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# Committee of the Whole Meeting Agenda

February 9, 2022

4:00 P.M.

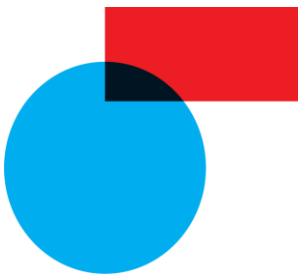
Meeting will be live streamed at:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NzJkY2ZkMmMtODU3Ni00YzUzLWJlZGYtODgwNzg3ZjFIMWEw%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_NzJkY2ZkMmMtODU3Ni00YzUzLWJlZGYtODgwNzg3ZjFIMWEw%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

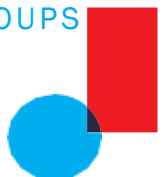
## COMMITTEE OF THE WHOLE

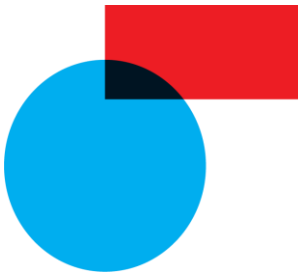
February 9, 2022

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 – January 12, 2022
5. PRESENTATIONS
  - 5.1 Disability Services – Helen Lawrence
6. REPORTS FROM SENIOR EXECUTIVE
  - 6.1 2022 ARES Four Winds Public School Presentation Update
  - 6.2 ASCA AGM, Conference and Trade Show
  - 6.3 Konica Minolta Scholarship
  - 6.4 Monthly IT Report
  - 6.5 Network Optimization Project Update
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
  - 7.1 Chair’s Report
  - 7.2 Trustees Report
  - 7.3 Advocacy Committee
  - 7.4 Building and Maintenance Committee
  - 7.5 Education Committee
    - 7.5.1 Work Plan 2021/2022
  - 7.6 Finance and People Services Committee
  - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
  - 8.1 Alberta School Boards’ Association Zone 2/3



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# AGENDA

## COMMITTEE OF THE WHOLE

February 9, 2022

- 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 2022/2023 School Calendar
- 9.2 Capital Projects & Access to Reserves
- 9.3 Town of Legal Catchment
- 9.4 Policy 105 – Vision, Mission and Values
- 9.5 Policy 220 – Trustee Code of Conduct
- 9.6 Policy 221 – Role of the Trustee
- 9.7 Policy 225 – Board Responsibility and Conduct
- 9.8 Policy 230 – Board Committees
- 9.9 Policy 231 – Student Advisory Committee
- 9.10 Policy 240 – Policy Development
- 9.11 Policy 435 – Technology Equipment for Trustees
- 9.12 Policy 605 – Use of School Buildings
- 9.13 Board and Committee Meetings

### 10. QUESTION PERIOD

### 11. UNFINISHED BUSINESS

### 12. INFORMATION ITEMS

### 13. PENDING LIST

### 14. IN CAMERA: LABOUR; LEGAL

### 15. ADJOURNMENT



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Notes of the Meeting of  
The Committee of the Whole  
Held at Morinville on January 12, 2022

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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 4:00PM.

**CONSIDERATION OF AGENDA**

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Added:

- 6.5 Ventilation Update
- 8.6 Alberta Rural Caucus
- 11.1 Insurance for Volunteer Groups

Moved by Ms. Irene Gibbons that the agenda be approved as amended.

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 December 8, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

## **PRESENTATIONS**

### 5.1 MNP Presentation

Mr. Benji Waser presented on MNP.

## **REPORTS FROM SENIOR EXECUTIVE**

### 6.1 AP255 – Inclement Weather Decisions for Schools

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, updates to the Administrative Procedure 255 – Inclement Weather Decisions for Schools.

### 6.2 COVID-19 Vaccination Status/Hazard Mitigation Update

Ms. Shawna Walter, Acting Superintendent, brought forward as information, that implementing a COVID-19 Vaccination Status/Hazard Mitigation Administrative Procedure is not operationally feasible for Sturgeon Public Schools.

### 6.3 COVID Expense Report for 2020-2021

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, details on COVID Expenses for the 2020/2021 School Year.

### 6.4 Monthly IT Report

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Monthly IT Report for December 2021.

### 6.5 Ventilation Systems

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a verbal report on the ventilation systems currently in schools.

In response to the pandemic, the Division implemented the following:

- Increased frequency of filter changes
- Maximized fresh air intake
- Increased inspections of all school systems
- Installed the highest quality filters possible for each system.

Over the winter break, to prepare for the return of students, the Division started the process to change out all current school furnace filters. Updated recommendations from the Alberta chapters of ASHRAE also had the Division looking on how to further enhance the systems.

Based on updated ASHRAE recommendations, the Division has begun implementing the following additional measures:

- Adapt existing systems to fit MERV-13 filters
- Install in-room air cleaners with MERV-13 filters in systems where installation of MERV-13 filters is not possible.

## **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:

- Meetings with Administration

#### **7.1.1 Written Trustee Reports**

Mr. Joe Dwyer, Chair, brought forward as information, that Trustees will provide written reports, instead of providing verbal reports, for the Committee of the Whole and Public Board meetings.

### **7.2 Trustees' Reports**

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

Trustee Oatway-McLay reported that she attended:

- Guthrie School, Virtual School Council Meeting

### **7.3 Advocacy Committee**

A verbal report was provided.

### **7.4 Building and Maintenance Committee**

A verbal report was provided.

A Building and Maintenance Committee meeting is scheduled for January 26, 2022.

### **7.5 Education Committee**

A verbal report was provided.

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

No report was provided.

### **7.7 Transportation Committee**

A verbal and written report was provided.

A Transportation Committee meeting is scheduled for January 26, 2022.

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

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

No report was provided.

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

No report was provided.

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

No report was provided.

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

No report was provided.

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

No report was provided.

### **8.6 Alberta Rural Caucus**

A verbal report was provided.

## **NEW BUSINESS**

9.1

## **QUESTION PERIOD**

## **UNFINISHED BUSINESS**

11.1 Insurance for Volunteer Groups

## **INFORMATION ITEMS**

## **PENDING LIST**

## **IN CAMERA**

6:06PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed for dinner at 6:06PM.

Meeting resumed at 6:36PM.

9:17PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

## **ADJOURNMENT**

The meeting adjourned 9:17PM.

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



# Introduction to Disability Services



Disability Services



## Meet the Team



Disability Services

Helen Lawrence



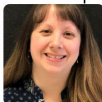
Specialized Services  
Coordinator

Jesica Logan



Office Assistant

Kim Sharpe



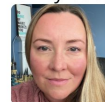
Administrative  
Assistant

Stefanie Bovenmars



Family Coach

Ashley Coote



Speech Language  
Pathologist

Kim Fraser



Occupational  
Therapist

Kate Watt



Educational Psychologist/  
Occupational Therapist

Damien Daly



Registered Provisional  
Psychologist//  
BCBA

Jenni Maas



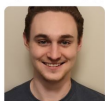
Physical  
Therapist

Rebecca Quaale



Registered  
Psychologist

Chris Brett



Home Facilitator

Kamala Young



Home Facilitator

Lauren Atkinson



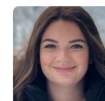
Home Facilitator &  
Behaviour Consultant

Marcy Bruce



Home Facilitator

Sarah Piers



Home Facilitator



## Trans-disciplinary Team



Teams are uniquely built to meet the needs of the child and family.



Our trans-disciplinary team may include:

- A speech-language pathologist
- An occupational therapist
- A psychologist
- A physical therapist
- A behaviour specialist
- A home facilitator
- A family coach



## Our Service



- A branch of Sturgeon Public Schools
- DS office is located within Gibbons School
- Started as a pilot project in 2010
- Specialized support provided by the Disability Service (DS) Team to compliment learning and functioning for families in the home/community.



## FSCD Partnership for Family Centered Services

While most staff are employees of Sturgeon Public Schools, the program and DS team is funded by the FSCD\* government program. \*Family Support for Children with Disabilities

Families of children in pre-kindergarten to grade 12 with extraordinary needs, can apply for DS services for their family and child through application through FSCD.

This is **non-educational** programming and geared to support skill development, participation, and functioning in meaningful day-to-day activities and experiences that will assist in both their life and educational journey.



## FSCD Partnership for Family Centered Services

**Family centered service delivery** reinforces the importance of viewing the family and child as an entire unit and respecting the values, cultural background and unique needs of each family.

Services to focus on the priorities and functioning of the family, and related to activities that are most meaningful to them.

The type, level and duration of FSCD services a family receives is based on the extraordinary needs of the child resulting from the child's developmental profile as well as strengths, abilities and resource needs of the family.

There are two types of services that Disability Services offers:

- **Behavioural/Development Supports (BDS)** - 6 month contract when working on one targeted area of development. E.g., Behaviour
- **Specialized Services (SS)** - more intensive support for 1 year, when working on 2 or more targeted areas of development. E.g., Behaviour, Communication and Mobility



## Who Can Apply for Services?

Parent/legal guardian of children with extraordinary needs:

- Who is under 18 years of age
- With a diagnosed disability

**\*diagnosis** for a disability that is due to a developmental, physical, sensory, mental or neurological condition or impairment, and/or health condition that significantly impacts their daily living activities such as eating, grooming, walking, interacting with others, playing, and problem solving (FSCD Disability Criteria)

You may recognize a family that may benefit from support to find/access community resources or handling the day-to-day challenges of raising a child with extraordinary needs, etc. The child may have developmental delays and/or extraordinary needs in areas of communication, behaviour, self-care, or adaptive functioning. Service delivery is flexible and may include:

- in person or virtual support,
- direct or consultation,
- connecting and/or partnering with other resources/services/programs.



## Find Your Village

Find Your Village is a unique collaborative project between Redwater Hype and SPS Disability Services for community members to join for conversation, connection and fun activities. We have events monthly to provide a safe space for community members ages 0 - 99.

**Our goal** is to provide a space where adults can come together to meet, to talk and to learn from one another, enhance communication, connect with others, build relationships and reduce isolation within our communities.

**Our hope** is that everyone will feel supported and valued, while connecting with other caring community members.

**What:** Topics are determined by the group



Facebook Page: [Find Your Village Sturgeon County](#)

## Share the Opportunity

Our biggest contributors to our success is Sturgeon Public Schools including school staff, clinicians, trustees, and community members who talk about the support and benefits that the Sturgeon DS Team provides.

Find out more about FSCD: [FSCD](#)

Check out our Website: [Disability Services Website](#)

Our Facebook Page: [Disability Services SPS Facebook](#)

Find Your Village Facebook Page: [Find Your Village Sturgeon County](#)



## Thank You!

On behalf of the entire DS Team, we appreciate that you took the time to learn about the home/community supports that the Sturgeon Disability Services Team provides. We look forward to continuing the important work of supporting our Sturgeon families.

**Contact Us:**

Helen Lawrence

Specialized Services Coordinator, DS Team

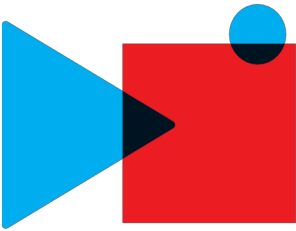
Helen.Lawrence@sturgeon.ab.ca

780-939-4341 Ext.1265



### Disability Services





**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services  
**Subject:** 2022 Alberta Rural Education Symposium (ARES) Four Winds Public School Presentation Update

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**Purpose:**

For information.

**Background:**

The annual Alberta Rural Education Symposium (ARES) will be hosted at the Fantasyland Hotel in Edmonton on March 6-8, 2022. The theme this year is *Learning and Leading Through Appreciative Inquiry*. Since its inception, Four Winds Public School has been a leader in engaging students in meaningful work through inquiry learning, project building, and supporting their passions through STEAM, Dance, and Sport Academies.

