



---

# Committee of the Whole Meeting Agenda

January 12, 2022

4:00 P.M.

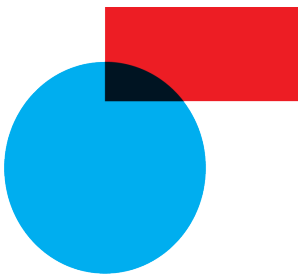
Meeting will be live streamed at:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_N2FkYTljNjgtNjU1Ni00ZjM2LThjNzUtZW4NjU2MTNmYmQy%40thread.v2/0?context=%7b%22Tid%22%3a%22edfb9876-5027-4b93-a551-95984679e286%22%2c%220id%22%3a%2242e271b0-058f-4b22-a718-69419c492b15%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2FkYTljNjgtNjU1Ni00ZjM2LThjNzUtZW4NjU2MTNmYmQy%40thread.v2/0?context=%7b%22Tid%22%3a%22edfb9876-5027-4b93-a551-95984679e286%22%2c%220id%22%3a%2242e271b0-058f-4b22-a718-69419c492b15%22%7d)



**Sturgeon  
Public Schools**

Dare to reimagine learning



# AGENDA

## COMMITTEE OF THE WHOLE

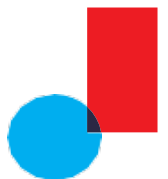
Wed. Jan. 12, 2022

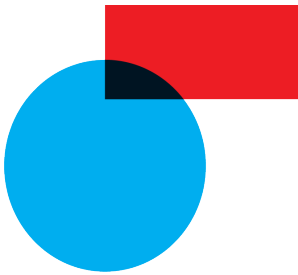


**Sturgeon  
Public Schools**

Dare to reimagine learning

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
3. APPOINTMENTS
4. APPROVAL OF COMMITTEE NOTES
  - 4.1 Amendment/Correction of Notes
  - 4.2 Approval of Committee Notes – December 8, 2021
5. PRESENTATIONS
  - 5.1 MNP – Benji Waser
6. REPORTS FROM SENIOR EXECUTIVE
  - 6.1 AP255 – Inclement Weather Decisions for Schools
  - 6.2 COVID-19 Vaccination Status/Hazard Mitigation Update
  - 6.3 COVID Expense Report for 2020-2021
  - 6.4 Monthly IT Report
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
  - 7.1 Chair's Report
    - 7.1.1 Written Trustee Reports
  - 7.2 Trustees Report
  - 7.3 Advocacy Committee
  - 7.4 Building and Maintenance Committee
  - 7.5 Education Committee
  - 7.6 Finance and People Services Committee
  - 7.7 Transportation Committee





# AGENDA

## COMMITTEE OF THE WHOLE

Wed. Jan. 12, 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
10. QUESTION PERIOD
11. UNFINISHED BUSINESS
12. INFORMATION ITEMS
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 December 8, 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  
Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services  
Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services  
Mrs. Rita Raposo, Acting Associate Superintendent, People Services  
(\* *electronic attendance*)

**CALL TO ORDER**

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

**CONSIDERATION OF AGENDA**

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

Moved by 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. Cindy Briggs that the notes of November 12, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

## **PRESENTATIONS**

### **5.1 Mental Health & Wellness Initiative**

Ms. Michele Parker, Mental Health and Wellness Coordinator, presented on the Sturgeon Public Schools Mental Health & Wellness Initiative.

## **REPORTS FROM SENIOR EXECUTIVE**

### **6.1 Alberta School Council Engagement (ASCE) Grant 2021-2022 Update**

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, details on the ASCE Grant for the 2021-2022 school year. Each School Council in the Division received \$500.00 to support their work.

### **6.2 AP420 – Financial Accountability & Audit**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, updates to the Administrative Procedure 420 – Financial Accountability & Audit.

### **6.3 Bill 58: School Councils and Parent Fundraising Groups Insurance**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, details on Bill 58, or Freedom to Care Act, and volunteer insurance coverage.

### **6.4 School Council Annual Reports**

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, reports on all School Councils “Year in Review”, provided to the Board of Trustees every fall as per Policy 305 – School Councils.

### **6.5 Monthly IT Report**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Monthly IT Report for the month of November 2021. The Board of Trustees requested further clarification on the number of Chromebook devices in the Division to be brought back at a future meeting.

