



# BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

## Public Board Meeting

# AGENDA

**Date:** August 24, 2022 **Start Time:** 4:00 p.m.

**Location:** Frank Robinson Education Centre  
9820-104 Street, Morinville, AB

1. Call to Order
2. Consideration of Agenda
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
3. Appointments
4. Reading and Approving of Minutes
  - 4.1 Approval of the Minutes of the Regular Meeting of June 22, 2022
5. Presentations
6. Reports from Senior Executive
  - 6.1 Administrative Procedure 700 – Certificated Staff
  - 6.2 Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals
  - 6.3 Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals
  - 6.4 Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments
  - 6.5 Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities
  - 6.6 Administrative Procedure 440 – Local Authorities Pension Plan
  - 6.7 Board Retreat
  - 6.8 Communications Report – July and August 2022
  - 6.9 Facility Services – Summer Project Update
  - 6.10 Fuel Contingency Program Reinstatement
  - 6.11 Legal Public School Update
  - 6.12 Mental Health Service Classrooms February 2023
  - 6.13 Monthly Financial Report – June 2022 and July 2022
  - 6.14 Monthly IT Report – August 2022
  - 6.15 Stakeholder Engagement Update – Alexander First Nation/KEC

6.16 2022-2023 Superintendent Discretionary Fund

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
  - 7.1.1 Meeting with the Education Minister 2 Topic Suggestions
- 7.2 Trustees' Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance Committee
- 7.5 Finance and Human Resources Committee
- 7.6 Policy Committee
- 7.7 Transportation Committee
- 7.8 Teacher Board Advisory Committee (TBAC)

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards Association Representative
- 8.2 Public School Boards Association of Alberta Representative

9. New Business

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment and Question Period

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

14. Requests for Information

15. In Camera: Labour

16. Adjournment



**Sturgeon  
Public Schools**

**Minutes of the Meeting of  
The Board of Trustees of  
The Sturgeon Public School Division  
Held at Morinville on June 22, 2022**

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**Sturgeon  
Public Schools**

**Minutes of the Meeting of  
The Board of Trustees of  
The Sturgeon Public School Division  
Held at Morinville on June 22, 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  
Mrs. Shawna Warren, Acting Superintendent  
Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services  
Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services  
Mrs. Lisa Lacroix, Associate Superintendent, Human Resources\*  
\* *Electronic attendance*

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

Added:  
9.14 One-Time In-Year Retroactive Payment to Bus Contractors

#056/2022 – Moved by Mrs. Cindy Briggs that the agenda be approved as amended.

CARRIED UNANIMOUSLY

**APPOINTMENTS**

**APPROVAL OF MINUTES**

#057/2022 – Moved by Mrs. Stacey Buga that the minutes of the Regular Meeting of May 25, 2022, be approved as presented.

CARRIED UNANIMOUSLY

#058/2022 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Special Meeting of June 8, 2022, be approved as presented.

CARRIED UNANIMOUSLY

**PRESENTATIONS**

## **REPORTS FROM SENIOR EXECUTIVE**

### **Administrative Procedure 905 – Student Attendance at School**

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, Administrative Procedure 905 – Student Attendance at School

During the Covid-19 pandemic, student attendance became a significant concern for school administration. Working with the Division's Mental Health & Wellness Coordinator, a committee of school administrators reviewed Administrative Policy 905 and created templates for Attendance Improvement Plans and Attendance Letters to be used by all Division schools.

### **Communications Report**

Mrs. Shawna Warren, Acting Superintendent, brought forward as information, the Communications Report for June 2022.

Communications in June has been focused on:

- Social media posting and engagement – focus on sharing content created and shared from schools in Sturgeon Public;
- New Legal Public School media release, open registration, and promotion;
- School Spotlight videos rolled out weekly on Facebook;
- Ongoing Registration positing for the 2022-2023 School Year; and
- Transportation Registration for the 2022-2023 School Year.

Sturgeon Public in the Media:

- June 7, 2022 – Sturgeon Heights celebrated 50<sup>th</sup> – Article in the St. Albert Today;
- June 8, 2022 – Student, staff, and volunteers put on successful track meet at Redwater School – Article in the Redwater Review;
- June 12, 2022 – Some St. Albert schools to pilot new subject curriculums – Article in the St. Albert Today; and
- June 15, 2022 – New Sturgeon Public school in Legal – Article in the St. Albert Today.

Upcoming Events:

- Last Day of School – June 29, 2022;
- Fête Au Village – July 22-23, 2022;
- Central Office Closure – July 25-29, 2022; and
- Welcome Back – August 30, 2022.

### **Language Immersion (Grandfathered Agreement)**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a report on the Language Immersion (Grandfathered Agreement).

Since the 2012-2023 school year, the Division has entered into an Education Agreement (parent-provided transportation) with the following school jurisdictions:

- Elk Island Public Schools
- Greater St. Albert Catholic Schools
- St. Albert Public Schools

In 2019, the Language Immersion Agreements were being accessed by 37 students in 23 families. 12 students in Grades 1-6, 11 in Grades 7-9, and 14 in Grades 10-12. The majority attended St. Albert Public Schools for French Immersion programming.

For 2021-2022, the program included:

- One Grade 11 and one Grade 12 student at Elk Island Public Schools
- One Grade 12 student at St. Albert Public Schools

The Agreement is cost neutral as the grant supports the cost of parent-provided transportation stipend and 6% for Administration.

Language Immersion Education Agreements were offered to families interested in attending programs not offered by Sturgeon Public Schools (i.e. French Immersion). Resident families were provided with transportation funding to transport their child(ren) to neighbouring school divisions to access these programs. French immersion programming is now offered within Sturgeon Public Schools, Kindergarten to Grade 9, with expansion into High School beginning the 2023-2024 school year, therefore, these agreements with neighbouring divisions will no longer be needed.

As directed by the Board of Trustees in June 202, the Division is grandfathering the program for Educational Services Agreements – Language Immersion – Transported Students.

For 2022-2023, the program includes:

- One Grade 12 student at Elk Island Public Schools

### **LOGOS Review**

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, a report on LOGOS Review.

At the June 8, 2022, Committee of the Whole meeting, the Board of Trustees reviewed and provided feedback regarding the LOGOS Program Review and Recommendations.

Responding to a perceived drop in enrolment, the Acting Deputy Superintendent commenced a program review in the fall of 2021 as per Administrative Procedure 240 – System, School, and Program Evaluation.

During the 2021-22 school year, Sturgeon Public schools were actively involved in responding to the conditions shaped by Covid-19. Cohort groupings, student attendance, staff continuity, program continuity, and occasions for parent/family involvement were adversely affected. The LOGOS Program is grounded on the shared experiences of gathering, worshipping, and celebrating, which were not possible during this school year.

For these reasons, a complete review of the LOGOS Program considering data from 2021-22 would lack reliability. Consequently, the Division will follow the strategic plan outlined in the attached report for School Year 2022-2023, which would provide one year of stability and opportunity for program growth. A program review should be considered for School Year 2023-2024.

### **Monthly Financial Report**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Board Financial Report for May 2022.

The Year-to-Date Division's actual financial results are tracking slightly ahead of budget on both the revenues and expenses sides.

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

- K - 12 Revenue is higher than budgeted mainly due to the Targeted Funding(\$380k) announced after the budgeting cycle, COVID Mitigation/ Hold Harmless funding (\$1.328M) adjustment announced in August 2021 offset by funds allocated to the Board approved projects that are completed (\$511k).
- Board approved operating and capital projects intended to be funded from the COVID Mitigation/ Hold Harmless funds have been started but not all are completed, and not all funds have been moved to the Operations and Maintenance budget.
- System Administration is tracking higher than budgeted mainly due to higher than budgeted investment income (\$45k).

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

- Operations and Maintenance is overspent by \$199k due to the costs related to the Board approved projects in progress (not funded yet), and lower than budgeted utilities.
- Student Transportation is overspent by \$605k mainly due to the one-time payment to the Bus Contractors and greater than budgeted ridership, which resulted in additional incurred distance costs to the Division. Also, the funding from the government is spread over 12 months, while expenses are incurred in the first 10 months of the school year. The Division anticipates the department will break even by the end of the fiscal year.
- System Administration is slightly underspent due to the timing of software implementation (\$50k), lower than budgeted legal costs (\$20k), and lower than budgeted communication costs (\$53k).
- External services are tracking below budget by \$60k, mainly due to a reduction in secondments.

### **Monthly IT Report**

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the monthly IT Report for May 2022.

In May 2022, the Division experienced one planned outage to implement security patches. The update was successful, and all systems were restored the same day.

The Division also had a telecommunication outage due to the upgrades to Supernet 2.0. The upgrades were reversed and telecommunications services were restored. The Technology Services Department is investigating the root cause of the failed upgrades to Supernet 2.0 with the government.

### **Annual Report: Off-Campus Education**

Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services, brought forward as information, the Annual Report: Off-Campus Education.

In accordance with Administrative Procedure 845 – Off-Campus Education (Section 5), reports from Redwater School and Sturgeon Composite High School regarding the Off-Campus Education programs offered in the 2021-2022 school year were submitted.

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

### **CHAIR'S REPORT**

A verbal and written report was provided.

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

Chair Dwyer reported that he attended:

- Alexander First Nation Education Celebration (*June 6*)
- Board Retreat Planning Meeting (*June 15*)
- Camilla Indigenous Peoples Day Celebration (*June 21*)
- Central Office Luncheon (*June 30*)
- Colony School Visit with new Teacher (*June*)
- Committee of the Whole Meeting (*June 8*)
- Land Acknowledgement PD (*June 22*)
- Meeting with Alexander First Nation Chief Arcand (*June 22*)
- Meeting with Legal Mayor (*June 9*)
- Meeting with Military Family Resource Centre (*June 8*)
- Meeting with MLA Shane Getson, MLA Dale Nally, and Sheldon Granger (*June 14*)
- Meeting with the Town of Morinville (*June 15*)
- Public Board Meeting (*June 22*)
- Rotary Club Meetings (*June*)
- Special Board Meeting (*June 8*)
- Sturgeon Composite High School Graduation Ceremony (*June 11*)
- Sturgeon Heights School 50<sup>th</sup> Anniversary (*June 1*)
- Transportation Committee Meeting (*June 22*)
- Various Meetings with Central Office Administration

### **TRUSTEES' REPORTS**

Verbal and written reports were provided.

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

Trustee Briggs reported that she attended:

- Board Retreat Planning Meeting (*June 15*)
- Bon Accord School BBQ – Sponsored by Pembina Pipelines (*June 8*)
- Committee of the Whole Meeting (*June 3*)
- Community Services Advisory Board Meeting (*June 13*)
- Grade 9 Farewell at Lilian Schick School (*June 3*)
- Land Acknowledgement PD (*June 22*)
- Lilian Schick School Spring Festival (*June 3*)
- Meeting with Legal Mayor (*June 9*)
- Meeting with Military Family Resource Centre (*June 8*)
- Meeting with the Town of Morinville (*June 15*)
- National Indigenous Peoples Day at Bon Accord Community School (*June 21*)
- Public Board Meeting (*June 22*)
- Special Board Meeting (*June 8*)
- Sturgeon Composite High School Graduation Ceremony (*June 11*)
- Transportation Committee Meeting (*June 22*)



**Trustee Buga (Morinville Area)**

Trustee Buga reported that she attended:

- Alexander First Nation Education Celebration (*June 6*)
- ASBA Spring General Meeting (*June 5-7*)
- ASBA Zone 2/3 Meeting (*May 27*)
- ASBA Zone 2/3 Meeting (*June 17*)
- Board Retreat Planning Meeting (*June 15*)
- Central Office Luncheon (*June 30*)
- Committee of the Whole Meeting (*June 8*)
- École Morinville Public School Council Meeting (*June 6*)
- Four Winds Public School Grade 9 Farewell (*May 26*)
- Four Winds Public School Parent Presentation “Raising Resilient Teens” (*June 7*)
- Four Winds Public School, School Council Meeting (*June 2*)
- Land Acknowledgement PD (*June 22*)
- Meeting with École Morinville Public Principal (*June 16*)
- Meeting with Military Family Resource Centre (*June 8*)
- Meeting with the Town of Morinville (*June 15*)
- Out of Africa Annual Sanctuary Fieldtrip (*June 13*)
- Policy Committee Meeting (*June 15*)
- Pride Celebration at Bon Accord Community School (*June 8*)
- Public Board Meeting (*June 22*)
- Redwater School Graduation Ceremony (*June 4*)
- Special Board Meeting (*June 8*)
- Sturgeon Composite High School Graduation Ceremony (*June 11*)
- Sturgeon Heights School 50<sup>th</sup> Anniversary (*June 1*)
- Sturgeon Public Virtual Academy Grade 9 Farewell (*June 10*)
- Town of Morinville Pride Flag Raising and Events (*June 5*)
- Town of Morinville/ÉMPS Indigenous Peoples Day (*June 21*)
- Transportation Committee Meeting (*June 22*)

**Trustee Gibbons (Gibbons/Lamoureux)**

Trustee Gibbons reported that she attended:

- Board Retreat Planning Meeting (*June 15*)
- Committee of the Whole Meeting (*June 8*)
- Find Your Village (*June 15*)
- Gibbons School Council and PIA Meeting (*June 6*)
- Gibbons School Grade 9 Farewell (*June 3*)
- Meeting with Military Family Resource Centre (*June 8*)
- Meeting with the Town of Morinville (*June 15*)
- Policy Committee Meeting (*June 15*)
- Public Board Meeting (*June 22*)
- Special Board Meeting (*June 8*)
- Sturgeon Composite High School Athletic Awards (*June 7*)
- Sturgeon Composite High School Graduation Ceremony (*June 11*)
- Transportation Committee Meeting (*June 22*)

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

Trustee Murray-Elliott reported that she attended:

- Board Retreat Planning Meeting (*June 15*)
- Book Awards at Sturgeon Heights School (*June 22*)
- Central Office Luncheon (*June 30*)
- Committee of the Whole Meeting (*June 8*)
- Community BBQ at Bon Accord Community School (*June 8*)
- CUPE Committee Meeting (*June 24*)
- CUPE Committee Negotiations (*June 27*)
- Land Acknowledgement PD (*June 22*)
- Meeting with Military Family Resource Centre (*June 8*)
- Meeting with the Town of Morinville (*June 15*)
- Policy Committee Meeting (*June 15*)
- PSBAA Spring General Meeting in Red Deer (*June 2-4*)
- Public Board Meeting (*June 22*)
- Special Board Meeting (*June 8*)
- Sturgeon Composite High School Athletic Awards (*June 7*)
- Sturgeon Composite High School Graduation Ceremony (*June 11*)
- Sturgeon Heights School 50<sup>th</sup> Anniversary (*June 1*)
- Sturgeon Heights School Grade 9 Farewell (*June 9*)
- Sturgeon Heights School, School Council Meeting (*June 20*)

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

Trustee Oatway-McLay reported that she attended:

- Guthrie School Grade 9 Farewell
- Guthrie School, School Council Meeting
- PSBAA Spring General Meeting in Red Deer (*June 2-4*)

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

Trustee Pequin reported that she attended:

- ASBA Spring General Meeting in Red Deer (*June 5-7*)
- ASBA Zone 2/3 Meeting (*June 17*)
- Committee of the Whole Meeting (*June 8*)
- Consultation with Public Agencies – Education Sector (*June 22*)
- Meeting with Military Family Resource Centre (*June 8*)
- Ochre Park School, School Council Meeting (*May 31*)
- Public Board Meeting (*June 22*)
- Redwater School, Book Awards (*June 3*)
- Redwater School Graduation Ceremony (*June 4*)
- Rural Caucus (*June 5*)
- Special Board Meeting (*June 8*)
- TEBA (*May 31*)

## **ADVOCACY COMMITTEE**

### **Student Advisory Committee Co-Chair Report**

The Co-Chair, Jayce Cornelius, provided feedback on the Student Advisory Committee for the 2021-2022 school year, including:

- Receiving positive feedback from the students who participated in the committee meeting at Namao School when it was held in person stating how important it is to meet face-to face; and
- Stated that it was great to see and hear what other schools were doing and brought those ideas back to Redwater School.

### **Advocacy Committee Year End Report**

The Advocacy Committee developed a Work Plan for the 2021-2022 School Year, which was approved by the Board in December 2021. The Committee is pleased to provide an update regarding the work undertaken by the Advocacy Committee at the direction of the Board. The work completed includes:

- Municipal Partner Meetings:
  - Sturgeon County Council (March 23, 2022);
  - Town of Bon Accord Council (April 13, 2022);
  - Town of Legal Council (May 11, 2022); and
  - Town of Morinville Council (June 15, 2022).
- On behalf of the Board of Trustees, the Board Chair:
  - Met with Alexander First Nation Chief Arcand (March 2022);
  - Town of Gibbons Mayor and CAO (April 1, 2022);
  - Accompanied by Trustee Murray-Elliott, attended a Town Hall with MLA Shane Getson (April 13, 2022); and
  - Attended a School Bus Transportation Town Hall with MLA Shane Getson, MLA Dale Nally, and Sheldon Granger (June 14, 2022)
- Community Partnership Meeting:
  - Edmonton Garrison Military Family Resource Centre (June 8, 2022).
- Student Advisory Committee Meetings:
  - February 2, 2022 – met virtually; and
  - April 28, 2022 – met in person.
- Participation in Parades as a Division
  - Town of Legal Fête au Village July 22-23, 2022

## **BUILDING AND MAINTENANCE COMMITTEE**

### **Building and Maintenance Committee Year End Report**

The Building and Maintenance Committee developed a Work Plan for the 2021-2022 School Year, which was approved by the Board in December 2021. The Committee is pleased to provide an update regarding the work undertaken by the Building and Maintenance Committee at the direction of the Board. The work completed includes:

- Update on changes within the credentials and operations of the Facilities Team
  - Fostering timely and transparent communication
- Preventative maintenance plan:
  - Priorities for snow clearing/grass maintenance
  - Snow clearing contracts created for 22-23
  - Grass maintenance schedule in place with school event tracking being coordinated
- Capacity for sprucing up older buildings
  - Review of the Three-Year Capital Plan
  - Allocation of funds to non-capital maintenance projects
- Review of Joint Use Agreements for alignment
  - JUPA Agreements review started
- Playground for Schools:
  - Inventory/Condition
  - Working with Parent Fundraising Groups to address deficiencies
- Debenture – Energy Retrofit – Revisit
  - Debenture not required

## **FINANCE AND HUMAN RESOURCES COMMITTEE**

### Finance and Human Resources Committee Year End Report

The Finance and Human Resources Committee developed a Work Plan for the 2021-2022 School Year, which was approved by the Board in December 2021. The Committee is pleased to provide an update regarding the work undertaken by the Finance and Human Resources Committee at the direction of the Board. The work completed includes:

- Audit Committee
- Budget Process/RAC
- Transparency with Financials
- EA Certification/Training
  - Wages
    - An environmental scan was conducted in January 2022 by the Human Resources Department to ensure that we remain competitive
  - Training
    - Education Services ensures that all new Educational Assistants (EA) are provided with new hire training.
    - Five (5) days are being added to the Educational Assistant schedule for the upcoming school year to provide EA professional development.
- Technology for Trustees
- 430: Trustee Remuneration and Expense Reimbursement

The Superintendent Evaluation was not conducted this year as the current Superintendent has been in an acting role since November 4, 2021. The evaluation process will be completed during the 2022/2023 school year.