Dan Requa, Principal of Four Winds Public School, submitted a proposal to the ARES Planning Committee to bring a student led presentation to the Symposium. These students will showcase the great learning opportunities and experiences our students have at Four Winds Public School, and demonstrate a few of the projects they are most proud of. The submission has been reviewed and the Organization Committee has accepted the proposal. This is an exciting opportunity to celebrate the amazing work Four Winds staff and students are doing! Details on when the presentation will occur have not been released.

Administration is prepared to respond to questions at the February 9, 2022 Committee of the Whole Meeting.

Sincerely,

Shawna Walter, M. Ed  
Acting Superintendent

Attachment



# FOUR WINDS PUBLIC SCHOOL

545 Grandin Drive, Morinville, AB T8R 2R3

Phone: 825-349-0021 Email: FWPS@sturgeon.ab.ca

www.fourwindsschool.ca



Principal: Dan Requa (drequa@sturgeon.ab.ca) VP: Michelle Wing (michelle.wing@sturgeon.ab.ca)

December 10, 2021

Dear ARES Representatives,

Please accept our proposal for the Alberta Rural Education Symposium (ARES).

The mission at Four Winds Public is:

Connect - Ignite - Rise

We are Firebirds.

Our staff, students and community co-constructed this mission by identifying what is best about education and envisioning a school for students to flourish with purpose. **Connect** refers to the recognition that a positive core is built on relationships, well-being and creating a positive atmosphere. **Ignite** is to spark an intrinsic motivation and desire to learn more through high quality inquiry learning. The word **Rise** acknowledges that this school will be a place where students can follow their passions and strive for excellence.

Four Winds Public School is an innovative grade five to nine school in Morinville, Alberta. Serving 420 students, we offer a variety of programming including French Immersion, Dance Academy, STEAM Academy, Sport for Life Academy, Knowledge and Employability and Strategies programming. The school honours local area women who were instrumental in bringing Public Education to Morinville, including the Donna Hunter Learning Commons, Thelma Chalifoux Learning Garden, and the Audri Kowalyk Science Lab.

We aim to engage students in meaningful work through the process of inquiry learning. Thought provoking questioning and guiding frameworks help students engage with, understand, and solve problems creatively and critically. The process honours the need for fundamental skills in literacy and numeracy as a tool deeply connected with each concept. Often these solutions require creation with digital resources and experiential education. Over the course of a year and a half, prior to our school opening, our teaching staff partnered with the Galileo Network and the Werklund School of Education at the University of Calgary to promote instruction that provides engaging work.

Students are encouraged to explore their personal interests at Four Winds Public School. We offer a variety of extra and co-curricular opportunities for our students to explore their passions. Our STEAM Academies offer students a chance to apply science, technology, engineering, arts and mathematics. Innovation is promoted through our robotics, makerspace, and coding. We recently added two new classes to our STEAM Academies

Connect - Ignite - Rise

We Are *Firebirds*.

to accommodate the interest in our community. All three classes now have waiting lists. Our Arts programming includes Music, Ukulele, Art, Musical Theatre, Theatre Makeup and Drama. At Four Winds, physical literacy is promoted through our Elementary and Jr. High Dance Academy, our Sport for Life Academy and a variety of Athletics programs.

As we continue to focus on well-being, Four Winds students participate in daily gratitude journaling, wellness classes which focus on mental health literacy and Social-emotional learning (SEL). Four Winds students all participate in nature based lessons at our divisional outdoor classroom through the Pioneer Trail North Foundation.

We have created a video series showcasing the amazing educational experiences happening at Four Winds Public School. Please see the following links

[▶ Steam Academy](#)

[▶ Numeracy](#)

[▶ Art Inquiry](#)

We appreciate your consideration for us to share the innovative initiatives and amazing rural public education happening at Four Winds Public School and in Sturgeon Public Schools.

Sincerely,



Dan Requa  
Principal  
Four Winds Public School





**BOARD**  
MEMORANDUM

**Date:** February 9, 2022

**To:** Board of Trustees

**From:** Shawna Walter, Acting Superintendent

**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services

**Subject:** ASCA Annual General Meeting, Conference & Trade Show - April 2022

**Purpose:**  
For Information.

**Background:**

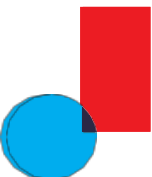
Alberta School Councils' Association (ASCA) Board of Directors has invited Sturgeon Public Schools to increase our School Council engagement in ASCA's upcoming events. Previous attendance has been low:

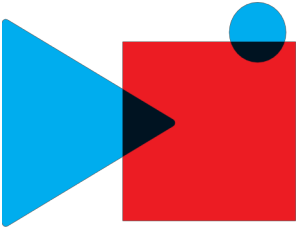
Year	ASCA Conference # of school councils attending	ASCA General Meetings # of school councils attending
2018	4	
2019	2	0
2020	Cancelled	Spring: 1 (non-voting); Fall: 0
2021	0	0
	School Council Engagement Opportunity	
2021	0	

This year the ASCA Conference takes place on April 22 and 23, 2022, followed by the ASCA Annual General Meeting (AGM) on April 24<sup>th</sup>, 2022, and will be an Online event. All Parents, Principals, Teachers and School Council members are invited to attend the ASCA Conference. Participants may also choose to attend the Annual General Meeting (AGM), however, School Councils may have only one Voting Delegate at the AGM.

Fees for the conference have not been released, and there is no fee for the Voting Delegate from each School Council to attend the AGM (subsequent attendees need to pay \$25.00).

Education Services provided an informative communication via email, on January 12, 2022, to all School Council Chairs and Vice Chairs, Principals, Vice Principals and to the Board of Trustees. A copy of the communication has been attached for reference.





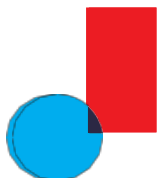
**B O A R D**  
MEMORANDUM

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M. Ed  
Acting Superintendent

Attachment



**From:** [Kristina Kuzio](#)  
**To:** [Principals; VP;](#)  
**Cc:** [Jonathan Konrad](#)  
**Bcc:**

ASCA Annual General Meeting, Conference & Trade Show - Save the Date!  
Wednesday, January 12, 2022 11:30:00 AM  
[image002.png](#)  
[image003.png](#)

**Subject:**  
**Date:**  
**Attachments:**

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**Email sent on behalf of Jonathan Konrad, Acting Deputy Superintendent, Education Services.**

Hello School Council Chairs and Vice Chairs,

I hope you had a restful and peaceful break with your families. I want to share this exciting opportunity for each of our Principals, Vice Principals, Teachers and School Council Members:

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**[Don't miss an opportunity to be involved, to be heard, and make a difference in public education!](#)**

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Two of the most important events for parents on a School Council are the **ASCA provincial Conference**, scheduled on April 22 and 23, 2022 and the **Virtual Annual General Meeting (AGM)**, on April 24, 2022. All members of a School Council are invited to attend these events.

**The ASCA provincial Conference** is an opportunity for parents to come together, learn from leaders and each other about topics relevant to schools and School Councils. Some of the topics covered in the past are:

- School Council-Trustee relationship, Community Resilience, Student Wellbeing, CyberFraud, Pathway to Safe Inclusive Schools, the Métis Perspective, and more.

Fees for the ASCA provincial Conference have yet to be announced.

**The Annual General Meeting (AGM)** is another important advocacy event for parents on School Councils, and one member from each Council should consider attending.

- If more than one member of a School Council is planning on attending it will be important for one person to be authorized by the Chair of that School Council to represent that group as the *Voting Delegate*.
- The Voting Delegate and Proxy Holder form will be updated on the ASCA website by the end of January 2022.

Parents, Principals, Teachers and/or School Council members are invited to attend as

“support parents” or observers and can speak to any agenda item, but not make motions or vote and will need to pay a fee to attend.

There are no Fees for the *Voting Delegate* at the AGM, and all other attendees will be required to pay \$25.00 to attend.

Parents on School Councils continue to shape the future of Alberta’s Public Education System with input through advocacy resolutions and voting. With your ASCA membership your School Council is eligible to submit *Proposed Advocacy Resolutions* and send one parent representative to vote on behalf of the School Council, at the ASCA Annual General Meeting which will be passed into policy to form the association perspective and presented to the Alberta Government and organizations in Alberta’s education.

## **2022 School Councils Conference & Trade Show**

**[ASCA Conference and Trade Show Information Link](#)**

**Date:** April 22 and 23, 2022  
**Location:** Delta Marriott Edmonton South Conference Centre  
(4404 Gateway Boulevard, Edmonton)  
**Forum:** TBD  
**Price:** TBD

## **ASCA 2022 Annual General Meeting (AGM)**

**[ASCA Annual General Meeting \(AGM\) Information Link](#)**

### **Information Link:**

**Date:** April 24, 2022  
**Forum:** Virtual  
**Price:** Elected as Voting Delegate – No Fee  
Parent, Teacher, Principal from School Council - \$25.00  
Others (Trustees, Superintendents, partner organization representatives) -  
TBA

The December 15th issue of the ASCA e-News has more information about the operational changes for ASCA beginning in January.

<https://www.albertaschoolcouncils.ca/about/newsletters>

Sent from Kristina Kuzio, on behalf of Jonathan Konrad.

[Jonathan Konrad](#)

Acting Deputy Superintendent, Education Services

Sturgeon Public Schools  
9820 – 104 Street, Morinville, AB T8R 1L8

[Kristina Kuzio](#)

Executive Assistant

Sturgeon Public Schools

9820 – 104 Street, Morinville, AB T8R 1L8

P: 780 939 4341 #1222

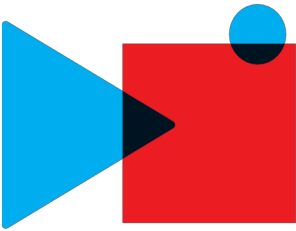
E: [kristina.kuzio@sturgeon.ab.ca](mailto:kristina.kuzio@sturgeon.ab.ca)

W: [sturgeon.ab.ca](http://sturgeon.ab.ca)



**Dare to reimagine learning**

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**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services  
**Subject:** Konica Minolta Scholarship

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**Purpose:**

For information.

**Background:**

Previously the scholarship for advancing technology in education sponsored by Konica Minolta only considered one student from Sturgeon Composite High School and one student from Redwater School. The Board directed Administration to approach Konica Minolta to ask if they would consider expanding their support to include a student from the Learning Centres (Morinville Learning Centre and Sturgeon Learning Centre) for the scholarship.

Education Services is excited to inform the Board of Trustees of Konica Minolta's approval to provide an additional scholarship to one student from the Learning Centres. This will increase their support to potentially three deserving Sturgeon Public High School students each year.

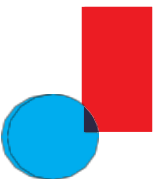
This scholarship of \$250 is awarded to graduates who have demonstrated exemplary work habits, have an interest in technology and advancing technology in their education and are pursuing post-secondary education in the school year following graduation from high school.

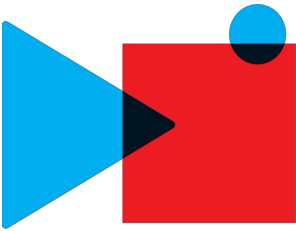
The recipient must provide confirmation of enrolment in a post-secondary institution and a typed 100 – 150-word submission addressing how technology can be used to improve education must be attached to the application.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M. Ed  
Acting Superintendent





**BOARD**  
MEMORANDUM

**Date:** February 9, 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 – January 2022

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**Purpose:**

For information.

**Background:**

Find attached a written IT Report for January 2022.

