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# Public Board Meeting Agenda

January 26, 2022

4:00 P.M.

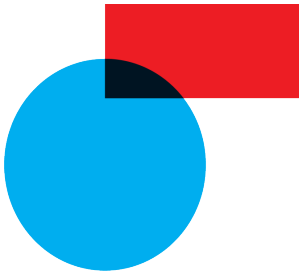
Meeting will be live streamed at:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NWFiODcxMzctMTNhMy00Nzc5LWFmZDktNGFjY2M5ZmJkMDgx%40thread.v2/0?context=%7b%22Tid%22%3a%22edfb9876-5027-4b93-a551-95984679e286%22%2c%22id%22%3a%2242e271b0-058f-4b22-a718-69419c492b15%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWFiODcxMzctMTNhMy00Nzc5LWFmZDktNGFjY2M5ZmJkMDgx%40thread.v2/0?context=%7b%22Tid%22%3a%22edfb9876-5027-4b93-a551-95984679e286%22%2c%22id%22%3a%2242e271b0-058f-4b22-a718-69419c492b15%22%7d)



**Sturgeon  
Public Schools**

Dare to reimagine learning

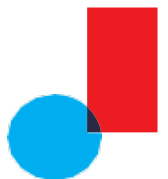


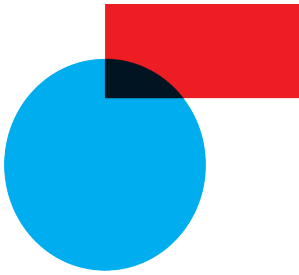
# AGENDA

## BOARD

January 26, 2022

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
3. APPOINTMENTS
4. READING AND APPROVING OF MINUTES
  - 4.1 Approval of the Minutes of the Regular Meeting of December 22, 2021
5. PRESENTATIONS
6. REPORTS FROM SENIOR EXECUTIVE
  - 6.1 Communications Report
  - 6.2 January 2022 Update – Bill 58 Freedom to Care Act – Volunteer Insurance
  - 6.3 Monthly Financial Report
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
  - 7.1 Chair's Report
    - 7.1.1 Written Reports for Trustees
  - 7.2 Trustees Report
  - 7.3 Advocacy Committee
  - 7.4 Building and Maintenance Committee
  - 7.5 Education Committee
  - 7.6 Finance and People Services Committee
  - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
  - 8.1 Alberta School Boards Association Representative
  - 8.2 Public School Boards Association of Alberta Representative





# AGENDA

## BOARD

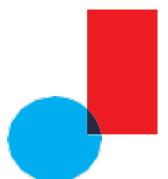
January 26, 2022

9. NEW BUSINESS
10. UNFINISHED BUSINESS
11. NOTICES OF MOTION
12. INFORMATION
13. COMMENT & QUESTION PERIOD
  - 13.1 ATA; CUPE
  - 13.2 Community Members
  - 13.3 Media
14. REQUESTS FOR INFORMATION
15. IN CAMERA: LEGAL
16. ADJOURNMENT



**Sturgeon  
Public Schools**

Dare to reimagine learning





**Sturgeon  
Public Schools**

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

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**Sturgeon  
Public Schools**

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

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**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 4:02 p.m.

**APPROVAL OF AGENDA**

#100/2021 – Moved by Mrs. Cindy Briggs that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**APPOINTMENTS**

**APPROVAL OF MINUTES**

#101/2021 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Regular Meeting of November 24, 2021, be approved as presented.

CARRIED UNANIMOUSLY

**PRESENTATIONS**

**REPORTS FROM SENIOR EXECUTIVE**

**Communications Report**

Ms. Shawna Walter, Acting Superintendent, brought forward as information, the Communications Report for the month of December 2021 and the work done to grow awareness for and build on the Brand image of Sturgeon Public Schools.

### **Monthly Financial Report**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the November 2021 Board Financial Report for the month ending November 30, 2021.

## **REPORTS FROM TRUSTEES AND STANDING COMMITTEES**

### **CHAIR'S REPORT**

A verbal report was provided.