## **POLICY COMMITTEE**

### Policy Committee Year End Report

The Policy Committee developed a Work Plan for the 2021-2022 School Year, which was approved by the Board in December 2021. The work plan was amended by the Board at the February 2022 Public Board meeting. The Committee is pleased to provide an update regarding the work undertaken by the Policy Committee at the direction of the Board. The work completed includes:

The following policies were reviewed and forwarded to the Board of Trustees to consider:

- 105 – Vision, Mission and Values – February 23, 2022
- 110 – Equity, Diversity, Inclusion and Human Rights – May 25, 2022
- 115 – Sexual Orientation, Gender Identity and Gender Expression – May 25, 2022
- 215 – Organization Chart – pending, June 22, 2022
- 220 – Trustee Conduct – March 23, 2022
- 221 – Role of the Trustee – March 23, 2022
- 225 – Board Responsibility and Conduct – February 23, 2022
- 230 – Board Committees – February 23, 2022
- 231 – Student Advisory Committee – February 23, 2022
- 240 – Policy Development – February 23, 2022
- 305 – School Councils – November 24, 2022
- 310 – Non-Resident Students – pending, June 22, 2022
- 320 – Inclement Weather – pending, June 22, 2022
- 400 – Financial Accountability & Audit – December 22, 2021
- 410 – Fees – March 23 and May 25, 2022
- 435 – Technology Equipment for Trustees – pending, June 22, 2022
- 500 – Transportation – pending, June 22, 2022
- 605 – Use of School Buildings – pending, June 22, 2022
- 700 – Superintendent of Schools – March 23, 2022
- 701 – Board Delegation of Authority – March 23, 2022
- 900 – Student Conduct and Discipline – pending, June 22, 2022

The following policy was reviewed and forwarded to the next calendar year for further revision:

- 100 - History of the Sturgeon Public Schools

Presentations were organized to support Trustee professional growth related to policies being reviewed in the 2021-2022 school year:

- SOGI Background Presentation to Board – March 9, 2022
- SOGI Professional Development for Trustees – May 11, 2022

## **TRANSPORTATION COMMITTEE**

### Transportation Committee Year End Report

The Transportation Committee developed a Work Plan for the 2021-2022 School Year, which was approved by the Board in December 2021. The Committee is pleased to provide an update regarding the work undertaken by the Transportation Committee at the direction of the Board. The work completed includes:

- Review Contractors' Contract
  - Joint Contractor Committee Meetings
  - New contracts discussed and implemented
- Relationship
  - Open and transparent communication with our Contractors
  - Letter to the Minister to address transportation services funding
- On behalf of the Board of Trustees, the Board Chair:
  - Accompanied by Trustee Murray-Elliott, attended a Town Hall with MLA Shane Getson (April 13, 2022); and
  - Attended a School Bus Transportation Town Hall with MLA Shane Getson, MLA Dale Nally, and Sheldon Granger (June 14, 2022)
- RFP Workshop
  - One workshop was offered, based on request and interest

## **REPORTS FROM SPECIAL COMMITTEES**

Chair Dwyer left the meeting at 4:54 p.m.

Chair Dwyer returned to the meeting at 4:56 p.m.

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

A verbal report was provided.

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

A verbal report was provided.

## **NEW BUSINESS**

### **2021-2022 Transfer to Capital Reserves**

2021-2022 Budget as approved by the Board in May 2021, and subsequently approved by the Minister of Education allows the Division to transfer \$750,000 from Unrestricted Surplus to Capital Reserves during the 2021-2022 fiscal year. The \$750,000 is split into \$250,000 Capital Reserve for Machinery and Equipment, and \$500,000 Board Capital Reserves intended to be used for capital priorities, as determined by the Board.

#059/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the 2021-2022 transfer of \$750,000 to Capital Reserves, as presented at the June 22, 2022, Public Board meeting.

**CARRIED UNANIMOUSLY**

## **Omnibus Motion for Locally Developed Course Approval**

At the June 8, 2022, Committee of the Whole meeting, the Board of Trustees reviewed the recommendation for the Omnibus Motion regarding Locally Developed Courses, through Alberta Education's Locally Developed Courses Online Management System. The Sturgeon Public School Division has received both originating Board and Alberta Education approval to offer the courses listed below. The next step in this process is to receive Board approval for this authorization.

**Competencies in Math 15** for 3 credits acquired from The Red Deer School Division to be authorized as a course for study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Competencies in Math (2022) 15** for 5 credits acquired from The Red Deer School Division to be authorized as a course for study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Learning Strategies 15/25/35** for 3 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Learning Strategies 15/25/35** for 5 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Musical Theatre 15/25/35** for 3 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Musical Theatre 15/25/35** for 5 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

**Psychology – Abnormal 35** for 3 credits acquired from The Pembina Hills School Division to be authorized as a course for study within The Sturgeon Public School Division from September 1, 2022, to August 31, 2026.

### **Questions brought forward at the Committee of the Whole meeting on June 8, 2022**

1. Does SPS have any locally developed approved courses we have developed?

- Sturgeon Public Schools has developed some Junior High courses in the past, like Fit-for-Life. However, as these expire, teachers are able to provide the learning experiences for students under the Career and Technology Foundations (CTF) framework. Sturgeon Public does not have any locally developed High School courses written by Sturgeon teachers at this time.

2. Is there a need for these courses? Do students access them?

- Many locally developed courses address emerging student interests or new career or education opportunities. Allowing these courses to be available for our students ensures our High Schools can offer courses that meet student interest and need. The courses being requested come from our current school administration as identified areas of study students and teachers want in our schools.

3. Is there a financial obligation for us to buy these courses? Why is it a 4 year term and not a 3 year term?

- There is no specific fee paid to Alberta Education or the authorizing school division to be allowed to use these courses.

4. Psychology course - Dual Credit. Where does it fall? Is it part of Dual Credit?

- This course can be offered by teachers within a classroom setting or through our learning centers. It does not require a partnership with a Post-Secondary institution and is not part of the Dual Credit Program.

5. What is Competencies in Math?

- This course is an excellent choice for students who would like to take Math 10C, but need some skill development before enrolling in that course.

#060/2022 – Moved by Mrs. Janine Pequin that the Board of Trustees approve the above Locally Developed Courses as a course of study within The Sturgeon Public School Division for the terms listed.

CARRIED UNANIMOUSLY

### Summer Meetings

It has been past practice of the Board to suspend summer meetings of the Board. Should the Board of Trustees need to meet to review specific items, the Chair is empowered to call a special meeting at his discretion.

#061/2022 – Moved by Mrs. Cindy Briggs that the Board of Trustees suspend regular meetings for the months of July and August 2022; and

That the Board of Trustees hold their Annual Organizational Meeting and first Public Board meeting of the 2022-2023 school year on August 24, 2022, at 4:00 p.m.

CARRIED UNANIMOUSLY

### Policy 110 – Welcoming Inclusive, Safe and Healthy Environments

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 110 – Equity, Diversity, Inclusion and Human Rights, which included renaming the policy to Welcoming Inclusive, Safe and Healthy Environments, as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 110 – Welcoming Inclusive, Safe and Healthy Environments at their May 25, 2022, committee meeting and have recommended it to the Public Board meeting for approval.

#062/2022 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve Policy 110 – Welcoming Inclusive, Safe and Healthy Environments as presented at the June 22, 2022, Public Board meeting.



**CARRIED UNANIMOUSLY****Policy 115 – Sexual Orientation and Gender Identities**

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 115 – Sexual Orientation, Gender Identity, and Gender Expression which included renaming the policy to Sexual Orientation and Gender Identities, as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 115 – Sexual Orientation and Gender Identities at their May 25, 2022, committee meeting and have recommended it to the Public Board meeting for approval.

#063/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve Policy 115 – *Sexual Orientation and Gender Identities* as presented at the June 22, 2022, Public Board meeting.

**CARRIED UNANIMOUSLY****Policy 215 – Organization Chart**

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 215 – Organization Chart as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 215 – Organization Chart at their June 15, 2022, committee meeting and has recommended it to the Public Board meeting for approval.

#064/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve Policy 215 – *Organization Chart* as presented at the June 22, 2022, Public Board meeting.

**CARRIED UNANIMOUSLY****Policy 235 – Conduct of Board Meetings**

At the June 8, 2022, Committee of the Whole meeting, a new Board agenda format and order were presented. The new agenda will have the motion/discussion pieces moved to the beginning of the agenda to address the most important items first.

Accordingly, Administration has reviewed and updated, Policy 235 – Conduct of Board Meetings, appendix B – Sturgeon Public Schools Board Meeting Agenda. Administration has also updated the wording to be consistent with other policies, removing the CEO title.

#065/2022 – Moved by Mrs. Janine Pequin that the Board of Trustees refer Policy 235 – *Conduct of Board Meetings* to the Policy Committee for review in the 2022-2023 school year.

**CARRIED UNANIMOUSLY****Policy 310 – Non-Funded Students**

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.

At the April 27th Public Board Meeting the Board approved the motion for the: 2022-2023 Non-Funded Student Fee Schedule. In agreement with the Education Act Section 4(1)(8), Policy 310 requires that the Board maintains a schedule of non-funded student tuition fees. The Board authorizes the registration of Non-funded students if there is room in the school and there are appropriate programs and resources available.

Administration has reviewed and updated Policy 310 – Non-Funded Students removing the title Non-Resident Students and changing it to Non-Funded Students.

The Policy Committee reviewed Policy 310 – Non-Funded Students at their May 25, 2022, committee meeting and have recommended it to the Public Board Meeting for approval.

#066/2022 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve Policy 310 – *Non-Funded Students* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 320 – Inclement Weather: Student Transportation Services**

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 320 – Inclement Weather: Student Transportation Services as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 320 – Inclement Weather: Student Transportation Services at their May 25, 2022, committee meeting and have recommended it to the Public Board Meeting for approval.

#067/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve Policy 320 – *Inclement Weather: Student Transportation Services* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 435 – Technology Equipment for Trustees**

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 during the 2021-2022 school year.

The Policy Committee reviewed Policy 435 – Technology Equipment for Trustees at their May 25, 2022, committee meeting and has recommended it come to the Public Board meeting for approval.

#068/2022 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve Policy 435 – *Technology Equipment for Trustees* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 500 - Transportation**

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 500 – Transportation, which includes only minor changes, as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 500 – Transportation at their May 25, 2022 committee meeting and have recommended it to the Public Board Meeting for approval.

#069/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve Policy 500 – *Transportation* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 605 – Use of School Buildings**

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 during the 2021-2022 school year.

The Policy Committee reviewed Policy 605 – Use of School Buildings at their May 25, 2022, committee meeting and has recommended it come to the Public Board meeting for approval.

#070/2022 – Moved by Mrs. Stacey Buga that the Board of Trustees approve Policy 605 – *Use of School Buildings* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 900 – Student Conduct and Discipline**

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 900 – Student Conduct and Discipline as part of its review of policies during the 2021-2022 school year.

The Policy Committee reviewed Policy 900 – Student Conduct and Discipline at their May 25, 2022, committee meeting and have recommended it to the Public Board meeting for approval.

#071/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve Policy 900 – *Student Conduct and Discipline* as presented at the June 22, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

### One-Time In-Year Retroactive Payment to Bus Contractors

On June 22, 2022, Alberta Education announced that they would be reinstating the Fuel Price Contingency Program to provide greater cost certainty while monthly average diesel practices exceed \$1.25 per litre. The program will be enacted retroactively to March 2022 and will remain in place for the 2022/2023 school year. School boards will receive the payment for this four-month period in July according to established bus route distances.

#072/2022 – Moved by Mr. Joe Dwyer that the Board of Trustees approve a one-time retroactive payment, for the period of March 2022 to June 2022, to bus contractors when payment is received from Alberta Education.

CARRIED UNANIMOUSLY

## UNFINISHED BUSINESS

### NOTICES OF MOTION

There were no Notices of Motion.

### INFORMATION

### COMMENT & QUESTION PERIOD

#### ATA

A verbal report was provided.

#### CUPE

A verbal report was provided.

#### COMMUNITY MEMBERS

No questions were noted from community members.

#### MEDIA

No report was provided.

### REQUESTS FOR INFORMATION

### IN CAMERA

#073/2022 – 5:43 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:43 p.m. for a dinner break.

Meeting resumed at 5:55 p.m.

#074/2022 – 7:04 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

## **ADJOURNMENT**

Trustee Tasha Oatway-McLay adjourned the meeting at 7:04 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources  
**GOVERNANCE POLICY:** [AP700 - Certificated Staff](#)  
**ADDITIONAL REFERENCE:** *Bill 85 Education Statutes (Students First) Amendment Act, 2021*

**SUBJECT:** Administrative Procedure 700 – Certificated Staff

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**PURPOSE:**

For information.

**BACKGROUND:**

*Administrative Procedure 700 Certificated Staff* was amended to align with *Bill 85 Education Statutes (Students First) Amendment Act, 2021* which received Royal Assent on December 2, 2021, and was proclaimed on June 15, 2022, to come into effect on September 1, 2022.

The changes to the *Education Act* will include the following to section 229.1 which states:

- (1) *Before a board enters into a contract of employment with an individual in a position that requires the individual to hold a certificate of qualification as a teacher, a leadership certificate or a superintendent leadership certificate,*
  - (a) *subject to subsection (3), the individual must provide a criminal record check and vulnerable sector check to the board, and*
  - (b) *the board must be satisfied that the results of those checks demonstrate that the individual is suitable for employment in the position.*
  
- (2) *Where an individual is employed by a board in a position that requires the individual to hold a certificate of qualification as a teacher, a leadership certificate or a superintendent leadership certificate,*
  - (a) *Subject to subsection (3) the individual must provide a criminal record check and vulnerable sector check to the board every 5 years after the individual last provided a criminal record check and vulnerable sector check to the board, and*
  - (b) *The board must be satisfied that the results of those checks demonstrate that the individual continues to be suitable for employment in the position.*
  
- (3) *Where a board is of the opinion that it is not possible for an individual to provide a criminal record check or vulnerable sector check, the individual must provide evidence that is sufficient for the board to determine whether the individual is suitable for employment in the position.*

- (4) *An individual referred to in subsection (2) who is employed by a board on the coming into force of this section and has not provided a criminal record check and vulnerable sector check to the board within 5 years before the coming into force of this section must provide a criminal record check and vulnerable sector check to the board within 16 months after the coming into force of this section.*

Further, the Alberta Teachers' Association Mediators report, which was ratified in June 2022, contains the following letter of understanding:

*Letter of Understanding on Bill 85 Education Statutes (Students First) Amendment Act, 2021*

*WHEREAS bill 85 has been passed by the legislature but is not yet fully proclaimed; and  
WHEREAS school divisions and teachers may be subject to new obligations if and when the Act is fully proclaimed and associated Regulations are implemented;  
NOW THEREFORE THE PARTIES AGREE TO THE FOLLOWING:  
The school division shall reimburse the teacher for the costs of complying with any requirement to provide a criminal record check and vulnerable sector check as part of their ongoing employment.*

AP 700 – *Certificated Staff* currently contains the following section:

Documentation Required at the time of Hiring:

4.0 *Criminal Record and Vulnerable Sector Check (Security Clearance)*

The amended AP700 will include the requirement to obtain a criminal record and vulnerable sector check every five years and the employee shall be reimbursed for the associated cost. The employee continues to be responsible for the cost associated with the initial criminal record and vulnerable sector check required at the time of hiring.

This will affect approximately 271 employees within the first 16 months of the effective date and the cost varies depending on location (\$40 - \$76).

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 700 – *Certificated Staff* – Tracked Changes

## **Administrative Procedure 700**

# **Certificated Staff**

**1659539160**

**Date: May 20, 2021**

**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools believes that an effective instructional program is determined by the quality of its staff. The division is committed to ensuring that the best possible employees are hired.

### **PROCESS**

The Associate Superintendent Human Resources will coordinate the hiring of staff for the Division.

### **PROCEDURE**

1. Sturgeon Public School's goal is to retain the best employees and to place them to the advantage of the school division, the students and the employee concerned.
2. The Board delegates the responsibility for staffing to the Superintendent.
3. Mobility is beneficial to staff members, schools and the division. Mobility provides staff with a growth opportunity through a change in setting.
4. The Board recognizes that only certificated staff who hold a valid Alberta Teaching Certificate, as required by The Education Act, shall be employed as teachers within the Division.
5. The Associate Superintendent Human Resources will provide a template to principals for reporting school program plans to the Superintendent.

### **Program Plans:**

6. The school Principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.
7. The Principal will generate a projected student enrolment figure for the following school year.



8. The Director of Finance shall provide each Principal with a tentative budget based upon the projected enrolment figure.

9. The Principal shall develop, within the context of the projected budget, a school program plan which will best accommodate the needs of the students and programs in the school.

10. The Superintendent or designate may initiate a review of a proposed school program plan, or the Principal may request such a review by the Superintendent.