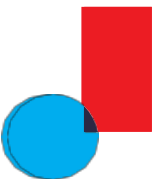
The inventory count and Chromebook deployment to schools was completed during January 2022. As this is an ongoing process, numbers may change from month to month, as inventory update takes place.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

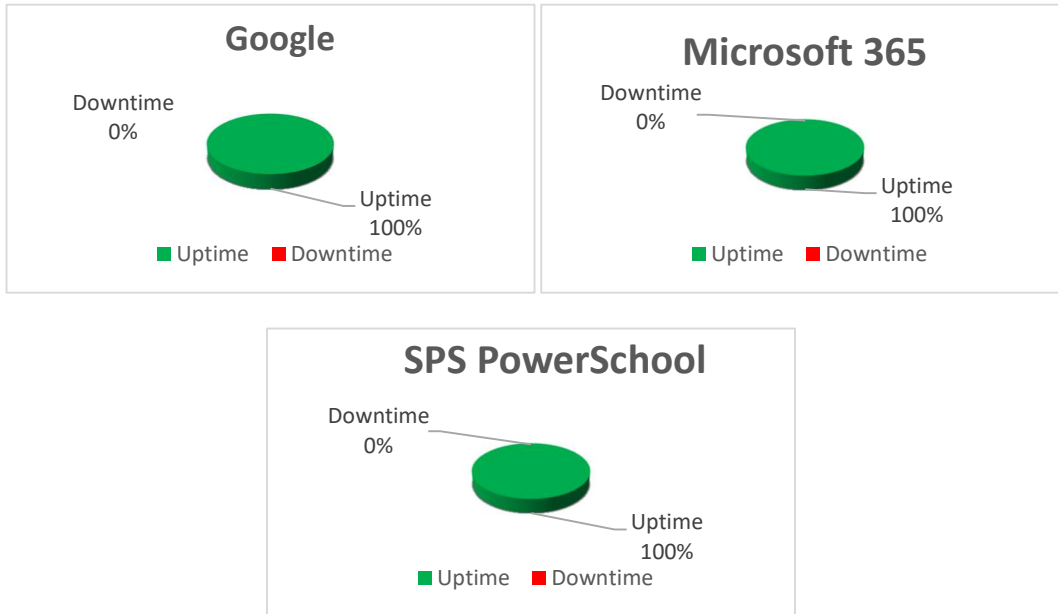
Attachment



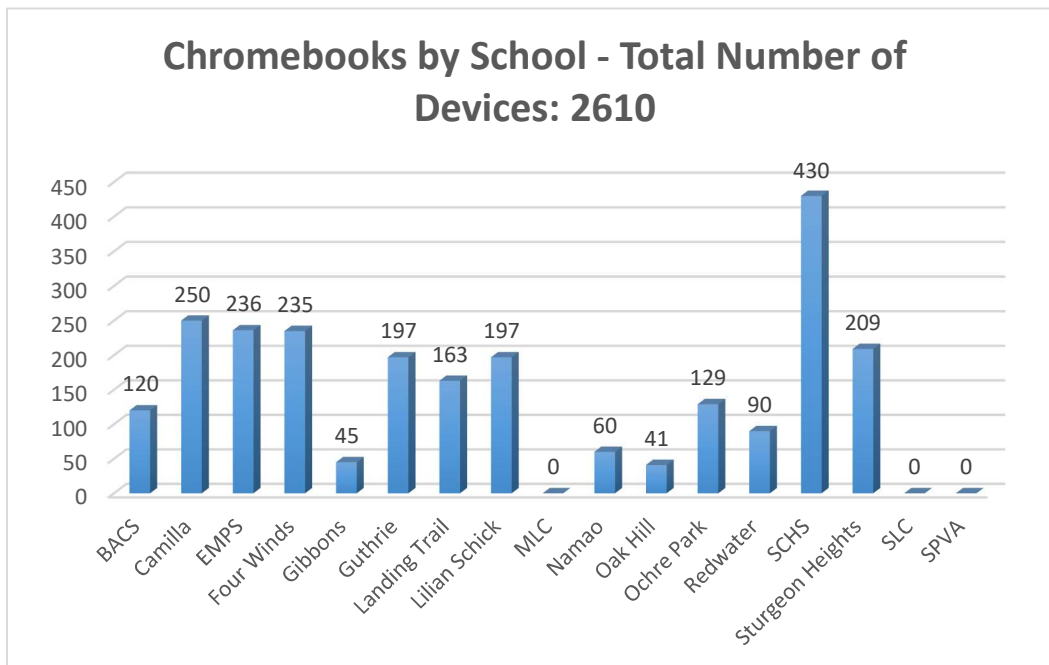
# Monthly Technology Services Report

January 1 to January 31, 2022

## Connectivity Checks



## Chromebook Information



Chromebook details: Evergreening project has concluded for this device type  
Outage Details: Only planned maintenance resulted in brief outages this period





## BOARD MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** Network Optimization Project Update

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**Purpose:**

For information.

**Background:**

The Network Optimization Project was identified as a top priority for the Division back in 2018-2019. The main concerns identified to support the approval of the project were:

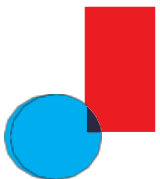
- Outdated and inconsistent versions of firmware on network devices, which did not have the latest security patches and bug fixes from the manufacturers; and
- Poorly configured network devices, which led to inefficient flow of data and lack of proper segmenting of the traffic for the different areas leading to unnecessary security risks.

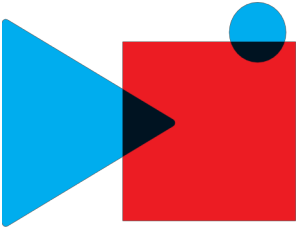
The remediation in this area began in 2019-2020, and will be fully completed in 2022-2023.

The following tasks outline some of the work required:

1. Partial or complete overhaul and redesign of network configuration at each school.
  - a. All network switches reprogrammed to a constant configuration following industry best practices.
  - b. The wireless network is being redone, with the removal of existing access points and deployment of new access points with next generation features.
2. Review and optimization of school configuration. This includes Wi-fi coverage at each school.

The cost of the project varies from school to school. When updating Sturgeon Composite High School, the investment was approximately \$75,000 in new equipment.





## BOARD MEMORANDUM

After the initial redesign for each school, the Network Optimization Project is shifting from a maintenance mode to an evergreening concept of replacing the hardware as it becomes end of life rather than having to re-cable and redesign. The expected evergreening cycle for the access points is six to eight years.

The Division has noted significant improvement in all of the schools completed in the past two years.

The full schedule for the Network Optimization Project, including completed projects, is:

### 2019-2020

Sturgeon Composite High School  
Sturgeon Heights School  
Four Winds Public School (new build)

### 2020-2021

Gibbons School  
Guthrie School  
Landing Trail School  
Camilla School (rebuild)

### 2021-2022

Bon Accord Community School  
Redwater School  
École Morinville Public School

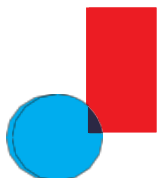
### 2022-2023

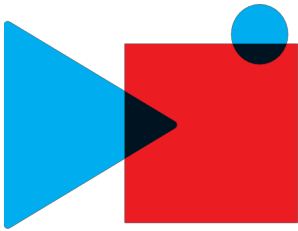
Lilian Schick School  
Namao School  
Oak Hill School  
Ochre Park School

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent





**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Stacey Buga, Education Committee Chair  
**Subject:** Education Committee Work Plan 2021/2022

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**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 February 23, 2022, Public Board meeting.

**Background:**

An update to the Education Committee Work Plan for the 2021/2022 School Year was developed at the February 2, 2022, Education Committee Meeting. Attached is the Work Plan for Board review.

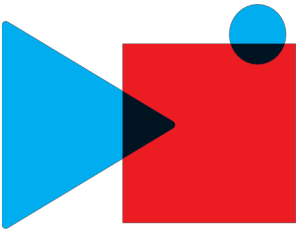
The Education Committee Chair is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.





# Education Committee Work Plan 2021/2022

Activity	MRP
Policies for Review: <ul style="list-style-type: none"><li>• 900 – Student Conduct and Discipline<ul style="list-style-type: none"><li>○ AP900</li></ul></li><li>• 110 – Equity, Diversity, Inclusion and Human Rights</li><li>• 115 – Sexual Orientation, Gender Identity and Gender Expression</li><li>• 305 – School Councils</li></ul>	Education Committee
SOGI In-Service and/or Professional Development for all Trustees	Education Committee
SOGI SPS Background Presentation to the Board	Education Committee
<u>Review policies referred to the Education Committee by Administration and/or the Board of Trustees.</u>	Education Committee



## BOARD MEMORANDUM

**Date:** February 9, 2022

**To:** Board of Trustees

**From:** Shawna Walter, Acting Superintendent

**Originator(s):** Rita Raposo, Acting Associate Superintendent, People Services  
Senior Executive  
Principals  
Teacher Board Advisory Committee  
School Councils  
Sturgeon Public Staff

**Subject:** 2022/2023 School Calendar

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review the 2022/2023 School Calendar package options and provide a recommendation regarding the 2022/2023 School Calendar for approval at the February 23, 2022, Public Board meeting.

**Background:**

Calendars for the upcoming school year typically receive final approval in October to allow time for registration planning.

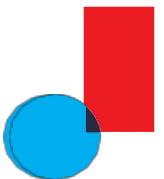
#080/2021 – Moved by Mrs. Briggs that the Board of Trustees approved in principle the draft 2022/2023 School Calendar as presented at the October 27, 2021, Public Board meeting; and

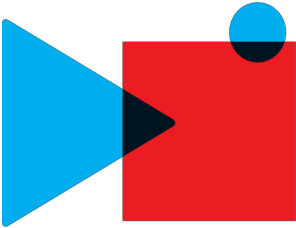
Further, direct Administration to circulate the draft 2022/2023 School Calendar for feedback as part of the Board Policy and Administrative Procedure.

CARRIED UNANIMOUSLY

The Federal Government established September 30 as the National Day for Truth and Reconciliation for all federally regulated workplaces. The provincial government did not designate September 30 as a general holiday in Alberta.

Due to the addition of National Day for Truth and Reconciliation, the Board directed administration to gather feedback on the draft calendar and in turn provide draft alternate proposals for the 2022/2023 School Calendar.





## BOARD MEMORANDUM

Administration gathered the following feedback regarding Draft A:

- Members of the Community:
  - Emails were received from stakeholders in the community requesting that September 30 be acknowledged.
- Teacher Board Advisory Committee Meeting:
  - Staff appreciated the fall break and would be happy to see it continue;
  - Concern was brought forward over the late start to December break;
  - Concern over lack of PD days between October and January;
  - February PD day did not make sense and requested it be moved; and
  - Staff felt that September 30<sup>th</sup> should be a recognized Board-directed holiday.

Draft A is the original Draft presented at the October 27, 2021, Public Board Meeting, Draft B, C and D are drafts created based on feedback received.

