

# AGENDA

COMMITTEE  
OF THE WHOLE

Wed, Jan. 15, 2020



**Sturgeon  
Public Schools**

Dare to reimagine learning

## 1. CALL TO ORDER

## 2. CONSIDERATION OF AGENDA

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

## 3. APPOINTMENTS

## 4. APPROVAL OF COMMITTEE NOTES

- 4.1 Amendment/Correction of Notes
- 4.2 Approval of Committee Notes – December 11, 2019

## 5. PRESENTATIONS

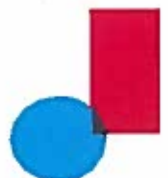
- 5.1 Combined 3 Year Education Plan and Annual Education Results Report  
Ruth Kuik, Deputy Superintendent, Education Services & Jonathan  
Konrad, Director, Student Achievement & Results

## 6. REPORTS FROM SENIOR EXECUTIVE

- 6.1 Capital Update
- 6.2 May 15, 2020—SPS Staff Recognition Luncheon
- 6.3 SPS Welcome Message for New Parents—Children’s Book
- 6.4 Rotary Mentorship Program
- 6.5 Field Trip Report

## 7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES

- 7.1 Chair’s Report
- 7.2 Trustees Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance Committee
- 7.5 Education Committee
  - 7.5.1 Cell Phone/Personal Device Survey
  - 7.5.2 Draft Policy Tracker





# AGENDA

COMMITTEE  
OF THE WHOLE

Wed, Jan. 15, 2020



**Sturgeon  
Public Schools**

Dare to reimagine learning

- 7.6 Finance and People Services Committee
- 7.7 Transportation Committee
- 7.8 ATA Update
- 7.9 CUPE Update

## 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 Baragar Data Board of Trustees Meeting
- 9.2 IT Report: Monthly Downtime
- 9.3 New Consortium Model—Notice to Withdraw from ASBIE
- 9.4 Omnibus Motion for Board Policies
- 9.5 Sturgeon Public Schools DRAFT Annual Education Results Report (AERR) Summary—2018-2019
- 9.6 Sturgeon Public Schools DRAFT Three Year Education Plan 2019/2020 & Annual Education Results Report (AERR) - October 2019
- 9.7 Three Year Education Plan 2020/2023: Engagement

## 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 Sturgeon Composite on December 11, 2019

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## PRESENT

Mr. Terry Jewell, Chair  
Mrs. Janine Pequin, Vice Chair  
Mr. Joe Dwyer, Trustee  
Mrs. Misty Featherley, Trustee  
Mrs. Liz Kohle, Trustee  
Mrs. Tasha Oatway-McLay, Trustee  
Mrs. Trish Murray-Elliott, Trustee  
Ms. Mary Lynne R. Campbell, Superintendent/CEO  
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services  
Mrs. Ruth Kuik, Deputy Superintendent, Education Services  
Mrs. Lisa Lacroix, Associate Superintendent, People Services  
Ms. Shawna Walter, Director, Special Projects/Initiatives

## CALL TO ORDER

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

## CONSIDERATION OF AGENDA

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

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

CARRIED UNANIMOUSLY

## APPOINTMENTS

## APPROVAL OF COMMITTEE NOTES

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

Moved by Mrs. Featherley that the notes of November 13, 2019 be approved, as presented.

CARRIED UNANIMOUSLY

## PRESENTATIONS

COMMITTEE 4.2

## 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:

- ATA Negotiations Committee Meeting
- CUPE Negotiations Committee Meeting
- Four Winds Public School Tour
- Gibbons School, School Council
- Meeting with the Minister of Education and two MLAs
- Sturgeon Learning Centre Christmas Luncheon
- Zone 2/3 Meeting

### 7.2 Trustees' Reports

#### Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Christmas Concert
- CUPE Negotiations Committee Meeting
- Meeting with the Minister of Education and two MLAs

#### Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- École Morinville Public School Christmas Concert
- École Morinville Public School, School Council Meeting
- Education Committee Meeting
- Four Winds Public School, School Council Meeting

#### Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- ATA Negotiations Committee Meeting
- Basketball Tournament
- Meeting with the Minister of Education and two MLAs
- Sturgeon Composite High School Christmas Concert

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

Trustee Murray-Elliott reported that she attended:

- CUPE Negotiations Committee Meeting
- Education Committee Meeting
- Meeting with the Minister of Education and two MLAs
- Sturgeon Composite High School Christmas Concert

**Trustee Oatway-McLay (Cardiff/Garrison)**

Trustee Oatway-McLay reported that she attended:

- ATA Negotiations Committee Meeting
- Finance and People Services Committee Meeting
- Meeting with the Minister of Education and two MLAs
- Namao School Christmas Concert

**Trustee Pequin (Redwater/Coronado Area)**

Trustee Pequin reported that she attended:

- Awards Ceremony at Ochre Park School
- Education Committee Meeting
- Redwater School Christmas Concert
- Zone 2/3 Meeting

**7.3 Advocacy Committee**

No report was provided.

**7.4 Building and Maintenance Committee**

No report was provided.

**7.5 Education Committee**

A verbal report was provided.

An Education Committee meeting is scheduled for January 22, 2020.

**7.6 Finance and People Services Committee**

A verbal report was provided.

**7.7 Transportation Committee**

No report was provided.

A Transportation Committee meeting is scheduled for January 29, 2020.

**7.8 ATA Update**

A verbal report was provided.

**7.9 CUPE Update**

A verbal report was provided.

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

A verbal report was provided.

**8.2 Public School Boards' Association of Alberta**

A verbal report was provided.

**8.3 Teacher Board Advisory Committee (ATA)**

A verbal report was provided.

**8.4 Labour Management Committee (CUPE)**

A verbal report was provided.

**8.5 Community Services Advisory Board**

A verbal report was provided.

**NEW BUSINESS****9.1 1<sup>st</sup> Quarter Financial Results**

The 1<sup>st</sup> Quarter Financial Results was shared with the Board as information.

**9.2 New Administrative Procedure: AP545 – Legal Guardianship of Children**

The New Administrative Procedure: AP545 – Legal Guardianship of Children was shared with the Board as information.

**9.3 Final Sturgeon Public Schools Rewrite List**

The Final Sturgeon Public Schools Rewrite List was shared with the Board as information.

**9.4 IT Report: Monthly Downtime**

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

**QUESTION PERIOD**

10.1

**UNFINISHED BUSINESS**

11.1

**INFORMATION ITEMS**

12.1

**PENDING LIST**

13.1 No pending list

**IN CAMERA**

4:36PM - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

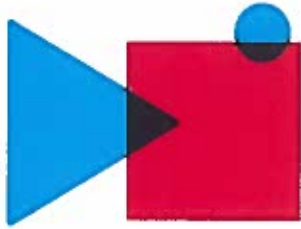
5:15PM - Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

The meeting adjourned 5:15PM.

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



**BOARD**  
MEMORANDUM



Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services  
Denis Henderson, Director, Facilities  
Subject: Capital Update

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**Background:**

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

**Recommendation:**

That the report be received as information.

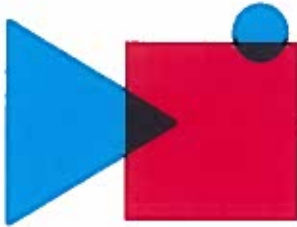
Sincerely,

*RKwik*

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

Attachment





**B O A R D**  
MEMORANDUM



**Sturgeon  
Public Schools**  
Dare to reimagine learning

**Date:** January 15, 2020  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Shawna Walter, Director Special Projects/Initiatives  
**Subject:** May 15, 2020 - SPS Staff Recognition Luncheon

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**Background:**

As a result of the 2019-2020 Budget and in the spirit of reasoned and reasonable reductions, Sr. Executive has reviewed the Staff Recognition Luncheon and would like to propose a change. The Italian Cultural Center charges \$18,000.00 for food and the venue. We want to honour the importance of the Staff Recognition, but also reduce costs where we can.

Sr. Executive proposes moving the Staff Recognition event to Four Winds School for May 15, 2020 and providing finger foods. This will reduce costs and provide the opportunity to show case our new Four Winds Public School. Once the program is finalized it will be shared with the Board as information.

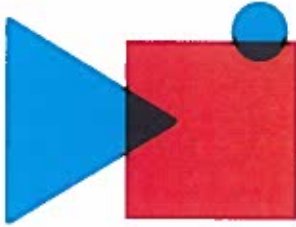
I am happy to respond to questions at the January 15<sup>th</sup> Committee of the Whole Meeting.

**Recommendation:**

This report is shared as information.

Sincerely,

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



**B O A R D**  
MEMORANDUM



**Sturgeon  
Public Schools**

Dare to reimagine learning

**Date:** January 15, 2020  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Shawna Walter, Director Special Projects/Initiatives  
**Subject:** SPS Welcome Message for New Parents – Children's Book

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**Background:**

The Division has purchased children's books to be distributed to Alberta Health Services locations in the area served by Sturgeon Public Schools and delivered to each new family when a baby is born. Inside the front cover of the book there will be a welcome message from the Board Chair on behalf of Sturgeon Public Schools.

Copies of the books will be on the table at the January 15<sup>th</sup>, Committee of the Whole Meeting.

**Recommendation:**

This report is shared as information.

Sincerely,  


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

Attachment

For children, dreams begin with a flash of inspiration that can come from anywhere. That word you said, that object you showed them, that fact they learned, **that book you read!**

You never know what will spark a big idea that could change the world.

From the Sturgeon Public School family **to yours.**

Congratulations!



**Sturgeon  
Public Schools**

*Dare to reimagine learning*

*Terry Jewell*  
Terry Jewell  
Board Chair

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**Sturgeon  
Public Schools**

*Dare to reimagine learning*

*Terry Jewell*  
Terry Jewell  
Board Chair

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**Sturgeon  
Public Schools**

*Dare to reimagine learning*

*Terry Jewell*  
Terry Jewell  
Board Chair

For children, dreams begin with a flash of inspiration that can come from anywhere. That word you said, that object you showed them, that fact they learned, **that book you read!**

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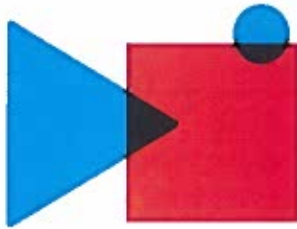
Congratulations!



**Sturgeon  
Public Schools**

*Dare to reimagine learning*

*Terry Jewell*  
Terry Jewell  
Board Chair



**BOARD**  
MEMORANDUM

**Date:** January 15, 2020  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Senior Executive Team  
Ecole Morinville Public School  
Camilla School  
Gordon Boddez, Morinville Rotary Club  
**Subject:** Rotary Mentorship Program

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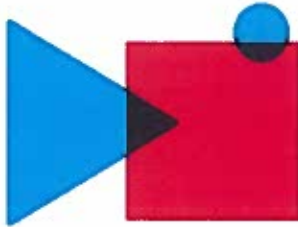


**Background:**

In November 2019, I received a request to meet from Mr. Gordon Boddez; he wished to meet to discuss the Rotary Mentorship Program. Ms. Walter, Director Special Projects / Initiatives and I met with Mr. G. Boddez on 03 December 2019. In the meeting Mr. Boddez provided a summary of the Mentoring Program. Of particular note, Mr. Boddez indicated that diminishing resources were a factor in determining the future health / viability of the program. Further Mr. Boddez stated that he was going to reach out to Sturgeon County to see if the County was prepared to provide resources to grow / support the current program. I advised Mr. Boddez that I would reflect on our conversation and be in touch regarding the future of the program.

After the meeting, I received an email query from Mr. Boddez regarding insurance coverage for volunteers and an invitation to join him at a meeting with the Sturgeon County CAO; unfortunately I was unable to attend the meeting. In my response to the insurance question, I thanked Mr. Boddez for our meeting and conversation. The Rotary Mentoring Program provides an opportunity for selected students to connect with a member of the community served by the respective Public School.

In my meeting with Mr. Boddez and again in my email response, I stated that the challenge for Sturgeon Public Schools, is diminishing financial and human resources. I stated to Mr. Boddez that on 27 November 2019 the Board of Trustees approved the 2019 / 2020 Fall Budget update, which included a reduction of \$3M. Given the mid-year adjustments, uncertainty regarding the 2020 / 2021 budget coupled with the growing demands on our schools, our collective focus is trying to balance growing interests with limited resources. Further, I advised Mr. Boddez that Sturgeon Public Schools must regretfully hit pause on the kind offer of a Mentorship Program for Sturgeon Public Schools. The Division will honour our commitment to 30 June 2020, following which we will hit pause.



**B O A R D**  
MEMORANDUM

I am prepared to respond to questions.

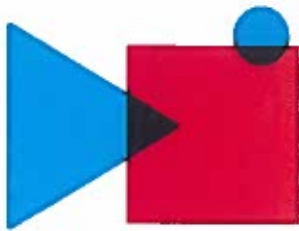
**Recommendation**

That this report is shared as information

Sincerely,

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





**BOARD**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services  
Subject: Field Trip Report

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**Background:**

Board Policy 810, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

The following field trips have been approved:

- Namao School  
March 17 - 18, 2020      40 Junior High students to Jasper for a ski trip @ Marmot Basin.
- Redwater School  
March 16 - 17, 2020      50 Junior/Senior High students to Jasper for a ski trip @ Marmot Basin.
- Sturgeon Composite High School  
December 12 - 14, 2019      Senior Girls Basketball Team to Red Deer for a tournament.

**Recommendation:**

This report is shared as information.

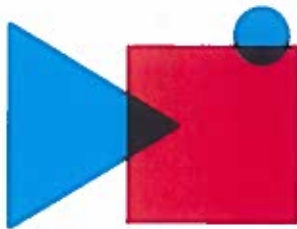
Sincerely,

*R Kuik*

*for:*

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





**B O A R D**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Education Committee  
Ruth Kuik, Deputy Superintendent, Education Services  
Subject: Draft Cell Phone/Personal Device Survey Questions

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**Background:**

At the October 23, 2019 Public Board Meeting, Cell Phone/Personal Device Survey Questions were referred to the Education Committee.

Attached are the following draft Cell Phone/Personal Device Survey Questions:

- Student Survey Questions: Grade 5 to 12
- Student Survey Questions: Student Advisory Committee
- Survey Questions: Parent and Guardian
- Survey Questions: Teachers

**Recommendation:**

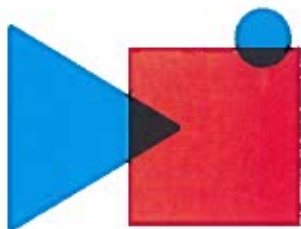
The attached Draft Cell Phone/Personal Device Survey Questions are provided for Trustee discussion and direction.

Sincerely,

*R Kuik*

*for:* Mary Lynne R. Campbell, ICD.D  
Superintendent/CEO

Attachments



**B O A R D**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Education Committee  
Ruth Kuik, Deputy Superintendent, Education Services  
Subject: Draft Policy Tracker

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**Background:**

The Education Committee has reviewed the draft Policy Tracker, which is attached for Trustee information.

Policies will be reviewed on a 4-year cycle with exception of policies identified for yearly review.

**Recommendation:**

That the Board of Trustees review the draft Policy Tracker and forward to the Public Board Meeting.