11. Once the Principal has formalized the program plan, a copy will be sent to the Superintendent or designate indicating the following:

11.1 How existing staff will be deployed;

11.2 Staff surplus to the program plan; and

11.3 Staff required to meet the needs of the program plan.

12. In planning and implementing the school program plan, the Principal shall ensure that sufficient levels of staffing, professional and/or support staff are maintained for division and school programs in keeping with the needs of the students and programs in the school, as well as Alberta Education expectations. Program plans will be monitored by the Senior Executive Committee.

### **Hiring Procedure:**

13. All vacant positions shall be classified in one of the following ways:

13.1 Open to external and/or internal competition.

13.2 Not open to competition.

14. For all vacant positions classified under Guidelines 13.1, the Associate Superintendent Human Resources shall:

14.1 advertise internally on the Division website and may advertise externally in appropriate magazines, newspapers or by other means; and

14.2 fill the position through an approved selection process.

15. Guideline 13.2 shall apply whenever:

15.1 division surplus staff need to be accommodated;

15.2 short-term temporary positions must be filled.

15.3 In the event that a position, which has been filled under Guideline 15.2 develops into a long-term position, then Guideline 13.1 shall apply.

16. Placements involving transfer requests and placement requests from staff returning from leave of absence, subject to experience, academic qualifications and relative competency will be finalized prior to the placement of new staff.

17. The Associate Superintendent Human Resources shall establish a shortlisting criteria process that involves the school Principal and where appropriate the Director of Learning Support in accordance with Guideline 19.

18. The Associate Superintendent Human Resources or designate with the assistance of the Principal of the school where the opening exists may interview applicants selected under Guideline 17.

19. All relevant data such as training, experience related to the position, evaluation reports, student teaching reports, and references shall be considered in the selection of certificated staff.

20. The Associate Superintendent Human Resources or designate with the assistance of the Principal of the school, where the opening exists, will select the most suitable applicant after careful consideration and application of the criteria established in the Purpose, and Guidelines 16, 17, 19.

21. The Principal will check references and advise the Superintendent or designate of their preferred candidate. Upon approval of the Superintendent or designate the Principal will make an offer to the successful candidate. The Principal will advise the Associate Superintendent Human Resources of the verbal acceptance. The Principal will phone “regrets” to unsuccessful applicants.

22. All placements will be made in writing by the Superintendent or designate.

### **Substitute Teachers:**

23. Substitute teachers, to replace teachers temporarily absent from their duties, will be engaged according to the process outlined.

24. Prior to a substitute teacher being engaged, the substitute teacher will provide a Criminal Record and Vulnerable Sector Check for his/her file to ensure the security of the students and staff.

25. All substitute teachers are engaged through the Human Resources Information System (HRIS) or the substitute services desk. For emergent situations or unfilled vacancies, phone calls to substitute teachers are made between 6:30 and 7:30 a.m.

26. Principals/teachers may request preferred substitute teachers through the HRIS or the substitute services desk for their schools. However, principals/teachers are not to contact substitutes directly.

27. Principals who have concerns about the performance of a substitute teacher should advise the substitute teacher and the Associate Superintendent Human Resources.

### **Teachers Employed on a Part-Time Basis:**

28. Teachers employed on a part-time basis will work and be paid according to their full-time equivalency (FTE) as per the Alberta Teachers Associate Collective Agreement.

29. The school year is divided into “Instructional” and “Non-Instructional” days. These days will be pro-rated when assigning duties to a part-time teacher.

30. It is the responsibility of the Principal to assign other duties to part-time teachers in proportion to the FTE of the teacher.

30.1 The teaching assignment as outlined in Guideline 29 needs to be communicated in written form at the time of assigning duties.

31. Notwithstanding any of the above, all teachers have a professional responsibility to dedicate time to carry out their professional duties which may extend beyond the normally scheduled working time.

### **Pension and Re-hiring Teachers:**

32. A teacher may be eligible to teach part-time and collect their pension simultaneously during a school year. This may be considered by Sturgeon Public Schools depending on circumstances and needs of the Division.

33. Eligible teachers, who wish to participate in this plan, must forward a letter to the Superintendent by September 30.

34. The Superintendent will consider the request and either approve or reject the request in light of the staffing needs of the Division. The Superintendent or designate will inform the teacher of the decision in writing.

35. If the request is approved, the teacher must submit a letter of resignation to the Superintendent or designate by December 1 effective date. Upon receipt of the letter of resignation, a temporary contract of employment effective January 1 to June 30 shall be prepared by the Superintendent or designate and sent to the teacher for signature.

36. Teachers participating in this plan will be subject to the rules and regulations of the Alberta School Employees Benefit Plan.

37. Teachers who participate in this plan may be re-hired on a temporary contract in future years as long as the contract does not exceed 0.6 FTE during any one school year.

38. Teachers considering this plan must check with the Alberta Teachers Retirement Fund to determine how this plan would affect them personally.

39. The timelines reflected in this administrative procedure are the usual timelines for entering into this plan. Other timelines may be considered at the discretion of the Superintendent.

### **Documentation Required at the time of Hiring:**

40. All new, and returning staff who had their employment with Sturgeon Public School Division terminated more than six (6) months prior, are required to obtain a Criminal Record check and Vulnerable Sector Check. A criminal record check and vulnerable sector check -which is no older than six (6) months will be accepted. (Security Clearance)\*

40.1 An additional criminal record check and vulnerable sector check must be provided to Sturgeon Public School Division every five (5) years after the employee last provided a criminal record check and vulnerable sector check to the Division.

~~This Security Clearance must be no older than six (6) months. This is required of new staff and staff who had terminated their employment with Sturgeon Public Schools more than six (6) months previously.~~

#### 41. Banking Information

All staff are paid by direct deposit and must submit a void cheque or complete a direct deposit banking information form upon hiring. Faxes/copies are acceptable.

#### 42. Social Insurance Number (SIN)

Employee must provide their SIN to Human Resources within three (3) days of their employment start date.

#### 43. TD1 Personal Tax Credits Return

#### 44. Benefits (excludes substitute teachers)

All new staff complete and return to the Human Resources Advisor their benefit package.

#### 45. Birth Certificate

A copy of the employee's birth certificate within two (2) weeks of commencement of their employment.

#### 46. Teaching Certificate

A copy of the employee's valid Alberta Teaching Certificate or Letter of Authority must be on file prior to employment.

47.Evaluation of Teacher Training\*

48.Proof of Past Teaching Experience\*

\*Original documents may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee.

## **References**

Admin Procedure: 720 Teacher Staffing, Certification and Placement

Education Act: Sections 208, 212



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources

**GOVERNANCE POLICY:** [Policy 105 - Vision, Mission, Values](#)  
[Policy 700 - Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** [AP722 – Growth and Supervision of School Administrators](#)  
[AP723 – Evaluation of School Administrators](#)  
Education Act: Section 197  
Leadership Quality Standard  
Education Plan

**SUBJECT:** Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals

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**PURPOSE:**

For information.

**BACKGROUND:**

To provide the opportunity to evaluate the performance and competency of newly designated school administrators, a process and timeline is required to allow for a fair evaluation of their leadership performance based on The *Leadership Quality Standard* (LQS).

Previously *AP722 – Growth and Supervision of School Administrators* - did not address the process or timeline for contracts of newly appointed Principals and Vice Principals.

The rewrite of *AP722 – Contracts for Newly Designated Principals and Vice Principals* - now clearly defines this process and timelines of contracts.

A newly drafted *AP723 – Growth Supervision and Evaluation* - will address the information and processes contained in the previous *AP722 – Growth and Supervision of School Administrators*.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals

Replaces the existing Administrative Procedure 722- Growth and Supervision of School Administrators.

## **Administrative Procedure 722- Contracts for Newly Designated Principals and Vice Principals,**

### **Purpose**

Sturgeon Public Schools recognizes the importance of having effective school administrators, who are accomplished teachers, to direct student learning and the business of the Division. Based on the Leadership Quality Standard (LQS), the Division strives to select school leaders who can consistently analyze context and make decisions about what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

To provide the opportunity to evaluate the performance and suitability of newly designated school administrators, administrators will be placed initially on a probationary contract. This probationary period will allow for a fair evaluation of their leadership performance based on the Leadership Quality Standard (LQS).

### **Procedure**

1. All appointments to administrative designations with a start date after June 22, 2022 will follow this procedure for contracts and continuous designations.
2. Responsibility and authority for the appointment of school administrators shall rest with the Superintendent of Schools.
3. Principals shall be appointed to the Division and subject to transfer.
4. Evaluations will include a performance review based on the Leadership Quality Standard (LQS), as well as a review of the newly designated administrator's professional development plan.
5. No later than April 30 in the probationary contract period, an evaluation will be conducted by the Superintendent or designate. Copies of the summary evaluation will be provided to the administrator being evaluated, to the evaluator and placed in the Division's personnel file.

#### Vice Principals

6. Based on the final evaluation, a designate to the Superintendent will make a recommendation to the Superintendent, or the Superintendent will determine:
  - 6.1 To award a three-year term contract and designation.
  - 6.2 To allow the probationary contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.
  - 6.3 To extend the probationary contract for an additional year.
7. After an extended one-year probationary contract and an evaluation, a recommendation will be made to the Superintendent, or the Superintendent will determine:
  - 7.1 To award a ~~three year term continuous contract and~~ designation

7.2 To allow the extended one-year probationary contract and designation to expire and return the administrator to an appropriate teaching assignment, after informing the individual.

### Principals

8. For each year of the probationary period, the Superintendent or designate shall evaluate the Principal.

9. In the fourth year of a Principal designation and based on the results of a performance review conducted by the Superintendent or designate of the Superintendent, the Superintendent will determine as per Section 4.5 of the Collective Agreement,:

9.1 To provide a continuous designation,

9.2 To allow the contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.

10. The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

*References: Board Policy:105 Vision, Mission, Values  
Admin Procedure: 723 Growth, Supervision and Evaluation of Principals and Vice Principals  
Education Act: Section 197  
Leadership Quality Standard (LQS)  
Three Year Education Plan  
Alberta Teachers' Association Collective Agreement*





**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources

**GOVERNANCE POLICY:** [Policy 105 - Vision, Mission, Values](#)  
[Policy 700 - Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** [AP722 – Growth and Supervision of School Administrators](#)  
[AP723 – Evaluation of School Administrators](#)  
*Education Act: Section 197*  
*Leadership Quality Standard*  
*Education Plan*

**SUBJECT:** Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals

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**PURPOSE:**

For information.

**BACKGROUND:**

Sturgeon Public Schools recognizes the importance of having effective school administrators, who are accomplished teachers, to direct student learning and the business of the Division. Based on The *Leadership Quality Standard (LQS)*, the Division strives to select school administrative leaders who can consistently analyze context and make decisions about what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

Previously *AP723 – Evaluations of School Administrators* - did not address the growth and supervision component for School Administrators which is now contained in the new *AP723 – Growth Supervision and Evaluation*. This new *AP723* clearly defines the process for growth, supervision and evaluation of a school administrator

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals

Replaces the existing Administrative Procedure 723- Evaluation of School Administrators

## Administrative Procedure 723- Growth, Supervision and Evaluation of Principals and Vice Principals

### Purpose

Sturgeon Public Schools believes that growth, supervision and evaluation of Principals and Vice Principals are key components to effective leadership practice. Sturgeon Public Schools recognizes the importance of having effective school leaders, who are accomplished teachers, to direct student learning and the business of the Division. To meet the Leadership Quality Standard (LQS), school leaders must consistently analyze context and make decisions on what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

### Procedure

1. Administrator Professional Growth plans shall be submitted as follows:
  - 1.1 All Principals are responsible for submitting a Professional Growth Plan to the Superintendent by October 15 each school year.
  - 1.2 All Vice Principals are responsible for submitting a Professional Growth Plan to their Principal by October 15 each school year.
2. The performance of Principals shall be evaluated by the Superintendent or designate according to the following schedule:
  - 2.1 During the probationary period;
  - 2.2 When the Principal is in an acting position for more than six months;
  - 2.3 Every third year for continuous contract Principals new to their location;
  - 2.4 Every fifth year for continuous contract Principals in their current location.
3. The performance of Vice Principals shall be evaluated by the Principal according to the following schedule:
  - 3.1 During the probationary period;
  - 3.2 When the Vice Principal is in an acting position for more than six months;
  - 3.3 Every third year for ~~term~~-continuous contract Vice Principals who are new to their location;
  - 3.4 Every fifth year for ~~term~~-continuous contract Vice Principals in their current location.

4. Administrative evaluations may be initiated at the request of the Vice Principal, Principal or Superintendent.

5. The administrator's evaluation shall proceed as follows:

5.1 The administrator will be provided with a Notice of Evaluation on or before November 15<sup>th</sup> of the school year;

5.2 The Superintendent/designate or the Principal will meet with the administrator to confirm:

5.2.1 The reason for the evaluation;

5.2.2 The evaluation process;

5.2.3 The sources of data and the methods for collecting the data;

5.2.4 The evaluation criteria based on the Leadership Quality Standard (LQS);

5.2.5 The responsibilities of the Superintendent/designate, Principal or administrator being evaluated;

5.2.6 The timelines to be applied.

5.3 The Evaluation Summary Report shall be completed no later than April 30 each school year and shall include:

5.3.1 An introduction;

5.3.2 A statement of evaluation purpose;

5.3.3 An overview of the context in which the administrator works;

5.3.4 Evidence of practice;

5.3.5 Identification of the leadership strengths of the administrator;

5.3.6. Identification of areas for growth and/or improvement;

5.3.7. A brief concluding statement;

5.3.8 The administrator's response to the evaluation;

5.3.9 A recommendation to the Superintendent or by the Superintendent;

5.4 The administrator and evaluator will sign the report. A copy of the report will be provided to the administrator. The original report will be forwarded to the Superintendent and retained in the Personnel File.

5.5 An administrator being evaluated shall be given the opportunity to append a written response to the Evaluation Summary Report within five operational days of the meeting with the evaluator.

6. Administrative Evaluation Appeals:

6.1 A Vice Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.2 A Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.3 The Superintendent shall determine if a review is warranted.

6.4 The result of the review cannot be appealed.

7. The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

8. The Board or Superintendent shall not be restricted from taking any action or exercising any right or power granted by the Education Act.

*References:*

*Board Policy: 105 Vision, Mission, Values*

*Admin Procedure: 722 Probationary Contracts for Principals and Vice Principals.*

*Education Act: Section 197*

*Leadership Quality Standard (LQS)*

*Alberta Teachers' Association Collective Agreement*

*Three Year Education Plan*



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent

**GOVERNANCE POLICY:** [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)  
[Policy 115 – Sexual Orientation and Gender Identities](#)  
[Policy 120 – Harassment](#)  
[Policy 900 – Student Conduct and Discipline](#)

**ADDITIONAL REFERENCE:** [AP900 – Student Conduct](#)  
Education Act: Section 35, 35.1

**SUBJECT:** Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments

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**PURPOSE:**

For information.

**BACKGROUND:**

At the June 22, 2022, Public Board Meeting, Trustees approved *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments*. Attached for Trustee information is *Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments* with amendments.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments – Changes Accepted
2. Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments – Tracked Changes



## PURPOSE

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, inclusive, equitable, safe and healthy environment for all students and employees.

The Board believes that each student and staff member have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.

The Board believes that all members of a school community share the responsibility to foster respect for diversity and promote equity, inclusion and human rights.

## PROCESS

The Deputy Superintendent Education Services is responsible for maintaining this Administrative Procedure.

## PROCEDURE

### Definitions:

**Bullying:** repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

**Discrimination:** negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, gender identity or gender expression.

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- Admin Procedure: 900 Student Conduct
- The Education Act: Section 35, 35.1
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- [Guidelines for Best Practices: Alberta Government](#)



Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

Intimidation: intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

School Community: students enrolled in the school and their parents/guardians; children enrolled in an Early Childhood Services program at the school and their parents/guardians; the school staff; and other persons who have an interest in the school.

1. Principals shall:

- 1.1 ensure all staff members share responsibility for proactively creating and maintaining welcoming, inclusive, equitable, safe and healthy learning environments that acknowledge and promote understanding, respect and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community;
- 1.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights;
- 1.3 provide equity of opportunity, and access to programs, services, and resources to support all students in realizing their full potential;
- 1.4 immediately grant permission for the establishment of a student organization or the holding of an activity at the school;
- 1.5 a reasonable time from the date the principal receives the request, designate a staff member to serve as a staff liaison;

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- Admin Procedure: 900 Student Conduct
- The Education Act: Section 35, 35.1
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- [Guidelines for Best Practices: Alberta Government](#)



Responsible Administrator: Deputy Superintendent, Education Services

- 1.6 inform students of their right to select a respectful and inclusive name for the organization or activity, including the name Gay Straight Alliance or Queer Straight Alliance, after consulting with the Principal;
- 1.7 be responsible for ensuring that any notification of a student organization or activity is limited to the fact of the establishment of the organization or holding of the activity;
- 1.8 immediately inform the Deputy Superintendent if no staff member is available to serve as a staff liaison;
  - 1.8.1 The Superintendent shall communicate with the Minister should a staff member not be available to serve as a staff liaison.
- 1.9 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying, whether they occur in person or in digital form, on or off school property;
- 1.10 create a clear reporting and investigative process and a safe environment for students, parents/guardians, staff and members of the school community to bring concerns forward in a timely manner;
- 1.11 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;
- 1.12 establish and maintain a written student code of conduct; and
- 1.13 hold everyone under their authority accountable for their behaviour and actions such as discrimination, intimidation or bullying; and work with staff, students and families to provide supports and resolve issues and concerns in a timely fashion.

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- Admin Procedure: 900 Student Conduct
- The Education Act: Section 35, 35.1
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- [Guidelines for Best Practices: Alberta Government](#)





2. Teachers shall:
  - 2.1 help all students work to their full potential and develop their sense of self-worth;
  - 2.2 assist students to be empathetic leaders in their classroom, school and community by building positive social, leadership and resiliency skills;
  - 2.3 maintain standards of behaviour for all students to contribute to a positive school climate; and
  - 2.4 communicate regularly and meaningfully with parents/guardians and report incidents of discrimination, intimidation and bullying, to administration and assist administration when conducting an investigation into such incidents.
3. Students and families play an important role in creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments.
4. Students, parents and guardians have the responsibility to meet the expectations as outlined in Policy 900 - Student Conduct and Discipline and Administrative Procedure 900 - Student Conduct.