### Draft A

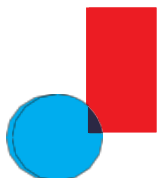
- Original Calendar – Approved in Principle on October 27, 2021
- Important Things to Consider:
  - September 30 remains a PD Day
  - Division/School PD/Collaboration; Staff meeting
  - 9 PD, 2 Operational/no classes, 2 Convention, Fall break
  - Semester instructional days are balanced

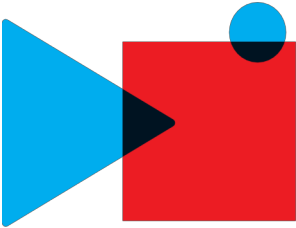
### Draft B

- Add in PD Day on August 26
- Designate September 30<sup>th</sup> as a General Holiday or Non-Instructional Day
- Important Things to Consider:
  - 9 PD, 2 Operational/no classes, 2 Convention, Fall break
  - Semester instructional days are balanced

### Draft C

- Add in PD Day on August 26
- Designate September 30<sup>th</sup> as General Holiday or Non-Instructional Day
- Assign PD Day to December 5<sup>th</sup>
- Remove PD Day from February 27<sup>th</sup>
- Important Things to Consider:
  - 9 PD, 2 Operational/no classes, 2 Convention, Fall break
  - Semester instructional days not balanced;





## BOARD MEMORANDUM

### Draft D

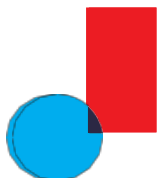
- Add in PD Day on August 26
- Designate September 30<sup>th</sup> as General Holiday or Non-Instructional Day
- Assign PD Day to December 5<sup>th</sup>
- Winter Break starts December 21 and classes resume January 4<sup>th</sup>
- Remove PD Day from February 27<sup>th</sup>
- Important Things to Consider:
  - 9 PD, 2 Operational/no classes, 2 Convention, Fall break
  - Semester instructional days not balanced;
  - Lack of time for deep cleaning of the schools;

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment



## 2022-2023

**APPROVED IN PRINCIPLE SUBJECT  
TO CHANGE  
October 27, 2021**

### AUGUST 2022

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### SEPTEMBER 2022

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### OCTOBER 2022

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### NOVEMBER 2022

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### DECEMBER 2022

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### JANUARY 2023

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### FEBRUARY 2023

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### MARCH 2023

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### APRIL 2023

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### MAY 2023

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### JUNE 2023

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



### JULY, 2022

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



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

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



	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	2.0	2.0	1.0	1.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	0.0	0.0	17.0	17.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
<b>TOTAL - SEMESTER I</b>	<b>6.0</b>	<b>6.0</b>	<b>90.0</b>	<b>90.0</b>	<b>96.0</b>	<b>96.0</b>
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
<b>TOTAL - SEMESTER II</b>	<b>9.0</b>	<b>9.0</b>	<b>90.0</b>	<b>90.0</b>	<b>99.0</b>	<b>99.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>15.0</b>	<b>15.0</b>	<b>180.0</b>	<b>180.0</b>	<b>195.0</b>	<b>195.0</b>

References:

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

**School Year 2022-2023 (Version A)**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Monday	22	School Offices Open
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

**SEPTEMBER**

Monday	5	LABOUR DAY - No Classes
Friday	30	Division/School PD/Collaboration; Staff Meeting – No Classes

**OCTOBER**

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

**NOVEMBER**

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

**DECEMBER**

Saturday	24	Christmas Break Begins
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**JANUARY**

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

---

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

**FEBRUARY**

Tuesday	1	First Day of Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes
Monday	27	Division/School PD/Collaboration; Staff Meeting – No Classes

**MARCH**

Monday	13	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	25	Spring Break Begins

**APRIL**

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY – No Classes
Monday	10	EASTER MONDAY – No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting – No Classes

**MAY**

Friday	19	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	22	VICTORIA DAY - No Classes

**JUNE**

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day – No Classes

**JULY**

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*  
Admin Procedure: *AP235 – Operational School Year and Calendar*  
*School Operational Year Calendar 2022-2023*  
*School Operational Year Calendar Day Count 2022-2023*  
*Education Act Section 60*

# 2022-2023

**DRAFT VERSION "B"**  
**December 2021**

## AUGUST 2022

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## SEPTEMBER 2022

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## OCTOBER 2022

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## NOVEMBER 2022

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## DECEMBER 2022

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## JANUARY 2023

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22	23	24	25	26	27	28
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## FEBRUARY 2023

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## MARCH 2023

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## APRIL 2023

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## MAY 2023

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21	22	23	24	25	26	27
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## JUNE 2023

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## JULY, 2022

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23	24	25	26	27	28	29
30	31					

### School Offices Open - NO CLASSES

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



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

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	0.0	0.0	17.0	17.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
<b>TOTAL - SEMESTER I</b>	<b>6.0</b>	<b>6.0</b>	<b>90.0</b>	<b>90.0</b>	<b>96.0</b>	<b>96.0</b>
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
<b>TOTAL - SEMESTER II</b>	<b>9.0</b>	<b>9.0</b>	<b>90.0</b>	<b>90.0</b>	<b>99.0</b>	<b>99.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>15.0</b>	<b>15.0</b>	<b>180.0</b>	<b>180.0</b>	<b>195.0</b>	<b>195.0</b>

References:

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

**School Year 2022-2023 (Version B)**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

**SEPTEMBER**

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

**OCTOBER**

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

**NOVEMBER**

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

**DECEMBER**

Saturday	24	Christmas Break Begins
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**JANUARY**

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

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

**FEBRUARY**

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes
Monday	27	Division/School PD/Collaboration; Staff Meeting - No Classes

**MARCH**

Monday	13	Division/School PD/Collaboration; Staff Meeting - No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Saturday	25	Spring Break Begins

**APRIL**

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY - No Classes
Monday	10	EASTER MONDAY - No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting - No Classes

**MAY**

Friday	19	Division/School PD/Collaboration; Staff meeting - No Classes
Monday	22	VICTORIA DAY - No Classes

**JUNE**

Monday	5	Division/School PD/Collaboration; Staff Meeting - No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day - No Classes

**JULY**

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*  
Admin Procedure: *AP235 – Operational School Year and Calendar*  
*School Operational Year Calendar 2022-2023*  
*School Operational Year Calendar Day Count 2022-2023*  
*Education Act Section 60*

# 2022-2023

**DRAFT VERSION "C"**  
**December 2021**

## AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JULY, 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 22 - 26
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 29
Operational Non-Instructional (K-12) - No Classes	August 30
Classes Begin	August 31
Labour Day - No Classes	September 5
Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 10
Division/School PD/Collaboration; Staff Meeting	October 11
Fall Break	November 5 - 9
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Classes Resume	November 14
Division/School PD/Collaboration; Staff Meeting	December 5
Christmas Break	Dec. 24 - Jan 8
Classes Resume	January 9
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 1
Teachers' Convention - No Classes	February 9 - 10
Family Day - No Classes	February 20
Division/School PD/Collaboration; Staff Meeting	March 13
In Lieu of Parent/Teacher Interviews - No Classes	March 24
Spring Break	March 25 - April 2
Classes Resume	April 3
Good Friday - No Classes	April 7
Easter Monday - No Classes	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Division/School PD/Collaboration; Staff Meeting	May 19
Victoria Day - No Classes	May 22
Division/School PD/Collaboration; Staff Meeting	June 5
Last Day of Classes	June 29
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1



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



	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	1.0	1.0	16.0	16.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
<b>TOTAL - SEMESTER I</b>	<b>7.0</b>	<b>7.0</b>	<b>89.0</b>	<b>89.0</b>	<b>96.0</b>	<b>96.0</b>
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
<b>TOTAL - SEMESTER II</b>	<b>8.0</b>	<b>8.0</b>	<b>91.0</b>	<b>91.0</b>	<b>99.0</b>	<b>99.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>15.0</b>	<b>15.0</b>	<b>180.0</b>	<b>180.0</b>	<b>195.0</b>	<b>195.0</b>

References:

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

**School Year 2022-2023 (Version C)**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

**SEPTEMBER**

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

**OCTOBER**

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

**NOVEMBER**

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

**DECEMBER**

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	24	Christmas Break Begins

**JANUARY**

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

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

**FEBRUARY**

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes

**MARCH**

Monday	13	Division/School PD/Collaboration; Staff Meeting - No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Saturday	25	Spring Break Begins

**APRIL**

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY - No Classes
Monday	10	EASTER MONDAY - No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting - No Classes

**MAY**

Friday	19	Division/School PD/Collaboration; Staff meeting - No Classes
Monday	22	VICTORIA DAY - No Classes

**JUNE**

Monday	5	Division/School PD/Collaboration; Staff Meeting - No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day - No Classes

**JULY**

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*  
Admin Procedure: *AP235 – Operational School Year and Calendar*  
*School Operational Year Calendar 2022-2023*  
*School Operational Year Calendar Day Count 2022-2023*  
*Education Act Section 60*

# 2022-2023

**DRAFT VERSION "D"**  
**December 2021**

## AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JULY, 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 22 - 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 29
Classes Begin	August 30
Labour Day - No Classes	August 31
Truth & Reconciliation Day - No Classes	September 5
Thanksgiving Day - No Classes	September 30
Division/School PD/Collaboration; Staff Meeting	October 10
Fall Break	October 11
In lieu of Parent/Teacher Interviews - No Classes	November 5 - 9
Remembrance Day - No Classes	November 10
Classes Resume	November 11
Division/School PD/Collaboration; Staff Meeting	November 14
Christmas Break	December 5
Classes Resume	Dec. 21 - Jan 3
Division/School PD/Collaboration; Staff Meeting	January 4
First Day of Classes - Semester Two	January 31
Teachers' Convention - No Classes	February 1
Family Day - No Classes	February 9 - 10
Division/School PD/Collaboration; Staff Meeting	February 20
In Lieu of Parent/Teacher Interviews - No Classes	March 13
Spring Break	March 24
Classes Resume	March 25 - April 2
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 7
Division/School PD/Collaboration; Staff Meeting	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Victoria Day - No Classes	May 19
Division/School PD/Collaboration; Staff Meeting	May 22
Last Day of Classes	June 5
Operational Non-Instructional (K-12) - No Classes	June 29
Summer Vacation Begins	June 30
	July 1



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

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
<b>TOTAL - SEMESTER I</b>	<b>7.0</b>	<b>7.0</b>	<b>89.0</b>	<b>89.0</b>	<b>96.0</b>	<b>96.0</b>
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
<b>TOTAL - SEMESTER II</b>	<b>8.0</b>	<b>8.0</b>	<b>91.0</b>	<b>91.0</b>	<b>99.0</b>	<b>99.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>15.0</b>	<b>15.0</b>	<b>180.0</b>	<b>180.0</b>	<b>195.0</b>	<b>195.0</b>

References:

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

**School Year 2022-2023 (Version D)**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

**SEPTEMBER**

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

**OCTOBER**

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

**NOVEMBER**

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

**DECEMBER**

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	21	Christmas Break Begins

**JANUARY**

Wednesday	4	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

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

**FEBRUARY**

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes

**MARCH**

Monday	13	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	25	Spring Break Begins

**APRIL**

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY – No Classes
Monday	10	EASTER MONDAY – No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting – No Classes

**MAY**

Friday	19	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	22	VICTORIA DAY - No Classes

**JUNE**

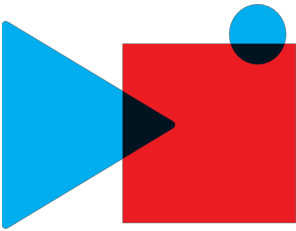
Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day – No Classes

**JULY**

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*  
Admin Procedure: *AP235 – Operational School Year and Calendar*  
*School Operational Year Calendar 2022-2023*  
*School Operational Year Calendar Day Count 2022-2023*  
*Education Act Section 60*



**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** Capital Projects & Access to Reserves

**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Capital Projects & Access to Reserves for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2020-2021 school year, several capital projects were approved for executing, utilizing our capital reserves. Due to logistics issues and shifting of priorities, the projects did not proceed during the 2020-2021 school year, however, they are expected to be completed during the 2021-2022 school year. As a result, a new approval is required from the Board to proceed.

Alberta Education allows School Boards to proceed with projects without further government approval if the projects are capital in nature, and there are sufficient funds in the capital reserve. The Division’s capital reserve balance is \$3,144,222.

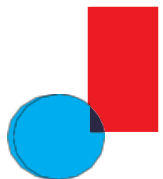
The Division has prioritized the following capital projects to be completed before August 31, 2022:

PROJECT	COST ESTIMATE
NAMAO – HOME ECONOMICS ROOM	\$150,000
CAMILLA – FENCING OF PROPERTY	\$100,000
CAMILLA AND FOUR WINDS – STORAGE FACILITIES	\$100,000
LILIAN SCHICK - SIDEWALKS	\$100,000
STURGEON HEIGHTS – SIDEWALKS	\$60,000
REDWATER & GIBBONS – FRONT ENTRANCE DESIGN	\$30,000
<b>TOTAL FUNDING FROM RESERVES</b>	<b>\$540,000</b>

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent







## BOARD MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Shawna Walter, Acting Superintendent  
**Subject:** Town of Legal Catchment

---

### **Purpose:**

This report is the starting point of the process to address school utilization differences between Sturgeon Public School Division schools in the Town of Morinville and the Town of Bon Accord. None of the recommendations have been approved for action.

