



BOARD OF TRUSTEES
STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: March 22, 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 February 22, 2023
6. Presentations
 - 6.1 SCHS Drumline – Virtual Presentation
7. Reports from Senior Executive
 - 7.1 PSBAA The Advocate – Board Chair’s Message
 - 7.2 Stakeholder Engagement Plan – Update
 - 7.3 Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals
 - 7.4 Communications Report – March 2023
 - 7.5 Monthly Financial Report – February 2023
 - 7.6 Monthly IT Report – March 2023
 - 7.7 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 2024-2025 School Year Calendar
- 10.2 General Employee Condition Increase to Salary
- 10.3 Three Year Capital Plan 2023-2025
- 10.4 Policy 810 – Off-Site Activities
- 10.5 Policy 900 – Student Conduct and Discipline

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 February 22, 2023**

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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 February 22, 2023**

PRESENT

Ms. Irene Gibbons, Vice Chair
Mrs. Cindy Briggs, Trustee
Mrs. Janine Pequin, Trustee (*arrived at 9:07 a.m.*)
Mrs. Stacey Buga, Trustee
Mrs. Tasha Oatway-McLay, Trustee (*left at 11:16 a.m.*)
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 (*arrived at 9:07 a.m. and left at 10:24 a.m.*)

REGRETS

Mr. Joe Dwyer, Chair

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

Trustee Cindy Briggs read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

#007/2023 – Moved by Mrs. Cindy Briggs that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#008/2023 – Moved by Mrs. Stacey Buga that the minutes of the Regular Meeting of January 25, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

Learning Services presentation by Shelley Greenwood, Director of Learning Services, Shannon Chabot, Coordinator of Student Services, Shay Penner, Coordinator of Learning Services, and Michele Parker, Coordinator of Mental Health & Wellness.

STEAM Presentation by Alternate Learning students occurred closer to 10:30 a.m. to allow time for students to arrive at Central Office.

REPORTS FROM SENIOR EXECUTIVE

Digital Citizenship Presentations

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Digital Citizenship Presentations.

Off-Campus and Dual Credit Update

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Off-Campus and Dual Credit Update.

Pride Week 2023

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a memo on Pride Week 2023.

Sturgeon Public Schools is committed to maintaining safe and caring schools that respect diversity and foster a sense of belonging for all students and staff, including those who identify as sexual or gender minorities.

Within the Division, there are SAFE Contact Cohort of teachers (1 per school) who are the key point person for staff, to facilitate staff learning, be a support to staff when students or their family members are coming out or transitioning and to help develop awareness around relevant Sturgeon Public School Division policies and procedures. The cohort meets at least four times per year. To guide the work, there is also a Steering Committee which supports the cohort meetings. The Steering Committee members consist of:

- Sturgeon School Division Senior Administration Representative or Designate
- Sturgeon School Division Administrator
- Sturgeon School Division Counsellor
- Sturgeon ATA Local Executive Member
- Sturgeon ATA Local Diversity, Equity and Human Rights Committee Chair

All schools are open to creating Gay-Straight Alliance (GSA) groups/clubs which are teacher-supported school-based groups that work to create welcoming, caring, respectful and safe spaces for sexual and gender minority students and their allies in schools. Currently, within the Division there are nine schools that have a group/club of students to continue this work.

Since 2017 Sturgeon Public School Division has celebrated Pride Week to honour diversity and uniqueness. Because Monday, June 5, 2023, is a PD Day, Pride Week will be four days this year and run from Tuesday, June 6 to Friday, June 9, 2023. Each grade in each school historically has a daily classroom activity that celebrates individuality and promotes equity, respect, acceptance, acknowledgement and inspiration for self and others.

Examples of Pride-themed activities across the Division have historically included:

Grades K-4	Grades 5-9	Grades 10-12
Writing and painting inspiration words on rocks	Painting rocks expressing their own identity	Pride Cake Walk (version of Musical Chairs)
Tie dye shirts, socks, and bandanas	Going on a family colour walk with their family (share photos)	Pride Lane: Sidewalk chalk; leave a message on "Pride Lane"
Celebrate with colourful cookies	Pride Lane: Sidewalk chalk; leave a message on "Pride Lane"	Read a story about uniqueness and diversity
Pride-themed door decorating contest	Word theme door decorating contest	Importance of Pride and Why it is in June, Google Stream Post
Bracelet making using beads or string, and inspirational words	Google slide about diversity and class discussion	Decorate fences (Pride colours) around the school
Proud to Be Me activities	Class discussions about the meaning of the rainbow colours	Dressing in colours for Pride during the week

Communications Report – February 2023

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

Monthly Financial Report – January 2023

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Monthly Financial Report – January 2023.

Monthly IT Report – February 2023

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

2022-2023 Superintendent Discretionary Fund

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

January 20, 2023 – February 15, 2023, the following additional staffing FTE and resources have been added to schools using Superintendent Discretionary Fund dollars:

- École Morinville Public – Additional FTE for part-time French Immersion teacher to provide leadership to the French Immersion team for the remainder of the school year.
- Guthrie School – Additional administration time to rebuild the framework for Makerspace/STEAM programming for the 2023-2024 school year.

February 14, 2023, the Division received a second payment of \$8,280 in Supplemental Enrolment Growth Funding for the 2022-2023 school year.

Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
Teachers					
ÉMPS	0.08		\$ 7,785	Sunday, February 6, 2022	
Guthrie	0.25		\$ 25,950	Friday, January 27, 2023	
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	
Total	7.65	\$103,800.00			\$779,707.20
Direct staffing to schools (K- 12)					
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	
Total	1.58				\$72,440.80
Other					
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	
Total					\$61,494.60
Total Costs					\$913,642.60
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, February 14, 2023	\$8,280.00
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, November 8, 2022	\$129,420.00
Total budget remaining					\$24,057.40

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

CHAIR'S REPORT

No report was provided.

TRUSTEES' REPORTS

Verbal and written reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School Council and Program Support Society Meeting (*February 28*)
- Transportation Committee Meeting (*February 8*)
- Committee of the Whole Meeting (*February 8*)
- Community Services Advisory Board Meeting (CSAB) (*February 13*)
- Redwater Town Council Meeting (*February 15*)
- Bus Contractors Meeting (*February 16*)
- Public Board Meeting (*February 22*)
- Advocacy Committee Meeting (*February 22*)
- Building and Maintenance Committee Meeting (*February 22*)
- Legal Chamber Meeting (*February 23*)
- Community Breakfast at Bon Accord Community School (*February 24*)
- Lilian Schick School Council and RPA Meeting (*February 27*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Advocacy Committee Meeting (*February 23*)
- ASBA Coffee Conversations (*February 28*)
- ASBA Zone 2/3 virtual (*February 24*)

- Audit, Finance, and Human Resources Committee Meeting (*February 22*)
- Building and Maintenance Committee Meeting (*February 22*)
- Bus Contractors Meeting (*February 16*)
- Committee of the Whole Meeting (*February 8*)
- ÉMPS School Council (*February 6*)
- First Nations' Educators Conference (*February 1 & 2*)
- Four Winds School Council (*February 16*)
- Four Winds science fair (*February 17*)
- Legal Chamber AGM (*February 23*)
- Public Board Meeting (*February 22*)
- SPVA/Learning Centre School Council (*February 14*)
- Student Advisory Committee Meeting (*February 27*)
- Town of Redwater Meeting (*February 15*)
- Transportation Committee Meeting (*February 8*)

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Advocacy Committee Meeting (*February 22*)
- Audit, Finance and Human Resources Committee Meeting (*February 22*)
- Building and Maintenance Committee Meeting (*February 22*)
- Committee of the Whole Meeting (*February 8*)
- Gibbons School Council Meeting (*February 13*)
- Landing Trail School Council Meeting (*February 16*)
- Public Board Meeting (*February 22*)

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

Trustee Murray-Elliott reported that she attended:

- Advocacy Committee Meeting (*February 22*)
- ASBA Strategic Thinking PD (*February 23*)
- Audit, Finance and Human Resource Committee Meeting (*February 22*)
- Building and Maintenance Committee Meeting (*February 22*)
- Bus Contractors Meeting (*February 16*)
- Committee of the Whole Meeting (*February 8*)
- Meeting with Town of Redwater Council (*February 15*)
- PSBC Business Meeting (*February 10*)
- PSBC Dinner and Speaker (*February 9*)
- Public Board Meeting (*February 22*)
- Student Advisory Committee Meeting (*February 27*)
- Sturgeon Composite High School, School Council Meeting (*February 21*)
- Sturgeon Heights School, Reading to Grades 4 and 5 (*February 7*)
- Sturgeon Heights School, School Council Meeting (*February 27*)
- Teacher Board Advisory Committee Meeting (*February 1*)
- Transportation Committee Meeting (*February 8*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Committee of the Whole
- Guthrie School Council

- Meeting with the Town of Redwater
- Namao School Council
- PSBC
- Public Board Meeting
- Student Advisory Committee Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Advocacy Committee Meeting (*February 22*)
- Committee of the Whole Meeting (*February 8*)
- Ochre Park 40th Birthday Assembly (*February 17*)
- Ochre Park School Council Meeting (*February 27*)
- Principal Redwater School Meeting (*February 17*)
- Public Board Meeting (*February 22*)
- Redwater Chamber of Commerce (*February 23*)
- Redwater School Council Meeting (*February 27*)
- Student Advisory Committee Meeting (*February 27*)
- Teacher Board Advisory Committee Meeting (*February 1*)
- TEBA (*February 22*)
- Town of Redwater Meeting (*February 15*)
- Transportation Committee Meeting (*February 8*)
- Zone 2/3 (*February 24*)

Meeting recessed for a break at 10:24 a.m.

Meeting resumed at 10:31 a.m.

Student Presentation

STEAM presentation by Alternate Learning students.

New Business agenda item was moved here for discussion.

NEW BUSINESS

Attendance Areas 2023-2024

A board shall direct a resident student of the board to enrol in and attend a particular school operated by the board (Education Act, Section 10(1)).

[Policy 200 Attendance Areas](#), states that resident students are designated to attend schools in attendance areas as established by the Board:

- While resident students are designated to attend schools in attendance areas established by the Board, educational or programming needs of students or student/parent preferences may warrant consideration of allowing attendance at a school other than the designated school.
- Resident students may register in schools other than their designated school providing there are sufficient resources and facilities available to accommodate the student. Resident

students may register in Programs of Choice (e.g. Logos, French Immersion) at Division schools.

- When a student attends a school outside a designated attendance area, transportation may become the parent(s)/ guardian('s)/ independent student's responsibility.

Sturgeon Public School Division Attendance Areas have not been updated since the Division gained access to both the Town of Morinville and the Town of Legal in 2011; the current Attendance Areas reflect the Board approved attendance areas prior to the addition of the two towns to our School Division Attendance Boundary.

All proposed attendance areas have the boundary lines running through fields rather than down roadways wherever possible. This would help to reduce the conflict between people living across the road from each other and residing in different catchments.

Administration has proposed boundaries that follow natural boundary lines, such as rivers, and provide more clear internal attendance boundary lines. The attendance areas changes have also been established to support transportation services' current routing and were created with minimal family disruption.

In summary, if the Board approves the proposed attendance areas changes and the students remain at their current school locations for the upcoming 2023-2024 school year:

1. New Legal Attendance Area (Pre-K-Grade 4 only):
 - a) There would be three students who would change from Designated School to School of Choice to attend Bon Accord Community School (BACS). This means that, as per policy 200, the students may continue to attend BACS for the 2023-2024 school year providing there are sufficient resources and facilities available to accommodate the student(s) and transportation may become the parent(s)/ guardian('s)/ independent student's responsibility (please see notes below regarding transportation for Legal Attendance Area).
2. With the changes in the attendance boundary lines across other designated school catchments:
 - a) There would be three students who would change from School of Choice to Designated School to continue at their current school; and
 - b) There would be five students who would change from Designated School to School of Choice to continue at their current schools.

#009/2023 – Moved by Mrs. Cindy Briggs that, effective the 2023-2024 school year, the Board of Trustees approve:

- a. The creation of a Legal Attendance Area for Pre-Kindergarten to Grade 4; and
 - b. Changes to current attendance areas for Bon Accord, Camilla, Gibbons, Morinville, Namao, Redwater and Sturgeon Heights.
- as presented at the February 22, 2023, Public Board Meeting.

CARRIED UNANIMOUSLY

Trustee Tasha Oatway-McLay left at 11:16 a.m.

Meeting returned to agenda order at Standing Committees.

ADVOCACY COMMITTEE

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

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

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

BUILDING AND MAINTENANCE COMMITTEE

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

POLICY COMMITTEE

A Policy Committee meeting is scheduled for March 1, 2023.

TRANSPORTATION COMMITTEE

The Transportation Committee held a meeting on February 8, 2023. The following is a summary of that meeting:

- Administration presented potential bus stops elimination in order to reduce ride times;
- Administration provided additional information on Outside Boundary Riders; and
- Bus Driver Appreciation Day – Bus Contractor and Operator Appreciation Luncheon May 3, 2023, from 11:30 a.m. – 1:00 p.m.

The Bus Contractors meeting was held on February 16, 2023. The following is a summary of that meeting:

- Upcoming RFP Process and timelines;
- Proposed draft changes to the bus contractor agreement; and
- Proposed Schedule A for 2023-2024.

TEACHER BOARD ADVISORY COMMITTEE

The Teacher Board Advisory Committee (TBAC) held a meeting on February 1, 2023. The only agenda item brought forward was the 2024/2025 School Calendar. Feedback will be brought forward at the March Public Board meeting when the 2024/2025 School Calendar is discussed.

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.

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No verbal report was provided.

CUPE

No verbal report was provided.

COMMUNITY MEMBERS

No comments from community members.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#010/2023 – 11:26 a.m. – Moved by Mrs. Janine Pequin that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed for a break at 11:26 a.m.

Meeting resumed at 11:33 a.m.

#011/2023 – 12:37 p.m. – Moved by Stacey Buga that the Board revert to public.

CARRIED UNANIMOUSLY

#012/2023 – Moved by Mrs. Cindy Briggs that the Board of Trustees agree to enter into a collaborative partnership with the Town of Gibbons to plan, develop and construct a school and community facilities on new land space with the intention of developing shared spaces.

CARRIED UNANIMOUSLY

ADJOURNMENT

Trustee Janine Pequin adjourned the meeting at 12:38 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Superintendent's Office

GOVERNANCE POLICY: [Policy 125 – Advocacy Plan](#)
[Policy 225 – Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: Assurance Domains – [Governance and Local & Societal](#)

SUBJECT: PSBAA The Advocate – Board Chair's Message

PURPOSE:

For information.

BACKGROUND:

The Public Schools Boards' Association of Alberta (PSBAA) has a monthly newsletter that is distributed to all member boards called *The Advocate*. A feature that was introduced in 2020 proved to be a popular addition to the newsletter. So popular, that PSBAA has carried it through the 2021-2023 school years. This feature is the *Board Chair's Message*.

Each Board Chair is given the opportunity to provide approximately 200-250 words +/- (two to three paragraphs) on a topic of their choice of what is happening in their Division.

As per the schedule set by PSBAA, Sturgeon Public School Board Chair's message was approved by the Board Chair on January 20, 2023 and sent in January 2023 for the February 2023 publication of *The Advocate*.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. The Advocate – February 2023 – Sturgeon Public Schools' Board Chair's Message



A Warm Welcome to PSBAA's Newest Member Board: Peace River School Division!

We are very pleased to officially welcome our newest public school board member to the Association – [Peace River School Division](#).

We believe Public School Boards are stronger together and that the collective voices of all our members is impactful. The Association is honored to represent and advocate for our board members on the key issues facing K-12 education in Alberta. We now have twenty-seven members, and we couldn't be happier to represent each board on their unique needs.

[Peace River School Division](#) believes it takes a village to raise a child and they take great pride in their divisions national and provincial award-winning online engagement strategies that empower school communities to make their schools event better. The division focuses on engaging their students, staff and the local public to ensure everyone can grow and learn together. ([Please read our press release here](#))

Peace River School Division offers high quality educational opportunities and a broad range of extracurricular and sports programs to 3000 students in 21 schools within their division. The division covers 13,000 square kilometers, serves 11 communities and transports approximately 2847 students per day in their division and the two neighbouring school divisions. To say they cover a large geographic area is an understatement!

We once again welcome the Peace River School Division to the Association and look forward to working together over the coming months.

BOARD CHAIR MESSAGE

[Sturgeon Public Schools](#) is proud to partner with leading post-secondary institutions to provide our students with meaningful pathways to higher education. Our students have the opportunity to take college-level courses at institutions such as Lakeland College, Olds College, Northern Gateway College and NAIT, earning both high school and post-secondary credits in the comfort of their own schools.

We are excited to announce a new partnership with NAIT in the field of Advanced Welding. Our [Sturgeon Composite High School](#) is known for its innovative [career and technology programming](#). This partnership will allow students to take online theory classes and engage in practical lab days at NAIT, earning credit for the Advanced Welding program as well as fulfilling high school graduation requirements.

In Spring 2023, we will be offering 15 students the opportunity to participate in the NAIT welding partnership and extending the invitation to neighbouring school divisions such as St. Albert Public Schools. This Advanced welding partnership with NAIT is the first of its kind and we are equally excited to be sharing in this endeavor with our neighbours to ensure the program's success and bring career readiness to more Alberta students.

Our new partnership with NAIT is the latest example of Sturgeon Public's commitment to working with local businesses and communities to ensure education is relevant, while meeting the needs of families in the Heartland. We continue to grow our [Registered Apprenticeship Program](#), Green Certificate and work placement options in addition to expanding Dual Credit options. We are proud of the hard work our teachers are doing to equip students with the skills to be successful in trades, the workforce and in further studies. Innovation and collaboration are key to our mission of providing students with the best possible education.





DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services

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

ADDITIONAL REFERENCE: *Education Act*
Assurance Domain – [Governance](#)

SUBJECT: Stakeholder Engagement Plan - Update

PURPOSE:

For information.

BACKGROUND:

In the 2022 – 2023 school year, Administration has hosted a series of meetings and surveys to ensure feedback from various community stakeholders is considered when designing the Division’s programs and building the Division’s three year Education Plan.