Sincerely,

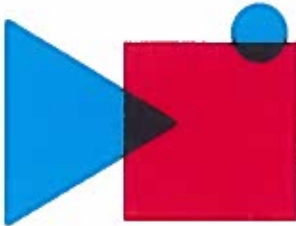
Mary Lynne R. Campbell, ICD.D  
Superintendent/CEO



## DRAFT POLICY TRACKER 2019-2020

updated: 2019-11-14

| Policy Number | Policy Name  | Approval Date     | Due for Review            | MRP             | Review Date |
|---------------|--|-------------------|---------------------------|-----------------|-------------|
| 231           | Student Advisory Committee                                       | April 24, 2019    | 2020-2021 (Yearly Review) | Superintendent  |             |
| 900           | Student Conduct and Discipline                                   | March 27, 2019    | 2020-2021 (Yearly Review) | Ed Services     |             |
| 100           | History of the Sturgeon Public School Division                   | April 24, 2019    | 2020-2021                 | Superintendent  |             |
| 120           | Harassment Policy  | March 27, 2019    | 2020-2021                 | People Services |             |
| 205           | Operational School Year  | April 24, 2019    | 2020-2021                 | People Services |             |
| 220           | Trustee Responsibility and Conduct                               | January 30, 2019  | 2020-2021                 | Superintendent  |             |
| 225           | Board Responsibility and Conduct                                 | January 30, 2019  | 2020-2021                 | Superintendent  |             |
| 235           | Conduct of Board Meetings  | March 27, 2019    | 2020-2021                 | Superintendent  |             |
| 305           | School Councils  | March 27, 2019    | 2020-2021                 | Ed Services     |             |
| 405           | Budget Development and Transparency                              | January 30, 2019  | 2020-2021                 | Corp Services   |             |
| 420           | Income Tax Deduction Receipts for Donations Received by Division | April 24, 2019    | 2020-2021                 | Corp Services   |             |
| 231           | Student Advisory Committee                                       | April 24, 2019    | 2021-2022 (Yearly Review) | Superintendent  |             |
| 900           | Student Conduct and Discipline                                   | March 27, 2019    | 2021-2022 (Yearly Review) | Ed Services     |             |
| 105           | Vision, Mission and Values                                       | April 24, 2019    | 2021-2022                 | Superintendent  |             |
| 110           | Equity, Diversity, Inclusion and Human Rights                    | April 24, 2019    | 2021-2022                 | Ed Services     |             |
| 115           | Sexual Orientation, Gender Identity and Gender Expression        | March 27, 2019    | 2021-2022                 | Ed Services     |             |
| 200           | Attendance Areas   | March 27, 2019    | 2021-2022                 | Corp Services   |             |
| 215           | Organization Chart   | March 27, 2019    | 2021-2022                 | Superintendent  |             |
| 240           | Policy Development   | April 24, 2019    | 2021-2022                 | Superintendent  |             |
| 300           | School Based Decision-Making                                     | April 24, 2019    | 2021-2022                 | Corp Services   |             |
| 415           | Local Authorities Pension Plan                                   | April 24, 2019    | 2021-2022                 | People Services |             |
| 435           | Technology Equipment for Trustees                                | June 26, 2019     | 2021-2022                 | Superintendent  |             |
| 605           | Public Use of School Buildings and Property                      | March 27, 2019    | 2021-2022                 | Superintendent  |             |
| 715           | Educational Leaves of Professional Staff                         | May 22, 2019      | 2021-2022                 | People Services |             |
| 231           | Student Advisory Committee                                       | April 24, 2019    | 2022-2023 (Yearly Review) | Superintendent  |             |
| 900           | Student Conduct and Discipline                                   | March 27, 2019    | 2022-2023 (Yearly Review) | Ed Services     |             |
| 125           | Advocacy Plan  | May 22, 2019      | 2022-2023                 | Superintendent  |             |
| 130           | Public Interest Disclosure (Whistleblower Protections)           | March 27, 2019    | 2022-2023                 | Corp Services   |             |
| 210           | Electoral Wards  | April 24, 2019    | 2022-2023                 | Superintendent  |             |
| 245           | Appeals  | March 27, 2019    | 2022-2023                 | Superintendent  |             |
| 310           | Non-Resident Students  | March 27, 2019    | 2022-2023                 | Corp Services   |             |
| 320           | Inclement Weather  | May 22, 2019      | 2022-2023                 | Corp Services   |             |
| 400           | Financial Accountability and Audit                               | April 24, 2019    | 2022-2023                 | Corp Services   |             |
| 810           | Field Trips  | April 24, 2019    | 2022-2023                 | Ed Services     |             |
| 700           | Superintendent of Schools  | April 24, 2019    | 2022-2023                 | People Services |             |
| 905           | Awards Policy - Students   | June 26, 2019     | 2022-2023                 | Ed Services     |             |
| 231           | Student Advisory Committee                                       | April 24, 2019    | 2023-2024 (Yearly Review) | Superintendent  |             |
| 900           | Student Conduct and Discipline                                   | March 27, 2019    | 2023-2024 (Yearly Review) | Ed Services     |             |
| 230           | Board Committees and Appointed Representation                    | November 27, 2019 | 2023-2024                 | Superintendent  |             |
| 315           | Opening Exercises, Flag Protocol and Recognition of Dignitaries  | October 23, 2019  | 2023-2024                 | Superintendent  |             |
| 410           | Student Fees   | March 27, 2019    | 2023-2024                 | Corp Services   |             |
| 425           | Revenue from Property Tax Sources                                | April 24, 2019    | 2023-2024                 | Corp Services   |             |
| 430           | Trustee Remuneration and Expense Reimbursement                   | April 24, 2019    | 2023-2024                 | Superintendent  |             |
| 500           | Transportation   | March 27, 2019    | 2023-2024                 | Corp Services   |             |
| 600           | School Closure   | March 27, 2019    | 2023-2024                 | Superintendent  |             |
| 705           | Associate Superintendent, Business and Corporate Services        | January 30, 2019  | 2023-2024                 | People Services |             |
| 710           | Employee Recognition   | June 26, 2019     | 2023-2024                 | Superintendent  |             |
| 800           | Religious Education and Instruction                              | October 23, 2019  | 2023-2024                 | Ed Services     |             |
| 805           | Home Education   | March 27, 2019    | 2023-2024                 | Ed Services     |             |



**B O A R D**  
MEMORANDUM



**Sturgeon  
Public Schools**  
Dare to reimagine learning

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Shawna Walter, Director Special Projects/Initiatives  
Subject: Baragar Data Board of Trustees Meeting

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**Background:**

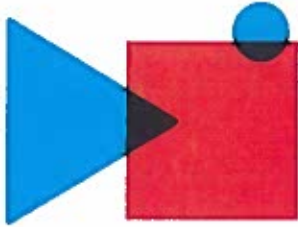
Over the past 8 months, the Director of Special Projects/Initiatives has been studying the demographic data for the Division using the Baragar Software. In September 2019, the Board was presented data on Bon Accord Community School. Data has now been collected for all Sturgeon Public Schools.

**Recommendation:**

That the Board select a date for the Baragar Presentation on all Sturgeon Public Schools and time to collectively reflect on the information provided. A time frame of 9:00am to 2:00pm is recommended.

Sincerely,

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



**BOARD**  
MEMORANDUM



Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services  
Steve Schick, Director, IT Services  
Subject: IT Report – Monthly Downtime

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**Background:**

Find attached, a written report indicating network outage for the month of December 2019.

**Recommendation:**

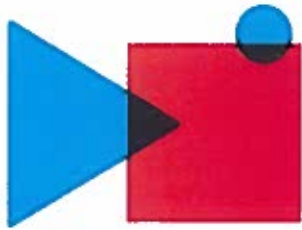
That the report be received as information.

Sincerely,

*RLW*

*for:* Mary Lynne R. Campbell, ICD.D  
Superintendent/CEO

Attachment



**BOARD**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services  
Subject: New Consortium Model - Notice to Withdraw from ASBIE

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**Sturgeon  
Public Schools**  
Dare to reimagine  
learning

**Background:**

Administration has confirmed that 19 of the 48 Boards have served notice to leave ASBIE with the option to re-join in June 2020. Several of these Boards have come together to explore the possibility of forming a new consortium based on a risk management approach much like USIC.

Notice to leave must be served by December 31, 2019 in order to be out by November 1, 2020. If we serve notice after December 31, 2019 the Division will be locked in until October 31, 2021.

On December 19, 2019, Administration sent a letter of intent to withdraw to ASBIE via email and priority post.

Administration is prepared to respond to questions.

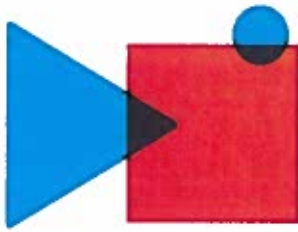
**Recommendation:**

This report is shared as information.

Sincerely,  


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





**BOARD**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services  
Subject: Omnibus motion for Board Policies

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**Background:**

Attached for Trustee review are policies which have been updated to reflect amended Administrative Procedures, the Division's new brand, as well as changes arising from the Education Act and Provincial Regulations.

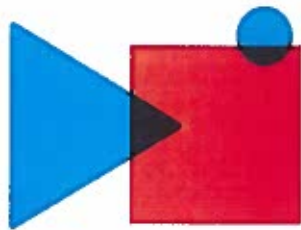
Administration is pleased to respond to questions.

**Recommendation:**

Administration respectfully recommends the following Omnibus Motion be forwarded to the Public Board Meeting:

The following Board Policies be approved as presented:

- Policy 100 - History of the Sturgeon Public School Division
- Policy 105 - Vision, Mission and Values
- Policy 110 - Equity, Diversity, Inclusion and Human Rights
- Policy 115 - Sexual Orientation, Gender Identity and Gender Expression
- Policy 125 - Advocacy Plan
- Policy 210 - Electoral Wards
- Policy 215 - Organization Chart
- Policy 220 - Trustee Responsibility and Conduct
- Policy 225 - Board Responsibility and Conduct
- Policy 230 - Board Committees and Appointed Representation
- Policy 231 - Student Advisory Committee
- Policy 235 - Conduct of Meetings
- Policy 240 - Policy Development



**B O A R D**  
MEMORANDUM

- Policy 305 - School Councils
- Policy 315 - Opening Exercises, Flag Protocol and Recognition of Dignitaries
- Policy 430 - Trustee Remuneration and Expense Reimbursement
- Policy 435 - Technology Equipment for Trustees
- Policy 600 - School Closure
- Policy 605 - Use of School Buildings
- Policy 710 - Employee Recognition
- Policy 800 - Religious Education and Instruction
- Policy 805 - Home Education
- Policy 810 - Field Trips
- Policy 900 - Student Conduct and Discipline
- Policy 905 - Awards Policy - Students

Sincerely,

*R. C. C. C.*

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

Attachments





## A Short History of the Sturgeon Public Schools Division

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

The Province of Alberta was founded within the Dominion of Canada in 1905. The system of education which had been in force in the Northwest Territories was continued and provided education up to the grade eight levels.

By 1935, Alberta was more widely settled and with the rapid advancement of the age of technology, there was a demand from industry and the public in general for higher education. Due to the poor financial state of many of the rural school districts following the depression of the 1930s, it was necessary for the Provincial Government to take action. Consequently, in 1936, legislation was passed which provided for the establishment of school divisions.

The Sturgeon School Division, consisting of five sub-divisions, was formed by Ministerial Order on January 1, 1939, the five trustees having been elected shortly prior to its formation.

The following five trustees were sworn in at the first organizational meeting held on December 6, 1938:

|                    |                       |
|--------------------|-----------------------|
| Sub-division No. 1 | Mr. J. G. Dusseault   |
| Sub-division No. 2 | Mr. Angus L. McGillis |
| Sub-division No. 3 | Mr. Harry Speers      |
| Sub-division No. 4 | Mr. John E. Holmes    |
| Sub-division No. 5 | Mr. M. D. Tkachuk     |

Mr. Speers was appointed Chairman of the Board; Mr. J. E. Holmes, Vice-Chairman; Mr. E. Meaden was appointed Secretary-Treasurer; and Mr. J. J. LeBlanc was the provincially-appointed Superintendent of Schools for the Division.

At the time of its inception, the Sturgeon School Division consisted mainly of one and two-room schools with a few larger schools. Gradually the idea of centralizing the schools around major villages became popular, but the progress of this re-organization was interrupted by the commencement of World War II.

One of the alternatives to centralization during this period was the formation of dormitories. One such dormitory was established in Bon Accord in 1943.

Following the cessation of hostilities, centralization was resumed and the dormitories were closed by 1949.

Between January 1, 1947 and June 1, 1948 St. Albert School District No. 3 (RCP) and the Legal School District No. 1738 were included in the Sturgeon School Division. In 1947, the Thorhild School Division No. 57 and the Westlock School Division No. 37 were formed which resulted in Sturgeon losing a total of 30 sub-divisions to these new school divisions.

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### References:



## A Short History of the Sturgeon Public Schools Division

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

With the acquisition of "New Town" status by the Town of St. Albert in 1957, the St. Albert School District was excluded from the Sturgeon School Division. In 1959, the people of the Amelia School District requested and were granted permission to become part of the County of Thorhild.

In 1955, due to a re-organization of the boundaries of the municipalities and the school districts and in preparation for introduction of the County System in the Province, the Vimy School District was lost to Westlock.

With the formation of the County of Sturgeon in January 1961, Sturgeon School Division ceased to exist and the School Committee of the County assumed the responsibilities for the administration of education formerly vested in the Divisional Board.

Pursuant to a plebiscite requested by the electors, the area reverted to Municipal District and School Division status on July 12, 1965.

By Ministerial Order dated October 13, 1966, the number of sub-divisions within the Sturgeon School Division was reduced from five to four, following the exclusion of the seven sub-divisions comprising the Legal centralization. This resulted in a reduction of the Board membership to four Trustees.

On September 6, 1977 following public petition, Sub-division No. 1 of the County of Thorhild was transferred to Sturgeon School Division, increasing the number of trustees to five. In October of that year, following some re-arrangement of the sub-divisions, and at the request of the Minister, seven trustees were elected. This brought the community of Redwater into Sturgeon School Division.

Since the re-formation of Sturgeon School Division in 1965, numerous changes have taken place within the area. In the spring of 1989 the Board of Trustees, in keeping with the philosophy of the ward system, resolved to make electoral boundaries and attendance boundaries co-terminus wherever feasible.

In September 1966, some high school facilities within the Division were closed and high school students were sent to St. Albert and Edmonton to complete their education. By September 1970, all high school students were being educated in St. Albert and Edmonton. In 1977, the Division constructed Sturgeon Composite High School which offers a comprehensive selection of academic, complimentary and Career and Technology studies (CTS) programming.

In the fall of 1972, the Morinville Hutterite Colony School joined the Sturgeon School Division.

In the years 1976 - 1979 an increase of 2,400 students (from 2,300 to 4,700) was experienced. Since 1979, enrolments remain relatively stable at approximately ~~5,000~~ 5,400 students.

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### References:





## A Short History of the Sturgeon Public Schools Division

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

During the 1981 - 1982 school year, the City of Edmonton annexed a portion of the south-east corner of the M.D. of Sturgeon which included the Horse Hill School which, as a result, was transferred to the Edmonton Public Schools in July 1982. This annexation, coupled with a downturn in Alberta's economy, resulted in a 'dip' in enrolments during the period 1983 to 1986.

In September 1994, Guthrie School at Lancaster Park, Canadian Forces Base Edmonton, became part of Sturgeon School Division.

In September 1995, Oak Hill School in Bon Accord also came under the Division's jurisdiction. Oak Hill School had been previously administered by Sturgeon School Division from 1979 until 1990.

In the fall of 1996, the School Division launched one of the first educational wide area networks in Alberta, *Route #24*, that introduced the Internet and a variety of related technology as an instructional tool to enhance student learning. In January 2000, the Division upgraded to a wireless network with the assistance of an Innovation Grant from Alberta Learning.

In November 1995, the Division opened an alternative education program, the Sturgeon Learning Centre, to provide educational learning opportunities for senior high students and young adults.

In July 1997, the alternate school programs were expanded to include the Morinville Learning Centre, which was originally developed in partnership with the Greater St. Albert Catholic Regional Division. Sturgeon School Division assumed full responsibility for the Centre in 1999. In 1999, the Sturgeon Learning Center celebrated the graduation of its first group of students who had successfully completed the Alberta Diploma requirements.

The Redwater Learning Center was established in September 2003 and served local students until its closure in 2010.

Significant building projects that occurred during the latter half of the 1990's included the modernization of Bon Accord School in 1998, the building of the Morinville Colony School in 1999 and the replacement of Guthrie School in Lancaster Park, Edmonton Garrison was completed in 2003.

Over the past number of years, (between 2003 and 2009), several renovations of the Central Office were undertaken to enhance work areas for key departments providing services to schools. This provided space for professional development of staff and significantly enhanced the area for Technology Services.

A modernization of Namao School was completed in 2010.