#### **Chair Dwyer (Alcomdale/Villeneuve Area)**

Chair Dwyer reported that he attended:

- Administrative Council Lunch
  - Administrative PD Gaps in Service Discussion
- Building and Maintenance Committee Meeting
- Central Office Christmas Boxed Luncheon
- Christmas Card and Chocolate Delivery to Staff
- Transportation Committee Meeting

### **TRUSTEES' REPORTS**

Verbal reports were provided.

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

Trustee Briggs reported that she attended:

- Building and Maintenance Committee Meeting
- Central Office Christmas Boxed Luncheon
- Christmas Card and Chocolate Delivery to Staff
- School Tour of Four Winds Public School
- Sturgeon Composite High School Basketball Tournament
- Transportation Committee Meeting
- Virtual Christmas Concerts

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

Trustee Buga reported that she attended:

- Building and Maintenance Committee Meeting
- Central Office Christmas Boxed Luncheon
- Christmas Card and Chocolate Delivery to Staff
- Communication with Administration on Joint Use Agreements
- Edmonton Food Matters Webinar
- Haircut at Sturgeon Composite High School and School Tour
- GSACRD Basketball Tournament FWPS participated in at Morinville Composite High School and GH. Primeau School
- Skating with Morinville Learning Centre and Sturgeon Learning Centre
- Sturgeon Composite High School Basketball Tournament
- Sturgeon Public Virtual Academy School Council Meeting
- Transportation Committee Meeting

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

Trustee Gibbons reported that she attended:

- Christmas Card and Chocolate Delivery to Staff

- Gibbons School Judge for Door Decorating Contest
- Transportation Committee Meeting

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

Trustee Murray-Elliott reported that she attended:

- Building and Maintenance Committee Meeting
- Central Office Christmas Boxed Luncheon
- Christmas Card and Chocolate Delivery to Staff
- Transportation Committee Meeting
- Virtual Christmas Concerts

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

Trustee Oatway-McLay reported that she attended:

- Building and Maintenance Committee Meeting
- Christmas Card and Chocolate Delivery to Staff
- Transportation Committee Meeting

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

Trustee Pequin reported that she attended:

- Christmas Card and Chocolate Delivery to Staff
- Redwater School, School Council Meeting
- Virtual Christmas Concerts

**ADVOCACY COMMITTEE**

A verbal report was provided.

#102/2021 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the Advocacy Committee Work Plan 2021/2022 as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

**BUILDING AND MAINTENANCE COMMITTEE**

A verbal report was provided.

#103/2021 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve the Building and Maintenance Committee Work Plan 2021/2022 as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

**EDUCATION COMMITTEE**

A verbal report was provided.

#104/2021 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the Education Committee Work Plan 2021/2022 as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

## **FINANCE AND PEOPLE SERVICES COMMITTEE**

A verbal report was provided.

#105/2021 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the Finance and People Services Committee Work Plan 2021/2022 as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

## **TRANSPORTATION COMMITTEE**

A verbal report was provided.

#106/2021 – Moved by Ms. Irene Gibbons that the Board of Trustees approve the Transportation Committee Work Plan 2021/2022 as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

## **REPORTS FROM SPECIAL COMMITTEES**

### **ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

### **PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE**

A verbal report was provided.

## **NEW BUSINESS**

### **Amended Annual Education Results Report**

#107/2021 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the Amended Annual Education Results Report as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

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

#108/2021 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve Policy 400 – Financial Accountability & Audit as presented at the December 22, 2021, Public Board meeting.

CARRIED UNANIMOUSLY

## **UNFINISHED BUSINESS**

## **NOTICES OF MOTION**

There were no Notices of Motion.



## INFORMATION

### COMMENT & QUESTION PERIOD

#### ATA

No report was provided. ATA President provided verbal report.

#### CUPE

No report was provided. CUPE President provided verbal report.

#### COMMUNITY MEMBERS

Questions were noted from community members.

#### MEDIA

No report was provided.

### REQUESTS FOR INFORMATION

#### IN CAMERA

#109/2021 – 4:51 p.m. – Moved by Ms. Irene Gibbons that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 4:51 p.m. for break.

Meeting resumed at 5:07 p.m.

#110/2021 – 6:21 p.m. – Moved by Ms. Irene Gibbons that the Board revert to public.

