



BOARD OF TRUSTEES  
STURGEON PUBLIC SCHOOLS

Public Board Meeting

**AGENDA**

**Date:** January 25, 2023 **Start Time:** 9:00 a.m.

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

1. Call to Order
2. Land Acknowledgement
3. Consideration of Agenda
  - 3.1 Additions/Deletions to Agenda
  - 3.2 Approval of Agenda
4. Appointments
5. Reading and Approving of Minutes
  - 5.1 Approval of the Minutes of the Regular Meeting of December 21, 2022
6. Presentations
  - 6.1 Financial Services Presentation
  - 6.2 STEAM Academy – Four Winds Public School
7. Reports from Senior Executive
  - 7.1 Bus Contractor Agreement
  - 7.2 Administrative Procedure 241 – Annual Education Results Report
  - 7.3 Administrative Procedure 242 – Three Year Education Plan
  - 7.4 Administrative Procedure 243 – School Education Plans and Annual Results Report
  - 7.5 Administrative Procedure 521 – Independent Student Status
  - 7.6 Administrative Procedure 720 – Teacher Staffing, Certification and Placement
  - 7.7 Communications Report – January 2023
  - 7.8 Monthly Financial Report – December 2022
  - 7.9 Monthly IT Report – January 2023
  - 7.10 2022-2023 Superintendent Discretionary Fund

## 8. Reports from Trustees and Standing Committees

- 8.1 Chair's Report
- 8.2 Trustees' Report
- 8.3 Advocacy Committee
- 8.4 Audit, Finance, and Human Resources Committee
- 8.5 Building and Maintenance Committee
- 8.6 Policy Committee
- 8.7 Transportation Committee

## 9. Reports from Special Committees/Task Groups

- 9.1 Alberta School Boards Association Representative
- 9.2 Public School Boards Association of Alberta Representative

## 10. New Business

- 10.1 Sturgeon Public Schools Annual Education Results Report (AERR) – Update
- 10.2 Policy 130 – Public Interest Disclosure (Whistleblower Protection)
- 10.3 Policy 231 – Student Advisory Committee

## 11. Unfinished Business

## 12. Notices of Motion

## 13. Information

## 14. Comment and Question Period

- 14.1 ATA; CUPE
- 14.2 Community Members
- 14.3 Media

## 15. Requests for Information

## 16. In Camera

## 17. Adjournment



**Sturgeon  
Public Schools**

**Minutes of the Meeting of  
The Board of Trustees of  
The Sturgeon Public School Division  
Held at Morinville on December 21, 2022**

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**Sturgeon  
Public Schools**

**Minutes of the Meeting of  
The Board of Trustees of  
The Sturgeon Public School Division  
Held at Morinville on December 21, 2022**

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**PRESENT**

Mr. Joe Dwyer, Chair  
Ms. Irene Gibbons, Vice Chair\*  
Mrs. Cindy Briggs, Trustee  
Mrs. Janine Pequin, Trustee\*  
Mrs. Stacey Buga, Trustee  
Mrs. Tasha Oatway-McLay, Trustee  
Ms. Trish Murray-Elliott, Trustee  
Mrs. Shawna Warren, Superintendent  
Mr. Jonathan Konrad, Deputy Superintendent, Education Services  
Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services  
Mrs. Lisa Lacroix, Associate Superintendent, Human Resources  
(\* *Electronic Attendance*)

**CALL TO ORDER**

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

**LAND ACKNOWLEDGEMENT**

Trustee Cindy Briggs read the Land Acknowledgement Statement.

**APPROVAL OF AGENDA**

Removed Four Winds Public School Student STEAM Academy Presentation.

#110/2022 – Moved by Mrs. Tasha Oatway-McLay that the agenda be approved as amended.

CARRIED UNANIMOUSLY

**APPOINTMENTS**

**APPROVAL OF MINUTES**

#111/2022 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Regular Meeting of November 23, 2022, be approved as presented.

CARRIED UNANIMOUSLY

**PRESENTATIONS**

Transportation Services presentation by Amy Hebert, Manager, Transportation Services.



## REPORTS FROM SENIOR EXECUTIVE

### 2022-2023 Class Size Information Reporting

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on 2022-2023 Class Size Information Reporting.

In September 2019, Alberta Education discontinued the Class Size Information Survey initiative and reporting by school jurisdictions.

Administration continues to track class size data to provide a Division snapshot and trend analysis. Class Size Information is gathered using the same criteria as the previous Alberta Education Class Size Information Survey initiative:

- A class is defined as a group of students with ONE teacher for 50% or more of the instructional time devoted to a subject.
- A multi-grade classroom with one teacher is counted as one class.
- Multi-graded classrooms are included in the higher-grade level. i.e. Grade  $\frac{3}{4}$  combined would be included in the 4-6 category.
- Only first semester courses are included in this report.
- Only core courses are included – Language Arts, Social Studies, Math and Science. Irregular classes such as Work Experience and Distance Learning are not included.
- Outreach Programs, the Hutterite Colony and Oak Hill are not included in the report.
- Data reported in this survey is as of **September 29, 2022**. Additional staffing has been added at nearly all sites since the reporting date

Administration would like to remind the Board of Trustees that class sizes and class targets are a function of the budget process.

2022 - 2023 Class Size Analysis for Sturgeon Public Schools								
Core Course Class Size Averages as of September 29, 2022								
Average by Subject Category	K to 3		4 to 6		7 to 9		10 to 12	
	Previous 3yr Average	2022/23	Previous 3yr Average	2022/23	Previous 3yr Average	2022/23	Previous 3yr Average	2022/23
Language Arts	19.72	19.51	23.75	23.75	23.79	25.27	25.45	24.64
Mathematics	19.72	19.13	23.75	23.75	23.89	24.23	22.34	19.53
Social Studies	19.72	19.51	23.75	23.75	24.49	24.45	26.08	28.46
Science	19.44	19.51	23.79	23.79	24.72	24.49	21.46	23.11
Average	19.65	19.41	23.76	23.76	24.22	24.61	23.83	23.93
Board Directed		19.45		26.95		28.95		28.95
Overall Average		19.41		23.76		24.61		23.93
Difference with Board Directed		-0.04		-3.19		-4.34		-5.02
Difference with Previous 3yr Average		-0.23		0.00		0.39		0.10
All data reflects 29 September 2022 counts in schools.								
Class size averages do not include French Immersion classes, or Knowledge and Employability classes. These classes are smaller in number and are supported by additional grants other than Base Instruction.								

### **Aboriginal Studies 30 Course**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Aboriginal Studies 30 Course.

Summer 2022, a new Aboriginal Studies 30 course was developed by two teachers from Sturgeon Composite High School. This course is far more engaging, diverse and teacher-friendly than its predecessor. Many students have indicated an interest in taking Aboriginal Studies 30 as it provides meaningful insight into the history and experience of Indigenous peoples in Canada and can now be used as an entrance requirement for several programs in post-secondary in place of Social Studies 30.

The course uses the Contemporary Issues text and is broken up into 4 themes: Aboriginal Rights and Self Government, Land Claims, People in Canadian Society, and World Issues. The course has been pre-built in both Google Classroom and Hapara workspaces to provide teachers with easy access and to support traditional, face-to-face teaching and online learning.

### **Alberta Education Funding**

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, and Mrs. Shawna Warren, Superintendent, brought forward as information, a memo on Alberta Education Funding.

Late this fall, Alberta Education released information on various additional funding grants available for the 2022-2023 school year. The following additional funds were allocated to Sturgeon Public Schools in November and December 2022.

#### **Learning Loss Disruption Funding**

School authorities submitted applications for students in Grades 2 - 4 to access learning disruption funding. The learning disruption funding is intended to provide between 12 and 16 weeks of targeted programming during this school year. Sturgeon Public School Division received \$76,861 for the 2022/2023 school year to support 403 students.

The Division is working on the plan that will best support students this year, but also in the long run, and will introduce resources and programming to support the success of this initiative. The options being considered by school administration are outlined below and will be implemented beginning in January 2023.

#### **Option #1 - Site Based Model**

Funding would be allocated to schools to use for resources/staffing for Grades 2-4. Funding is based on the number of students identified as “at risk” from June 2022 data. Funds would vary from approximately \$5,000 and \$17,000. The sustainability of this option relies on continued funding.

#### **Option #2 - Intervention Model**

Hire an intervention teacher (or potentially educational assistants) to work throughout the Division to provide intervention directly to students. Time spent in each building would be dependent on the number of students identified as “at risk” based on June 2022 data. The sustainability of this option relies on continued funding.

#### **Option #3 - Capacity Building Model**

Hire a teacher coach that would work throughout the Division as an elbow partner to build capacity with classroom teachers around small group instruction. Teachers would then

implement targeted interventions within their classrooms. This option creates a sustainable intervention system.

As indicated in the following tables, Alberta Education has significantly reduced support to address the learning loss due to the pandemic disruption, and this reduction of support is likely to continue in the coming years. Learning impacts from the pandemic, however, are likely to be experienced within classrooms for many years to come and any solution or support implemented today should be sustainable for the foreseeable future.

### 2022/2023 Data

Grade 2 Literacy	Grade 2 Numeracy	Grade 2 Both	Grade 3 Literacy	Grade 3 Numeracy	Grade 3 Both	Grade 4 Literacy	Grade 4 Numeracy	Grade 4 Both	Total
33	75	55	51	28	28	60	30	43	403
163			107			133			403

Total Funding = \$76,861.00 or approximately \$190.73 per student

### 2021/2022 Data

Grade 1 Literacy	Grade One Numeracy	Grade 2 Literacy	Grade 2 Numeracy	Grade 3 Literacy	Grade 3 Numeracy	Total
134	172	129	93	140	115	783
306		222		255		783

Total Funding = \$379,998.00 or approximately \$485.31 per student

A final report on how this funding impacted student achievement in literacy and numeracy is due to Alberta Education by June 16, 2023.

### Alberta School Council Engagement Grant Fund

Through the Alberta School Council Engagement Grant, each school council received \$500 to better support individual school councils and strengthen engagement with parents. This could include creating more school events that involve parents and developing a broader range of tools to communicate with them. Sturgeon Public Schools received \$7,000 this year and was allowed to carry forward the balance of \$5,416.19 from last year, to be spent during the current year. Each school will work directly with the school councils to identify learning opportunities such as workshops and customized services, to increase the capacity of the school council members.

### Mental Health in School Pilot Programs

Sturgeon Public Schools has been approved to receive \$617,000 under the Mental Health in School Pilot Program. The program is intended to run until December 2024 and is part of Alberta's comprehensive and layered approach to supporting student mental health in new and innovative ways. The Division is in the process of reviewing and signing the grant agreement and developing an execution plan.

### French as a Second Language (French Learner Participation)

The Division qualified for the French as a Second Language Grant and received \$48,362.41, to offer courses under Sections 17 & 18 of the Education Act, in alignment with the hours of instruction, and the number of students in the program.

### Funding to Support Ukrainian Students

School authorities that have accepted students arriving from Ukraine have been allocated a grant rate of \$5,500 per eligible student to provide language, social and educational supports. Funding allocations are based on Ukrainian students who were enrolled and identified on the September count date. Sturgeon Public School Division had 10 Ukrainian students registered in SPS schools on the September count date.

Ukrainian students entering the education system between October 2022 and March 1, 2023, will be eligible for 50 per cent of the grant on the March count.

To support Ukrainian students within Sturgeon Public Schools, the Division has hired two language support Educational Assistants that will work directly with Ukrainian students and support families to engage with schools and community supports.

### Mental Health Service Classrooms Update

Mrs. Shawna Warren, Superintendent, brought forward as information, a memo on Mental Health Service Classrooms Update.

At the August 24, 2022, Public Board Meeting, the Superintendent shared information about Mental Health Service Classrooms coming to Sturgeon in February 2023.

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

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

Sturgeon Public School Division, Edmonton Public School Division and Edmonton Catholic School Division were selected to participate in the mental health in schools project, which will see \$10 million per year for 2022/2023 and 2023/2024 to launch the delivery of new and innovative supports and services through collaboration between community mental health providers and school authorities.

Originally, CASA had chosen Sturgeon Composite High School and Four Winds Public School as the sites to launch Mental Health Services Classrooms beginning February 2023, however, due to increased enrolment at Four Winds and lack of space, the program is now going to be moved to Gibbons School. Gibbons School was the alternate choice in the original proposal.

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

- Embedded classroom teams with a mental health therapist, classroom behavioural therapist, and psychiatrist. Support teams with a social worker, nurse, assessment psychologist, occupational therapist, and speech and language therapist.
- Ongoing services will include: evaluation and assessments to inform care plans; individual and group therapy; medication trials and management; family therapy and parenting support; and consultation, education, observation, and recommendations for transitions.

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

#### **Transportation Review 2023-2024 – 2.4km Choice Rider**

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a memo on Transportation Review 2023-2024 – 2.4km Choice Rider.

Transportation Services is reviewing the walk boundary for student pick-ups/drop-offs within 2.4km or less from the school of attendance. Any students who reside within 2.4km of their designated school are ineligible for transportation funding from Alberta Education, and the fees collected from families are only a fraction of what the program needs to run within the transportation funding portfolio. Beginning the 2023-2024 school year, students will be required to follow the application process for the Choice Rider, and transportation will not be guaranteed until such time an assessment of the route and the costs thereof are determined. This process is likely to affect Four Winds, Gibbons, and Redwater Schools, Grades 5–9, and only where it is safe to do so.

Implementing this walk boundary for unfunded students (those who live inside 2.4km) will provide Transportation Services the opportunity to ensure transportation can be offered without impacting the safety and cost to the students who we receive funding for.

#### **Communications Report – December 2022**

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

#### **Monthly Financial Report – November 2022**

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

#### **Monthly IT Report – December 2022**

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

#### **2022-2023 Superintendent Discretionary Fund**

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

November 17, 2022 – December 14, 2022, the following additional staffing FTE and resources have been added to schools using Superintendent Discretionary Fund dollars:

- Four Winds Public School increase teacher FTE from 0.575 to 1.0 to support complex needs in Elementary Strategies Programming.
- Musical Instrument purchase for Legal Public School (Ukuleles, Bongos, mallets, Glockenspiel, boomwhackers, xylophones).

2022 - 2023 Superintendent Discretionary	2022-2023				
	\$ 800,000				
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
<b>Direct staffing to schools (K- 12)</b>					
Teachers					
Four Winds	0.425		\$ 29,337	Tuesday, November 22, 2022	
Guthrie	0.1		\$ 10,380	Retroactive to August 26, 2022	
Redwater	0.8		\$ 83,040	Monday, Oct 4, 2022	
Gibbons	0.12		\$ 12,456	Friday, September 16, 2022	
Redwater	0.63		\$ 65,394	Thursday, September 1, 2022	
Gibbons	0.7		\$ 72,660	Thursday, September 1, 2022	
Gibbons	0.6		\$ 62,280	Tuesday, May 24, 2022	
EMPS	1.0		\$ 103,800	Tuesday, May 31, 2022	
LS	0.5		\$ 46,710	Monday, June 27, 2022	
FWPS	0.2		\$ 20,760	Friday, July 1, 2022	
Guthrie	1.0		\$ 103,800	Tuesday, May 10, 2022	
<b>Total</b>	<b>5.60</b>	<b>\$103,800.00</b>			<b>\$610,617.00</b>
<b>Direct staffing to schools (K- 12)</b>					
CUPE					
EA OLEP	0.184	\$48,700.00	\$8,960.80	Friday, October 14, 2022	
SCHS Office Clerk	1	\$49,200.00	\$49,200.00	Wednesday, May 25, 2022	
LS Library Tech	0.4	\$35,700.00	\$14,280.00	Monday, June 27, 2022	
<b>Total</b>	<b>1.58</b>				<b>\$72,440.80</b>
<b>Other</b>					
Human Resources Advisor	\$0.80		\$55,424.00	Friday, October 14, 2022	
Musical Instruments for Legal Public School			\$6,070.60	Thursday, December 8, 2022	
<b>Total</b>					<b>\$61,494.60</b>
<b>Total Costs</b>					
					<b>\$744,552.40</b>
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, November 8, 2022	<b>\$129,420.00</b>
<b>Total budget remaining</b>					<b>\$184,867.60</b>

## 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:

- Administration Meetings
- Advocacy Committee Meeting (December 21)
- Audit, Finance and Human Resources Committee Meeting (December 21)
- Building and Maintenance Committee Meeting (December 7)
- Camilla Christmas (December 23)
- Camilla Christmas Concert (December 14)
- Camilla School Meeting (December 20)
- Central Office Christmas Luncheon (December 16)
- Colony Christmas Concert (December 22)
- Committee of the Whole Meetings (December 7 & 12)
- Internet Safety Parent Presentation at Camilla School (December 7)
- Joint Transportation Committee Meeting (December 19)
- PSBAA Meeting (December 7)
- Public Board Meeting (December 21)
- Rotary Meetings

- Student Advisory Committee Meeting (*December 12*)
- Transportation Committee Meeting (*December 7*)
- Value Scoping Session (*December 1*)

## **TRUSTEES' REPORTS**

Verbal and written reports were provided.

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

Trustee Briggs reported that she attended:

- Bon Accord Community School Christmas Concert (*December 22*)
- Building and Maintenance Committee Meeting (*December 7*)
- Central Office Christmas Luncheon (*December 16*)
- Committee of the Whole Meetings (*December 7 & 12*)
- Community Service Advisory Board Meeting (CSAB) (*December 19*)
- Joint Transportation Committee Meeting (*December 19*)
- Lilian Schick School Christmas Concert (*December 21*)
- Lilian Schick School Council and Room Parent Association Meeting (*December 6*)
- PSBAA Meeting (*December 7*)
- Transportation Committee Meeting (*December 7*)
- Value Scoping Session (*December 1*)
- Visit Bon Accord Community School (*December 16*)
- Visit Legal Public School (*December 16*)
- Visit Lilian Schick School (*December 16*)
- Visit Oak Hill School (*December 16*)

### **Trustee Buga (Morinville Area)**

Trustee Buga reported that she attended:

- Advocacy Committee Meetings (*November 23 & December 21*)
- ASBA Zone 2/3 Meeting (*December 2*)
- ATA Committee Meetings (*November 28 & November 30*)
- Audit, Finance and Human Resources Committee Meeting (*December 21*)
- Building and Maintenance Committee Meeting (*December 7*)
- Central Office Christmas Luncheon (*December 16*)
- Committee of the Whole Meetings (*December 7 & 12*)
- Dale Nally Open House (*December 2*)
- ÉMPS English Winter Concert Part 1 (*December 19*)
- ÉMPS English Winter Concert Part 2 (*December 20*)
- ÉMPS French Immersion Winter Concert (*December 15*)
- ÉMPS School Council Meeting (*December 12*)
- Joint Transportation Committee Meeting (*December 19*)
- Meeting with the Superintendent and Deputy Superintendent, Education Services regarding NLLS (*December 19*)
- Phone Meeting with SPVA Principal (*December 9*)
- Policy Committee Meeting (*November 23*)
- PSBAA Meeting (*December 7*)
- Public Board Meeting (*December 21*)
- Rural Caucus Meeting (*December 15*)
- SCHS Winter Music Showcase at Arden Theatre (*December 14*)

- SPVA/Learning Centre School Advisory Committee Meeting (*December 13*)
- Student Advisory Committee Meeting (*December 12*)
- Transportation Committee Meeting (*December 7*)
- Value Scoping Sessions (*November 29 & December 1*)

#### **Trustee Gibbons (Gibbons/Lamoureux)**

Trustee Gibbons reported that she attended:

- Audit, Finance and Human Resources Committee Meeting (*December 21*)
- Committee of the Whole Meeting (*December 12*)
- Landing Trail School Grade 1-4 Christmas Concert (*December 15*)
- Landing Trail School Pre K and Kindergarten Christmas Concert (*December 13*)
- Pizza Party for Gibbons School Class 7B (*December 16*)
- Public Board Meeting (*December 21*)

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

Trustee Murray-Elliott reported that she attended:

- Advocacy Committee Meeting (*December 21*)
- Audit, Finance and Human Resources Committee Meeting (*December 21*)
- Building and Maintenance Committee Meeting (*December 7*)
- Central Office Christmas Luncheon (*December 16*)
- Committee of the Whole Meetings (*December 7 & 12*)
- Joint Transportation Committee Meeting (*December 19*)
- Meeting with PSBAA President, Dennis MacNeil and CEO Troy Tait (*December 7*)
- Public Board Meeting (*December 21*)
- Student Advisory Committee Meeting (*December 12*)
- Sturgeon Composite High School Artwalk and Concert (*December 14*)
- Sturgeon Heights School Turkey Lunch (*December 22*)
- Sturgeon Heights School Winter Concert (*December 8*)
- Transportation Committee Meeting (*December 7*)
- Value Scoping Session (*December 1*)

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

Trustee Oatway-McLay reported that she attended:

- Guthrie School Council Meeting
- PSBAA – Art of Leadership Conference (*December 1*)

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

Trustee Pequin reported that she attended:

- Advocacy Committee Meeting (*December 21*)
- Committee of the Whole Meetings (*December 7 & 12*)
- Joint Transportation Committee Meeting (*December 19*)
- PSBAA Meeting (*December 7*)
- Public Board Meeting (*December 21*)
- Redwater School Christmas Concert (*December 8*)
- Rural Caucus (*December 15*)
- Student Advisory Committee Meeting (*December 12*)
- Zone 2/3 (*December 2*)



## **ADVOCACY COMMITTEE**

The Advocacy Committee held a meeting on November 23, 2022. The following is a summary of that meeting:

- One-hour meetings to be booked with Municipal Partners: Town of Morinville, Town of Redwater and Sturgeon County;
- Agenda topics for the Student Advisory Committee meeting on December 12, 2022, were discussed;
- Council of School Councils follow up discussion and the suggestion of a spring meeting; and
- Trustees discussed using Christmas Cards designed by students for Christmas 2023. This suggestion will be brought forward to the Board for discussion and direction.

A Student Advisory Committee meeting was held on December 12, 2022, at SCHS. The following is a summary of that meeting:

- Co-Chair, Jayce Cornelius, walked the students through an exercise to go deeper into a question from the 21-22 school year Student Advisory Committee:
  - Which activities are student-led or student-organized in your school and how do students have a voice within your school?
- The students then worked through the following questions:
  - Who is an advocate for you in your school and community?
  - Who are you connected to and who helps you with non-course specific challenges at school?

An Advocacy Committee meeting is scheduled on the afternoon of December 21, 2022.

## **AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE**

An Audit, Finance and Human Resources Committee meeting is scheduled on the afternoon of December 21, 2022.

## **BUILDING AND MAINTENANCE COMMITTEE**

The Building and Maintenance Committee held a meeting on December 7, 2022. The following is a summary of that meeting:

- The 2023-2024 Modular Program was announced on November 17, 2022. Modulares were reviewed and are in alignment with the 3-Year Capital Plan. It was recommended to bring the modular submission proposal to the Public Board Meeting on December 21, 2022.
- The CASA Mental Health Service Classrooms (MHSC) Program will begin on February 28, 2023. The CASA MHSC Program will utilize two classrooms at Gibbons School. The Division will be provided \$10,000/year of funding from CASA for furniture and equipment. The program requires minimum infrastructure investment.
- Snow removal contract management is being adjusted to meet the needs of the Division. The cost is higher than anticipated and will require a budget adjustment.

- Insurance costs and deductible went up significantly due to the claim related to the January 2022 flood at Sturgeon Composite High School.
- Potential changes to Daycare centres and requirements are being contemplated for future needs.
- The heating system at the Morinville Colony is in need of maintenance.

A Building and Maintenance Committee meeting is scheduled on January 11, 2023.

### **POLICY COMMITTEE**

The Policy Committee held a meeting on November 23, 2022. The following is a summary of that meeting:

- Policy 231 – Student Advisory Committee was reviewed with the recommendation for administration to provide guidance on how this policy could establish the schedule for this committee earlier in the year to the Board of Trustees.
- Policy 130 – Public Interest Disclosure (Whistleblower Protection) was reviewed with the recommendation for administration to bring back to the committee a clearer rationale for the recommended changes.
- Policy 900 – Student Conduct and Discipline was reviewed with the recommendation for administration to take the potential changes to the next Administrative Council meeting to gather feedback from school leadership before proceeding with the revisions.

The next Policy Committee meeting is scheduled for January 11, 2023, before the Committee of the Whole meeting.