### **Consideration:**

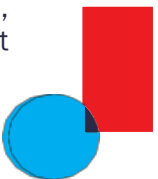
That the Board of Trustees review and provide a recommendation regarding the Town of Legal Catchment Boundary, for approval at the February 23, 2022, Public Board meeting.

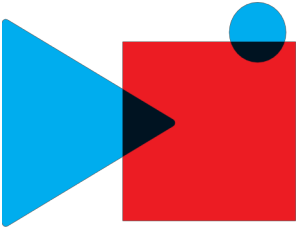
### **Background:**

Sturgeon Public Schools opened Morinville Public School in 2011 and in January 2020, the Division opened its second school in the town of Morinville. The opening of Four Winds Public School separated Morinville Public School into two schools; a Pre-K – Grade 4 school and a Grade 5-9 school. Both schools have dual track French Immersion and English programming. French Immersion has grown a grade per year since 2011; beginning the fall of 2021, the program now includes Kindergarten to Grade 9.

Since Sturgeon Public Schools gained access to the Town of Legal in 2011, the Board has offered families a choice of attending École Morinville Public School (ÉMPS), Four Winds Public School (FWPS), Bon Accord Community School (BACS) or Lilian Schick School (LS), even though the Town of Legal is in the Bon Accord catchment. This practice does not align with Division Policy. [Policy 200 Attendance Areas](#), states that resident students are designated to attend schools in attendance areas as established by the Board:

- While resident students are designated to attend schools in attendance areas established by the Board, educational or programming needs of students or student/parent preferences may warrant consideration of allowing attendance at a school other than the designated school.
- Resident students may register in schools other than their designated school providing there are sufficient resources and facilities available to accommodate the student. Resident students may register in Programs of Choice (e.g. Logos, French Immersion) at Division schools.
- When a student attends a school outside a designated attendance area, transportation may become the parent(s)/ guardian(s)/ independent student's responsibility.





## BOARD MEMORANDUM

### Enrolment

Monthly enrolment reporting for November 30, 2021:

- BACS has an enrolment of **217** Pre-K to Grade 4 students
  - Legal **6** Pre-K/K students
- LS has an enrolment of **239** Grade 5 – 9 students
- ÉMPS has an enrolment of **565** Pre-K to Grade 4 students
- FWPS has an enrolment of **420** Grade 5 – 9 students

### Capture Rates

#### BACS

- BACS has captured **39%** of the students living in the catchment for 21-22
- **55** K-4 Regular Program students are currently attending other SPS schools

#### Lilian Schick

- LS has captured **41%** of the students living in the catchment for 21-22 both regular program and LOGOS
- **59** 5-9 Regular Program students are currently attending other SPS schools

#### ÉMPS

- ÉMPS has captured **48%** of the K-4 students living in the catchment for 21-22 both regular program and French Immersion.
- **20** K-4 Regular Program students are currently attending other SPS schools

#### FWPS

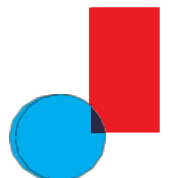
- FWPS has captured **41%** of the 5-9 students living in the catchment for 21-22 both regular program and French Immersion (which has increased since the opening of the new school: 18/19 – 33%, 19/20 – 38%, 20/21 – 38%)
- **16** 5-9 Regular Program students are currently attending other SPS schools

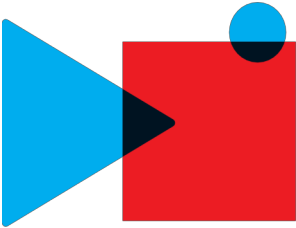
### Transportation

Currently, Town of Legal families have the choice to attend a Morinville or Bon Accord school for the same cost = resident rider fee \$225/year.

Choice Rider fee is \$300/year

ÉMPS and FWPS are reaching enrolment capacity and to ensure efficient utilization of SPS facilities the Division must identify strategies that will meet the needs of SPS students for the next 10 years.





**Attendance Pattern  
Town of Legal Students  
Regular Program**

23 Town of Legal students attend Morinville Schools for regular programming.

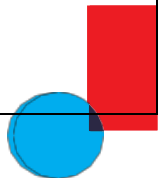
School of Attendance	Enrolment													Subtotals				
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PK-4	5-9	10-12	PK-12
Morinville Public School	0	1	2	1	3	5	0	0	0	0	0	0	0	0	12	0	0	12
Four Winds Public School	0	0	0	0	0	0	2	1	4	4	0	0	0	0	0	11	0	11
Sturgeon Composite High School	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	8	8
Lilian Schick School	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	3	0	3
Bon Accord Community School	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
Camilla School	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	0	0	2
<b>Total by Grade</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>14</b>	<b>8</b>	<b>38</b>

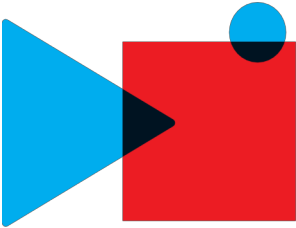
**French Immersion**

5 Town of Legal students attend Morinville Schools for French Immersion programming = 4 ÉMPS, 1 FWPS

Administration presents the following recommendations to ensure efficient utilization of our Bon Accord Schools.

Consideration	Suggested Outcome	Reason
<b>Recommendation A: Status Quo</b>	Continue waiving the <i>School of Choice</i> Transportation Fee  The Board wishes to continue to offer Town of Legal families either Bon Accord or Morinville for their child's SPS schooling experience.	The Board wishes to continue to offer the Town of Legal families the choice of attending École Morinville Public School (ÉMPS), Four Winds Public School (FWPS), Bon Accord Community School (BACS) or Lilian Schick School (LS)
<b>Recommendation B: Choice Rider Bus Fee</b>	Town of Legal Families would be charged the <i>School of Choice</i> Transportation Fee  Advise Legal families that effective the 22-23 school year a <i>School of Choice</i> transportation fee will be implemented for ÉMPS/FWPS except for French Immersion students.	The Board wishes to encourage the Town of Legal families to send their child(ren) to Bon Accord Community School/Lilian Schick School for their K-9 SPS schooling experience but still offer choice to families.





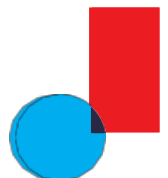
**B O A R D**  
MEMORANDUM

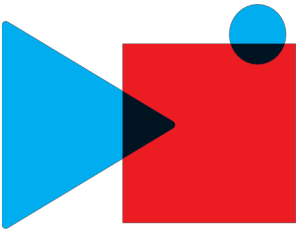
	<p>Current ÉMPS/FWPS students and siblings grandfathered.</p>	<p>Encourages efficient utilization of schools and build programming at Bon Accord Community School (BACS) or Lilian Schick School (LS)</p>
<p><b>Recommendation C: Closed Boundary</b></p>	<p>ÉMPS and FWPS move to a closed catchment boundary effective the 22-23 school year.</p> <p>Town of Legal students currently attending the schools will be grandfathered.</p> <p>Siblings of current students will be accepted, if:</p> <ul style="list-style-type: none"> <li>○ both siblings will be attending the school(s) next year, and both students pre-enrol before the deadline of April 29, 2022</li> <li>○ After pre-enrolment closes at <b>4 p.m. on April 29, 2022</b>, only <b>resident students</b> who move into the school's catchment area will be able to attend a closed-boundary school.</li> </ul>	<p>The Board wishes to follow Board Policy to ensure efficient utilization of schools and build programming at Bon Accord Community School (BACS) or Lilian Schick School (LS).</p>

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent





**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 105 – Vision, Mission and Values

---

**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 105– *Vision, Mission and Values*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

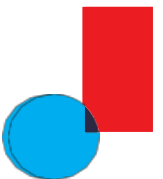
Administration has reviewed and updated Policy 105 – *Vision, Mission and Values* as part of its review of policies that fall under the Office of the Superintendent. The policy updates are minor format and grammar changes.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Vision, Mission and Values

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

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### 1.0 VISION

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

### 2.0 MISSION

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

### 3.0 VALUES

3.1 **Excellence in teaching.** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

3.2 **Shared responsibility.** We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

3.3 **Mutual respect.** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.

3.4 **Belonging.** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.

3.5 **Learning choices.** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

3.6 **Communication.** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

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



## Vision, Mission and Values

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~ REVIEW: ~~2021-2022~~2025-2026

---

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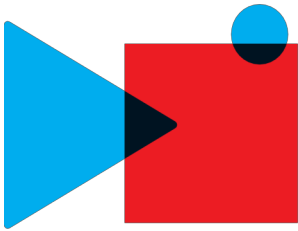
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3.5 **Learning choices.** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

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---

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



**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 220 – Trustee Code of Conduct

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 220–*Trustee Code of Conduct*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

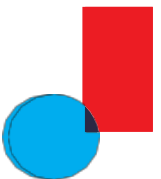
Administration has updated Policy 220 – *Trustee Code of Conduct* to clearly define and establish expectations of Trustee conduct while carrying out the duties they have been elected to fulfill. The description of the role of a Trustee has been removed from Policy 220 and Policy 221 has been created to clearly outline the role of the Trustee.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment







## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

---

### 1.0 POLICY

The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

### 2.0 GUIDELINES

#### 2.1 Board Oath of Office

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

#### 2.2 Code of Ethics

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

#### 2.3 Code of Conduct

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

2.3.2 Trustees shall carry out their responsibilities as outlined in Policy 221 with diligence.

2.3.3 Trustees shall endeavor to work collaboratively with fellow Board members to further the work of the Board.

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

2.3.5 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Policy 220: Trustee Conduct  
Education Act: Sections 64, 85, 86, 87, 88, 256  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014

## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

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

2.3.6.1 By understanding pecuniary interest in a matter before the Board, as defined in the Education Act (S85).

2.3.6.2 By filing with the Board's secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,

2.3.6.3 By complying with the Education Act (S88) which may involve the disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.

2.3.7 Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:

2.3.7.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;

2.3.7.2 The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;

2.3.7.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and

2.3.7.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Policy 220: Trustee Conduct  
Education Act: Sections 64, 85, 86, 87, 88, 256  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014



## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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2.3.8 Trustees shall observe confidentiality regarding information received as Trustees.

2.3.8.1 According to the Freedom of Information and Protection of Privacy Act (FOIP), all information a Trustee receives regarding the School Board’s mandate and functions are considered records under the control of the School Board. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the School Board, must be kept confidential and may only be released in accordance with FOIP. Employee information, student information or information in letters to the School Board must be kept confidential and may only be released in accordance with FOIP. Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

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

### 2.4 Violation of Code of Conduct

2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2.4.2 If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Policy 220: Trustee Conduct  
Education Act: Sections 64, 85, 86, 87, 88, 256  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014

## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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### Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

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

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Policy 220: Trustee Conduct  
Education Act: Sections 64, 85, 86, 87, 88, 256  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014



## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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### Appendix B - Code Of Conduct Complaint

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

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 Policy 220: Trustee Conduct  
 Education Act: Sections 64, 85, 86, 87, 88, 256  
 Board Procedures Regulation 82/2019  
 Freedom of Information and Protection of Privacy Act  
 Oaths of Office Act, 2014



## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Policy 220: Trustee Conduct  
Education Act: Sections 64, 85, 86, 87, 88, 256  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act  
Oaths of Office Act, 2014



## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

### Appendix C - Code of Conduct Hearing

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

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

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 Policy 220: Trustee Conduct  
 Education Act: Sections 64, 85, 86, 87, 88, 256  
 Board Procedures Regulation 82/2019  
 Freedom of Information and Protection of Privacy Act  
 Oaths of Office Act, 2014



## Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

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

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 Policy 220: Trustee Conduct  
 Education Act: Sections 64, 85, 86, 87, 88, 256  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

### 1.0 POLICY

The Board of Trustees is committed to the preservation and enhancement of pPublic eEducation and its tTrustee members shall conduct themselves at all times ethically and responsibly in carrying out the responsibilities duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

### 2.0 GUIDELINES

#### 2.1 Board Oath of Office

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

#### 2.2 Code of Ethics

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

#### 2.3 Code of Conduct

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

~~2.3.1~~ 2.3.2 Trustees shall carry out their responsibilities as outlined in Policy 220 with diligence.