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### References:



## A Short History of the Sturgeon Public Schools Division

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

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In September 2012 as per the St. Albert and Sturgeon Valley School Districts Establishment Act, Sturgeon School Division was charged with the responsibility of providing public education to students resident to the Towns of Morinville and Legal. Classes in Morinville started out in the local Community Cultural Centre (grades 1 - 4) and the Parish Hall (Pre-School - Kindergarten). In June 2012, the Government of Alberta transferred George P. Vanier School in Morinville from Greater St. Albert Catholic School Division (GSACRD) to Sturgeon School Division. The school was renamed Morinville Public Elementary School and opened its doors in September 2012. As of school year 2018-2019, more than 907 students (Pre-School - grade 9) called Morinville Public School home.

A major modernization of Sturgeon Composite High School was completed at the beginning of the 2018-2019 school year. Additional new builds for Sturgeon Public Schools Division are expected over the coming years. A new school, Four Winds Public School in the Town of Morinville is being built and is expected to open in 2020; the rebuild of Camilla School in Rivière Qui Barre is expected to break ground in the 2018-2019 school year and a modernization of the Frank Robinson Education Centre in the Town of Morinville was commenced in the 2018-2019 school year.

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References:

## A Short History of the Sturgeon Public Schools Division

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

|                   |                        |                          |                             |
|-------------------|------------------------|--------------------------|-----------------------------|
| ALLEN, Hugh       | 1952 - 1954            | McGILLIS, Angus          | 1939 - 1944                 |
| AUSTIN, Reg       | 1965 - 1974            | MAHE, Paul               | 1951 only                   |
| BAUMAN, John      | 1980 - 1995            | MARTINEAU, Ferd          | 1945 - 1950/<br>1965 - 1966 |
| BEVINGTON, Don    | 1961 - 1965            | MESSIER, Ladis           | 1951 - 1954                 |
| BEVINGTON, Joyce  | 1977 - 1989            | MILLER, Wendy            | 2004 - 2017                 |
| BILECKI, Olga     | 1974 - 1977            | MILLIGAN, Richard        | 1989 - 1998                 |
| BORLE, Ed         | 1957 - 1960            | MILLIGAN, Robert         | 1998 - 2010                 |
| CHAUVET, Paul     | 1945 - 1954            | MURRAY-ELLIOTT, Trish    | 2019 -                      |
| CLEMENT, C.       | 1960 only              | MYCHASIW, Michelle       | 2013 - 2016                 |
| COMO, Roy         | 1962 - 1964            | NOBERT, Alphonse         | 1961 only                   |
| COURCHESNE, Ed    | 1961 - 1964            | NOWAK, Tracy             | 2007 - 2017                 |
| CUNNINGHAM, Toby  | 1945 - 1956            | OATWAY-MCLAY, Tasha      | 2017 -                      |
| DEEDMAN, William  | 1965 only              | PASICHNEY, William       | 1944 - 1946                 |
| DUSSEAULT, Joseph | 1939 - 1944            | PAUL, Harold             | 1969 - 1977                 |
| DWYER, Joe        | 2017 -                 | PEQUIN, Janine           | 2017 -                      |
| EVERITT, Keith    | 1977 - 1986            | PORTER, Bruce            | 1951 only                   |
| FEATHERLEY, Misty | 2013 -                 | PORTER, Shelly           | 2010 - 2013/<br>2014 - 2017 |
| FLYNN, Willie     | 1956 - 1965            | REYNOLDS-KUIPER, Dorothy | 1986 - 1992                 |
| FORCADE, Lionel   | 1955 - 1959            | REYNOLDS, Linda          | 1992 - 1998                 |
| FRAZIER, Penny    | 2004 - 2007            | ROSS, Neil               | 1947 - 1951                 |
| FUNDYTUS, Careen  | 1995 - 2010            | ROSS CARLETON, Micky     | 1986 - 2004                 |
| GARON, Leo        | 1940 - 1943            | RYE, Lawrence            | 1961 - 1965                 |
| GERVAIS, Therese  | 1995 - 2004            | RÉMILLARD, D. (Mrs.)     | 1955 - 1957                 |
| GRAY, Brent       | 2010 - 2013            | SHERWIN, Shane           | 2017 - 2018                 |
| HOLE, Lois        | 1967 - 1979            | SIMONOWITS, Robert       | 1995 - 1998                 |
| HOLMES, John      | 1939 - 1948            | ST. ONGE, Harvey         | 1966 only                   |
| HORNER, Gail      | 1998 - 2007            | SPEERS, Harry            | 1939 - 1950                 |
| HOOD, Don         | 1977 - 1980            | STEVENS, Joyce           | 1983 - 1992                 |
| HRYNCHUK, Fred    | 1998 - 2010            | TKACHUK, M.D.            | 1939 - 1940                 |
| JENKINS, Archie   | 1955 - 1960            | VAN DE WALLE, Walter     | 1958 - 1965                 |
| JEWELL, Terry     | 1980 - 1995/<br>1998 - | VENESS, William          | 1953 - 1955                 |
| KLUFAS, Harry     | 1980 - 1986            | VISSCHER, Cathy          | 1992 - 1995                 |
| KLUTHE, Lawrence  | 1965 only              | WALKER, Stanley          | 1961 - 1965                 |
| KOHLE, Elizabeth  | 2007 -                 | WALL, Ruth               | 1977 - 1980                 |
| KONSORADA, Nick   | 1965 only              | WARD, Jim                | 1977 - 1980                 |
| KRIEGER, Daryl    | 2010 - 2013            | WILSON, George           | 1965 - 1969                 |
| LESBURG, Albert   | 1965 - 1967            | WILSON, Lloyd            | 1956 - 1960                 |
| McCUE, Arthur     | 1951 - 1955            | ZUIDEMA, Peter           | 1980 - 1998                 |
| McDONELL, John    | 1965 - 1983            |                          |                             |

References:

**A Short History of the Sturgeon Public Schools Division**

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

**Past and Present Superintendents**

|                         |                              |
|-------------------------|------------------------------|
| CAMPBELL, Mary Lynne R. | 2018 -                       |
| DICK, Michele           | 2007 - 2018                  |
| MILLER, Evan            | 2000 - 2007                  |
| ROBERTSON, J. Kenneth   | 1998 - 2000                  |
| HOGARTH, John           | 1994 - 1998                  |
| THIESSEN, Roy D.        | 1986 - 1994                  |
| TAYLOR, Anthony         | 1985 - 1986                  |
| HEPPLER, Walter         | 1979 - 1985                  |
| ROBINSON, Frank         | 1970 - 1979                  |
| KUNST, A. E.            | 1964 - 1970                  |
| SWAN, J. F.             | 1955 - 1964                  |
| SCOTT, R. J.            | 1939 - 1942 &<br>1945 - 1955 |
| ERICKSON, E. M.         | 1942 - 1945                  |
| LE BLANC, J. J.         | 1938 - 1939 &<br>1942        |

**Past and Present Secretary Treasurers**

|                    |             |
|--------------------|-------------|
| PAULIK, Iva        | 2013 - 2018 |
| PARASYNCHUK, Karen | 2002 - 2013 |
| PILSNER, Marlene   | 2000 - 2002 |
| ISBISTER, Andrew   | 1997 - 2000 |
| LLOYD, Murray      | 1984 - 1997 |
| KRAUSKOPF, Charles | 1965 - 1984 |
| NOBERT, Alphonse   | 1962 - 1965 |
| MEADEN, E.         | 1938 - 1962 |

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References:



## Vision, Mission and Values

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 VISION

Sturgeon Public School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

### 2.0 MISSION

- 2.1 Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

### 3.0 VALUES

- 3.1 **Excellence in teaching.** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.
- 3.2 **Shared responsibility.** We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.
- 3.3 **Mutual respect.** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.
- 3.4 **Belonging.** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.
- 3.5 **Learning choices.** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.
- 3.6 **Communication.** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

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References: Administrative Procedures: AP722 – Growth and Supervision of School Administrators  
AP723 – Evaluation of School Administrators



## Equity, Diversity, Inclusion and Human Rights

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, caring, respectful and safe working and learning environment that respects diversity and fosters a sense of belonging.

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

The Board believes all members of the school community share in the responsibility to recognize and respect: equity, diversity, inclusion and human rights.

#### Definitions:

For the purposes of this policy equity, diversity, and inclusion are defined as:

**Equity:** A condition or state of fair, inclusive, and respectful treatment of all people. Equity means treating people in ways that take individual differences into consideration.

**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.

**Inclusion:** is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honored and diversity is respected.

References: Policy 115 – Sexual Orientation, Gender Identity and Gender Expression  
Policy 120 – Harassment Policy  
Policy 900 – Student Conduct and Discipline  
~~Admin Practice Education Services 23 – Equity, Diversity, Inclusion and Human Rights~~  
~~Admin Procedure 711 – Employee Conduct – Equity, Diversity, Inclusion and Human Rights~~  
~~The School Education Act: Sections 16, 33~~  
~~Bill 10: An Act to Amend the Alberta Bill of Rights to Protect our Children~~  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
Vision, Mission and Values Statement  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act  
Freedom of Information and Protection of Privacy Act  
Guidelines for Best Practices: Alberta Government (2016)

## Sexual Orientation, Gender Identity and Gender Expression

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board believes in the importance of, and is committed to establishing and maintaining a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging for all students and staff including those who self-identify as sexual or gender minorities, including but not limited to: lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer, gender fluid, or those who are questioning their sexual orientation, gender identity, or gender expression.

### 2.0 DEFINITIONS

Definitions: For the purposes of this policy the most current definitions can be accessed at the following link:

*GSA's and QSA's in Alberta Schools: A Guide for Teachers*

*Sexual and Gender Minority Terms and Definitions:*

<https://www.teachers.ab.ca/SiteCollectionDocuments/ATA/Publications/Human-Rights-Issues/PD-80-6%20GSA-QSA%20Guide%202016.pdf>

### 3.0 GUIDELINES

- 3.1 The Board believes that staff members are better prepared to respond to and support matters associated with sexual orientation, gender identity, or gender expression when they have the benefit of related education and professional development opportunities, as well as an awareness of, and access to, research and/or professional readings relative to this topic.
- 3.2 ~~Policy 115 Sexual Orientation, Gender Identity, and Gender Expression shall be reviewed by the Board of Trustees on a yearly basis.~~

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References: ~~Admin Practice ES24 Sexual Orientation, Gender Identity and Gender Expression~~  
~~Admin Procedure -712 Employee Conduct - Sexual Orientation, Gender Identity and Gender Expression~~  
~~The School Education Act: Sections 4, 33 (2), (3), 35.1~~  
~~Bill 10: An Act to Amend the Alberta Bill of Rights to Protect our Children~~  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
Vision, Mission and Values Statement  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act  
GSA's and QSA's in Alberta Schools: ATA  
Guidelines for Best Practices: Alberta Education (2016)  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act

## Sexual Orientation, Gender Identity and Gender Expression

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

- ~~3.3~~ **3.2** The Board of Trustees may, from time to time, establish a task group or groups to provide input and recommendations relative to the implementation of Policy 115 Sexual Orientation, Gender Identity, and Gender Expression.
- ~~3.4~~**3.3** The membership of any task group(s) may vary based on the identified goals and objectives established by the Board of Trustees relative to Policy 115 Sexual Orientation, Gender Identity, and Gender Expression.
- ~~3.5~~**3.4** Prior to forming any task group(s) the Board of Trustees will identify:
- ~~3.5.1~~**3.4.1** ~~t~~The specific objectives,
  - ~~3.5.2~~**3.4.2** ~~m~~Membership representation,
  - ~~3.5.3~~**3.4.3** ~~p~~Preferred timeline and
  - ~~3.5.4~~**3.4.4** ~~r~~Reporting process for the task group(s).

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References: ~~Admin Practice ES24 – Sexual Orientation, Gender Identity and Gender Expression~~  
~~Admin Procedure – 712 Employee Conduct - Sexual Orientation, Gender Identity and Gender Expression~~  
~~The School Education Act: Sections 33 (2), (3), 35.1~~  
~~Bill 10: An Act to Amend the Alberta Bill of Rights to Protect our Children~~  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
 Vision, Mission and Values Statement  
 Canadian Charter of Rights and Freedoms  
 Alberta Human Rights Act  
 GSA's and QSA's in Alberta Schools: ATA  
 Guidelines for Best Practices: Alberta Education (2016)  
 Freedom of Information and Protection of Privacy Act  
 Personal Information Protection Act





## Sturgeon Public Schools ~~Division~~ Board of Trustees Advocacy Plan 2018-2021

EFFECTIVE: May 22, 2019

REVISED:

REVIEW: 2020-2021

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In their ongoing commitment to excellence in public education and student success in Sturgeon Public Schools ~~Division~~, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following Key Priorities:

- 1.0 **ENHANCE** student participation and involvement in decisions that affect their education and school experience.
- 2.0 **ENGAGE** people in their communities to build value for and facilitate their participation in the public education of our students.
- 3.0 **ESTABLISH** relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community well-being.
- 4.0 **ENCOURAGE** innovation in Division projects that are directly related to enhancing student achievement and success.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.

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References: **Board Procedures Regulation - 82/2019**



## Electoral Wards

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board has determined that, pursuant to Section 26276 of the ~~School~~ Education Act, 20172019, the nomination and election of trustees shall be by electoral ward.

The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools ~~Division~~ will also give consideration to the geographic area served and communities served in establishing its electoral wards.

### 2.0 GUIDELINES

2.1 The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

2.2 ~~The boundaries shall generally be co-terminus with school attendance area boundaries.~~

2.32.2 Any changes to the electoral ward boundaries shall be by Ministerial Order.

2.42.3 Exhibit

All west of the fourth meridian unless otherwise noted.

#### 2.4.12.3.1 WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29

References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ Education Act: Section 76  
Board Procedures Regulation 82/2019  
Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
[Sturgeon Public Schools Division Electoral Boundaries Map](#)

## Electoral Wards

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

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and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River  
In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 22, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 23, West of the 4th Meridian

Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

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References: [By-Law No. 2-13 - A Bylaw to Establish Electoral Wards Within the Division, 2013](#)  
~~School Act - Section 262~~ [Education Act: Section 76](#)  
[Board Procedures Regulation 82/2019](#)  
[Ministerial Order 040/2013 - The Sturgeon School Division No. 24 Electoral Ward Order](#)  
[Sturgeon Public Schools Division - Electoral Boundaries Map](#)



**Electoral Wards**

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

**2.4.22.3.2 WARD 2 (BON ACCORD/LEGAL)**

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive

In Township 57, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

- References:
- By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013
  - School Act: ~~Section 262~~ *Education Act: Section 76*
  - Board Procedures Regulation 82/2019
  - Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order
  - [Sturgeon Public Schools Division Electoral Boundaries Map](#)

## Electoral Wards

EFFECTIVE: April 24, 2019

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In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

~~2-4-32.3.3~~ **WARD 3 (ALCOMDALE/VILLENEUVE)**

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive

In Township 54, Range 28, West of the 4th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

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References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ *Education Act: Section 76*  
Board Procedures Regulation 82/2019  
Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
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## Electoral Wards

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In Township 55, Range 27, West of the 4th Meridian

Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

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References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ *Education Act: Section 76*  
Board Procedures Regulation 82/2019  
Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
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## Electoral Wards

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In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

**2.4.42.3.4** WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 lying West of Big Lake; those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

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- References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ *Education Act: Section 76*  
 Board Procedures Regulation 82/2019  
 Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
[Sturgeon Public Schools Division Electoral Boundaries Map](#)

## Electoral Wards

EFFECTIVE: April 24, 2019

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Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

### 2.4.52.3.5 WARD 5 (MORINVILLE)

#### Town of Morinville

All Land Within the corporate limits of the Town of Morinville

### 2.4.62.3.6 WARD 6 (CARDIFF/GARRISON)

#### In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

#### In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

#### In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway 2

### 2.4.72.3.7 WARD 7 (GIBBONS/LAMOUREUX)

#### Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

#### In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North

References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ Education Act: Section 76  
Board Procedures Regulation 82/2019  
Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
[Sturgeon Public Schools Division Electoral Boundaries Map](#)



## Electoral Wards

EFFECTIVE: April 24, 2019

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and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

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References: By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013  
~~School Act: Section 262~~ *Education Act: Section 76*  
Board Procedures Regulation 82/2019  
Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order  
[Sturgeon Public Schools Division Electoral Boundaries Map](#)



## Organization Chart

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 POLICY

The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a well-ordered administrative and management structure.

