

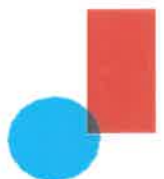
AGENDA

BOARD

Wed. Oct. 27, 2021



1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. READING AND APPROVING OF MINUTES
 - 4.1 Approval of the Minutes of the Regular Meeting of September 22, 2021
5. PRESENTATIONS
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Christmas Update
 - 6.2 Staffing
 - 6.3 Board Retreat
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
 - 8.1 Alberta School Boards Association Representative
 - 8.2 Public School Boards Association of Alberta Representative





AGENDA

BOARD

Wed. Oct. 27, 2021

9. NEW BUSINESS

- 9.1 2022/2023 School Calendar
- 9.2 Omnibus Motion of all Policies and Administrative Procedures
- 9.3 Final Enrolment Count
- 9.4 AP260 – Conduct of Board Meetings
- 9.5 Monthly Financial Report

10. UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. INFORMATION

13. COMMENT & QUESTION PERIOD

- 13.1 ATA; CUPE
- 13.2 Community Members
- 13.3 Media

14. REQUESTS FOR INFORMATION

15. IN CAMERA

16. ADJOURNMENT



**Sturgeon
Public Schools**

Dare to reimagine learning



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on September 22, 2021**

Table of Contents

	Resolution #
Approval of Agenda	070
Approval of the Minutes of the Regular Meeting	071
Approval of the Minutes of the Special Meeting	072
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Approval of the Minutes of the Special Meeting	074
New Business	
Development Permit - Namao	075



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on September 22, 2021**

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee*
Mrs. Misty Featherley, Trustee*
Mrs. Tasha Oatway-McLay, Trustee
Mrs. Trish Murray-Elliott, Trustee
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Associate Superintendent, Education Services
Ms. Liliana LeVesconte, Secretary Treasurer
Mr. Jonathan Konrad, Director, Curriculum and Instruction*
(*electronic attendance)

REGRETS

Ms. Mary Lynne R. Campbell, Superintendent/CEO

CALL TO ORDER

The Chair called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA

#070/2021 – Moved by Mrs. Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#071/2021 – Moved by Mrs. Pequin that the minutes of the Regular Meeting of June 23, 2021, be approved as presented.

CARRIED UNANIMOUSLY

#072/2021 – Moved by Mrs. Oatway-McLay that the minutes of the Special Meeting of July 19, 2021, be approved as presented.

CARRIED UNANIMOUSLY

#073/2021 – Moved by Mrs. Murray-Elliott that the minutes of the Special Meeting of August 5, 2021, be approved as presented.

CARRIED UNANIMOUSLY

#074/2021 – Moved by Mrs. Pequin that the minutes of the Special Meeting of September 8, 2021, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

First Nations, Métis, and Inuit Programming Update

The Director, Curriculum & Instruction, presented a written and verbal report on behalf of the Senior Executive Team.

Targeted Funding

The Director, Curriculum & Instruction, presented a written and verbal report on behalf of the Senior Executive Team.

Vaccination Clinics in Schools

The Associate Superintendent, Education Services presented a written and verbal report on behalf of the Senior Executive Team.

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

A written and verbal report was provided.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- ASBA Board Chairs' Meeting
- Court of Queen's Bench – SPS/Ardmore
- Landing Trail Parent Council Meeting
- TEBA Update Meeting

TRUSTEES' REPORTS

Verbal reports were provided.

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Parent Council Meeting

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

Trustee Murray-Elliott reported that she attended:

- Sturgeon Composite High School Parent Council Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Namao School Parent Council Meeting

ADVOCACY COMMITTEE

No report was provided.

BUILDING AND MAINTENANCE COMMITTEE

No report was provided.

EDUCATION COMMITTEE

No report was provided.

FINANCE AND PEOPLE SERVICES COMMITTEE

No report was provided.

TRANSPORTATION COMMITTEE

No report was provided.

A Bus Contractors' meeting is scheduled for September 29, 2021.

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

No report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

Preliminary Enrolments

Preliminary Enrolments report was received as information.

Board Meetings Online Etiquette

Board Meetings Online Etiquette report was received as information.

Namao School and Sturgeon Composite High School Speed Limit Reduction

#075/2021 – Moved by Mr. Jewell that the Board of Trustees directs the Building and Maintenance Committee to request a change of the speed limit on Highway 37 from 70km to 50km from the intersection of Highway 28 and Highway 37 east to 200 meters east of the most easterly entrance to Sturgeon Composite High School.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No report was provided.

CUPE

No report was provided.

