



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: September 28, 2022 **Start Time:** 9:00 a.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 Special Board Meeting of August 24, 2022
- 4.2 Approval of the Minutes of the Organizational Meeting of August 24, 2022
- 4.3 Approval of the Minutes of the Regular Meeting of August 24, 2022

5. Presentations

6. Reports from Senior Executive

- 6.1 Correction: Fuel Price Contingency Program Reinstatement Update
- 6.2 Alberta Education Approval of Reserve Strategy
- 6.3 New Curriculum Implementation Update
- 6.4 HEPA Filter Update
- 6.5 Preliminary Enrolment Numbers
- 6.6 Provincial Screening Assessments
- 6.7 Renaming of Disability Services
- 6.8 Renaming of GOALS Program
- 6.9 School Bus Operation Regulation Changes
- 6.10 School Resource Officer Sturgeon Composite High School - Update
- 6.11 Teacher Salary Settlement Funding
- 6.12 Transportation Update Summary
- 6.13 Truth and Reconciliation Week and Indigenous Education
- 6.14 Communications Report and Annual Plan
- 6.15 Monthly Financial Report – August 2022
- 6.16 Monthly IT Report – September 2022
- 6.17 Administrative Procedure 526 – Animals Supporting Inclusive Education

- 6.18 Administrative Procedure 733 – Certificated Staff ATA Educational Leaves
- 6.19 Administrative Procedure 871 – Use of Personal Mobile Devices to Access Division Services
- 6.20 2022-2023 Superintendent Discretionary Fund

7. Reports from Trustees and Standing Committees

- 7.1 Chair’s Report
- 7.2 Trustees’ Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance Committee
- 7.5 Finance and Human Resources Committee
- 7.6 Policy Committee
- 7.7 Transportation Committee

8. Reports from Special Committees/Task Groups

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

9. New Business

- 9.1 2023-2024 School Calendar
- 9.2 Borrowing Resolution Increase
- 9.3 2022-2023 Council of School Councils’ Meeting
- 9.4 Organization Chart Revision
- 9.5 Policy 700 – Superintendent of Schools
- 9.6 Policy 715 – Educational Leaves of Professional Staff

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

16. Adjournment



**Sturgeon
Public Schools**

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

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**Sturgeon
Public Schools**

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

ROLL CALL

Present were Trustees: Mr. Joe Dwyer; Ms. Irene Gibbons; Mrs. Cindy Briggs; Mrs. Janine Pequin; Mrs. Stacey Buga; Mrs. Tasha Oatway-McLay; Ms. Trish Murray-Elliott; Mrs. Shawna Warren, Superintendent; and Mrs. Ruth Kuik, Acting Secretary Treasurer.

CALL TO ORDER

The Chair called the meeting to order at 2:57 p.m.

Appointment of Acting Secretary Treasurer

S-06/2022 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve that Mrs. Ruth Kuik be appointed as Acting Secretary Treasurer until the return of the Secretary Treasurer.

CARRIED UNANIMOUSLY

CLOSE OF THE MEETING

The meeting adjourned at 2:58 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



**Sturgeon
Public Schools**

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

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**Sturgeon
Public Schools**

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

CALL TO ORDER

This being the Organizational Meeting, the Acting Secretary Treasurer called the meeting to order at 4:02 p.m.

ROLL CALL

Present were Trustees: Mrs. Cindy Briggs, Ms. Irene Gibbons, Mrs. Janine Pequin, Mr. Joe Dwyer, Mrs. Stacey Buga, Mrs. Tasha Oatway-McLay, Ms. Trish Murray-Elliott; Mrs. Shawna Warren (Superintendent); Mr. Jonathan Konrad (Deputy Superintendent, Education Services); Mrs. Lisa Lacroix (Associate Superintendent, Human Resources); and Mrs. Ruth Kuik (Acting Secretary Treasurer).

TREATY 6 ACKNOWLEDGEMENT STATEMENT

The Acting Secretary Treasurer read the Treaty 6 Acknowledgement Statement.

ELECTION OF CHAIR

The Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees. Mrs. Cindy Briggs nominated Mr. Joe Dwyer.

The Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees a second time.

Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees a third time.

S-07/2022 – Moved by Mrs. Oatway-McLay that Mr. Joe Dwyer be declared elected Chair for the Board of Trustees.

CARRIED UNANIMOUSLY

Mr. Joe Dwyer assumed the chair.

ELECTION OF VICE CHAIR

The Chair called for nominations for the office of Vice Chair of the Board of Trustees. Ms. Trish Murray-Elliott nominated Ms. Irene Gibbons.

The Chair called for nominations for the office of Vice Chair of the Board of Trustees a second time.

The Chair called for nominations for the office of Vice Chair of the Board of Trustees a third time.

S-08/2022 – Moved by Mrs. Tasha Oatway-McLay that Ms. Irene Gibbons be declared elected Vice Chair for the Board of Trustees.

CARRIED UNANIMOUSLY

DATE, TIME, PLACE OF REGULAR MEETINGS

S-09/2022 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve the Schedule of Public Board Meetings – 2022-2023 as attached to the Organizational Meeting package; and

Further, that the Public Board Meetings be held at the Frank Robinson Education Centre in Morinville at 9:00 a.m.

CARRIED UNANIMOUSLY

TRUSTEE MEMBERSHIP OF COMMITTEES

S-10/2022 – Moved by Mr. Joe Dwyer that the following Membership of Committees, Trustee Committees and Board Representatives to Other Organizations be accepted for the 2022-2023 school year:

Committee of the Whole

All Trustees with a quorum of four

Municipal Liaison Committee

All Trustees with a quorum of three, consisting of the Chair and two Trustees

ATA Negotiations Committee

Mrs. Buga, Ms. Gibbons, Mrs. Oatway-McLay

CUPE Negotiations Committee

Mrs. Briggs, Mr. Dwyer, Ms. Murray-Elliott

Teacher Board Advisory Committee (ATA)

Ms. Murray-Elliott, Mrs. Pequin, Mrs. Oatway-McLay

Labour Management Committee (CUPE)

Mrs. Briggs, Mr. Dwyer, Ms. Murray-Elliott

TRUSTEE COMMITTEES

Advocacy Committee

Mrs. Buga, Mrs. Oatway-McLay, Mrs. Pequin

Building and Maintenance Committee

Mrs. Briggs, Mrs. Buga, Mr. Dwyer

Finance and Human Resources Committee

Ms. Gibbons, Ms. Murray-Elliott, Mrs. Oatway-McLay

Policy Committee

Ms. Gibbons, Ms. Murray-Elliott, Mrs. Pequin

Transportation Committee

Mrs. Briggs, Mrs. Buga, Mr. Dwyer

BOARD REPRESENTATIVES TO OTHER ORGANIZATIONS

Alberta School Boards Association – Zone 2/3

Mrs. Pequin; Alternate – Mrs. Buga

Public School Boards Association of Alberta

Ms. Murray-Elliott; Alternate – Ms. Gibbons

TEBA Representative

Mrs. Pequin

Morinville Rotary

Rotation of: Mr. Dwyer

SCHS – School Council

Mr. Dwyer, Ms. Murray-Elliott (alternating)

SPVA– School Council

Mrs. Buga, Mrs. Oatway-McLay (alternating)

Student Discipline Committee

Trustees will rotate attendance (a quorum of two)

Community Services Advisory
Mrs. Briggs

CARRIED UNANIMOUSLY

CLOSE OF THE MEETING

The meeting adjourned at 4:17 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



**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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**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**

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:

- Lillian 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



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
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: CORRECTION: Fuel Price Contingency Program Reinstatement Update

PURPOSE:

For information.

BACKGROUND:

The Fuel Price Contingency Program Reinstatement Update was shared as information with the Board of Trustees at the August 24, 2022, Public Board meeting.

The Fuel Price 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 on the 2019/20 student transportation funding application.

Sturgeon Public Schools received a total payment of **\$143,729 (CORRECTED from \$413,729)** for the Fuel Price Contingency Program in July. This amount was divided between the total kilometers travelled between March and June 2022 for all buses. This resulted in an approximate payment of **\$0.21/kilometer (CORRECTED from \$3.75/kilometer)** that was directed to our Contractors. This payment was received and processed for payment to Contractors on July 21, 2022.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 405 - Budget Development and Transparency](#)
ADDITIONAL REFERENCE: [AP405 - Reserve Funds](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

SUBJECT: Alberta Education Approval of Reserve Strategy

PURPOSE:

For information.

BACKGROUND:

On March 24, 2022, Alberta Education released the Funding Manual for School Authorities for the 2022/23 School Year. A significant change in the Funding Manual was the release of the Reserve Policy to be implemented as of August 31, 2023. The maximum operating reserve for The Sturgeon Public School Division is 3.69% of the operating budget. The actual amount will be confirmed by the government in the near future.

This Reserve Policy triggered a significant amount of planning for the Board of Trustees, and a Reserve Mitigation Strategy was prepared and submitted to the Minister this past spring. The Minister approved in August the Reserve Strategy, with a minor adjustment of \$300,555, which the government is funding for the Fuel Price Contingency Program in 2022/23.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Campbell-Requa, Director, Education Planning

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

ADDITIONAL REFERENCE: [New LearnAlberta](#)

SUBJECT: New Curriculum Implementation Update

PURPOSE:

For information.

BACKGROUND:

Sturgeon Public Schools (SPS) continues to prioritize supporting teachers with new curriculum implementation for the K-3 English Language Arts and Literature (ELAL) and math curriculum roll-out and the K-6 physical education and wellness roll-out.

In July and August 2022: SPS co-hosted, with the Alberta Regional Professional Development Consortia (ARPD), two week long Summer Curriculum Institutes. These sessions gave teachers a short professional learning session each day followed by an opportunity to work with colleagues from around the province to develop classroom-ready resources.

August 25, 2022: SPS hosted an optional day long session for Sturgeon Public teachers. These sessions were organized to be flexible to meet the needs of K-3 teachers. Teachers from five of our schools were in attendance.

August 30, 2022: SPS held a Professional Development session for all K-4 teachers around assessment and planning. Taryn Donald, Indigenous Education Lead Teacher, supported the facilitation from an Indigenous Education lens.

2022/2023 school year: French Immersion Language Arts and Literature (FILAL) teachers in K-4 at École Morinville Public will be piloting the new curriculum. By piloting, teachers can collaborate with colleagues from around the province to share implementation strategies as well as provide valuable feedback to Alberta Education before the FILAL K-6 curriculum is finalized.

To support curriculum implementation of English Language Arts and Literature (ELAL) & math K-3 and physical education and wellness K-6, Alberta Education has released funds aimed toward resources and professional learning time for educators involved in the 2022/2023 roll-out. Sturgeon Public Schools will use these funds to purchase resources that support the implementation of new areas in the curriculum and that align with the teaching and learning within our schools. In addition, funds will be used to provide release time for teachers to work collaboratively and to participate in professional



learning opportunities that will support building teacher practice throughout the 2022/2023 school year.

Sturgeon Public School Division website continues to provide updated information about curriculum implementation. (www.sturgeon.ab.ca/division/curriculum-facts)

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 405 - Budget Development and Transparency](#)
ADDITIONAL REFERENCE: [Policy 705 - Associate Superintendent Corporate Service](#)
[AP615 - School Facilities and Equipment Maintenance](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184
SUBJECT: HEPA Filter Update

PURPOSE:

For information.

BACKGROUND:

At the March 23, 2022, Board of Trustees Public meeting, the School Ventilation Project for \$450,000 was approved. The project had a gradual implementation, depending on the type of equipment and the required access to the ceiling infrastructure. Currently, the project is 75% complete, and the remainder of the effort is mostly through the installation of UV Lamps. The project is intended to be completed in the next 2-3 months. Costs to date are \$302,000. The remainder of the costs will offset the additional funding received from the government (\$93,000).

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services

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

ADDITIONAL REFERENCE: *Education Act: Sections 139(1)(2), 143, 180, 183, 184*

SUBJECT: Preliminary Enrolments Numbers – September 12, 2022

PURPOSE:

For information.

BACKGROUND:

Preliminary Enrolments, as of September 12, 2022, are included for Trustee information.

As stated in Policy 405 section 2.5 – *“The system budget submitted to the Board for approval shall reflect the goals and objectives of the Division and shall include: 2.5.1 Details of estimated enrolments.”*

The Division is required to complete the Jurisdiction Enrolment Count as of September 29, 2022, by October 5, 2022. In an effort to manage class sizes and resources required, schools completed enrolment counts on September 2, and September 12.

Attached is September 12, 2022, Enrolment Count. These are a few highlights:

- Current enrolment count is 5,115 students;
- The Division enrolment count compared to last September has gone up by 84 students (1.65%);
- When compared to the budgeted enrolment projections, enrolment is slightly lower by 35 students, with various up and down fluctuations at each of the school level sites. The biggest growth at the school level when compared to the budgeted numbers are Redwater School (18%), Bon Accord Community School (8.8%), and Gibbons School (7.4%); and
- When compared to the Alberta Education Frozen Count, enrolment is up by 74 students (1.47%). This threshold is under 2%, which disqualifies the Division from receiving the enrolment growth top-up funding.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Preliminary Enrolments Spreadsheet (September 12, 2022).

2022-2023 September 12, 2022 Student Enrolment Count

SCHOOL As at Sep 12, 2022	Pre-K	K	I	II	III	IV	V	VI	TOTAL EIE	VII	VIII	IX	TOTAL JR HI	X	XI	XII	TOTAL SR HI	TOTAL 1-12	Home Education	AFN	GRAND TOTAL
BACS	28	42	33	38	48	46			235				0				0	235			235
Camilla	26	40	52	41	41	50	43	48	341	56	51	45	152				0	493			493
AFN				1	1	5	3	6	16	1	3	4	8							24	
Four Winds							107	97	204	90	101	64	255				0	459			459
Gibbons							68	51	119	49	54	55	158				0	277			277
Guthrie	26	20	31	15	23	20	24	18	177	24	30	22	76				0	253			253
L. Trail	34	56	74	67	64	73			368				0				0	368			368
Legal Public	4	2	1	3	3	1			14									14			14
L. Schick							44	40	84	41	56	41	138				0	222			222
MPS	67	78	93	88	118	83			527				0				0	527			527
Namao	0	40	33	40	33	50	35	46	277	37	49	42	128				0	405			405
O. Park	16	41	33	36	24	40			190				0				0	190			190
Redwater							34	35	69	33	29	33	95	37	35	33	105	269			269
SCHS									0				0	279	270	250	799	799			799
AFN														2	3	5	10			10	
SPVA							1	2	3	7	8	4	19				0	22			22
Sturgeon Hts.	0	44	57	56	44	37	62	44	344	34	40	40	114				0	458			458
SUB TOTAL	201	363	407	385	399	405	421	387	2,968	372	421	350	1,143	318	308	288	914	4991	21	34	5046
Block Funding																					
Oak Hill					0	4	0	3	7	7	7	3	17				0	24			24
Colony	0	2	4	5	3	5	5	4	28	5	5	4	14	2			2	44			44
SUB TOTAL	0	2	4	5	3	9	5	7	35	12	12	7	31				2	68			68
Outreach																					
MLC														1	12	14	27	27			27
SLC											2	1	3	0	4	22	26	29			29
SUB TOTAL														1	16	36	53	56			56
TOTAL	201	365	411	390	402	414	426	394	3,003	384	433	357	1,174	319	324	324	969	5,115	21	34	5,170
FTE'S																		4,832			
Sept. 2021	239	395	392	380	399	415	378	406	3,004	409	387	338	1,134	313	290	297	900	5,038	17	31	5,086
CHANGE #'S	-38	-30	19	10	3	-1	48	-12	-1	-25	46	19	40	6	34	27	69	77	4		84
CHANGE %	-16%	-8%	5%	3%	1%	0%	13%	-3%	0%	-6%	12%	6%	4%	2%	12%	9%	8%	2%	24%		1.65%

Baragar	Percent Change	Frozen Count	Percent change
216	8.8%	220	6.8%
504	-2.2%	471	4.7%
N/A	N/A	N/A	N/A
463	-0.9%	416	10.3%
258	7.4%	264	4.9%
267	-5.2%	274	-7.7%
372	-1.1%	360	2.2%
0	100.0%	0	100.0%
230	-3.5%	239	-7.1%
552	-4.5%	564	-6.6%
408	-0.7%	403	0.5%
188	1.1%	186	2.2%
228	18.0%	232	15.9%
783	2.0%	743	7.5%
N/A	N/A	N/A	N/A
52	-57.7%	83	-73.5%
467	-1.9%	444	3.2%
4,988		4,899	
24	0.0%	24	0.0%
45	-2.2%	45	-2.2%
69		69	
41	-34.1%	37	-27.0%
52	-44.2%	36	-19.4%
93		73	
5,150		5,041	1.47%

	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	
Home Education Blended	1		1	3									5
Home Education Parent	2	3	2	2	3		1	1	1		1	16	
	3	3	3	5	3	0	1	1	1	0	0	Total	21

Total count	5,115
Home Education	21
Total Student Head Count:	5,136
Add - Alberta Education not funded:	34
Submitted to Alberta Education Total:	5,170

Unfunded students submitted to Alberta Education (not included in

MLC -	0 (5 adult students, 15 concurrent students)
SLC -	0 (8 adult students, 27 concurrent students)
AFN	34 (non-resident students)
SCHS-	0 (1 concurrent student)
Total	34



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Campbell Requa, Director, Educational Planning
Nicole Farwell, Coordinator, Curriculum

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

ADDITIONAL REFERENCE: [AP805 – Assessment, Evaluation and Reporting of Student Achievement](#)

SUBJECT: Provincial Screening Assessments

PURPOSE:

For information.

BACKGROUND:**Provincial Screening Assessments**

Sturgeon Public School Division is implementing the provincial literacy and numeracy assessments that were mandated by Alberta Education in Spring 2022.

This September, the Division will be testing all Grades 2 and 3 students, and only the Grade 4 students identified as requiring intervention last year.

These students will participate in the following assessments:

- the Castles & Coltheart 3 (CC3) – Literacy (tests single word reading, ‘sounding out’ words and reading irregular words)
- Alberta Numeracy Screener – Mathematics (tests comparing numbers, ordering numbers and mathematical operations)

Specific communication from each school regarding these assessments was sent home to families in early September.

In January, all Grade 1 students will be assessed using:

- The Letter Name and Sound test (LeNS) – Literacy (tests letter names, letter sounds and letter blends)
- the Castles & Coltheart 3 (CC3) – Literacy (tests single word reading, ‘sounding out’ words and reading irregular words)
- Alberta Numeracy Screener – Mathematics (tests comparing numbers, ordering numbers and mathematical operations)

Parents/guardians have been advised that they can exempt their child from participation in these assessments by contacting the school and submitting a written request. A Superintendent may also



exempt students based on recommendations from school administration. Parents/guardians are contacted for input in the case of school-initiated exemptions.

Classroom teachers will use the results of these assessments to understand the specific needs of the students in their classes. They will use this information to guide their instruction. Results do not inform a student's grade nor are they communicated in PowerSchool. Relevant results are shared with parents/guardians through direct communication including parent-teacher interviews.

Teachers and staff will make every effort to ensure positive and comfortable assessment environments as we continue to prioritize student wellness.

Literacy and Numeracy Interventions

This year, students who were identified for intervention support during the 2021/2022 school year (currently in grades 2, 3 and 4) will continue to receive intervention funded through Alberta Education's Extended Disrupted Learning Program. These interventions are designed to meet individual student needs at the school level. The Division supports these interventions through teacher training and resources. Schools will continue to meet the needs of all students who require intervention.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Helen Lawrence, Coordinator, Specialized Services – SHINE

GOVERNANCE POLICY: [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)
[Policy 700 – Superintendent of Schools](#)

ADDITIONAL REFERENCE: [AP240 – System, School and Program Evaluation](#)
[AP711 – Welcoming Inclusive, Safe and Healthy Environments](#)

SUBJECT: Renaming of Disability Services

PURPOSE:

For information.

BACKGROUND:

Sturgeon Public School Division Disability Services, a service provider with Family Supports for Children with Disabilities (FSCD), started as a pilot project with Alberta Government within Sturgeon Public Schools in 2010 with one family, one contract, and a hope for a common approach. The team has the unique opportunity to work in the home and in the community with families to meet their needs, fill their toolbox, and try to make every day better. Since 2010 the team has served hundreds of Sturgeon Public families bringing light for guidance and creating hope and possibility.

