1 Education Plan and Annual Education Results Report: Overview –
Shawna Walter, Associate Superintendent, Education Services &
Jonathan Konrad, Director, Curriculum & Instruction
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Capital Update
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.3.1 Motion for Board Support re: PSBAA Request for Auditor General
Review of "Charter Schools"
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
 - 8.1 Alberta School Boards Association Representative





AGENDA

BOARD

Wed. Nov. 25, 2020

8.2 Public School Boards Association of Alberta Representative

9. NEW BUSINESS

9.1 AP445 – Time-in-Lieu: Central Office Staff GEC

9.2 December Board Meeting

9.3 Draft Annual Education Results Report

9.4 Draft Education Plan

9.5 Draft Policy 910 – School Resource Officer

9.6 General Employment Conditions Revisions

9.7 Policy 235 – Conduct of Board Meetings

9.8 School Presentations

9.9 Sturgeon Public Schools Scholarships

9.10 Monthly Financial Report

10. UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. INFORMATION

13. COMMENT & QUESTION PERIOD

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. REQUESTS FOR INFORMATION

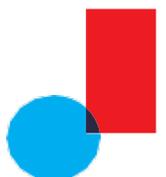
15. IN CAMERA

16. ADJOURNMENT



Sturgeon
Public Schools

Dare to reimagine learning



UNAPPROVED DRAFT



Sturgeon
Public Schools

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on October 28, 2020**

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School Presentations	096

BOARD 4.1



Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on October 28, 2020

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Tasha Oatway-McLay, Trustee*
Mrs. Trish Murray-Elliott, Trustee
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Associate Superintendent, Education Services
Mr. Jonathan Konrad, Director, Curriculum and Instruction
(*electronic attendance)

REGRETS

Mrs. Misty Featherley, Trustee

CALL TO ORDER

The Chair called the meeting to order at 4:04 p.m.

APPROVAL OF AGENDA

#094/2020 – Moved by Mrs. Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#095/2020 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of September 23, 2020, be approved.

CARRIED UNANIMOUSLY

PRESENTATIONS

Technology Services presented by Steve Schick, Director, Technology and Logistics.

REPORTS FROM SENIOR EXECUTIVE

Assurance Model

A written and verbal report was presented on behalf of the Senior Executive Committee.

Capital Update

A written and verbal report was presented on behalf of the Senior Executive Committee regarding the Division's projects.

Capital Maintenance Renewal Update

A written and verbal report was presented on behalf of the Senior Executive Committee.

Sturgeon Valley Development

A written and verbal report was presented on behalf of the Senior Executive Committee.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES**CHAIR'S REPORT**

A written and verbal report was provided.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- Building and Maintenance Committee Meeting
- Finance and People Services Committee Meeting
- Meeting with MLA Dale Nally
- MLA Shane Getson Townhall Meeting
- PSBAA Fall General Meeting
- TEBA - PBCO Review and Update Meeting
- Transportation Committee Meeting
- Zone 2/3 Annual Meeting

TRUSTEES' REPORTS

Verbal reports were provided.

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Building and Maintenance Committee Meeting
- Camilla School, School Council Meeting
- PSBAA Fall General Meeting

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Bon Accord Community School, School Council Meeting
- Building and Maintenance Committee Meeting
- Lilian Schick School, School Council Meeting
- PSBAA Fall General Meeting
- Transportation Committee Meeting

Trustee Murray-Elliott (Sturgeon Valley/West St. Albert)

Trustee Murray-Elliott reported that she attended:

- Building and Maintenance Committee Meeting
- Education Committee Meeting
- Finance and People Services Committee Meeting
- PSBAA Fall General Meeting
- Sturgeon Composite High School, School Council Meeting
- Sturgeon Heights School, Parent Council Meeting
- Transportation Committee Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Advocacy Committee Meeting
- Finance and People Services Committee Meeting
- Guthrie School, School Council Meeting
- PSBAA Fall General Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Advocacy Committee Meeting
- Education Committee Meeting
- Transportation Committee Meeting
- Zone 2/3 Annual Meeting

ADVOCACY COMMITTEE

A verbal report was provided.

BUILDING AND MAINTENANCE COMMITTEE

A verbal report was provided.

EDUCATION COMMITTEE

A verbal report was provided.