COMMUNITY MEMBERS

Questions were noted from community members.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#076/2021 – 4:51 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#077/2021 – 6:15 p.m. – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

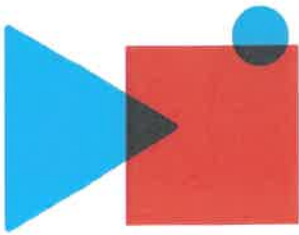
ADJOURNMENT

The Chair adjourned the meeting at 6:16 p.m.

Chair

Date

Secretary Treasurer



B O A R D
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Krystal Bryant, Executive Assistant
Subject: Christmas Update

Background:

Each year, the Board of Trustees hosts' a Christmas Turkey Luncheon for Central Office Staff at the RendezVous Centre in Morinville. Last year, due to COVID, the Board of Trustees hosted a parking lot Thanksgiving Lunch.

This year, December 17, 2021, from 12:00pm-1:30pm has been tentatively booked.

Administration is prepared to respond to questions at the October 27, 2021, Public Board meeting.

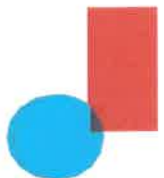
Recommendation:

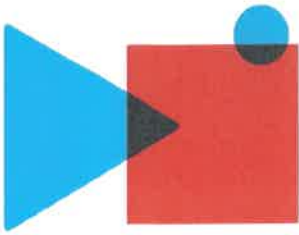
That the report be received as information.

Sincerely,



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





BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Senior Executive Team
Principals, Sturgeon Public Schools
Subject: Staffing

Background:

Administration is pleased to provide the following budget update as requested by the Board at the May 23, 2021, Public Board Meeting.

Following Board approval of the 2021/2022 Budget, the People Services Department in concert with school based leaders recruited and hired 72 staff, including certificated staff, school based support staff, health and wellness coaches, learning coaches (K – 4) and a social worker.

This September, as a result of increased enrolment, the Division recruited and hired 28 additional staff. The Division is currently working through the recruitment process for 9 more staff to support students and schools. These positions are supported by the Superintendent Discretionary and Emergent Priorities budget.

Administration is prepared to respond to questions at the October 27, 2021, Public Board meeting.

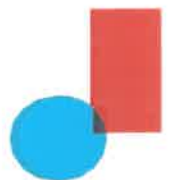
Recommendation:

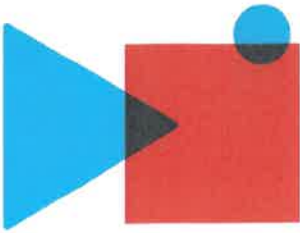
That the report be received as information.

Sincerely,



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





BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Mary Lynne R. Campbell, Superintendent/CEO
Subject: Board Retreat

Background:

The Board Retreat is planned for November 29 and 30, 2021. The agenda is currently being developed and will be shared with the Board of Trustees at the November 10, 2021, Committee of the Whole meeting.

Administration is prepared to respond to questions at the October 27, 2021, Public Board meeting.

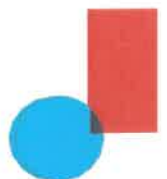
Recommendation:

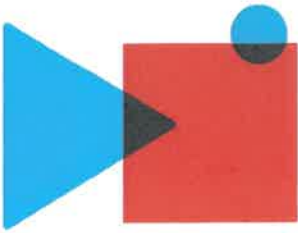
That the report be received as information.

Sincerely,



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





BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent, People Services
Senior Executive
Principals
Teacher Board Advisory Committee
School Councils
Sturgeon Public Staff
Subject: School Year Calendar Package 2022/2023

Background:

Attached for Trustee review is the 2022/2023 School Year Calendar Package. The draft includes a proposed adjustment that moves the September 19, 2022, Professional Development Day to September 30, 2022, thus creating a non-instructional day for students on September 30, 2022.

As per Policy 205: Operational School Year and Administrative Procedure 235: Operational School Year and Calendar, once the School Year Calendar has been approved in principle by the Board, the package will be referred to Administrative Council and School Councils for review prior to the Board of Trustees final approval. The proposed calendar will be also be shared with the Teacher Board Advisory Committee for review and further discussion.

Administration is prepared to respond to questions at the October 27, 2021, Public Board meeting.

Recommendation:

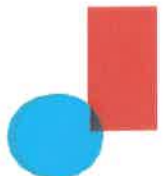
That the Board of Trustees approve in principle the draft 2022/2023 School Calendar as presented at the October 27, 2021, Public Board meeting; and

Further, direct Administration to circulate the draft 2022/2023 School Calendar for feedback as part of the Board Policy and Administrative Procedure.

Sincerely,


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

Attachments



2022-2023

**APPROVED IN PRINCIPLE
SUBJECT TO CHANGE
Draft April 28, 2021**

School offices open - No Classes August 22 - Aug 26
 Prof. Dev. Collaboration – No classes August 29
 Operational Non-Instructional (K-12) – No classes August 30
 Classes Begin August 31
 Labour Day – No classes September 5
 Division/School PD/Collaboration; Staff meeting September 30
 Thanksgiving Day – No classes October 10
 Division/School PD/Collaboration; Staff meeting October 11
 Fall Break November 7-9
 In lieu of Parent/Teacher Interviews – No classes November 10
 Remembrance Day – No classes November 11
 Classes Resume November 14
 Christmas Vacation Dec. 24–Jan 8
 Classes Resume January 9
 Division/School PD/Collaboration; Staff meeting January 31
 First day of classes Semester Two February 1
 Teachers' Convention – No classes February 9-10
 Family Day – No classes February 20
 Division/School PD/Collaboration; Staff meeting February 27
 Division/School PD/Collaboration; Staff meeting March 13
 In lieu of Parent/Teacher Interviews – No classes March 24
 Spring Recess March 25 - April 2
 Classes Resume April 3
 Good Friday - No classes April 7
 Easter Monday - No classes April 10
 Division/School PD/Collaboration; Staff meeting April 24
 Division/School PD/Collaboration; Staff meeting May 19
 Victoria Day - No classes May 22
 Division/School PD/Collaboration; Staff meeting June 5
 Last day of classes June 29
 Operational Non-Instructional (K-12) – No classes June 30
 Summer vacation begins July 1

OCTOBER, 2022

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JULY, 2023

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DECEMBER, 2022

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MARCH, 2023

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JUNE, 2023

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AUGUST, 2022

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NOVEMBER, 2022




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FEBRUARY, 2023

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MAY, 2023

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 Operational Day - No Classes
 Non-Operational Day - No Classes
 Division/School P D; Collaboration; Staff Meeting - No Classes

Frank Robinson Education Centre
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341
 Fax: (780) 939-5520



School Year 2022-2023

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	22	School offices open – <u>No classes</u>
Mon.	29	Division/School PD/Collaboration; Staff meeting – No classes
Tues.	30	Operational Non-Instructional Day – <u>No classes</u>
Wed.	31	All classes (full day)

SEPTEMBER

Mon.	5	LABOUR DAY - No classes
Mon Fri.	19 30	Division/School PD/Collaboration; Staff meeting – No classes

OCTOBER

Mon.	10	THANKSGIVING DAY - No classes
Tues.	11	Division/School PD/Collaboration; Staff meeting – No classes

NOVEMBER

Mon.	7	Fall Break begins
Thurs.	10	Non-Instructional day in lieu of Parent-Teacher Interviews
Fri.	11	Remembrance Day – No classes
Mon.	14	Classes resume

DECEMBER

Sat.	24	Christmas recess begins
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JANUARY

Mon.		Classes resume
Tues.	31	Division/School PD/Collaboration; Staff meeting – No classes

Approved in Principle April 28, 2021 subject to change

References: Policy: 205 Operational School Year
 Admin Procedure: AP235 – Operational School Year and Calendar
 School Operational Year Calendar 2022-2023
 School Operational Year Calendar Day Count 2022-2023
 Education Act: Section 60



FEBRUARY

Tues.	1	First day of Semester Two
Thurs./Fri.	9/10	Teachers' Convention - No classes
Mon.	20	FAMILY DAY - No classes
Mon.	27	Division/School PD/Collaboration; Staff meeting – No classes

MARCH

Mon.	13	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	24	Non-instructional day in lieu of Parent-Teacher Interviews
Sat.	25	Spring recess begins

APRIL

Mon.	3	Classes resume
Fri.	7	GOOD FRIDAY – No classes
Mon.	10	EASTER MONDAY – No classes
Mon.	24	Division/School PD/Collaboration; Staff meeting – No classes

MAY

Fri.	19	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	22	VICTORIA DAY - No classes

JUNE

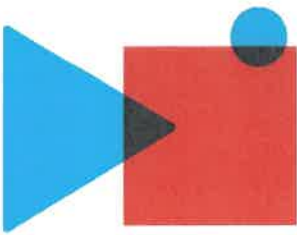
Mon.	5	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	29	Last day of classes
Fri.	30	Operational Non-Instructional Day

JULY

Sat.	1	Summer recess begins
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References: Policy: 205 Operational School Year
Admin Procedure: AP235 – Operational School Year and Calendar
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act: Section 60

Approved in Principle April 28, 2021 subject to change



BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: Omnibus Motion for All Policies and Administrative Procedures

Background:

For the purpose of meeting Insurance requirements, we must demonstrate that all Policies and Administrative Procedures are up to date and signed off by the Board on a yearly cycle.

