

AGENDA

COMMITTEE OF THE WHOLE

Wed. Nov. 11, 2020

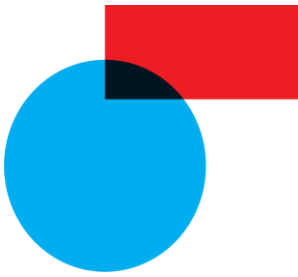


**Sturgeon
Public Schools**

Dare to reimagine learning

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. APPROVAL OF COMMITTEE NOTES
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – October 14, 2020
5. PRESENTATIONS
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
 - 7.4 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 Zone 2/3
 - 8.2 Public School Boards' Association of Alberta
 - 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
 - 8.4 Labour Management Committee (Policy Review – CUPE)
 - 8.5 Community Services Advisory Board





AGENDA

COMMITTEE
OF THE WHOLE

Wed. Nov. 11, 2020

9. NEW BUSINESS
 - 9.1 AP445 – Time-in-Lieu: Central Office Staff GEC
 - 9.2 General Employment Conditions Revisions
 - 9.3 Draft Policy – School Resource Officer
 - 9.4 Draft Annual Education Results Report
 - 9.5 Draft Education Plan
 - 9.6 IT Report: Monthly Downtime
 - 9.7 School Presentations
10. QUESTION PERIOD
11. UNFINISHED BUSINESS
12. INFORMATION ITEMS
13. PENDING LIST
14. IN CAMERA
15. ADJOURNMENT



Dare to reimagine learning





Sturgeon
Public Schools

Notes of the Meeting of
The Committee of the Whole
Held at Morinville on October 14, 2020

DRAFT

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair*
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Misty Featherley, 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*)

CALL TO ORDER

The Chair called the meeting to order at 4:00PM.

CONSIDERATION OF AGENDA

- 2.1 Additions/Deletions to Agenda
- 2.2 Approval of Agenda

Moved by Mrs. Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF COMMITTEE NOTES

- 4.1 Amendment/Correction of Notes
- 4.2 Approval of Committee Notes

Moved by Mrs. Kohle that the notes of September 9, 2020, be approved, as presented.

CARRIED UNANIMOUSLY

COMMITTEE 4.2

PRESENTATIONS

RAP and Work Experience presented by Chantelle Cadieux.

REPORTS FROM SENIOR EXECUTIVE

6.1 Assurance Model

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

6.2 Capital Update

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee regarding the Division's projects.

6.3 Capital Maintenance Renewal Update

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

6.4 Sturgeon Valley Development

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

7.1 Chair's Report

Trustee Jewell presented a verbal and written report.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- 360 Evaluation of ASBA Executive Director
- Cheque Presentation from TELUS Payday Lottery
- Discipline Committee Meeting
- Lagoon Litigation Preparation
- Meeting with MLA Nally
- Meeting with Sturgeon County
- TEBA Regional Meeting
- TEBA Review Meeting
- Zone 2/3 Meeting

7.2 Trustees' Reports

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Advocacy Committee Meeting
- École Morinville Public School, School Council Meeting
- Four Winds Public School, School Council Meeting

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Lilian Schick School, School Council Meeting

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

Trustee Murray-Elliott reported that she attended:

- Central Office Thanksgiving Lunch
- Meeting with Sturgeon County
- Sturgeon Composite High School, School Council Meeting
- Sturgeon Heights Parent Council Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Advocacy Committee Meeting
- Discipline Hearing

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Advocacy Committee Meeting
- Meeting with Sturgeon County
- Ochre Park School, School Council Meeting
- Zone 2/3 Meeting

7.3 Advocacy Committee

A verbal report was provided.

An Advocacy Committee meeting is scheduled for October 26, 2020.

7.4 Building and Maintenance Committee

A verbal report was provided.

A Building and Maintenance Committee meeting is scheduled for October 27, 2020.

7.5 Education Committee

A verbal report was provided.

An Education Committee meeting is scheduled for October 28, 2020.

7.6 Finance and People Services Committee

A verbal report was provided.