Alberta Education Assurance Survey

The Alberta Education Assurance Survey is a provincial-wide survey that asks students in grades 4, 7, and 10, their parents, and all teaching staff to reflect on a variety of dimensions that impact education and school climate. The survey is conducted in February and March each year, and captures feedback on the following dimensions:

- Citizenship
- Student Learning Engagement
- Education Quality
- Welcoming, Caring, Respectful, and Safe Learning Environments
- Access to Supports and Services
- Parent Involvement

OurSchool Student Survey

The OurSchool Student Survey is a division-level survey which asks all students in grades 4 through to grade 12 to provide insight into their learning at school. The survey is conducted in February and captures feedback on the following dimensions:

- Social and Institutional Engagement
- Intellectual Engagement, including Interest and motivation
- Emotional Health
- Specific Academic outcomes for Language Arts, Science, and Math
- Quality of Instruction, including Rigor

- Social Context at school including Adult Advocates
- Classroom Context with Positive Teacher-Student Relations and Expectations for Success
- A variety of family context factors that support Student Achievement.

Parent Engagement Survey

This survey invites all parents and guardians in Sturgeon Public Schools to provide insight into their current experience and share feedback on how to improve student learning. This survey is planned to go out on March 17 to all parents in all grades. It will provide feedback across the following dimensions:

- Quality of Education
- Supports and Resources to Support Student Needs
- Developing Attitudes and Behaviour for Life Long Learning
- Teacher support, guidance and Availability outside of class
- Citizenship and Effective Discipline in Schools
- Policies and Procedures that Support Student Success
- Areas that Sturgeon Public Schools are doing well and areas that Schools could improve.

School Leadership Engagement

School Leadership Engagement conversations. Planned for the April 12th Administrative Council, these sessions will include broad questions related to:

- What does Sturgeon Public Schools do well?
- What can Sturgeon Public Schools do to improve?
- What do you think parental or guardian involvement should look like in schools?
- How can Sturgeon Public Schools support parents/families to take a more active role in ensuring students' success in education?

Staff Professional Learning and Learning Improvement Survey

The Staff Engagement Survey is conducted each year after the final Division Wide Professional Development Day. This survey captures feedback on the following dimensions or questions:

- Quality and Usefulness of PD on PD Days and throughout the year.
- Quality and Usefulness of events or PD in helping develop Foundational Knowledge and Understanding of First Nations, Métis and Inuit.
- Areas of practice that will require the most support for the coming years in schools.
- What does Sturgeon Public Schools do well?
- What can Sturgeon Public Schools do to improve?
- What do you think parental or guardian involvement should look like in schools?
- How can Sturgeon Public Schools support parents/families to take a more active role in ensuring students' success in education?

Student Engagement

These sessions will be led by Students from the Student Advisory Council in every school that has Junior or Senior High Classes. Their completion date is planned for April 7th. These will be in-person discussions and will focus on the following questions:

- What does Sturgeon Public Schools do well?
- How can Sturgeon Public Schools improve education for all students?
- What does parental or guardian involvement in school mean to you?
- Do you feel like you have an adult that you connect with at school?



Each of these surveys or engagements will provide insight into how Sturgeon Public Schools is currently meeting the needs of students, staff and parents, and how the Division can improve schools and better provide optimal learning for all students. The results of each are communicated to the leadership of each school, and a summary will be shared with the Board of Trustees along with the presentation of the Education Plan in May. A more detailed presentation of the feedback will be provided to the Board and the School Division in the Annual Education Results Report each November.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent Human Resources

GOVERNANCE POLICY: [Administrative Procedure 722 Contracts for Newly Designated Principals and Vice Principals](#)

ADDITIONAL REFERENCE: [Policy 105 - Vision, Mission and Values](#)
[AP723 - Growth, Supervision and Evaluation of Principals and Vice Principals](#)
Education Act: Section 197
Leadership Quality Standard
Three Year Education Plan
Alberta Teachers' Association Collective Agreement
Assurance Domain – [Teaching & Leading](#)

SUBJECT: Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals

PURPOSE:

For information.

BACKGROUND:

Administration is amending *Administrative Procedure 722 - Contracts for Newly Designated Principals and Vice Principals*. This change would align the wording to the Alberta Teachers' Association Collective Agreement.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. AP722 – Contracts for Newly Designated Principals and Vice Principals – Tracked Changes

Administrative Procedure 722

Contracts for Newly Designated Principals and Vice Principals

Responsible Administrator: Superintendent

PURPOSE

Sturgeon Public Schools recognizes the importance of having effective school administrators, who are accomplished teachers, to direct student learning and the business of the Division. Based on the Leadership Quality Standard (LQS), the Division strives to select school leaders who can consistently analyze context and make decisions about what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

To provide the opportunity to evaluate the performance and suitability of newly designated school administrators, administrators will be placed initially on a probationary contract. This probationary period will allow for a fair evaluation of their leadership performance based on the Leadership Quality Standard (LQS).

PROCEDURE

1. All appointments to administrative designations with a start date after June 22, 2022, will follow this procedure for contracts and continuous designations.
2. Responsibility and authority for the appointment of school administrators shall rest with the Superintendent of Schools.
3. Principals shall be appointed to the Division and are subject to transfer.
4. Evaluations will include a performance review based on the Leadership Quality Standard (LQS), as well as a review of the newly designated administrator's professional development plan.
5. No later than April 30 in the probationary and term contract period, an evaluation will be conducted by the Superintendent or designate. Copies of the summary evaluation will be provided to the administrator being evaluated, to the evaluator and placed in the Division's personnel file.

Vice Principals

6. A teacher designated as a Vice Principal shall enter into a series of term contracts for a period of up to five (5) years. Up to two (2) of these five years may be on a probationary basis. Following the term contract maximum of five (5) years, inclusive of the maximum two (2) year

probationary period, the Division must decide whether or not the designation will continue, and if it continues, it is deemed to be a continuing contract.

7. For each year of the term and/or probationary contracts the Principal shall evaluate the Vice Principal.

~~6. Based on the final evaluation, a designate to the Superintendent will make a recommendation to the Superintendent, or the Superintendent will determine:~~

~~—6.1 To award a three-year term contract and designation.~~

~~—6.2 To allow the probationary contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.~~

~~—6.3 To extend the probationary contract for an additional year.~~

~~7. After an extended one-year probationary contract and an evaluation, a recommendation will be made to the Superintendent, or the Superintendent will determine:~~

~~—7.1 To award a continuous designation~~

~~—7.2 To allow the extended one-year probationary contract and designation to expire and return the administrator to an appropriate teaching assignment, after informing the individual.~~

Principals

8. For each year of the probationary period, the Superintendent or designate shall evaluate the Principal.

9. In the fourth year of a Principal designation and based on the results of a performance review conducted by the Superintendent or designate of the Superintendent, the Superintendent will determine as per Section 4.5 of the Collective Agreement:

9.1 To provide a continuous designation, or

9.2 To allow the contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.

10. The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

References:

Board Policy: 105 Vision, Mission, and Values

Admin Procedure: 723 Growth, Supervision and Evaluation of Principals and Vice Principals

Education Act: Section 197

Leadership Quality Standard

Three Year Education Plan

Alberta Teachers' Association Collective Agreement

History

2020 Jan 29 Initial Approval
2022 Aug 24 Amended

[2023 March 22 Amended](#)



DATE: March 22, 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 – March 2023

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 March is included for Trustee information.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. Communications Report – March 2023

Board Memorandum

February 2023 & March 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.

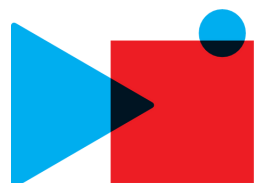


4. SOCIAL MEDIA

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

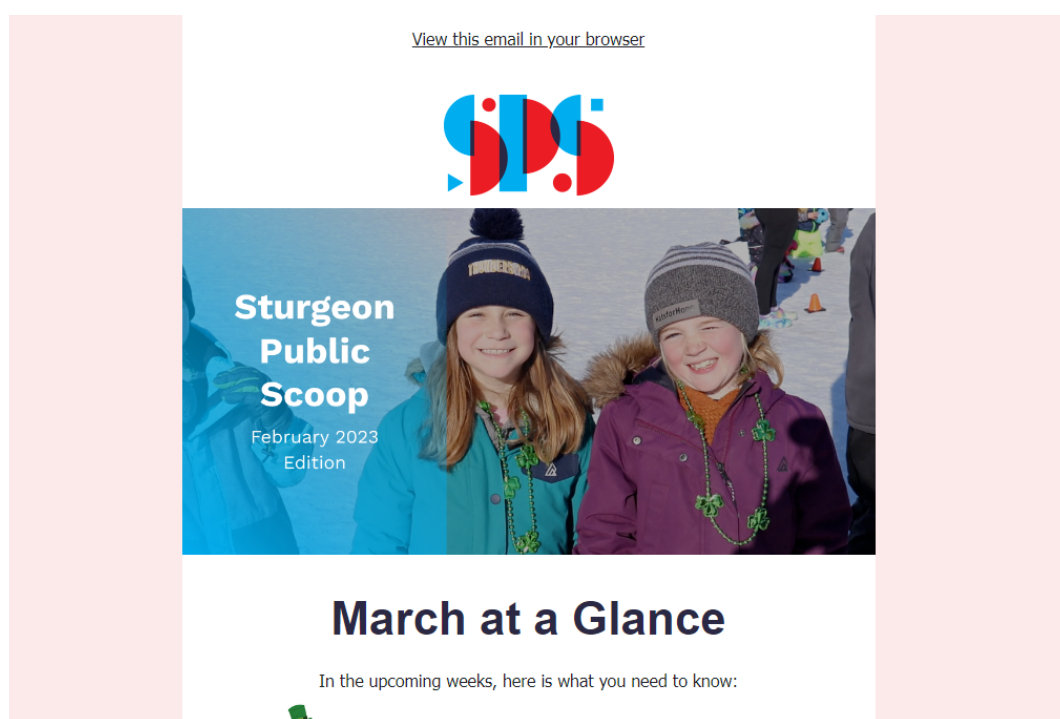
The social media platforms we will be utilizing are:



Communications in February & March has been focused on:

- The February edition of the Division Newsletter. This edition included: a reminder to register for the 2023/24 school year, details on the Sturgeon Composite High School Open House, the announcement of the changes to attendance areas for the upcoming school year, details on the various ways our schools participated in Pink Shirt Day, and other exciting updates.

Aligns with Marketing Goal 1



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

Communications in February and March has been focused on:

- Showcasing the involvement of the Division in Pink Shirt Day, 2023. All of our schools shared their Pink Shirt Day activities to social media to demonstrate the Division's ongoing commitment to fostering a safe learning environment for all students.

Aligns with Marketing Goal 4



Show me



Show me

- The creation of the new Education for Reconciliation page on our Division website. The new Education for Reconciliation page successfully reflects our Division's work to deepen our students' understanding and respect for First Nations, Metis and Inuit culture, meet the needs and enhance the experience of our students, and strengthen Indigenous perspectives in our curriculum.

Aligns with Marketing Goal 3



Show me

Communications in February & March has been focused on:

- Promoting the new French Immersion program at Sturgeon Composite High School. To market the new program to the community, we:
 1. Added a French Immersion program page to Sturgeon Composite High School's website that outlines all of the details of the new program for perspective students and parents.
 2. Sent out an email marketing campaign to families that highlighted this exciting new opportunity.
 3. Created social media infographics that have been shared not only to our Division accounts, but to the accounts of our individual schools.
 4. Sent the news to local media outlets in order to spread the word to the greater community.

Aligns with all Marketing Goals



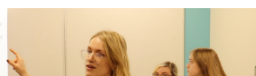
French Immersion is Coming to Sturgeon Comp!

Have you heard the good news?



We are thrilled to announce the expansion of our French Immersion program to the high school level!

Beginning in the 2023-2024 school year, Sturgeon Composite High School will be introducing French-taught courses in the Humanities Department.



What courses are available?



Show me



Show me

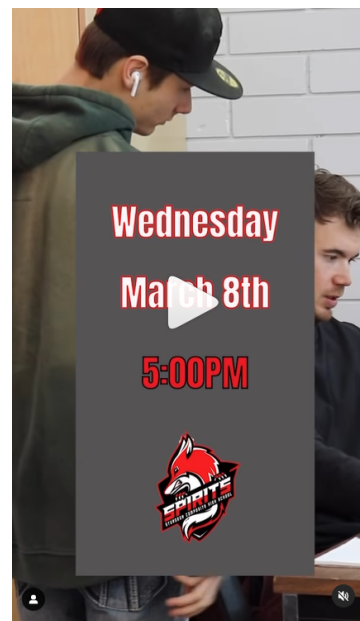
Communications in February & March has been focused on:

- Promoting the Sturgeon Composite High School Open House. To market the Open House, we:
 1. Shared the Open House date and information to the Division website, as well as Sturgeon Composite High School's website.
 2. Created a promotional graphic for social media that was shared not only to our Division accounts, but to the accounts of our individual schools.
 3. Created a Billboard graphic that was used for a digital Billboard advertisement in North St. Albert.
 4. Created promotional print material (flyers, brochures, etc) for Sturgeon Composite High School staff to circulate at the event that advertised programs like French Immersion and Summer School 2023.
 5. Created promotional videos showcasing the school in general, as well as athletics.

Aligns with all Marketing Goals



Show me



Show me

Sturgeon Public in the Media

Aligns with Marketing Goal 2

- March 2, 2023 — CASA Mental Health launching new in-school program
Global News
- March 14, 2023 — Sturgeon Comp expanding French Immersion program to high school
St Albert Gazette
- March 8, 2023 — Unexpected hero helps Sturgeon boys win championship
Fort Sask Online

Upcoming Events

- World Autism Awareness Day - April 2
- National Volunteer Week - April 16 to 22
- Month of the Military Child (All of April)
- Teal Up Day (In honour of military children) - April 14
- Administrative Professionals Day - April 26



DATE: March 22, 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- February 2023

PURPOSE:

For information.

BACKGROUND:

The Board Financial Report for February 2023 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 includes a column for Instructional Centralized Supports. In addition, a Non-budgeted Additional Grants column for amounts received after the approved budget is tracked outside 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 February 2023, the Division’s deficit is \$610k, due to:

- New unbudgeted grants released, totaling \$631,688 offsetting our anticipated deficit:

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

- Higher than budgeted interest revenue on deposit accounts.
- Timing of certain revenue and expenses, such as fee collection, insurance and utilities.

When excluding the above noted temporary surplus, the Division would have had a deficit of \$1.3M, as opposed to a deficit of \$1.2M as planned as of February 28, 2023. The Targeted Deficit for 2022-2023 is \$2,337,972, however, the ministerial approval reduced that deficit to \$2,037,417. This amount includes the operating dollars invested in capital assets (\$272k to date). The Division will be required to meet the access to the Unrestricted Surplus as approved by the Minister, by adding to our operating statement a portion of the PUF Deferred funds and/or by reducing the planned Capital Contribution to Reserves.

There have been a few unbudgeted expenses, which are detailed below.

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

- Pre-K - 12
 - Revenues are higher than budgeted by \$805k, due to ATA Salary Settlement top up (\$264k), Student Enrolment Growth grant (\$138k), the timing of fee collection, higher than anticipated donations (\$136k), mostly related to graduation, and fundraising revenues (\$44k) and a number of smaller revenues sources.
 - Expenses are higher than budgeted by \$592k, mainly due to accelerated timing of instruction expenses over the first 10 months of the fiscal year, ATA Salary Settlement (138k).
- Centralized Instructional Services
 - Revenues are higher than budgeted by \$488k due to the timing of additional First Nations funding for Learning Services; a portion of the interest revenue was allocated to supporting technology upgrades (\$148k).
 - Expenses are higher due to Learning Services expenses taking place over the first 10 months of the year, but anticipating to track closer to budget by the end of year, and additional amortization for the Loft Boards that were capitalized at year end, but not budgeted (\$163k). The amortization is anticipated to affect the year end deficit.
- Operations & Maintenance
 - Revenue includes additional, unbudgeted Alberta Education funding of \$85k to cover the rent for Legal Public School and a settlement from the liquidation of assets under the ASBIE old insurance of \$95k.
 - Expenses are higher than budgeted by \$879k due to \$176k for the SCHS Flood while the insurance funds were received in the 2021-2022 school year, higher than budgeted snow clearing costs (\$156k), utility costs higher during the winter season, the timing of insurance premiums, and the loss on disposal of obsolete surveillance equipment (\$255k), which is anticipated to affect the year end deficit.
- Transportation Services
 - Revenue is higher than budgeted due to Transportation fees being collected at the beginning of the year, and additional revenue received for the fuel subsidy program.
 - Expenses are higher than budgeted mainly due to fuel subsidy received being paid out to the bus contractors, contractors cost taking place over 10 months as opposed to 12, the addition of a Bon Accord Route in September 2022, offset by the elimination of two routes in August 2022, after the budget cycle.
- System Administration
 - Revenue is higher than budgeted due to additional interest earned on the deposit accounts (\$231k), and unbudgeted \$40k for ASBIE property equity final payout.
 - Expenses are tracking close to budget.