FINANCE AND PEOPLE SERVICES COMMITTEE

A verbal report was provided.

TRANSPORTATION COMMITTEE

A verbal report was provided.

REPORTS FROM SPECIAL COMMITTEES**ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS**Leadership Development**

Leadership Development report was received as information.

University of Alberta: School of Business

University of Alberta: School of Business report was received as information.

Vice Principal Leadership

Vice Principal Leadership report was received as information.

Learning Coaches

Learning Coaches report was received as information.

Diploma Examination Results

Diploma Examination Results report was received as information.

Implementation/Impact: Numeracy Focus in our Schools

Implementation/Impact: Numeracy Focus in our Schools report was received as information.

School Presentations

#096/2020 – Moved by Mrs. Kohle that the Board of Trustees approve the schedule for School Presentations to the Board – December 2020, as presented.

CARRIED UNANIMOUSLY

Monthly Financial Report

Monthly Financial Report was received as information.

UNFINISHED BUSINESS**NOTICES OF MOTION**

There were no Notices of Motion.

INFORMATION**COMMENT & QUESTION PERIOD****ATA**

ATA Local Secretary provided a verbal update.

CUPE

No report was provided.

COMMUNITY MEMBERS

No report was provided.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#097/2020 - 5:40 p.m. - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:40 p.m. for break.

Meeting resumed at 5:49 p.m.

#098/2020 - 6:27 p.m. - Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

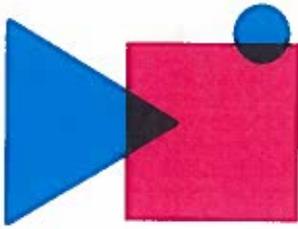
ADJOURNMENT

The Chair adjourned the meeting at 6:27 p.m.

Chair

Date

Superintendent/CEO



BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Denis Henderson, Director, Facilities
Subject: Capital Update

Background:

Find attached a written update regarding the Division's Capital Projects.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

Recommendation:

That the report is received as information.

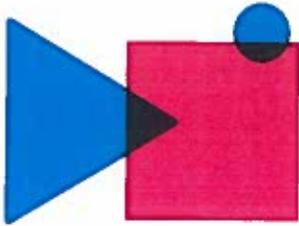
Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





BOARD
MEMORANDUM



Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent, People Services
Subject: AP 445 Amendments

Background:

Attached please find Administrative Procedure *Time-in-lieu: Central Office Staff GEC (AP 445)*.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

Recommendation:

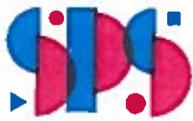
This report is shared as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





PURPOSE

At times it may be necessary that GEC staff work longer than their regularly scheduled hours to meet the timelines surrounding a specific task. When this is required, a plan may be created by Senior Executive, in concert with the appropriate director and/or manager, to compensate the employee.

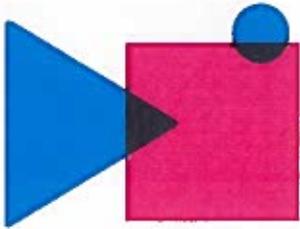
PROCESS

The Associate Superintendent People Services will be responsible for maintaining and communicating a process for time-in-lieu and overtime for Central Office.

PROCEDURE

1. The Superintendent/CEO will set parameters for scheduling office hours.
2. Scheduling of regular hours worked in the day is the decision of the Department Lead in consultation with the Superintendent/CEO.
3. With the prior approval of his/her direct supervisor, an employee may work more than his/her regular hours and accumulate time-in-lieu owed to the employee to a maximum of 2 days per school year. This time-in-lieu will be banked as per Alberta Employment Standards. In extenuating circumstances employees may be granted permission to accumulate additional time-in-lieu with advance written approval from the Superintendent/CEO
4. Time-in-lieu of hours owed to the employee must be earmarked for specific time off and will be scheduled with the employee on an hour-for-hour basis.
5. All time-in-lieu earned from September through December must be used by December 31 of the school year it was incurred. All time-in-lieu earned from January through August must be used by August 31 of the school year it was incurred.
6. All extra worked and time-in-lieu utilized must be recorded in **SRB Employee Self Service** and approved by the direct supervisor on a weekly basis.

