



Committee of the Whole Meeting Agenda

December 8, 2021

4:00 P.M.

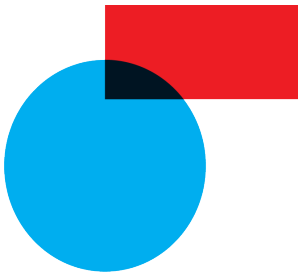
Meeting will be live streamed at:

<https://sturgeonpublicschools.my.webex.com/sturgeonpublicschools.my/j.php?MTID=m6103bf5feaaa1a401c1105e66935309f>
password: Sturgeon2021



**Sturgeon
Public Schools**

Dare to reimagine learning



AGENDA

COMMITTEE OF THE WHOLE

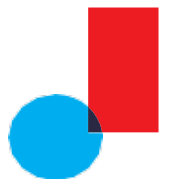
Wed. Dec. 8, 2021

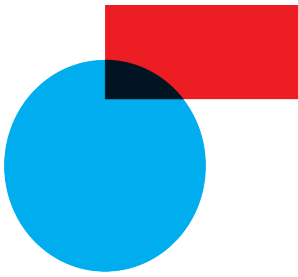


**Sturgeon
Public Schools**

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 – November 10, 2021
5. PRESENTATIONS
 - 5.1 Mental Health and Wellness Initiative – M. Parker, Coordinator
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Alberta School Council Engagement (ASCE) Grant 2021-2022 Update
 - 6.2 AP420 – Financial Accountability & Audit
 - 6.3 Bill 58: School Councils and Parent Fundraising Groups Insurance
 - 6.4 School Council Annual Reports
 - 6.5 Monthly IT Report
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.3.1 Committee Work Plan 2021/2022
 - 7.4 Building and Maintenance Committee
 - 7.4.1 Committee Work Plan 2021/2022
 - 7.5 Education Committee
 - 7.5.1 Committee Work Plan 2021/2022





AGENDA

COMMITTEE OF THE WHOLE

Wed. Dec. 8, 2021

7.6 Finance and People Services Committee

7.6.1 Committee Work Plan 2021/2022

7.7 Transportation Committee

7.7.1 Committee Work Plan 2021/2022

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 Policy 400 – Financial Accountability & Audit

10. QUESTION PERIOD

11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

12.1 COVID-19 Vaccination Status Administrative Procedure

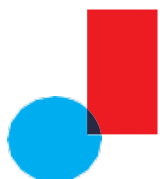
13. PENDING LIST

14. IN CAMERA: LABOUR; LEGAL

15. ADJOURNMENT



Dare to reimagine learning





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

PRESENT

Mr. Joe Dwyer, Chair
Ms. Irene Gibbons, Vice Chair
Mrs. Cindy Briggs, Trustee
Mrs. Janine Pequin, Trustee
Mrs. Stacey Buga, Trustee
Mrs. Tasha Oatway-McLay, Trustee
Ms. Trish Murray-Elliott, Trustee
Ms. Shawna Walter, Acting Superintendent
Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Mr. Jonathan Konrad, Director, Curriculum & Instruction

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 Ms. Trish Murray-Elliott 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. Tasha Oatway- McLay that the notes of October 13, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

5.1 Transportation Services

Ms. Amy Hebert, Transportation Manager and Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, presented on the Sturgeon Public Schools Transportation Services Department.

REPORTS FROM SENIOR EXECUTIVE

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

7.1 Chair's Report

Chair Dwyer presented a verbal report.

Chair Dwyer (Alcomdale/Villeneuve Area)

Chair Dwyer reported that he attended:

- Acting Superintendent Announcement
- Ad Hoc Committee Meeting
- Finance and People Services Committee Meeting
- Special Board Meeting

7.1.1 Board Retreat

Chair Dwyer informed the Board of Trustees that the Board Retreat would be held at the Frank Robinson Education Centre Boardroom on November 29 and 30, 2021.

7.2 Trustees' Reports

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School Remembrance Day Ceremony
- Finance and People Services Committee Meeting
- Principal Meeting
- Special Board Meeting

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- ASBA Orientation Meeting
- ASBA Zone 2/3 Meeting
- Four Winds Public School Parent Council Meeting
- Four Winds Public School Zombie Walk to the Food Bank
- Special Board Meeting

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Finance and People Services Committee Meeting
- Gibbons School Parent Council Meeting
- Gibbons School Remembrance Day Ceremony
- Landing Trail School Principal Meeting
- Meetings with Community Members
- Sturgeon Composite High School City Final Football Game

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

Trustee Murray-Elliott reported that she attended:

- ASBA Orientation Meeting
- Finance and People Services Committee Meeting
- Special Board Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Ad Hoc Committee Meeting
- Finance and People Services Committee Meeting
- Guthrie School Parent Council Meeting
- Special Board Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Zone 2/3 Meeting
- Finance and People Services Committee Meeting
- Special Board Meeting
- TEBA Engagement

7.3 Advocacy Committee

No report was provided.

7.4 Building and Maintenance Committee

No report was provided.

7.5 Education Committee

No report was provided.

7.6 Finance and People Services Committee

A verbal report was provided.

7.7 Transportation Committee

No report was provided.

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

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

No report was provided.

8.3 Teacher Board Advisory Committee (ATA)

No meeting.

8.4 Labour Management Committee (CUPE)

No meeting.

8.5 Community Services Advisory Board

No report was provided.

NEW BUSINESS**9.1 Council of School Councils' Meeting**

Each year the Board of Trustees has hosted the first meeting of the Sturgeon Public Schools' Council of School Councils (COSC). COSC is an informal gathering of the chair and/or vice chair of each school council for the purpose of sharing information, building connections and facilitating communication between the Board of Trustees, school councils and the Division's administration Team.

Senior Administration is seeking direction from the Board of Trustees with respect to the Council of School Councils' meeting for this school year.

Moved by Ms. Irene Gibbons that the Board of Trustees will host the Council of School Councils' meeting online in December from 5:30-7:30PM.

9.2 Draft Annual Education Results Report Summary

In the past, the Education Plan and the Annual Education Results Report (AERR) were combined into one report; however, Alberta Education has directed that the two documents be separated; the Education Plan is reviewed and approved in May, and the AERR is reviewed and approved in November.

The AERR provides information on results for all required provincial measures and Sturgeon Public Schools' local measures. The 2019/2020 school year did not have Provincial Achievement Tests or June Diploma Exams. The 2020/2021 school year did not have Provincial Achievement Tests or June Diploma Exams; therefore, the results are not reported.

An overview of the jurisdiction's financial results, once approved, are included in the AERR.

Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees review the DRAFT Sturgeon Public Schools Annual Education Results Report (AERR) – November 2021 and forward to the November 24, 2021, Public Board meeting for approval.

9.3 School Presentations

Administration is requesting that the Board of Trustees allocate two days, January 10 and 11, 2022, to allow for scheduled presentations from each school. Principals will be provided 30-45 minutes to present their school's results, discuss programming responses and highlight areas of interest and significance to their school. The benefit of this format is twofold: Trustees will gain a greater understanding of each of the Division's schools and be provided the opportunity to engage in dialogue with school leaders.

Moved by Ms. Trish Murray-Elliott that the Board of Trustees forward the draft schedule for School Presentations to the November 24, 2021, Public Board meeting for approval.

9.4 Policy 305 – School Councils

The revised draft of Policy 305 – School Councils has been condensed by removing the repetition of provincial regulations outlined in Section 55 of the Education Act and the School Councils Regulation Act 94/2019.

Moved by Ms. Trish Murray-Elliott that the Board of Trustees review Policy 305 – School Councils and forward to the November 24, 2021, Public Board meeting for approval.

9.5 Policy 810 – Off-Site Activities

Policy 810 – Off-Site Activities will replace Policy 810 – Field Trips with suggested revisions for Trustee consideration. Amendments were made to the policy to meet the requirements outlined by the Division's new insurance provider, reflect the new online submission and approval process, and reflect feedback received from school-based administration.

Moved by Ms. Irene Gibbons that the Board of Trustees review Policy 810 – Off-Site Activities and forward to the November 24, 2021, Public Board meeting for approval.

9.6 Monthly IT Report

The Monthly IT Report for October 2021 was provided to the Board of Trustees as information.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:34PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

6:50PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 6:50PM.

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



**Sturgeon
Public Schools**

Mental Health and Wellness Initiative





Bon Accord Community School
Colleen



Camilla School
Lori



Laura



École Morinville Public School
Erin



Four Winds School
Michelle



Gibbons School
Darryl



Guthrie School
Cindy



Landing Trail School
Rebecca



Lilian Schick School
Char-Lee



Namao School & Oak Hill School
Courtney



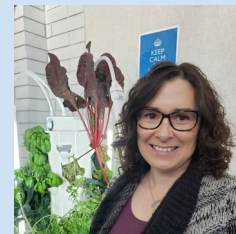
Ochre Park School
Jennifer



Red Water School
Amanda



Sturgeon Composite High School
Sarah



Teresa



Sturgeon Heights School
Jaime



Mental Health and Wellness Initiative

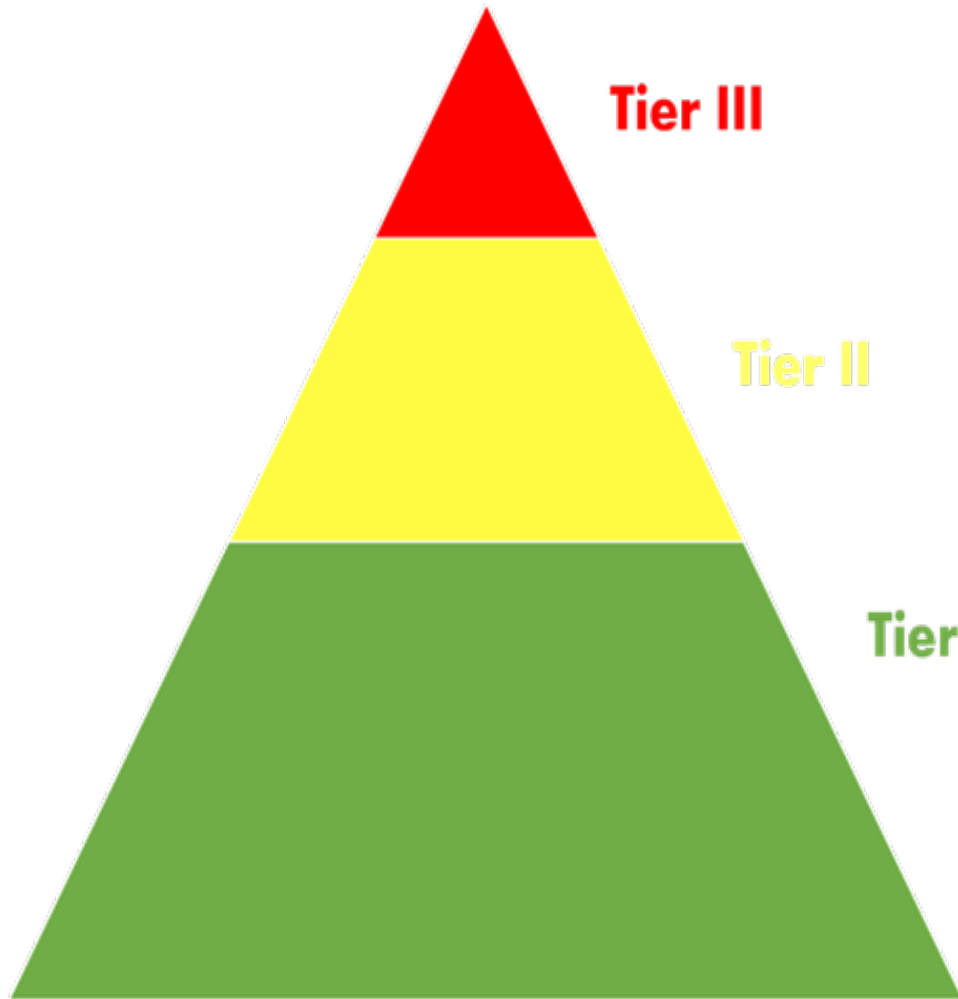
The goal of mental health and wellness is to have a whole school approach which supports positive mental health and is strength based, which encompasses building resilience and enhancing Social Emotional Learning (SEL).



Counselling & Wellness Plans

Services and supports addressed within the counselling and wellness plans fall most directly in two Assurance domains:
Learning Supports and Local and Societal Context.





Tier III

Tier III - Individualized/Intensive Supports

Tier II

Tier II - Targeted Supports

Tier I

Tier I - Universal Supports



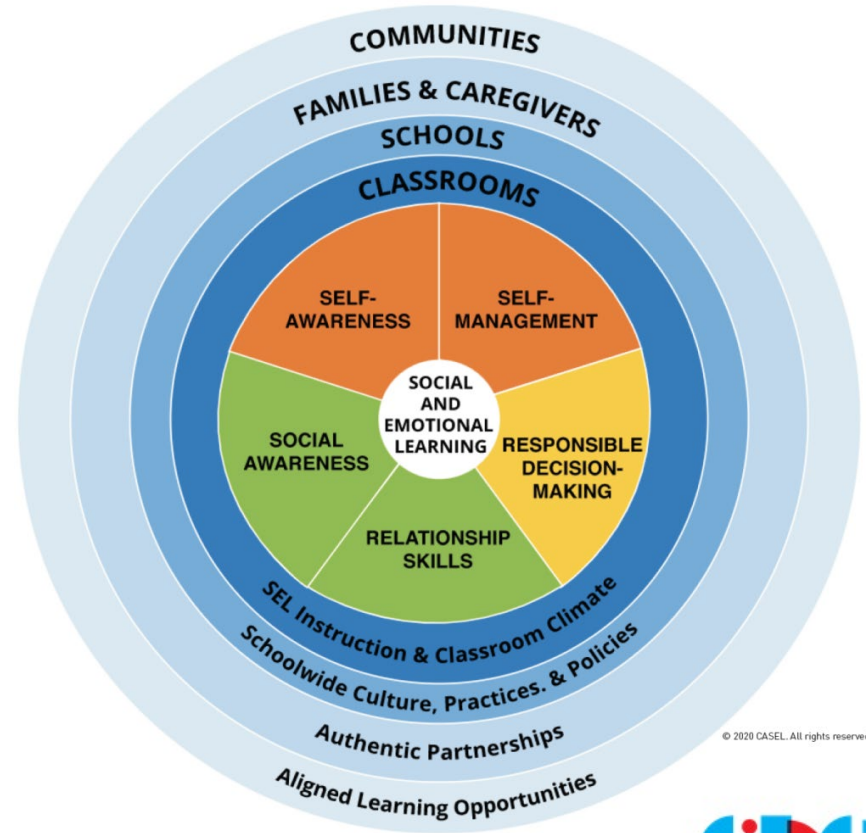
A photograph of three people in a library or office setting. A man in the center is smiling broadly, looking at a computer monitor. A woman on the left is also smiling and looking towards the man. A woman on the right is smiling and looking at the computer screen. The background shows bookshelves filled with books. The text "All learning is social. All learning is emotional." is overlaid in white on the image.

All learning is social.
All learning is emotional.

The CASEL 5...

Five broad and interrelated areas of competence:

- *Self-awareness*
- *Self-management*
- *Social awareness*
- *Relationship skills*
- *Responsible decision-making*



Classrooms



Classroom-based approaches include:

- A supportive classroom environment
- Integration of SEL and instruction
- Explicit SEL instruction



Schools



Schoolwide practices and structures that promote SEL:

- Foster a supportive school climate
- Integrate student supports with SEL
- Elevate student voice



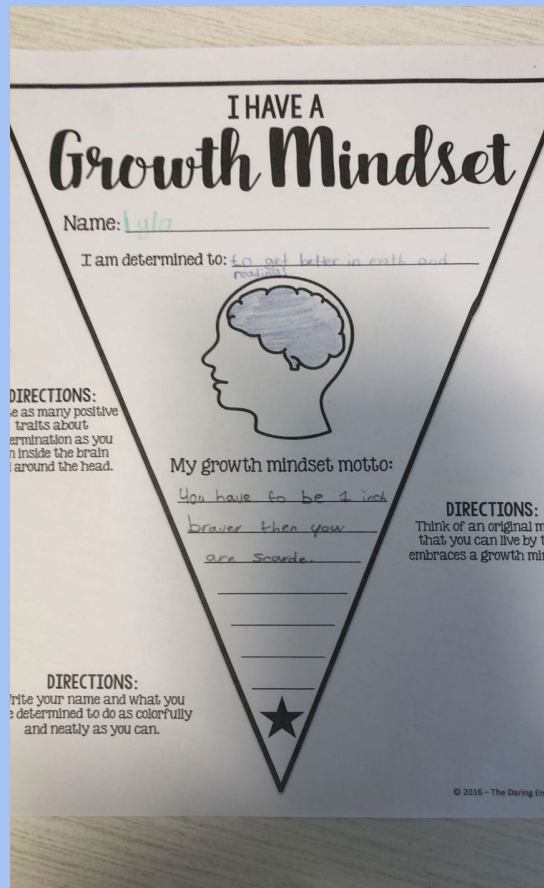
Classroom (Examples)



“Love is something you can feel but you can’t actually touch, and that it is “ like when you are reading a good book and can’t put it down.” Student



Classroom Examples



“...more kids are willing to share than before. The first few weeks no one shared what their wins were, or what they were letting go. Now I am finding that kids will share, but also that they have already “let it go”. Some have said it has become more conscious to let the small stuff go on a daily basis and not just at the end of the week.”

