



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: October 26, 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 Regular Meeting of September 28, 2022
5. Presentations
 - 5.1 Facility Services Presentation
6. Reports from Senior Executive
 - 6.1 2021-2022 School Council Annual Reports
 - 6.2 Christmas Luncheon 2022
 - 6.3 Overdue Transportation Fees
 - 6.4 September 29th Enrolment Count/Student Growth Funding
 - 6.5 Stakeholder Engagement Update – Military Family Resource Centre
 - 6.6 Value Scoping Sessions
 - 6.7 Communications Report – September & October 2022
 - 6.8 Monthly Financial Report – September 2022
 - 6.9 Monthly IT Report – October 2022
 - 6.10 Administrative Procedure 245 – Health and Safety
 - 6.11 Administrative Procedure 729 – Evaluation of the Superintendent
 - 6.12 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 Draft 2024-2025 School Calendar
- 9.2 Finance and Human Resources Committee Name Change
- 9.3 Student Advisory Committee Establishment and Schedule
- 9.4 Advocacy Committee Work Plan 2022-2023
- 9.5 Building and Maintenance Committee Work Plan 2022-2023
- 9.6 Finance and Human Resources Committee Work Plan 2022-2023
- 9.7 Policy Committee Work Plan 2022-2023
- 9.8 Transportation Committee Work Plan 2022-2023

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**

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

Table of Contents

	Resolution #
Approval of Agenda	079
Approval of the Minutes of the Special Board Meeting.....	080
Approval of the Minutes of the Organizational Meeting.....	081
Approval of the Minutes of the Regular Meeting.....	082
New Business	
2023-2024 School Calendar	083
Borrowing Resolution Increase	084
2022-2023 Council of School Councils' Meeting.....	085
Organization Chart Revision.....	086
Policy 700 – Superintendent of Schools.....	087
Policy 715 – Educational Leaves of Professional Staff.....	088



**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**

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 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 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

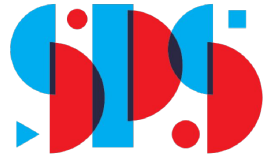
ADJOURNMENT

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

Chair

Date

Associate Superintendent,
Corporate Services



**Sturgeon
Public Schools**
Dare to reimagine learning

Facility Services

Denis Henderson, Director
October 26, 2022

Who We Are



Denis Henderson
Director



Mike Weppler
Foreman



Reagan Schinbein
Facilities Analyst



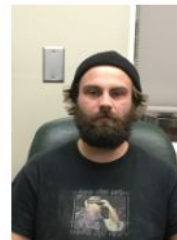
Kathy Huculak
Division Custodian



Andrew Webb
Carpenter



Brian Hebert
Maintenance Service Worker



Chris Callander
Carpenter



Evan Soper
Plumber Gas Fitter & HVAC



Kevin Zilinski
Electrician



Brett Hansen
Plumber Gas Fitter & HVAC



Kevin Smith
Plumber Gas Fitter & HVAC



Madelyn Paut
Caretaker



Carlie Stevenson
Apprentice Electrician




Mission Statement

Facilities keeps our schools safe, clean and healthy for our students. The department provides mechanical and carpentry services and coordinates any needed contracted services to keep our schools in great shape. It also provides custodial services and consults on in-house construction needs.

Assurance Domain: Learning Supports

Public Assurance occurs when ALL students learn in environments that support their needs. Facilities works with our schools to foster welcoming learning environments.



Facility Services Department

Operations & Maintenance

Cleaning, Equipment Maintenance, Repairs, Utilities, Regulatory Compliances, Heating/Cooling, Automation, Building Envelope, Site Services, Vandalism, Security, Waste Removals, etc...

Capital Renewal

Life Cycle Renewal of Existing Facilities, New Construction, Renovations, Program Upgrades, Accessibility, etc...

Accommodations & Planning

Property (Acquisition, Disposal, and Leasing), Student Accommodations, Enrolment Projections, School Boundaries, Portable Allocations, Development Planning, Mapping, etc...

Successes and Accomplishments:

- We employ a staff of fully competent journeymen across all trades!
- We have indentured SPS's first apprentice on record with AIT
- Successful creation of equipment database to allow accessible listing of wear parts (belts/filters) for preventative maintenance
- Bi-annual preventative maintenance of all division building operating equipment, (boilers/AHUs), is now scheduled and completed in October and April at seasonal transitions
- Fall 2021, all boilers division wide were calibrated by manufacturer commissioning agent to optimize performance and ensure safe operating parameters
- Boiler registrations were renewed through inspection with the ABSA to ensure adequate monitoring and operational compliance
- Roofing deficiencies addressed. 2019- only 40% of division roof areas were assessed as being in good condition. 2022- 84% are now in good condition
- Modernization projects have been undertaken to rejuvenate kitchen labs for learning at Namao and Gibbons
- Washroom renovations to create efficiencies and modernization in staged sequencing through summer projects within our schools
- Emergency lighting is being upgraded and converted to LED, we are at approximately 50% completion
- We are focusing on continuing to improve communication with schools and complete service in timely manner without compromising quality workmanship that adheres to all codes and standards

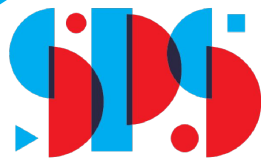
Challenges faced by Facility Services include:

- Older buildings
- Ministry of Education funding for facility enhancements and provincial benchmarks are insufficient to cope with current facility needs
- Shipping and delivery from suppliers has affected shifted planning requirements and project delivery
- In progress work order volume has tripled, straining available resources and the required management duties
- Balancing service delivery across stakeholder groups and identifying priorities
- Integrating contract services with in house delivery methods
- Balancing capital needs with technical drivers required by Ministries

Priorities 2022-2025

1. Facility solution for Gibbons School
2. Facility solution for ÉMPS
3. Facility solution for Landing Trail School
4. Revitalization of 3 and 10 year Capital Plans

Thank You



Sturgeon
Public Schools

Dare to reimagine learning



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services

GOVERNANCE POLICY: [Policy 305 – School Councils](#)

ADDITIONAL REFERENCE: [Education Act Section 55](#)
[School Councils Regulation 92/2019](#)

SUBJECT: 2021-2022 School Council Annual Reports

PURPOSE:

For information.

BACKGROUND:

School Councils are asked to provide an annual “Year in Review” report to the Board of Trustees every fall as per *Policy 305 – School Councils*.

Attached you will find the “Year in Review” reports for the 2021 – 2022 school year submitted by the following School Councils:

- | | |
|-----------------------------|--------------------------------|
| Bon Accord Community School | Ochre Park School |
| Camilla School | Namao School |
| Four Winds Public School | Redwater School |
| Gibbons School | Sturgeon Composite High School |
| Landing Trail School | Sturgeon Heights School |

Reminder emails were sent to the respective school councils of: École Morinville Public, Guthrie School, and Lilian Schick School.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. 2021 – 2022 School Council Year in Review Report – Bon Accord Community School
2. 2021 – 2022 School Council Year in Review Report – Camilla School
3. 2021 – 2022 School Council Year in Review Report – Four Winds Public School
4. 2021 – 2022 School Council Year in Review Report – Gibbons School
5. 2021 – 2022 School Council Year in Review Report – Landing Trail School
6. 2021 – 2022 School Council Year in Review Report – Ochre Park School
7. 2021 – 2022 School Council Year in Review Report – Namao School
8. 2021 – 2022 School Council Year in Review Report – Redwater School
9. 2021 – 2022 School Council Year in Review Report – Sturgeon Composite High School
10. 2021 – 2022 School Council Year in Review Report – Sturgeon Heights School

Bon Accord Community School

School Council

Year in Review 2021 – 2022

Written by:

Chairperson

Enter Name:

Bon Accord Community School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2021:

- Covid protocols discussed
- School Council voting procedures updated to Town Hall style
- Committee formed to look into creation of Kindergarten Enrichment Program to supplement half day kindergarten at BACS
- Upcoming Events
- Report from Principal
- Report from Trustee

October 2021

- Report from Principal
- Report from Trustee
- Outgoing Trustee Kohle joined School Council as Community member
- Motion passed that The Bon Accord Community School Council supports the Sturgeon Public Schools Board of Trustees to take all necessary steps to enroll Sturgeon Public Schools in any Rapid Testing Program offered by the Government of Alberta

November 2021

- Report from Principal – included budget review and announcement that additional Grade 3 teacher would be hired to eliminate need for a split $\frac{3}{4}$ class
- Parking lot congestion issue was re-raised and asked to be brought to School Board
- Report from Principal
- Report from new Trustee Briggs
- KEP committee scheduled first meeting for Dec 7

December 2021

No meeting scheduled

January 2022

Report from Principal

- Report from Trustee
- KEP committee report – began communication with parents to determine interest in supplemental full day kindergarten
- Wellness Coach and counsellor– Greg Sales attended meeting to provide an overview of wellness plan for remaining school year

February 2022

- Report from Principal – Pre-K open house happened Feb 23, KEP option to be promoted at open house. 13 families confirmed interested at this point. Surveys sent out to parents
- Report from Trustee
- Report from Teachers
Click here to enter text.

March 2022

No meeting due to PTI

April 2022

Sample information/update/presentation to include in report:

- Open house to happen May 4
- KEP update – 14 registrations so far (19 required to run)
- Report from principal
- Report from Trustee and Teacher

May 2022

AGM meeting – First in person meeting of the year held at BACS

- Executive Elections - positions remain the same as 2020-21 school year
 - Chair – Jared Thompson
 - Vice – Chair - Carmen Siemens
 - Secretary - Carly Rigler
- Report from Principal
- Report from Trustee
- Teachers Report
- Open house very successful on May 4
- KEP – remains at 14 registrations, began accepting \$350 deposit cheques for first month fees in September

June 2022

No meeting held

- Pembina Pipeine sponsors Pride BBQ

Choose an item.

School Council - Financial Statement

REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$	_____
	List any other Assets:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL ASSETS	\$	<input type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$	<input type="text"/>
INCOME	List Income:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL INCOME	\$	<input type="text"/>
DISBURSEMENTS	List Disbursements:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL DISBURSEMENTS	\$	<input type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$	<input type="text"/>
	Withdrawals	\$	<input type="text"/>
	Deposits	\$	<input type="text"/>
	Bank Balance August 31, 2022	\$	<input type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Camilla School
School Council
Year in Review 2021 – 2022

Written by:

Darla Soetaert

Chairperson

Enter Name:

Darla Soetaert

Camilla School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2021

- Election of Executive
- School Trustee Elections – Congrats to Joe Dwyer
- Open House/Meet the Staff Event
- Talked about school wide Book Study
- Report from Teacher Rep
- Report from Principal

October 2021

- Discussion about parent concerns regarding bathroom hygiene.
- Report from Principal, Trustee and Teacher Rep

November 2021

- Education Plan from Principal will present in January
- Information about the ASCA online workshops
- Discussion on Christmas Hampers for Camilla Families
- Christmas Gift Cards for Teacher Appreciation
- Grab & Go Breakfast
- Report from Principal, Trustee and Teacher Rep

December 2021

- No Meeting in December

January 2022

- Discussed Safron Presentations for Students and Parents
- Report from Principal, Trustee and Teacher Rep

February 2022

- Discussed Student involvement in parent council
- Discussed Grant Funding ASCE
- Guest Speaker Laura Ragosin in regards to the School Wellness Plan

March 2022:

- Discussion on Teacher Appreciation Breakfast
- Report from Principal, Trustee and Teacher Rep

April 2022

- Teacher Appreciation Breakfast
- Camilla Grand Opening
- Report from Principal, Trustee and Teacher Rep

May 2022

- Report from Principal, Trustee and Teacher Rep
- New Executive Positions Available for AGM in September

June 2022

- No Meeting in June

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2022	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Four Winds School
School Council
Year in Review 2021 – 2022

Written by:

Jenn Anheliger

Chairperson

Enter Name:

Jenn Anheliger

Four Winds School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2021

- School Council Meeting cancelled

October 2021

- Election of Executive board
- Covid Protocols discussed with input from parents and staff
- Discussion around bell and drop off /pick up schedule
- Vision and Mission and Values shared and discussed with parents
- Discussion around ASCE Grant and workshops

November 2021

- Discussion around Phones in school. Policy and rules. Three strike policy
- Take your kids to work day
- Introduction to New School Trustee Stacey Buga
- Encouraged parent engagement with trustees and SPSD

December 2021:

- Sturgeon Public Schools Annual Education Results Report from Principal
- Holiday events coming up for December
- No phones and wearing masks policy being appropriately reinforced
- Discussion on variety of clubs and intramurals
- Discussion around transportation
- Discussion around Bill 58

January 2022:

- Cancelled

February 2022

- Discussion around masks and rapid test kits being provided by provincial government
- Discussion on social media and students along with proper and safe use of social media
- Science week

- Discussion around administrative procedure in regard to vaccination mandates
- Discussion around format of Committee of the Whole meetings

March 2022

- Discussion around process for Parent Teacher Interviews
- Discussion around enrollment of Academy programs
- Smoothie shop being run by students
- Discussion around attendance at ASCA
- Virtual Sturgeon night of fine arts

April 2022

- Discussion around tech issues and powerschool issues
- Day of the Military Child
- Year end trips being planned
- Steam Academy are prepping for Science Olympics
- Discussion around French programming for students beyond Four Winds
- ASCA highlights

May 2022

- Meeting Cancelled

June 2022

- Discussion around junior high needing to either sign a tech contract for damaged or lost chromebooks or the necessity of BYOD
- Enrollment – School is full
- Discussion around priority of Morinville High School
- Discussion around PAT’s weighting, and schedule
- Discussion around SPSD Budget
- Thought exchange discussed
- Education plan

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2022	\$ <input style="width: 100px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Gibbons School Council
Annual Report 2021-2022
Written by Erin Davies, Council Chair

October 2021

- Call for nominees to fill council positions. No nominees.
- Parent Association filled all positions. Passed updated bylaws.
- Indeygo cookie dough fundraiser

November 2021

- Parent question re: digital citizenship and ongoing education of same to students. It is included in the health/wellness teaching and could perhaps look at a workshop/presentation to students at some point.
- Parent association purchased 14 microwaves for classrooms and gave \$500 to the school nutrition program.

December 2021

- Katelyn and Beth attended the COSC meeting
- Discussed insurance coverage as reported at COSC meeting

January 2022

- Erin joins as chair, has previous experience on council at Landing Trail. Works at Redwater school as a. Works at Redwater School/HYPE program with experience in mental health and wellness.
- Parent association decided to focus fundraising efforts on learning commons development.
- School wide pancake meal
- Westcoast seeds fundraiser

February 2022

- Little Caesars fundraiser
- Parent Association applied for and received a grant from Pembina Pipelines to purchase pizza from the Little Caesars fundraiser to provide a DIY pizza day for all classes.

March 2022

- Discussion re: how many staff members are required to have CPR or first aid certification

Discussion about the school considering a plan to ask students to provide minimal supplies and pay a nominal fee so teachers can purchase classroom/shared supplies.

-Hot lunch program started up again.

-Parent association paid \$6000 towards tech items for learning commons

April 2022

-Discussion about division draft calendars/school start dates/holidays/etc.

-School wide pizza days courtesy of parent association and Pembina grant

-May 5 taco in a bag school wide

-Student proposal to raise funds to purchase new library books. Discussion about how to raise money and how to encourage students to participate in choosing new books.

-Erin attended ASCA conference

May 2022

Discussion about dress code policy and how/when it is enforced.

-Discussion about school logo clothing for divisional sports

-Discussion about transportation fees

-Growing Smiles fundraiser

-Parent association paid towards council awards, gr 9 grad, school wide taco in a bag, library books

June 2022

-Discussion about new bell schedule, next year ctf options

-Reminder that all positions are up for election at the AGM in the fall

-Pembina hot dog school wide meal

Landing Trail School
School Council
Year in Review 2021 – 2022

Written by:

Chair

Chairperson

Enter Name:

Laura Vickerman

Landing Trail School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2021

- Parking lot concerns
- Covid Protocol contingency plan

October 2021

- PIA fundraising plans

November 2021

- SPSD – Council Seminars
- Hot Lunch program
- Pancake lunch

December 2021

- No meeting

January 2022

- CYF Caregiver education
- Grants availabilities

February 2022

- Quarterly budget reposts presented
- Teacher convention update

March 2022

- Heads up for our AGM in April
- Logo's committee update
- Grad 4 grad preparation
- Outdoor recess concerns

April 2022

- AGM
- Parking lot concerns
- Year end support – fun day – field trips etc
- Grad 4 grad
- Teachers wish list for next year

May 2022

- Bus stop concerns
- Year end preparation

June 2022

- No meeting

Landing Trail School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$ <u>0</u>
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ 0
LIABILITIES	TOTAL LIABILITIES	\$ 0
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ 0
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ 0
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$
	Withdrawals	\$
	Deposits	\$
	Bank Balance August 31, 2022	\$ 0

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: Laura Vickerman
Position: School Council Chair
Date: June 22, 2022

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Namao
School Council
Year in Review 2021 – 2022

Written by:

Chairperson
Jaclyn Miller

NAMAO SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

September 2021 - Virtual Meeting

- Election of Executive done in May at the AGM. Executive positions as follows:

Jaclyn Miller – Chair

Cherie Speer – Vice Chair

Sarah Vestby – Secretary

- Discussed Healthy Hunger starting again
- Discussed a greater focus on the mental health of our students and staff and what it will look like this year. Full time counsellor and mental health coach?
- Lack of EA's in classrooms and teachers are struggling.
- Discussed the ASC Engagement Grant (\$500) – how do we apply?
- Targeted interventions – taking away from teachers planned instruction time to do this?
- Report from Principal
 - o Approved a new junior high teacher (will be grade 8)
 - o New equipment and supplies purchased for the school over the summer
 - o Primary and elementary boys bathrooms are renovated and complete
 - o Namao Mighty Learners Daycare will be operating out of Namao school
 - o Have a new .5 Mental Health coach
 - o 2 learning coaches; 1 for grades K-4 and 1 for grades 5-9
 - o Discussed parking lot supervision and signs to help with traffic flow after school
 - o Expanded our CTF options in junior high by running 5 terms instead of 3; offering more options to our students
 - o Advised about TikTok trend regarding stealing or vandalizing at the school. All junior high classes have been visited to discuss consequences.
 - o Continuing to follow COVID-19 protocols and board directives to keep the school safe. No longer able to contact trace or notify of positive cases.
 - o COVID-19 immunizations on September 21
 - o Picture day September 22 and 23
 - o Piloting a new permission form and payment system through Parent Portal and Rycor.
 - o Namao website was redesigned and is being rebuilt.
 - o Volleyball teams have been selected and games will be live streamed as no spectators allowed.

October 2021 - Virtual Meeting

- Enrollment up from 375 to 405 in September
- Discussed the idea of a Snack cart/Breakfast cart program. Jaclyn and Kristen Moon finding more info about this and possible funding.
- Junior high students finding it difficult to eat lunch in the time given.
- Report from Principal
 - o New teacher in grade 8
 - o No spectators allowed for October sports teams
 - o Contact tracing to begin again with positive COVID-19 cases
 - o Rapid tests have not arrived at the school as promised by the government
 - o Parent Teacher interviews November 2 and 3 – online only
 - o Reminder that all volunteers require a vulnerable sector check to be completed by the RCMP
 - o Presented the school plan draft to be presented to the board
 - o Administration started a student recognition program based on the Seven Grandfather Teachings

November 2021 - Virtual Meeting

- Sarah Vestby spoke about ECO Schools Canada
- Sent out draft school calendar for next school year for review and comments
- Discussed the School Engagement Grant again and how the division used a portion of our grant to offer some online classes. Advised that the grant monies were to be spent only on certain events and workshops for the school.
- Still working on obtaining more information regarding Snack cart/Breakfast cart
- Winter break is December 20 – January 3
- Report from Principal
 - o Staff changes to improve programming for students
 - o Targeted intervention funding has been provided by the gov't for our grade 2 and 3 students. Student assessments completed in September in literacy and numeracy
 - o School received 16 new Loftboards to replace old Promethean boards and projectors.
 - o Deploying new Bluetooth FM systems to classrooms
 - o Obtained a metal scrap bin and disposed of many broken furniture items. Purging electronics next.

December 2021 - No Meeting

January 2022 - Virtual Meeting

- School Education Plan from Principal
- Budget report from Principal
- Pink Shirt Day/Anti Bullying Day – February 23
- Report from Principal
 - o Hired a new junior high staff member to teach part of the 8/9 split class as well as supporting our K&E students.
 - o Ms. Loh's dog, Boba, is now in our school and supporting students

February 2022 - Virtual Meeting

- Mental Health presentation by counsellor, Heather Beaton, and mental health coach, Courtney Gibson.
- ASCA Conference and AGM is April 22-24 and Jaclyn will be attending as Namao Chair. All parents and school council members are invited to attend as well.
- Parent Teacher Interviews – March 22 & 23 – may be offered both in person and online
- Spring Break is March 25 – April 1
- Report from Principal
 - o Final assessments of Primary literacy and numeracy screenings will be done in May
 - o Our division has chosen draft calendar C
 - o Currently working on staffing plan for 2022/2023 which will be presented to senior administration for discussion and approval in late March
 - o Current list of fees for school activities and materials has been sent to central office for review.
 - o Registration has opened for all students.
 - o Grade 9 students going to SCHS on March 10 for a tour of all programs

- Continuing to upgrade the technology at Namao. All classes now have a document camera and will be getting a rolling desk for staff and student use. Allocating \$20,000 towards the video wall and audio upgrade in the gym.

March 2022 - In Person

- AGM and last council meeting of the year will be May 16th
- Grade 9 Grad students have held 2 bake sales and will need another fundraiser for graduation activities.
- Grade 9 graduation will be held in person the evening of June 28th
- The Staff Appreciation meal is set for March 22 and will be paid for by fundraising proceeds from the Healthy Hunger lunch program
- Report from Principal
 - Staffing proposal presented to Central Office March 21
 - Parent Teacher interviews March 22 & 23 both in person and online
 - Students from grades 4-9 completed the Our School Survey. Results to follow shortly.
 - The Alberta Education Assurance Online survey closes April 1 for parents with students in grade 4 and 7
 - We have borrowed a treaty map of Canada from the ATA and classes have explored Indigenous history by walking on the land
 - Junior High students travelled to Marmot in overnight field trip
 - Grade 9's are going to on a farewell trip to Camp Nakamun May 9th
 - Namao bands are attending the Rotary Festival in April and Camp Nakamun May 9 and 10
 - Student Advisory Panel committee will meet April 28th in person.
 - SPSD will be running a Thought Exchange to capture input from parents April 7 to 20th
 - Part A PAT's in May and the remainder in June
 - New Curriculum for the 2022/2023 school year

April 2022 - In Person

- Jaclyn shared the resolutions discussed and passed at the ASCA AGM of April 24, 2022
- Jaclyn Miller, Chair, attended the ASCA Conference and AGM April 22-24 and was the Proxy Vote for 5 other Sturgeon School Division schools
- ASCA conference was focused on cultivating compassion, connection and resiliency in our schools and how we can support our students, teachers and staff
- Our AGM will be held May 16th – we are looking to fill the positions of Vice Chair and Secretary
- Scholastic Book Fair was a success
- ASC Engagement Grant monies will expire in June if not used. Discussed ideas on how we can use it this year. The engagement grant will also be provided to school council for the 2022/2023 school year.
- Discussed curriculum implementation and what school council can do to support our school and our teachers in the roll out
- Flag Rugby team (boys) was started for Namao
- Report from Principal
 - Finalizing staffing and class configurations and budgets for the 2022/2023 school year
 - Preparing to work with the new curriculum. Staff have engaged in sessions to prepare and

- in the final stages of seeking materials
- Namao Mighty Learners Daycare will be opening in May and held an open house April 23 and 24
- Our foods lab is being completely renovated for the Fall
- Deposit has been paid for the video and audio upgrade to the gym and hoping to have the project complete for the Fall
- PAT exam dates have been scheduled

May 2022 - In Person

- Election of Executive Executive Positions as follows:
 - Jaclyn Miller – Chair
 - Cherie Speer & Angela Wilson – Co-Vice Chairs
 - Tricia Forsyth – Secretary
- Student Advisory Committee member, Carmella Sousa, spoke about the work of the committee and the impression of the students.
- Reminded members about email sent out to vote on Fall workshops
- Thanked everyone for all their input and work this past year.
- Report from Principal
 - Dates for PAT tests for grade 6 & 9
 - Fitset Ninja booked for May 17 & 18 for all classes
 - Purchasing different seating options for classes
 - Deposit has been paid for video/audio upgrade to the gym and work will be started
 - Grade 9 students had class trip to Camp Nakamun – great success
 - Band students participated in division wide camp at Camp Nakamun on May 10 & 11
 - Staffing is complete for next year and we welcome a new teacher for elementary.
 - Final assessments for intervention program wrap up this week
 - Preparing for new curriculum and purchasing resources for the school

June 2022 No Meeting

**Namao School Council
Financial Statement**
REPORTING PERIOD: September 1, 2021 – December 1, 2021

ASSETS	Cash-Bank Account	\$0.00	
	Common Shares		
	List any other assets		
	TOTAL ASSETS		\$0.00
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	Healthy Hunger Fundraising		
	Cheque 9/30/2021	\$162.81	
	Cheque 10/31/2021	\$387.17	
	Cheque 11/30/2021	\$385.30	
	TOTAL INCOME		\$935.28
DISBURSEMENTS:	List disbursements		\$0.00
	TOTAL DISBURSEMENTS		\$0.00
Profit/Loss	Bank Balance Sept. 1, 2021	\$249.60	
	Withdrawals	\$	
	Deposits	<u>\$935.28</u>	
	Bank Balance December 1, 2021		\$1,184.88

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name **Jaclyn Miller**
Position **Chair**
Date **May 12, 2022**

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Ochre Park School
School Council
Year in Review 2021 – 2022

Written by:

Amanda Striegler

Chairperson

Enter Name:

Amanda Striegler

Name of School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

September 2021

- Election of Executive
- Discuss success & continued participation in student supply kits (online ordering)
- Discuss the schedule for upcoming meetings & any cancelations
- Discuss ASCA survey participation
- Discuss upcoming events (Halloween)
- Review School Wishlist
- Reports: Parent Society, Trustee, Teacher & Principal

October 2021

- Fundraising update (Bear Tracks)
- Upcoming Events (Halloween Activities, Remembrance Day)
- School Pictures (Lifetouch contract)
- Room Parent reps: recruitment & responsibilities
- Corporate Sponsorships
- Reports: Parent Society, Trustee, Teacher & Principal

November 2021

- Accountability Pillar Results from Principal
- Information from Council of School Council's Meeting
- School Photos: PC agreed to sign contract with Smart Photography
- PC Fundraising flyer
- Discuss 2022/2023 draft school Calendar
- School Counselling & Wellness Plan
- Upcoming Events (Christmas, 10 days of giving etc.)
- Reports: Parent Society, Trustee, Teacher & Principal

December 2021

As per motion in September, December meeting cancelled.

January 2022

- School Wishlist (for Fundraising)
- Upcoming Events (Valentine's day, Skating)
- Outdoor Classroom
- Reports: Parent Society, Trustee, Teacher & Principal

February 2022

- Review School Supply List for upcoming school year (participation in supply kits)
- Fundraising flyer
School wish list & PC monetary commitment
- Upcoming events
 - Outdoor classroom
- Reports: Parent Society, Trustee, Teacher & Principal

March 2022

- Upcoming Events
- Fieldtrips
- Fundraising & flyer communication (Mabel Labels, School Supply kits)
 - ASCA AGM
- Agrium Grant
- Reports: Parent Society, Trustee, Teacher & Principal

April 2022

- Upcoming Events
- Fundraising update
- Spring Photos
- School Supply kits
- Wishlist update & utilization of funds
- Outdoor classroom
- Fieldtrips
- Reports: Parent Society, Trustee, Teacher & Principal (including education plan)

May 2022

- Agrium Grant
- School Supply kits
- Parent Council Flyer
- Upcoming events (Year-end field trips)
- School Wishlist (final update on allocation of funds)
- Reports: Parent Society, Trustee, Teacher & Principal (including staffing update)

June 2022

As per motion in September, June meeting cancelled.

Name of School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ <input style="width: 100px; height: 20px;" type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$ <input style="width: 100px; height: 20px;" type="text"/>
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ <input style="width: 100px; height: 20px;" type="text"/>
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ <input style="width: 100px; height: 20px;" type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$ <input style="width: 100px; height: 20px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px; height: 20px;" type="text"/>
	Deposits	\$ <input style="width: 100px; height: 20px;" type="text"/>
	Bank Balance August 31, 2022	\$ <input style="width: 100px; height: 20px;" type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

Redwater School Parent Council via Google Meet
Tuesday, September 25, 2021

Called to order: 5:32pm

Attending: Karen, Phoebe, Patty, Kari, Tammy, Janelle, Cheryl, Veronica, Janine, Kyla, Nikki, Rikki, Andrea, Kim

Additions to agenda: Tammy would like to add "Vice Chair" to Parent society elections.

Minutes from May 17: Moved to accept minutes by Tammy, Seconded by Phoebe

Old Business: none

New Business:

Vote for positions

1. Chair- Karen S nominates Tammy D. Seconded by Janelle C. Tammy accepted.
2. Vice Chair- Phoebe nominates Rikki A, seconded by Kyla. Rikki accepted.
3. Secretary- Patty will continue as secretary.
4. Room Reps: Elementary: Veronica P
Junior High: Phoebe J
Senior High: Kim K

*Break for Parent Society Elections:

1. Chair- Kim K will continue as Chair
2. Vice Chair- Karen S volunteers
3. Secretary- Patty will continue
4. Treasurer- Janelle will continue
5. Fundraising Coordinator- Phoebe will continue as coordinator, Kyla will assist

*Reconvene Parent Council Meeting

Reports:

1. Leadership: Student group will get a small amount of funding from the school, then will be raising money during the year for leadership activities.
 1. Anna Lewin: A board and committees have been formed. Upcoming events are up on a bulletin board. Students created a new slogan "Renegades Reunite". Working on a legacy project. Spirit calendar for parents and teachers is in the works.
2. Principal:
 1. COVID: AHS notified the school they were in Outbreak status last week (Sept 17). Over 10% school population was away during that time. Parents will be notified if there is a case in their child's classroom. Parents are responsible for reporting to the school.
 2. New Staff Update. Digital "Meet the Staff" will be sent to parents.
 3. Website is being updated. Feedback would be appreciated.
 4. School Handbook is available for parents to review. Rules are reviewed with students.
 5. Truth and Reconciliation week.
 6. Athletics are back this year. No spectators at this time.
 7. School fees have been uploaded.
 8. Budget report will be ready for October meeting.
 9. Christmas concert and Grad is booked for the upcoming year.

10. School start up went well.
3. Trustee
 1. Trustee Nominations were September 20. Janine was acclaimed, will continue as our representative on the board.
 2. Lagoon update: Court date was delayed. Next date is in February.
 3. Sept 30 National Day for Truth and Reconciliation . Sturgeon students and staff will be at school on this day. Staff will focus on Truth and Reconciliation this week.
 4. Survey sent out today regarding K-6 curriculum from ASBA.
4. Teacher Representation- Niki B
 1. Dual Credit courses- one student is currently enrolled.
 2. Awards night may be a video link, similar to last year.
 3. Ms.Cowley would like parent society to sponsor bussing for a grade 10 field trip (if it happens) to Edmonton
 4. HYPE- part of wellness team at the school. HYPE has time during health blocks to present to students.
5. Parent Society:
 1. Chair- teachers are welcome to make wish lists again this year.
 2. Treasurer-
 1. Casino account \$2045.11. General account \$4744.63
 2. Budget to be presented at the next meeting
 3. Fundraising Coordinator
 1. 50/50 currently being run online, until October 29
 2. Gift card fund script before Christmas
 3. Little Caesars after Christmas
 4. Plant baskets in the spring.
 5. E-Transfers will be the preferred method of payments

Upcoming Events: Please go to Redwater School website for more information

Next meeting October 18 at 5:30pm

Adjourned at 6:39pm

Redwater School Parent Council Meeting Agenda
via Google Meet
October 18, 2021

Attendance: Rikki Anema, Anna Letwin, Tammy Dykens, Niki Ballance, Kari Morgan, Janine Pequin, Janelle Cornelius, Erin Davies, Karen Schneberger, Wanda Radcliffe, Veronica Poitras, Kim Kolybaba, Phoebe Jagielski

Call to Order: 5:31pm

Approval of the September 28, 2021 minutes- Janelle approves, Karen seconds the approval

Additions to Agenda: Janelle would like to add discussion on funding for parent teacher interviews meals

Approval of the Agenda: Janelle approves, Karen seconds

Reports:

Leadership:

- Halloween next week
- Received a budget of \$250, asking if council would like to make a donation, for decor and goody bags.
- Janelle motions to give leadership a \$100.00 donation, Kim seconds the motion and were in favour.

Principal:

- Budget of \$65,200 for operational costs, had a small amount left over from last year. Meeting with Tech next week to discuss the evergreening dollars. Looking into a new set of chromebooks
- BYOD program, grade 7-12, grade 5&6 we have a chrome cart. Looking at expanding this, feedback was to leave it as is. Kari says we will keep at grade 7-12 for now.
- Truth and Reconciliation week was a success
- Sports are well under way, no spectators can come at this time.
- Breakfast club donated to us \$2200 in gift cards for Sobeys/ IGA etc.
- 3 year plan document was shared

Trustee:

- Today is election day, 3 new board members will be joining the next board meeting
- Mary Lynn is retiring at the end of June 2022

- September 30th enrollment counts are up 4.8% from last year. Have increased all staffing in Schools this year.
- The School Calendar is coming out to the public for stakeholder feedback.
- Legal team is looking into bill 58, passed this summer. Legal team is going to interpret it for parent councils to understand easier.

Teacher Representative:

- Staff is working on prioritizing the wishlist
- Busing for Karlas foods field trip, need \$258.68 for busing, nobody on council was opposed
- Curling- 3 confirmed and committed, need one more to make a team, is going to discuss with the students who were maybe. Ice is being installed. The Curling Club has given free ice time for practices. If the students want to play in the league they will pay \$80 and they will need to cover \$50 of that.
- Erin Davies with Hype, wants to collaborate with the town and community to start a community garden in the food forest.
- IGA gave approval to do a mural behind the building as a backdrop for the food forest.
- Looking to add benches and picnic tables to the outdoor classroom area.
- Would like to get a community gardening committee started to help with maintaining the food forest

Room Reps:

- Working on basic math facts at home and multiplication and division, Weather in science, Halloween party with movie and snacks, have upcoming election for union positions

Parent Society:

- 1) Chair- 50/50 online sales not fantastic, better communication to parents
- 2) Treasurer - General account \$4,744.63, Casino Account \$2,488.17
 - Society will be getting approval for parent teacher interview night for dinners for staff, it would be \$100 for each interview, \$200 for the year.
- 3) Fundraising Committee- Fun Script Gift cards, usually handed out at the Xmas concert, this may not be possible. Can arrange a pick up time at the school if needed and will be paid all by e-transfer

Upcoming Events: Please go onto redwaterschool.ca site.

Next Meeting: Monday, November 16, 2020 @ 5:30PM

Adjournment: 6:57pm

Redwater School Council Meeting
via Google Meet
November 15, 2021

Attendance: Rikki A, Tammy D, Niki B, Karen S, Kyla G, Janine P, Kari M, Patty M, Phoebe J, Kim K, Veronica P,

Call to Order: 5:30pm

Approval of the October 18, 2021 minutes- Approved by Kim, second by Karen

Additions to Agenda: none

Approval of the Agenda: Rikki approves, Karen second.

New Business:

- a) Feedback on the 2022-2023 school year calendar.
- b) Foundational workshop information was sent out. Tammy is going to look further into other workshops.

Reports:

- a) Leadership- no representative available.
- b) Principal-
 - i) COVID update. Continuing to wear masks and ask kids to sanitize. Still no spectators allowed for student sports.
 - ii) Jr and Sr Volleyball wrapping up.
 - iii) Awards ceremony was sent to parents.
 - iv) Metis Week is this week.
 - v) Jr.High options have started again today.
 - vi) Fundraisers. Grad poinsettia sales and Mom's Pantry for band.
 - vii) Staff changes. Mental Health and Wellness coach- Amanda Dorosh.
- c) Trustee
 - i) Nov 23- Unpacking COVID online stream.
 - ii) New Board and new board chair.
 - iii) AERR report. Due to covid, many of the usual reports are not available.
 - iv) Council Of School Councils- online meeting to be held in the beginning of December.
- d) Teacher Representative- Nikki
 - i) Thank you for parent teacher interviews dinner.
- e) Room Rep's
 - i)
- f) Parent Society:
 - 1) Chair- nothing to report.

- 2) Treasurer- not present
- 3) Fundraising Committee
 - a) 50/50 fundraiser \$3180 total sales. Fees to Rafflebox \$370, \$20 fee for advertising. \$1590 to winner (Tracy Denvir). \$1219.65 profit to parent council
 - b) Fundscript fundraiser will begin soon and will run till the end of November. Payment only by e-transfer.

Upcoming Events: Please go onto redwaterschool.ca site.

Next Meeting: Monday, December 13, 2021 @ 5:30PM

Adjournment: 5:48pm

Redwater School Council Meeting via Google Meet

December 13, 2021 Called to Order: 5:31pm

Attendance:

Kari M, Janelle C, Niki B, Tammy D, Karen S, Rikki A, Phoebe J, Janine P,

Approval of minutes: Janelle C moved to accept the minutes, seconded by Karen S

Additions to agenda: none

Approval of Agenda: Rikki moved to approve, Karen seconded.

Principal

- Quarterly report shared. See attached notes.
- will be hiring a 1.0FTE Teacher
- Band had a Christmas performance, which went well.
- plenty of lost and found items.
- Health and Wellness coach. Targeted intervention for students who need extra help with work.
- Leadership students have done lots of Christmas activities.

Trustee

Government gave each council \$500. Sturgeon School division used some of that money for online courses for all parents. RWS now has \$428 to use towards school council courses.

Bill 58- Parent council is covered for liability insurance

Audited financial statements came out, with a significant surplus. Division is spending the money where needed.

Lagoon update. There will be no delays, the next court date (End of February, beginning of March) will not be moved.

Teacher Rep- Niki B

- Teacher Wish lists are made and will be sent to Parent Society.
- Councillng and wellness plan. Document will be sent to School Council members tomorrow.
- Thursday morning, school wide breakfast. Partnering with leadership students.

Room Reps- nothing to report

Parent Society:

Chair- Not present

Tresurer- Janelle C

general account \$4182.13

casino account: \$3236.23

Funscrip \$275.75 profit

Fundraising- Any ideas for fundraising would be helpful. Timing with other school fundraisers may be an issue.

Upcoming Events: Please go to redwaterschool.com

Next Meeting: Monday, January 17 at 5:30pm (location TBD)

Adjournment: 6:01pm



School Name Redwater School

Quarterly Budget Update to School Council

Date: Dec 10, 2021

Annual Operational Budget

Sources	Allocations	Comments/Purpose	Update
Resource Allocation	14.8 FTE	Includes all teachers, counsellor, and school administration	16 certified teachers -hiring 1.0 FTE for 2nd semester -within the 16 teachers are learning coaches, H&W coach, Indigenous student success coach
Support Services Inclusion Staffing PUF / Pre-K Office and Library	\$611 505	9.0 EA in grade 1-9. 9 people x.x EA in ECS. x people 2.4 office and library. 3 people	GOALS - 4 EAs Grade School - 5 EAs
Basic Program Allocation Per Student	\$65,217.00	This number is arrived at by \$85.50/Preschool Student and \$171.00/Full time Student.	
Nutrition Program (If Applicable)	\$0	Alberta Education funding for Breakfast Program.	
School Collected Revenue Courses and Activities Facility Rental Parent Council Donations Agrium Donation (Physics 20) Wellness Hub (Nutrien)	\$8598.62 \$0 \$462.50 \$200.00 \$12000.00	This covers expenses as outlined in the fee letters parents receive. Agenda, Option classes, etc.	
2021/2022 Operating Budget	\$86,478.12	Target Expenditure for (date) 30% of Operating Budget	Actual YTD is 16% Total expenses to Dec 1/21 \$13,671.68

One-Time Priority or Contingency Amounts

Sources	Allocations	Comments/Purpose	Update
Operational Carry Forward	\$103,828.06	-school improvement- furniture in learning commons, and classrooms.	

Updated: Dec 10, 2021

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Reference: Policy 405 Budget Development and Transparency





School Generated Carry Forward Unrestricted Restricted	\$30,488.84 \$21,855.23		
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Redwater School Council via Google Meet

January 17, 2022

Attendance: Kari M, Patty M, Kyla G, Janelle C, Rikki A, Jayce C, Wanda R, Janine P, Niki B, Karen S, Kim K

Call to Order: 5:31pm

Approval of minutes: Karen S moved to accept the minutes, seconded by Kyla G

Additions to agenda: none

Approval of Agenda: Karen S moved to approve the agenda, seconded by Kyla G

Leadership: Jayce C.

- 12 days of Christmas was hosted by leadership group
- Friday January 21: Everything but a backpack day
- With HYPE. Toast Tuesdays. 8:15-8:30am

Principal:

- No test kits or masks yet. School will communicate with parents when they are received. Google Forms will be sent out to parents to sign up for test kits.
- Covid update sent today by e-mail.
- Smart Photography has inquired with Redwater School about using their company. Email with more information will be forwarded to school council members.
- New teacher hired, will teach construction and Math 10C. Start date Feb 1.
- GOALS has a vacant position for EA, and also division needs sub EA's.
- Technology: LOFT boards installed in most classrooms.
- Jan 25, last day of high school due to cancelled diploma exams. January 23-29 no outside access to powerschool.

Trustee:

- Board meeting formats are changing.
- Stakeholder opinions: How do parents feel about vaccine mandates for staff and volunteers? Emails and feedback are welcome.

Teacher Rep: Niki B.

- Wellness hub received a \$12,000 grant from Nutrien.
- Redwater Tim Hortons is donating the proceeds of their Smile cookies to RW School and the school will use it to assist HYPE in programming.
- School Wide Breakfast schedule for the year: Jan 24, Feb 24, April 28, May 26. Cobbs bakery is donating bread.

Room Reps:

-Nothing to report

Parent Society:

Chair:

- Casino: Dates will be between July to September 2022. Looking for a casino chair person.

Treasurer:

General account \$4182.13

Casino account \$3236.23

Janelle makes a motion to pay for the following wish list items:

1. Sr. High boys uniforms, maximum \$1500 from the casino account.
2. Printing Press, maximum \$1500 from casino account
3. Garmin inReach Mini Watch, maximum \$500 from general account.

Motion seconded by Kim K. All in favour. Motion will now go to Parent Society meeting to be passed.

Fundraising: nothing to report.

Upcoming Events: Go to redwaterschool.ca for more information

Next Meeting: Monday, February 14, 2022 at 5:30pm

Adjourned: 6:01pm

Redwater School Council via Google Meet

January 17, 2022

Attendance: Kari M, Patty M, Kyla G, Janelle C, Rikki A, Jayce C, Wanda R, Janine P, Niki B, Karen S, Kim K

Call to Order: 5:31pm

Approval of minutes: Karen S moved to accept the minutes, seconded by Kyla G

Additions to agenda: none

Approval of Agenda: Karen S moved to approve the agenda, seconded by Kyla G

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Motion seconded by Kim K. All in favour. Motion will now go to Parent Society meeting to be passed.

Fundraising: nothing to report.

Upcoming Events: Go to redwaterschool.ca for more information

Next Meeting: Monday, February 14, 2022 at 5:30pm

Adjourned: 6:01pm

Redwater School Council Meeting via Google Meet
February 28, 2022
Call to Order: 5:33pm

Attendance: Tammy D, Kyla S, Janelle C, Kari M, Niki B, Janine P, Kim K, Rikki A, Patty M, Karen S, Jayce C

Approval of the January 17, 2021 minutes. Janelle moves to approve the minutes, Rikki seconds

Additions to Agenda: none

Approval of the Agenda: Rikki approves, Kim K seconds

New Business:

ASCA Annual General Meeting April 22, 23 and 24 via Zoom. Must reply by end of March, beginning of April if interested in attending. Sturgeon School division will cover cost for 1 participant.

Reports:

a) Leadership- Jayce C:

- Valentines events were held.
- Winter Wellness Walk
- School Wide Breakfast

b) Principal-

- Covid update was sent by superintendent. Students are encouraged to continue proper hand washing, ect.
- Boys Basketball finals just finished and curling teams are off to provincials.
- Sturgeon received a grant from NWR for Telus World of Science (K-6 classes only). The grade 5 and 6 classes will have virtual sessions.
- Ski Trip coming up March 15-16.
- Elementary students will go skiing March 10.
- Lifetouch, 1 more year (2 year contract was signed).
- Staffing update: new teacher for construction/ math and new EA in grade 5 have both begun.

c) Trustee

- Cover Restrictions are lifted
- Shawna Walters will be Superintendent for next 2 years.
- School surveys for grade 7 and 10 parents will be sent out.
- Student Advocacy Committee was held with 2-3 students per school attending.
- School Calendar has been sent out for 2022-2023
- Bill 58 information was sent out.
- Budget updates will be coming in the spring.

d) Teacher Representative

- Wish list. Garmin watch was purchased. Jerseys in process, printing press looking for quotes, Jason Sadownyk would like to request support for ski trip to Sunridge.
- Councillng wellness plan. Will be available on the website. This is a working document that will be always changing.

e) Room Rep's
Nothing to report

Parent Society:

1) Chair

Casino Dates Sept 12-13, 2022

Theils Fundraiser is an option for this spring

2) Treasurer

General Account: \$4182.13. Garmin watch will come from this account.

Casino Account: \$3236.23. \$1500 jerseys, \$1500 for printing press will come from that.

Bussing to a max of \$350 for Ski Trip will be discussed at Parent Society Meeting.

Camp Warwa for elementary students could possibly be booked for this year.

3) Fundraising Committee

Upcoming Events: Please go onto redwaterschool.ca site.

Next Meeting: Monday, March 21, 2022 @ 1730 at Redwater School.

Adjournment: 6:09pm

Redwater School Council Meeting March 21, 2022

Attendance: Kari, Jayce, Tammy, Janelle, Patty, Janine, Kim

Call to Order: 5:32pm

Approval of February 28 minutes- approval at next meeting

Additions to agenda: none

Approval of the agenda: approval at next meeting

New Business: none to add

Old Business:

ASCA Annual General Meeting April 22, 23 and 24 via Zoom

Reports:

Leadership - Jayce C:

- Curling team went to zones and provincials.
- Floats and gold coins given out to students for St.Patricks Day.
- Support Ukraine Day, students and staff wore blue and yellow
- Currently participating in Borscht for Ukraine fundraiser
- Marmot Ski Trip for junior high and high school was last week
- Winter Olympics this week
- Student Council is hoping to have a breakfast for whole school before Easter. Student leadership may be asking school council for financial support.

Principal:

- Supply list and fees will be updated next month. BYOD will not apply to Elementary students.
- Lifetouch will attend a future parent council.
- Course selection guide for high school. Some courses are independent study.
- Basketball and Curling are finished. Badminton will begin soon.

Trustee:

- Waiting on funding manuals.
- Transportation budget will not be balanced
- Utilities cost
- Draft Calendar has been approved for 2022/2023

Teacher Rep

- not available

Room Reps

- nothing to report

Parent Society

Chair: nothing to report

Treasurer:

\$3236.23 Casino

\$4182.13 General

Waiting for Garmin invoice, bussing for ski trip.

Camp Warwa for grade 5 and 6: Quote approx. \$1200 plus bussing costs

Fundraising Committee:

nothing to report

Upcoming Events: Please go to redwaterschool.ca

Next Meeting: Monday April 11, 2022 at 17:30 **on Google Meet**

Adjournment: 6:33pm

Parent Society Meeting March 21, 2022

Called to order at 6:34pm

Attendance: Patty M, Janelle C, Kim K

Student Leadership is hoping to have a breakfast for whole school before Easter.

Student leadership is asking school council for financial support.

Patty makes a motion that Parent Society will provide a maximum of \$200 to Student Leadership. Kim seconded that motion. All in favour.

The GOALS program is going to a bowling field trip and would like a max of \$300 towards the trip.

Patty makes a motion for parent society to provide \$300 towards the GOALS programs upcoming field trip to a bowling alley, Kim seconded the motion. All in favour.

Meeting adjourned at 6:40pm

Redwater School Council Meeting April 11, 2022

Via Google Meet

Call to Order: 5:31pm

Attendance: Kari M, Patty M, Rikki A, Janine P, Tammy D, Kim K, Janelle C, Niki B, Phoebe J, Karen S

Approval of the February 28, 2022 minutes. Approved by Rikki, seconded by Karen S
Approval of the March 21, 2022 minutes. Approved by Kim, seconded by Rikki

Additions to Agenda: none to add

Approval of the Agenda:
March 21, 2022 approved by Kim, seconded by Rikki
April 11, 2022 approved by Rikki, seconded by Kim

New Business: none to add

Old Business:
ASCA Annual General Meeting April 22, 23 and 24 via Zoom. Proxy needs to be in by April 14.

Reports:

Principal:

- Thank you for the printing press.
- PAT's and Diploma written portion will be done online. Exam schedule posted at the end of April
- Computer Lab upgrade is being done this week.
- Budget report will be presented in May as well as fees schedule for next year.
- Athletics- Badminton has begun.
- Student Leadership is planning a talent show in May.

Trustee:

- Province released funding schedule.
- Noon transportation has been cancelled division wide (affecting pre-k) for next year.

Teacher Representative:

- Learning Commons in Library has new furniture and book shelves.
- GOALS will go on bowling field trip tomorrow

Room Rep's:

- nothing to report

Parent Society:

Chair:

Kim makes a motion to use Casino Expert Advisors as the casino advisor for the upcoming casino in September 12 and 13, 2022. Seconded by Karen S. All in favour.

Treasurer:

Casino account \$3236.23

General account \$4182.13

Still expenses to come out of accounts within the next month (Garmin and Grade 5 & 6 camp Warwa)

Fundraising Committee:

School Start, school supply company is inquiring about next year. Interest was low last year, but consensus is try again for another year.

Kim will contact Thiels Greenhouse for a fundraiser.

Kim makes a motion to start a Raffle box 50/50 for spring fundraiser. Draw will go from May 1 to May 31. Seconded by Karen S. All in favour.

Karen makes a motion to have an in person 50/50 raffle at the June 9 year end concert. Seconded by Phoebe. All in favour.

Upcoming Events: Please go onto redwaterschool.ca site.

Next Meeting: Monday, May 16, 2022 @ 17:30

Adjournment: 6:05pm

Redwater School Council Meeting (via GoogleMeet) May 16, 2022

Call to Order: 5:32pm

Attending: Rikki A, Kari M, Patty M, Janine P, Karen S, Nikki B, Tammy D, Phoebe J, Jayce C

Approval of the April 11, 2022 minutes: Approved by Rikki, seconded by Karen

Additions to agenda: none

Approval of May 16 agenda: Approved by Rikki, seconded by Karen.

New Business: none

Old Business: none

Reports:

A. Leadership (Jayce C)

- Badminton has wrapped up
- Student Leadership school wide breakfast and assembly was a success
- Student Advisory committee meeting for students across the division was held
- Trustee tour was led by students
- Ms.Redding has started a running club
- Grad Class of 2023 participated in highway clean up
- High school outdoor ed class had a successful camping trip

B. Principal

- School budget report reviewed. See attached.
- Board of Trustees visited the school
- Grad June 4
- Ms.Morgan will be moving to central office for the next school year as division principal

C. Trustee

- April board meeting, trustees voted against charging families for division wide complementary learning fees. Schools will continue to charge for necessary fees.
- Transportation fees will increase by 15% for next year.
- Update on bus status app
- Budget update

D. Teacher Representative

- Pascal from HYPE will be moving on to a new job.
- Next school wide breakfast (run by staff) will be May 26.

E. Room Reps

- nothing to report

Parent Society:

A. Chair:

- Casino volunteers for September needed. Please sign up on google doc.

B. Fundraising Committee

- online 50/50 is currently running

Upcoming Events: Please go to redwaterschool.ca

Next Meeting: Monday September 19, 2022 at 5:30pm OR to coincide with meet the teacher night.

Meeting adjourned at 6:02pm

Student Fees for 2022-23 School Year

School	Fee Name	Fee Category	Fee (Per Student)
RW	Acedemic Skill Builder	Fees for Optional Courses	\$ 20.00
RW	Fit For Life	Fees for Optional Courses	\$ 50.00
RW	Art - Jr. High	Fees for Optional Courses	\$ 25.00
RW	Art- Sr High	Fees for Optional Courses	\$ 65.00
RW	Band - Grade 6	Fees for Optional Courses	\$ 20.00
RW	Band (Full Year) Jr High	Fees for Optional Courses	\$ 70.00
RW	Band (Ful year) Sr High	Fees for Optional Courses	\$ 90.00
RW	Band Camp	Activity Fees	\$ 140.00
RW	Beginner Band Workshop	Activity Fees	\$ 30.00
RW	Business & Entrepreneurial Studies	Fees for Optional Courses	\$ 25.00
RW	Communication Technology - Senior High	Fees for Optional Courses	\$ 40.00
RW	Construction-Jr High	Fees for Optional Courses	\$ 50.00
RW	Construction-Sr High	Fees for Optional Courses	\$ 100.00
RW	Cosmetology-Jr High	Fees for Optional Courses	\$ 75.00
RW	Duel Credit (Deposit)	Fees for Optional Courses	\$ 250.00
RW	Fashion Studies-Jr High	Fees for Optional Courses	\$ 50.00
RW	Fashion Studies-Sr High	Fees for Optional Courses	\$ 80.00
RW	Film Studies-Jr High	Fees for Optional Courses	\$ 10.00
RW	Foods-Jr high	Fees for Optional Courses	\$ 50.00
RW	Foods Sr high	Fees for Optional Courses	\$ 100.00
RW	Forensics 25	Fees for Optional Courses	\$ 10.00
RW	Goals Supplies	Fees for Optional Courses	\$ 150.00
RW	Guitar (Guitar Supplied) - Jr High	Fees for Optional Courses	\$ 15.00
RW	Guitar (Guitar Supplied) - Sr High	Fees for Optional Courses	\$ 15.00
RW	Art Field Trips - JH and SH	Activity Fees	\$ 50.00
RW	LOGOs	Fees for Optional Courses	\$ 15.00
RW	Locks	Non-Curricular Goods and Services	\$ 6.00
RW	Makerspace-Jr High	Fees for Optional Courses	\$ 20.00
RW	Musical Theatre-Sr/Jr High	Fees for Optional Courses	\$ 15.00

Student Fees for 2022-23 School Year

RW	Phys Ed-Sr High	Fees for Optional Courses	\$	50.00
RW	Robotics - Jr High	Fees for Optional Courses	\$	30.00
RW	Robotics - Sr High	Fees for Optional Courses	\$	80.00
RW	Science Enrichment - Junior High	Fees for Optional Courses	\$	20.00
RW	Sports Leadership - Backyard Games	Fees for Optional Courses	\$	20.00
RW	Sports Leadership - Badminton - Junior High	Fees for Optional Courses	\$	20.00
RW	Sports Leadership - Cycling - Junior High	Fees for Optional Courses	\$	20.00
RW	Sports Leadership-Fitness	Fees for Optional Courses	\$	50.00
RW	Sports Leadership - Slo Pitch - Junior High	Fees for Optional Courses	\$	40.00
RW	Elementary Ski Trip	Activity Fees	\$	40.00
RW	Sports Leadership-Volleyball	Fees for Optional Courses	\$	20.00
RW	Sports Leadership-Yoga/Swimming	Fees for Optional Courses	\$	20.00
RW	Wildlife Jr High	Fees for Optional Courses	\$	50.00
RW	Wildlife Sr High	Fees for Optional Courses	\$	120.00
RW	Gr 5 Field trip annual max	Activity Fees	\$	100.00
RW	Gr 6 field trip annual max	Activity Fees	\$	100.00
RW	Gr 7 field Trip annual max	Activity Fees	\$	100.00
RW	Gr 8 Field Trip annual max	Activity Fees	\$	100.00
RW	Gr 9 Field Trip annual max	Activity Fees	\$	100.00
RW	Gr 10 Field Trip annual max	Activity Fees	\$	100.00
RW	Gr 11 field trip annual max	Activity Fees	\$	100.00
RW	Gr 12 field trip annual max	Activity Fees	\$	100.00
RW	Citadel Theatre	Activity Fees	\$	50.00
RW	Cycling Field trip	Activity Fees	\$	150.00
RW	Marmot	Extracurricular Fees	\$	310.00
RW	Jr High Ski trip	Activity Fees	\$	40.00
RW	STEAM Games	Extracurricular Fees	\$	15.00
RW	Foods Field Trip	Activity Fees	\$	30.00
RW	Science Field Trips	Activity Fees	\$	40.00
RW	Riverwatch	Activity Fees	\$	55.00
RW	Swimming Lessons - Gr. 5&6	Activity Fees	\$	60.00

Student Fees for 2022-23 School Year

RW	Swimming/Skating Fee	Activity Fees	\$	15.00
RW	Archery Club-Junior High	Extracurricular Fees	\$	70.00
RW	Badminton-Jr High	Extracurricular Fees	\$	50.00
RW	Badminton- Sr High	Extracurricular Fees	\$	90.00
RW	Basketball-Jr High	Extracurricular Fees	\$	100.00
RW	Basketball-Sr High	Extracurricular Fees	\$	250.00
RW	Cross Country Run-Sr High	Extracurricular Fees	\$	20.00
RW	Curling	Extracurricular Fees	\$	100.00
RW	Fitness Club	Extracurricular Fees	\$	20.00
RW	Golf Tournament	Extracurricular Fees	\$	85.00
RW	Golf - Senior High	Extracurricular Fees	\$	60.00
RW	Sports-Provincials	Extracurricular Fees	\$	300.00
RW	Sports-Zones	Extracurricular Fees	\$	85.00
RW	Track-Sr High	Extracurricular Fees	\$	20.00
RW	Volleyball-Jr High	Extracurricular Fees	\$	100.00
RW	Volleyball-Sr High	Extracurricular Fees	\$	250.00
RW	Music Theatre	Extracurricular Fees	\$	40.00
RW	Refundable Deposit - Distance Ed. (Per Course)	Alternative Program Fees	\$	150.00
RW	Refundable Deposit - Green Certificate	alternative Program Fees	\$	1,000.00
RW	Student Council fee	Activity Fees	\$	5.00
RW	Yearbook	Non-Curricular Goods and Services	\$	40.00
RW	Tech User Fee	Other Fees	\$	5.00

Sturgeon Composite High School

School Council

Year in Review 2021 – 2022

Written by:

Taryn Gerlinsky

Chairperson

Enter Name:

Taryn Gerlinsky

Sturgeon Composite High School
SCHOOL COUNCIL YEAR IN REVIEW
2021 – 2022

Include a comprehensive summary of each meeting – i.e., Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e., Principal, PFA, outside organizations).

September 2021

- Election of Executive was tabled until the October meeting
- Report from Principal-sports are back and underway, increase in student enrollment from June, new vendor coming into cafeteria, new vice principal, new teaching staff, Tic Tok challenge causing significant damage to school bathrooms
- Trustee report- policy 900 reviewed and amended, curriculum review committee gave report at board meeting-provided feedback/viable options/improvements and sent report to Minister of Education
- Events-Sept. 1- school starts, Sept.6- Labour Day-no classes, Sept.20-PD Day, Sept. 30-Every Child Matters

October 2021

- Election of Executive-Chair- Taryn Gerlinsky, Vice Chair-Helen Lawrence, Secretary-Melanie Henderson
- Report from Principal-dual credit brought back for next semester, contract tracing started again-contact tracing team from head office, parents still need appointment to enter building, sports games are being livestreamed currently
-cafeteria renos almost done, SYSCO and childcare program started at the school- Covid caused some delays on practicum side of childcare program but both doing well- registration good and great feedback, math 10-3 class has been started to help kids get through their grade 12 commitment, games club is going
- Trustee report-gave trustee election update, starting next week is orientation, meetings and decision on new board, new school calendar will be presented to parent council next month.
- Parent touched on possible mandatory vaccination for teachers and support staff, decision will be presented once new board is selected and discussed
- Events-Oct. 11-Thanksgiving, Oct. 12-PD Day, Oct 18- virtual Grad parent meeting, Oct 22-picture retakes

November 2021

- Principal report- VB wrapping up and football season ended with team getting silver in their tier and winning provincial quarter final, heading to provincial north finals Nov. 20, swim meet -2 students this year, basketball starting. Parent asked about plan moving forward for snow removal in school parking lot. Counselors are working with students that have attendance issues.
- Trustee Report-AERR report online via SPSD website, mix-up in bus cancellations this morning, messenger was down, keeping bussing lanes and parking lots is O and M department-they were over run today trying to clear snow. 500\$ grant for council-waiting on answer to get clarification on how remaining balance can be used. Draft calendars sent out- feedback was encouraged. Sept 30 is being discussed on how division should handle it moving forward-i.e., PD Day or not. A parent asked about the ongoing litigation- trustees are not discussing it at this time
- Events-Nov. 3/4 PT interviews, Nov. 5-Remembrance Day ceremony, Nov 8-10-Fall break, Nov. 11- Remembrance Day- no school, Nov.12-PD Day in lieu of P/T interviews, Nov. 25-virtual Awards night, Nov.29-virtual grad parent meeting #2, Dec. 2-COSC meeting, Dec.13-16- grad photos, Dec 18-Jan 3- Christmas break

December 2021

- There was no SCHS council meeting in December

January 2022

- Grad update-plan to proceed with “normal” grad-letter will go out to grads and parents end of Jan/early Feb. about banquet and ceremony, group and individual fundraising is planned, venue will be Expo Centre- lots of room even if 50% capacity and Covid rules
- Chair and vice chair attended COSC meeting on Dec. 2- very informative-some things discussed-encouraging student involvement, 500\$ grant, bill 58, great to hear updates about other councils and get ideas from one another
- Principal report- VP working on grad ceremony, parents voted on grad committee for banquet, semester 2 class planning completed, CALM will be taught by teacher option and not online, offering general psych class as well. Principal provided a budget update, discussed annual operational budget and one time priority or contingency amounts. Parent asked about financial impacts the recent school flooding had on English teachers-was there insurance and how will loss be covered-timeline is around 2-3 months to repair damage in classes flooded-Trustee was asked about risk assessments that were in place-insurance company is still looking into cause of flood-possibility of no deductible depending on outcome. Mask deliveries went well. Basketball tournament went ahead, some had to be cancelled due to covid and weather, Jan. 25-last day of classes, no finals
- Trustee report-had some school presentations over the past couple of days, was advised by administration that there will be no mandatory vaccinations, following

provincial mandates and protocols closely, parent asked if they will be doing anything in addition to what is already being done to protect staff- division confident in their current covid practices. Trustee briefly touched on expenses due to covid for 2021/2022 year-numbers are available on division website. Volunteer insurance was discussed- volunteers are covered under policy of division. ACSA AGM-April 23, 2022. Info discussed from 2021/2022 trustee plan, school ventilation and increasing fresh air intake was discussed, new curriculum discussed-english, math and phys ed., hour zero program discussed- allows schools to be standardized across division in their drills, lockdowns, etc., confirmation was given that division has contract with snow removal company

- Events-Jan 31- PD Day, Feb. 1- semester 2 begins

February 2022

- Grad update-chocolate covered almonds fundraiser started
- Chair report-should we have personal numbers and emails of school council members on school website? - trustee will find out what other schools do in division. Land acknowledgement at the beginning of council meetings will start at next meeting. Communications person suggested to add to council roles- will help alleviate load on chairs- implement September 2022. Is virtual council meetings the way to go moving forward? - seem to get more people attending this way, will be reviewed in fall.
- Vice Principal Report-Beading club got grant for supplies and treats
- Principal report-registration blitz at school, open house is Mar. 10, grade 9 tour is Mar. 9, received grant money from NWR. Clubs-chess, tabletop, indigenous beading, school reach are all going well and looking into plant club. Flood update-clean up started this week. In person sports started again. Mental health and wellness coaches-survey to gr. 10- who is your person? Want to extend to grade 11 and 12's as well. Music- online concerts happening. Pink shirt day-Feb 23-leadership class is making shirts to sell-proceeds to go to Kinds Help phone. Looking ahead to next year-staffing, budget and September planning, attendance has been an issue for students- looking at making connection with students to find out what is going on.
- Trustee report-updated school plan-Feb 13, 2022-no masks for k-12, adults still masked. Draft K-6 curriculum advisory group created to determine how curriculum could be successfully implemented in Sept. 2022. ASCA provincial conference- if interested please contact chair and she will let trustee know. Presentation at COW from disability services-valuable resource for Sturgeon families. 2022/2023 school calendar-non-operational-no classes, keeping fall break, PD days moved around- mostly Mondays, Christmas break-Dec. 24-Jan. 8, Calendar will be finalized Feb. 23, 2022
- Events-Feb. 10/11-teachers convention, Feb 14-16-grad photo retakes, Feb 21- Family Day-no school

March 2022

- Principal report-grade 9's came on March 10-the open house cards were the most filled in recent years-successful open house. Enrollment is going up for 2022/2023 school year, going into feeder schools to promote high school, presentation of

individual course fees for 22/23 year will be posted in June 2022, motion to approve course fees 1st-Taryn, 2nd-Christina, presentation of Draft exam schedule for June-diploma's worth 10%

- Trustee report-updated info is up on division website regarding curriculum updates, board is about to start working on 2023/2024 school calendar, working on 3 year capital plan, updating joint use agreements, transportation budget likely increasing, catchment area review-may change boundaries, approx. 5100 students and 300 teachers in SPSD, a trustee shared experience with Open house-celebration, energy, positivity, family and trust at SCHS
- Events-Mar 10-tours, Mar, 14-PD Day, Mar. 22/23-parent teacher interviews, Mar. 25- day off in lieu of parent teacher interviews, Mar. 26- spring break starts

April 2022

- Grad update-fundraisers are being held to offset costs-sausage fundraiser was a success, pub night is planned for May.
- Chair report-ASCA resolution vote, 2022 AGM-we have another school council chair proxying our vote-1. Diploma exam weighting change-based on council voting results- chair motioned to support the proposed resolution to amend diploma exam weighting to 10% of the final grade. 2. Policy review for operations and maintenance funding-based on council voting results- chair motioned to support the review of funding formula for operations and maintenance funding. 3. Restoration of funding for Alberta School Council's Association-based on council voting results- chair motioned to support the restoration of funding for ASCA by the provincial government. 4. Revise advocacy Policy 12-2 high risk bus stops-based on council voting- chair motioned to support the use of universally recognizable signage at high-risk bus stops.
- Vice principal report-PD focus-Indigenous learning for staff-various events took place, all went fantastic- was a wonderful day for all. Off campus programming-work experience, RAP, green certificate- please contact for more information if interested- July deadline, May 13-Multi trade field trip-to millwright/carpentry/scaffolding union building, NAIT-planning for partnership for dual-credit welding course, received donation from NAIT for mechanics program
- Principal report-staffing update was given, registration numbers have increased for the 2022/2023 school year, staff absences due to covid have been a concern-difficulty finding substitute teachers at times. Drama one act festival was successful, school reach team competitions are taking place-team will challenge a team of teachers, music festivals have begun. 2 senior rugby teams have begun practicing. Grad 2022- grad list is being updated, ceremony tickets will be released mid-May, students are being supported to meet their academic requirements to graduate. All final assessments, including diploma exams will be weighted at 10% this term. Sturgeon show and shine plus Sturgeon Strides walk a thon will take place May 19- in support of Homeland housing, SPS thought exchange is open for parents, summer school registration is now open for July 2022, sexual harassment RCMP presentations will take place on April 26 and Saffron will be coming in during May for smaller group presentations

- Trustee report-please continue to contribute to SPS thought exchange, Trustee Talk is posted on divisions website, 3-year capital plan was submitted on April 1 with top priority being the replacement of Gibbons school and modernization of Morinville school and Sturgeon Heights, noon transportation has been discontinued for the 2022/2023 year due to provincial funding cuts to transportation
- Parent had question regarding marks being updated by teachers on PowerSchool- PowerSchool is updated at the end of every month, teacher's comments are required at the end of each reporting period for every subject.
- Events-Apr. 4-classes resume, Apr.15-Good Friday-no classes, Apr.18-Easter Monday-no classes

May 2022

- Grad update- clarification on teachers attending grad banquet- ATA teacher code of conduct
- New business- presentation by Taryn Gerlinsky-Sturgeon County FCSS-would love to get back into schools (i.e., Home Alone, Babysitting, Rainbow program, etc.) collaboration with schools and division on different programs that could be offered, short term free counselling service free for Sturgeon County residents
Vice principal report-April- shared Indigenous culture with staff, May-shared Indigenous culture with students-Moose Hide campaign. Careers under construction fieldtrip with students went well, RAP, Dual credit, green certification booming at the school, chair had suggestion of hosting a career fair in the future to both high school and junior high students across division
- Principal report-rugby girls are currently undefeated in league-team qualified for tier 2 provincials, rugby boys are currently 2nd in league, have also qualified for provincials in June, badminton season wrapped up-students finished 4th in division 4, slow pitch season started, track and field going on- divisional meet completed and have about 10 students advancing to city championship on May 26, spring football camp started, volleyball open gyms start late in June. Sturgeon Athletic awards will be hosted in person June 7
- Trustee report-Provincial government cancelled funding for ASCA, trustees visited 15 schools in person and 1 virtual academy, changes with Complimentary Learning Resource fee eliminated for 22/23 school year-will review again next year for following year, transportation cost increase in 22/23 year by 15%, Trustee Talk April edition out on SPSD website, Pride week Jun.7-10-Dr. Wells did presentation to board, thought exchange-52%parents, 48% staff completed, trustee was thanked on the boards transparency and collaboration this year.
- Events-May 19-Sturgeon Strides walk a thon, May 20- PD Day, May 23-Victoria Day no classes, May 31-Saffron presentation,

June 2022

There was no SCHS council meeting in June

- Events-June 2,7- Saffron presentations, June 6- PD Day, June 7- Athletic Awards, June 8- Fine Arts Awards, June 11-Grad 2022, June 15- last day of classes before exams, June 21- National Indigenous Peoples Day, June 28-last day of exams

Sturgeon Composite High School
School Council - Financial Statement
REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$ <u>0.00</u>
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL ASSETS	\$ 0.00
LIABILITIES	TOTAL LIABILITIES	\$ 0.00
INCOME	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL INCOME	\$ 0.00
DISBURSEMENTS	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	TOTAL DISBURSEMENTS	\$ 0.00
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$ 0.00
	Withdrawals	\$ 0.00
	Deposits	\$ 0.00
	Bank Balance August 31, 2022	\$ 0.00

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: Taryn Gerlinsky

Position: SCHS council chair

Date: June 30, 2022

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.

**Sturgeon Heights School
School Council
Year in Review 2021 – 2022**

Written by:

Stephanie Cordova

Chairperson

Enter Name:

Stephanie Cordova

Sturgeon Heights School

SCHOOL COUNCIL YEAR IN REVIEW

2021 – 2022

September 2021

- **Principal Aaron Chute** reported on his start with SHS. He provided his vision for the year. He reported on enrollment and Covid updates. He discussed changes in the RICE program. He reported on staffing and vandalism of the school grounds/equipment.
- **Trustee Trish Murray-Elliott** reported on vandalism, Alberta Curriculum Review and the September 30 National Day for Truth and Reconciliation. She also discussed Policy and Procedure 900 regarding drug use by students on school property. She reported that the division now has Health and Wellness positions. She reported on bussing fees, and cold weather policy for bussing.
- **PFA Chair Crystal Belanger** reported that the nominations for positions would take place following this meeting. She also reported that PFA is applying for a grant to refurbish the learning garden.
- **Teacher Rachelle Lyster** reported on events and activities such as Terry Fox Run, Gibbons Run and Flight school.
- The elections for the executive of School Council took place and all positions were filled.

October 2021

- **Principal Aaron Chute** reported on sports, Covid, Technology upgrades, Parent/Teacher Interviews, Powerschool, Fall Break, Remembrance Day Ceremony, Indigenous Awareness Events.
- **Trustee Trish Murray-Elliott** reported on the election of new Trustees in the division, grants for School Councils, the division school calendar.
- **PFA Chair Crystal Belanger** reported on hot lunch, sponsoring hot lunches for families that require assistance, fundraisers including snack shop reopening and spending projects upcoming.
- **Teacher Amy Cornet** reported on some fun activities at the school and Halloween expectations.
- Buddy Benches, learning garden and a school council was discussed.
- Clubs and activities for students were discussed, parents offered suggestions.
- **Classroom Liaisons** reported.
- A fall meal for the junior high students was discussed and planning commenced.
- Sports academy was reported on.

November 2021

- **Principal Aaron Chute** reported parent/teacher interviews, hot lunch satisfaction, fall break, student advisory council, sports, website development, winter concert expectations, activities and events.
- **Vice-principal Kerri Trombley** reported on school based clubs.
- **Trustee Trish Murray-Elliott** reported on the Annual Education Results Report (AERR), bussing confusion regarding poor weather, Council of School Councils, Alberta School Council Engagement Workshops.
- **PFA Chair Crystal Belanger** reported on fundraisers and funding for the learning garden.
- **Teacher Rachelle Lyster** reported on hot lunches, Festive Lunch, activities and events at the school and parents volunteering in classrooms.
- **September 30th**, National Day of Truth and Reconciliation and how the day will be on the school calendar was discussed at length between parents and Trustee Trish.
- **Teacher/Parent** communication was discussed. Inconsistent amongst grades.
- Discussed the passing of our kindergarten liaison. The election of a new kindergarten liaison occurred.
- Classroom liaisons discussed remembrance day, recess supervision ratio of supervisor to student.
- Cheryl Reiter shared her Alberta School Council Meeting learnings from attending the ASCA meeting.
- Agreed to extend our School Council meeting to 90 minutes when required.

December 2021

- No meetings in December.

January 2022

- **Principal Aaron Chute** reported on Covid regulations, book fair success, winter concert positive feedback, winter break, clubs are underway however cohorts still required. Steam academy for grades 5/6 for 2022/2023 school year. Kindergarten open house upcoming and already registrations are coming in. He reported on the school budget. Aaron and Kerri Trombley (VP) reported on the School Education Plan.
- **Trustee Trish Murray-Elliott** reported on Covid reporting. The Division is not implementing vaccine mandates. She reported on COVID expenses and volunteer insurance. She reported on the Child and Youth Well-Being Review by the Alberta Government. She reported that the Curriculum changes for September 2022 in English, Math and PE. She reported on the Division Emergency Prepared Plan. She discussed snow removal and grass cutting.
- **PFA Chair Crystal Belanger** reported on fundraisers and the grant the school received for the learning garden. She also announced the 2022 spend items would be the learning garden and the library refresh along with STEAM items.
- **Teacher Amy Cornet** reported on having the students back and thanking parents for their support.

- **Parents** addressed the lack of use of the student agendas, and “busy” work during storm days. One parent asked why our “rec” academy is called flight school and to standardize the name to be competitive with other schools. Also, recess supervision and zoning was addressed.

February 2022

- **Counsellors Amanda Ohm and Adriana DeLuca** presented on the Counselling and Wellness Plan for our school.
- **Principal Aaron Chute** reported school agenda changes, recess zoning and supervision, Covid protocols, school registrations, parent/teacher interviews as well as school activities and events.
- **VP Kerri Trombley** reported on the purchase of 3D printers by the fundraising committee as well as the 50th anniversary of our school celebration upcoming.
- **Trustee Trish Murray-Elliott** reported on the approved school calendar for 2022/2023. She also reported on changes to Committee of the Whole meeting structure. She informed of the ASCA AGM conference. She discussed the Sturgeon Night of Music and Fine arts. She brought up the 2021/2022 School year plan, the curriculum , school division budget, provincial government budget and lagoon litigation (upon request from a parent).
- **PFA Chair Crystal Belanger** reported on fundraisers in progress, criminal record checks.
- **Teacher Rachelle Lyster** reported on the success of the cereal drop, the library Italian Bistro, identity day and how teachers are revamping their classrooms due to Covid restrictions lifting.
- **Alice Funk** reported on the playground inspection and how much to repair each playground.
- **Cheryl Reiter** proposed some ideas to use our School Council Engagement Grant of \$428.
- **Our School Council** created a parent/family/community FB group to increase parent engagement and announced it at the meeting.

March 2022

- **Principal Aaron Chute** reported on RICE and that he’ll be surveying families regarding their interests. He also reported on updates to his findings with playground supervision. He reported on the plans for the 50th Anniversary celebration and that field trips were really starting to happen frequently. He also mentioned the Oasis Breakfast Bar is now running for those who require it.
- **Trustee Trish Murray-Elliott** reported on the implementation of the draft curriculum for grades k-3 and plays to roll out the other updates. She reported on the decision of Alberta Education to increase funding to charter schools. She announced the chance for Grade 9s to tour SCHS. She reported that the 2023/2024 calendar is out in principle and stakeholder engagement commences. The budget for 2022/2023 continues implementing the base funding formulas given by the government, as well as updating the Joint Use Agreements.
- **PFA Chair Crystal Belanger** reported on fundraisers, the progress of the learning garden and plans to supply lunch for staff during parent teacher interviews.

April 2022

- **Principal Aaron Chute** reported on programming options (RICE) for Grades 1-6. He sent a survey to caregivers with 77% response rate. He announced that any requests for the next school year be emailed to himself directly. He announced an in-house fitness facility. He announced upcoming land-based learning. He also announced upcoming PAT exams. Track and field days was changed to grades 5-9.
- **VP Kerri Trombley** reported on Identity Day. She mentioned a new job posting for a Literacy/Numeracy teacher. Also, there was announcement about the Grade 9 grad details.
- **Trustee Trish Murray-Elliott** reported on the Thought Exchange survey that recently ended. The board is looking forward to reviewing results. The 3-year capital plan includes a new school for Gibbons, Morinville and Sturgeon Heights. She mentioned that the increase in revenue given to Transportation didn't cover the costs. The Board discontinued noon transportation for PreK and K to reduce deficit. She announced the Public Board Meetings dates/times.
- **PFA Chair Crystal Belanger** reported on the outdoor classroom progress. She also mentioned that playground maintenance will take place during Spring Break.
- **Teacher Rachelle Lyster** reported on the clubs that have started or are planned, on sports day and the change in recess zones.
- **The ASCA** meeting we supplied our votes via proxy regarding diploma exams, and the ASCA defunding.
- **A parent** announced that parents can vote for the Garbage Can design contest some students took part in.

May 2022

- **Principal Aaron Chute** reported on religious studies at SHS and that he'll present the survey to the board. Announced the fitness facility to be built in SHS. Reported on events and activities at the school.
- **VP Kerri Trombley** reported on the new literacy and numeracy teacher. Also, she reported on the success of the breakfast bar at the Oasis.
- **Trustee Trish Murray-Elliott** reported on the responsibility of the maintenance and funding of the playground equipment. She reported on the defunding of the ASCA. She reported that the Board toured 15 different division school. The new budget shows and elimination of complementary learning resource fees. She reported that bussing fees are going up 15%. She reported on Pride Week activities in the division and the feedback from the Thought Exchange survey.
- **PFA Chair Crystal Belanger** reported on the track and field concession, the construction commencement of the outdoor classroom (learning garden) and plans for year end activities for the children.
- **Teacher Rachelle Lyster** reported on the Sports Day for grades 1-4. And that land based learning was a huge success.

June 2022

- **Principal Aaron Chute** reported on RICE no longer being offered, the success of the 50th anniversary celebration of the school, Indigenous Celebration day success. He

discussed exam expectations for students, book awards and Jr High awards upcoming. Flight School and STEAM academy success, bell times changing, how to find out your teacher in August, and announced teacher re-appointments.

- **Trustee Trish Murray-Elliott** reported that the school budget was submitted for approval and can be found on the division website, as well as the Education plan for 2022-2025. She announced the new school (Legal).
- **PFA Chair Crystal Belanger** reported that the survey responses would be announced at the PFA meeting, and that there were still snack shop items available to purchase.
- **Announced AGM meeting.**

Sturgeon Heights School Council does not manage any funds

Sturgeon Heights School
School Council - Financial Statement

REPORTING PERIOD: September 1, 2021 – August 31, 2022

ASSETS	Cash/Bank Account/Common Shares	\$	_____
	List any other Assets:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL ASSETS	\$	<input type="text"/>
LIABILITIES	TOTAL LIABILITIES	\$	<input type="text"/>
INCOME	List Income:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL INCOME	\$	<input type="text"/>
DISBURSEMENTS	List Disbursements:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	TOTAL DISBURSEMENTS	\$	<input type="text"/>
PROFIT/LOSS	Bank Balance Sept 1, 2021	\$	<input type="text"/>
	Withdrawals	\$	<input type="text"/>
	Deposits	\$	<input type="text"/>
	Bank Balance August 31, 2022	\$	<input type="text"/>

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name: _____

Position: _____

Date: _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Superintendent's Office
GOVERNANCE POLICY: [Policy 221 – Role of the Trustee](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 700 – Superintendent of Schools](#)

SUBJECT: Christmas Luncheon 2022

PURPOSE:

For information.

BACKGROUND:

Each year, the Board of Trustees hosts' a Christmas Luncheon for Central Office staff at the Rendezvous Centre in Morinville. Due to COVID, the Board has not hosted an in-person luncheon for two years.

This year, December 16, 2022, from 12:00 p.m. to 1:30 p.m. has been booked for the event.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 410 - Fees](#)
[Policy 500 - Transportation](#)
ADDITIONAL REFERENCE: *Education Act*
School Fees Regulation 95/2019
SUBJECT: Overdue Transportation Fees

PURPOSE:

For information.

BACKGROUND:

According to Policy 500, section 3.6.1 *“The Associate Superintendent, Corporate Services or designate shall be responsible for ensuring the collection of transportation fees is undertaken according to Division Policy and Administrative Procedures and for communicating the need for transportation fees to parents/guardians annually”*, and section 3.6.2.2 *“The Division reserves to right to remove services if payment is not received and no attempt is made to settle the overdue fees.”*

The Division has 401 overdue Transportation accounts, totalling \$127,710, and is currently working to connect with families to either make arrangements for full payment, partial payment, or, where necessary, complete fee waiver applications. The Division will discontinue transportation services for overdue accounts on November 15, 2022.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: October 26, 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: September 29th Enrolment Count/Student Growth Funding

PURPOSE:

For information.

BACKGROUND:

The Student Enrolment Count, as of September 29, 2022, is included for Trustee information. The Division is happy to report a 2.28% increase in enrolment this year, when compared to the “frozen count” numbers locked in by Alberta Education. This enrolment growth percentage qualifies the Division to receive a Supplemental Enrolment Growth Grant in the amount of \$172,500 (115 students x \$1,500).

As stated in Policy 405 - 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 was required to complete the Jurisdiction Enrolment Count as of September 29, 2022, by October 5, 2022.

To manage class sizes and resources required, the Division performed enrolment counts on September 2, September 12, and September 29.

Attached is the September 29 Student Enrolment Count. These are a few highlights:

- The current enrolment count is 5,156 students;
- Overall enrolment compared to September 2021 has increased by 118 (2.34%). When compared to the pre-pandemic numbers, in September 2019, the Division had 5,257 students, the greatest variance being in Pre-k 488 (2019) vs 202 (2022). Therefore, when excluding the Pre-k students, K-12 enrolment numbers are 4,954 (2022) vs 4,769 (2019) or a 3.88% increase;
- When compared to budgeted enrolment projections, the enrolment is slightly higher by 6 students, with various up and down fluctuations at each school site. The largest enrolment growth at the school level, when compared to the budgeted numbers, are Redwater School (19.3%), Bon Accord Community School (10.2%), and Gibbons School (6.2%); and
- When compared to the Alberta Education Frozen Count, Division enrolment is up by 115 students (2.28%). This enrolment increase is over 2%, which qualifies the Division to receive the enrolment growth top-up funding.



Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. September 29, 2022 Student Enrolment Count

2022-2023 Student Enrolment Count

SCHOOL As at Sep 29, 2022	Pre-K	K	I	II	III	IV	V	VI	TOTAL EE	VII	VIII	IX	TOTAL JR HI	X	XI	XII	TOTAL SR HI	TOTAL 1-12	Home Education	AFN	GRAND TOTAL	Budget	Percent Change	Frozen Count	Percent change	
BACS	27	42	34	38	49	48			238				0				0	238			238	216	10.2%	220	8.2%	
Camilla	28	40	52	41	41	50	43	47	342	56	50	45	151				0	493			493	504	-2.2%	471	4.7%	
AFN				1	1	5	3	6	16	1	4	3	8				0	0		24		N/A	N/A	N/A	N/A	
Four Winds							107	97	204	90	100	60	250				0	454			454	463	-1.9%	416	9.1%	
Gibbons							68	50	118	48	54	54	156				0	274			274	258	6.2%	264	3.8%	
Guthrie	25	21	32	16	22	20	24	20	180	24	31	22	77				0	257			257	267	-3.7%	274	-6.2%	
L. Trail	34	56	73	67	64	73			367				0				0	367			367	372	-1.3%	360	1.9%	
Legal Public	4	2	1	3	3	1			14				0				0	14			14	0	100.0%	0	100.0%	
L. Schick							44	40	84	42	55	40	137				0	221			221	230	-3.9%	239	-7.5%	
MPS	67	80	94	88	118	83			530				0				0	530			530	552	-4.0%	564	-6.0%	
Namoo	0	40	33	40	34	50	35	46	278	37	50	41	128				0	406			406	408	-0.5%	403	0.7%	
O. Park	17	40	33	35	25	41			191				0				0	191			191	188	1.6%	186	2.7%	
Redwater							35	36	71	35	30	33	98	37	33	33	103	272			272	228	19.3%	232	17.2%	
SCHS									0				0	275	264	251	790	790			790	783	0.9%	743	6.3%	
AFN														3	3	4	10			10		N/A	N/A	N/A	N/A	
SPVA							1	3	4	8	8	5	21				0	25			25	52	-51.9%	83	-69.9%	
Sturgeon Hts.	0	41	61	56	45	37	62	45	347	35	40	39	114				0	461			461	467	-1.3%	444	3.8%	
SUB TOTAL	202	362	413	385	402	408	422	390	2,984	376	422	342	1,140	315	300	288	903	4,993	20	34	5,047	4,988		4,899		
Block Funding																										
Oak Hill					0	5	0	3	8	7	8	1	16				0	24			24	24	0.0%	24	0.0%	
Colony	0	2	4	5	3	5	5	4	28	5	5	4	14	2			2	44			44	45	-2.2%	45	-2.2%	
SUB TOTAL	0	0	0	0	0	10	5	7	36	12	13	5	30				2	68			68	69		69		
Outreach																										
MLC													0	3	14	24	41	41			41	41	0.0%	37	10.8%	
SLC										2	2	4	3	3	44	50	54	54			54	52	3.8%	36	50.0%	
SUB TOTAL													2	2	4	6	17	68	91		95	93		73		
TOTAL	202	362	413	385	402	418	427	397	3,020	388	437	349	1,174	321	317	356	996	5,156	20	34	5,210	5,150		5,041	2.28%	
FTE'S																		4,874								
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	-37	-33	21	5	3	3	49	-9	16	-21	50	11	40	8	27	59	96	118	3		124					
CHANGE %	-15%	-8%	5%	1%	1%	1%	13%	-2%	1%	-5%	13%	3%	4%	3%	9%	20%	11%	2.34%	18%		2.44%					

	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	2		1	2								5
Home Education Parent Directed	2	3	2	2	2	0	1	1	1			1
Total	4	3	3	4	2	0	1	1	1	0	0	20

Total count	5,156
Home Education	20
Total Student Head Count:	5,176
Add - Alberta Education not funded:	59
Submitted to Alberta Education Total:	5,235

Unfunded students submitted to Alberta Education (not included in

MLC -	13 (1 adult students, 12 concurrent students)
SLC -	10 (1 adult students, 9concurrent students)
AFN	34 (non-resident students)
Non-Fund	2 (1 @SCHS + 1 @BACS)
Total	59



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
Michele Parker, Mental Health and Wellness Coordinator

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

ADDITIONAL REFERENCE: *Education Act*
Superintendent Leadership Quality Standard

SUBJECT: Stakeholder Engagement Update – Military Family Resource Centre

PURPOSE:

For information.

BACKGROUND:

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

On June 8, 2022, the Board of Trustees and Senior Executive met with the Edmonton Garrison Military Family Resource Centre (MFRC). The wellness and resilience of military families are critical to our communities and vital to the effectiveness of the Canadian Armed Forces as they respond at home and abroad to the needs of Canadians and the wider community. Working closely with the Edmonton MFRC, the Heroes in Mind Advocacy and Research Consortium (HiMARC) at the University of Alberta is developing, will deliver, and evaluate novel interventions to support the wellness and resilience of military families.

Senior Leadership has met several times this fall with HiMARC and MFRC to discuss how Sturgeon Public Schools can support and enhance the HiMARC initiative. On Monday, October 11th HiMARC leadership engaged Guthrie School staff to discuss how they would like to work alongside and seek feedback on how to support military families, and what resiliency and mental health challenges they are seeing working with students and families at school.

On October 25th, Sturgeon Public School Counsellors met with MFRC mental health team to discuss the contextual differences of working with military kids. The MFRC also provided information about the MFRC services; how and when to refer families to MFRC for those services.

Individual family meetings have also occurred this fall between SHINE and MFRC to build supports at home, at school, and within MFRC to ensure stronger families. Regional meetings also occur quarterly with regional partners that include Family AND Community Support Services (FCSS), MFRC, HYPE, Families First, Garrison Fitness, Sturgeon County, and SHINE.



Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Not applicable.



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)

ADDITIONAL REFERENCE: [Administrative Procedure 600 – Capital Plan Development](#)
[Administrative Procedure 605 – Site and Playground Development Procedures](#)
[Administrative Procedure 615 – School Facilities and Equipment Maintenance](#)
 Board Procedures Regulation 82/2019
 Education Act: Section 34, 51, 52(1)(b)

SUBJECT: Value Scoping Sessions

PURPOSE:

For information.

BACKGROUND:

On March 23, 2022, The Board of Trustees approved the 2023-2024 Three-Year Capital Plan, identifying the Division’s top five priorities as:

School	2022-23	Priority	2023-24	Priority
Gibbons School	Solution	1		
École Morinville Public	Solution	2		
Sturgeon Heights School	Modernization	3		
Redwater School			Replacement	1
Landing Trail School			Modernization	2

In order to effectively plan for these priorities, the Division is engaging in a consultative value scoping exercise facilitated by *Start Architecture*. In the Value Scoping process, a number of stakeholders, including members of the respective municipalities, Sturgeon County, the Board of Trustees, School Principals, School Council members, and representatives from Alberta Education, will be invited to participate in a 2-day exercise process to provide feedback on the Division’s top 5 Capital Plan priorities.

The main objective of this process is to identify the best solution for the top five priorities and ensure the government has complete information to evaluate our requirements.

Sturgeon Public Schools and invitees will participate in the two-day session at the end of November/beginning of December. This initiative comes from the Building and Maintenance Committee.



The Building and Maintenance Committee makes recommendations to the Board regarding the Board's real property, as well as the Division's Capital Plan and Modular requests. The Committee recommends and reviews policies related to buildings. The Committee also reviews tenders, Division managed major projects, and architectural designs for new buildings, and subsequently make recommendations to the Board.

The Value Scoping Letter to Capital Planning – Alberta Education, was reviewed at the Building and Maintenance Committee on April 13, 2022.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. 04-13-2022 Letter to Capital Planning Alberta Education re Value Scoping



April 4th, 2022

SENT VIA EMAIL

Ms. Allison Matichuk
Capital Planning Manager, North Branch
Alberta Education
Edmonton Alberta

Dear Ms. Matichuk,

Re: Value Scoping Funding Request

Sturgeon Public School Division is looking at a few alternatives to address our aging schools throughout the Division. We have several schools that have significant deferred maintenance accumulated, which include significant health and safety related issues, mostly mold and asbestos, and we are currently lacking the ability to provide adequate programming to the attending students.

The objective is to provide accommodation planning in the following schools:

1. Gibbons School, Gibbons, Alberta
2. École Morinville Public, Morinville, Alberta
3. Sturgeon Heights School, St. Albert, Alberta
4. Landing Trail School, Gibbons, Alberta
5. Redwater School, Redwater, Alberta
6. Bon Accord Community School, Bon Accord, Alberta

The accommodation planning is intended to address the following objectives:

- Ensure our schools have sufficient capacity and size to offer adequate educational opportunities for resident students.
- Schools to allow for improving program excellence, enhancing program opportunities, enriched school grading structure, and efficiently and effectively use of facilities.
- Develop a short-term emergency solution and a long term and sustainable strategy for the use of modular classrooms.





- Explore board's identified closure and consolidation opportunities, also potential re-purpose properties for alternate programming.
- Explore the enhancement of existing partnerships and opportunities for new partnerships.

The above objectives will be achieved through the following process:

1) Preparation

- Meeting between Sturgeon Public School Division and "planning" contractor to define planning study goals, define planning study scope, determine info and data required.

2) Facility Tours

- Gain an updated general understanding of the condition of the schools
- Establish how efficiently each school is utilized
- Garner an understanding of how school facilities support current and potential program delivery
- Establish previous 10-year enrolment trends per grade per school, and the projected enrolments for the next 10 years

3) Planning Session

- In consultation with relevant local authorities, establish the demographic and catchment area of each school and historical and projected population growth rate in each area and the community as a whole.
- Discuss the enhancement of existing partnerships and new partnership opportunities, such as community hubs, etc. Assign responsibilities and next steps to further these opportunities.
- Define what improving program excellence, enhancing program opportunities, enriched school grading structure, and efficiently and effectively use of facilities means to stakeholders.
- Brainstorm long term sustainable solutions to optimize use of school facilities in the communities to meet the needs of the local student demographic, educational programs, sustainable facility operation and partnership opportunities.
- Evaluate performance of each solution
- Identify and define key project (scope and delivery) performance criteria for the project called critical performance attributes and requirements.
- Establish the hierarchy and impact of these criteria upon the project by establishing the relative importance of the performance attributes in meeting a project's need and purpose.
- Develop measurement scales to quantify (or qualify) performance levels.





- Establish the baseline of the project performance by evaluating and rating the effectiveness of the baseline solution concept.
- Identify the change in performance of alternative project concepts generated by the session.
- Compare performance to cost ratios (i.e., value) of alternative design concepts and determine performance improvement.

This will lead to:

- Building consensus among project stakeholders
- Providing decision makers with a means of comparing benefits of various solutions in a way that can assist with making better decisions.

4) Post Planning session

- All study documentation will be compiled into a final report.

The estimate for these services is \$50,000.

Regards,

A handwritten signature in black ink, appearing to be 'L. LeVesconte', written over a horizontal line.

Liliana LeVesconte, CPA, CMA

Associate Superintendent, Corporate Services

Cc: Shawna Walter M. Ed, Acting Superintendent

Mike Wepler, Acting Director, Facilities





DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

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

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

ADDITIONAL REFERENCE: [AP220 – Communications](#)

SUBJECT: Communications Report – September & October 2022

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.

The monthly Communications Report for the month of October is included for Trustee information.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Communications Report - September & October 2022

Board Memorandum

September & October,
2022



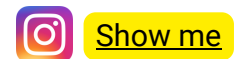
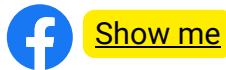
**Sturgeon
Public Schools**

Dare to reimagine learning

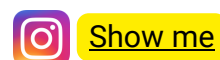
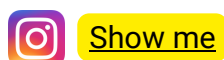
Communications
Report

Communications in September & October has been focused on:

- Demonstrating our Division's commitment to Truth and Reconciliation for *National Truth and Reconciliation Week*. Each day on our social media was devoted to showcasing the designated activity that our Indigenous Learning Lead had outlined for our schools to participate in. Additionally, we created a Sturgeon Public Schools *Every Child Matters* Instagram and Facebook filter, as well as a Division land acknowledgement that featured drone footage of Sturgeon County.



- Highlighting community engagement. Videos were created to showcase and thank our communities for their involvement in our schools and commitment to supporting our students' learning. For example, the Generations United program with the Town of Redwater making Borscht with our Ochre Park students, and the Namao Student Fundraising Association providing Namao teachers with class requested supplies.



Communications in September & October has been focused on:

- Celebrating student athletic achievements. An essential part of promoting our Division is showcasing the achievements of our students. Videos and photos were created to congratulate graduating athletes, showcase the Sturgeon Composite High School Football Team's undefeated season, and congratulate our Junior High and Elementary cross country medal winners.



Show me



Show me



Show me

-
- Celebrating our teachers on *World Teachers' Day*. A video was created to say a 'thank you' to our Sturgeon Public Schools teachers for their hard work and devotion to our Division.



YOUTUBE.COM

Happy World Teachers Day

A message to our incredible Sturgeon Public teachers!



Show me

Sturgeon Public in the Media

- September 28, 2022 — Redwater School Renegades represented well at the Sr. High Golf Zones in Edson
Redwater Review
 - September 28, 2022 — Borscht Making at School
Redwater Review
 - October 9, 2022 — Girls hit gridiron for Edmonton league's first all-girl flag football tournament
CTV News Edmonton
 - October 11, 2022 — Redwater School DNA
Redwater Review
 - October 19, 2022 — Sturgeon Spirits concede first points, remain undefeated
St Albert Today
-

Upcoming Events

- Bullying Awareness Week - November 14th to 19th
- Métis Week - November 14th to 20th
- National Child Day - November 20th



DATE: October 26, 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- September 2022

PURPOSE:

For information.

BACKGROUND:

The Board Financial Report for September 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 September 2022 surplus is \$846k, however, the year-end preparation is currently taking place, and many adjustments will be posted to the month of September.

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

- Pre-K – 12
 - Revenue is higher than budgeted at 8.51% as opposed to 8.33% due to many of the school fees being collected at the beginning of the year.
 - Expenses are lower than budgeted at 7.8% as opposed to 8.33%, mainly due to a delay in processing expenses, and a few hires that took place later in September.
- Operations & Maintenance
 - Revenue is lower than anticipated (4.28% vs. 8.33%) due to amortizations of deferred capital contribution not yet posted; this line item will be updated after the financial statements for 21-22 are complete.
 - Expenses are lower than anticipated (3.71% vs. 8.33%) mainly due to the amortization expense not yet posted; this line item will be updated after the financial statements for 21-22 are complete (see above).
- Transportation Services
 - Revenue is higher than anticipated (14.36% vs. 8.33%) mainly due to the transportation fees being collected at the beginning of the school year.
 - Expenses are lower than budgeted by \$167k, mainly due to late contractors' invoice submissions for the month of September.



- System Administration
 - Revenue is slightly lower than budgeted by \$10k mainly due to interest earned on our deposit accounts that have not been posted yet.
 - Expenses are lower than budgeted (7.19% vs. 8.33%) mainly due to amortization expense not being posted yet, and timing of expenses such as services and contracts
- External Services Revenues and Expenses are lower due to delays in receiving secondment funds and invoice processing.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. September 2022 Monthly Financial Report

The Sturgeon Public School Division
2022-2023 School Year

Preliminary As At September 30, 2022

Target Percent 8.33%

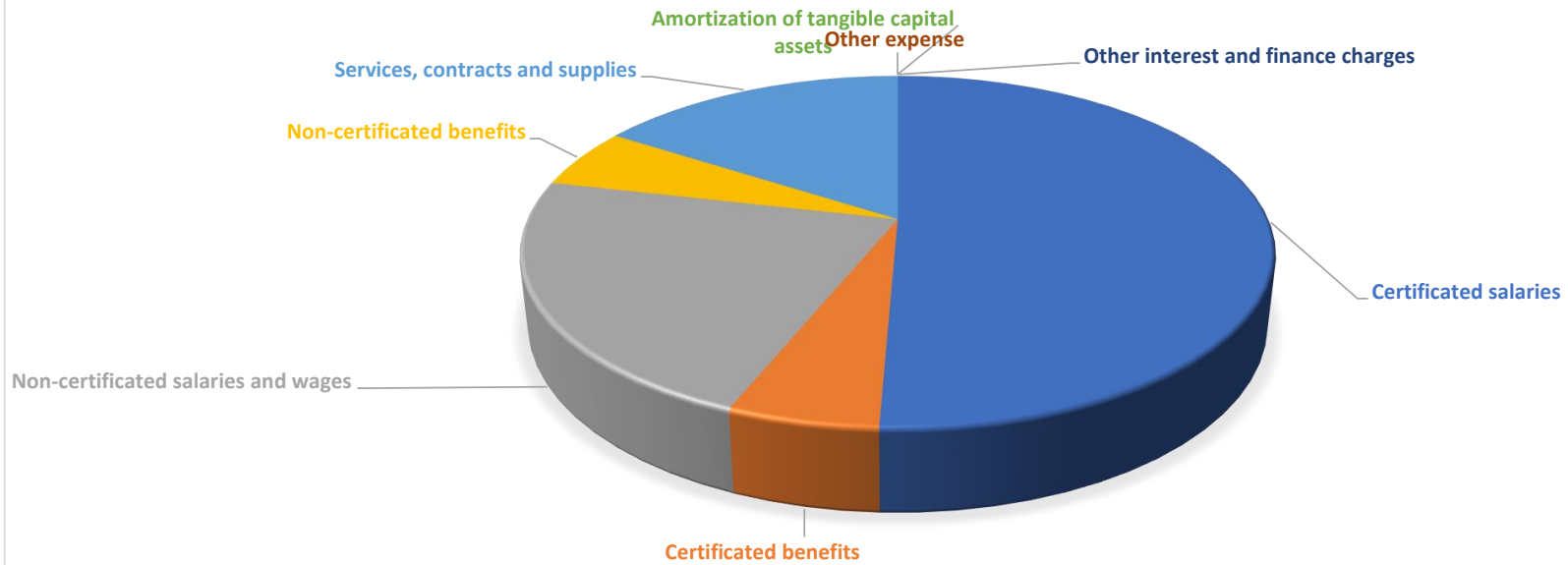
REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 458,583	\$ 4,186,228	\$ 397,659	\$ 388,707	\$ 224,018		\$ 5,655,195
Alberta Infrastructure & Amortization							\$ -
Other - Government of Alberta		\$ 4,125					\$ 4,125
Federal Government and First Nations		\$ 1,525					\$ 1,525
Fees	\$ 21,337	\$ 100,793		\$ 428,947			\$ 551,077
Sales of services and products	\$ 60	\$ 13,625					\$ 13,685
Investment income							\$ -
Gifts and donations		\$ 2,256					\$ 2,256
Rental of facilities		\$ -				\$ 7,676	\$ 7,676
Fundraising		\$ 6,385					\$ 6,385
Other		\$ 75					\$ 75
TOTAL REVENUES	\$ 479,980	\$ 4,315,012	\$ 397,659	\$ 817,654	\$ 224,018	\$ 7,676	\$ 6,242,000
Approved Budget Revenues	\$ 5,763,843	\$ 50,682,927	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 432,098	\$ 74,653,111
Percent Collected of Budget Received	8.33%	8.51%	4.28%	14.36%	8.03%	1.78%	8.36%

EXPENSES

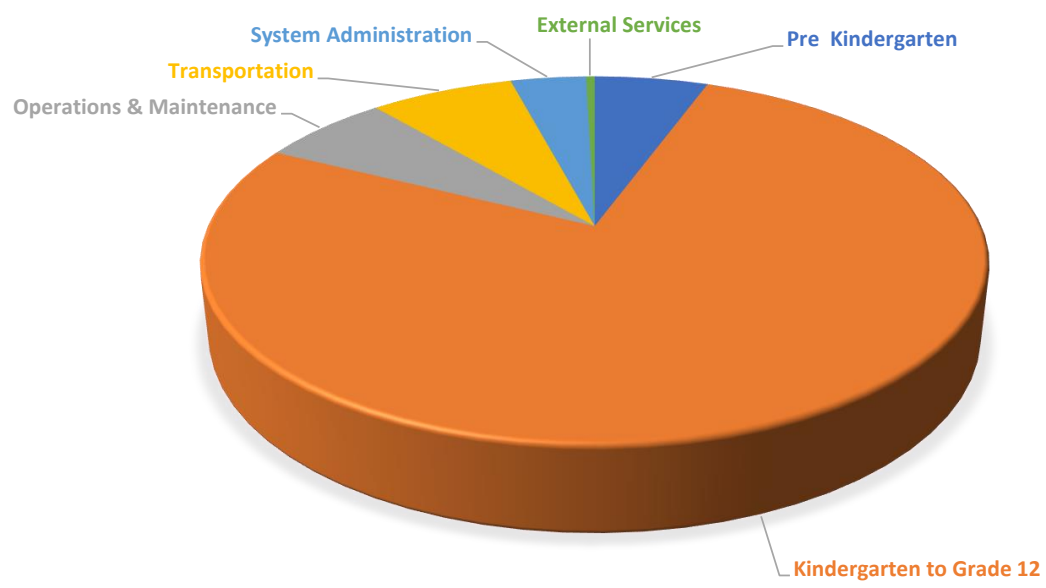
Certificated salaries	\$ 76,531	\$ 2,605,761			\$ 29,792	\$ 20,978	\$ 2,733,061
Certificated benefits	\$ 9,509	\$ 284,394			\$ 1,735	\$ 1,781	\$ 297,418
Non-certificated salaries and wages	\$ 175,318	\$ 734,700	\$ 179,098	\$ 12,151	\$ 108,675		\$ 1,209,941
Non-certificated benefits	\$ 38,573	\$ 184,591	\$ 45,866	\$ 3,210	\$ 25,507		\$ 297,748
Services, contracts and supplies	\$ 1,078	\$ 336,251	\$ 119,509	\$ 365,954	\$ 34,851		\$ 857,643
Amortization of tangible capital assets							\$ -
Other interest and finance charges							\$ -
Other expense							\$ -
TOTAL EXPENSES	\$ 301,009	\$ 4,145,697	\$ 344,473	\$ 381,315	\$ 200,559	\$ 22,759	\$ 5,395,812
Approved Budget Expenses	\$ 5,625,510	\$ 53,159,232	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 432,098	\$ 76,991,083
Percent Spent of Budget	5.35%	7.80%	3.71%	6.70%	7.19%	5.27%	7.01%

OPERATING SURPLUS (DEFICIT)	\$ 178,971	\$ 169,315	\$ 53,186	\$ 436,339	\$ 23,459	\$ (15,083)	\$ 846,188
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ACTUAL EXPENSES BY OBJECT



ACTUAL EXPENSES BY PROGRAM





DATE: October 26, 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 – October 2022

PURPOSE:

For information.

BACKGROUND:

During the past month, the Technology Services team has continued to support new staff and the updating of devices that had been idle over the summer months. In addition, all schools have now been moved on to the upgraded SuperNet connection.

Currently work is underway related to the Network Optimization project at Namao School with potential completion moved up to the end of Fall Break, rather than the end of the calendar year.

Administration is prepared to respond to questions at the October 26, 2022, Public Board Meeting.

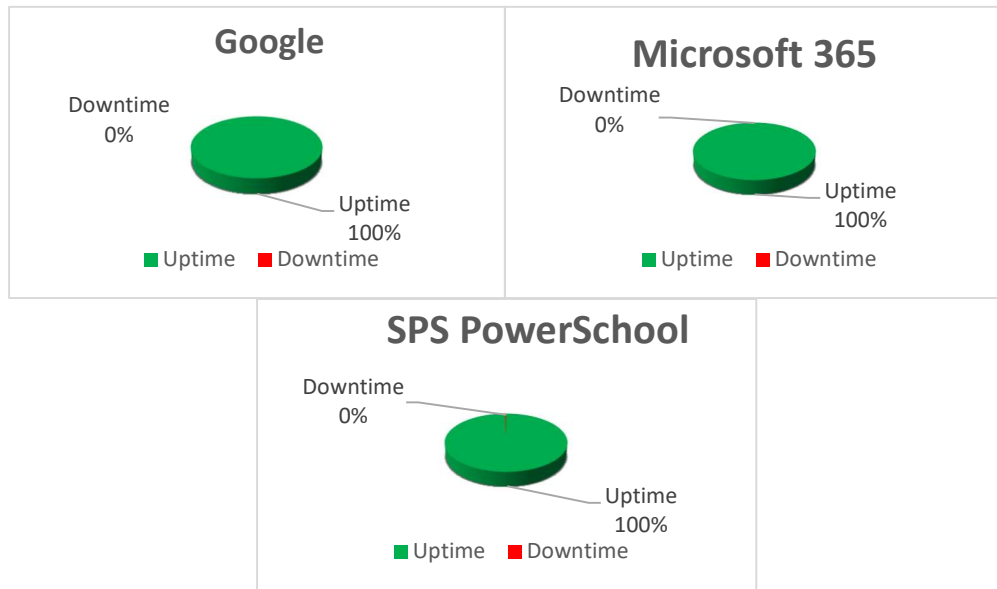
ATTACHMENT(S):

1. Monthly IT Report – October 2022

Monthly Technology Services Report

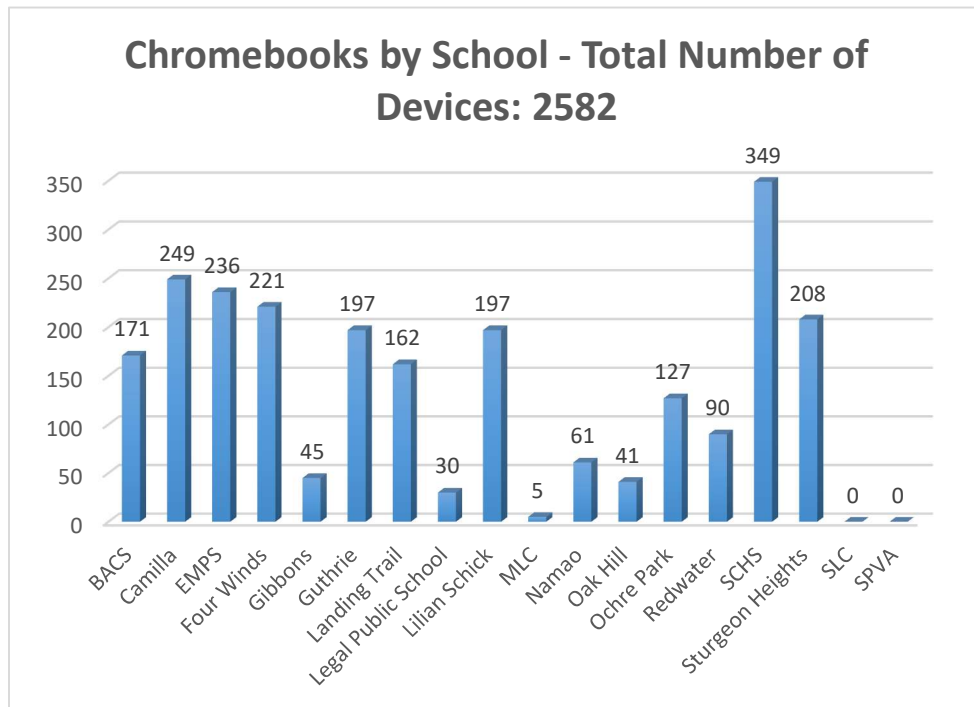
September 1 to September 30, 2022

Connectivity Checks



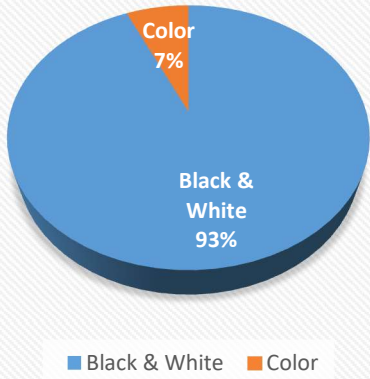
Outage Details: No major outages during this period, only a brief planned outage for updates

Chromebook Information

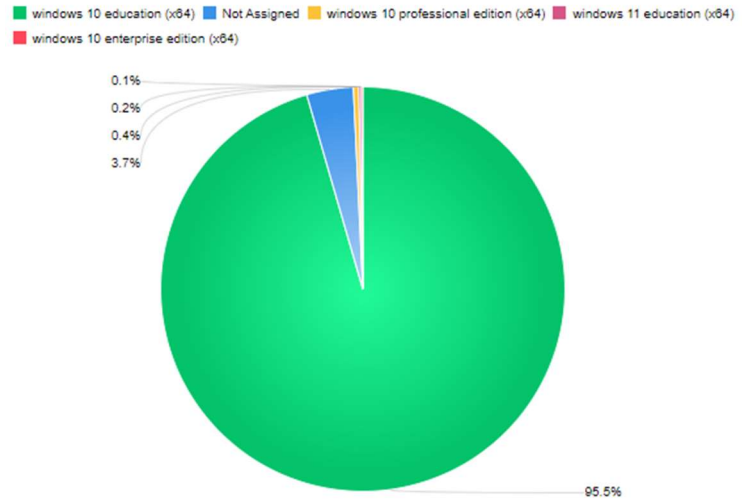


Konica Minolta Multifunctional Printers

Color Composition



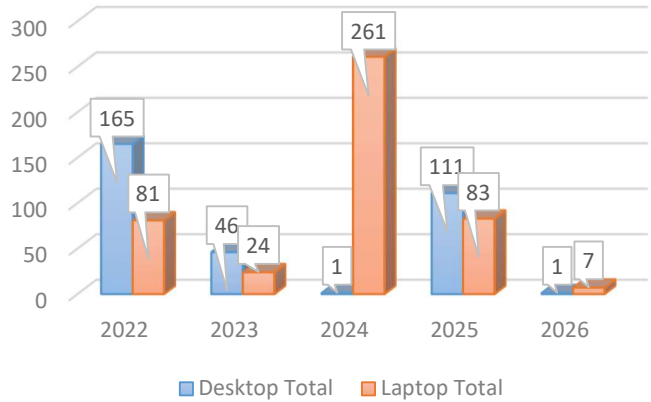
Windows Devices Information



Environmental Impact

Trees Consumed	66.70 trees
CO2 Produced	7,058.6 kg
Equivalent Bulb Hours	441,952.8 hours

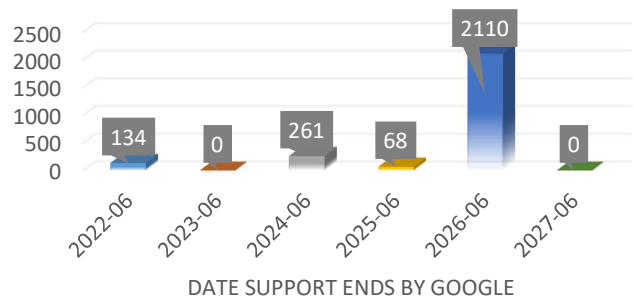
Windows Workstations Evergreening



Top Printer Groups

Group	PAGES
MP	62,473
SCHS	62,468
LT	55,993
SH	51,767
CAM	51,371
NAM	41,926
RW	36,669
OP	30,223
GT	29,559
LS	26,135

CHROMEBOOK EXPIRY DATE





DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent of Human Resources

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

ADDITIONAL REFERENCE: [AP 305 - SPS Emergency Preparedness Response Plan](#)
Alberta Occupational Health and Safety Act, Code and Regulations
Alberta Workers Compensation Board Regulations
Hour Zero Crisis Consulting Ltd.

SUBJECT: Administrative Procedure 245 – Health and Safety

PURPOSE:

For information.

BACKGROUND:

Administrative Procedure 245 – Health and Safety was reviewed. Article 6.1.1 was amended to direct Principals to ensure annually that staff are aware of the secondary and tertiary evacuation facilities instead of requiring the evacuation of the entire school population to the alternate facility. The procedure of doing a physical drill every two years requiring the entire school population to leave the school site to walk or take transportation to a secondary and tertiary location could put students in potentially unsafe conditions in a non-emergency and would be costly to the Division.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. AP425 – Health and Safety

Administrative Procedure 245

Health and Safety

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools recognizes its responsibility for providing services and facilities that will maintain, if not enhance, the physical well-being of students and staff; and awareness of and compliance with the Alberta Occupational Health and Safety Act, Code, and Regulations.

PROCESS

The Principal/site manager is responsible to administer in a reasonable manner this Administrative Procedure.

PROCEDURE

1. Joint Worksite Health and Safety Committee (JWHSC)

1.1 A Joint Worksite Health and Safety Committee (JWHSC) will be established for the division as per the terms of reference.

2. Training

2.1 Principals shall develop and implement an information and training program capable of achieving the following objectives:

2.1.1 All school staff will become aware of the health, safety and medical needs of those students with whom they interact.

2.1.2 School administrators will become aware of the health, safety and medical needs of teachers and other staff under their supervision.

2.1.3 All school staff will be able to utilize the safety equipment available.

2.1.4 All school administrators and staff will be aware of their rights and obligations under the Alberta Occupational Health and Safety Act, its Code and Regulations.

2.2 All new employees shall complete the Occupational, Health and Safety Orientation training.

2.3 The information program shall, in addition to such other matters as the Principal deems necessary, identify:

2.3.1 Sites and staff members within the school from whom medical attention can be obtained.

2.3.2 Acceptable procedures for securing medical assistance in emergency situations.

3. Response to Safety Concerns

3.1 Areas within a worksite, which have high accident rates shall direct the attention of staff members to the following policies, regulations and recommendations:

3.1.1 Recommendations of Alberta Education and the Occupational Health and Safety Council regarding safety equipment and procedures to be utilized in Science and Industrial Education classrooms and work sites.

3.2 Policies and regulations of the Board related to:

3.2.1 Enrolment of disabled and medication-dependent students.

3.2.2 Administration of medication to students.

3.2.3 Transportation of ill or injured students.

3.2.4 Extra-curricular and co-curricular activities conducted off school premises or outside the normal operating day.

3.2.5 Reporting accidents of students and staff.

4. Medical Safety

4.1 The Principal shall ensure the appropriate number of employees have been trained in First Aid according to Alberta Occupational Health and Safety requirements.

4.2 An effective means of providing for health and safety is achieved through a well-informed staff and student body.

4.2.1 The Principal and teachers shall co-operate with the local health authority assigned to the Division in providing a health program that will:

4.2.1.1 Provide for student immunization and examination at appropriate levels as indicated by the local health authority.

4.2.1.2 Provide for student dental care and education at appropriate grade levels as indicated by the dental health representative of the local health authority.

4.2.1.3 Provide for student educational programs, in addition to those specified by various statements in programs of studies, which are deemed beneficial to students by the local health authority and the administration of the various schools in the Division.

4.2.2 The Principal shall also ensure that:

4.2.2.1 A "medical room" is provided for the use by ill or injured students.

4.2.2.2 The staff co-operates with the health nurse and dental health representatives in obtaining Parent Consent Forms and in supplying class lists of students on request.

4.2.2.3 The Principal and staff shall co-operate with local disaster services agencies. The Principal shall ensure that employees are familiar with the Sturgeon Public Schools Emergency Preparedness Response Plan, local government disaster services plans and procedures and that First Aid equipment as supplied by the Board is available and accessible to everyone.

4.2.2.4 Proper evacuation procedures are established and implemented in accordance with provincial fire regulations and Division procedures.

5. Lockdown

5.1 Each school shall perform a lockdown at least two (2) times each year.

6. Fire Safety

6.1 Site Evacuation and Relocation

6.1.1 Each site Principal shall ensure annually that all staff are aware of the established secondary and tertiary evacuation facilities.~~perform a drill to evacuate the site population to an alternate facility once every two (2) years.~~ The ~~alternate~~-secondary facility shall be a community facility within walking distance of the site.

6.2 To comply with fire safety regulations, the Principal and Superintendent or designate shall:

6.2.1 Discuss evacuation and fire safety procedures with staff including all provincial regulations pertaining to fire safety.

6.2.2 Ensure procedures for the elimination of fire hazards.

6.2.3 Ensure provision for the application of fire safety drills six (6) times each year in schools and two (2) times each year at Central Services.

6.2.4 Ensure that all staff adhere to fire safety regulations.

6.2.5 Maintain a record of all fire drills, which shall include the date, evacuation time and comments relating to the drill. 6.3 Teachers are responsible for:

6.3.1 Discussing evacuation and fire safety procedures with their students.

6.3.2 Participating in fire drills along with their students.

6.3.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards. 6.3.4 Ensuring that all potentially hazardous materials are properly stored and handled.

7. Custodians, under the supervision of the Director of Facilities through the Associate Superintendent Human Resources and in cooperation with the Principal and teachers shall:

7.1 Ensure that all storage, mechanical and service rooms are clean and orderly.

7.2 Ensure that all potentially hazardous materials are properly stored and handled.

7.3 Ensure that all exit and emergency lights in the school are operable.

7.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.

7.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)

7.6 Inspect the school as provided in the School Fire Safety Checklist, and to report immediately to the Principal who shall immediately take steps to have the deficiencies remedied.

8. Custodians, under the supervision of the Director of Facilities through the Associate Superintendent Human Resources and in cooperation with the Principal shall ensure the following items are evaluated for fire safety. The frequency of these items are to be checked using the following schedule: Daily-D; Weekly-W; Monthly-M; Yearly-Y.

8.1 Fire Protection Equipment (M)

- Fire Extinguishers

- o Are they fully charged

- o Are they date-tagged

- o Are they in their proper locations

- Fire Hoses (M)

- o Are all hoses in good repair

- o Are nozzles and wrenches located at each hose station

- o Fire Alarm System

- o Is the alarm operative

- o When was the alarm last tested

- Emergency Lighting (M)

- o Is it operative

- o When was it last maintained

8.2 General Maintenance

- Are corridors free from obstruction (D)

- Are fire exits clear (D)

- o Do doors operate freely

- o Does panic hardware operate freely

- Are all rooms free from litter (D)

8.3 Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)

- Are any motors, fuse boxes, or control equipment overheating (D)

- Are covers missing from fuse boxes, junction boxes, etc. (W)

- Are all circuit breakers operational (M)

- Are all emergency lights operational (M)

8.4 Heating Units

- Are all heating units in good condition and operating properly (W)

- Are all combustible materials removed from these areas (D)

- Are furnace room doors closed and locked (D)

8.5 Doors

- Do fire doors close automatically (M)

- Are manual fire doors kept closed (D)

8.6 Laboratories

- Do gas shut-off valves work properly (D)
- Is a fire extinguisher available (W)
- Is the ventilation system operating properly (M)
- Are dangerous chemicals and flammable liquids properly stored (D)

8.7 Career and Technology Studies / Art Room

- Are welding areas free of combustible or flammable liquids (D)
- Are proper refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are flammable materials safely stored away from heat sources (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)

9. Laboratory Safety

9.1 Teachers shall wear and require students to wear safety and protective equipment recommended by Alberta Education and the Occupational Health and Safety Council for use in their instructional programs and other school approved activities.

9.2 Teachers shall ensure that all students are adequately informed of proper operating techniques for any equipment that students are required to operate as part of their educational program.

9.3 Teachers shall stress the importance of safety in handling dangerous chemicals and apparatus.

9.4 Teachers shall provide adequate, safe storage of all potentially hazardous chemicals or failing this, notify the Principal of their inability to provide such storage.

9.5 The Principal, upon notification of inadequate storage facilities, shall make recommendation to the Associate Superintendent Human Resources with the view to rectifying the existing situation.

9.6 Teachers shall ensure that all equipment in these areas is properly inspected and maintained to ensure their proper operation.

9.7 Teachers shall ensure that all supplies and materials are stored, handled and disposed of, in accordance with procedures outlined by Workplace Hazardous Materials Information System (WHMIS).

9.8 Only chemicals approved by Alberta Education shall be used for instructional purposes.

References:

Admin Procedure: 305 SPS Emergency Preparedness Response Plan
Alberta Occupational Health and Safety Act, Code and Regulations
Alberta Workers Compensation Board Regulations
Hour Zero Crisis Consulting Ltd.

History

2020 Jan 29 Initial Approval



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent of Human Resources
GOVERNANCE POLICY: [Policy 700 – Superintendent of Schools](#)
ADDITIONAL REFERENCE: *Superintendent Leadership Quality Standard (SLQS)*
Superintendent of Schools Regulation

SUBJECT: Administrative Procedure 729 –Evaluation of the Superintendent of Schools

PURPOSE:

For information.

BACKGROUND:

The Superintendent of Schools evaluation process has been developed by the Board of Trustees to be consistent with the expectations of the role identified in Board Policy, the Education Act, the Superintendent Leadership Quality Standard (SLQS), and the Superintendent of Schools Regulation.

Administrative Procedure 729 – Evaluation of the Superintendent of Schools defines the process, the requirements, and the timeline of the evaluation.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. AP729 – Evaluation of the Superintendent of Schools

New Administrative Practice 729 – Evaluation of the Superintendent of Schools

The Superintendent of Schools evaluation process has been developed by the Board of Trustees to be consistent with the expectations of the role identified in Board Policy, the Education Act, the Superintendent Leadership Quality Standard (SLQS), and the Superintendent of Schools Regulation.

The evaluation process and supporting information sources shall serve to:

- provide feedback on the Superintendent’s leadership and performance in all areas of the Superintendent Leadership Quality Standard.
- allow the Superintendent to report on successes and challenges during the year, and provide feedback relating to continuous improvement efforts and annual goals
- recognize areas and trends that are showing positive change or progress
- enable the Board and Superintendent to engage in dialogue about results, any issues or concerns associated with the role and the evaluation process
- inform the organizational outcomes, key performance competencies, and Superintendent’s own goals for the next evaluation cycle
- Serve as a tool in determining salary and contract considerations.

To ensure that the Superintendent is meeting the requirements of Policy 700 The Role of the Superintendent of Schools, and the requirements of the SLQS, the Board of Trustees will formally evaluate the Superintendent’s performance on a regular basis according to the following guidelines.

GUIDELINES

1. Criteria for Evaluation

- 1.1 The criteria for the first evaluation will be those set out in the Performance Assessment Guide (Appendix B).
- 1.2 In subsequent evaluations, the criteria will be those defined and those listed or revised after each evaluation, plus any growth goals provided by the Board in the previously written evaluation report(s).
- 1.3 Such growth goals may be areas requiring actions which must be taken to address trends, issues, or external realities that will enhance Division success.
- 1.4 The Performance Assessment Guide (Attachment B) is aligned with the SLQS. This guide will be used by the Board to evaluate the Superintendent. The Board will review the evidence and will determine whether, and/or to what extent, the SLQS have been achieved. The Performance Assessment Guide will be used in the development of the summative performance evaluation for the Superintendent of Schools. For each of the seven (7) competencies in the Performance Assessment Guide the performance of the Superintendent of Schools will be assessed in the final report as Not Proficient or Proficient. Appendix B is

not intended to have every SLQS indicator reported on. The SLQS indicators are suggestions which are likely to lead to the achievement of the competency but may be included, excluded or changed based on the superintendent's context.

- 1.5 Data relative to the SLQS will be collected by a mutually agreed upon internal or external individual by interviewing a representative group of principals and direct reports in a 360° performance measure. "Direct reports" are defined to be those individuals who report directly to the Superintendent on the Division's organizational chart.

2 Superintendent Evidence Document

- 2.1 The Superintendent will provide an evidence document which will be made available to the Board approximately one (1) week before the evaluation meeting.
- 2.2 The purpose of the evidence document is to provide evidence that the seven (7) SLQS competencies are being addressed in the Superintendent's work.
- 2.3 Evidence will be organized under each competency as listed in the Performance Assessment Guide (Appendix B).

3 Evaluation Session

- 3.1 The Board will assess during an evaluation session whether and to what extent the Superintendent has achieved each competency (ie proficient or not proficient).
- 3.2 The Board and the Superintendent will be present during the evaluation session.
- 3.3 The Superintendent will be invited to ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood.
- 3.4 The Superintendent may leave the room when the Board develops the growth goals/areas for emphasis and the conclusion section.
- 3.5 The evaluation report will reflect the corporate Board position.

EVALUATION PROCESS

4 The Superintendent evaluation process shall:

- 4.1 Provide for accountability, growth, and the strengthening of the relationship between the Board and the Superintendent and is aligned with the Superintendent's roles (Board Policy 700, Education Act) and is linked to the Division's goals. The written report will affirm specific accomplishments and will identify areas of growth.
- 4.2 Meet the contractual requirement that the Superintendent and Board come

to a mutual agreement relative to the comprehensive evaluation process to be followed. The Board will meet and discuss the evaluation process, format, and instrumentation with the Superintendent.

- 4.3 Highlight that a key role of the Superintendent, as the Chief Education Officer for the Division, is to enhance student achievement and success for all children
- 4.4 Highlight a key role of the Superintendent, as the Chief Executive Officer for the Division, is to achieve accountability responsibilities in alignment with Division goals and objectives and support the Board in its² governance role.
- 4.5 Identify how the Superintendent works with the board as a “governance team” and assures collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture.
- 4.6 Recognize that the board/superintendent governance relationship is supported by the staff in the division which reports to the Superintendent.
- 4.7 align with and based upon the Superintendent’s roles and responsibilities, The Division’s goals and objectives, and Alberta Education’s SLQS.
- 4.8 be based on evidence from multiple data sources relating to the specific responsibility areas identified in Board Policy 700 and will assess the Superintendent of School’s performance in the seven (7) competency areas identified in the SLQS. The process will include a discussion of the evidence document prepared by the Superintendent of Schools,
- 4.9 Ensure Board feedback is provided regularly, is supported by specific examples, and will focus on areas over which the Superintendent has authority.
- 4.10 be a performance-based assessment system. Such an evaluation shall focus on improvement over time and considers the previous evaluation data in identifying and addressing areas of growth.

5 Evaluation Report

- 5.1 The Board shall report its evaluation of the Superintendent in writing. A summary document will be prepared and signed by the Board Chair and the Superintendent of Schools at the conclusion of the process for each formal performance evaluation.
- 5.2 The performance evaluation report shall contain a description of the important contextual details that existed during the term of the performance evaluation, and a summary of the superintendent’s performance in the competency areas identified in the SLQS. The summary document will also include the identification of relative strength areas, suggestions for growth, and recommendations regarding division priorities identified by the Board. A final signed document is provided to the superintendent for inclusion in his/her personnel file.
- 5.3 If the Board determines that the performance of the Superintendent is not

proficient in any respect, it shall describe in writing, in detail, with supporting examples, such unsatisfactory performance. The evaluation shall include recommendations and resources for areas of improvement in all instances where the Board deems the Superintendent's performance to be unsatisfactory.

5.4 The Superintendent will have the right to make a written response to the evaluation within thirty (30) days of receiving the evaluation. The Board's evaluation and the Superintendent's response shall become a permanent attachment to the Superintendent's personnel file.

6 The Board and superintendent shall review the policies which guide the process, format, and timeline for the upcoming year

7 Timeline

7.1 Superintendent evaluations will be conducted in accordance with Board Policy 700 according to the following schedule:

Evaluation	Report Delivered to Superintendent By
During years one (1) and four (4) a comprehensive 360 employee performance evaluation shall be conducted	May 15
During years two (2) and three (3) the evaluation will not include the 360 employee performance evaluation	May 15

8 The Board may choose, in its sole discretion, not to evaluate the Superintendent in any school year in which case the Superintendent's performance shall be deemed to be proficient.

References:

- Board Policy 700 Role of Superintendent
- Division Vision, Mission, Values, and Education Plan
- Education Act
- Superintendent of Schools Regulation
- Superintendent Leadership Quality Standard

Appendix A

SUPERINTENDENT LEADERSHIP QUALITY STANDARD

[Professional practice standards | Alberta.ca](#)

Performance Assessment Guide **Appendix B**

<p style="text-align: center;">COMPETENCY</p> <p>Building Effective Relationships</p> <p><i>A 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.</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ul style="list-style-type: none"> a) collaborating with community and provincial agencies to address the needs of students and their families; b) employing team-building strategies and using solution-focused processes to resolve challenges; c) building and sustaining relationships with First Nations, Métis and Inuit parents/guardians, Elders, local leaders and community members; d) modeling ethical leadership practices, based on integrity and objectivity; e) establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and f) facilitating the meaningful participation of members of the school community and local community in decision-making.
<p style="text-align: center;">COMPETENCY</p> <p>Modeling Commitment to Professional Learning</p> <p><i>A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ul style="list-style-type: none"> a) communicating a philosophy of education that is student-centered and based on sound principles of effective teaching and leadership; b) collaborating with teachers, principals, school jurisdiction leaders and other superintendents to build professional capacities and expertise; c) actively seeking out feedback and information from a variety of sources to enhance leadership practice;

	<ul style="list-style-type: none"> d) seeking and critically-reviewing educational research and applying it to decisions and practices, as appropriate; e) providing leadership to support school authority research initiatives, where appropriate; and f) engaging teachers, principals, school jurisdiction leaders, school community and local community members to establish a shared understanding of current trends and priorities in the education system.
<p style="text-align: center;">COMPETENCY</p> <p>Visionary Leadership</p> <p><i>A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ul style="list-style-type: none"> a) ensuring that the vision is informed by research on effective learning, teaching and leadership; b) promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration; c) promoting in the school community a common understanding of and support for the school authority's goals, priorities, and strategic initiatives; and d) ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation, and incorporates the school community's perspectives
<p style="text-align: center;">COMPETENCY</p> <p>Leading Learning</p> <p><i>A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ul style="list-style-type: none"> a) fostering in the school community equality and respect with regard to rights as provided for in the <i>Alberta Human Rights Act</i> and the <i>Canadian Charter of Rights and Freedoms</i>; b) providing learning opportunities,

<p><i>student success and continuous improvement.</i></p>	<p>based on research-informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles;</p> <ul style="list-style-type: none"> c) ensuring that all instruction in the school authority addresses learning outcomes outlined in programs of study; d) promoting collegial relations, collaboration, critical thinking and innovation in the school community; e) ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students; f) building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices; and g) ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.
<p style="text-align: center;">COMPETENCY</p> <p>Ensuring First Nations, Métis and Inuit Education for All Students</p> <p><i>A 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 all students.</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ul style="list-style-type: none"> a) supporting staff in accessing the professional learning and capacity-building needed to meet the learning needs of First Nations, Métis, Inuit and all other students; b) engaging and collaborating with neighbouring First Nations and Métis leaders, organizations and communities to optimize learning success and development of First Nations, Métis, Inuit and all other students; c) understanding historical, social,

	<p>economic, and political implications of:</p> <ul style="list-style-type: none"> • treaties and agreements with First Nations; • legislation and agreements negotiated with Métis; and • residential schools and their legacy; <p>d) aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and</p> <p>e) pursuing opportunities and engaging in practices to facilitate reconciliation within the school community.</p>
<p style="text-align: center;">COMPETENCY</p> <p>School Authority Operations and Resources</p> <p><i>A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.</i></p>	<p>Achievement of this competency is demonstrated by indicators such as:</p> <ol style="list-style-type: none"> a) providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; b) ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan; c) delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; d) providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities; e) establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts; f) respecting cultural diversity and appreciating differing perspectives expressed in the school community; g) recognizing student and staff accomplishments; and h) implementing programs and procedures for the effective management of human resources in support of mentorship, capacity-building and succession planning.

COMPETENCY

Supporting Effective Governance

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, 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.

Achievement of this competency is demonstrated by indicators such as:

- a) establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;
- b) ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- c) ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education;
- d) ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- e) ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements;
- f) supporting the board in the fulfillment of its governance functions in the fiduciary, strategic and generative realms;
- g) implementing board policies and supporting the regular review and evaluation of their impact;
- h) ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- i) facilitating collaboration among the board, staff and First Nations, Métis and Inuit leaders, organizations and communities to establish strategic policy directions in support of First Nations, Métis and Inuit student achievement and development;
- j) building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends;
- k) supporting the board in its engagement with the school community to develop a vision of a preferred future for student success;
- l) facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities; and
- m) promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations



DATE: October 26, 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 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, 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.

At the September 28, 2022, Public Board Meeting, the August 31, 2022 – September 21, 2022, Superintendent Discretionary spending was reported which included an additional 1.45 teacher FTE totaling \$150,510.00.

September 22, 2022 – October 21, 2022, the following additional staffing FTE has been added to schools using Superintendent Discretionary Fund dollars:

- Redwater School – Additional Teacher FTE requested in September to support part-time Strategies and K & E Support in High School;



DATE: October 26, 2022
TO: Board of Trustees
FROM: Joe Dwyer, Chair Ward 3
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – October 2022

PURPOSE:

For information.

BACKGROUND:

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

- Board Retreat - October 3 & 4
- Discipline Hearing - October 11
- Building and Maintenance Committee Meeting - October 12
- Committee of the Whole Meeting - October 12
- PSBAA Fall General Meeting - October 12, 13 & 14
- School Council Meeting at Camilla School - October 18
- Read-in Week – Read to Kindergarten class
- Various Administration Meetings
- Rotary Meetings
- COSC Meeting - October 25
- Public Board Meeting - October 26



DATE: Oct 24, 2022
TO: Board of Trustees
FROM: Janine Pequin, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – October 2022

PURPOSE:

For information.

BACKGROUND:

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

- October 3 &4 Board Retreat
- Oct 12 Committee of the Whole
- Oct 17 Advocacy Meeting
- Oct 17 Redwater School School Council
- October 18 TEBA
- Oct 24 Ochre Park School Council
- Oct 25 COSC
- Oct 26 Public Board Meeting
- Oct 28 Zone 2/3 ASBA



DATE: October 26, 2022
TO: Board of Trustees
FROM: Cindy Briggs, Trustee Ward 2
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – October 2022

PURPOSE:

For information.

BACKGROUND:

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

- October 3 – Board Retreat
- October 4 – Board Retreat
- October 11 – Central Office Meeting
- October 12 – Building and Maintenance Committee Meeting
- October 12 – Committee of the Whole Meeting
- October 21 – Lilian Schick School Presentation “Chubby Cree”
- October 24 – Lilian Schick School, School Council and Room Parent Association Meetings
- October 25 – Council of School Councils’ Meeting
- October 26 – Public Board Meeting



DATE: October 26, 2022
TO: Board of Trustees
FROM: Trish Murray-Elliott, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – October 2022

PURPOSE:

For information.

BACKGROUND:

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

- Board Retreat – October 3
- Board Retreat – October 4
- Sturgeon Heights Read-In, 2 Kindergarten classes - October 5
- Sturgeon Heights Read-In, 1 Kindergarten, 3 Grade Two classes – October 6
- Disciplinary Hearing – October 11, 2022
- Building and Maintenance Committee Meeting – October 12
- Committee of the Whole Meeting – October 12
- PSBAA – Lois Hole Dinner and Lecture – October 12
- PSBAA – Professional Learning Session – October 13
- PSBAA – Annual General Meeting – October 14
- Sturgeon Composite High School, School Council Meeting – October 18
- Sturgeon Heights School, School Council Meeting – October 24
- Council of School Councils’ Meeting – October 25
- Public Board Meeting – October 26



DATE: October 26, 2022
TO: Board of Trustees
FROM: Stacey Buga, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – Oct 2022

PURPOSE:

For information.

BACKGROUND:

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

- Sept 28, 2022 – Reconciliation Workshop, Town of Morinville
- Sept 29, 2022 – Reconciliation walk with Alexander First Nation
- Sept 29, 2022 – Four Winds Public School, School Council Meeting
- Oct 3 and 4, 2022 - Board Retreat
- Oct 3, 2022 – ÉMPS School Council Meeting
- Oct 12, 2022 – Building and Maintenance Meeting
- Oct 12, 2022 – Committee of the Whole Meeting
- Oct 12, 2022 – Four Winds Digital Citizenship presentation by ICE Unit
- Oct 13, 2022 – PSBAA Professional Development
- Oct 18, 2022 – Advocacy Meeting
- Oct 18, 2022 – Re-Imagining Education presentation
- Oct 18, 2022 – SPVA School Council Meeting
- Oct 21, 2022 – Blanket Exercise with SPVA and the Learning Centre students
- Oct 21, 2022 – Chubby Cree performance at Lilian Schick School
- Oct 25, 2022 – Council of School Councils’ Meeting



DATE: October 26, 2022
TO: Board of Trustees
FROM: Irene Gibbons
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – October 2022

PURPOSE:

For information.

BACKGROUND:

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

- October 3 & 4, 2022 Board Retreat
- October 3, 2022 Gibbons School, School Council meeting
- October 12, 2022 Committee of the Whole Meeting
- October 12-14, 2022 Public School Board Association of Alberta conference and general meeting
- October 21, 2022 Chubby Cree presentation at Lilian Schick School
- October 24, 2022 Gibbons School Saffron presentation for Parents
- October 25, 2022 Council of School Councils' meeting
- October 26, 2022 Public Board meeting



DATE: October 26, 2022

TO: Board of Trustees

FROM: Stacey Buga, Committee Chair

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 231 – Student Advisory Committee](#)

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Administrative Procedure 250 – Student Advisory Committee](#)
Board Procedures Regulation 82/2019
Education Act: Section 34, 51, 52(1)(b)

SUBJECT: Advocacy Committee

PURPOSE:

For information.

BACKGROUND:

The Advocacy Committee makes recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees. The Committee recommends and reviews policies related to advocacy. The Committee is to undertake ad hoc Committee work relative to the Alberta School Boards Association (ASBA) and the Public School Boards' Association of Alberta (PSBAA).

REPORT SUMMARY:

The Advocacy Committee held a meeting on September 28, 2022. The following is a summary of that meeting:

- Selection of the 2022-2023 Advocacy Committee Chair;
- Review of the 2021-2022 Advocacy Committee Work Plan and Year End Report;
- Discussed Legal Public School name, logo, and colours and decided to add this item to the 2022-2023 Advocacy Committee Work Plan; and
- Will bring forward a recommendation to the October Public Board meeting to create a Student Advisory Committee for the 2022-2023 school year and provide a suggested schedule of meetings.

The Advocacy Committee held an online meeting on October 17, 2022. The following is a summary of that meeting:

- The Student Advisory Committee schedule was discussed;
- The 2022-2023 Advocacy Committee Work Plan was reviewed and discussed:
 - Legal Public School Name/Logo – the committee will revisit this matter in a few months;



- Connect with MLAs and Municipal Partners – the committee decided on which communities to connect with first and when to connect with local MLAs;
- Meet with Neighbouring School Divisions – the committee will revisit this matter in a few months; and
- Front and Centre in Communities – the committee discussed opportunities to be more present in Sturgeon Public communities.

An Advocacy Committee meeting is scheduled for November 23, 2022.

The Committee Chair is prepared to respond to questions at the October 26, 2022, Public Board meeting.



DATE: October 26, 2022
TO: Board of Trustees
FROM: Cindy Briggs, Committee Chair
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Administrative Procedure 600 – Capital Plan Development](#)
[Administrative Procedure 605 – Site and Playground Development Procedures](#)
[Administrative Procedure 615 – School Facilities and Equipment Maintenance](#)
Board Procedures Regulation 82/2019
Education Act: Section 34, 51, 52(1)(b)

SUBJECT: Building and Maintenance Committee

PURPOSE:

For information.

BACKGROUND:

The Building and Maintenance Committee makes recommendations to the Board regarding the Board’s real property, as well as the Division’s Capital Plan and Modular requests. The Committee recommends and reviews policies related to buildings. The Committee also reviews tenders, Division managed major projects, and architectural designs for new buildings, and subsequently makes recommendations to the Board.

REPORT SUMMARY:

The Building and Maintenance Committee held a meeting on September 28, 2022. The following is a summary of that meeting:

- Selection of the 2022-2023 Building and Maintenance Committee Chair;
- Review of the 2021-2022 Building and Maintenance Committee Work Plan and Year End Report; and
- Discussed Draft JUPA – sent to Sturgeon County for review and feedback.

The Building and Maintenance Committee held a meeting on October 12, 2022. The following is a summary of that meeting:

- Discussed contractor agreements for 2022-2023 snow removal;
- HEPA Filter project status update;
- The Field House Project at SCHS - budget discussion and status;
- Camilla School fence to be completed by October 31, 2022;
- Discussed Draft JUPA – Sturgeon County. Joint facilities use to be reviewed and added to the JUPA. A Governance Committee Meeting is to be scheduled;



- Status update on Operations and Maintenance Summer Projects list;
- The Building and Maintenance 2022-2023 Work Plan is to be brought forward for approval at the Board Public Meeting; and
- Discussed Division Owned Vehicles. The Committee Chair requested a full review of Division vehicles and controls around processes.

The Committee Chair is prepared to respond to questions at the October 26, 2022, Public Board meeting.



DATE: October 26, 2022

TO: Board of Trustees

FROM: Trish Murray-Elliott, Committee Chair

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

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
Board Procedures Regulation 82/2019
Education Act: Section 34, 51, 52(1)(b)

SUBJECT: Finance and Human Resources Committee

PURPOSE:

For information.

BACKGROUND:

The Finance and Human Resources Committee makes recommendations to the Board regarding the budget priorities and strategies to be undertaken by the Board of Trustees, as well the Superintendent evaluation and compensation, and the review of the annual financial statements. The Committee recommends and reviews policies related to financial and human resources matters.

REPORT SUMMARY:

The Finance and Human Resources Committee held a meeting on September 28, 2022. The following is a summary of that meeting:

- Selection of the 2022-2023 Finance and Human Resources Committee Chair;
- Review of the 2021-2022 Finance and Human Resources Committee Work Plan and Year End Report;
- Presentation by Benji Waser from MNP on the Annual Audit Plan;
- Discussed Disclosure of legal and fraud requirements; and
- Finance and Human Resources 2022-2023 Work Plan to be brought forward for approval at the Board Public Meeting.

A Finance and Human Resources Committee meeting is scheduled for November 18, 2022.

The Committee Chair is prepared to respond to questions at the October 26, 2022, Public Board meeting.



DATE: October 26, 2022
TO: Board of Trustees
FROM: Joe Dwyer, Committee Chair
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation](#)
[Administrative Procedure 550 – Contract Bus Service](#)
Board Procedures Regulation 82/2019
Education Act: Section 34, 51, 52(1)(b)

SUBJECT: Transportation Committee

PURPOSE:

For information.

BACKGROUND:

The Transportation Committee makes recommendations to the Board regarding matters related to student transportation. The Committee recommends and reviews policies related to student transportation matters. The Committee also liaises with the bus contractors on governance issues.

REPORT SUMMARY:

The Transportation Committee held a meeting on September 28, 2022. The following is a summary of that meeting:

- Selection of the 2022-2023 Transportation Committee Chair;
- Review of the 2021-2022 Transportation Committee Work Plan and Year End Report;
- Insurance Review Discussion;
- A Choice Rider review is to be brought forward at the October Committee of the Whole meeting; and
- Transportation 2022-2023 Work Plan to be brought forward for approval at the Board Public Meeting.

The Joint Transportation Committee meeting scheduled for October 11, 2022, has been postponed and will be rescheduled for a later date.

The Committee Chair is prepared to respond to questions at the October 26, 2022, Public Board meeting.



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources

GOVERNANCE POLICY: [Policy 205 – Operational School Year](#)
[Policy 221 – Role of The Trustee](#)
[Policy 225 – Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: [AP235 – Operational School Year and Calendar](#)
Education Act: Section 60
Three Year Education Plan

SUBJECT: Draft 2024-2025 School Calendar

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve in principle the draft 2024-2025 School Calendar as presented at the October 26, 2022, Public Board meeting; and

Further, direct Administration to circulate the draft 2024-2025 School Calendar for feedback as part of Board Policy.

BACKGROUND:

As per *Policy 205: Operational School Year* and *Administrative Procedure 235: Operational School Year and Calendar*, once the School Year Calendar has been approved in principle by the Board of Trustees, the calendar package will be referred to Administrative Council and School Councils for review and feedback prior to the Board of Trustees final approval. The proposed calendar will also be shared with the Teacher Board Advisory Committee for review and feedback.

Once all feedback has been received, the 2024-2025 calendar will be brought to the March 22, 2023, Public Board meeting for final review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Draft 2024-2025 School Calendar
2. Draft 2024-2025 School Operational Year Day Count
3. Draft 2024-2025 School Operational Year Details

2024-2025

****DRAFT VERSION**

AUGUST 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

SEPTEMBER 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					

OCTOBER 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		

NOVEMBER 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

DECEMBER 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				

JANUARY 2025

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 2025

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

MARCH 2025

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 2025

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 2025

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 2025

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 2025

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		

**** SUBJECT TO DIPLOMA EXAM SCHEDULE RELEASE**



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

School Offices Open - NO CLASSES	August 19 - 23
Division/School PD/Collaboration; Staff Meeting	August 24
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 28
Classes Begin	August 29
Division/School PD/Collaboration; Staff Meeting	September 16
Labour Day - No Classes	September 2
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 14
Division/School PD/Collaboration; Staff Meeting	October 15
Remembrance Day - No Classes	November 11
In Lieu of Parent/Teacher Interviews - No Classes	November 12
Fall Break	November 13-15
Classes Resume	November 18
Division/School PD/Collaboration; Staff Meeting	December 2
Christmas Break	Dec. 21 - Jan 5
Classes Resume	January 6
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 3
Teachers' Convention - No Classes	February 6 - 7
Family Day - No Classes	February 17
Division/School PD/Collaboration; Staff Meeting	March 10
In Lieu of Parent/Teacher Interviews - No Classes	March 21
Spring Break	March 22 - 30
Good Friday - No Classes	April 18
Easter Monday - No Classes	April 21
Classes Resume	April 22
Division/School PD/Collaboration; Staff Meeting	May 16
Victoria Day - No Classes	May 19
Division/School PD/Collaboration; Staff Meeting	June 2
Last Day of Classes	June 27
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	June 31

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

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	2.0	2.0	5.0	5.0
SEPTEMBER	1.0	1.0	18.0	18.0	19.0	19.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	1.0	1.0	16.0	16.0	17.0	17.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	8.0	8.0	90.0	90.0	98.0	98.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	14.0	14.0	16.0	16.0
APRIL	0.0	0.0	20.0	20.0	20.0	20.0
MAY	1.0	1.0	20.0	20.0	21.0	21.0
JUNE	2.0	2.0	19.0	19.0	21.0	21.0
TOTAL - SEMESTER II	7.0	7.0	90.0	90.0	97.0	97.0
OPERATIONAL YEAR TOTAL	15.0	15.0	180.0	180.0	195.0	195.0

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

School Year 2024-2025

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	19	School Offices Open
Monday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	27	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	28	Operational Non-Instructional Day – No Classes
Thursday	29	All Classes (full day)

SEPTEMBER

Monday	2	LABOUR DAY - No Classes
Monday	16	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	30	NATIONAL TRUTH & RECONCILIATION DAY – No Classes

OCTOBER

Monday	14	THANKSGIVING DAY - No Classes
Tuesday	15	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Monday	11	REMEMBERANCE DAY – No Classes
Tuesday	12	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Wednesday	14	Fall Break begins
Monday	18	Classes Resume

DECEMBER

Monday	2	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	21	Christmas Break Begins

JANUARY

Monday	6	Classes Resume
Friday	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 2024-2025
School Operational Year Calendar Day Count 2024-2025
Education Act Section 60

FEBRUARY

Monday	3	First Day of Classes - Semester Two
Thursday	6	Teachers' Convention - No Classes
Friday	7	Teachers' Convention - No Classes
Monday	17	FAMILY DAY - No Classes

MARCH

Monday	10	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	21	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	22	Spring Break Begins

APRIL

Friday	18	GOOD FRIDAY – No Classes
Monday	21	EASTER MONDAY – No Classes

MAY

Friday	16	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	19	VICTORIA DAY - No Classes

JUNE

Monday	2	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	27	Last Day of Classes
Monday	30	Operational Non-Instructional Day – No Classes

JULY

Tuesday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2024-2025
School Operational Year Calendar Day Count 2024-2025
Education Act Section 60



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Superintendent’s Office
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
 Board Procedures Regulation 82/2019
 Education Act: Sections 34, 51, 52(1)(b), 142

SUBJECT: Finance and Human Resources Committee Name Change

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve a name change from Finance and Human Resources Committee to *Audit, Finance and Human Resources Committee*.

BACKGROUND:

As per policy 230 – Board Committees, section 2.2 – *The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.*

The Education Act, section 142 states the following:

Audit Committee

142(1) Each board shall establish an audit committee to

- (a) recommend external auditors to the board,
- (b) review the annual financial statements and report to the board, and
- (c) attend to other matters as the board may determine in the establishment of the audit committee.

(2) The audit committee shall comprise at least 5 individuals and shall include 2 members who are not trustees.

To align the Finance and Human Resources Committee name with the Education Act, it is recommended that the Board adopt the word *Audit* into the title.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Not applicable.



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Advocacy Committee
Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 231 – Student Advisory Committee](#)

ADDITIONAL REFERENCE: [Policy 125 – Advocacy Plan](#)
[AP250 – Student Advisory Committee](#)
Board Procedures Regulation 82/2019

SUBJECT: Student Advisory Committee Establishment and Schedule

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve establishing a Student Advisory Committee for the 2022-2023 school year and the meeting schedule as presented at the October 26, 2022, Public Board meeting.

BACKGROUND:

As per policy 231 – The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may from time to time, establish, a Student Advisory Committee.

At the Advocacy Committee held on September 28, 2022, the committee decided that it would like to establish a Student Advisory Committee for the 2022-2023 school year.

As per policy 231, section 3.1 – The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Advocacy Committee and forwarded to the October Public Board meeting, for review and approval.

The Advocacy Committee would like to hold the first Student Advisory Committee meeting on December 12, 2022, in person, a second meeting in February 2023 online and a third meeting in April/May 2023 in person.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Not applicable.



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Advocacy Committee
Shawna Warren, Superintendent

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 231 – Student Advisory Committee](#)

ADDITIONAL REFERENCE: [Policy 125 – Advocacy Plan](#)
[Policy 225 – Board Responsibility and Conduct](#)
[AP250 – Student Advisory Committee](#)
Board Procedures Regulation 82/2019

SUBJECT: Advocacy Committee Work Plan 2022-2023

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Advocacy Committee Work Plan 2022-2023 as presented at the October 26, 2022, Public Board meeting.

Or

- b) That the Board of Trustees refer the Advocacy Committee Work Plan 2022-2023 back to the Advocacy Committee for further review and bring forward for approval at a future Public Board meeting.

BACKGROUND:

As per policy 230 – Board Committees, section 2.5 – *Each Committee will develop an annual work plan and report same to the Board for review and approval.*

An Advocacy Committee Work Plan for the 2022-2023 School Year has been developed at the 2022 Board Retreat and brought to the October Public Board meeting for review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Advocacy Committee Work Plan 2022-2023



Advocacy Committee Work Plan 2022-2023

Activity	MRP
Legal Public School (name, logo, colours)	Advocacy Committee
Meet with the Student Advisory Committee 3 times/year	Advocacy Committee
Connect with MLAs and municipal partners <ul style="list-style-type: none">● begin with the ones not connected in 2021-2022● Meet twice a year with Morinville and Sturgeon County● Meet once a year with Redwater, Gibbons, Bon Accord● AFN - have not met as Board/Council	Advocacy Committee
Meet with party candidates	Advocacy Committee
COSC - more than one meeting/year? Connection to Student Advisory Feedback	Advocacy Committee
Meet with Neighbouring School Divisions	Advocacy Committee
Front and center in communities - parades and engagement events	Advocacy Committee



DATE: October 26, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Building and Maintenance Committee
Liliana LeVesconte, Associate Superintendent, Corporate Services

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

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Administrative Procedure 600 – Capital Plan Development](#)
[Administrative Procedure 605 – Site and Playground Development Procedures](#)
[Administrative Procedure 615 – School Facilities and Equipment Maintenance](#)
[Board Procedures Regulation 82/2019](#)

SUBJECT: Building and Maintenance Committee Work Plan 2022-2023

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Building and Maintenance Committee Work Plan 2022-2023 as presented at the October 26, 2022, Public Board meeting.

Or

- b) That the Board of Trustees refer the Building and Maintenance Committee Work Plan 2022-2023 back to the Building and Maintenance Committee for further review and bring forward for approval at a future Public Board meeting.

BACKGROUND:

As per Policy 230 – Board Committees, section 2.5 – *Each Committee will develop an annual work plan and report same to the Board for review and approval.*

A Building and Maintenance Committee Work Plan for the 2022-2023 School Year has been developed at the 2022 Board Retreat and brought to the October Public Board meeting for review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Building and Maintenance Committee Work Plan 2022-2023



Building and Maintenance Committee

Work Plan

2022-2023

Activity	MRP
JUPA - Morinville, Bon Accord, Gibbons, Redwater, Sturgeon County	Building and Maintenance Committee
Grass cutting and snow clearing	Building and Maintenance Committee
3 and 10 year Capital plans	Building and Maintenance Committee
Aging buildings, build a plan, and advocate through ASBA, PSBAA	Building and Maintenance Committee
Building Maintenance schedule	Building and Maintenance Committee
Lagoon	Building and Maintenance Committee
Joint Use with RQB AG Society	Building and Maintenance Committee
Playgrounds	Building and Maintenance Committee



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Finance and Human Resources Committee
Liliana LeVesconte, Associate Superintendent, Corporate Services
Lisa Lacroix, Associate Superintendent, Human Resources
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
Board Procedures Regulation 82/2019
SUBJECT: Finance and Human Resources Committee Work Plan 2022-2023

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Finance and Human Resources Committee Work Plan 2022-2023 as presented at the October 26, 2022, Public Board meeting.

Or

- b) That the Board of Trustees refer the Finance and Human Resources Committee Work Plan 2022-2023 back to the Finance and Human Resources Committee for further review and bring forward for approval at a future Public Board meeting.

BACKGROUND:

As per Policy 230 – Board Committees, section 2.5 – *Each Committee will develop an annual work plan and report same to the Board for review and approval.*

A Finance and Human Resources Committee Work Plan for the 2022-2023 School Year has been developed at the 2022 Board Retreat and brought to the October Public Board meeting for review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Finance and Human Resources Committee Work Plan 2022-2023



Finance and Human Resources Committee

Work Plan

2022-2023

Activity	MRP
Audit Committee	Finance and Human Resources Committee
Superintendent Evaluation	Finance and Human Resources Committee
Financial Transparency, a budget video or clear explanations	Finance and Human Resources Committee
Challenge with recruiting and retaining Staff	Finance and Human Resources Committee
Board Evaluation	Finance and Human Resources Committee
Budget	Finance and Human Resources Committee
Annual Financial Statements	Finance and Human Resources Committee



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Policy Committee
Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 230, Appendix B – Policy Committee](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[AP250 – Student Advisory Committee](#)
[Education Act: Sections 51, 52 \(1\) \(b\)](#)
[Board Procedures Regulation 82/2019](#)
SUBJECT: Policy Committee Work Plan 2022-2023

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Policy Committee Work Plan 2022-2023 as presented at the October 26, 2022, Public Board meeting.

Or

- b) That the Board of Trustees refer the Policy Committee Work Plan 2022-2023 back to the Policy Committee for further review and bring forward for approval at a future Public Board meeting.

BACKGROUND:

As per policy 230 – Board Committees, section 2.5 – *Each Committee will develop an annual work plan and report same to the Board for review and approval.*

A Policy Committee Work Plan for the 2022-2023 School Year has been developed at the 2022 Board Retreat and brought to the October Public Board meeting for review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

1. Policy Committee Work Plan 2022-2023



Policy Committee Work Plan 2022-2023

Activity	MRP
Review Policies in accordance to the 4 year Policy Tracker	Policy Committee
Add Policy 110 and 115 back into annual review	Policy Committee
Review or consider amending a Policy that will provide guidance on Criminal Record checks for Trustees	Policy Committee
Review Policies referred to the Committee by Administration or Board of Trustees	Policy Committee
Cell Phone Policy	Policy Committee



DATE: October 26, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Transportation Committee
Liliana LeVesconte, Associate Superintendent, Corporate Services
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation](#)
Board Procedures Regulation 82/2019
SUBJECT: Transportation Committee Work Plan 2022-2023

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Transportation Committee Work Plan 2022-2023 as presented at the October 26, 2022, Public Board meeting.

Or

- b) That the Board of Trustees refer the Transportation Committee Work Plan 2022-2023 back to the Transportation Committee for further review and bring forward for approval at a future Public Board meeting.

BACKGROUND:

As per Policy 230 – Board Committees, section 2.5 – *Each Committee will develop an annual work plan and report same to the Board for review and approval.*

A Transportation Committee Work Plan for the 2022-2023 School Year has been developed at the 2022 Board Retreat and brought to the October Public Board meeting for review and approval.

Administration is prepared to respond to questions at the October 26, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Transportation Committee Work Plan 2022-2023



Transportation Committee

Work Plan

2022-2023

Activity	MRP
Clarity into all dimensions of Transportation <ul style="list-style-type: none">• revenue and expense (a clear Bus example)• Routes• detail regarding 2.4 km implications	Transportation Committee
Insurance	Transportation Committee
Building relationship with contractors and clarification of expectations	Transportation Committee
Communications plan for contractors and dispute resolution	Transportation Committee
Engagement with municipalities and stakeholders to discuss walking boundaries and safety for children	Transportation Committee
Review school boundaries for transportation	Transportation Committee
Review of Choice Ridership	Transportation Committee
Fuel Contingency	Transportation Committee