



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on April 26, 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* (*arrived at 9:08 a.m.; left at 11:17 a.m.*)
Mrs. Michelle Wilde, Executive Assistant
**Electronic Attendance*

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

Trustee Trish Murray-Elliott read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

Added: 6.1 SCHS Drumline – Virtual Presentation

#022/2023 – Moved by Mrs. Cindy Briggs that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#023/2023 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Regular Meeting of March 22, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

SCHS Drumline – Virtual Presentation

REPORTS FROM SENIOR EXECUTIVE

Education Planning Assurance Report

Mr. Jonathan Konrad, Deputy Superintendent, brought forward as information, the Education Planning Assurance Report.

The areas of Indigenous Education, Curriculum and Instruction, Educational Technology and Professional Learning are supported by the Director of Education Planning. The Education Planning team is responsible to provide the following assurance to stakeholders and the public:

Public assurance occurs when:

- Sturgeon Public students demonstrate strong achievement across provincial learning outcomes, engage critically and continuously progress as learners;
- Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality Standard in a collaborative culture of learning; and
- All students belong and learn in environments that support their needs. Public confidence is built when system resources are used to ensure optimum learning for all.

Modular Classroom Update

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, a memo on the Modular Classroom Update.

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

Alberta Education has recently reviewed Sturgeon Public School Division's submission as part of the 2022/2023 Modular Classroom Program and the Division has been informed that the following modular classroom requests have been approved:

1. Demolition and site restoration of two modular/portable classrooms at Redwater School. These modulars were installed in 1985 and are not required for instructional space. These units were assessed to be in very poor condition, with high levels of mold and fungal contamination, and have been sealed off from the building to contain the cross-contamination with the rest of the school. The demolition will bring the space utilization of Redwater School to 69%.
2. Demolition and site restoration of two modular/portable classrooms at Landing Trail School. These modulars were installed in 1982, are in poor condition and are the cause of health complaints from staff and students. The school does not require this additional instructional space, and the demolition of these two units will improve the space utilization for the school from 76% to 84%.

The Division did not receive approval for the addition of two modular units at Namao School.

Pre-Planning Grant Update

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the Pre-Planning Grant Update.

On April 4, 2022, The Sturgeon Public School Division sent a letter to Alberta Education with the objective to seek support toward achieving accommodation planning for six aging schools. The accommodation planning is intended to address appropriate school capacities, improve program excellence and opportunities, efficient and effective use of facilities, develop a modular classroom strategy, and explore closure and consolidation opportunities and partnership opportunities.

On March 29, 2023, The Sturgeon Public School Division received a letter of approval from Alberta Education for up to \$50,000 of pre-planning funding to cover the costs for the Value Scoping exercise held November 29 and December 1, 2022, for schools in Gibbons, Morinville, St. Albert, Redwater, and Bon Accord.

Communications Report – April 2023

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

Monthly Financial Report – March 2023

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

Monthly IT Report – April 2023

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

2022-2023 Superintendent Discretionary Fund

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

Based on the information gathered in previous Superintendent Discretionary Fund updates, it can be seen that the Superintendent Discretionary Fund is an important resource that the Division uses to support schools with additional staffing requirements that arise after the budget has been approved. For the 2022-2023 school year, the budget dollar amount allocated in the fund was \$800,000.

Monthly, at each Public Board meeting held throughout the school year, the Superintendent reported on the Superintendent Discretionary Fund spending. The spending to date has included additional teacher FTE, CUPE FTE, and GEC FTE, as well as resources and salary cost adjustments. The Division also received Supplemental Enrolment Growth Funding, which was added to the Superintendent Discretionary Budget.

However, as of the March 22, 2023, Public Board meeting, the Superintendent Discretionary Fund for the 2022-2023 school year has been fully utilized. Therefore, this report will no longer come forward for the remainder of the 2022-2023 school year, indicating that the Division has exhausted the allocated budget for this purpose.

The Superintendent Discretionary Fund has been an essential resource for the Division, helping to address unforeseen staffing requirements and ensuring that schools have the necessary resources to provide a quality education to Sturgeon Public students. The regular reporting of the spending provided transparency and accountability to ensure resources were allocated in the best interests of students and in alignment with the Division's goals and priorities.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

Chair's Report

A verbal and written report was provided.