- External Services
 - Revenues are lower than budgeted due to less secondments.
 - Expenses are lower than budgeted due to less secondments and less subs budgeted under this category.
- Non-Budgeted Additional Grants
 - Grant were received later in the year, but anticipated to be spent by the end of the year.
- Capital Investment to February 28, 2023, adds up to \$272k, and it will reduce the overall unrestricted surplus.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. February 2023 Monthly Financial Report

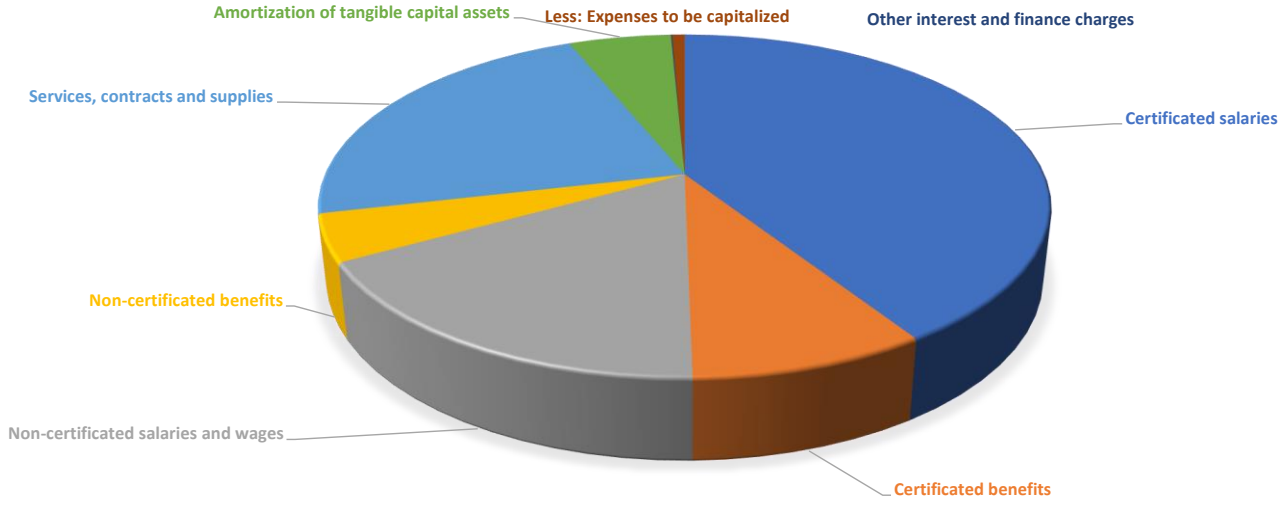
The Sturgeon Public School Division
2022-2023 School Year

New

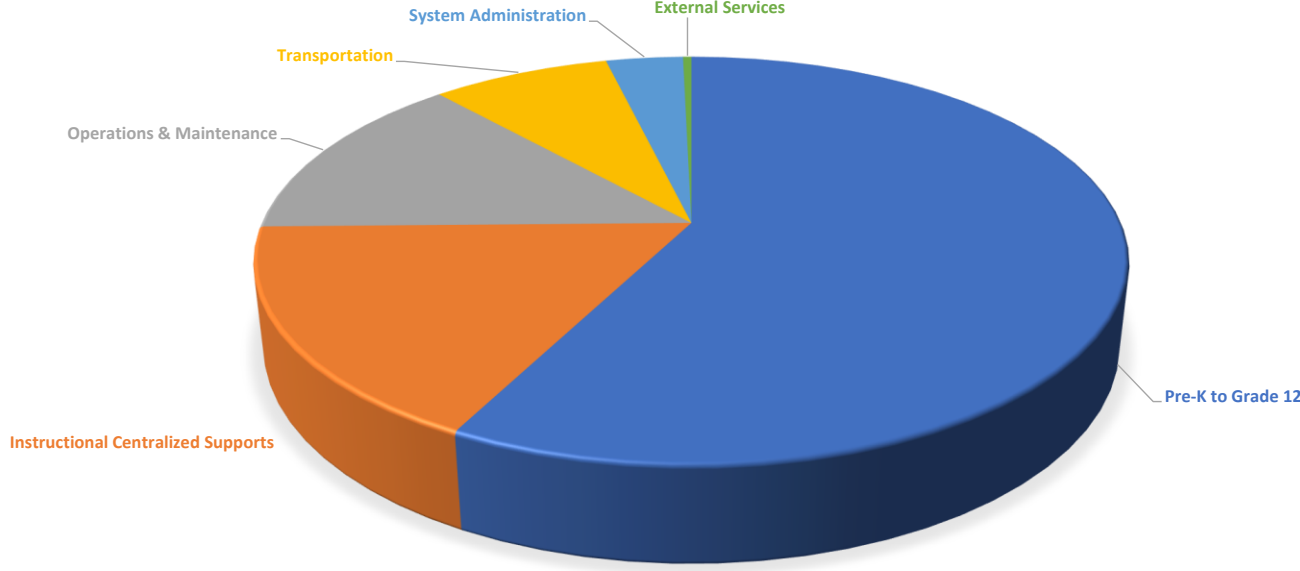
Target Percent - 50%

	Pre-K to Grade 12	Instructional Centralized Supports	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	Non budgeted Additional Grants
REVENUES								
Alberta Education	\$ 20,333,604	\$ 6,726,312	\$ 2,680,722	\$ 2,511,538	\$ 1,344,647	\$ 117,292	\$ 33,714,114	\$ 671,399
Alberta Infrastructure & Amortization	\$ 2,944	\$ 10,637	\$ 1,970,827				\$ 1,984,408	
Other - Government of Alberta	\$ 556,270	\$ -					\$ 556,270	
Federal Government and First Nations	\$ 199,132	\$ 272,042					\$ 471,174	
Fees	\$ 846,155	\$ -		\$ 735,312		\$ 1,954	\$ 1,583,421	
Sales of services and products	\$ 129,746	\$ 495		\$ 950	\$ 1,412	\$ 69,954	\$ 202,557	
Investment income	\$ -	\$ 148,018			\$ 331,288		\$ 479,306	
Gifts and donations	\$ 194,573	\$ -					\$ 194,573	
Rental of facilities	\$ 33,008	\$ 3,900	\$ 25,569			\$ 546	\$ 63,023	
Fundraising	\$ 88,074	\$ -					\$ 88,074	
Other	\$ 229	\$ 723	\$ 114,742		\$ 40,363		\$ 156,057	
TOTAL REVENUES	\$ 22,383,735	\$ 7,162,127	\$ 4,791,859	\$ 3,247,799	\$ 1,717,711	\$ 189,746	\$ 39,492,977	\$ 671,399
Approved Budget Revenues	\$ 43,158,454	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 74,653,111	
Percent Collected of Budget Received	51.86%	53.66%	51.57%	57.04%	61.58%	50.98%	52.90%	
EXPENSES								
Certificated salaries	\$ 15,285,008	\$ 1,198,943			\$ 174,663	\$ 134,179	\$ 16,792,793	\$ 90,233
Certificated benefits	\$ 3,478,578	\$ 132,801			\$ 16,978	\$ 15,237	\$ 3,643,594	\$ 9,410
Non-certificated salaries and wages	\$ 1,839,788	\$ 3,492,317	\$ 1,035,469	\$ 86,921	\$ 621,722		\$ 7,076,218	\$ 15,810
Non-certificated benefits	\$ 426,513	\$ 947,823	\$ 282,733	\$ 21,548	\$ 147,117		\$ 1,825,734	\$ 2,860
Services, contracts and supplies	\$ 2,427,844	\$ 1,115,578	\$ 2,214,380	\$ 3,082,635	\$ 405,737		\$ 9,246,174	\$ 92,249
Amortization of tangible capital assets	\$ 78,765	\$ 95,156	\$ 2,034,349	\$ 1,297	\$ 15,598		\$ 2,225,166	
Other interest and finance charges	\$ 12,828			\$ 13,136			\$ 25,964	
Less: Expenses to be capitalized	\$ (176,791)	\$ (47,135)	\$ (42,190)	\$ (5,851)			\$ (271,968)	\$ -
TOTAL EXPENSES	\$ 23,372,534	\$ 6,935,483	\$ 5,524,741	\$ 3,199,686	\$ 1,381,816	\$ 149,416	\$ 40,563,676	\$ 210,561
Approved Budget Expenses	\$ 45,556,346	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 77,051,003	
Percent Spent of Budget	51.30%	51.96%	59.46%	56.20%	49.54%	40.15%	52.65%	31.36%
OPERATING SURPLUS (DEFICIT)	\$ (988,800)	\$ 226,644	\$ (732,882)	\$ 48,114	\$ 335,895	\$ 40,331	\$ (1,070,699)	\$ 460,838

ACTUAL EXPENSES BY OBJECT



ACTUAL EXPENSES BY PROGRAM





ATE: March 22, 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 – March 2023

PURPOSE:

For information.

BACKGROUND:

The Technology Services team is deploying its Evergreen stock to the schools and administration teams. Technology Services is well underway with the iPad inventory to ensure the Division is purchasing and distributing them as equitably as possible. The Chromebook distribution has started and will continue over the next 6-7 weeks. Approximately 50% of the laptops requiring replacements have been completed.

Please note, Technology Services is unable to get specific statistics for the Xerox printers at Four Winds Public School because they are not on the same system and do not collect the same data.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. Monthly IT Report – March 2023



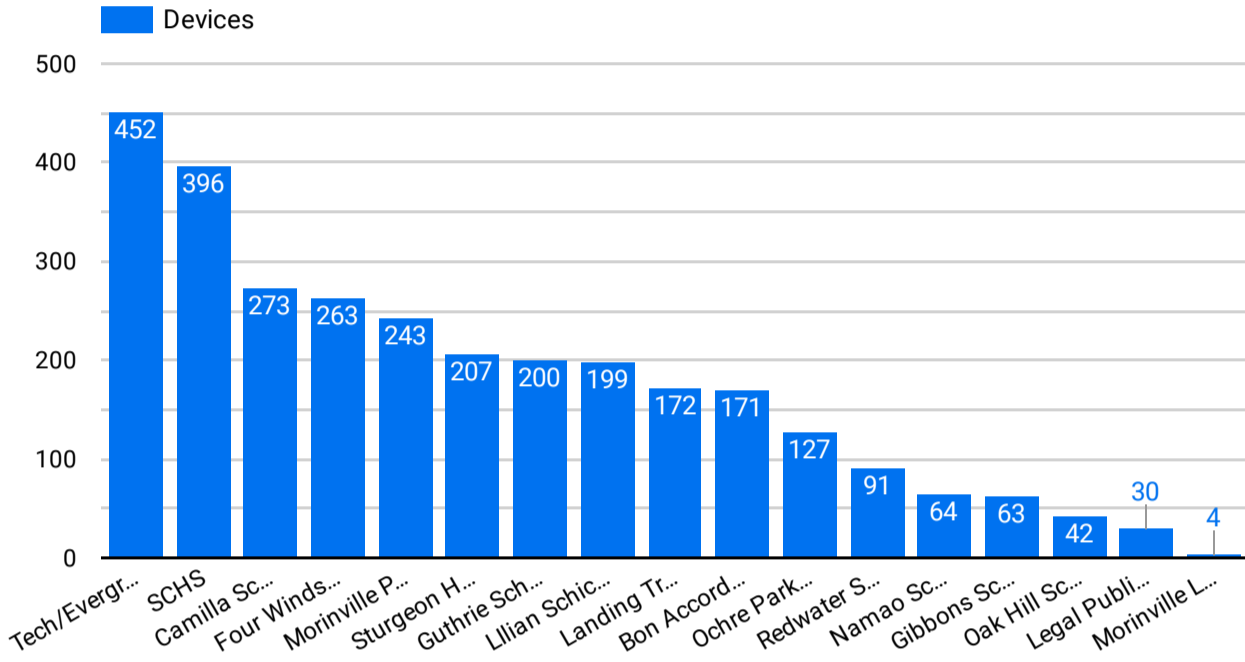
Monthly Board Report - February Data

Primary System Availability

99.9% uptime is considered very good, and is what our suppliers support

Google **100 %** Microsoft **100 %** PowerSchool **100 %** SuperNet **100 %**

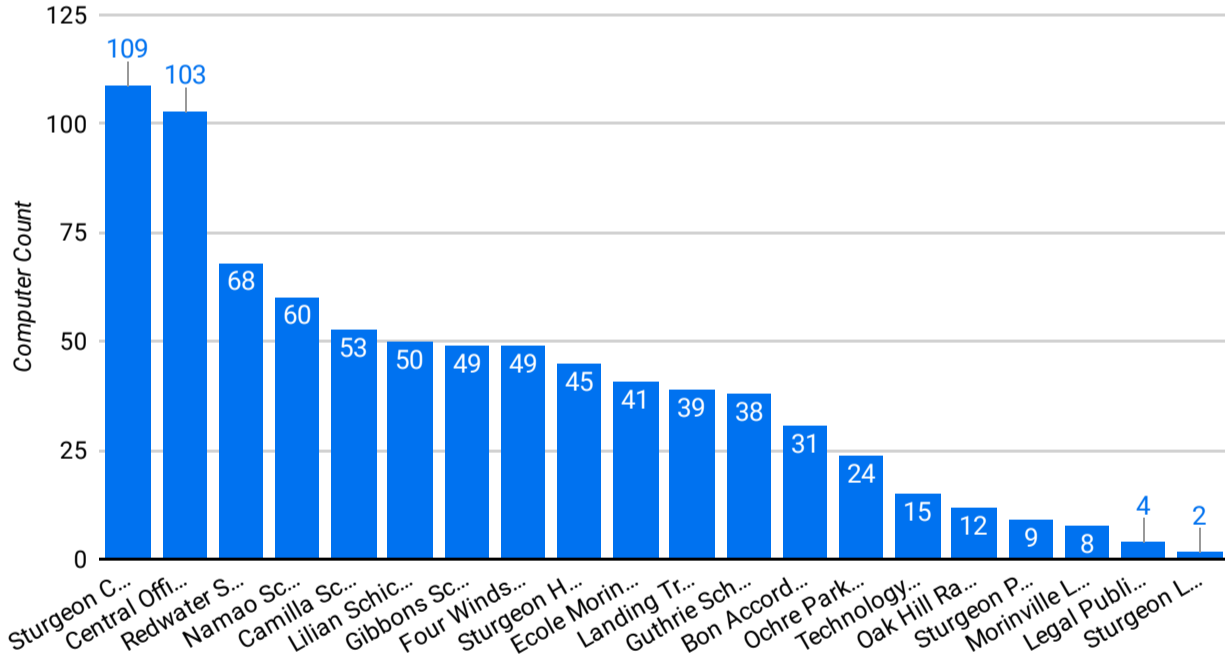
ChromeBook Fleet



Items listed under Tech/Evergreen consist of repair replacement stock, evergreen replacement stock and stock that has yet to be deployed

Evergreen (Year) ^	Devices
2022	179
2023	156
2024	496
2025	671
2026	799
2027	698

Computer Fleet



Items listed under Central Office consist of devices used by CO staff, repair replacement stock, evergreen replacement stock and stock that has yet to be deployed

Evergreen (Year) ^	Record Count
2022	28
2023	44
2024	309
2025	166
2026	278
2027	43

Printer Fleet

Printer Group ^	Total Printed Pages	Percentage Colour	Single Sided	Double Sided	Print Jobs
Sturgeon Heights	33,511	3.91%	13,343	20,168	720
Sturgeon Composite	51,493	1.22%	6,105	45,388	764
Redwater	30,996	2.35%	9,020	21,976	693
Ochre Park	20,179	17.86%	12,879	7,300	1,135
Oak Hill	2,264	32.32%	792	1,472	107
Namao	27,344	8.43%	13,502	13,842	741
Lilian Schick	14,184	3.2%	4,046	10,138	733
Leaning Centers	38,377	1.99%	12,761	25,616	637
Guthrie	28,545	3.54%	11,443	17,102	704
Gibbons	26,835	0.72%	5,315	21,520	476
Ecole Morinville	28,450	0.78%	11,340	17,110	584
Central Office	2,067	22.16%	625	1,442	149
Camilla	39,245	3.67%	10,469	28,776	832
Bon Accord	23,245	7.1%	11,935	11,310	1,412

Trees Consumed
53.05

CO2 Produced (kg)
5,614.9

Equivalent Bulb Hours
351,559.9

Note: Four Winds School is excluded from the printer report as it is managed separately



DATE: March 22, 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

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 totalling \$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 additional 1.45 teacher FTE totalling \$150,510.00.

At the October 26, 2022, Public Board Meeting, the September 22 – October 21, 2022, Superintendent Discretionary spending was reported which included additional 0.8 teacher FTE totalling \$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 totalling \$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 additional 0.42 Teacher FTE and resources totalling \$35,407.60.



At the January 25, 2023, Public Board Meeting, the December 15, 2022 – January 19, 2023, Superintendent Discretionary spending was reported which included an additional 1.3 teacher FTE totalling \$135,355.00.

At the February 22, 2023, Public Board Meeting, the January 20, 2023 – February 15, 2023 Superintendent Discretionary spending was reported which included additional 0.33 teacher FTE totalling \$33,735.00.

On February 14, 2023, the Division received a second payment of \$8,280 in Supplemental Enrolment Growth Funding for the 2022-2023 school year, which was added to the Superintendent Discretionary Budget.

UPDATE:

February 15, 2023 – March 13, 2023, the following additional staffing FTE and resources have been added to schools using Superintendent Discretionary Fund dollars:

- Salary cost adjustment on all impacted salaries due to ATA settlement
- Ochre Park teacher FTE for additional academic support
- Namao additional teacher FTE to support the Learning Coach and Mental Health and Wellness Coach role.

2022 - 2023 Superintendent Discretionary		2022-2023			
		\$ 800,000			
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
<i>Teachers</i>					
Ochre Park	0.06		\$ 6,337	Wednesday, February 8, 2023	
Namao	0.05		\$ 5,281	Wednesday, February 8, 2023	
EMPS	0.08		\$ 7,921	Sunday, February 6, 2022	
Guthrie	0.25		\$ 26,404	Friday, January 27, 2023	
Landing Trail	0.50		\$ 52,808	Thursday, January 19, 2023	
EMPS	0.50		\$ 52,808	Monday, January 16, 2023	
Gibbons	0.30		\$ 32,107	Tuesday, January 3, 2023	
Four Winds	0.425		\$ 29,337	Tuesday, November 22, 2022	
Guthrie	0.1		\$ 10,562	Retroactive to August 26, 2022	
Redwater	0.8		\$ 84,493	Monday, Oct 4, 2022	
Gibbons	0.12		\$ 12,674	Friday, September 16, 2022	
Redwater	0.63		\$ 66,538	Thursday, September 1, 2022	
Gibbons	0.7		\$ 73,932	Thursday, September 1, 2022	
Gibbons	0.6		\$ 63,370	Tuesday, May 24, 2022	
EMPS	1.0		\$ 105,617	Tuesday, May 31, 2022	
LS	0.5		\$ 47,527	Monday, June 27, 2022	
FWPS	0.2		\$ 21,123	Friday, July 1, 2022	
Guthrie	1.0		\$ 105,617	Tuesday, May 10, 2022	
Total	7.76	\$105,616.50			\$804,456.49
Direct staffing to schools (K- 12)					
<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	
Total	1.58				\$72,440.80
Other					
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	
Total					\$61,494.60
Total Costs					
					\$938,391.89
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, February 14, 2023	\$8,280.00
Alberta Ed. Supplemental Enrolment Growth Funding				Tuesday, November 8, 2022	\$129,420.00
Total budget remaining					-\$691.89

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: March 22, 2022
TO: Board of Trustees
FROM: Janine Pequin, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – March 2023

PURPOSE:

For information.

BACKGROUND:

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

- March 1 Policy Committee Meeting
- March 8 Committee of the Whole Meeting
- March 9 Ochre Park School Tour with Redwater Mayor and CEO
- March 17 ASBA Zone 2/3
- March 20 Ochre Park School Council Meeting
- March 21 TEBA
- March 21 Council of School Councils' Meeting
- March 22 Public Board Meeting
- March 22 Protocols and Trustee Remuneration Meeting, March 22
- March 23 Ochre Park School Awards Ceremony



DATE: March 22, 2023
TO: Board of Trustees
FROM: Cindy Briggs, Trustee Ward 2
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report –March 2023

PURPOSE:

For information.

BACKGROUND:

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

- March 8- Committee of the Whole, Governance and Remuneration Meetings
- March 8- Sturgeon Composite Open House
- March 21- Council of School Council Meeting
- March 22- Public Board Meeting
- March 22- Building and Maintenance Committee Meeting
- March 22- Transportation Committee Meeting



DATE: March 22, 2023
TO: Board of Trustees
FROM: Joe Dwyer, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – March 2023

PURPOSE:

For information.

BACKGROUND:

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

- March 8 - Board Chair meeting (administration)
 - Committee of the Whole
 - Governance Meeting
 - Trustee Remuneration Meeting
- March 10 - Two Discipline Hearings
- March 13 - Camilla School Council PD
- March 20 - ASBA Election Advocacy Webinar
Minister Curriculum Meeting
- March 21 - Council of School Councils' Meeting
- March 22 - Public Board Meeting
 - Building and Maintenance Committee Meeting
 - Transportation Committee Meeting
 - Trustee Protocols and Remuneration Meeting



DATE: March 22, 2023
TO: Board of Trustees
FROM: Trish Murray-Elliott, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – March 2023

PURPOSE:

For information.

BACKGROUND:

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

- Policy Committee Meeting, March 1
- Governance Meeting, March 8
- Committee of the Whole Meeting, March 8
- Trustee Remuneration Meeting, March 8
- Sturgeon Composite High School Open House, March 8
- Disciplinary Hearings (2), March 10
- Sturgeon Heights School Council Meeting, March 20
- Council of School Councils' Meeting, March 21
- Public Board Meeting, March 22
- Protocols and Trustee Remuneration Meeting, March 22
- Building and Maintenance Committee Meeting, March 22
- Transportation Committee Meeting, March 22



DATE: March 22, 2023
TO: Board of Trustees
FROM: Stacey Buga, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – March 2023

PURPOSE:

For information.

BACKGROUND:

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

- ASBA Elections Advocacy Meeting (*March 20*)
- ASBA Zone 2/3 Virtual Meeting (*March 17*)
- Building and Maintenance Committee Meeting (*March 22*)
- Committee of the Whole Meeting (*March 8*)
- Council of School Councils' Meeting (*March 21*)
- Discipline Hearing (*March 10*)
- Four Winds "Supreme Court" (*March 9*)
- Jessica Martel Memorial Foundation IWD Celebration (*March 7*)
- Meeting with the Superintendent (*March 2*)
- Morinville Chamber Luncheon (*March 1*)
- Policy Committee Meeting (*March 1*)
- Public Board Meeting (*March 22*)
- Protocols and Trustee Remuneration Meeting (*March 22*)
- SPVA/Learning Centre School Council Meeting (*March 14*)
- Transportation Committee Meeting (*March 22*)



DATE: March 22, 2022
TO: Board of Trustees
FROM: Irene Gibbons, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – March 2023

PURPOSE:

For information.

BACKGROUND:

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

- March 1, 2023 – Policy Committee Meeting
- March 6, 2023 – Alberta Rural Education Symposium
- March 7, 2023 – Alberta Rural Education Symposium
- March 8, 2023 – Committee of the Whole Meeting
- March 9, 2023 – Landing Trail 40th Anniversary committee
- March 9, 2023 – Landing Trail School Council Meeting
- March 16, 2023 – Redwater Chamber of Commerce Board Meeting
- March 20, 2023 – Council of School Councils’ Meeting
- March 22, 2023 – Public Board Meeting
- March 22, 2023 – Trustee Remuneration and Protocols Meeting



DATE: March 22, 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

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 February 22, 2023. The following is a summary of that meeting:

- Reviewed the Committee Work Plan;
- Reviewed and discussed the Friends of Education Award through ASBA;
- Began initial discussion for the Staff Recognition Event;
- Reviewed the agenda for the Student Advisory Committee meeting on February 27, 2023;
- Discussed COSC and possible topics for the spring meeting;



- The Provincial Election was discussed and the committee would like to create an information sheet on topics the Board is advocating for; and
- PSBAA Award – Promoting and Advancing the Calls to Action of the Truth and Reconciliation Commission of Canada in relation to Education within Alberta was discussed.

A Student Advisory Committee meeting was held on February 27, 2023. The following is a summary of that meeting:

- The meeting was held virtually;
- A summary of the December 12, 2022, meeting was reviewed;
- A student-led activity and survey results were discussed;
- An Advocacy Committee question was put to the committee; and
- Future agenda ideas were discussed for the May meeting.

The Committee Chair is prepared to respond to questions at the March 22, 2023, Public Board meeting.



DATE: March 22, 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

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 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 February 22, 2023. The following is a summary of that meeting:

- The 2024-2025 School Year Calendar was presented, there were some amendments made and it was brought forward to the Committee of the Whole on the March 8, 2023, meeting;
- The General Employment Conditions (GEC) Review was presented and reviewed. It was recommended to be brought forward to the Committee of the Whole at the March 8, 2023, meeting for additional discussion;
- Key Budget Drivers were presented in draft. Updated Key Budget Drivers will be provided to the Board as part of the 2023-2024 Budget Approval process in May 2023; and
- Audit Committee Membership Requirements were discussed. At the time of this meeting, the Division had not received any interested candidates. The Division continued advertising efforts through other avenues such as Chambers and Trustees sharing at School Council meetings.
 - Since this committee meeting, the Division has secured two members of the community to be part of the Audit Committee.

The Committee Chair is prepared to respond to questions at the March 22, 2023, Public Board meeting.



DATE: March 22, 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 February 22, 2023. The following is a summary of that meeting:

- Discussion on the gender neutral washroom design, and the cleaning requirements of washrooms;
- Contracted services for snow removal are over budget, and costs will continue to escalate until the end of winter; and
- Value Scoping document produced by Start Architecture was briefly reviewed, with a view to being used for Capital Planning.

The Committee Chair is prepared to respond to questions at the March 22, 2023, Public Board meeting.



DATE: March 22, 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

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 March 1, 2023. The following is a summary of that meeting:

- *Policy 900 – Student Conduct and Discipline* was reviewed in November, January and March. The intent was to consider a clause that would address Personal Communication Devices. The current version has also been reviewed by the Administrative Council of Principals.
 - The Policy Committee has referred this policy to the March 22, 2023, Public Board meeting for review and approval.
- *Policy 810 – Off-Site Activities* was reviewed. The addition of language to indicate that the Superintendent or designate will also consider the learning objectives for off-site trips was added.
 - The Policy Committee has referred this policy to the March 22, 2023, Public Board meeting for review and approval.



- *Policy 905 - Awards Policy - Students* was reviewed. Consideration and discussion was given to adding a clause that would expand this policy to ensure schools also recognize individuals, communities, organizations or businesses that have significantly advanced the Vision, Mission and Values of Sturgeon Public Schools. The Committee has asked that Principals review the proposed changes at the March 15, 2023, Administrative Council and bring feedback to the next meeting.

The next Policy Committee meeting is scheduled for April 6, 2023.

The Policy Committee Chair is prepared to respond to questions at the March 22, 2023, Public Board meeting.



DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources

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

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

SUBJECT: 2024-2025 School Year Calendar

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the 2024-2025 School Year Calendar as presented at the March 22, 2023, Public Board meeting.

BACKGROUND:

The 2024-2025 School Year Calendar was approved in principle at the October 26, 2022, Public Board meeting. The calendar was then forwarded to School Councils, the Teacher Board Advisory Committee, and Principals for review and feedback. Below is a summary of the feedback received.

Staff and parent/guardian responses

- One School Council preferred to start school earlier in August and have a shorter fall break; and
- No other feedback was received.

Teacher Board Advisory Committee responses

- Not a lot of feedback;
- November Break is appreciated by most; and
- Mixed reactions about PD days being on Monday vs Fridays.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. 2024-2025 Approved in Principle Calendar
2. 2024-2025 Approved in Principle Details
3. 2024-2025 Approved in Principle Day Count

2024-2025

**** Approved in Principle
October 26, 2022**

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

MAY 2025

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

JUNE 2025

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

JULY 2025

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

School Offices Open - NO CLASSES	August 19 - 23
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 27
Operational Non-Instructional (K-12) - No Classes	August 28
Classes Begin	August 29
Labour Day - No Classes	September 2
Division/School PD/Collaboration; Staff Meeting	September 16
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 14
Division/School PD/Collaboration; Staff Meeting	October 15
Remembrance Day - No Classes	November 11
In Lieu of Parent/Teacher Interviews - No Classes	November 12
Fall Break	November 13-15
Classes Resume	November 18
Division/School PD/Collaboration; Staff Meeting	December 2
Christmas Break	Dec. 21 - Jan 5
Classes Resume	January 6
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 3
Teachers' Convention - No Classes	February 6 - 7
Family Day - No Classes	February 17
Division/School PD/Collaboration; Staff Meeting	March 10
In Lieu of Parent/Teacher Interviews - No Classes	March 21
Spring Break	March 22 - 30
Classes Resume	March 31
Good Friday - No Classes	April 18
Easter Monday - No Classes	April 21
Division/School PD/Collaboration; Staff Meeting	May 16
Victoria Day - No Classes	May 19
Division/School PD/Collaboration; Staff Meeting	June 2
Last Day of Classes	June 27
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1

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



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

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

School Year 2024-2025

(All dates are inclusive unless otherwise specified)

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

Monday	11	REMEMBRANCE DAY – No Classes
Tuesday	12	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Wednesday	13	Fall Break begins
Monday	18	Classes Resume

DECEMBER

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

JANUARY

Monday	6	Classes Resume
Friday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy 205 *Operational School Year*
 Administrative Procedure 235 – *Operational School Year and Calendar*
School Operational Year Calendar 2024-2025
School Operational Year Calendar Day Count 2024-2025
 Education Act Section 60

FEBRUARY

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

MARCH

Monday	10	Division/School PD/Collaboration; Staff Meeting - No Classes
Friday	21	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Saturday	22	Spring Break Begins
Monday	31	Classes Resume

APRIL

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

MAY

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

JUNE

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

JULY

Tuesday	1	Summer Break Begins
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References: *Policy 205 Operational School Year*
Administrative Procedure 235 – Operational School Year and Calendar
School Operational Year Calendar 2024-2025
School Operational Year Calendar Day Count 2024-2025
Education Act Section 60

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

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



DATE: March 22, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources
Audit, Finance and Human Resources Committee
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
ADDITIONAL REFERENCE: Assurance Domain - [Governance](#)
SUBJECT: General Employee Condition Increase to Salary

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve an increase to the General Employee Condition salary grids of 1.25% effective June 1, 2023, as presented at the March 22, 2023, Public Board meeting.

BACKGROUND:

The last increase for the General Employee Condition Employee salary grids was on September 1, 2015. At the February 22, 2023, Audit, Finance and Human Resources Committee meeting, an increase of 1.25% effective June 1, 2023, for the General Employee Condition Employees was discussed and forwarded to the Public Board meeting on March 22, 2023, for consideration.

Alberta Teachers Association employees received an increase of 0.5% effective June 10, 2022, and an increase of 1.25% effective September 1, 2022, with an additional 2% effective September 1, 2023.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Liliana LeVesconte, Associate Superintendent, Corporate Services
 Denis Henderson, Director, Facility Services

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

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 705 – Associate Superintendent Corporate Services](#)
[AP600 – Capital Plan Development](#)
 Education Act: Sections 139(1)(2), 143, 180, 183, 184
 Assurance Domain - [Governance](#)

SUBJECT: Three Year Capital Plan 2023-2025

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Three Year Capital Plan as presented at the March 22, 2023, Public Board meeting.

BACKGROUND:

The Division must prepare and update its Three Year Capital Plan and submit it to Alberta Education on or prior to April 1 of each year. The Capital Plan is intended for review and approval by the Government and subsequently, fund the approved projects. The Government announces its approvals on an annual basis, and an anticipated response to this enclosed Three Year Capital Plan is expected around March 2024.

The Division is required to prepare all the planning and design of the projects in collaboration with members of the community and other stakeholders.

Upon Board approval and consequent submission to the Government, the Division will begin planning activities.



Report Summary:

NEW CONSTRUCTION, MODERNIZATION, PRESERVATION AND STUDIES

SCHOOL	2023-2024	2023-2024 Priority	2024-2025	2024-2025 Priority	2025-2026	2025-2026 Priority
Gibbons School	Solution	1				
École Morinville Public School	Solution	2				
Sturgeon Heights School	Modernization	3				
Redwater School			Replacement	1		
Landing Trail School			Modernization	2		
Bon Accord School					Replacement	1

MODULAR ADDITIONS, REPLACEMENTS AND RELOCATIONS

SCHOOL	2022-2023	2022-2023 Priority	2023-2024	2023-2024 Priority	2024-2025	2024-2025 Priority
Namao School	Addition of 2 Modulares	1				
Redwater School	Demolish 2 Modulares	2				
Landing Trail School	Demolish 2 Modulares and Relocate 2 Modulares	3	Evergreening 2 Modular Classrooms	1		
Four Winds Public School			Addition of 2 Modulares	2		

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. Three Year Capital Plan 2023-2025



Three Year Capital Plan Report

Sturgeon Public Schools Three Year Capital Plan Report

Table of Contents

1. OVERVIEW
2. CAPITAL REQUESTS - SCHOOL SUMMARIES / EVALUATIONS
3. PRIORITY #1 – GIBBONS SCHOOL SOLUTION – GIBBONS, AB
PRIORITY #2 – ÉCOLE MORINVILLE PUBLIC SCHOOL SOLUTION – MORINVILLE, AB
PRIORITY #3 – STURGEON HEIGHTS SCHOOL MODERNIZATION – ST. ALBERT, AB

1. Overview

Between July 2019 and March 2020, Sturgeon Public School Division engaged START Architecture (formerly ONPA Architects) to undertake a Facility Plan to examine the conditions which influence the use of the existing facilities in the Division where issues related to student population growth and educational program needs were concerned.

More recently, the Division engaged START Architecture to facilitate a Value Scoping session (November 29, and December 1, 2022). Trustees, councilors, mayors, town administrators, principals, and Division's senior leadership provided input into the process. Representatives from Alberta Education were also present and supportive of this engagement session.

The components of the study which form its key elements consisted of the following:

1. **Facility Evaluations:** These were carried out to make assessments of existing space utilization and to provide recommendations where program needs are concerned.
2. **Capital Plan:** A proposal for submission to Alberta Education for funding has been prepared as part of the study. This will reflect the major recommendations of the study.
3. **School Input:** Site visits were conducted at each of the school facilities and the information received has been incorporated into the plan.
4. **Model for the Future:** The study has embodied a series of processes which will be of value in future years where decisions related to space utilization are concerned. These include:
 - Capital Plan submissions
 - Enrolment statistics
 - Space data recording for facilities management
 - Community input

In a time of limited resources, there is an increasing expectation on School Divisions across the Province to assess facility needs in considerable detail as well as review all possible alternatives for delivering education programs and accommodating students. These options are many and varied.

The main objective of the study performed by START Architecture was to assist Sturgeon Public School Division in making determinations for the future by addressing the issue of student population as it relates to spaces, programs and enrolments.

**PROPOSED THREE YEAR CAPITAL PLAN: STURGEON PUBLIC SCHOOL DIVISION
PROJECTS IDENTIFIED FOR CAPITAL FUNDING FOR NEW CONSTRUCTION,
MODERNIZATION, PRESERVATION AND STUDIES**

NEW CONSTRUCTION, MODERNIZATION, PRESERVATION AND STUDIES

SCHOOL	2023-2024		2024-2025		2025-2026	
	2023-2024	Priority	2024-2025	Priority	2025-2026	Priority
Gibbons School	Solution	1				
École Morinville Public School	Solution	2				
Sturgeon Heights School	Modernization	3				
Redwater School			Replacement	1		
Landing Trail School			Modernization	2		
Bon Accord School					Replacement	1

**PROPOSED THREE YEAR CAPITAL PLAN: STURGEON PUBLIC SCHOOL
DIVISION PROJECTS IDENTIFIED FOR CAPITAL FUNDING FOR MODULAR
ADDITIONS, REPLACEMENTS AND RELOCATIONS**

MODULAR ADDITIONS, REPLACEMENTS AND RELOCATIONS

SCHOOL	2022-2023		2023-2024		2024-2025	
	2022-2023	Priority	2023-2024	Priority	2024-2025	Priority
Namao School	Addition of 2 Modulares	1				
Redwater School	Demolish 2 Modulares	2				
Landing Trail School	Demolish 2 Modulares and Relocate 2 Modulares	3	Evergreening 2 Modular Classrooms	1		
Four Winds Public School			Addition of 2 Modulares	2		

2. Capital Requests - School Summaries / Evaluations

Priority #1 – Gibbons School Solution, Gibbons, AB

Originally built in 1951, the school went through a few additions and demolitions, with the newest addition completed in 1994. The school is a large building that lacks adequate functional design. It suffers from a lack of natural light and natural ventilation in several teaching spaces and has many deficiencies in the code requirements, including health and safety issues related to hazardous materials. The electrical systems are past life expectancy which increases the risk exposure to our students and staff. Gibbons School provides education for grades 5 to 9 in the Town of Gibbons and is located on the opposite end of town from Landing Trail School which provides education for grades Pre-kindergarten to grade 4, in a growing community that is expected to see increases in population and as a result, increased enrolment.

Approximate Cost: \$34,000,000 (Planning and Design required)

Priority #2 – École Morinville Public School Solution, Morinville, AB

With continued growth and large enrolments and utilization rates in recent years, the school required a significant number of modular classrooms to be added to the site. The result is a very large, spread out, and poorly functioning school within an increasingly tight site. Although the opening of Four Winds Public School resulted in the transfer of students in grades 5-9 out of the school, the student population at École Morinville Public School continues to grow. A major reconfiguration or replacement of the school and site is required.

Approximate Cost: \$30,000,000 (Planning and Design Required)

Priority #3 – Sturgeon Heights School Modernization, St. Albert, AB

The school was built in 1971, with a circular design in mind, and has six modulars attached, with the newest one added in 2017. The school's functional design does not meet requirements in a few areas, such as security, a gymnasium, science classrooms, ancillary space, and non-instructional space. The main health and safety concerns stem from hazardous materials and the mechanical and electrical systems past their design life.

Approximate Cost: \$16,000,000 (Planning and Design Required)

STURGEON PUBLIC SCHOOL DIVISION

PRIORITY #1 – GIBBONS SOLUTION – GIBBONS SCHOOL

4908 51 Avenue, Gibbons AB, T0A 1N0



Year Built:	1951 - Original Building (Demolished)
Additions:	1954 - Addition (Demolished) 1958 - Addition 1966 - Addition 1974 - Addition 1993 - Addition (2 Modulars) 1994 - Addition
Key Driver:	Health & Safety Program
Grades Served:	5-9
Permanent Classrooms:	15
Modular Classrooms:	2
Gross Area:	4812.10 m ²
Capacity:	451
Enrolment:	296
Utilization:	67%
Instructional Program:	Core academics plus French as a Second Language, art, music, foods, fashion, construction, information technology, CTF/CTS, and Academies in Hockey, STEAM, and Animal Wellness.
Building Deferred Maintenance: (VFA 2020)	\$5,401,265
Building FCI: (2020)	29% (Fair)
Parking Requirements:	29 Required, 38 Currently Available





There is confusion about which is the main entrance. Visual cues could be improved such as differentiating the materials at the entrance, moving the school sign closer and installing flag poles.



The interior corridor ramp does not meet current building code standards.



The dust collector in the industrial arts area may not be adequate and should be reviewed in relation to current code requirements.



Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.



While the interior areas are large, the configuration of the school means that a number of these spaces do not have natural lighting or ventilation.



Entrances require upgrades to meet accessibility and building code requirements.



Supervision of the main entrance from the office is an issue. The main entrance is not visible from the main office, and the main office is too far from the main entrance. This is the view upon entering the school.



Acoustic baffles are required in the gym to reduce reverberation.

SUMMARY STATEMENT

The School Division is looking for a Solution for Gibbons School that involves several factors related to the impacted schools, the condition of the impacted schools, and the site development that aligns with the Town's plans. A large building that suffers from several additions and renovations over the years which has resulted in a spread out building with security issues, a lack of natural light and natural ventilation in a number of teaching spaces, and many code deficiencies.

OBSERVATIONS, COMMENTS AND RECOMMENDATIONS

The school is over 60 years old. There are major deficiencies and code requirements related to the age of the facility. There is a lack of barrier-free access to many parts of the school. A groundwater problem has also been identified. Program deficiencies exist, specifically the fact that there are two small gymnasiums as opposed to one large gymnasium. To accommodate junior-high programming, the gym should meet Alberta Provincial standard space requirements. There are no multipurpose spaces to support current standards of learning, making the existing school a strong candidate for a small "right-sized" replacement school. The modernization of this school is not cost, design or building efficient. Building a replacement school would:

- Improve safety and security compliance for the students and eliminate any potential issues associated with hazardous material exposure (an environmental assessment was conducted on this building in 2021). ***Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans, compliance of health and safety and other applicable legislation should be considered.***
- It would have a positive economic impact on the development of the area and surrounding areas.
- Improve delivery of programs and services to the students of the area.
- It would enhance the resiliency of the community as the gym facilities are also utilized by the community.
- It would engage the community with a gym design that attracts more physical activity and enhancement to the local communities.
- It would improve the social and environmental circumstances in the community and local conditions by removing the obstacles noted in the drivers below.

The main drivers for the replacement of this school are:

- The administration area is located a distance from the main entrance of the school and consequently, there is no view of anyone entering the school, creating security issues and concerns. The administration area needs to be relocated to the front of the school to ensure the safety of staff and students. Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans compliance of health and safety and other applicable legislation should be considered.
- The school was built in 1958 with additions in 1966, 1974, and 1994 and its aging conditions and components need to be addressed immediately.
- The deferred maintenance for the school is \$5.4 million with an FCI of 29%. The two modulars have an FCI of 18% and total deferred maintenance of \$101,900.
- The replacement of the original mechanical/ventilation systems, electrical system, and building envelope which are well past their life expectancy, including hazmat abatement (according to the environmental assessment) and the sprinkler system of the building is required to be updated to code. These systems need immediate attention and in the case of the electrical system, it poses a potential danger to staff and students. The gas lines which are corroding and prone to leaks are also a safety concern.

- Approximately 80% of the roof requires replacement.
- There are groundwater issues in the small gymnasium and although a sump pump has been added to remediate, it remains a constant issue and has also caused mold.
- The walls and flooring are in poor condition and require replacement. For example, in several areas of the school, the floors are cracking severely and there are base tiles separating from the floor.
- The stucco is peeling off the exterior of the building and the deterioration is a result and an internal condensation issue. Based on the exterior drawings, it appears that the exterior walls are 8" concrete block filled with loose fill insulation, therefore, it is likely the insulation has settled, and condensation is forming in the cavity. The bursting of pipes during cold weather is likely also related to the insulation of the exterior walls. To provide additional insulation and address condensation issues, the exterior wall would need to be re-cladded on the exterior.
- The site configuration has the bus lane and parking lot in the same area which causes congestion and safety issues. This is compounded by the fact that the buses are split between the two parking lots which creates further travel distance and cross-over of site circulation. The site is nearing capacity for parking. There is only one designated barrier-free parking stall that is used daily which does not meet code.
- The sidewalks around the school are not barrier-free and are deteriorating. Barrier free access is required at the main and other entrances in which code compliance of 50% has not been met. There are large lips on the entrance doors, making it difficult for wheelchair access.
- There are no universal washrooms for students.
- Due to the additions over the years, many alcoves exist around the exterior of the school and students have been known to hide in these alcoves.
- The interior ramp in the school does not meet the current code and reconfiguration is needed to bring it up to code.
- There is no natural light or natural ventilation in the CTF (Cafeteria Area). Windows are required to alleviate this problem.
- This school has two small gymnasiums which are good for timetabling and offering students a plethora of educational opportunities, including increased activities requiring physical space and movement. The west gymnasium, however, does not have an associated change room which causes issues for older students using this space as they must walk from the change room to the other side of the school to access the gymnasium.
- Due to the current configuration, students must travel long distances to transition between classes. This is difficult to address without a major reconfiguration.
- The current configuration of the school is challenging for supervision due to the number of corridors. This is a common issue in older schools that have had multiple additions or renovations over the years. **Bill 73 quotes "the extent to which the project or program is expected to result in the improved delivery of programs and services".**
- The current layout of the school makes it difficult to intercept conflict among students when it arises. Often issues have escalated by the time the staff gets to the area. Students have become aware of the blind areas and even though areas have cameras, there are areas where supervision is difficult with the current school configuration. **Bill 73 states "whether the project or program is expected to decrease risks to the health and safety or security of Albertans or increase compliance with health and safety",** such measures should be adopted, bringing this school up to the required health and safety needs for the students attending this school.

- There is low utilization for Gibbons School 5 to 9; currently, the school can hold 441 students. The 2022 enrolment data indicated that only 296 students attend this school. This leaves a deficit of 33%. The utilization is projected to increase as we move into the future, according to the Town of Gibbons population growth projections, reaching 10,000 residents in the next 10 years.

Program Requirement

This school provides the only public education to students in Grades 5-9 in the Town of Gibbons. In comparison to the Alberta Education Guidelines, the school is approximately 168 m² larger than the 500 capacity for a grade 5 - 9 school and has 16 regular, undersized classrooms, as opposed to the 12 regular classrooms (80 m²) listed in the guidelines. There is no ancillary or gathering space, besides the undersized Learning Commons. A school of this capacity should have 490 m² in CTF space and this school has none. Career and Technology Foundations (CTF) programs are currently offered in a small, dated area.

Access to the CTF Foods area is through the gymnasium. The CTF area requires configuration so that the students can access the CTF Foods area from the corridor. The adjacency of the gym to the CTF foods also contributes to a noise transfer from the gymnasium to the CTF Foods area.

The existing spaces are mostly dated classrooms and need to be reconfigured to provide multi-purpose space which needs to be flexible and adaptable, to allow for interactive learning. Installation of movable walls and gathering spaces are needed so students can work independently or in small groups. This concept is a necessity today to offer 21st-century learning to students. Having considered the spacing issues and the costing issues, it would better serve the community to have a new school than to try and reconfigure a 60-year-old school which would definitely have other unforeseen issues due to the age and the maintenance issues observed.

Site Readiness

Currently, Gibbons School site has plenty of land to build the new school. The remaining school can be left functioning during the new school construction. The new construction would be fenced off and construction could be initiated as soon as funds were available. The proximity to the existing school will allow for the underground utilities to be extended to meet the new school requirements. The site would have previously been subjected to soil investigation with documentation detailed to the community governing bodies.

The transition for the students and community would be smooth and engaging as both entities would be meters away from the existing school; thus, having no concerns from the community regarding location.

The Town of Gibbons is also exploring opportunities to construct a joint-use recreation facility that would determine the adjacent site that the Town is planning to offer for the school replacement. This process has progressed to the creation of a signed Memorandum of Understanding (MOU) between the Town of Gibbons and The Sturgeon Public School Division. The MOU sets forth the intent of both parties to investigate a land swap to ensure lands for new schools and space for future growth of both entities in a jointly supported fashion.

As part of our collaborative partnership opportunity, the Division and the Town of Gibbons are exploring building one single new school (Pre-K to 9), replacing both Gibbons School and Landing Trail School. This solution, which is currently being explored, will likely lead to significant savings for all parties involved in the collaborative partnership.

Impacted School

Landing Trail School is located in the Town of Gibbons and houses Pre-Kindergarten - grade 4. It was built in 1981 and was opened with attached modulars, (4 - 1977 modulars) and additional units added in 1982 (4 modulars), 2013 (1 modular), and 2014 (2 modulars). This school had an enrolment of 367 students in 2021 and in 2022 saw a decline to 363 students, and 2023 adjusted enrolment shows a school population of 373 students. The school has an existing capacity of 484 with the provincial guidelines being 450.

Eight of the 12 modulars have been identified as poor condition from a study done by START Architecture in March 2020. The Deferred Maintenance of the school is \$5.3 million and FCI of 33%. The modulars have a total deferred maintenance of \$442,300 and their FCI varies from good to fair (three modulars have no audited data in VFA). It was recommended by START Architecture that the eight modulars be used for storage, decanting, or demolition as per the attached Floor Plan.

As per assessments of roofing conditions completed by Allen Desjarlais, Independent Inspection, in September 2023, nearly 80% of the total roof area of Landing Trail School is in poor condition. This is in alignment with the 2017 FCA report, stating the original roof was installed in 1981. Critical areas were replaced in 2019 and 2020, protecting the Gymnasium and Library. With a shift to torchless roofing applications driven by insurance providers, the increased cost of replacement stretches limited IMR funding beyond reasonable use.

The 2017 Facilities Condition Assessment reports that boiler units had been replaced pre-2017, though no alterations or improvements were undertaken on the remainder of the mechanical systems connected. This has left the building in a deficient state of struggling pneumatic control systems and outdated parts which become increasingly more difficult to source.

The building's exterior façade of cement plaster stucco has a moderate condition rating. The deterioration of the system is witnessed through cracking, spalling, and chipping, leaving the inner envelope susceptible to damage and decay.

The exterior doors and frames have surpassed the 30-year expected lifecycle in many locations, leaving the building susceptible to rodent and insect penetration.

Parking and traffic flow at the school create difficult, unsafe situations and often expose students to blind hazards as parent pick-up and bus traffic are intertwined and require supervision as the only means of controlling traffic flow and student crossings.

Distance between the two Town of Gibbons Schools

The distance between the two schools in the Town of Gibbons is 2.2 km (see the Google map attached). Should the new school replace both existing schools in the Town of Gibbons, the solution would offer less congestion of school buses, as well as parents who drop off their kids.

Priority

Gibbons School is the number one priority in the capital plan submission for 2023/2024 and aligns with the submitted 10-year plan.

Landing Trail School is number five in the capital plan submission for 2023/2024 and aligns with the submitted 10-year plan.

RECAPP RECOMMENDATIONS 2016 - 2025 (Lifecycle Replacement)

1. Exterior:
 - Replace metal siding on the 1974 gymnasium
 - Replace joint sealants around window and door openings
 - Repaint steel canopies at the main and north entrance
 - Repaint metal doors and frames
 - Repaint block walls (1966, 1974 sections)
 - Replace windows, 1974 section
 - Replace entrance door (1966, 1974 section)
 - Replace utility doors (1974 section)
 - Replace membrane roofing, (1958, 1974, 1994 sections), built-up roofing (1966 section), replace SBS roofing over the music room
 - Replace skylights

2. Interior:

- Replace folding panel partitions
- Replace toilet and shower partitions
- Replace lockers
- Replace resilient stairs
- Replace wall paneling in gymnasium
- Replace ceramic wall and floor tiles in washroom and showers (1966, 1974 sections)
- Replace gym wood floor (1958 gym)
- Replace parquet flooring in the shop
- Replace VCT and resilient flooring throughout
- Replace carpet
- Replace acoustic ceiling tiles
- Replace casework (1966, 1974 sections)

3. Mechanical:

- Replace stainless steel sinks
- Replace showers
- Replace drinking fountains
- Replace all washrooms fixtures (toilets, urinals sinks) (1966, 1974 sections)
- Replace building systems controls.
- Replace domestic water valves, and backflow preventors (1966, 1974 sections)
- Replace domestic water recirculation pump (1966, 1974 sections)
- Replace domestic water heater Replace chimney and combustion air (1966, 1974 sections)
- Replace furnaces (1974 section)
- Replace air handling units
- Replace hot water distribution system (1966, 1974 sections)
- Replace exhaust fans
- Replace heat exchangers (1994 section)
- Replace rooftop air conditioning unit (1994 section)
- Replace fan coil units (1974, 1994 section)
- Replace finned tube radiation (1966, 1974 sections)
- Replace pneumatic control components
- replace the existing DDC control system

4. Electrical:

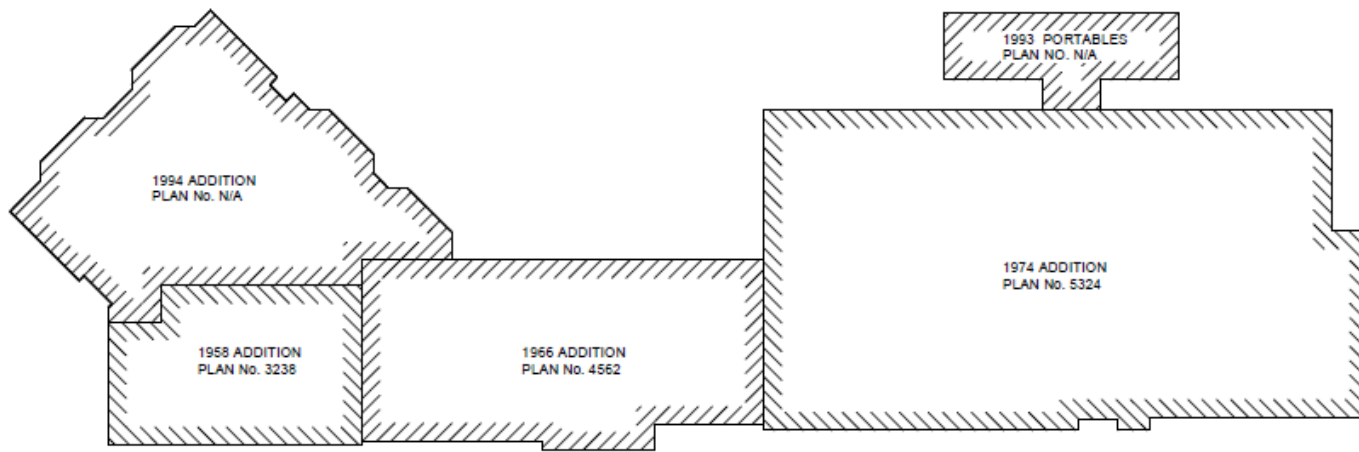
- Replace the main electrical switchboard
- Replace branch circuit panelboards
- Replace combination magnetic starters (1974, 1994 sections)
- Replace emergency lighting battery packs
- Connect exit sign to battery packs
- Replace fire detection panel and field devices
- Replace the intrusion alarm system
- Replace the public address system