2.3.3 Trustees shall endeavor to work collaboratively with fellow Board members to further the work of the Board.

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

2.3.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees

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- References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Education Act: Sections 64, 85, 86, 87, 88, 256  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

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

2.3.4.1 By understanding pecuniary interest in a matter before the Board, as defined in [the](#) Education Act (S85).

2.3.4.2 By filing with the ~~the~~Board's secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,

2.3.4.3 By complying with [the](#) Education Act (S88) which may involve [the](#) disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.

2.3.5 ~~At all times~~ Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:

2.3.5.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;

2.3.5.2 The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;

2.3.5.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and

2.3.5.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

2.3.6 Trustees shall observe confidentiality regarding information received as Trustees.

2.3.6.1 According to the Freedom of Information and Protection of Privacy Act (FOIP), all information a Trustee receives regarding the ~~sSchool bBoard~~'s mandate and functions are considered records under the control of the ~~sSchool bBoard~~. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the ~~sSchool bBoard~~, must be kept confidential and may only be released in accordance with FOIP. Employee information, student information or information in letters to the ~~sSchool bBoard~~ must be kept confidential and may only be released in accordance with FOIP. Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

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

### 2.4 Violation of Code of Conduct

2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2.4.2 If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

### 2.5 Trustee Responsibilities

~~2.5.1 The role of each individual Trustee is to:~~

~~2.5.1.1 Represent his or her constituents and consider the interests of all dDivision stakeholders when making decisions.~~

~~2.5.1.2 Be familiar with the Education Act and Division policies and procedures.~~

~~2.5.1.3 Be familiar with and adhere to the Trustee Code of Conduct.~~

~~2.5.1.4 Stay informed on significant developments in Public eEducation.~~

- 
- References: Policies: 120 Harassment Policy  
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Education Act: Sections 64, 85, 86, 87, 88, 256  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

~~2.5.1.5 — Following a Trustee development activity, share materials and ideas gained in written format with fellow Trustees.~~

~~2.5.1.6 — Support the corporate decisions of the Board.~~

~~2.5.1.7 — Respect and support the authority of the Superintendent/CEO to direct the work of administration and staff.~~

~~2.5.1.8 — Observe the Board’s rules of order for conduct at Board meetings.~~

~~2.5.1.9 — Promote positive relationships between the Board and all ~~d~~Division stakeholders.~~

~~2.5.2 — Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent/CEO ~~of Schools~~; or any member of the staff. In particular:~~

~~2.5.2.1 — Individual Trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent/CEO for investigation and resolution.~~

~~2.5.2.2 — Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or Central Office Administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.~~

~~2.5.2.3 — Trustees shall comply with their fiduciary duty to inform ~~a~~Administration of concerns brought to their attention.~~

~~2.5.3 — Trustees shall recognize that:~~

~~2.5.3.1 — The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.~~

~~2.5.3.2 — Without limiting the right of Trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall~~

- 
- References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
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## Trustee Responsibility and Code of Conduct

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REVIEW: ~~2020-2021~~2024-2025

~~accurately represent and accept the corporate decision of the Board, once a decision has been made.~~

~~2.5.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:~~

~~2.5.4.1 All ~~r~~Regularly scheduled or ~~s~~Special ~~m~~Meetings of the Board of Trustees and any ~~c~~Committee ~~m~~Meetings to which they are assigned, on a regular and punctual basis.~~

~~2.5.4.1.1 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.~~

~~2.5.4.1.2 As outlined in the Education Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the ~~b~~Board to do so, for three consecutive regular meetings of the ~~b~~Board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.~~

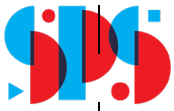
~~2.5.4.1.3 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.~~

~~2.5.4.1.4 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from trustee remuneration.~~

~~2.5.4.1.5 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days ~~of~~ compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from trustee remuneration will be made.~~

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References: Policies: 120 Harassment Policy  
225 Board Responsibility and Conduct  
235 Conduct at Meetings  
Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~ 2024-2025

~~2.6~~ With regards to Standing Committees of the Board, the ~~a~~Administrators assigned to support these ~~c~~Committees will include in the meeting notes the date and time of the next scheduled ~~c~~Committee ~~m~~Meeting, the estimated length of the next scheduled meeting and the names of those Trustees who will be in attendance.

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

### ~~2.8~~ Board Chair Responsibilities

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

~~2.8.1~~ Preside at all Board meetings.

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

~~Represent the cCorporate Board as required.~~

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References: Policies: 120 Harassment Policy  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

### Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

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

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References: Policies: 120 Harassment Policy  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

### Appendix B - Code Of Conduct Complaint

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

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
 Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)  
 Board Procedures Regulation 82/2019  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

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

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References: Policies: 120 Harassment Policy  
 225 Board Responsibility and Conduct  
 235 Conduct at Meetings  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

### Appendix C - Code of Conduct Hearing

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

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

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References: Policies: 120 Harassment Policy  
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 235 Conduct at Meetings  
 Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)  
 Board Procedures Regulation 82/2019  
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## Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

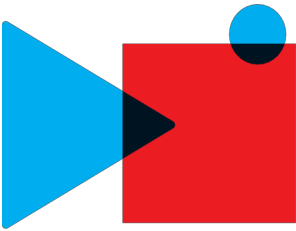
REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

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

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References: Policies: 120 Harassment Policy  
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**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 221 – Role of the Trustee

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding new policy 221– *Role of the Trustee*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

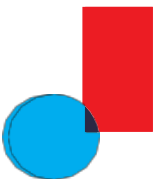
Administration has created a new policy, Policy 221 – *Role of the Trustee* to clearly define and establish expectations of the role of a Trustee. The role of the Trustee was removed from Policy 220 and captured in this new policy.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Role of the Trustee

EFFECTIVE:

REVISED:

REVIEW: 2024-2025

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### 1.0 POLICY

The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

### 2.0 GUIDELINES

2.1 The role of each individual Trustee is to:

- 2.1.1 Represent his or her constituents and consider the interests of all Division stakeholders when making decisions.
- 2.1.2 Be familiar with the Education Act and Division policies and procedures.
- 2.1.3 Be familiar with and adhere to the Trustee Code of Conduct.
- 2.1.4 Stay informed on significant developments in public education.
- 2.1.5 Following a Trustee development activity, share materials and ideas gained in written format with fellow Trustees.
- 2.1.6 Support the corporate decisions of the Board.
- 2.1.7 Respect and support the authority of the Superintendent to direct the work of administration and staff.
- 2.1.8 Observe the Board's rules of order for conduct at Board meetings.
- 2.1.9 Promote positive relationships between the Board and all Division stakeholders.

2.2 Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent; or any member of the staff. In particular:

- 2.2.1 Individual Trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution.

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References: Policies: 220 Trustee Conduct  
230 Board Committees  
Education Act: 34, 51, 5267, 75, 85-87  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act

## Role of the Trustee

EFFECTIVE:

REVISED:

REVIEW: 2024-2025

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- 2.2.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or Central Office Administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
- 2.2.3 Trustees shall comply with their fiduciary duty to inform Administration of concerns brought to their attention.
- 2.3 Trustees shall recognize that:
  - 2.3.1 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.
  - 2.3.2 Without limiting the right of Trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:
  - 2.4.1 All Regular or Special Meetings of the Board of Trustees and any Committee Meetings to which they are assigned, on a regular and punctual basis.
    - 2.4.1.1 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to be absent during a meeting, they will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.
    - 2.4.1.2 As outlined in the Education Act, a person is disqualified from remaining as a Trustee of a board if that person is absent, without being authorized by a resolution of the Board to do so, for three consecutive regular meetings of the Board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.

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References: Policies: 220 Trustee Conduct  
230 Board Committees  
Education Act: 34, 51, 5267, 75, 85-87  
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## Role of the Trustee

EFFECTIVE:

REVISED:

REVIEW: 2024-2025

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- 2.4.1.3 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.
  - 2.4.1.4 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from trustee remuneration.
  - 2.4.1.5 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days of compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from trustee remuneration will be made.
- 2.4 With regards to Standing Committees of the Board, the administrators assigned to support these Committees will include in the meeting notes the date and time of the next scheduled Committee Meeting, the estimated length of the next scheduled meeting and the names of those Trustees who will be in attendance.
- 2.5 Trustees should attend Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings and meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the Annual General Meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

### 2.6 Board Chair Responsibilities

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to act as Board Chair, to hold the office at the pleasure of the Board. The Board shall have the authority on behalf of the Board to:

- 2.7.1. Preside at all Board meetings and ensure that meetings are conducted in accordance with the Education Act and policies and procedures established by the Board.
- 2.7.2 Before each Board meeting confer with the Vice Chair and the Superintendent on the items to be included on the agenda, the order of the items and become familiar with the items.

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References: Policies: 220 Trustee Conduct  
230 Board Committees  
Education Act: 34, 51, 5267, 75, 85-87  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act



## Role of the Trustee

EFFECTIVE:

REVISED:

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- 2.7.3 Bring to the Board all matters requiring a corporate decision by the Board. In regular contact with the Superintendent and Vice Chair to maintain a working knowledge of current issues and events.
- 2.7.4 Sign all documents required by law or as authorized by the action of the Board.
- 2.7.5 Represent the Corporate Board as required.
- 2.7.6 Ensure that the Board engages in an annual assessment of its effectiveness as a Board.

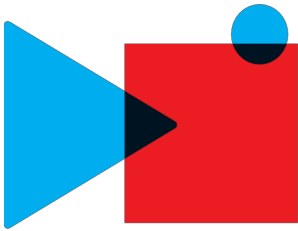
### 2.8 Vice Chair Responsibilities

- 2.8.2 The Vice Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board. The Vice Chair shall:
  - 2.8.2.1 In the Board Chair's absence, act on behalf of the Board Chair and the Vice Chair shall have all the duties and responsibilities of the Board Chair.
  - 2.8.2.2 The Vice Chair shall assist the Board Chair in ensuring the Board operates in accordance with its own policies and procedures.
  - 2.8.2.3 Prior to each Board meeting, the Vice Chair shall confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of the items and become familiar with them.
  - 2.8.2.4 The Vice Chair shall be an alternate signing authority for the Division.

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References: Policies: 220 Trustee Conduct  
230 Board Committees  
Education Act: 34, 51, 5267, 75, 85-87  
Board Procedures Regulation 82/2019  
Freedom of Information and Protection of Privacy Act





**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 225 – Board Responsibilities and Conduct

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 225– *Board Responsibilities and Conduct*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

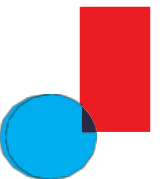
Administration has updated Policy 225 – *Board Responsibilities and Conduct* to clearly define and establish expectations and responsibilities of the Board as it provides overall direction and leadership to the Division. Policy 225 updates include the reorganization of information into the body of the policy and the removal of duplicate information.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment



## Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

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### 1.0 POLICY

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

### 2.0 GUIDELINES

#### Board Responsibilities

#### 2.1 Education Planning and Programming

- 2.1.1 Review and approve the vision for the Division.
- 2.1.2 Annually review and approve education goals including the Annual Education Plan.
- 2.1.3 Review the Division performance and approve the Annual Education Plan.
- 2.1.4 Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
- 2.1.5 Set governance standards for reviewing and approving educational programming.
- 2.1.6 Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.