### **TRANSPORTATION COMMITTEE**

The Transportation Committee held a meeting on December 7, 2022. The following is a summary of that meeting:

- A bus pass overview was provided. Bus passes provide Transportation Services with the knowledge that the students are on the right bus. The program poses difficulties for reinforcement with students and bus operators. Removing the bus passes would increase liability exposure for the Division. It was determined that the positives of having the passes outweigh the negatives, therefore, the program will continue to be encouraged, and the Division will continue to look for opportunities for improvement.
- The Fuel Price Contingency Program was reviewed and ongoing discussions with Alberta Education were shared. There is a budgeted deficit of \$300K for Transportation Services for the 2022-2023 school year that was intended to be offset with the Fuel Subsidy. A recommendation will be brought to the Public Board Meeting.

- The Request For Proposal (RFP) Process was reviewed and will be brought forward in January 2023 to support potential contractual changes: length of contract, option to renew, language with respect to fuel subsidy, and inclement weather. New contracts are to be in effect on July 1, 2023.
- The 2022-2023 Choice Rider under 2.4km implications and outcomes were reviewed. The program is considered ineligible and currently not funded under the Alberta Education transportation grant, while transportation fees are minimal compared to the cost of running this option.
- Rural vs. In-Town riders for Morinville, Bon Accord, St. Albert, and Redwater numbers were reviewed to better understand urban-rural ridership.

A Transportation Committee Meeting is scheduled on January 11, 2023.

Meeting recessed for a break at 10:33 a.m.

Meeting resumed at 10:38 a.m.

## **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**

### **2022-2023 Council of School Councils' Spring Meeting**

Each year the Board of Trustees seeks to host a meeting with the School Council Chairs or Vice Chairs to encourage communication between School Councils and the Board of Trustees. The first meeting for the 2022-2023 school year took place on Tuesday, October 25, 2022, at the Morinville Rendez Vous Centre. At the October 25, 2022, meeting, it was determined that the Council of School Councils' would meet again in Spring 2023.

#112/2022 – Moved by Mrs. Tasha Oatway-McLay that the second 2022-2023 Council of School Councils' meeting take place in person at École Morinville Public in Morinville on Tuesday, March 21, 2023, at 5:30 p.m. with the service of a three-course meal.

DEFEATED 3/4  
Opposed: Mr. Joe Dwyer  
Mrs. Cindy Briggs  
Ms. Irene Gibbons  
Mrs. Stacey Buga

#113/2022 – Moved by Mrs. Stacey Buga that the second 2022-2023 Council of School Councils' meeting take place in person at École Morinville Public in Morinville on Tuesday, March 21, 2023, at 6:30 p.m. with snacks and light refreshments.

CARRIED 6/1  
Opposed: Mrs. Janine Pequin

### 2022-2023 Fuel Price Subsidy Program

The Fuel Rate Contingency Program was announced in July 2022 with a retroactive payment for the period of March to June 2022 and is continuing to be awarded to Divisions in 2022-2023, as long as the fuel price for diesel remains above \$1.25/litre.

Sturgeon Public Schools received a total payment of \$143,729 for the Fuel 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 that was directed to the Contractors. This payment was processed to Contractors on July 21, 2022.

Starting September 2022, the Division will receive a monthly Fuel Contingency payment around the 15<sup>th</sup> of the following month, as calculated by Alberta Education. To date, the Division has received three payments. Alberta Education uses the distance rate model that the Division used prior to the change implemented in September 2020. The government distance rate is adjusted to market fuel price, either monthly or as established during the budgeting process as an average for the actual market prices. The formula for the distance rate is:

$$\text{Base fixed rate} + (\text{Market Fuel Price}/\text{Consumption rate})$$

For comparison purposes below is the calculation of the distance rates side by side for both methodologies:

	Sep 2020		Sep 2021		Sep 2022		Nov 2022	
Base fixed rate	\$0.60		\$0.60		\$0.60		\$0.60	
Consumption rate	3.09		3.09		3.09		3.09	
Market Fuel Price	\$0.922		\$1.238		\$1.734		\$1.909	
Market Rate/Consumption Rate	\$0.298		\$0.401		\$0.561		\$0.618	
Distance Rate	\$0.898	\$0.93	\$1.01	\$0.98*	\$1.161	\$1.28	\$1.218	\$1.28

\*plus \$0.21/km fuel subsidy already paid in 21-22 for 4 months (if annualized leads to \$0.08/km).

Based on the analysis included above, the distance rate paid to the Bus Contractors for 2022-2023 to date, already incorporates the market fuel price escalations.

Should the Board decide to pay out the fuel subsidy that the Division received from Alberta Education, the Board will require to obtain Ministerial Approval to further extend the access to the Division's reserves, equal to the deficit that the fuel subsidy was intended to offset in the Division's 2022-2023 budget.

#114/2022 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve the distribution of the fuel price contingency to the Bus Contractors, as received by the Division on a monthly basis during the 2022-2023 school year as presented at the December 21, 2022, Public Board meeting.

CARRIED 6/1  
Opposed: Mrs. Janine Pequin

### 2023-2024 Modular Program Submission

Alberta Education announced on November 17, 2022, that the 2023-2024 Modular Program will be funded again and is taking submissions from Divisions on December 16, 2022. The Division submitted an application to Alberta Education on December 16, 2022, for the demolition of four old modulars and the addition of two new modulars.

There are two modular units at Redwater School that are proposed for demolition. These modulars were installed in 1985 and are not required for instructional space. These units were assessed to be in very poor condition, with high levels of mold and fungal contamination, and consequently have been sealed off from the building to contain the cross-contamination to the rest of the school. The demolition would bring the space utilization at Redwater School to 69%.

There are two modular units at Landing Trail School that are proposed for demolition. These modulars were installed in 1977 and are in poor condition. The school does not require this additional instructional space, and the demolition of these two units will improve the space utilization of the school from 76% to 84%.

The addition of two modular units at Namao School will assist with easing the strain of student occupancy in the school. The two daycare groups are reducing the space available for instruction, and with the addition of two new units, the school will be in a better position to absorb future growth.

#115/2022 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the 2023-2024 Modular Program Submission as presented at the December 21, 2022, Public Board meeting.

CARRIED UNANIMOUSLY

## 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**

Comments from community members were shared.

**MEDIA**

Not in attendance.

**REQUESTS FOR INFORMATION**

**IN CAMERA**

#116/2022 - 11:36 p.m. - Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#117/2022 - 12:22 p.m. - Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Trustee Trish Murray-Elliott adjourned the meeting at 12:22 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



**Sturgeon  
Public Schools**  
Dare to reimagine learning

# Financial Services

**Lynne Chaston, Director**  
January 25, 2023

# Who We Are



Lynne Chaston  
Director



Madi VanDerLinden  
Accounts Receivable



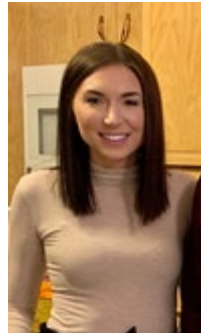
Roxy Prodaniuk  
Accounts Payable



Brad Durand  
Financial Analyst



Peggy Bell  
Financial Analyst



Rebecca Stanton  
Financial Analyst



Emily  
Hussey

Shana  
Dahl

Elana  
Levett

Becky  
Sturm

Julia  
Madej

Lemae  
Basalo

Business Managers








# Mission Statement

Finance is dedicated to providing excellent financial management and support to the Division. We work to ensure that students and staff have the resources they need to succeed. We strive to be responsible stewards of public funds, maintain the highest level of integrity in our financial reporting, and ensure the Division remains financially sound. We are committed to providing accurate and timely financial information, as well as delivering excellent customer service. Our ultimate goal is to enable our Division to continuously improve, ensuring that students and staff have the resources they need to succeed.

## **Assurance Domain: Governance**

Public assurance occurs when Sturgeon Public Schools' engages openly with stakeholders with a focus on student achievement and demonstrates stewardship of system resources.



# Financial Services

## Day to Day Financial Activities

Central Office: Processing all Division accounts payable and receivable for internal and external customers, tracking budgets and capital items, bank reconciliations and maintenance, developing and modifying finance programs, approving payroll, financial planning

School Level: Collection and recording of all student fees, coding, and processing all schools accounts payables, assisting principals with budgets and any finance related items

## Reporting

Internal and external Financial reporting, Budget, Annual Financial Statements and Annual Charity return

# Challenges faced by Financial Services include:

- Financial Services reporting requirements are constantly increasing which puts pressure on our resources to meet all deadlines and analysis. The team is currently working on updating our resources and tools to become more efficient, both on how we execute our task, and how we interact with internal and external clients.
- Financial Services is developing more training and reference documentation for Sturgeon Public staff to better understand the requirements. Receiving timely and proper documentation and backup for financial transactions (i.e. expense reports, visa purchases), helps us meet deadlines.
- Most of finance policies, procedures and guidelines are developed to meet government standards and audit controls. We are working with staff to overcome our limitations in meeting Audit requirements, internal controls and compliance.

# Financial Services Supports for Schools

**Our Goal: Support school-based staff to decrease the time spent on financial tasks so they can focus on the needs of students.**

Changes recently incorporated:

- Employ qualified Business Managers to assist Principals with all their financial tasks
- Provide monthly financial reports to Principals to give them a clear picture of their financial position
- Online access to financial documents gives staff the ability to view items affecting their budgets
- Enhance Accounts Payable so Principals can view, approve or reject invoices online

# Current and Future Projects

- **Invoice Entry Web** program for Central Office staff to better assist with timely and more efficient processing of invoices
- **Purchasing Card** program updates to increase the ease of use for staff
- Update Principal's **Financial Dashboard** to give Principals timely information
- Enhanced **Electronic Document Access** to provide document viewing online
- Improved **Financial Information and Reporting** for better clarity and readability

# Thank You



Sturgeon  
Public Schools

Dare to reimagine learning



**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Liliana LeVesconte, Associate Superintendent, Corporate Services

**GOVERNANCE POLICY:** [Policy 405 – Budget Development and Transparency](#)  
[Policy 500 - Transportation](#)

**ADDITIONAL REFERENCE:** [Administrative Procedure 550 - Contract Bus Service](#)  
*Education Act: Sections 139(1)(2), 143, 180, 183, 184*  
*Education Act: Sections 7(1), 4(1)(8), 59(1)*  
*School Transportation Regulation AR96/2019*  
 Assurance Domain - [Governance](#)

**SUBJECT:** Bus Contractor Agreement

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**PURPOSE:**

For information.

**BACKGROUND:**

School bus operators are responsible for ensuring compliance with Division Policy and Administrative Procedures, as well as any relevant federal, provincial, and/or municipal legislation regarding student transportation and school bus operations. Contracts are awarded through an open and competitive selection process. With all current contracts set to expire on June 30, 2023, new Requests for Proposal (RFPs) for all routes are being issued to maintain continuity of service.

The Bus Contractor Student Transportation Agreement outlines clear roles and responsibilities for Administration and Contractors and is aligned with industry standards. These agreements are being reviewed in collaboration with the Sturgeon School Bus Contractors Association, with negotiations focused on:

- The duration of the contract and option to renew;
- Updated language to ensure Criminal Records Checks are required every 5 years;
- Language to clarify minimum insurance requirements; and
- An annual review of Schedule A to include a review of the pay rates, and language with reference to the fuel subsidy program.

To ensure that Agreements are in place for the 2023 - 2024 school year, the RFP process will begin February 2023 with all agreements executed by May 31, 2023.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.



**ATTACHMENT(S):**

1. Not applicable.





**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** Assurance Domain – [Governance](#)  
**SUBJECT:** Administrative Procedure 241 – Annual Education Results Report

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**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education of School Divisions, Administration has created a new Administrative Procedure 241 – Annual Education Results Report.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 241 – Annual Education Results Report

## AP241: Annual Education Results Report

### Background

Sturgeon Public School Division is required by Alberta Education to prepare an Annual Education Results Report (AERR). As part of a continuous improvement cycle school divisions are expected to assess and interpret the results arising from implementing the Three-Year Education Plan and report on the progress toward achieving identified outcomes. School divisions must also report on their performance and the actions taken to meet their responsibilities in key assurance domains. The Division acknowledges its duty to maintain communication and accountability by making an Annual Results Report available and accessible to its stakeholders.

### Procedure

1. The Superintendent will develop an Annual Results Report (AERR) in accordance with Alberta Education requirements.
  - a. The Superintendent shall present the draft AERR for Board approval by November 30 of the school year.
  - b. Ensure that the Board approved AERR is submitted to Alberta Education in a form and at a time that meets requirements.
2. The AERR will contain information regarding progress toward meeting the goals and objectives established by the Division in the Three-Year Education Plan.
3. The AERR will contain the results on mandatory and optional measures gathered throughout the year as on-going reviews, evaluations, surveys, planning sessions and professional development activities.
4. The format for reporting measures shall be determined by the Superintendent.
5. The Annual Results Report shall be posted on the Division's website.
6. Results shall not be used to rank schools, staff, or programs.

### References:

Education Act: Section 33

Government Accountability Act: Section 16

Alberta Education Business Plan

Guide to Education: Requirements for School Authority Planning and Results Reporting



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** Assurance Domain – [Governance](#)  
**SUBJECT:** Administrative Procedure 242 – Three Year Education Plan

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**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education, Administration has created a new Administrative Procedure 242 – Three Year Education Plan.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 242 – Three Year Education Plan

## AP242- Three Year Education Plan

### Background

Planning in education is an essential part of ensuring that students have equitable opportunities to acquire the knowledge, skills, and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used in the best possible ways to meet the educational needs of Alberta's young people. The Division plan outlines priorities for student learning in the Division, guides budget development, and forms the basis for reporting on progress and achievement.

The Division is required by Alberta Education to prepare an education plan that aligns with the Alberta Education Three-Year Business Plan and focuses on the priorities for student learning in the Division. The planning and reporting processes used will reflect the guiding principles, domains and enabling processes outlined in Alberta Education's Assurance Framework. Plans are updated annually so that, as one year is completed and another is added, the plan continues in a three-year time frame.

### Procedures

#### System Planning Guidelines:

1. The Superintendent shall ensure that a generative process exists to develop a division plan that attends to local needs and fulfills provincial accountability requirements.
2. The mission, vision, values, beliefs, and the guiding principles for decision making in the Division shall provide overall direction for system planning.
3. The actions and endeavors of the Division and its schools must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by persons from stakeholder groups. Formal processes for the system to develop, revise and extend its Three-Year Education Plan that identify priorities, outcomes, measures, targets, strategies, and timelines for task completion will be developed each year.

#### Three-Year Education Plan

1. A Division Plan that meets local needs and fulfills provincial accountability requirements will be developed and implemented.

2. The Division's plan will be updated annually with provision for ongoing input into the revision process by schools, school councils, parents, teachers, students and community stakeholders.
3. The Division's plan will include the provincially mandated priority areas with strategies and measures.
4. The Division's plan may include other strategies and measures in the plan reflecting local needs.
5. The Division's plan will outline the deployment of fiscal resources and be consistent with the provincial funding framework.

The Superintendent will:

1. Present the draft Three-Year Education Plan for Board approval by May 31 of the school year.
2. Ensure that the Board approved Division Education Plan is submitted to Alberta Education in a form and at a time that meets requirements.
3. Ensure that the Board approved Education Plan is publicly available on the Division website.

Review of the Three-Year Education Plan:

1. Progress reports including areas of success and areas for improvement on the Division plan will be presented in accordance with the annual Board Work Plan and as deemed necessary.

**Reference:**

Education Act: Section 33

Guide to Education: Requirements for School Authority Planning and Results Reporting

Alberta Education Business Plan



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** Assurance Domain – [Governance](#)  
**SUBJECT:** Administrative Procedure 243 – School Education Plans and Annual Results Report

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**PURPOSE:**

For information.

**BACKGROUND:**

To support the required reporting by Alberta Education, Administration has created a new Administrative Procedure 243 – School Education Plans and Annual Results Report.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 243 – School Education Plans and Annual Results Report

# AP243- School Education Plans and Annual Results Report

## Background

All principals are required to prepare annual school education plans that are in alignment with the Division's Three-Year Education Plan.

## Procedures

1. All school plans and results reports must meet provincial and Division requirements.
2. School plans, results reports, and budgets must be prepared by the principal in collaboration with staff, school council, and, where appropriate, students.
3. School plans and results reports, aligned with the Division Three-Year Education Plan, are to be submitted to the Superintendent and posted on the school website by November 30 of each year.
4. School plans and results reports will be shared in the fall with the school council. This annual report will include a five-year trend analysis of Provincial Achievement Tests and Diploma Examinations.
5. The Superintendent will ensure that each principal presents the school plan and results report to the Board annually.
6. The Superintendent will ensure that each principal has an opportunity to present their school plan and results report annually to a group of their peers to promote growth within the Division.

## References:

Education Act- Sections 18, 33, 51, 53, 55, 66, 67, 222

Guide to Education

School Councils Regulation





**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
**GOVERNANCE POLICY:** [Policy 700 – Superintendent of Schools](#)  
[Policy 245 - Appeals](#)  
**ADDITIONAL REFERENCE:** [AP520 – Student Records Management](#)  
Assurance Domain – [Learning Supports](#)  
**SUBJECT:** Administrative Procedure 521 – Independent Student Status

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**PURPOSE:**

For information.

**BACKGROUND:**

To clearly identify what it means to be an Independent Student, and to support principals who are reviewing an application by a student to become an Independent Student, Administration has created a new Administrative Procedure 521 – Independent Student Status.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Administrative Procedure 521 – Independent Student Status

## AP521- Independent Student Status

### Purpose

The purpose of this Administrative Procedure is to clearly identify an independent student and to set out the processes for establishing independent student status within Sturgeon Public School Division.

### Process

The Deputy Superintendent, Education Services is responsible for maintaining this Administrative Procedure and ensuring that the policies and procedures established by the Board relating to Independent Student status comply with the Education Act and the *Freedom of Information and Protection of Privacy Act (FOIP)*.

### Definitions

**Independent Student:** means a student who is:

- a) 18 years of age or older, or
- b) 16 years of age or older and
  - i) who is living independently as determined by a board in accordance with section 6 of the Education Act, or
  - ii) is party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act and is entitled to exercise all the rights and powers, receive all the benefits, and is subject to all the obligations that the student's parent/guardian is entitled to exercise, receive, or is subject to, and the student's parent/guardian shall not exercise those rights, receive those benefits, or be subject to those obligations.

**Parent/Guardian:** means a parent/guardian as defined by section 1(2) of the Education Act.

**Student:** means a person who is enrolled in a school or required by the *Education Act* to attend school but does not include a child younger than six (6) years of age who is enrolled in an early childhood services program.

## **Procedure**

1. A student who is 18 years of age or older is, by statute, an independent student, can request that all communication no longer be provided to their parent/guardian.
2. Any student who is between 16 and 18 years of age may request to be considered an independent student.
3. The student shall submit a written request to the Principal.
4. To determine independent status, the Principal shall consider the following criteria:
  - a. The circumstances of the request (residence, relationship with parent/guardian).
  - b. Parent/guardian confirmation if the student is between 16 and 18 years of age.
  - c. Other submitted written statements or a statutory declaration.
  - d. Whether a student or student's parent/guardian has made a statement in writing indicating the student is living independently.
  - e. The student's living arrangements.
  - f. Whether the student is financially independent or contributes financially to their maintenance.
  - g. Whether the student is responsible for the making of significant decisions regarding matters such as health care.
  - h. Whether the student makes and maintains arrangements for living accommodation.
  - i. If there is a marriage or co-habiting arrangement; or
  - j. Any other factor that the Principal considers relevant.
5. None of these criteria alone is a sole indicator of independence, but the response to all of them will assist the Principal in determining whether the student should be identified as an independent student.
6. If the Principal determines that the criteria for independent student status are met, the student shall be advised in writing and recognized as an independent student. This status shall be entered in the Student Information System.

7. If the Principal determines that the criteria are not met, then the student and the parent/guardian shall be advised in writing.
8. If circumstances change, and the student no longer meets the criteria for independent status, the student and parent/guardian must inform the Principal of the change in writing. The Principal shall then enter the information to reflect the change of status in the Student Information System.
9. All correspondence shall be directly with the independent student unless the student provides written consent allowing the Principal to provide information to the parent/guardian.

### **Appeal**

10. If a student or parent/guardian disagree with the decision of the Principal, they may apply the appeal process as per Board Policy 245 - Appeals.

### References

Policy 245 - Appeals

AP520- Student Records Management

Education Act Sections 4-7, 11, 22,33

Child Youth and Family Enhancement Act

Freedom of Information and Protection of Privacy Act



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Human Resources  
**GOVERNANCE POLICY:** [Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** [Administrative Procedure 700: Certificated Staff](#)  
Education Act: *Section 212*  
*ATA Collective Agreement*  
Assurance Domain – [Teaching & Leading](#)

**SUBJECT:** Administrative Procedure 720 – Teacher Staffing, Certification and Placement

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**PURPOSE:**

For information.

**BACKGROUND:**

A major component of the school program planning process is the placement of continuous contract teachers. It may become necessary at times to transfer continuous contract teachers in order to meet the program requirements of the Division.

Administrative Procedure 720 - *Teacher Staffing, Certification and Placement* outlines the process for teacher transfers. Administration has amended *AP720–Teacher Staffing, Certification, and Placement* to include:

- a section and an appendix that outlines the process should the teacher request a hearing before the Board for the purpose of objecting to the transfer; and the revised process for application by a teacher for Permanent Professional Certification.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. AP720 – Teacher Staffing, Certification and Placement – Clean Copy
2. AP720 – Teacher Staffing, Certification and Placement – Tracked Changes
3. AP720 Appendix A

## **Administrative Procedure 720**

# **Teacher Staffing, Certification and Placement**

**Responsible Administrator: Associate Superintendent Human Resources**

## **PURPOSE**

A major component of the school program planning process is the placement and support of continuous contract teachers and, where necessary, the recruitment/placement of new teachers.

A Division perspective on staffing is essential to ensure that staff are appropriately placed to best meet the programming needs in each school.

An effective certificated staffing process includes formalized timelines for the placement, transfer and hiring of teachers.

It may become necessary to reduce certificated staff in a particular school or across the Division. Certificated staff reduction requires a formalized process.

Certificated staff may be transferred in order to meet program requirements in Division schools and, where programs and services are maintained or enhanced and an appropriate vacancy exists, at the request of a certificated staff member.

School enrolment fluctuation, student needs and program changes may result in the need to transfer certificated staff so that program requirements in all Division schools are met. Sturgeon Public Schools recognizes that certificated staff should be advised of impending transfers as soon as possible.

Mobility is beneficial to certificated staff members, the schools, and the School Division.

## **PROCEDURE**

### **Certificated Staffing**

1. The Associate Superintendent Human Resources will coordinate the annual program planning process to facilitate the placement, transfer and hiring of teachers.
2. In determining whether its ability to provide resources has been affected, the Division may consider conditions including, but not limited to, the following:
  - 2.1 Student enrolments, both current and projected.

2.2 Financial support for education, both current and projected.

2.3 Student educational needs, both current and projected.

2.4 Changes in the function of existing physical facilities, both current and projected.

2.5 New and/or revised curriculum.

**Staffing Timelines:**

3. In January, the Associate Superintendent Human Resources, will seek information from those teachers on leave of absence to determine their intentions for the subsequent school year.
4. In February, the Associate Superintendent Human Resources will provide program planning templates to principals.
5. In February, the Associate Superintendent Human Resources will direct a communication to teachers to determine any teacher-initiated transfer requests.
6. Principals will provide the Associate Superintendent Human Resources with projected teacher requirements for the subsequent school year once the Resource Planning Tool (RPT) has been provided to Human Resources by the Associate Superintendent Corporate Services and inputted in the planning templates provided as per 4. above.
7. At the beginning of March, Human Resources will request information from teachers to determine who will be resigning or retiring.
8. In mid-April, provided RPT information is available the Associate Superintendent Human Resources will call a meeting of principals to share teacher transfer requests and attempt to accommodate requests.
9. By the end of May, the Associate Superintendent Human Resources will provide continuing part-time contract teachers with written tentative teaching assignment full-time equivalency (FTE) for the subsequent school year.
10. During the first week of June, available contracts will be offered to probationary or temporary contract teachers.
11. By the beginning of June, letters of regret will be sent to temporary or probationary contract teachers for whom no position is projected to be available in the subsequent school year.
12. By the end of June, advertising to fill expected teacher vacancies will begin.
13. After the May 31<sup>st</sup> resignation deadline, Human Resources will hire to fill any new vacancies caused by resignations or retirements.