Teacher

Whole School Examples



SCHS Mental Health & Wellness

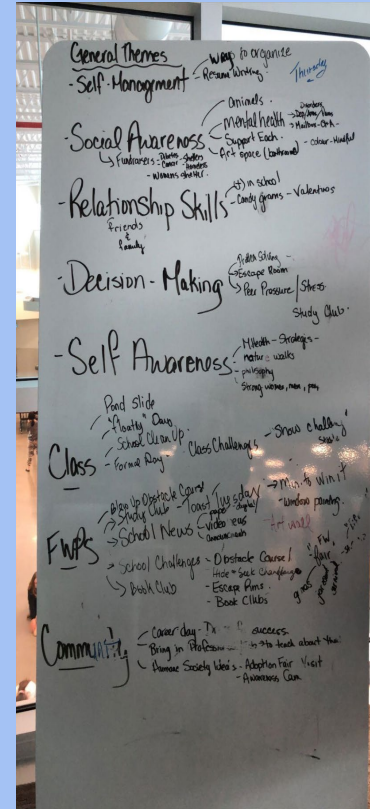
All students at SCHS had an opportunity to focus on their experiences this week

POSITIVE VIBE FRIDAY

Give it a try...

👍 Reflect on 3 things that went well this week... and one thing that did not go well... **LET THIS ONE GO!**

Now enjoy your weekend!



"I wish my parents knew how to do this, so they would come back from work in a better mood!".
The student was encouraged to share their experience with their parents.

Student



External Connections and Referrals

Categories:

Community Programming

Crisis

Family Support

Educational

Indigenous Supports

Medical Support

Mental Health

Socioeconomic Supports

Youth Supports



ACHIEVING
CREATIVE
CONNECTED
CARING
VIBRANT
WELCOMING



Some of the Connections and Referrals Counsellors/Schools Use

<p>Alberta Health Services (Mental Health): Urban Clinic (Northgate): Walk-in Clinic – Edmonton and St. Albert Intake Services Crisis Services (Stollery) Stollery Emergency</p>	<p>Alberta Income Supports/BGS Enterprises</p>
<p>Child & Family Services (CFS) St. Albert Office Fort Saskatchewan Office North Edmonton Office Northern Alberta Child Intervention Services</p>	<p>Children, Youth and Families Community Clinics (Morinville, St. Albert, Fort Saskatchewan)</p>
<p>Community Resources - 211 Directory (Edmonton and Area)</p>	<p>COVID 19 Supports AHS 811 Learn Alberta Text4Hope</p>
<p>Emergency help phone numbers: Support Network Distress Line Suicide Distress Line Kids Help Line Youth Emergency Shelter Children’s Mental Health Crisis (MRT) Indigenous Residential School Support: AB First Nations and Inuit Health Branch National Indian Residential School Crisis Line Family Violence Info Line ACCESS 24/7 Addiction Helpline</p>	<p>Food Banks - in the various communities within Sturgeon and Surrounding area</p>
<p>Family and Community Support Services – Morinville, Gibbons, Redwater, St. Albert, Fort Saskatchewan</p>	<p>GED – Norquest</p>
<p>Fort Saskatchewan Clinic – Mental Health</p>	<p>fYidoctors</p>
<p>Gibbons Family and Community Support Services Gibbons Community Closet</p>	<p>Indigenous Counselling Services (Aboriginal Counselling Services Association of Alberta)</p>
<p>Indigenous Support Services (The Edmonton Native Healing Centre, Metis Child and Family Services Society, Bissell Centre, Indigenous Help Line)</p>	<p>Learner Income Support and Skills Investment Bursary</p>
<p>Military Family Resource Centre – Garrison</p>	<p>Mobile Addictions Counsellor (AHS)</p>
<p>Morinville Mental Health Clinic</p>	<p>Newcomers to Canada organizations</p>
<p>Post-secondary Admissions/Registrar</p>	<p>Pride Centre – Edmonton (LGBTQ2S+)</p>
<p>Primary Care Network in Fort Saskatchewan</p>	<p>RCMP (Morinville, St. Albert, Redwater)</p>
<p>Sexual Assault Centre of Edmonton - SACE</p>	<p>Stop Abuse in Families Society (SAIF) - St. Albert</p>
<p>Sturgeon County (Family and Community Support Services)</p>	<p>Sturgeon Living Well Program</p>
<p>Sturgeon Victim Services</p>	<p>Support Groups – Eating Disorder Support Network of Alberta Schizophrenia Society of Alberta</p>
<p>Teen Pregnancy Contacts – AHS, Terra Centre</p>	<p>The Caregiver Education Team - AHS, Edmonton Zone</p>
<p>YESS – Youth Empowerment and Support Services</p>	<p>YWCA – Edmonton</p>
<p>Zebra Child Protection Centre</p>	

CASEL'S SEL FRAMEWORK:

What Are the Core Competence Areas and Where Are They Promoted?

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

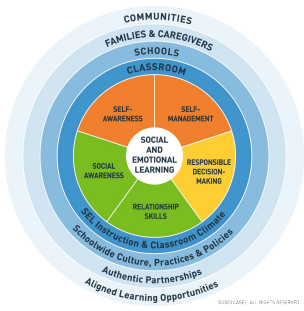
SEL advances educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities.



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Learn more: www.casel.org/what-is-SEL



THE CASEL 5:

The CASEL 5 addresses five broad, interrelated areas of competence and examples for each: *self-awareness, self-management, social awareness, relationship skills, and responsible decision-making*. The CASEL 5 can be taught and applied at various developmental stages from childhood to adulthood and across diverse cultural contexts to articulate what students should know and be able to do for academic success, school and civic engagement, health and wellness, and fulfilling careers.

www.casel.org/what-is-SEL

SELF-AWARENESS: The abilities to understand one's own emotions, thoughts, and values and how they influence behavior across contexts. This includes capacities to recognize one's strengths and limitations with a well-grounded sense of confidence and purpose. Such as:

- Integrating personal and social identities
- Identifying personal, cultural, and linguistic assets
- Identifying one's emotions
- Demonstrating honesty and integrity
- Linking feelings, values, and thoughts
- Examining prejudices and biases
- Experiencing self-efficacy
- Having a growth mindset
- Developing interests and a sense of purpose

SOCIAL AWARENESS: The abilities to understand the perspectives of and empathize with others, including those from diverse backgrounds, cultures, & contexts.

This includes the capacities to feel compassion for others, understand broader historical and social norms for behavior in different settings, and recognize family, school, and community resources and supports. Such as:

- Taking others' perspectives
- Recognizing strengths in others
- Demonstrating empathy and compassion
- Showing concern for the feelings of others
- Understanding and expressing gratitude
- Identifying diverse social norms, including unjust ones
- Recognizing situational demands and opportunities
- Understanding the influences of organizations/systems on behavior

RESPONSIBLE DECISION-MAKING: The abilities to make caring and constructive choices about personal behavior and social interactions across diverse situations. This includes the capacities to consider ethical standards and safety concerns, and to evaluate the benefits and consequences of various actions for personal, social, and collective well-being. Such as:

- Demonstrating curiosity and open-mindedness
- Identifying solutions for personal and social problems
- Learning to make a reasoned judgment after analyzing information, data, facts
- Anticipating and evaluating the consequences of one's actions
- Recognizing how critical thinking skills are useful both inside & outside of school
- Reflecting on one's role to promote personal, family, and community well-being
- Evaluating personal, interpersonal, community, and institutional impacts

SELF-MANAGEMENT: The abilities to manage one's emotions, thoughts, and behaviors effectively in different situations and to achieve goals and aspirations. This includes the capacities to delay gratification, manage stress, and feel motivation & agency to accomplish personal/collective goals. Such as:

- Managing one's emotions
- Identifying and using stress-management strategies
- Exhibiting self-discipline and self-motivation
- Setting personal and collective goals
- Using planning and organizational skills
- Showing the courage to take initiative
- Demonstrating personal and collective agency

RELATIONSHIP SKILLS: The abilities to establish and maintain healthy and supportive relationships and to effectively navigate settings with diverse individuals and groups. This includes the capacities to communicate clearly, listen actively, cooperate, work collaboratively to problem solve and negotiate conflict constructively, navigate settings with differing social and cultural demands and opportunities, provide leadership, and seek or offer help when needed. Such as:

- Communicating effectively
- Developing positive relationships
- Demonstrating cultural competency
- Practicing teamwork and collaborative problem-solving
- Resolving conflicts constructively
- Resisting negative social pressure
- Showing leadership in groups
- Seeking or offering support and help when needed
- Standing up for the rights of others

THE KEY SETTINGS:

Our framework takes a systemic approach that emphasizes the importance of establishing equitable learning environments and coordinating practices across key settings to enhance all students' social, emotional, and academic learning. We believe it is most beneficial to integrate SEL throughout the school's academic curricula and culture, across the broader contexts of schoolwide practices and policies, and through ongoing collaboration with families and community organizations. These coordinated efforts should foster youth voice, agency, and engagement; establish supportive classroom and school climates and approaches to discipline; enhance adult SEL competence; and establish authentic family and community partnerships.

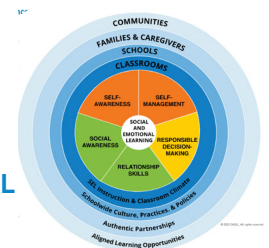
CLASSROOMS. Research has shown that social and emotional competence can be enhanced using a variety of classroom-based approaches such as: (a) explicit instruction through which social and emotional skills and attitudes are taught and practiced in developmentally, contextually, and culturally responsive ways; (b) teaching practices such as cooperative learning and project-based learning; and (c) integration of SEL and academic curriculum such as language arts, math, science, social studies, health, and performing arts. High-quality SEL instruction has four elements represented by the acronym SAFE: Sequenced - following a coordinated set of training approaches to foster the development of competencies; Active - emphasizing active forms of learning to help students practice and master new skills; Focused - implementing curriculum that intentionally emphasizes the development of SEL competencies; and Explicit - defining and targeting specific skills, attitudes, and knowledge.

SEL instruction is carried out most effectively in nurturing, safe environments characterized by positive, caring relationships among students and teachers. To facilitate age-appropriate and culturally responsive instruction, adults must understand and appreciate the unique strengths and needs of each student and support students' identities. When adults incorporate students' personal experiences and cultural backgrounds and seek their input, they create an inclusive classroom environment where students are partners in the educational process, elevating their own agency. Strong relationships between adults and students can facilitate co-learning, foster student and adult growth, and generate collaborative solutions to shared concerns.

SCHOOLS. Effectively integrating SEL schoolwide involves ongoing planning, implementation, evaluation, and continuous improvement by all members of the school community. SEL efforts both contribute to and depend upon a school climate where all students and adults feel respected, supported, and engaged.

Because the school setting includes many contexts—classrooms, hallways, cafeteria, playground, bus—fostering a healthy school climate and culture requires active engagement from all adults and students. A strong school culture is rooted in students' sense of belonging, with evidence that suggests that it plays a crucial role in students' engagement. SEL also offers an opportunity to enhance existing systems of student support by integrating SEL goals and practices with universal, targeted, and intensive academic and behavioral supports. By coordinating and building upon SEL practices and programs, schools can create an environment that infuses SEL into every part of students' educational experience and promotes positive social, emotional, and academic outcomes for all students.

Continue to families/caregivers and communities...



THE KEY SETTINGS (CONT.)

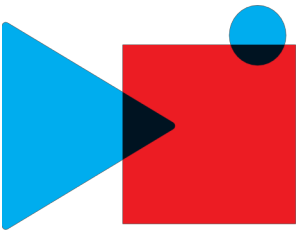
FAMILIES/CAREGIVERS. When schools and families form authentic partnerships, they can build strong connections that reinforce students' social and emotional development. Families and caregivers are children's first teachers, and bring deep expertise about their development, experiences, culture, and learning needs. These insights and perspectives are critical to informing, supporting, and sustaining SEL efforts. Research suggests that evidence-based SEL programs are more effective when they extend into the home, and families are far more likely to form partnerships with schools when their schools' norms, values, and cultural representations reflect their own experiences. Schools need inclusive decision-making processes that ensure that families—particularly those from historically marginalized groups—are part of planning, implementing, and continuously improving SEL.

Schools can also create other avenues for family partnership that may include creating ongoing two-way communication with families, helping caregivers understand child development, helping teachers understand family backgrounds and cultures, providing opportunities for families to volunteer in schools, extending learning activities and discussions into homes, and coordinating family services with community partners. These efforts should engage families in understanding, experiencing, informing, and supporting the social and emotional development of their students.

COMMUNITIES. Community partners often provide safe and developmentally rich settings for learning and development, have deep understanding of community needs and assets, are seen as trusted partners by families and students, and have connections to additional supports and services that school and families need. Community programs also offer opportunities for young people to practice their social and emotional skills in settings that are both personally relevant and can open opportunities for their future. To integrate SEL efforts across the school day and out-of-school time, school staff and community partners should align on common language and coordinate strategies and communication around SEL-related efforts and initiatives.

Students, families, schools, and communities are all part of broader systems that shape learning, development, and experiences. Inequities based on race, ethnicity, class, language, gender identity, sexual orientation, and other factors are deeply ingrained in the vast majority of these systems and impact young people and adult social, emotional, and academic learning. While SEL alone will not solve longstanding and deep-seated inequities in the education system, it can create the conditions needed for individuals and schools to examine and interrupt inequitable policies and practices, create more inclusive learning environments, and reveal and nurture the interests and assets of all individuals.





BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Jonathan Konrad, Acting Deputy Superintendent, Education Services
Subject: Alberta School Council Engagement (ASCE) Grant 2021-2022



Purpose:
For information.

Background:

For the 2021-2022 school year, the Alberta government provided more than \$1 million dollars to support school councils through the Alberta School Council Engagement (ASCE) Grant. This grant enhances collaboration between parents and schools on education priorities, and Sturgeon Public Schools received \$500 for each School Council in the Division.

To help facilitate accessing this grant, Alberta School Councils' Association (ASCA) created Division Services Packages to enable school divisions to provide support to school councils at discounted prices. Sturgeon Public Schools used a portion of the ASCE grant to purchase 3 *Foundational Workshops* (zoom presentations) and made them available to current school council members, prospective school council members and any Sturgeon Public parent/guardian or community member interested in learning more about school councils. The following workshops were purchased and made available during the month of November:

- Session 1: School Council Purpose
 - 29 Parents Registered for November 16
- Session 2: The Work of the School Council: It's NOT about the Meeting
 - 22 Parents Registered for November 23
- Session 3: Fundraising Association Partnership Purpose
 - 31 Parents Registered for November 30

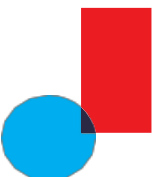
Each School Council has access to a remaining balance of \$428.57 to support their work for the remainder of the year.

Administration is prepared to respond to questions at the December 8, 2021 Committee of the Whole meeting.

Sincerely,

Shawna Walter, M. Ed.
Acting Superintendent

Attachment



2. The agent will document the following for each consortia and in addition provide a consolidated statement to the Ministry of Education annually by September 30, reflecting the previous **school year's** spending:
 - Statement of Revenues and Expenses,
 - Statement of Financial Position.

NEW

G2 - Alberta School Council Engagement (ASCE) Grant

This grant provides funding to school authorities for each school in order to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement.

Allocation Formula

\$500/school council

Allocation Criteria

1. Only schools required by the *Education Act* to have a school council will be eligible for this grant (i.e. public, separate, Francophone and charter schools). Note: A school council must be established for each school operated by the board as per the *Education Act*, section 55(1).
2. Of the eligible schools, only those with an active school council will receive the grant.