### 2.0 GUIDELINES

- 2.1 The Superintendent of Schools, as the Chief Executive and Educational Officer for the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.
- 2.2 The Board expects the Superintendent/CEO to keep the management structure current and able to respond to the changing needs of the school system.
- 2.3 To this end, the Superintendent/CEO may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.
- 2.4 Additional staff positions may be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.
- 2.5 All division employees are accountable to the Superintendent/CEO. The Superintendent/CEO is accountable to the Board of Trustees.

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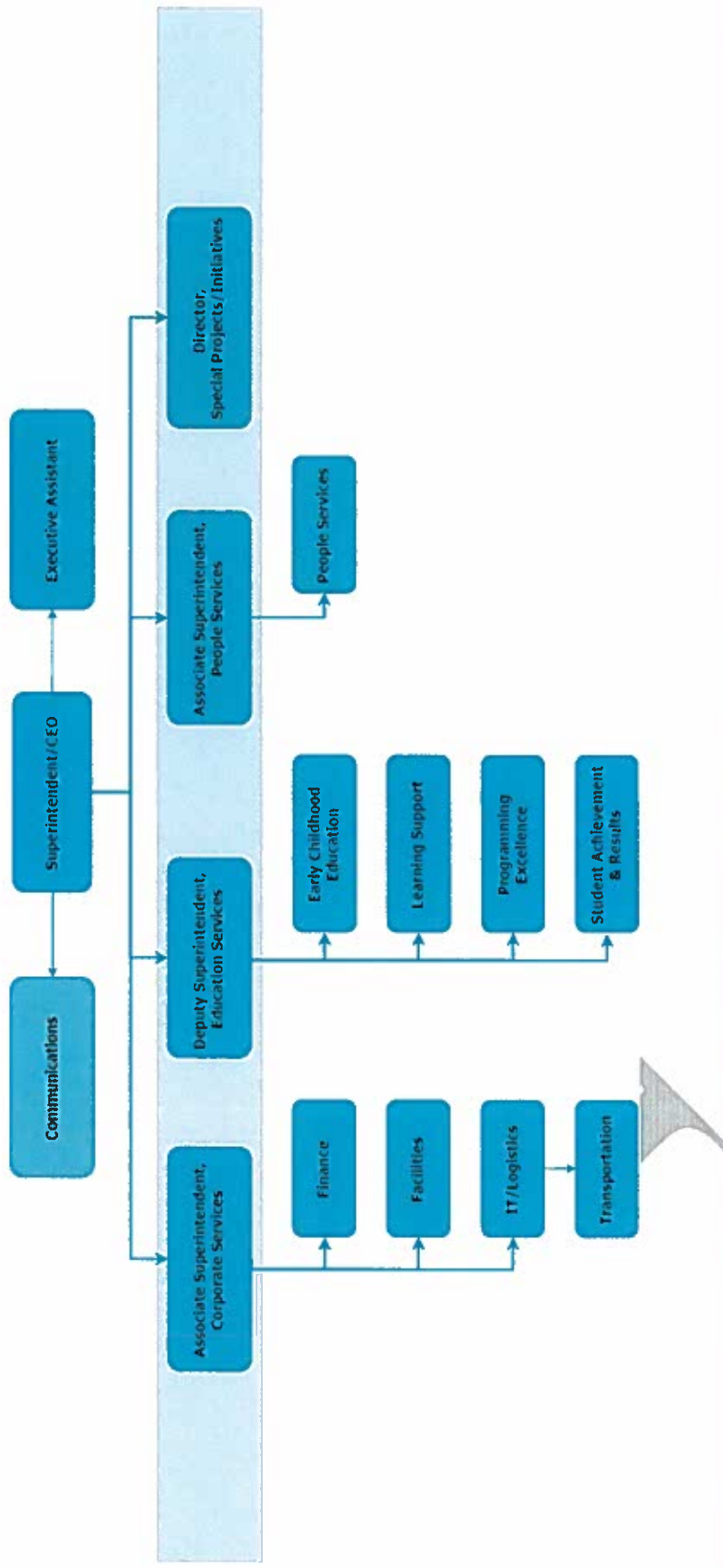
References: School Act: Section 113 Education Act Section 222

**Organization Chart**

EFFECTIVE: March 27, 2019

REVISED:

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References: ~~School Act: Section 113~~ Education Act Section 222

## Trustee Responsibility and Conduct

EFFECTIVE: January 30, 2019

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### 1.0 POLICY

The Board of Trustees is committed to the preservation and enhancement of public education and its trustee members shall conduct themselves at all times ethically and responsibly in carrying out the responsibilities that they have been elected to fulfill.

### 2.0 GUIDELINES

#### 2.1 Board Oath of Office

Every trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

#### 2.2 Code of Ethics

The Board's Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.

#### 2.3 Code of Conduct

2.3.1 Trustees for Sturgeon Public Schools ~~Division~~ shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behavior. Each trustee shall behave in a manner that reflects respect for the dignity and worth of all individuals.

2.3.2 Trustees shall be loyal to the interests of Sturgeon Public Schools ~~Division~~. This loyalty supersedes loyalty to the personal interest of any trustee whether acting as an individual consumer of the School Division's services or not.

2.3.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.3.4 Trustees shall avoid any conflict of interest with respect to their pecuniary interests:

2.3.4.1 By understanding pecuniary interest in a matter before the Board, as defined in ~~School~~Education Act (S8085).

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
~~School Act: Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014

## Trustee Responsibility and Conduct

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- 2.3.4.2 By filing with the ~~Secretary-Treasurer~~ **board's secretary**, a disclosure of interest statement as required by the ~~School Education Act (S. 81-86)~~, and updating forthwith if changes occur,
- 2.3.4.3 By complying with ~~School Education Act (S. 83-88)~~ which may involve disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.
- 2.3.5 At all times Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools ~~Division~~. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:
- 2.3.5.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;
- 2.3.5.2 The Trustee's interest in the ~~subject~~ matter of the vote must go beyond that which he or she may have in common with other members of the community;
- 2.3.5.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and
- 2.3.5.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.
- 2.3.6 Trustees shall observe confidentiality regarding information received as trustees.
- 2.3.6.1 According to the Freedom of Information and Protection of Privacy Act (FOIP), all information a trustee receives regarding the school board's mandate and functions are considered records under the control of the school board. All records containing personal information about an identifiable individual such as employee information, student information

References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
~~School Act: Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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or information in letters to the school board, must be kept confidential and may only be released in accordance with FOIP. Employee information, student information or information in letters to the school board must be kept confidential and may only be released in accordance with FOIP. Information received by individual trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

- 2.3.6.2 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.

### 2.4 Violation of Code of Conduct

- 2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- 2.4.2 If resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

### 2.5 Trustee Responsibilities

- 2.5.1 The role of each Individual trustee is to:

- 2.5.1.1 Represent his or her constituents and consider the interests of all division stakeholders when making decisions.
- 2.5.1.2 Be familiar with the School Education Act and Division policies and practices procedures.
- 2.5.1.3 Be familiar with and adhere to the Trustee Code of Conduct.
- 2.5.1.4 Stay informed on significant developments in education.
- 2.5.1.5 Following a Trustee development activity, share materials and ideas gained in written format with fellow Trustees.
- 2.5.1.6 Support the corporate decisions of the Board.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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- 2.5.1.7 Respect and support the authority of the Superintendent/CEO to direct the work of administration and staff.
- 2.5.1.8 Observe the Board's rules of order for conduct at Board meetings.
- 2.5.1.9 Promote positive relationships between the Board and all division stakeholders.
- 2.5.2 Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent/CEO of Schools; or any member of the staff. In particular:
  - 2.5.2.1 Individual trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent/CEO for investigation and resolution.
  - 2.5.2.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or eCentral eOffice Administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
  - 2.5.2.3 Trustees shall comply with their fiduciary duty to inform administration of concerns brought to their attention.
- 2.5.3 Trustees shall recognize that:
  - 2.5.3.1 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.
  - 2.5.3.2 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.5.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

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References: Policies: 120 Harassment Policy  
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 School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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- 2.5.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.
- 2.5.4.1.1 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.
- 2.5.4.1.2 As outlined in the ~~School~~ Education Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.
- 2.5.4.1.3 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.
- 2.5.4.1.4 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from trustee remuneration.
- 2.5.4.1.5 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from trustee remuneration will be made.
- 2.6 With regards to Standing Committees of the Board, the administrators assigned to support these committees will include in the meeting notes the date and time of the next scheduled committee meeting, the estimated length of the next scheduled meeting and the names of those Trustees who will be in attendance.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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2.7 In particular, Trustees should attend Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings and meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the annual general meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

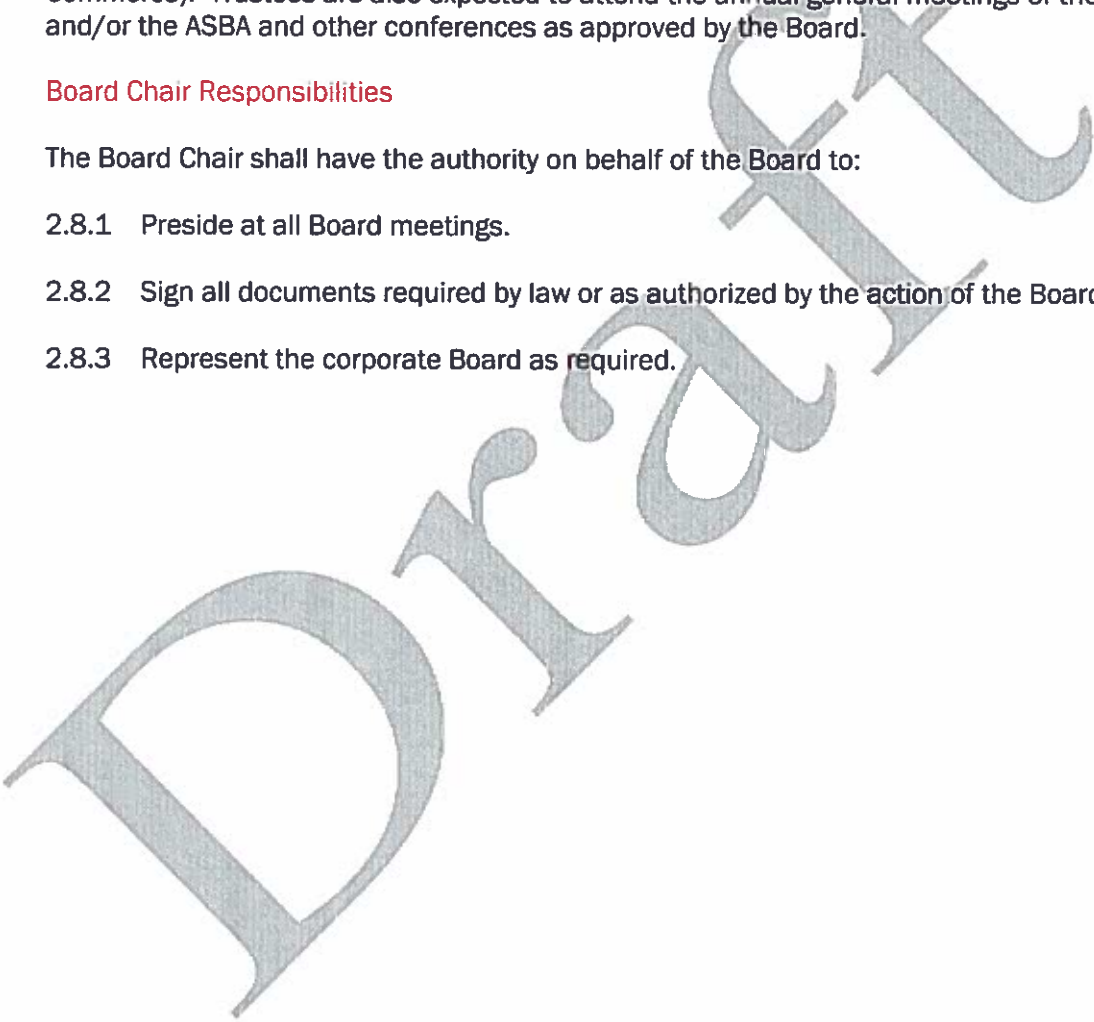
### 2.8 Board Chair Responsibilities

The Board Chair shall have the authority on behalf of the Board to:

2.8.1 Preside at all Board meetings.

2.8.2 Sign all documents required by law or as authorized by the action of the Board.

2.8.3 Represent the corporate Board as required.



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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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### Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

- 1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.
- 2.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.
- 3.0 I will endeavor to work with my fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancor and bitterness; observe proper decorum and behavior; encourage full and open discussions in all matters with my fellow members of the Board.
- 4.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.
- 5.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of school trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.
- 6.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.
- 7.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent/CEO of Schools and his/her staff; therefore, I will refer complaints and other communications to the Superintendent/CEO in accordance with policies and procedures approved by the Board.
- 8.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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### Appendix B - Code Of Conduct Complaint

- 1.0 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
  - 1.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
  - 1.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.0 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 3.0 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
- 4.0 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing. Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 5.0 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
  - 5.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;
  - 5.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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- 5.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.
- 6.0 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.
- 7.0 Procedures for a Code of Conduct Hearing are found in Appendix C.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
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## Trustee Responsibility and Conduct

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### Appendix C - Code of Conduct Hearing

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 1.0 The Code of Conduct complaint shall be conducted at an in-camera session, "Code of Conduct Hearing", of a Special Board Meeting convened for that purpose.
  - 1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.
- 2.0 The sequence of the Code of Conduct Hearing shall be:
  - 2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;
  - 2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
  - 2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee's presentation;
  - 2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;
  - 2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
  - 2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
  - 2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.0 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
 Board Procedures Regulation 82/2019  
 Freedom of Information and Protection of Privacy Act  
 Oaths of Office Act, 2014

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may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.

- 4.0 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 5.0 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 6.0 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 7.0 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 8.0 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent/CEO or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 9.0 The presiding Chair shall declare the Special Board Meeting adjourned.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
School Act: ~~Sections 80, 81, 82, 83~~ Education Act: Sections 85, 86, 87, 88  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014

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### 1.0 POLICY

As representatives of the community, held accountable through the ~~School~~ Education Act and the election process, the Board provides overall direction and leadership to the Division.

### 2.0 GUIDELINES

#### 2.1 Board Responsibilities

The ~~School~~ Education Act establishes specific powers, duties and responsibilities for the Board which is accountable to its electorate. Subject to statutory requirements, the Board is responsible for:

- 2.1.1 Establishing and communicating the mission, values and strategic priorities/goals for the school system;
- 2.1.2 Representing the community by developing and approving policies to guide the Division;
- 2.1.3 Monitoring and evaluating the effectiveness of division policies in achieving objectives.
- 2.1.4 Appointing the Superintendent of Schools/~~CEO~~, delegating administrative duties to the Superintendent/~~CEO~~ and evaluating the Superintendent/~~CEO~~'s performance annually;
- 2.1.5 Allocating the financial means in accordance with Alberta Education regulations in order to provide the resources necessary to achieve division goals and priorities by determining the basis for annual resource allocations to the schools and programs through the approval of the Division budget;
- 2.1.6 Establishing responsibilities and accountability for achieving desired results at various levels throughout the organization;
- 2.1.7 Establishing a monitoring and evaluation system, including appeal processes and support and recognition mechanisms;
- 2.1.8 Evaluating the effectiveness of the Board in achieving established goals and desired results;
- 2.1.9 Reporting annually to the public and the province on system and school performance;

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References: ~~School Act~~ Education Act: Sections 60, 61, 33  
Board Procedures Regulation 82/2019



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2.1.10 Providing advice with respect to education to the Province, as an individual Board and collectively through its Associations; and,

2.1.11 Acting as an advocate for public education and the Division.

### 2.2 Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the ~~School~~ Education Act.

### 2.3 Board Conduct

2.3.1 Each trustee shall act ethically and responsibly as outlined in Policy 220. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.

2.3.2 The Board shall support and hold accountable its individual trustees and the Superintendent/~~CEO~~.

2.3.3 The Board shall establish with the Superintendent/~~CEO~~ the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.

