



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on March 22, 2023**

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PRESENT

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

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

Chair Joe Dwyer read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

Added: 7.8 Edwin Parr Nomination
Deleted: 6.1 SCHS Drumline – Virtual Presentation

#013/2023 – Moved by Ms. Irene Gibbons that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#014/2023 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Regular Meeting of February 22, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

PSBAA The Advocate – Board Chair’s Message

Mrs. Shawna Warren, Superintendent, brought forward as information, a memo on PSBAA The Advocate – Board Chair’s Message.

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*.

Stakeholder Engagement Plan – Update

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, an update on the Stakeholder Engagement Plan.

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 Administration 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

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 School 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.

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

Mrs. Lisa Lacroix, Associate Superintendent, Human Resources, brought forward as information, a memo on Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals.

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.

Communications Report – March 2023

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

Monthly Financial Report – February 2023

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

Monthly IT Report – March 2023

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

2022-2023 Superintendent Discretionary Fund

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

Edwin Parr Nomination

Mrs. Shawna Warren, Superintendent, brought forward as information, the Sturgeon Public Schools Edwin Parr Nominee for 2022-2023.

Alberta Schools Boards Association's (ASBA) Edwin Parr Teacher Awards recognize excellent first-year teachers across the province.

Ms. Chelsea Leigh Critchley of Four Winds Public School was nominated by the Principal, Mr. Dan Requa.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

CHAIR'S REPORT

A verbal and written report was provided.

Chair Dwyer (Alcomdale/Villeneuve Area)

Chair Dwyer reported that he attended:

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

TRUSTEES' REPORTS

Verbal and written reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Building and Maintenance Committee Meeting (*March 22*)
- Committee of the Whole Meeting (*March 8*)
- Council of School Councils' Meeting (*March 21*)
- Governance Meeting (*March 8*)
- Public Board Meeting (*March 22*)
- Remuneration Meeting (*March 8*)
- Sturgeon Composite Open House (*March 8*)
- Transportation Committee Meeting (*March 22*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- 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*)

- Protocols and Trustee Remuneration Meeting (*March 22*)
- Public Board Meeting (*March 22*)
- SPVA/Learning Centre School Council Meeting (*March 14*)
- Transportation Committee Meeting (*March 22*)

Trustee Buga corrected that in February, she did not attend the Legal Chamber AGM on the 23rd.

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Alberta Rural Education Symposium (*March 6 & 7*)
- Committee of the Whole Meeting (*March 8*)
- Council of School Councils' Meeting (*March 21*)
- Landing Trail 40th Anniversary Committee (*March 9*)
- Landing Trail School Council Meeting (*March 9*)
- Policy Committee Meeting (*March 1*)
- Public Board Meeting (*March 22*)
- Redwater Chamber of Commerce Board Meeting (*March 16*)
- Trustee Protocols and Remuneration Meeting (*March 22*)

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

Trustee Murray-Elliott reported that she attended:

- 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*)
- Two Disciplinary Hearings (*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*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Committee of the Whole Meeting (*March 8*)
- Governance Meeting (*March 8*)
- Namao School Council Meeting
- Protocols and Trustee Remuneration Meeting (*March 22*)
- Public Board Meeting (*March 22*)
- Trustee Remuneration Meeting (*March 8*)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Zone 2/3 Meeting (*March 17*)
- Committee of the Whole Meeting (*March 8*)
- Council of School Councils' Meeting (*March 21*)

- Ochre Park School Awards Ceremony (*March 23*)
- Ochre Park School Council Meeting (*March 20*)
- Ochre Park School Tour with Redwater Mayor and CAO (*March 9*)
- Policy Committee Meeting (*March 1*)
- Protocols and Trustee Remuneration Meeting (*March 22*)
- Public Board Meeting (*March 22*)
- TEBA (*March 21*)

ADVOCACY COMMITTEE

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.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

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 venues 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.

BUILDING AND MAINTENANCE COMMITTEE

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.

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

POLICY COMMITTEE

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 Administration 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 to add 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.

A Policy Committee meeting is scheduled for April 6, 2023.

TRANSPORTATION COMMITTEE

A Transportation Committee meeting is scheduled for March 22, 2023.

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

Meeting recessed for a break at 10:03 a.m.

Meeting resumed at 10:08 a.m.

NEW BUSINESS**2024-2025 School Year Calendar**

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 Mondays vs Fridays.

#015/2023 – Moved by Ms. Trish Murray-Elliott that the Board of Trustees approve the 2024-2025 School Year Calendar as presented at the March 22, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

General Employee Condition Increase to Salary

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.

#016/2023 – Moved by Mrs. Tasha Oatway-McLay 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.

CARRIED UNANIMOUSLY**Three Year Capital Plan 2023-2025**

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		

#017/2023 – Moved by Ms. Irene Gibbons that the Board of Trustees approve the Three Year Capital Plan as presented at the March 22, 2023, Public Board meeting.

CARRIED UNANIMOUSLY**Policy 810 – Off-Site Activities**

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.

#018/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve *Policy 800 – Off-Site Activities* as presented at the March 22, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 900 – Student Conduct and Discipline

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 Administration Council of Principals.

#019/2023 – Moved by Mrs. Janine Pequin that the Board of Trustees approve *Policy 900 – Student Conduct and Discipline* as presented at the March 22, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No verbal report was provided.

CUPE

No verbal report was provided.

COMMUNITY MEMBERS

Jayce Cornelius, Student Advisory Committee co-chair, provided a verbal update.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#020/2023 – 10:30 a.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed for lunch at 11:56 a.m.

Meeting resumed at 12:18 p.m.

#021/2023 – 12:40 p.m. – Moved by Mrs. Stacey Buga that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

Trustee Irene Gibbons adjourned the meeting at 12:40 p.m.

Chair

Date

Associate Superintendent,
Corporate Services