

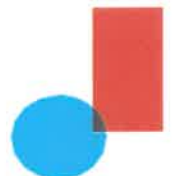
AGENDA

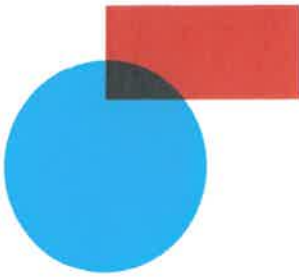
COMMITTEE
OF THE WHOLE

Wed. Mar. 10, 2021



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 – February 10, 2021
5. PRESENTATIONS
 - 5.1 Financial Services Update – L. LeVesconte, Secretary Treasurer
 - 5.2 Redwater HYPE – Carina Chenoweth, Project Manager, Mental Health Capacity Building Project
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Capital Update
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.1.1 Campaign for a Smoke-Free Alberta
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.3.1 What Do School Trustees Do?
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee





AGENDA

COMMITTEE
OF THE WHOLE

Wed. Mar. 10, 2021



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

9. NEW BUSINESS

- 9.1 Bylaw 03-2021, A Bylaw to Establish the Use of Special Ballots for the 2021 General Election
- 9.2 Three Year Capital Plan
- 9.3 Proposed Capital Projects
- 9.4 Transportation Fees: 2021/2022
- 9.5 Policy 900 – Student Conduct and Discipline
- 9.6 AP465 – Adult Tuition Fees
- 9.7 IT Report: Monthly Downtime

10. QUESTION PERIOD

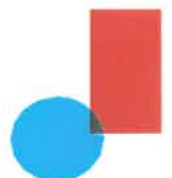
11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

14. IN CAMERA

15. ADJOURNMENT





Sturgeon
Public Schools

Notes of the Meeting of
The Committee of the Whole
Held at Morinville on February 10, 2021

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
Ms. Liliana LeVesconte, Secretary Treasurer
Mr. Jonathan Konrad, Director, Curriculum & Instruction*
(* *electronic attendance*)

CALL TO ORDER

The Chair called the meeting to order at 4:01PM.

CONSIDERATION OF AGENDA

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Kohle 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 January 13, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

5.1 Assurance Report – Learning Supports & FNMI Presentation

Assurance Report – Learning Supports & FNMI Presentation was presented by Shawna Walter, Associate Superintendent, Education Services and Jonathan Konrad, Director, Curriculum & Instruction.

REPORTS FROM SENIOR EXECUTIVE

6.1 Capital Update

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

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:

- ASBA Zone 2/3 Meeting
- Review Past Election Practices with Secretary Treasurer
- Review Superintendent Evaluation Process
- RFP Workshop for Bus Contractors
- Special Board Meeting
- TEBA Negotiations Update
- Various Calls with Dave Johnson – Labour Relations

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Special Board Meeting

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Parent Council Meeting, École Morinville Public School
- Parent Council Meeting, Four Winds Public School

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Phone Call with Lilian Schick School Principal
- RFP Workshop for Bus Contractors

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

Trustee Murray-Elliott reported that she attended:

- ASBA PD Virtual Academy
- Special Board Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Special Board Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA PD Virtual Academy
- ASBA Zone 2/3 Meeting
- Special Board Meeting

7.3 Advocacy Committee

A verbal report was provided.

An Advocacy Committee meeting is scheduled for February 23, 2021.

7.4 Building and Maintenance Committee

A verbal report was provided.

A Building and Maintenance Committee meeting is scheduled for February 24, 2021.

7.5 Education Committee

A verbal report was provided.

7.6 Finance and People Services Committee

A verbal report was provided.

A Finance and People Services Committee meeting is scheduled for February 25, 2021.

7.7 Transportation Committee

A verbal report was provided.

7.8 ATA Update

No 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. Page 5 answers for Public Board Meeting.

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

A verbal report was provided.

NEW BUSINESS

9.1 2021/2022 School Calendar

Moved by Mrs. Oatway-McLay that the Board of Trustees review and approve in principle the attached calendar package as presented at the February 10, 2021, Committee of the Whole Meeting; and

Further, forward the attached calendar to the February 24, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.2 Camilla School Calendar

Moved by Mrs. Featherley that the Board of Trustees review and approve in principle the attached calendar as presented at the February 10, 2021, Committee of the Whole Meeting; and

Further, forward the attached calendar to the February 24, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.3 Bylaw 02-2021, A Bylaw to Establish the Number and Type of Voter Identification Required for the 2021 General Election

Moved by Mrs. Oatway-McLay that the Board of Trustees review and approve in principle the attached Bylaw 02-2021, A Bylaw to Establish the Number and Type of Voter Identification Required for the 2021 General Election, as presented at the February 10, 2021, Committee of the Whole Meeting; and

Further, forward the attached bylaw to the February 24, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.4 Policy 815 – Outreach Programs

Moved by Mrs. Pequin that the Board of Trustees forward Policy 815 – Outreach Programs to the February 24, 2021, Public Board Meeting for approval.

CARRIED UNANIMOUSLY

9.5 AP230 – School Age Entrance

AP230 – School Age Entrance was received as information.

9.6 AP435 – Employee Expense Claims and Reimbursement

AP435 – Employee Expense Claims and Reimbursement was received as information.

9.7 Class Size Information Reporting

Class Size Information Reporting was received as information.

9.8 IT Report: Monthly Downtime

IT Report: Monthly Downtime was received as information.

9.9 Parent Fundraising Association Insurance

Parent Fundraising Association Insurance was received as information.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:29PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

The meeting recessed for break at 5:29PM.

The meeting resumed at 5:40PM.

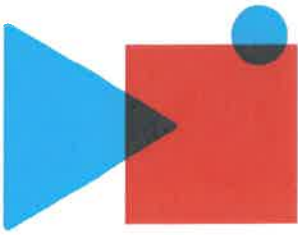
6:15PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 6:15PM.

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



BOARD
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: Financial Services Update Presentation

Background:

A number of system updates were required to better align our systems and resources and enhance our efficiencies in processing financial transactions.

Administration has put together a quick presentation of the initiatives undertaken by the Finance Department in the last 12 months.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

Recommendation:

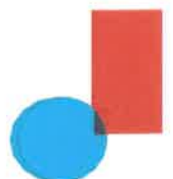
That the report be received as information.

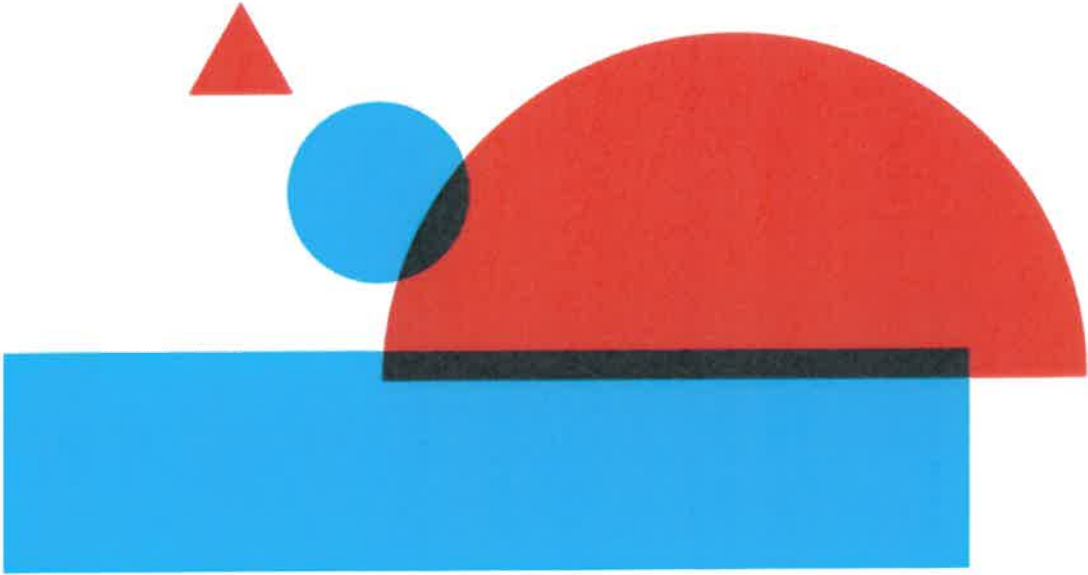
Sincerely,



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

Attachment



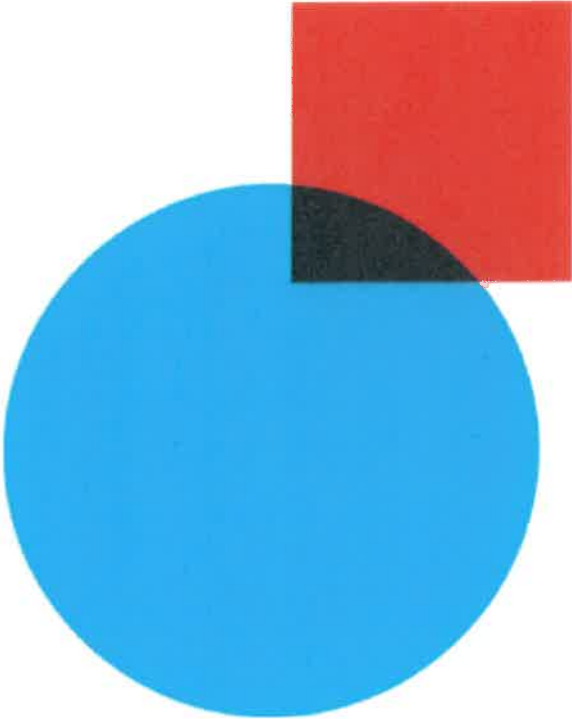


Board Presentation

Financial Services Update

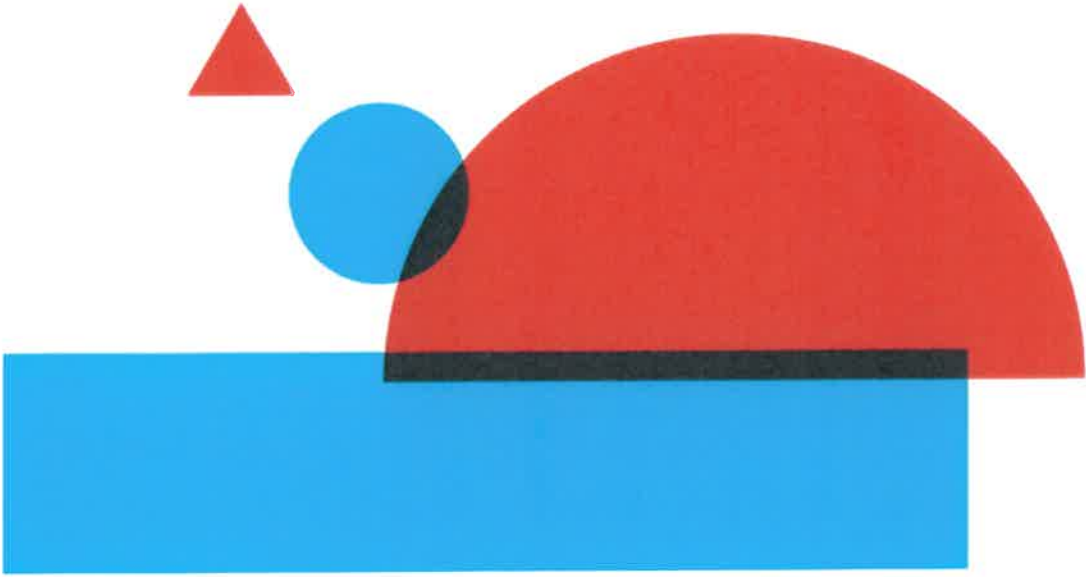


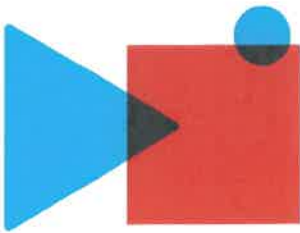
Initiatives

1. Invoice Entry Web – Atrieve
ERP
 2. General Ledger Review &
Realignment
 3. Budget Manager &
MyBudgetFile Version Update
 4. Document Imaging
- 



Questions?