Guidelines

1. By the end of October, school authorities will provide Alberta Education with the number of active school councils in their jurisdiction and any other relevant information requested. Grant funds will be allocated to school authorities through the usual funding processes.
2. School authorities are responsible for ensuring that the funds are disbursed to their schools and made available to the school councils. Funds must not be directed to registered fundraising societies. The decisions for the use of the funds must be made by the school councils.
3. The ASCE Grant form is available in **section L** and also from the Alberta Education Stakeholder File Exchange site.
4. Funds are to be used to support school councils in fulfilling their legislated responsibilities and for parent involvement and engagement activities.
 - a. School council responsibilities are outlined in the *Education Act* and *School Council Regulation* including:
 - advising the principal and the board respecting any matter relating to the school;
 - consulting with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
 - consulting with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent;
 - establishing and implementing policies in the school that the school council considers necessary to carry out its functions;
 - making bylaws governing its meetings and the conduct of its affairs;
 - advising on the development of school education plans, annual education results reports and budget; and

- completing and providing an annual report to the school board summarizing its activities and detailing the receipt, handling and use of any money in the previous school year.
 - b. Parent involvement and engagement activities that:
 - broaden the number of school events that include parents;
 - diversify the communication tools used to reach parents; and
 - seek out the advice and ideas of other parents.
5. Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support.
 6. Examples of parent engagement activities and projects that funds can be used for include:
 - workshops for parents to increase capacity for school council members;
 - information sessions on how parents can support student learning at home and at school;
 - parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;
 - programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis and Inuit learners;
 - parent resources and tools in multiple languages;
 - events to engage parents on important local issues;
 - parent engagement in promoting the value of arts;
 - trainer/facilitator costs for the professional development, workshops or sessions associated with the above.
 7. Examples of non-allowable expenses include:
 - entertainment costs, meals, snacks, other food
 - no capital asset purchases
 - activities that have already taken place
 - organization memberships or conference fees
 - fundraising events
 - prizes or incentives to parents and/or students
 - payment to school board staff including honoraria, gifts
 - entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances, etc.
 8. All funds provided must be spent in the school year in which they are allocated. Any unused funds must be returned to Alberta Education.
 9. School authorities are expected to support their school councils to ensure funds are spent appropriately.
 10. As per section 13(2) and 14 (1) of the *School Councils Regulation*, school councils must annually report to the board on the receipt, handling and use of the ASCE Grant.

Schedule for ASCE Grant Workshops – November 2021

School Council Purpose

Time: Tuesday, November 16, 2021 7:00pm to 8:00pm

Number of Registrants: 29

Understanding the legislated role of school councils including which topics/areas are open for discussion, and which require caution, helps to prevent tension and dysfunction within school councils and the school communities. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective, and how to broach sensitive topics is essential to new and returning members.

The Work of the School Council: It’s NOT about the Meeting

Time: Tuesday, November 23, 2021 7:00pm to 8:00pm

Number of Registrants: 22

School councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfill their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to their intended purpose and the intended result of their work, and then consider how to connect with their school

Fundraising Association Partnership Purpose

Time: Tuesday, November 30, 2021 7:00pm to 8:00pm

Number of Registrants: 31

Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each, and in the best interests of students. Clarity of who has authority for what, is essential.



Workshops

Audience	Foundation	Enhancement
<p>School Councils</p> <p>Groups of School Councils</p>	<p>School Council Introduction</p> <p>School Council Establishment</p> <p>School Council Purpose</p> <p>Fundraising Association Partnership Purpose</p> <p>Tools for Effective School Councils</p> <p>The Work of School Council: <i>It's NOT About the Meeting</i></p> <p>The School Council-Trustee Relationship</p>	<p>Operating Procedures</p> <p>Policies and Practices</p> <p>Effective Engagement in Your School Community</p> <p>Creating School Council Plans</p> <p>Building Positive Partnerships</p> <p>Managing School Council Meetings</p>
<p>School Division Administration</p> <p>Principals</p> <p>School Boards</p>	<p>School Council Purpose</p> <p>Partnering with Fundraising Associations</p> <p>The School Council-Trustee Relationship</p>	<p>Effective Principal Engagement and Collaboration with School Councils</p> <p>Creating and Managing Productive School Council Meetings</p>
<p>Fundraising Associations</p>	<p>Fundraising Association Introduction</p> <p>Fundraising Association Fundamental Principles</p>	<p>Fundraising Association Bylaws</p> <p>Fundraising Association Policies and Practices</p> <p>Fundraising Association Financial Practices</p>

Workshops designed to empower school councils and promote diverse and inclusive parent engagement in public education.

Learning platforms for school councils, groups of school councils, division administration, school boards and fundraising associations.

Presented in two focus areas of foundation and enhancement levels.



School Councils, Groups of School Councils, Foundation Workshops

Foundation	Audience	Requirements	FEE \$
<p>School Council Introduction Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community.</p>	<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or Division. Participants: minimum five parents (ideally) plus principal and one other school staff member.</p>	
<p>School Council Establishment School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make decisions regarding membership, governance and elect the executive resulting in the official establishment of their school council.</p>	<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or Division. Participants: minimum five parents or guardians plus principal and one other school staff member.</p>	
<p>School Council Purpose Understanding the advisory role of school councils through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective and how to broach sensitive topics is essential for new and returning members.</p>	<p>A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.</p>	<p>Invitation from principal or parent. Minimum five participants including school council Chair and principal.</p>	
<p>Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.</p>	<p>A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal.</p>	
<p>Tools for Effective School Councils Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.</p>	<p>A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>	
<p>The Work of School Council: <i>It's NOT About the Meeting</i> School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to the Assurance Framework, their intended purpose and the intended result of their work, and then consider strategies to enhance school council’s role in the school community, supporting expectations of the Assurance Framework.</p>	<p>A school council aware of its legislated role seeking to extend their positive influence beyond the school council meeting and into the school community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>	
<p>The School Council-Trustee Relationship Understanding the relationship is vital to assist you in successfully furthering your role in the school community. School councils should understand the role of the school board Trustee, and the Trustee should be aware of their role with school council. A Trustee is a valued partner who can share school board information with parents they represent, and gather valuable parent perspectives from division school councils.</p>	<p>A school council aware of its legislated role seeking to build relationships AND/OR school board Trustees and senior division administration seeking clarity on the role of the Trustee with the school council.</p>	<p>Invitation from principal and one parent OR invitation from Trustee or the school board or senior administration. Minimum five participants including school council Chair and principal, and local school board Trustee OR school board Trustees and senior administration. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>	<p>Price Per Workshop: \$100 For 1 School Council in attendance. \$250 For 3 - 5 School Councils in attendance. \$500 For 6 or more School Councils in attendance.</p>

72 hour CANCELLATION notice is required for all workshop bookings.



School Councils, Groups of School Councils, Enhancement Workshops

Enhancement	2-2.5 hours each	Audience	Requirements	FEE \$
<p>Operating Procedures A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.</p>		<p>A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p>Price Per Workshop:</p>
<p>Policies and Practices School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation, social media and conflict resolution. Create Draft Policies with wording of clauses relevant to the school community for review and feedback.</p>		<p>A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p>\$200 For 1 School Council in attendance.</p>
<p>Effective Engagement in Your School Community School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.</p>		<p>A school council seeking to involve and engage the school community in supporting and enhancing student learning.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p>\$500 For 3 - 5 School Councils in attendance.</p>
<p>Creating School Council Plans Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Aligning with the Assurance Framework, evaluation and potential modification are vital to the creation of ongoing plans. Overview of the school's Annual Education Plan, identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create Draft 1 Year Plan specifying actions, resources, outcomes and evaluation methods.</p>		<p>A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year, in collaboration with the principal.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.</p>	<p>\$1000 For 6 or more School Councils in attendance.</p>
<p>Building Positive Partnerships Building positive partnerships within the Education and general community can help school councils to be more effective in their advisory role. With a focus of supporting and enhancing student learning, Positive Partnerships are informative, collaborative, and respectful of boundaries and authorities. Discussion includes an examination of relationships, expectations, and protocols.</p>		<p>A school council aware of its legislated role seeking to identify and build relationships within, or outside of, the Education Community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	
<p>Managing School Council Meetings Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i>, some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!</p>		<p>A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	

72 hour CANCELLATION notice is required for all workshop bookings.



School Division Administration, Principals, School Boards Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<p>School Council Purpose</p> <p>Understanding the advisory role of school councils, from an administrative perspective, through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning to identify the work of school councils, the role of the principal and Trustee, and how to frame a “personal issue” from a school council perspective are all important to building relationships in your school community.</p>		<p>A division group of principals, administrators and trustees seeking to better understand the role of the school council in the school community, and the principal’s role on school council. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. This workshop is the pre-requisite for other Admin workshops.</p>	<p>Price Per Workshop:</p> <p>\$500</p>
<p>Partnering with Fundraising Associations</p> <p>Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of the Principal’s role and who has authority for what, is essential for a successful year.</p>	<p>A division group of principals, administrators and trustees seeking to understand the two distinct parent groups (School Council and FRA) and their boundaries and role in the school community.</p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. Pre-requisite: Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		
<p>The School Council-Trustee Relationship</p> <p>A Trustee is a valued partner who can share school board information with parents they represent and gather valuable parent perspectives from division school councils. Understanding the relationship between the Trustee and the school council is vital to assist you in successfully furthering your role in the school community. Trustees should be aware of their role with school council, and the school councils should understand the role of the school board Trustee.</p>	<p>A division group of principals, administrators and Trustees seeking clarity on the role of the Trustee on the school council and how to foster this important relationship.</p>	<p>Invitation from school board Trustees and senior administration. Pre-requisite: Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		

School Division Administration, Principals, School Boards Enhancement Workshops

Enhancement	2-2.5 hours each	Audience	Requirements	FEE \$
<p>Effective Principal Engagement and Collaboration with School Councils</p> <p>The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Review of Education Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.</p>		<p>A division group of principals, administrators, trustees and school council reps (optional) seeking to explore how administrators can work effectively with school councils. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>	<p>Price Per Workshop:</p> <p>\$1000</p>
<p>Creating and Managing Productive School Council Meetings</p> <p>Legislation mandates that school councils exist, but cannot tell them how to function effectively. Strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having knowledge, tools, and strategies for running a productive meeting will ensure your school council meetings are welcoming, meaningful and a good use of everyone’s time, are vital to the success of any school council.</p>	<p>A division group of principals, administrators and trustees seeking to understand the processes involved in planning and managing school council meetings appropriately. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		

72 hour CANCELLATION notice is required for all workshop bookings.



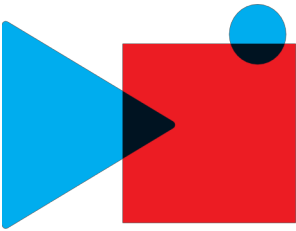
Fundraising Associations Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<p>Fundraising Association Introduction Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.</p>		A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.	Invitation from one parent and principal. Minimum five parents and principal in attendance.	<p>Price Per Workshop:</p> <p>\$200 For 1 Association in attendance.</p> <p>\$550 For 3 - 5 Associations in attendance.</p> <p>\$700 For 6 or more Associations in attendance.</p>
<p>Fundraising Association Fundamental Principles Fundraising Associations operate as legal entities with distinct rules to follow. This workshop will review the legislation and purpose of a Fundraising Association, it's role and relationships with the school community, the role of the Board, and how decisions are made. This workshop is designed to guide new and existing Boards and Association members with a review of principles and some operations best practices.</p>		A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school.	Invitation from principal and one parent. Minimum five participants including fundraising association president, executive and principal in attendance. <i>Recommended:</i> Participants to have taken "School Council Purpose" workshop within previous two years.	

Fundraising Associations Enhancement Workshops

Enhancement	2.5 hours each	Audience	Requirements	FEE \$
<p>Fundraising Association Bylaws An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution. Create complete or partial drafting Bylaws ready to complete to present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society.</p>		A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also, an existing incorporated society seeking to re-examine or revise their current bylaws.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society in attendance. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Fundamental Principles" within previous school year.	<p>Price Per Workshop:</p> <p>\$325 For 1 Association in attendance.</p> <p>\$900 For 3 - 5 Associations in attendance.</p> <p>\$1200 For 6 or more Associations in attendance.</p>
<p>Fundraising Association Policies and Practices Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media. Create draft Policies and Procedures (up to five), using a common format to follow in the future, ready to share with members of the association/society.</p>		A new, or established, incorporated fundraising association/society with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Bylaws" within previous school year.	
<p>Fundraising Association Financial Practices Fundraising associations are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Following sound financial management and proven business practices are critical for continued success in the school community. Topics include – identifying financial risks, managing risk, basic financial practices, and how to make spending decisions. Discussion of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.</p>		A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association, particularly the Treasurer. <i>Highly recommended:</i> Principal in attendance.	

72 hour CANCELLATION notice is required for all workshop bookings.



BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: AP420 – Financial Accountability & Audit

Purpose:

For information.

Background:

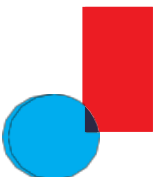
Administrative Procedure AP420 – Financial Accountability & Audit has been updated to reflect the deadline for draft financial statements updated to November 15th. In addition, the contract for Audit Services was updated to reflect a term of three to five years.

Administration is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.ED.
Acting Superintendent

Attachment





PURPOSE

The Board believes that an annual professional audit of its financial operation is essential for maintaining credibility and financial accountability for tax dollars spent on education.

PROCESS

Central Office personnel shall prepare financial statements based on the previous school year for completion on or before November 15th each year.

PROCEDURE

1. The auditor shall be appointed by the Board for a three to five year commitment, with Board confirmation annually at the January Board meeting.
 - 1.1 The appointment of an auditor shall be carried out only after a review of qualifications and of the audit fee structure.
 - 1.2 The auditor appointed shall be expected to perform those duties as specified in the Education Act and regulations thereto, including submitting a report on the Board's annual financial statement and submitting an annual management letter on financial procedures.
2. The Minister may prescribe audit procedures to be used that differ from generally accepted accounting principles.
3. The auditor shall meet with Board representatives to review any report that they are required or requested to prepare.
4. The auditor shall meet with the Associate Superintendent Corporate Services on a regular basis to discuss audit procedures.
 - 4.1 The Associate Superintendent Corporate Services shall ensure that the auditor shall at all times be given access to all records, documents, books of account and vouchers of the Board.

Reference: *Board Policy: 400 Financial Accountability and Audit*



Date: December 8, 2021

Responsible Administrator: Associate Superintendent Corporate Services

5. The Board Chair shall ensure that the auditor's report is submitted to the Board at its next regular meeting following receipt of that report. The auditor shall send to the Minister of Education copies of the Board's financial statement, their report on that financial statement, and a copy of the annual management letter on financial procedures.
6. The Associate Superintendent Corporate Services shall develop appropriate procedures for the external and internal audit of individual school financial records.

Reference: *Board Policy: 400 Financial Accountability and Audit*



PURPOSE

The Board believes that an annual professional audit of its financial operation is essential for maintaining credibility and financial accountability for tax dollars spent on education.

PROCESS

Central Office personnel shall prepare financial statements based on the previous school year for completion on or before ~~October 31st~~November 15th each year.

PROCEDURE

1. The auditor shall be appointed by the Board for a three to five year commitment, with Board confirmation annually at the January Board meeting.
 - 1.1 The appointment of an auditor shall be carried out only after a review of qualifications and of the audit fee structure.
 - 1.2 The auditor appointed shall be expected to perform those duties as specified in the Education Act and regulations thereto, including submitting a report on the Board's annual financial statement and submitting an annual management letter on financial procedures.
2. The Minister may prescribe audit procedures to be used that differ from generally accepted accounting principles.
3. The auditor shall meet with Board representatives to review any report that they are required or requested to prepare.
4. The auditor shall meet with the Associate Superintendent Corporate Services on a regular basis to discuss audit procedures.
 - 4.1 The Associate Superintendent Corporate Services shall ensure that the auditor shall at all times be given access to all records, documents, books of account and vouchers of the Board.

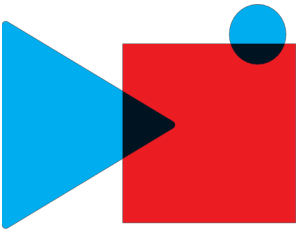
Reference: Board Policy: 400 Financial Accountability and Audit



Responsible Administrator: Associate Superintendent Corporate Services

5. The Board Chair shall ensure that the auditor's report is submitted to the Board at its next regular meeting following receipt of that report. The auditor shall send to the Minister of Education copies of the Board's financial statement, their report on that financial statement, and a copy of the annual management letter on financial procedures.
6. The Associate Superintendent Corporate Services shall develop appropriate procedures for the external and internal audit of individual school financial records.

Reference: *Board Policy: 400 Financial Accountability and Audit*



BOARD MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: Bill 58 Freedom to Care Act – Volunteer Insurance

Purpose:

For information.

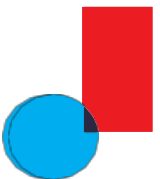
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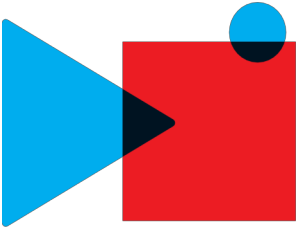
Bill 58, or Freedom to Care Act, came into effect on September 1, 2021. Bill 58 is of interest to the Division mainly from the aspect of volunteer coverage. There are three scenarios that are of interest to Sturgeon Public School Division:

1. Volunteers or groups of volunteers that act, at our request, on activities controlled and initiated by the Division. Examples of such are off-site activity volunteers, hot lunch volunteers, library volunteers, etc.
2. School Council as a Volunteer Group
3. Parent Fundraising Group as a Volunteer Group.