Sturgeon Public School Division Trustee Handbook – Guide to Effective Governance 2022-2023

The Board of Trustees has developed a new Trustee Handbook that outlines the beliefs, policies, and practices related to Board Governance. The Trustees' Handbook is a crucial tool to help Trustees lead by example in all decisions and activities, ultimately benefiting public education and the students at Sturgeon Public Schools.

An excellent governance culture is characterized by a Board that consistently operates in an environment of trust, respect, and professional demeanor. The Board sets the tone for the entire division in how it carries out its governance responsibilities, and the handbook contains clear statements and explanations of the connections between policy and application and the process where the direction of the organization is set that guides the Board's decision-making processes.

The handbook includes expectations and procedures for individual trustees, both as members of the Board and as representatives of the communities that elected them. Trustees are expected to govern themselves accordingly. As per policy 225, the Board evaluates itself annually against Board effectiveness in meeting policies, norms, principles, protocols, and expectations contained in this handbook to continually improve its governance practices.

The Board of Trustees believes that transparency and accountability are essential in ensuring public confidence in its operations and conduct. That is why the handbook has been shared on the Division website.

Chair Dwyer (Alcomdale/Villeneuve Area)

Chair Dwyer reported that he attended:

- Building and Maintenance Committee Meeting (*April 26*)
- Committee of the Whole Meeting (*April 12*)
- Danielle Smith Event in Gibbons (*April 11*)
- Government Announcement on MELT Program (*April 13*)
- Guthrie Military Day (*April 14*)
- Provincial Candidate Meeting (*April 26*)
- Public Board Meeting (*April 26*)
- Rotary Meeting (*April 5 & 12*)

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 Meetings (*April 25*)
- Building and Maintenance Committee Meeting (*April 26*)
- Committee of the Whole Meeting (*April 12*)
- Gibbons Town Hall Danielle Smith Event (*April 11*)
- Grip and Grin Media Release at Landing Trail School (*April 17*)
- Lilian Schick School Council and Room Parent Association Meetings (*April 17*)

- Lillian Schick School Visit AM (*April 17*)
- Provincial Candidate Meeting (*April 26*)
- Public Board Meeting (*April 26*)
- St. Albert Chamber of Commerce Danielle Smith Event (*April 12*)
- Sturgeon Night of Music and Fine Arts (*April 24*)
- Superintendent Evaluation Interview (*April 13*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternative Learning School Council Meeting (*April 11*)
- ATA Negotiations Committee Meetings (*April 4 & 5*)
- Backpack Full of Cash (*April 20*)
- Building and Maintenance Committee Meeting (*April 26*)
- Committee of the Whole Meeting (*April 12*)
- Edwin Parr Meetings (*April 18, 19, 24 & 25*)
- ÉMPS School Council Meeting (*April 3*)
- Four Winds Public School Open House (*April 13*)
- Grip and Grin Media Release at Landing Trail School (*April 17*)
- Inclusion Alberta Conference (*April 14 & 15*)
- Meeting with the Superintendent re: citizenship speech (*April 21*)
- Morinville Chamber of Commerce Luncheon (*April 5*)
- Policy Committee Meeting (*April 6*)
- Provincial Candidate Meeting (*April 26*)
- Public Board Meeting (*April 26*)
- Sturgeon Night of Music and Fine Arts (*April 24*)
- Superintendent Evaluation Interview – Virtual (*April 13*)
- Suze Casey Presentation (*April 13*)

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- An Evening with Premiere Danielle Smith, Gibbons Community Cultural Centre (*April 11*)
- ATA Negotiations Committee Meetings (*April 4 & 5*)
- Board Agenda Review – Committee of the Whole (*April 12*)
- Board Agenda Review – Public Board Meeting (*April 21*)
- Committee of the Whole Meeting (*April 12*)
- Inclusion Alberta Conference (*April 14 & 15*)
- Landing Trail 40th Anniversary Committee Meeting (*April 13*)
- Landing Trail School Council Meeting (*April 13*)
- Matilda Play Gibbons School (*April 28*)
- Media Release with Town of Gibbons (*April 17*)
- Meeting with Provincial Candidate (*April 26*)
- Policy Committee Meeting (*April 6*)