BOARD
MEMORANDUM

Date: March 10, 2021

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum and Instruction
Sandra Brenneis, Director, Learning Support
Carina Chenoweth, Project Manager,
Mental Health Capacity Building Project

Subject: Redwater HYPE – Helping Young People Excel:
Mental Health Capacity Building Project

Background:

In 2018, Sturgeon Public Schools was awarded a grant from Alberta Health Services for a Mental Health Capacity Building Project for the schools and community of Redwater. Through this grant the HYPE team (Helping Young People Excel) supports mental health prevention and promotion activities and works alongside community partners in the Town of Redwater to extend activities beyond the school day.

Attached is a description of the project.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

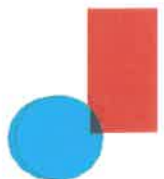
Recommendation:

That the report be received as information.

Sincerely,

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

Attachment



Health Capacity
HYPE
Dimensions
with School/Mental
Children
Knowledge
W/HCB
Resilience
Collaboration
Community
Wellness
Capacity
Family Skills
HYPE
Dimensions
Youth School
Health Children
Resilience
Collaboration

Redwater HYPE

School Based
Mental Health Capacity Building



STUDENT REPORTS (CONSISTENT WITH RESEARCH)

- Increased feelings of anxiety and depression
- Increased substance use
- Increased self injurious and suicidal ideation and behaviour
- Increased sleep disturbance
- Increased mental health consultations







EXPERTS

**MENTAL
HEALTH
CAPACITY
BUILDING
ENHANCEMENT**

37

Programs 18

371

Schools 158

133

Communities 79

Promotion and Prevention

Client/Patient ✦ Family ✦ Community



**EARLY
INTERVENTION**

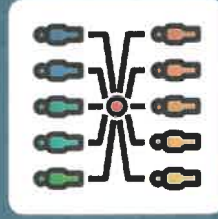
COLLABORATION

INTEGRATION

LOCAL ACCESS



Restricted Funding Agreement



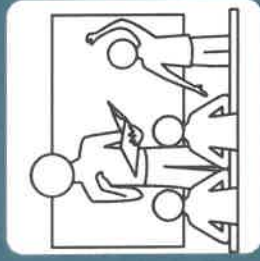
Community of Practice



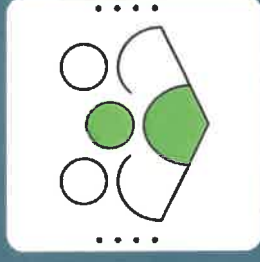
Approver



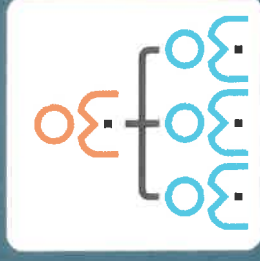
Team Leadership



Program Implementation



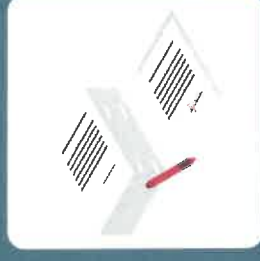
Community Collaboration



Staffing



Invoicing



Reporting

REDWATER HYPE

Manager



Coach



Coach



Coach



Universal



Targeted



Indicated



PARTNERSHIPS





AWARENESS





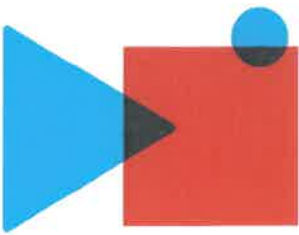
ENGAGEMENT



COVID Response

- Virtual School and Community Programming
- COVID specific resources and programming
- Increased small group and 1:1 student support
- Enhanced supports to meet basic student needs
- Summer Programming





BOARD
MEMORANDUM

Date: March 10, 2021
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 March 10, 2021, Committee of the Whole Meeting.

Recommendation:

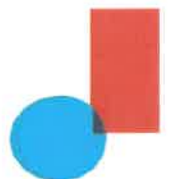
That the report be received as information.

Sincerely,



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

Attachment



Subject: FW: Please take a moment to protect Alberta youth from flavoured vaping products

----- Forwarded message -----

From: Disha Panchal <panchal@smokefreealberta.com>

Date: Thu, Feb 25, 2021 at 10:45 AM

Subject: Please take a moment to protect Alberta youth from flavoured vaping products

To: terry.jewell@sturgeon.ab.ca <terry.jewell@sturgeon.ab.ca>

CAUTION: This email originated from outside the Division. Do not click links or open attachments unless you recognize the sender and know the content is safe.



CAMPAIGN FOR A
SMOKE-FREE ALBERTA

Mr. Terry Jewell

Chair

Sturgeon School Division No. 24

9820 - 104 Street

Morinville AB T8R 1L8

February 25, 2021

Dear Chair Terry Jewell;

Re: Please take a moment to protect Alberta youth from flavoured vaping products

Fifty-thousand Alberta youth in grades 6 to 12 are now using nicotine vaping products and the vast majority are flavoured.

Flavourings are a primary reason why kids are drawn to vaping products and there are many to choose from including cherry, chocolate, banana, mint, grape, menthol, fudge, mango—and the list goes on.

Tobacco and vaping companies have been very creative in targeting children and youth with highly addictive and enticing flavoured products and aggressive marketing campaigns.

Don't let tobacco and vaping companies target Alberta kids with flavoured nicotine products.

You can help us secure a provincial ban on these appealing and addictive products. It's as easy as 1-2-3.

1. Sign our [online petition](#)

2. Send a [quick message](#) to your MLA

3. Urge your friends and followers to do the same

With your help we can protect Alberta youth from flavoured vaping products.

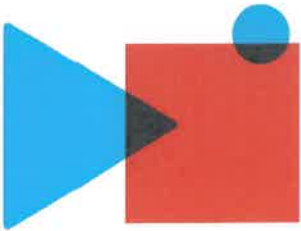
Thank you for your prompt attention to this important request.

Sincerely,

Disha Panchal

Campaign Coordinator

*This email and any files transmitted with it contains confidential information and is intended solely for the use of the individual(s) or entity to whom they are addressed. Distribution, copying or disclosure is strictly prohibited.
If you receive this email in error, please notify me immediately and delete the original transmission. Thank you.*



B O A R D
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Advocacy Committee
Subject: What Do School Trustees Do?

Background:

Attached is a one page flyer regarding "What do school trustees do?" The Advocacy Committee requested the document be brought to the March 2021 Committee of the Whole Meeting for discussion by the Board.

The Advocacy Committee is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

Recommendation:

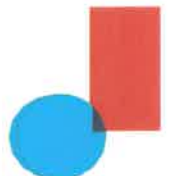
That the report be received as information.

Sincerely,



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

Attachment



What do school trustees do?

Trustees are advocates for our children - assessing educational policies in terms of what is best for the development of the whole child.

Trustees are political officials - they are members of a government unit charged with the responsibility to govern the affairs of the school authority. They are responsible to their electorate through the democratic process. They are to serve the public and hear their voice.

Trustees are goal setters for their school systems - identifying the results the board wishes the system to achieve.

Trustees are planners - setting priorities in light of community expectations, available resources and sound educational practice.

Trustees are evaluators - ensuring policies are within the parameters of the board's authority; consistent with goals; compatible with other policies; implemented in a fair and just manner and effective in achieving intended results.

Trustees are financial planners - It is a statement to the administration and the public that the board is accountable for the dollars spent and it reflects the board's priorities and the blending of the needs and wishes of the community.

Trustees are policy makers - crafting policies that guide the administration and other employees toward achieving the jurisdiction's goals.

Trustees are legislators - setting local policy to meet local contextual needs and help drive public policy changes at the provincial level.

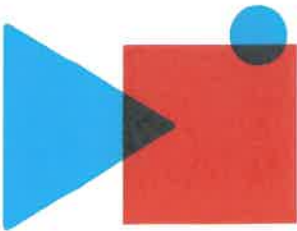
Trustees are communicators - interacting with the many publics that have a stake in K-12 education.

Trustees are advocates for education - keeping the positive image of schools before the community to ensure that education is given a high priority and the community is aware of public education's accomplishments.

Trustees are a bridge - between information of the school authority, the provincial government, and the public.

Trustees are lobbyists - communicating with all levels of government to ensure that local voice are heard by those who have the power to keep education needs high on the list of priorities.

As Albertans we have a right to #LocalVoicesLocalChoices



BOARD
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: Bylaw 03-2021, A Bylaw to Establish the Use of Special Ballots for the 2021 General Election

Background:

The Local Authorities Election Act, Section 77, states that an elector who is unable to vote at an advance vote or at the voting station on election day can request a Special Ballot from the Returning Officer or Sturgeon Public School Division election staff in advance. Electors who are physically incapacitated qualify to use the special ballot.

Attached is a Bylaw which addresses this requirement.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

Recommendation:

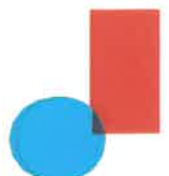
That the Board of Trustees review and approve in principle the attached Bylaw 03-2021, A Bylaw to Establish the Use of Special Ballots required for the 2021 General Election, as presented at the 10 March 2021, Committee of the Whole meeting, and forward the attached Bylaw to the 24 March 2021 Public Board Meeting for final approval.

Sincerely,



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

Attachment



THE STURGEON PUBLIC SCHOOL DIVISION

BYLAW NO. 03-2021

A BYLAW TO ESTABLISH THE USE OF SPECIAL BALLOTS FOR THE 2021 GENERAL ELECTION

WHEREAS, section 77 of the Local Authorities Election Act, an elector who is unable to vote at an advance vote or at the voting station on election day because of:

- (a) physical disability,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence may apply to vote by special ballot.

An elector can request a Special Ballot from the Returning Officer or Sturgeon Public School Division election staff in advance. Electors who are physically incapacitated qualify to use the special ballot.

NOW, THEREFORE, THE STURGEON PUBLIC SCHOOL DIVISION DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Provide for Special Ballots and provide that the application for special ballots may be made by any one of the following methods: in writing by mail, in writing in person, or in writing by e-mail, pending the application and the processing of a Special Ballot allow for enough time before the Election Day.
2. The written Special Ballot must be returned by postal service or personal delivery to the returning office in the elector's electoral division prior to the close of polls on polling day. The Special Ballot voting package contains a series of envelopes that are used to protect the confidentiality of the ballot. The envelopes are accompanied by a declaration that confirms the elector is eligible to vote and has not already voted.
3. On receipt of the prescribed forms, the voter shall mark the ballot by writing, with a pen or pencil of any colour, in the space provided, the candidate of the voter's choice. After marking the voter's ballot, the voter shall
 - (a) place the marked ballot in the ballot envelope,
 - (b) seal the ballot envelope,
 - (c) place the ballot envelope in the certificate envelope,
 - (c.1) place a copy of the prescribed identification document or documents in the certificate envelope,
 - (d) complete and sign part 1 of the certificate and seal the certificate envelope,
 - (e) place the certificate envelope in the outer envelope, and
 - (f) seal the outer envelope
 - (g) the outer envelope, when sealed, shall be forwarded so that it reaches the returning officer, or the person designated by the Returning Officer not later than the close of the polling places on polling day.