Bill 58 addresses all volunteers' groups, not just those in the Education system. Bill 58 covers the following:

- No volunteer is liable for damage caused by an act or omission while volunteering for an organization, as long as the volunteer acted within the scope of a not-for-profit organization and the volunteer was properly authorized to do so;
- Bill 58 does not cover liabilities of a volunteer if the damage was willful, reckless, criminal misconduct, or gross negligence;
- Bill 58 does not cover liabilities of a volunteer while operating a motor vehicle or other transportation vessel, for which the volunteer is normally required to maintain insurance;
- Bill 58 does not cover offences;





BOARD MEMORANDUM

- Bill 58 does not cover damages done while under the influence of alcohol or drugs; and
- All costs related to a claim against a volunteer are to be absorbed by the not-for-profit organization, such as Sturgeon Public School Division and their insurance policies in effect.

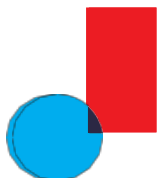
For the scenarios listed above, the Division obtained a legal opinion by which it was clarified that:

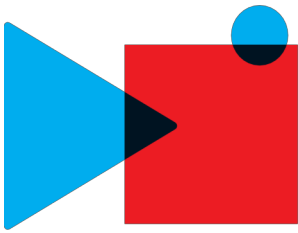
1. Sturgeon Public volunteer groups are protected as indicated in Section 251 of the Education Act, however, there are situations where the Division would not be covered under that section, and insurance would come into effect. Sturgeon Public School Division has been advised to procure the appropriate insurance policies that provide indemnity against liability, as available. The Division believes it has the coverage necessary that is available to us within our own limitations.
2. School Councils are viewed as acting within the scope of the volunteer's responsibility, and therefore, are insured as outlined in article 1. above. School Councils are not required to obtain additional insurance, however, as listed in Bill 58 exclusions above, the same limitations would come into effect for School Councils.
3. Parent Fundraising Groups – same as School Councils.

Administration is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed.
Acting Superintendent





BOARD MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Jonathan Konrad, Acting Deputy Superintendent, Education Services
Subject: School Council Annual Reports



Purpose:
For information.

Background:

School Councils are asked to provide an annual “Year in Review” report to the Board of Trustees every fall as per Policy 305 – School Councils.

Attached you will find the *Year in Review* reports for the 2020-2021 school year submitted by the following School Councils:

- Bon Accord Community School
- Camilla School
- École Morinville Public School
- Four Winds Public School
- Gibbons School
- Landing Trail School
- Lilian Schick School
- Namao School
- Ochre Park School
- Redwater School
- Sturgeon Composite High School
- Sturgeon Heights School

The following School Councils did not submit a year-end report:

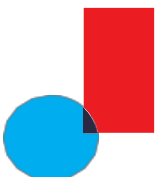
- Guthrie School

Administration is prepared to respond to questions at the December 8, 2021 Committee of the Whole Meeting.

Sincerely,

Shawna Walter, M. Ed.
Acting Superintendent

Attachment



**Bon Accord Community School
School Council
Year in Review 2020 – 2021**

Written by

Jared Thompson

Chair Bon Accord Community
School Council

Name of School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

September 2020

- Report from Principal
 - 174 Students currently registered
 - 1 Head Start Class, 2 Kindergarten, 2 Grade one, 1 Grade 2, 1 Grade 2/3 Split, 1 Grade 3 and 1 Grade 4.
 - Less EA's this year, No Librarian, No Vice Principal and no in house Finance admin.
 - There are no Leadership teams this year
- Trustee Report – Elizabeth Kohle
- Teacher Report – present by Debbie McEachren (attached to minutes)

October 2020

- Report from Principal – Aaron Chute
- Trustee Report – Elizabeth Kohle
- Teacher Report – Debbie McEachren
- Upcoming Events
 - Parent/Teacher Interviews
- Executive Election
 - Chair – Jared Thompson
 - Vice Chair – Ashley St. Hilaire
 - Secretary – Jessica Rigney

November 2020

- Information from Council of School Council's Meeting
 - Funding to ASCA cut to 25% of current level
- Upcoming Events
 - Council and Admin to send out parent survey to capture information on home learning success/challenges and school culture
- Trustee Report – Elizabeth Kohle
- Report from Principal – Aaron Chute
- Teacher Report – Debbie McEachren

December 2020

No Meeting

January 2021

- Pillars of Success presented from Principal
 - BACS maintained very high achievement in all levels
- Upcoming Events
 - Pre-K/Kindergarten Open House Feb 24
- Trustee Report – Elizabeth Kohle
- Report from Principal – Aaron Chute
- Teacher Report – Debbie McEachren
- Executive Report – Jared Thompson
 - Survey results returned 71 responses, Chair and Admin to review for presentation at next meeting

February 2021

- Report from Principal – Aaron Chute
 - Reported on Fire Alarm and evacuation
- Trustee Report – Elizabeth Kohle
 - 2021/22 calendar presented to board, PD days moved to Mondays
 - SPS pandemic response commended by Alberta Education
- Teacher Report – Debbie McEachren
- Executive Report – Jared Thompson
 - Survey results – overwhelmingly positive, parents are happy with culture and staff at BACS.
 - Parent teacher interviews fall on same night as next council meeting, so next meeting moved to April

March 2021

No Meeting due to Parent Teacher interviews

April 2021

- Report from Principal – Aaron Chute
 - Thank you to PSS for providing meal for staff during PTI
 - Circle K donated over \$8500 in supplies to BACS and LS this year to support community.
- Report from Trustee – Elizabeth Kohle
- Report from Teacher – Debbie McEachren
- Executive – Jared Thompson
 - Presented Outdoor Classroom for information to council

May 2021 - AGM

- Report from Principal – Aaron Chute
- Report from Trustee – Elizabeth Kohle
- Report from Teacher – Debbie McEachren
- Report from Executive – Jared Thompson

- Presented School Council report for approval and submission
- **AGM Election**
 - Chair – Jared Thompson
 - Vice Chair – Carmen Siemens
 - Secretary – Carly Rigler
 - Officers – Ashley St. Hilaire, Suzanne Bielert

June 2021

No Meeting, next scheduled for Sept 2021

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2021	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Camilla School Council

Year In Review 2020-2021

Written by

Darla Soetaert, Chair

Amber Kluthe, Secretary

Camilla School Council YEAR IN REVIEW

2020-2021

September 2020

- [Click here to enter text.](#)

[Click here to enter text.](#)

October 2020

- ASCA came out to have an Establishment Meeting. We had to dissolve the SAC and re-establish as per the Education Act and School Council Regulations.
- We had our regular meeting right after. Purchased mask hooks for some of the elementary desks, and bins for the Junior High since they didn't have lockers.

November 2020

- Moved to online meetings
- New school construction update
- Started Christmas Hamper for Community Families

December 2020

- **We didn't have a meeting**

January 2021

- **Zoom Meeting**

February 2021

- **Zoom Meeting**

Click here to enter text.

March 2021

- **Moved into the new school**
- **Provided a teacher breakfast for Teacher Appreciation from Tim Hortons**

April 2021

- **Zoom Meeting**

Click here to enter text.

May 2020

- **Zoom Meeting**
- **School Playground was finished**

● Click here to enter text.

● Click here to enter text.

June 2020

- **No Meeting, AGM September**
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.

Enter name of School Council

Financial Statement

REPORTING PERIOD: September 1, 2019 – August 31, 2020

ASSETS	Cash-Bank Account	\$	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income	\$	
	TOTAL INCOME	\$	
DISBURSEMENTS:	List disbursements	\$	
	TOTAL DISBURSEMENTS	\$	
Profit/Loss	Bank Balance Sept. 1, 2019	\$	
	Withdrawals	\$	
	Deposits		\$ _____
	Bank Balance August 31, 2020	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Ecole Morinville Public School

School Council

Year in Review 2020 – 2021

Written by:

Colleen Waters

Chairperson

Colleen Waters

Ecole Morinville Public School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2020

Principal Report – T. Upshaw, Acting Principal

- a. Start-up went well.
- b. 527 students with 38 online. Numbers are still fluctuating from online to in-person. Some parents opting for the home school option.
- c. Parents and students following safety protocols.
- d. Looking at possibilities for Dragon Food.
- e. Picture Day is Oct. 7
- f. Parent question regarding larger classes.
- i. Not possible to relocate a group students to temporary classrooms. Some class size numbers are not ideal; once student numbers have landed they can look at options.

Teacher Report – C. Hamilton

- a. Students are excited to be back and are being very respectful

New business

- a. Current executive to remain. C.Waters as Chair, J. Hibbs-Pinney as Vice Chair, A.Duckworth as secretary and M. Keller as SC/PFA Liaison.
- b. Next meeting to be held online at 5:45pm on Oct. 5. Meeting invite to be emailed to parents. Meeting dates set: Nov. 2, Dec. 7, Jan. 11, Feb 1, March 1, April 12, May 3, June 7
- c. Parent Concern: PowerSchool processing fee for online payment. No other payment option provided.

October 2020

Principal Report – John Tyler

- a .Introduction, “ What do you need from a principal ?”
 - i. Parent question regarding consistency with principals at EMPS.
 - ii. Will be brought up to the superintendent.
- b. As of Sept 30th 549 students enrolled. 61 online, 490 in class. Budget to come.
- c. Learning cola on going.
- d. Kids are doing well with the changes.
- e. PD day Oct 16
- f. Parent Teacher interviews will be November 9th and 10th held online. Info coming in the next two weeks.

- g. Education Plan

- i. Coming up with a three year plan to get parents more involved.
- ii. Assurance instead of accountability.
- iii. Number one priority is student achievement
- iv. Creating survey for feed back
- v. Slides will be emailed out.

New business –

- a. Parent Parking. Staff will supervise the parking on the east side of the building to ensure rules are being followed, and will add reminder to weekly email.

November 2020

Principal Report – J.Tyler

- a. Assurance Model survey
- b. Parking safety review
- c. Updated AHS checklist has been emailed
- d. Online Parent/Teacher interviews taking place online using Microsoft Teams on Monday and Tuesday of next week.
- e. Scholastic Virtual Book Fair – Nov. 9
- f. Continuity of learning expectations due Nov. 15
- g. Survey coming out regarding the 2021 calendar school year
- h. Checking in for feedback about Communication with school to parents

Chair Report – C. Waters

- a. Will be attending the Council of School's Meeting on Nov. 12

New business

- a. Question about transition to online learning in anticipation of possible closure. J.Tyler - Return to school plan includes conversations to adjust to online learning. Approach would hopefully include some direct instruction with awareness that flexibility is needed for families.

December 2020

Principal Report – J.Tyler

- a. A Covid exposure occurred in a classroom. The response was swift and in control as per AHS guidelines.
- b. Food bank drive – nearly 3,000 items raised! Pizza party for all students!
- c. 12 days of EMPS celebrating, ideas came from student leaders from grade 4.
- d. Playground slide was closed but has since been repaired and reopened.
- e. Budget update delivered.
- f. ATA notice about possible teacher strike. ATA approval has been granted. Parent questions/concerns about strike should be directed to trustee.
- g. Continuity of learning has been ongoing this year. Current plan for Jan at home learning as follows: k-3 approx. one hour of synchronous learning and Grade 4 approx. 1.25 – 1.5 hours synchronous learning with the remainder of the time asynchronous. It's important to know how to log into Google Classroom prior to Christmas Break.

Chair Report – C. Waters

- a. Gave update on Nov. 12 Council of Parent Council meeting
- b. Email on Nov. 13 from Alberta School Council Association stated that funds for conditional grant were cut by 75%. This cut will not affect governance, advocacy or the parent voice on school councils.

January 2021

Principal Report – John Tyler

- General consensus for online schooling was positive. Good welcome back on Jan 11
- 3 students transitioned from continuity of learning to in class learning
- 12 days of winter celebrations was a success – student leadership group has garnered more student interest
- 2 classes required self isolation directly prior to holiday break
- Classes will no longer share gym space to reduce potential for virus transmission will reduce amount of gym time available to students. Outdoor gym will be encouraged as much as possible with warmer weather.
- Open to suggestions on running a virtual open house, parent input requested.

Teacher Report – Cindy Hamilton

- Classes take turns taking care of chickens. Each class should get the opportunity a couple times per year, feed, clean, collect eggs. Now have a new rooster potential to sell any offspring to fund the running of the learning farm.

New business –

- Voting in of new secretary – J. Anheliger self nominates. Motion by M. Isaak to close nominations. J. Anheliger to be secretary by acclimation.

February 2021

Principal Report – John Tyler

- Welcome new VP Michelle Wing, introduced to students on Monday.
M. Wing: Background in correctional services, worked in SSD for the last 10 years. Eager to learn more about parents and students in the coming weeks.
- Previous VP has moved to Landing Trail.
- Open house for Feb 10, 2021 – Virtual format, trailer promoting evening has been uploaded to Facebook and parents are encouraged to share through their networks as well. Video emphasises equitable access to quality education
- Parents advocate and promote the benefits of a public-school education in Morinville, full support for all students. Difference between public education and publicly funded education
- Publicly funded education can select students and decline student enrollment based on a variety of reasons.
- Feb 12 – Valentines day, communication should have been received from teachers as to protocols that will be in place for celebrating.

- Parking – Staff to use staff parking only, parents to use prescribed pick up and drop off locations.
- Pick up drop off covid protocols. Reminders for protocols on social distancing and masks to go out

Teacher Report – Cindy Hamilton

- Message from Counsellor: Grade 4 leadership. Different teams for each month. Feb focus is on, Love, Kindness and anti-bullying. Artwork activity for a mural,
- Feb 24th pink shirt day. Anti-bullying

March 2021

Principal Report – John Tyler

- Pink shirt and kindness
- Open house – Pre-k and then k-4 session. Average 15 per session
- Attempt to get early registration complete, and to encourage new registrations.
- Must register through PowerSchool.
- 30 chrome books ordered (Thank you PFA) partner with Edmonton Public Schools for best prices.
- Focus on general wellness, exercise, nutrition, self care.
- March 12th crazy Hair day
- Parent Teacher interviews. Online booking with teams' link. March 23 and 24th
-

Teacher Report – Cindy Hamilton

- Personal Wellness – within classes they are taking healthy eating breaks, physical breaks, and physical activity breaks. Breaks being tallied and winners receive the “Ultimate Movie Day.”

Chair Report – Attended the open house

April 2021

Principal Report – John Tyler

- Dan Requa(Four Winds Principal) came to speak to grade 4s about Four Winds
- Survey for grade 4 students was completed by 13% of parents. Cut off for survey is April 23rd
- Enrollment continues to be steady, possibility of combining classes for split grades.
- Parents who have students with specific or complex learning needs are encouraged to reach out to administration to ensure that adequate funding can be put in place for supports for next year.
- Additional support has been added to classrooms.
- Food program is working great, even with additional covid guidelines. Looking to add potential lunches for students here and there.
- Budget for YTD is right on target.
- Draft curriculum is not being piloted by Sturgeon School Division
- 5 EMPS staff will be participating on curriculum review and feedback.

- Q: Will SSD be able to provide feedback if we are not piloting the curriculum
- A: We are hopeful

Teacher Report – Cindy Hamilton

- Parents are eligible to provide curriculum feedback.
- World Book day – students can dress as their favorite book characters.
- Counsellor Allen, focus on perseverance and positive self talk. “I Can” Campaign
- Chickens, 42 eggs for incubation. Donated by Green Barn Farms. Willing to take back any roosters due to municipal bylaw on having chickens.
- Hens that hatch beyond capacity will be sold to support the program.
-

May 2021

No meeting due to low attendance

June 2021

Principal Report – Kendra Thompson

- Thank you for staff appreciation lunch.
- Thank you for Chromebook.
- Capital Construction update: Oldest portable/modular will be removed over summer.
- Staffing and transition plans are underway. Class lists are being worked.
- Individual classrooms will be sharing plans as they come up.
- June 24 beach day farewell day.
- All activities will be performed with cohorts only.
- Finishing plans to recognize book award winners, and academic awards.
- June 8, orange shirt day

Parent Questions

Teacher Report – Cindy Hamilton

- Thank you for staff lunch.

Chair Report –

- Looking for replacement in new school year.
- Working on Year in Review for Head Office

Ecole Morinville Public School
School Council - Financial Statement

REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ _____	
	List any other Assets:		
	•	\$ _____	
	•	\$ _____	
	•	\$ _____	
	TOTAL ASSETS	\$ <input type="text"/>	
LIABILITIES	TOTAL LIABILITIES	\$ <input type="text"/>	
INCOME	List Income:		
	•	\$ _____	
	•	\$ _____	
	•	\$ _____	
		TOTAL INCOME	\$ <input type="text"/>
DISBURSEMENTS	List Disbursements:		
	•	\$ _____	
	•	\$ _____	
	•	\$ _____	
		TOTAL DISBURSEMENTS	\$ <input type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ <input type="text"/>	
	Withdrawals	\$ <input type="text"/>	
	Deposits	\$ <input type="text"/>	
	Bank Balance August 31, 2021	\$ <input type="text"/>	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Four Winds Public School
School Council
Year in Review 2020 – 2021

Written by:

Jennifer Anheliger

Chairperson

Four Winds Public School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2020

Sample information/update/presentation to include in report:

- Election of Executive
- Review of Sick protocols, SPS Stay at home guide.
- Discussion of CTF options and effects of Covid Protocols
- Inquiry projects, parent and community feedback requested
- Teacher and Principal report (C. Dafoe, D. Requa)
- Discussion around Tech policies
- Discussion around Google Classroom
- Trustee Report (Misty Featherly) – Discussion on budget (Sturgeon hit hardest of all school divisions. New finance department working on getting caught up)

October 2020

Sample information/update/presentation to include in report:

- Cancelled due to school covid closure. q

November 2020

Sample information/update/presentation to include in report:

- Accountability Pillar Results and quarterly budget update from Principal
- Information from Council of School Council's Meeting – provided by Chair, J. Anheliger
- Request from community businesses and members to participate in morning announcements.
- Request for parent feedback on Mission, Vision and Value statements.
- Teacher Report (C. Dafoe) Google classroom posts updated regularly, focus on getting students caught up when returning to classroom.
- Discussion over stages of Covid protocol.
- Report from Principal
- Update on AHS inspections, no deficiencies reported.
- Trustee Report – No division discussion around extended winter break. Capital report will come to board in February for discussion.