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

Trustee Murray-Elliott reported that she attended:

- Building and Maintenance Committee Meeting (*April 26*)
- Committee of the Whole Meeting (*April 12*)
- Meeting with Provincial Election Candidate (*April 26*)

- Partnership with Town of Gibbons Announcement (*April 17*)
- Policy Committee Meeting (*April 6*)
- PSBAA PD Film Presentation, Backpack Full of Cash (*April 20*)
- PSBC Business Meeting (*April 14*)
- PSBC PD Day, Dinner with guest speaker Janet Brown (*April 13*)
- Public Board Meeting (*April 26*)
- School Council Meeting, Sturgeon Composite High School (*April 12*)
- School Council Meeting, Sturgeon Heights School (*April 17*)
- St. Albert Chamber of Commerce Luncheon, guest speaker Danielle Smith (*April 12*)
- Sturgeon Heights School Open House (*April 20*)
- Sturgeon Night of Music and Fine Arts (*April 24*)
- Superintendent Evaluation Interview (*April 11*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- St. Albert Chamber of Commerce Luncheon, guest speaker Danielle Smith (*April 12*)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Redwater Mayor's Breakfast (*April 6*)
- Policy Committee Meeting (*April 6*)
- Committee of the Whole Meeting (*April 12*)
- Superintendent Evaluation Interview (*April 13*)
- Guthrie School Teal Up (*April 14*)
- Grip and Grin with the Town of Gibbons (*April 17*)
- Public Board Meeting (*April 26*)
- Provincial Candidate Meeting (*April 26*)
- Redwater School Council Meeting (*April 26*)

Meeting recessed for a break at 10:34 a.m.

Meeting resumed at 10:43 a.m.

ADVOCACY COMMITTEE

A verbal report was provided.

A Student Advisory Committee meeting is scheduled for May 16, 2023.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

A verbal report was provided.

BUILDING AND MAINTENANCE COMMITTEE

The Building and Maintenance Committee held a meeting on March 22, 2023. The following is a summary of that meeting:

- The following Camilla School updates were discussed
 - Update on the solutions regarding drainage issues;
 - Plan number 3 was submitted to the County, and the Division is waiting for feedback from the County;
 - The site is being monitored; and
 - Gym floor deficiency is still outstanding.
- A detailed list of the projects was provided by Facility Services pertaining to the interim Spring Break Projects.
- Maintenance of older structures are being prioritized based on urgency and conditions. O&M shop asbestos abatement is done, and interior reconfiguration continues.
- There was a discussion around school roof deficiencies for Ochre Park School and other schools' roofs. All work is under warranty.

There are insufficient funds provided by Alberta Education for a self-sustained Operations and Maintenance Department, CMR, and IMR, requiring other financial contributions such as instructional dollars and board funded capital reserve.

POLICY COMMITTEE

The Policy Committee held a meeting on April 6, 2023. The following is a summary of that meeting:

- *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments* was reviewed with an additional clause amended to address the importance of celebrating student and staff cultures and collaborating with community and cultural leaders to build connections to those cultures.
 - The Policy Committee has referred this policy to the April 26, 2023, Public Board meeting for review and approval.
- *Policy 115 – Sexual Orientation and Gender Identities* was reviewed.
 - The Policy Committee has referred this policy to the April 26, 2023, Public Board meeting for review and approval.
- *Policy 125 – Advocacy Plan* was reviewed.
 - The Policy Committee has referred this policy to the April 26, 2023, Public Board meeting for review and approval.
- *Policy 905 – Awards Policy – Students* was reviewed.
 - The Policy Committee had requested Administration to bring *Administrative Procedure 860 – Student Division Awards, Scholarships and Bursaries* with amendments to help clarify how changes to this Policy would affect operations. Administration will bring Policy 905 back to the next Policy Committee on May 3, 2023, for further review.

The next Policy Committee meeting is scheduled for May 3, 2023, at 1:30 p.m.