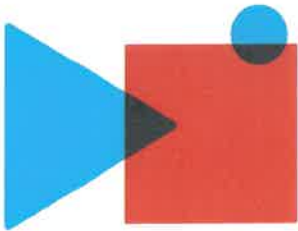
READ A FIRST TIME THIS ___ DAY OF March 2021

READ A SECOND TIME THIS ___ DAY OF March 2021

READ A THIRD TIME THIS ___ DAY OF March 2021

(CHAIR OF THE BOARD OF TRUSTEES)

(SUPERINTENDENT/CEO)



B O A R D
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Building and Maintenance Committee
Denis Henderson, Director, Facility Services
Subject: Three Year Capital Plan

Background:

Attached is the Three Year Capital Plan for submission to Alberta Education on 01 April 2021.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

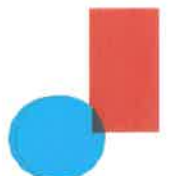
Recommendation:

That the Board of Trustees forward the Three Year Capital Plan to the March 24, 2021, Public Board Meeting for approval.

Sincerely,


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

Attachment





Three Year Capital Plan Report

Sturgeon Public Schools Three Year Capital Plan Report

Table of Contents

1. OVERVIEW
2. CAPITAL REQUESTS - SCHOOL SUMMARIES / EVALUATIONS
3. PRIORITY #1 - ADDITIONAL CLASSROOM SPACE IN LEGAL, AB
PRIORITY #2 - MORINVILLE PUBLIC SCHOOL - MORINVILLE, AB
PRIORITY #3 - LANDING TRAIL SCHOOL - GIBBONS, AB

1. Overview

Between July 2019 and March 2020, Sturgeon School Division engaged START Architecture (formerly ONPA Architects) to undertake a Facility Plan to examine the conditions which influence the use of the existing facilities in Sturgeon Public Schools where issues related to student population growth and educational program needs were concerned.

The components of the study which form its key elements consisted of the following:

1. **Facility Evaluations:** These were carried out in order to make assessments of existing space utilization and to provide recommendations where program needs are concerned.
2. **Capital Plan:** A proposal for a submission to Alberta Education for funding has been prepared as part of the study. This will reflect the major recommendations of the study.
3. **School Input:** Site visits were conducted at each of the school facilities and information received has been incorporated into the plan.
4. **Model for the Future:** The study has embodied a series of processes which will be of value in future years where decisions related to space utilization are concerned. These include:
 - Capital Plan submissions
 - Enrolment statistics
 - Space data recording for facilities management
 - Community input

In a time of limited resources there is an increasing expectation on School Boards across the Province to assess facility needs in considerable detail as well as review all possible alternatives for delivering education programs and accommodating students. These options are many and varied.

The principle objective of the study was to assist Sturgeon Public Schools in making choices for the future by addressing the issue of student population as it relates to spaces, programs and enrolments.

**PROPOSED 3 YEAR CAPITAL PLAN: STURGEON PUBLIC SCHOOLS
PROJECTS IDENTIFIED FOR CAPITAL FUNDING FOR NEW CONSTRUCTION,
MODERNIZATION, PRESERVATION AND STUDIES**

NEW CONSTRUCTION, MODERNIZATION, PRESERVATION AND STUDIES

| SCHOOL | 2021-2022 | 2021-2022 | 2022-2023 | 2022-2023 | 2023-2024 | 2023-2024 |
|--------------------------|-----------------------------|-----------|--------------------------|-----------|---------------|-----------|
| | | Priority | | Priority | | Priority |
| Legal, AB | Classroom Space | 1 | | | | |
| Morinville Public School | Modernization / Replacement | 2 | | | | |
| Landing Trail School | Modernization | 3 | | | | |
| Namao School | | | Addition of 2 Modulars | 1 | | |
| Sturgeon Heights School | | | Modernization / Addition | 2 | | |
| Gibbons School | | | | | Modernization | 1 |
| Bon Accord School | | | | | Modernization | 2 |

**PROPOSED 3 YEAR CAPITAL PLAN: STURGEON PUBLIC SCHOOLS
PROJECTS IDENTIFIED FOR CAPITAL FUNDING FOR PORTABLE REPLACEMENTS
AND RELOCATIONS**

PORTABLE REPLACEMENTS AND RELOCATIONS

| SCHOOL | 2021-2022 | 2021-2022 | 2022-2023 | 2022-2023 | 2023-2024 | 2022-2023 |
|-----------------|-----------|-----------|--------------------|-----------|-----------|-----------|
| | | Priority | | Priority | | Priority |
| Namao School | | | Replace 2 Modulars | 1 | | |
| Redwater School | | | Replace 2 Modulars | 2 | | |

2. Capital Requests - School Summaries / Evaluations

Priority #1 - Additional Classroom Space in Legal, AB

Instructional space in Legal is an important priority for the Board of Trustees. In 2012, the Alberta Government, through the St. Albert and Sturgeon Valley School Districts Act, directed Sturgeon Public Schools to provide Public Education to students residing in Legal (and area) and Morinville (and area). Unfortunately, this direction did not include the provision of instructional space in Legal, AB. In the absence of instructional space in Legal, Sturgeon Public Students face long bus rides to access Public Education.

Priority #2 - Morinville Public School, Morinville, AB

With continued growth and large enrolments and utilization rates in recent years, the school required a significant number of portables and modular classrooms to be added to the site. The result is a very large, spread out, and poorly functioning school within an increasingly tight site. Although the opening of Four Winds Public School resulted in the transfer of student in grades 5-9, the student population at Morinville Public School continues to grow. A major reconfiguration or replacement of the school and site is required.

Priority #3 - Landing Trail School, Gibbons, AB

The site has significant issues regarding traffic circulation. There is congestion with buses and parent vehicles due to narrow lanes and with the location of the school which requires all traffic to turn 180 degrees. There is inadequate staff parking and the gravel parking lot to the West has poor drainage and rutting.

The modulares on the East side of the school are in poor condition and require replacement. With utilization reaching nearly 90%, congestion in a number of interior spaces is noted. Congestion at washrooms, physical activity scheduling has been noted. The school has a high number of severe coded students and is in need of spaces to accommodate programming. In addition, the school has a number of early years students, some as young as 2 1/2 years old so more change facilities are required.

STURGEON PUBLIC SCHOOLS
PRIORITY #2 - MORINVILLE PUBLIC SCHOOL
 10020 - 101 Avenue, Morinville, Alberta, T8R 1L5



| | |
|---|--|
| Year Built: | 1957- Original Building |
| Additions: | 1966 - Addition 1976 - Addition 1985 - Addition and Modernization 1991 - Addition (6 portables) 2015 - Addition (6 Portables) 2016 - Addition (9 Portables) 2017 - Addition (3 Modulars) |
| Grades Served: | K-4 |
| Permanent Classrooms: | 17 |
| Portable Classrooms: | 16 |
| Gross Area: | 5,060 m2 |
| Capacity: | 663 |
| Enrolment: | 601 |
| Utilization: | 91% |
| Instructional Program: | Basic academics in English and French (K-4) plus computers, music, art, construction, foods and fashion. |
| Building Deferred Maintenance: (Aug. 29, 2012) | \$841,696 |
| Building FCI: (Aug. 29, 2012) | 6.26% (Good) |
| Site Deferred Maintenance: | N/A |
| Parking Space Requirements | 65 Required, 105 Currently Available |



PROPERTY LINE

UTILITY RIGHT OF WAY

NORTH



The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more welcoming and improve supervision.



The large footprint that has developed over time has created a large number of alcoves which causes issues for supervision and security.



The gym is sunken in relation to the rest of the floor plate. A lift is required for barrier-free access.



Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.



The gym does not have a divider curtain, in spite of the need for two classes using the space at the same time.



A large number of classrooms have fabric over the light fixtures or have hanging plug-in lamps with extension cords in the ceiling spaces. This is done to provide a variety of lighting levels but is against code and are to be removed.



Most classrooms have solid doors with no sidelites. This creates a closed off classroom from the corridor.



Breakout rooms and counselling spaces are required in the school. The school currently uses the boot room between the school and the modulars as breakout space.

SUMMARY STATEMENT

The school has seen continual growth with modulares in order to house two functioning schools. With the opening of Four Winds, a modernization/replacement is needed.

OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1. Modular Classrooms:** A number of the older portables are no longer in good condition and now that the students have moved over to Four Winds, these units are no longer used. The units are approved for demolition and the remaining units should be moved closer to the core of the school.
- 2. Electrical Systems:** It was noted that the existing fluorescent lighting should be replaced with LED lighting. This will create better lighting for students and staff with more consistent lighting control and the ability to dim lighting as required. Currently a number of classrooms have fabric covering the light fixtures.

A number of classrooms have plug-in light fixtures with multiple extension cords in the ceiling spaces. This is against code and standards, the light fixtures should be removed.

- 3. Interior Circulation:** It was noted the entrances are congested due to the number of students who access this spaces along with boot racks and getting changed into outdoor clothing. While it is difficult to address this without a major modernization to the building, there is potential to utilize more entrances for student access.

It was mentioned that the U-shaped configuration of the school is challenging for movement through the school and with supervision.

There is an issue with the sensory room being near the library. Students who use this room can be quite loud which travels into the surrounding classrooms.

The community has access to the gym. Due to the configuration of the school, the community has access to the entire school after hours. Lock off points should be installed in the corridors to improve security.

Due to the expansion of the school with portables over time, the school is very spread out in its footprint. This makes for long travel distances which is felt more acutely due to the grade configuration being early childhood services to grade 4. The reduction in the number of modulares to match the current utilizations will help greatly with this.

- 4. Site Amenities:** It was noted that parking is deficient and that parking is taking place in the bus lane and on the street. The addition of the parking on the East side of the site has not alleviated the issue. It was noted that there are enough parking spaces on this side of the building but circulation is an issue and should be reconfigured.

The bus lane is not large enough to accommodate the number of buses coming to the site. There are currently 9 buses at the site.

Due to the footprint of the school being spread out and added to over time, there are a large number of alcoves that make sightlines for supervision a challenge.

There are chain link fences around the playing fields which helps with student safety but it was noted that the school is close to major roads in the Town which is not desirable. It was mentioned that the chain link restricts access to the play areas.

There is a site sign close to the street for the school but there is no signage on the school near the main entrance indicating the name of the school.

- 5. Administration Areas:** The staff work room is undersized and there is inadequate storage. Additional spaces are required for students during recess, and for counselling. The administration area should be reconfigured and expanded.

The location of the administration area in relation to the front entrance is good but visibility could be improved to

make the entrance more welcoming and improve supervision.

- 6. Barrier-Free Accessibility:** There is a requirement for more change tables for younger students. The junior headstart program is in the school which has specific requirements.

Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.

- 7. Interior Programming:** It was noted that there are few windows in the classrooms and over time they have lost their functionality. As part of an envelope upgrade to the school, the windows could be replaced and enlarged to improve natural lighting and natural ventilation.

It was identified that more breakout rooms are required in order to provide learning spaces for a wide variety of group sizes as well as for external support services.

It was noted that it would be convenient to have a kitchen close to the gym for community and school use.

The reverberation in the gym is quite strong and makes it difficult for using the sound system and also giving instruction. Sound baffles are required in this area to reduce the reverberation time.

The gymnasium does not have a divider curtain. Two classes are taught in the space so a separation is required.

The area for storage is close to the guidelines but it was noted that there is not enough storage. The change rooms are used as storage and a sea can is on site.

The library is in a good location at the center of the school but it is very closed off from the corridor. The library would benefit from opening up the area to the corridor and expanding it to be a true learning commons arrangement.

The staff room has been relocated to the stage area. This allows the administration area to expand and allow more space for staff.