14. By the beginning of June, the Associate Superintendent Human Resources will send letters to those staff members who requested a transfer and did not receive a transfer.

**Reduction in Teaching Staff:**

15. Should the Division deem a reduction in the number of certificated staff be warranted, it will endeavour first to effect reduction through voluntary attrition.

15.1 Teaching staff reduction would be completed first through voluntary resignation, retirement, voluntary leave of absence and voluntary changes in employment status (i.e., full time to part time).

16. If voluntary attrition does not result in the certificated staff reduction, then the Division will endeavour to effect reduction through the transfer of staff to other available assignments.

16.1 Primary factor for determining teacher transfers will be the viability of educational programs available for students in the surplus school and in the potential receiving school. School Administration will be consulted in determining which transfers will result in the best educational programs.

17. If reduction cannot be fully achieved through voluntary attrition and/or transfer to other assignments, the Division will endeavour to effect reduction through termination of contracts of employment. The following criteria will be utilized to determine which contracts will be terminated:

17.1 Teachers on temporary contracts.

17.2 Teachers on probationary contracts.

17.3 Notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers released if the teacher with a temporary or probationary contract possesses specialty training and/or experience. These specialty areas include, but are not limited to second languages, inclusive education, LOGOS, counselling, and Career and Technology studies.

17.4 Program considerations and the ability of the teacher to adequately handle a specific teaching assignment will be acknowledged when determining if a teacher, whose contract of employment is being considered for termination, will be reassigned to a vacant position.

17.5 With all things being equal, years of service to Sturgeon Public Schools may be considered when determining which contracts of employment are to be terminated. Years of service are counted from the date a continuous contract began and include maternity leaves, sick leaves, secondments, and educational leaves.



18. The termination of teacher contracts will be carried out with due regard to the requirements of the Education Act.

19. The Board of Trustees delegates to the Superintendent the authority to suspend and terminate the services of certificated staff.

### **Continuous Teaching Contracts:**

The awarding of continuous teaching contracts is a long-term investment in education and requires diligence to ensure our teaching staff are of the highest quality possible.

20. At least one positive summary evaluation reports on the teacher's performance, which have been written by a principal in accordance with the Guide to Evaluation of Certificated Staff, must be on file in Central Office.

21. The Principal must make a written recommendation to the Superintendent, or designate, to award a continuous teaching contract to the teacher. The recommendation may be part of an evaluation report on the teacher or it may be submitted in a separate formal letter.

22. In addition to the above, the Superintendent, or designate, may require additional evaluative information before considering the awarding of a continuous teaching contract.

23. Once the above requirements have been met, the teacher may be awarded a continuous teaching contract by the Superintendent, or designate, based on program needs for the Division.

### **Permanent Professional Certification:**

24. Prior to a teacher receiving a recommendation from the Superintendent or designate of Sturgeon Public Schools for Permanent Professional Certification, the following documentation is required:

24.1 Completion of two years of full time teaching or the equivalent of two full years of teaching (the equivalent of two full years can be defined as approximately 400 days equivalent)

24.2 Two successful, formal evaluations based on the knowledge, skills and attributes for permanent certification outlined in the Teaching Quality Standard (TQS)

25. Once the required documentation in clause 24 is on file with Human Resources, an Alberta Permanent Professional Certification Recommendation Application will be completed by Human Resources through the Teacher Workforce Information System (TWINS). The teacher will, complete their portion of the on-line recommendation application.

26. The recommendation will be submitted to the Superintendent or designate, Sturgeon Public Schools, for their recommendation to Alberta Education. Once signed by the Superintendent, the recommendation will be forwarded to Alberta Teacher Certification Branch.

27. The teacher will then be required to provide all supporting documents and pay the applicable fees through the Teacher Workforce Information System (TWINS).

28. If the recommendation for permanent certification is approved, the Alberta Teacher Certification Branch will provide a file copy to the teacher who is then required to forward a copy to the recommending board...

**Certificated staff Mobility:**

29. All transfers shall be made in accordance with Section 212 of the Education Act.

30. Transfers will only normally be considered when they are to be effective at the beginning of the school year. Applications arising out of emergency situations may be considered at any time.

31. Certificated staff-initiated applications for transfer, will be directed to the Superintendent or designate before March 01 of the calendar year in which they will take effect.

32. Principal recommendations for transfers are to be directed in writing to the Superintendent or designate before March 01 of the calendar year in which the transfer is to take effect. The transfer recommendation letter shall include the following:

32.1 name of the certificated staff member to be transferred.

32.2 the requested effective date of the transfer.

33. The Principal shall discuss the recommendation with the certificated staff member and provide a copy of the transfer recommendation letter to the certificated staff member.

34. A central administrator's recommendation for a certificated staff member transfer may be directed at any time in writing to the Superintendent or designate and shall include the:

34.1 name of the certificated staff member to be transferred.

34.2 the requested effective date of the transfer.

35. The administrator making the recommendation for the transfer shall discuss the recommendation with the certificated staff member and provide a copy of the transfer recommendation letter to the certificated staff member.

36. All transfer requests made by either the employee or the principal will be discussed during the program planning session.

37. The Superintendent may transfer a teacher in accordance with Section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer. (Appendix A)

38. Certificated staff wishing to apply for a one-year exchange of service will direct their application to the Superintendent or designate before March 01 of the school year prior to the school year for which they are applying.

38.1 Certificated staff members involved in an exchange of service must maintain their contract status.

38.2 Applications may indicate schools of preference, and colleagues interested in engaging in an exchange.

38.3 Each certificated staff member interested must apply separately.

38.4 The Superintendent or designate will consult with the principals involved.

38.5 If all parties, staff members and principals agree to the exchange, and such a change is approved by the Superintendent or designate, Human Resources personnel will make the necessary arrangements and provide a written record of the arrangements to all involved.

38.6 Subject to the terms of this section of this Admin Procedure, certificated staff will return to their school of origin for the following school year, unless all parties agree to an extension for one additional year or a permanent transfer of the staff. An exchange of service shall not be longer than a two(2) year period.

### **References:**

Board Policy: 700 Superintendent of Schools

Admin Procedure: 700 –Hiring –Certificated Staff

Education Act: Section 212

ATA Collective Agreement

Guide to Evaluation of Certificated Staff

Alberta [Teacher Certification](#)

Attachment A: Hearings on Teacher Transfers

### **History**

2020 Jan 29 Initial Approval

2021 Jan 13 Amended

2023 January 13 Amended

## **Administrative Procedure 720**

# **Teacher Staffing, Certification and Placement**

**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

A major component of the school program planning process is the placement and support of continuous contract teachers and, where necessary, the recruitment/placement of new teachers.

A Division perspective on staffing is essential to ensure that staff are appropriately placed to best meet the programming needs in each school.

An effective certificated staffing process includes formalized timelines for the placement, transfer and hiring of teachers.

It may become necessary to reduce certificated staff in a particular school or across the Division. Certificated staff reduction requires a formalized process.

Certificated staff may be transferred in order to meet program requirements in Division schools and, where programs and services are maintained or enhanced and an appropriate vacancy exists, at the request of a certificated staff member.

School enrolment fluctuation, student needs and program changes may result in the need to transfer certificated staff so that program requirements in all Division schools are met. Sturgeon Public Schools recognizes that certificated staff should be advised of impending transfers as soon as possible.

Mobility is beneficial to certificated staff members, the schools, and the School Division.

### **PROCEDURE**

#### **Certificated Staffing**

1. The Associate Superintendent Human Resources will coordinate the annual program planning process to facilitate the placement, transfer and hiring of teachers.
2. In determining whether its ability to provide resources has been affected, the Division may consider conditions including, but not limited to, the following:
  - 2.1 Student enrolments, both current and projected.

2.2 Financial support for education, both current and projected.

2.3 Student educational needs, both current and projected.

2.4 Changes in the function of existing physical facilities, both current and projected.

2.5 New and/or revised curriculum.

### **Staffing Timelines:**

3. In January, the Associate Superintendent Human Resources, will seek information from those teachers on leave of absence to determine their intentions for the subsequent school year.
4. In February, the Associate Superintendent Human Resources will provide program planning templates to principals.
5. In February, the Associate Superintendent Human Resources will direct a communication to teachers to determine any ~~teacher initiated~~teacher-initiated transfer requests.
6. Principals will provide the Associate Superintendent Human Resources with projected teacher requirements for the subsequent school year once the Resource ~~Allocation~~Calculation Planning Tool (RACPT) has been provided to Human Resources by the ~~Director,~~Financial Services Associate Superintendent Corporate Services and inputted in the planning templates provided as per 4. above.
7. At the ~~end~~beginning of March, Human Resources will request information from teachers to determine who will be resigning or retiring.
8. In mid-April, provided ~~RACPT information is available~~has been completed, the Associate Superintendent Human Resources will call a meeting of principals to share teacher transfer requests and attempt to accommodate requests.
9. By the end of May, ~~principals the Associate Superintendent Human Resources~~ will provide continuing part-time contract teachers with written tentative teaching assignments full-time equivalency (FTE) for the subsequent school year.
10. During the first week of June, available contracts will be offered to probationary ~~temporary~~or temporary contract teachers.
11. By the beginning of June, letters of regret will be sent to temporary or probationary contract teachers for whom no position is projected to be available in the subsequent school year.
12. By the end of June, advertising to fill expected teacher vacancies will begin.
13. After the May 31<sup>st</sup> resignation deadline, Human Resources will hire to fill any new vacancies caused by resignations or retirements.

14. ~~In June~~ By the beginning of June, the Associate Superintendent Human Resources will send letters to those staff members who requested a transfer and did not receive a transfer.

### **Reduction in Teaching Staff:**

15. Should the Division deem a reduction in the number of certificated staff be warranted, it will endeavour first to effect reduction through voluntary attrition.

15.1 Teaching staff reduction would be completed first through voluntary resignation, retirement, voluntary leave of absence and voluntary changes in employment status (~~i.e.~~ i.e., full time to part time).

16. If voluntary attrition does not result in the certificated staff reduction, then the Division will endeavour to effect reduction through the transfer of staff to other available assignments.

16.1 Primary factor for determining teacher transfers will be the viability of educational programs available for students in the surplus school and in the potential receiving school. School Aadministration will be consulted in determining which transfers will result in the best educational programs.

~~16.2 Student and program needs, and not employee seniority, will be the primary criteria for enacting transfers due to teacher reduction.~~

~~16.3 All other factors being equal, seniority may be considered when making decisions about teacher transfers.~~

17. If reduction cannot be fully achieved through voluntary attrition and/or transfer to other assignments, the Division will endeavour to effect reduction through termination of contracts of employment. The following criteria will be utilized to determine which contracts will be terminated:

17.1 Teachers on temporary contracts.

17.2 Teachers on probationary contracts.

17.3 Notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers released if the teacher with a temporary or probationary contract possesses specialty training and/or experience. These specialty areas include, but are not limited to second languages, inclusive education, LOGOS, counselling, and Career and Technology studies.

17.4 Program considerations and the ability of the teacher to adequately handle a specific teaching assignment will be acknowledged when determining if a teacher, whose contract of employment is being considered for termination, will be reassigned to a vacant position.

17.5 With all things being equal, ~~seniority based on~~ years of service to Sturgeon Public Schools ~~will~~ may be considered when determining which contracts of employment are to be terminated. Years of service are counted from the date a continuous contract began and include maternity leaves, sick leaves, ~~secondments~~ secondments, and educational leaves.

18. The termination of teacher contracts will be carried out with due regard to the requirements of the Education Act.

19. The Board of Trustees delegates to the Superintendent the authority to suspend and terminate the services of certificated staff.

### **Continuous Teaching Contracts:**

The awarding of continuous teaching contracts is a long-term investment in education and requires diligence to ensure our teaching staff are of the highest quality possible.

20. At least ~~two~~ one positive summary evaluation reports on the teacher's performance, which have been written by a principal in accordance with the Guide to Evaluation of Certificated Staff, must be on file in Central Office.

21. The Principal must make a written recommendation to the Superintendent, or designate, to award a continuous teaching contract to the teacher. The recommendation may be part of an evaluation report on the teacher or it may be submitted in a separate formal letter; ~~assuming at least two positive evaluation reports are already on file in Central Office.~~

22. In addition to the above, the Superintendent, or designate, may require additional evaluative information before considering the awarding of a continuous teaching contract.

23. Once the above requirements have been met, the teacher may be awarded a continuous teaching contract by the Superintendent, or designate, based on program needs for the Division.

### **Permanent Professional Certification:**

24. Prior to a teacher receiving a recommendation from the Superintendent or designate of Sturgeon Public Schools for Permanent Professional Certification, the following documentation is required:

24.1 Completion of two years of full time teaching or the equivalent of two full years of teaching ~~in an educational setting approved by the Minister of Education~~ (the equivalent of two full years can be defined as ~~a minimum~~ approximately of 400 FTE days ~~equivalent or the average of Sturgeon Public Schools operational days for the years noted on the recommendation form~~).



24.2 ~~Two current, positive, evaluations from a principal(s)-successful, formal evaluations based on the knowledge, skills and attributes for permanent certification outlined in the Teaching Quality Standard (TQS)~~

~~24.2.1 A recommendation from the teacher's principal indicating that the teacher meets the Teaching Quality Standard.~~

25. Once the required documentation in clause 24 is on file with Human Resources, an Alberta Permanent Professional Certification Recommendation ~~Form Application~~ will be completed by Human Resources through the Teacher Workforce Information System (TWINS). The teacher will ~~be requested to read the Teaching Quality Standard Ministerial Order, and~~ complete their portion of the on-line recommendation form application.

26. The recommendation will be submitted to the Superintendent or designate, Sturgeon Public Schools, for their recommendation to Alberta Education. Once signed by the Superintendent, the recommendation will be forwarded to Alberta Teacher Certification Branch.

~~27. The teacher will then be required to issue payment in the appropriate amount to the Provincial Treasurer. Payment is to be included with the recommendation form provide all supporting documents and pay the applicable fees through the Teacher Workforce Information System (TWINS).~~

~~27. The recommendation form will be submitted to the Superintendent, Sturgeon Public Schools, for his/her recommendation to Alberta Education. Once signed by the Superintendent, the recommendation form will be forwarded to Teacher Certification & Development, Alberta Education.~~

28. If the recommendation for permanent certification is approved, the Alberta Teacher Certification Branch & Development, Alberta Education will mail provide a file copy to the teacher who is then required to forward a copy to the recommending board, and an original copy to the teacher.

### **Certificated staff Mobility:**

29. All transfers shall be made in accordance with Section 212 of the Education Act.

30. Transfers will only normally be considered when they are to be effective at the beginning of the school year. Applications arising out of emergency situations may be considered at any time.

31. Certificated ~~staff initiated~~staff-initiated applications for transfer, will be directed to the Superintendent or designate before March 01 of the calendar year in which they will take effect.

32. Principal recommendations for transfers are to be directed in writing to the Superintendent or designate before March 01 of the calendar year in which the transfer is to take effect. The transfer recommendation letter shall include the following:

32.1 name of the certificated staff member to be ~~transferred~~; transferred.

32.2 the requested effective date of the transfer.

33. The Principal shall discuss the recommendation with the certificated staff member and provide a copy of the transfer recommendation letter to the certificated staff member.

34. A central administrator's recommendation for a certificated staff member transfer may be directed at any time in writing to the Superintendent or designate and shall include the:

34.1 name of the certificated staff member to be ~~transferred~~; transferred.

34.2 the requested effective date of the transfer.

35. The administrator making the recommendation for the transfer shall discuss the recommendation with the certificated staff member and provide a copy of the transfer recommendation letter to the certificated staff member.

36. All transfer requests made by either the employee or the ~~Principal~~ principal will be discussed during the program planning session.

37. The Superintendent may transfer a teacher in accordance with Section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer. (Appendix A)

~~3738~~. Certificated staff wishing to apply for a ~~one-year~~ one-year exchange of service will direct their application to the Superintendent or designate before March 01 of the school year prior to the school year for which they are applying.

~~37.1~~38.1 Certificated staff members involved in an exchange of service must maintain their contract status.

~~37.2~~38.2 Applications may indicate schools of preference, and colleagues interested in engaging in an exchange.

~~37.3~~38.3 Each certificated staff member interested must apply separately.

~~37.4~~38.4 The Superintendent or designate will consult with the principals involved.

~~37.5~~38.5 If all parties, staff members and principals agree to the exchange, and such a change is approved by the Superintendent or designate, Human Resources personnel

will make the necessary arrangements and provide a written record of the arrangements to all involved.

37.638.6 Subject to the terms of this section of this Admin Procedure, certificated staff will return to their school of origin for the following school year, unless all parties agree to an extension for one additional year or a permanent transfer of the staff. An exchange of service shall not be longer than a two(2) year period.

### **References:**

Board Policy: 700 Superintendent of Schools

Admin Procedure: 700 –Hiring –Certificated Staff

Education Act: Section 212

ATA Collective Agreement

Guide to Evaluation of Certificated Staff

[Alberta Teacher Certification](#)

[Attachment A: Hearings on Teacher Transfers](#)

### **History**

2020 Jan 29 Initial Approval

2021 Jan 13 Amended

[2023 January 13 Amended](#)

## **Administrative Procedure – 720 Appendix A: Hearings on Teacher Transfers**

In accordance with Section 212 of the Education Act, the Superintendent may transfer a teacher. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

In accordance with Policy 701: Board Delegation of Authority, and with Section 52(5)(a) of the *Education Act*, the Board delegates authority to the Superintendent of Schools to suspend the services of a teacher under Sections 213(1) of the *Education Act*.

In accordance with Section 52(5)(b) of the *Education Act*, the Board delegates authority to the Superintendent of Schools to terminate the services of a teacher.

The Superintendent may terminate the probationary, temporary or interim contract of a teacher during the term of such contract. The power to terminate the contracts of employment referenced in the preceding sentence may not be delegated by the Superintendent.

### **1. Transfers**

1.1 A teacher who has received a notice of transfer may, within seven (7) days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

1.2 The request for a hearing before the Board must be submitted in writing by the teacher to the Associate Superintendent, Corporate Services with a copy provided to the Superintendent.

1.3 The Board may set a date and time for the hearing requested, not earlier than fourteen (14) days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.

1.4 The Associate Superintendent, Corporate Services, shall advise the teacher in writing of the date, time, and location of the hearing.

1.5 When the teacher makes a request to have a hearing before the Board, the teacher must not be transferred until after the hearing is held.

### **3. Provision for Information**

3.1 Any written materials the teacher or the Superintendent wishes the Board to consider must be submitted to the Associate Superintendent, Corporate Services not less than four (4) days prior to the scheduled meeting date. The Associate Superintendent, Corporate Services, will provide copies of all documentation to the Board and the parties prior to the hearing, where possible, or during the hearing.

3.2 The teacher or the Superintendent may be accompanied by legal counsel or other representatives and may bring witnesses if, not less than 4 days prior to the scheduled date of the meeting. The following is to be provided in writing by the teacher or the Superintendent, the names of:

3.2.1 counsel

3.2.2 other representatives;

3.2.3 any witnesses.

3.3 The Board Chair shall reserve the right to receive further documentation as deemed relevant.

#### 4. Procedure at Hearings

4.1 The hearing shall be conducted at an in-camera session of the Board and chaired by the Board Chair, or in the Chair's absence, the Vice Chair.

4.2 The Chair will introduce all parties. The parties and their representatives shall introduce all witnesses at the hearing.

4.3 The sequence of the hearing shall be as follows:

4.3.1 An opening statement made by each of the parties;

4.3.2 Written and oral presentations by the Superintendent or designate, including any evidence by witnesses where appropriate.

4.3.3 Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;

4.3.4 Superintendent or designate provided an opportunity for a response to the teacher's presentation;

4.3.5 Teacher provided an opportunity to respond to the Superintendent or designate's presentation;

4.3.6 An opportunity for the Board to ask questions of both parties or any witnesses for clarification;

4.3.7 An opportunity for the Superintendent or designate to make final comments;

4.3.8 An opportunity for the teacher to make final comments; and

4.3.9 No cross examination of witnesses shall be allowed unless the Chair deems it advisable.

4.4 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have the Corporate Secretary and/or legal counsel in attendance.

4.5 If the Board requires additional information or clarification in order to make their decision, both parties shall be recalled to appear before the Board and the request for information shall be made in the presence of both parties. If the information is not readily available, the Chair may request a recess, or if necessary, an adjournment of the hearing to a later date. In the case of an adjournment, members of the Board are prohibited from disclosing the evidence presented and matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.

4.6 When the Board is ready to decide on the matter, both parties will be advised that the Board is reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.

4.7 The Board decision will be communicated to the teacher, in writing, following the hearing.

4.8 If a teacher does not wish to comply with the decision of the Board, the teacher may resign from the teacher's employment with the board after giving the Board 30 days' written notice of the teacher's resignation.

**References:**

Education Act: Sections 33, 52, 53, 212, 213, 222

Admin Procedure 720 – Teacher Staffing, Certification and Placement



**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

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

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

**ADDITIONAL REFERENCE:** [AP220 – Communications](#)  
Assurance Domain – Local and Societal Context

**SUBJECT:** Communications Report – January 2023

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**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 January is included for Trustee information.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

1. Communications Report – January 2023

# Board Memorandum

December 2022 & January 2023



**Sturgeon  
Public Schools**

Dare to reimagine learning

Communications  
Report



# Marketing Goals

As outlined in the 2022/23  
Communications Plan



## 1. SPS BLOG/NEWSLETTER

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

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



## 2. TRADITIONAL MEDIA

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



## 3. WEBSITE UPDATES

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

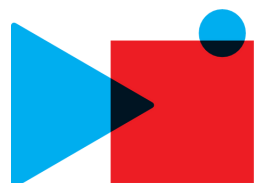


## 4. SOCIAL MEDIA

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

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

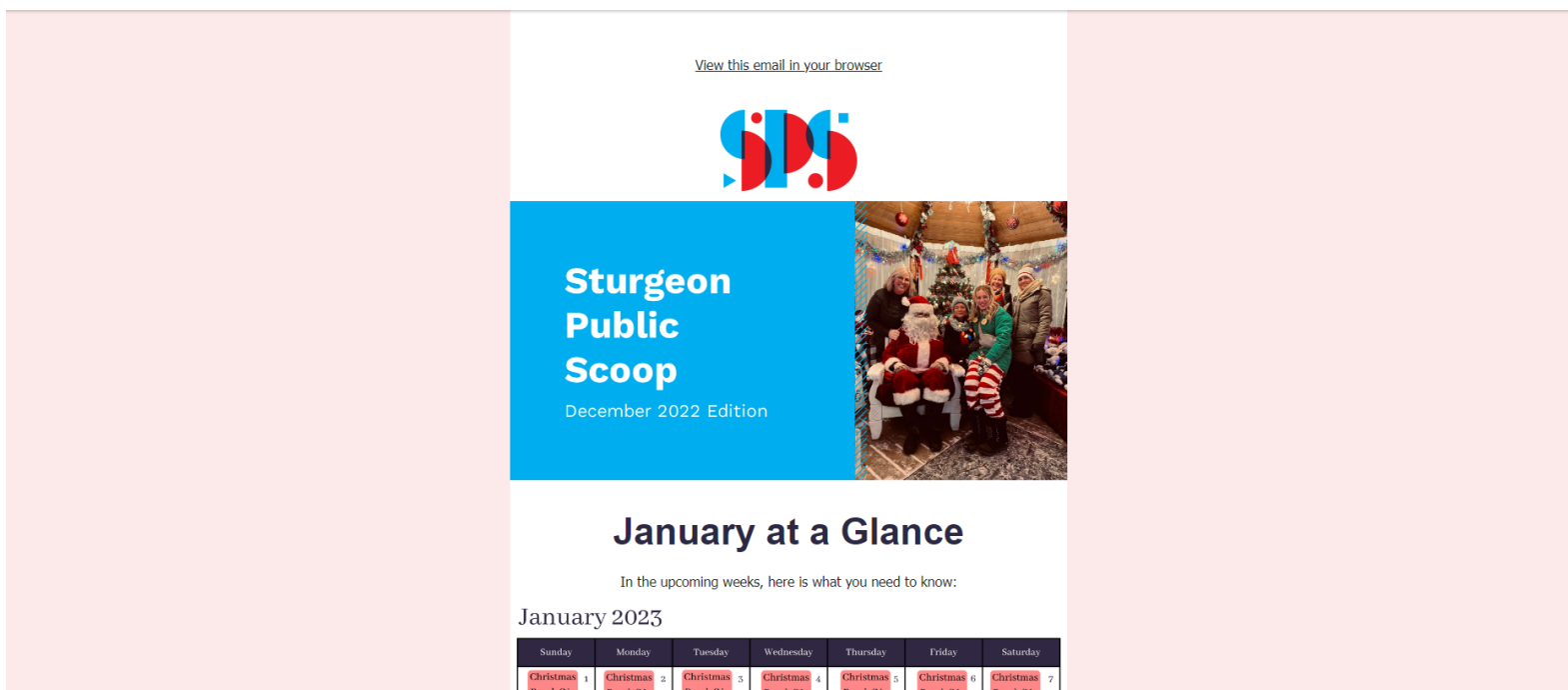
The social media platforms we will be utilizing are:



# Communications in December & January has been focused on:

- The December edition of the Division Newsletter. This edition included: information on changes to Student Contacts, a reminder of the bus cancellation policy, a promotional poster for Pre-Kindergarten, highlights from the SCHS Winter Concert, and more.

Aligns with Marketing Goal 1



[Show me the December Edition of the Newsletter](#)

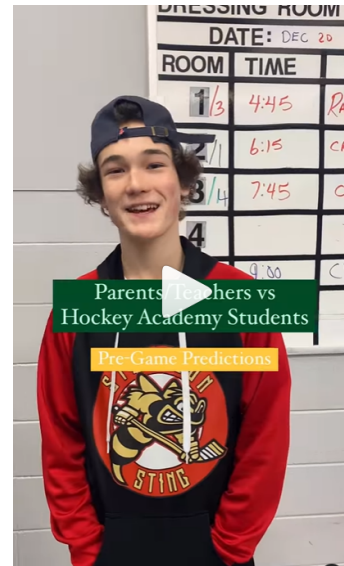
# Communications in December & January has been focused on:

- Showcasing the Hockey Academy at Gibbons School. Photos and videos were shared to the Division website, as well as on social media, highlighting the annual Parents/Teachers vs Students game. The Instagram video that included the students' pre-game predictions received more than 23,000 views.

Aligns with Marketing Goal 4



Show me



Show me

- Promoting our Pre-Kindergarten programming. A fact sheet was created that outlines the benefits, goals, and supports involved with Pre-Kindergarten programming at Sturgeon Public Schools. This fact sheet was shared to social media, our Division website, and each school's individual website to help spread the word to families.

Aligns with Marketing Goal 4



Show me

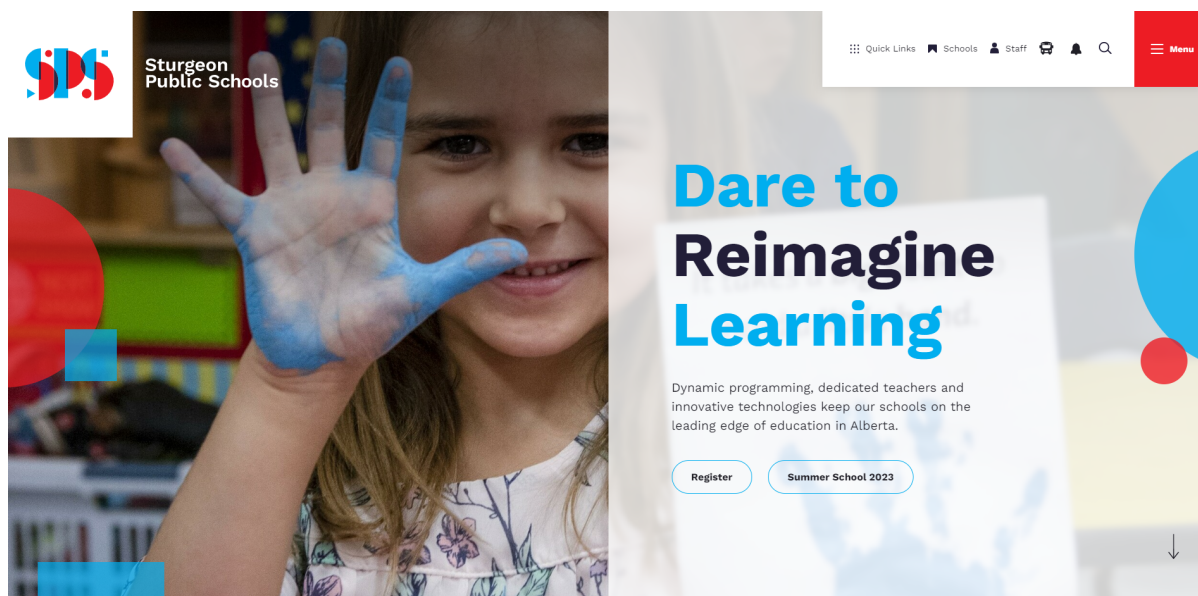


Show me

# Communications in January has been focused on:

- Updating both our Division and school websites to reflect current programming. This month has been dedicated to updating all of our Kindergarten, Pre-Kindergarten, and Open Air Kindergarten information.

Aligns with Marketing Goal 3



Show me the:

New Kindergarten Information

New Pre-Kindergarten Information

New Open-Air Kindergarten Information

# Communications in January has been focused on:

## Aligns with All Marketing Goals

Promoting our Kindergarten, Pre-Kindergarten, and Open Air Kindergarten Open Houses. Our avenues of promotion have been:

- Print media (The Gazette, Morinville Online, The Redwater Review)
  - Billboards (Digital and Static)
  - Our Division and individual school websites. We have used the banner feature in Rally to draw attention to each school's Open House date. Additionally, we created a landing page on the Division website where all of the dates are located.
  - Social media. Infographics have been provided to the schools to share on their own platforms to inform their school communities about the details of their Open House. These infographics have also been shared to our Division social media platforms.
  - Brochures. Fact sheets outlining the benefits of our Kindergarten programs are in the process of being printed and given to schools to circulate.
-

# Sturgeon Public in the Media

## Aligns with Marketing Goal 2

- January 4, 2023 — The HYPE team and student council from Redwater School served up hot chocolate to chilly brave Renegades.  
**Redwater Review**
  - January 13, 2023 — Gibbons students raising fish from egg to fry  
**Fort Sask Online**
- 

## Upcoming Events

- Safer Internet Day - February 14th
- Black History Month - Month of February
- Canada's Agriculture Day - February 15th
- Pink Shirt Day - February 22nd



**DATE:** January 25, 2023  
**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:** [AP 415 - Fiscal Reporting](#)  
 Education Act: Sections 139(1)(2), 143, 180, 183, 184  
 Assurance Domain - [Governance](#)  
**SUBJECT:** Monthly Financial Report– December 2022

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**PURPOSE:**

For information.

**BACKGROUND:**

The Board Financial Report for December 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 Monthly Budget Report is being redesigned to provide more detailed and structured reporting. The new design includes two new columns to separate Instructional Centralized Supports and Non-budgeted Additional Grants received after the approved budget. The Instructional Centralized Supports include Information Technology, Education Planning, Community Engagement, Curriculum Development, Specialized Learning Support, Program Unit Funding (PUF), Human Resources, Student Health and Wellness, Divisional PD, Divisional Principal and Evergreening.

As of the end of December 2022, the Division’s surplus is \$898k, due to:

- New unbudgeted grants being released, totalling \$631,688:

Alberta School Councils Engagement (includes unspent funds from prior year)	\$12,416
Dual Credit Programming	\$150,000
Learning Disruption Support (includes unspent funds from prior year)	\$94,542
Low Incidence Support Services (LISS)	\$40,902
Support for Ukrainian Students	\$55,000
Curriculum Planning (unspent funds from prior year)	\$230,465
French as a Second Language	\$48,362





- The Division spent \$199k on capital equipment, using operating dollars. These funds are excluded from our Operating Statement, but they will reduce the Unrestricted Surplus.
- The collection of school and transportation fees happening at the beginning of the year, difficulties in hiring some of the budgeted school staff, and
- Higher than budgeted interest revenue on our deposit accounts.

When excluding the above noted variances, we would have had a deficit of \$529k, as opposed to \$794k as planned as of December 31, 2022. This gap is only temporary, as the Division is redistributing savings to areas of need.

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

- Pre-K - 12
  - Revenues are tracking close to budget
  - Expenses are tracking close to budget
- Centralized Services
  - Revenues are tracking close to budget
  - Expenses are tracking close to budget
- Operations & Maintenance
  - Revenue includes additional, unbudgeted Alberta Education funding to cover the rent for Legal School. To date, we have spent \$25,000 of these funds
  - Expenses include payments of \$175,938 for the SCHS Flood while the insurance funds were received in the 2021-2022 school year
  - Other expenses that are seasonally high, such as snow removal and utilities, are yet to be paid, while most planned maintenance will happen over the summer months
- Transportation Services
  - Revenue is higher than budgeted as Transportation Fees have been almost fully collected based on the \$726,888 budgeted amount for the entire year
  - Expenses are lower than expected because a contractor has not invoiced the Division for an estimated amount of \$53,000
  - All fuel subsidy received has been paid out to the bus contractors
- System Administration
  - Revenue is higher than budgeted due to additional interest earned on our deposit accounts over budget and interest is budgeted at \$100,000
  - Expenses are lower than expected due to the timing of expenses such as services and contracts
- External Services
  - Revenues and expenses are lower than budgeted due to over budgeting of secondments
- Non-Budgeted Additional Grants
  - Expenditures of these funds are starting to be spent as planning is completed

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

#### ATTACHMENT(S):

1. December 2022 Monthly Financial Report

The Sturgeon Public School Division  
2022-2023 School Year  
Target Percent - 34%

New

New

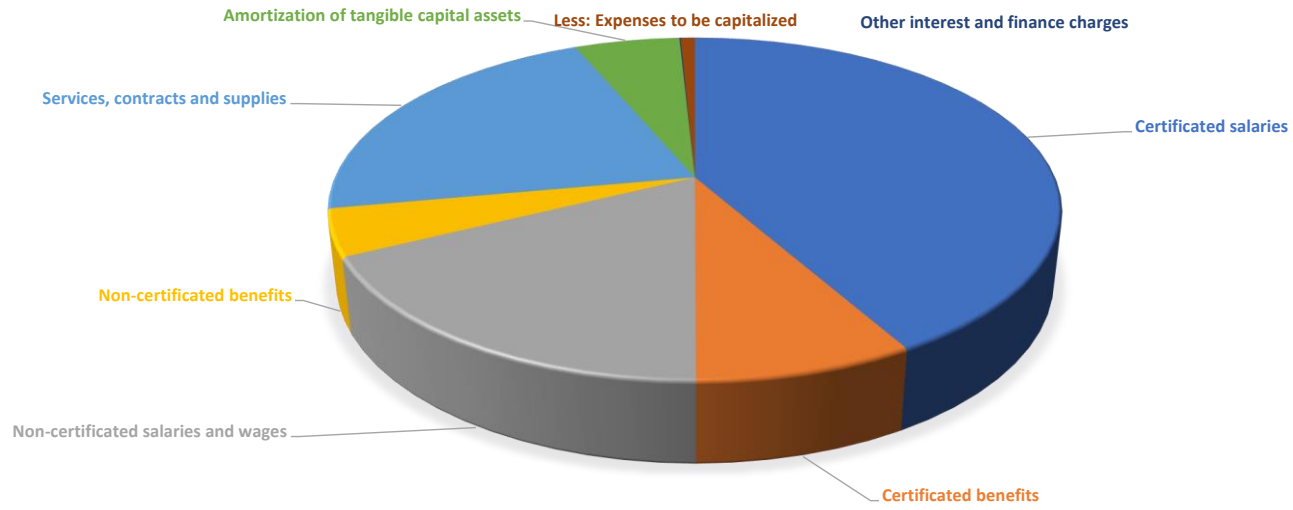
	Pre-K to Grade 12	Instructional Centralized Supports	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	Non budgeted Additional Grants
<b>REVENUES</b>								
Alberta Education	\$ 13,438,225	\$ 4,538,400	\$ 1,814,789	\$ 1,665,950	\$ 896,073	\$ 72,974	\$ 22,426,410	\$ 631,688
Alberta Infrastructure & Amortization	\$ 1,963	\$ 6,235	\$ 1,315,715				\$ 1,323,913	
Other - Government of Alberta	\$ 357,114	\$ 6,491					\$ 363,605	
Federal Government and First Nations	\$ 133,132	\$ 151,301					\$ 284,432	
Fees	\$ 626,206			\$ 730,055		\$ -	\$ 1,356,260	
Sales of services and products	\$ 103,387	\$ 405		\$ 950	\$ 934	\$ 42,356	\$ 148,032	
Investment income			\$ -		\$ 302,281		\$ 302,281	
Gifts and donations	\$ 155,825						\$ 155,825	
Rental of facilities	\$ 31,741	\$ 9,166	\$ 25,734				\$ 66,640	
Fundraising	\$ 70,702						\$ 70,702	
Other	\$ 160	\$ 723	\$ 106,632		\$ 40,363		\$ 147,878	
<b>TOTAL REVENUES</b>	\$ 14,918,453	\$ 4,712,721	\$ 3,262,869	\$ 2,396,954	\$ 1,239,651	\$ 115,330	\$ 26,645,979	\$ 631,688
<b>Approved Budget Revenues</b>	\$ 43,158,454	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 74,653,111	
<b>Percent Collected of Budget Received</b>	34.57%	35.31%	35.12%	42.10%	44.44%	30.99%	35.69%	

**EXPENSES**

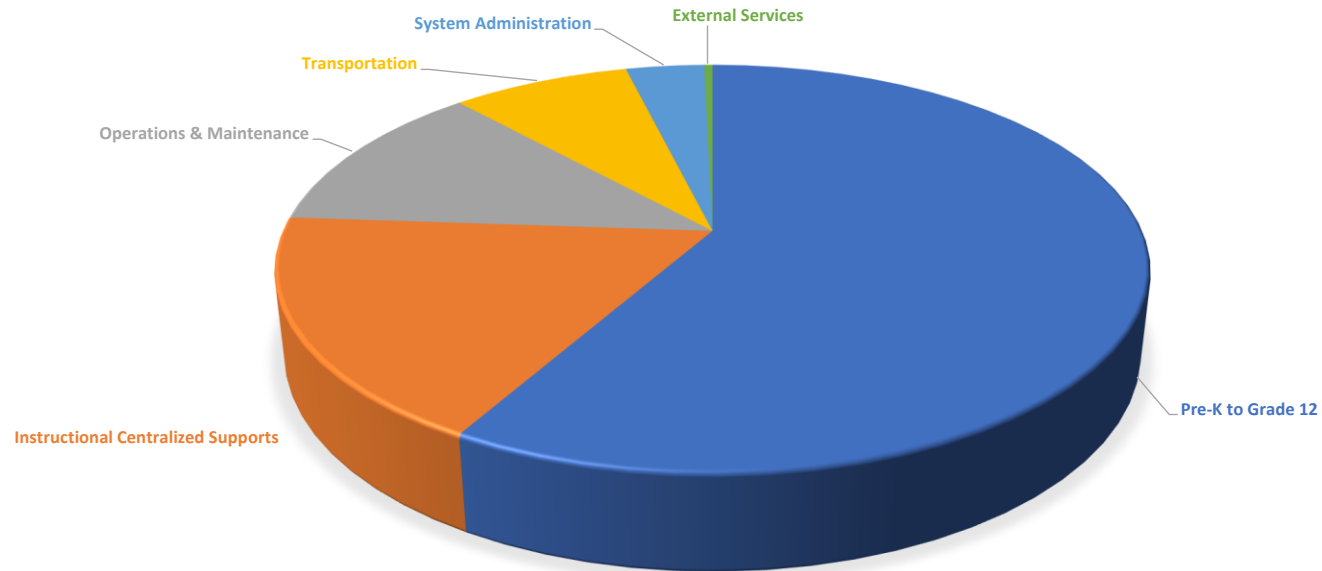
Certificated salaries	\$ 10,031,500	\$ 929,368			\$ 119,242	\$ 87,186	\$ 11,167,296	\$ 23,507
Certificated benefits	\$ 2,090,237	\$ 83,840			\$ 7,544	\$ 7,922	\$ 2,189,543	\$ 2,215
Non-certificated salaries and wages	\$ 1,290,239	\$ 2,271,665	\$ 698,904	\$ 49,467	\$ 433,870		\$ 4,744,145	\$ -
Non-certificated benefits	\$ 286,214	\$ 596,166	\$ 184,051	\$ 11,687	\$ 95,716		\$ 1,173,834	\$ -
Services, contracts and supplies	\$ 1,637,453	\$ 861,175	\$ 989,269	\$ 2,021,338	\$ 246,994		\$ 5,756,228	\$ 18,152
Amortization of tangible capital assets	\$ 109,165	\$ 8,198	\$ 1,355,717	\$ 734	\$ 10,391		\$ 1,484,205	
Other interest and finance charges	\$ 19,470						\$ 19,470	
Less: Expenses to be capitalized	\$ (124,412)	\$ (47,135)	\$ (21,396)	\$ (5,851)			\$ (198,794)	\$ -
<b>TOTAL EXPENSES</b>	\$ 15,339,867	\$ 4,703,276	\$ 3,206,545	\$ 2,077,375	\$ 913,757	\$ 95,108	\$ 26,335,928	\$ 43,873
<b>Approved Budget Expenses</b>	\$ 45,556,346	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 77,051,003	
<b>Percent Spent of Budget</b>	33.67%	35.24%	34.51%	36.48%	32.76%	25.55%	34.18%	

<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (421,414)	\$ 9,446	\$ 56,324	\$ 319,580	\$ 325,895	\$ 20,221	\$ 310,051	\$ 587,814
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### ACTUAL EXPENSES BY OBJECT



### ACTUAL EXPENSES BY PROGRAM





**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Jonathan Konrad, Deputy Superintendent, Education Services  
Robert Litchfield, Director, Technology Services  
**GOVERNANCE POLICY:** [Policy 700 – Superintendent of Schools](#)  
**ADDITIONAL REFERENCE:** [AP865 – Information and Communication Technology](#)  
Assurance Domain – [Learning Supports](#)  
Assurance Domain – [Governance](#)  
**SUBJECT:** Monthly IT Report – January 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

Sturgeon Public Schools has welcomed a new System Analyst to the Technology Services team, bringing the team back up to its full complement. In January, the team has continued the deployment of the Evergreen Program, ensuring that older Chromebooks, computers, and other technology are cycled out of the system.

In coordination with other departments and school-based leadership, the Technology Services Team is creating a standardization document that will guide the Division into the future to meet technology challenges. The draft version of the ‘living document’ will be distributed in early February to ensure that the impacted teams are able to provide their input.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

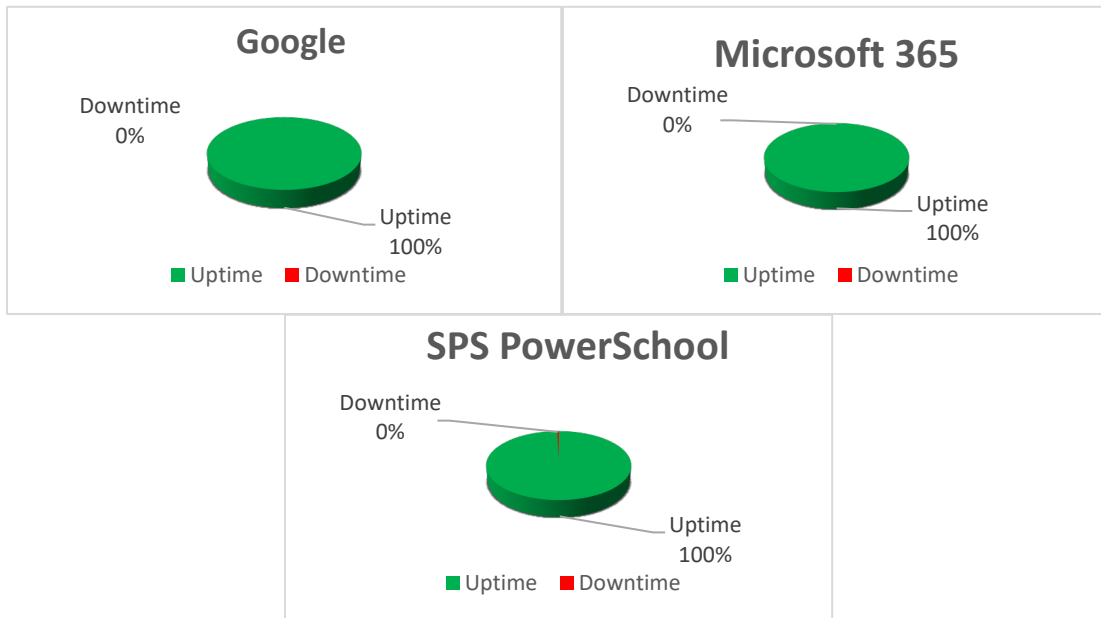
**ATTACHMENT(S):**

1. Monthly IT Report – January 2023

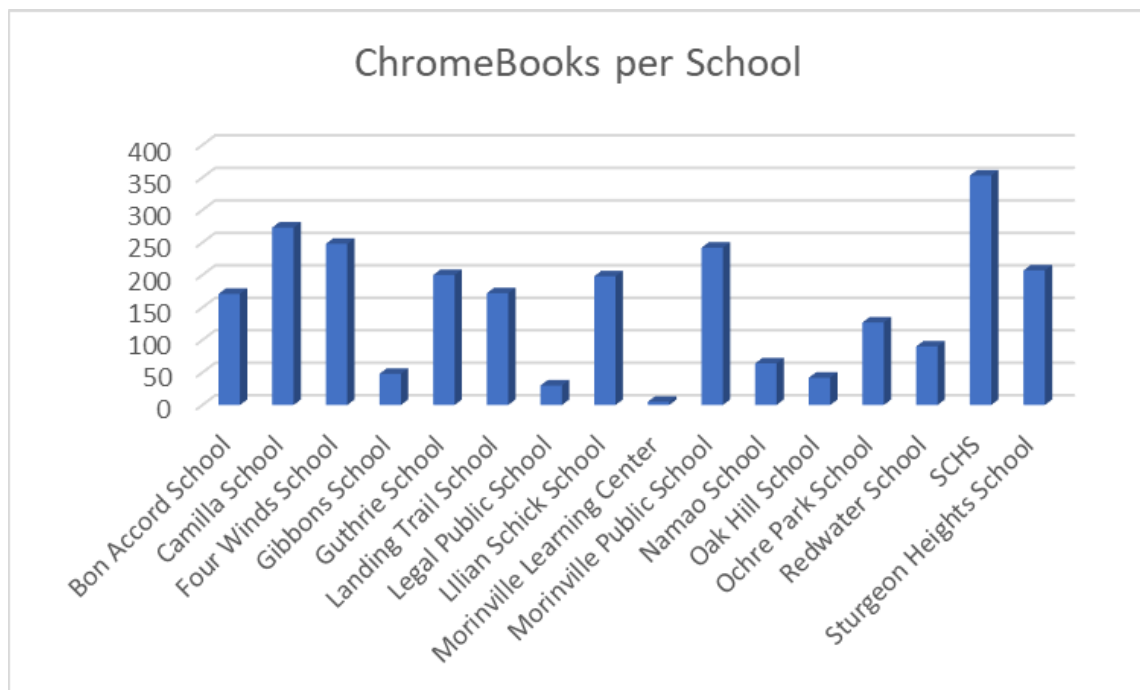
# Monthly Technology Services Report

December 14, 2022 to January 16, 2023

## Connectivity Checks



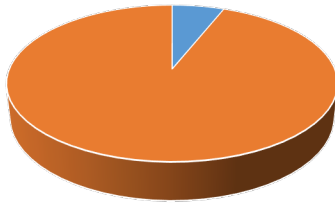
## Chromebook Information



Outage Details:

### Konica Minolta Multifunctional Printers

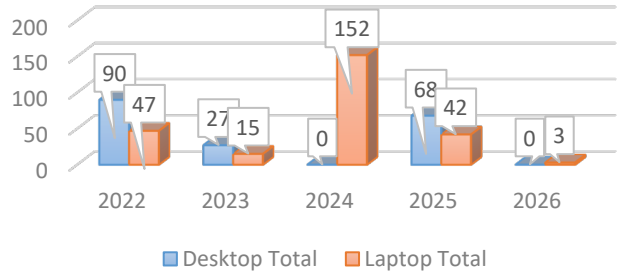
#### Colour Composition



■ Colour ■ GrayScale

### Windows Devices Information

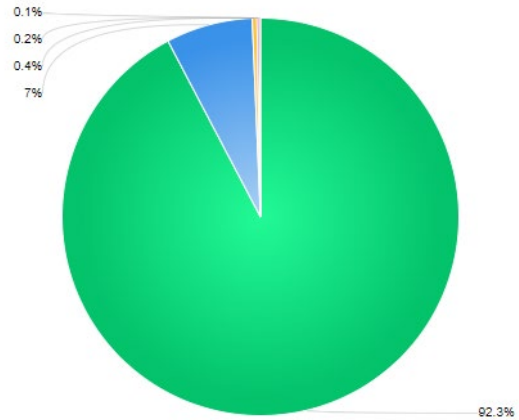
#### Windows Workstations Evergreening



#### Environmental Impact

Sheets	297,845
Trees Consumed	35.74
CO2 Produced (kg)	3,782.6
Equivalent Bulb Hours	236,836.4

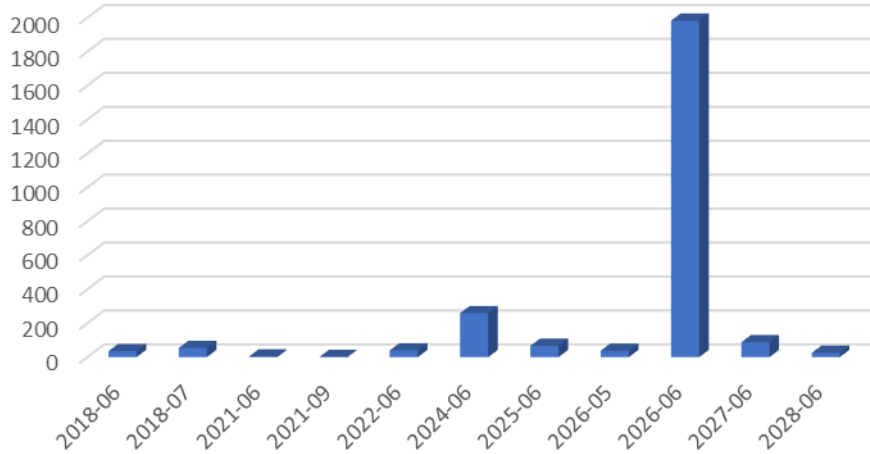
■ windows 10 education (x64) ■ Not Assigned ■ windows 10 professional edition (x64) ■ windows 11 education (x64)  
■ windows 10 enterprise edition (x64)



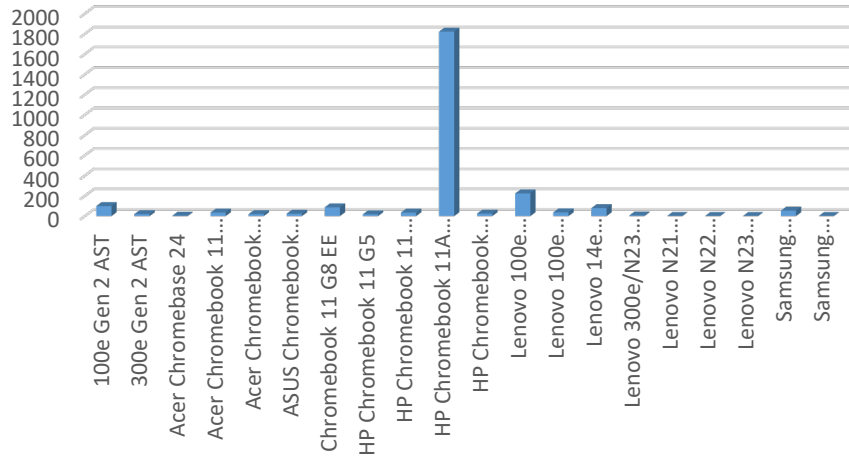
Printer Group	Total Printed Pages
BA	12,967
Bon Accord	1,305
CAM	28,239
CO	1,318
GIB	18,158
GT	17,766
LS	9,185
LT	28,275
MP	28,826
NAM	22,977
OH	773
OP	15,603
RW	21,407
SCHS	53,939
SH	24,414

### Additional Chromebook Information

ChromeBook Expiry Date



ChromeBook Models





**DATE:** January 25, 2023

**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*  
Assurance Domains – [Learning Supports & Governance](#)

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

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**PURPOSE:**

For information.

**BACKGROUND:**

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

The Superintendent's Discretionary Fund is a dollar amount set aside to support schools with additional staffing requirements that arise after the budget has been approved. 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.

At the October 26, 2022, Public Board Meeting, the September 22 – October 21, 2022, Superintendent Discretionary spending was reported which included an additional 0.8 teacher FTE totaling \$83,040.00.

At the November 23, 2022, Public Board Meeting, the October 22 – November 16, 2022, Superintendent Discretionary spending was reported which included a corrected FTE retroactive to the beginning of the school year, additional CUPE FTE and additional GEC FTE totaling \$74,764.80.

On November 7, 2022, the Division received \$129,420.00 in Supplemental Enrolment Growth Funding for the 2022-2023 school year, which was added to the Superintendent Discretionary Budget.

At the December 21, 2022, Public Board Meeting, the November 17 – December 14, 2022, Superintendent Discretionary spending was reported which included an additional 0.42 Teacher FTE and resources totaling \$35,407.60.





**UPDATE:**

December 15, 2022 – January 19, 2023, the following additional staffing FTE and resources have been added to schools using Superintendent Discretionary Fund dollars:

- Gibbons School additional 0.3 Teacher FTE:
  - To support elementary classroom students with complex needs
- École Morinville Public additional 0.5 Teacher FTE:
  - To support students with complex needs
- Landing Trail School additional 0.5 Teacher FTE:
  - To “unsplit” the LOGOS ¾ classroom for the remainder of the year to alleviate concerns with the class size combined with the number of complex needs

2022 - 2023 Superintendent Discretionary	2022-2023				
	<b>\$ 800,000</b>				
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
<b>Direct staffing to schools (K- 12)</b>					
<u>Teachers</u>					
Landing Trail	0.50		\$ 51,900	Thursday, January 19, 2023	
ÉMPS	0.50		\$ 51,900	Monday, January 16, 2023	
Gibbons	0.30		\$ 31,555	Tuesday, January 3, 2023	
Four Winds	0.425		\$ 29,337	Tuesday, November 22, 2022	
Guthrie	0.1		\$ 10,380	Retroactive to August 26, 2022	
Redwater	0.8		\$ 83,040	Monday, Oct 4, 2022	
Gibbons	0.12		\$ 12,456	Friday, September 16, 2022	
Redwater	0.63		\$ 65,394	Thursday, September 1, 2022	
Gibbons	0.7		\$ 72,660	Thursday, September 1, 2022	
Gibbons	0.6		\$ 62,280	Tuesday, May 24, 2022	
ÉMPS	1.0		\$ 103,800	Tuesday, May 31, 2022	
LS	0.5		\$ 46,710	Monday, June 27, 2022	
FWPS	0.2		\$ 20,760	Friday, July 1, 2022	
Guthrie	1.0		\$ 103,800	Tuesday, May 10, 2022	
<b>Total</b>	<b>7.33</b>	<b>\$103,800.00</b>			<b>\$745,972.20</b>
<b>Direct staffing to schools (K- 12)</b>					
<u>CUPE</u>					
EA OLEP	0.184	\$48,700.00	\$8,960.80	Friday, October 14, 2022	
SCHS Office Clerk	1	\$49,200.00	\$49,200.00	Wednesday, May 25, 2022	
LS Library Tech	0.4	\$35,700.00	\$14,280.00	Monday, June 27, 2022	
<b>Total</b>	<b>1.58</b>				<b>\$72,440.80</b>
<b>Other</b>					
Human Resources Advisor	0.80		\$55,424.00	Friday, October 14, 2022	
Musical Instruments for Legal Public School			\$6,070.60	Thursday, December 8, 2022	
<b>Total</b>					<b>\$61,494.60</b>
<b>Total Costs</b>					<b>\$879,907.60</b>
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, November 8, 2022	<b>\$129,420.00</b>
<b>Total budget remaining</b>					<b>\$49,512.40</b>

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

Not applicable.



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Joe Dwyer, Trustee  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

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**PURPOSE:**

For information.

**BACKGROUND:**

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

- January 11 Building and Maintenance Committee Meeting
- January 11 Policy Committee Meeting
- January 11 Committee of the Whole Meeting
- January 16 School Presentations
- January 17 Discipline Hearing
- January 17 Camilla School Council meeting
- January 25 Public Board Meeting
- January 25 Town of Morinville Meeting
- January 30 School Presentations
- January 30 Three Rotary Meetings
- January 30 Administration Meetings



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Janine Pequin, Trustee  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

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**PURPOSE:**

For information.

**BACKGROUND:**

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

- Jan 11 – Policy Committee Meeting
- Jan 11 – Committee of the Whole Meeting
- Jan 16 – School Presentations
- Jan 16 – Redwater School, School Council Meeting
- Jan 18 – Redwater School Junior High Musical Theatre
- Jan 19 – TEBA
- Jan 20 – Zone 2/3
- Jan 23 – Ochre Park School Council
- Jan 25 – Public Board Meeting
- Jan 25 – Town of Mornville Meeting
- Jan 30 – School Presentations



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Cindy Briggs, Trustee Ward 2  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

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

- January 11- Joint Use Meeting with Town of Bon Accord, Lilian Schick School and Bon Accord Community School
- January 11- Building and Maintenance Committee Meeting
- January 11- Committee of the Whole Meeting
- January 16- School Presentations
- January 23- Lilian Schick School Council and Room Parent Association Meeting
- January 24- Bon Accord Community School Program Support Society and School Council
- January 30- School Presentations



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Trish Murray-Elliott, Trustee  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

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

- Building & Maintenance Committee Meeting, January 11
- Policy Committee Meeting, January 11
- Committee of the Whole Meeting, January 11
- School Presentations, January 16
- Disciplinary Hearing, January 17
- School Council, Sturgeon Composite High School, January 17
- School Council, Sturgeon Heights School, January 23
- Public Board Meeting, January 25
- Town of Morinville Meeting, January 25
- Central Office Blanket Exercise, January 26
- School Presentations, January 30



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Stacey Buga, Trustee  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

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

- ASBA Zone 2/3 virtual (*January 20*)
- ATA meeting prep (*January 25*)
- Blanket Exercise with Central Office (*January 26*)
- Building and Maintenance Committee Meeting (*January 11*)
- Committee of the Whole Meeting (*January 11*)
- Four Winds school council (*January 12*)
- Meeting with stakeholder (*January 12*)
- Public Board Meeting (*January 25*)
- School Presentations (*January 16*)
- Central Office Blanket Exercise (*January 26, 2023*)
- School Presentations (*January 30*)
- SPVA/Learning Centre school council (*January 10*)
- Town of Morinville Meeting (*January 25*)



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Tasha Oatway-McLay, Trustee Ward 6  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

---

**PURPOSE:**

For information.

**BACKGROUND:**

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

- Committee of the Whole Meeting
- School Presentations
- Namao School Council Meeting
- Public Board Meeting
- Meeting with Town of Morinville
- School Presentations



**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Irene Gibbons, Trustee Ward 7  
**GOVERNANCE POLICY:** [Policy 235 – Conduct of Board Meetings](#)

**SUBJECT:** Trustee Report – January 2023

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**PURPOSE:**

For information.

**BACKGROUND:**

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

- January 11, 2023 Policy Committee Meeting
- January 11, 2023 Committee of the Whole Meeting
- January 16, 2023 School Presentations, full day
- January 16, 2023 Gibbons School Council Meeting
- January 17, 2023 Discipline Hearing
- January 19, 2023 Landing Trail School Council Meeting
- January 25, 2023 Public Board Meeting
- January 25, 2023 ATA Negotiation Committee Meeting
- January 27, 2023 Meeting with Gibbons CAO and LT Principal
- January 30, 2023 School Presentations, full day





**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Stacey Buga, Committee Chair

**GOVERNANCE POLICY:** [Policy 221 – Role of the Trustee](#)  
[Policy 230 – Board Committees](#)  
[Policy 230 – Board Committees; Appendix K – Advocacy Committee](#)  
[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)*  
Assurance Domains – [Governance & Local and Societal Context](#)

**SUBJECT:** Advocacy Committee

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**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).

- The Student Advisory Committee is a sub committee of the Advocacy Committee. The Board believes in, and supports, the inclusion of a student voice in its deliberations. The Student Advisory Committee provides an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest and provides students with knowledge and understanding about Public Education and Sturgeon Public School Division. Two grade 7–9 students and two grade 10-12 students from schools across the Division make up the Student Advisory Committee.

**REPORT SUMMARY:**

The Advocacy Committee held a meeting on December 21, 2022. The following is a summary of that meeting:

- Municipal Partner Meetings – invitations sent to the Town of Morinville, Town of Redwater and Sturgeon County;
- Debrief from the Student Advisory Committee meeting held on December 12, 2022;
- Discussed the ASBA – Friends of Education Award;
- Local Chambers of Commerce discussion and the important role they play;



- Discussed the wording around “Choice Rider” that was in the Transportation letter sent on December 21, 2022, to families; and
- Shared form letters available on the Foothills School Division website for stakeholder letter writing campaigns.

An Advocacy Committee meeting is scheduled on February 22, 2023.

The Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.



**DATE:** January 25, 2023

**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)  
Assurance Domain - [Governance](#)

**SUBJECT:** Audit, Finance and Human Resources Committee

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**PURPOSE:**

For information.

**BACKGROUND:**

The Audit, 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 as the Superintendent evaluation and compensation, and the review of the annual financial statements. The Committee recommends and reviews policies related to audit, financial and human resources matters.

**REPORT SUMMARY:**

The Audit, Finance and Human Resources Committee held a meeting on December 21, 2022. The following is a summary of that meeting:

- At the recommendation of MNP during the 2021-2022 Audited Financial Statements presentation on findings, the Division is looking at the option of engaging two external parties to serve as non-trustees for the Audit sub-committee. Administration will need to research all the requirements to bring to the Committee for review.
- At the recommendation of MNP during the 2021-2022 Audited Financial Statements presentation on findings, the Division is looking into investing a portion of cash idling in the deposit accounts. Administration will formulate a draft policy section to address the level of desired exposure to risk and investment institutions and bring it back to the Committee for review.
- Discussion regarding the challenges facing the Division with recruiting and retaining staff. Administration provided an overview of the positions posted and recruited due to new roles, leaves, resignations and transfers. The Division is experiencing some challenges with the recruitment of qualified EAs.
- The Committee is progressing in line with the work plan.



- Discussion on School Stores and how each Division school is slightly different in how the stores are run.
- School Council and Parent Fundraising Association scope and interaction are also somewhat different from school to school. More clarity is required, and Administration will work with our schools, and the respective groups to provide guidance.

The Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.



**DATE:** January 25, 2023

**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)*  
Assurance Domain - [Governance](#)

**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 January 11, 2023. The following is a summary of that meeting:

- The design and maintenance of gender-neutral washrooms are creating issues that need to be addressed. Potential solutions and cost estimates for alterations were shared by Administration.
- Discussion on contracted cleaning services and the need for improved coverage during staff absences. The goal is to ensure consistent cleaning throughout the Division.
- Sturgeon County set up a meeting for January 16, 2023, with the Division, to discuss water drainage at Camilla School and drainage pond alternatives.



- A summary discussion was shared regarding the meeting with the Town of Bon Accord to discuss Joint Use and JUPA requirements, as well as opportunities for partnership: events, elections, etc. The transportation routes for Lilian Schick on the gravel road were also briefly discussed.

The Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.



**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Janine Pequin, Committee Chair

**GOVERNANCE POLICY:** [Policy 221 – Role of the Trustee](#)  
[Policy 230 – Board Committees](#)  
[Policy 230 – Board Committees; 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](#)  
Assurance Domain – Governance

**SUBJECT:** Policy Committee

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**PURPOSE:**

For information.

**BACKGROUND:**

The Policy Committee reviews all policies within a three year rotation or for certain policies, on an annual basis as determined by the Board of Trustees, or by Board Committees who submit recommendations regarding the need for policy development or review of existing policies.

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

**REPORT SUMMARY:**

The Policy Committee held a meeting on January 11, 2023. The following is a summary of that meeting:

- Policy 231 – Student Advisory Committee was reviewed with recommended amendments, and then, Administration was directed to forward this policy to the January 25, 2023, Public Board meeting for approval.
- Policy 130 – Public Interest Disclosure (Whistleblower Protections) was reviewed with recommended amendments, and then, Administration was directed to forward this policy to the January 25, 2023, Public Board meeting for approval.



- Policy 900 – Student Conduct and Discipline was reviewed with the recommendation for amendments to the wording in item 3.5.2, and for Administration to bring the policy back to the next Policy Committee on February 8, 2023, for further review.

The next Policy Committee meeting is scheduled for February 8, 2023.

The Policy Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.





**DATE:** January 25, 2023  
**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\(1\)\(b\)](#)  
Assurance Domain - [Governance](#)

**SUBJECT:** Transportation Committee

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**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 bus contractors on governance issues.

**REPORT SUMMARY:**

The Transportation Committee has not had a meeting since the Public Board Meeting on December 21, 2022.

The Joint Transportation Committee held a meeting on December 19, 2022. The following is a summary of that meeting:

- Administration presented an analysis of the Distance Rate which was followed by a discussion.

The Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.



**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

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

**GOVERNANCE POLICY:** [Policy 220 – Trustee Code of Conduct](#)  
[Policy 221 – Role of the Trustee](#)  
[Policy 225 – Board Responsibility and Conduct](#)  
[Policy 700 – Superintendent of Schools](#)  
[Policy 701 – Board Delegation of Authority](#)  
[Policy 240 – System, School and Program Evaluation](#)

**ADDITIONAL REFERENCE:** [AP810 – Protocol of Reporting Provincial Achievement & Diploma Examination Results](#)  
Assurance Domain – Governance

**SUBJECT:** Sturgeon Public Schools Annual Education Results Report (AERR) – Update

**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees approve the Amended Sturgeon Public Schools Annual Education Results Report (AERR).

**BACKGROUND:**

On December 6, 2022, Alberta Education released additional information regarding the Grade 9 Provincial Achievement Tests written in June 2022. The information indicated that some students in the province obtained answer keys and test questions for these exams and may have used them within the last three days of writing. Analyzing the exam window for Sturgeon Public Schools, it would not have been possible for our students to utilize this information for any exam, except Social Studies 9.

After reviewing this information and confirming that student data most likely impacted by the breach was already removed from the data set presented to the Board in November within the Annual Education Results Report (AERR), Administration is recommending the addition of a caution statement to the updated report. The additional caution statement appears in the Amended AERR on page 3 and reads:



### Province-wide Security Breach of Provincial Achievement Tests

Due to a province-wide security breach, caution should be exercised when interpreting Provincial Achievement Test (PAT) results. Alberta Education has removed from the provincial cohort the results of many students who wrote over the last few days of the administration window. The provincial results are still representative of the Alberta student population. The number of students reported for each school authority and each school was not adjusted.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

### **ATTACHMENT(S):**

1. Updated Annual Education Results Report (AERR)



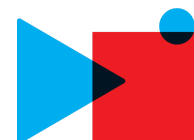
Sturgeon  
Public Schools

Dare to reimagine learning



# Annual Education Results Report (AERR) 2021 - 2022





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## Accountability Statement

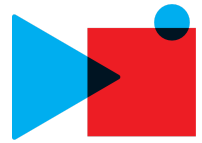
The Annual Education Results Report for Sturgeon Public Schools for the 2021/2022 school year was prepared under the direction of the Board in accordance with the responsibilities under the *Education Act* and the *Fiscal Planning and Transparency Act*. The Board is committed to using the results in this report, to the best of its abilities, to improve outcomes for students and to ensure that all students in the school authority can acquire the knowledge, skills and attitudes they need to be successful and contributing members of society.

This Annual Education Results Report for 2021/2022 was approved by the Board on November 23, 2022, with amendments approved on XXXXXX

Joe Dwyer, Chair  
Board of Trustees, Sturgeon Public Schools







## Public Interest Disclosure (*Whistleblower Protection Act*) Regulation

In the 2021/2022 school year, there were no internal disclosures of wrongdoing made in good faith by any Sturgeon Public Schools' employees under the terms of the *Public Interest Disclosure (Whistleblower Protection) Act*.

## Lasting Impact of COVID-19 Pandemic on Assessments and Measures

Participation in the Provincial Diploma Examinations was impacted by the COVID-19 pandemic in 2019/20, 2020/21 and 2021/22.

- Results for the 2021/22 Diploma Examination are limited to a single June writing (as a January writing was not available).
- Results for the 2019/20 and 2020/21 school years are not available for the PATs, Diploma Examinations, and Diploma Exam Participation Rate.
- Caution should be used when interpreting Rutherford Scholarship Eligibility Rate and High School Completion Rate results over time.

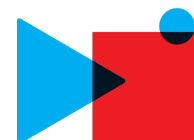
Introduction of the Alberta Education Assurance (AEA) Survey and Impact of COVID-19 Pandemic

- As last year marked the introduction of several of the assurance measures, previous three year average data is not available for some measures. Longitudinal data is shared whenever it is available. Measures introduced in the 2020/21 school year are not:
  - Evaluated against the provincial standards (Achievement) or previous 3-year averages (Improvement);
  - Included in the calculation of future provincial standards for new survey measures; or
  - Included in the calculation of 3-year averages used to evaluate improvement of future survey results.

## Province-wide Security Breach of Provincial Achievement Tests

Due to a province-wide security breach, caution should be exercised when interpreting Provincial Achievement Test (PAT) results. Alberta Education has removed from the provincial cohort the results of many students who wrote over the last few days of the administration window. The provincial results are still representative of the Alberta student population. The number of students reported for each school authority and each school was not adjusted.



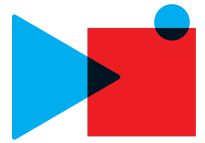


## 2021 Alberta Education Assurance Measures - Summary

Assurance Domain	Measure	Sturgeon School Division			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Student Growth and Achievement	Student Learning Engagement	<b>83.2</b>	83.5	n/a	<b>85.1</b>	85.6	n/a	n/a		
	Citizenship	<b>79.5</b>	80.5	80.8	<b>81.4</b>	83.2	83.1	High	Maintained	Good
	3-year High School Completion	<b>76.2</b>	83.5	79.4	<b>83.2</b>	83.4	81.1	Intermediate	Maintained	Acceptable
	5-year High School Completion	<b>84.1</b>	84.3	85.4	<b>87.1</b>	86.2	85.6	Intermediate	Maintained	Acceptable
	PAT: Acceptable	<b>67.3</b>	n/a	76.3	<b>67.3</b>	n/a	73.8	n/a		
	PAT: Excellence	<b>14.5</b>		17.0	<b>18.0</b>		20.6			
	Diploma: Acceptable	<b>70.5</b>		84.6	<b>75.2</b>		83.6			
	Diploma: Excellence	<b>8.5</b>		17.3	<b>18.2</b>		24.0			
Teaching & Leading	Education Quality	<b>88.0</b>	86.8	90.2	<b>89.0</b>	89.6	90.3	High	Declined	Acceptable
Learning Supports	Welcoming, Caring, Respectful and Safe Learning Environments (WCRSLE)	<b>84.9</b>	84.9	n/a	<b>86.1</b>	87.8	n/a	n/a		
	Access to Supports and Services	<b>80.5</b>	79.5		<b>81.6</b>	82.6				
Governance	Parental Involvement	<b>78.2</b>	77.4	82.1	<b>78.8</b>	79.5	81.5	Intermediate	Declined	Issue
Assurance Domain	Measure	Sturgeon School Division			Alberta			Measure Evaluation		
First Nations, Métis, and Inuit Student Growth Achievement	3-year High School Completion	<b>70.2</b>	74.9	73.1	<b>59.5</b>	62.0	58.4	Low	Maintained	Issue
	5-year High School Completion	<b>84.6</b>	77.5	82.9	<b>68.0</b>	68.1	65.8	Intermediate	Maintained	Acceptable
	PAT: Acceptable	<b>51.5</b>	n/a	68.4	<b>46.4</b>	n/s	54.0	n/a		
	PAT: Excellence	<b>9.2</b>		14.5	<b>6.4</b>		7.4			
	Diploma: Acceptable	<b>66.7</b>		89.5	<b>68.7</b>		77.2			
	Diploma: Excellence	<b>10.3</b>		27.9	<b>8.5</b>		11.4			

1. Participation in the 2019/20 and 2020/21 Diploma Exams was impacted by the COVID-19 pandemic. In the absence of Diploma Exams, achievement level of diploma courses were determined solely by school-awarded marks. Caution should be used when interpreting high school completion rate results over time.
2. Aggregated PAT results are based upon a weighted average of percent meeting standards (Acceptable, Excellence). The weights are the number of students enrolled in each course. Courses included: English Language Arts (Grades 6, 9, 9 KAE), Français (6e et 9e année), French Language Arts (6e et 9e année), Mathematics (Grades 6, 9, 9 KAE), Science (Grades 6, 9, 9 KAE), Social Studies (Grades 6, 9, 9 KAE).
3. Participation in the Provincial Achievement Tests and Diploma Exams was impacted by the fires in 2016 and 2019, as well as by the COVID-19 pandemic in 2020 and 2021. Caution should be used when interpreting trends over time.
4. Aggregated Diploma results are a weighted average of percent meeting standards (Acceptable, Excellence) on Diploma Examinations. The weights are the number of students writing the Diploma Examination for each course. Courses included: English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, Français 30-1, Mathematics 30-1, Mathematics 30-2, Chemistry 30, Physics 30, Biology 30, Science 30, Social Studies 30-1, Social Studies 30-2.