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- Admin Procedure: 900 Student Conduct
- The Education Act: Section 35, 35.1
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- [Guidelines for Best Practices: Alberta Government](#)



Responsible Administrator: ~~Deputy~~Associate Superintendent  
Education Services

**PURPOSE**

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, ~~inclusive~~earing, ~~respectful and equitable~~, safe and ~~healthy~~ working and learning environment for all students and employees.

The Board believes that each student and staff member have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.

The Board believes that all members of a school community share the responsibility to foster respect for diversity and promote equity, inclusion and human rights.

**PROCESS**

The ~~Deputy -Associate~~ Superintendent Education Services is responsible for maintaining this Administrative Procedure.

**PROCEDURE**

**Definitions:**

Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

Discrimination: negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, gender identity or gender expression.

Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

- References:
- Board Policy: 110 ~~Equity, Diversity, Inclusion and Human Rights~~ Welcoming Inclusive, Safe and Healthy Environments
  - Board Policy: 115 Sexual Orientation ~~and~~, Gender Identitiesy and Gender Expression
  - Board Policy: 120 Harassment
  - Board Policy: 900 Student Conduct and Discipline
  - Admin Procedure: 900 Student Conduct
  - The Education Act: Section ~~35, 35.146~~
  - Vision, Mission and Values Statement
  - Canadian Charter of Rights and Freedoms
  - Alberta Human Rights Act
  - Freedom of Information and Protection of Privacy Act
  - Guidelines for Best Practices: Alberta Government



Responsible Administrator: ~~Deputy~~ **Associate** Superintendent  
Education Services

Intimidation: intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

School Community: students enrolled in the school and their parents/guardians; children enrolled in an Early Childhood Services program at the school and their parents/guardians; the school staff; and other persons who have an interest in the school.

1. Principals shall:

- 1.1 ensure all staff members share responsibility for proactively creating and maintaining welcoming, ~~inclusive caring, equitable respectful,~~ safe and ~~healthy inclusive~~ learning environments that acknowledge and promote understanding, respect and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community;
- 1.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights;
- 1.3 provide equity of opportunity, and access to programs, services, and resources to support all students in realizing their full potential;
- 1.4 immediately grant permission for the establishment of a student organization or the holding of an activity at the school;
- 1.5 a reasonable time from the date the principal receives the request, designate a staff member to serve as a staff liaison;
- 1.6 inform students of their right to select a respectful and inclusive name for the organization or activity, including the name Gay Straight Alliance or Queer Straight Alliance, after consulting with the Principal;

References:

- Board Policy: 110 ~~Equity, Diversity, Inclusion and Human Rights~~ Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation ~~and~~, Gender Identities ~~and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- Admin Procedure: 900 Student Conduct
- The Education Act: Section ~~35, 35.146~~ 35
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- Guidelines for Best Practices: Alberta Government



Responsible Administrator: ~~Deputy~~ **Associate** Superintendent  
Education Services

- 1.7 be responsible for ensuring that any notification of a student organization or activity is limited to the fact of the establishment of the organization or holding of the activity;
  - 1.8 immediately inform the ~~Associate~~ **Deputy** Superintendent if no staff member is available to serve as a staff liaison;
    - 1.8.1 The Superintendent/~~CEO~~ shall communicate with the Minister should a staff member not be available to serve as a staff liaison.
  - 1.9 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying, whether they occur in person or in digital form, on or off school property;
  - 1.10 create a clear reporting and investigative process and a safe environment for students, parents/guardians, staff and members of the school community to bring concerns forward in a timely manner;
  - 1.11 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;
  - 1.12 establish and maintain a written student code of conduct; **and**
  - 1.13 hold everyone under their authority accountable for their behaviour and actions such as discrimination, intimidation or bullying; and work with staff, students and families to provide supports and resolve issues and concerns in a timely fashion.
2. Teachers shall:
- 2.1 help all students work to their full potential and develop their sense of self-worth;

References:

- Board Policy: 110 ~~Equity, Diversity, Inclusion and Human Rights~~ **Welcoming Inclusive, Safe and Healthy Environments**
- Board Policy: 115 Sexual Orientation **and**, Gender Identities ~~and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct **and Discipline**
- Admin Procedure: 900 Student Conduct
- The Education Act: Section ~~35, 35.146~~
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- Guidelines for Best Practices: Alberta Government**



Responsible Administrator: ~~Deputy~~Associate Superintendent  
Education Services

- 2.2 assist students to be empathetic leaders in their classroom, school and community by building positive social, leadership and resiliency skills;
  - 2.3 maintain standards of behaviour for all students to contribute to a positive school climate; ~~and~~
  - 2.4 communicate regularly and meaningfully with parents/guardians and report incidents of discrimination, intimidation and bullying, to administration and assist administration when conducting an investigation into such incidents.
- 3. Students and families play an important role in creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments.
  - 4. Students, parents and guardians have the responsibility to meet the expectations as outlined in Policy 900 - Student Conduct ~~and Discipline~~ and Administrative Procedure 900 - Student Conduct.

References:

- Board Policy: 110 ~~Equity, Diversity, Inclusion and Human Rights~~ Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation ~~and~~, Gender Identities ~~and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct ~~and Discipline~~
- Admin Procedure: 900 Student Conduct
- The Education Act: Section 35, 35.1-6*
- Vision, Mission and Values Statement*
- Canadian Charter of Rights and Freedoms*
- Alberta Human Rights Act*
- Freedom of Information and Protection of Privacy Act*
- Guidelines for Best Practices: Alberta Government



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent

**GOVERNANCE POLICY:** [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)  
[Policy 115 – Sexual Orientation and Gender Identities](#)  
[Policy 120 – Harassment](#)  
[Policy 900 – Student Conduct and Discipline](#)

**ADDITIONAL REFERENCE:** *Education Act: Section 3, 16, 35.1, 42*

**SUBJECT:** Administrative Procedure – 712 – Employee Conduct – Sexual Orientation and Gender Identities

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**PURPOSE:**

For information.

**BACKGROUND:**

At the June 22, 2022, Public Board Meeting, Trustees approved *Policy 115 – Sexual Orientation and Gender Identities*. Attached for Trustee information is *Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities* with amendments.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities – Changes Accepted
2. Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities – Tracked Changes



Date: August 11, 2022

## PURPOSE

The Board is committed to establishing and maintaining welcoming inclusive, equitable safe and healthy learning and working environments that respect diversity and foster a sense of belonging for all members of the school community. This includes students, staff, and families who identify or are perceived as two spirit, lesbian, gay, bisexual, transgender, transsexual, queer, gender fluid or questioning their sexual orientation, gender identity, or gender expression (2SLGBTQ+). The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school and workplace.

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the *Canadian Charter of Rights and Freedoms*, *Alberta Human Rights Act*, and *Alberta Education Act*. These rights shall be supported and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The Board will not tolerate harassment, bullying, intimidation, or discrimination of a person's real or perceived sexual orientation or gender identity.

## PROCESS

The Deputy Superintendent Education Services is responsible for maintaining this Administrative Procedure.

## PROCEDURE

1. Sturgeon Public Schools strives to ensure that all students and staff members are provided with inclusive, equitable, safe and healthy working environment that respects diversity and fosters a sense of belonging for all students and staff members. All students and staff members share responsibility for creating and maintaining a work environment that is free of prejudice, harassment and discrimination. Complaints of prejudice, harassment and discrimination based on sexual orientation and gender identity shall be promptly investigated and resolved as stated in the Policy 120 – Harassment Policy.

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- The Education Act: Section 3, 16, 35.1, 42
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- [GSA's and QSA's in Alberta Schools: ATA](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Guidelines for Best Practices: Alberta Government](#)



Date: August 11, 2022

Any language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, harassment and discrimination towards students, staff, or families on their real or perceived sexual orientation or gender identity will not be tolerated.

2. Schools shall ensure that the school student code of conduct references a prohibition of language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, harassment or discrimination.
3. The Principal shall:
  - 3.1 consult with staff, parents and students in the development of school-based practices that support the implementation of division Policy 115 – Sexual Orientation and Gender Identities;
  - 3.2 ensure all aspects of this Administrative Procedure are clearly and periodically communicated to all students, families and staff;
  - 3.3 ensure that students are informed of their ability to request support to establish or lead an activity or organization intended to promote an inclusive, equitable, safe and healthy environment that respects diversity and fosters a sense of belonging including but not limited to organizations such as gay-straight alliances, diversity clubs and anti-bullying clubs and that any refusal to establish such a request may be appealed to the Board of Trustees in accordance with Section 35.1 of the *Education Act*;
  - 3.4 ensure staff members address and provide appropriate remedial consequences for all interactions involving the use of comments, behaviours and actions which are homophobic, transphobic, and sexist, whether they occur in person or in digital form, on or off school property;
  - 3.5 ensure staff members know their professional responsibility to identify discriminatory attitudes and behaviors and create inclusive, equitable, safe, healthy and respectful learning environments;

## References:

Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments  
Board Policy: 115 Sexual Orientation and Gender Identities  
Board Policy: 120 Harassment  
Board Policy: 900 Student Conduct and Discipline  
The Education Act: Section 3, 16, 35.1, 42  
Vision, Mission and Values Statement  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act  
[GSA's and QSA's in Alberta Schools: ATA](#)  
Freedom of Information and Protection of Privacy Act  
[Guidelines for Best Practices: Alberta Government](#)





Date: August 11, 2022

- 3.6 ensure awareness and adherence to all district policies with respect to diversity, equity, human rights, sexual orientation, gender identities, prejudice, harassment and discrimination;
- 3.7 ensure staff utilize language and educational resources and approaches that are inclusive; age-appropriate, and respectful of diverse sexual orientations and gender identities
- 3.8 provide inclusive and respectful services and supports to sexual and gender minority students and families;
- 3.9 ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity;
- 3.10 ensure staff work proactively to eliminate systemic inequities and barriers to learning for sexual and gender minority students and families;
- 3.11 identify a staff member to serve as a safe contact for sexual and gender minority students;
- 3.12 inform the school community about the location and availability of this safe contact resource person;
- 3.13 ensure discriminatory behaviors and complaints will be taken seriously, documented and dealt with expeditiously;
- 3.14 ensure that the school's Student Code of Conduct is consistent with Board requirements, is publicly available, reviewed annually, provided to all school staff, students and parents of the students of the school;
- 3.15 ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information.

References:

*Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments*  
*Board Policy: 115 Sexual Orientation and Gender Identities*  
*Board Policy: 120 Harassment*  
*Board Policy: 900 Student Conduct and Discipline*  
*The Education Act: Section 3, 16, 35.1, 42*  
*Vision, Mission and Values Statement*  
*Canadian Charter of Rights and Freedoms*  
*Alberta Human Rights Act*  
[GSA's and QSA's in Alberta Schools: ATA](#)  
[Freedom of Information and Protection of Privacy Act](#)  
[Guidelines for Best Practices: Alberta Government](#)



Date: August 11, 2022

4. To assist all staff to become more knowledgeable about sexual and gender minority identities, cultures, and communities, schools will provide professional learning opportunities to assist all staff to acquire the knowledge, skills, attitudes, and appropriate teaching practices necessary to create -inclusive, equitable, safe, healthy and respectful schools.
5. Staff members shall ensure that learning resources shall be chosen and/or updated to promote critical thinking and should include age-appropriate materials that accurately reflect the diversity of sexual and gender minority families, cultures, and communities.

### Gender Identity and Gender Expression

6. To support the safety, health, well-being and educational needs of students who identify as, or are perceived to be, gender minorities, staff shall adhere to the following recommended practices wherever possible and appropriate:
  - 6.1 Names and Pronouns - A student or staff member has the right to be addressed by a name and pronoun that corresponds to his or her consistently asserted gender identity.
  - 6.2 Official Records and Communication -
    - 6.2.1 When requested in writing by an independent student, or the parent/guardian all school forms and records shall be changed to ensure that a student's preferred name and sex, or gender is current on internal school documentation including: class lists, timetables, student files, identification cards.
      - 6.2.1.1 Legal guardians or the independent student provides the request to the school principal.
      - 6.2.1.2 The principal will consult with the applicable staff regarding the requested change.
      - 6.2.1.3 The Principal advises the Administrative Assistant to add the preferred name and/or change the gender identity within Power School.

#### References:

Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments  
Board Policy: 115 Sexual Orientation and Gender Identities  
Board Policy: 120 Harassment  
Board Policy: 900 Student Conduct and Discipline  
The Education Act: Section 3, 16, 35.1, 42  
Vision, Mission and Values Statement  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act  
[GSA's and QSA's in Alberta Schools: ATA](#)  
Freedom of Information and Protection of Privacy Act  
[Guidelines for Best Practices: Alberta Government](#)



Date: August 11, 2022

Responsible Administrator: Deputy Superintendent, Education Services

- 6.2.1.4 A work ticket is submitted to Technology Services requesting the student's login and access information is changed.
- 6.2.2 Subject to Alberta Education changing the requirements, a student's preferred name will appear on unofficial documents such as, but not limited to: student notifications, Diploma Exams labels, Provincial Assessment labels, Detailed Academic Report (DAR).
- 6.2.3 An independent student or the parent/guardian shall be informed by school staff that a legal name change is required if they desire the official Alberta Education documents to reflect another name (Official transcripts ordered through *MyPass*, credentials such as diplomas /certificates).
- 6.3 Gender-Segregated Activities - To the greatest extent possible, schools should reduce or eliminate the practice of segregating students by gender (except for already established single gender-based alternative programs).

In classroom activities or school programs where students are segregated by gender, all students should be given the option to be included in the group that corresponds to their consistently asserted gender identity.

6.4 Athletics, Locker Room, and Change Room Access and Accommodation

- 6.4.1 All schools shall proactively review their student athletic policies to ensure they are inclusive of sexual and gender minority students. Transgender and transsexual students shall not be asked or required to have Physical Education outside of assigned class time, and shall, subject to safety considerations, be permitted to participate in any gender-segregated activities in accordance with their consistently asserted gender identity.

References:

Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments  
Board Policy: 115 Sexual Orientation and Gender Identities  
Board Policy: 120 Harassment  
Board Policy: 900 Student Conduct and Discipline  
The Education Act: Section 3, 16, 35.1, 42  
Vision, Mission and Values Statement  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act  
[GSA's and QSA's in Alberta Schools: ATA](#)  
Freedom of Information and Protection of Privacy Act  
[Guidelines for Best Practices: Alberta Government](#)



**PURPOSE**

The Board is committed to establishing and maintaining a welcoming inclusive, equitable, caring, respectful and safe and healthy learning and working environments that respects diversity and fosters a sense of belonging for all members of the school community. This includes students, staff, and families who identify or are perceived as two spirit, lesbian, gay, bisexual, transgender, transsexual, two spirit, queer, gender fluid or questioning their sexual orientation, gender identity, or gender expression (2SLGBTQ+). The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school and workplace.

All members of the school community have the right to learn and work in an environment free of prejudice, harassment and discrimination. This right is guaranteed under the *Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta Education Act*. These rights shall be supported and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The Board will not tolerate harassment, bullying, intimidation, or discrimination of a person's real or perceived sexual orientation or gender identity, identity, or gender expression.

**PROCESS**

The ~~Deputy Associate~~ Superintendent Education Services is responsible for maintaining this Administrative Procedure.

**PROCEDURE**

1. Sturgeon Public Schools strives to ensure that all students and staff members are provided with inclusive, equitable, safe, and healthy and a welcoming, caring, respectful and safe working respectful working environment that respects diversity and fosters a sense of belonging for all students and staff members. All students and staff members share responsibility for creating and maintaining a work environment that is free of prejudice, harassment and discrimination. Complaints of prejudice, harassment and discrimination based on sexual orientation and, gender identity, and gender expression shall be promptly investigated and resolved as stated in the Policy 120 – Harassment Policy.

References:

Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments ~~Equity, Diversity, Inclusion and Human Rights~~  
Board Policy: 115 Sexual Orientation, and Gender Identities ~~and Gender Expression~~  
Board Policy: 120 Harassment  
Board Policy: 900 Student Conduct and Discipline  
*The Education Act*: Section 16, 3, 35.1, 42  
Vision, Mission and Values Statement  
*Canadian Charter of Rights and Freedoms*  
*Alberta Human Rights Act*  
GSA's and OSA's in Alberta Schools: ATA  
*Freedom of Information and Protection of Privacy Act*  
Guidelines for Best Practices: Alberta Government



Responsible Administrator: ~~Deputy Associate~~ Superintendent  
Education Services

~~1.~~ -~~Any~~ language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, harassment and discrimination towards students, staff, or families on their real or perceived sexual orientation or gender ~~identity or gender expression will~~ identity will not be tolerated.

2. Schools shall ensure that the school student code of conduct references a prohibition of language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, harassment or discrimination.