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References: ~~School Act~~ Education Act: Sections ~~60, 61~~33  
Board Procedures Regulation 82/2019



## Board Committees and Appointed Representation

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### 1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

### 2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.
- 2.6 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)
  - 2.7.1 COMMITTEE OF THE WHOLE
  - 2.7.2 EDUCATION COMMITTEE
  - 2.7.3 STUDENT DISCIPLINE COMMITTEE
  - 2.7.4 ATA NEGOTIATIONS COMMITTEE
  - 2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

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- 2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE
- 2.7.7 LABOUR MANAGEMENT COMMITTEE
- 2.7.8 BUILDING AND MAINTENANCE COMMITTEE
- 2.7.9 FINANCE & PEOPLE SERVICES COMMITTEE
- 2.7.10 TRANSPORTATION COMMITTEE
- 2.7.11 ADVOCACY COMMITTEE

### 2.8 Appointed Representation

The Board may, from time to time, appoint a trustee to act as liaison representative to such organizations or groups as:

- 2.8.1 Alberta School Boards Association (ASBA) Zone II (One trustee)
- 2.8.2 Public School Board Association (PSBAA) (One trustee)
- 2.8.3 Sturgeon County Community Services Advisory Board (One trustee)
- 2.8.4 School Joint Use Committee (Local trustee and principal)
- 2.8.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

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### APPENDIX A - COMMITTEE OF THE WHOLE

#### 1.0 Committee Powers:

1.1 To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

1.2 To review any matters relating to the operation of the Board.

#### 2.0 Committee Terms of Reference

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2.2 Voting Privileges: All Committee members may vote.

2.3 Administrator Assigned: Superintendent/CEO

2.4 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.

2.5 Meetings: Second Wednesday of each month: 4:00 p.m. open to the public

#### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

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### APPENDIX B – EDUCATION COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee



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### APPENDIX C - STUDENT DISCIPLINE COMMITTEE

#### 1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 36 and 37 of the Education Act.

#### 2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

#### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

#### 4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 - Student Advisory Committee



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- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with the administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having any opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

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- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 - Student Advisory Committee

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### APPENDIX D - ATA NEGOTIATIONS COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services; Manager, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, People Services will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Code Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

#### 3.0 Committee Authority

This Committee is established pursuant to **Section 52 (1) (b)** of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

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References: Education Act: Sections 51, 52 (1)  
Board Procedures Regulation 82/2019  
Employment Standards Code AB September 1, 2019  
Labour Relations Code AB October 1, 2019  
Administrative Procedure: AP250 – Student Advisory Committee



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### APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

#### 1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committees matters requiring Board or Committee attention.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

This Committee is established pursuant to **Section 52 (1) (b) of the Education Act and pursuant to the** provisions of the Collective Agreement between the Board and the ATA Local.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 - Student Advisory Committee

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### **APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE**

#### **1.0 Committee Powers:**

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

#### **2.0 Committee Terms of Reference**

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services; Manager, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, People Services records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

#### **3.0 Committee Authority**

The Committee is established pursuant to **Section 52 (1) (b)** of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Employment Standards Code AB September 1, 2019  
Labour Relations Code AB October 1, 2019  
Administrative Procedure: AP250 - Student Advisory Committee

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### APPENDIX G - LABOUR MANAGEMENT COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, People Services. Minutes circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the provisions of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

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### **APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE**

#### **1.0 Committee Powers:**

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the Division's Capital Plan and Modular requests
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

#### **2.0 Committee Terms of Reference**

- 2.1 **Membership:** Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 **Voting Privileges:** Only Committee members may vote.
- 2.3 **Administrative Support:** Associate Superintendent, Corporate Services and Superintendent/CEO.
- 2.4 **Record of Proceedings of Committee Meetings:** Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

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**References:** Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 - Student Advisory Committee



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2.6 Reporting: The Committee Chair will report to the Board.

### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

## Board Committees and Appointed Representation

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### APPENDIX I - FINANCE AND PEOPLE SERVICES COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent/CEO regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent/CEO.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to People Services regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services
- 2.4 And/or Associate Superintendent People Services.
- 2.5 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent/CEO.
- 2.6 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 - Student Advisory Committee



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2.7 Reporting: The Committee Chair will report to the Board.

### 3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

## Board Committees and Appointed Representation

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### APPENDIX J - TRANSPORTATION COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Minutes circulated to all Committee members, all Trustees and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

This Committee is established pursuant to Section 5152 (1) (b) of the Education Act.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee



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### APPENDIX K - ADVOCACY COMMITTEE

#### 1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent/CEO and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

This Committee is established pursuant to Section 51.52 (1) (b) of the Education Act.

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee



## Student Advisory Committee

EFFECTIVE: April 24, 2019

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### 1.0 POLICY

- 1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may from time to time, establish, a Student Advisory Committee.
- 1.2 The Student Advisory Committee shall:
  - 1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and
  - 1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public School.

### 2.0 MEMBERSHIP

- 2.1 The Committee shall consist of:
  - 2.1.1 The Advocacy Committee;
  - 2.1.2 The Superintendent/CEO (and/or designates); and
  - 2.1.3 Student representatives from grades 7-12 as deemed prudent.
- 2.2 The Superintendent/CEO (or designate) shall request Principals to select student representatives:
  - 2.2.1 Who demonstrate leadership abilities;
  - 2.2.2 Who best represent the diverse views of their respective student body; and
  - 2.2.3 Who are willing to share student views with the Board.

### 3.0 MEETINGS

- 3.1 The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Advocacy Committee and forwarded to the October Committee of the Whole Board Meeting, for review and approval.

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References: Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee



## Conduct of Board Meetings

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### 1.0 POLICY

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

### 2.0 GUIDELINES

2.1 The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.

2.2 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.

2.3 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.

2.4 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.

Treaty 6 Acknowledgement Statement:

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

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

2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.

### 2.6 Preparation of Board Meeting Agendas

2.6.1 The Superintendent of Schools/CEO, in consultation with the Board Chair will prepare agendas for Board meetings.

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References: ~~School Education Act~~; Division 2, Operations and Management Board Procedures; Division 5 – Conflict of Interest and Disqualification Sections 57, 64, 67, 70 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order

## Conduct of Board Meetings

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### 2.6.2 Agenda Items

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

### 2.6.3 Distribution of Agenda Kits

2.6.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.

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

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

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

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

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

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

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References: ~~School Education Act~~; ~~Division 2, Operations and Management~~ Board Procedures; ~~Division 5 – Conflict of Interest and Disqualification~~  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order

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- 2.8.4 The total duration of the “*Appointments*” section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.
- 2.8.5 Speakers shall address their comments to the Board Chair.
- 2.8.6 The Board Chair will thank the speaker and/or delegation on behalf of the Board.
- 2.8.7 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.
- 2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.
- 2.10 **Preparation and Approval of Minutes**
- 2.10.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.
- 2.10.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.
- 2.10.3 Minutes, once approved, are only subject to change by a formal resolution.
- 2.11 **Open Meetings**
- All meetings shall be held in accordance with the ~~School~~ Education Act, Section ~~70~~64.
- 2.12 **Special Meetings of the Board**
- Special meetings of the Board shall be called in accordance with the ~~School~~ Education Act, Section ~~67~~64.

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References: ~~School~~ Education Act: Division 2, ~~Operations and Management~~ Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
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## Conduct of Board Meetings

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

### 3.0 PROCESS

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

### 4.0 ANNUAL GENERAL MEETING OF THE BOARD

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

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References: ~~School Education Act~~; ~~Division 2, Operations and Management~~ Board Procedures;  
 Division 5 – Conflict of Interest and Disqualification  
 Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
 Board Procedures Regulation 82/2019  
 Robert’s Rules of Order



## Conduct of Board Meetings

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

Draft

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References: ~~School Education Act: Division 2, Operations and Management~~ Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order

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### APPENDIX A

#### Sturgeon Public Schools Division

#### Board Organizational Meeting

#### Agenda

- 1.0 Roll Call
- 2.0 Call to Order - The Associate Superintendent, Business and Corporate Services will call the meeting to order and act as Chair.
- 3.0 Treaty 6 Acknowledgement Statement.
- 4.0 Declaration of Returning Officer - if applicable
- 5.0 Oath of Office - if applicable
- 6.0 Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
- 7.0 Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
- 8.0 Code of Ethics - the Board Chair will read the Code of Ethics.
- 9.0 Date, Time, Place of Regular Meetings.
- ~~10.01.0 Trustee membership of committees – the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.~~
- ~~10.11.1 Committee of the Whole~~
- ~~10.21.1 Municipal Liaison Committee~~
- ~~10.31.1 ATA Negotiations Committee~~
- ~~10.41.1 CUPE Negotiations Committee~~
- ~~10.51.1 Teacher Board Advisory Committee (Policy Advisory – ATA)~~

References: ~~School Education Act: Division 2, Operations and Management~~ Board Procedures;  
 Division 5 – Conflict of Interest and Disqualification  
 Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
 Board Procedures Regulation 82/2019  
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## Conduct of Board Meetings

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~~10.61.1 Labour Management Committee (Policy Advisory – CUPE)~~

### ~~11.010.0~~ Trustee Committees

- ~~11.110.1~~ Advocacy Committee
- ~~11.210.2~~ Building & Maintenance Committee
- ~~11.310.3~~ Finance & ~~People~~Human Services Committee
- ~~11.410.4~~ ~~Education~~Policy Committee
- ~~11.510.5~~ Transportation Committee

~~11.0~~ Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

~~11.1~~ Committee of the Whole

~~11.2~~ Municipal Liaison Committee

~~11.3~~ ATA Negotiations Committee

~~11.4~~ CUPE Negotiations Committee

~~11.5~~ Teacher Board Advisory Committee (Policy Advisory – ATA)

~~11.6~~ Labour Management Committee (Policy Advisory – CUPE)

### 12.0 Board Representatives to Other Organizations

~~12.1~~ Alberta School Boards Association  
1 Representative, 1 Alternate Representative

~~12.1.1~~ Alberta School Board Association Zone 2/3  
~~1 Representative, 1 Alternate Representative~~

~~12.2~~ ~~Melinville Rotary Representative~~

~~12.3~~~~12.2~~ Public School Boards Association of Alberta  
1 Representative, 1 Alternate Representative

~~12.3.1~~ ~~Public School Boards Council~~  
~~1 Representative, 1 Alternate Representative~~

References: ~~School~~Education Act: Division 2, ~~Operations and Management~~Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order



## Conduct of Board Meetings

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~~12.4~~12.3 Sturgeon Composite High School – School Council Representative (Alternating)

~~12.5~~12.4 Student Discipline Committee (as required)

12.5 Morinville Rotary Representative

12.6 Community Services Advisory Representative

13.0 Close of Meeting

Draft

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References: School Education Act: Division 2, Operations and Management Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert’s Rules of Order

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### APPENDIX B

#### Sturgeon Public Schools Division

#### Board Meeting Agenda

- 1.0 Call to Order
- 2.0 ~~Consideration~~ Approval of Agenda
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
- 3.0 Appointments
  - 3.1 \_\_\_\_\_
- 4.0 Reading and Approving of Minutes
  - 4.1 ~~Amendment/Correction of Minutes~~
  - 4.2 ~~4.1~~ Approval of the Minutes of the Regular Meeting of \_\_\_\_\_
- 5.0 Presentations
  - 5.1 \_\_\_\_\_
- 6.0 Reports from Senior ~~Executive~~ Administration
- 7.0 Reports from Trustees and Standing Committees
  - 7.1 Chair's Report
  - 7.2 Trustees' Reports
  - 7.3 Advocacy ~~Committee~~
  - 7.4 Building & Maintenance ~~Committee~~
  - 7.5 Education ~~Policy~~ Committee

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References: ~~School Education Act: Division 2, Operations and Management~~ Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections ~~57, 64, 67, 70~~ 33, 34, 64, 75  
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- 7.6 Finance & ~~People~~ Human Services Committee
- 7.7 Transportation Committee
- 8.0 Reports from Special Committees/Task Groups
  - 8.1 Alberta School Boards Association Representative
  - 8.2 Public School Boards Association of Alberta Representative
- 9.0 New Business
  - 9.1 \_\_\_\_\_
  - 9.2 \_\_\_\_\_
  - 9.3 \_\_\_\_\_
- 10.0 Unfinished Business
  - 10.1 \_\_\_\_\_
- 11.0 Notices of Motion
- 12.0 Information
- 13.0 Comment & Question Period
  - 13.1 ATA; CUPE
  - 13.2 Community Members
  - 13.3 Media
- 14.0 Requests for Information
- 15.0 In Camera
- 16.0 Adjournment

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References: School Education Act: Division 2, Operations and Management Board Procedures;  
Division 5 – Conflict of Interest and Disqualification  
Sections 57, 64, 67, 70 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert’s Rules of Order

## Policy Development

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools Division is through written policies. These policies provide direction for the action of the Board, Superintendent/CEO, staff, students, electors and other agencies.

Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the School Act and Alberta Education regulations.

### 2.0 GUIDELINES

2.1 The Superintendent of Schools/CEO shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent/CEO, who will subsequently inform the Board.

2.2 Stakeholders may be provided with opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Teacher Board Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

2.2.1 The current Policy Tracker will identify policies under review as well as their current status and it will be provided to the Board at Committee of the Whole meetings.

2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.

2.2.3 In the event of an emergent or other situation where the Board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.

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References: **Board Procedures Regulation 82/2019**  
~~Administrative Practice Procedures(s): Administration 3—Developing Administrative Practices~~  
~~Governance 2—Process for Policy Works~~  
**AP200 – Process for Policy Work**  
**AP205 – Developing Administrative Procedures**

## Policy Development

EFFECTIVE: April 24, 2019

REVISED:

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- 2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.
- 2.4 The Superintendent/**CEO** is responsible for developing the specific implementation steps required to operationalize a Board Policy.
- 2.4.1 Administrative ~~Practices~~**Procedures** are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative ~~Practices~~**Procedures** will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.
- 2.5 At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent/**CEO** authority over a particular area.

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References: **Board Procedures Regulation 82/2019**  
**Administrative Practice Procedures(s): Administration 3—Developing Administrative Practices**  
**Governance 2—Process for Policy Works**  
**AP200 – Process for Policy Work**  
**AP205 – Developing Administrative Procedures**

## School Councils

EFFECTIVE: March 27, 2019

REVISED:

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### 1.0 POLICY

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board. The Board of Trustees supports the required establishment of school councils in a manner consistent with Section 2255 of the ~~School Education Act~~, the ~~Alberta Education- School Councils Regulations~~, and the ~~Alberta Education- School Councils Resource Handbook~~ **Guide**.

### 2.0 GUIDELINES

#### 2.1 Creation/Continuance of School Councils

The school principal is responsible for ensuring that in each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.

#### 2.2 Purpose of School Councils

The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy; policies; annual education plans; and budget; and receive for information annual results reports including provincial testing results.

#### 2.3 Powers of School Councils

2.3.1 School councils may act in an advisory and consultative capacity to the school principal and to the Board.

2.3.2 Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.

#### 2.4 Membership of School Councils

Membership of the school council shall be as specified in Subsection 8 of the ~~Alberta Education School Councils Regulation~~

2.4.1 The majority of the members of a school council shall be parents of students enrolled in the school.

2.4.2 A school council must include the following members:

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References: ~~School Education Act~~: Section 2255  
~~School Councils Regulation 113/2007~~ 94/2019  
~~Societies Act, 2000~~ 2018  
~~Companies Act, 2000~~ 2018  
~~Alberta Education- School Councils Resource Manual~~ **Guide**

## School Councils

EFFECTIVE: March 27, 2019

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- 2.4.2.1 ~~t~~The principal of the school;
- 2.4.2.2 ~~a~~At least one person who is a teacher at the school, elected or appointed by the teachers at the school;
- 2.4.2.3 ~~i~~f the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
- 2.4.2.4 ~~i~~f an early childhood services program is offered at the school, parents/guardians of children enrolled in the program.

### 2.5 Board Connection

The Board of Trustees may:

- 2.5.1 ~~e~~Delegate items to the school council;
  - 2.5.1.1 ~~t~~The Board of Trustees supports the reimbursement of registration fees for the equivalent of one registration fee per school for the Alberta School Councils' Association Conference, as an ongoing sponsorship.
- 2.5.2 ~~r~~Request representatives to sit on Board committees; and
- 2.5.3 ~~r~~Request input on various issues that the Board is discussing at any given point in time.