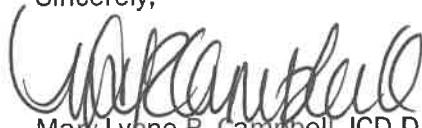
All Policies and Administrative Procedures have been reviewed, updated and approved by the Board, according to the Board-approved schedule.

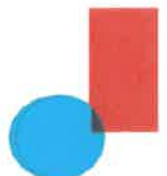
Administration is prepared to respond to questions at the October 27, 2021, Public Board Meeting.

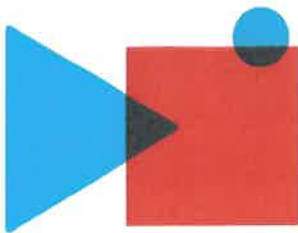
Recommendation:

That the Board of Trustees confirms that all Policies and Administrative Procedures have been updated, reviewed and approved according to the schedule.

Sincerely,


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





BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Michelle Wilde, Executive Assistant
Subject: Final Enrolment Count

Background:


Student Enrolments, as of September 29, 2021, are included for your information. We are happy to report a 4.8% increase in enrolments year over year.

Administration is prepared to respond to questions at the October 27, 2021, Public Board Meeting.

Recommendation:

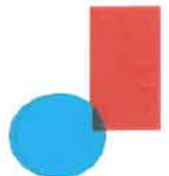
That the report be received as information.

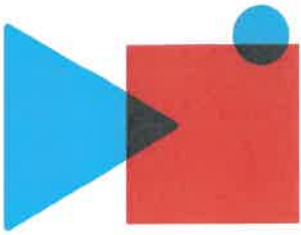
Sincerely,



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

Attachment





BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Subject: AP260 – Conduct of Board Meetings



Background:

Attached for Trustee information is Administrative Procedure (AP) 260– *Conduct of Board Meetings* as presented at the September 22, 2021, Public Board Meeting. The AP has been amended to include feedback from the October 13, 2021, Committee of the Whole meeting.

Administration is prepared to respond to questions at the October 27, 2021, Public Board meeting.

Recommendation:

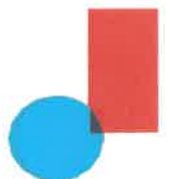
That the report be received as information.

Sincerely,



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

Attachment





PURPOSE

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

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

Sturgeon Public School Division Committee of the Whole and Public Board Meetings offer scheduled opportunities for the public to address the Board of Trustees.

PROCESS

The Superintendent/CEO or designate is responsible for maintaining this Administrative Procedure.

PROCEDURE

Questions or Comments from the Public

1. Committee of the Whole Meeting

Agenda Section 10.0 *Question Period*

- 1.1 The public may type a question or comment in the online meeting chat. Administration will record the question, acknowledge in the chat that the question has been recorded and a response will be provided by Administration or the Board of Trustees [following the Committee of the Whole Meeting in a timely manner-](#)

2. Public Board Meeting

Agenda Section 13.0 *Comment & Question Period*

- 2.2 The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order
Board Policy: 235 *Conduct of Board Meetings*



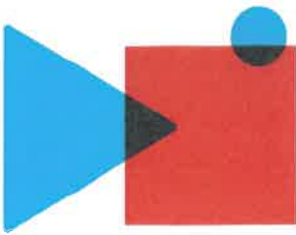
Date: October 13, 2021

Responsible Administrator: Superintendent/CEO

in the chat, wait to be called upon by the Board Chair and have their camera on. The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent/CEO.

3. The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in policy 235 *Conduct of Board Meetings* article 2.8.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
4. Questions or Comments with respect to the following issues will not be permitted:
 - a. the security of the property of The Sturgeon Public School Division,
 - b. personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,
 - c. a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,
 - d. labour relations or employee negotiations,
 - e. a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or
 - f. the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act*.
5. With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

References: Education Act: Division 2, Board Procedures;
Division 5, Conflict of Interest and Disqualification
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order
Board Policy: 235 *Conduct of Board Meetings*



BOARD
MEMORANDUM

Date: October 27, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: Monthly Financial Report

Background:

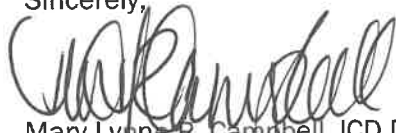
The Financial Report for the month ending September 30, 2021, is included for your information.

Administration is prepared to respond to questions at the October 27, 2021, Public Board Meeting.

Recommendation:

That the report be received as information.

Sincerely,



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

Attachment