## **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:

- ASBA Board Chair Seminar
- Board Retreat – Two Days
- Council of School Councils’ (COSC) Meeting
- Education Committee Meeting
- Student Disciplinary Hearings

- Visited Camilla School and Morinville Colony School
- Work at Central Office with Administration

## **7.2 Trustees' Reports**

### **Trustee Briggs (Bon Accord/Legal)**

Trustee Briggs reported that she attended:

- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- Lilian Schick School, School Council Meeting
- Participated in the Kindergarten Enhancement Enrichment Program
- Visited Bon Accord Community School
- Visited Lilian Schick School
- Visited Oak Hill School

### **Trustee Buga (Morinville Area)**

Trustee Buga reported that she attended:

- Alberta Health Services Presentation
- ASBA Zone 2/3 Meeting
- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- École Morinville Public School, School Council Meeting
- Education Committee Meeting
- Four Winds Public School, School Council Meeting
- Principal Meeting and Tour of École Morinville Public School
- Teacher Board Advisory Committee Meeting
- Webinar – Recess Break

### **Trustee Gibbons (Gibbons/Lamoureux)**

Trustee Gibbons reported that she attended:

- ASBA Board Chair Seminar
- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- Education Committee Meeting
- Meeting with Principal of Gibbons School
- Meeting with Principal of Landing Trail School
- Student Disciplinary Hearings
- Teacher Board Advisory Committee Meeting
- Virtual Attendance at the Sturgeon Composite High School Awards

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

Trustee Murray-Elliott reported that she attended:

- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- Education Committee Meeting
- Student Disciplinary Hearings

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

Trustee Oatway-McLay reported that she attended:

- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- Guthrie School, School Council Meeting
- Teacher Board Advisory Committee Meeting

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

Trustee Pequin reported that she attended:

- ASBA Zone 2/3 Meeting
- Board Retreat – Two Days
- Council of School Councils' (COSC) Meeting
- TEBA Meeting

**7.3 Advocacy Committee**

A verbal and written report was provided.

**7.3.1 Committee Work Plan 2021-2022**

The Advocacy Committee Work Plan 2021-2022 was developed at the Board Retreat and provided for discussion and review.

Moved by Mrs. Stacey Buga that the Board of Trustees accept the Work Plan as presented and forward to December 22, 2021, Public Board meeting for approval.

**7.4 Building and Maintenance Committee**

A verbal and written report was provided.

**7.4.1 Committee Work Plan 2021-2022**

The Building and Maintenance Committee Work Plan 2021-2022 was developed at the Board Retreat and provided for discussion and review.

Moved by Mr. Joe Dwyer that the Board of Trustees accept the Work Plan as presented and forward to December 22, 2021, Public Board meeting for approval.

## **7.5 Education Committee**

A verbal and written report was provided.

### **7.5.1 Committee Work Plan 2021-2022**

The Education Committee Work Plan 2021-2022 was developed at the Board Retreat and provided for discussion and review.

The Education Committee brought forward the following information from their December 8<sup>th</sup> Meeting:

- A recommendation that a SOGI presentation on what action Sturgeon Public Schools has taken be added to the Board Presentation Tracker;
- A recommendation that a SOGI and Diversity Professional Development for Trustees be organized to clarify language and legal frameworks relevant to policies 110 and 115; and

Amendment to the Work Plan include:

- Removing “Update of Policy 700: Superintendent of Schools” and “the clarification of Policy 430: Trustee Remuneration and Expense Reimbursement” and consider assigning them to Finance and People Services Committee.

Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees accept the Work Plan as amended and forward to December 22, 2021, Public Board meeting for approval.

## **7.6 Finance and People Services Committee**

A verbal and written report was provided.

### **7.6.1 Committee Work Plan 2021-2022**

The Finance and People Services Committee Work Plan 2021-2022 was developed at the Board Retreat and provided for discussion and review.

Amendments to the Work Plan include:

- Added Update of Policy 700: Superintendent of Schools; and
- Added Policy 430: Trustee Remuneration and Expense Reimbursement.

Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees accept the Work Plan as amended and forward to December 22, 2021, Public Board meeting for approval.



## **7.7 Transportation Committee**

A verbal and written report was provided.

### **7.7.1 Committee Work Plan 2021-2022**

The Transportation Committee Work Plan 2021-2022 was developed at the Board Retreat and provided for discussion and review.

Moved by Mr. Joe Dwyer that the Board of Trustees accept the Work Plan as presented and forward to December 22, 2021, Public Board meeting for approval.

## **REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS**

### **8.1 Alberta School Boards' Association Zone 2/3**

A verbal report was provided.

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

A verbal report was provided.

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

A verbal report was provided. A meeting was held on December 3, 2021.

### **8.4 Labour Management Committee (CUPE)**

No report was provided—no meeting scheduled at this time.