The logo has always been a sun. It happened organically when a coworker referred to the work the team does in homes as a ray of light to families, highlighting the things families do well and reminding that each day the sun will rise again. That comment captured the team’s intentions so beautifully. A family shared their experience with the team in the same way saying, “The warmth, kindness, compassion, and commitment the team brought into our home brought a sense of calm and reassured us that there was hope. You are each like a single ray of sunshine that together helps the sun rise each day! You bring light on our darkest days.” That very day the logo was created.

The sunshine logo has become a treasured reminder of families and connections of past and present, a reminder that some days are grayer and from each of those days we learn, we fall, we get up and we try again, a reminder that each ray holds different strengths and together is where the light shines the brightest. In addition to a logo, the name of an organization or team should capture the work.

On August 22, 2022, Disability Services launched its new name and brand:

S.H.I.N.E Beyond Limits

Supporting **H**ope and **I**ndependence in **N**atural **E**nvironments.

The team has been attending Meet the Communities across the division to spread the word, the hope and the possibility to SHINE Beyond Limits.



Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. SHINE (DS) Brochure 2022

**S.H.I.N.E Beyond Limits
Sturgeon Public Schools
PO Box 840
Gibbons, AB T0A 1N0**

*Supporting hope and independence
in natural environments. ⚙️*

Please Contact:
Helen Lawrence,
Specialized Services Coordinator
780-939-4341 ext. 1265
Cell: 780-934-0609
Helen.Lawrence@sturgeon.ab.ca

Check out our Website:
[SHINE Beyond Limits Services Website](#)
Our Facebook Page:
[SHINE Beyond Limits Facebook](#)
Referral Form:
[SHINE Beyond Limits Referral Form](#)
Find Your Village Facebook Page:
[Find Your Village Sturgeon County](#)

Sturgeon Public School Division's SHINE Beyond Limits team empowers and builds capacity through family centered services that create hope and possibilities. ☀️



Tiny Ray of Sunshine



**S.H.I.N.E
Beyond
Limits**

*"The DS team has impacted our family in an overwhelmingly positive way. Their support and knowledge have given our family a means to thrive. We are seen, listened to, collaborated with, and have learned so much." – Parent
Alanna S*

Purpose:

The purpose of Family Support for Children with Disabilities (FSCD) is to provide family-centered supports and services to help the development and inclusion of children with disabilities and strengthen the family's ability to promote their child's healthy growth and development.

Criteria:

The FSCD program is available to all Albertan families who have a child with a disability who meets the following criteria:

- Your child must be under 18;
- You must provide documents from a professional that identify your child's disability and/or diagnosis and how this affects your child's daily activities;
- You must be the child's legal guardian;
- Does your child's behaviour or developmental deficiency make it unsafe for your child and others and/or significantly limit your child's ability to **carry out activities of normal daily living?**

Why FSCD and how can it help your family?

Your FSCD caseworker will work with you to develop a service plan to identify strategies, services, and supports to address your child's and family's unique circumstances and goals.

These supports and services will be detailed in an FSCD agreement. Your FSCD caseworker will review and discuss your child's needs and your goals for your child and family on an ongoing basis and assist you with coordinating services.

Services are provided by individuals and agencies selected and contracted by the family. FSCD reimburses families for services and supports as identified and detailed in their FSCD agreement.

What Services do FSCD and SPS Disability Services Team Offer?

Along with providing information and referrals, FSCD provides funding for a wide range of supports and services, based on each child's and family's individual needs, that may include:

- individual and family counselling;
- respite services;
- community aid;
- specialized services and behaviour developmental;
- assistance with some disability related costs:
 - attending medical appointments;
 - clothing and footwear;
 - health-related needs such as dental care, medical supplies, ambulance and prescription drugs, formulas or diets

Sturgeon Public Schools Disability Services Team

- Specialized Services
- Behavior Developmental Support
- Build upon the family's strengths and priorities for their child.
- Work together with the family to identify effective strategies to promote child and family success.
- Increase in the family's skills, strategies and confidence to promote their child's development and participation.
- SPSDS Team has a transdisciplinary approach with working with families
- Both Specialized Services and Behaviour Developmental supports include many different ways of working with children with severe disabilities and assisting with their families in their homes. Support is coordinated, individualized and flexible to meet your: unique strengths/needs; time and priorities; culture and values

Services SPSDS Team provides:

Behaviour and/or Developmental Supports (typically 6-month duration):

- Goal oriented to assist families, parents, and guardians learning/using strategies to help manage behaviours/promote development
- Child's behaviour is unsafe for themselves or others or significantly limits their ability to carry out activities of normal daily living
- Helps parents address specific behaviours shown by their child and to increase or reinforce parent's skills and strategies in managing child's behaviour
- Teaches parents to help child reach developmental goal if the deficiency significantly limits their ability to carry out activities of normal daily living
- Supports parents in developing skills and strategies to support their child's development in relation to their assessed needs
- Parenting Programs – group and individual

Specialized Services (typically 1-year duration):

- Multidisciplinary team approach to support families of children with severe disabilities
- Team works with the family and child to identify, develop, and implement a coordinated service plan
- Assists family and child to learn specific skills/strategies to promote development and participation in daily living activities
- Individualized to meet both the child and family's needs and priorities
- Compliments other supports/services in place
- Team may include occupational and or physical therapist, speech and language pathologist, psychologist, and home facilitator

"This experience is something that will stay with me for my lifetime. I'm so proud of my family and I don't envy others anymore. I feel honoured that I'm his mother and I'm so lucky to have been able to take this path because I love myself more today than I ever have." – Parent Tammie H



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Shelley Greenwood, Director, Learning Services
GOVERNANCE POLICY: [Policy 700 – Superintendent of Schools](#)
ADDITIONAL REFERENCE: [AP240 – System, School and Program Evaluation](#)
[AP535 – Learning Support Services](#)
SUBJECT: Renaming of GOALS Program

PURPOSE:

For information.

BACKGROUND:

Over the course of the 2021-2022 school year the Division completed an audit of the GOALS (Growth, Opportunities, and Life Skills) Program because families were choosing to leave the program, division or asking for tuitioned placements. Originally, the program was designed to meet the needs of a specific group of students with special education needs. This program was focused on life skill development. The results of this audit have had a direct impact on how Sturgeon Public meets the needs of students and led to a change of name from GOALS to Specialized Programming to reflect the revisions made to the program.

The shift in name will support a shift in mindset, that all students can be successful in any setting, with the appropriate programming and the opportunity to access what they need. Specialized Programming removes the GOALS label related to rigid criteria, allows for student-centered goals, and is fluid, individualized, and responsive to student needs. It also aligns with the practices of Universal Design for Learning and strength-based programming. The Division no longer considers students with special education needs in terms of what do we need to fix, but rather what environment and supports are needed for students to reach their full potential.

In Redwater School, Namao School, and Sturgeon Composite High School, highly trained and specialized staff in Inclusive Education guide the Specialized Programming, ensuring that students have access to a plethora of supports that not only meet their learning needs but enhance their growth, opportunities, and life skills. The Division will continue to offer these site-based environments which provide more accessibility, specific supports, and a framework to respond to the needs of students beyond foundational classroom instruction.

Historical Background:

1. Students who wanted to access GOALS could not attend their neighborhood schools as GOALS was designated to specific sites. Even if they were being supported in their neighborhood



school successfully, some parents/guardians saw this as a “no” to getting supports. Specialized programming is not attached to a setting.

2. Programs are designed for specific outcomes and populations, while these do serve important functions in education, it can be a barrier for families and the students who do not meet specific criteria, making the program more exclusionary rather than inclusive.
3. Not all families want their child with special education needs in a program that focuses on life skills. There can be a stigma and feeling that you are either “in” or “out”.
4. Resources are limited in education. If we isolate to specific programs, the Division will duplicate these services or resources in other programs.

Specialized Programming offers Sturgeon Public students, families, and staff more options and it makes a statement to potential SPS families that we do not just say we value inclusion. We live it.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Specialized Programming Updates

Specialized Programming Updates

- Currently, the Division has students accessing specialized programming at Ochre Park, Four Winds, and Sturgeon Heights in addition to our specialized sites at Namao, SCHS, and Redwater School. In total, the Division has 39 students, 6 teachers, and 17 EAs, bringing student to teacher ratio down, as well as giving more access to teachers. Which are key to better programming.
- Division safety-related incidents are down. This is due to an increase in staff, making sure all staff have appropriate training (NVCII) and are provided professional development.
- The Division has had students return to the division to access specialized programming.
- The division has invested in flexible spaces to meet all student needs, not just students in specialized programming.
- Learning Profiles and programming goals were developed to support staff in determining who should access specialized programming.
- New referrals and consents were developed.
- Developed a teaching cohort to ensure consistency, alignment and provide targeted professional development.
- Programming vision, mission and structures were created with all stakeholder input and aligned with division values.
- New division calendar for specialized programming that includes built-in time for school-based team meetings, staggered entry, IPP planning days, transition timeline and cohort meetings. This allows for the collaboration needed to support this level of programming.
- Communication guidelines were created to support teachers and families.
- Hired LPN's to support the medical needs of students.
- Programming decisions are made on Purpose, Peers, Place, Planning for all, and Presuming Competence (Moore, 2021).



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 500 - Transportation](#)
ADDITIONAL REFERENCE: [AP565 – School Bus Safety](#)
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

SUBJECT: School Bus Operation Regulation Changes

PURPOSE:

For information.

BACKGROUND:

The Alberta government is changing two regulations related to the operation of school buses.

The amended *Use of Highway and Rules of the Road Regulation* will allow school buses to drive at the posted speed limit on Alberta highways, instead of at 90 km/h. Alberta was the only Canadian province that still limited the maximum speed limit for school buses. Permitting school buses to travel at posted highway speeds will increase road safety by reducing the likelihood of drivers taking unnecessary risks to pass slower-moving school buses. This speed limit change was recommended in a report released by the Student Transportation Task Force.

The amended *Operator Licensing and Vehicle Control Regulation* removes the requirement for completion of the S-endorsement program when operating school buses with up to two non-student passengers. This will allow mechanics and drivers without an S-endorsement to test drive and transfer school buses without the additional S-endorsement training.

Both these changes came into effect on September 1, 2022. Transportation Services shared the new regulations with all bus contractors.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent
Sherri Devolder, Principal, Sturgeon Composite High School
GOVERNANCE POLICY: [Policy 910 – School Resource Officer](#)
ADDITIONAL REFERENCE: *Education Act: Sections 31, 33*
SUBJECT: School Resource Officer Sturgeon Composite High School – Update

PURPOSE:

For information.

BACKGROUND:

As per *Policy 910 – School Resource Officer*, Sturgeon Public School Division is part of a triparty School Resource Officer Agreement with Greater St. Albert Roman Catholic Separate School Division and the Town of Morinville.

The current School Resource Officer, Constable Teo O’Donnell, is on a parental-related leave and will be away for the 2022 – 2023 school year. It is expected that Constable O’Donnell will return to this position full-time for the 2023 – 2024 school year.

It was confirmed by the Morinville RCMP, Detachment Commander, Staff Sargent Chris Palfy, that for the 2022 – 2023 school year, two Officers will be deployed for this role. Each occupying the position for ½ of the school year (Semester 1 or 2). For Semester 1, the role will be filled by Constable Simon-Pierre Lajoie, who has already reached out to Sturgeon Composite High School and met with their Administration team. For Semester 2, the role will be filled by Constable Erynne Lafayette.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 405 - Budget Development and Transparency](#)
ADDITIONAL REFERENCE: [Policy 705 - Associate Superintendent Corporate Services](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

SUBJECT: Teacher Salary Settlement Funding

PURPOSE:

For information.

BACKGROUND:

The new collective agreement was ratified by the Alberta Teachers' Association and the Teachers' Employer Bargaining Association, and Alberta Education will be providing school authorities with funding to cover the increased salary costs.

The agreement includes a 0.5% salary increase effective on ratification, a 1.25% salary increase in September 2022, and a 2% salary increase in September 2023.

2021/22 School Year

For the 2021/22 school year, a lump-sum payment of \$10,560 was made in September to cover the 0.5% increase that was effective upon ratification. The lump-sum payment is calculated from the date of ratification on June 10 to June 30.

2022/23 School Year

For the 2022/23 school year, Sturgeon Public School Division will receive a total annual payment of \$539,180 to cover the 1.25% salary increase starting in September 2022 and will be made over 12 months, from September to August. The allocation also includes the 0.5% cumulative increase from the 2021/22 school year. The allocation may be updated in December to incorporate the most current information from the Division's audited financial statements submission in November.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services

GOVERNANCE POLICY: [Policy 500 - Transportation](#)
[Policy 105: Vision, Mission and Values](#)

ADDITIONAL REFERENCE: [AP565 – School Bus Safety](#)
[AP550 – Contract Bus Service](#)
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

SUBJECT: Transportation Update Summary

PURPOSE:

For information.

BACKGROUND:

The Division currently has 69 buses running under 18 contractors and is transporting roughly 2,915 students. Transportation Services is in the process of establishing one more bus route in the Bon Accord Catchment to help reduce ride times.

Over the course of the 2022-2023 school year, Transportation Services will be completing an in-depth cost analysis to provide the Board of Trustees with evidence and options for informed decision-making for the 2023-2024 budget. In preparation for the 2023-2024 school year, the Division will be looking at potentially implementing walk boundaries for the Town of Morinville and the Town of Gibbons to help address the overloading concerns within both of these towns and to incorporate the current 2.4km Alberta Education funding regulation into transportation services. In this analysis, Transportation Services will also be assessing the walking pathways inside the 2.4km to ensure the safety of students.

There have been some instances where bus operators have had conversations with parents/guardians, outside of Division direction/communication, that have caused some concern and additional pressures. The Division will continue to work collaboratively with bus contractors to ensure messaging is in alignment with Board policy and operational decisions.

The Division receives many transportation requests for Namao and Guthrie students to access Sturgeon Composite High School (SCHS) buses to get to their respective schools because the SCHS buses travel throughout most of the Division. The Division is currently revisiting this process for the Board of Trustees for future consideration. As Namao School and SCHS are located on Highway 37, traffic congestion and long ride times are a safety concern.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Campbell Requa, Director, Educational Planning
Taryn Donald, Lead Teacher, Indigenous Education

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

ADDITIONAL REFERENCE: [AP235 – Operational School Year Calendar](#)
[National Day for Truth and Reconciliation](#)

SUBJECT: Truth and Reconciliation Week and Indigenous Education

PURPOSE:

For information.

BACKGROUND:

Sturgeon Public Schools are recognizing Truth and Reconciliation week September 26 - 30, 2022. The Division has created an easy-to-use PDF resource that includes one activity for each day. This is a two-page resource with the first page designed for Elementary students and the second page for Secondary students. On day 3 (Wednesday, September 28th), there is a beading activity in which materials will be provided to schools. These activities will support students division-wide in being prepared to understand and recognize the importance of September 30, National Day for Truth and Reconciliation.

The Division has created a division website where resources will be available to teachers throughout the year. Each month the Division will have a focus and vetted resources will be available to school staff. The foci will include:

- History/Legacy of Residential Schools (Sep)
- Indigenous Role Models/Leaders (Oct)
- Michif (Métis) Culture and History (Nov)
- Treaties/Land agreements/Scrip (December)
- Inuit Culture and History (January)
- Nehiyawak (Cree) Culture (February)
- Connections to the land (March)
- Literature by Indigenous Authors (April)
- Missing and Murdered Indigenous Peoples (May)
- National Indigenous History Month (June)

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.



ATTACHMENT(S):

1. Link to Sturgeon Public Indigenous Education Website:
<https://sites.google.com/edu.sturgeon.ab.ca/indigenous-education-resources/home>
2. Truth and Reconciliation Week Resource PDF



Truth and Reconciliation Week 2022 (Elementary)

Monday

Choose an Indigenous read aloud for your class. Choose from this booklist or digital library.



REMEMBERING THE CHILDREN

CLICK HERE TO REGISTER!

Tuesday

Create a class land acknowledgement

Wednesday

Make a beaded reminder of your commitment to reconciliation.

Thursday

Wear an orange shirt.

Find time to reflect on what you've learned this week about Residential Schools.

Friday

National Day for
Truth and
Reconciliation

For additional resources visit our website.





Truth and Reconciliation Week 2022 (Secondary)

Monday

Media



**REMEMBERING
THE CHILDREN**

CLICK HERE TO REGISTER!

tuesday

Land
Acknowledgement

wednesday

Personal
Commitment

thursday

Reflection

wear an orange shirt.

Friday

National Day for
truth and
Reconciliation

For additional resources visit our website.





DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Lauren Walter, Manager, Communications

GOVERNANCE POLICY: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 700 – Superintendent of Schools](#)

ADDITIONAL REFERENCE: [AP220 – Communications](#)

SUBJECT: Communications Report and Annual Plan

PURPOSE:

For information.

BACKGROUND:

The Superintendent is committed to ensuring open, transparent, positive internal and external communications are developed and maintained. In accordance with this commitment, the Superintendent employs a Communications Manager whose primary role is to establish and maintain effective Division and school communication.

Attached is a summary of the Communication Annual Plan provided to the Board of Trustees that highlights the intended work of the department during the 2022-2023 school year. The monthly Communications Report for the end of August and beginning of September is also included for information.

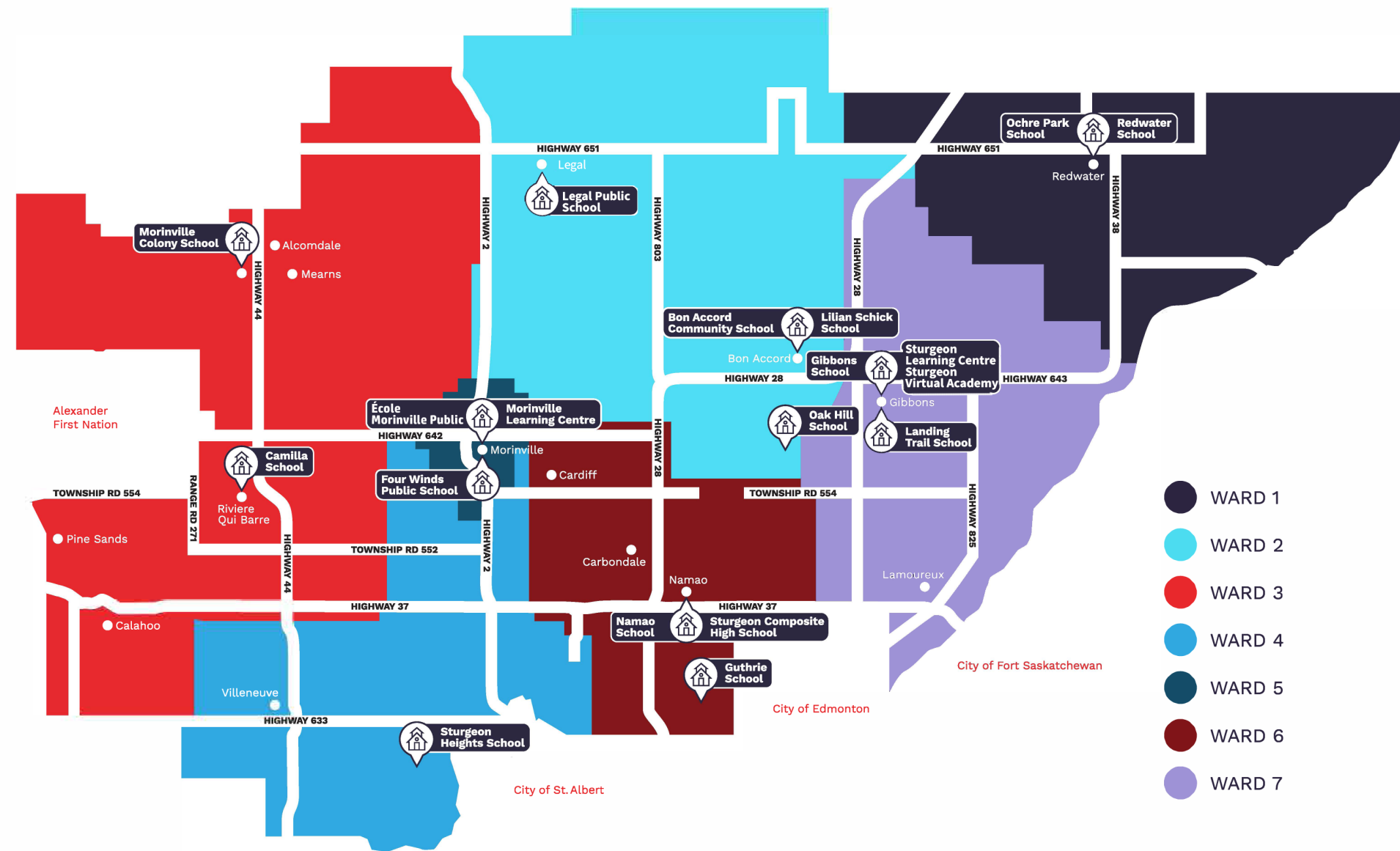
Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Communications Annual Plan
2. Communications Report August & September

COMMUNICATION PLAN

STURGEON PUBLIC SCHOOLS



- WARD 1
- WARD 2
- WARD 3
- WARD 4
- WARD 5
- WARD 6
- WARD 7

2022-2023



EXECUTIVE SUMMARY

Sturgeon Public Schools is a Division with a rich rural heritage and a strong community focus. Our positive culture, supportive environment, and innovative programs provide a well-rounded education that prepares students to pursue their unique path to future success.