#### 2.2 Stakeholder Engagement and Communication

- 2.2.1 Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 2.2.2 Make informed decisions that consider community values and represent the interests of the entire Division.
- 2.2.3 Meet at least annually with the Council of School Councils or School Council Chairs.
- 2.2.4 Promote the schools' programs which reflect the needs and desires of the community.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222  
Superintendent of Schools Regulation, 2019  
Board Procedures Regulation 82/2019  
Board Policy 220: Trustee Conduct  
Board Policy 221: Role of the Trustee  
Policy 700: Superintendent of Schools  
Policy 701: Board delegation of Authority

## **Board Responsibility and Conduct**

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2.2.5 Report Division outcomes to the community annually.

### **2.3 Safe, Caring, Respectful and Healthy Environments**

2.3.1 Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.

2.3.2 Model a culture of respect and integrity.

2.3.3 Develop culturally appropriate protocols to guide the Division.

2.3.4 Establish plans for collaborative work between the Division and First Nations.

### **2.4 Accountability to Provincial Government**

2.4.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.

2.4.2 Review and submit the Capital Plan.

2.4.3 Perform Board functions required by governing legislation and existing Board policy.

2.4.4 Annually approve the Education Plan for submission to Alberta Education and distribution to the public.

### **2.5 Advocacy**

2.5.1 Act as an advocate for public education and the Division.

2.5.2 Identify issues for advocacy on an ongoing basis.

2.5.3 Develop an annual plan for advocacy including focus, key messages relationships and mechanisms.

2.5.4 Promote regular meetings and maintain timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222  
Superintendent of Schools Regulation, 2019  
Board Procedures Regulation 82/2019  
Board Policy 220: Trustee Conduct  
Board Policy 221: Role of the Trustee  
Policy 700: Superintendent of Schools  
Policy 701: Board delegation of Authority

## Board Responsibility and Conduct

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### 2.6 Policy

- 2.6.1 Develop, approve and monitor the implementation of policies to guide the Division and the Board.
- 2.6.2 Provide direction in those areas over which the Board wishes to retain authority.
- 2.6.3 Monitor the development, revision and implementation of policy.

### 2.7 Board/Superintendent Relations

- 2.7.1 Select the Superintendent and support succession planning as required.
- 2.7.2 Provide the Superintendent with clear corporate direction.
- 2.7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 2.7.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- 2.7.5 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.
- 2.7.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.
- 2.7.7 Annually review compensation of the Superintendent.

### 2.8 Board Development

- 2.8.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
- 2.8.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
- 2.8.3 Develop an annual work plan with timelines.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222  
Superintendent of Schools Regulation, 2019  
Board Procedures Regulation 82/2019  
Board Policy 220: Trustee Conduct  
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Policy 700: Superintendent of Schools  
Policy 701: Board delegation of Authority

## **Board Responsibility and Conduct**

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### **2.9 Fiscal Accountability**

- 2.9.1 Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.
- 2.9.2 Reviews and approves annual budget and allocation of resources
- 2.9.3 Approve substantive budget adjustments when necessary.
- 2.9.4 Approve borrowing for capital expenditures within provincial restrictions.
- 2.9.5 Reviews and approves annually the Three-Year Capital Plan
- 2.9.6 Receive, review and approve the annual Audited Financial Statements
- 2.9.7 Acquire and dispose of land and building
- 2.9.8 Approve student fees annually
- 2.9.9 Set the mandate for provincial bargaining.
- 2.9.10 Ratify Memoranda of Agreement with bargaining units.
- 2.9.11 Approve transfer of funds to/from operating and capital reserves.
- 2.9.12 Approve annually signing authorities for the Division.
- 2.9.13 Approve investment parameters in alignment with the Education Act Regulation.
- 2.9.14 Approve the Superintendent's contract.

### **3.1 Delegation**

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

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222  
Superintendent of Schools Regulation, 2019  
Board Procedures Regulation 82/2019  
Board Policy 220: Trustee Conduct  
Board Policy 221: Role of the Trustee  
Policy 700: Superintendent of Schools  
Policy 701: Board delegation of Authority

## Board Responsibility and Conduct

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### 3.2 Board Conduct

- 3.2.1 Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.
- 3.2.2 The Board shall support and hold accountable its individual Trustees and the Superintendent.
- 3.2.3 The Board shall establish with the Superintendent the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.

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References: Education Act: Sections 33, 51, 52, 53, 54, 60, 67, 139, 222  
Superintendent of Schools Regulation, 2019  
Board Procedures Regulation 82/2019  
Board Policy 220: Trustee Conduct  
Board Policy 221: Role of the Trustee  
Policy 700: Superintendent of Schools  
Policy 701: Board delegation of Authority

## Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

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### 1.0 POLICY

As **elected** representatives of the community, the Board of Trustees is held accountable through the Education Act. ~~and the election process,~~ The Board provides overall direction and leadership to the Division. **The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.**

### 2.0 GUIDELINES

#### Board Responsibilities

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

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

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

**Superintendent of Schools Regulation, 2019**

Board Procedures Regulation 82/2019

**Board Policy 220: Trustee Conduct**

**Board Policy 221: Role of the Trustee**

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

## **Board Responsibility and Conduct**

EFFECTIVE: January 30, 2019

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- ~~2.1.8 — Evaluating the effectiveness of the Board in achieving established goals and desired results;~~
- ~~2.1.9 — Reporting annually to the public and the province on system and school performance;~~
- ~~2.1.10 — Providing advice with respect to Public Education to the Province, as an individual Board and collectively through its Associations; and,~~
- ~~2.1.11 Acting as an advocate for Public Education and the Division.~~

### **2.1 Education Planning and Programming**

- 2.1 Review and approve the vision for the Division.
- 2.2 Annually review and approve education goals including the Annual Education Plan.
- 2.3 Review the Division performance and approve the Annual Education Plan.
- 2.4 Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
- 2.5 Set governance standards for reviewing and approving educational programming.
- 2.6 Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.

### **3.1 Stakeholder Engagement and Communication**

- 3.2 Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 3.3 Make informed decisions that consider community values and represent the interests of the entire Division.
- 3.4 Meet at least annually with the Council of School Councils or School Council Chairs.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

**Superintendent of Schools Regulation, 2019**

Board Procedures Regulation 82/2019

**Board Policy 220: Trustee Conduct**

**Board Policy 221: Role of the Trustee**

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority



## Board Responsibility and Conduct

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3.5 Promote the schools' programs which reflect the needs and desires of the community.

3.6 Report Division outcomes to the community annually.

### Safe, Caring, Respectful and Healthy Environments

3.7 Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.

3.8 Model a culture of respect and integrity.

3.9 Develop culturally appropriate protocols to guide the Division.

3.10 Establish plans for collaborative work between the Division and First Nations.

### 5.1 Accountability to Provincial Government

5.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.

5.2 Review and submit the Capital Plan.

5.3 Perform Board functions required by governing legislation and existing Board policy.

5.4 Annually approve the Education Plan for submission to Alberta Education and distribution to the public.

### 6.1 Advocacy

6.2 Act as an advocate for public education and the Division.

6.3 Identify issues for advocacy on an ongoing basis.

6.4 Develop an annual plan for advocacy including focus, key messages relationships and mechanisms.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

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Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

## Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

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6.5 Promote regular meetings and maintain timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

### 7.1 Policy

7.1 Develop, approve and monitor the implementation of policies to guide the Division and the Board.

7.2 Provide direction in those areas over which the Board wishes to retain authority.

7.3 Monitor the development, revision and implementation of policy.

### 8.1 Board/Superintendent Relations

8.0 Select the Superintendent and support succession planning as required.

8.2 Provide the Superintendent with clear corporate direction.

8.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

8.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

8.5 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.

8.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.

8.7 Annually review compensation of the Superintendent.

### 9.1 Board Development

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

**Superintendent of Schools Regulation, 2019**

Board Procedures Regulation 82/2019

**Board Policy 220: Trustee Conduct**

**Board Policy 221: Role of the Trustee**

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority



## Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

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9.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.

9.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.

9.3 Develop an annual work plan with timelines.

### 10.1 Fiscal Accountability

10.1 Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

10.2 Reviews and approves annual budget and allocation of resources

10.3 Approve substantive budget adjustments when necessary.

10.4 Approve borrowing for capital expenditures within provincial restrictions.

10.5 Reviews and approves annually the Three-Year Capital Plan

10.6 Receive, review and approve the annual Audited Financial Statements

10.7 Acquire and dispose of land and building

10.8 Approve student fees annually

10.9 Set the mandate for provincial bargaining.

10.10 Ratify Memoranda of Agreement with bargaining units.

10.11 Approve transfer of funds to/from operating and capital reserves.

10.12 Approve annually signing authorities for the Division.

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

## Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

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10.13 Approve investment parameters in alignment with the Education Act Regulation.

10.14 Approve the Superintendent's contract.

### 2.2 Delegation

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

### 2.3 Board Conduct

2.3.1 Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.

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

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

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References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

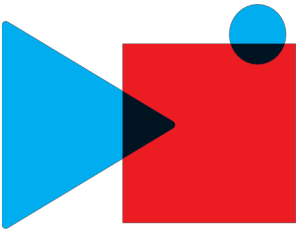
Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority



**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 230 – Board Committees

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 230–*Board Committees*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible, and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board believes it is important to gather privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses these opportunities to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

Administration has updated Policy 230 – *Board Committees* to reflect the direction of the Board to better define Board Committees and their purpose.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

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### 1.0 POLICY

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

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

### 2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

2.6 The committee shall report to the Board on a regular basis at the Public Board meeting.

2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.7.1 COMMITTEE OF THE WHOLE

2.7.2 POLICY REVIEW COMMITTEE

2.7.3 STUDENT DISCIPLINE COMMITTEE

2.7.4 ATA NEGOTIATIONS COMMITTEE

2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE

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

## **Board Committees**

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2.7.7 LABOUR MANAGEMENT COMMITTEE

2.7.8 BUILDING AND MAINTENANCE COMMITTEE

2.7.9 FINANCE & PEOPLE SERVICES COMMITTEE

2.7.10 TRANSPORTATION COMMITTEE

2.7.11 ADVOCACY COMMITTEE

### **2.8 Appointed Representation**

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

2.8.1 Alberta School Boards Association (ASBA) Zone II (One Trustee)

2.8.2 Public School Board Association (PSBAA) (One Trustee)

2.8.3 Sturgeon County Community Services Advisory Board (One Trustee)

2.8.4 School Joint Use Committee (Local Trustee and principal)

2.8.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

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



## Board Committees

EFFECTIVE: January 30, 2019

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### APPENDIX A - COMMITTEE OF THE WHOLE

#### 1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

#### 2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. The Vice Chair will chair the Committee of the Whole meetings.
- 2.2 Make recommendations for agenda items for subsequent Board meetings.
- 2.3 Maintain confidentiality of proceedings.
- 2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, People Services; Deputy Superintendent, Education Services Superintendent.
- 2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.6 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.7 Reporting: The Committee Chair will report to the Board.

#### 3.0 Committee Authority

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

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





## Board Committees

EFFECTIVE: January 30, 2019

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### APPENDIX B – POLICY REVIEW COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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

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## Board Committees

EFFECTIVE: January 30, 2019

REVISED:

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### APPENDIX C - STUDENT DISCIPLINE COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
- 2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.
- 2.3 Administrator Assigned: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
- 2.6 Reporting: The Board shall be provided with a yearly report.

#### 3.0 Committee Authority

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

#### 4.0 Hearing Process

- 4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.
- 4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

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References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### APPENDIX D - ATA NEGOTIATIONS COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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



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

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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

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

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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

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### APPENDIX G - LABOUR MANAGEMENT COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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



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### APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### 3.0 Committee Authority

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

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### APPENDIX I - FINANCE AND PEOPLE SERVICES COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

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

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### 3.0 Committee Authority

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

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

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### APPENDIX J - TRANSPORTATION COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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

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### APPENDIX K - ADVOCACY COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### 1.0 POLICY

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

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

### 2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. ~~The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.~~

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

2.6 The committee shall report to the Board on a regular basis at ~~the Committee of the Whole and/or~~ Public Board meetings.