A Finance and People Services Committee meeting is scheduled for October 20, 2020.

7.7 Transportation Committee

A verbal report was provided.

A Transportation Committee meeting is scheduled for October 28, 2020.

7.8 ATA Update

A verbal report was provided.

7.9 CUPE Update

No report was provided.

REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS**8.1 Alberta School Boards' Association Zone 2/3**

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

No report was provided.

NEW BUSINESS**9.1 2021/2022 School Calendar**

Moved by Mrs. Kohle that the Board of Trustees refer the 2021/2022 School Calendar to the October 28, 2020, Public Board Meeting to be approved in principle.

CARRIED UNANIMOUSLY

9.2 Council of School Councils'

Moved by Mr. Jewell that the Board of Trustees host the Council of School Councils' meeting on November 12, 2020.

CARRIED UNANIMOUSLY

9.3 Leadership Development

Leadership Development was shared with the Board of Trustees as information.

9.3.1 University of Alberta: School of Business

University of Alberta: School of Business was shared with the Board of Trustees as information.

9.3.2 Vice Principal Leadership

Vice Principal Leadership was shared with the Board of Trustees as information.

9.3.3 Learning Coaches

Learning Coaches was shared with the Board of Trustees as information.

9.4 Diploma Examination Results

Diploma Examination Results was shared with the Board of Trustees as information.

9.5 Implementation/Impact: Numeracy Focus in our Schools

Implementation/Impact: Numeracy Focus in our Schools was shared with the Board of Trustees as information.

9.6 Off Campus Education Report

Off Campus Education Report was shared with the Board of Trustees as information.

9.7 School Presentations

Moved by Mr. Jewell that the Board of Trustees refer School Presentations to the October 28, 2020, Public Board Meeting.

CARRIED UNANIMOUSLY

9.8 September 30th Enrollments

September 30th Enrollments was shared with the Board of Trustees as information.

9.6 IT Report: Monthly Downtime

IT Report: Monthly Downtime was shared with the Board of Trustees as information.

The meeting recessed for dinner at 5:18PM.

The meeting resumed at 5:44PM.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

6:50PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

The meeting recessed for break at 6:50PM.

The meeting resumed at 6:59PM.

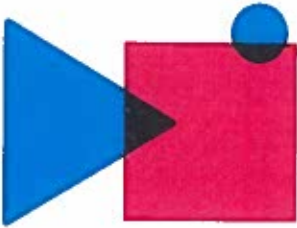
8:04PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 8:04PM.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Public Board Meetings.**



BOARD
MEMORANDUM

Date: November 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Denis Henderson, Director, Facilities Services
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 11, 2020, Committee of the Whole Meeting.

Recommendation:

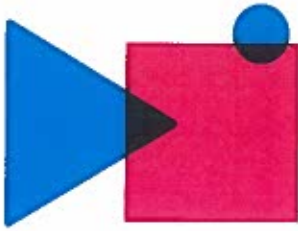
This report is shared as information.

Sincerely,

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

Attachment





BOARD
MEMORANDUM



Date: November 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent, People Services
Subject: AP445 - Time-in-Lieu: Central Office Staff GEC

Background:

Attached please find the amended Administrative Procedure *Time-in-lieu: Central Office Staff GEC (AP445)*.

Administration is prepared to respond to questions at the November 11, 2020, Committee of the Whole Meeting.

Recommendation:

This Report is shared as information.

Sincerely,



Mary Lynne R. Campbell, Ed.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.

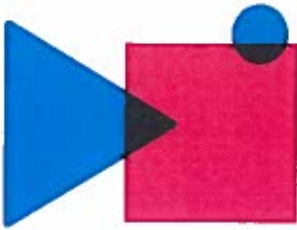
PROCESS

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/CO
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 11, 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.

Administration is prepared to respond to questions at the November 11, 2020, Committee of the Whole Meeting.