Purpose of this Plan

1. To highlight the excellence within Sturgeon Public Schools through the print, online, web, and social media content that we generate. This content will innovatively and engagingly showcase our:

A) Variety of Learning Choices and Strategies

B) Excellent Teaching Practices

C) Supportive and Inclusive Environment

D) Community Connection

E) Awareness of and Contributions to Important Social Conversations

F) Uniqueness as a Division

2. To show families both within and outside of Sturgeon County that Sturgeon Public Schools have the staff, learning strategies, and programs best suited to both:

A) Prepare their child for future success

B) Provide them with the necessary skills to excel at the challenges presented by the global community

Plan Overview

SPS BLOG

The blog will be used to update parents—as well as the greater community—on the positive things that are happening in the division, such as:

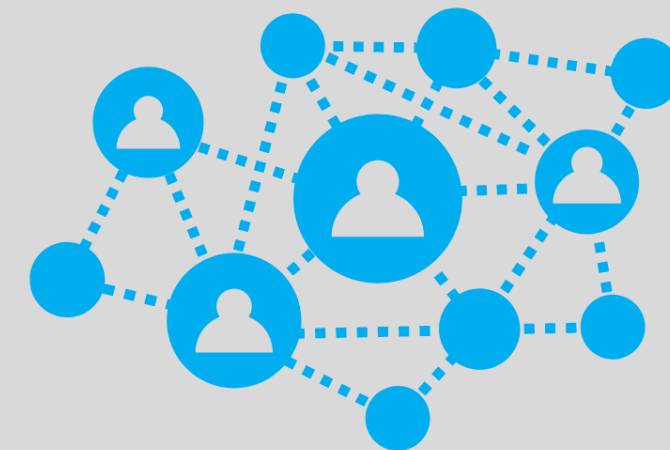
1. Events
2. News
3. Award Wins
4. Projects
5. Initiatives

Having a frequently updated blog will improve our search engine optimization, public reach, and positive community reputation.



TRADITIONAL MEDIA

The aim of this year's Communication Plan is to build connection with other media organizations in our community. Each month, stories will be submitted to Sturgeon County—as well as each Town Administration—highlighting exciting news about our schools. Having local organizations circulate our success stories will contribute to our positive community reputation, while simultaneously promoting our programs.

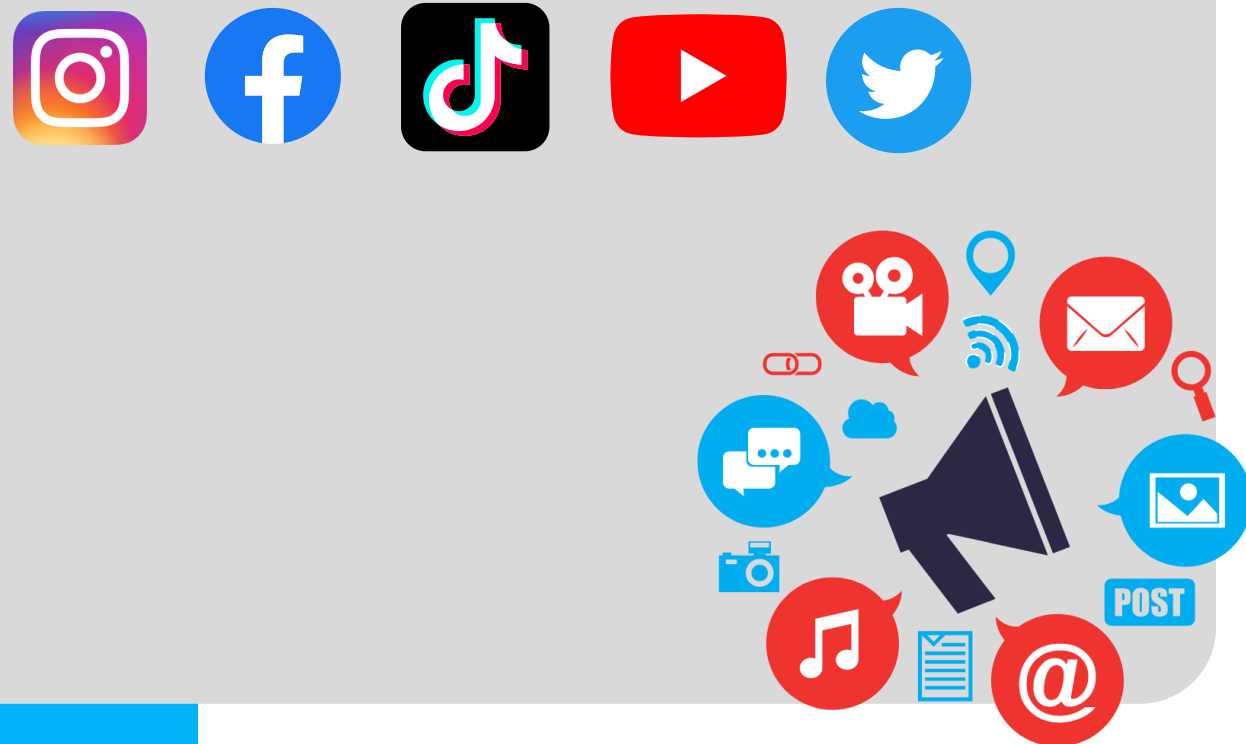


SOCIAL MEDIA

The goal of our social media is to be more engaging and innovative than ever before. We will post photo and video content daily that:

- A) Reflects our Core Values
- B) Is Engaging
- C) Follows Current Social Media Trends
- D) Utilizes Algorithmic Patterns to Reach a Large Audience

The social media platforms we will be utilizing are:



WEBSITE UPDATES

The website will be updated so that the format and content are concise, informative, and user friendly. A particular area of improvement will be the individual school sites—which will be made more uniform and easy for current and prospective parents to navigate.



Future Direction

To make Sturgeon Public Schools the standard of excellence in marketing and communications for the Province of Alberta.



**Sturgeon
Public Schools**

Dare to reimagine learning

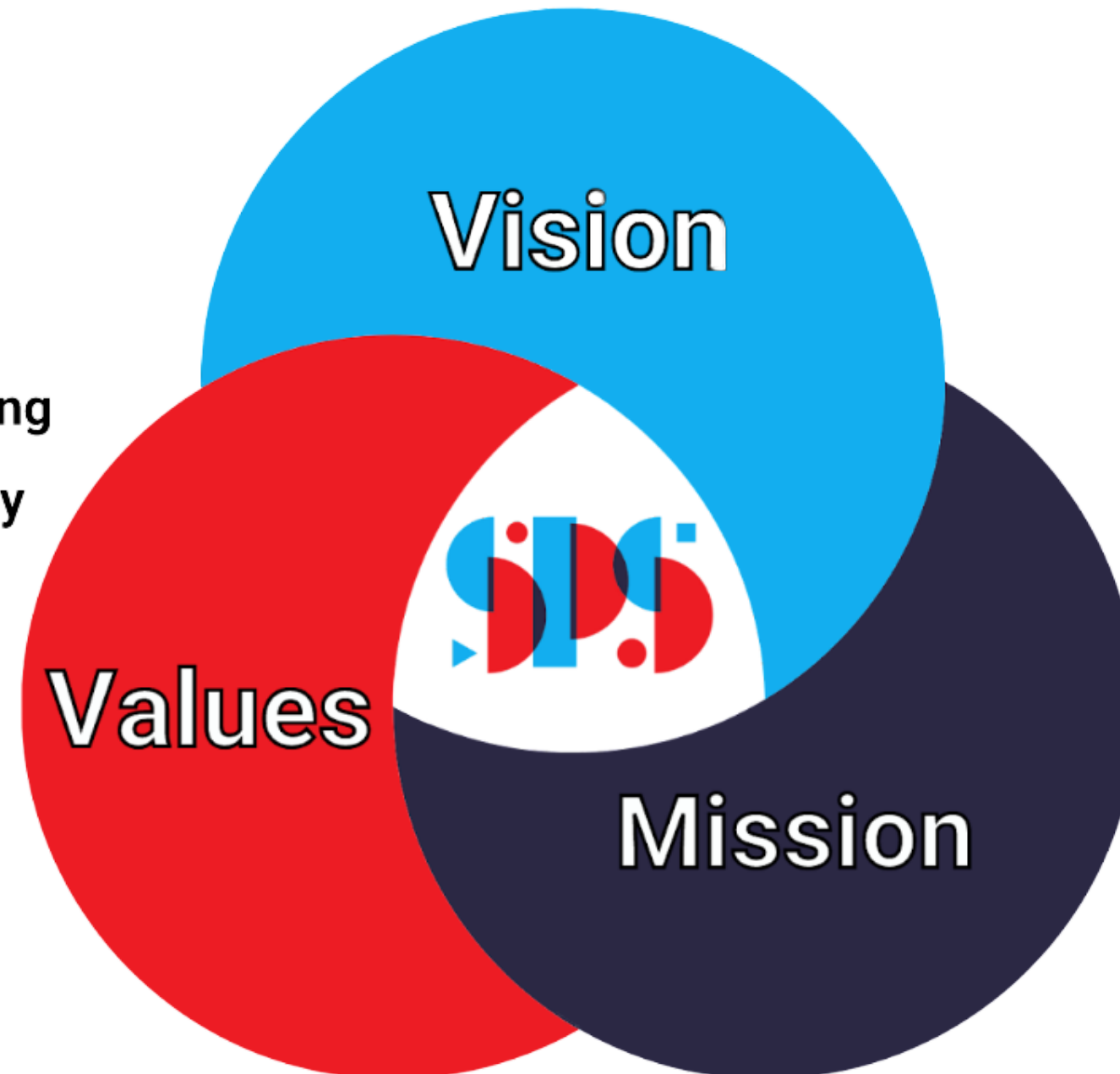
Mission, Vision, & Values

Vision

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

Values

1. Excellence in teaching
2. Shared responsibility
3. Mutual respect
4. Belonging
5. Learning choices
6. Communication



Mission

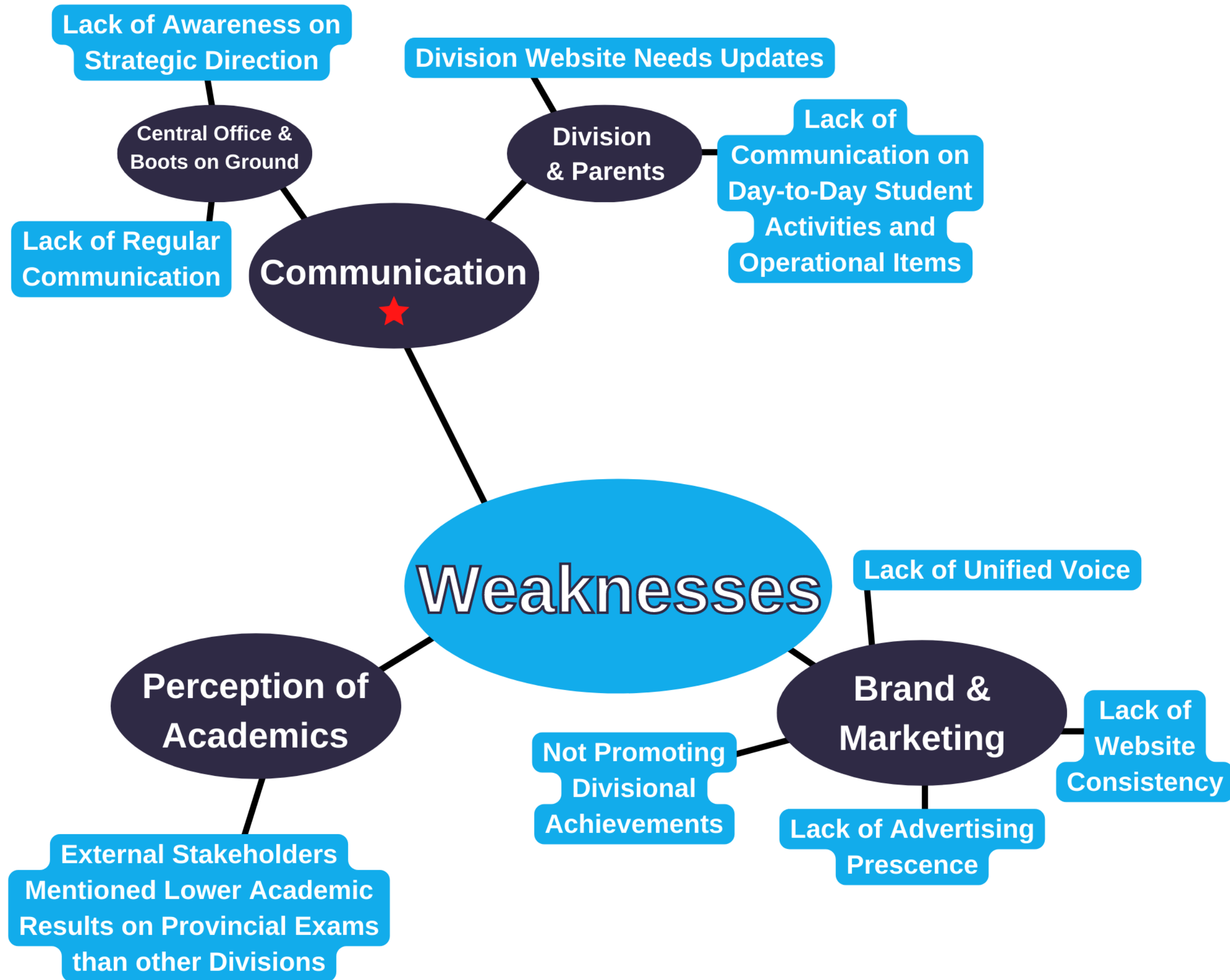
Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

Strengths & Weaknesses

(Results taken from the Incite Report generated in 2019).



► Unique programming was cited as our greatest strength (“Incite Report,” 2019)



▶ Lack of internal and external communication was cited as our greatest weakness (“Incite Report,” 2019)

What do Neighboring Divisions Offer?



1. STEAM Academy
2. LOGOS
3. Head Start
4. French Immersion
5. Hockey Academy
6. Dance Academy
7. Sport for Life
8. RAP Program
9. Green Certificate
10. CTF/CTS
11. Paving Healthy Pathways

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MARKETING STRATEGY

What	How	Why	When	Who
<p>Update Website</p>	<ol style="list-style-type: none"> 1. Cut down on the volume of content 2. Improve continuity and overall layout of individual school sites 	<ol style="list-style-type: none"> 1. Make website more user friendly and engaging for stakeholders 2. Draw more attention to the most marketable aspects of the Division 3. Decrease inquiries from stakeholders 	<p>Beginning August 29, a three week period will be dedicated to updating each school's individual website</p>	<p>Manager of Marketing and Communications in collaboration with the Principal of the given school</p>
<p>Grow Social Media</p>	<ol style="list-style-type: none"> 1. Create highly engaging and informative content that showcases our programs, values, successes, and strengths 2. Invest time and resources into making video content for Instagram, Facebook, and Tiktok and Youtube 3. Invest in social media advertisements for the posts that get the most organic audience engagement 	<ol style="list-style-type: none"> 1. Increase the public's awareness of all the top tier learning strategies, resources, programs, initiatives, and events that our schools have to offer 	<p>Share original posts to Instagram, Twitter, Facebook, and Tiktok a minimum of four times per week, and a Youtube video a minimum of once per month</p>	<p>Manager of Marketing and Communications in collaboration with various school staff members</p>

MARKETING STRATEGY

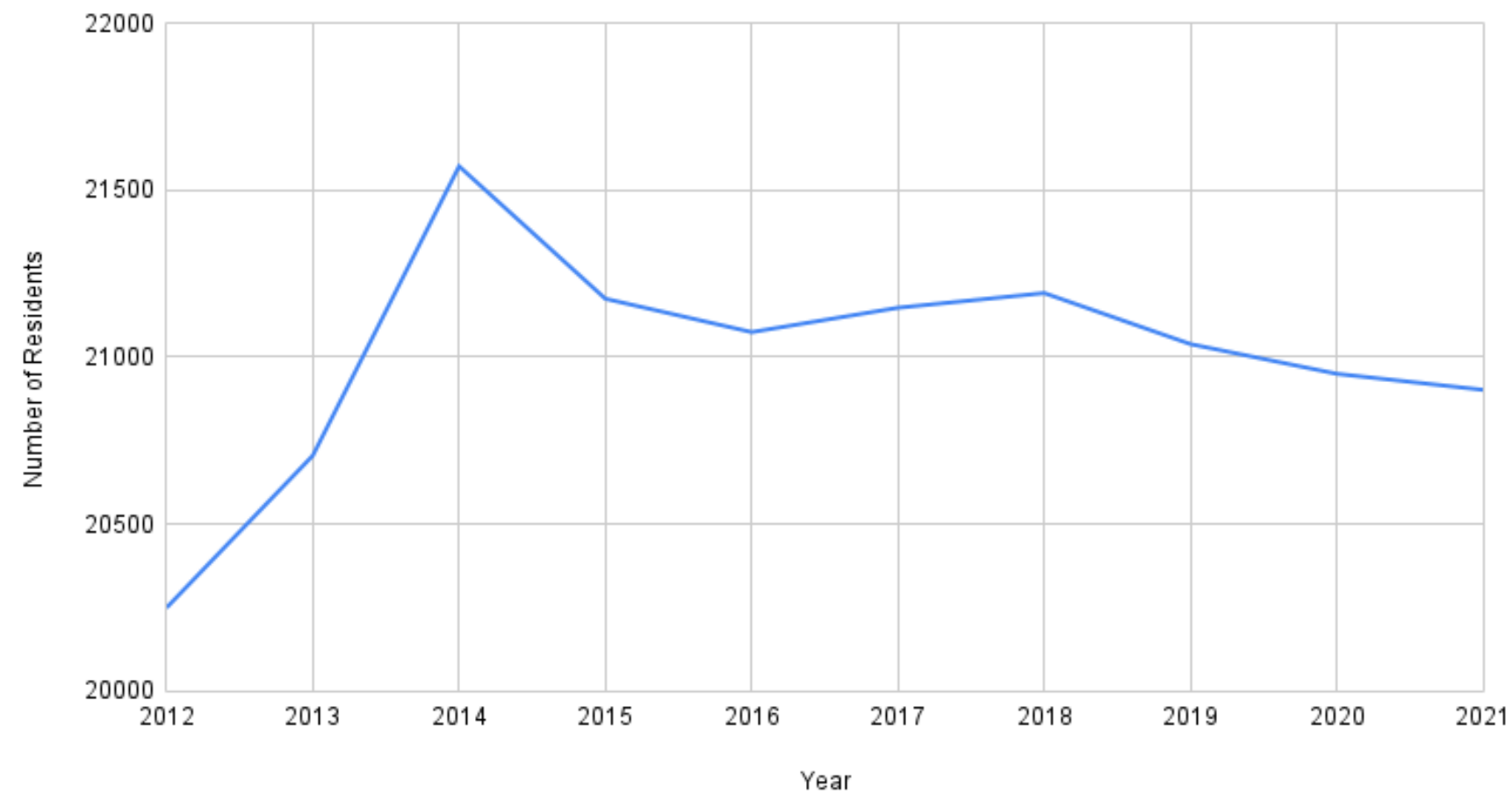
<p>Start a Division Blog</p>	<p>1. Build a blog into our current website where we share news, updates, and success stories with internal and external stakeholders</p>	<p>1. Highlight all of the great things that happen in our Division 2. Provide stakeholders with current information that allows them to feel connected and up to date</p>	<p>Stories centred on events or success stories will be posted as they occur, and a newsletter style update will be released bi-weekly</p>	<p>Manager of Marketing and Communications in collaboration with Principals as well as Central Office staff</p>
<p>Connect with Traditional Media</p>	<p>1. Build relationships with media personnel within and outside of sturgeon county (Town of Legal, Sturgeon county etc) 2. Submit informative and exciting stories to local media outlets to be shared in print as well as on social media</p>	<p>1. To increase the community's awareness of all the great things happening in our Division</p>	<p>Goal of two features in local media outlets per month</p>	<p>Manager of Marketing and Communications in collaboration with Principals as well as Central Office staff</p>
<p>Invest in Advertising</p>	<p>1. Select various local platforms (radio, television, web, print) in which to promote our schools and programs</p>	<p>1. Increase the public's knowledge and awareness of what our schools have to offer</p>	<p>Goal of two advertisements per month</p>	<p>Manager of Marketing and Communications in collaboration Central Office staff</p>