### **8.5 Community Services Advisory Board**

No report was provided—no meeting scheduled at this time.

## **NEW BUSINESS**

### **9.1 Policy 400 – Financial Accountability & Audit**

Policy 400 – Financial Accountability & Audit was updated to reflect the contract for Audit Services.

Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees forward Policy 400 – Financial Accountability & Audit to December 22, 2021, Public Board meeting for approval.

## **QUESTION PERIOD**

### **10.1**

## **UNFINISHED BUSINESS**

11.1

## **INFORMATION ITEMS**

### **12.1 COVID-19 Vaccination Status Administrative Procedure**

Following the motion made by the Board of Trustees at the October 27, 2021, Public Board meeting directing Administration to develop an Administrative Procedure regarding a vaccine mandate, the Board of Trustees and public were informed that an administrative procedure would come forward at the January Committee of the Whole meeting.

## **PENDING LIST**

13.1 No pending list

## **IN CAMERA**

5:32PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

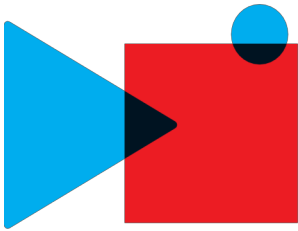
7:56PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

## **ADJOURNMENT**

The meeting adjourned 7:56PM.

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



**BOARD**  
MEMORANDUM

**Date:** January 12, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services  
**Subject:** AP255 – Inclement Weather Decisions For Schools - 2021/2022

---

**Purpose:**

For information.

**Background:**

Attached for Trustee information is the following Administrative Procedure with amendments.

- AP255 – Inclement Weather Decisions for Schools

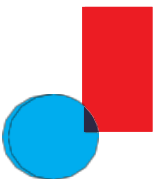
AP255 has been amended to align with division practice in schools, and to ensure consistent language and understanding across the division.

Administration is prepared to respond to questions at the January 12, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





**PURPOSE**

Careful planning is necessary to ensure the safety and well-being of all Sturgeon Public students at school during inclement weather.

**PROCESS**

The Principal or designate shall be responsible for determining the need for suspension of recess and/or other student activities as a result of inclement weather.

**PROCEDURE**

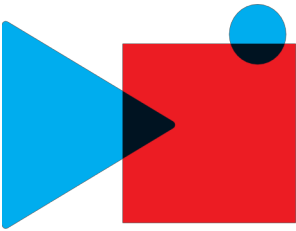
1. The Principal or designate is responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all students.
2. The lowest temperature at which students will be required to go outside shall be -25 Degrees Celsius including wind chill and as determined by the Weather Network.
3. The Principal shall establish provisions for students at school during inclement weather conditions. The provisions shall include:
  - 3.1 The designation of an area for students who are outdoors to use for periodic shelter when needed.
  - 3.2 ~~S~~That students will at all times be permitted access to washroom facilities.
  - 3.3 Sufficient adult supervision is provided to ensure student safety.
4. During instructional days when the Superintendent or designate suspends school bus transportation services, the following procedures will apply:
  - 4.1 Teachers will not conduct examinations, nor introduce new learning outcomes.
  - 4.2 Student absences shall be deemed excusable and shall not affect the granting of credit in High School courses.

References:	Board Policy:	320 Inclement Weather
	Admin Procedure:	305 SPS Emergency Preparedness Response Plan



- 4.3 Principals may change the school schedule and delegate duties to staff according to the number of students that arrive at school.
- 4.5. The Principal of each school shall ensure that staff, students and parents are familiar with the provisions for keeping students safe during inclement weather.
- 5.6. The Principal shall include a copy of the provisions for keeping students safe during inclement weather in their school newsletter no later than November 1<sup>st</sup> of each school year.

References: Board Policy: 320 Inclement Weather  
Admin Procedure: 305 SPS Emergency Preparedness Response Plan



## BOARD MEMORANDUM

**Date:** January 12, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Shawna Walter, Acting Superintendent  
**Subject:** COVID-19 Vaccination Status/Hazard Mitigation Update

---

**Purpose:**

For information.

**Background:**

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.

A board, as a partner in education, has the responsibility to entrust the day-to-day management of the school division to the staff through the superintendent (Education Act section 33 (j)).

Administrative Procedure 205: Developing Administrative Procedures, the Process section and Procedure sections 2 and 4 state the following:

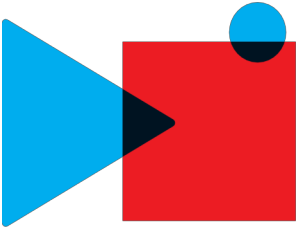
**Process**

Senior Executive will be responsible for the development of Administrative Procedures relative to their areas of responsibility.