References: General Employment Conditions



BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Mary Lynne R. Campbell, Superintendent/CEO
Subject: December Board Meeting

Background:

As per the motion at the Organizational Meeting of the Board of Trustees, a regular monthly Board meeting is to be held on the fourth Wednesday of each month.

At the November 11, 2020, Committee of the Whole Meeting, the Board of Trustees referred the December 23, 2020, Public Board Meeting to the Public Board Meeting to be cancelled.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

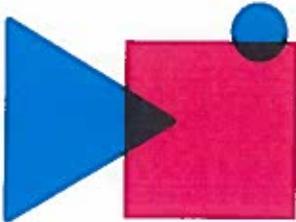
Recommendation:

That the Board of Trustees approve that the December 23, 2020, Public Board Meeting be cancelled.

Sincerely,


Mary Lynne R. Campbell, ICD.D
Superintendent/CEO





B O A R D
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum & Instruction
Subject: Sturgeon Public Schools Annual Education Results Report (AERR) –
November 2020



Background:

Attached for Trustee review and discussion is the proposed *DRAFT* Annual Education Results Report (AERR) for November 2020.

The Division's Annual Education Results Report provides information on results for all required provincial and local measures. The 2019/2020 school year did not have Provincial Achievement Tests or June Diploma Exams; therefore, the results are not reported.

An overview of the jurisdiction's financial results is included.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

Recommendation:

That the Board of Trustees approve the *DRAFT* Sturgeon Public Schools Annual Education Results Report (AERR).

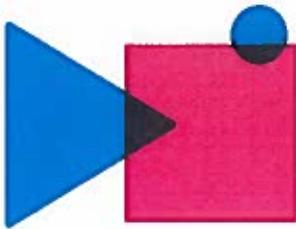
Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum & Instruction
Subject: Sturgeon Public Schools DRAFT Education Plan 2020/2023



Background:

In the past the Education Plan and the Annual Education Results Report were combined into one report. Going forward, Alberta Education has directed that the two documents be separate. The Education Plan must be approved by the Board and posted on the Division website by May 31st of each year; and the Annual Education Results Report must be approved and posted on the website by November 30th. We were preparing for this change with the Framework Education Plan that was approved by the Board in June 2020.

Attached for Trustee review and discussion is the proposed *DRAFT* Education Plan 2020/2023. The complete draft of the Education Plan includes the Education Plan framework which was approved by the Board of Trustees at the June 24, 2020 Board Meeting.

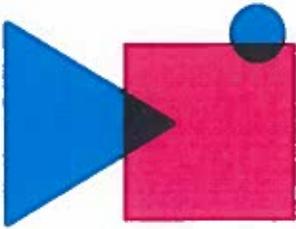
The Division's Education Plan articulates the Board's approved outcomes, measures and strategies to meet our priority of student achievement. Using key insights from the Annual Education Results Report, the Division's Education plan directs the work in schools and at a system level.

For the Education Plan 2020/2023, the division's priority of Student Achievement includes the following Assurance Domains:

1. Student Growth and Achievement;
2. Teaching and Leading
3. Learning Supports
4. Governance; and,
5. Local and Societal Context

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.





BOARD
MEMORANDUM

Recommendation:

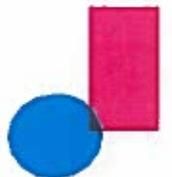
That the Board of Trustees approve the *DRAFT* Sturgeon Public School Division Education Plan 2020/2023.

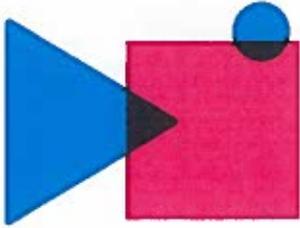
Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





B O A R D
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Education Committee
Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum & Instruction
Subject: Draft Policy 910 – School Resource Officer



Background:

Attached please find draft policy 910 – School Resource Officer for the Board's consideration.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

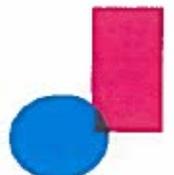
Recommendation:

That the Board of Trustees approve Policy 910 – School Resource Officer.

Sincerely,


Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





School Resource Officer

EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, caring, respectful and safe working and learning environment.