## 3.0 PROCEDURES

### 3.1 Rules for Establishment of School Councils

- 3.1.1 If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the ~~School~~ Education Act and Section 2 of ~~Alberta~~ School Councils Regulation ~~113/2007~~94/2019, hold an establishment meeting within 40 school days after the start of the school year.
- 3.1.2 If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the ~~eh~~Cair and who is to act as the ~~s~~Secretary at the establishment meeting.
- 3.1.3 It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, ~~Alberta Education~~

References: ~~School~~ Education Act: Section 2255  
 School Councils Regulation ~~113/2007~~94/2019  
 Societies Act, ~~2000~~2018  
 Companies Act, ~~2000~~2018  
 Alberta ~~Education~~ School Councils Resource ~~Manual~~ Guide



## School Councils

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**School Councils** Regulations and the **School Education** Act. The meeting agenda will include a decision as to:

3.1.3.1 ~~€~~The size of the council and executive,

3.1.3.2 ~~€~~The term of office of each member of the council and executive, and

3.1.3.3 ~~€~~The election of the initial members of the school council and executive.

3.1.4 Pursuant to Section 6(2) of the **School Councils** Regulation, the school council may include all parents/guardians of students enrolled in the school who wish to be members.

3.1.5 Pursuant to Section 98(3) of the **School Councils** Regulation, a member who is not a parent/guardian may be elected ~~e~~Chair of the executive if no parent/guardian is willing to be nominated as ~~e~~Chair.

3.1.6 Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised in this meeting.

3.1.7 It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.

3.1.8 If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.

3.1.9 No members of a school council shall receive any remuneration for acting as a member of the council.

3.1.10 No school council shall incorporate under the Societies Act ~~or part 9 of the Companies Act~~.

### 3.2 Rules for Continuance of School Councils

3.2.1 A general organizational meeting shall be called annually by the principal not later than ~~twenty (20)~~ **forty (40)** days after the start of the school year or as specified in the by-laws of the school council.

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References: **School Education** Act: Section 2255  
**School Councils** Regulation ~~113/2007~~ **94/2019**  
 Societies Act, ~~2000~~ **2018**  
 Companies Act, ~~2000~~ **2018**  
 Alberta ~~Education~~ **School Councils Resource Manual** ~~Guide~~



## School Councils

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### 3.2.2 School Council Reports

Pursuant to ~~Alberta Education~~ **School Councils** Regulations, the ~~e~~Chair of the school council must prepare and submit to the Board annually, by September 30 of each year, a written report summarizing the activities of the school council in the school year, including:

- 3.2.2.1 A financial statement relating to money handled by the school council in the school year, and
- 3.2.2.2 including a copy of the minutes for each meeting of the school council held in the school year.
- 3.2.3 The Board shall refer the school council's report to the Superintendent of Schools/~~CEO~~ for consideration and recommendation to the Board.

### 3.3 Suspension of School Councils

The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year. In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.

### 3.4 Appeal Procedure

The School Council, or principal, or parents/guardians of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools/~~CEO~~, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) working days.

### 3.5 Relationship Between School Council and ~~ECS Local Advisory Committee~~

~~3.5.1 ECS LAC's are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are "ex officio" members and willing service personnel such as~~

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References: ~~School Education Act: Section 2255~~  
~~School Councils Regulation 113/200794/2019~~  
~~Societies Act, 20002018~~  
~~Companies Act, 20002018~~  
~~Alberta Education-School Councils Resource ManualGuide~~



## School Councils

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~~Physical/Occupational/Speech Therapists may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS Director for the school system.~~

~~3.5.2 School councils will determine the relationship between the school council and ECS Local Advisory Committee.~~

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References: ~~School Education Act: Section 2255~~  
~~School Councils Regulation 113/2007/94/2019~~  
~~Societies Act, 2000/2018~~  
~~Companies Act, 2000/2018~~  
~~Alberta Education-School Councils Resource Manual Guide~~

## Opening Exercises, Flag Protocol and Recognition of Dignitaries

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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### 1.0 POLICY

The Board believes in the promotion of a sense of pride in our country, province and community. The Board believes that students should be provided with opportunities in school to participate in patriotic exercises in order to acquire knowledge and develop skills and attitudes that will prepare them to be responsible and productive citizens.

The Board believes in religious acceptance, the acknowledgement of **and respect for** religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.

The Board believes that the local community should have an opportunity for input into the opening exercises that the Board authorizes for individual schools.

### 2.0 GUIDELINES

#### 2.1 National Anthem

2.1.1 In accordance with the Education Act, the Board may prescribe the conducting of patriotic exercises for students. Schools are expected to provide education to students regarding the appropriate protocol and conduct during patriotic exercises or events. Protocol for Remembrance Day Services shall be as per Royal Canadian Legion Guidelines.

2.1.2 The playing of O Canada should be conducted at all schools (K - 12) at the commencement of each day and shall be conducted at the commencement of all patriotic activities.

2.1.3 As per the Education Act, Section 58(2), a student may be excused from any patriotic exercise upon written request of the student's parent or guardian.

#### 2.2 Lord's Prayer

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References: Education Act: Sections 16, 58 (1) (a) (b), 58.1 (1) (2) (a) (b) and (3), 61,  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act: Sections 11.1(1) and (2)  
Websites: Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>  
Royal Canadian Legion: <https://www.legion.ca/>

## Opening Exercises, Flag Protocol and Recognition of Dignitaries

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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- 2.2.1 In accordance with the Education Act, the Alberta Act, the School Ordinance of the Northwest Territories and the Constitution of Canada, the Board may prescribe that a school include recitation of the Lord's Prayer as part of its opening exercises.
- 2.2.2 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 2.2.3 Whenever parents/guardians request that the recitation of the Lord's Prayer be part of a school's opening exercises, the Principal shall advise the Superintendent/CEO, who will advise the Board of Trustees.
- 2.2.4 The Board of Trustees may, through the Superintendent/CEO, direct the Principal to undertake to obtain a consensus of parent/guardian opinion around such request through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.
- 2.2.5 The Principal shall present information obtained, including the rationale for the request for recitation of the Lord's Prayer to be part of the school day opening, the determined degree of parent interest in the request, and proposed method of practice to the Board and seek Board prescription of such recitation.
- 2.2.6 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent interest and may prescribe the recitation of the Lord's Prayer to be a part of the school day opening at that school.
- 2.2.7 When the Lord's Prayer is part of the school day opening exercises, the Principal shall ensure that parents are informed of the practice at the time of registration each year.
- 2.2.8 The Principal shall annually ensure that written approval is provided for students whose parents/guardians wish them to participate in recitation of the Lord's Prayer as part of the school's opening exercises.

### 2.3 Flags

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References: Education Act: Sections 16, 58 (1) (a) (b), ~~58.1 (1) (2) (a) (b) and (3)~~, 61,  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act: Sections 11.1(1) and (2)  
Websites: Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>  
Royal Canadian Legion: <https://www.legion.ca/>

## Opening Exercises, Flag Protocol and Recognition of Dignitaries

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- 2.3.1 The Canadian flag, the Alberta flag and the Sturgeon Public Schools Division-flag shall be displayed at each Division site as per established protocol and maintained in good condition. (Reference: Canada Heritage Website.)
- 2.3.2 A Canadian flag of proportionate size and quality shall be appropriately displayed in all classrooms.
- 2.3.3 Display of flags at assemblies and the lowering of flags (e.g. half-masting) shall follow the protocol established on the Canadian Heritage Website. Where there is no established protocol, such as for the death of a Sturgeon Public student or staff member, the school principal shall consult with the Superintendent/CEO to determine appropriate procedures.

### 2.4 Recognition of dignitaries at school events

#### 2.4.1 School Personnel

2.4.1.1 School Council Chairs or designate

2.4.1.2 School principal, vice-principal(s) (if school is hosting event)

#### 2.4.2 Division Personnel

At events organized or sponsored by the school board or its schools, introductions of trustees and other dignitaries shall be in the following order:

2.4.2.1 Board eChair

2.4.2.2 Vice-eChair

2.4.2.3 Local Trustee, Trustees in attendance

2.4.2.4 "Greetings/regrets" from tTrustees not in attendance

2.4.2.5 Superintendent/CEO, Deputy and/or Associate Superintendents

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References: Education Act: Sections 16, 58 (1) (a) (b), 58.1 (1) (2) (a) (b) and (3), 61,  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act: Sections 11.1(1) and (2)  
Websites: Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>  
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### 2.5 Other dignitaries

Other elected officials and dignitaries attending (highest to lowest rank):

2.5.1 Members of the Senate representing Alberta

2.5.2 Members of Parliament (Cabinet  $\Rightarrow$  Ministers first)

2.5.3 Members of the Legislative Assembly of Alberta (Cabinet  $\Rightarrow$  Ministers first)

2.5.4 Mayors,  $\neq$  Reeves

2.5.5 Other municipal  $\neq$  Councilors

2.5.6 Special guests from the community (if invited and in attendance)

### 2.6 Royal Visits

2.6.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier; senior  $\neq$  Cabinet  $\Rightarrow$  Ministers;  $\neq$  Ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta.

2.6.2 In these circumstances, it is expected local event organizers will ensure local  $\neq$  Trustees are properly recognized and included in the event as is appropriate to their positions as local politicians.

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References: Education Act: Sections 16, 58 (1) (a) (b), ~~58.1 (1) (2) (a) (b) and (3)~~, 61,  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act: Sections 11.1(1) and (2)  
Websites: Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>  
Royal Canadian Legion: <https://www.legion.ca/>

## Trustee Remuneration and Expense Reimbursement

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 POLICY

The Board believes that Trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.

Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

### 2.0 GUIDELINES

- 2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.
- 2.2 Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
- 2.3 Advances will not be paid to cover any approved expenses.
- 2.4 Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
- 2.5 All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.
- 2.6 A Division credit card will be provided to the Board Chair upon request.
- 2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
- 2.7 Approved expenses will be reimbursed for the following activities:
- 2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for Trustee attendance.
- 2.7.2 Other approved activities carried out by Trustees in the performance of their duties, e.g. Board appointees to Ad Hoc Committees or other organizations.
- 2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.

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References: Board Procedures Regulation 82/2019  
Administrative Practice(s) Procedures :FM-4-425- Purchasing Authority and Procedure  
FM-7-435- Employee Expense Claims and Reimbursement



## Trustee Remuneration and Expense Reimbursement

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

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### 3.0 PROCEDURES

- 3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Superintendent/CEO or designate. Questions will be directed to the Board Chair.

### 4.0 EXHIBIT

- 4.1 Approved expenses will be paid at the following rates:
- 4.1.1 Actual distance travelled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.
  - 4.1.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.
  - 4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.
  - 4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.
- 4.2 Standard per kilometer distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.
- 4.3 A general expense allowance determined annually as part of the budget process.

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References: Board Procedures Regulation 82/2019  
Administrative Practice(s) Procedures :FM-4-425- Purchasing Authority and Procedure  
FM-7-435- Employee Expense Claims and Reimbursement

## Trustee Remuneration and Expense Reimbursement

EFFECTIVE: April 24, 2019

REVISED:

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### EXHIBIT

|                          |             |           |
|--------------------------|-------------|-----------|
| Trustee Remuneration     |             |           |
| Chairman                 |             | \$22,000  |
| Vice Chair               |             | \$21,000  |
| Trustees                 | (5x 20,000) | \$100,000 |
| Professional Development | (7 x 3,400) | \$23,800  |

### GUIDELINES FOR TRUSTEE EXPENSE AND PER DIEM CLAIMS

The following expenses and per diems are payable by the Board. In the case of any uncertainty, the claim will be referred to the Chairman for decision. Claims for expenses other than below will be subject to prior Board approval.

#### 1. Expenses

- Kilometer Allowances
- Committee Meetings
- School Council Meetings
- ASBA, PSBAA, Zone 2/3, Admin Council, Morinville Rotary, local Chamber of Commerce
- Board Retreats
- Conferences, Workshops, Seminars
- Joint Use Meetings
- Board Approved Business
- Graduation/Year End Exercises (tickets included)
- School Concerts, Plays, Music Events, etc.
- School Awards

Expenses – Meals, Accommodation, Telephone, Parking, Taxi

#### 2. Per Diem

- Board Retreats
- Conferences, Workshops, Seminars, etc.
- ASBA, PSBAA, Zone 2/3, Admin Council
- Board Approved Business (Prior Approval)
- Discipline Hearings
- Community Services Advisory Board
- Negotiations – 7<sup>th</sup> Meeting Onward (including 7<sup>th</sup> meeting)
- NOTE: Does Not Include Task Group

Effective September 1, 2018

Per Diem                    - Full Day – \$150.00 – greater than four hours (home to home)  
                                      - Half Day – \$ 75.00

References:     **Board Procedures Regulation 82/2019**  
                          **Administrative Practice(s) Procedures :FM-4- 425– Purchasing Authority and Procedure**  
    **FM-7-435– Employee Expense Claims and Reimbursement**

## Trustee Remuneration and Expense Reimbursement

EFFECTIVE: April 24, 2019

REVISED:

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|                             |                              |             |          |          |            |          |       |               |       |               |         |         |                |                |                  |        |         |            |
|-----------------------------|------------------------------|-------------|----------|----------|------------|----------|-------|---------------|-------|---------------|---------|---------|----------------|----------------|------------------|--------|---------|------------|
| Bon Accord                  | 18                           | 39          | 20       | 32       | 30         | 0        | 19    | 2             | 26    | 13            | 24      | 11      | 45             | 32             | 39               | 32     | 35      |            |
| Camilla                     | 18                           | 26          | 32       | 68       | 66         | 35       | 31    | 37            | 21    | 47            | 36      | 45      | 40             | 31             | 34               | 14     |         | 35         |
| Colony                      | 23                           | 42          | 43       | 69       | 67         | 32       | 42    | 34            | 37    | 45            | 47      | 43      | 53             | 41             | 48               |        | 14      | 32         |
| *Edmonton Central           | 34                           | 20          | 22       | 64       | 62         | 39       | 21    | 41            | 53    | 40            | 18      | 38      | 7              | 8              |                  | 48     | 34      | 39         |
| *Edmonton North             | 34                           | 16          | 15       | 59       | 57         | 32       | 14    | 34            | 46    | 39            | 13      | 37      | 14             |                | 8                | 41     | 31      | 32         |
| *Edmonton South             | 40                           | 31          | 28       | 72       | 70         | 45       | 27    | 47            | 59    | 49            | 24      | 46      |                | 14             | 7                | 53     | 40      | 45         |
| Gibbons                     | 27                           | 47          | 26       | 27       | 25         | 11       | 27    | 10            | 32    | 2             | 31      |         | 46             | 37             | 38               | 43     | 45      | 11         |
| Guthrie                     | 26                           | 20          | 5        | 56       | 54         | 24       | 5     | 26            | 38    | 33            |         | 31      | 24             | 13             | 18               | 47     | 36      | 24         |
| Landing Trail               | 29                           | 49          | 28       | 29       | 27         | 13       | 29    | 12            | 33    |               | 33      | 2       | 49             | 39             | 40               | 45     | 47      | 13         |
| Legal                       | 21                           | 40          | 33       | 56       | 54         | 26       | 33    | 25            |       | 33            | 38      | 32      | 59             | 46             | 53               | 37     | 21      | 26         |
| Lilian Schick               | 20                           | 41          | 22       | 31       | 29         | 2        | 21    |               | 25    | 12            | 26      | 10      | 47             | 34             | 41               | 34     | 37      | 2          |
| Namao                       | 21                           | 21          | 1        | 51       | 49         | 19       |       | 21            | 33    | 29            | 5       | 27      | 27             | 14             | 21               | 42     | 31      | 19         |
| Oak Hill                    | 18                           | 39          | 20       | 32       | 30         |          | 19    | 2             | 26    | 13            | 24      | 11      | 45             | 32             | 39               | 32     | 35      | 0          |
| Ochre Park                  | 50                           | 69          | 48       | 2        |            | 30       | 49    | 29            | 54    | 27            | 54      | 25      | 70             | 57             | 62               | 67     | 66      | 30         |
| Redwater                    | 52                           | 71          | 50       |          | 2          | 32       | 51    | 31            | 56    | 29            | 56      | 27      | 72             | 59             | 64               | 69     | 68      | 32         |
| S.C.H.S.                    | 22                           | 22          |          | 50       | 48         | 20       | 1     | 22            | 33    | 28            | 5       | 26      | 28             | 15             | 22               | 43     | 32      | 20         |
| Sturgeon Heights            | 21                           |             | 22       | 71       | 69         | 39       | 21    | 41            | 40    | 49            | 20      | 47      | 31             | 16             | 20               | 42     | 26      | 39         |
| COM/MLC/EMPES<br>Four Winds |                              | 21          | 22       | 52       | 50         | 18       | 21    | 20            | 21    | 29            | 26      | 27      | 40             | 34             | 34               | 23     | 18      | 18         |
|                             | COM/MLC/EMPES/<br>Four Winds | St. Heights | S.C.H.S. | Redwater | Ochre Park | Oak Hill | Namao | Lilian Schick | Legal | Landing Trail | Guthrie | Gibbons | Edmonton South | Edmonton North | Edmonton Central | Colony | Camilla | Bon Accord |

\* The address used for mileage: **Edmonton North - 9450 - 137 Avenue**  
**Edmonton Central - 10088 - 108 Street**  
**Edmonton South - 5015 - 111 Street**

References: **Administrative Practice(s) Procedures: FM-4425** - Purchasing Authority and Procedure  
**FM-7-435** - Employee Expense **Claims and Reimbursement**



## Technology Equipment for Trustees

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 POLICY

Trustees shall be provided a device to carry out board business. Consumables (ie. Print cartridges and maintenance kits) shall be covered under Policy 430 – Trustee Remuneration and Expense Reimbursement. All Board provided equipment will be maintained by the Division.