**Procedure**

2. Draft Administrative Procedures will be forwarded to the Senior Executive for review and provided to the Board as information.
4. Revisions to the draft Administrative Procedure will be completed by the appropriate Senior Executive and forwarded to the Superintendent/CEO for final approval.





## BOARD MEMORANDUM

The Board tasked Administration to develop, implement and amend as necessary a COVID-19 Vaccination Status Administrative Procedure. After consultation with lawyers, insurance, employee groups, and stakeholders, the Acting Superintendent has determined that pursuing the development and implementation of an administrative procedure for COVID-19 Vaccination Status/Hazard Mitigation would negatively impact learning for all students by causing undue strain on the operation of schools and the operation of the Division as a whole.

The decision was guided by information and direction by the government, privacy laws, liability implications, and the Division's ability to maintain operations. The Division is committed to the safety and well-being of all students, staff, volunteers, contractors, and visitors. Reducing the spread of COVID-19 is a shared responsibility.

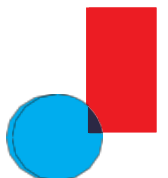
Under the direction of the Government of Alberta and the Chief Medical Officer of Health, the Division has implemented strategies to reduce the transmission of COVID-19 in schools. Measures include illness/self-screening practices, physical distancing, enhanced cleaning protocols, masking (upgraded masks implemented mid-January 2022), contact tracing and rapid testing kits (available to all staff, bus drivers and families mid-January). The [2021-2022 School Year Plan](#), which outlines these strategies, is available on the Division website and is regularly updated.

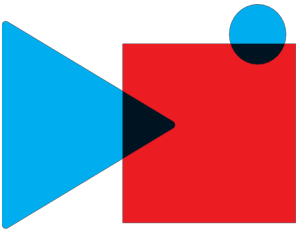
The Division strongly encourages staff to be fully vaccinated and continues to take steps to protect the safety of all students and staff.

Administration is prepared to respond to questions at the January 12, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent





**BOARD**  
MEMORANDUM

**Date:** January 12, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
Lynne Chaston, Director Financial Services  
**Subject:** COVID Expense Report for 2020-2021

---

**Purpose:**

For information.

**Background:**

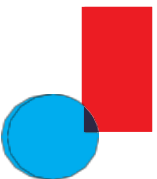
The Division received a grant for \$1,928,172 from the Federal Government during the 2020-2021 School Year for COVID related expenses. The Division budgeted for COVID-19 mitigation expenses prior to the grant announcement and incurred \$2,384,866 during 2020-2021. A detailed breakdown of 2020-2021 COVID-19 actual expenses is enclosed.

Administration is prepared to respond to questions at the January 12, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





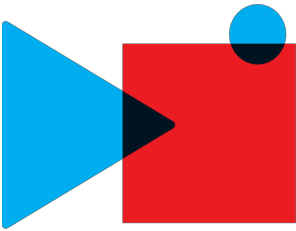
**Expenses due to COVID-19 For  
the 2020-21 School Year**

	<b>Salaries &amp; Benefits</b>	<b>Contractors Costs</b>	<b>Services &amp; Supplies</b>	<b>Total</b>
<b>Continuity of Learning*</b>	\$ 1,212,728	\$ -	\$ 401	\$ 1,213,128
<b>Transportation</b>	\$ 1,706	\$ 95,417	\$ 1,217	\$ 98,340
<b>Facilities</b>	\$ 19,797	\$ -	\$ 289,147	\$ 308,944
<b>Schools**</b>	\$ 654,177	\$ 1,766	\$ 103,765	\$ 759,707
<b>Central Administration</b>		\$ 4,082	\$ 665	\$ 4,747
<b>Totals</b>	<b>\$ 1,888,407</b>	<b>\$ 101,265</b>	<b>\$ 395,194</b>	<b>\$ 2,384,866</b>

\* All costs for the on-line learning were coded to a COVID.

\*\*At the School level, Salaries and Benefits were for Substitute Costs.

Total Government Funding received for COVID      \$    1,928,172.03



**BOARD**  
MEMORANDUM

**Date:** January 12, 2022  
**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 December 2021.

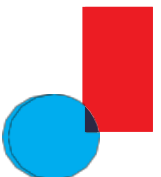
The inventory count and Chromebook deployment to schools continue throughout the month of January. More accurate numbers will be provided in February.