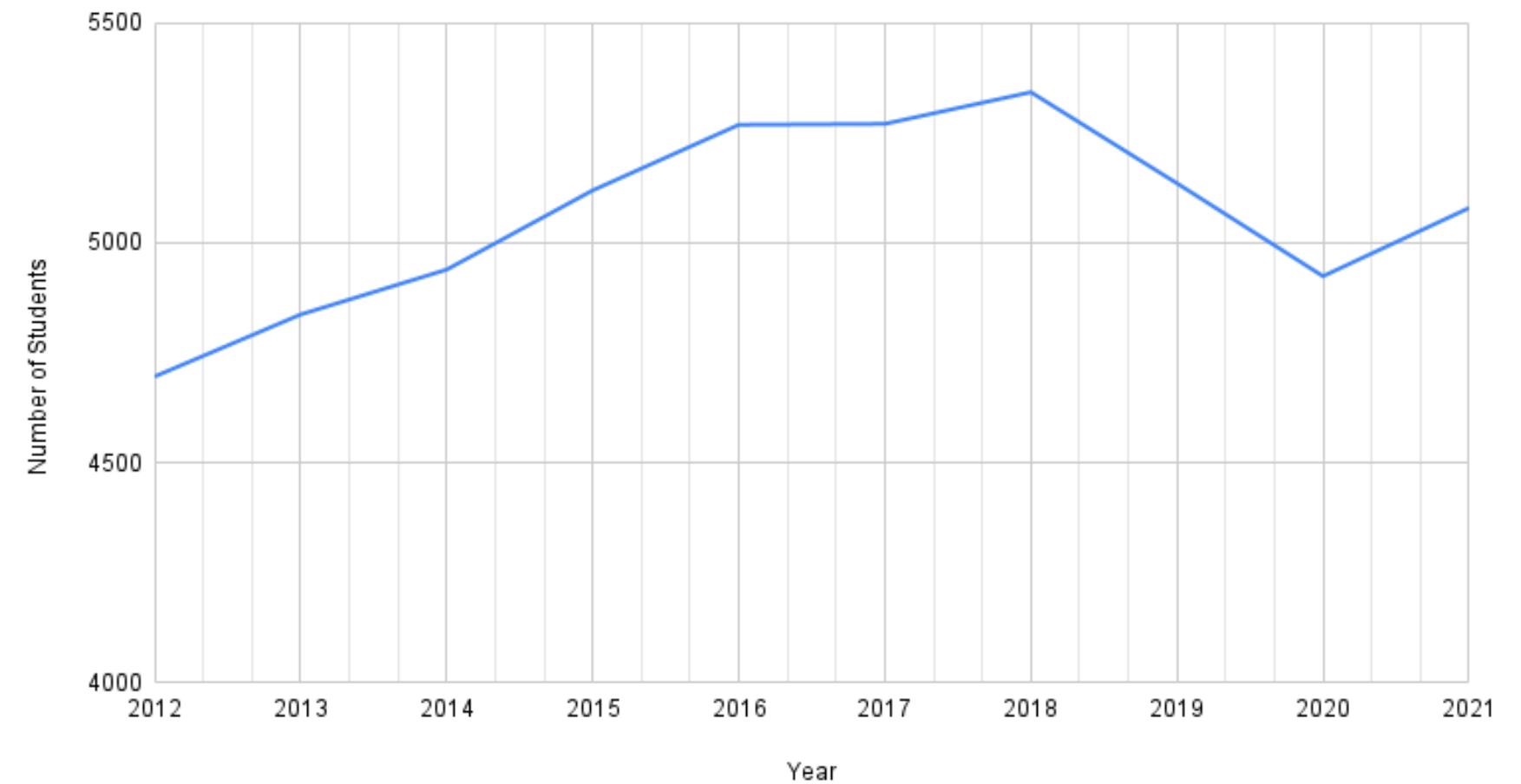
MARKETING GOALS

Factors to Consider

Sturgeon County Population



SPS Student Population



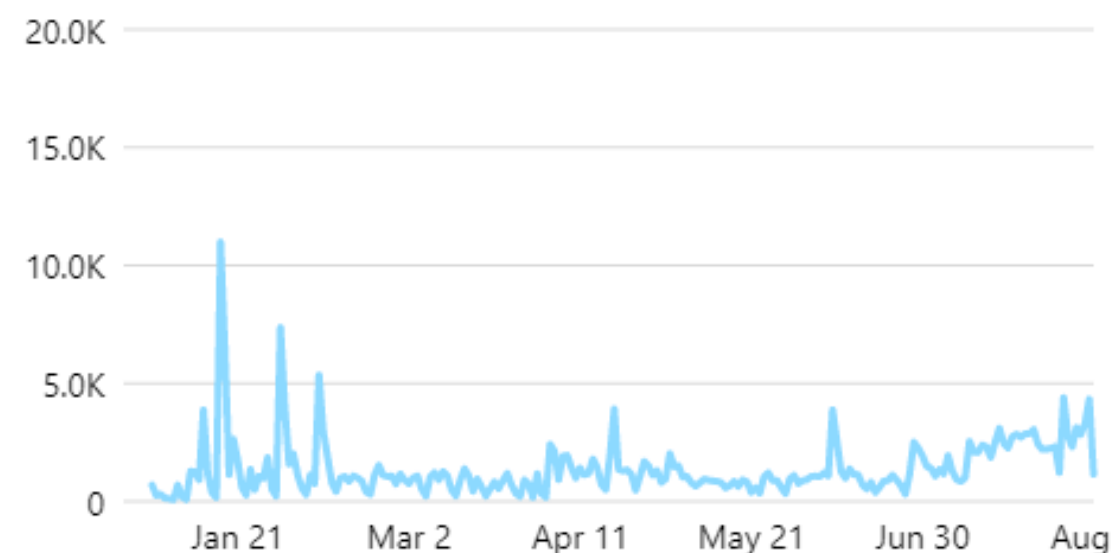
2021-2022 Analytics



Reach

Facebook Page reach ⓘ

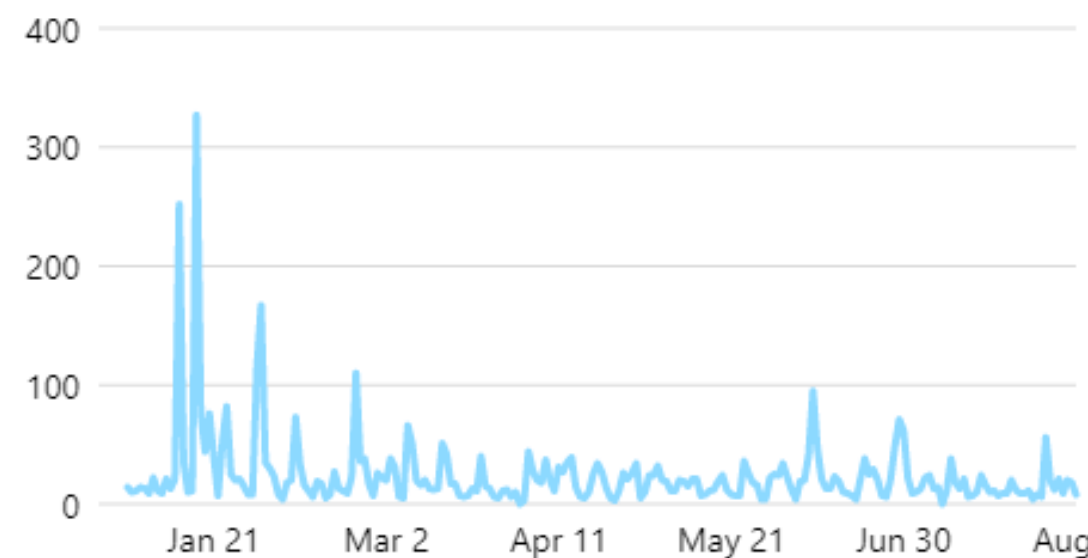
58,990 ↑ 25.1%



Page and profile visits

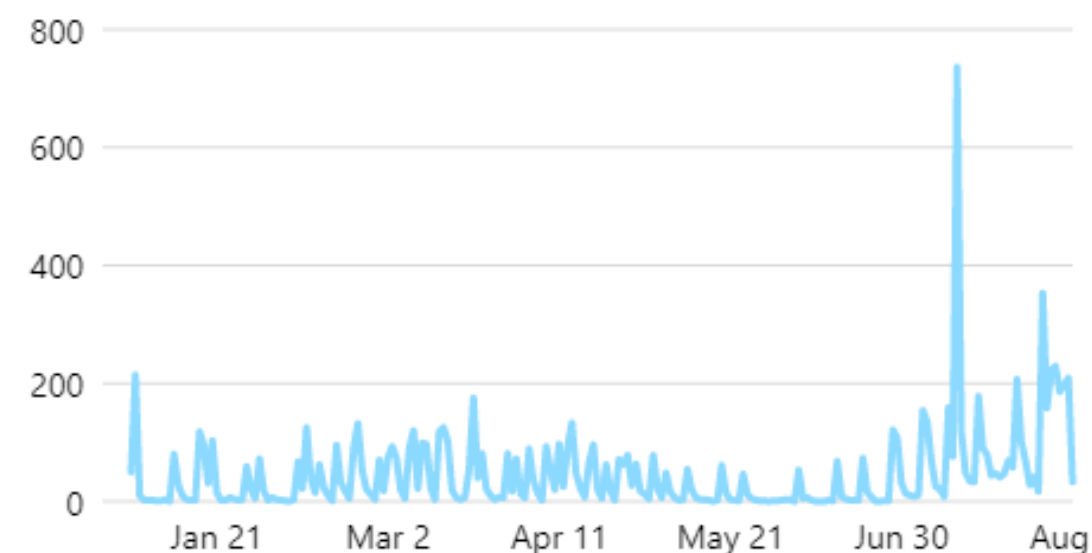
Facebook Page visits ⓘ

5,286 ↑ 12.7%



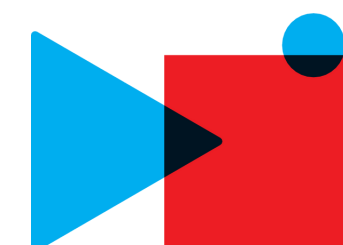
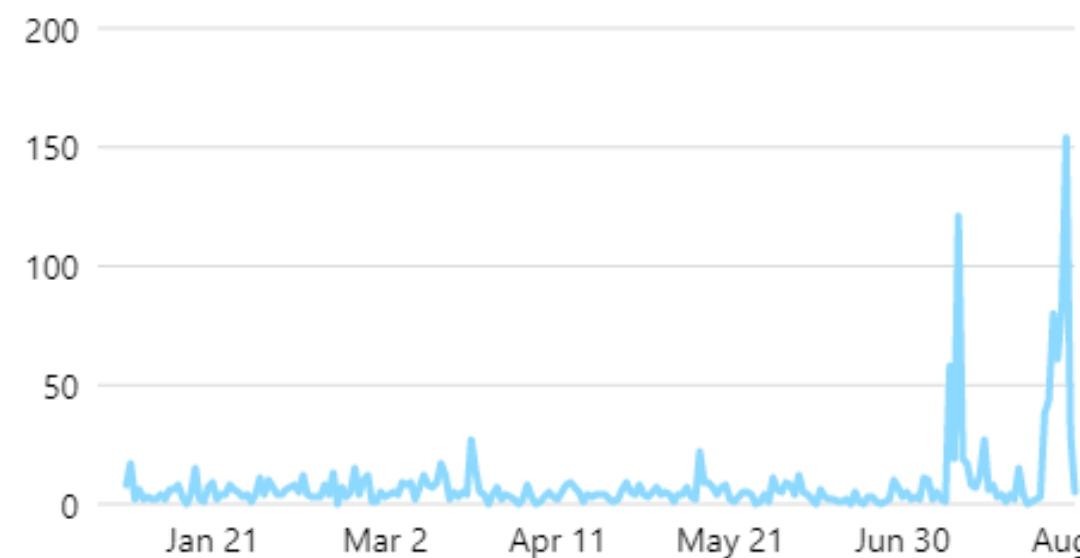
Instagram reach ⓘ

2,552 ↑ 369.1%



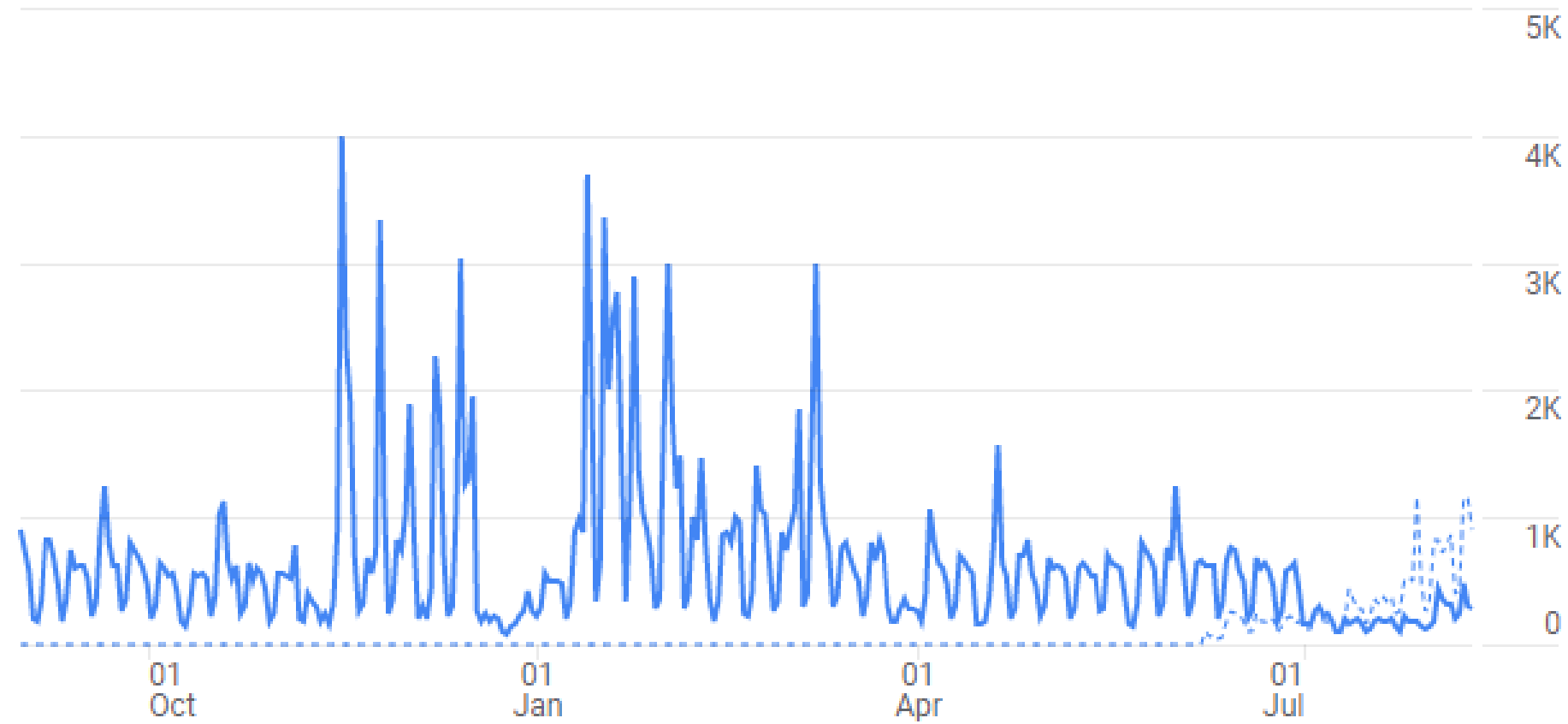
Instagram profile visits ⓘ

1,796 ↑ 185.1%





Users	Sessions	Bounce Rate	Session Duration
101K	305K	55.22%	2m 34s
↑683.9%	↑1,044.8%	↑10.1%	↑46.5%

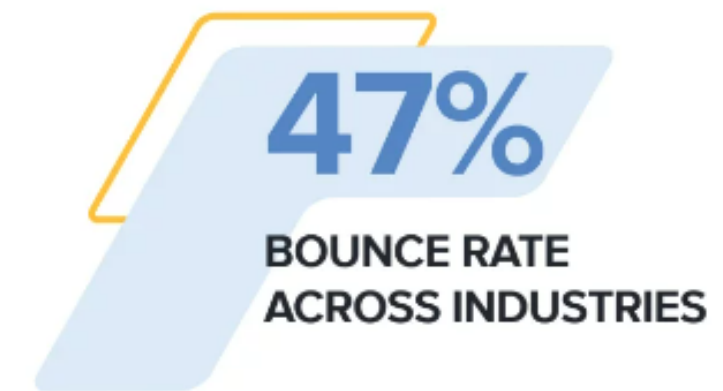


Sep 1, 2021 - Aug 10, 2022 ▼

AUDIENCE OVERVIEW >

What is the average bounce rate for eCommerce sites?

According to [2020 Contentsquare benchmark data](#), the average bounce rate for eCommerce sites is 47%.



Average bounce rate varies by device too. Across all industries, the average bounce rate is 43% on desktop, 51% on mobile, and 45% on tablet.

2022-2023 Marketing Goals



Increase Registration by 4.4%

- ▶ A 4.4% increase would bring the division back above 5300 students—our highest historical registration number (2018) to date



Increase Social Media Engagement by 50%

- ▶ Increase the number of page visits and followers, and grow our reach



Increase Website Traffic by 35%

- ▶ Increase the number of website visits and the average length of session duration



Decrease Website Bounce Rate by 5%

- ▶ A 5.5% decrease would bring us down to the industry standard

Board Memorandum

August & September, 2022



**Sturgeon
Public Schools**

Dare to reimagine learning

Communications
Report

Communications in August has been focused on:

- The creation of the "Soarin' Over Sturgeon Public" welcome back video. Aimed at inspiring excitement in staff and students for the upcoming school year, the welcome back video currently has over 3,800 views.



Show me

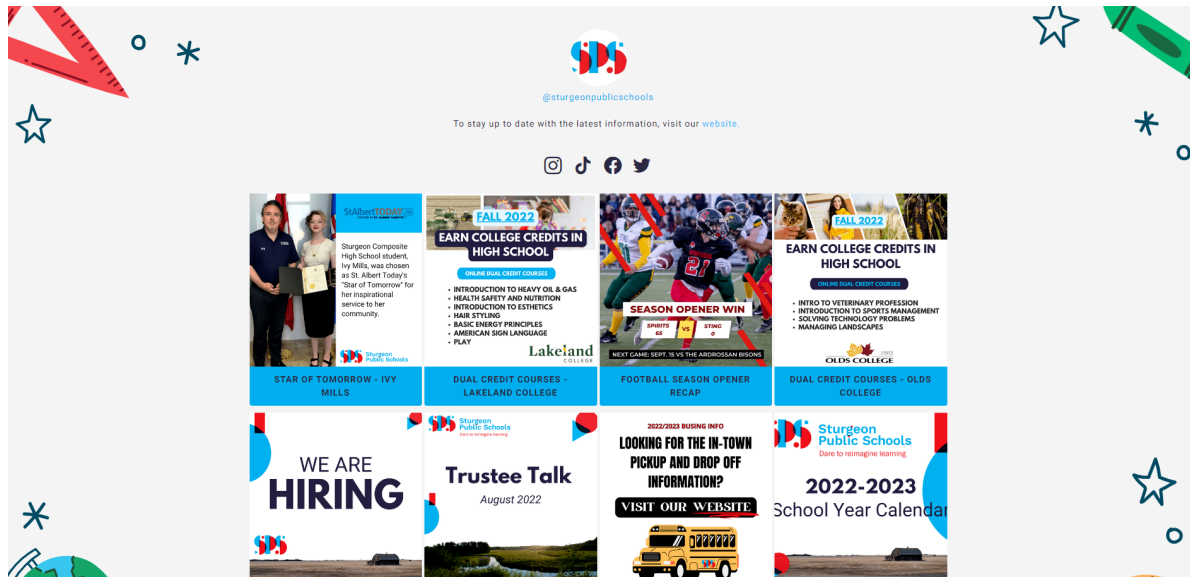
- Promoting job opportunities with Sturgeon Public Schools using social media. Analytics show that our weekly 'available positions' posts have led to more than 1000 website visits to our job openings page.