3. The Principal shall:

3.1 consult with staff, parents and students in the development of school based ~~policies and~~ practices that support the implementation of division Policy 115 – Sexual Orientation and Gender Identities;

3.2 ensure all aspects of this Administrative Procedure are clearly and periodically communicated to all students, families and staff;

3.3 ensure that students are informed of their ability to request support to establish or lead an activity or organization intended to promote an welcoming, caring, respectful and safe learning inclusive, equitable, safe, and healthy ~~and respectful~~ environment that respects diversity and fosters a sense of belonging including but not limited to organizations such as gay-straight alliances, diversity clubs and anti-bullying clubs and that any refusal to establish such a request may be appealed to the ~~Board of Trustees~~ Board of Trustees in accordance with Section **35.1** of the *Education Act*;

3.4 ensure staff members address and provide appropriate remedial consequences for all interactions involving the use of comments, behaviours and actions which are homophobic, transphobic, and sexist, whether they occur in person or in digital form, on or off school property;

3.5 ensure staff members know their professional responsibility to identify discriminatory attitudes and behaviors and create inclusive, equitable, safe, healthy and respectful ~~caring, respectful and safe~~ learning environments;

3.6 ensure awareness and adherence to all district policies with respect

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments ~~Equity, Diversity, Inclusion and Human Rights~~
- Board Policy: 115 Sexual Orientation, and Gender Identities ~~and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- The Education Act*: Section 16, 3, 35.1, 42
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms*
- Alberta Human Rights Act*
- GSA's and OSA's in Alberta Schools: ATA
- Freedom of Information and Protection of Privacy Act*
- Guidelines for Best Practices: Alberta Government



Responsible Administrator: ~~Deputy~~ Associate Superintendent  
Education Services

to diversity, equity, human rights, sexual orientation, gender identities  
~~identity, gender expression~~, prejudice, harassment and discrimination;

- 3.7 ensure staff utilize language and educational resources and approaches that are inclusive; age-appropriate, and respectful of diverse sexual orientations and, gender identities ~~and gender expressions~~;
  - 3.8 provide inclusive and respectful services and supports to sexual and gender minority students and families;
  - 3.9 ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity;
  - 3.10 ensure staff work proactively to eliminate systemic inequities and barriers to learning for sexual and gender minority students and families;
  - 3.11 identify a staff member to serve as a safe contact for sexual and gender minority students;
  - 3.12 inform the school community about the location and availability of this safe contact resource person;
  - 3.13 ensure discriminatory behaviors and complaints will be taken seriously, documented and dealt with expeditiously;
  - 3.14 ensure that the school's Student Code of Conduct is consistent with Board requirements, is publicly available, reviewed annually, provided to all school staff, students and parents of the students of the school;
  - 3.15 ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information.
4. To assist all staff to become more knowledgeable about sexual and gender minority identities, cultures, and communities, schools will provide professional learning opportunities to assist all staff to acquire the

References:

Board Policy: 110. Welcoming Inclusive, Safe and Healthy Environments ~~Equity, Diversity, Inclusion and Human Rights~~  
 Board Policy: 115 Sexual Orientation, and Gender Identities ~~and Gender Expression~~  
 Board Policy: 120 Harassment  
 Board Policy: 900 Student Conduct and Discipline  
 The Education Act: Section 16, 3, 35.1, 42  
 Vision, Mission and Values Statement  
 Canadian Charter of Rights and Freedoms  
 Alberta Human Rights Act  
GSA's and OSA's in Alberta Schools: ATA  
 Freedom of Information and Protection of Privacy Act  
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Responsible Administrator: ~~Deputy~~Associate Superintendent  
Education Services

knowledge, skills, attitudes, and appropriate teaching practices necessary to create ~~safe, inclusive, equitable, and~~ inclusive, equitable, safe, healthy and respectful schools.

- 5. Staff members shall ensure that learning resources shall be chosen and/or updated to promote critical thinking and should include age-appropriate materials that accurately reflect the diversity of ~~Canada's~~ sexual and gender minority families, cultures, and communities.

~~5.~~  
**Gender Identity and Gender Expression**

- 6. To support the safety, health, well-being and educational needs of students who identify as, or are perceived to be, gender minorities, staff shall adhere to the following recommended practices wherever possible and appropriate:
  - 6.1 Names and Pronouns - A student or staff member has the right to be addressed by a name and pronoun that corresponds to his or her consistently asserted gender identity. ~~identity or gender expression.~~

6.2 Official Records and Communication --

6.2.1 When requested in writing by an independent student, or the parent/guardian ~~in writing~~ all school forms and records shall be changed to ensure that a student's preferred name and sex, or gender is current on internal school documentation including: class lists, timetables, student files, identification cards.

6.2.1.1 ~~Legal guardians or the independent student provides the request to the school principal.~~

6.2.1.2 ~~The principal will consult with the applicable staff regarding the requested change.~~

6.2.1.3 ~~The Principal advises the Administrative Assistant to add the preferred name and/or change the gender identity within Power School.~~

6.2.1.4 ~~A work ticket is submitted to Technology Services requesting the student's login and access information is changed.~~

References:

Board Policy: 110. Welcoming Inclusive, Safe and Healthy Environments ~~Equity, Diversity, Inclusion and Human Rights~~  
Board Policy: 115 Sexual Orientation, and Gender Identities ~~and Gender Expression~~  
Board Policy: 120 Harassment  
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*Alberta Human Rights Act*  
GSA's and OSA's in Alberta Schools: ATA  
*Freedom of Information and Protection of Privacy Act*  
Guidelines for Best Practices: Alberta Government



Responsible Administrator: ~~Deputy~~ Associate Superintendent  
Education Services

~~6.2.2 Subject to Alberta Education changing the requirements, the student’s legal name, as registered under the Vital Statistics Act (or, if the student was born in a jurisdiction outside Alberta) shall be displayed in the local Student Information System (SIS) and Provincial Approach to Student Information (PASI) system, as well as on transcripts, credentials and provincial assessments. Subject to Alberta Education changing the requirements, a student’s preferred name will appear on unofficial documents such as, but not limited to: student notifications, Diploma Exams labels, Provincial Assessment labels, Detailed Academic Report (DAR).~~

6.2

~~6.2.3 An independent student or the parent/guardian shall be informed by school staff that a legal name change is required if they desire the official Alberta Education documents to reflect another name. (Official transcripts ordered through MyPass, credentials such as diplomas /certificates).~~

6.3 Gender-Segregated Activities - To the greatest extent possible, schools should reduce or eliminate the practice of segregating students by gender (~~with the exception of~~ except for already established single gender-based alternative programs).

In classroom activities or school programs where students are segregated by gender, all students should be given the option to be included in the group that corresponds to their consistently asserted gender identity, and gender expression.

6.4 Athletics, Locker Room, and Change Room Access and Accommodation

6.4.1 All schools shall proactively review their student athletic policies to ensure they are inclusive of sexual and gender minority students. Transgender and transsexual students shall not be asked or required to have Physical Education outside of assigned class time, and shall, subject to safety considerations, be permitted to participate in any gender-segregated activities in accordance with their consistently asserted gender identity, identity and gender expression.

References:

- Board Policy: 110. ~~Welcome Inclusive, Safe and Healthy Environments~~ Equity, Diversity, Inclusion and Human Rights
- Board Policy: 115 ~~Sexual Orientation, and Gender Identities and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- The Education Act: Section 16, 3, 35.1, 42
- Vision, Mission and Values Statement
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- GSA's and OSA's in Alberta Schools: ATA
- Freedom of Information and Protection of Privacy Act
- Guidelines for Best Practices: Alberta Government





6.4.2 All students shall, subject to safety considerations, have access to locker room facilities that correspond to their consistently asserted gender identity ~~identity and gender expression~~. In locker rooms that require undressing in front of others, students who desire increased privacy, for any reason (e.g., medical, religious, cultural, gender identity, personal preference) shall be provided with accommodations that best meet their individual needs and privacy concerns.

6.4.3 All students and staff shall have access to the restroom that allows for appropriate privacy. Staff shall consistently demonstrate sensitivity to the needs and safety of all students with respect to restroom or locker room access. The Principal shall ensure that individual solutions to restroom access or locker room are implemented with respect and discretion.

6.4.4 The use of locker room facilities or restrooms by transgender and transsexual students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration, ensuring the student's safety and comfort, minimizing stigmatization and providing equal opportunity to participate fully in school programming. The decision with regard to use of locker rooms or restroom facilities shall be made in consultation with the transgender student.

7 All students and staff have the right to dress in a manner consistent with their consistently asserted gender identity ~~or gender expression~~ and within the guidelines established by schools.

8 All students, regardless of their sexual orientation or, gender identity ~~or gender expression~~, have the right to participate in all curricular and extra-curricular activities.

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments ~~Equity, Diversity, Inclusion and Human Rights~~
- Board Policy: 115 Sexual Orientation, and Gender Identities ~~and Gender Expression~~
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
- The Education Act*: Section 16, 3, 35.1, 42
- Vision, Mission and Values Statement
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- GSA's and OSA's in Alberta Schools: ATA
- Freedom of Information and Protection of Privacy Act*
- Guidelines for Best Practices: Alberta Government



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources  
**GOVERNANCE POLICY:** [AP 440 - Local Authorities Pension Plan](#)  
**ADDITIONAL REFERENCE:** [Policy 415 - Local Authorities Pension Plan](#)  
Alberta Pensions Service – CICA Handbook S.5815

**SUBJECT:** Administrative Procedure 440 – Local Authorities Pension Plan

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**PURPOSE:**

For information.

**BACKGROUND:**

Administration has amended *Administrative Procedure 440 – Local Authorities Pension Plan* as advised by the external auditor in June 2022. *AP440 – Local Authorities Pension Plan* must include the new sections 12.1 and 13 to ensure compliance with the Local Authorities Pension Plan Guidelines which state that Full-time equivalent (FTE) unit(s) must be listed in the organization’s guidelines.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 440 – Local Authorities Pension Plan – Changes Accepted
2. Administrative Procedure 440 – Local Authorities Pension Plan – Tracked Changes



## **PURPOSE**

The Board provides pension benefits to non-teaching employees in the Local Authorities Pension Plan.

## **PROCESS**

- The Superintendent assigns the administration of this employee benefit to Human Resources and Payroll departments.
- This employee benefit plan shall be administered in accordance with the Plan Guidelines provided by Alberta Pensions Services. The following Guidelines comply with APS requirements.

## **PROCEDURE**

1. Membership
  - 1.1 All continuous employees under the age of 71.
  - 1.2 Continuous means there is no foreseen end date to employment.
  - 1.3 Part time employees who work more than 15 hours a week, once eligible and enrolled in LAPP, will continue to contribute.
  - 1.4 GEC employees who are scheduled to work 30 or more hours on average per week are eligible to participate in the plan.
  - 1.5 CUPE employees who are scheduled to work 27.5 or more hours on average per week are eligible to participate in the plan.
  - 1.6 Non-unionized, term contract employees in a leadership or senior leadership role may be eligible if specified in their contract of employment
2. Other Conditions
  - 2.1 A normal working year, is no longer than a calendar year and is otherwise determined by the employer's written policy.
  - 2.2 Probationary period for CUPE employees cannot exceed three

References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



months following commencement of employment. If the CUPE member has any prior service with the employer, this service must be applied against the three-month probation period. LAPP commences immediately for GEC employees.

- 2.3 If the member changes LAPP employers with no break in service and contributed to LAPP with the first employer, the new employer cannot require a probationary period.
- 2.4 If an employee applies to transfer service into the Plan under a reciprocal transfer agreement, the employer cannot require a probationary period.
- 2.5 Employer participation policies must comply with pension legislation.
- 2.6 A collective agreement does not constitute an employer pension policy: a separate, written pension policy must be developed and enforced and staff should be made aware of it. In the event that the employer policy conflicts with current legislation, the legislation will prevail.

### 3. Excluded from Membership

- 3.1 All employees who are scheduled to work fewer than 15 hours per week or 780 hours in a normal work year.
- 3.2 All employees 71 years of age and older.
- 3.3 All employees currently receiving a monthly pension from LAPP.

### 4. Re-employment Rules for Pensioners

- 4.1 LAPP pensioners may recommence work for a LAPP employer and their pension will not be suspended no matter when the work commences or how long the work continues.
- 4.2 Pensioners will continue to receive their pensions even if re-employed by their previous employer. They cannot re-join LAPP to earn additional pensionable service.

References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



Responsible Administrator: Associate Superintendent Human Resources

- 4.3 Any non-LAPP pensioner employed by a LAPP employer is subject to the current LAPP pension eligibility rules.
- 4.4 Before commencing a pension, a plan member must terminate his or her employment with his or her employer plan or move to a position that does not require participation.
5. Pensionable Salary
  - 5.1 Pensionable salary represents the salary from which pension contributions are determined and can be defined as the member's gross basic pay for performing the regular duties of their employment.
  - 5.2 The following types of pay are examples of non-pensionable pay:
    - 5.2.1 holiday and vacation pay paid in a lump sum
    - 5.2.2 expense allowance payments
    - 5.2.3 overtime payments
    - 5.2.4 pay for merit (individual achievement) that is *not* part of a variable pay program
    - 5.2.5 productivity payments or awards (bonuses) that are *not* part of a variable pay program
    - 5.2.6 payment supplementary to employment insurance benefit plans (top-up), and
    - 5.2.7 special remuneration
6. Lump sum remuneration, whether variable or constant in amount from year to year and is paid as part of the employer's variable pay program whose terms are contained in a written policy agreement.
7. Retroactive Salary Changes can increase a member's contributions and pension benefits. Contributions are to be withheld from retroactive salary paid to all members, even if they have already left the Plan. See *LAPP*

References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



*Pension e-guide* - 'Calculating Contributions' for the correct reporting procedures.

8. Leaves of Absence

8.1 Leave without Salary (LWOS)

8.1.1 Depending on employer policy, members may continue paying contributions while on LWOS (contributory) or to defer payment until the leave ends (non- contributory).

8.1.2 Members must make a written commitment to the employer to purchase a non- contributory leave by April 30 following the year in which the leave ended. If the member terminated employment, the commitment must be made within 30 days of ending employment with appropriate documentation maintained on the member's file.

8.2 Leave with Partial Salary (LWPS)

8.2.1 Once an employee has reached 36 months of continuous employment contributions are mandatory and are based on 100% of the salary the member would have earned, including class increases, had they not been on leave.

8.2.2 For employees who have not reached 36 months of continuous employment, purchase of service is optional.

8.2.3 These full-time equivalent earnings, contributions and service will be included in the annual pension details.

9. Long -Term Disability Insurance Continuance Plan

9.1 Extended Disability Benefits are reported at year end and the employee has the option to purchase this 'back service'.

10. Workers' Compensation

10.1 Pension service credits and contributions continue and are based on 100% of the salary the member would have earned had they not been injured.

10.2 Once a worker is granted permanent Workers' Compensation

References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



disability benefits (i.e. a pension), they cease to be a participant unless the employer allows the individual to go on leave. This leave is subject to normal leave limits.

11. Deferred Salary Leave Plan

- 11.1 Contributions continue while a member is deferring part of his/her salary under a salary deferral plan, based on 100% of the pre-deferral salary.
- 11.2 Annual detail reported to APS reflects 100% of pre-deferred pensionable salary, member and employer contributions, and pensionable service.
- 11.3 The period when the member is receiving the deferred salary payments is considered to be a Leave without Salary (LWOS).
- 11.4 The member may purchase this period of leave with employer authorization by either making contributions during the leave period (contributory leave) based on 100% of pre-deferral salary or after returning from the leave (non-contributory leave).
- 11.5 This procedure assumes there are no employer payments made toward this benefit.

12. Contributions

- 12.1 Employers submit to APS both member and employer contributions.

13. Base Unit Calculation

- 13.1 The base unit is reported by dividing the actual units worked by the base unit. The base unit is also used to determine whether a member is reported as full-time or part-time at year-end or on termination.
- 13.2 Pensionable service is not to exceed 1.0 FTE each year.
- 13.3 Employees eligible to contribute to LAPP and work variable positions over a one-year period will include both positions averaged over the year and shall not exceed 1.0 FTE total pensionable service.

References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



Responsible Administrator: Associate Superintendent Human Resources

<i>Support Staff</i>	<i>Days per year</i>	<i>Hours per week</i>	<i>Base hours per month</i>	<i>10 Month Employees</i>	<i>12 Month employees</i>
	215	35.0	150.5	1505.00	1806.00
	215	37.5	161.3	1612.50	1935.00
	222	35.0	141.3	1412.70	1695.24
	222	40.0	161.5	1614.50	1937.40
	240	35.0	140.0	1400.00	1680.00
	260	35.0	151.7	1516.70	1820.04
	260	40.0	161.5	1615.00	1938.00
	260	40.0	173.3	1733.30	2079.96
	188	32.5	122.2	1222.20	
	188	35.0	131.6	1316.00	
	188	37.5	141.0	1410.00	
	188	40.0	150.4	1504.00	
	200	32.5	130.0	1300.00	
	200	35.0	140.0	1400.00	
	200	37.5	150.0	1500.00	
	200	40.0	160.0	1600.00	
	210	40.0	168.0	1680.00	
<i>Base Days per Month</i>					
<i>Admin Staff</i>				21.67	260.04



References: Policy: 415 Local Authorities Pension Plan  
Alberta Pensions Services Corp., CICA Handbook, S.5815





Date: January 13, 2021

Responsible Administrator: Associate Superintendent ~~People Services~~Human Resources

## PURPOSE

The Board provides pension benefits to non-teaching employees in the Local Authorities Pension Plan.

## PROCESS

- The Superintendent/~~GEO~~ assigns the administration of this employee benefit to ~~People Services~~Human Resources and Payroll departments.
- This employee benefit plan shall be administered in accordance with the Plan Guidelines provided by Alberta Pensions Services. The following Guidelines comply with APS requirements.

## PROCEDURE

1. Membership
  - 1.1 All continuous employees under the age of 71.
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References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



Date: January 13, 2021

Responsible Administrator: Associate Superintendent **People  
Services**Human Resources

months following commencement of employment. If the CUPE member has any prior service with the employer, this service must be applied against the three-month probation period. LAPP commences immediately for GEC employees.

- 2.3 If the member changes LAPP employers with no break in service and contributed to LAPP with the first employer, the new employer cannot require a probationary period.
- 2.4 If an employee applies to transfer service into the Plan under a reciprocal transfer agreement, the employer cannot require a probationary period.
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Date: January 13, 2021

Responsible Administrator: Associate Superintendent **People Services**  
**Human Resources**

- 4.3 Any non-LAPP pensioner employed by a LAPP employer is subject to the current LAPP pension eligibility rules.
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    - 5.2.6 payment supplementary to employment insurance benefit plans (top-up), and
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Date: January 13, 2021

Responsible Administrator: Associate Superintendent **People  
Services**Human Resources

*Pension e-guide* - 'Calculating Contributions' for the correct reporting procedures.

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References: *Policy: 415 Local Authorities Pension Plan*  
*Alberta Pensions Services Corp., CICA Handbook, S.5815*



Date: January 13, 2021

Responsible Administrator: Associate Superintendent **People Services**  
**Human Resources**

disability benefits (i.e. a pension), they cease to be a participant unless the employer allows the individual to go on leave. This leave is subject to normal leave limits.