Administration is prepared to respond to questions at the January 12, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

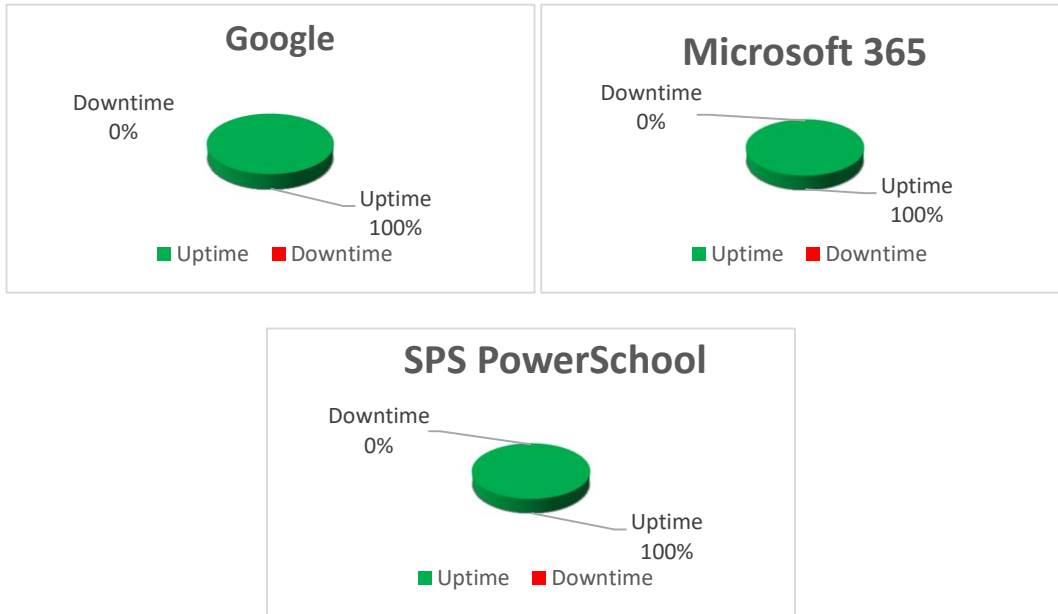
Attachment



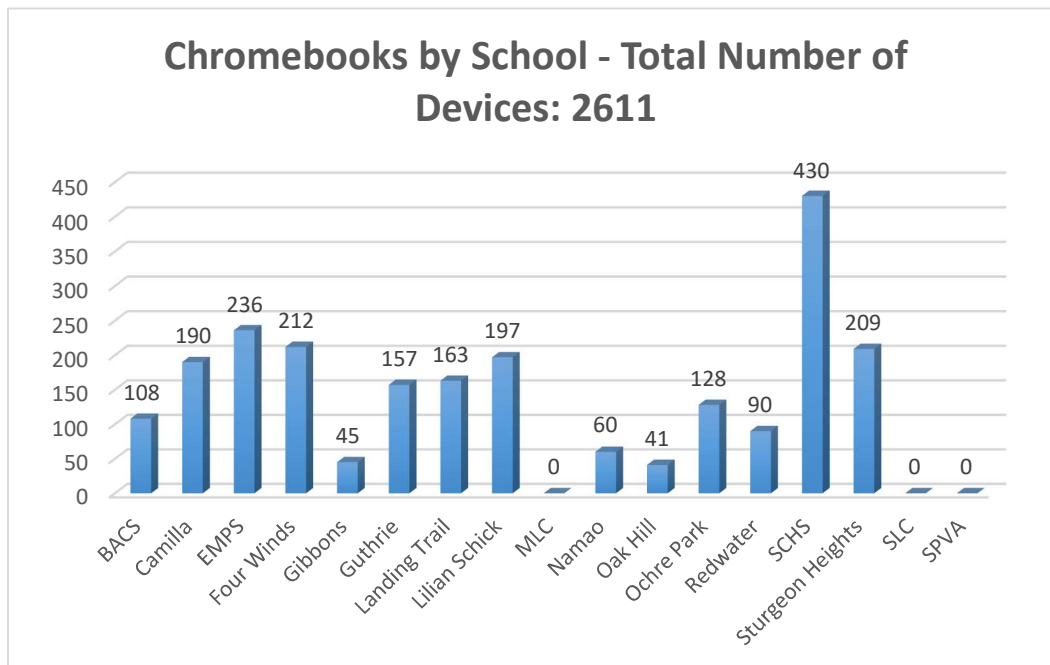
# Monthly Technology Services Report

December 1 to December 31, 2021

## Connectivity Checks



## Chromebook Information



Chromebook details: Evergreening project is winding down, decommissioning continues  
Outage Details: Only planned maintenance resulted in brief outages this period