TRANSPORTATION COMMITTEE

The Transportation Committee held a meeting on March 22, 2023. The following is a summary of that meeting:

- The 2022-2023 budget review and projections.
- Training Costs (MELT and 2–S) were discussed and it was shared that the 2023-2024 Funding Manual allows for training costs to be submitted for payment to Alberta Education effective April 2023, on a quarterly basis. The first submission deadline is July 14, 2023, and it is based on actual costs incurred.
- Bus Driver Appreciation Lunch May 3, 2023. The event has been finalized and invites/RSVPs have been sent out.
- Budget for 2023-2024 was briefly discussed. An updated financial viability and needs assessment review of noon transportation is ongoing. The Division will implement the 1 & 2 KM funding rules for the 2023-2024 Budget.
- Fuel Price Contingency will continue during the 2023-2024 school year, and the contractor rate does not require adjustment, as the market price is built into the new model for contractor payment.
- Two new bus routes have been added. One for Sturgeon Heights to alleviate ride times and the other for Gibbons/Landing Trail to alleviate congestion.
- The Division is currently investigating the advantages/disadvantages of using a new system for bus pass scanning and tracking. Two opportunities are being evaluated: Tyler Drives and Bus Planner.
- Communication to families will be provided to support the implementation of the new funding model.
- *Drivafy* Training has had almost 100% participation in the Division-sponsored PD for contractors and operators. The training session focused mainly on mitigation strategies to address misbehaviors during bus ridership.

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

Policy 110 – Welcoming Inclusive, Safe and Healthy Environments

Administration has reviewed and updated *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments* as part of its review of policies that fall under Education Services. *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments* is to be reviewed on an annual basis.

The Policy Committee reviewed and updated *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments* at their April 6, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

- The additional clause addresses the importance of celebrating student and staff cultures and collaborating with community and cultural leaders to build connections to those cultures.

#024/2023 – Moved by Mrs. Janine Pequin that the Board of Trustees approve *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments* as presented at the April 26, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 115 – Sexual Orientation and Gender Identities

Administration has reviewed *Policy 115 – Sexual Orientation and Gender Identities* as part of its review of policies that fall under Education Services. *Policy 115 – Sexual Orientation and Gender Identities* is to be reviewed on an annual basis.

The Policy Committee reviewed *Policy 115 – Sexual Orientation and Gender Identities* at their April 6, 2023, committee meeting with no amendments brought forward, and has recommended it to the Public Board meeting for approval.

#025/2023 – Moved by Ms. Irene Gibbons that the Board of Trustees approve *Policy 115 – Sexual Orientation and Gender Identities* as presented at the April 26, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 125 – Advocacy Plan

Administration has reviewed *Policy 125 – Advocacy Plan* as part of its review of policies that fall under the Office of the Superintendent. There are no changes recommended.

The Policy Committee reviewed *Policy 125 – Advocacy Plan* at the April 6, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

#026/2023 – Moved by Mrs. Stacey Buga that the Board of Trustees approve *Policy 125 – Advocacy Plan* as presented at the April 26, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 430 – Trustee Remuneration and Expense Reimbursement

A board, as a partner in education, has the responsibility to ensure effective stewardship of the board's resources (*Education Act 33.1(i)*). The Board of Trustees ensure transparency to the public for the dollars spent in the school authority, therefore, *Policy 430 – Trustee Remuneration and Expense Reimbursement* underwent a thorough review process at multiple Committee of the Whole meetings, including February 8, 2023, March 8, 2023, and April 12, 2023.

One significant change made to the policy is the update of Exhibit A, which now provides a clear and concise definition of what is covered under the basic honorarium for trustees and the per diem allowance.

#027/2023 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve *Policy 430 – Trustee Remuneration and Expense Reimbursement* as presented at the April 26, 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

#028/2023 – 11:11 a.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed for lunch at 11:58 a.m.

Meeting resumed at 12:27 p.m.

#029/2023 – 2:12 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

Trustee Tasha Oatway-McLay adjourned the meeting at 2:13 p.m.

Chair

Date

Associate Superintendent,
Corporate Services