



**Sturgeon  
Public Schools**

**Minutes of the Meeting of  
The Board of Trustees of  
The Sturgeon Public School Division  
Held at Morinville on January 25, 2023**

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Held at Morinville on January 25, 2023**

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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

**CALL TO ORDER**

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

**LAND ACKNOWLEDGEMENT**

Trustee Trish Murray-Elliott read the Land Acknowledgement Statement.

**APPROVAL OF AGENDA**

#001/2023 – Moved by Mrs. Tasha Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**APPOINTMENTS**

**APPROVAL OF MINUTES**

#002/2023 – Moved by Mrs. Stacey Buga that the minutes of the Regular Meeting of December 21, 2022, be approved as presented.

CARRIED UNANIMOUSLY

**PRESENTATIONS**

Financial Services presentation by Lynne Chaston, Director, Financial Services.

STEAM Academy presentation by Four Winds Public School students occurred closer to 10:00 a.m. to allow time for students to be transported to Central Office.

## **REPORTS FROM SENIOR EXECUTIVE**

### **Bus Contractor Agreement**

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a memo on the Bus Contractor Agreement.

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 the 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.

### **Administrative Procedure 241 – Annual Education Results Report**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Administrative Procedure 241 – Annual Education Results Report.

### **Administrative Procedure 242 – Three Year Education Plan**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Administrative Procedure 242 – Three Year Education Plan.

### **Administrative Procedure 243 – School Education Plans and Annual Results Report**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Administrative Procedure 243 – School Education Plans and Annual Results Report.

### **Administrative Procedure 521 – Independent Student Status**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Administrative Procedure 521 – Independent Student Status.

### **Administrative Procedure 720 – Teacher Staffing, Certification and Placement**

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources brought forward as information, a memo on Administrative Procedure 720 – Teacher Staffing, Certification and Placement.

### **Communications Report – January 2023.**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Communications Report for January 2023.

**Monthly Financial Report – December 2022**

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

**Monthly IT Report – January 2023**

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Monthly IT Report – January 2023.

Meeting recessed for a break at 9:56 a.m.

Meeting resumed at 10:01 a.m.

**Student Presentation**

STEAM Academy presentation by Four Winds Public School students.

**2022-2023 Superintendent Discretionary Fund**

Mrs. Shawna Warren, Superintendent, brought forward as information, the 2022-2023 Superintendent Discretionary Fund Budget 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  $\frac{3}{4}$  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				
	\$ 800,000				
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
<b>Direct staffing to schools (K- 12)</b>					
<i>Teachers</i>					
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>					
<i>CUPE</i>					
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>

## **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:

- Building and Maintenance Committee Meeting (*January 11*)
- Camilla School Council Meeting (*January 17*)
- Committee of the Whole Meeting (*January 11*)
- Disciplinary Hearing (*January 17*)
- Policy Committee Meeting (*January 11*)
- Public Board Meeting (*January 25*)
- Rotary Meetings
- School Presentations (*January 16 & 30*)
- Town of Morinville Meeting (*January 25*)
- Various Administration Meetings

### **TRUSTEES' REPORTS**

Verbal and written reports were provided.

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

Trustee Briggs reported that she attended:

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

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

Trustee Buga reported that she attended:

- 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*)
- Central Office Blanket Exercise (*January 26*)
- Committee of the Whole Meeting (*January 11*)
- Four Winds Public School, School Council Meeting (*January 12*)
- Meeting with Stakeholder (*January 12*)
- Public Board Meeting (*January 25*)
- School Presentations (*January 16 & 30*)
- SPVA/Learning Centre school council (*January 10*)
- Town of Morinville Meeting (*January 25*)

**Trustee Gibbons (Gibbons/Lamoureux)**

Trustee Gibbons reported that she attended:

- ATA Negotiation Committee Meeting (*January 25*)
- Committee of the Whole Meeting (*January 11*)
- Disciplinary Hearing (*January 17*)
- Gibbons School Council Meeting (*January 16*)
- Landing Trail School Council Meeting (*January 19*)
- Meeting with Gibbons CAO and Landing Trail Principal (*January 27*)
- Policy Committee Meeting (*January 11*)
- Public Board Meeting (*January 25*)
- School Presentations (*January 16 & 30*)

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

Trustee Murray-Elliott reported that she attended:

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

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

Trustee Oatway-McLay reported that she attended:

- Committee of the Whole Meeting (*January 11*)
- Meeting with the Town of Morinville (*January 25*)
- Namao School Council Meeting
- Public Board Meeting (*January 25*)
- School Presentations (*January 16 & 30*)

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

Trustee Pequin reported that she attended:

- Committee of the Whole Meeting (*January 11*)
- Ochre Park School Council Meeting (*January 23*)
- Policy Committee Meeting (*January 11*)
- Public Board Meeting (*January 25*)
- Redwater School Junior High Musical Theatre (*January 18*)
- Redwater School, School Council Meeting (*January 16*)
- School Presentations (*January 16 & 30*)
- TEBA (*January 19*)
- Town of Morinville Meeting (*January 25*)
- Zone 2/3 Meeting (*January 20*)

## **ADVOCACY COMMITTEE**

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 for February 22, 2023.

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

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.

An Audit, Finance and Human Resources Committee meeting is scheduled for February 22, 2023.

## **BUILDING AND MAINTENANCE COMMITTEE**

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.

A Building and Maintenance Committee meeting is scheduled for February 22, 2023.

### **POLICY COMMITTEE**

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.

### **TRANSPORTATION COMMITTEE**

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.

A Transportation Committee meeting is scheduled for February 8, 2023.



## **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**

### **Sturgeon Public School Annual Education Results Report (AERR) - Update**

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.*

#003/2023 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve the amended Sturgeon Public Schools Annual Education Results Report (AERR).

**CARRIED UNANIMOUSLY**

### **Policy 130 – Public Interest Disclosure (Whistleblower Protection)**

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.

#004/2023 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve Policy 130 – *Public Interest Disclosure (Whistleblower Protection)* as presented at the January 25, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

### **Policy 231 – Student Advisory Committee**

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.

#005/2023 – Moved by Mrs. Janine Pequin that the Board of Trustees approve Policy 231 – *Student Advisory Committee* as presented at the January 25, 2023, 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**

Jayce Cornelius – Student Advisory Committee Co-Chair shared some comments.

### **MEDIA**

Not in attendance.

## **REQUESTS FOR INFORMATION**

## IN CAMERA

#006/2023 – 11:20 a.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#007/2023 – 12:40 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

#006/2023 – Moved by Ms. Trish Murray-Elliott that based on the current funding model, that the Board of Trustees direct Administration to prepare the 2023-2024 Transportation Budget under its designated funding, as presented at the January 25, 2023, Public Board meeting.

CARRIED 5/2  
Opposed: Mr. Joe Dwyer  
Mrs. Cindy Briggs

## ADJOURNMENT

Trustee Tasha Oatway-McLay adjourned the meeting at 12:41 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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