December 2020

- Meeting cancelled due to government school closure. Parents advised to connect with administration for any concerns directly.

January 2021

Sample information/update/presentation to include in report:

- PFA update – still waiting for incorporation documents from registries.
- Parent discussion on School Councils meeting. Concerns for constant admin changes and pending lawsuit.
- Report from principal
- Discussion around difference between publicly funded education vs. public education
- FWPS Education Plan presented and discussed.
- Discussion on survey for grade 7 students
- Teacher report – students are adjusting well as they return to school.
- Discussion around attendance
- Steam competition
- Trustee Report. Budget for federal grant funding received.
- Discussion around ATA strike
- Discussion around long-term sustainability of SPSD with reduced funding, teachers without contracts and pending lawsuits.
- Decisions for Admin are made to further growth of division.

February 2021

Sample information/update/presentation to include in report:

- Principals Report.
- Registrations for new school year is ongoing.
- 3 Part wellness initiative to start.
- Presentation from Sturgeon Comp for Jr. High Students moving to high school (Discussion for need of high school within Morinville)
- Adademy registrations have begun. Students currently enrolled have right of first registration. Fees MUST be paid in full.
- Teacher Report – bottle drive for Rotary, Formal Friday
- Trustee Report – Teacher Contracts have been signed and accepted.
- Update on Two new programs at High School
- Discussion how Federal Covid relief funding was allocated.

March 2021

Sample information/update/presentation to include in report:

- Trustee Report – No division discussion around extended winter break. Capital report will come to board in February for discussion.

April 2021

Sample information/update/presentation to include in report:

- Virtual Parent Teacher Meetings
- Principal Report – Discussion around open house videos available on website
- Discussion on Illicit, prohibited, and restricted substances policy
- Grade 7 survey was delayed.
- Request for parents to participate in thought exchange.
- Academy registrations are filling quickly.
- Grade 9 farewell discussed.
- Teachers report. Discussion around academies
- Trustee report – SPSD will not pilot new curriculum.
- Redwater is online due to rising cases.

May 2021

Sample information/update/presentation to include in report:

- Meeting cancelled after numerous parents indicated they are unable to attend.

June 2021

Sample information/update/presentation to include in report:

- Communication from Houle family – dismay with Division and lack of high school
- Principal report. Vision and Mission is complete, values to be ready and full presentation available in September.
- Jr. & Elementary Track meet
- Final exams from Jr. High, focus on test prep rather than scores.
- Grade 4 transition, orientation will be available at end of august.
- Discussion around sports teams for next year
- Trustee Report
- Intent is to have public High School in Capital plan. M. Featherly was no in support of capital plan for this reason as it was not included.
- Discussion around divisiveness created by catholic vs. public education in Morinville.
- Budget has been passed.
- 45 million provincial funding will become available based on assessments and need for targeted interventions.
- Discussion around new curriculum review, and plan to incorporate effective ways of delivery should province push forward.
- AGM scheduled for September 9, 2021.

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
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	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2021	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Gibbons School Principal's Advisory Council

Year in Review 2020-2021

Written by

Beth Rusnak, Parent's Association secretary

Gibbons School Year in Review 2020-2021

September 2020

- AGM deferred until October due to not enough parents at meeting
- Admin reviewed covid protocols

October 2020

- Very few parents in attendance, no nominees for parent council or parent's association

November 2020

- No nominations at past two meetings for parent council so Mr Moody formed a principal's advisory council for the remainder of the school year
- Parent's Association managed to fill necessary spaces on their board
- Beth R. attended COSC google meet
- Facemask fundraiser.
- Errdmann's Garden and Greenhouse veggie bundle fundraiser.

December 2020

- Jr high ended up going online due to covid.
- School did it's best to encourage theme days/activities that would keep students engaged whether in class or online
- Parent's association funded purchase of speaker/microphone systems to assist with online teaching
- Parent's association purchased document scanners, snap circuits, ovens.

January 2021

- Students back in building after extra week of online learning post xmas break.
- Discussion about division's effort to increase awareness of the difference between public education and publicly funded education.
- Staffing changes as Ms Devolder moved to the Comp. and Ms. Austin took on vice principal role. Ms Thompson to become acting principal while Mr Moody on parental leave.
- Discussion about need for insurance for parent's association
- Westcoast Seeds fundraiser

February 2021

- Accountability pillar survey
- Katelyn contacted other school parent associations to see what they were doing about insurance/if they had received quotes. Insurance discussion was tabled until next fall as rates were quite high and no in person activities were being put on by parent's association this year.
- Little Caesar's fundraiser

March 2021

- Reviewing responsible use of technology policy with students and parents
- Parent's association applied for and received a \$3500 grant from Pembina Pipelines for purchase of microscopes. Parent's association contributed \$1500 towards remaining cost.
- Parent's association paid for purchase of ping pong tables for gym
- Discussed goal setting and increasing community awareness of fundraisers

April 2021

- Mr Moody back in office
- Discussion about Division Policy 900- Student Conduct and Discipline. Parents surprised to learn that possessing/distributing illicit substances was not already grounds for immediate expulsion. One parent enquired about whether naloxone kits are available at the schools.
- Year end planning for gr 9 grad, school final assessments underway.
- Questions about draft curriculum

May 2021

- Some staff/students in isolation, resulting in some staff shuffling
- School should be getting front entrance face lift over summer.
- Parent Association updating bylaws, to present at meeting in fall
- Growing Smiles flower fundraiser

June 2021

- Introduction to incoming principal Deb Clark. New vice principal will be Kessia Brenneis.
- Rec/hockey academy changes next year to semester system.
- Funding for school counselling will be increasing next year.
- Parent Association paid for school wide year end lunch.
- Planning for next year so new admin and parent association will be on same page with fundraising goals.

Landing Trail School
School Council
Year in Review 2020 – 2021

Written by:

Laura Vickerman

Chairperson

Laura Vickerman

Landing Trail School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2020

Sample information/update/presentation to include in report:

- School Code of Conduct - Reviewed
- Open House/Meet the Staff Event – Sept 24th
Orange Shirt Day Sept 30th
- PFA Report
- Report from Principal - So far it's been a great start to the year. Teachers are doing a great job and students are responding well. 241 students currently enrolled, down from the 385 predicted. Learning Lounge

October 2020

Sample information/update/presentation to include in report:

- AGM - Laura is the new Council Chair / Vice Chair Virginia / Robyn is the Secretary
- Upcoming Events – Parade of lights , School Pictures went well /
- PFA Report
- Report from Principal - Remembrance Day ceremony will be different this year due to not being allowed to have visitors in the schools, so the ceremony will be held over the PA system with the students remaining in their classes / Parent teacher interviews will be held virtually via Google Meet bookings or like the phone calls from June / Parking still remains something to be aware of as the school needs to keep the entrances and sidewalks clear for the students to be able to maintain social distancing

November 2020

Sample information/update/presentation to include in report:

- Accountability Pillar Results from Principal
- Information from Council of School Council's Meeting - Noted that there are similar struggles across the county and other parent groups for low participation on committees as well as comments around administration changes- main take away was the stressing of accessing the ASCA free seminars
- Remembrance Day Ceremony
- Upcoming Events – DFS Fundraiser / Who Ville Fundraiser
- PFA Report
- Report from Principal – Parent teacher interview went well / Remembrance Day went well / Recess playground times adjusted slightly / No Covid update, still

triaging students if they come to the office, extra hand washing and sanitizing practices

December 2020

Sample information/update/presentation to include in report:

- NO December Meeting
- Upcoming Events – Who Ville Fundraiser

January 2021

Sample information/update/presentation to include in report:

- School Education Plan from Principal – Traci Shaw New Acting Principal
- Upcoming Events
- PFA Report
- Report from Principal - Kudos to the school administrators for handling the Covid concerns in December so well / Negotiations with teachers and CUPE still going, no information to update / Online Learning in December and 1st week of January went well

February 2021

Sample information/update/presentation to include in report:

- Review School Supply List for upcoming school year
- Review Code of Conduct for upcoming school year
- PFA Report
- Report from Principal – Update Website / Parking lot problems continue / Calendar for 2021/2022 review / Theme Fridays / LiteZilla up and running

March 2021

Sample information/update/presentation to include in report:

- Upcoming Events - virtual parent teacher interviews coming in the next few weeks- Grade 4 and Grade 5 teachers to collaborate on how to transition the grade 4s into the new schools for grade 5
- PFA Report
- Report from Principal - Virtual open house went well, pre-k interest is low, promotions in place to help bring interest and registrations up-88% of students have completed registrations for next year-not enough interest in the open air/ additional kindergarten class to run it in LT next year, Namao still taking registrations for this- promotions in place to increase interest for LOGOS program- working on planning for next years school needs

April 2021

Sample information/update/presentation to include in report:

- Upcoming Events

- Election – Laura remains Chair / Vice chair vacant / Secretary Vacant / Class Rep – Checking with Laverda if she wishes to remain in position / Community Rep – No one present
- Report from Principal - No parking lot update, delays over spring break but barricade and removing of the gravel. School asked for the sea can to be removed as kids were starting to climb on it. PD went well, lots accomplished Buddy system for grade 4s/grade 5s in the works and plans in place for starting the transition Grade 4 farewell will be June 23 Survey season is here - grade 4 survey sent out, please complete this if you received a letter with an access code in it, also a school division survey will be coming out shortly The school is having a virtual book fair again, hopefully better response than that one earlier in the year, please check it out With Covid still a major factor, all protocols and practices are still a major focus and staff are diligently keeping on top of the students and working with them Staff have been looking at the new curriculum and getting feedback prepared to share back to Alberta Ed, School division is gathering experts together to aid in this as well, there will be no change to the curriculum for the coming year - just too busy with everything else going on and other changes that are more needed

May 2021

Sample information/update/presentation to include in report:

- Upcoming Community Events seniors week - hoping to host a burgers and fries drive through. Summer programs are still possible. Town wide garage sale - registration is being pushed to July for covid updates. Fish pond upgrade is moving along
- PFA Report
- Report from Principal flip to online learning last week went smoothly, comments from teachers that students are engaging more, completing the work and participating.
Looking at budgets for next year and has approval to spend reserve funding for more chrome books, flexible learning, home reading books and more gym equipment.
Pride week is coming - discussing diversity, pride colors and messaging.
Grade 4 transition - grade 4 letters have gone out, waiting for the grade 5s to communicate back, still working on a virtual tour to happen.
Looking to paint lines for games in the outdoor basketball court areas (still stencils in the PIA room)

June 2021

Sample information/update/presentation to include in report:

- No Meeting

Landing Trail School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ <u>0</u>
	List any other Assets:	
	•	\$ <u>0</u>
	•	\$ <u>0</u>
	•	\$ <u>0</u>
	TOTAL ASSETS	\$ 0
LIABILITIES	TOTAL LIABILITIES	\$ 0
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ 0
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ 0
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ 0
	Withdrawals	\$ 0
	Deposits	\$ 0
	Bank Balance August 31, 2021	\$ 0

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: Laura Vickerman

Position: School Council Chair

Date: June 27, 2021

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Lilian Schick School
School Council
Year in Review 2020 – 2021

Written by:

Shelley Greenwood

Chairperson

Enter Name:

Christina Romanowski

Lillian Schick School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2020

Elections of Executive for 2020-2021 – Carried over from May 2020 Parent Council Meeting:

6.11 Chairperson: Christina Romanowski appointed by acclamation. 6.12 Vice Chairperson: Christina Romanowski calls for nomination. Tabled 6.13 Secretary: Nicole Roe appointed by acclamation

School Code of Conduct – Shared

Open House/Meet the Staff Event – done prior to this meeting, online video shared

Report from Principal:

School update – Thank you to the parents for preparing their students for the school year and for the hard work that was put in during Continuity of Learning in the spring. Our students are resilient and doing a wonderful job at school and on our buses.

Beyond the Hurt Update – Students who worked with the Red Cross in the spring and completed the Beyond the Hurt Program Training – will be working with our counsellors to create opportunities for growth in our students during unstructured times and during class time.

Focus on KNIGHTS – our staff and students will be focusing on what it means to be a KNIGHT and what the KNIGHTS acronym stands for. Each month our counsellors will provide classes with opportunities to learn about and practice one of the KNIGHTS characteristics. We will be encouraging students through nominations for KNIGHTS and a monthly draw focusing on the key KNIGHTS focus – this month is being KEEN and our winning KNIGHT will get a KNIGHTS hockey jersey. This is the beginning of our new focus on KNIGHTS to replace what Leader in Me opportunities we no longer subscribe to.

Staff information – we currently have Mr. Chin(full-time) and Mrs. Thompson (1/2 time) working in our Continuity of Learning program – we have 41 students accessing CL and 13 students accessing Home Education, the remaining 219 are in-class learning. Mrs. Striegler is a floating teacher between Gibbons and LS in the event we are in need of a teacher substitute rather quickly.

October 2020

Report from the Principal:

Discussion of the draft School Year Calendar – Parents reviewed and no initial concerns. Options – term 2 options will include options with a cost of \$20 that will be applied to our PowerSchool Parent Portal Accounts – each Junior High Class will have foods (Mr. Harvey) as an option in their rotation on Day 1 and 4 for 4 total sessions, other options are continuing to

be developed, outdoor ed, physical options, and others are being discussed. AHS has given direction for the Foods and Sports Options.

Remembrance Day ceremony will be digitally displayed for our students in their cohort groups on November 10th at 11:00AM, Mr. Jensen and Mr. Chin to compile student work and presentations.

The elementary classes received the NED Show digitally and enjoyed the yoyo magic and anti-bullying message set up by our school counselors

Grade 9 students are working toward bring Logos to our Logos students in a new way and connecting our students together/separately, Mrs. Corneilus is facilitating.

Logos meeting are the first Tuesday of the month on Google Meet at 3:30PM

Recruiting volunteers campaign – creating a video to put out on social media platforms – this ideas was brought to us from Karen Gagne as a way to bring it to the attention of our parents. Possible volunteer opportunities- School Council, Classroom support in the form of digital recordings or presentations, Room Parent Association, Career Presentations, Travel Photos, are some examples

Discussion Questions for Three Year Ed Plan – a. Teachers will co-create programming with parents, students, and leadership to meet student’s individual needs in hand-on and active learning environment i. **Suggestions:** Teaching students to plan ahead, and develop study habits. Keeping PowerSchool updated so problems can be addressed on time. Additions to Google Classroom to support student learning at home when students are sick at home or in isolation.

b. Schools foster welcoming learning environments and implement supports for physical, social, mental, and emotional wellness i. **Suggestions:** The school does a great job of creating a welcoming environment for all parents and students. Anti-bullying presentations are very well received. Possibly continue these. School will continue with the Beyond The Hurt campaign and focusing on KNIGHTS virtues.

c. Schools provide diverse programming to ensure that success of all students in an inclusive learning environments i. **Suggestions:** none were mentioned

d. Schools implement and improve strategic plans to ensure understanding of Indigenous perspectives and knowing. i. **Suggestions:** none were mentioned

e. Sturgeon Public Schools will ensure that partnerships are developed and maintained to support student health and wellness

f. Division leadership in partnership with schools plan and implement annual stakeholder

g. Schools celebrate student and community achievement in local and division-wide events such as indigenous celebrations, athletic finals, STEAM, and CTS Skills competitions

h. Schools implement students volunteer opportunities in their communities and encourage participation in division-wide events

School Budget will be discussed next month.

November 2020

Sample information/update/presentation to include in report:

6.1.1 Review of School Budget

13.84 Full Time Teachers- This includes classroom teachers, learning coach, continuity of learning teachers (online), school counselors, and administration

2.23 Full Time Educational Assistant Support

1.62 Full Time Office and Library Support

Funds are required for updating technology equipment (document cameras, sound systems for example), chromebook purchase so all students have access to a device.

Future plans- community garden, outdoor education learning space

6.1.2 Teacher Report

PJ Day “Peace in our Pyjamas” to help connect students learning at home with their school community

Staff are adjusting to the new supervision schedules due to students learning at home.