The Board believes that a regular onsite presence of a police officer helps prevent anti-social, destructive, illegal and unacceptable behavior at school and in the community. Having one RCMP peace officer as a School Resource Officer (SRO) provides a direct connection between the community, the school and the police.

To recognize the need to be proactive and preventative in providing policing support resources for Sturgeon Composite High School students, Sturgeon Public School Division, Greater St. Albert Roman Catholic Separate School Division and the Town of Morinville have signed a triparty *School Resource Officer Agreement*.

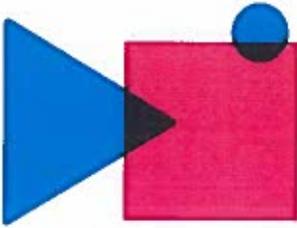
2.0 GUIDELINES

2.1 The School Resource Officer at Sturgeon Composite High School is not an employee of the Division and is, at all times, a police officer managed and supervised through the Morinville RCMP Detachment.

2.2 As a member of the RCMP, the SRO's primary authorities and duties first come from those being a Police Officer of the RCMP.

References: Section 31, 33 Education Act
Child, Youth and Family Enhancement Act
Children First Act
Controlled Drugs and Substances Act
Youth Criminal Justice Act
Criminal Code (Canada)

IX. Students



BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Finance and People Services Committee
Lisa Lacroix, Associate Superintendent People Services
Subject: General Employment Conditions Revisions



Background:

Attached for Trustee review is the General Employment Conditions with recommended revisions as per the October 20, 2020 Finance and People Services Committee meeting and reviewed at the November 2020 Committee of the Whole meeting.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

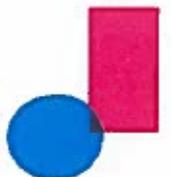
Recommendation:

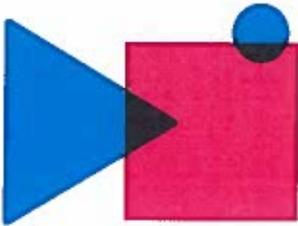
That the Board of Trustees approve the General Employment Conditions Revisions as presented at the November 25, 2020, Public Board Meeting.

Sincerely,


Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Mary Lynne R. Campbell, Superintendent/CEO
Subject: Policy 235 – Conduct of Board Meetings

Background:

In light of the operational shift from in person to virtual meetings, it is prudent to amend Policy 235 – Conduct of Board Meetings.

Attached is a copy of the proposed amendments.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

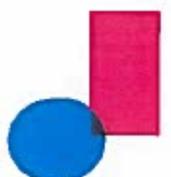
Recommendation:

That the Board of Trustees approve Policy 235 – Conduct of Board Meetings as presented at the November 25, 2020, Public Board Meeting.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

1.0 POLICY

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) with clearly defined procedures that are communicated clearly to the public.

2.0 GUIDELINES

- 2.1 The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.
- 2.2 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.
- 2.3 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.
- 2.4 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.

Treaty 6 Acknowledgement Statement:

"We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.

We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries."

- 2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.
- 2.6 **Preparation of Board Meeting Agendas**
 - 2.6.1 The Superintendent of Schools/CEO, in consultation with the Board Chair will prepare agendas for Board meetings.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order

Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

2.6.2 Agenda Items

Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools/CEO eight (8) days prior to the meeting.

2.6.3 Distribution of Agenda Kits

2.6.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, no later than 5:00 pm three (3) business days prior to the Board Meeting.

2.6.3.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

2.7 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

2.8 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

2.8.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.

2.8.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".

2.8.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

2.8.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order

Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

2.8.5 Speakers shall address their comments to the Board Chair.

~~2.8.5~~2.8.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

~~2.8.6~~2.8.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

~~2.8.7~~2.8.8 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

2.10 Preparation and Approval of Minutes

2.10.1 The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

2.10.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.

2.10.3 Minutes, once approved, are only subject to change by a formal resolution.

2.11 Open Meetings

All meetings shall be held in accordance with the Education Act, Section 64.

2.12 Special Meetings of the Board

Special meetings of the Board shall be called in accordance with the Education Act, Section 64.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order



Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

- 2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

3.0 PROCESS

- 3.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.
- 3.2 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.
- 3.3 A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.
- 3.4 A maximum of six Trustees may attend a meeting of the Board by electronic means.
- 3.5 The Board Chair or designate must be physically present in the meeting room.
- 3.6 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.
- 3.7 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)
- 3.8 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.
- 3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.