Show me

Communications in September has been focused on:

- The creation of a blog interface that directs users from our social media to both our website and other sources that provide the public with important information and showcase the excellent things occurring in Sturgeon Public Schools.



[Show me](#)

- Showcasing events, programs and facilities using short form content (Tiktok and Instagram Reels). Our Instagram Reel covering Landing Trail School's Meet the Teacher Night has over 6,200 views.



[Show me](#)

Communications in September has been focused on:

- Showcasing the Division's outdoor learning spaces and using video content to outline how they are utilized to provide numerous cognitive, physical, social, and emotional health benefits to students.



Show me

Sturgeon Public in the Media

- August 25, 2022 — Greetings from the Principal of Legal Public School!
Legal Chamber of Commerce
 - September 12, 2022 — Local Teams Start Strong in New High School Football Season
St Albert Today
 - September 13, 2022 — Star of Tomorrow: Morinville Great Kid Sings for Community
St Albert Today
-

Upcoming Events

- Truth and Reconciliation Week - September 26 to 30th
- National Custodian Day - October 2
- World Teacher's Day - October 5



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate 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- August 2022

PURPOSE:

For information.

BACKGROUND:

The Board Financial Report for August 2022 is 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.”*

The current preliminary 2021-2022 surplus is anticipated to be \$2.4M, however, the year-end preparation is still in early stages.

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

- K – 12 Revenue is higher than budgeted by \$1.35M mainly due to:
 - Targeted Funding(\$380k) announced after the budgeting cycle;
 - COVID Mitigation/Hold Harmless funding (\$1.328M) adjustment announced in August 2021;
 - A one-time funding of \$28k has been included in the budget for funds received from Alberta Education to set up Legal Public School;
 - Less Board approved Transfer to Capital Reserve of \$750k; and
 - The funds intended to support O&M projects as identified in the Board approved motion on March 23, 2022, for \$1,529,300 accounts for the deficit showing under the O&M program.

- K – 12 Expenses are lower than budgeted by \$1.46M mainly due to:
 - Curriculum Development Textbooks were budgeted based on all core subjects for grades K to 6. The rollout of the curriculum changed to a staggered implementation, therefore the Division only worked on K – 3 Math and English, resulting in a \$419k surplus;
 - The Division had a shortage of EAs in the PUF program resulting in a \$560k surplus;
 - Later-in-year hiring of FMNI resources resulted in a \$327k surplus;



- Capitalization of certain expenses such as the Classroom Ventilation Project and Classroom Display resulted in nearly \$1.042M savings, while items will amortize in time over their life;
- The substitute teacher pool was budgeted on the same model as 2020-21, with contracted subs for each of the schools. The model was no longer needed and therefore suspended on October 29, 2021, resulting in savings of \$515k; and
- Higher than budgeted central instructional teaching resources resulted in an over expenditure of \$1.59M offsetting a portion of the savings above.
- Operations & Maintenance
 - Revenue is higher (\$283k) due to transfers from K – 12 instruction to support completed Board approved operational projects (increased custodial services, weed control, grass cutting, snow removal, painting); and
 - Expenses are higher by \$1.23k due to projects that are in progress but not quite finished, offsetting a portion of the Board approved projects on March 23, 2022 (see above).
- Transportation Services
 - Revenue is higher than budgeted mainly due to the Fuel Price Contingency Program Reinstatement allocation of \$143k; and
 - Expenses are higher than budgeted by \$230k, mainly due to the Fuel Price Contingency Program Reinstatement payments to bus contractors and the additional payments to support insurance costs for the contractors.
- System Administration
 - Revenue is higher than budgeted by \$213k mainly due to higher interest earned on our deposit accounts; and
 - Expenses are higher by \$43k due to a variety of smaller variances.
- External Services Revenues and Expenses were lower overall due to one less secondment.
- Any remaining Alberta Education funds that have not been fully utilized by August 31, 2022, will be moved to the unrestricted surplus to be spent in the 2022/2023 and 2023/2024 school years.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. August 2022 Monthly Financial Report

The Sturgeon School Division
2021-2022 School Year

August 31, 2022 Preliminary As At September 20, 2022

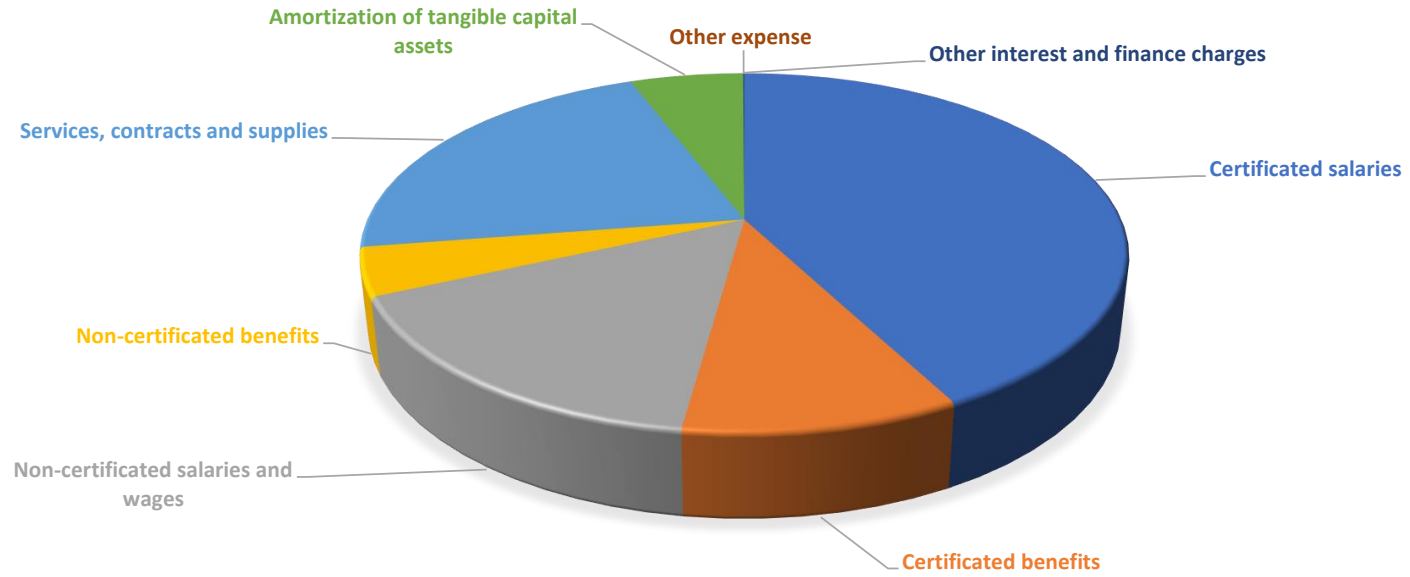
REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 4,151,158	\$ 49,695,859	\$ 5,310,659	\$ 4,604,866	\$ 2,689,294		\$ 66,451,836
Alberta Infrastructure & Amortization			\$ 3,900,732		\$ -		\$ 3,900,732
Other - Government of Alberta		\$ 1,141,517				\$ 428,315	\$ 1,569,832
Federal Government and First Nations		\$ 442,543					\$ 442,543
Fees	\$ 37,245	\$ 923,173		\$ 556,272		\$ 5,111	\$ 1,521,801
Sales of services and products		\$ 217,138		\$ 7,615	\$ 791	\$ 108,407	\$ 333,950
Investment income		\$ -	\$ -		\$ 247,630		\$ 247,630
Gifts and donations		\$ 260,007					\$ 260,007
Rental of facilities		\$ 373	\$ 333			\$ 46,123	\$ 46,829
Fundraising		\$ 112,669					\$ 112,669
Other		\$ 5,404	\$ 243,424		\$ 46,737		\$ 295,565
TOTAL REVENUES	\$ 4,188,404	\$ 52,798,683	\$ 9,455,148	\$ 5,168,753	\$ 2,984,452	\$ 587,956	\$ 75,183,396
Approved Budget Revenues	\$ 4,363,674	\$ 51,447,004	\$ 9,171,948	\$ 5,031,137	\$ 2,770,896	\$ 646,149	\$ 73,430,808
Percent Collected of Budget Received	95.98%	102.63%	103.09%	102.74%	107.71%	90.99%	102.39%

EXPENSES

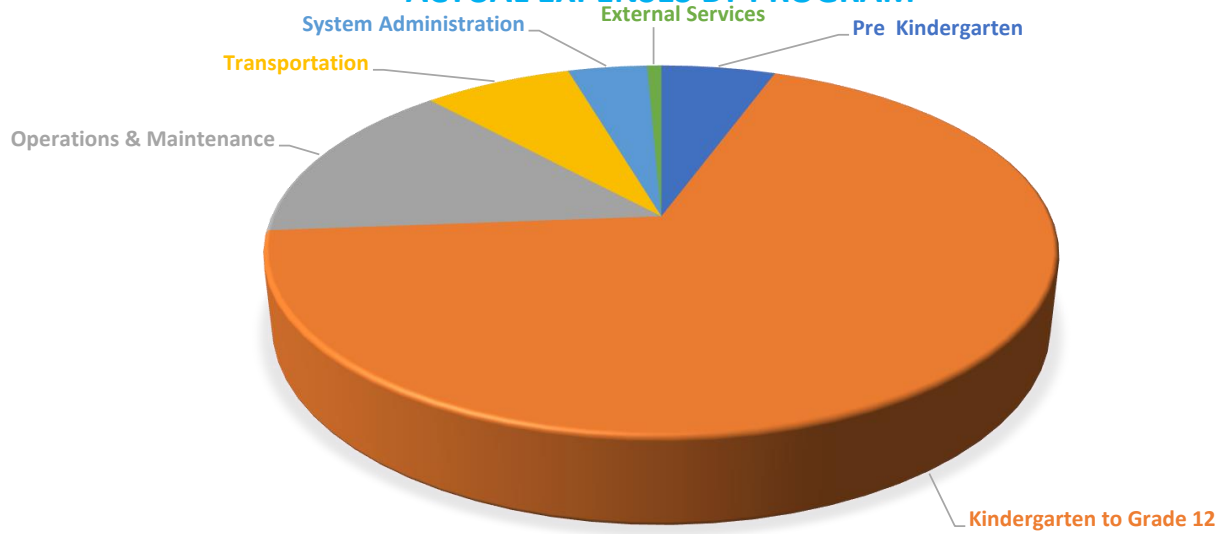
Certificated salaries	\$ 1,297,270	\$ 28,634,003			\$ 401,441	\$ 432,792	\$ 30,765,507
Certificated benefits	\$ 174,397	\$ 6,931,439			\$ 34,908	\$ 49,829	\$ 7,190,573
Non-certificated salaries and wages	\$ 1,897,459	\$ 6,535,217	\$ 1,795,343	\$ 146,410	\$ 1,294,973	\$ 10,565	\$ 11,679,967
Non-certificated benefits	\$ 505,740	\$ 1,764,763	\$ 509,923	\$ 34,928	\$ 319,461	\$ 2,730	\$ 3,137,545
Services, contracts and supplies	\$ 173,515	\$ 5,665,358	\$ 4,150,249	\$ 5,077,152	\$ 691,317	\$ 5,843	\$ 15,763,433
Amortization of tangible capital assets		\$ 82,007	\$ 4,045,083	\$ 2,200	\$ 31,176		\$ 4,160,465
Other interest and finance charges		\$ -			\$ 40,973		\$ 40,973
Other expense							\$ -
TOTAL EXPENSES	\$ 4,048,381	\$ 49,612,786	\$ 10,500,598	\$ 5,260,689	\$ 2,814,249	\$ 501,760	\$ 72,738,463
Approved Budget Expenses	\$ 4,363,674	\$ 51,077,400	\$ 9,271,948	\$ 5,031,137	\$ 2,770,898	\$ 613,574	\$ 73,128,631
Percent Spent of Budget	92.77%	97.13%	113.25%	104.56%	101.56%	81.78%	99.47%

OPERATING SURPLUS (DEFICIT)	\$ 140,023	\$ 3,185,897	\$ (1,045,449)	\$ (91,936)	\$ 170,202	\$ 86,196	\$ 2,444,933
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ACTUAL EXPENSES BY OBJECT



ACTUAL EXPENSES BY PROGRAM





DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Steve Schick, Director, Technology Services
GOVERNANCE POLICY: [Policy 700 – Superintendent of Schools](#)
ADDITIONAL REFERENCE: [AP865 – Information and Communication Technology](#)
SUBJECT: Monthly IT Report – September 2022

PURPOSE:

For information.

BACKGROUND:

September 2022, the Technology Services team has focused on issues most directly related to start up and onboarding new employees and students. This also includes patching and updating division technology that is turning on or returning to schools for the first time in two months.

Administration is prepared to respond to questions at the September 28, 2022, Public Board Meeting.

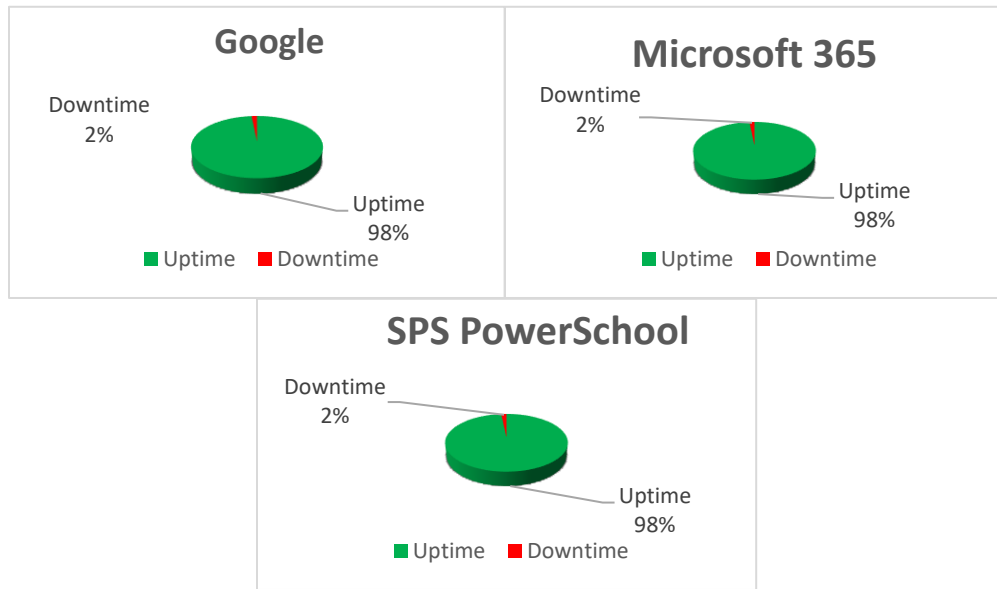
ATTACHMENT(S):

1. Monthly IT Report – September 2022

Monthly Technology Services Report

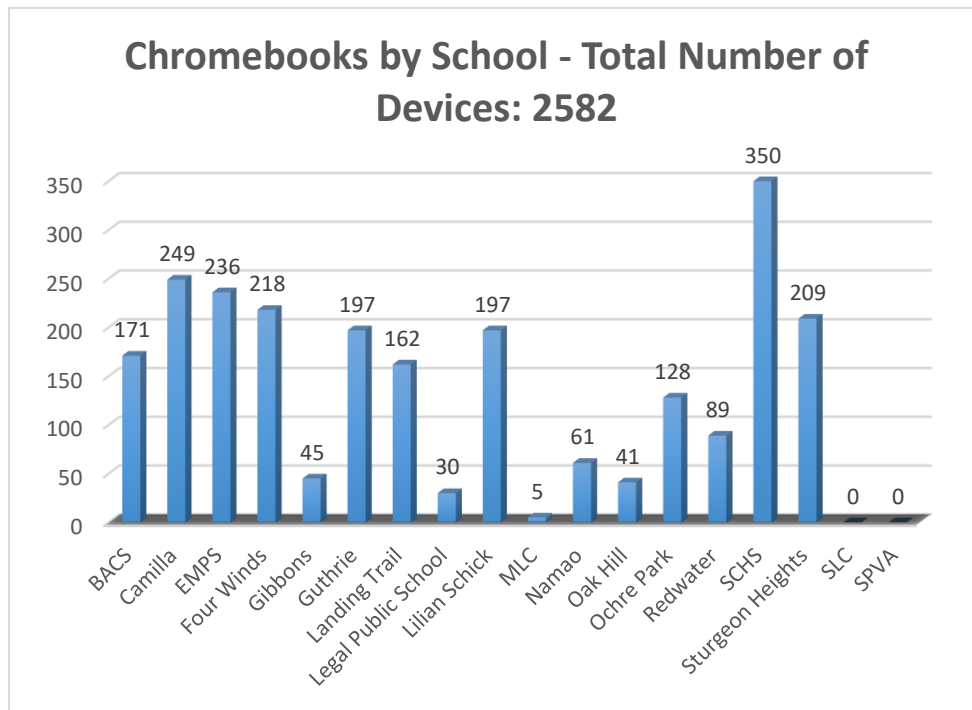
August 1 to August 31, 2022

Connectivity Checks



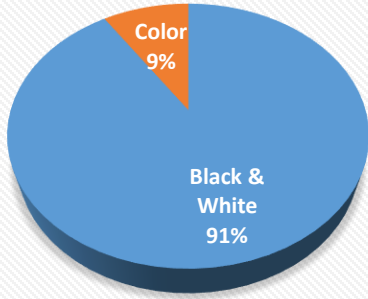
Outage Details: There was an outage during the week of the Central Office shutdown to upgrade the SuperNet service as well as other planned maintenance updates.

Chromebook Information



Konica Minolta Multifunctional Printers

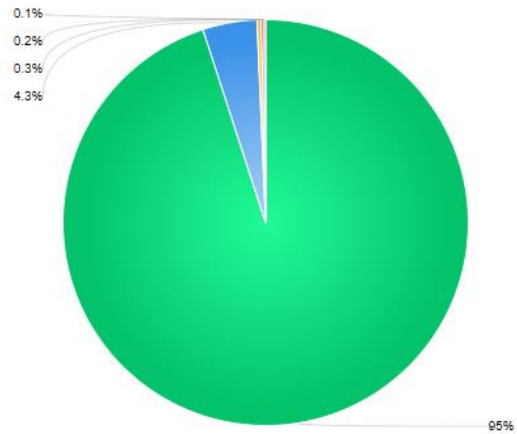
Color Composition



■ Black & White ■ Color

Windows Devices Information

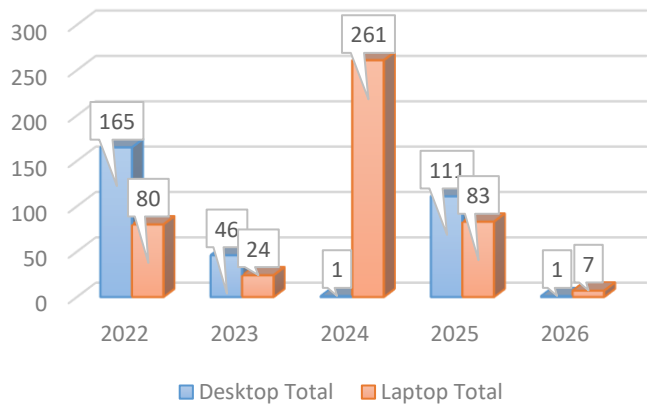
■ windows 10 education (x64) ■ Not Assigned ■ windows 10 professional edition (x64) ■ windows 11 education (x64)
 ■ windows 10 enterprise edition (x64)



Environmental Impact

Trees Consumed	21.99 trees
CO2 Produced	2,327.1 kg
Equivalent Bulb Hours	145,701.6 hours

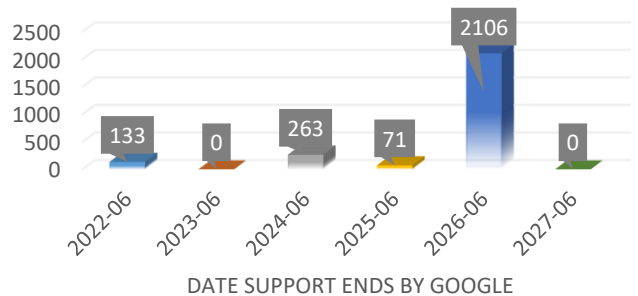
Windows Workstations Evergreening



Top Printer Groups

Group	PAGES
CAM	35,235
LT	24,678
RW	18,625
SCHS	17,739
OP	16,769
NAM	16,346
GT	16,059
MP	10,166
SH	9,515
BA	6,162

CHROMEBOOK EXPIRY DATE





DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)
ADDITIONAL REFERENCE: [Service Dogs in Alberta](#)
[Alberta Human Rights Act: Section 5](#)

SUBJECT: Administrative Procedure 526 – Animals Supporting Inclusive Education

PURPOSE:

For information.