2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.7.1 COMMITTEE OF THE WHOLE

2.7.2 ~~EDUCATION POLICY REVIEW~~ COMMITTEE

2.7.3 STUDENT DISCIPLINE COMMITTEE

2.7.4 ATA NEGOTIATIONS COMMITTEE

2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE

References: Education Act: Sections 51, 52 (1) (b)  
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2.7.7 LABOUR MANAGEMENT COMMITTEE

2.7.8 BUILDING AND MAINTENANCE COMMITTEE

2.7.9 FINANCE & PEOPLE SERVICES COMMITTEE

2.7.10 TRANSPORTATION COMMITTEE

2.7.11 ADVOCACY COMMITTEE

### 2.8 Appointed Representation

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

2.8.1 Alberta School Boards Association (ASBA) Zone II (One Trustee)

2.8.2 Public School Board Association (PSBAA) (One Trustee)

2.8.3 Sturgeon County Community Services Advisory Board (One Trustee)

2.8.4 School Joint Use Committee (Local Trustee and principal)

2.8.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### APPENDIX A - COMMITTEE OF THE WHOLE

#### 1.0 Committee Powers:

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

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters

The Board holds in camera meetings to deal with land, labour and legal matters. In addition, the Board gathers privately for professional development, to reviewing the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

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

#### 2.0 Committee Terms of Reference

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting. The Vice Chair will chair the Committee of the Whole meetings.

2.2 Make recommendations for agenda items for subsequent Board meetings.

~~2.12.3~~ Maintain confidentiality of proceedings.

~~2.22.4~~ Voting Privileges: All Committee members may vote.

~~2.3~~ Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, People Services; Deputy Superintendent, Education Services; Superintendent, CEO

~~2.42.5~~ Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.

~~2.52.6~~ Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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~~2.7 Reporting: The Committee Chair will report to the Board.~~

~~2.6 Meetings: Second Wednesday of each month: 4:00 p.m. open to the public~~

### **3.0 Committee Authority**

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

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



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### APPENDIX B – ~~EDUCATION~~ POLICY REVIEW COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

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References: Education Act: Sections 51, 52 (1) (b)  
Board Procedures Regulation 82/2019  
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### APPENDIX C - STUDENT DISCIPLINE COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

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

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

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

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

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

#### 3.0 Committee Authority

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

#### 4.0 Hearing Process

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

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

4.2.1 Current course enrollment.

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



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

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



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

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



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### APPENDIX D - ATA NEGOTIATIONS COMMITTEE

#### 1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

#### 2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, People Services; Manager, People Services.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, People Services will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

#### 3.0 Committee Authority

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

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



## Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: 2023-2024

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

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

---

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



## **Board Committees and Appointed Representation**

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~20230-20241~~

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

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

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

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

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

#### **3.0 Committee Authority**

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

---

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



## Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~2023-2024~~

### APPENDIX G - LABOUR MANAGEMENT COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

---

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



**Board Committees and Appointed Representation**

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: 2023-2024

**APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE**

**1.0 Committee Powers:**

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

**2.0 Committee Terms of Reference**

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

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



## **Board Committees** and ~~Appointed Representation~~

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: 202~~30~~-202~~41~~

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

### 3.0 **Committee Authority**

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

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



## Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~20230-20241~~

### APPENDIX I - FINANCE AND PEOPLE SERVICES COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

---

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



## **Board Committees** and ~~Appointed Representation~~

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~20230-20241~~

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

### 3.0 **Committee Authority**

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

---

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



**Board Committees and Appointed Representation**

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~2023-2024~~

**APPENDIX J - TRANSPORTATION COMMITTEE**

**1.0 Committee Powers:**

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

**2.0 Committee Terms of Reference**

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

**3.0 Committee Authority**

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

---

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



## Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED: ~~November 27, 2019~~

REVIEW: ~~20230-20241~~

### APPENDIX K - ADVOCACY COMMITTEE

#### 1.0 Committee Powers:

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

#### 2.0 Committee Terms of Reference

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

#### 3.0 Committee Authority

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

---

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





**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 231 – Student Advisory Committee

---

**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 231– *Student Advisory Committee*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

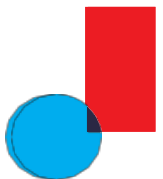
Administration has reviewed and updated Policy 231 – *Student Advisory Committee* as part of its review of policies that fall under the Office of the Superintendent. Policy 231 updates are minor grammar changes.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Student Advisory Committee

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2022-2023

---

### 1.0 POLICY

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

### 2.0 MEMBERSHIP

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

### 3.0 MEETINGS

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

---

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

---

## Student Advisory Committee

EFFECTIVE: April 24, 2019

REVISED: ~~April 28, 2021~~

REVIEW: ~~2021-2022~~ 2023

---

### 1.0 POLICY

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

### 2.0 MEMBERSHIP

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

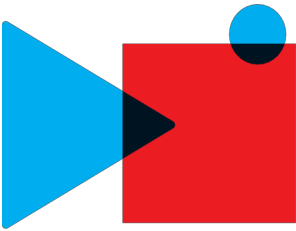
### 3.0 MEETINGS

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

---

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

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**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 240 – Policy Development

---

**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 240–*Policy Development*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 240 – *Policy Development* as part of its review of policies that fall under the Office of the Superintendent. Policy 240 updates are minor grammar changes, updating references and replacing the School Act with the Education Act.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Policy Development

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

---

### 1.0 POLICY

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

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

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

### 2.0 GUIDELINES

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

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

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

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

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

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

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

2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.

---

References: Board Procedures Regulation 82/2019  
Administrative Procedures(s): AP200 – Process for Policy Work  
AP205 – Developing Administrative Procedures



## Policy Development

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

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**2.4** The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.

2.4.1 Administrative Procedures are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Procedures will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

**2.5** At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area.

---

References: Board Procedures Regulation 82/2019  
Administrative Procedures(s): AP200 – Process for Policy Work  
AP205 – Developing Administrative Procedures

## Policy Development

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2024-2026~~

---

### 1.0 POLICY

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

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

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

### 2.0 GUIDELINES

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

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

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

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

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

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

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

**2.3** Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.

---

References: Board Procedures Regulation 82/2019  
Administrative Procedures(s): AP200 – Process for Policy Work  
AP205 – Developing Administrative Procedures

## Policy Development

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~

REVIEW: 202~~15~~-202~~26~~

---

2.4 The Superintendent/~~CEO~~ is responsible for developing the specific implementation steps required to operationalize a Board Policy.

2.4.1 Administrative Procedures are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Procedures will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

2.5 At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent/~~CEO~~ authority over a particular area.

---

References: Board Procedures Regulation 82/2019  
Administrative Procedures(s): AP200 – Process for Policy Work  
AP205 – Developing Administrative Procedures

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**BOARD**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 435 – Technology Equipment for Trustees

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 435 – *Technology Equipment for Trustees*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 435 – *Technology Equipment for Trustees* as part of its review of policies that fall under the Office of the Superintendent. Policy 435 update includes a minor format change.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Technology Equipment for Trustees

EFFECTIVE: June 26, 2019

REVISED:

REVIEW: 2025-2026

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### 1.0 POLICY

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

### 2.0 GUIDELINES

2.1 All equipment will be returned at the end of the Trustee’s term of office or can be purchased by the departing Trustee at the fair market value of the equipment at that time.

2.1.1 Purchased devices will be reset to factory defaults before being released to the departing Trustee.

2.1.2 Purchased equipment once owned by the departing Trustee will no longer be supported by the Division.

2.2 Trustees will receive a stipend of \$600.00 per annum to offset other technology related expenses (ie. Internet).

---

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement

## Technology Equipment for Trustees

EFFECTIVE: June 26, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~20245-20262~~

---

### 1.0 POLICY

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

### 2.0 GUIDELINES

2.1 All equipment will be returned at the end of the Trustee's term of office or can be purchased by the departing Trustee at the fair market value of the equipment at that time.

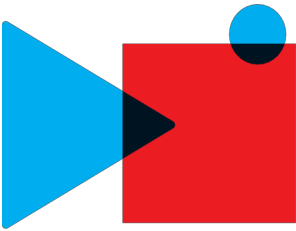
2.1.1 Purchased devices will be reset to factory defaults before being released to the ~~\_\_\_\_\_~~ departing Trustee.

2.1.2 Purchased equipment once owned by the departing Trustee will no longer be supported by the Division.

2.2 Trustees will receive a stipend of \$600.00 per annum to offset other technology related expenses (ie. Internet).

---

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement



**B O A R D**  
MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Office of the Superintendent  
**Subject:** Policy 605 – Use of School Buildings

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Policy 605 – *Use of School Buildings*, for approval at the February 23, 2022, Public Board meeting.

**Background:**

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

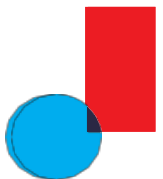
Administration has reviewed and updated Policy 605 – *Use of School Buildings* as part of its review of policies that fall under the Office of the Superintendent. Policy 605 updates are minor format and grammar changes.

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

Attachment





## Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2025-2026

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### 1.0 POLICY

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

### 2.0 GUIDELINES

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

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

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

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

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

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

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

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

### 2.4 Staff Use of Facilities

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

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

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References: Education Act: Sections 51, 53  
Administrative Procedure AP215 – Community Partnerships



## Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2025-2026

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### 2.5 Review of Facility Use

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

- 2.5.1 The Board believes such a review will improve the availability of programs or efficiency of operations;
- 2.5.2 Operating, maintenance, renovation, and/or transportation costs place excessive demands on the Division's budget; or
- 2.5.3 A review is recommended by the Superintendent.

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References: Education Act: Sections 51, 53  
Administrative Procedure AP215 – Community Partnerships

## Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2024-5-20262~~

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## Use of School Buildings

EFFECTIVE: March 27, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~20215-20262~~

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References: Education Act: Sections 51, 53  
Administrative Procedure AP215 – Community Partnerships





## BOARD MEMORANDUM

**Date:** February 9, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Shawna Walter, Acting Superintendent  
**Subject:** Board and Committee Meetings

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**Purpose:**

For review and consideration.

**Consideration:**

That the Board of Trustees review and provide a recommendation regarding Board and Committee Meetings, for approval at the February 23, 2022, Public Board meeting.

The recommendation that the Committee of the Whole move to an **in camera working** committee:

- Decisions will not be made at the Committee of the Whole.
- Discussion, motions, voting and subsequent decisions will be made at the Public Board.
- Public reporting will continue at the Public Board.

A recommendation that the October 27, 2021, Board Motion defining the Date, Time, and Place of Regular Meetings be reviewed and referred to the February 23, 2022, Public Board meeting.

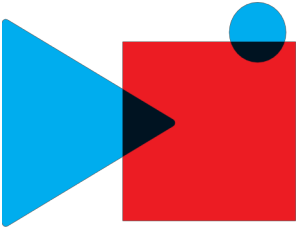
Recommended motion for consideration: *that the regular Public Board meeting be held on the fourth Wednesday of each month at 4:00 p.m. at the Frank Robinson Education Centre in Morinville.*

**Background:**

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible, and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board believes it is important to gather privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses these opportunities to explore matters to a greater depth, seek





**B O A R D**  
MEMORANDUM

clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

Policy 230 - *Board Committees* was updated to reflect the direction of the Board to better define Board Committees and their purpose. The updated policy reflects the Board's need to receive information, ask questions and discuss upcoming items.

At the October 27, 2021, Organizational Meeting, the Board of Trustees made the following motion related to Date, Time, and Place of Regular Meetings:

S-17/2021 – Moved by Mr. Joe Dwyer that the regular Public Board meeting be held on the fourth Wednesday of each month at 4:00 p.m. at the Frank Robinson Education Centre in Morinville and the Committee of the Whole meeting be held on the second Wednesday of each month at 4:00 p.m. at the Frank Robinson Education Centre in Morinville.

CARRIED UNANIMOUSLY

Administration is prepared to respond to questions at the February 9, 2022, Committee of the Whole meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent