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References: Policy: 415 Local Authorities Pension Plan  
Alberta Pensions Services Corp., CICA Handbook, S.5815



Responsible Administrator: Associate Superintendent **People Services** **Human Resources**

Support Staff	Days per year	Hours per week	Base hours per month	10 Month Employees	12 Month employees
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	215	37.5	161.3	1612.50	1935.00
	222	35.0	141.3	1412.70	1695.24
	222	40.0	161.5	1614.50	1937.40
	240	35.0	140.0	1400.00	1680.00
	260	35.0	151.7	1516.70	1820.04
	260	40.0	161.5	1615.00	1938.00
	260	40.0	173.3	1733.30	2079.96
	188	32.5	122.2	1222.20	
	188	35.0	131.6	1316.00	
	188	37.5	141.0	1410.00	
	188	40.0	150.4	1504.00	
	200	32.5	130.0	1300.00	
	200	35.0	140.0	1400.00	
	200	37.5	150.0	1500.00	
	200	40.0	160.0	1600.00	
	210	40.0	168.0	1680.00	
<i>Base Days per Month</i>					
Admin Staff				21.67	260.04

References: Policy: 415 Local Authorities Pension Plan  
Alberta Pensions Services Corp., CICA Handbook, S.5815



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Superintendent's Office  
**GOVERNANCE POLICY:** [Policy 221 – Role of the Trustee](#)

**SUBJECT:** Board Retreat 2022

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**PURPOSE:**

For information.

**BACKGROUND:**

Annually, the Board of Trustees and Senior Executive attend a Board Retreat. This retreat presents an opportunity for the Board and Senior Executive to reflect, discuss and plan the work to be undertaken for the school year.

This year, the Board Retreat is scheduled for October 3 and 4, 2022. Attached for Board of Trustees' review is the agenda for the two day retreat. This agenda was built to reflect feedback received from the Board at the June 2022 retreat planning meeting.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. DRAFT – Agenda – Board Retreat Day 1 – October 3, 2022
2. Dr. Marty Schafer Biography – FranklinCovey Education
3. DRAFT – Agenda – Board Retreat Day 2 – October 4, 2022



BOARD OF TRUSTEES  
STURGEON PUBLIC SCHOOLS

Board Retreat – Day 1

# AGENDA

**Date:** October 3, 2022

**Start Time:** 9:00 a.m.

**Location:**

9:00 a.m. Arrival

9:15 a.m. Opening Comments, Board Chair

9:30 a.m. Dr. Marty Schafer, Board Consultant  
FranklinCovey Education

Clarity around Board/Superintendent Roles

Shared Vision around Student Success

Accountability and Evaluations

Community Engagement

4:00 p.m. End of Day One





# Dr. Marty Schafer

## Board Consultant

**Building Capacity for Leadership at the Student, District and Community Levels:**

### Great Boards

1. Clarity around Board/ Superintendent Roles
2. Shared Vision around Student Success
3. Accountability and Evaluations
4. Community Engagement

7 Habits of Highly Effective People

4DX for Schools

Speed of Trust

The 4 Essential Roles of Leaders

### The Leader in Me

- Leadership
- Creating Culture
- Academics

*Our Mission: To enable greatness in people and organizations everywhere*

*Personal Mission: “Building a Culture for Student Success”*

*Personal Conviction: “The future of public education largely depends on School Board and District Leadership.”*

**Dr. James “Marty” Schafer** builds leadership capacity and teams at the School Board and Superintendent level. There is a need to develop collaborative problem solvers amidst the current landscape of a global pandemic, social/political unrest and the cultural shift in education. Marty builds on a background of educational experiences, management, military/government relationships and consulting. Dr. Schafer’s key focus has been on leadership development that is both organic and systemic. He has served on the school board for 18 years and was board president for the last 7, in which the district was Washington State’s large school board of the year and a board of distinction for 7 years. Marty continues to develop leadership in his community and build partnerships for the diverse urban school district and community in Lakewood, Washington.

Marty has led leadership and community conferences for schools in the Philippines, with Indigenous groups in Alaska, as well as various venues in the United States. He has been a conference speaker at both educational and multicultural events. He is on the founding team of Everyday Mentoring, B3 Foundation and CELT -Community Engagement Leadership Team (all non-profit agencies committed to investing in a culture of leadership for schools and communities). He also provided direction and vision to expand educational opportunities with the military.

Marty is a lifelong supporter of public education through developing people, teams, curriculum and structures that increase the effectiveness of leadership – “Connectedness equates to Effectiveness.”

Marty holds a bachelor's degree in Urban Planning from Western Washington University and a master’s and doctorate degree from Golden Gate Seminary in the field of Ministry and Leadership Studies.

On a personal note, Marty is married to a high school/consulting teacher and has three amazing daughters (all of whom work in education).

Dr. Marty Schafer

FranklinCovey | Education

m: 253.213.3170

z: <https://franklincovey.zoom.us/j/957120>



**FranklinCovey**  
Education



BOARD OF TRUSTEES  
STURGEON PUBLIC SCHOOLS

Board Retreat – Day 2

# AGENDA

**Date:** October 4, 2022 **Start Time:** 9:00 a.m.

**Location:**

9:00 a.m. Arrival

9:15 a.m. Board Committee Work Plans

- Advocacy Committee
- Building and Maintenance Committee
- Finance and Human Resources Committee
- Policy Committee
- Transportation Committee

10:45 a.m. BREAK

11:00 a.m. Protocols and Norms

Presentations for the Year

12:00 p.m. LUNCH

1:00 p.m. Trustee Handbook Feedback

Trustee Budget Discussion

2:45 p.m. BREAK

3:00 p.m. General Discussion

4:00 p.m. End of Day Two



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent  
Lauren Walter, Manager, Communications

**GOVERNANCE POLICY:** [Policy 700 – Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** [AP220 – Communications](#)

**SUBJECT:** Communications Report – July and August 2022

---

**PURPOSE:**

For information.

**BACKGROUND:**

The Communications Report for the month of July and early August is included for Trustee information.

Administration is prepared to respond to questions at the August 24, 2022, Public Board Meeting.

**ATTACHMENT(S):**

1. Communications Report – July & August 2022

# Board Memorandum

July & August, 2022



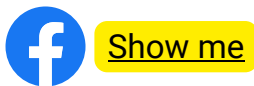
**Sturgeon  
Public Schools**

Dare to reimagine learning

Communications  
Report

# Communications in July has been focused on:

- Promoting the Open Air Kindergarten program at Sturgeon Heights School through a social media marketing campaign, as well as the creation of a digital billboard advertisement currently on display in St Albert.



- Promoting the Sturgeon Public Virtual Academy through a social media campaign as well as the creation of a digital billboard advertisement currently on display in various locations across the City of Edmonton.



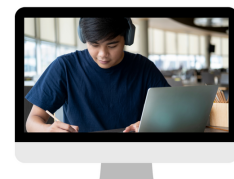
**VIRTUAL ACADEMY**  
GRADES 5 - 9

780-939-4341  
SPVA@STURGEON.AB.CA  
STURGEONPVA.CA

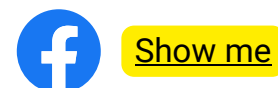


**VIRTUAL ACADEMY**

GRADES 5 - 9

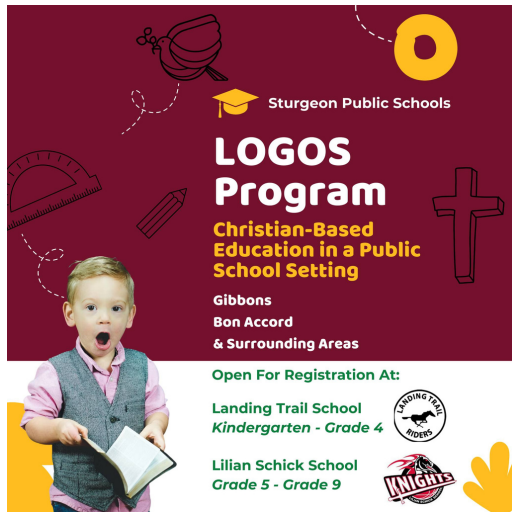


HIGH-QUALITY EDUCATION  
IN AN ONLINE PROGRAM



# Communications in July has been focused on:

- Promoting the LOGOS program at Lilian Schick and Landing Trail schools through a social media campaign as well as an advertisement in the Town of Gibbons August Newsletter.



Sturgeon Public Schools

## LOGOS Program

Christian-Based Education in a Public School Setting

Gibbons  
Bon Accord  
& Surrounding Areas

Open For Registration At:

- Landing Trail School  
Kindergarten - Grade 4
- Lilian Schick School  
Grade 5 - Grade 9

Icons: Sturgeon Public Schools logo, a cross, a hand, and a logo for 'KNIGHTS'.



Show me




August 2022

# GIBBONS NEWSLETTER

The latest programs and events for the Town of Gibbons


Show me

- Growing Legal Public School's registration numbers by using social media to inform the public about the highly skilled, well-rounded staff members that have been hired on.



Ms. Longstaff  
Grade 1/2 Teacher,  
Legal Public School

I'M VERY EXCITED TO GET TO BE A PART OF THE LEGAL COMMUNITY AND HELP OUR NEW SCHOOL GROW!



Grade 1/2 Teacher

Icons: Sun, cloud, and another cloud.



### A LITTLE BIT ABOUT ME:

I'M A MILITARY SPOUSE. MY FIANCÉ IS AN EOD (EXPLOSIVE ORDNANCE DISPOSAL) COMBAT ENGINEER.

I TAKE EACH STEP WITH KINDNESS IN MY HEART, THIS IS A CENTRAL VALUE TO MY CLASSROOM AND LIFE!

MY THREE MOST FAVOURITE THINGS ARE:

1. ANIMALS (I HAVE TWO RESCUE DOGS)
2. A CUP OF TEA
3. ANYTHING SEA TURTLES!

Icons: Star, heart, coffee cup, dog, and turtle.



Show me

# Communications in July has been focused on:

- Planning for and participating in the Town of Legal Fête au Village parade. The staff of Legal Public School, alongside Trustees and the Superintendent, handed out business cards, stickers, candy and frisbees with Sturgeon Public Schools' branding while providing families with information on what our newest school has to offer.



Show me

- Promoting Legal Public School by renting two billboards: one of which is displayed near the Morinville exit on highway 28, and the other which is located along highway 2 just south of Legal.

1



2



# Communications in August has been focused on:

- Outlining the Communications plan for the 2022/2023 school year. We have set goals to increase: student registration, website traffic, and social media engagement. The plan outlines important dates for the year, programs and events to showcase, emergency response protocols, and networking ideas.



- Planning a "Meet and Greet" for parents in the Legal community to come and meet Legal Public School's Principal and Vice Principal, learn about what Sturgeon Public Schools have to offer, and ask any questions they may have regarding the upcoming school year.



Show me



# Sturgeon Public in the Media

- August 1, 2022 — August 2022 Gibbons Newsletter

<https://www.gibbons.ca/public/download/files/215425>

- June 9, 2022 — Media Release, Legal Public School

<https://www.sturgeon.ab.ca/download/392668>

- June 28, 2022 — A New School is Coming to Legal!

<https://www.facebook.com/LegalChamberofCommerce/photos/a.934624586618269/5320994914647859>

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## Upcoming Events

- First day of classes - August 31
- Truth and Reconciliation Week - September 26 to 30th
- Orange Shirt Day - September 30th



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Ruth Kuik, Acting Secretary Treasurer  
Mike Wepler, Acting Director, Facility Services  
**GOVERNANCE POLICY:** [Policy 215 - Organization Chart](#)  
[Policy 705 - Associate Superintendent Corporate Services](#)  
**ADDITIONAL REFERENCE:** [AP615 - School Facilities and Equipment Maintenance](#)  
**SUBJECT:** Facility Services - Summer Project Update

---

**PURPOSE:**

For information.

**BACKGROUND:**

The department of Facility Services is working toward the completion of the department’s summer projects planned for the 2021-2022 season. The attached Facility Services - Summer Project Update lists the projects and completion status for the period of July 1 – August 31, 2022.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Facility Services - Summer Project Update

## **Facility Services - Summer Project Update**

Throughout the summer (July 1 – August 31) when schools were non-operational, the following projects have been undertaken to maintain and improve Division properties and schools.

### **Division**

- All school properties were sprayed for weed control in July.
- Bids are being accepted from contractors for snow removal. Standardization of service and cost will be part of the discussion with contractors.
- Grass cutting is occurring on an 11-day rotation.
- The HEPA project continues with a completion rate of 50%.
- Installation and product costs are being investigated for Water Flow Detectors.
- Start Architecture will begin Value Scoping in the Town of Gibbons in late October.

### **Central Office**

- Building modifications began on August 15, 2022.

### **Bon Accord Community School**

- Exterior painting began on August 11, 2022.

### **Camilla School**

- A storage facility is in development.
- Fencing is close to completion.

### **Four Winds School**

- The storage facility is anticipated to be finished before the start of the school year.

### **Gibbons School**

- Interior painting has been ongoing during July and August.

### **Legal Public School**

- Contract bids are being reviewed for the bathroom renovation project.

### **Landing Trail School**

- The bathroom renovation is complete.

### **Lilian Schick School**

- The bathroom renovation is complete.
- Partial roof maintenance began at the end of July.
- Sidewalk replacement is complete.

### **Namao School**

- New cabinets and flooring have been installed in the kitchen and the countertops have been replaced.
- A partial repaving of the parking lot has been completed.

### **Ochre Park School**

- Partial roof maintenance is underway.

### **Redwater School**

- Renovation to the GOALS room is close to completion.
- The library flooring has been replaced and a living wall has been installed.

### **Sturgeon Composite High School**

- Design discussion for a new field house have been initiated with the Principal.

### **Sturgeon Heights School**

- Estimates to hire a contractor for this project exceed the budget. Therefore, architectural drawings are being priced and Facilities will supervise general contractors to complete the project.
- Sidewalk replacement has been completed.



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Ruth Kuik, Acting Secretary Treasurer  
Amy Hebert, Manager, Transportation Services  
**GOVERNANCE POLICY:** [Policy 405 – Budget Development and Transparency](#)  
**ADDITIONAL REFERENCE:** *Education Act: Sections 139(1)(2), 143, 180, 183, 184*  
**SUBJECT:** Fuel Price Contingency Program Reinstatement

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**PURPOSE:**

For information.

**BACKGROUND:**

June 22, 2022, the Minister of Education announced that the Government of Alberta was reinstating the Fuel Price Contingency Program.

The Fuel Rate Contingency Program Reinstatement resulted in school boards and public charter schools receiving payment for March 2022 through June 2022 in July based on established bus route distances. Additionally, the government clarified that bus route distances would be based on *“the route mileages reported by each school jurisdiction on their 2019/20 student transportation funding application”*.

Sturgeon Public Schools received a total payment of \$413,729 for the Fuel Price Contingency Program this past July. This amount was divided by the total kilometers travelled between March and June 2022 for all contractor buses. This resulted in an approximate payment of \$3.75/kilometer to all Contractors. The payment was processed for payment to the Contractors on July 21, 2022.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Not applicable.



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Superintendent's Office  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** *Education Act: Sections 33, 53*  
**SUBJECT:** Legal Public School Update

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**PURPOSE:**

For information.

**BACKGROUND:**

Sturgeon Public Schools gained access to the Town of Legal in 2011 and since that time the Division has offered families a choice of attending ÉMPS, FWPS, BACS, or LS. The Division has also been running pre-kindergarten programming in Legal since the 2013-2014 school year with the most recent years as an Intergenerational Program in the Chateau Sturgeon Seniors Lodge.

As announced in June 2022, the Division has secured a school in the Town of Legal beginning the 2022-2023 school year. Legal Public School will offer pre-kindergarten to grade 4 programming under the guidance of Ms. Kessia Brenneis who will serve as the Principal of both Legal Public School and Bon Accord Community School (BACS). The school has three classrooms, a gymnasium, office space, a playground with green space, and parking. The Division is proud to be able to offer Legal families with pre-kindergarten to grade 4 children the choice of Public Education in their home community.

Two Billboards, one on Hwy 2 and one on Hwy 28, were purchased for July, August and September. The Division has placed advertisements in the Legal Lerie and increased social media posts to promote the school.

Saturday, July 22, 2022, Principal Brenneis, Trustee Briggs, Trustee Buga, Trustee Gibbons, and Superintendent Warren along with Legal Public School staff participated in the Fête au Village parade. Monday, August 22, 2022, Principal Brenneis, Vice Principal McKinstry, and Trustee Briggs held an Open House for Legal families.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Legal-Lerie – July 2022 Edition – Legal Public School Profile
2. Billboards Proof of Placements

## A New School is Coming to Legal!

We are accepting registrations for Pre-Kindergarten to grade 4 at our **NEW SCHOOL** for the 2022-2023 school year!

Opening a Public school within Legal is a fantastic opportunity for families in and around Legal to access public education in their own community. It will ensure local connections and community spirit while reducing transportation times for those just outside the town but within Sturgeon County.

Come and learn with us in a caring and welcoming community school where our students will love learning and growing together!



The Division looks forward to a future of incorporating many of the learning strategies, programs, and services that we offer to students across our schools, such as:

- Inclusive Learning
- Mental Health and Wellness Coaches
- STEAM Programs
- Recreational Academies
- Inquiry Based Learning
- And more...

New Families to Sturgeon Public Schools are invited to register for any grade level by going to:

<https://www.legalpublicschool.ca/registration>

If you are a current family or already pre registered for the 2022-2023 school year with Sturgeon Public Schools OR have any further questions at all, please contact our central office:

📞 780-939-4341

✉️ [ips@sturgeon.ab.ca](mailto:ips@sturgeon.ab.ca)



Searching for new listings in the  
Legal and Sturgeon County area? Visit:  
**STANGREALESTATE.COM**

Buying, selling, free home evaluations  
or just friendly advice? Call:

**DARREN STANG**

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**ThinkTANK**  
ADVERTISING & DESIGN  
powered by  barefootadvertising Ltd.

# Proof of Placement

## Location Description:

Located along Hwy 2 just south of Legal Facing North







**ThinkTANK**  
ADVERTISING & DESIGN  
powered by  barefootadvertising Ltd.

# Proof of Placement

## Location Description:

Facing North along Hwy 28 just North of Hwy 642



ThinkTANK Advertising & Design powered by  barefootadvertising Ltd.