BACKGROUND:

In order for Sturgeon Public School Division to continue to meet the Division’s vision for inclusive education to support the learning and needs of students, Administration has created a new Administrative Procedure 526 – Animals Supporting Inclusive Education.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 526 – Animals Supporting Inclusive Education
2. Administrative Procedure 526 – Request for Certified Service Animal/Therapy Animal – Exhibit A
3. Administrative Procedure 526 – Certified Service Animal/Therapy Dog Sample Letter to the School Community – Exhibit B
4. Administrative Procedure 526 – Management Care Plan of the Animal Supporting Inclusive Education – Exhibit C



PURPOSE

Animals supporting the learning of students are situationally important in supporting the Division’s vision for inclusive education. In some cases, their use is essential in assuming that students have the same opportunities to learn as all other students. Animals dedicated to supporting the learning goals of students will be allowed in schools or Division property when professional assessments have determined that such a program support will optimize student learning. Animals who are selected for this purpose will have been deemed to be optimal in achieving the goal of serving specific learning needs. At all times, decisions regarding the scope of animal support for educational programs must be balanced against the impact that animals have on the educational environment, and the health and safety of the school community.

PROCESS

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

PROCEDURE

Definitions:

Service Animal: This animal is most commonly determined to be a dog trained as a guide for a disabled person and having the qualifications prescribed by a regulatory framework (Service Dogs Act of Alberta, 2009). For the purposes of this Administrative Procedure, the service animal definition will include animals that have been trained by a recognized program such as Canine Vision Dog Guides, Special Skills Dog Guides, Hearing Ear Dog Guides, Seizure Response Dog Guides, and Autism Assistance Dog Guides. Service animals are deemed to be essential in assuring the rights of students with disabilities and human rights afforded to all students. Evolving practice suggests that based upon a student’s specific medical and cultural need, a service animal could be recommended that is not a dog (ie. Miniature horse). A service animal helps provide safety, independence, dignity, and confidence to the handler.

Therapy Animals: Therapy Animals provide educational supports for students by serving as a resource to support psychological or physiological needs. Provisions that apply to protecting people with disabilities and their service animals do not apply to Therapy Animals and their handlers. Although Therapy Animals are specially evaluated, trained, and registered for their volunteer work, they do not undergo the same extensive specialized and unique training required of Service Animals.

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



1. Service Animal:
 - 1.1 Parents/guardians of students requesting the support and assistance of a service animal while at school shall:
 - 1.1.1 provide a letter outlining the benefits of having the service animal attend with their child, descriptions of the animal’s activities, and the duration of the support;
 - 1.1.2 provide a letter from a physician confirming the diagnosis, recommendation and confirmation that the student’s need for the use of a Service Animal in school is essential and directly related to the learning needs of the student;
 - 1.1.3 Provide a copy of the Service Animal Team Identification Card issued by the Government of Alberta. All financial costs to obtain this card are the sole responsibility of the family. Parents can apply to, servicedogs@gov.ab.ca for a service dog license;
 - 1.1.4 Provide up-to-date proof of vaccinations, licensing, adequate insurance and ensure the animal is in good health;
 - 1.1.5 Work with the school administrator to provide the responsibility of care of the Service Animal. This includes the need for “bio-breaks”, disposal of waste, provision of food and water (Appendix C);
 - 1.1.6 Work with the school administrator to schedule training for the student’s school team and bus driver(s) by the Service Animal organization and to educate the student body in the school and those on the bus on the role of the Service Animal and on the rules of conduct regarding the animal. This process will be ongoing as staff changes, grade changes, and other circumstances warrant it;
 - 1.1.7 Provide the school with signage (generally provided by the Service Animal organization) alerting visitors/emergency service providers to the Service Animal’s presence;

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



Responsible Administrator: Deputy Superintendent, Education Services

- 1.1.8 Indicate who will accompany and handle the service dog both inside and outside the school and what arrangements have been made with regard to alternate handlers when necessary;
- 1.1.9 Pay for any financial implications regarding the training, use and care of the Service Animal.
- 1.2 When a Principal receives a written request for permission to have a Service Animal accompany a student to school, the Administrator will;
 - 1.2.1 Inform the Deputy Superintendent, Education Services, and the Director of Learning Services;
 - 1.2.2 Arrange a case conference involving: parents, teacher(s), classroom assistants, transportation staff (if appropriate), administration from feeder schools (if applicable), a representative of the Service Animal organization (if appropriate), and appropriate inclusive learning personnel to:
 - 1.2.2.1 Review the purpose and function of the Service Animal in relation to successful learning and/or safety for the student;
 - 1.2.2.2 Discuss the notification and involvement of school staff;
 - 1.2.2.3 Clarify all responsibilities of the family, school, and division;
 - 1.2.2.4 Discuss transportation of the student and Service Animal, if appropriate;
 - 1.2.2.5 Discuss other concerns including interference with delivery of an educational program, possible changes to in-class routines and procedures, increased demands on staff, other children and staff who are allergic to animals, and recognition of children with fear of animals.
- 1.3 Development of a comprehensive transition plan for the introduction of the animal which may involve the use of social stories, visits by the animal to the school/classroom and may also include:

References: [Services Dogs in Schools](#)
Alberta Human Rights Act: Section 5



Responsible Administrator: Deputy Superintendent, Education Services

- 1.3.1 Informing school staff, School Council representative, and parents of the potential arrival of a Service Animal to the school;
- 1.3.2 Sending a specific letter home to the parents of students who will be in any of the classes where the animal will possibly be present in case of allergies, anxieties, or other concerns.
- 1.3.3 Working with appropriate personnel to revise emergency and safety procedures, as required, to include the Service Animal.
- 1.4 The approval of the Service Animal into the learning environment shall be determined by the Principal based on information gathered through the processes above, as well as a review of submitted documentation pertaining to the:
 - 1.4.1 Student’s educational needs;
 - 1.4.2 Fulfillment of family responsibilities;
 - 1.4.3 Fulfillment of school and Division responsibilities to all stakeholders, including liability; and
 - 1.4.4 Eligibility for transportation, the Human Rights Code and the Blind Person’s Rights Act establish the right for an authorized Service Animal to be allowed to accompany them on the bus.
- 1.5 At the end of each year, the student’s learning team shall review the student’s program needs related to the Service Animal. This includes the school’s input with regard to monitoring the Service Animal’s capacity to provide targeted service. Decisions regarding the appropriate use of the Service Animal, program planning, and training need to be considered. If the Service Animal is deemed essential, comprehensive transition planning for future teachers, staff, students, transportation providers, and the wider community needs to occur.

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



- 1.6 A copy of all Service Animal request documentation shall be placed in the student record.
- 1.7 The Principal shall inform school staff, School Council representatives, and parents of the arrival of a Service Animal to the school(s), including feeder schools as required.
- 1.8 A transition plan for introduction of the animal shall be created which may involve the use of social stories, visits by the animal to the school/classroom, etc. An assembly may be arranged for the student body involving representatives from the Service Animal Association, the parent and possibly the handler to explain the role of the Service Animal.
- 1.9 An appropriate emergency exit plan shall be put into place and the fire department shall be alerted as to the existence of an animal in the school.
- 1.10 A sign (generally provided by the service animal organization) shall be placed on the doors of the school alerting visitors/emergency service providers to the animal's presence). The Service Animal provider shall provide training to the student's school team (Principal, Teacher, Educational Assistant, etc.).

2. Therapy Dog:

- 2.1 Anyone wishing to use a Therapy Dog to support programming goals in a school shall provide a letter outlining the benefits of having the Therapy Dog work with the children, descriptions of the Therapy Dog's activities, and the duration of the support. Parents need to complete the request for a Service Animal/Therapy Dog form (Appendix A) and attach it to the letter.
- 2.2 Additionally, those wishing to use a Therapy Dog to support children's programs shall:
 - 2.2.1 Provide documentation indicating who the handler is, certification of authenticity, and that the Therapy Dog is in good health (retired certified service animals may qualify as therapy animals). There are a number of different certifying agencies for this purpose including but not limited to St. John's Ambulance and the Pet Therapy Society of Northern Alberta. All financial costs to obtain this certification are the sole responsibility of the trainer/handler;

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 9



Responsible Administrator: Deputy Superintendent, Education Services

- 2.2.2 Provide up-to-date proof of vaccinations, and ensure the Therapy Dog is in good health;
 - 2.2.3 Provide for the responsibility of care of the Therapy Dog including the need for “bio-breaks”, disposal of waste and provision of food and water; Complete Appendix C – Management and Care of Animal Supporting Inclusive Education during case conference.
 - 2.2.4 Provide the school with signage (generally provided by the Therapy Dog organization) alerting visitors/emergency service providers to the Therapy Dog’s presence;
 - 2.2.5 Indicate who will accompany and handle the Therapy Dog both inside and outside the school and what arrangements have been made with regard to alternate handlers when necessary;
 - 2.2.6 Pay for any financial implications regarding the training use, and care of the Therapy Dog; and
 - 2.2.7 Ensure the Therapy Dog has appropriate controls in place (leashed, caged, or harnessed) while on property.
- 2.3 When an administrator receives a written request for permission to have a Therapy Dog brought to the school, the Principal shall:
- 2.3.1 Arrange a meeting involving staff to discuss:
 - 2.3.1.1 Notification and involvement of school staff;
 - 2.3.1.2 The purpose and function of the Therapy Dog in relation to optimizing student learning/and or safety for the student;
 - 2.3.1.3 Other concerns including interference with delivery of an educational program, possible changes to in-class routines and procedures, increased demands on staff, other children and staff who are allergic to the Therapy Dog, recognition of children with fear of Therapy Dogs, and cultural sensitivities of those who will not share space with a specific animal;

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



Responsible Administrator: Deputy Superintendent, Education Services

- 2.3.2 Inform school community of the potential arrival of a Therapy Dog to the school using the Sample Letter to the School Community re: Service/Therapy Dog in School (Appendix B);
 - 2.3.3 Inform school community
 - 2.3.4 Send a specific letter home to the parents of students who will be in any of the classes where the Therapy Dog will possibly be present in case of allergies, anxieties or other concerns. Should conflict arise, priority will be given to the health and safety of the school community and the Therapy Dog will be excluded from that area, and
 - 2.3.5 Work with appropriate personnel to revise emergency and safety procedures, as required, to include the therapy animal.
- 2.4 Upon completion of the above (2.3.1 – 2.3.4), the Principal will determine whether or not to approve of the plan, and if approved, forward all relevant information to the Deputy Superintendent, Education Services, and the Director of Learning Services.

General:

1. The School Division may limit, remove or exclude from school families or property any Service Animal, Therapy Dog or animal if it poses a direct threat to the health of safety of the school community, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event. Examples of such include, but are not limited to: The Service Animal or Therapy Dog or other animal:
 - 1.1 Urinates or defecates in inappropriate locations;
 - 1.2 Annoys any member of the student body or school personnel;
 - 1.3 Vocalizes unnecessarily (ie. Barking, growling or whining);
 - 1.4 Shows aggression towards people or other animals;
 - 1.5 Solicits or steals food or other items from the student body or school personnel;
 - 1.6 Is unable to preform reliably the service for which it has been approved;
 - 1.7 Is not under the full control of the student with the disability or the designated handler;

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



2. Trainer/handlers of any Service Animal or Therapy Dog are expected to carry a minimum of \$2,000,000.00 general liability insurance or proof of equivalent insurance through the organization the handler and Service Animal/Therapy Dog are representing.



EXHIBIT A

Request for Certified Service Animal/Therapy Animal

Student Information	
Student's Last Name:	Student's First name:
Current Mailing Address:	
City/Town:	Postal Code/Province:
School:	

Parent Information	
Parent/Guardian's Last name:	Parent/Guardian's First name:
Parent/Guardian Contact Information:	
Home Phone:	Cell Phone:
Email address:	

Please provide responses to the following questions:

1. Reason for a Certified Service Animal/Therapy Dog:

2. Length of time the student and Certified Service Animal/Therapy Dog have worked together:

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



Responsible Administrator: Deputy Superintendent, Education Services

3. I/We understand that it is our responsibility to:
 - 3.1 Provide the Principal with all required documentation, reports, and certificates in a timely manner:
 - 3.1.1 Physician letter confirming need for a Service Animal/Therapy Dog;
 - 3.1.2 Copy of Service Animal Team Identification Card;
 - 3.1.3 Up-to-date proof of vaccinations, licensing and insurance;
 - 3.1.4 Proof of adequate insurance;
 - 3.1.5 Work with the administrator to train school staff, bus driver(s) and students
 - 3.2 Assume financial responsibility for the Certified Service Animal’s training, veterinary care, city license and other related costs;
 - 3.3 Participate in a school case conference to inform the principal of all relevant information that may affect your child, other students, staff, and/or visitors to the school;
 - 3.4 Assist the Principal to communicate relevant information to the school community;
 - 3.5 Work cooperatively with the school staff to ensure the accommodation for the Service Animal is successful;
 - 3.6 Work with Transportation Services to ensure successful transportation of your child and the Service Animal to school every day;
 - 3.7 Provide the required equipment and animal care items;
 - 3.8 Provide food, water, and “bio-breaks’ to the Service Animal as required and
 - 3.9 Remove and dispose of animal waste in a safe and environmentally friendly manner.

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



Responsible Administrator: Deputy Superintendent, Education Services

4. I/We understand that if the Certified Service Animal/Therapy Dog exhibits any unprovoked behaviours (ie. Growling, scratching, nipping, biting, etc.) at school it will be removed until the plan is re-evaluated to ensure the safety of staff, students, and visitors.
5. I/We give permission for this information to be shared with the school community and agree to the notification of students and their families through letters.
6. I/We understand that the Principal shall preserve the confidentiality of all information received and shall not disclose the information except as provided for in the Freedom of Information and Protection of Privacy Act, the Education Act, or as otherwise required by law. The Principal shall use and disclose information with Board personnel as may be required for the performance of their duties including sharing information concerning the Service Animal/Therapy Dog with the school community.
7. I/We acknowledge having received, read and understand, Administrative Procedure 526 – Animals Supporting Inclusive Education.

_____ | _____
 Signature of Parent/Guardian | Date

For office use only	
Request for Certified Service Animal/Therapy Dog	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Principal Signature:	Date:

For office use only	
Request for Certified Service Animal/Therapy Dog	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Director Learning Services Signature:	Date:

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



EXHIBIT B

**Certified Service Animal/Therapy Dog Sample Letter to the School
Community**

Date

Dear Parents/Guardians,

This letter is to inform you that there will be a Service Dog in our school assisting one of our students. This dog is a trained companion for the student and is able to assist him/her in many of the daily routines while learning at school.

This certified Service Dog is a highly trained and recognized by an accredited Canadian training facility. The student’s right to have a certified Service Dog is protected under Human Rights legislation and the Education Act and therefore can be with the handler in all aspects of his/her education.

There will be an information assembly at the school to help students identify with the Service Dog and how it will fit into daily school routines. All student will be informed as to proper procedures around the dog because the dog is not a pet but a certified service animal while at school.

We anticipate the Service Dog to be a benefit to the student’s learning and we look forward to this new addition to our school community.

Thank you for your understanding and support. Should you have any questions or concerns, please contact the school office.

Sincerely,

Principal

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



EXHIBIT C

Management Plan for Care of the Animal Supporting Inclusive Education

School Day Animal Care and BioBreaks	
Student's Name:	Date:
School:	School Year:
Type of Animal:	Name of Animal:

Names of people responsible for implementation of the Management Plan for the care of the Service Animal:
1.
2.
3.

**Note: The above, named individuals are responsible for the care of the animal during school days and while on Sturgeon School Division property, NOT Sturgeon School Division #24 Staff.*

Water and Dietary Needs (eg. provision of food or water bowl, procedure for use and cleaning)

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



Bladder and Bowel Needs (frequency, location, disposal, etc)

Schedule for BioBreaks (time out of class, rest periods, schedule)

Other Considerations	Response
Rest Periods	
Hot weather	
Winter weather	
Additional information	

Names	Signature and Date
Parent/Guardian	_____ Date: _____
Person responsible for care	_____ Date: _____
Learning Support Lead	_____ Date: _____
Principal	_____ Date: _____

References: [Services Dogs in Alberta](#)
Alberta Human Rights Act: Section 5



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources
GOVERNANCE POLICY: [Policy 715 - Educational Leaves of Professional Staff](#)

SUBJECT: Administrative Procedure 733 - Certificated Staff ATA Educational Leaves

PURPOSE:

For information.

BACKGROUND:

Administrative Procedure 733 *Certificated Staff ATA Educational Leaves* has been amended to include consistent language throughout and is included for Trustee information.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. AP733 - Certificated Staff ATA Educational Leaves – Tracked Changes

Administrative Procedure 733

Certificated Staff Educational Leaves ATA

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

This Administrative Procedure supports Board policy on educational leaves and meets the requirements of the Alberta Teachers Association (ATA) Collective Agreement.

PROCESS

The Associate Superintendent Human Resources shall be responsible for the implementation, administration, and monitoring of this Administrative Procedure.

PROCEDURE

1. ~~Applicants will~~ Application must be submitted to the Office of the Superintendent, by January 15 for Category A and B educational leaves and April 30 for Category C educational leaves, a written educational leave ~~application request that includes~~ and must include the following:

1.1 the category of the leave requested;

1.2 the nature of the leave;

1.3 a description of the leave proposal including the time frame;

1.4 the connections between the educational leave and the student learning priority needs as identified by Division administration; and

1.5 in the case of Category C educational leave, an estimated budget based upon the number of substitute teacher days required, the course fees and other costs;

1.6 other appropriate information to assist the selection committees.

2. Amendments to screening and selection criteria for the following school year shall be made prior to December 1.

3. ~~Teachers~~ Certificated staff members who are awarded educational leaves shall commit themselves to a further minimum period of employment with the Division as follows:

3.1 Category A – a period of two school years.

3.2 Category B – a period of one school year.

3.3 Category C – a period of one school year.

4. This requirement will be waived if the ~~teacher-certificated~~ staff member repays the amount of the sabbatical allowance received plus interest at the Division's current bank rate.

5. General Principles

5.1 Certificated staff members are eligible for educational leaves.

5.2 There shall be three (3) types of educational leaves – Categories A, B, and C, each with their own eligibility, selection criteria and selection processes.

5.3 All Category A and B educational leaves will have the mutual agreement of both the Board and individual staff member.

5.4 All Category C Educational Leaves will have the mutual agreement of both the Superintendent and individual staff member.

5.5 Educational leaves, which best serve the identified student learning priority needs, shall be given priority.

5.6 Division administration shall annually and/or in the Three-Year Plan identify student learning priority needs.

5.7 Division administration, anticipating or having determined there is a potential shortage or demand for specific skills and training needed to better serve student learning priority needs, shall inform the Sturgeon Public Schools certificated staff of those skills and trainings needed by publicly announcing these student learning priority needs by December 1.

5.8 Individual staff members desiring to develop the anticipated staff skills and training to meet the student learning priority needs as identified by Division administration may apply for educational leaves.

5.9 The individual staff members seeking to attain academic or personal professional goals may also initiate requests for educational leave.

5.10 The individual staff member seeking an opportunity for travel may also initiate requests for educational leave.

5.11 Upon returning from Categories A and B educational leaves, the certificated staff member shall be placed in a position no less favourable than ~~his or her~~ their position at the time of the

granting of such leave. There is no commitment to return the ~~teacher~~ certificated staff member to the same assignment or school of the assignment held prior to the leave.

