



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on September 28, 2022**

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Held at Morinville on September 28, 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. Liliana LeVesconte, Associate Superintendent, Corporate Services
 Mrs. Lisa Lacroix, Associate Superintendent, Human Resources
 Ms. Shannon Campbell Requa, Director, Education Planning
 Ms. Lauren Walter, Manager, Marketing and Communications
 **Electronic Attendance*

CALL TO ORDER

The Chair called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

#079/2022 – Moved by Mrs. Cindy Briggs that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Mrs. Tasha Oatway-McLay, Trustee read the Land Acknowledgement.

Mr. Joe Dwyer, Chair, recognized the passing of former long-time Sturgeon Public Schools Trustee, Elizabeth (Liz) Kohle who passionately served an admirable total of four terms—from 2007 to 2021—representing the Bon Accord community and requested a moment of silence in her honour.

APPOINTMENTS

APPROVAL OF MINUTES

#080/2022 – Moved by Ms. Irene Gibbons that the minutes of the Special Board Meeting of August 24, 2022, be approved as presented.

CARRIED UNANIMOUSLY

#081/2022 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Organizational Meeting of August 24, 2022, be approved as presented.

CARRIED UNANIMOUSLY

#082/2022 – Moved by Ms. Trish Murray-Elliott that the minutes of the Regular Meeting of August 24, 2022, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

No presentations.

REPORTS FROM SENIOR EXECUTIVE

CORRECTION: Fuel Contingency Program Reinstatement Update

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a correction for the Fuel Contingency Program Reinstatement Update.

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.

Alberta Education Approval of Reserve Strategy

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Alberta Education Approval of Reserve Strategy.

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 \$300,555.00, which the government is funding for the Fuel Price Contingency Program in 2022/23.

New Curriculum Implementation Update

Ms. Shannon Campbell Requa, Director, Education Planning, brought forward as information, the New Curriculum Implementation Update.

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 (ARPDC), 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)

HEPA Filter Update

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the HEPA Filter Update.

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).

Preliminary Enrolment Numbers – September 12, 2022

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Preliminary Enrolment Numbers – September 12, 2022.

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.

Provincial Screening Assessments

Ms. Shannon Campbell Requa, Director, Education Planning, brought forward as information, 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. The 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.

Renaming of Disability Services

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Renaming of Disability Services.

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 Hope and Independence in Natural Environments.

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

Renaming of GOALS Program

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Renaming of GOALS Program.

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.

School Bus Operation Regulation Changes

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, School Bus Operation Regulation Changes.

The Alberta government has changed two regulations related to the operation of school buses.

The amended *Use of Highway and Rules of the Road Regulation* allows 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.

School Resource Officer Sturgeon Composite High School – Update

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the School Resource Officer Sturgeon Composite High School – Update.

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 Sergeant 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.

Teacher Salary Settlement Funding

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Teacher Salary Settlement Funding.

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 September 2022, and a 2% salary increase 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 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.

Transportation Update Summary

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Transportation Update Summary.

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 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.

Truth and Reconciliation Week and Indigenous Education

Ms. Shannon Campbell Requa, Director, Education Planning, brought forward as information, the Truth and Reconciliation Week and Indigenous Education.

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)

Communications Report and Annual Plan

Ms. Lauren Walter, Manager, Marketing and Communications brought forward as information, the Communications Report and Annual Plan.

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.

A summary of the Communication Annual Plan was 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 was also included for information.

Monthly Financial Report – August 2022

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Monthly Financial Report – August 2022.

The Board Financial Report for August 2022 was 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 the 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 \$1.23M 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.

Monthly IT Report – September 2022

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Monthly IT Report – September 2022.

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.

Administrative Procedure 526 – Animals Supporting Inclusive Education

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, Administrative Procedure 526 – Animals Supporting Inclusive Education.

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.

Administrative Procedure 733 – Certificated Staff ATA Educational Leaves

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources brought forward as information, Administrative Procedure 733 – Certificated Staff ATA Educational Leaves.

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

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

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, Administrative Procedure 871 – Use of Personal Mobile Device to Access Division Services.

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.

2022-2023 Superintendent Discretionary Fund

Mrs. Shawna Warren, Superintendent, brought forward as information, 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. 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 totaling \$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)					
<i>Teachers</i>					
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	
EMPS	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)					
<i>CLUPE</i>					
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

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:

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

TRUSTEES' REPORTS

Verbal and written reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

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

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

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

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

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

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

Trustee Murray-Elliott reported that she attended:

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

- Sturgeon Composite High School, School Council Meeting (*September 20*)
- Sturgeon Heights School, School Council Meeting (*September 19*)
- Transportation Committee Meeting (*September 28*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Advocacy Committee Meeting
- Building and Maintenance Committee Meeting
- Finance and Human Resources Committee Meeting
- Guthrie School, School Council Meeting
- Meet the Teacher Events
- Namao School, School Council Meeting
- Professional Development – FranklinCovey: Unconscious Bias

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

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

Mrs. Janine Pequin, Trustee left the meeting at 10:55 a.m.

Mrs. Janine Pequin, Trustee returned to the meeting at 10:57 a.m.

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 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.

TRANSPORTATION COMMITTEE

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

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

2023-2024 School Calendar

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.

#083/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the 2023-2024 School Year Calendar as presented at the September 28, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

Borrowing Resolution Increase

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).

#084/2022 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve the recommended Borrowing Resolution Increase for \$4 million, as presented at the September 28, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

2022-2023 Council of School Councils' Meeting

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.

#085/2022 – Moved by Ms. Irene Gibbons that the Board of Trustees approve that the 2022- 2023 Council of School Councils' meeting take place in person at the Frank Robinson Education Centre on Tuesday, October 25, 2022, at 5:30 pm with a buffet-style meal provided.

CARRIED UNANIMOUSLY

Organization Chart Revision

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.

#086/2022 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the Organization Chart revision as presented at the September 28, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 700 – Superintendent of Schools

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.

#087/2022 - Moved by Mrs. Stacey Buga that the Board of Trustees approve Policy 700 - *Superintendent of Schools* as presented at the September 28, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 715 – Educational Leaves of Professional Staff

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.

#088/2022 - Moved by Mrs. Janine Pequin that the Board of Trustees approve Policy 715 - *Educational Leaves of Professional Staff* as presented at the September 28, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

No unfinished business.

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No verbal report was provided.

CUPE

No verbal report was provided.

COMMUNITY MEMBERS

No questions were noted from community members.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#089/2022 – 11:35 a.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Break from 11:35 a.m. to 11:48 a.m.

In camera meeting resumed at 11:48 a.m.

#090/2022 – 1:02 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

Trustee Irene Gibbons adjourned the meeting at 1:02 p.m.

Chair

Date

Associate Superintendent,
Corporate Services