GIBBONS SCHOOL

GRADES 5-9

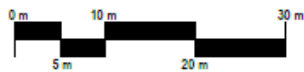
AREA COMPARISON CHART

Existing School (441 Total Capacity)		Provincial Guidelines (500 Capacity 5-9 School)		Variance
Instructional Space		Instructional Space		
	Total Area		Total Area	
13 Classrooms	969.8	12 Classrooms @ 80m2	960	9.80
1 Science Classrooms	86.4	2 Science Classrooms @ 120m2	240	(153.60)
1 Large Ancillary	132.7	1 Large Ancillary @ 130m2	130	2.70
3 Small Ancillary	256.2	3 Small Ancillary @ 90m2	270	(13.80)
0 Information Services	0	2 Information Services @ 115m2	230	(230.00)
2 Gymnasium	746.2	1 Gymnasium	595	151.20
Gym Storage	66.2	Gym Storage	60	6.20
2 CTF	173.6	1 CTF	200	(26.40)
1 Library	205.6	1 Library	200	5.60
Subtotal:	2636.7	Subtotal:	2885	(248.30)
Total Instructional	2636.7	Total Instructional Area:	2885	(248.30)
Number of Instructional Spaces:	23	Number of Instructional Spaces:	23	0
Non-Instructional Space		Non-Instructional Space		
	Total Area		Total Area	
Admin/Staff Areas	308.4	Admin/Staff Areas	307	1.40
Wrap Around & Collaboration Space	67.9	Wrap Around & Collaboration Space	30	37.90
Mechanical	217	Mechanical	162	55.00
Recycle Room	0	Recycle Room	11	(11.00)
Physical Education	240.3	Physical Education	130	110.30
Circulation	826.4	Circulation	671	155.40
Wall Area	227.8	Wall Area	322	(94.20)
Storage	138.70	Storage	94	44.70
Washrooms	112.6	Washrooms	60	52.60
Accessible Washroom Facility	0	Accessible Washroom Facility	12	(12.00)
Flexible Space	36.3	Flexible Space	120	(83.70)
Wiring Network	0	Wiring Network	40	(40.00)
Total Non-Instructional	2175.4	Total Non-Instructional	1959	216.40
Total Area	4812.1	Total Area	4844	(31.90)
Area per Student	n/a	Area per Student	9.29	



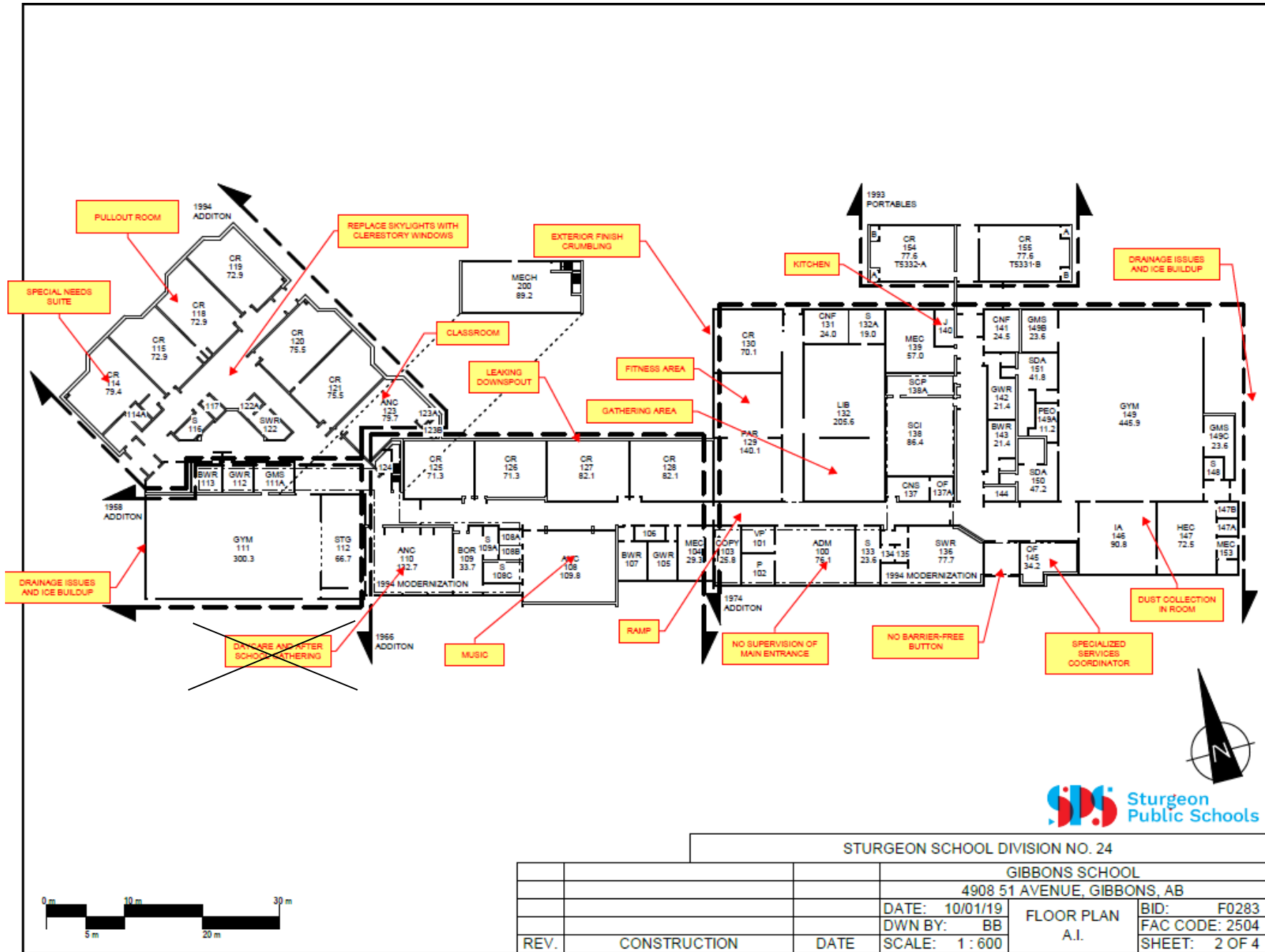
STURGEON SCHOOL DIVISION NO. 24

GIBBONS SCHOOL
4908 51 AVENUE, GIBBONS, AB



LEGAL DESCRIPTION:
LOT 16
BLOCK 13
PLAN 568TR
GIBBONS, ALBERTA

			DATE: 10/01/19	BID: F0283
			DWN BY: BB	FAC CODE: 2504
REV.	CONSTRUCTION	DATE	SCALE: 1 : 750	SHEET: 1 OF 4



STURGEON SCHOOL DIVISION NO. 24

GIBBONS SCHOOL
4908 51 AVENUE, GIBBONS, AB



			DATE: 10/01/19	FLOOR PLAN A.I.	BID: F0283
			DWN BY: BB		FAC CODE: 2504
REV.	CONSTRUCTION	DATE	SCALE: 1 : 600		SHEET: 2 OF 4

STURGEON PUBLIC SCHOOL DIVISION

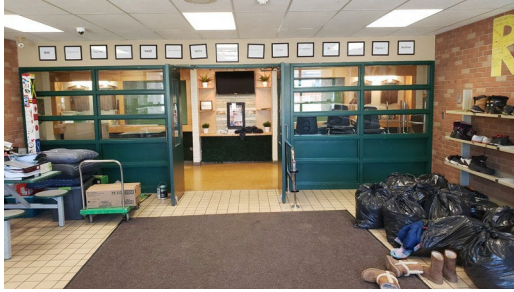
PRIORITY #2 – MORINVILLE SOLUTION - ÉCOLE MORINVILLE PUBLIC SCHOOL

10020 - 101 Avenue, Morinville, Alberta, T8R 1L5



Year Built:	1957- Original Building
Additions:	1966 - Addition 1976 - Addition 1985 - Addition and Modernization 1991 - Addition (6 Modulares) 2015 - Addition (6 Modulares) 2016 - Addition (9 Modulares) 2017 - Addition (3 Modulares) 2022- Demolition (9 Modulares- 1991)
Grades Served:	Pre-K-4
Permanent Classrooms:	17
Modular Classrooms:	17
Modular Washrooms:	2
Gross Area:	4,640 m2
Capacity:	663
Enrolment:	555
Utilization:	84%
Instructional Program:	Core academics in both English and French Immersion (K-4), plus Pre-Kindergarten, art, music, and information technology.
Building Deferred Maintenance: (VFA 2018)	\$4,224,711; Modulares \$254,900
Building FCI: (VFA 2022)	31% (Fair)
Site Deferred Maintenance:	N/A
Parking Space Requirements	65 Required, 105 Currently Available





The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more welcoming and improve supervision.



The large footprint that has developed over time has created a large number of alcoves which causes issues for supervision and security.



The gym is sunken in relation to the rest of the floor plate. A lift is required for barrier-free access.



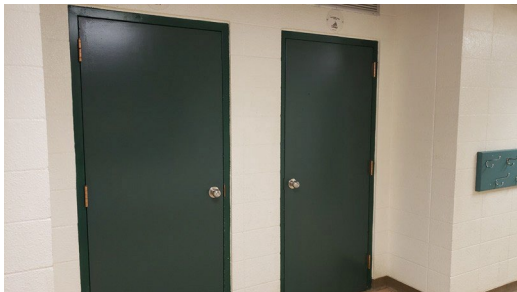
Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.



The gymnasium does not have a divider curtain, in spite of the need for two classes using the space at the same time.



A large number of classrooms have a lack of natural light, low ceilings, hanging plug-in lamps with extension cords in the ceiling spaces, and an abundance of fluorescent lighting to compensate for the lack of natural light which is a challenge for students and staff who struggle with fluorescent lighting.



Most classrooms have solid doors with no side lights. This creates a closed-off classroom from the corridor.



Breakout rooms and counselling spaces are required in the school. The school currently uses the boot room between the school and the Modulares as breakout space.

SUMMARY STATEMENT

The school has seen continual growth and large enrolments with modulars to house two functioning schools up until the opening of Four Winds Public School which resulted in the transfer of students in grades 5-9 out of the school, however, the student population continues to grow and a replacement is needed. The Division is exploring several options, including a redistribution of grades between the two schools in the Town of Morinville.

OBSERVATIONS, COMMENTS AND RECOMMENDATIONS

The school is 65 years old. The building received additions in 1966 and 1976. In 1985 the school had another addition and a modernization project. Modulars were introduced in 1991 (10), 2015 (6), 2016 (9), and in 2017 another three modulars were added. Nine of the modulars have since been removed and demolished, leaving the school with nineteen modulars, of which two are washroom facilities.

There are major deficiencies and code requirements related to the age of the facility. There is a lack of barrier-free access in many parts of the school. The gym is unique in that it is sunken down below the remaining school. The school sits on a high-water table. Remediation of water exposure is mitigated using sump pumps. The sump pumps are in continuous motion and subject to constant observation. The change rooms and the washroom are located on the second level and access by stairs poses issues when students are utilizing the gym facilities. With the large footprint of the school and the configuration, it has several alcoves existing. The alcoves need consistent supervision as students have been known to hide out in them. Remediation of cameras have been installed and still, the problem exists. The school has hazardous material in the building that has been substantiated by a study done by Golder. The hazardous materials to be removed would increase any renovation/modernization, escalating the cost. Compliance with health and safety issues of hazardous material requires elimination (as per Golder Report). **Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans compliance with health and safety and other applicable legislation should be considered.**

Modernization/renovation is not cost-efficient and would be an incorrect distribution of funding for this project. Building a replacement school would:

- Improve safety and security compliance for the students and eliminate any potential issues associated with hazardous material exposure (an environmental assessment was conducted on this building in 2021). ***Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans, compliance of health and safety and other applicable legislation should be considered.***
- It would have a positive economic impact on the development of the area and surrounding areas.
- Improve delivery of programs and services to the students.
- It would move the students into a school environment instead of Modular classrooms.
- It would remove the deferred maintenance on this building.
- It would improve the social and environmental circumstances in the community and local conditions by removing the obstacles noted in the drivers below.

The main drivers for the replacement of this school are:

- The electrical and mechanical systems are original with some upgrades done to the boiler over the years.

- The École Morinville Public School roof has had patchwork done over the years and still has not been completed. This is a continuous project and absorbs a great deal of CMR to complete it
- There is a lack of barrier-free access to many parts of the school.
- The gymnasium sunken structure did not have original barrier-free access. A ramp was placed at one entrance for equipment access and the design configuration had to be steep, making it hard to move equipment to the stage area. There is a lift put in place at the other entrance for barrier-free wheelchair access.
- The gymnasium design does not allow for adjacent washrooms or change rooms. The washroom and change rooms are located on the second floor and are accessed by stairs that are not barrier-free. Students engaging in activity in the gym must move from the second floor to the gym making it an awkward flow, especially since gym times are scheduled back-to-back. It also contributes to the students feeling uncomfortable with multi-grades interacting to ready themselves for the gym.
- The sunken gymnasium site is above a high-water table. The floor has already been replaced due to a flood in 2018. The fact that it is sunken, lower than the remainder of the school, leaves it more vulnerable to water penetration. This has been remedied using sump pumps that are consistently in use. Any mechanical failure would be detrimental to the area. Consistent monitoring must be done by staff. It also has in the past contributed to a mold problem and compliance with health and safety issues of hazardous material requires elimination (see Golder Report). **Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans compliance with health and safety and other applicable legislation should be considered.**
- The school and the modulars setup do not allow for multi-purpose spaces to support 21st-century learning.
- The entrances are congested due to the number of students that access these spaces and utilize the area for getting changed into outdoor attire.
- The U shape school and the many modulars make the footprint large and spread out. Travel time is acutely felt by elementary students.
- The configuration of the sensory room is near the library/classroom. Students in the library/classroom are exposed to the noise traveling through the walls of the sensory room. Students who might need to access the sensory room may not avail of it due to privacy issues.
- The staff room is undersized and there is inadequate storage.
- The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more secure and inviting.
- This school has a junior Pre-K/PUF program and more change tables for younger students should be considered.
- Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights, clearance, and urinal heights.
- Windows in the classroom have lost their functionality and require replacement.
- The building envelope of the school is 65 years old and is in need of replacement.

- The kitchen should be moved close to the gym to allow for a better community and student use.
- The gym requires a divider curtain because two classes are running at the same time making it difficult for the group to keep within their respective area.
- The corridors are narrow and congested.
- There is not enough storage and the changerooms are used for the overflow.
- The reverberation in the gym is quite strong and makes it difficult for using the sound system for instruction. Installation of sound baffles are required in the area.
- The doors to the classrooms do not have windows or sidelights in them which makes them very closed off from the corridor.
- The staff room has been relocated to the stage area. This allows the administration to expand and allow for more space.
- More water fountains are required throughout the school and sinks put in the classrooms to monitor the usage and hygiene of the students.
- There is a parking deficit at the school and parking is taking place in the bus lane. More parking can be achieved if a reconfiguration of the circulation was done.
- The bus lane is not large enough to accommodate the number of buses coming to the site. 9 buses need to be accommodated.
- The chain link fence that surrounds the school restricts students from accessing the play area. The fencing should be reconfigured to allow students ample play area.
- The deferred maintenance for this school is \$4.2 million with a FCI of 31%. The modulars' deferred maintenance is \$254,900 and a FCI of 20%.
- When the school split in two with the opening of Four Winds Public School, Grades 5 to 9 moved to the new school, leaving an excess of spaces, a poor functional design, and a lower utilization rate. Building a right size school and engaging in a modern design would bring this school into the future. Four Winds Public School is already at capacity. A new school could alleviate the capacity issues at Four Winds Public School by having grades 5 and 6 move back to École Morinville Public School and making the Four Winds Public School a Junior High school which would address capacity issues.

Program Requirements

In reviewing the drivers for a new school, it is evident that the classroom spaces are overcrowded and smaller in size, and some are not functional for the school's needs. With students moving to Four Winds Public School, it left lower utilization and excess space. Even though there is excess space, it does not mean that the remaining school contains functional spaces. The classrooms/spaces are less populated; however, the school still has a lot of issues running effective programming in the current spaces and is in need of a better functional configuration throughout the school. This is a great opportunity to build a replacement school, bringing the

functional planning up to code, having up-to-date technology, and having a school for Kindergarten – grade 6 instead of a Pre-Kindergarten – grade 4. Because Four Winds Public School is at capacity, this solution would resolve issues at both schools.

Another alternative is to consider the replacement school for Pre-K to 9 and redesign the existing Four Winds Public School into a High School

Site Readiness

Currently, École Morinville Public School site has plenty of land to build the replacement school. The remaining school can be left functioning during the new school construction. The new construction would be fenced off and construction could be initiated as soon as funds were available. The proximity to the existing school will allow for the underground utilities to be extended to meet the new school requirements. The site would have previously been subjected to soil investigation with documentation detailed to the community governing bodies.

The transition for the students and community would be smooth and engaging as both entities would be meters away from the existing school thus, having no concerns from the community regarding location.

Impacted School

Four Winds Public School (FWPS) was built in 2020 and currently has grades 5 to 9 students in attendance. The school has no deferred maintenance and is in excellent shape. École Morinville Public School transferred students to the new Four Winds Public School when it opened. FWPS is now at capacity with the transfer of students. The students are in a state-of-the-art school and are thriving. École Morinville Public School is a feeder school for Four Winds Public School. With Four Winds Public School already at capacity, there will be a need to expand the school or bring in modulars in the coming years.

Distance of École Morinville Public School to Four Winds Public School

The distance between École Morinville Public School Pre-K-4 and Four Winds Public School 5-12 is 2.2km.

Priority

École Morinville Public School is number two for the capital plan submission for 2023/2024 and aligns with the submitted 10-year plan

RECAPP RECOMMENDATIONS 2016 - 2025 (Lifecycle Replacement)

1. Exterior:

- Replace metal siding (1975 section)
- Replace sealants around windows and doors
- Replace windows (1966 section)
- Replace entrance doors, utility doors
- Replace roofing
- Replace downspout (1976 section)

2. Interior:

- Replace visual display boards
- Replace toilet/shower partitions
- Replace metal lockers
- Replace wall tile in washrooms
- Replace resilient flooring
- Replace carpet flooring
- Replace acoustic ceiling tile
- Replace fixed casework
- Replace blinds

3. Mechanical:

- Replace stainless steel sinks
- Replace showers
- Replace drinking fountains
- Replace all washroom fixtures (toilets, urinal, sinks)
- Replace isolation valves, backflow preventers
- Replace hot water pumps, hot water heaters, heating boilers (1985 renewal), chimney, air handling units, reheat coils, vestibule heaters, finned tube radiation, pneumatic control, BMCS system

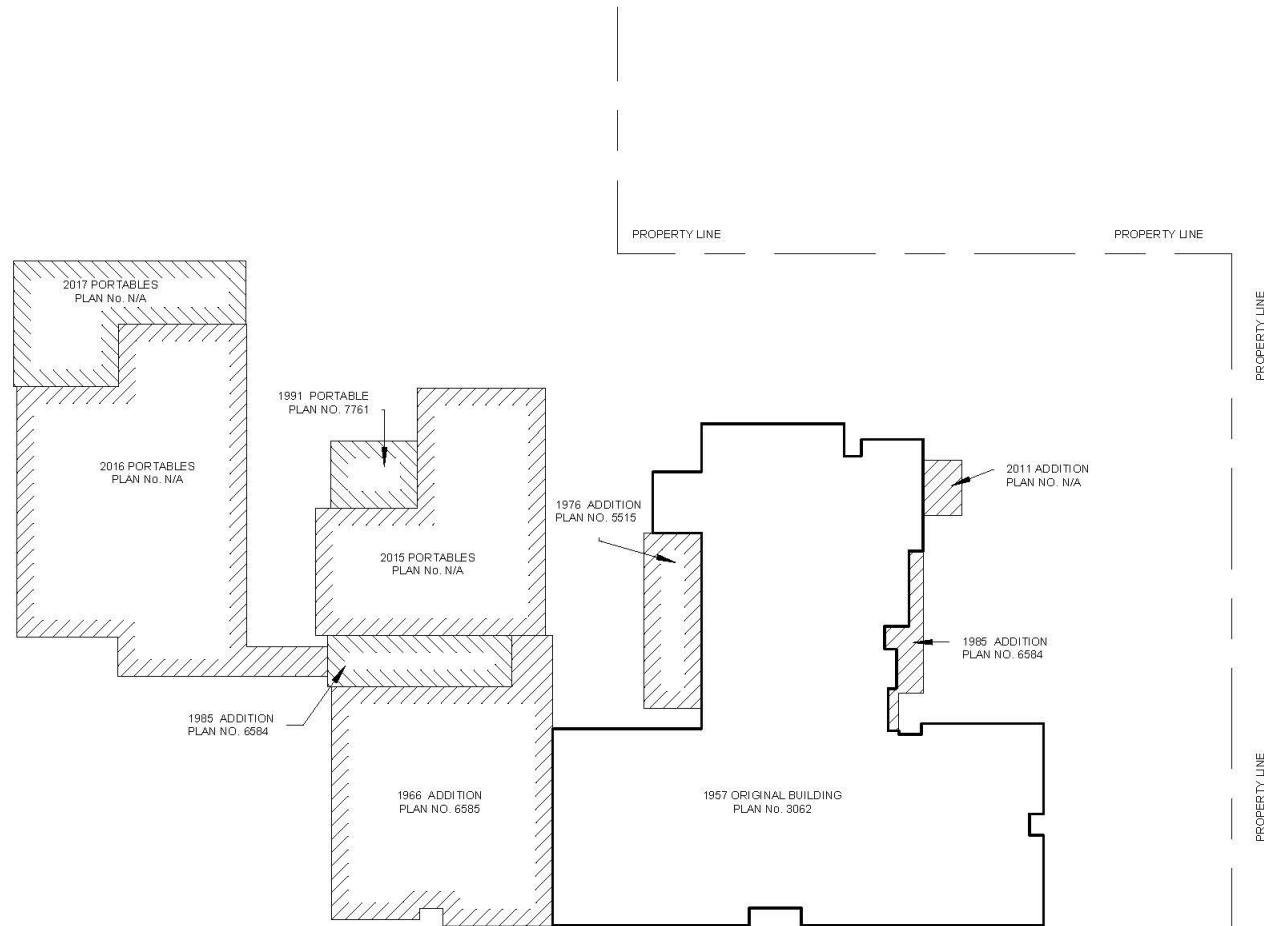
4. Electrical:

- Replace the main electrical switchboard
- Replace panel boards
- Replace motor starters and accessories
- Replace fluorescent fixtures
- Replace emergency lighting battery packs
- Replace intrusion detection system
- Replace call system
- Replace the fire alarm system

ÉCOLE MORINVILLE PUBLIC SCHOOL
Grades Pre-K to 4

Area Comparison Chart

#	Existing School (738 Capacity)		#	Provincial Guidelines (740 Capacity PK -4 School)		VARIANCE
	Instructional Space	Total Area		Instructional Space	Total Area	
21	Classrooms	2,388.7	22	Classrooms @ 80m2	1,760.0	628.7
1	Science Classrooms @ 120m2	-	0	Science Classrooms @ 120m2	-	-
1	Science Classrooms @ 95m2	-	3	Science Classrooms @ 95m2	285.0	(285.0)
0	Large Ancillary	-	2	Large Ancillary @ 130m2	260.0	(260.0)
3	Small Ancillary	234.7	3	Small Ancillary @ 90m2	270.0	(35.3)
1	Gymnasium	422.8	1	Gymnasium	595.0	(172.2)
1	Gym Storage	82.8	1	Gym Storage @ 10% Gym Size	59.5	23.3
1	Libraries	181.4	1	Library	300.0	(118.6)
0	CTS	-	0	CTS @ 142m2	-	-
1	Info Services @ 115m2	-	0	Info Services @ 115m2	-	-
	Subtotal:	3,310.4		Subtotal:	3,529.5	(219.1)
	Total Instructional	3,310.4		Total Instructional Area:	3,529.5	(219.1)
	Number of Instructional Spaces:	30.0		Number of Instructional Space	33.0	(3.0)
	Non-Instructional Space	Total Area		Non-Instructional Space	Total Area	
	Admin & Staff Areas	214.8		Admin & Staff Areas	397.0	(182.2)
	Wrap & Collaboration Space	-		Wrap & Collaboration Space	40.0	(40.0)
	Mechanical & Meter	197.0		Mechanical & Meter	189.0	8.0
	Recycle Room(LEED)	-		Recycle Room (LEED)	11.0	(11.0)
	Physical Education	130.1		Physical Education	95.0	35.1
	Circulation	816.3		Circulation	882.0	(65.7)
	Wall Area	352.2		Wall Area	424.0	(71.8)
	Storage Area	132.1		Storage Area	124.0	8.1
	Washroom Area	220.1		Washroom Area	90.0	130.1
	Accessible Washroom Facility	-		Accessible Washroom Facility	24.0	(24.0)
	Flexible Space	-		Flexible Space	180.0	(180.0)
	Wiring/Network	26.1		Wiring/Network	30.0	(3.9)
	Subtotal	2,088.7				
	Total Non-Instructional	2,088.7		Total Non-Instructional	2,486.0	(397.3)



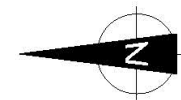
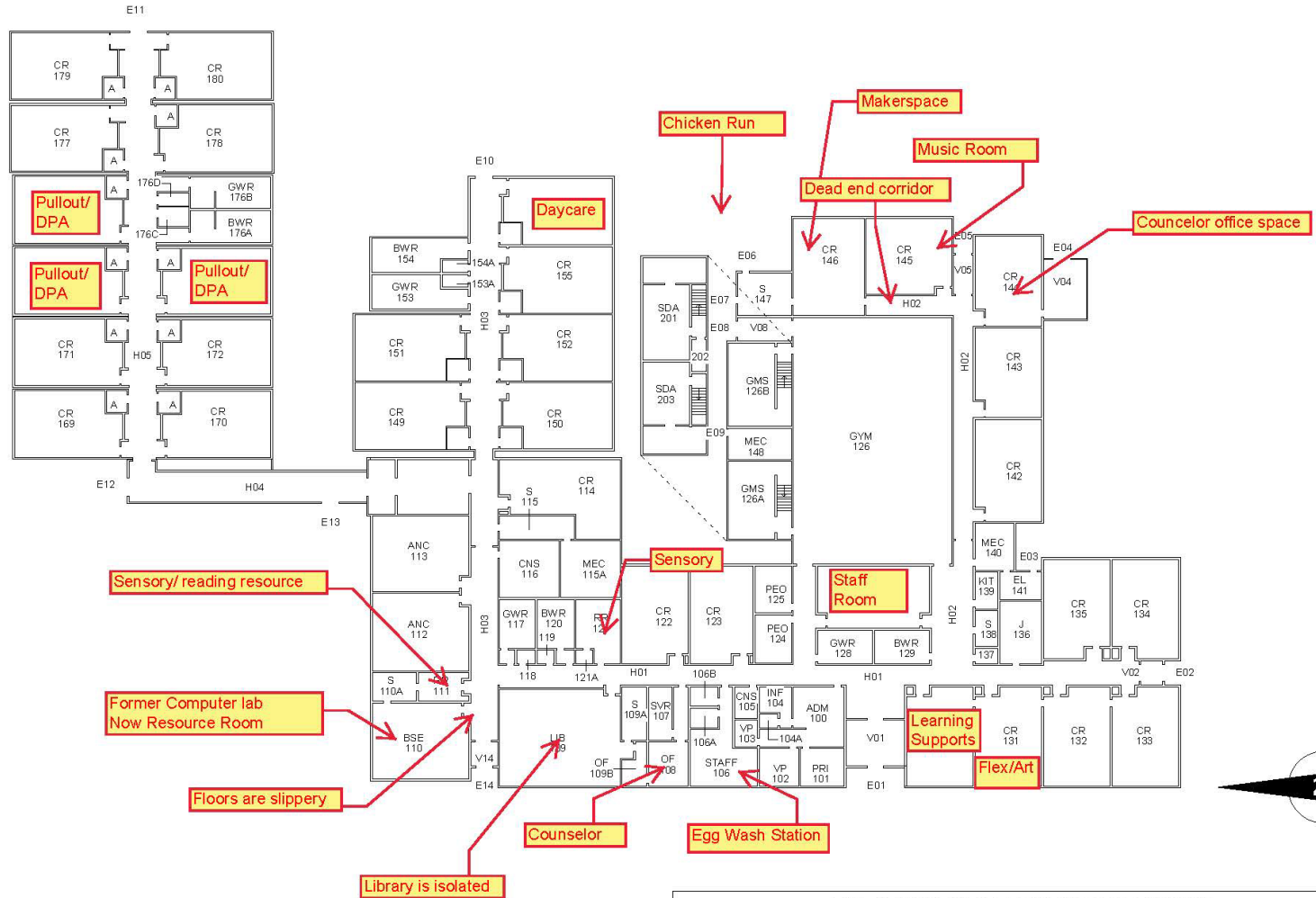
THE STURGEON PUBLIC SCHOOL DIVISION

MORINVILLE PUBLIC SCHOOL
10020 - 101 AVENUE, MORINVILLE, AB



LEGAL DESCRIPTION:
LOT 2A
BLOCK A
PLAN 2916TR
SE Sec 4 Twp 56 R25 W4
MORINVILLE, ALBERTA

			DATE: 10/01/2019	SITE PLAN	BID: F6110
1	UPDATED DRAWINGS	06/30/2022	DWN BY: BB	A.I.	FAC CODE: 1582
REV.	CONSTRUCTION	DATE	SCALE: 1 : 750		SHEET: 1 OF 4



LEGAL DESCRIPTION:
 LOT 2A
 BLOCK A
 PLAN 2916TR
 SE Sec 4 Twp 56 R25 W4
 MORINVILLE, ALBERTA

THE STURGEON PUBLIC SCHOOL DIVISION

			MORINVILLE PUBLIC SCHOOL		
			10020 - 101 AVENUE, MORINVILLE, AB		
1	UPDATED DRAWINGS	06/30/2022	DATE: 10/01/2019	FLOOR PLAN	BID: F6110
REV.	CONSTRUCTION	DATE	DWN BY: BB	MAINTENANCE	FAC CODE: 1582
			SCALE: 1 : 600		SHEET: 2 OF 2

STURGEON PUBLIC SCHOOL DIVISION
PRIORITY #3 – STURGEON HEIGHTS SCHOOL
 50 Hogan Road, St. Albert, Alberta, T8N 3X7



Year Built:	1971 - Original Building
Additions:	1989 - Addition (2 Modulares) 2015 - Addition (1 Modular) 2016 - Addition (1 Modular) 2017 - Addition (2 Modulares) 2019 - Addition (2 Modulares)
Grades Served:	K - 9
Permanent Classrooms:	19
Modular Classrooms:	8
Gross Area:	4664.88 m ²
Capacity:	573
Enrolment:	480
Utilization:	84%
Instructional Program:	Core academics plus French as a Second Language, art, music, foods, fashion, information technology, CTF/CTS, and Academies in Land-based Learning, Sports and STEAM.
Building Deferred Maintenance: (VFA 2022)	\$4,000,000, modulares \$142,800
Building FCI: (VFA 2022)	25% (Fair), modulares 19% (Good)
Site Deferred Maintenance:	N/A
Parking Space Requirements:	38 Required, 89 Currently Available





The location of the administration area in relation to the front entrance is good but visibility could be improved to make the entrance more welcoming and improve supervision.



Barrier-free access needs to be improved for all washrooms in terms of stall size, counter heights and clearances, and urinals.



Due to the size of the windows and the configuration of the school, additional natural lighting and ventilation are required.



The staff parking area and North access lane flood frequently.



The configuration of the site leads to severe traffic congestion. Accidents have occurred and unsafe parking practices are used. The bus lane is separate from the student drop off area but both lanes use the same exit. In addition, the direction of flow of traffic in front of the school necessitates that students must walk between the cars and across the traffic lane.



The Learning Commons serve many functions in addition to the library. It also functions as a gathering space for junior high students and a wellness hub.



It has been identified that there are a number of areas around the school that have issues with drainage at the walkways and ice forming in the spring.



The elementary locker area is severely congested due to being a central hub for circulation through the school. It was noted that traffic needs to be directed at peak times.

SUMMARY STATEMENT

With the addition of modular classrooms to the west, the core of the school is overtaxed and suffering congestion. The circular layout of the building makes expansion difficult and inefficient.

OBSERVATIONS, COMMENTS AND RECOMMENDATIONS

School Modernization. The school is 51 years old. Modularity was added in 1989 (2), 2015(1), 2016(1), 2017(2), 2019(2). The school has no barrier-free access in a school that has several physically handicapped students. The school design was originally built as an open-concept school, circular in design with classrooms. The school is outdated and does not fit the needs of current and future learning. Program deficiencies exist with the instructional & non-instructional space, as it is undersized according to the Alberta Education guidelines. The school has hazardous materials throughout the school. (see Golder Report). The circular shape of the school makes it hard to function with modularity. The enrolment is increasing in this school and a modernization project is needed to ensure that the increase in enrolment can be met. The students will flourish in a learning facility that prepares them for the future. The current condition of this school is an outdated design concept.

- Improve safety and security compliance for the students and eliminate any potential issues associated with hazardous material exposure (an environmental assessment was conducted on this building in 2021). ***Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans, compliance of health and safety and other applicable legislation should be considered.***
- It would have a positive economic impact on the development of the area and surrounding areas.
- Improve delivery of programs and services to the students of the area.
- It would enhance the resiliency of the community as the gym facilities are also utilized by the community.
- It would engage the community with a gym design that attracts more physical activity and enhancement to the local communities.
- It would improve the social and environmental circumstances in the community and local conditions by removing the obstacles noted in the drivers below.

The main drivers for the modernization of this school are:

- The mechanical/electrical systems are at the end of their design life.
- The school has experienced ventilation issues.
- The building envelope is well past its life expectancy.
- The building contains hazardous materials throughout (See Golder Report).
- The building does not have a sprinkler system that meets code.
- Much of the flooring is original to the school and cannot be replaced due to the containment of hazardous material.
- Most of the school has no barrier-free access.
- The interior classrooms have no natural light.

- There are several areas around the school that have drainage issues with ice forming in the winter and spring.
- The staff parking area to the North side floods frequently.
- The configuration of the site leads to severe traffic congestion. Accidents have occurred and unsafe parking practices are used. The bus lane is separated from the student's drop off area but both lanes use the same exit. The traffic flow in front of the school necessitates that students must walk between the cars and across the traffic lane. Reconfiguring the traffic flow in the opposite direction so that students are let off directly on the sidewalk with dedicated drop off lanes is one solution to this problem.
- With the installation of multiple modulars, sightlines are severely obstructed to the north playfields creating a segregated area which creates difficulties for and strains supervision.
- Additional lighting is required in the staff parking area, access lane, and around the perimeter, so that staff feels safe and secure, and the school can be seen.
- The elementary locker area is severely congested due to being a central hub for circulation through the school. It was noted that traffic needs to be re-directed at peak times.
- The administration area, located in the school's interior, has no view of the front entrance of the school, which is a security issue. Bill 73 outlines that where areas are subject to increased risks of health and safety of Albertans compliance with health and safety and other applicable legislation should be considered.
- The deferred maintenance of this school is \$4.0 million with a FCI of 25%. There are eight Modulars. Only two of the eight are in VFA and they have deferred maintenance of \$142,800 with a FCI of 19%.

Program Requirements

Sturgeon Heights School is located in the City of St. Albert. The school is very undersized for its capacity when compared to the Alberta Education Guidelines and consequently has very limited CTF, ancillary, and flex space. The proposed modernization will reconfigure the school's existing space and add to the existing space. The rectangular portion of the school will provide a new gymnasium, CTF space, and additional ancillary and gathering space. The new ancillary and gathering space needs to be multi-purpose, flexible, and adaptable, to all for interactive learning which is a necessity today to offer 21st century learning to students. The circular shape of the school will necessitate a well thought-out project and could possibly result in some space being added to the school. The plan should address the busing and parent drop off/pick-up concerns and challenges.

Site Readiness

The school would undergo modernization and therefore may not need any additional space. However, there is ample room to add to the school, should it be deemed necessary. The Utilities would not be a problem as they would tie into the existing building.

Impacted School

There is no impact on any other school.

Priority

Sturgeon Heights School is number three in the capital plan submission for 2023/2024 and aligns with the submitted 10-year plan.