Recommendation:

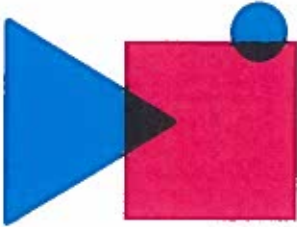
That the Board of Trustees review the General Employment Conditions and forward to the November 25, 2020, Public Board Meeting.

Sincerely,

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

Attachment





B O A R D
MEMORANDUM

Date: November 11, 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 – School Resource Officer



Background:

Attached please find a draft policy for the Board's consideration.

Administration is prepared to respond to questions at the November 11, 2020, Committee of the Whole Meeting.

Recommendation:

This Draft policy is provided for Trustee discussion and direction.

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.

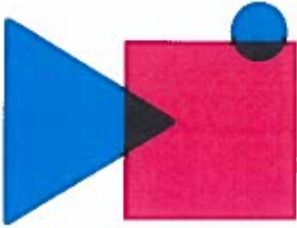
The Board believes that a regular onsite presence of a police officer helps prevent anti-social, destructive, illegal and unacceptable behavior at school and in the community. Having one RCMP peace officer as a School Resource Officer (SRO) provides a direct connection between the community, the school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



BOARD
MEMORANDUM

Date: November 11, 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 11, 2020, Committee of the Whole Meeting.

Recommendation:

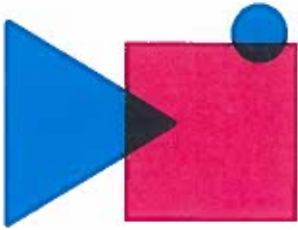
That the Board of Trustees review the *DRAFT* Sturgeon Public Schools Annual Education Results Report (AERR) - November 2020 and forward to the November 25, 2020, Public Board meeting for approval.

Sincerely,

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

Attachment





BOARD
MEMORANDUM

Date: November 11, 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.

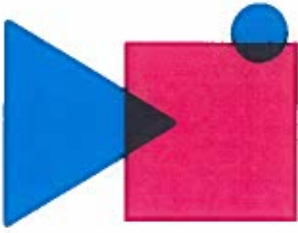
The Division's Education Plan articulates the Board's approved outcomes, measures and strategies to meet our priority of student achievement. Using key insights from the Annual Education Results Report, the Division's Education plan directs the work in schools and at a system level.

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 11, 2020, Committee of the Whole Meeting.





BOARD
MEMORANDUM

Recommendation:

That the Board of Trustees review the *DRAFT* Sturgeon Public School Division Education Plan 2020/2023 and forward to the November 25, 2020, Public Board meeting for approval.

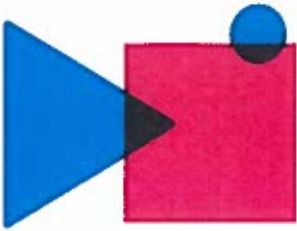
Sincerely,



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

Attachment





B O A R D
MEMORANDUM



**Sturgeon
Public Schools**

Dare to reimagine learning

Date: November 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Steve Schick, Director, Technology Services
Subject: IT Report: Monthly Downtime

Background:

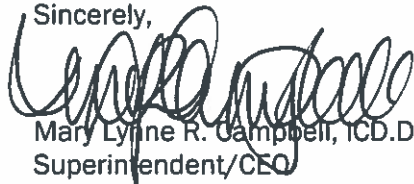
Find attached, a written report indicating network outage for the month of October 2020.

Administration is prepared to respond to questions at the November 11, 2020 Committee of the Whole Meeting.

Recommendation:

This report is shared as information.

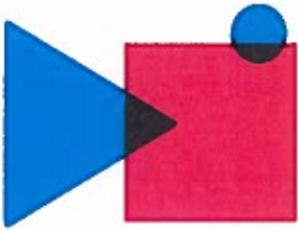
Sincerely,



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

Attachment





B O A R D
MEMORANDUM

Date: November 11, 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 11, 2020 Committee of the Whole Meeting.

Recommendation:

That the Board of Trustees refer the draft schedule for School Presentations to the 25 November 2020, Public Board Meeting for approval.

Sincerely,

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

Attachment



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