CARRIED UNANIMOUSLY

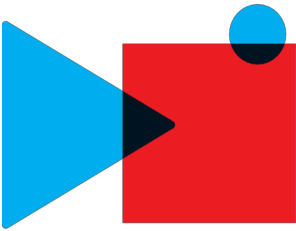
### ADJOURNMENT

The Chair adjourned the meeting at 6:22 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Superintendent,  
Corporate Services



**BOARD**  
MEMORANDUM

**Date:** January 26, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Karen Meurer, Communications Advisor  
**Subject:** Communications Report

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**Purpose:**

For information.

**Background:**

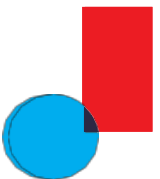
The Communications Report for the month of January 2022 is included for Trustee information.

Administration is prepared to respond to questions at the January 26, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment



## Communications Report

Communications for January 2022 has been focused on:

- Updating social media platforms and the Division website to communicate government changes regarding the return to in-person learning after the winter break and Government of Alberta COVID-19 health guidelines;
- Updating social media platforms to communicate inclement weather bus cancellations;
- Planning and advertising Pre-K and Kindergarten Information Nights coming up in February;
- Planning logistics and creating marketing materials for the start of Division-wide 2022-2023 Registration campaign:
  1. Open registration and Division-wide marketing blitz begins February 28, 2022
  2. 22-23 School Year Registration Blitz for our current families will run from February 28th to March 23rd. Social Media focus will be to promote our schools by creating “walking billboards”.
  3. SCHS Summer School-specific open registration/marketing – March 24<sup>th</sup> to May 20<sup>th</sup>.

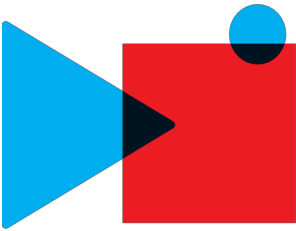
The combined efforts between Transportation Services, the Office of the Superintendent and Communications has focused on getting the word out in a timely manner when the Division has had to make the decision to cancel buses on inclement weather days (of which there’s been quite a few in January 2022!). Families and SPS staff have stated that they appreciate how well the communication is being disseminated. Messaging was sent to all families via SchoolMessenger, the website was updated, and posts were created on our Social Media pages – Facebook posts have been utilized well by the whole Sturgeon Public community by sharing the post on the platform to reach as many people as possible.... #ittakesavillage!

The image shows a screenshot of a Facebook post from Sturgeon Public Schools. The post text reads: "IMPORTANT NOTICE: Due to continuing inclement weather ALL Sturgeon Public buses are CANCELLED for the full day, TUESDAY, JANUARY 18. This decision has been made out of an abundance of caution and to provide our families with as much notice as possible to make any necessary arrangements for your child(ren). If you choose to transport your child(ren) to school, please make any necessary arrangements to pick up your child(ren) at the end of the school day. Please stay safe! https://www.sturgeon.ab.ca/transportation/bus-status #schoolfamily #SafetyFirst". Below the text is a photo of the front of a yellow school bus with "SCHOOL BUS" on the hood and "Status Update" on the windshield. To the right of the post is a performance analytics panel.

Performance for your post		
10,991 People Reached		
292 Reactions, Comments & Shares		
143 Like	64 On Post	79 On Shares
1 Love	1 On Post	0 On Shares
1 Wow	0 On Post	1 On Shares
45 Comments	7 On Post	38 On Shares
103 Shares	102 On Post	1 On Shares
752 Post Clicks		
40 Photo views	19 Link clicks	693 Other clicks
NEGATIVE FEEDBACK		
7 Hide post	0 Hide all posts	
0 Report as spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		

- Communication Department continues to source out SPS stories to tell on an ongoing basis. Focus for January has been on Health and Wellness given ongoing COVID challenges and extremely cold weather . Blog story coming up: Boba, the Namao School wondertherapy dog. 😊

Communications Advisor: Karen Meurer



## BOARD MEMORANDUM

**Date:** January 26, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** January 2022 Update - Bill 58 Freedom to Care Act – Volunteer Insurance

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**Purpose:**

For information.