It was mentioned that providing sinks in classrooms and additional water fountains throughout the school would be desirable.

Additional acoustic separation would be effective in preventing sound transmission to the maker space.

Additional breakout spaces and counselling spaces are required to accommodate a variety of learning group sizes. Portions of the school could be reconfigured to provide these spaces. Currently the boot room between the school and the modulars is being used for this.

The doors to the classrooms do not have windows in them or sidelites which makes them very closed off from the corridor. When the school undergoes a modernization, the doors should be replaced with units that have windows in them.

- 8. Washroom Fixtures:** existing school: 24 male / 19 female
code requirement: 14 male / 19 female

**RECAPP RECOMMENDATIONS 2016 - 2025
(Lifecycle Replacement)**

1. Exterior:

- Replace metal siding (1975 section)
- Replace sealants around windows and doors
- Replace windows (1966 section)
- Replace entrance doors, utility doors
- Replace roofing
- Replace downspout (1976 section)
-

2. Interior:

- Replace visual display boards
- Replace toilet/shower partitions
- Replace metal lockers
- Replace wall tile in washrooms
- Replace resilient flooring
- Replace carpet flooring
- Replace acoustic ceiling tile
- Replace fixed casework
- Replace blinds

3. Mechanical:

- Replace stainless steel sinks
- Replace showers
- Replace drinking fountains
- Replace all washroom fixtures (toilets, urinal, sinks)
- Replace isolation valves, backflow preventers
- Replace hot water pumps, hot water heaters, heating boilers (1985 renewal), chimney, air handling units, (1985 renewal), roof exhaust fans, reheat coils, vestibule heaters, finned tube radiation, pneumatic control, BMCS system

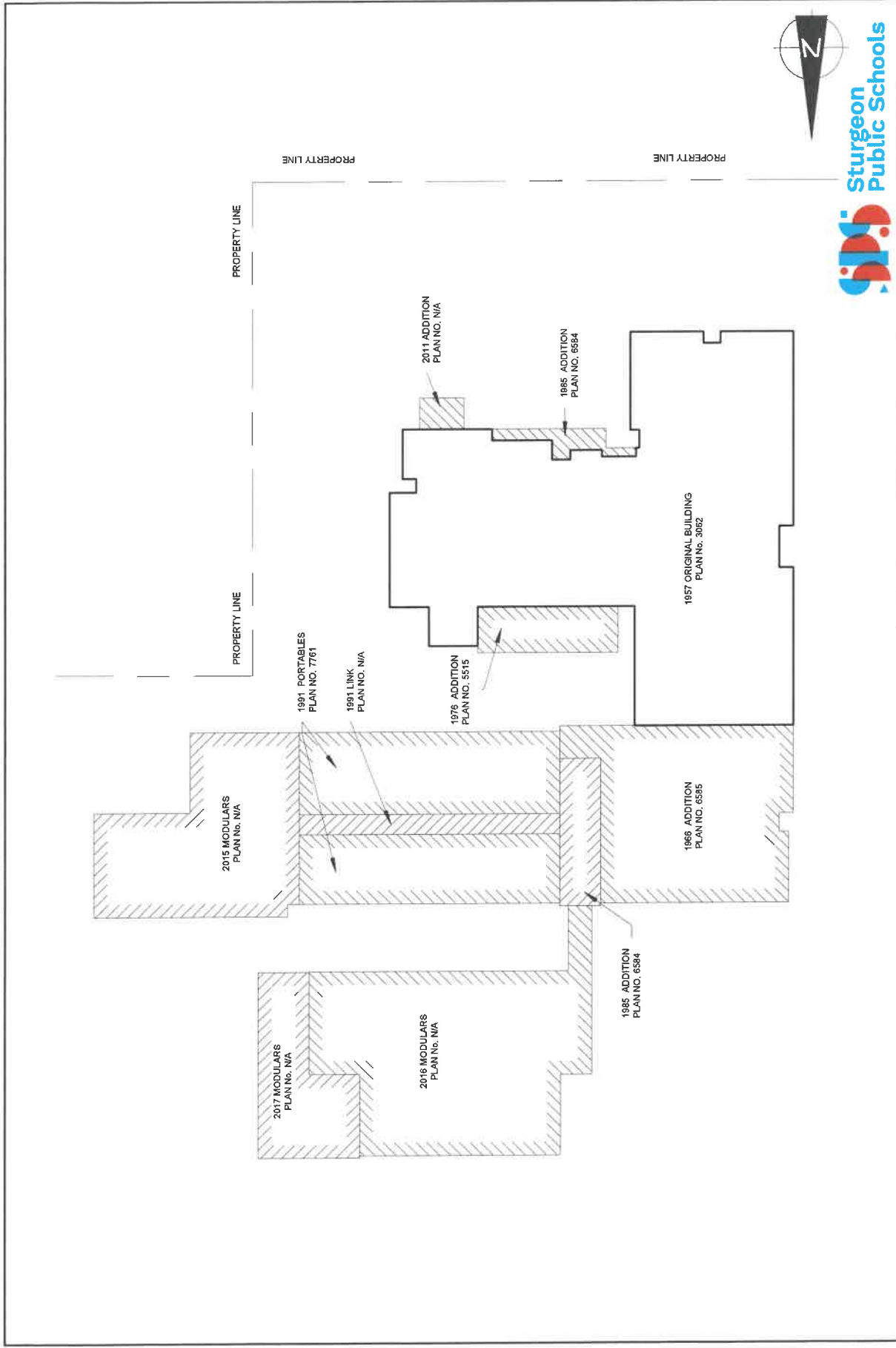
4. Electrical:

- Replace main electrical switchboard
- Replace panel boards
- Replace motor starters and accessories
- Replace fluorescent fixtures
- Replace emergency lighting battery packs
- Replace intrusion detection system
- Replace call system
- Replace fire alarm system

AREA COMPARISON CHART

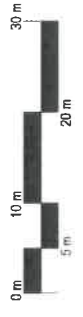
MORINVILLE PUBLIC SCHOOL GRADES K-4

| Existing School (663 Capacity) | | Provincial Guidelines (650 Capacity School -Grades K-4) | | Variance |
|--|-------------------|--|-------------------|-----------------|
| Instructional Space | | Instructional Space | | |
| | Total Area | | Total Area | |
| 30 Classrooms | 2074 | 18 Classrooms @ 80m2 | 1440 | 634.00 |
| 0 Science Classrooms | 0 | 0 Science Classrooms @ 120m2 | 0 | 0.00 |
| 0 Science Classrooms | 0 | 3 Science Classrooms @ 95m2 | 285 | (285.00) |
| 0 Large Ancillary | 0 | 2 Large Ancillary @ 130m2 | 260 | (260.00) |
| 3 Small Ancillary | 234.7 | 3 Small Ancillary @ 90m2 | 270 | (35.30) |
| 1 Info Services | 94.4 | 0 Info Services @ 115m2 | 0 | 94.40 |
| 1 Gymnasium | 422.8 | 1 Gymnasium | 595 | (172.20) |
| Gym Storage | 82.8 | Gym Storage | 60 | 22.80 |
| 1 Library | 181.4 | 1 Library | 260 | (78.60) |
| 0 CTS | 0 | 0 CTS | 0 | 0.00 |
| Subtotal: | 3090.1 | Subtotal: | 3170 | (79.90) |
| Total Instructional | 3090.1 | Total Instructional Area: | 3170 | (79.90) |
| Number of Instructional Spaces: | 36 | Number of Instructional Spaces: | 28 | 8 |
| Non-Instructional Space | | Non-Instructional Space | | |
| | Total Area | | Total Area | |
| Admin/Staff Areas | 214.8 | Admin/Staff Areas | 397 | (182.20) |
| Wrap Around & Collaboration Space | 0 | Wrap Around & Collaboration Space | 40 | (40.00) |
| Mechanical & Meter Rooms | 197 | Mechanical & Meter Rooms | 189 | 8.00 |
| Recycle Room (LEED) | 0 | Recycle Room (LEED) | 11 | (11.00) |
| Physical Education | 130.1 | Physical Education | 95 | 35.10 |
| Circulation | 816.3 | Circulation | 792 | 24.30 |
| Wall Area | 352.2 | Wall Area | 380 | (27.80) |
| Storage | 132.1 | Storage | 111 | 21.10 |
| Washrooms | 220.1 | Washrooms | 78 | 142.10 |
| Accessible Washroom Facility | 0 | Accessible Washroom Facility | 24 | (24.00) |
| Flexible Space | 0 | Flexible Space | 156 | (156.00) |
| Wiring Network | 26.1 | Wiring Network | 30 | (3.90) |
| Total Non-Instructional | 2088.7 | Total Non-Instructional | 2303 | (214.30) |
| Total Area | 5178.8 | Total Area | 5473 | (294.20) |
| Area per Student | n/a | Area per Student | 8.19 | |



| | | | |
|---------------------------------|--------------|------------------------------------|------------------|
| STURGEON SCHOOL DIVISION NO. 24 | | MORINVILLE PUBLIC SCHOOL | |
| | | 10020 - 101 AVENUE, MORINVILLE, AB | |
| REV. | CONSTRUCTION | DATE | BID: F6110 |
| | | | DATE: 10/01/2019 |
| | | DWN BY: BB | FAC CODE: 1582 |
| | | SCALE: 1 : 750 | SHEET: 1 OF 4 |

LEGAL DESCRIPTION:
 LOT 2A
 BLOCK A
 PLAN 2816 TR
 SE Sec 4 Twp 56 R25 W4
 MORINVILLE, ALBERTA





| | |
|------------------------------------|----------------|
| STURGEON SCHOOL DIVISION NO. 24 | |
| MORINVILLE PUBLIC SCHOOL | |
| 10020 - 101 AVENUE, MORINVILLE, AB | |
| DATE: 10/01/2019 | BID: F6110 |
| DWN BY: BB | FLOOR PLAN |
| SCALE: 1 : 600 | FAC CODE: 1582 |
| CONSTRUCTION | A.I. |
| REV. | SHEET: 2 OF 4 |



2019 STUDY RECOMMENDATIONS - MODULARS

- VERY POOR - CRUSH ON SITE, NOT TO BE MOVED
- POOR - MOVE ONLY AS STORAGE, DECANTING OR DEMOLISH ON SITE
- FAIR - MINOR UPGRADES REQUIRED
- GOOD - UPGRADE AS REQUIRED



| | |
|--|----------------|
| STURGEON SCHOOL DIVISION NO. 24 | |
| MORINVILLE PUBLIC SCHOOL | |
| 10020 - 101 AVENUE, MORINVILLE, AB | |
| DATE: 10/01/2019 | BID: F6110 |
| DWN BY: BB | FLOOR PLAN |
| SCALE: 1 : 600 | FAC CODE: 1582 |
| CONSTRUCTION | A.I. |
| REV. | SHEET: 2 OF 4 |

STURGEON PUBLIC SCHOOLS
PRIORITY #3 - LANDING TRAIL SCHOOL
 5301 - 37 Avenue, Gibbons, Alberta, T0A 1N0



| | |
|--|---|
| Year Built: | 1981 - Original Building |
| Additions: | 1977 - Addition (4 Portables) 1982 - Addition (4 Portables) 2013 - Addition (1 Portable) 2014 - Addition (2 Portables) |
| Grades Served: | K-4 |
| Permanent Classrooms: | 10 |
| Portable Classrooms: | 11 |
| Gross Area: | 4,370.46 m ² |
| Capacity: | 464 |
| Enrolment: | 412 |
| Utilization: | 88.8% |
| Instructional Program: | Basic academics plus computers, music, art, Headstart program, and LOGOS program. |
| Building Deferred Maintenance: (Aug. 2, 2011) | \$2,351,000 |
| Building FCI: (Aug. 2, 2011) | 23.68% (Fair) |
| Site Deferred Maintenance: | N/A |
| Parking Space Requirements: | 30 Required, 38 Currently Available |



— PROPERTY LINE

- - - UTILITY RIGHT OF WAY





The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more welcoming and improve supervision.