Remembrance Day Virtual ceremony was well received by all staff and students.

The first day of online school was held for Junior High students today and the majority of students were logged in and engaged. Some families are struggling with internet connectivity, but the school was able to ensure that all students had access to a device.

101 students were nominated for the Knights Spirit Awards for the month of November.

Trustee Report

The board has been busy meeting virtually to discuss changing Covid protocols for schools and helping schools transition to online learning.

December 2020

No meeting in December

January 2021

6.1 Administration Report

6.1.1 What is public education and what is publicly funded education?

<http://www.public-schools.ab.ca/blog/2020/11/17/provincially-funded-vers-us-publicly-funded-schools-whats-the-difference-and-why-does-it-matter>

Cathy Hogg - President of the Public School Boards Association of Alberta

“Public schools – and the public school system – have evolved substantially in Alberta over the past 140 years, but the foundational principles remain: a publicly-accessible system, available to all students, and paid for by the taxes of the local community. Within each public school jurisdiction, all students are welcome without question. In that inclusive environment various programs of choice are offered to meet the many diverse needs and wants of our students.”

“We prefer the term “provincially-funded” because it’s a clear and truthful reference to the fact that all schools and school systems – public, separate, francophone, charter, private and home school – are funded by provincial taxpayer dollars that are distributed by the Alberta government.”

“The Public School Boards’ Association of Alberta is truly committed to *Students First* , and to advancing the cause of *public education* in Alberta: free, open and accessible to all”

6.1.2 New Staff:

We currently have Shannon Lazurenko as our daytime custodian.

We are happy to have Mrs. Barr back and thank Miss Shulha for being part of our team over the last while.

We will be hiring a new Educational Assistant hopefully starting next week to support our Elementary classrooms.

6.1.3 School-Based Survey

Grant has been working with students to highlight the importance of accurate data collection in regards to the survey.

The Student Voice team is working with students to ensure they understand

the importance of accurate reporting.

February 2021

6.1 Administration Report

6.1.1 Grade 9 Farewell

A meeting was held with students to discuss the options for the Grade 9 Farewell. A decision was made to wait until after March 1st to make any plans with a final decision to be made on April 19th. The school has committed to recognizing the Grade 9 students in some way, depending on public health restrictions.

6.1.2 Parent Teacher Interviews will be held on March 23 and 24 either virtually or over the phone.

6.1.3 Registrations for 2021-22 School Year - Parents are encouraged to please fill out their child's registration for the next school year via PowerSchool Parent Portal

March 2021

6.1 Administration Report

6.1.1 Grade 9 Farewell

Students and staff will meet after Spring Break to firm up plans.

6.1.2 Parent Teacher Interviews will be held on March 23 and 24 either virtually or over the phone.

6.1.3 Registrations for 2021-22 School Year- 96.4% of students are registered for the 2021-22 school year

6.1.4 Track Field

Lilian Schick is partnering with the Town of Bon Accord to clean up the track area. Currently it is not usable due to dog waste. The Town will post signage to let people know that it is school/ town property and not a dog park. Please spread the word to not use the track as an off leash dog park.

6.1.5 Grade 7 Assurance Survey- These will be in your mail. Grade 7 parents are encouraged to complete these.

6.1.6 Grade 9 course selections for High School are complete. Students are very excited.

6.1.7 Hold and Secure- Thank-you to all parents for your calm nature in handling the Hold and Secure messaging and for promoting calmness on social media.

6.1.8 March 25 PD Session- Melissa Purcell will be discussing cultural appreciation versus appropriation with staff in relation to infusing cultural perspectives in teaching and learning.

April 2021

6.1 Administration Report

6.1.1 Grade 9 Farewell

AHS restrictions are still in place which restricts food service, dance and large gatherings in the gym. Grade 9 events will include: yearbooks, slide show, possible hoodies, formal day in June where students can book a time for photos in the gym during school hours.

6.1.2 Policy 900: Student Conduct and Discipline Policy

Shelley presented the policy to parents for review and comments. Feedback is welcome via phone or email to Shelley.

6.1.3 Promoting Rural Public Education

Shelley is looking for suggestions and ideas on how to best promote Lilian Schick and rural public education. Please submit ideas to Shelley via phone or email.

6.1.4 Track Field Clean-up

Thank-you to Karen Gagne for cleaning up the track field! Students are now able to utilize the space thanks to your efforts.

6.1.5 Town Wide Clean Up

Students will break up into groups to clean up garbage in the school yard and around town. This will take place April 30th in the afternoon.

6.1.6 Administration Council Feedback

When the school is communicating with parents and the community, FOIPP, PIPA, and the School Act are always taken into consideration and followed. The school also takes into account protocol outlined by the RCMP.

6.1.7 Student Voice Team- Our School Survey

The student voice team helped gather results of the survey. The results will be presented in a slideshow. Trends are showing a positive result in response to relationship building.

May 2021 – These minutes will not be approved until the September 2021 Parent Council Meeting

Administration Report

Budget update

Year end

Reserves – plan forward (report in RPA meeting Minutes)

School supplies list 2021-2022

School Code of Conduct for 2021-2022

Awards plan – Recording June 25 – Video Link Shared on Monday, June 28th

Grade 9 Farewell Update – Formal Day June 11, 2021

Rough outline of the day

Formal pictures

Group pictures

Movie (with popcorn)

Recess

Activity outside (Bocce or something like that)

Quiz game – blankoot

Hoodies handed out

Memory books handed out

Hot lunch – donation covering cost for Grade 9s food, donation of pop for drinks, donation of cupcakes for dessert

Scavenger Hunt

Slide show viewing (a link will be shared with parents via email on that day so they can watch with us virtually)

Gopher Extermination update – Gophers are gone, plan for hole filling underway

Staffing

Retirement – Mrs. Cornelius is retiring at the end of June

FTE and supports for next year – Current staff are the staff going into next school year

– Mr. Chin and Mrs. Thompson will be back with LS full time

New position for Wellness Coach and added time for our counsellors to support students as we have seen an increase in students who are needing supports
School Division Budget for the 2021-2022 School year passed at the Public School Board Meeting on May 26th, 2021

Thank you to our volunteers for being part of the amazing things that are happening at Lilian Schick School – without you we could not have the enriching and engaging learning environment we have!

AGM and Nominations for positions:

Chair – Christina Romanowski – by acclimation

Vice Chair – Kristin Mahoney – by acclimation

Secretary – Nicole Roe – by acclimation

AGM and Nominations for positions:

Room Parent Association – fundraising group

Chair – Christina Penner – by acclimation

Vice Chair – Jenn MacArthur – by acclimation

Co-Vice Chair – Stephanie Dawson – by acclimation

Secretary – vacant

Treasurer – Michelle Turnbull – with support from depositing second signer

Casino Coordinator – Michelle Berry – may be interested – agreed to stay on via email correspondence

June 2021

No Meeting in June

Namao School Council

Year in Review 2020-2021

Written by

Jaclyn Miller

Chair

NAMAOSCHOOL COUNCIL YEAR IN REVIEW

2020 - 2021

September 2020

- Looking to support additional activities for students.
- Group of parents volunteered to paint games on asphalt in primary playground.
- Discussion about supporting students and teachers – recess boxes, paper towel dispensers, rolling desks for Jr. High teachers, staff appreciation events.
- Casino will be in 2021.
- AGM and elections to be held October 5, 2020.

October 2020

- Advocacy around funding of public education and lagoon litigation.
- Discussed inviting Dale Nally in for a parent Q&A session on items such as public school funding, school curriculum, etc.
- Discussion regarding equipment in recess boxes. Send out power announcement asking for parent donations of equipment.
- Discussion regarding special occasions and fun student support and staff appreciation.
- Formalizing an initiative regarding plans for the school year.
- Inviting questions for a Namao survey for parents on what they would like to see this school year.
- Anti-Bullying discussion and how to get the message out to students.
- Mental health of students discussed.
- Discussion regarding division calendar.

November 2020

- Chair reported about her attendance at the COSC meeting November 12, 2020.
- Further discussion regarding plans for the school year and the survey to send out.
- Question raised about teachers using a new app to screen record and add voice to google drive for those students learning online – Mr. Krips to look into it and discuss with teachers.
- Mr. Krips advised about playground zones to help with social distancing.
- Virtual Remembrance Day Ceremony was a success.
- Jr. High Skills competition was a success.
- Metis week being celebrated with activities and learning.
- Counsellor will be facilitating activities for Anti-Bullying week.
- 12 days of Christmas activities – winter fun activities for the students.
- Mr Krips advised about a new Assurance plan coming out in January.

December 2020

- No council meeting in December.

January 2021

- Discussion around approving questions for parent survey before it is sent out.
- Discussion about support for our students on isolation at home and possible live streaming of classes.
- Further discussion about a round table with Dale Nally focused on funding and support for rural education, new curriculum, pandemic response for education. Mr. Krips and Jaclyn to arrange with Dale Nally's office.
- Overview of Assurance plan & budget update by Mr. Krips.
- Trustee advised of exciting new initiatives coming to Sturgeon schools next school year.

- Discussion surrounding the federal budget of covid expenditures, what the division has been spending it on, teacher negotiations on pending strike, and an update on lagoon litigation

February 2021

- Namao school survey was sent out and Mr. Krips and Chair will compile results and advise next meeting.
- Recess Boxes – teachers and classes were poled and we have class request lists of equipment.
- Further questions regarding lagoon litigation and if parents could ask about the impact of the litigation on our rural schools.
- Open Air Kindergarten announced – need 19 students to run.
- Gathered and submitted quotes to redo the food labs cabinets and counters. Seeking funding to support renovation.
- School purchased 10 standing rolling desks for staff.
- 7/8 class students organized cohorted intermurals at lunch this month.
- World Book Day – dress up and potato book character building contest.
- Discussion surrounding inclement weather policy and bussing.

March 2021

- Mr. Krips and Chair presented Namao School Survey results to council
- Recess Boxes – creating google form to send out with donation request to parents.
- Townhall style virtual meeting with Dale Nally arranged.
- Questions about if we can use Healthy Hunger again as a bi-monthly lunch. Mr. Krips to look into if we are allowed due to restrictions.
- Question about Grade 9 Farewell and what is being planned – watching AHS guidelines.
- Registration for grade 9 student into grade 10 has begun.
- The Tech department is doing a needs survey for our classrooms for displays and FM systems. Evergreening funds are available to support some of our needs next school year.

- Mr. Krips advised about series of upcoming events for students – Jersey day, Jr. High movie day, pajama day, Decade day.
- Question regarding the switch of PD days on the 2021-2022 school calendar from Fridays to Mondays. Mr. Krips advised it is so that the teachers do not lose momentum of whatever is discussed at the PD session on a Friday and over the weekend. Also advised we will have a Fall break this year and fewer PD days.

April 2021

- Recess boxes – Vice Chair Cherie made google doc and power announcement to go out on Tuesday.
- Townhall meeting with Dale Nally was well attended – 26 people with many good questions.
- Online Scholastic Book Fair – send out another reminder to families.
- Thought exchange regarding student achievement ends April 20. Chair noted about 30 comments so far. Mr. Krips advised all points/comments to be considered with regard to future goal planning.
- Policy 900 – council to forward feedback to Mr. Krips before April 28. In particular, clause 3.5.2.4.
- Grade 9 farewell currently scheduled for June 3 with a movie afternoon June 24. Photo booth for families, ceremony either recorded or live streamed. (AHS guidelines to dictate what is possible).
- Our School Survey – snapshot review. Date used from survey in the assurance plan and how to improve the school. Survey given to grade 4-9 students.
- SPSD is not participating in the pilot of the new curriculum.
- Board currently working on next years budget.
- Discussion about next year allowing volunteers, student teachers and practicum placements in the school again.
- School counsellor, Mrs. Beaton, will have different hours as she is completing her Masters degree.

May 2021

- Elections were held. For NSC - Jaclyn Miller let her position of Chair stand, Cherie Speer let her position of Vice Chair stand, Elene Hartman resigned as Secretary, Sarah Vestby elected Secretary. For NSFA – Sonia Baroudi let her position of Chair stand, Patsy Aumais resigned as Vice Chair, Amberley Paranich resigned as Secretary, Lynn Anderson resigned as Treasurer. Terri-lynn England elected Treasurer, Sarah Vestby elected Secretary. Srill looking for a new Vice Chair for NSFA.
- Suggestion to have garbage cans put near the loose parts play area as there are currently none.
- Recess Boxes – still items to be purchased for the classrooms. Mr. Krips to put out a reminder power announcement next week.
- Online Scholastic Book Fair did not raise very much for school. Library still in need of funds to purchase new books, etc.
- A huge thank you to all the volunteers that came out on the weekend to plant trees, install the volleyball poles in the Jr. High playground, clean the loose parts play area, and do another round of painting the cement in the Primary playground.
- Students were moved to Online remote learning from May 7 to May 20, returning to in person learning on May 25.
- Class photos were tentatively rescheduled to June 11.
- Grade 9 Farewell is June 3 with a special lunch and movie afternoon on June 24.
- 3 classes engaging in the Roots of Resilience Program: a 6 week celebration of Indigenous history in Alberta.
- Pride week will run from May 31 to June 3 with daily planned events.

June 2021

- No council meeting in June.

Namao School Council

Financial Statement

REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash-Bank Account	\$	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income	\$	
	TOTAL INCOME	\$	
DISBURSEMENTS:	List disbursements	\$	
	TOTAL DISBURSEMENTS	\$	
Profit/Loss	Bank Balance Sept. 1, 2018	\$	
	Withdrawals	\$	
	Deposits		\$ _____
	Bank Balance August 31, 2019	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____
Position _____
Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Ochre Park School
School Council
Year in Review 2020 – 2021

Written by:

Amanda Striegler

Chairperson

Ochre Park School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

September 2020

- Election of Executive
- Motion accepted to create a Parent Council/Society Facebook Page
- Discuss End state (2019-2020) Parent Society Financial Reports
- Fundraising and logistics for the 2020-2021 school year
- Covid Protocols
- Report from Principal
- Report from Parent Society
- Teacher update: upcoming events
- Trustee Update

October 2020

- ASCA Seminars & Surveys
- Review 2021-2022 Draft Calendar
- Upcoming Events- Town of Redwater Festival of trees
- Report from Principal
- School Wishlist & Fundraising
- Report from Parent Society
- Teacher update: upcoming events
- Trustee Update

November 2020

- Discuss logistics around the 10 days of Giving
- Christmas School Activities
- Town of Redwater Festival of trees
- Upcoming Events
- Report from Parent Society
- Report from Principal
- Teacher update: upcoming events
- Trustee update

December 2020

As per motion no meeting in December

January 2021

- Fundraising
- Outdoor classroom
- Review School Wishlist
- Report from Principal
- Report from Parent Society
- Feedback on Life Touch for school pictures
- Teacher update: upcoming events
- Trustee update

February 2021

- Student Supplies Kits (introduction of program)
- Update on Fundraising and allocation of funds
- Report from Principal
- Report from Parent Society
- Feedback on 2021-2022 school Calendar
- Kinder Grad and Grade 4 farewell
- Spring Photos
- Ochre Park Religious Program
- Teacher update: upcoming events
- Trustee update
- School Code of Conduct
- Mid-year school financials
- Outdoor classroom
- Virtual field trips
- 2021-2022 Registration
- Alberta Education Assurance Survey

March 2021

- Kinder Grad & Grade 4 Farewell
- Spring Pictures
- Report from Principal
- Student Supply kits
- Report from Parent Society
- Teacher update: upcoming events
- Trustee Update

April 2021

- Kinder Grad & Grade 4 Farewell
- Student supplies kits
- Report from Principal
- Proposed curriculum
- Teacher update: upcoming events
- Report from Parent Society
- Trustee Update
- Sound System (fundraising allocation)
- Artwork Auction: fundraiser for outdoor classroom

May 2021

- Student supplies kits
- Grade 4 farewell & Kinder Grad
- Art Auction
- Announcement of new school Principal
- Play Day: National Indigenous Peoples Day
- Class Photos
- Report from Parent Society
- Teacher update: upcoming events
- Trustee update
- Report from Principal
- Outdoor classroom
- Pride week
- End of year timelines and events

June 2021

As per motion no meeting in June

Ochre Park School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2021	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Redwater School Parent Council

Year In Review 2020 – 2021

Written by

Karen Schneberger

Chair

Redwater SCHOOL Parent COUNCIL YEAR IN REVIEW

2020 – 2021

September 2020

- Had our first PC meeting this month - organizational meeting.
- Discussed fundraising ideas, etc.

October 2020

- Had our second Parent Council Meeting this month.
- Covid update.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer.

November 2020

- Had our monthly Parent Council Meeting
- Discussed covid and the move to Online school due to increased numbers.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer.

December 2020

- No meeting this month.
-

January 2021

- Had our monthly parent council meeting.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer..
- There were some positive covid cases and with exposure, in consultation w/t AHS, students moved back to online learning end of January.

February 2021

- Had our monthly parent council meeting.

- Students moved back to in school learning.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer.