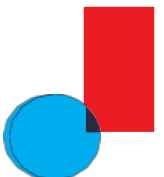
**Background:**

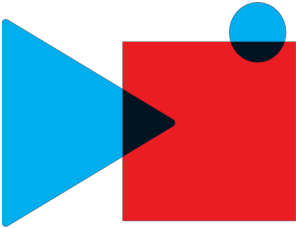
Bill 58, or Freedom to Care Act, came into effect on September 1, 2021. Bill 58 is of interest to the Division mainly from the aspect of volunteer coverage. There are three scenarios that are of interest to Sturgeon Public School Division:

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, classroom volunteers and library volunteers.
2. School Council as a Volunteer Group
3. Parent Fundraising Group as a Volunteer Group.

Bill 58 addresses all volunteer 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.

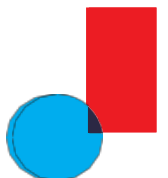
For the scenarios listed above, the Division obtained a legal opinion by which it was clarified that:

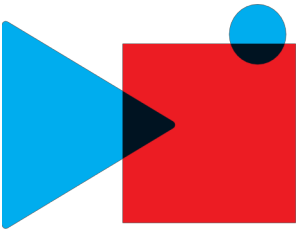
1. Sturgeon Public volunteer groups are protected as indicated in Section 251 of the Education Act, however, there are situations where the Division would not be covered under that section, and insurance would come into effect. Sturgeon Public School Division has been advised to procure the appropriate 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.
4. **January 2022 Update** - Volunteers engaging in skimming and other fraud activities will be reported to the police for investigation. The Division has insurance coverage for such issues under the Employee Dishonesty policy, which also covers volunteers.

Administration is prepared to respond to questions at the January 26, 2022, Public Board Meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent





## BOARD MEMORANDUM

**Date:** January 26, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** Monthly Financial Report – December 2021

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**Purpose:**

For information.

**Background:**

The Board Financial Report for the month ending December 31, 2021, is included for your information.

The Year-to-Date Division's actual financial results are tracking close to budget in both the revenues and expenses sides.

When compared to the budget, the actual expenses by program:

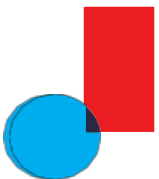
- Pre-K – PUF funding is tracking ahead of schedule by approximately 5%. This is a timing issue and will align with our budget over the next few months.
- K - 12 Revenue is slightly higher than budgeted mainly due to the Targeted Funding (\$233k) announced after the budgeting cycle, and fees collected at the beginning of the school year rather than every month.
- Operations and Maintenance are overspent by \$467k mainly due to the costs related to the Modular Project at École Morinville Public.
- Student Transportation is slightly overspent \$79k mainly due to the one-time payment to the Bus Contractors and greater than budgeted ridership, which resulted in additional incurred distance costs to the Division. Also, the funding from the government is spread over 12 months, while our expenses are incurred in the first 10 months of the school year.
- System Administrations is slightly underspent \$20k mainly due to the timing of expenses, such as legal, licenses and software contracted services.

Administration is prepared to respond to questions at the January 26, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment



The Sturgeon School Division  
2021-2022 School Year

As Of December 31, 2021  
Target Percent 33%

REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 1,550,230	\$ 16,525,269	\$ 1,465,918	\$ 1,486,451	\$ 896,073	\$ 164,585	\$ 22,088,526
Alberta Infrastructure & Amortization			\$ 1,300,244				\$ 1,300,244
Other - Government of Alberta		\$ 410,754					\$ 410,754
Federal Government and First Nations		\$ 136,795					\$ 136,795
Fees	\$ 30,240	\$ 393,490		\$ 512,516		\$ 1,410	\$ 937,656
Sales of services and products		\$ 40,174			\$ 586	\$ 36,010	\$ 76,770
Investment income					\$ 50,183		\$ 50,183
Gifts and donations		\$ 34,882					\$ 34,882
Rental of facilities		\$ 4,921				\$ 12,025	\$ 16,945
Fundraising		\$ 44,172					\$ 44,172
Other		\$ 69,397					\$ 69,397
<b>TOTAL REVENUES</b>	\$ 1,580,471	\$ 17,659,855	\$ 2,766,162	\$ 1,998,967	\$ 946,841	\$ 214,030	\$ 25,166,325
<b>Approved Budget Revenues</b>	\$ 4,162,794	\$ 51,878,217	\$ 8,805,415	\$ 5,031,137	\$ 2,770,896	\$ 646,149	\$ 73,294,608
<b>Percent Collected of Budget Received</b>	37.97%	34.04%	31.41%	39.73%	34.17%	33.12%	34.34%