The administration area is large but could be reconfigured to have more effective use of the space and to increase storage.



With access to natural light, the centrally located library provides a great opportunity to provide a true learning commons approach with a variety of learning spaces through the use of furniture.



Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.



The stage area does not have permanent accessibility and a lift is required to be booked for student access.



The front lane is able to accommodate the number of buses, but congestion is an issue between buses and vehicles due to the narrow lane width.



The existing 1977 modular classrooms are in poor condition and require replacement.



Due to the large number of severely coded students, there is a need for a large number and variety of counselling and sensory spaces in the school.

SUMMARY STATEMENT

A well laid out building in terms of circulation and community use, the building requires additional measures to address accessibility, outside counselling spaces, and site congestion.

OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS

- 1. Site Drainage:** The bus lane relies on a sump which pumps the water out to the soccer field. This is required due to the site being lower in elevation than the main street, but it is not ideal to rely on a mechanical means to remove storm water. In addition, this configuration has created a small creek on the site.
- 2. Modular Classrooms:** The 1977 portable classrooms on the South and East side of the school are in poor condition and should be replaced. It was noted that there is uneven flooring, cracking occurring in walls, and windows not opening due to movement. While the furnaces were felt to be acceptable, the units should be replaced in the near future.
- 3. Mechanical Systems:** It was noted that the ventilation system in the ECS and music rooms is not effective. Based on the latest RECAPP report, there are a number of mechanical items that are nearing the end of their design life and a comprehensive review of the mechanical system should be undertaken. This will also address the issue of the air distribution system being very loud in the principal and vice-principal offices, where they have turned off the systems in order to have more quiet spaces.
- 4. Interior Circulation:** It was noted that the washrooms were congested due to the number of students accessing them which then causes longer wait times between classes. This could be alleviated by adding a modular washroom unit to the site when the portables are replaced.

Due to the washrooms available for after hours community use, it was noted there is congestion in these washrooms as well.

It was pointed out that there are only 2 washrooms for 54 staff which causes line ups between classes and at breaks. This should be increased to three washrooms based on the building code requirements.

The school offers programming to students as young as 2 1/2 years old so change facilities should be provided.

Only a few entrances are used by students which causes congestion at the entrances as students change in and out of outdoor clothes and boots. While it is difficult to address this without a major modernization to the building, there is potential to utilize more entrances for student access.

The community uses the gym, kitchen, and washrooms. The existing lock off points are acceptable for maintaining security to the rest of the school during after hours use.

- 5. Site Amenities:** It was noted that an exterior fire alarm bell is not on the front of the school. It should be reviewed with the code authority for the requirements.

It was pointed out that the front sidewalk along the access lane is too narrow so conflicts occur with car doors and pedestrian traffic. The sidewalk should be widened to allow for doors to be fully opened with adequate space for pedestrian traffic.

There is a portion of the front street that is not paved and causes issues with potholes and drainage in the spring.

Due to the configuration of the site and being located at the end of a closed loop at the end of 37 Avenue, there is considerable congestion on the site for both parent vehicles and buses. While there is enough length to accommodate all of the buses, the narrow front lane causes congestion and there are issues with cars parking within the turning radius of the buses.

It was identified that there is not enough parking, although currently the parking lot meets the bylaws. This is likely due to the fact that there are a large number of therapists at the school which increases the parking requirements.

Additional site lighting is required for the West parking lot. Lighting along the front of the school is adequate.

The play structures are considered adequate and there are no concerns for accessibility.

For site security, there are two generations of cameras which are of poor quality and placement. Parts of the school cannot be seen, specifically the back playground and the dumpster area.

- 6. Administration Areas:** The administration area is large but could be reconfigured to have more effective use of the space and to increase storage.

The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more welcoming and improve supervision.

- 7. Barrier-Free Accessibility:** It was noted that increased access to change tables is required and access into the building needs improvement.

There is barrier-free access at the main entrance, but this should be improved upon so that 50% of the building entrances are barrier-free as per the accessibility code.

The infirmary is used for one student who is catheterized which causes congestion issues if there are other students who are feeling ill and using the space.

The stage area does not have built-in barrier-free accessibility. A lift is used for students but this needs to be booked with the School Division.

Grab bars have been installed in washrooms to increase barrier-free accessibility but more measures are required with regards to space and circulation.

- 8. Interior Programming:** The PA system speakers are not fully functioning, with only one in operation.

The school has a large proportion of high needs students, with 72 severe coded students. This requires access to calmer spaces within the school and results in a large number of spaces being used by counsellors and therapists.

The existing windows are small in relation to the classroom area - it was noted that more natural light and natural ventilation would be beneficial.

Additional collaborative spaces are required throughout the school. This is in relation to the number of quiet therapy spaces required, but also due to the configuration of the school. The centrally located library pod provides a great opportunity to provide a true learning commons approach with a variety of learning spaces through the use of furniture.

The school is well zoned for louder activities so it was not noted that noise transfer is an issue between spaces.

Due to the programming offered in the school, it was identified that there is not enough storage for equipment. However, a sea can is available on the site and is used for larger storage.

The gym is an acceptable size in accordance with the guidelines but scheduling is an issue. However, a divider curtain is used in order to double up classes.

The acoustics in the gymnasium are acceptable but it was identified that speakers are required.

It was identified that there is not enough space for external therapists. The general office and learning commons pod could be reconfigured to provide additional spaces.

An existing classroom is used for smudging ceremonies. The space should be design mechanically to properly accommodate this activity.

- 9. Washroom Fixtures:** existing school: 13 male / 11 female
code requirement: 8 male / 10 female

RECAPP RECOMMENDATIONS 2015 - 2025 (Lifecycle Replacement)

1. Exterior:

- Replace caulking on window and door frames
- Replace aluminum frame windows
- Replace front entrance door
- Replace metal utility doors
- Replace entire roof with SBS

2. Interior:

- Replace metal toilet partitions
- Replace metal lockers
- Replace peg board in music rooms
- Repaint concrete floor in mechanical rooms
- Replace resilient flooring throughout
- Replace carpet in music room, library, and resource room, admin, and staff areas
- Replace acoustic ceiling tiles
- Replace laminate countertops and fixed casework throughout

3. Mechanical:

- Replace stainless steel sinks
- Replace showers
- Replace drinking fountains
- Replace all washroom fixtures (toilets, urinals, sinks)
- Replace domestic water valves, backflow preventers, vacuum breakers, domestic hot water recirculation pump, steam boiler softener unit, domestic hot water heater, pipe insulation, steam boiler, type 'B' gas vents, hot water heating boilers, hot water in-line pumps, chimney breeching, air handling units, hot water distribution system, air coils, humidifiers, fan coil units, perimeter radiation, unit heaters, thermostats/electric controllers, pneumatic control system, and commercial rangehood fire protection system
- Paint natural gas branch line

4. Electrical:

- Replace service and distribution dashboard
- Replace branch circuit panelboards
- Replace magnetic and manual starters
- Replace fluorescent fixtures
- Replace emergency lighting battery packs
- Replace fire alarm system, control panel and field devices
- Replace public address system

- Replace diesel generator

5. Modulars (1977 and 1982 units)

- Replace roofing with SBS
- Replace building envelope, windows, doors
- Replace electrical system
- Replace interiors, doors, display boards, lockers, vinyl floor tiles, acoustic ceiling tiles, wood shelves, blinds
- Replace mechanical system

AREA COMPARISON CHART

**LANDING TRAIL SCHOOL
GRADES K-4**

| Existing School (464 Capacity) | | Provincial Guidelines (450 Capacity K-6 School) | | Variance |
|--|-------------------|--|-------------------|---------------|
| Instructional Space | | Instructional Space | | |
| | Total Area | | Total Area | |
| 18 Classrooms | 1276.3 | 12 Classrooms @ 80m2 | 960 | 316.30 |
| 1 Science Classrooms | 85.8 | 2 Science Classrooms @ 95m2 | 190 | (104.20) |
| 0 Large Ancillary | 0 | 1 Large Ancillary @ 130m2 | 130 | (130.00) |
| 3 Small Ancillary | 249.8 | 3 Small Ancillary @ 90m2 | 270 | (20.20) |
| 1 Gymnasium | 481.6 | 1 Gymnasium | 430 | 51.60 |
| Gym Storage | 36.4 | Gym Storage | 43 | (6.60) |
| 1 Library | 255.4 | 1 Library | 180 | 75.40 |
| Subtotal: | 2385.3 | Subtotal: | 2203 | 182.30 |
| Total Instructional | 2385.3 | Total Instructional Area: | 2203 | 182.30 |
| Number of Instructional Spaces: | 24 | Number of Instructional Spaces: | 20 | 4 |
| Non-Instructional Space | | Non-Instructional Space | | |
| | Total Area | | Total Area | |
| Admin/Staff Areas | 386.1 | Admin/Staff Areas | 307 | 79.10 |
| Wrap Around & Collaboration Space | 70.1 | Wrap Around & Collaboration Space | 30 | 40.10 |
| Mechanical & Meter Rooms | 141.4 | Mechanical & Meter Rooms | 162 | (20.60) |
| Recycle Room (LEED) | 0 | Recycle Room (LEED) | 11 | (11.00) |
| Physical Education | 73.3 | Physical Education | 70 | 3.30 |
| Circulation | 745.9 | Circulation | 551 | 194.90 |
| Wall Area | 301.66 | Wall Area | 264 | 37.66 |
| Storage | 190 | Storage | 77 | 113.00 |
| Washrooms | 76.7 | Washrooms | 54 | 22.70 |
| Accessible Washroom Facility | 0 | Accessible Washroom Facility | 12 | (12.00) |
| Flexible Space | 0 | Flexible Space | 108 | (108.00) |
| Wiring Network | 0 | Wiring Network | 30 | (30.00) |
| Total Non-Instructional | 1985.16 | Total Non-Instructional | 1676 | 309.16 |
| Total Area | 4370.46 | Total Area | 3879 | 491.46 |
| Area per Student | n/a | Area per Student | 8.62 | |

NOTES:

2013 PORTABLES
PLAN NO. N/A

2013 ADDITION
PLAN NO. N/A

1982 PORTABLES
PLAN NO. 6172

1981 ORIGINAL BUILDING
PLAN No. 6032

1977 PORTABLES
PLAN NO. N/A

2014 PORTABLES
PLAN NO. N/A

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

PROPERTY LINE

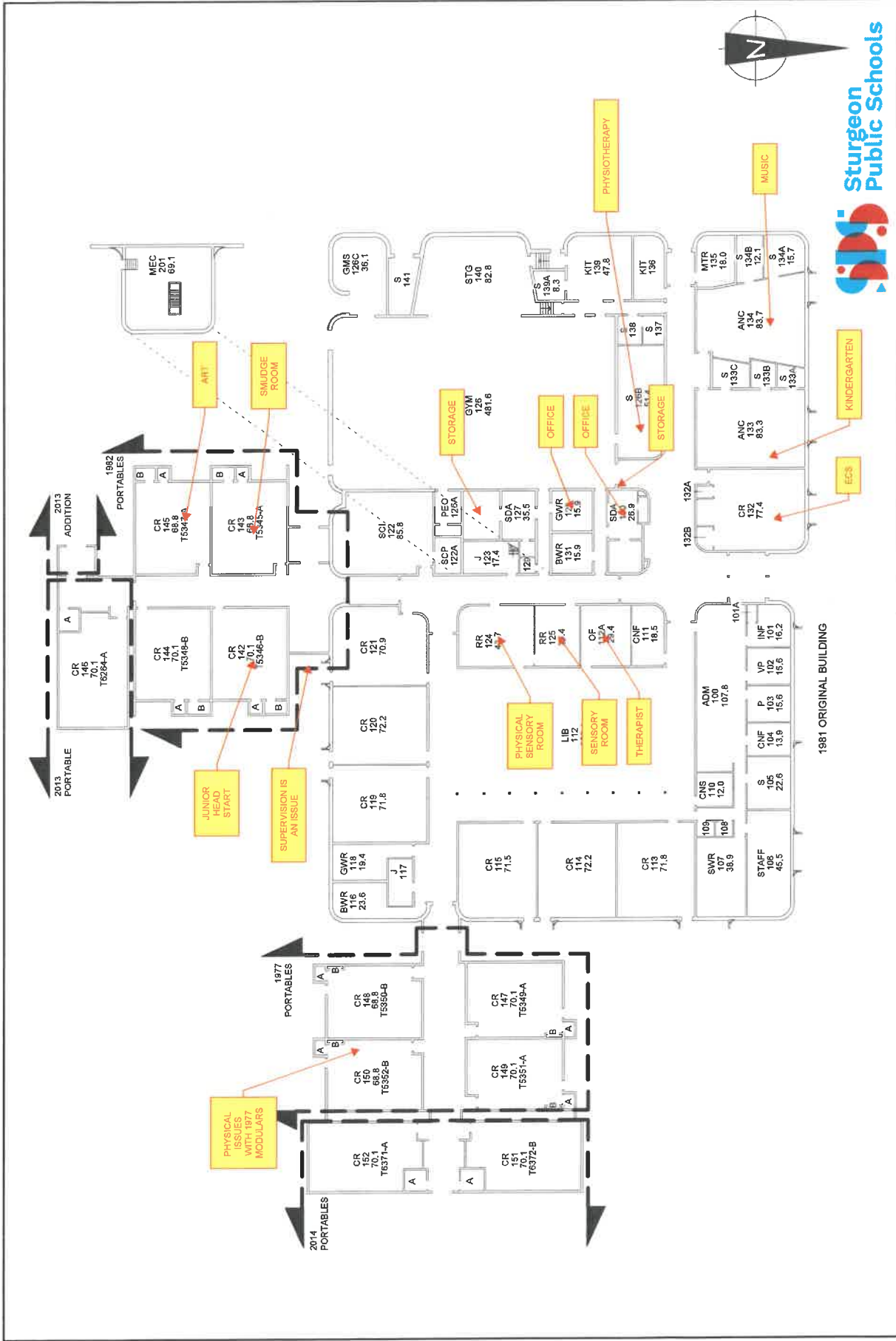


STURGEON SCHOOL DIVISION NO. 24

| | |
|-------------------------------|----------------|
| LANDING TRAIL SCHOOL | |
| 5301 - 37 AVENUE, GIBBONS, AB | |
| DATE: 10/01/2019 | BID: F0291 |
| DWN BY: BB | FAC CODE: 2512 |
| SCALE: 1 : 750 | SHEET: 1 OF 4 |
| REV. | CONSTRUCTION |
| | DATE |
| | A.I. |
| | SITE PLAN |

LEGAL DESCRIPTION:
LOT #1MSR
BLOCK 35
PLAN 8220690
NE Sec 3 Twp 56 R23 W4
GIBBONS, ALBERTA





| | | | |
|---------------------------------|----------------|-------------------------------|---------------|
| STURGEON SCHOOL DIVISION NO. 24 | | LANDING TRAIL SCHOOL | |
| 5301 - 37 AVENUE, GIBBONS, AB | | 5301 - 37 AVENUE, GIBBONS, AB | |
| DATE: 10/01/2019 | BID: F0291 | FLOOR PLAN | |
| DWN BY: BB | FAC CODE: 2512 | A.I. | |
| REV. | CONSTRUCTION | DATE | SHEET: 2 OF 4 |



4. Priorities

PRIORITY #1 - ADDITIONAL CLASSROOM SPACE IN LEGAL, AB

Instructional space in Legal is an important priority for the Board of Trustees. In 2012, the Alberta Government through the St. Albert and Sturgeon Valley School Districts Act, directed Sturgeon Public Schools to provide Public Education to students residing in Legal (and area) and Morinville (and area). Unfortunately, this direction did not include the provision of instructional space in Legal, AB. In the absence of instructional space in Legal, Sturgeon Public Students face long bus rides to access Public Education.

| | |
|--|---------------------------------|
| Capital Submission Year: | 2021-2022 |
| Capital Program: | School Facilities |
| Title: | Sturgeon Public Schools |
| Project Sub-Category: | Expansion Facilities |
| Key Drivers: | Utilization and Program |
| Client Name: | Sturgeon Public Schools |
| Client Ranking: | 1 |
| Original Capital Plan Submission Year: | 2020-2021 |
| School Facility Name: | N/A |
| Constituency: | Athabasca - Sturgeon - Redwater |
| Location: | Legal, AB |

DESCRIPTION OF PROJECT SCOPE:

Legal School is under utilized and has space to accommodate Sturgeon Public's request. The Board of Sturgeon Public, requested instructional space from Greater St. Albert Catholic Schools, however they declined the request. Copies of this correspondence is attached for reference.

The Division currently transports in excess of 60+ students from the Town of Legal and requires 4 classroom spaces, ancillary space, and administration space to accommodate a growing public school student population.

APPROXIMATE CONSTRUCTION COST: \$850,000



Dare to reimagine learning

Joe Becigneul, Board Chair
Greater St. Albert Catholic Schools
6 St. Vital Avenue
St. Albert, AB T8N 1K2



February 13, 2020

Dear Chair Becigneul,

In 2015, Sturgeon Public Schools was pleased to participate in the Legal Schools Value Scoping Workshop. The sixteen participants engaged in a robust dialogue that placed the educational interests of the children and families resident in Legal, first. The final report provided two options to address the educational needs of students served by Sturgeon Public Schools, Conseil Scolaire Centre-Nord and Greater St. Albert Catholic Schools. It is most unfortunate that this body of work was unable to achieve its intended outcome.

The Board has reviewed our Capital requirements for the next ten years and has confirmed the continued need for instructional space to support Public Education within the Town of Legal. We understand that there is instructional space available within Legal School and believe that Greater St. Albert Catholic and Sturgeon Public Schools, can share space in a manner that models to our constituents our commitment to placing the interests of our students first.

Sturgeon Public Schools is formally requesting access to four classrooms, use of gymnasium space and appropriate ancillary spaces within Legal School. This request for instructional space has been included in our Capital Plan and is at the direction of the Minister of Education.

I look forward to our work together on this important collaborative opportunity,

Yours in Public Education,

A handwritten signature in blue ink, appearing to read 'Terry Jewell'.

Terry Jewell, Board Chair
Sturgeon Public Schools

cc: Honourable LaGrange, Minister of Education
Honourable Nally, Associate Minister of Natural Gas
MLA Shane Getson, Lac Ste. Anne – Parkland
Board of Trustees, Sturgeon Public Schools
Board of Trustees, Greater St. Albert Catholic Schools
Mary Lynne R. Campbell, Superintendent/CEO, Sturgeon Public Schools
David Keohane, Superintendent, Greater St. Albert Catholic Schools
File

Frank Robinson Education Centre
9820-104 Street, Morinville, AB T8R 1L8

P: 780.939.4341
F: 780.939.5520

TF: 1.888.459.4062
E: fred@sturgeon.ab.ca



Board of Trustees

Chair: Joe Bécigneul | Vice-Chair: Joan Crockett

Trustees: Cathy Proulx | Noreen Radford | Greg Schell | Serena Shaw | René Tremblay



February 20, 2020

Terry Jewell, Board Chair
Sturgeon Public Schools
Frank Robinson Education Centre
9820 - 104 Street
Morinville, AB T8R 1L8

Dear Mr. Jewell,

We acknowledge receipt of your request for four classrooms, use of gymnasium space and appropriate ancillary spaces within Legal School.

Operating our school in Legal so that it optimizes Catholic education in a fully-permeated manner is a requirement of our Catholic Separate School Division. Given this need, sharing space to realize our mandate while keeping public education free from faith permeation requires thoughtful planning and assistance from the Ministry.

The value management / scoping protocol that your letter references was conducted because at the time it was not possible to simply bring partners into existing instructional space to make the unique needs of three school jurisdictions possible. That same reality remains true today.

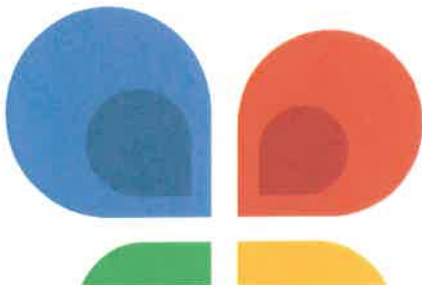
We have been in contact with the Ministry of Education since receiving your letter and we are anticipating continuing to seek its assistance so that our programming needs may continue to be met as previously outlined.

Best wishes,

A handwritten signature in black ink that reads "Joe Bécigneul".

Joe Bécigneul
Board Chair

cc: Board of Trustees, Greater St. Albert Catholic Schools
Board of Trustees, Sturgeon Public Schools
Mary Lynne Campbell, Superintendent, Sturgeon Public Schools
David Keohane, Superintendent of Schools, Greater St. Albert Catholic Schools



6 St. Vital Avenue St. Albert,
Alberta, Canada T8N 1K2

T: 780.459.7711
F: 780.458.3213

gsacrd.ab.ca

**PRIORITY #2 - MORINVILLE PUBLIC SCHOOL MODERNIZATION / REPLACEMENT
- MORINVILLE, AB**

With a large number of enrolments and utilization rates in recent years, the school required a large number of portables and modular classrooms to be added to the site. The result is a very large, spread out, and poorly functioning school with an increasingly tight site. With students pressures being taken off by the opening of Four Winds, a major reconfiguration or replacement of the school and site is required.

| | |
|--|--|
| Capital Submission Year: | 2021-2022 |
| Capital Program: | School Facilities |
| Title: | Sturgeon Public Schools |
| Project Sub-Category: | Modernization - Replacement Facilities |
| Key Drivers: | Health and Safety and Program |
| Client Name: | Sturgeon Public Schools |
| Client Ranking: | 2 |
| Original Capital Plan Submission Year: | 2018-2019 |
| School Facility Name: | Morinville Public School |
| Constituency: | Barrhead - Morinville - Westlock |
| Location: | 10020 - 101 Avenue, Morinville, AB |

DESCRIPTION OF PROJECT SCOPE:

Reduction of the number of modulars on the site in order to right-size to the current enrolment and capacity.

Major modernization of the existing school in order to more effectively deliver programming to students and bring the facility in line with the Alberta Education Guidelines. If the cost of a modernization exceeds 75% of the cost of new construction, a replacement school on the same site with a capacity of 650 students.

PROJECT BENEFITS:

As outlined in the attached relevant portion of the Sturgeon Public Schools Facility Plan, the school has been housing two student populations until January 2020. With the school now only serving grades K-4, the footprint of the school needs to be reduced to reflect the revised capacity.

With the additions to the school over time, the school is no longer effectively laid out for efficient programming and supervision. The following proposed layout reduces the footprint of the school and reconfigures spaces to address these issues.