### 2.0 GUIDELINES

- 2.1 All equipment will be returned at the end of the Trustee's term of office or can be purchased by the departing Trustee at the fair market value of the equipment at that time.
- 2.1.1 Purchased devices will be reset to factory defaults before being released to the departing Trustee.
- 2.1.2 Purchased equipment once owned by the departing Trustee will no longer be supported by the Division.
- 2.2 Trustees will receive a stipend of \$600.00 per annum to offset other technology related expenses (ie. Internet).

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References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement

## School Closure

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board understands that changing populations and conditions of buildings may necessitate school closure. A decision to close a school shall be made after considering the input from stakeholders.

### 2.0 GUIDELINES

2.1 This Policy covers closure of schools as defined by Section ~~58-62~~ of the ~~School~~ Education Act to include:

~~2.1.1~~ Closing a school permanently or for a specified period of time,

~~2.1.2~~ closing entirely 3 or more consecutive grades in an elementary school,

~~2.1.3~~ closing the entire junior high school program or the entire high school program in a school, or

~~2.1.4~~ 2.1.2 Transferring all students from one school to one or more other schools;

### 2.2 Temporary Emergency Closure

As specified in Section ~~57-62~~ of the ~~School~~ Education Act, the Board may temporarily close a school building if the health or safety of the students is endangered. After the situation has been remedied, the school shall be re-opened. If it is not possible for the Board to remedy the health and safety concern and the school must be closed, the notification and timelines in the subsequent sections do not apply. The Board will ensure that affected parents and students will be notified of decisions made to accommodate the affected students.

### 2.3 Requirements of Closure of Schools Regulation

#### 2.3.1 Timelines

All school closure procedures shall be initiated and completed within the school year (the 12-month period beginning on September 1 and ending on the following August 31.) in which the decision to close the school is made.

#### 2.3.2 Notification

If the Board considers the closure of a school, it shall:

2.3.2.1 Raise the matter by way of a motion at a regular meeting of the Board,

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References: ~~School~~ Education Act: Sections ~~57, 58-62~~  
~~Closure of School Regulation 238/1997~~

## School Closure

EFFECTIVE: March 27, 2019

REVISED:

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- 2.3.2.2 sSchedule a public meeting and select a date for a public meeting that at least the Chair and no fewer than ~~two~~ three trustees shall attend and
- 2.3.2.3 iInstruct the Superintendent/CEO to prepare a notification to the parents/guardians of every child and student enrolled in the school who, in the opinion of the Board, will be significantly affected by the closure of the school. This notice is to include the following:
- 2.3.2.3.1 The time and location of the public meeting;
- ~~2.3.2.3.1~~ 2.3.2.3.2 hHow the closure would affect the attendance area defined for that school;
- ~~2.3.2.3.2~~ 2.3.2.3.3 hHow the closure would affect the attendance at other schools;
- ~~2.3.2.3.3~~ 2.3.2.3.4 iInformation on the Board's long-range capital plan;
- ~~2.3.2.3.4~~ 2.3.2.3.5 tThe number of students who would need to be relocated as a result of the closure;
- ~~2.3.2.3.5~~ 2.3.2.3.6 tThe need for, and extent of, busing;
- ~~2.3.2.3.6~~ 2.3.2.3.7 pProgram implications for other schools and for the students when they are attending other schools;
- ~~2.3.2.3.7~~ 2.3.2.3.8 tThe educational and financial impact of closing the school, including the effect on operational costs and capital implications;
- ~~2.3.2.3.8~~ 2.3.2.3.9 tThe educational and financial impact if the school were to remain open and possibly;
- ~~2.3.2.3.9~~ tThe time and location of the public meeting and possibly;
- 2.3.2.3.10 tThe capital needs of the schools that may have increased enrolment if a closure decision is made, and the possible uses of the school building or space in the school building.

### 2.3.3 Public meetings

- 2.3.3.1 Where the Board has given notice of motion at a regular meeting of the Board that it is considering the closure of a school, the Board shall:

References: School Education Act: Sections 57, 58, 62  
Closure of School Regulation 238/1997

## School Closure

EFFECTIVE: March 27, 2019

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- 2.3.3.1.1 ~~appoint an employee to prepare minutes~~ Ensure minutes are taken
- 2.3.3.1.2 ~~e~~ Organize and convene a public meeting for the purpose of discussing the information provided to the parents.
- 2.3.3.1.3 ~~p~~ Provide an opportunity for the ~~e~~ Council of the municipality in which the school is located to provide a statement to the Board of the impact the closure may have on the community, and
- 2.3.3.1.4 ~~h~~ Hold other meetings it deems necessary with respect to the closure at times and places as the Board may determine.
- 2.3.3.2 The date and place of the public meeting shall be
- 2.3.3.2.1 ~~p~~ Posted in 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least 14 days before the date of the public meeting, and
- 2.3.3.2.2 ~~a~~ Advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, on at least 2 occasions as close as is practicable to the date of the meeting.
- 2.3.3.2.3 ~~p~~ Placed on the division website.
- 2.4 Decision**
- 2.4.1 The Board shall not make a final decision on the proposed closure until at least 3 weeks have passed since the date of the public meeting.
- 2.4.2 The Board shall give due consideration to any written submissions on the proposed closure that it receives after the public meeting.
- 2.4.3 The Board shall by resolution decide whether to close the school.
- 2.4.4 If the decision is to close the school, the Board shall forthwith notify the Minister in writing of the decision.

References: ~~School~~ Education Act: Sections 57, 58, 62  
~~Closure of School Regulation 238/1997~~

## School Closure

EFFECTIVE: March 27, 2019

REVISED:

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### 2.5 Transfer of education program

#### Information Meeting

Where a Board plans to transfer an education program to another school, the Board shall organize and convene an information meeting for the purpose of informing the parents/guardians of the students affected by the transfer of the transfer and the alternative arrangements for continuing the education program at another school.

Draft

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References: ~~School Education Act: Sections 57, 58~~  
~~Closure of School Regulation 238/1997~~





## Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board believes that school facilities are primarily designed to serve student learning but should also be used for the benefit of the communities in which they are located.

### 2.0 GUIDELINES

2.1 Functions sponsored by the school or by Sturgeon Public Schools Division shall take preference over those sponsored by any other organization.

2.2 The Board may permit public use of school buildings and property by approved community groups or individuals.

2.3 The Board believes that through the approval of Joint-Use Agreements with local community groups or municipalities, it will make the best use of both school facilities (buildings, grounds, equipment), and, of community or municipal facilities (skating rinks, tennis courts, etc.).

2.3.1 Such agreements should be in a standard format to allow for a uniform approach throughout the Division. Procedures in the specific Joint-Use Agreement are applicable to each school.

2.3.2 Joint-Use Agreements must provide for the establishment of a Joint-Use Committee with equal representation from the Board, and, from the community group or municipality.

2.3.3 Joint-Use Committees shall be delegated the powers to:

2.3.3.1 ~~o~~Oversee the use of the facilities on an equitable basis for all residents within the jurisdiction of either of the parties to the agreement;

2.3.3.2 ~~d~~Develop and enforce rules and regulations and to set and collect user fees for the use of the facilities; obtain financial reports on the operation of the facilities. Joint-Use Agreements and all amendments thereto are subject to the prior approval of both the Board, and, the community group or municipality.

### 2.4 Staff Use of Facilities

2.4.1 Staff wishing to use School Division facilities and/or equipment shall request approval from the ~~p~~Principal or ~~v~~Vice-~~p~~Principal, or in the case of Central Office staff, from the Superintendent/~~CEO~~ or designate, prior to the activity.

References: ~~School~~Education Act: Sections ~~62, 63~~51, 53  
Administrative Procedure SP215 - Community Partnerships



## Use of School Buildings

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2.4.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the ~~p~~Principal or ~~v~~Vice-~~p~~Principal.

### 2.5 Review of Facility Use

The Board may regularly review facility usage for school programs and school operations to determine efficiency and effective program delivery. Such reviews will be directed to determine the future of such programs or schools when:

2.5.1 ~~t~~The Board believes such a review will improve the availability of programs or efficiency of operations;

2.5.2 ~~e~~Operating, maintenance, renovation, and/or transportation costs place excessive demands on the Division's budget; or

2.5.3 ~~a~~A review is recommended by the Superintendent/~~C~~EO.

References: ~~School Education Act: Sections 62, 63~~51, 53  
Administrative Procedure SP215 – Community Partnerships



## Employee Recognition

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 POLICY

In recognizing the diverse contributions of Division employees &/or community members, the Board of Trustees supports a variety of programs, awards and certificates of recognition.

### 2.0 GUIDELINES

#### Long Service Awards

2.1 Appropriate long-service pins and/or gifts may be awarded to employees with five (5) years of continuous service with the Division and for every additional five (5) years of accumulated service thereafter.

2.2 A staff recognition event will be organized on an annual basis where numbers warrant.

2.3 For the purpose of administering this policy, the date each year on which length of service will be determined shall be June 30 of the previous year.

2.4 Years of service will be calculated as follows:

2.4.1 Full and part time service will count as full time service.

2.4.2 Employees must begin working for Sturgeon Public Schools Division on or before September 30 to be considered for a full year of service.

2.4.3 Length of service will include all personal leaves of less than one year's duration.

2.5 Employees who retired after the previous school year's recognition event or within the current school year, and who meet two or more of the following criteria will be suitably recognized at the staff recognition event.

2.5.1 Fifteen (15) or more years of accumulated service with the division.

2.5.2 Have taken early retirement.

2.5.3 Have taken a pension through the appropriate pension plan.

2.6 Past employment in a jurisdiction that has been amalgamated with the Division shall be included to calculate length of service.

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References: Exceptional Service Recognition "Confidential Submission Form"



## Employee Recognition

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2020-2021

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### Certificate of Exceptional Service

At any time the Board of Trustees may choose to recognize exemplary performance or service of a staff member or “friend of Sturgeon Public Schools Division” with a Certificate of Exceptional Service.

#### 2.7 Eligibility Criteria

2.7.1 The following criteria will be taken into consideration when determining a dDivision employee’s suitability for recognition:

2.7.1.1 One who makes an extraordinary contribution to the dDivision.

2.7.1.2 One who attains an outstanding and unique achievement or who develops a notable advancement in the field of Public Education.

2.7.2 The following criteria will be taken into consideration when determining the suitability for recognition of an individual other than a staff member (otherwise known as a “friend of Sturgeon Public Schools Division”).

2.7.2.1 One who, over time, makes an extraordinary contribution to the dDivision

#### 2.8 Nomination Process

2.8.1 External nominations may be made by the Board of Trustees and internal nominations may be suggested by any member of the dDivision staff.

2.8.2 A written summary or rationale using the dDivision “Confidential Submission” form must accompany the nomination.

2.8.3 All submissions will be forwarded to the Superintendent/CEO.

2.8.4 The Superintendent/CEO will review all submissions and will recommend suitable candidates to the Board of Trustees.

2.8.5 The Board will consider and make final determinations relative to awarding a Certificate of Exceptional Service.

#### 2.9 Recognition Ceremony

2.9.1 The Board of Trustees will honor candidates receiving a Certificate of Exceptional Service at a Public Board meeting of their choosing.

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References: Exceptional Service Recognition “Confidential Submission Form”



## Employee Recognition

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2020-2021

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### 3.0 PROCEDURES

- 3.1 The Board shall budget on an annual basis the funds to be allocated for recognition programs.
- 3.2 The Superintendent/CEO or designate shall be responsible for determining the procedure for recognition of employees.

#### Edwin Parr/Excellence in Teaching Award Programs

- 3.3 The Superintendent/CEO or designate shall coordinate nomination procedures for both programs.

Draft

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References: Exceptional Service Recognition "Confidential Submission Form"



**Nomination to Sturgeon Public Schools Board of Trustees**

**CONFIDENTIAL SUBMISSION**

Nominator's Information

(if more than one nominator, please provide details)

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Nominee's Information

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Why does this person deserve to be recognized for exceptional service? (specific examples of extraordinary contributions to: students; colleagues; community; programs; division-a-large)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

(Please use reverse or attach additional sheets as required)

Date: \_\_\_\_\_

Nominator's Signature(s): \_\_\_\_\_

References: Policy 710 – Employee Recognition

## Religious Education and Instruction

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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### 1.0 POLICY

The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.

The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.

The Board believes that while many Education Activities may be perceived to include incidental or indirect reference to religion or religious themes, these may provide valuable learning and cultural opportunities for students, serve to acknowledge the religious diversity that exists among students, and provide students with opportunity to express their personal beliefs, when done in an inclusive and non-discriminatory manner and does not involve indoctrination.

### 2.0 GUIDELINES

2.1 In accordance with the Education Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada, and the Alberta Human Rights Act, the Board encourages the practice of providing opportunities for students to take part in religious instruction during the day, and may prescribe religious instruction to be offered to its students.

#### 2.2 Offering religious instruction

2.2.1 The Principal shall annually:

2.2.1.1 Inquire of parents/guardians as to whether or not they wish to have their child(ren) participate in a religious instruction course, and

2.2.1.2 Facilitate receipt of written approval for students whose parents/guardians wish them to participate in any religious instruction course.

2.2.1.3 In accordance with the Education Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act:

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References: *Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1-1-2-a-b-and-3)*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*

## Religious Education and Instruction

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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- 2.2.1.3.1 ~~R~~Receive indication from any parents/ guardians who do not wish to have their child(ren) participate in a religious instruction course, and
- 2.2.1.3.2 ~~M~~Make provision to provide an alternate course of instruction for any student(s) whose parents/guardians do not wish them to participate in a religious instruction course.

### 2.2.2 Approval Process

- 2.2.2.1 Whenever parents/guardians request that religious instruction courses be made available at a school, the Principal shall advise the Superintendent/CEO, who will advise the Board of Trustees.
- 2.2.2.2 The Board of Trustees may, through the Superintendent/CEO, direct the Principal to determine the degree of parent/guardian interest around such request for religious instruction courses through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.
- 2.2.2.3 The Principal shall present information obtained, including the rationale for the request for religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.
- 2.2.2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.
- 2.2.2.5 For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:

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References: *Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1-~~(1)-(2)-(a)-(b)-and-(3)~~*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*



## Religious Education and Instruction

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

- 2.2.2.5.1 ~~t~~The grades or grade groupings for which religious instruction will be offered,
- 2.2.2.5.2 ~~t~~The scheduling, as per legislation, of instruction per week,
- 2.2.2.5.3 ~~t~~The process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,
- 2.2.2.5.4 ~~t~~The course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and
- 2.2.2.5.5 ~~i~~f any persons other than teachers are to provide the religious instruction to the students.