Web: [thinktankads.com](http://thinktankads.com) Web: [barefootadvertising.ca](http://barefootadvertising.ca) Email: [info@ttads.ca](mailto:info@ttads.ca) Ph: 780.423.5869 TF: 1.866.409.0902



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Superintendent's Office

**GOVERNANCE POLICY:** [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)

**ADDITIONAL REFERENCE:** [AP525 – Counselling Services](#)  
[AP711 – Welcoming Inclusive, Safe and Healthy Environments](#)  
[AP716 – Healthy School Communities](#)

**SUBJECT:** Mental Health Service Classrooms February 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

July 28, 2022, the Government of Alberta announced an additional investment of \$87 million over three years to enhance child and youth addiction and mental health supports and pediatric rehabilitation services. This new funding will enhance the wide variety of supports and services already available in schools.

An investment of \$14 million per year for three years will integrate and expand child and youth recovery-oriented addiction and mental health supports in schools and communities. Child, Adolescent and Family Mental Health (CASA), along with other partners, is supporting the development of a school-based services model to integrate and expand access to addiction and mental health services for children and youth from elementary to high school. The integrated services model will offer clear connections to existing community resources to make it easier for Alberta's families and children to access the services they need.

Sturgeon Public School Division and Edmonton Public School Division have been selected to participate in the mental health in schools pilot, which will see \$10 million per year for 2022/23 and 2023/24 to pilot the delivery of new and innovative supports and services through collaboration between community mental health providers and school authorities.

CASA has chosen Sturgeon Composite High School and Four Winds Public School as the sites to pilot Mental Health Services Classrooms beginning February 2023.

CASA's plan for mental health services in classrooms will include:

- Embedded classroom teams with a mental health therapist, classroom behavioural therapist, and psychiatrist. Support teams with a social worker, nurse, assessment psychologist, occupational therapist, and speech and language therapist.



- Ongoing services will include: evaluation and assessments to inform care plans; individual and group therapy; medication trials and management; family therapy and parenting support; and consultation, education, observation, and recommendations for transitions.

Sturgeon Public Schools is honoured to be selected to partner with CASA in this pilot to bring mental health services closer to Sturgeon Public students and families.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. CASA – Mental Health Service Classrooms Announcement

# CASA CHILD, ADOLESCENT AND FAMILY MENTAL HEALTH

## QUOTES FOR MEDIA MATERIALS

### **Bonnie Blakley, CEO**

“CASA Child, Adolescent and Family Mental Health is pleased to partner with government to bring mental health services closer to Albertan Kids,” says CASA Chief Executive Officer Bonnie Blakley. “CASA has delivered specialized mental health treatment to kids aged three to 18 for more than 30 years. Expanding these services aligns with our vision of a community where all kids have access to timely care and are empowered to thrive.”

### **Janet Hancock, Board Chair**

“As a lifelong educator, I’m grateful the province is making mental health service in classrooms possible,” says CASA Board Chair Janet Hancock. “In my career I was able to pioneer mental health classrooms with wraparound services. I have lived their effectiveness to support children and families. I have seen firsthand how specialized mental health services such as those provided by CASA can save young lives.”

## ABOUT CASA’S PLAN FOR MENTAL HEALTH SERVICES IN CLASSROOMS

- By removing barriers to access, intervening early, educating and up-skilling our partners, and providing step-up from community-based services, we aim to prevent more intensive services later in life. Providing a step-down from intensive services, we will also address gaps and issues in the mental health system for more seamless and easier-to-navigate services.
- Three to six classrooms will launch February 2023, including in Edmonton and Sturgeon County. The goal is for 20 operational mental health service classrooms serving 360 children per year by 2024.
- Classrooms will be a mix of elementary, junior high and high schools.
- Embedded classroom teams will include a mental health therapist, classroom behavioural therapist, and a psychiatrist. Support teams will include a social worker, nurse, assessment psychologist, occupational therapist, and speech and language therapist.
- Ongoing services will include: evaluation and assessments to inform care plans; individual and group therapy; medication trials and management; family therapy and parenting support; and consultation, education, observation and recommendations for transitions.



**CASA**

Child, Adolescent and Family  
Mental Health

## ABOUT CASA

CASA is an Edmonton-based non-profit organization that has delivered holistic, culturally safe wrap-around mental health services to children (age three to 18) and their families for more than 30 years in Alberta. We do this through a team of specialized mental health professionals who are trauma experts committed to delivering outcomes-based programming in collaboration with community partners. CASA's vision is a community where all children, youth and their families are provided timely mental health care and empowered to thrive.

## OUR FIVE-YEAR ROADMAP (2022-2027)

CASA will focus on the following areas over the next five years:

1. Leaders in delivering child-centred, family-inclusive mental health services.
2. Programming efficacy and relevance.
3. Financial health.

## HOW IS CASA LEVELING UP SERVICES TO KIDS AND FAMILIES?

- Expanding services in our own footprints and moving to evening, weekend and summer programming;
- Enhancing online services;
- Going to where kids are, by working with community partners to find spaces in their facilities and organizations to provide service.

Learn more about CASA programs at [casaservices.org](https://casaservices.org).



**CASA**

Child, Adolescent and Family  
Mental Health



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Ruth Kuik, Acting Secretary Treasurer  
Lynne Chaston, Director, Financial Services

**GOVERNANCE POLICY:** [Policy 405 - Budget Development and Transparency](#)

**ADDITIONAL REFERENCE:** [AP415 - Fiscal Reporting](#)  
*Education Act: Sections 139(1)(2), 143, 180, 183, 184*

**SUBJECT:** Monthly Financial Report- June 2022 and July 2022

---

**PURPOSE:**

For information.

**BACKGROUND:**

The Board Financial Report for June 2022 and July 2022 are included for Trustee information.

Every month, at the Public Meeting of the Board, as stated in Policy 405 - 2.6 - *“The Board shall receive a financial report of budget and year-to-date revenues and expenditures, along with a variance analysis for the previous month”*.

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

- K - 12 Revenue is higher than budgeted mainly due to:
  - Targeted Funding(\$380k) announced after the budgeting cycle
  - Resource purchases (\$138k)
  - COVID Mitigation/ Hold Harmless funding (\$1.328M) adjustment announced in August 2021 offset by funds allocated to the Board approved projects that are completed (\$511k)
- \$132,600 of the COVID Mitigation/Hold Harmless funding has been included in the facilities budget to offset costs for projects already completed.
- Any remaining additional Alberta Education funds that have not been fully utilized by August 31,2022 will be moved to a deferred account to be spent in the 2022/2023 school year.
- A one-time funding of \$28,500 has been included in the budget for funds received from Alberta Education to set up Legal Public School.



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

- Operations and Maintenance is currently overspent by (\$155k). The adjustment of administration and staffing costs to IMR, CMR budgets will be completed at year end. These adjustments will allow Operations and Maintenance to have a balanced budget by the end of the fiscal year.
- Student Transportation overage continues to decrease as most of the costs are incurred in the first 10 months of the school year. The Division anticipates transportation will have a balanced budget by the end of the fiscal year.
- System Administration is slightly underspent. Anticipated costs in the month of August are software implementation (\$50k) and communications for the new school year and new school.
- External Services is under budget due to a reduction in secondments.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Board Financial Report – June 2022
2. Board Financial Report – July 2022

The Sturgeon School Division  
2021-2022 School Year

As At June 30, 2022  
Targeted Percent 84%

REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 3,486,067	\$ 42,194,176	\$ 4,463,266	\$ 3,717,019	\$ 2,240,720		\$ 56,101,247
Alberta Infrastructure & Amortization			\$ 3,250,610		\$ -		\$ 3,250,610
Other - Government of Alberta		\$ 967,359				\$ 365,316	\$ 1,332,675
Federal Government and First Nations		\$ 429,146					\$ 429,146
Fees	\$ 38,371	\$ 925,978		\$ 555,443		\$ 1,565	\$ 1,521,358
Sales of services and products		\$ 215,109		\$ 7,615	\$ 736	\$ 93,564	\$ 317,024
Investment income		\$ -	\$ -		\$ 152,643		\$ 152,643
Gifts and donations		\$ 236,566					\$ 236,566
Rental of facilities		\$ 620	\$ -			\$ 40,934	\$ 41,554
Fundraising		\$ 113,874					\$ 113,874
Other		\$ 2,792	\$ 113,606		\$ 44,637		\$ 161,035
<b>TOTAL REVENUES</b>	\$ 3,524,438	\$ 45,085,619	\$ 7,827,482	\$ 4,280,078	\$ 2,438,736	\$ 501,379	\$ 63,657,731
<b>Approved Budget Revenues</b>	\$ 4,363,674	\$ 51,447,004	\$ 9,035,748	\$ 5,031,137	\$ 2,770,896	\$ 646,149	\$ 73,294,608
<b>Percent Collected of Budget Received</b>	80.77%	87.64%	86.63%	85.07%	88.01%	77.60%	86.85%

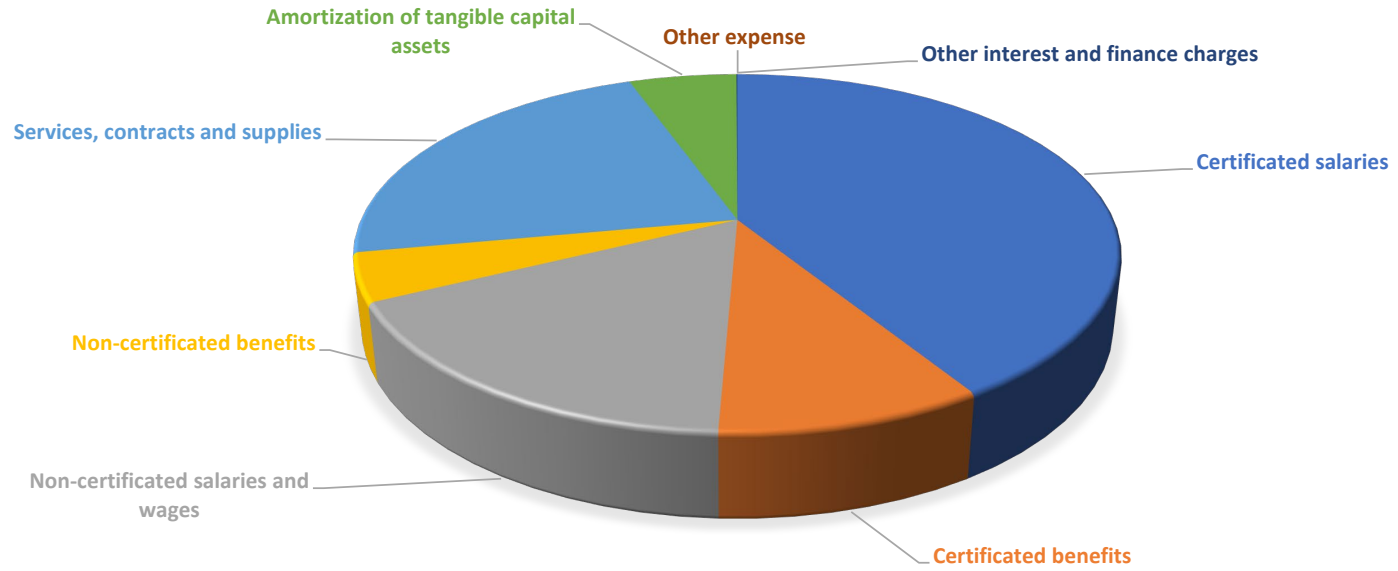
EXPENSES

Certificated salaries	\$ 1,144,016	\$ 24,427,179			\$ 309,645	\$ 369,861	\$ 26,250,700
Certificated benefits	\$ 153,789	\$ 5,870,205			\$ 31,714	\$ 43,666	\$ 6,099,374
Non-certificated salaries and wages	\$ 1,884,842	\$ 6,316,441	\$ 1,512,899	\$ 120,752	\$ 1,049,824	\$ 10,565	\$ 10,895,323
Non-certificated benefits	\$ 474,639	\$ 1,606,797	\$ 431,046	\$ 28,910	\$ 240,707	\$ 2,730	\$ 2,784,829
Services, contracts and supplies	\$ 156,177	\$ 5,897,247	\$ 2,732,104	\$ 4,935,376	\$ 602,296	\$ 5,843	\$ 14,329,043
Amortization of tangible capital assets		\$ 68,339	\$ 3,370,902	\$ 1,833	\$ 25,980		\$ 3,467,054
Other interest and finance charges		\$ 29,616			\$ 354		\$ 29,971
Other expense							\$ -
<b>TOTAL EXPENSES</b>	\$ 3,813,462	\$ 44,215,824	\$ 8,046,952	\$ 5,086,871	\$ 2,260,519	\$ 432,666	\$ 63,856,294
<b>Approved Budget Expenses</b>	\$ 4,363,674	\$ 51,177,400	\$ 9,035,748	\$ 5,031,137	\$ 2,770,898	\$ 613,574	\$ 72,992,431
<b>Percent Spent of Budget</b>	87.39%	86.40%	89.06%	101.11%	81.58%	70.52%	87.48%

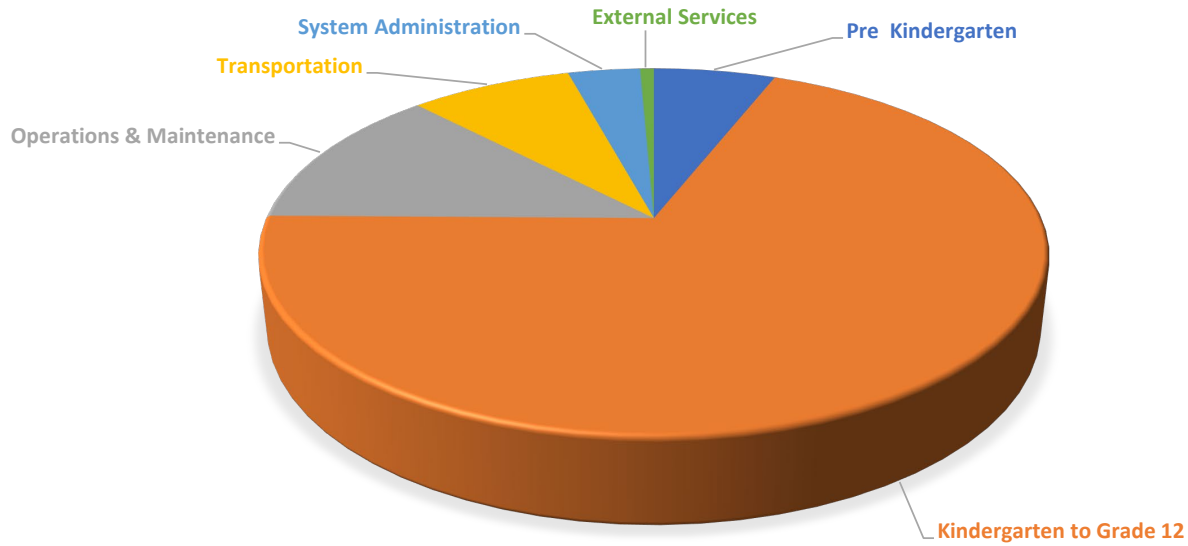
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (289,024)	\$ 869,794	\$ (219,470)	\$ (806,793)	\$ 178,217	\$ 68,713	\$ (198,562)
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### ACTUAL EXPENSES BY OBJECT



### ACTUAL EXPENSES BY PROGRAM



The Sturgeon School Division  
2021-2022 School Year

As At July 31, 2022

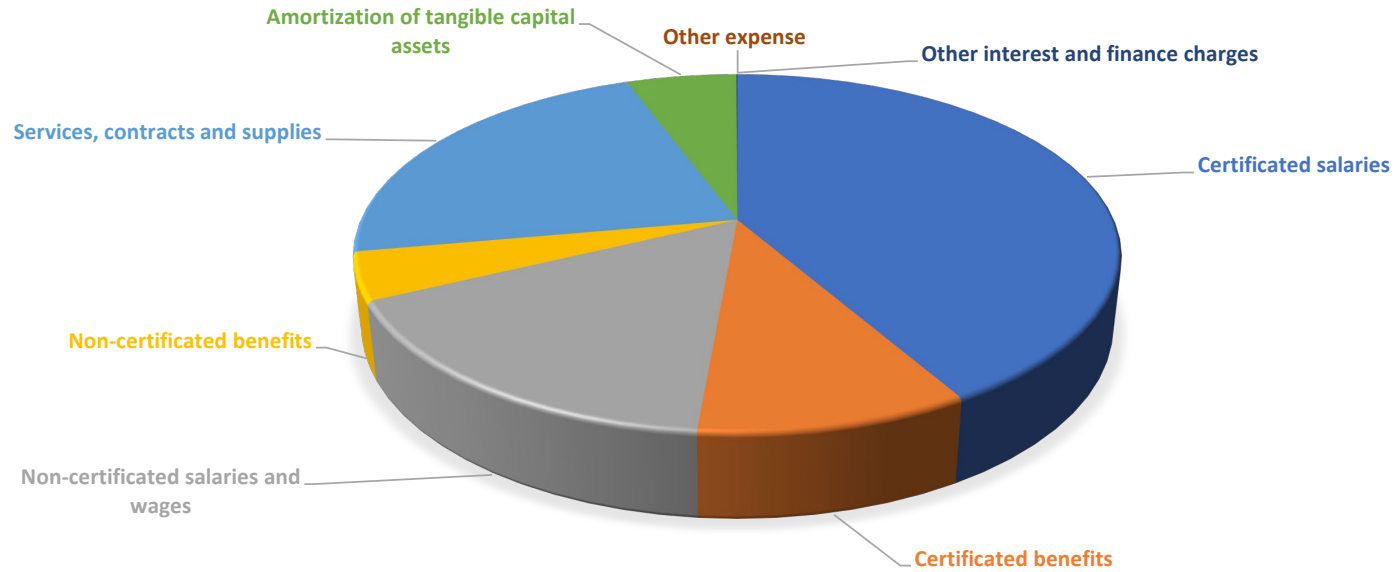
REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 3,818,288	\$ 46,364,688	\$ 4,886,458	\$ 4,232,361	\$ 2,464,738		\$ 61,766,534
Alberta Infrastructure & Amortization			\$ 3,575,671		\$ -		\$ 3,575,671
Other - Government of Alberta		\$ 1,036,607				\$ 397,309	\$ 1,433,916
Federal Government and First Nations		\$ 429,146					\$ 429,146
Fees	\$ 40,131	\$ 936,879		\$ 552,443		\$ 1,565	\$ 1,531,018
Sales of services and products		\$ 237,266		\$ 7,615	\$ 791	\$ 101,203	\$ 346,874
Investment income		\$ -	\$ -		\$ 185,662		\$ 185,662
Gifts and donations		\$ 220,073					\$ 220,073
Rental of facilities		\$ -	\$ -			\$ 44,077	\$ 44,077
Fundraising		\$ 114,552					\$ 114,552
Other		\$ 3,806	\$ 233,824		\$ 44,637		\$ 282,267
<b>TOTAL REVENUES</b>	\$ 3,858,419	\$ 49,343,017	\$ 8,695,953	\$ 4,792,419	\$ 2,695,828	\$ 544,153	\$ 69,929,790
<b>Approved Budget Revenues</b>	\$ 4,363,674	\$ 51,447,004	\$ 9,035,748	\$ 5,031,137	\$ 2,770,896	\$ 646,149	\$ 73,294,608
<b>Percent Collected of Budget Received</b>	88.42%	95.91%	96.24%	95.26%	97.29%	84.21%	95.41%