APPROXIMATE CONSTRUCTION COST: \$10,370,000 - \$16,400,000



AREA COMPARISON CHART

MORINVILLE PUBLIC SCHOOL
GRADES K-4

| Modernized School 663 Capacity | | Provincial Guidelines (650 Capacity School -Grades K-4) | | Variance |
|---|-------------|---|--------------------------------|-------------------|
| Instructional Space | | Total Area | Instructional Space | Total Area |
| 18 Classrooms | 1455 | 18 Classrooms @ 80m2 | 1440 | 15.00 |
| 0 Science Classrooms | 0 | 0 Science Classrooms @ 120m2 | 0 | 0.00 |
| 3 Science Classrooms | 277 | 3 Science Classrooms @ 95m2 | 285 | (8.00) |
| 2 Large Ancillary | 276 | 2 Large Ancillary @ 130m2 | 260 | 16.00 |
| 3 Small Ancillary | 261 | 3 Small Ancillary @ 90m2 | 270 | (9.00) |
| 0 Info Services | 0 | 0 Info Services @ 115m2 | 0 | 0.00 |
| 1 Gymnasium | 620 | 1 Gymnasium | 595 | 25.00 |
| Gym Storage | 60 | Gym Storage | 60 | 0.00 |
| 1 Library | 260 | 1 Library | 260 | 0.00 |
| 0 CTS | 0 | 0 CTS | 0 | 0.00 |
| Subtotal: | 3209 | Subtotal: | 3170 | 39.00 |
| Total Instructional | 3209 | Total Instructional Area: | 3170 | 39.00 |
| Number of Instructional Spaces: | 28 | Number of Instructional Spaces: | 28 | 0 |
| Non-Instructional Space | | Total Area | Non-Instructional Space | Total Area |
| Admin/Staff Areas | 390 | Admin/Staff Areas | 397 | (7.00) |
| Wrap Around & Collaboration Space | 40 | Wrap Around & Collaboration Space | 40 | 0.00 |
| Mechanical & Meter Rooms (including 30m² Wiring and 11m² Recycle) | 195 | Mechanical & Meter Rooms (including 30m² Wiring and 11m² Recycle) | 230 | (35.00) |
| Recycle Room (LEED) | 0 | Recycle Room (LEED) | 0 | 0.00 |
| Physical Education | 115 | Physical Education | 95 | 20.00 |
| Circulation | 792 | Circulation | 792 | 0.00 |
| Wall Area | 380 | Wall Area | 380 | 0.00 |
| Storage | 111 | Storage | 111 | 0.00 |
| Washrooms (Including 24m² Accessible) | 171 | Washrooms (Including 24m² Accessible) | 102 | 69.00 |
| Accessible Washroom Facility | 0 | Accessible Washroom Facility | 0 | 0.00 |
| Flexible Space | 156 | Flexible Space | 156 | 0.00 |
| Wiring Network | 0 | Wiring Network | 0 | 0.00 |
| Total Non-Instructional | 2350 | Total Non-Instructional | 2303 | 47.00 |
| Total Area | 5559 | Total Area | 5473 | 86.00 |
| Area per Student | n/a | Area per Student | 8.42 | |

PRIORITY #3 - LANDING TRAIL MODERNIZATION - GIBBONS, AB

The site has significant issues regarding traffic circulation. There is congestion with buses and parent vehicles due to narrow lanes and with the location of the school requiring all traffic to turn 180 degrees. There is inadequate staff parking and the gravel parking lot to the West has poor drainage and rutting.

The modulars on the East side of the school are in poor condition and require replacement. With utilization reaching nearly 90%, congestion in a number of interior spaces is being noted. Congestion at washrooms physical activity scheduling has been noted. The school has a high number of severe coded students and is in need of calm spaces. In addition, the school has a number of early years students, some as young as 2 1/2 years old so more change facilities are required.

| | |
|--|---------------------------------|
| Capital Submission Year: | 2021-2022 |
| Capital Program: | School Facilities |
| Title: | Sturgeon Public Schools |
| Project Sub-Category: | Modernization - Facilities |
| Key Drivers: | Utilization and Program |
| Client Name: | Sturgeon Public Schools |
| Client Ranking: | 3 |
| Original Capital Plan Submission Year: | 2020-2021 |
| School Facility Name: | Landing Trail School |
| Constituency: | Athabasca - Sturgeon - Redwater |
| Location: | 5301 - 37 Avenue, Gibbons, AB |

DESCRIPTION OF PROJECT SCOPE:

Modernization of the core of the school to meet the specific programming requirements of the school and reconfigure spaces that are inefficient or have poor functionality, replacement of the existing mechanical system, and reconfiguration of the site layout and drainage.

Reduction in the number of modular classrooms and replacement of existing portables that are past their design life.

PROJECT BENEFITS:

As outlined in the attached relevant portion of the Sturgeon Public Schools Facility Plan, the school has seen higher utilization rates and serves a large number of severely coded students. These factors lead to congestion and a lack of counselling spaces.

In addition, the mechanical systems are nearing the end of their design life and are noted as poorly functioning.

The site layout results in congestion for parking and bus lane circulation.

APPROXIMATE CONSTRUCTION COST: \$5,200,000



1 NEW MODULAR

2 EXISTING MODULARS SHIFTED CLOSER TO SCHOOL

AREA FOR FUTURE EXPANSION

4 EXISTING MODULARS TO BE DEMOLISHED



LANDING TRAIL SCHOOL

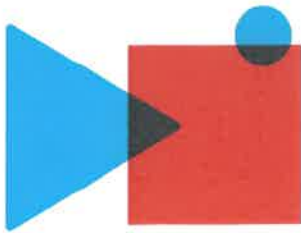


ONPA architects
450 CAPACITY K-4
A1

AREA COMPARISON CHART

LANDING TRAIL SCHOOL
GRADES K-4

| Existing School (464 Capacity) | | Provincial Guidelines (450 Capacity K-6 School) | | Variance |
|---|---------------|---|--------------------------------|-------------------|
| Instructional Space | | Total Area | Instructional Space | Total Area |
| 12 Classrooms | 851.3 | 12 Classrooms @ 80m2 | 960 | (108.70) |
| 2 Science Classrooms | 150 | 2 Science Classrooms @ 95m2 | 190 | (40.00) |
| 1 Large Ancillary | 145 | 1 Large Ancillary @ 130m2 | 130 | 15.00 |
| 3 Small Ancillary | 249.8 | 3 Small Ancillary @ 90m2 | 270 | (20.20) |
| 1 Gymnasium | 481.6 | 1 Gymnasium | 430 | 51.60 |
| Gym Storage | 36.4 | Gym Storage | 43 | (6.60) |
| 1 Library | 180 | 1 Library | 180 | 0.00 |
| Subtotal: | 2094.1 | Subtotal: | 2203 | (108.90) |
| Total Instructional | 2094.1 | Total Instructional Area: | 2203 | (108.90) |
| Number of Instructional Spaces: | 20 | Number of Instructional Spaces: | 20 | 0 |
| Non-Instructional Space | | Total Area | Non-Instructional Space | Total Area |
| Admin/Staff Areas | 338 | Admin/Staff Areas | 307 | 31.00 |
| Wrap Around & Collaboration Space | 120 | Wrap Around & Collaboration Space | 30 | 90.00 |
| Mechanical & Meter Rooms (including 30m ² Wiring and 11m ² Recycle) | 141.4 | Mechanical & Meter Rooms (including 30m ² Wiring and 11m ² Recycle) | 203 | (61.60) |
| Recycle Room (LEED) | 0 | Recycle Room (LEED) | 0 | 0.00 |
| Physical Education | 65 | Physical Education | 70 | (5.00) |
| Circulation | 551 | Circulation | 551 | 0.00 |
| Wall Area | 264 | Wall Area | 264 | 0.00 |
| Storage | 190 | Storage | 77 | 113.00 |
| Washrooms (Including 12m ² Accessible) | 121 | Washrooms (Including 12m ² Accessible) | 66 | 55.00 |
| Accessible Washroom Facility | 0 | Accessible Washroom Facility | 0 | 0.00 |
| Flexible Space | 72 | Flexible Space | 108 | (36.00) |
| Wiring Network | 0 | Wiring Network | 0 | 0.00 |
| Total Non-Instructional | 1862.4 | Total Non-Instructional | 1676 | 186.40 |
| Total Area | 3956.5 | Total Area | 3879 | 77.50 |
| Area per Student | n/a | Area per Student | 8.62 | |



BOARD
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Denis Henderson, Director, Facility Services
Master Facilities Plan
Principals
Subject: Proposed Capital Projects

Background:

Administration undertook a review of all school sites and presented a proposed list of capital projects to the 24 February 2021, Building and Maintenance Committee. The direction for this work is derived from the Building and Maintenance Work Plan, approved by the Board at the 23 September 2020 Public Board Meeting.

At the 24 February 2021 Building and Maintenance Committee meeting, the Committee reviewed and discussed the proposed projects, following which the Committee passed the following Motion:

MOVED by T. Murray-Elliott, Trustee

THAT the the Committee recommendd the proposed Capital Upgradres to the Board for review and approval.

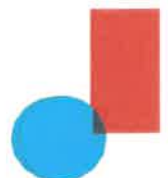
CARRIED UNANIMOUSLY

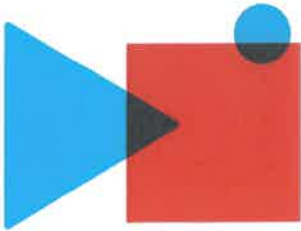
The proposed plan will provide capital improvements to various Sturgeon Public sites to ensure the health and safety of staff and students. The projects include the following:

- ✚ School front entrances;
- ✚ CTS Foods Lab repair;
- ✚ Modular connections;
- ✚ Painting and signage;
- ✚ Sidewalk/Parking lot repairs/signage; and
- ✚ Fencing.

The proposed total for the projects is \$1,078M and can be funded by the Board and System Administration Capital Reserve.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.





B O A R D
MEMORANDUM

Recommendation:

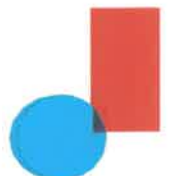
That the Board of Trustees forward the Proposed Capital Projects to the March 24, 2021, Public Board Meeting for approval.

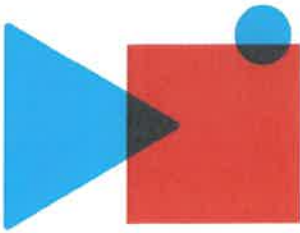
Sincerely,



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

Attachment





B O A R D
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: Transportation Fees 2021-2022

Background:

Transportation Fees are in place to offset a portion of the expenses incurred with transportation activities. Reserves should be maintained at level that supports the fluctuation in the business operations and capital reinvestment.

Administration analyzed the projected funding and expenses for 2021-2022 school year, and we have calculated the Transportation Fees for 2021-2022 to remain at the same level as 2020-2021, across the board.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

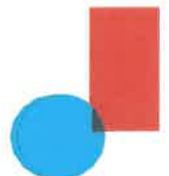
Recommendation:

That the Board of Trustees review the Transportation Fee Schedule for 2021-2022 and forward to the Public Board Meeting for approval.

Sincerely,


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

Attachment



| Transportation Fee Schedule | |
|--|---------------------------------------|
| Resident School Rider | \$225.00 |
| ECE & K Resident School | \$130.00 |
| Choice Rider | \$300.00 |
| ECE & K Choice Rider | \$165.00 |
| Supplemental Bus | \$180.00 |
| Outside Boundary Rider | \$425.00 |
| Noon Rider | \$300.00 |
| Replacement Bus Pass | \$20.00 |
| Administration Fee—Payment Plan | \$25.00 |
| Debit/Credit Card Service Fee | 2.4% of Transaction Amount |
| Administration Fee—Refunds | \$25.00 |

Resident School Rider:

- Lives 2.4 km or farther from their designated school

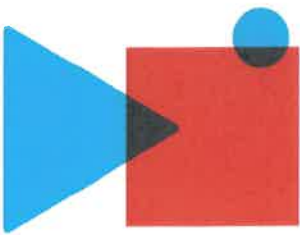
Choice Rider:

- lives 2.4 km or less from their designated school
- attends a school other than their designated school
 - o Excluding French Immersion and Redwater students enrolled in Career and Technology Studies programming – not offered at Redwater School - at Sturgeon Composite High School. These students will be assessed a Resident School Rider fee.