4.0 ANNUAL GENERAL MEETING OF THE BOARD

- 4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order



Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

- 4.1.1 Prior to November 15 in each year
- 4.1.2 At a convenient place within the Division
- 4.1.3 At a date, time and place specified by the Board.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order



Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

APPENDIX A

Sturgeon Public Schools

Board Organizational Meeting

Agenda

- 1.0 Roll Call
- 2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.
- 3.0 Treaty 6 Acknowledgement Statement.
- 4.0 Declaration of Returning Officer - if applicable
- 5.0 Oath of Office - if applicable
- 6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
- 7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.
- 8.0 Code of Ethics - the Board Chair will read the Code of Ethics.
- 9.0 Date, Time, Place of Regular Meetings.
- 10.0 Trustee Committees
 - 10.1 Advocacy Committee
 - 10.2 Building & Maintenance Committee
 - 10.3 Finance & People Services Committee
 - 10.4 Education Committee
 - 10.5 Transportation Committee
- 11.0 Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

References: Education Act: Division 2, Board Procedures;
 Division 5, Conflict of Interest and Disqualification
 Sections 33, 34, 64, 75
 Board Procedures Regulation 82/2019
 Robert's Rules of Order



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- 11.1 Committee of the Whole
- 11.2 Municipal Liaison Committee
- 11.3 ATA Negotiations Committee
- 11.4 CUPE Negotiations Committee
- 11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 11.6 Labour Management Committee (Policy Advisory – CUPE)

- 12.0 Board Representatives to Other Organizations
 - 12.1 Alberta School Boards Association
1 Representative, 1 Alternate Representative
 - 12.2 Public School Boards Association of Alberta
1 Representative, 1 Alternate Representative
 - 12.3 Sturgeon Composite High School – School Council Representative (Alternating)
 - 12.4 Student Discipline Committee (as required)
 - 12.5 Morinville Rotary Representative
 - 12.6 Community Services Advisory Representative

- 13.0 Close of Meeting

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order



Conduct of Board Meetings

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

APPENDIX B

Sturgeon Public Schools

Board Meeting Agenda

- 1.0 Call to Order
- 2.0 Consideration of Agenda
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3.0 Appointments
 - 3.1 _____
- 4.0 Reading and Approving of Minutes
 - 4.1 Approval of the Minutes of the Regular Meeting of _____
- 5.0 Presentations
 - 5.1 _____
- 6.0 Reports from Senior Executive
- 7.0 Reports from Trustees and Standing Committees
 - 7.1 Chair's Report
 - 7.2 Trustees' Reports
 - 7.3 Advocacy Committee
 - 7.4 Building & Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance & People Services Committee

References: Education Act: Division 2, Board Procedures;
 Division 5, Conflict of Interest and Disqualification
 Sections 33, 34, 64, 75
 Board Procedures Regulation 82/2019
 Robert's Rules of Order



Conduct of Board Meetings

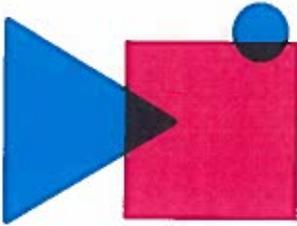
EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

- 7.7 Transportation Committee
- 8.0 Reports from Special Committees/Task Groups
 - 8.1 Alberta School Boards Association Representative
 - 8.2 Public School Boards Association of Alberta Representative
- 9.0 New Business
 - 9.1 _____
 - 9.2 _____
 - 9.3 _____
- 10.0 Unfinished Business
 - 10.1 _____
- 11.0 Notices of Motion
- 12.0 Information
- 13.0 Comment & Question Period
 - 13.1 ATA; CUPE
 - 13.2 Community Members
 - 13.3 Media
- 14.0 Requests for Information
- 15.0 In Camera
- 16.0 Adjournment

References: Education Act: Division 2, Board Procedures;
 Division 5, Conflict of Interest and Disqualification
 Sections 33, 34, 64, 75
 Board Procedures Regulation 82/2019
 Robert's Rules of Order



BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum & Instruction
Subject: School Presentations to the Board: January 2021



Background:

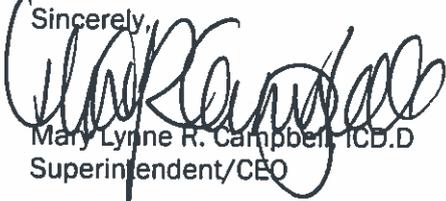
Student learning and achievement are foundational to the work of a school jurisdiction. Achieving success for all students is dependent on common agreement and understanding around shared responsibility and transparency. To this end, it would benefit the Board of Trustees and school leadership to be provided the opportunity to enter into conversations relative to student achievement, success, and programming.