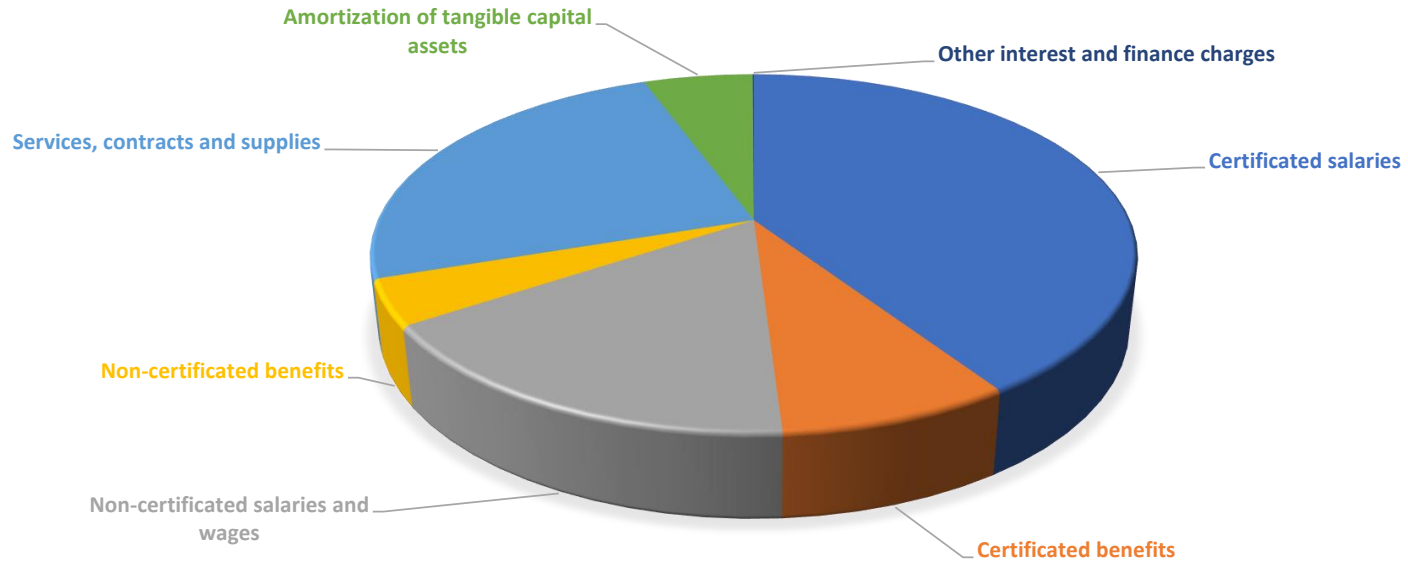
EXPENSES

Certificated salaries	\$ 397,164	\$ 9,523,690			\$ 125,482	\$ 170,546	\$ 10,216,883
Certificated benefits	\$ 46,525	\$ 2,024,112			\$ 8,448	\$ 13,275	\$ 2,092,360
Non-certificated salaries and wages	\$ 769,713	\$ 2,389,884	\$ 568,846	\$ 47,847	\$ 407,935	\$ 10,565	\$ 4,194,791
Non-certificated benefits	\$ 187,437	\$ 580,240	\$ 165,386	\$ 10,867	\$ 88,012	\$ 2,730	\$ 1,034,673
Services, contracts and supplies	\$ 40,126	\$ 2,676,417	\$ 1,150,924	\$ 2,018,928	\$ 286,281	\$ 5,356	\$ 6,178,033
Amortization of tangible capital assets		\$ 27,336	\$ 1,348,361	\$ 733	\$ 10,392		\$ 1,386,822
Other interest and finance charges		\$ 13,887			\$ 106		\$ 13,993
<b>TOTAL EXPENSES</b>	\$ 1,440,966	\$ 17,235,567	\$ 3,233,517	\$ 2,078,376	\$ 926,656	\$ 202,472	\$ 25,117,554
<b>Approved Budget Expenses</b>	\$ 4,162,794	\$ 51,608,613	\$ 8,805,415	\$ 5,031,137	\$ 2,770,898	\$ 613,574	\$ 72,992,431
<b>Percent Spent of Budget</b>	34.62%	33.40%	36.72%	41.31%	33.44%	33.00%	34.41%