5.12 Unallocated leaves will not be carried forward to subsequent years.

5.13 Provided that suitable recommendations have been received from the Category A and B educational leaves Selection Committee, the Board may grant:

5.13.1 up to one (1) Category A educational leave per school year, and

5.13.2 up to one (1) Category B educational leave per school year

5.13.3 provided that suitable recommendations have been received from the Category C Selection Committee, the Superintendent may grant any number of Category C educational leave as provided for in the annual budget.

6. Types of Educational Leaves

In order to serve a range of student learning priority needs as identified by the Division administration, there are three (3) types of educational leaves – Category A, B, and C. Each is defined below:

6.1 Category A

An educational leave of one (1) full term leave shall be for a period of one (1) school year. Financial support for Category A educational leave is provided directly to the successful applicant by the School Division according to the terms outlined in the clauses below under the heading Financial Support.

6.2 Category B

An educational leave of one (1) school semester shall be for a period of five (5) consecutive months. Financial support for Category B educational leave is provided directly to the successful applicant by the School Division according to the terms outlined in the clauses below under the heading Financial Support.

6.3 Category C

An educational leave of less than four (4) months and more than one (1) week in total duration but not necessarily in one (1) consecutive sequence. This type of educational leave would allow a certificated staff member to be on leave at intermittent intervals during the course of one (1) school year. Financial support for Category C educational leave is provided by the School Division according to the terms outlined in clauses below under the heading Financial Support.

7. Financial Support for the Three Types of Educational Leave

7.1 Category A

The sabbatical allowance for Category A educational leave shall be the minimum salary for the years of training for which the ~~teacher-certificated staff member~~ is currently being paid. The sabbatical allowance payable for a ~~teacher-certificated staff member~~ working less than full-time equivalent shall be pro-rated based on the percentage of time that the ~~teacher-certificated staff member~~ is currently working. Salary shall be made in accordance with the Collective Agreement.

7.2 Category B

The sabbatical allowance for a Category B educational leave shall be pro-rated from the minimum salary for the years of training for which the ~~teacher-certificated staff member~~ is currently paid. The sabbatical allowance payable for a ~~teacher-certificated staff member~~ working less than full-time equivalent shall be pro-rated based on the percentage of time that the ~~teacher-certificated staff member~~ is currently working. Salary shall be made in accordance with the Collective Agreement.

7.3 Category C

Recipients of Category C educational leaves retain their current salary and, if appropriate, administrative allowance, as per the ATA Collective Agreement. There is no sabbatical allowance paid directly to the certificated staff member for Category C educational leave. However, the School Division will provide financial support to allow the certificated staff member leave from school or Division duties. This leave is directed to attain the training and/or skill development as directed by the School Division administration in order to meet the student learning priority needs as identified by the School Division administration. This financial support may take the form of substitute teacher support or payment(s) for courses and/or training sessions, travel costs and other related costs. Such support will be indicated by Division administration prior to the educational leaves.

7.4 Subject to the insurer's eligibility requirements, benefit plan coverage will continue during Categories A and B Educational leaves and the Board will contribute to the cost of the premiums in accordance with the current ATA Collective Agreement.

8. Eligibility for Category A and B Educational Leaves

8.1 Applicants shall have five (5) or more years of service with Sturgeon Public Schools at the time the leave begins and shall not have accessed educational leave in the past five (5) years.

8.2 Applicants shall be considered upon the Principal's recommendation.

8.3 Applicants shall possess a permanent teaching certificate.

9. Selection Criteria for Category A and B Educational Leaves

9.1 The following selection criteria, in descending order of priority, shall govern the selection process:

9.1.1 The educational leave will allow the applicant to receive training and skill development which meets the student learning priority needs as identified by the Division administration.

9.1.2 The educational leave will qualify the ~~teacher~~-certificated staff member to fill a specific position identified by the Board.

9.1.3 The educational leave will assist the certificated-staff member to achieve current minimum training requirements established by the province.

9.1.4 The educational leave will assist the ~~teacher~~-certificated staff member in updating training in relation to the present position held by the applicant.

9.1.5 The educational leave is for the purpose of re-training a ~~teacher~~-certificated staff member for a position different from the one held by the applicant.

9.1.6 The educational leave will give recognition to the applicant's long service with Sturgeon Public Schools.

9.1.7 The educational leave will allow the applicant an opportunity for travel.

10. Selection Process for Category A and B Educational Leaves

10.1 Written applications for such leave shall be submitted to the Board no later than January 15 for leaves that are proposed to begin during the subsequent school year.

10.2 A Selection Committee consisting of two (2) Board members and one (1) representative of The Association shall recommend applicants for Board's consideration no later than February 15.

10.3 Board shall notify candidates of its decision regarding issuance of leaves by March 15.

11. Eligibility for Category C Educational Leaves

11.1 Applicants shall have at least one (1) year of service with Sturgeon Public Schools at the time when the leave shall begin.

11.2 Applicants shall be considered upon the Principal's recommendation.

11.3 Applicants shall be eligible for a recommendation for a permanent teaching certificate or currently hold a permanent teaching certificate.

12. Selection Criteria for Category C Educational Leaves

12.1 The following selection criteria, in descending order of priority, shall govern the selection process:

12.1.1 The educational leave will allow the applicant to receive training and skill development which meets the student learning priority needs as identified by Division administration.

12.1.2 The educational leave will qualify the teacher-certificated staff member to fill a specific position identified by the Superintendent.

12.1.3 The leave will assist the teacher-certificated staff member in updating training in relation to the present position held by the applicant.

13. Selection Process for Category C Educational Leaves

13.1 Written applications for such leave shall be submitted to the Superintendent no later than April 30 for leaves that are proposed to begin during the subsequent school year.

13.2 A Selection Committee made up of two (2) Division administrators and one (1) representative of The Alberta Teachers Association shall recommend applicants for the Superintendent's consideration no later than May 20.

13.3 The Superintendent shall notify the Board of his/her/their Category C Educational Leave selections.

13.4 The Superintendent shall notify candidates of his/her/their decision regarding issuance of educational leaves by June 1.

References:

Board Policy: 715 Educational Leaves of Certificated Staff



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services

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

ADDITIONAL REFERENCE: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)
[AP870 – Technology Resources Responsible Use SPS Staff Exhibit 1](#)

SUBJECT: Administrative Procedure 871 – Use of Personal Mobile Device to Access Division Services

PURPOSE:

For information.

BACKGROUND:

To support those Sturgeon Public School Division employees who have been identified as requiring the use of a mobile device for the purpose of conducting business on behalf of the Division, Administration has created a new Administrative Procedure 871 – Use of Personal Mobile Device to Access Division Services.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 871 – Use of Personal Mobile Device to Access Division Services
2. Administrative Procedure 871 – Use of Personal Mobile Device to Access Division Services Agreement – Exhibit 1



PURPOSE

This procedure is part of the Division’s Responsible Use of Technology strategy. For eligible staff members, an alternative to a Division provided mobile device is a monthly reimbursement to the employee.

Security of information, and the tools that create, store and distribute that information are vital to the long-term health of our organization.

The reimbursement is intended to cover the following:

- Business portion of the mobile device plan through a service provider
- A portion of the monthly reimbursement is to be considered for future physical device replacement/upgrade

This procedure applies to all employees who have been identified as requiring a mobile phone for the purpose of conducting business on behalf of the Division. These employees are identified by the Associate Superintendent, Corporate Services.

This procedure provides rules for the acceptable use of personally owned devices on the corporate network.

PROCESS

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

PROCEDURE

1. Principals and Supervisors shall review the following documents with all school-based employees and employees that require a cell phone to conduct School Division business.
 - 1.1 this Administrative Procedure.
 - 1.2 Use of Personal Mobile Device for Division Business Agreement (Exhibit 1)
 - 1.3 AP870 – Responsible Use of Technology Resources

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)
[AP870 – Technology Resources Responsible Use SPS Staff Exhibit 1](#)



Responsible Administrator: Deputy Superintendent, Education Services

2. The Use of Personal Mobile Device for Division Business Agreement (Exhibit 1) will be reviewed and signed by interested parties annually.
3. Technology resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Division employees to take political action.
4. Technology resources shall not be used to promote positions in conflict with Division policies, programs, or other operational guidelines or directives.
5. Sturgeon Public Schools monitors network activity. If the Division discovers activities that do not comply with applicable law or Division policy, records will be retrieved in accordance with due process.
6. Users that wish to access the Division's network using their personally owned device may do so using only authorized software and only with the approval of the user's supervisor and the Technology Services department.

Users must follow the same rules when accessing the network from both corporate-issued equipment and personally owned devices. When connected to the Division's network, the user will NOT:

- 6.1 Use the service as part of violating the law
- 6.2 Attempt to break the security of any computer network or user
- 6.3 Attempt to send junk email or spam to anyone
- 6.4 Attempt to send a massive amount of email to a specific person or system to flood their server

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)
[AP870 – Technology Resources Responsible Use SPS Staff Exhibit 1](#)



Responsible Administrator: Deputy Superintendent, Education Services

7. The Division will provide a \$75/month allowance for the 75% to 99% use of personally owned mobile phone devices for the purpose of conducting business on behalf of the Division. The Division is not responsible for any additional costs associated with learning, administering, repairing, or installing of these devices.

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)
[AP870 – Technology Resources Responsible Use SPS Staff Exhibit 1](#)

PURPOSE

Sturgeon Public Schools provides staff with either the Mobile technology to support teaching, learning or administrative operations, or a monthly stipend to use Personally owned mobile device to complete this work.

PRINCIPLES OF USE

The Sturgeon Public School Division recognized that personally owned equipment can play a valuable role in convenience, efficiency, and productivity of its employees.

This agreement provides rules for the acceptable use of personally owned devices on the corporate network.

CONDITIONS OF USE

Reimbursement

- The Division will provide a \$75/month allowance for the 75% to 99% use of personally owned mobile phone devices for the purpose of conducting business on behalf of the Division. The Division is not responsible for any additional costs associated with learning, administering, repairing, or installing of these devices.

Registering Devices

- All personally owned devices that receive an allowance must be registered with the Technology Services department.

Authorization of Devices

- Technology Services will determine the level of network access for each personally owned device. The user could be granted full, partial or guest access.
- Technology Services will install a digital certificate on each personally owned device, which will authenticate the user.

Required Software for Devices

- The user will be required to allow Technology Services to load security software on each device.

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)



- The user will be required to allow Technology Services to install remote wiping software on each device for the purpose of wiping Sturgeon Public’s Intellectual property from the device
- The user will be required to use specific software, determined by Technology Services, to access Division communication or digital files. For example, Microsoft Outlook for division email correspondence.

End-User Support

Users of personally owned devices will not use or request corporate technology resources to support the regular use of their equipment or software. Users are responsible for learning, administering, installing, and setting up their personally owned devices.

Technology Services will support personally owned devices as follows:

- Provide basic instruction on how to connect to the network with the access level determined as appropriate by Technology Services.

Device Security

The user must follow the required security practices including:

- Password protecting all personally owned devices.
- Not leaving personally owned devices unattended.
- Notifying Technology Services immediately if the device gets lost or stolen.

Third-Party Applications on Devices

Technology Services reserves the right to block or limit the use of certain third-party applications, such as those that probe the network or share files illegally, that may harm the corporate network.

Remote Wiping

While the Division does not own the device, they do own all division data. Therefore, The Sturgeon Public School Division reserves the right to remotely wipe this data from the user’s personally owned device at any time. While it will be the intent to only wipe all Division owned data, the user’s personal data could be lost as well. The user must understand and accept this risk.

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)



The user must agree to a full removal of all Sturgeon Public School Division data from the personally owned device if they leave the Division.

Reporting Security Concerns

The user agrees to report the following to their immediate supervisor and Technology Services immediately:

- If the device is lost or stolen.
- If the device has been attacked with malware, a virus or any other suspicious attack.
- Any other security concern with regards to company data.

ACKNOWLEDGEMENT

Prior to using personal devices for Division’s business purposes, each employee is expected to have read the entire Personal Use of Mobile Device Procedure and the Responsible Use of Technology Resources Procedure.

If you have any uncertainty regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Personal Use of Mobile Device procedure.

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)



Release of Liability and Disclaimer to Users

I, _____ hereby acknowledge that the use of personally owned devices in connection with Division services carries specific risks, for which I, as the end user, assume full liability.

In the case of litigation, the Division may request access to a user’s personally owned device.

I have read and understand the Personal Use of Mobile Device Procedure, and I understand the requirements and expectations of me as an employee.

Staff Member (Print): _____

Staff Member Signature: _____

Personal Mobile Device Phone Number: _____

Date: _____

References: [AP300 – Security of Personal and Division Information](#)
[AP721 – Teachers and Professional Development](#)
[AP727 – Support Staff and Professional Development](#)
[AP865 – Information and Communication Technology](#)



DATE: September 28, 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

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. At the August 24, 2022 Public Board Meeting, the May 2022 to July 2022 Superintendent Discretionary spending was reported which included an additional 3.25 teacher FTE and 1.4 CUPE FTE totalling \$400,830.00.

August 31, 2022 – September 21, 2022, the following additional staffing FTE has been added to schools using Superintendent Discretionary Fund dollars:

- Redwater School – Additional Teacher FTE to support increased enrolment and support effective High School programming.
- Gibbons School – Additional Teacher FTE to support increased enrolment in elementary classes.



2022 - 2023 Superintendent Discretionary		2022-2023			
		\$ 800,000			
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
<u>Teachers</u>					
Gibbons School September 2022	0.12		\$ 12,456	September 16, 2022	
Redwater School September 2022	0.63		\$ 65,394	September 1, 2022	
Gibbons September 2022	0.7		\$ 72,660	September 1, 2022	
Gibbons	0.6		\$ 62,280	May 24, 2022	
ÉMPS	1.0		\$ 103,800	May 31, 2022	
LS	0.5		\$ 46,710	June 27, 2022	
FWPS	0.2		\$ 20,760	July 1, 2022	
Guthrie	1.0		\$ 103,800	May 10, 2022	
Total	4.70	\$103,800.00			\$487,860.00
Direct staffing to schools (K- 12)					
<u>CUPE</u>					
SCHS Office Clerk	1	\$49,200.00	\$49,200.00	May 25, 2022	
LS Library Tech	0.4	\$35,700.00	\$14,280.00	June 27, 2022	
Total	1.40				\$63,480.00
Total					\$0.00
Total Costs					\$551,340.00
Total budget remaining					\$248,660.00

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Joe Dwyer, Chair Ward 3
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- Meeting at Camilla School for Civil Design
- Superintendent Evaluation Meeting
- Meeting with Minister LaGrange
- Policy Committee Meeting
- Committee of the Whole Meeting
- Joint meeting with GSACRD and Town of Morinville on Crosswalks
- School Council Meeting at Camilla School
- Discipline Hearing
- Professional Development - Understanding Bias
- Advocacy/ Building and Maintenance/ Finance and Human Resources/ Transportation Committee Meetings
- Public Board Meeting
- Community Walk at Alexander First Nation for Truth and Reconciliation
- Various Administration Meetings
- Rotary Meetings
- Meeting with Sturgeon County on Civil Work at Camilla School
- Meeting with R.Q.B to provide information on Camilla School Civil Work



DATE: Sept 28, 2022
TO: Board of Trustees
FROM: Janine Pequin, Trustee Ward 1
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- August 30 – Welcome Back Event
- September 14 – Policy Committee Meeting
- September 14 – Committee of the Whole Meeting
- September 16 – Welcome Back Breakfast Redwater School
- September 19 – Redwater School, School Council Meeting
- September 21 – Borscht Making at Ochre Park School
- September 22 – TEBA Meeting
- September 23 – ASBA Zone 2/3 Meeting
- September 26 – Terry Fox Run at Redwater School
- September 26 – Ochre Park School, School Council
- September 28 – Public Board Meeting
- September 28 – Redwater School Meet the Teacher



DATE: September 28, 2022
TO: Board of Trustees
FROM: Cindy Briggs, Trustee Ward 2
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- September 30 – Bon Accord Community School Welcome Back Meet the Staff
- September 14 – Committee of the Whole Meeting
- September 22 – Visit Oak Hill School
- September 22 – Visit Lilian Schick School
- September 22 – Visit Bon Accord Community School
- September 22 – Visit Legal Public School
- September 23 – Professional Development Session
- September 26 – Lilian Schick School, School Council and Room Parent Association Meeting
- September 28 – Public Board Meeting
- September 28 – Building and Maintenance Committee Meeting
- September 28 – Transportation Committee Meeting
- September 28 – Bon Accord Community School, School Council and Program Support Society Meeting



DATE: September 28, 2022
TO: Board of Trustees
FROM: Trish Murray-Elliott, Trustee Ward 4
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- September 14 – Policy Committee Meeting
- September 14 – Committee of the Whole Meeting
- September 19 – Sturgeon Heights School, School Council Meeting
- September 20 – Sturgeon Composite High Meet the Teachers Event
- September 20 – Sturgeon Composite High School, School Council Meeting
- September 23 – Disciplinary Hearing
- September 23 – PSBAA Professional Development – FranklinCovey: Unconscious Bias
- September 28 – Public Board Meeting
- September 28 – Advocacy Committee Meeting
- September 28 – Building and Maintenance Committee Meeting
- September 28 – Finance and Human Resources Committee Meeting
- September 28 – Transportation Committee Meeting



DATE: September 28, 2022
TO: Board of Trustees
FROM: Stacey Buga, Trustee Ward 5
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- August 30 – Welcome Back Event at SCHS
- September 1 – Served Hot Dogs at Four Winds “Birds of a Feather” Day
- September 9 – Tour of new SPVA/SLC Space in Gibbons
- September 12 – ÉMPS School Council Meeting
- September 13 – SPVA/Learning Centres School Council Meeting
- September 14 – Policy Committee Meeting
- September 14 – Committee of the Whole Meeting
- September 17 – Morinville Adopt-a-Family Golf Tournament, Volunteer
- September 21 – ATA Bargaining Meeting
- September 23 – ASBA Zone 2/3 Meeting
- September 23 – Morinville Rendez-Vous Club 50th Anniversary



DATE: September 28, 2022
TO: Board of Trustees
FROM: Irene Gibbons, Vice Chair Ward 7
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2022

PURPOSE:

For information.

BACKGROUND:

The following are recent events, functions and meetings attended by the Trustee:

- September 14 – Policy Committee Meeting
- September 14 – Committee of the Whole Meeting
- September 21 – ATA Bargaining Meeting
- September 23 – Discipline Hearing
- September 23 – PSBAA Professional Development – Understanding Bias to Unleash Potential



DATE: September 28, 2022
TO: Board of Trustees
FROM: Janine Pequin, Policy Committee Chair
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 230 Appendix B – Policy Committee](#)
ADDITIONAL REFERENCE: [Education Act: Sections 51, 52 \(1\) \(b\)](#)
[Board Procedures Regulation 82/2019](#)

SUBJECT: Policy Committee

PURPOSE:

For information.

BACKGROUND:

The Policy Committee reviews policies on an annual cyclical basis unless otherwise determined by the Board of Trustees, or by Board Committees who submit recommendations regarding the need for policy development or review of existing policies.

Policies brought before the Policy Committee are reviewed and discussed through the first, second, and third readings. Once the Policy Committee has completed recommended amendments, the Committee Chair refers the policy to a Public Meeting of the Board of Trustees. The initiation and/or adoption of new Board policies and revisions and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

REPORT SUMMARY:

The 2022 – 2023 Policy Committee held its first meeting on September 14, 2022. The following is a summary of the meeting:

- Selection of the 2022 – 2023 Policy Committee Chair;
- Review of 2021 – 2022 Policy Committee Work Plan and Year End Report; and
- The Policy Committee reviewed and discussed Policy 700 – Superintendent of Schools.

The Policy Committee Chair is prepared to respond to questions at the September 28, 2022, Public Board meeting.



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources

GOVERNANCE POLICY: [Policy 205: Operational School Year](#)

ADDITIONAL REFERENCE: [AP 235 Operational School Year and Calendar](#)
Education Act: Section 60

SUBJECT: 2023-2024 School Year Calendar

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves the 2023-2024 School Year Calendar as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

The 2023-2024 School Year Calendar was approved in principle at the March 23, 2022, Board meeting. The calendar was then forwarded to school councils, the Teacher Board Advisory Committee and to Principals for review and feedback. Below is a summary of the feedback received.

