



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 24, 2022**

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The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 24, 2022**

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, Superintendent
Mr. Jonathan Konrad, Deputy Superintendent, Education Services
Mrs. Lisa Lacroix, Associate Superintendent, Human Resources

REGRETS

Mrs. Ruth Kuik, Acting Secretary Treasurer

CALL TO ORDER

The Chair called the meeting to order at 4:17 p.m.

APPROVAL OF AGENDA

#075/2022 – Moved by Ms. Trish Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

Correction requested on page 10 under Trustee Murray-Elliott's report to remove from the minutes the following item: Central Office Luncheon (June 30).

#076/2022 – Moved by Ms. Trish Murray-Elliott that the minutes of the Regular Meeting of June 22, 2022, be approved as corrected.

CARRIED UNANIMOUSLY

PRESENTATIONS

No presentations.

REPORTS FROM SENIOR EXECUTIVE

Administrative Procedure 700 – Certificated Staff

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources, brought forward as information, Administrative Procedure 700 – Certificated Staff.

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).

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

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources, brought forward as information, Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals.

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.

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

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources, brought forward as information, Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals.

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.

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

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments.

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.

Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, Administrative Procedure 712 – Employee Conduct – Sexual Orientation and Gender Identities.

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.

Administrative Procedure 440 – Local Authorities Pension Plan

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources, brought forward as information, Administrative Procedure 440 – Local Authorities Pension Plan.

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.

Board Retreat 2022

Mrs. Shawna Warren, Superintendent, brought forward as information, details on the Board Retreat 2022.

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.

Communications Report – July and August 2022

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Communications Report for July and August 2022.

Facility Services – Summer Project Update

Mrs. Shawna Warren, Superintendent, brought forward as information, an update on the Facility Services Department summer projects.

Fuel Price Contingency Program Reinstatement

Mrs. Shawna Warren, Superintendent, brought forward as information, an update on the Fuel Price Contingency Program Reinstatement.

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.

Legal Public School Update

Mrs. Shawna Warren, Superintendent, brought forward as information, an update on Legal Public School.

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.

Mental Health Service Classrooms February 2023

Mrs. Shawna Warren, Superintendent, brought forward as information, an update on Mental Health Service Classrooms February 2023.

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.

Monthly Financial Report – June 2022 and July 2022

Mrs. Shawna Warren, Superintendent, brought forward as information, the monthly financial report for June 2022 and July 2022.

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.

Monthly IT Report – August 2022

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the monthly IT report for August 2022.

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

Stakeholder Engagement Update – Alexander First Nation/KEC

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, an update regarding stakeholder engagement with Alexander First Nation/KEC.

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 29th at 10:00 am at Camilla School.

2022-2023 Superintendent Discretionary Fund

Mrs. Shawna Warren, Superintendent, brought forward as information, an update on the 2022-2023 Superintendent Discretionary Fund.

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 Discretion 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
Direct staffing to schools (K- 12)				
Teacher FTE				
Gibbons	0.60		\$ 62,280.00	24-May-22
EMPS	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
Total	3.25	\$103,800.00		\$337,350.00
Direct staffing to schools (K- 12)				
CUPE				
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
Total				\$63,480.00
Total Costs				\$400,830.00
Total budget remaining				\$399,170.00

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 Pow Wow
- Meeting at Camilla School (*July*)
- Rotary Meetings (*August and July*)

Meeting with the Education Minister 2 Topic Suggestions

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.

TRUSTEES' REPORTS

Verbal and written reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Fête Au Village Parade (*July 23*)
- Legal Public School Open House (*August 22*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Awards Ceremonies at École Morinville Public and Four Winds Public School (*June 29*)
- Canadian School Board Association Conference (*July 7-8*)
- Central Office Food Truck Lunch (*June 30*)
- Fête Au Village Parade (*July 23*)
- Learning Centre Grade 12 Graduation Ceremony (*June 27*)
- Legal Public School Open House (*August 22*)
- Professional Development – Completed ASBA Trustee Development Courses and some from Ontario Education (*July and August*)
- Tour of Legal Public School
- Unveiling of Treaty 6 Monument at Alberta Legislature (*August 21*)

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Fête Au Village Parade (*July 23*)

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

Trustee Murray-Elliott reported that she attended:

- Division Welcome Back Event (*August 30*)
- Organizational Meeting (*August 24*)
- PSBC Business Meeting (*August 12*)
- PSBC Professional Development Session (*August 11*)
- Public Board Meeting (*August 24*)
- Public School Board Council Summer BBQ (*August 10*)
- Special Board Meeting (*August 24*)
- Sturgeon Heights School Welcome Back Event (*August 30*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- PSBC Business Meeting (*August 12*)

ADVOCACY COMMITTEE

The first Advocacy Committee meeting of the 2022-2023 school year is scheduled on September 28, 2022.

BUILDING AND MAINTENANCE COMMITTEE

The first Building and Maintenance Committee meeting of the 2022-2023 school year is scheduled on September 28, 2022.

FINANCE AND HUMAN RESOURCES COMMITTEE

The first Finance and Human Resources Committee meeting of the 2022-2023 school year is scheduled on September 28, 2022.

POLICY COMMITTEE

The first Policy Committee meeting of the 2022-2023 school year is scheduled on September 28, 2022.

TRANSPORTATION COMMITTEE

The first Transportation Committee meeting of the 2022-2023 school year is scheduled on September 28, 2022.

TEACHER BOARD ADVISORY COMMITTEE (TBAC)

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.

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

No report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

No new business.

UNFINISHED BUSINESS

No unfinished business.

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No verbal report provided.

CUPE

No verbal report provided.

COMMUNITY MEMBERS

No questions were noted from community members.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#077/2022 – 5:24 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:24 p.m. for a dinner break.

Meeting resumed at 5:40 p.m.

#078/2022 – 6:15 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 6:15 p.m.

Chair

Date

Associate Superintendent,
Corporate Services