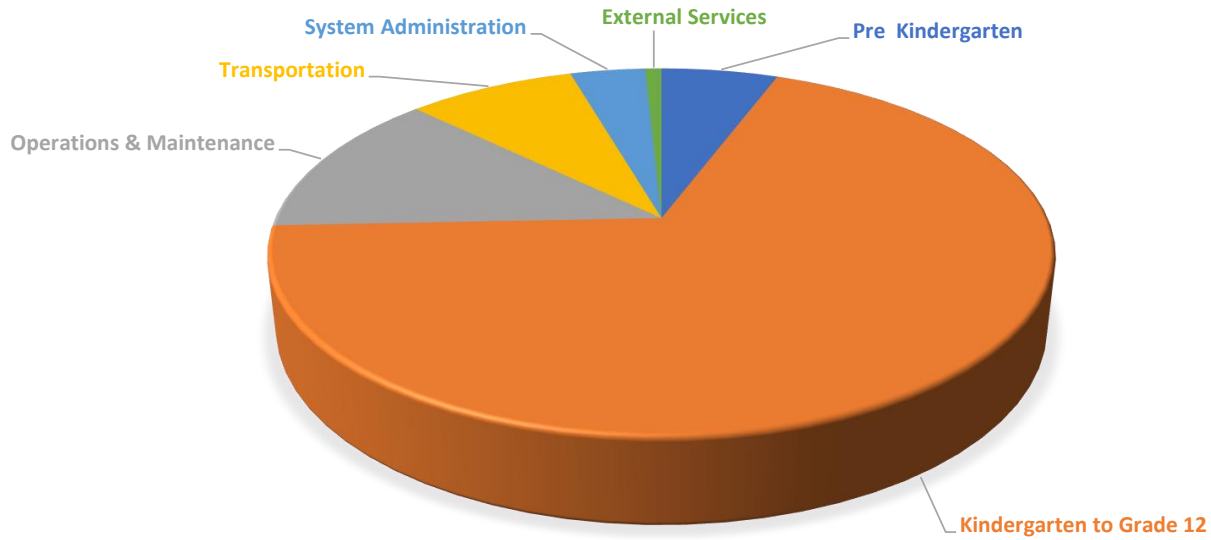
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 139,505	\$ 424,288	\$ (467,355)	\$ (79,409)	\$ 20,185	\$ 11,557	\$ 48,772
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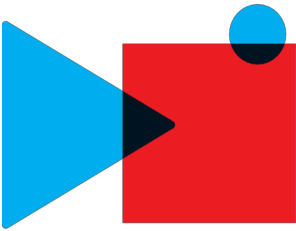


### ACTUAL EXPENSES BY OBJECT



### ACTUAL EXPENSES BY PROGRAM





## BOARD MEMORANDUM

**Date:** January 26, 2022  
**To:** Board of Trustees  
**From:** Stacey Buga, Advocacy Committee Chair  
**Subject:** Advocacy Committee

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**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 a meeting on January 18, 2022. The following is a summary of the meeting:

- The Student Advisory Committee meeting previously scheduled on December 8, 2021, has been rescheduled to February 2, 2022;
- As approved by the Board of Trustees, the 2021-2022 Advocacy Committee Work Plan includes creating a plan to connect with MLAs, Municipal Partners, Alexander First Nation, and surrounding boards. The Committee is creating an engagement plan to foster relationships with our partners. Board Introduction letters will be created and sent to the above-mentioned partners including an invite to come together for a meeting; and
- The Committee discussed the placement of the Legacy Statement in the Boardroom.

The Advocacy Committee Chair is prepared to respond to questions at the January 26, 2022, Public Board meeting.