March 2021

- Had our monthly parent council meeting.
- Covid update given.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer..

April 2021

- Had our monthly parent council meeting.
- Covid update given.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer..

May 2021

- Had our monthly parent council meeting.
- Covid update given.
- Principal and Teacher rep gave their monthly reports.
- Update from Parent Society Chair/Treasurer..

No meeting in June.

**Redwater School Parent Council
Financial Statement**

REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash-Bank Account	\$0
	Common Shares	
	List any other assets	
	TOTAL ASSETS	\$0
LIABILITIES	TOTAL LIABILITIES	\$0.00
INCOME	List income	\$0
	TOTAL INCOME	\$0
DISBURSEMENTS:	List disbursements	\$0
	TOTAL DISBURSEMENTS	\$0
Profit/Loss	Bank Balance Sept. 1, 2019	\$0
	Withdrawals	\$0
	Deposits	<u>\$ 0</u>
	Bank Balance August 31, 2020	\$0

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name Karen Schneberger

Position Chair

Date Sept 30/21

NOTE: This Parent Council does not handle any funds, but done through our Parent Society. Therefore, Nil report.

**SCHS Parent Council/Pia
Year in Review 2020-2021**

**Written by
Jennifer Kobza
Council Chair**

October 2020

- AGM
- Discussion on Covid and how the division is spending the 1.87 mill gov money given for relief (no answers were provided)
- Discussion on focus of the year and what is wanted from parent council/pia.
- Trustee report on Covid

November 2020

- Principle report
- Trustee report on Covid
- Questions asked again on breakdown of 1.87 mill gov covid relief money, trustee could not give this information again
- Question asked on breakdown of legal fees for lagoon lawsuit, how many unlawful dismissal lawsuits?? No answers provided
- PIA, grant applications and fundraising ideas

December 2020

- no meeting

January 2021

- Welcome to Sherri Devolder
- Covid relief breakdown
- Code of conduct for both of trustees and superintendent were discussed
- Discussion on up coming trustee election
- Council told no more discussions would be had regarding Lagoon Lawsuit

February 2021

- Covid discussion

- upcoming year calendar discussion
- discussion on teachers strike
- discussion on trustee Jewel : “Goodbye Button”

March 2021

- discussion on whats happening at school
- trustee discussion and what is their role

April 2021

- Student Conduct & discipline policy presentation
- Covid update
- No grad
- 2021-2022 registration and course selection discussion

May 2021

- draft budget discussion
- School Council Spring General Assembly Conference spot offered
- discussion on whats going on in school

Sturgeon Heights School
School Council
Year in Review 2020 – 2021

Written by:

Stephanie Cordova

Chairperson

Enter Name:

Stephanie Cordova

Sturgeon Heights School
SCHOOL COUNCIL YEAR IN REVIEW
2020 – 2021

September 2020

Our Annual AGM, return to school report by the Principal, stating the start was positive with continued support by families and staff, report by the Principal about staffing changes and classroom numbers.

Our executive board was elected as per the following:

Chair: Stephanie Cordova

Vice-Chair: Laura Brackett

Secretary: Catherine McQuade

Parent Reps:

Pre-K - K: Cheryl Reiter

Primary: Sara Townsend

Elementary: Melissa Knezacek

Jr. High: to be determined (tabled to next meeting)

Our School Council does not elect a Treasurer as our Council has no exchange of funds as that is handled by our Parent Fundraising Association (PFA).

Due to the nature of our prior year, most reports from PFA, teachers and Trustee were sparse as this was our first month back in school since March 2020.

Total enrollment at our September meeting was 392 students based on classroom breakdowns, presented by Shannon Requa, Principal.

October 2020

Principal report.

October Parent Council meeting focused on Covid caseload, focusing on safety measures and practices for learning while away from school due to illness. The final parent rep position was filled. Maintenance on the roof and construction was discussed. The Administration took a question from parents regarding Halloween ensuring protocols are followed for COVID.

Trustee reported. There was a long discussion about the state of rural internet, or rather the lack thereof, which poses a problem for rural students. The Division school calendar for 2021/2022 was introduced to the Council to provide feedback. Our Trustee report on the litigation of the lagoon.

PFA also reported on current fundraising efforts.

Parent reps reported.

The ECE students explore the nearby forests as part of their education.

The use and consistency with the app Seesaw was raised as a communication tool between teachers and families.

PTA were announced to be conducted virtually.

PFA announced the fundraising efforts will be smaller items as hot lunch and snack shop is not possible due to COVID.

November 2020

The Principal reported on the budget. SHS currently has 21.4FTE for teaching staff (.5 for counselling and .6 for VP). There are 10 support staff, this is down 8 positions from the year prior, due mainly because of the ECE and PEP program were decreased). School enrollment is stable with approximately 30 students accessing online learning.

Programing budget - \$115,649

Operating budget - \$189,909 (includes \$35,000 worth of fees collected)

No capital projects

PT interviews were a success regardless of a few very minor technical difficulties.

Remembrance Day announced that there will be no public assembly due to Covid.

Positive Behavioral supports is an initiative that teachers and administration is taking to enhance community in the classroom. Students work towards common goals and celebrate as a team.

Report by our Trustee. Trish attended the Council of the Councils (as did Stephanie – Chair). SHS has great parental support. Trish mentioned rural internet is expected to get better and the efforts should be fully realized in 2026. PPE funding from the AB gov't for the division is promised to the tune of \$900,000. COVID protocols, cleaning and sanitizing was a focus of her report.

Teachers report presented by Grade 1 teacher, Kasie Hoffman. Remembrance Day was celebrated on a classroom level. Classes now participate in Pound Fit. Finding alternates to gym activities is the focus. Teachers are putting proposal together for equipment required from PFA.

Parent Representatives presented.

Social media engagement is up and is appreciated by parents.

Staff directory wasn't up to date.

PFA presented. The PFA purchased Chromebook carts x 2. PFA money also went to improve gym supplies. Donations can be made for the no-brainer fundraiser.

December 2020

Our School Council does not meet in December. No report.

January 2021

Principal Report presented by Shannon Requa.

After a brief COVID break post-Christmas, everyone is safely back to school.

Annually the discipline policy is evaluated. The focus this month is a level 3 infraction. Currently this includes posting on social media. The administration would like to expand this to include posting videos and recordings, as well as adding a definition of hate speech and harassment to the policy.

The Principal would like to put out a parent survey separate from the annual provincial survey to include all grades with specifically targeted questions.

A teacher replacement was announced due to a mat leave situation, and another posting opportunity for a future mat leave.

The Principal was searching for a volunteer to spearhead the yearbook creation.

Roof is complete.

Swipe pads are now on every door in the school, funded by PFA.

Kindergarten expansion is a focus to attract more students to our school from ECE as the division is moving away from PEP and KEP. Announcement of open-air kindergarten was introduced, with Amy Cornet being the lead kindergarten teacher, in partnership with St. Albert Nature School.

Trustee Report – School Accountability Pillars, PATs results for SHS had a wonderful presentation, the work of students, teachers, staff and parents was well highlighted.

COVID is the boards biggest priority.

PFA report – An anti-bullying program was purchased for the school spear headed by Kerri Trombley. Funds raised from three fundraisers totaled \$5,000. Each classroom will receive PFA funds (\$50) as rewards for encouraging a sense of classroom community, reinforcing good behavior and supporting common goals so these classes can celebrate.

Parent Reps presented.

Parents are interested in the virtual open house for the near future so they can promote our school on social media. How to retain children after pre-k and kindergarten was a parental question.

A student asked why teacher's birthdays were not announced over the PA like children are.

A parent raised a concern about ensuring treats are inclusive for those students with allergies.

Parent rep requested that all executive positions' contact information (email) be readily available to the school community.

February 2021

Chair (Stephanie) was happy to hear that the child's request for teacher birthday announcements were granted and also that the cleaning staff be appreciated for their efforts.

Principal reported.

School registration is up and running. 60% registration rate.

Virtual open house for Open Air Kindergarten had over 50 people attend. The number of registrants is encouraging. Current Kinder parents attended to share their experiences.

Pink shirt day and Dare to Care (Anti-bullying program) are both coming up. Modules are available for the staff to present the DtC program to the students. The school would like to include a parental component for the Dare to Care program as well.

Parent teacher interviews booked and will be virtual once again.

SAIF program with AHS focuses on developing positive relationship. Students will learn during a 1-day session.

Jr. High are getting ready for career and practical applications.

Student Advisory Council is being considered so student voices can be heard.

Grades 4 & 7 parents received the AB Gov't survey. Shannon encouraged parents to do the survey and also bring any feedback directly to her so changes can be made.

New teacher announcement for 4/5 class and another mat leave posting goes out.

Trustee Report – UCP budget coming out in the near future

Division calendar was shared. All PD days moved from Fridays to Mondays. A new fall break will start for November 2021. The teachers will have 3 fewer PD days.

Trustee fielded questions about a potential teacher strike due to negotiations being slow.

Parents want the cold weather temperature to be changed due to risks for students on buses.

Trustee announced new programs at Sturgeon Composite High School.

PFA reported. The anti-bullying program is soon to be up and running. Every classroom now has an outdoor equipment bucket.

Teacher report. The counsellor is coordinating the Dare to Care program and SAIF. Career fairs are not possible due to Covid so alternatives are being explored.

Junior High options were questioned but with COVID the school is awaiting to hear about restrictions before releasing more information.

The community garden has some potential for a volunteer to spearhead revamping the garden.

Parent reps had no reports.

March 2021

PFA reported. PFA is going to be moving around some playground equipment to better utilize what we have. PFA purchased literacy intervention kits.

Principal report presented by VP Kerry Trombley. Cereal drop had over 480 boxes of cereal donated and kids liked the community activity.

School free would not increase. Maximum fee for field trips is \$100 if allowed next year. Sports Academy is \$1,250. Open Air Kindergarten is \$320 per month.

Over 40 extracurricular activities are available.

Bus Fee increased were questioned. Trustee Trish advised the board hadn't met to decide until March 24th.

Dare to Care presentations went well. It's interactive and involved lots of discussion.

Trustee Report – presented by Trish.

ATA now has an agreement and a teacher strike was avoided.

Trish highlighted the awards for special contributions to public education.

Trish presented the roles and responsibilities of a Trustee. She announced that this is an election year.

Teacher report presented by Amy Cornet. Parent Interviews are coming up and encouraged parents to attend.

Parent reps presented.

Parents would like to see a buddy bench in the playground.

The parents and the principal discussed lock down protocols, hour zero and safety programs within the school.

The side parking lot was discussed and the use for that mini forest which has very uneven ground. Trustee Trish mentioned she would bring the matter forward to the board.

April 2021

Principal report. SHS is looking at options and Sports Academy for next year. Thirty-six fee and non-fee options were listed. IA is an option that students and parents frequently ask for but there is no space for it on site until most recently.

Announcement - Grade 6 students to spend time with the Jr High students at SHS in order to maintain enrolment at SHS.

The Principal discussed section 900 of the Policy and Procedures in hopes to gain feedback regarding illicit, restricted/prohibitive substances. The schools have no ability to expel a student and that it would require a board hearing to expel. The policy is on the SSD website. There was ample discussion, too many to summarize here.

Trustee Report. Trish invited parents to contact her directly for any feedback or concerns. She reported that the division does not plan on developing the treed area next to the parking lots.

Parental discussion arose regarding the new curriculum proposal. Our Trustee suggested parents can email the superintendent, as well as herself and their MLA. The ATA is not in support of the curriculum (reported by Trish).

Teachers Report. Kids had a virtual field trip called Clay for Kids. Kids celebrated Earth Day in their classrooms. Ms Loh was discussing racism and prejudice with Jr. High.

No parent rep reports.

PFA report. Awaiting a quote to revamp the learning garden. Playground equipment to be moved. Waiting for a volunteer or quote for such work. PFA is getting quotes for more basketball hoops, painting games on the pavement and buddy benches.

May 2021

Principal Report. More discussion about options for Jr. High. Students can select anything and priority will be given to those that fill up. Options run for 8 weeks x 5 terms so students would typically get 10 options per year.

There is no staffing update yet for 21/22 school year. The school is using previous year class sizes as targets going forward. Teachers will reach out to students in June about next year classes.

Awaiting restriction notification regarding COVID to see how the new year will go.

PFA supplied the classroom bins for outside play and teachers/students are so grateful and using these.

Trustee report. Budget update. Not a lot has changed. You can access it on the division website. The board allocated \$1.5M for students' mental health and wellness. New postings for mental health and wellness coaches were on the division website. The division has some funding available for curriculum readiness. Prepare for the new curriculum. Lengthy discussion about the health and wellness positions and why that \$1.5M wouldn't be put to preventative and teacher salaries, focus on how teachers are the child's first line of defense and hire for proactiveness not reactivity.

Trish shared that the board received feedback about Policy and Procedure 900 and that the principal should have discretion on disciplinary action.

Trish also mentioned that a neighboring division school could provide IA as an option.

Grade 9 Farewell was discussed. The gym will be set up for a non-fancy farewell send off. Lunch will be brought in. The gym will be decorated in a rustic pirate ship theme.

Teacher report. Virtual learning has been full attendance. The outside bins are always highly anticipated by the students.

Parent reps reported. Feedback that twice a day online learning has been a positive experience.

PFA reported. Last meeting of the year announced some new things coming ie. Learning garden upgrades, outside benches and playground equipment being moved.

June 2021

No Meeting was held. Nothing to report

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2020 – August 31, 2021

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2020	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2021	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Our school council does not deal with any funds as that is all done through our PFA. Stephanie



BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Steve Schick, Director, Technology Services
Subject: Monthly IT Report

Purpose:

For information.

Background:

Find attached a written IT Report for the month of November 2021.

Gibbons School is a *Bring Your Own Device* (BYOD) school and Sturgeon Composite High School students do currently bring their own devices to school. Certain applications, however, are not Sturgeon compliant and therefore, blocked through network access. In general, students bringing in their own devices is not encouraged due to network security reasons and requests for support.

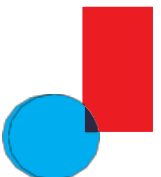
The number of Chromebook devices per school is determined based on individual school requests.

Administration is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed.
Acting Superintendent

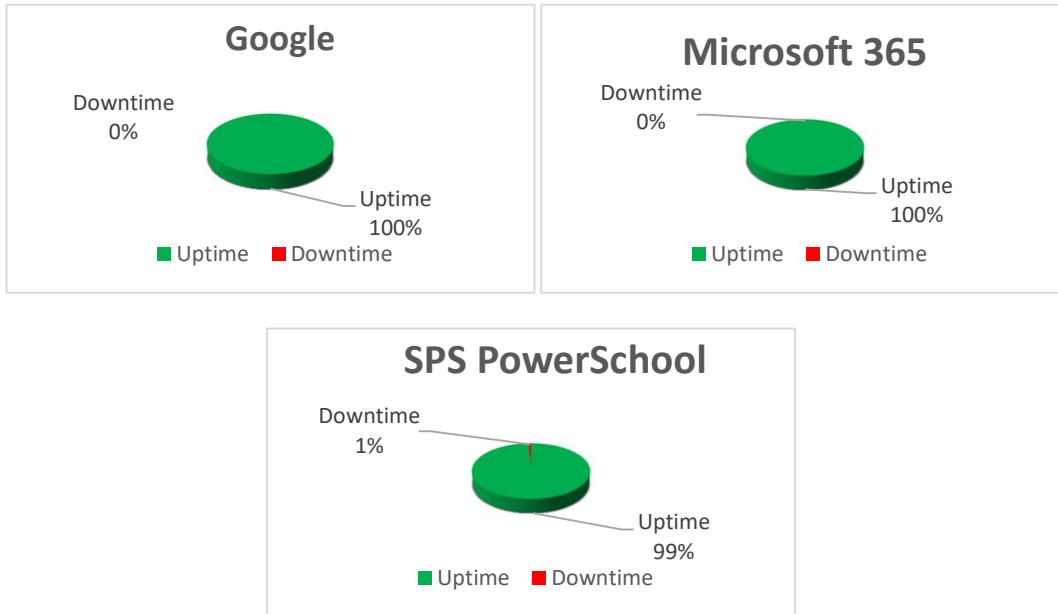
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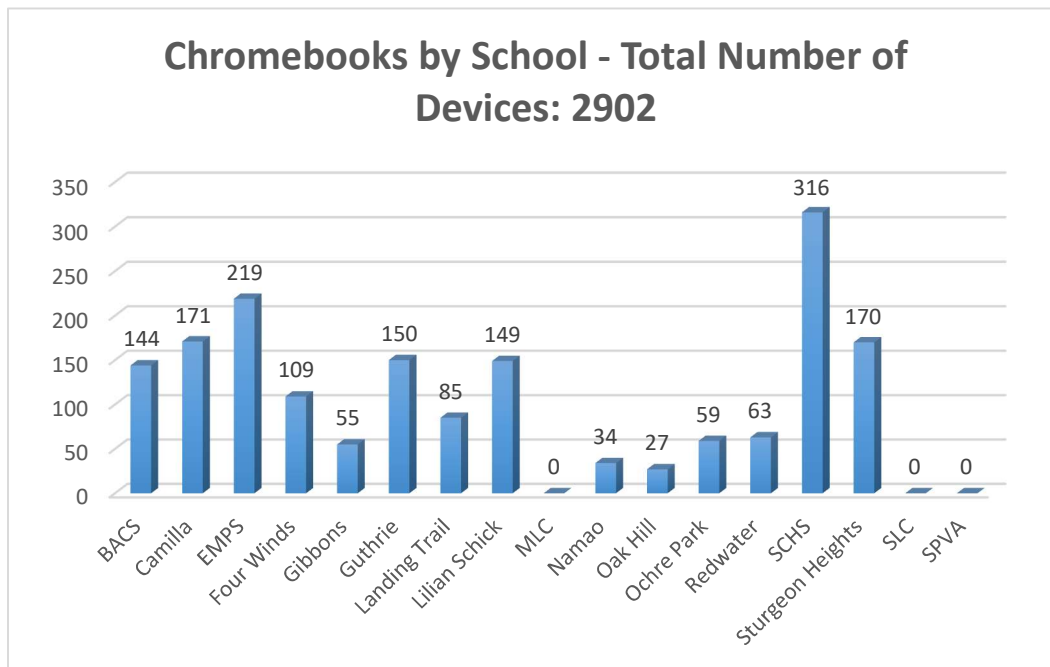
Monthly Technology Services Report

November 1 to November 30, 2021

Connectivity Checks

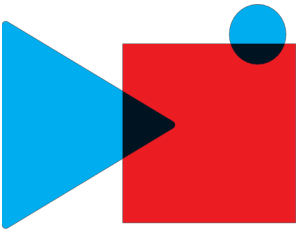


Chromebook Information



Chromebook details: 750 Chromebooks are getting ready for deployment

Outage Details: Only planned maintenance resulted in brief outages this period



BOARD
MEMORANDUM

Date: December 8, 2021

To: Board of Trustees

From: Shawna Walter, Acting Superintendent

Originator(s): Advocacy Committee Members:
Stacey Buga, Committee Chair
Janine Pequin, Trustee
Tasha Oatway-McLay, Trustee

Subject: Advocacy Committee

Purpose:

For information.