Supplemental Bus – any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider – any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

Noon Rider - any student who is utilizing noon transportation for ECE or K programming. Please note that not all ECE or K students will have access to this service.



BOARD
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Education Committee
Subject: Policy 900 – Student Conduct

Background:

Attached for Trustee review is policy 900 – Student Conduct which directs that the Policy shall be reviewed on an annual basis. Suggested revisions are provided for Trustee consideration.

Also attached for information is the associated Administrative Procedure 900 – Student Conduct, with amendments.

Administration is prepared to respond to questions at the March 10, 2021 Committee of the Whole Meeting.

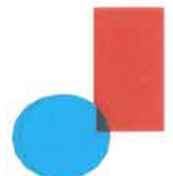
Recommendation:

That the Board of Trustees forward Policy 900 – Student Conduct to the March 24, 2021, Public Board Meeting for approval.

Sincerely,


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

Attachment





Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools web site.

The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights.

The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community.

The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

2.0 DEFINITIONS

- 2.1 **Bullying:** Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.
- 2.2 **Diversity:** The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.
- 2.3 **Discrimination** is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. The Human Rights Act lists as grounds for which discrimination is prohibited: national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 – Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Prevention of Youth Tobacco Use Regulation 149/2003
Tobacco Reduction Act
Vision, Mission and Values Statement

Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

- 2.4 Harassment: Harassment is a form of discrimination. It includes any unwanted physical or verbal behavior that offends or humiliates you. Generally, harassment is a behavior that persists over time. Serious one-time incidents can also sometimes be considered harassment.
- 2.5 Illicit: all prohibited substances, which include but are not limited to, illegal drugs as defined in the Controlled Drugs and Substances Act. Examples include: Methamphetamines, Cocaine, Ecstasy and Heroin.
- 2.6 Restricted/Prohibited: controlled legal substances which have parameters for legal use. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates, Cannabis, tobacco and tobacco-like products.

3.0 GUIDELINES

- 3.1 Each school shall develop a code of student conduct to be reviewed annually by the Superintendent/CEO or designate.
- 3.1.1 Principals will review the Code of Student Conduct with School Council annually.
- 3.1.2 Principals will review the Code of Student Conduct with students annually.
- 3.2 The Board believes that students must comply with school rules set out in the school's code of student conduct.
- 3.3 The Board prohibits bullying, harassing, discriminatory, and violent behaviors and expects allegations of such behavior to be investigated in a timely and respectful manner.
- 3.4 Attendance
- 3.4.1 The Board believes that regular attendance is a significant contributing factor to student learning and therefore that students enrolled in school should attend on a regular basis.
- 3.4.2 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 – Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
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Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

3.5 Illicit, Prohibited and Restricted Substances

- 3.5.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.
- 3.5.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
- 3.5.2.1 Ensure all division schools, grounds and school sponsored events are designated smoke, vape and tobacco free environments.
 - 3.5.2.2 Educate students regarding illicit, prohibited and restricted substance abuse.
 - 3.5.2.3 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
 - 3.5.2.4 Ensure that students who possess illicit, prohibited or restricted substances and/or distribute illicit, prohibited or restricted substances while under school supervision ~~are recommended for an expulsion~~ receive appropriate consequences, which may include recommendation for expulsion.
- 3.5.3 Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.

3.6 Students will be held responsible and accountable to Sturgeon Public Schools and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

3.7 Suspension/Expulsion

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 - Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Prevention of Youth Tobacco Use Regulation 149/2003
Tobacco Reduction Act
Vision, Mission and Values Statement

Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: March 25, 2020

REVIEW: 2020-2021

- 3.7.1 The Board believes the suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.
- 3.7.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.
- 3.7.3 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.
- 3.7.4 Discipline Hearing Process - See Policy 230 – Board Committees and Appointed Representation, Appendix C - Student Discipline Committee.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 – Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Prevention of Youth Tobacco Use Regulation 149/2003
Tobacco Reduction Act
Vision, Mission and Values Statement



PURPOSE

Sturgeon Public Schools recognizes its responsibility to maintain a welcoming, caring, respectful and safe learning and working environment in schools.

PROCESS

The Associate Superintendent Education Services shall be responsible for administering this Administrative Procedure.

PROCEDURE

1. Principals shall develop a written School Code of Student Conduct consistent with Board Policy 900 Student Conduct and Discipline and in consultation with students, parents/guardians, the school council and staff.
2. Principals shall make copies of the School Code of Student Conduct available to students, parents/guardians and staff, on the school’s website and in print if requested.
3. Schools shall review the School Code of Student Conduct with students annually.
4. A school code of student conduct shall include:
 - 4.1 expectations for student behavior;
 - 4.2 a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;
 - 4.3 provisions regarding safety and security offenses;
 - 4.4 any other matter which the Principal deems necessary.
5. Students will be held responsible and accountable to Sturgeon Public Schools and its agents for unacceptable behaviour whether it occurs within the school building, during the school day or by electronic means.

References:

- Board Policy: 230 Board Committees and Appointed Representatives
- 900 Student Conduct and Discipline
- Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
- Freedom of Information and Protection of Privacy Act
- Alberta Human Rights Act
- Prevention of Youth Tobacco Use Regulation 149/2003
- Tobacco Reduction Act
- Violent Threat Risk Assessment (VTRA) Protocol
- Vision, Mission and Values Statement



6. Beyond school hours students will be held responsible for unacceptable behaviour if that behaviour has a connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.
7. Students and their parents/guardians, as partners in education, have the responsibility to:
 - 7.1 attend school regularly and punctually,
 - 7.2 ensure the student is ready to learn and actively engage in and diligently pursue the student's education; including completion of assignments and homework,
 - 7.3 ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
 - 7.4 respect the rights of others in the school,
 - 7.5 refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means,
 - 7.6 be accountable to the student's teachers and other school staff for the student's conduct,
 - 7.7 fully cooperate with school authority and personnel authorized to provide educational programs and other services throughout the school day and during all school sponsored activities and beyond the hours of school operation if that behavior or conduct has a connection back to the school and a demonstrated detrimental impact on the welfare of individual students, and
 - 7.8 positively contribute to the student's school and community.

References: Board Policy: 230 Board Committees and Appointed Representatives
900 Student Conduct and Discipline
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
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8. Consequences including intervention, suspension and/or recommendation for expulsion, from school or bus, depending on individual circumstances, may be imposed when a student fails to meet the expectations for student conduct articulated in the School Code of Conduct and/or Education Act. Some examples of unacceptable behaviours include but are not limited to:
- 8.1 conduct which verbally, physically or emotionally threatens the safety of students or staff;
 - 8.2 conduct which demonstrates disrespect for ethnic, racial, religious and sexual diversity;
 - 8.3 possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person;
 - 8.4 assault;
 - 8.5 possession, distribution and/or use of illicit, prohibited or restricted substances in school or on school property;
 - 8.6 willful damage to school or other's property;
 - 8.7 discrimination or harassment;
 - 8.8 participating in or contributing to cyber bullying;
 - 8.9 participating in, or contributing to frothing or hazing activities;
 - 8.10 extortion;
 - 8.11 disruptive behaviour, willful disobedience or defiance of authority;
 - 8.12 interference with the orderly conduct of classes and school activities;
 - 8.13 tampering with items such as fire alarms, or safety equipment;

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- 8.14 criminal activity;
- 8.15 bystander encouragement or involvement
- 9. When disciplining a student, a teacher or Principal will consider:
 - 9.1 whether the student has failed to comply with the *Education Act*, Division Code of Conduct or with the School Code of Student Conduct;
 - 9.2 the effect of the student’s behaviour upon other students, the staff, the school and the community;
 - 9.3 the nature of the action or incident that calls for disciplinary measures;
 - 9.4 informing and/or consulting with the student’s parents/guardians when it is warranted;
 - 9.5 the student’s previous conduct;
 - 9.6 the student’s unique circumstances (age, maturity, extenuating circumstances);
 - 9.7 the impact of proposed action on the student’s future behaviour;
 - 9.8 any other information the teacher or Principal considers appropriate or relevant;
 - 9.9 whether the student’s conduct is injurious to the physical or mental well-being of others in the school.
- 10. Dependent on the resources that are available, the Principal shall arrange for support, if needed, for students who may be impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

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11. Where the behaviour of a student involves a violent threat, the Principal shall refer to the Violent Threat Risk Assessment (VTRA) protocol. This protocol allows the Principal, in consultation with the Director, Learning Support, to involve regional partners such as RCMP, Alberta Health Services and Children Services to collaborate on the risk assessment and implementation of recommendation for support.
- ~~11.~~12. Each teacher or Principal will ensure that appropriate documentation procedures are employed to record disciplinary actions.
- ~~12.~~13. As per the Education Act, the Principal or designate has the responsibility for and the authority to establish and maintain appropriate procedures conducive to an acceptable standard of student discipline.

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References:

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- 900 Student Conduct and Discipline
- Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
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Sturgeon
Public Schools

AP – STUDENTS – 900

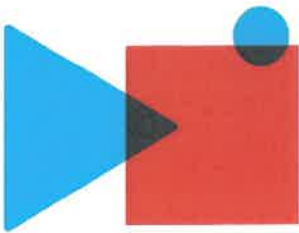
AP900 – Student Conduct

Date: ~~July 24, 2020~~ February 11, 2021

Responsible Administrator: Associate Superintendent
Education Services

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References: Board Policy: 230 Board Committees and Appointed Representatives
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B O A R D
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: AP465 – Adult Tuition Fees

Background:

Administration has reviewed Administrative Procedure AP465 – Adult Tuition Fees and will speak to the amendments included in the attached document.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

Recommendation:

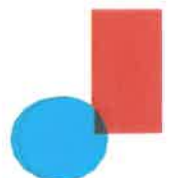
That the report be received as information.

Sincerely,



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

Attachment





Sturgeon
Public Schools

AP – BUSINESS ADMINISTRATION – 465
AP465 –Adult Tuition Fees

Date: ~~January 28, January 30, 2020~~1

Responsible Administrator: ~~Associate Superintendent Corporate Services~~ Secretary Treasurer

PURPOSE

Adult students are provided the opportunity to pursue their education in Sturgeon Public Schools.

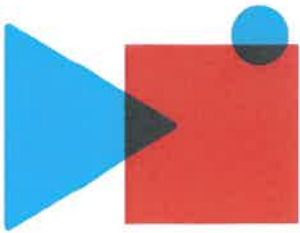
PROCESS

The ~~Associate Superintendent Corporate Services~~ Secretary Treasurer will determine an adult education fee based on the Alberta Education funding rates.

PROCEDURE

- 1. Adult Fees are \$ ~~14080~~ /credit, to a maximum of \$ ~~7400.00~~ per five (5) credit course, resource materials are included.
- ~~1-2.~~ \$100/High School Equivalency Evaluation
- ~~2-3.~~ Rescinding of fees is at the discretion of the Associate Superintendent, Corporate Services Secretary Treasurer.

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BOARD
MEMORANDUM

Date: March 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: IT Report: Monthly Downtime

Background:

Please find attached a written report indicating the network outage for the month of February 2021.

Administration is prepared to respond to questions at the March 10, 2021, Committee of the Whole Meeting.

Recommendation:

That the report be received as information.

Sincerely,

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

Attachment