Staff and parent/guardian responses

1. Is there an interest to maintain Fall Break?
 - *Majority stated yes*
2. Is there an interest to have the first day of school on September 5, 2023, and only have Fall Break November 8, 9 and 10? Teaching staff would return to school on August 30, 2023.
 - *Majority said no*
3. Is there an interest to have a mid-week end and start for the Christmas Break from Thursday, December 21, 2023, until Wednesday, January 3, 2024, inclusive?
 - *Majority said no*
4. Would you like to see an increase to PD days rather than a Fall Break?
 - *Unanimous no*
 - *PD days on Fridays was preferred*



Teacher Board Advisory Committee responses

1. Is there an interest to maintain the Fall Break?
 - *Overwhelmingly the answer to this was yes – teachers would like to maintain a fall break.*
2. Is there an interest to have the first day of school on September 5, 2023, and only have Fall Break November 8, 9 and 10 for the 2022-2023 school year? Teaching staff would return to school on August 30, 2023.
 - *Very mixed reviews on moving first day, but the majority said no. Some staff would like to reduce the Fall Break, but majority would like to maintain the full Fall Break.*
3. Is there an interest to have a mid-week end and start for Christmas Break from Thursday, December 21, 2023, until Wednesday, January 3, 2024, inclusive?
 - *Mixed reviews, but the majority of teachers who answered would prefer to push the break as close to Christmas as possible and have the days off in January instead (after Christmas) with the High School being 50/50.*
4. Would you like to see an increase in PD days rather than a Fall Break?
 - *Most teachers who responded were happy with the number of PD days and would prefer to maintain the Fall Break than increase the days.*
 - *Additional comments were made about the Friday vs Monday PD with mixed reactions regarding staff preference.*

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. 2023–2024 Approved in Principle Calendar
2. 2023–2024 Approved in Principle Details
3. 2023–2024 Approved in Principle Day Count

2023-2024

**Approved in Principle
March 23, 2022**

AUGUST 2023

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

SEPTEMBER 2023

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

OCTOBER 2023

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

NOVEMBER 2023

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

DECEMBER 2023

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

JANUARY 2024

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

FEBRUARY 2024

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

MARCH 2024

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

APRIL 2024

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

MAY 2024

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

JUNE 2024

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

JULY 2024

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

School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 21 - 25
Division/School PD/Collaboration; Staff Meeting	August 28
Operational Non-Instructional (K-12) - No Classes	August 29
Classes Begin	August 30
Labour Day - No Classes	August 31
Thanksgiving Day - No Classes	September 4
Division/School PD/Collaboration; Staff Meeting	September 9
Fall Break	October 9
In Lieu of Parent/Teacher Interviews - No Classes	October 10
Classes Resume	November 4 - 9
Division/School PD/Collaboration; Staff Meeting	November 10
Christmas Break	November 13
Classes Resume	December 4
Division/School PD/Collaboration; Staff Meeting	Dec. 23 - Jan 7
First Day of Classes - Semester Two	January 8
Teachers' Convention - No Classes	January 31
Family Day - No Classes	February 1
Division/School PD/Collaboration; Staff Meeting	February 8 - 9
In Lieu of Parent/Teacher Interviews - No Classes	February 19
Spring Break	March 11
Good Friday - No Classes	March 22
Easter Monday - No Classes	March 23 - 28
Classes Resume	March 29
Division/School PD/Collaboration; Staff Meeting	April 1
Division/School PD/Collaboration; Staff Meeting	April 2
Victoria Day - No Classes	April 29
Division/School PD/Collaboration; Staff Meeting	May 17
Last Day of Classes	May 20
Operational Non-Instructional (K-12) - No Classes	June 3
Summer Vacation Begins	June 27
	June 28
	June 29



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

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

School Year 2023-2024

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	21	School Offices Open
Monday	28	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	30	Operational Non-Instructional Day – No Classes
Thursday	31	All Classes (full day)

SEPTEMBER

Monday	4	LABOUR DAY - No Classes
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OCTOBER

Monday	9	THANKSGIVING DAY - No Classes
Tuesday	10	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Saturday	4	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Monday	13	Classes Resume

DECEMBER

Monday	4	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	23	Christmas Break Begins

JANUARY

Monday	8	Classes Resume
Wednesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2023-2024
School Operational Year Calendar Day Count 2023-2024
Education Act Section 60

FEBRUARY

Tuesday	1	First Day of Classes - Semester Two
Thursday	8	Teachers' Convention - No Classes
Friday	9	Teachers' Convention - No Classes
Monday	19	FAMILY DAY - No Classes

MARCH

Monday	11	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	22	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	23	Spring Break Begins
Friday	29	GOOD FRIDAY – No Classes

APRIL

Monday	1	EASTER MONDAY – No Classes
Tuesday	2	Classes Resume
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes

MAY

Friday	17	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	20	VICTORIA DAY - No Classes

JUNE

Monday	3	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	27	Last Day of Classes
Friday	28	Operational Non-Instructional Day – No Classes
Saturday	29	Summer Break Begins

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2023-2024
School Operational Year Calendar Day Count 2023-2024
Education Act Section 60

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	1.0	1.0	15.0	15.0	16.0	16.0
JANUARY	1.0	1.0	17.0	17.0	18.0	18.0
TOTAL – SEMESTER I	7.0	7.0	90.0	90.0	97.0	97.0
FEBRUARY	2.0	2.0	18.0	18.0	20.0	20.0
MARCH	2.0	2.0	14.0	14.0	16.0	16.0
APRIL	1.0	1.0	20.0	20.0	21.0	21.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	18.0	18.0	20.0	20.0
TOTAL - SEMESTER II	8.0	8.0	91.0	91.0	99.0	99.0
OPERATIONAL YEAR TOTAL	15.0	15.0	181.0	181.0	196.0	196.0

References:

Policy: 205 Operational School Year
 Admin AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2023-2024
 School Operational Year Calendar Day Count 2023-2024
 Education Act Section 60



DATE: September 28, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services

GOVERNANCE POLICY: [Policy 405 - Budget Development and Transparency](#)
[Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: *Education Act: Sections 139(1)(2), 143, 180, 183, 184*

SUBJECT: Borrowing Resolution Increase

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves the recommended Borrowing Resolution Increase to \$4 million, as presented at the September 28, 2022, Public Board meeting.

Or

- b) That the Board of Trustees declines the recommended Borrowing Resolution Increase to \$4 million, as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

The change in the borrowing amount stems from the increased utilization of Purchasing Cards (credit cards). The use of Division Purchasing Cards is encouraged within the Division due to the efficiency, transparency, ease of reconciliation, and speed of processing. In June 2022, the spending totals for Division credit cards reached the spending limit for the Division for the month. Even though the credit cards are entirely paid every month, off-cycle payments were processed to offset the overall credit card spending and to allow for ongoing purchases.

The current borrowing limit, as approved by the Board of Trustees in May 2022, is \$3.5 million of which \$500,000 is intended for credit card purchases.

As the credit card borrowing limit cannot dip into the operating line of credit, the credit card limit should be increased to match the peak utilization, which is assessed to be just under \$1 million. The entire borrowing agreement with the bank would then be \$4 million (\$3 million operating line of credit and \$1 million credit card spending).

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 225: Board Responsibility and Conduct](#)
[Policy 305 – School Councils](#)
ADDITIONAL REFERENCE: [School Councils Regulation 94/2019](#)
[Alberta School Councils’ Association School Council Resource Guide](#)

SUBJECT: 2022-2023 Council of School Councils’ Meeting

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

The following options for dates and format are being proposed for Trustees’ consideration:

- a) That the Board of Trustees approves that the 2022–2023 Council of School Councils’ meeting take place in person at Frank Robinson Education Centre on Tuesday, October 25, 2022, at 5:30 pm with snacks and light refreshments, or that the 2022–2023 Council of School Councils’ meeting take place in person at the Bistro Di Madre Piccola restaurant in Morinville at 5:30 pm with the service of a three course meal.

Or

- b) That the Board of Trustees approves that the 2022–2023 Council of School Councils’ meeting take place in person at Frank Robinson Education Centre on Monday, November 14, 2022, at 5:30 pm with snacks and light refreshments, or that the 2022–2023 Council of School Councils’ meeting take place in person at the Bistro Di Madre Piccola restaurant in Morinville at 5:30 pm with the service of a three course meal.

BACKGROUND:

As per policy 225: *Board Responsibility and Conduct* section 2.2.3, the Board of Trustees must meet “at least annually with the Council of School Councils or School Council Chairs”. For Trustee information, each year, the Board of Trustees has hosted the first meeting of the Sturgeon Public Schools’ Council of School Councils. The meeting is usually held in late October/early November in order to give all Sturgeon Public schools the opportunity to have their first school council meeting to elect their chair and vice-chairpersons.



The Council of School Councils (COSC) is an informal gathering of the chair and/or vice-chair of each school council for the purpose of sharing information, building connections between the school councils and facilitating communication between the Board of Trustees, school councils and the Division's administrator team.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Shawna Warren, Superintendent
GOVERNANCE POLICY: [Policy 215 – Organization Chart](#)
SUBJECT: Organization Chart Revision

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves the Organization Chart revision as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

As per policy 215: Organization Chart:

Section 2.1 – *“The Superintendent of Schools, as the Chief Executive Officer and Educational Officer of the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.”*

Section 2.2 – *“The Board expects the Superintendent to keep the management structure current and able to respond to the changing needs of the school system.”*

Section 2.3 – *“...the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.”*

To be effective, technology must always have a focus on education and the needs of schools must be at the centre of all decisions. Therefore, to best support the Technology Services Department to meet the needs of students, schools and staff, Administration is recommending shifting the Technology Services Department under Education Services, reporting directly to the Deputy Superintendent. This shift in the lines of authority will have Technology Services join the Education Services team which will ensure that technology development always incorporates an education lens and remains education focused.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Organization Chart

BOARD OF TRUSTEES

SUPERINTENDENT OF SCHOOLS

CORPORATE SERVICES

FACILITY SERVICES

FINANCIAL SERVICES

TRANSPORTATION SERVICES

EDUCATION SERVICES

COMMUNICATIONS

DIVISION PRINCIPAL

EDUCATION PLANNING

LEARNING SUPPORTS

TECHNOLOGY SERVICES

HUMAN RESOURCES

HUMAN RESOURCES



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources
GOVERNANCE POLICY: [Policy 700 - Superintendent of Schools](#)
ADDITIONAL REFERENCE: *Education Act: Section 8, 11(1), 52, 53, 222, 223, 224*
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

SUBJECT: Policy 700 – Superintendent of Schools

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves Policy 700 – *Superintendent of Schools* as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

The *College of Alberta School Superintendents Act* came into effect on September 1, 2022, establishing the College of Alberta Superintendents (CASS) as a legislated organization to uphold the professional practice of school superintendents and education system leaders. The *Superintendent of Schools Regulation* also states that no individual may be appointed as a superintendent unless the individual has a superintendent leadership certificate issued under the *Certification of Teachers and Teacher Leaders Regulation*.

Policy 700 - *Superintendent of Schools* has been amended to align with the Alberta provincial standard for all Superintendents and the Superintendent Leadership Quality Standard (SLQS). This standard applies to all Superintendents in the province of Alberta, and as such Superintendents are accountable to demonstrate all seven (7) competencies.

The Policy Committee reviewed Policy 700 – *Superintendent of Schools* at their September 14, 2022, Committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Policy 700 – Superintendent of Schools – Accepted Changes
- 2. Policy 700 – Superintendent of Schools – Tracked Changes
- 3. Policy 700 – Superintendent of Schools – Original

Policy 700

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: September 2022

REVIEW: 2025-2026

1.0 POLICY

THE ROLE OF THE SUPERINTENDENT

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership quality Standard, Board policies, Division vision, mission and values and the Education Plan goals. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent of Schools provides the Board with information, advice and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues. Specific Areas of Responsibility:

Alberta has three (3) professional practice standards that are Ministerial Orders, the Teaching Quality Standard (TQS), the Leadership Quality Standard (LQS), and the Superintendent Leadership Quality Standard (SLQS). The Superintendent Leadership Quality Standard (SLQS) defines the professional expectations that superintendents must demonstrate to create the conditions under which school leaders and teachers can do their best work. The SLQS identifies seven (7) competencies superintendents must demonstrate in their professional practice:

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring first nations, Métis, and Inuit Education for all Students
- School Division Operations and Resources
- Supporting Effective Governance

1.0 Building Effective Relationships

1.1 The Superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community that respects diversity and fosters a sense of belonging.

2.0 Modelling Commitment to Professional Learning

2.1 The Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching and learning.

3.0 Visionary Leadership

3.1 The Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

4.0 Leading Learning

4.1 The Superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

5.0 Ensuring First Nations, Métis, and Inuit Education for All Students

5.1 The Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis, and Inuit for the benefit of students.

6.0 School Division Operations and Resources

6.1 The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities.

7.0 Supporting Effective Governance

7.1 The Superintendent of Schools as referred to in the Education Act, as chief executive officer of the board and the chief education officer of the school division, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

References:

Education Act: Section 8, 11(1) 52-53, 222, 223, 224
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Policy 700

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: ~~March 23, 2022~~ September 2022

REVIEW: 2025-2026

1.0 POLICY

THE ROLE OF THE SUPERINTENDENT

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is responsible-accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership quality Standard, Board policies, Division vision, mission and values and the Education Plan goals. ~~for the conduct and operations of the Division.~~ All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent of Schools provides the Board with information, advice and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board ~~by~~ recommending actions to address current and emerging issues. ~~in alignment with the mission, vision and value statement of the Division.~~

Specific Areas of Responsibility:

Alberta has three (3) professional practice standards that are Ministerial Orders, the Teaching Quality Standard (TQS), the Leadership Quality Standard (LQS), and the Superintendent Leadership Quality Standard (SLQS). The Superintendent Leadership Quality Standard (SLQS) defines the professional expectations that superintendents must demonstrate to create the conditions under which school leaders and teachers can do their best work. The SLQS identifies seven (7) competencies superintendents must demonstrate in their professional practice:

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring first nations, Métis and Inuit Education for all Students
- School Division Operations and Resources
- Supporting Effective Governance

1.0 ~~Student Welfare~~ Building Effective Relationships

1.1 ~~The Superintendent establishes~~ Ensures each student is provided with a welcoming, caring, respectful and safe learning environment **by building positive and productive relationships with members of the school community and the local community** that respects diversity and fosters a sense of belonging.

~~1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.~~

~~1.3 Ensures the learning environment accommodates all Division Students.~~

2.0 ~~Educational Leadership~~ Modelling Commitment to Professional Learning

2.1 ~~The Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching and learning.~~ Provides leadership in all matters related to education in the Division.

~~2.2 Implements education policies established by the Minister and the Board.~~

~~2.3 Provides leadership to foster conditions necessary for student learning and success.~~

~~2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.~~

3.0 ~~Fiscal Responsibility~~ Visionary Leadership

3.1 ~~The Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.~~ Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.

~~3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.~~

~~3.3 Directs the development of and monitors the budget for the Division.~~

4.0 ~~Personnel Management~~ Leading Learning

4.1 ~~The Superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.~~ Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.

~~4.2 Ensures the coordination and integration of human resources within the Division.~~

5.0 ~~Policy/Administrative Procedure~~ Ensuring First Nations, Métis and Inuit Education for All Students

5.1 ~~The Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of students. Provides leadership in the planning, development, implementation and evaluation of Board policies.~~

~~5.2 Develops and keeps up to date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.~~

6.0 ~~Superintendent/Board Relations~~ School Division Operations and Resources

6.1 ~~The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities. Establishes and maintains positive, professional working relations with the Board.~~

~~6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.~~

~~6.3 Provides the information which the Board requires to perform its role.~~

7.0 ~~Strategic Planning and Reporting~~ Supporting Effective Governance

7.1 ~~The Superintendent of Schools as referred to in the Education Act, as chief executive officer of the board and the chief education officer of the school division, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation. Ensures the strategic planning process is developed for:~~

~~7.1.1 The Education Plan;~~

~~7.1.2 Division goals;~~

~~7.1.3 Budget;~~

~~7.1.4 Facility plans;~~

~~7.1.5 Technology plans;~~

~~7.1.6 Transportation plans.~~

~~7.2 Implements plans as approved by the Board.~~

~~7.3 Involves the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.~~

~~8.0 Communications and Community Relations~~

~~8.1 Takes actions to ensure open, transparent, positive internal and external communications are developed and maintained.~~

~~8.2 Keeps the Board updated through the provision of monitoring reports.~~

~~8.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.~~

~~8.4 Participates actively in school-based activities in to enhance and support the Division's core beliefs and principles.~~

~~8.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy.~~

~~9.0 Leadership Practices~~

~~9.1 Practices leadership with integrity while carrying out the directives of the Board and the Minister.~~

~~9.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.~~

~~9.3 Builds a positive and innovative culture based on trust, honesty and respect.~~

References:

Education Act: Section 8, 11(1) 52-53, 222, 223, 224
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: March 23, 2022

REVIEW: 2025-2026

1.0 POLICY

The Superintendent is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division and is responsible to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision and value statement of the Division.

Specific Areas of Responsibility:

1.0 Student Welfare

- 1.1 Ensures each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.
- 1.3 Ensures the learning environment accommodates all Division Students.

2.0 Educational Leadership

- 2.1 Provides leadership in all matters related to education in the Division.
- 2.2 Implements education policies established by the Minister and the Board.
- 2.3 Provides leadership to foster conditions necessary for student learning and success.
- 2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.

3.0 Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.

References: *Education Act: Section 52, 222, 223, 224*
Freedom of Information and Protection of Privacy Act

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: March 23, 2022

REVIEW: 2025-2026

- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the development of and monitors the budget for the Division.
- 4.0 Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.
 - 4.2 Ensures the coordination and integration of human resources within the Division.
- 5.0 Policy/Administrative Procedure
 - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps up-to-date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.
- 6.0 Superintendent/Board Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.
 - 6.3 Provides the information which the Board requires to perform its role.
- 7.0 Strategic Planning and Reporting
 - 7.1 Ensures the strategic planning process is developed for:
 - 7.1.1 The Education Plan;
 - 7.1.2 Division goals;
 - 7.1.3 Budget;
 - 7.1.4 Facility plans;
 - 7.1.5 Technology plans;
 - 7.1.6 Transportation plans.
 - 7.2 Implements plans as approved by the Board.

References: *Education Act: Section 52, 222, 223, 224*
Freedom of Information and Protection of Privacy Act

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: March 23, 2022

REVIEW: 2025-2026

7.3 Involves the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.

8.0 Communications and Community Relations

8.1 Takes actions to ensure open, transparent, positive internal and external communications are developed and maintained.

8.2 Keeps the Board updated through the provision of monitoring reports.

8.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.

8.4 Participates actively in school-based activities in to enhance and support the Division's core beliefs and principles.

8.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy.

9.0 Leadership Practices

9.1 Practices leadership with integrity while carrying out the directives of the Board and the Minister.

9.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.

9.3 Builds a positive and innovative culture based on trust, honesty and respect.

References: *Education Act: Section 52, 222, 223, 224*
Freedom of Information and Protection of Privacy Act



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 715 - Educational Leaves of Professional Staff](#)
ADDITIONAL REFERENCE: [AP733 - Professional Staff ATA Educational Leaves](#)
SUBJECT: Policy 715 – Educational Leaves of Professional Staff

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves Policy 715 – *Educational Leave of Professional Staff* as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

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

Administration has reviewed Policy 715 – *Educational Leaves of Professional Staff* as part of its review of policies and there are no recommended changes.

The Policy Committee reviewed Policy 715 – *Educational Leave of Professional Staff* at their May 25, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

1. Policy 715 – Educational Leaves of Professional Staff

Policy 715

Educational Leaves of Professional Staff

1.0 POLICY

The Board of Trustees believe that the quality of teaching is an essential factor affecting the instructional program. The Board of Trustees believe that staff development is a shared responsibility of individual staff members and the Division. The Board of Trustees believe that in anticipating the demand for specific teaching skills, opportunities for the further training of professional staff should be provided.

2.0 GUIDELINES

2.1 The classification of educational leaves includes, but is not limited to, those specified in the Collective Agreement.

2.2 A selection committee made up of two (2) representatives of the Board of Trustees and one (1) representative of The Alberta Teacher's Association shall recommend applicants for Category A leaves. The Board of Trustees shall consider such leaves no later than February 15 of the current year.

2.3 The Board of Trustees shall notify candidates of its decision regarding granting full term leaves by March 15 of the current year.

References:

Admin Procedure: 733 – Professional Staff ATA Educational Leaves

History

2019 May 22 Initial Approval

2020 May 25 Amended

2021 Oct 27 Reviewed