RECAPP RECOMMENDATIONS 2014 - 2025 (Lifecycle Replacement)

1. Exterior:
 - Replace exterior doors
 - Replace roofing
 - Replace metal rainwater leaders
 - Replace skylight

2. Interior:
 - Replace folding partition
 - Replace visual display boards
 - Replace toilet and shower partitions
 - Replace lockers
 - Replace ceramic floor and wall tiles
 - Replace gymnasium wood floor
 - Replace carpet
 - Replace acoustic ceiling tiles
 - Replace casework

3. Mechanical:
 - Replace stainless steel sinks
 - Replace showers
 - Replace drinking fountains
 - Replace all washroom fixtures (toilets, urinal, sinks)
 - Replace domestic water valves and backflow preventor
 - Replace hot water circulation pump, hot water heaters, hot water heating boilers, type 'B' gas vents, reciprocating compressor, replace the condenser, air handling system, hot water distribution system, rooftop exhaust fans, reheat coils, humidifiers, fan coil units, perimeter radiation, unit heater

4. Electrical:
 - Replace line voltage thermostats
 - Replace pneumatic controls
 - Replace main distribution equipment
 - Replace branch circuit panelboards (1971 section)
 - Replace motor starters
 - Replace emergency lighting battery packs
 - Replace the public address system

5. Modulars (1989):
 - Replace building envelope
 - Replace building interior
 - Replace electrical systems
 - Replace mechanical systems

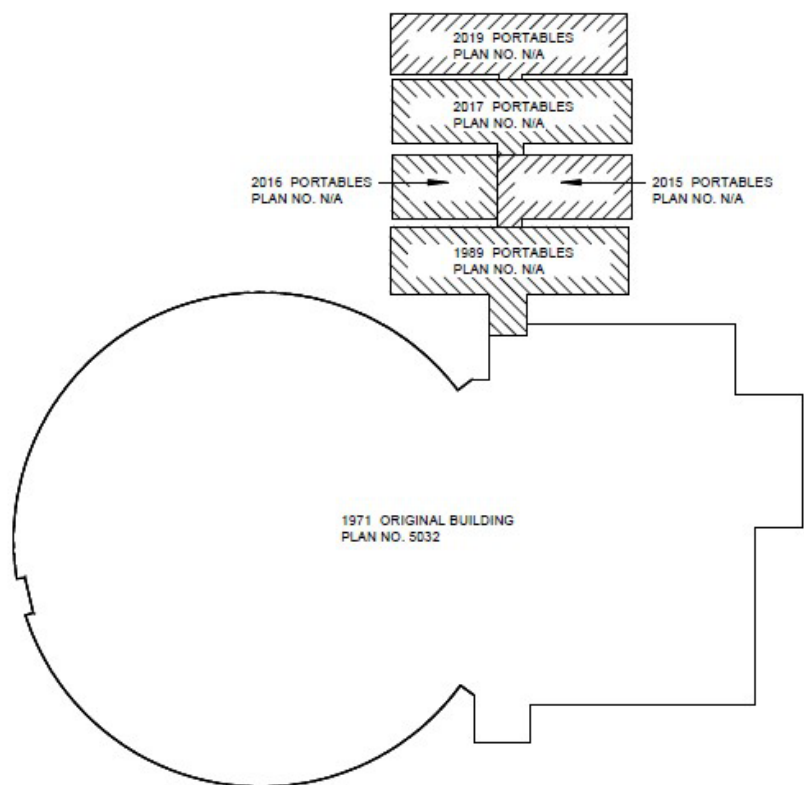
STURGEON HEIGHTS SCHOOL
GRADES K - 9

AREA COMPARISON CHART

Existing School (573 Capacity)		Provincial Guidelines (550 Capacity School K-6)		Variance
Instructional Space		Instructional Space		
	Total Area		Total Area	
24	Classrooms 1725.8	15	Classrooms @ 80m2 1200	525.80
1	Science Classrooms 107.8	1	Science Classrooms @ 120m2 120	(12.20)
1	Science Classrooms 95.7	1	Science Classrooms @ 95m2 95	0.70
0	Large Ancillary	1	Large Ancillary @ 130m2 130	(130.00)
2	Small Ancillary 132.2	3	Small Ancillary @ 90m2 270	(137.80)
0	Info Services 0	1	Info Services @ 115m2 120	(120.00)
1	Gymnasium 446	1	Gymnasium 515	(69.00)
	Gym Storage 28.3		Gym Storage 52	(23.70)
1	CTF 101.9	1	CTF 200	(98.10)
1	Library 328.6	1	Library 220	108.60
Subtotal: 2966.3		Subtotal: 2922		44.30
Total Instructional 2966.3		Total Instructional Area: 2922		44.30
Number of Instructional Spaces: 31		Number of Instructional Spaces: 25		6
Non-Instructional Space		Non-Instructional Space		
	Total Area		Total Area	
	Admin/Staff Areas 269		Admin/Staff Areas 307	(38.00)
	Wrap Around & Collaboration Space 18.6		Wrap Around & Collaboration Space 30	(11.40)
	Mechanical & Meter Rooms 175.4		Mechanical & Meter Rooms 162	13.40
	Recycle Room (LEED) 0		Recycle Room (LEED) 11	(11.00)
	Physical Education 86.3		Physical Education 100	(13.70)
	Circulation 716.1		Circulation 679	37.10
	Wall Area 191		Wall Area 326	(135.00)
	Storage 127.1		Storage 95	32.10
	Washrooms 84.6		Washrooms 66	18.60
	Accessible Washroom Facility 30.5		Accessible Washroom Facility 12	18.50
	Flexible Space 0		Flexible Space 132	(132.00)
	Wiring Network 0		Wiring Network 40	(40.00)
Total Non-Instructional 1698.6		Total Non-Instructional 1960		(261.40)

Total Area **4664.9**
 Area per Student n/a

Total Area **4882** **(217.10)**
 Area per Student 8.5



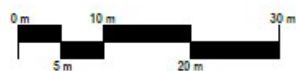
PROPERTY LINE

PROPERTY LINE



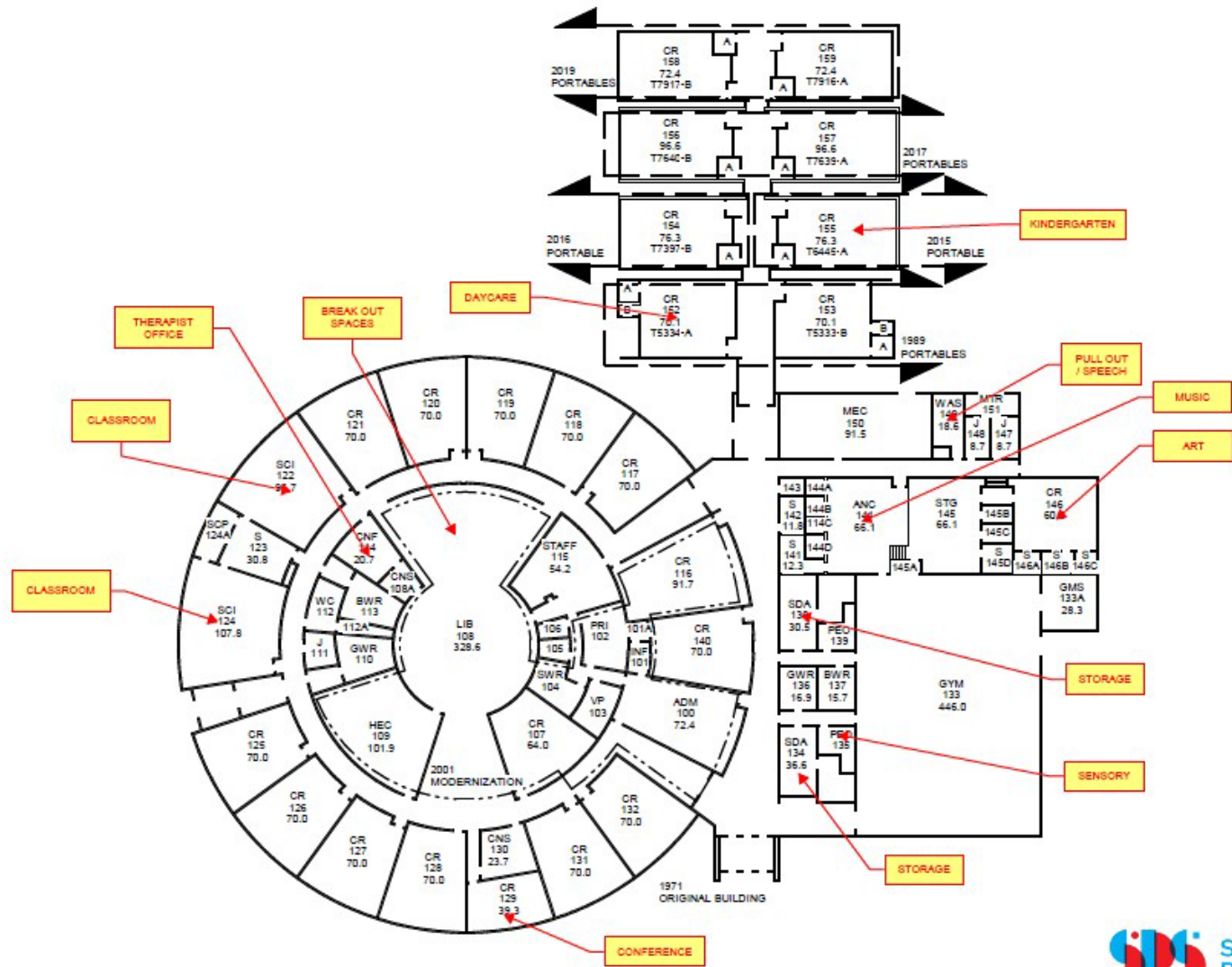
STURGEON SCHOOL DIVISION NO. 24

STURGEON HEIGHTS SCHOOL
50 HOGAN ROAD, ST. ALBERT, AB



LEGAL DESCRIPTION:
LOT B
PLAN 5831RS
NE SEC 7 Twp 54 R25 W4
ST. ALBERT, ALBERTA

			DATE: 10/01/2019	SITE PLAN A.I.	BID: F0285
			DWN BY: BB		FAC CODE: 2506
REV.	CONSTRUCTION	DATE	SCALE: 1 : 750		SHEET: 1 OF 4



STURGEON SCHOOL DIVISION NO. 24

STURGEON HEIGHTS SCHOOL
50 HOGAN ROAD, ST. ALBERT, AB

DATE: 10/01/2019
DWN BY: BB
SCALE: 1 : 600

FLOOR PLAN
A.I.

BID: F0285
FAC CODE: 2506
SHEET: 2 OF 4

REV.	CONSTRUCTION	DATE





DATE: March 22, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 810 – Off-Site Activities](#)
ADDITIONAL REFERENCE: [AP310 – Off-Site Activities](#)
[AP315 – Volunteers](#)
Assurance Domain – [Student Growth & Achievement](#)
SUBJECT: Policy 810 – Off-Site Activities

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve *Policy 810 – Off-Site Activities* as presented at the March 22, 2023, Public Board meeting.

BACKGROUND:

Administration has reviewed and updated *Policy 810 – Off-Site Activities* as part of its review of policies that fall under Education Services.

The Policy Committee reviewed *Policy 810 – Off-Site Activities* at their March 1, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

- *Policy 810 – Off-Site Activities* was reviewed. The addition of language to indicate that the Superintendent or designate will also consider the learning objectives for off-site trips was added.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. *Policy 810 – Off-Site Activities* – Clean Copy
2. *Policy 810 – Off-Site Activities* – Tracked Changes

Policy 810

Off-Site Activities

1.0 POLICY

The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. Off-site activities enable students to participate in quality educational experiences that are at the heart of the educational process and connected to the Guide to Education, Programs of Study, curriculum and learning outcomes.

The Superintendent or designate shall be responsible for approving and monitoring off-site activity requirements and expectations to promote learning, and ensure student and staff safety.

References:

Board Policy: [410 – Student Fees](#)

Administrative Procedure: [AP310 – Off-Site Activities](#)

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2021 Nov 24 Amended

Policy 810

Off-Site Activities

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References:

Board Policy: [410 – Student Fees](#)

Administrative Procedure: [AP310 – Off-Site Activities](#)

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2021 Nov 24 Amended



DATE: March 22, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services
GOVERNANCE POLICY: [Policy 900 – Student Conduct and Discipline](#)
ADDITIONAL REFERENCE: [AP900 – Student Conduct](#)
Assurance Domain – [Student Growth & Achievement](#)
SUBJECT: Policy 900 – Student Conduct and Discipline

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve *Policy 900 – Student Conduct and Discipline* as presented at the March 22, 2023, Public Board meeting.

BACKGROUND:

Administration has reviewed and updated *Policy 900 – Student Conduct and Discipline* as part of its review of policies that fall under Education Services. *Policy 900 – Student Conduct and Discipline* is to be reviewed on an annual basis.

The Policy Committee reviewed *Policy 900 – Student Conduct and Discipline* at their March 1, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

- *Policy 900 – Student Conduct and Discipline* was reviewed in November, January and March. The intent was to consider a clause that would address Personal Communication Devices. The current version has also been reviewed by the Administrative Council of Principals.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. *Policy 900 – Student Conduct and Discipline* – Clean Copy
2. *Policy 900 – Student Conduct and Discipline* – Tracked Changes

Policy 900

Student Conduct and Discipline

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools website.

The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights.

The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community.

The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

2.0 DEFINITIONS

2.1 Bullying: Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

2.2 Diversity: The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.

2.3 Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. The Human Rights Act lists as grounds for which discrimination is prohibited: national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

2.4 Harassment: Harassment is a form of discrimination. It includes any unwanted physical or verbal behavior that offends or humiliates you. Generally, harassment is a behavior that persists over time. Serious one-time incidents can also sometimes be considered harassment.

2.5 Illicit: all prohibited substances, which include but are not limited to, illegal drugs as defined in the Controlled Drugs and Substances Act. Examples include: Methamphetamines, Cocaine, Ecstasy and Heroin.

2.6 Restricted/Prohibited: controlled legal substances which have parameters for legal use. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates, Cannabis, tobacco, tobacco-like products and alcohol.

3.0 GUIDELINES

3.1 Each school shall develop a Code of Student Conduct to be reviewed annually by the Superintendent or designate.

3.1.1 Principals will review the Code of Student Conduct with School Council annually.

3.1.2 Principals will review the Code of Student Conduct with students annually.

3.2 The Board believes that students must comply with school rules set out in the school's code of student conduct.

3.3 The Board prohibits bullying, harassing, discriminatory, and violent behaviors and expects allegations of such behavior to be investigated in a timely and respectful manner.

3.4 Attendance

3.4.1 The Board believes that regular attendance is a significant contributing factor to student learning and therefore that students enrolled in school should attend on a regular basis.

3.4.2 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

3.5 Personal Communication Devices

3.5.1 The Board recognizes that there is an appropriate educational purpose for the use of technology in the classroom provided that it is used to achieve the learner outcomes in the Alberta Programs of Study and allows students to participate in learner activities chosen by the teacher.

3.5.2 Each school shall develop a plan for the safe and effective use of a Personal Communication Device (PCD) while in class or at school and articulate this plan in the Code of Student Conduct.

3.6 Illicit, Prohibited and Restricted Substances

3.6.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.

3.6.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:

3.6.2.1 Ensure all division schools, grounds and school sponsored events are designated smoke, vape and tobacco free environments.

3.6.2.2 Educate students regarding illicit, prohibited and restricted substance abuse.

3.6.2.3 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.

3.6.2.4 Ensure that students who possess and/or distribute, prohibited or restricted substances while under school supervision receive appropriate consequences, which may include recommendation for expulsion.

3.6.2.5 Ensure that students who possess and/or distribute illicit substances while under school supervision are recommended for expulsion.

3.6.3 Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.

3.7 Students will be held responsible and accountable to Sturgeon Public Schools and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

3.8 Suspension/Expulsion

3.8.1 The Board believes the suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.

3.8.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.

3.8.3 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.

3.8.4 Discipline Hearing Process - See Policy 230 – Board Committees, Appendix C - Student Discipline Committee.

References:

[Policy 115 - Sexual Orientation and Gender Identities](#)

[Policy 120 - Harassment Policy](#)

[Policy 230 - Board Committees](#)

[Administrative Procedure: AP900 – Student Conduct](#)

Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197

Alberta Human Rights Act

Freedom of Information and Protection of Privacy Act

Prevention of Youth Tobacco Use Regulation 149/2003

Tobacco Reduction Act

[Vision, Mission and Values Statement](#)

History

2019 Mar 27 Initial Approval

2020 Jan 29 Reviewed

2020 Mar 25 Amended

2021 Mar 24 Amended

2021 Jun 23 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

Policy 900

Student Conduct and Discipline

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools website.

The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights.

The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community.

The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

2.0 DEFINITIONS

2.1 Bullying: Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

2.2 Diversity: The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.

2.3 Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. The Human Rights Act lists as grounds for which discrimination is prohibited: national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

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3.4.2 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

3.5 Personal Communication Devices

3.5.1 The Board recognizes that there is an appropriate educational purpose for the use of technology in the classroom provided that it is used to achieve the learner outcomes in the Alberta Programs of Study and allows students to participate in learner activities chosen by the teacher.

3.5.2 Each school shall develop a plan detailing the specific curricular circumstances or educational tasks that a student can use a Personal Communication Device (PCD) in class and establish how PCDs will be stored at school when not in use for the safe and effective use of a Personal Communication Device (PCD) while in class or while at school and articulate this plan in the Code of Student Conduct.

3.6 Illicit, Prohibited and Restricted Substances

3.65.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.

3.65.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:

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3.65.2.2 Educate students regarding illicit, prohibited and restricted substance abuse.

3.65.2.3 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.

3.65.2.4 Ensure that students who possess and/or distribute, prohibited or restricted substances while under school supervision receive appropriate consequences, which may include recommendation for expulsion.

3.65.2.5 Ensure that students who possess and/or distribute illicit substances while under school supervision are recommended for expulsion.

3.65.3 Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.

3.76 Students will be held responsible and accountable to Sturgeon Public Schools and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

3.87 Suspension/Expulsion

3.87.1 The Board believes the suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.

3.87.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.

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3.87.4 Discipline Hearing Process - See Policy 230 – Board Committees, Appendix C - Student Discipline Committee.

References:

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[*Policy 120 - Harassment Policy*](#)

[*Policy 230 - Board Committees*](#)

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