EXPENSES

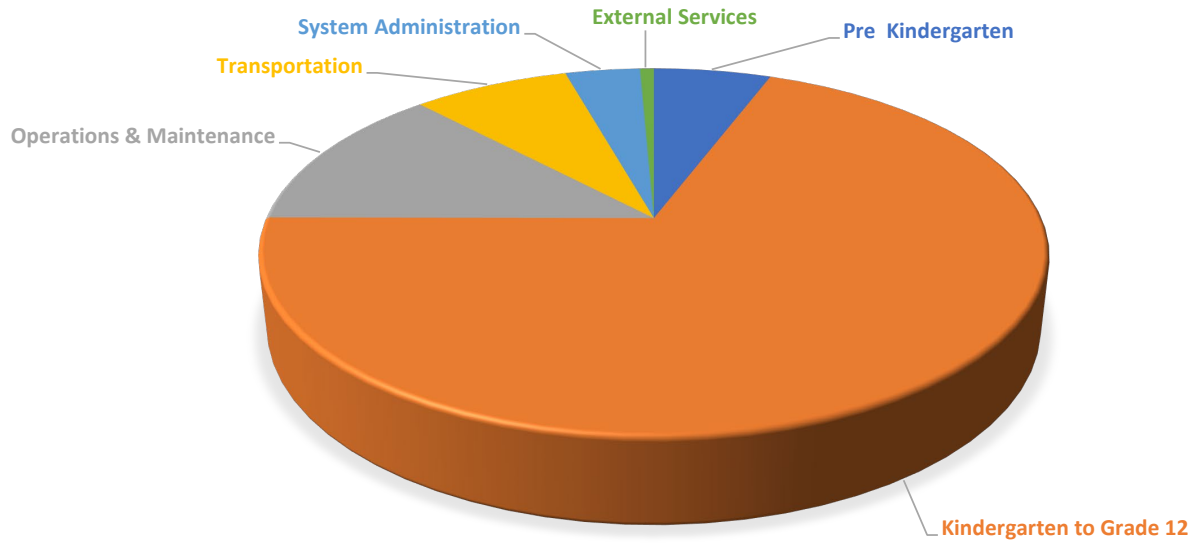
Certificated salaries	\$ 1,220,643	\$ 26,582,679			\$ 372,108	\$ 401,327	\$ 28,576,756
Certificated benefits	\$ 165,361	\$ 6,428,926			\$ 33,480	\$ 47,342	\$ 6,675,110
Non-certificated salaries and wages	\$ 1,890,852	\$ 6,419,277	\$ 1,678,234	\$ 132,903	\$ 1,154,357	\$ 10,565	\$ 11,286,188
Non-certificated benefits	\$ 490,167	\$ 1,681,637	\$ 481,494	\$ 31,993	\$ 265,054	\$ 2,730	\$ 2,953,076
Services, contracts and supplies	\$ 175,633	\$ 6,318,694	\$ 2,983,738	\$ 5,100,879	\$ 662,913	\$ 5,843	\$ 15,247,700
Amortization of tangible capital assets		\$ 75,173	\$ 3,707,992	\$ 2,016	\$ 28,578		\$ 3,813,760
Other interest and finance charges		\$ 32,110			\$ 354		\$ 32,464
Other expense							\$ -
<b>TOTAL EXPENSES</b>	\$ 3,942,656	\$ 47,538,496	\$ 8,851,459	\$ 5,267,791	\$ 2,516,844	\$ 467,807	\$ 68,585,053
<b>Approved Budget Expenses</b>	\$ 4,363,674	\$ 51,077,400	\$ 9,135,748	\$ 5,031,137	\$ 2,770,898	\$ 613,574	\$ 72,992,431
<b>Percent Spent of Budget</b>	90.35%	93.07%	96.89%	104.70%	90.83%	76.24%	93.96%

<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (84,236)	\$ 1,804,520	\$ (155,505)	\$ (475,372)	\$ 178,984	\$ 76,346	\$ 1,344,737
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### ACTUAL EXPENSES BY OBJECT



### ACTUAL EXPENSES BY PROGRAM





**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent  
Steve Schick, Director, Technology Services

**GOVERNANCE POLICY:** [Policy 700 – Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** [AP865 – Information and Communication Technology](#)

**SUBJECT:** Monthly IT Report – August 2022

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**PURPOSE:**

For information.

**BACKGROUND:**

August 2022, the Technology Services team has been busy all summer with a vast number of projects:

- Classroom Display Phase 2 –
  - The remaining Epson projectors that were planned to be installed have been completed
  - Discussion of the next phase of Classroom Displays is to take place in the fall with school admin teams
- End User Device Evergreening –
  - All PC's and laptops that were due for replacement have been replaced
- SuperNet Upgrades –
  - Great progress has been made in the upgrade to SuperNet 2.0 at all locations
- Google Environment Changes –
  - A number of changes have been made with in our Google environment to remain compliant with best practices

Administration is prepared to respond to questions at the August 24, 2022, Public Board Meeting.

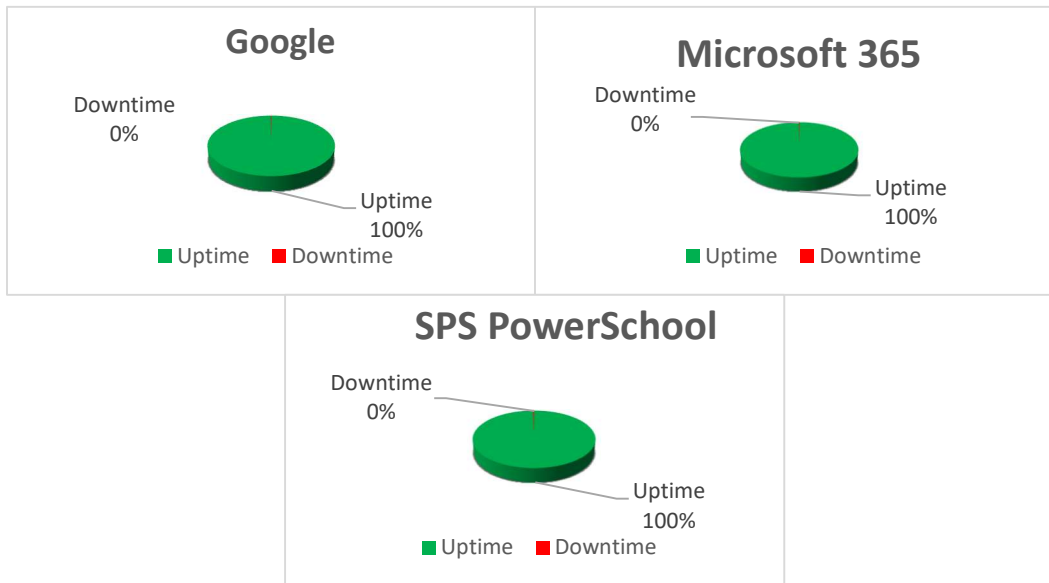
**ATTACHMENT(S):**

1. Monthly IT Report – August 2022

# Monthly Technology Services Report

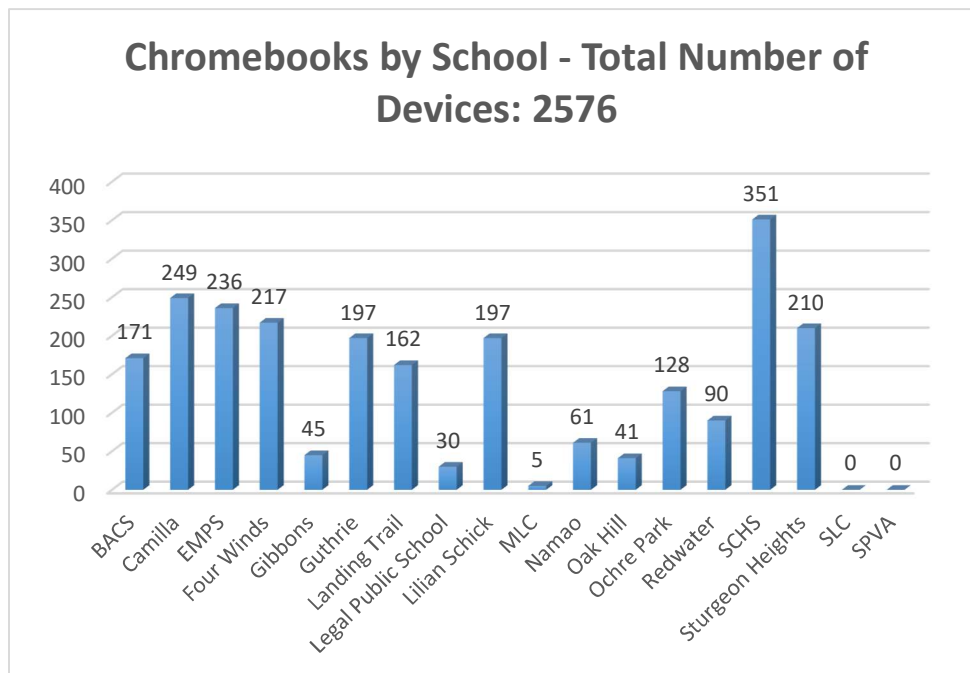
July 1 to July 31, 2022

## Connectivity Checks



*Outage Details: There was only one planned outage to implement security patches resulting in brief downtime during this period*

## Chromebook Information





**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent Education Services  
Sherri Devolder, Principal SCHS  
Dan Stephen, Principal Camilla School

**GOVERNANCE POLICY:** [Policy 105 - Vision, Mission and Values](#)  
[Policy 125 - Advocacy Plan](#)  
[Policy 225 - Board Responsibility and Conduct](#)  
[Policy 700 - Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** *Education Act*  
*Superintendent Leadership Quality Standard (SLQS)*

**SUBJECT:** Stakeholder Engagement Update – Alexander First Nation/KEC

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**PURPOSE:**

For information.

**BACKGROUND:**

In the 2021-2022 school year, the Board of Trustees hosted a series of meetings with various municipal partners and community stakeholders to engage in dialogue about the Divisions' programs and future planning.

In March 2022, the Board Chair met with Chief Arcand and Senior Executive met with the Kipohtakaw Education Centre (KEC) Director of Education and other KEC staff on multiple occasions throughout the school year to foster effective relationships and plan future collaborative educational opportunities for both staff and students. As a result of these engagements and of the signing of the 2022-2027 Education Services Agreement on June 22, 2022, regular meetings have been scheduled between AFNE Administration, Senior Executive, KEC leadership staff, and our school leaders.

April 13, 2022, Sturgeon Public Schools' Indigenous Success leadership team met at KEC with the AFNE Administration and KEC leadership staff to discuss how to approach Alexander First Nation's elders and knowledge keepers. This provided an opportunity to walk through KEC and meet their staff.

May 5, 2022, the leadership staff at Sturgeon Composite High School, Camilla School, and Senior Executive met at KEC with AFNE Administration and KEC leadership staff to discuss how our three schools could strengthen the connection between our communities, support transitions between schools, and seek opportunities to work together. At this time, it was agreed to set up regular meetings alternating between each school location. As a result of this meeting, Camilla staff attended a cultural camp at KEC and the grade 3 and 4 students from KEC joined students at Camilla for their field day on June 24, 2022.



May 14, 2022, many Sturgeon Public staff and their families, including the Principal of Camilla School, the Principal of École Morinville Public, and the Deputy Superintendent attended the Alexander First Nation POWWOW celebration.

June 6, 2022, the Board Chair, Trustees, Senior Executive, the Principal of Camilla school, and the Indigenous Student Success coach attended the Alexander First Nation's celebration of 40 years of local control of education. The Board Chair spoke about our longstanding partnership and desire to strengthen our relationship and improve education for both communities.

June 8 and June 21, 2022, KEC leadership staff and drummers hosted Indigenous celebrations with staff and students at Redwater and Four Winds Public School respectively,

June 23, 2022, the leadership staff at Sturgeon Composite High School, Camilla School, and Senior Executive met at Sturgeon Composite High School with AFNE Administration and KEC leadership staff to discuss plans for the 2022-2023 school year. Items discussed at the meeting were:

- PD for SPS school-based administrators
- Inviting KEC teachers to SPS division-based PD
- Meet and greet between Sturgeon Public and KEC teachers
- Sturgeon Public students attending KEC camps and Career Fair
- Making Grade level connections between teachers to work in a PLC
- Potential Cree Language Program at Camilla
- Smudging

The next meeting is scheduled for September 29<sup>th</sup> at 10:00 am at Camilla School.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Not applicable.



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Superintendent's Office  
Liliana LeVesconte, Associate Superintendent, Corporate Services

**GOVERNANCE POLICY:** [Policy 405 – Budget Development and Transparency](#)  
[Policy 700 – Superintendent of Schools](#)

**ADDITIONAL REFERENCE:** *Education Act: Section 139(1)(2),  
Freedom of Information and Protection of Privacy Act*

**SUBJECT:** 2022-2023 Superintendent Discretionary Fund

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**PURPOSE:**

For information.

**BACKGROUND:**

As part of the budget process, a certain amount of dollars are allocated annually in a budget section titled "Superintendent Discretionary". For the 2022-2023 school year, the total budgeted dollar amount allocated in the Superintendent's Discretionary Fund is \$800,000.

The Superintendent's Discretionary Fund is a dollar amount set aside to support schools with additional staffing requirements that arise after the budget has been approved. To date, for the 2022-2023 school year, the following additional staff have been added to schools using Superintendent Discretionary Fund dollars:

- Lilian Schick School - Additional Teacher and Library Technician FTE to support the implementation of a land-based learning program.
- Sturgeon Composite High School – Additional Office Staff FTE to support increased student enrolment.
- École Morinville Public – Additional Teacher FTE to remove a split class.
- Guthrie School – Additional Teacher FTE to remove a split class.
- Four Winds Public School – Additional Teacher FTE to support French Immersion program planning, academies, and at-risk student support.
- Gibbons School – Additional Teacher FTE to accommodate a teacher leave of absence to not disrupt learning.





2022 - 2023 Superintendent Discretionary				
	\$800,000.00			
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Totals
<b>Direct staffing to schools (K- 12)</b>				
<u>Teacher FTE</u>				
Gibbons	0.60		\$ 62,280.00	24-May-22
ÉMPS	1.00		\$ 103,800.00	31-May-22
LS	0.45		\$ 46,710.00	27-Jun-22
FWPS	0.20		\$ 20,760.00	01-Jul-22
Guthrie	1.00		\$ 103,800.00	10-May-22
<b>Total</b>	<b>3.25</b>	<b>\$103,800.00</b>		<b>\$337,350.00</b>
<b>Direct staffing to schools (K- 12)</b>				
<u>CUPE</u>				
SCHS Office Clerk	1	\$49,200.00	\$49,200.00	25-May-22
LS Library Tech	0.4	\$35,700.00	\$14,280.00	27-Jun-22
<b>Total</b>				<b>\$63,480.00</b>
<b>Total Costs</b>				<b>\$400,830.00</b>
<b>Total budget remaining</b>				<b>\$399,170.00</b>

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Not applicable.



**DATE:** August 24, 2022  
**TO:** Board of Trustees  
**FROM:** Board Chair  
**ORIGINATOR:** Superintendent's Office  
Shawna Warren, Superintendent  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
**ADDITIONAL REFERENCE:** [Policy 700 – Superintendent of Schools](#)  
**SUBJECT:** Meeting with the Education Minister 2 Topic Suggestions

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**PURPOSE:**

For information.

**BACKGROUND:**

The Education Minister, Adriana LaGrange, is meeting with school authorities throughout late August and September. The Board Chair and Superintendent will be meeting with the Minister on September 13, 2022.

The Minister's Office has requested that Sturgeon Public Schools limit the discussion to two topics. The Chair is requesting that all Trustees provide input on the items to be brought and discussed at the meeting. The Superintendent is working with Senior Executive to bring forward suggestions to the Board for consideration.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

**ATTACHMENT(S):**

1. Not applicable.



**DATE:** August 24, 2022

**TO:** Board of Trustees

**FROM:** Committee Members

**GOVERNANCE POLICY:** [Policy 230 – Board Committees](#)

**ADDITIONAL REFERENCE:** *Board Procedures Regulation 82/2019*  
*Education Act: Sections 34, 51, 52(1)(b)*

**SUBJECT:** Teacher Board Advisory Committee (TBAC)

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**PURPOSE:**

For information.

**BACKGROUND:**

The Teacher Board Advisory Committee is comprised of members of the Board of Trustees and Senior Executive. This Committee meets with representatives of the teaching staff throughout the school year to discuss and receive feedback on 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.

**REPORT SUMMARY:**

The Teacher Board Advisory Committee (TBAC) held a meeting on June 23, 2022. The following is a summary of that meeting:

- Discussion and feedback on the Draft 2023/2024 School Calendar
  - Fall break: a unanimous response that Sturgeon Public teachers appreciate and enjoy a fall break;
  - December break: mixed responses from teachers between earlier Christmas break, or longer break into January.
  - PD Days: Teachers are happy with the number of PD days and there was a mixed reaction to Monday PD vs Friday PD.

Members of the Teacher Board Advisory Committee are prepared to respond to questions at the August 24, 2022, Public Board meeting.