Administration is recommending a date change from December 2020 to January 2021; a proposed schedule is attached.

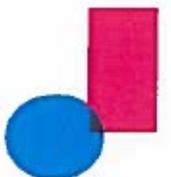
Administration is prepared to respond to questions at the November 25, 2020 Public Board Meeting.

Recommendation:

That the Board of Trustees approve the draft schedule for School Presentations to the Board as presented.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment

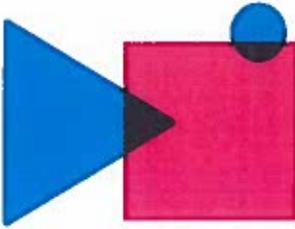


DRAFT

SCHOOL PRESENTATIONS TO THE BOARD OF TRUSTEES

Monday, January 11, 2021	
8:30 – 9:00	Ochre Park School
9:00 – 9:45	Namao School
9:45 – 10:30	Redwater School
10:30 – 11:00	<i>Wellness Break</i>
11:00 – 11:45	Guthrie School
11:45 – 12:15	Landing Trail School
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:30	Sturgeon Composite High School
1:30 – 2:30	Camilla School/Colony School

Tuesday, January 12, 2021	
8:30 – 9:00	Bon Accord Community School
9:00 – 9:45	Sturgeon Heights School
9:45 – 10:15	Lilian Schick School
10:15 – 10:45	<i>Wellness Break</i>
10:45 – 11:15	Gibbons School
11:15 – 12:15	Learning Centres: Morinville & Sturgeon
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:15	École Morinville Public School
1:15 – 1:45	Oakhill School
1:45 – 2:15	Four Winds Public School
2:15 – 2:45	Continuity of Learning Program



BOARD
MEMORANDUM

Date: November 25, 2020

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Shawna Walter, Associate Superintendent, Education Services

Subject: Sturgeon Public Schools Scholarships 2019-2020



**Sturgeon
Public Schools**
Dare to reimagine
learning

Background:

For the 2019-2020 school year, the following scholarships were awarded by Sturgeon Public Schools:

	<u>Redwater High School</u>	<u>Sturgeon Composite High School</u>
Sturgeon Public Schools (\$1,000 each)	6	54*
Sturgeon Public Schools Bursary (\$500)	1	1
Frank Robinson Memorial) (\$500 each)	1	1
Xerox Scholarship (\$250 each)	1	1

The total value of these scholarships is \$62,500.

* 54 students have qualified for the SPS Scholarship, however, 23 have yet to submit their confirmation of enrolment in post-secondary (students have 15 months after high school graduation to enroll in post -secondary).

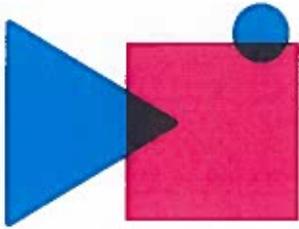
Recommendation:

This report is shared as information

Sincerely,

 Mary Lynne R. Campbell, ICD.D
 Superintendent/CEO





BOARD
MEMORANDUM

Date: November 25, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Mary Lynne R. Campbell, Superintendent/CEO
Lynne Chaston, Director, Financial Services
Subject: Monthly Financial Report

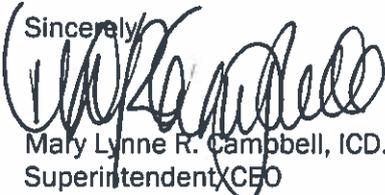
Background:

Attached you will find the Financial Report for 2020-2021 as of October 31, 2020.

Administration is prepared to respond to questions at the November 25, 2020, Public Board Meeting.

Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment