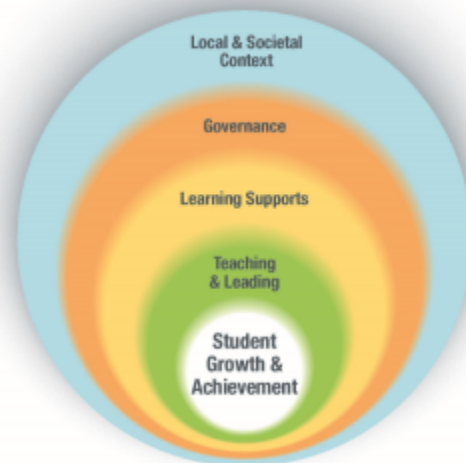
## Priority - Student Learning and Success

### Assurance Domains and Student Success

Assurance in the education system occurs when community members, system stakeholders and education partners engage across five domains:

- Student Growth and Achievement;
- Teaching and Leading;
- Learning Supports;
- Governance; and
- Local and Societal Context.

Student success is the priority for Sturgeon Public Schools. The domains of Teaching and Leading, Learning Supports and Governance support this priority and integrate local context to ensure Sturgeon Public students meet, and excel at, the challenges presented by the global community.

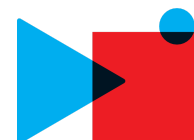


### Domains and Outcomes

Each domain is interconnected and part of a complete system supporting student achievement. Within each domain, outcomes are identified to illustrate what will be happening consistently and strategies are outlined to describe how Sturgeon Public Schools will reach those outcomes. Measures are used and communicated to all stakeholders to illustrate success and inform the next cycle of improvement.







## Domain: Student Growth & Achievement

### Assurance occurs:

#### Outcome 1

Students achieve provincial learning outcomes and solve problems with real-world applications.

#### Outcome 2

Students use assessment feedback to identify strengths and areas of need and set learning goals.

Public assurance occurs when Sturgeon Public students demonstrate strong achievement across provincial learning outcomes, engage critically and continuously progress as learners.

#### Measures Included in Domain

##### Alberta Education Assurance Measures (AEAMs)

- Provincial Achievement Tests
- Diploma Examinations
- High School Completion
- Citizenship
- Student Learning Engagement

##### Local Measures

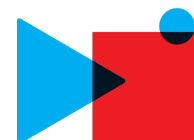
- Intellectual Engagement: Interest and Motivation (OurSchool)

### Achievement Across Alberta Education Assurance Measures

Citizenship		Results (in percentages)						Measure Evaluation		
		2018	2019	2020	2021	N	2022	Achievement	Improvement	Overall
Percentage of teachers, parents and students who are satisfied that students model the characteristics of active citizenship.	Overall	77.6	79.4	82.2	80.5	1590	79.5	High	Maintained	Good
	Parent	68.8	71.9	78.7	78.4	245	76.1	High	Maintained	Good
	Student	70.3	71.0	73.7	69.3	1061	71.0	High	Maintained	Good
	Teacher	93.6	95.2	94.2	93.8	284	91.5	Intermediate	Declined	Issue

Student Learning Engagement		Results (in percentages)						Measure Evaluation		
		2018	2019	2020	2021	N	2022	Achievement	Improvement	Overall
The percentage of teachers, parents and students who agree that students are engaged in their learning at school.	Overall	n/a			83.5	1590	83.2	n/a		
	Parent	n/a			86.0	245	85.9			
	Student	n/a			66.9	1061	68.2			
	Teacher	n/a			97.5	284	95.6			





High School Completion	Results (in percentages)					Measure Evaluation		
	2017	2018	2019	2020	2021	Achievement	Improvement	Overall
Drop Out Rate	2.4	2.9	3.0	3.2	3.0	High	Maintained	Good
3 Year Completion	82.0	78.5	76.3	83.5	76.2	Intermediate	Maintained	Acceptable
4 Year Completion	85.7	84.1	82.1	82.8	87.9	Intermediate	Improved	Good
5 Year Completion	84.1	87.3	84.8	84.3	84.1	Intermediate	Maintained	Acceptable
ESL 3 Year Completion	*	n/a	n/a	*	*	n/a		
ESL 5 Year Completion	*	n/a	n/a	n/a	n/a			

### Provincial Assessments

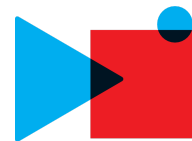
Provincial Achievement Tests	Sturgeon Public Schools (%)						Alberta (%)				
	2018	2019	2020	2021	N	2022	2018	2019	2020	2021	2022
Acceptable Standard %	78.0	76.3	n/a		736	67.3	73.6	73.8	n/a		67.3
Standard of Excellence %	18.9	17.0	n/a			14.5	19.9	20.6	n/a		18.0
Diploma Exams	Sturgeon Public Schools (%)						Alberta (%)				
	2018	2019	2020	2021	N	2022	2018	2019	2020	2021	2022
Acceptable Standard %	75.3	84.6	n/a		252	70.5	83.7	83.6	n/a		75.2
Standard of Excellence %	11.7	17.3	n/a			8.5	24.2	24.0	n/a		18.2

### Achievement Across Local Measures

Intellectual Engagement: Interest and Motivation (OurSchool)		Results			
		2019/20	2020/21	2021/22	2016/2017 Alberta Average‡
Elementary 4-6*	(%)	81	77	73	86
Secondary 7-12**	(%)	35	32	31	40

\*Elementary Student Number (1,076), \*\*Secondary Student Number (1,553), ‡Norms built in 2016-2017





## Key Insights and Implications

### Results

When examining citizenship (the number of teachers, parents and students who are satisfied that students model the characteristics of active citizenship), the Division has maintained high achievement overall and with students. There is a slight decline with parents from last year. Of note, teachers' satisfaction with citizenship has declined slightly each year since 2019 and Sturgeon Public teachers align with a provincial decrease in 2022.

In terms of student learning engagement, the Division saw an increase in the number of students who agree that "students are engaged in their learning at school", while students across the province reported a decrease. Parents and teachers reported slight decreases in engagement.

The Division saw a decrease in students who report that they are interested and motivated in their learning. In elementary, the highest report of interest and motivation is in grade 4 (79%) with declines in grades 5 and 6. For grades 7 - 12 students, the highest report of interest and motivation is in grades 7 (72%) and grade 10 (65%) with mixed results throughout the rest of the grades.

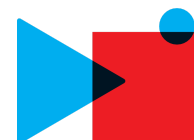
After being canceled for 2020 and 2021, Provincial Achievement Testing was reinstated in June of 2022. Diploma exams were canceled in 2020, became optional for 2021, and were reinstated for the June 2022 writing only (canceled in January). It is clear that Division results are impacted by learning disruptions experienced through the Pandemic.

A relative strength in Division Diploma programming continues to be English Language Arts courses where the Division has exceeded the provincial average in acceptable achievement. The Division is below provincial averages in the other subjects. Math 30-1 and 30-2, along with Physics 30 achievement levels, are well below provincial averages. A relative strength in PAT results is Grade 6 Social Studies where the Division outperforms provincial averages in both standards of acceptable and excellence achievement. An area of focus will be Grade 9 Mathematics where the Division was below provincial averages in both standards of acceptable and excellence.

There is an increase in the 4 year completion rate, raising the Division achievement measure to good. The Division reports a small decrease in drop-out rate and 3 year completion rate and has overall maintained intermediate achievement.

Achievement for students who self-identified as First Nations, Métis or Inuit continue to be significantly above the provincial levels for high school completion and PAT measures. It is noted that these levels are below the achievement for other students in Sturgeon Public Schools and below provincial average for our diploma results.





## Domain: Teaching and Leading

### Assurance occurs:

#### Outcome 3

Teachers and principals use a range of data and evidence to co-create student specific learning activities to build achievement.

#### Outcome 4

Teachers and leaders attend to individual student learning and local school needs with skill and competence in leadership.

Public assurance occurs when Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality standards in a collaborative culture of learning.

#### Measures Included in Domain

Alberta Education Assurance Measures (AEAMs)

- Education Quality
- In-service - Staff PD

Local Measures

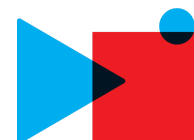
- Quality Instruction: Rigor (OurSchool)
- Division PD Survey (Staff)

### Achievement Across Alberta Education Assurance Measures

Education Quality		Results (in percentages)						Measure Evaluation		
		2018	2019	2020	2021	N	2022	Achievement	Improvement	Overall
Percentage of teachers, parents and students satisfied with the overall quality of basic education.	Overall	87.0	90.5	89.9	86.8	1585	88.0	High	Declined	Acceptable
	Parent	77.0	84.3	84.0	79.9	245	83.6	High	Maintained	Good
	Student	86.9	88.6	87.3	83.1	1057	84.8	Intermediate	Declined Significantly	Issue
	Teacher	97.0	98.6	98.3	97.4	283	95.7	High	Declined	Acceptable

In-Service (PD)		Results (in percentages)						Measure Evaluation		
		2018	2019	2020	2021	N	2022	Achievement	Improvement	Overall
In-servicing received from the school authority has been focused, systematic and contributed significantly to their ongoing professional growth.		89.6	91.2	76.8	76.0	275	85.4	Intermediate	Maintained	Intermediate





### Achievement Across Local Measures

Quality Instruction: Rigor (OurSchool)		Results			
		2019/20	2020/21	2021/22	2016/2017 Alberta Average‡
Elementary 4-6*	out of 10	8.0	8.0	7.7	8.3
Secondary 7-12**	out of 10	6.3	6.5	6.5	6.6

\*Elementary Student Number (1,076), \*\*Secondary Student Number (1,553), ‡Norms built in 2016-2017

### PD and Operational / No Student Days

Division PD Days	Site-Based PD Days	Operational, no Classes
<ul style="list-style-type: none"> <li>- August 29, 2022</li> <li>- March 13, 2023</li> </ul>	<ul style="list-style-type: none"> <li>- August 26, 2022</li> <li>- October 11, 2022</li> <li>- December 5, 2022</li> <li>- January 31, 2023</li> <li>- April 24, 2023</li> <li>- May 19, 2023 (am only)</li> <li>- June 5, 2023</li> </ul>	<ul style="list-style-type: none"> <li>- August 30, 2022</li> <li>- June 30, 2023</li> </ul>
Teachers Convention (ATA PD)		Day in Lieu
<ul style="list-style-type: none"> <li>- February 9 &amp; 10, 2023</li> </ul>		<ul style="list-style-type: none"> <li>- November 10, 2022</li> <li>- March 24, 2023</li> </ul>

## Key Insights and Implications

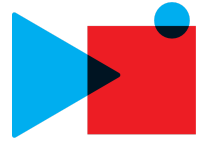
### Results

Education quality (the percentage of teachers, parents and students satisfied with the overall quality of basic education) received the achievement measure of high overall, with parents, and teachers. Both parents and students reported higher levels of quality over last year. Although, with teachers, there has been a slight, but steady, decline since 2019. The achievement measure for students was intermediate and represented a significant decrease compared to the previous three year average. In 2022, overall achievement in this area demonstrates growth over the 2021 data and is closer to the provincial average.

The Division saw a decrease in students' reporting of Rigor (students who find classroom instruction is well-organized, with a clear purpose, and with immediate and appropriate feedback that helps them learn). This measure has decreased slightly from last year in both the elementary and secondary student groups.

In-service ratings by teachers increased significantly from last year. The Division saw a near 10 percent increase in the number of teachers who reported that in-servicing received from the school authority has been focused, systematic and contributed significantly to their ongoing professional growth. A division-wide professional development survey was distributed to all staff after the March 14, 2022 division PD day. Respondents were asked to





consider the sessions they attended in the morning and afternoon. 100 responses were collected.

Results of the survey:

**Question:** Considering the particulars of the morning session that you attended, was it relevant to your work with students? (100 responses)

**82% Indicated:** Relevant or Very Relevant

**Question:** How likely are you to recommend this session to another staff if it is offered again next year? (100 responses)

**73% Indicated:** Likely or Very Likely

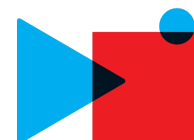
**Question:** Considering the particulars of the afternoon session that you attended, was it relevant to your work with students?

**92% Indicated: Relevant or Very Relevant**

**Question:** How likely are you to recommend this session to another staff if it is offered again next year? (93 responses)

**80% Indicated:** Likely or Very Likely





## Domain: Learning Supports

### Assurance occurs:

#### Outcome 5

Public School Communities are safe, caring, respectful and inclusive.

#### Outcome 6

First Nations, Métis and Inuit students achieve and succeed as part of a community committed to understanding foundational Indigenous perspectives and knowledge.

#### Outcome 7

Partnerships with external agencies are in place and used to enhance the conditions required for student achievement.

Public assurance occurs when all students belong and learn in environments that support their needs. Public confidence is built when system resources are used to ensure optimum learning for all.

### Measures Included in Domain

#### Alberta Education Assurance Measures (AEAMs)

- Welcoming, Caring, Respectful and Safe Learning Environments (WCRSLE)
- Access to Supports and Services

#### Local Measures

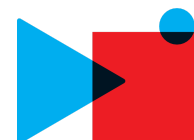
- Emotional Health: Anxiety (OurSchool)
- School Context: Advocacy at School(OurSchool)



### Achievement Across Alberta Education Assurance Measures

WCRSLE		Sturgeon Public Schools (%)						Alberta (%)				
		2018	2019	2020	2021	N	2022	2018	2019	2020	2021	2022
Percentage of teachers, parents and students who agree that their learning environments are welcoming, caring, respectful and safe.	Overall	n/a			84.9	1592	84.9				87.8	86.1
	Parent	n/a			57.7	245	85.9				88.2	86.9
	Student	n/a			73.7	1063	75.2				79.8	77.7
	Teacher	n/a			95.2	284	93.6				95.3	93.6





Access to Supports		Sturgeon Public Schools (%)						Alberta (%)						
		2018	2019	2020	2021	N	2022	2018	2019	2020	2021	2022		
Percentage of teachers, parents and students who agree that students have access to the appropriate supports and services at school.	Overall	n/a				79.5	1589	80.5	n/a				82.6	81.6
	Parent	n/a				73.6	245	71.4	n/a				78.9	77.4
	Student	n/a				76.4	1060	81.2	n/a				80.2	80.1
	Teacher	n/a				88.5	284	88.8	n/a				88.7	87.3

### Achievement Across Local Measures

Emotional Health: Anxiety (OurSchool)		Results			
		2019/20	2020/21	2021/22	2016/2017 Alberta Average‡
Elementary 4-6*	(%)	27	29	36	22
Secondary 7-12**	(%)	39	40	41	29
School Context: Advocacy at School (OurSchool)		Results			
		2019/20	2020/21	2021/22	2016/2017 Alberta Average‡
Elementary 4-6*	out of 10	5.9	6.3	6.0	6.7
Secondary 7-12**	out of 10	2.7	2.7	2.8	2.6

\*Elementary Student Number (1,076), \*\*Secondary Student Number (1,553), ‡Norms built in 2016-2017

## Key Insights and Implications

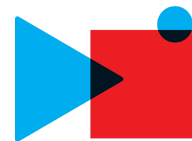
### Results

Percentage of teachers, parents and students who agree that their learning environments are welcoming, caring, respectful and safe has remained consistent overall from last year while the provincial average decreased. The number of parents who agree that learning environments are welcoming, caring, respectful and safe increased significantly (28.2%). The Division also noticed a slight decrease from teachers and conversely an increase from students. This remains a new measure with only a single year to reference against.

Again from a single year reference point, the percentage of teachers, parents and students who agree that students have access to the appropriate supports and services at school has overall remained consistent. However, there is a clear increase from students who report







access to appropriate supports and a clear decrease from parents who report access to appropriate supports from last year.

It is noted that anxiety reported by students remains higher than in previous years. The Division saw an increase in students reporting anxiety from grade 4 to grade 9. After peaking at 45% in grade 9, student reports decreased steadily until the lowest report in grade 12 at 34%. At 44%, Elementary girls were a demographic that reported the highest number of students who have intense feelings of fear, intense anxiety, or worry about particular events or social situations in elementary school.

Secondary students reported increased advocacy (students who feel they have someone at school who consistently provides encouragement and can be turned to for advice) and surpassed the pre-pandemic 2016 - 2017 provincial norms. Elementary students reported a decline in advocacy.

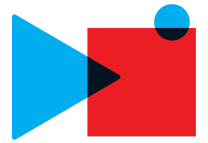
## Indigenous Student Success and Applying Foundational Knowledge

Indigenous student success and improving teacher capacity around foundational knowledge continues to be a priority for Sturgeon Public Schools. Through a multifaceted and strategic approach, the Division intentionally provides opportunities for decolonization and indigenization throughout the Division. By supporting the roles of Indigenous High School Student Coach, Indigenous Student Counselor, and six Educational Assistants who work directly with students, the Division is working to reduce barriers and improve drivers of student achievement. Indigenous and Métis learning coaches work with teaching staff and school administrators to honour and incorporate Indigenous knowledge and approaches to learning within all classrooms and schools. Sturgeon Public students experience age appropriate, locally designed blanket exercises and participate in intentional outdoor learning experiences. The Indigenous Education Cohort brings staff representatives from each school site to engage in rigorous and holistic professional development to provide further leadership and ‘elbow to elbow’ support at the school level. Division and school-based administrators participate in monthly foundational knowledge professional learning and dialogue around championing equity across schools. Additionally, beginning teachers are supported with professional learning and pedagogy support around Indigenous ways of knowing and being so they may incorporate these practices from the onset of their careers.

## Continuum of Supports and Services

In Sturgeon Public Schools, inclusive educational programming is based on meeting students’ needs, focusing on strengths, and providing optimal and enabling learning environments. Programming options are responsive, allow for flexible settings, and take into account a student's individualized needs, parental preferences, and local resources. This year, Sturgeon Public School Division shifted from a segregated program setting for students with complex needs, towards supporting individual student growth, fostering connection and independence, and achievement of personalized goals.





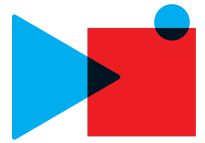
School-based Learning Teams continue to address the needs of all students and children. The teams consist of the Principal and/or Vice-Principal, Learning Support Lead, Learning Coach(es), Counsellor, and Strategies Teacher. The School-based Learning Team builds teacher capacity and provides leadership to develop school-wide support.

School Learning Teams:

- review data from universal, targeted and individualized supports to ensure effectiveness;
- plan and coordinate academic and behavioural interventions for each level of student need;
- develop data-based decision rules for various levels of intervention and/or support;
- monitor the fidelity of the implementation of interventions; and
- provide support, such as training, coaching and resources to staff regarding various levels of intervention and/or support.

The Division Learning Services Team uses a collaborative, integrated model to support students with complex learning needs and disabilities. The Division organizes offerings based on the individual services and supports needed by students. Pre-Kindergarten programming continues to be offered at nine different locations.





## Domain: Governance

### Assurance occurs:

#### Outcome 8

Students, families, staff and community members are committed to a shared vision for student achievement.

#### Outcome 9

Resources are allocated and managed in the interests of ensuring student success.

Public assurance occurs when Sturgeon Public School Division engages openly with stakeholders with a focus on student achievement and demonstrates stewardship of system resources.

### Board of Trustees

Sturgeon Public School Division Board of Trustees consists of seven Trustees, charged with the responsibility of providing an organized and responsive Public Education system for the students and families in Sturgeon County. Trustees represent the best interests of the community, parents, staff and students by setting the direction for the Division, developing policy and approving the budget.



(L to R, Trish Murray-Elliott, Stacey Buga, Irene Gibbons, Joe Dwyer, Janine Pequin, Tasha Oatway-McLay, Cindy Briggs)

Ward 1 - Redwater / Coronado

Ward 2 - Bon Accord / Legal

Ward 3 - Alcomdale / Villeneuve

Ward 4 - Sturgeon Valley / West St Albert

Ward 5 - Morinville

Ward 6 - Cardiff / Garrison

Ward 7 - Gibbons / Lamoureux

Janine Pequin

Cindy Briggs

Joe Dwyer, Chair

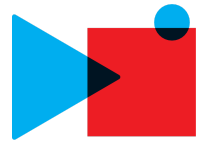
Trish Murray-Elliott

Stacey Buga

Tasha Oatway-McLay

Irene Gibbons, Vice-Chair



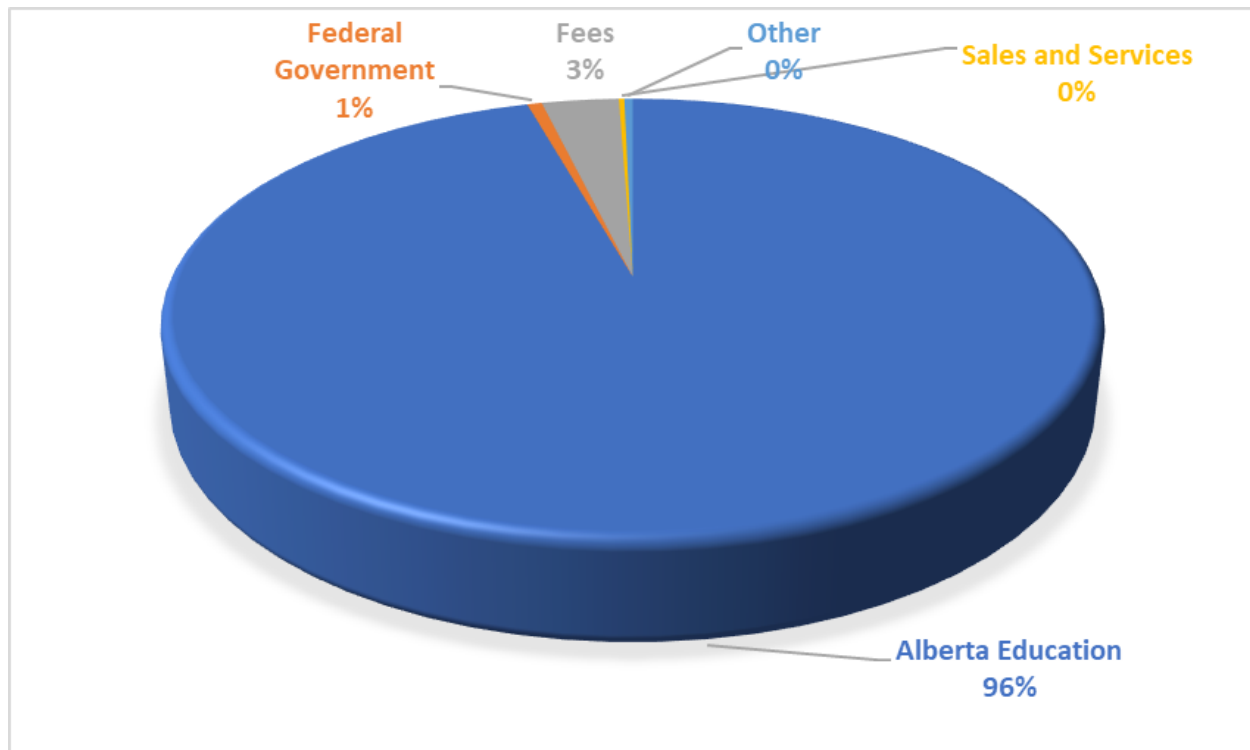


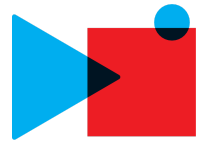
## Financial Planning and Reporting

Sturgeon Public School Division's primary focus is to ensure each student has the opportunity to achieve their full potential. Through the Budgeting and Education Plan processes, the Division establishes the goals and objectives of the Board in accordance with the Vision, Mission and Values and priorities of the school year.

### 2022 - 2023 Budgeted Revenue by Source

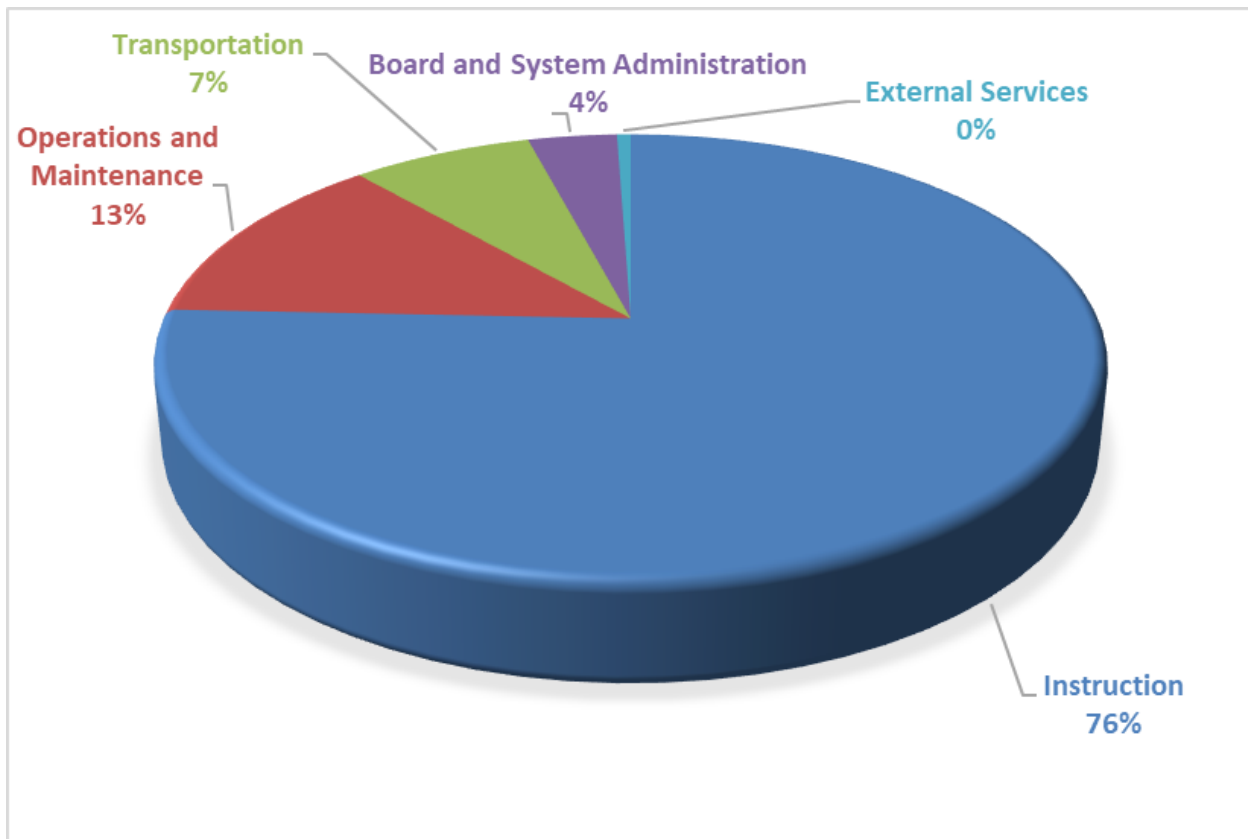
<b>Alberta Education</b>	\$71,764,882	<b>95.2%</b>
<b>Federal Government</b>	\$515,000	<b>0.7%</b>
<b>Fees</b>	\$2,550,802	<b>3.4%</b>
<b>Sales and Services</b>	\$232,485	<b>0.3%</b>
<b>Other</b>	\$290,310	<b>0.4%</b>
<b>TOTAL</b>	<b>\$75,353,479</b>	



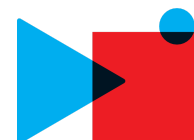


**2022 - 2023 Budgeted Expenses by Program**

<b>Instruction</b>	\$ 58,784,742	<b>75.7%</b>
<b>Operations and Maintenance</b>	\$ 9,991,525	<b>12.9%</b>
<b>Transportation</b>	\$ 5,693,792	<b>7.3%</b>
<b>Board and System Administration</b>	\$ 2,789,294	<b>3.6%</b>
<b>External Services</b>	\$ 432,098	<b>0.6%</b>
<b>TOTAL</b>	\$ 77,691,451	







## Summary of 2021 - 2022 Financial Results

### Actual vs. Budget Operating Results (2021 - 2022)

#### Variance Analysis for the Year Ended August 31, 2022 (in dollars)

	2022 Actual	2022 Budget	Variance Amount	Variance %	Variance Explanation (higher than 10% and \$100K; or lower than -10% and -\$100K) see below
Total Revenues	\$76,672,050	\$74,013,269	\$2,658,781	4%	
<b>Expense by Programs</b>					
Instruction - Pre K & K	4,051,681	4,162,794	111,113	3%	Less actual EA's than budgeted.
Instruction - 1 - Grade 12	49,618,208	51,008,613	1,385,405	3%	Savings in the substitute program and capitalizing of projects
Operations and maintenance	11,244,191	9,524,076	(1,720,115)	-18%	IMR projects not budgeted, WMA adjustment funding allocated to O&M for Projects.
Transportation	5,318,343	5,031,137	(287,206)	-6%	Average daily distance increased by 3.8%
System administration	2,697,974	3,370,898	672,924	20%	Budgeted Legal expenses did not incur.
External services	501,759	613,574	111,815	18%	One less secondment.
<b>Total Expenses</b>	<b>\$ 73,432,156</b>	<b>\$ 73,711,092</b>	<b>\$ 278,936</b>		

### Variance Explanation

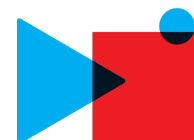
We received \$2.67M more in revenue, mainly from Alberta Education: FY20-21 WMA adjustment \$1.77M increased the actual funding in FY 21-22 by the same amount and unbudgeted funding for \$566k (Fuel Price Contingency, Learning Disruption, School Start-up, Teacher Salary Settlement).

### 2022 - 2023 Projected Accumulated Surplus

The Division is projecting a \$8.8 million accumulated surplus, as of August 21, 2023. The Accumulated Surplus will contain:

1. \$6.8 million in operating reserves (\$300K Division Unrestricted Surplus, \$5.9 million Instructional Reserves, \$0.6 million Board and System Administration)
2. \$2.0 million Capital Reserves
3. \$3.6 million Investment in Board-funded Capital Tangible Assets





## Proposed 3 Year Capital Plan

### New Construction, Modernization, Preservation and Studies

	2022-2023		2023-2024		2024-2025	
Gibbons School	Solution	1				
École Morinville Public	Solution	2				
Sturgeon Heights School	Modernization	3				
Redwater School			Replacement	1		
Landing Trail			Modernization	2		
Bon Accord					Replacement	1

### Further Information

- For information on [Sturgeon Public School Division Audited Financial Statements, see our website](#), or contact the Director, Financial Services at 780-939-4341.
- For more information on the provincial roll-up of [Audited Financial Statements information, see the Alberta Education website](#).
- For more information on Sturgeon Public School Division financial results, contact the Director, Financial Services at 780-939-4341.

### Measures Included in Domain

#### Alberta Education Assurance Measures (AEAMs)

- Parental Involvement

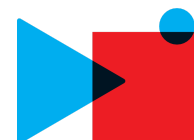
#### Local Measures

- Division Wide ThoughtExchange for Parents and Staff

### Achievement Across Alberta Education Assurance Measures

Parental Involvement		Results (in percentages)						Measure Evaluation		
		2018	2019	2020	2021	N	2022	Achievement	Improvement	Overall
Percentage of teachers and parents satisfied with parental involvement in decisions about their child's education.	Overall	77.0	81.7	82.5	77.4	524	78.2	Intermediate	Declined	Issue
	Parent	59.7	68.1	70.5	64.1	245	64.6	Intermediate	Declined	Issue
	Teacher	94.2	95.3	94.5	90.7	279	91.8	High	Declined	Acceptable





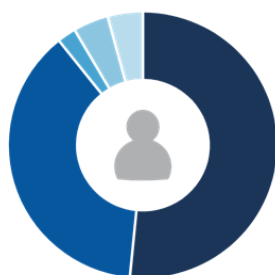
## Achievement Across Local Measures

### Stakeholder Engagement

Sturgeon Public School Division reached out to stakeholders in 2021-2022 through the Alberta Assurance survey, the OurSchool student survey, a division-wide ThoughtExchange, and the Professional Development survey for staff. In 2021 and 2022 all parents, guardians, and staff were invited to provide and rate key thoughts on improving student learning. The question for 2022 was:

*“What are the most important things that Sturgeon Public Schools are doing or should consider doing to improve student learning in our schools next year?”*

Breakdown of Participation for spring of 2022:



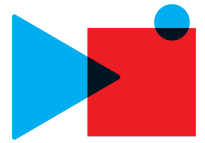
%	Person Icon	Answer
52%	(306)	■ Parent or Guardian
38%	(222)	■ Teacher
2%	(13)	■ Educational Assistant
4%	(20)	■ Administration
4%	(24)	■ Other Staff
0%	(2)	■ Community Member

The following are the top thoughts shared and voted on across the division.

<b>Maintain reasonable class sizes. Reduce demands on teachers time.</b> Teachers need time to adequately and effectively respond to the needs of individuals and whole class. With large classes this is very difficult.	4.4	★★★★★ (22)	Ranked #1 of 474
<b>Smaller class sizes, ea support in each class, literacy support</b> Individual student success	4.4	★★★★★ (17)	Ranked #2 of 474
<b>Staffing. We need more staff allocated to each school. VP time and EA time are our hot spots. We need more manpower</b> We have more needs than we have staff to manage them. We are just constantly putting out fires	4.3	★★★★★ (43)	Ranked #3 of 474
<b>Additional Support for literacy for grades 2-5</b> Covid has had significant impact on childrens early learning	4.3	★★★★★ (39)	Ranked #6 of 474
<b>Teacher Wellness</b> When teachers are healthy they will perform better	4.3	★★★★★ (35)	Ranked #10 of 474







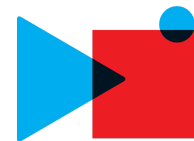
## Key Insights and Implications

### Results

Although the Division is still reporting a decline in the area of parental involvement as compared to the previous three year average, there is a rebound from last year's results. Overall, Parent and Teacher achievement measures demonstrate improvement from last year after a large decrease reported in 2021. This decrease aligns with extended pandemic related limitations on the ways parents could be physically present in schools.

Through the ThoughtExchange stakeholder engagement it was clear that overwhelmingly stakeholders supported reasonable class sizes, additional staffing, and support for students. The largest responding groups were parents with 306 respondents and teachers at 222 respondents.





## Domain: Local and Societal Context

### Assurance occurs:

#### Outcome 10

Students demonstrate respect for themselves and others and show pride in their accomplishments and in their community.

#### Outcome 11

Schools implement student volunteer opportunities in their communities and encourage participation in division-wide events.

Public assurance occurs when Sturgeon Public Schools respond proactively to local and societal contexts or concerns. Learning in Sturgeon Public Schools includes local context in educational programming.

#### Measures Included in Domain

##### Local Measures

- Division Wide ThoughtExchange for Parents and Staff

#### Contextual Information

Sturgeon Public Schools has a long history of providing quality rural public education in Sturgeon County and bordering municipalities. Located on Treaty 6 Territory and starting in a two-classroom school house, the Division has grown to serve 5000+ students in 19 learning sites including 15 Schools, 2 Learning Centres, a Virtual Academy, and a Colony school, encompassing Pre-K and grades K-12.

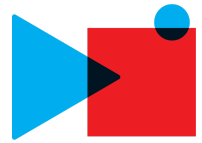
Sturgeon Public Schools fosters a strong sense of community, where students learn in an atmosphere of inclusion and caring. Achieving student success is the focus of Sturgeon Public School Divisions programming. Sturgeon Public schools are special places, where an open and collaborative relationship with parents and the rural community enhances the quality of our education and sees students thrive. The Division supports the entire individual, providing diverse specialty programming that inspires and develops each student, while maintaining caring schools that make youth feel safe, secure, and accepted.

Each year Sturgeon Public Schools celebrates diversity and uniqueness. The Division supports activities and gay-straight alliances to ensure everyone is safe and welcome in their schools.

Sturgeon Public Schools provides academic, vocational, and technological programming to prepare students to be successful in the careers of today. Students learn the skills to excel in post-secondary education, find vocational careers, and think outside of the box in entrepreneurial pursuits.

Incredible teachers + outstanding programming + inclusive atmosphere and peer support = Sturgeon Public Schools.





## Local Measures

COVID-19 impacted the ability to host separate, school level engagements in 2021-22. Instead, school principals were given results specific to their school community from the division-wide ThoughtExchange conducted in April 2022.

Find below the key takeaways from questions asked around building community and celebrating successes. General themes include additional staffing, intervention programming, inviting community back into schools, showcasing student learning, and hosting school and community events.

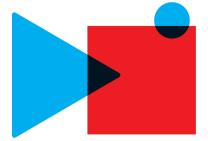
### Local & Societal Context / Build Community

<p><b>It might be nice to see some more staff - teachers, EA's, administration and volunteers</b> It would be nice to re-establish connections and communication between teachers, students and parents.</p>	<p>4.1 ★★★★★ (35 👤)</p>
<p><b>Implement a targeted one on one intervention program for reading, using parent volunteers.</b> Edm Catholic and Public boards both run programs like this. It could alleviate workload from the teachers. We need much more community involvement.</p>	<p>4.0 ★★★★★ (26 👤)</p>
<p><b>Positive Events that will motivate students - science fairs, outdoor classrooms, nickle drives, etc.</b> Community involvement, invites parents and families back into the schools, allows kids to take pride in their work and public speak. Challenges Knowle</p>	<p>3.8 ★★★★★ (36 👤)</p>

### Local & Societal Context / Celebrate Success

<p><b>Love to see group pics of events happening in the junior high classrooms and during their options.</b> Let's showcase our amazing junior high students and acknowledge what they accomplish through the year. Children will feel valued and acknowledged</p>	<p>3.9 ★★★★★ (35 👤)</p>
<p><b>Positive Events that will motivate students - science fairs, outdoor classrooms, nickle drives, etc.</b> Community involvement, invites parents and families back into the schools, allows kids to take pride in their work and public speak. Challenges Knowle</p>	<p>3.8 ★★★★★ (36 👤)</p>
<p><b>Having activities again</b> Having activities this helps inspire school spirit and enjoyment in your school. Having 'spirit week' is particularly enjoyable as you get to dress up</p>	<p>3.6 ★★★★★ (35 👤)</p>





## Key Insights and Implications

### Results

Principals analyzed this direct and local feedback from parents and staff in their school communities and may report on these results in their Education Plans for 2022-23.

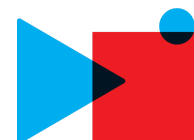
"Continue to provide exciting and thought provoking learning experiences for our kiddos"

- ThoughtExchange  
3.9 ★★★★★ (40)

"Continue to make student learning hands on, fun and engaging"

-ThoughtExchange  
4.1 ★★★★★ (40)





## Sturgeon Public Schools

9820- 104 Street, Morinville, AB T8R 1L8

Telephone: 780.939.4341 Website: sturgeon.ab.ca

Community	Grades Served	Telephone
TOWN OF BON ACCORD <a href="#">Bon Accord Community School</a> <a href="#">Lilian Schick School</a> <a href="#">Oak Hill School</a>	Pre-K to Grade 4 Grade 5 to Grade 9 Grade 3 to Grade 10	780.921.3559 780.921.2200 780.921.3011
TOWN OF GIBBONS <a href="#">Gibbons School</a> <a href="#">Landing Trail School</a> <a href="#">Sturgeon Learning Centre</a> <a href="#">Sturgeon Virtual Academy</a>	Grade 5 to Grade 9 Pre-K to Grade 4 Grade 10 to 12, Adult Learning Grade 5 to 9, Online	780.923.2240 780.923.2898 780.939.4341 780.939.4341
LANCASTER PARK MILITARY BASE <a href="#">Guthrie School</a>	Pre-K to Grade 9	780.973.3111
TOWN OF LEGAL <a href="#">Legal Public School</a>	Pre-K to Grade 4	780 961 0133
TOWN OF MORINVILLE <a href="#">École Morinville Public</a> <a href="#">Four Winds Public School</a> <a href="#">Morinville Learning Centre</a>	Pre-K to Grade 4 Grade 5 to Grade 9 Grade 10 to 12, Adult Learning	780.939.3445 825.349.0021 780.939.4341
HAMLET OF RIVIÈRE QUI BARRE <a href="#">Camilla School</a> <a href="#">Colony School</a>	Pre-K to Grade 9 K to Grade 9	780.939.2074 780.939.2012
HAMLET OF NAMAQ <a href="#">Namao School</a> <a href="#">Sturgeon Composite High School</a>	K to Grade 9 Grade 10 to Grade 12	780.973.9191 780.973.3301
TOWN OF REDWATER <a href="#">Ochre Park School</a> <a href="#">Redwater School</a>	Pre-K to Grade 4 Grade 5 to Grade 12	780.942.2901 780.942.3625
CITY OF ST. ALBERT <a href="#">Sturgeon Heights School</a>	K to Grade 9	780.459.3990







**DATE:** January 25, 2023  
**TO:** Board of Trustees  
**FROM:** Shawna Warren, Superintendent  
**ORIGINATOR:** Lisa Lacroix, Associate Superintendent, Corporate Services  
**GOVERNANCE POLICY:** [Policy 130: Public Interest Disclosure \(Whistleblower Protections\)](#)  
**ADDITIONAL REFERENCE:** *Policy 120 – Harassment Policy*  
*Public Interest Disclosure Act 2018*  
*Freedom of Information and Privacy Act, 2018*  
Assurance Domain – [Learning Supports](#)

**SUBJECT:** Policy 130 – Public Interest Disclosure (Whistleblower Protection)

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**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees approve Policy 130 – *Public Interest Disclosure (Whistleblower Protection)* as presented at the January 25, 2023, Public Board meeting.

**BACKGROUND:**

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

Administration has reviewed Policy 130 – *Public Interest Disclosure (Whistleblower Protection)* as part of its review of policies. The current Policy 130 was forwarded to the office of the Public Interest Commissioner for review and has been amended to include the recommendations.

The Policy Committee reviewed the revised Policy 130 – *Public Interest Disclosure (Whistleblower Protection)* at their January 11, 2023, committee meeting and have recommended it to the Public Board meeting for approval.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

- 1. Policy 130 – Public Interest Disclosure (Whistleblower Protection) – Clean Copy
- 2. Policy 130 – Public Interest Disclosure (Whistleblower Protection) – Tracked Changes

## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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### 1.0 POLICY

The Board is committed to promoting ethical and accountable conduct and recognizes the importance of working to deter and detect wrongdoing within the operations of Sturgeon Public School Division and advancing public confidence in the administration of its affairs.

The Board is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without fear of reprisal.

### 2.0 DEFINITIONS

2.1 Wrongdoing – A wrongdoing is defined as one of the following, within or relating to the Board or its employees:

2.1.1 A contravention of a federal or provincial act or regulation.

2.1.2 An action or omission that creates:

2.1.2.1 a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee;

2.1.2.2 a substantial and specific danger to the environment;

2.1.3 Gross mismanagement of public funds or a public asset;

2.1.4 The delivery of public service, including the management or performance of

2.1.4.1 A contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and

2.1.4.2 the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment;

2.1.5 employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation;

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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- 2.1.6 a wrongdoing prescribed in the regulations; and
- 2.1.7 Knowingly directing or counselling an individual to commit a wrongdoing mentioned above.
- 2.2 Reprisal – A reprisal is an adverse employment action including: dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, changes to hours of work, reprimand, or any measure that adversely affects the employee’s employment or working conditions, including threats to do any of the aforementioned actions. This section applies to an employee or a prescribed service provider who has, in good faith:
  - 2.2.1 Requested advice about making a disclosure as described in section 8 or, in the case of an employee of a prescribed service provider, the regulations made under Part 1.2, whether or not the employee made a disclosure;
  - 2.2.2 Made a disclosure under this Act;
  - 2.2.3 Co-operated in an investigation under this Act;
  - 2.2.4 Declined to participate in a wrongdoing, or
  - 2.2.5 Done anything in accordance with this Act.
- 2.3 Good Faith – An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Good faith describes being honest of purpose, faithful to one’s duty or obligation, and an honest intention to abstain from taking advantage of another.

### 3.0 GUIDELINES

- 3.1 The Division has a responsibility to detect wrongdoing in order to positively impact the reputation, effectiveness, and finances of the Division, and enhance the working environment for all employees.
- 3.2 The Division shall provide clear guidance for the safe disclosure of any wrongdoing and to protect employees against retaliatory action for complaints made in good faith.
- 3.3 The Division shall provide a process for managing, investigating, and making recommendations respecting disclosures of wrongdoings and reprisals consistent with the Public Interest Disclosure (Whistleblower) Act (PIDA).

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25





## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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3.4 The Chief Education Officer (CEO) is the Superintendent of the Board and responsible for the administration and reporting required under PIDA. The Associate Superintendent, Human Resources is the “Designated Officer” to manage and investigate disclosures under PIDA.

### 3.5 Confidentiality

3.5.1 Maintaining confidentiality is critical to the success of the process. Accordingly, the risk of confidentiality will be strictly managed from the outset of a disclosure being received through to the end of the investigation and report release.

3.5.2 Employees must not share information or evidence regarding disclosures or wrongdoing with fellow employees who do not have a need to know such information and who are not authorized to address disclosures.

3.5.3 The Designated Officer will enhance confidentiality, by sharing information with as few people as are required to handle disclosures and will disclose information only as necessary for this administrative procedure and to conduct the investigation in accordance with the principles of procedural fairness and natural justice. Confidentiality is also subject to the provisions of the Freedom of Information and Protection of Privacy Act.

3.5.4 All participants in an investigation shall keep confidential:

3.5.4.1 The identity of individuals involved in the disclosure process.

3.5.4.2 The identity of individuals alleged to have committed the wrongdoings.

3.5.4.3 The identity of witnesses.

3.6 An employee who reasonably believes that he or she has information that could show that a wrongdoing has been committed or is about to be committed, or who has been asked to commit a wrongdoing, has a duty to make a disclosure to the Designated Officer.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25



## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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- 3.7 An employee who knowingly makes deliberately false and/or malicious allegations of wrongdoing may be subject to disciplinary action up to and including termination of employment.
- 3.8 At the time an employee makes a disclosure to the Designated Officer, the employee may also make the disclosure to the Commissioner and advise the Commissioner that the disclosure has been made to the employee's Designated Officer. Further information on contacting the Commissioner can be obtained by visiting the Commissioners website at [www.yourvoiceprotected.ca](http://www.yourvoiceprotected.ca).
- 3.9 If an employee of a department, public entity or office reasonably believes that the employee has information that could show that a wrongdoing has been committed or is about to be committed, or that could show that the employee has been asked to commit a wrongdoing, the employee may make a disclosure
- 3.9.1 to the employee's designated officer in accordance with procedures establish under PIDA section 5, and
  - 3.9.2 subject to section PIDA 12, the Commissioner in accordance with PIDA section 15.1.
- 3.10 In the event that disclosure to the Designated Officer is not appropriate due to a conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall refer the matter to the Superintendent
- 3.11 In the event of a disclosure to the Designated Officer concerning the conduct of the Superintendent, or concerning which the Superintendent has a conflict of interest, the Designated Officer shall:
- 3.11.1 Advise the Board Chair of the nature of the disclosure, whereupon the Board may authorize an investigation into the disclosure, and
  - 3.11.2 Advise the Commissioner of the disclosure and its referral to the Board and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.
- 3.12 If the Designated Officer reasonably believes that the matter to which the disclosure relates constitutes an imminent risk of a substantial or specific danger to the life, health, or safety of individuals, or to the environment, the Designated Officer shall as soon as reasonably practicable refer the disclosure to the Commissioner.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25



## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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- 3.13 Notwithstanding whether a disclosure is referred to the Commissioner, where the Designated Officer is aware of:
- 3.13.1 A disclosure relating to an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, or
  - 3.13.2 That the alleged wrongdoing, if true, may threaten the welfare of students, staff, or the safe and caring environment of the school, the Designated Officer shall also ensure that appropriate persons within the Board have sufficient information to abate that risk.
- 3.14 Where at any point following a disclosure, the Designated Officer has reason to believe that the alleged wrongdoing, if true, could potentially give rise to the opinion that the welfare of students is threatened by the presence of a teacher, the Designated Officer shall advise the Superintendent of the alleged wrongdoing for consideration of a possible administrative suspension.
- 3.15 Anonymous disclosures will be dealt with in accordance with the provisions of this Policy.
- 3.16 Investigations
- 3.16.1 The Designated Officer may request advice from the Commissioner with respect to the management and investigation of a disclosure.
- 3.17 Upon receiving a disclosure, the Designated Officer shall make a decision whether to investigate.
- 3.18 Where the Designated Officer is of the opinion that the subject matter of a disclosure would be more appropriately dealt with by a department of the Government of Alberta, an office of the Legislature, or another public entity, the Designated Officer shall report the subject matter of the disclosure to the Designated Officer of that other entity.
- 3.19 Should the subject matter of the disclosure be more appropriately dealt with according to another policy or procedure of the Board, another Act, or regulation, or procedures under a collective agreement or employment contract, the Designated Officer may decline to investigate under the parameters of this Policy.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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- 3.20 The Designated Officer may utilize both internal personnel and external resources, for the purpose of conducting the investigation.
- 3.21 The Designated Officer, and any person conducting an investigation on their behalf, may interview any person and shall have access to any document of the Board necessary for the investigation.
- 3.22 The Designated Officer shall ensure all disclosures, and information gathered in the course of investigating disclosures, including the identity of the person making the disclosure, those alleged to have committed the wrongdoing and witnesses, are maintained in confidence and disclosed only:
- 3.22.1 As necessary for this Policy and to conduct the investigation in accordance with the principles of procedural fairness and natural justice;
  - 3.22.2 In accordance with PIDA or any other statute;
  - 3.22.3 If the disclosure of that information is necessary due to an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment.
- 3.23 Investigations shall be conducted in accordance with the principles of procedural fairness and natural justice.
- 3.24 The Designated Officer may decline to investigate where the disclosure:
- 3.24.1 Is clearly frivolous or vexatious, not been made in good faith, has not been made in a timely enough manner to permit an investigation, or does not deal with a wrongdoing;
  - 3.24.2 Relates to a decision, action or matter that results from a balanced and informed decision-making process on a public policy or operational issue; or
  - 3.24.3 Does not provide adequate particulars about the wrongdoing to permit the conduct of a fair and effective investigation.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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REVIEW: 2022-2023

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- 3.25 Where in the course of an investigation, the Designated Officer has reason to believe that an offense has been committed under an Act or regulation of the Province of Alberta, or under an Act or regulation of the Parliament of Canada, the Designated Officer shall report the potential offense to the appropriate law enforcement authorities.
- 3.26 If more than one disclosure of wrongdoing is received by the Designated Officer in respect to the same matter, a single investigation may be conducted into the wrongdoing.
- 3.27 Where, in the course of an investigation, the Designated Officer has reason to believe that another wrongdoing has been committed or may be committed; the Designated Officer shall investigate that other potential wrongdoing as if a disclosure had been made.
- 3.28 The Designated Officer is not required to investigate a disclosure or, if an investigation has been initiated, may discontinue the investigation if more than 2 years have passed since the date that the wrongdoing was discovered.
- 3.29 Timelines
- 3.29.1 The Designated Officer shall acknowledge receipt of the disclosure or complaint of reprisal to the employee making the disclosure or complaint within five (5) business days from receipt of the disclosure or complaint. An employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised, no more than 10 business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received, whether an investigation will be undertaken.
- 3.29.2 The investigation must be concluded, and the investigation report provided to the Superintendent not more than 110 business days from the date on which the disclosure of wrongdoing or complaint of reprisal was received.
- 3.29.3 These timelines may be extended by the Superintendent provided that the total extensions granted do not exceed the overall time period for investigation and provision of the investigation report by more than 30 business days, or for a longer period of time if permitted by the Commissioner.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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### 3.30 Reporting

- 3.30.1 The Designated Officer shall provide a written investigation report to the Superintendent detailing whether the disclosure was substantiated and provide recommendations on corrective action.
- 3.30.2 Where the Designated Officer is considering a recommendation to the Superintendent that the Superintendent exercise authority delegated to him or her by the Board to suspend or terminate a teacher or administrative designation under the Education Act, the Designated Officer shall consult with legal counsel concerning the necessary process.
- 3.30.3 The Superintendent shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be taken. The Superintendent shall follow up with the employees responsible to ensure those actions are taken.
- 3.30.4 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the Superintendent's actions resulting from the written investigation report.

### 3.31 Annual Reporting

The Designating Officer will prepare an annual report on all disclosures that have been made under PIDA. This annual report will include the following information:

- 3.31.1 The number of disclosures received by the Designated Officer;
- 3.31.2 The number of disclosures acted on;
- 3.31.3 The number of disclosures not acted on by the Designated Officer;
- 3.31.4 The number of disclosures commenced by the Designated Officer as a result of disclosures, and

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25



## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

REVISED: September 23, 2020

REVIEW: 2022-2023

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3.31.5 In the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing, and any recommendations made, or corrective measures taken in relation to the wrongdoing or the reasons why no corrective measure was taken.

### 3.32 Communication

Principals/supervisors shall ensure this Policy is reviewed with all employees and made accessible to them prior to the start of each school year.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act Statutes of Alberta, 2012 Chapter P-39.5  
Freedom of Information and Privacy Act, Revised Statutes of Alberta 200 Chapter F-25

## Public Interest Disclosure (Whistleblower Protection)

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### 1.0 POLICY

The Board is committed to promoting ethical and accountable conduct and recognizes the importance of working to deter and detect wrongdoing within the operations of Sturgeon Public School Division and advancing public confidence in the administration of its affairs.

The Board is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without fear of reprisal.

### 2.0 DEFINITIONS

2.1 Wrongdoing – A wrongdoing is defined as one of the following, within or relating to the Board or its employees:

2.1.1 A contravention of a federal or provincial act or regulation.

2.1.2 An action or omission that creates:

2.1.2.1 a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee;

2.1.2.2 a substantial and specific danger to the environment;

2.1.3 Gross mismanagement of public funds or a public asset, ~~and;~~

2.1.4 The delivery of public service, including the management or performance of

2.1.4.1 A contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and

2.1.4.2 the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment;

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References: Policy 120 - Harassment Policy

Public Interest Disclosure (Whistleblower Protection) Act ~~2018~~ Statutes of Alberta, 2012

Chapter P-39.5 (PIDA)

Public Interest Disclosure (Whistleblower Protection) Regulation Alberta Regulation 71/2013

Freedom of Information and Privacy Act, ~~2018~~ Revised Statutes of Alberta 200 Chapter F-25



## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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2.1.5 employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation;  
~~2.1.3~~2.1.6 a wrongdoing prescribed in the regulations; and

~~2.1.4~~2.1.7 Knowingly directing or counselling an individual to commit a wrongdoing mentioned above.

- 2.2 Reprisal – A reprisal is an adverse employment action including: dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, changes to hours of work, reprimand, or any measure that adversely affects the employee’s employment or working conditions, including threats to do any of the aforementioned actions. This section applies to an employee or a prescribed service provider who has, in good faith:
- 2.2.1 Requested advice about making a disclosure as described in section 8 of Public Interest Disclosure (Whistleblower Protection) Regulation or, in the case of an employee of a prescribed service provider, the regulations made under Part 1.2, whether or not the employee made a disclosure;
  - 2.2.2 Made a disclosure under PIDA ;
  - 2.2.3 Co-operated in an investigation under PIDA;
  - 2.2.4 Declined to participate in a wrongdoing, or
  - 2.2.5 Done anything in accordance with PIDA.
- 2.3 Good Faith – An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Good faith describes being honest of purpose, faithful to one’s duty or obligation, and an honest intention to abstain from taking advantage of another.

### 3.0 GUIDELINES

- 3.1 The Division has a responsibility to detect wrongdoing in order to positively impact the reputation, effectiveness, and finances of the Division, and enhance the working environment for all employees.
- 3.2 The Division shall provide clear guidance for the safe disclosure of any wrongdoing and to protect employees against retaliatory action for complaints made in good faith.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act ~~2018~~Statutes of Alberta, 2012  
Chapter P-39.5 (PIDA)  
Public Interest Disclosure (Whistleblower Protection) Regulation Alberta Regulation 71/2013  
Freedom of Information and Privacy Act, ~~2018~~Revised Statutes of Alberta 200 Chapter F-25

## Public Interest Disclosure (Whistleblower Protection)

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- 3.3 The Division shall provide a process for managing, investigating, and making recommendations respecting disclosures of wrongdoings and reprisals consistent with the Public Interest Disclosure (Whistleblower) Act (PIDA).
- 3.4 The Chief Education Officer (CEO) is the Superintendent of the Board and responsible for the administration and reporting required under PIDA. The Associate Superintendent, ~~People Services~~[Human Resources](#) is the “Designated Officer” to manage and investigate disclosures under PIDA.

### 3.5 Confidentiality

- 3.5.1 Maintaining confidentiality is critical to the success of the process. Accordingly, the risk of confidentiality will be strictly managed from the outset of a disclosure being received through to the end of the investigation and report release.
- 3.5.2 Employees must not share information or evidence regarding disclosures or wrongdoing with fellow employees who do not have a need to know such information and who are not authorized to address disclosures.
- 3.5.3 The Designated Officer will enhance confidentiality, by sharing information with as few people as are required to handle disclosures and will disclose information only as necessary for this Policy and to conduct the investigation in accordance with the principles of procedural fairness and natural justice. Confidentiality is also subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- 3.5.4 All participants in an investigation shall keep confidential:
- 3.5.4.1 The identity of individuals involved in the disclosure process.
  - 3.5.4.2 The identity of individuals alleged to have committed the wrongdoings.
  - 3.5.4.3 The identity of witnesses.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure ([Whistleblower Protection](#)) Act ~~2018~~[Statutes of Alberta, 2012](#)  
[Chapter P-39.5 \(PIDA\)](#)  
[Public Interest Disclosure \(Whistleblower Protection\) Regulation Alberta Regulation 71/2013](#)  
Freedom of Information and Privacy Act, ~~2018~~[Revised Statutes of Alberta 200 Chapter F-25](#)

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## Public Interest Disclosure (Whistleblower Protection)

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- 3.6 An employee who reasonably believes that he or she has information that could show that a wrongdoing has been committed or is about to be committed, or who has been asked to commit a wrongdoing, has a duty to make a disclosure to the Designated Officer.
- 3.7 An employee who knowingly makes deliberately false and/or malicious allegations of wrongdoing may be subject to disciplinary action up to and including termination of employment.
- 3.8 At the time an employee makes a disclosure to the Designated Officer, the employee may also make the disclosure to the Commissioner and advise the Commissioner that the disclosure has been made to the employee's Designated Officer. Further information on contacting the Commissioner can be obtained by visiting the Commissioners website at [www.yourvoiceprotected.ca](http://www.yourvoiceprotected.ca).

~~3.9 An employee may only disclose directly to the Commissioner and circumvent their CEO and/or the Designated Officer if:~~

~~3.9.1 The employee has made a disclosure in accordance with the expectations of this Policy and an investigation has not been completed in accordance with these procedures;~~

~~3.9.2 The employee has made a disclosure in accordance with the expectations of the disclosure requirements of this Policy and the matter has not been resolved within the timelines established within these procedures;~~

~~3.9.3 The employee has made a disclosure to the Designated Officer, but is unable to complete the disclosure requirements because of a reprisal directed towards the employee, or reasonably believes a reprisal is likely to be taken or directed towards them should the disclosure be made in accordance with these requirements;~~

~~3.9.4 The employee reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment, such that there is insufficient time to make a disclosure to the Designated Officer, the Employee may make a complaint directly to the~~

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References: Policy 120 - Harassment Policy

Public Interest Disclosure (Whistleblower Protection) Act ~~2018~~ Statutes of Alberta, 2012

Chapter P-39.5 (PIDA)

Public Interest Disclosure (Whistleblower Protection) Regulation Alberta Regulation 71/2013

Freedom of Information and Privacy Act, ~~2018~~ Revised Statutes of Alberta 200 Chapter F-25

## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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REVIEW: 2022-2023

~~Commissioner. The employee must also disclose the wrongdoing to the Designated Officer as soon as practicable thereafter;~~

~~3.9.5 The employee has made a disclosure in accordance with this Policy, the investigation has been completed, a final decision has been issued in respect of the disclosure and the employee is dissatisfied with the decision, and/or~~

~~3.9 the subject matter of the disclosure involves the CEO or Designated Officer. If an employee of a department, public entity or office reasonably believes that the employee has information that could show that a wrongdoing has been committed or is about to be committed, or that could show that the employee has been asked to commit a wrongdoing, the employee may make a disclosure~~

~~3.9.1 to the employee's designated officer in accordance with procedures established under PIDA section 5, and~~

~~3.9.63.9.2 subject to section PIDA 12, to the Commissioner in accordance with PIDA section 15.1.~~

3.10 In the event that disclosure to the Designated Officer is not appropriate due to a conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall refer the matter to the CEO/Superintendent

3.11 In the event of a disclosure to the Designated Officer concerning the conduct of the CEO/Superintendent, or concerning which the CEO/Superintendent has a conflict of interest, the Designated Officer shall:

3.11.1 Advise the Board Chair of the nature of the disclosure, whereupon the Board may authorize an investigation into the disclosure, and

3.11.2 Advise the Commissioner of the disclosure and its referral to the Board and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.

3.12 If the Designated Officer reasonably believes that the matter to which the disclosure relates constitutes an imminent risk of a substantial or specific danger to the life, health, or safety of individuals, or to the environment, the Designated Officer shall as soon as reasonably practicable refer the disclosure to the Commissioner.

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References: Policy 120 - Harassment Policy

Public Interest Disclosure (Whistleblower Protection) Act ~~2018~~ Statutes of Alberta, 2012

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Freedom of Information and Privacy Act, ~~2018~~ Revised Statutes of Alberta 200 Chapter F-25

## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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- 3.13 Notwithstanding whether a disclosure is referred to the Commissioner, where the Designated Officer is aware of:
- 3.13.1 A disclosure relating to an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, or
  - 3.13.2 That the alleged wrongdoing, if true, may threaten the welfare of students, staff, or the safe and caring environment of the school, the Designated Officer shall also ensure that appropriate persons within the Board have sufficient information to abate that risk.
- 3.14 Where at any point following a disclosure, the Designated Officer has reason to believe that the alleged wrongdoing, if true, could potentially give rise to the opinion that the welfare of students is threatened by the presence of a teacher, the Designated Officer shall advise the [CEO-Superintendent](#) of the alleged wrongdoing for consideration of a possible administrative suspension.
- 3.15 Anonymous disclosures will be dealt with in accordance with the provisions of this Policy.
- 3.16 Investigations**
- 3.16.1 The Designated Officer may request advice from the Commissioner with respect to the management and investigation of a disclosure.
- 3.17 Upon receiving a disclosure, the Designated Officer shall make a decision whether to investigate.
- 3.18 Where the Designated Officer is of the opinion that the subject matter of a disclosure would be more appropriately dealt with by a department of the Government of Alberta, an office of the Legislature, or another public entity, the Designated Officer shall report the subject matter of the disclosure to the Designated Officer of that other entity.
- 3.19 Should the subject matter of the disclosure be more appropriately dealt with according to another policy or procedure of the Board, another Act, or regulation, or procedures under a collective agreement or employment contract, the Designated Officer may decline to investigate under the parameters of this Policy.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure ([Whistleblower Protection](#)) Act ~~2018~~[Statutes of Alberta, 2012](#)  
[Chapter P-39.5 \(PIDA\)](#)  
[Public Interest Disclosure \(Whistleblower Protection\) Regulation Alberta Regulation 71/2013](#)  
Freedom of Information and Privacy Act, ~~2018~~[Revised Statutes of Alberta 200 Chapter F-25](#)

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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- 3.20 The Designated Officer may utilize both internal personnel and external resources, for the purpose of conducting the investigation.
- 3.21 The Designated Officer, and any person conducting an investigation on their behalf, may interview any person and shall have access to any document of the Board necessary for the investigation.
- 3.22 The Designated Officer shall ensure all disclosures, and information gathered in the course of investigating disclosures, including the identity of the person making the disclosure, those alleged to have committed the wrongdoing and witnesses, are maintained in confidence and disclosed only:
- 3.22.1 As necessary for this Policy and to conduct the investigation in accordance with the principles of procedural fairness and natural justice;
  - 3.22.2 In accordance with PIDA or any other statute;
  - 3.22.3 If the disclosure of that information is necessary due to an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment.
- 3.23 Investigations shall be conducted in accordance with the principles of procedural fairness and natural justice.
- 3.24 The Designated Officer may decline to investigate where the disclosure:
- 3.24.1 Is clearly frivolous or vexatious, not been made in good faith, has not been made in a timely enough manner to permit an investigation, or does not deal with a wrongdoing;
  - 3.24.2 Relates to a decision, action or matter that results from a balanced and informed decision-making process on a public policy or operational issue; or
  - 3.24.3 Does not provide adequate particulars about the wrongdoing to permit the conduct of a fair and effective investigation.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure ([Whistleblower Protection](#)) Act ~~2018~~[Statutes of Alberta, 2012](#)  
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[Public Interest Disclosure \(Whistleblower Protection\) Regulation Alberta Regulation 71/2013](#)  
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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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- 3.25 Where in the course of an investigation, the Designated Officer has reason to believe that an offense has been committed under an Act or regulation of the Province of Alberta, or under an Act or regulation of the Parliament of Canada, the Designated Officer shall report the potential offense to the appropriate law enforcement authorities.
- 3.26 If more than one disclosure of wrongdoing is received by the Designated Officer in respect to the same matter, a single investigation may be conducted into the wrongdoing.
- 3.27 Where, in the course of an investigation, the Designated Officer has reason to believe that another wrongdoing has been committed or may be committed; the Designated Officer shall investigate that other potential wrongdoing as if a disclosure had been made.
- 3.28 The Designated Officer is not required to investigate a disclosure or, if an investigation has been initiated, may discontinue the investigation if more than 2 years have passed since the date that the wrongdoing was discovered.

### 3.29 Timelines

- 3.29.1 The Designated Officer shall acknowledge receipt of the disclosure or complaint of reprisal to the employee making the disclosure or complaint within five (5) business days from receipt of the disclosure or complaint. An employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised, no more than 10 business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received, whether an investigation will be undertaken.
- 3.29.2 The investigation must be ~~concluded~~concluded, and the investigation report provided to the ~~CEO-Superintendent~~ not more than 110 business days from the date on which the disclosure of wrongdoing or complaint of reprisal was received.
- 3.29.3 These timelines may be extended by the ~~CEO-Superintendent~~ provided that the total extensions granted do not exceed the overall time period for investigation and provision of the investigation report by more than 30

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References: Policy 120 - Harassment Policy  
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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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business days, or for a longer period of time if permitted by the Commissioner.

### 3.30 Reporting

- 3.30.1 The Designated Officer shall provide a written investigation report to the CEO Superintendent detailing whether the disclosure was substantiated and provide recommendations on corrective action.
- 3.30.2 Where the Designated Officer is considering a recommendation to the CEO Superintendent that the Superintendent exercise authority delegated to him or her by the Board to suspend or terminate a teacher or administrative designation under the Education Act, the Designated Officer shall consult with legal counsel concerning the necessary process.
- 3.30.3 The CEO Superintendent shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be taken. The CEO Superintendent shall follow up with the employees responsible to ensure those actions are taken.
- 3.30.4 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the CEO's Superintendent's actions resulting from the written investigation report.

### 3.31 Annual Reporting

The Designating Officer will prepare an annual report on all disclosures that have been made under PIDA. This annual report will include the following information:

- 3.31.1 The number of disclosures received by the Designated Officer;
- 3.31.2 The number of disclosures acted on;
- 3.31.3 The number of disclosures not acted on by the Designated Officer;

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure (Whistleblower Protection) Act ~~2018~~Statutes of Alberta, 2012  
Chapter P-39.5 (PIDA)  
Public Interest Disclosure (Whistleblower Protection) Regulation Alberta Regulation 71/2013  
Freedom of Information and Privacy Act, ~~2018~~Revised Statutes of Alberta 200 Chapter F-25

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## Public Interest Disclosure (Whistleblower Protection)

EFFECTIVE: March 27, 2019

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REVIEW: 2022-2023

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- 3.31.4 The number of disclosures commenced by the Designated Officer as a result of disclosures, and
- 3.31.5 In the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing, and any recommendations ~~made~~made, or corrective measures taken in relation to the wrongdoing or the reasons why no corrective measure was taken.

### 3.32 Communication

Principals/supervisors shall ensure this Policy is reviewed with all employees and made accessible to them prior to the start of each school year.

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References: Policy 120 - Harassment Policy  
Public Interest Disclosure ([Whistleblower Protection](#)) Act ~~2018~~[Statutes of Alberta, 2012](#)  
[Chapter P-39.5 \(PIDA\)](#)  
[Public Interest Disclosure \(Whistleblower Protection\) Regulation Alberta Regulation 71/2013](#)  
Freedom of Information and Privacy Act, ~~2018~~[Revised Statutes of Alberta 200 Chapter F-25](#)

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**DATE:** January 25, 2023

**TO:** Board of Trustees

**FROM:** Shawna Warren, Superintendent

**ORIGINATOR:** Advocacy Committee  
Shawna Warren, Superintendent

**GOVERNANCE POLICY:** [Policy 221 – Role of the Trustee](#)  
[Policy 230 – Board Committees](#)  
[Policy 230 – Board Committees; Appendix K – Advocacy Committee](#)  
[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\(1\)\(b\)](#)  
[Assurance Domains – Governance & Local and Societal Context](#)

**SUBJECT:** Policy 231 – Student Advisory Committee

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**PURPOSE:**

For approval. Motion required.

**RECOMMENDED MOTION:**

- a) That the Board of Trustees approve *Policy 231 – Student Advisory Committee* as presented at the January 25, 2023, Public Board meeting.

**BACKGROUND:**

Administration has reviewed and updated *Policy 231 – Student Advisory Committee* as part of its review of policies that fall under the Office of the Superintendent. *Policy 231* updates are minor word changes to align with the proper Board meeting.

The Policy Committee reviewed *Policy 231 – Student Advisory Committee* at their November 23, 2022, and at the January 11, 2023, committee meetings and has recommended it to the Public Board meeting for approval.

Administration is prepared to respond to questions at the January 25, 2023, Public Board meeting.

**ATTACHMENT(S):**

- 1. Policy 231 – Student Advisory Committee – Clean Copy
- 2. Policy 231 – Student Advisory Committee – Tracked Changes

## **Policy 231**

# **Student Advisory Committee**

### **1.0 POLICY**

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish, a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

### **2.0 MEMBERSHIP**

2.1 The Committee shall consist of:

2.1.1 The Advocacy Committee;

2.1.2 The Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

### **3.0 MEETINGS**

3.1 The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the current year Advocacy Committee. These items will be forwarded for review and approval to the Public Board Meeting in September of the next school year.

### **References:**

Board Procedures Regulation 82/2019  
Administrative Procedure: AP250 – Student Advisory Committee

### **History**

2019 Apr 24 Initial Approval  
2020 Jan 29 Reviewed  
2021 Apr 28 Reviewed  
2021 Oct 27 Reviewed  
2023 Jan 25 Amended

## Policy 231

# Student Advisory Committee

### 1.0 POLICY

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board ~~may shall from time to time annually;~~ establish, a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

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### 3.0 MEETINGS

3.1 The format of the Student Advisory Committee and ~~the~~ meeting schedule for the next year shall be determined annually by the current year Advocacy Committee. These items will be forwarded for review and approval to the Public Board Meeting in September of the next school year. and forwarded to the October Committee of the Whole Public Board Meeting, for review and approval.

## References:

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

## History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Apr 28 Reviewed

2021 Oct 27 Reviewed

~~2023~~ Jan 25 Oct 26 Amended