Background:

The Advocacy Committee makes recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees. The Committee recommends and reviews policies related to advocacy. The Committee is to undertake ad hoc Committee work relative to the Alberta School Boards Association (ASBA) and the Public School Boards' Association of Alberta (PSBAA).

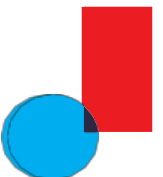
Report Summary:

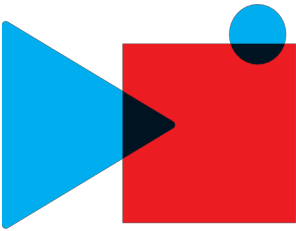
The Advocacy Committee held their first Student Advisory Committee meeting virtually on December 8, 2021.

The Committee is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): 2021 Board Retreat
Committee Members:
Stacey Buga, Committee Chair
Janine Pequin, Trustee
Tasha Oatway-McLay, Trustee
Subject: Committee Work Plan 2021/2022

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding the Advocacy Committee Work Plan 2021/2022, for approval at the December 22, 2021, Public Board meeting.

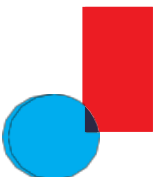
Background:

An Advocacy Committee Work Plan for the 2021/2022 School Year has been developed at the 2021 Board Retreat. Attached is the Work Plan for Board review.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

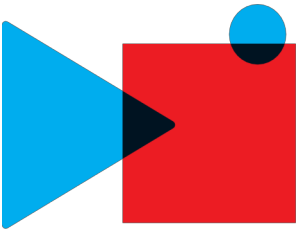
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Advocacy Committee Work Plan 2021/2022

Activity	MRP
Connect with MLAs and Municipal Partners	Advocacy Committee
Connect with sister boards – SPS/GSACRD/Aspen View/EIPS/EICS	Advocacy Committee
Connect with Indigenous Leaders	Advocacy Committee
Student Advisory Committee	Advocacy Committee
Cell Phone Policy	Advocacy Committee
Participate in Parades as a Division	Advocacy Committee



BOARD
MEMORANDUM

Date: December 8, 2021

To: Board of Trustees

From: Shawna Walter, Acting Superintendent

Originator(s): Building and Maintenance Committee Members:
Cindy Briggs, Trustee
Joe Dwyer, Trustee
Trish Murray-Elliott

Subject: Building and Maintenance Committee

Purpose:

For information.

Background:

The Building and Maintenance Committee reviews and makes recommendations to the Board on any matters pertaining to the maintenance of the Board's real property, as well as, reviews and makes a recommendation to the Board on the Division's Capital Plan and Modular requests. The Committee participates in final inspections of facilities constructed for the Board and recommends policies affecting buildings to the Board. The Committee participates in Division-managed projects, to open tenders and make recommendations to the Board regarding the awarding of contracts. In government-managed projects, the Committee participates in the review of tenders and development of recommendations regarding the awarding of construction contracts. The Committee reviews architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

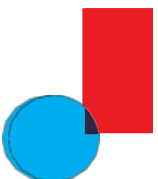
Report Summary:

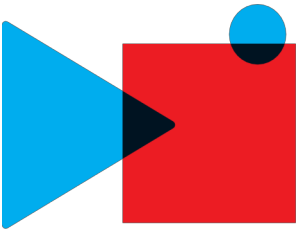
No Building and Maintenance Committee meetings have been scheduled to date.

The Committee is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





B O A R D
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): 2021 Board Retreat
Committee Members:
Cindy Briggs, Trustee
Joe Dwyer, Trustee
Trish Murray-Elliott, Trustee
Subject: Committee Work Plan 2021/2022

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding the Building and Maintenance Committee Work Plan 2021/2022, for approval at the December 22, 2021, Public Board meeting.

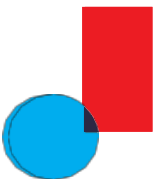
Background:

A Building and Maintenance Committee Work Plan for the 2021/2022 School Year has been developed at the 2021 Board Retreat. Attached is the Work Plan for Board review.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



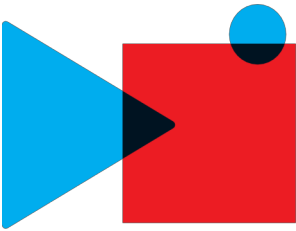


Building & Maintenance Committee

Work Plan

2021/2022

Activity	MRP
Update on changes within the credentials and operations of the Facilities Team	Building & Maintenance Committee
Preventative maintenance plan: <ul style="list-style-type: none">• Priorities for snow clearing / grass maintenance	Building & Maintenance Committee
Capacity for sprucing up older buildings	Building & Maintenance Committee
Review of joint use agreements for alignment	Building & Maintenance Committee
Playground for schools: <ul style="list-style-type: none">• Inventory/Condition	Building & Maintenance Committee
Debenture – Energy Retrofit – revisit	Building & Maintenance Committee



BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Education Committee Members:
Irene Gibbons, Trustee
Stacey Buga, Trustee
Trish Murray-Elliott, Trustee
Subject: Education Committee

Purpose:

For information.

Background:

The Education Committee makes recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

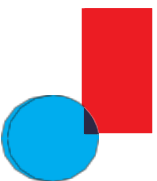
Report Summary:

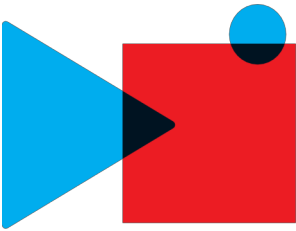
The first Education Committee meeting of the 2021-2022 School Year was held on December 8, 2021.

The Committee is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): 2021 Board Retreat
Committee Members:
Irene Gibbons, Trustee
Stacey Buga, Trustee
Trish Murray-Elliott, Trustee
Subject: Committee Work Plan 2021/2022

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding the Education Committee Work Plan 2021/2022, for approval at the December 22, 2021, Public Board meeting.

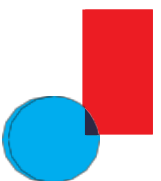
Background:

An Education Committee Work Plan for the 2021/2022 School Year has been developed at the 2021 Board Retreat. Attached is the Work Plan for Board review.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

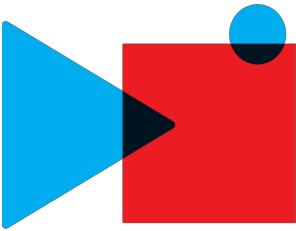
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Education Committee Work Plan 2021/2022

Activity	MRP
Policies for Review: <ul style="list-style-type: none">• 900 – Student Conduct and Discipline<ul style="list-style-type: none">○ AP900• 110 – Equity, Diversity, Inclusion and Human Rights• 115 – Sexual Orientation, Gender Identity and Gender Expression• 305 – School Councils	Education Committee
SOGI In-Service or Professional Development for all Trustees	Education Committee
Update Policy and Role of the Superintendent: Relationships or Workflow between Trustee and Superintendent <ul style="list-style-type: none">• College of Alberta School Superintendents Act• https://open.alberta.ca/publications/c18p8	Education Committee
430: Trustee Remuneration and Expense Reimbursement <ul style="list-style-type: none">• Where does this live?	Education Committee
SOGI SPS Background Presentation to the Board	Education Committee



B O A R D
MEMORANDUM

Date: December 8, 2021

To: Board of Trustees

From: Shawna Walter, Acting Superintendent

Originator(s): Finance and People Services Committee Members:
Tasha Oatway-McLay, Committee Chair
Irene Gibbons, Trustee
Janine Pequin, Trustee

Subject: Finance and People Services Committee

Purpose:

For information.

Background:

The Finance and People Services Committee reviews and discusses the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities. The Committee makes recommendations to the Board, the People Services department and the Superintendent regarding matters related to the Division budget. Recommendations are made to the Board regarding the evaluation and compensation of the Superintendent. The Committee reviews quarterly and annual financial statements prior to presentation to the Board.

Report Summary:

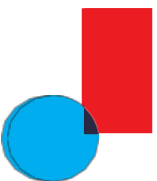
The Finance and People Services Committee met on November 24, 2021, to review the 2020/2021 Audited Financial Statements.

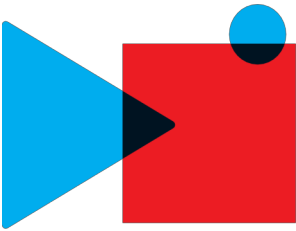
No future meetings have been scheduled.

The Committee is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD
MEMORANDUM

Date: December 8, 2021

To: Board of Trustees

From: Shawna Walter, Acting Superintendent

Originator(s): 2021 Board Retreat
Committee Members:
Tasha Oatway-McLay, Committee Chair
Irene Gibons, Trustee
Janine Pequin, Trustee

Subject: Committee Work Plan 2021/2022

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding the Finance and People Services Committee Work Plan 2021/2022, for approval at the December 22, 2021, Public Board meeting.

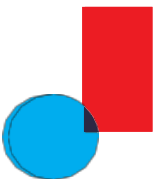
Background:

A Finance and People Services Committee Work Plan for the 2021/2022 School Year has been developed at the 2021 Board Retreat. Attached is the Work Plan for Board review.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



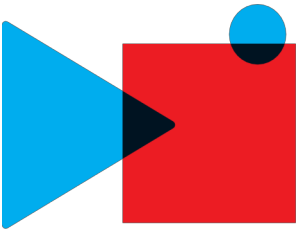


Finance and People Services Committee

Work Plan

2021/2022

Activity	MRP
Audit Committee	Finance and People Services Committee
Budget Process/RAC	Finance and People Services Committee
Superintendent Evaluation	Finance and People Services Committee
Transparency with Financials	Finance and People Services Committee
EA Certification / Training <ul style="list-style-type: none">• Wages• Training	Finance and People Services Committee
Technology for Trustees	Finance and People Services Committee



BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Transportation Committee Members:
Cindy Briggs, Trustee
Irene Gibbons, Trustee
Joe Dwyer, Trustee
Subject: Transportation Committee

Purpose:

For information.

Background:

The Transportation Committee reviews and makes recommendations to the Board on matters related to the transportation of Sturgeon Public School students. The Committee recommends and reviews policies dealing with transportation. The Committee liaises with bus contractors on governance matters.

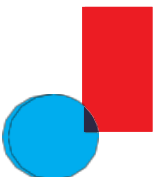
Report Summary:

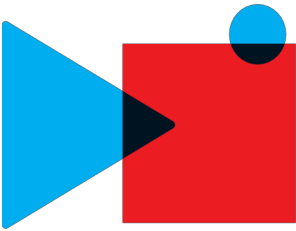
No Transportation Committee meetings have been scheduled to date.

The Committee is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





B O A R D
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): 2021 Board Retreat
Committee Members:
Cindy Briggs, Trustee
Irene Gibbons, Trustee
Joe Dwyer, Trustee
Subject: Committee Work Plan 2021/2022

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding the Transportation Committee Work Plan 2021/2022, for approval at the December 22, 2021, Public Board meeting.

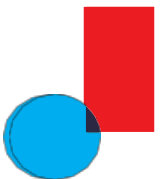
Background:

A Transportation Committee Work Plan for the 2021/2022 School Year has been developed at the 2021 Board Retreat. Attached is the Work Plan for Board review.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

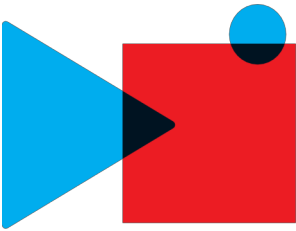
Attachment





Transportation Committee Work Plan 2021/2022

Activity	MRP
Review Contractors' Contract <ul style="list-style-type: none">• How to value our small contractors?	Transportation Committee
Relationship	Transportation Committee
RFP Workshop	Transportation Committee



BOARD
MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: Policy 400 – Financial Accountability & Audit

Purpose:

For review and consideration.

Consideration:

That the Board of Trustees review and provide a recommendation regarding Policy 400 – *Financial Accountability & Audit*, for approval at the December 22, 2021, Public Board meeting.

Background:

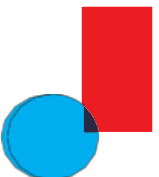
Administration has updated Policy 400 – *Financial Accountability & Audit* to reflect the contract for Audit Services for a term of three to five years.

Administration is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Financial Accountability and Audit

EFFECTIVE: March 27, 2019

REVISED: December 8, 2021

REVIEW: 2022-2023

1.0 POLICY

The Board believes that the independent professional audit of its financial operation is essential for establishing credibility and financial accountability for tax dollars spent on education.

The Board also believes that the audit of individual school financial records is necessary.

The Board shall appoint an auditor for a term of three to five years.

References: Administrative Procedure: AP420 – Financial Accountability and Audit
Education Act: Part 6, Division 1, Finance



Financial Accountability and Audit

EFFECTIVE: March 27, 2019
2022-2023

REVISED: ~~September 23, 2020~~
December 8, 2021

REVIEW:

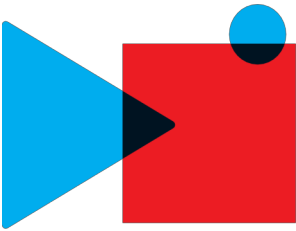
1.0 POLICY

The Board believes that the independent professional audit of its financial operation is essential for establishing credibility and financial accountability for tax dollars spent on education.

The Board also believes that the audit of individual school financial records is necessary.

The Board shall appoint an auditor for ~~whatever a~~ term ~~it determines (not to be less than 3 years)~~ of three to five years.

References: Administrative Procedure: AP420 – Financial Accountability and Audit
Education Act: Part 6, Division 1, Finance



BOARD MEMORANDUM

Date: December 8, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Public Board Meeting – Comment & Question Period
Subject: COVID-19 Vaccination Status Administrative Procedure

Purpose:

For information.

Background:

During the November 24, 2021, Public Board meeting Comment & Question Period, a question came forward from the public regarding vaccine mandates.

The following motion was made by the Board of Trustees at the October 27, 2021, Public Board meeting:

#084/2021 – Moved by Mrs. Janine Pequin that arising from the unfortunate increasing strain that the COVID-19 pandemic is placing on our education and health care systems, and the recent letter to all School Divisions from the Ministers of Health and Education encouraging mandatory proof of vaccination or negative test policies:

That the Board of Trustees directs Administration to develop, implement (and amend as needed) a COVID-19 Vaccination Status Administrative Procedure (not applicable to students) that, within reasonable timelines, requires vaccination status disclosure, and for those not fully vaccinated, regular proof of a COVID-19 negative test.

Administration is currently developing an administrative procedure as directed by the Board of Trustees. The initial draft review of the procedure will be on the January 12, 2022, Committee of the Whole agenda. This will give the Board of Trustees and the public time to review and discuss the administrative procedure prior to its approval or defeat at the January 2022 Public Board meeting.

Administration is prepared to respond to questions at the December 8, 2021, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