### 2.3 Alternative Programs

In accordance with The Education Act the Board may establish an alternative program that emphasizes religion and includes:

- 2.3.1 ~~e~~Courses of study
- 2.3.2 ~~i~~nstructional materials, and
- 2.3.3 ~~i~~nstruction or exercises that deal primarily and explicitly with religion.

### 2.4 Participation in Activities

2.4.1 The Board authorizes student participation in the following activities which may include incidental or indirect reference to religion or religious themes:

- 2.4.1.1 ~~a~~A moment of silence at a special event such as a Remembrance Day ceremony,
- 2.4.1.2 ~~a~~Appropriate and inclusive ceremonial prayer at special events such as graduation exercises,

References: *Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1-(1)-(2)-(a)-(b)-and-(3)*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*

## Religious Education and Instruction

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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- 2.4.1.3 ~~p~~Participation in extra-curricular activities such as religious clubs,
- 2.4.1.4 ~~p~~Preparation for, and performance of, musical or dramatic selections with incidental religious themes or content, with the understanding that such selections shall not contain religious exercises such as prayers or bible readings and where the preparation and performance of those selections takes place in an inclusive, non-discriminatory manner- and do not involve indoctrination.
- 2.4.1.5 ~~e~~Concerts and activities in recognition of holidays with a religious basis, where such concerts and activities do not contain religious exercises such as prayers or bible readings and the concert or activity takes place in an inclusive, non-discriminatory manner and do not involve indoctrination.
- 2.4.1.6 ~~a~~Activities of a religious nature associated with the study of other cultures, and activities as part of provincially authorized courses of study such as Religious Ethics 20, Religious Meanings 20, and World Religions 30 where sufficient student interest warrants the offering of such courses.

### 2.4.2 Parent Notification and Exemption Provisions

- 2.4.2.1 In accordance with ~~The the Alberta Human Rights~~ **Education Act**, parents/guardians shall be provided notice where courses of study, educational programs or instructional materials, or instruction or exercises include subject matter that deals primarily and explicitly with religion.

#### 2.4.2.2 Exemptions from Participation

Principals shall ensure that:

- 2.4.2.2.1 ~~p~~Provision is made to accommodate the wishes of parents/guardians who make written request that their child(ren) be exempted from participating in activities

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References: *Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1-~~(1)-(2)-(a)-(b) and (3)~~*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*

## Religious Education and Instruction

EFFECTIVE: March 27, 2019

REVISED: October 23, 2019

REVIEW: 2020-2021

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dealing primarily and explicitly with religious theme or content,

2.4.2.2.2 ~~a~~An appropriate alternate activity is provided for non-participants

2.4.2.2.3 ~~d~~Depending on the parent request, the students are permitted to leave the classroom or place where the activity is taking place for the duration of the activity that includes the primary and explicit religious theme or content, or the students are permitted to remain in the classroom or place of activity without taking part in the activity, and

2.4.2.2.4 ~~n~~Non-participants are treated discreetly and with respect at all times.

### 2.5 Wearing Faith-Based Symbols

Students may wear faith-based jewelry, objects or articles of clothing at school or during school sponsored activities, as long as these are worn discreetly, do not have a proselytizing message, and meet the requirements of the school's standards of dress and grooming.

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References: *Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1-~~(1)-(2)-(a)-(b) and (3)~~*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*

## Home Education

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

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### 1.0 POLICY

The Board recognizes that parents/guardians have a right and responsibility to make decisions regarding the education of their children.

The Board recognizes and affirms the right of resident parents/guardians to provide a home education program for their child within the parameters of provincial policy, regulation and procedures.

The Board recognizes that it has a responsibility to ensure that the student has access to an education program according to Section 29 20 of the ~~School~~ Education Act.

### 2.0 GUIDELINES

- 2.1 Special circumstances may warrant consideration and approval being granted for a resident student of Sturgeon Public Schools ~~Division~~ to be excused from school attendance providing that the necessary steps or actions have been discharged certifying that the student is under effective instruction at home or elsewhere.
- 2.2 The provision of home education services shall be approved and monitored through the Deputy Superintendent, Education Services or designate.
- 2.3 In recognizing any parental request for home education, the Deputy Superintendent, Education Services shall ensure that the educational welfare of the student is maintained in accordance with the ~~School~~ Education Act and Alberta ~~Home Education~~ Regulations.
- 2.4 In recognizing any parental request for home education, the Deputy Superintendent, Education Services shall ensure that the legal commitment by the parents to the educational welfare of the student is understood and executed.
- 2.5 Applications
- 2.5.1 Applications for home education shall be completed by the parent in accordance with ~~Alberta Regulation-Home Education Regulation 145/2006 89/2019~~, with amendments up to and including ~~Alberta Regulation 28/2018~~
- 2.5.2 Applications for home education shall, if possible, be filed on or prior to the commencement of the school academic year.

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References: ~~School~~ Education Act: Section 29 20  
Home Education Regulation 145/2006 89/2019



## Home Education

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

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### 2.6 Monitoring

2.6.1 One to four visitations shall be carried out under the supervision of the Deputy Superintendent, Education Services or designate.

2.6.2 To include two assessments per year for each student.

2.6.3 Official student records to be kept by the student's resident school.

### 2.7 Use of School

Neighborhood school facilities will be accessible when appropriate supervision is available.

### 2.8 Funding

2.8.1 The Division will provide to parents/guardians of home education students an amount equal to 50% of the Alberta Education Home Education grants received subject to the following conditions:

2.8.1.1 The home education student must have been enrolled with the Division by September 30th of the school year.

2.8.1.2 The funds are for the purchase of learning resources and directly related to educational material.

2.8.1.3 The parent/guardian must provide receipts for such materials.

2.8.2 The Division may pay Alberta Distance Learning Centre fees on behalf of parents/guardians of home education students enrolled with the Division by September 30th of the school year, and such payments will be considered part of the 50% payment.

### 2.9 Non-compliance

2.9.1 Should parents/guardians and/or students not comply with requirements of the **School Education Act** and **Home Education Regulations** and Board policy relative to home education:

2.9.2 Parents/guardians will be notified and asked to meet requirements.

2.9.3 A further meeting to resolve the issue shall be called.

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References: **School Education Act: Section 2920**  
**Home Education Regulation 145/2006/89/2019**



## Home Education

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

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2.9.4 Parents/guardians will be given sufficient time to comply.

2.9.5 If parents/guardians refuse to comply, ~~a report will be filed with the Attendance Board for non-attendance.~~ the Division shall terminate the home education program pursuant to Section 8 of the Home Education Regulation.

Draft

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References: School Education Act: Section ~~29~~20  
Home Education Regulation ~~145/2006~~89/2019



## Field Trips

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement expected curriculum outcomes.

The Superintendent/~~CEO~~ or designate shall be responsible for approving and monitoring field trip requirements and expectations to promote student and staff safety

Draft

References: Board Policy: 410 – Student Fees  
Admin Practice(s): ~~Procedure: Administration 5-310~~ – Field Trip Operational Procedures

ADMIN PRACTICES INCLUDED IN POLICY 410 – STUDENT FEES      ~~Administration 22 – Curricular and Extra-Curricular Fees Collection~~  
~~Educational Services 7 – Curricular and Extra-Curricular Fees~~

## Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED:

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 Division's 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.
- 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.

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References: Policy 115 Sexual Orientation, Gender Identity, and Gender Expression  
Policy 120 Harassment Policy  
Policy 230 Board Committees and Appointed Representation  
*School Education Act: Sections 12, 18, 20, 24, 25, 31, 32, 33, 34, 35, 36, 37*  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
Alberta Human Rights Act  
Vision, Mission and Values Statement



## Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

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- 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 under the Controlled Drugs and Substances Act. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates and Cannabis.
- 3.0 **DEFINITIONS**
- 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.
- 3.5 Illicit, Prohibited and Restricted Substances
- 3.5.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.

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References: Policy 115 Sexual Orientation, Gender Identity, and Gender Expression  
Policy 120 Harassment Policy  
Policy 230 Board Committees and Appointed Representation  
~~School Education Act: Sections 12, 18, 20, 24, 25~~ 31, 32, 33, 34, 35, 36, 37  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
Alberta Human Rights Act  
Vision, Mission and Values Statement

## Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

- 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 Educate students regarding illicit, prohibited and restricted substance abuse.
  - 3.5.2.2 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.
  - 3.5.2.3 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.
- 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 Division 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
- 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 ~~School~~ **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 reenrolled.
  - 3.7.4 Discipline Hearing Process - See Policy 230 – Board Committees and Appointed Representation, Appendix C - Student Discipline Committee.

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References: Policy 115 Sexual Orientation, Gender Identity, and Gender Expression  
Policy 120 Harassment Policy  
Policy 230 Board Committees and Appointed Representation  
~~School~~ **Education Act: Sections 12, 18, 20, 24, 25, 31, 32, 33, 34, 35, 36, 37**  
~~Bill 24: An Act to Support Gay Straight Alliances~~  
Alberta Human Rights Act  
Vision, Mission and Values Statement



## Awards Policy - Students

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2020-2021

### 1.0 POLICY

The Board believes students should be recognized for excellence in various curricular, extra-curricular and service programs.

The Board believes that students should be recognized for improvement in academic achievement and personal performance.

### 2.0 DEFINITIONS

2.1 A Division Awards Program which will recognize excellence shall be maintained and shall include the following:

2.1.1 Grade 12 Scholarships

2.1.2 Grade 12 Bursaries

2.1.3 Senior High Academic Awards

2.1.4 Junior High Academic Awards

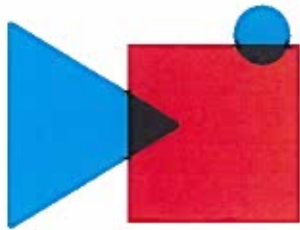
2.1.5 Books Awards

2.1.6 Other awards as may be determined

2.2 Local trustees shall be invited to assist in presenting Division awards to students.

2.3 The Board shall approve all costs associated with the Division Awards Program as part of the budget process.

|             |  |
|-------------|--|
| References: | Admin-Practices Procedure: 860 – Student Division Awards, Scholarships and Bursaries       |
|             | Educational Services 2 – Conditions Governing Awards of Grade 12 Scholarships              |
|             | Educational Services 3 – Conditions Governing Awards of Sturgeon School Division Bursaries |
|             | Educational Services 8 – Division Awards (Student)   |



**BOARD**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services  
Jonathan Konrad, Director, Student Achievement & Results  
Subject: Sturgeon Public Schools DRAFT Three Year Education Plan 2019/2020  
& Annual Education Results Report (AERR) - October 2019

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**Background:**

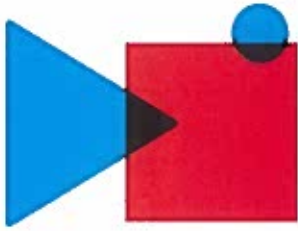
Attached for Trustee review and discussion is the proposed *DRAFT* Three Year Education Plan 2019/2020 & Annual Education Results Report (AERR) for October 2019.

The complete draft of the Three Year Education Plan includes the goals, priorities and measures which were approved by the Board of Trustees at the May 22, 2019 Board Meeting. In addition, this draft document includes the Alberta Education Results Report and the Accountability Pillar Overall Summary for October 2019, together with the components of Three Year Education Plans required by Alberta Education.

The Division's Three Year Education Plan and Annual Education Results Report articulates the Board's approved goals and priorities, which direct the work in schools and at a system level. Additionally, this document reports on achievements, successes and challenges of the previous school year. Finally, an overview of the jurisdiction's financial reality and capital projects are included.

For the Three Year Plan 2019/2020, the division's goals are as follows:

1. Success for Every Student
2. A Culture of Learning
3. Safe, Caring and Respectful Public School Communities



**BOARD**  
MEMORANDUM

**Recommendation:**

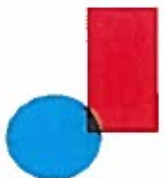
That the Board of Trustees review the *DRAFT* Sturgeon Public School Division Three Year Education Plan 2019/2020 & Annual Education Results Report (AERR) - October 2019 and forward to the January Board meeting for approval.

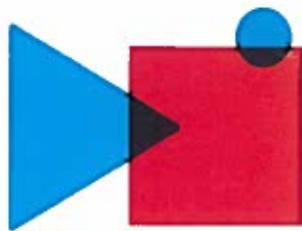
Sincerely,

*RKwic*

*for:* Mary Lynne R. Campbell, ICD.D  
Superintendent/CEO

Attachment





## BOARD MEMORANDUM

Date: January 15, 2020

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Ruth Kuik, Deputy Superintendent, Education Services  
Jonathan Konrad, Director, Student Achievement & Results

Subject: Sturgeon Public Schools DRAFT Annual Education Results Report  
(AERR) Executive Summary – 2018 -2019

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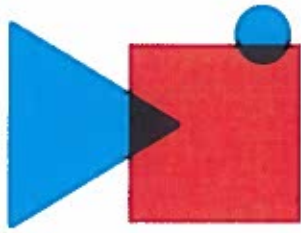


### Background:

Attached for Trustee review and discussion is the proposed DRAFT AERR Executive Summary 2018-2019. This document is required by Alberta Education as a complementary overview of the jurisdiction's priorities and accomplishments. The intent of this document is to improve communication, transparency and assurance to all stakeholders.

Alberta Education directs that the summary include:

- A brief summary of school authority's priorities and accomplishments relevant to parents and the community.
- A brief description of parental and community engagement efforts, how input is collected, and how it informed decision-making or identified local priorities.
- Key highlights and challenges based on the school authority's results on the required performance measures.
- Other statistical, financial or performance information relevant to parents and the community.
- A web link to the full AERR document.
- A web link to detailed financial information.



**B O A R D**  
MEMORANDUM

**Recommendation:**

That the Board of Trustees review the Sturgeon Public School Division DRAFT Annual Education Results Reports (AERR) Executive Summary 2018-2019 and forward to the January Board meeting for approval.

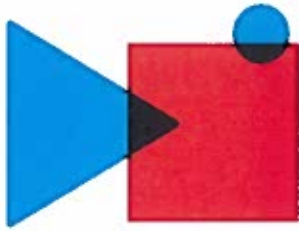
Sincerely,

*R. Kwik*

*for:* Mary Lynne R. Campbell, ICD.D  
Superintendent/CEO

Attachment





**BOARD**  
MEMORANDUM

Date: January 15, 2020  
To: Board of Trustees  
From: Mary Lynne R. Campbell, Superintendent/CEO  
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services  
Jonathan Konrad, Director, Student Achievement & Results  
Subject: Three Year Education Plan 2020/2023: Engagement

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**Background:**

Phase 1 of the Engagement Process to guide planning for Sturgeon Public's Three Year Education Plan 2020-2023 is almost complete. Directors have met with students, staff and the majority of school councils.


Phase 2 will involve meeting with the remaining two school councils, hosting a community meeting and lastly, the distillation of feedback gathered.

The community meeting will be hosted at Four Winds School on Thursday January 23, 2020 at 7:00 p.m. Principals have been asked to nominate key members of the community. An invitation was sent to nominated community members from the Chair of the Board. The letter is attached for Trustee information.

**Recommendation:**

This report is shared as information.

Sincerely,



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

Attachment





Dare to reimagine learning



January 10, 2020

Dear

On Thursday, January 23, 2020, Sturgeon Public Schools is hosting a community engagement conversation. Rural Public Education involves a partnership between schools, students, parents and community. This year Sturgeon Public Schools is seeking to hear from each stakeholder group to support the development of a strong Education Plan for 2020 - 2023. You have been nominated as an important voice in the community and we would be pleased if you could attend this evening.

Questions that will guide our conversation:

- What are key values every young person in Sturgeon Public Schools should know and embody at school and in the community?
- How can we continue to build a public school division that supports and promotes these values?
- How can we strengthen the partnership between schools and our community?

Date: Thursday, January 23, 2020  
Time: 7:00 p.m. to 8:00 p.m.  
Location: Four Winds Public School,  
545 Grandin Drive, Morinville, AB

It is our hope that you can join us for this important conversation to guide Rural Public Education in our schools. If you have any questions about this event, please feel free to call or email Jonathan Konrad at 587-783-0947 or [jonathan.konrad@sturgeon.ab.ca](mailto:jonathan.konrad@sturgeon.ab.ca)

Sincerely,

A handwritten signature in black ink that reads 'Terry Jewell'.

Terry Jewell  
Board Chair

