



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on May 24, 2023**

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PRESENT

Ms. Irene Gibbons, Chair
Mrs. Janine Pequin, Vice Chair
Mrs. Cindy Briggs, Trustee
Mr. Joe Dwyer, 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
Mrs. Michelle Wilde, Executive Assistant

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

Trustee Tasha Oatway-McLay read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

#030/2023 – Moved by Ms. Trish Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#031/2023 – Moved by Mrs. Stacey Buga that the minutes of the Regular Meeting of April 26, 2023, be approved as presented.

CARRIED UNANIMOUSLY

#032/2023 – Moved by Mrs. Cindy Briggs that the minutes of the Organizational Meeting of May 8, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

Alberta School Boards' Association (ASBA) Honouring Spirit: Indigenous Student Awards

Mrs. Shawna Warren, Superintendent, brought forward as information, a memo on the Alberta School Boards' Association (ASBA) Honouring Spirit: Indigenous Student Awards.

The Alberta School Boards' Association (ASBA) Honouring Spirit: Indigenous Student Awards are intended to recognize First Nations, Métis and Inuit students who model strength and commitment in the pursuit of their personal education paths and embrace their own gifts, strengths and potential while celebrating the ways of their people.

Sturgeon Public Virtual Academy (SPVA) school counsellor, Kristen Lapierre, nominated Grade 8 student, Sierra Balkwill for the 2022-2023 Honouring Spirit: Indigenous Student Awards. "Sierra has modeled leadership qualities and empowers others to be their best and achieve their own dreams and goals", states Ms. Lapierre in her Letter of Support. Although Ms. Balkwill was not a selected recipient of the award, she was recognized as an Honourable Mention. She will be publicly recognized at the SPVA Awards Ceremony in June. The Board Chair will also send a congratulatory letter on behalf of the Board of Trustees.

Sturgeon Composite High School (SCHS) First Nations, Métis and Inuit Student Success Coach, John Valliere, nominated Grade 12 student, Tristan Poitras for the 2022-2023 Honouring Spirit: Indigenous Student Awards. "All told, I believe Tristan is a young man of talent and character. He is growing to become a committed learner and a natural leader. I have every confidence that his future is very bright", states Mr. Valliere in his Letter of Support. Although Mr. Poitras was not a selected recipient of the award, he was recognized as an Honourable Mention. He will be publicly recognized at the SCHS Fall Awards. The Board Chair will also send a congratulatory letter on behalf of the Board of Trustees.

School Resource Officer Award Recipient – Building Blocks of the Community

Mr. Jonathan Konrad, Deputy Superintendent, brought forward as information, a memo on the School Resource Officer Award Recipient – Building Blocks of the Community.

The 2023 Building Blocks of the Community Award recognizes an individual that has contributed to the continued growth of youth within Sturgeon County. The Neighbourhood Development Coordinator of Sturgeon County shared with Sturgeon Public School Division that the Student Resource Officer, of Sturgeon Composite High School, Constable Simon Lajoie, was nominated by members of the Youth Leadership Team, Sturgeon County, and was selected as the recipient of the 2023 Building Blocks of the Community Award.

Constable Simon Lajoie, was invited to be recognized and received his award at the Sturgeon County Volunteer Appreciation Celebration on April 19, 2023, at the Morinville Rendez Vous Centre.
Communications Report – May 2023

Communications Report - May 2023

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

Monthly Financial Report – April 2023

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

Monthly IT Report – May 2023

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

REPORTS FROM TRUSTEES AND STANDING COMMITTEES**Chair’s Report**

A verbal and written report was provided.

Chair Gibbons (Gibbons/Lamoureux)

Chair Gibbons reported that she attended:

- ASBA Zone 2/3 Awards Banquet (May 26)
- Audit, Finance and Human Resources Committee Meeting (May 3)
- Bus Driver Appreciation Lunch (May 3)
- Committee of the Whole Meeting (May 10)
- Gibbons School Council Meeting (May 8)
- Landing Trail 40th Anniversary Committee Meeting (May 9)
- Landing Trail Art Show (May 11)
- Landing Trail School Council Meeting (May 11)
- Meeting with Gibbons School Principal and School Council Chair (May 5)
- Meeting with Superintendent – Agenda Review (May 5)
- Organizational Meeting (May 8)
- Policy Committee Meeting (May 15)
- Public Board Agenda Review Meeting with Superintendent (May 23)
- Staff Recognition Event (May 19)
- Sturgeon County Meeting (May 10)
- Superintendent Evaluation Meeting (May 8)
- Superintendent Meeting (May 17)

TRUSTEES’ REPORTS

Verbal and written reports were provided.

Trustee Pequin left the Board meeting at 9:32am and returned at 9:33am.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School Council and Program Support Society Meeting (May 24)
- Bus Diver Appreciation Lunch (May 3)
- Committee of the Whole Meeting (May 10)
- Landing Trail Art Show (May 11)
- Legal School Carnival (May 13)
- Lilian Schick School Council and Room Parent Association Meeting (May 29)
- Organizational Meeting (May 8)

- Rock of Ages Morinville Community Cultural Centre (May 9)
- Staff Recognition 2023 (May 19)
- Sturgeon County Meeting (May 10)
- Superintendent Evaluation Meeting (May 8)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternative Learning School Council (May 9)
- ASBA Speaker's Corner (May 23)
- ASBA Zone 2/3 Awards Banquet (May 26)
- ASBA Zone 2/3 Meeting (May 26)
- Audit, Finance and Human Resources Committee Meeting (May 3)
- Bus Driver Appreciation Lunch (May 3)
- CASA Open House (May 8)
- Committee of the Whole Meeting (May 10)
- École Morinville Public School Council (May 1)
- École Morinville Public School Literacy Day (May 5)
- École Morinville Public School Moosehide Walk (May 11)
- Four Winds Public School Council (May 4)
- Inspire Banquet at Four Winds Public School (May 18)
- Landing Trail Art Night (May 11)
- Legal Public School Carnival (May 13)
- Meeting with Sturgeon County (May 10)
- Organizational Meeting (May 8)
- Public Board Meeting (May 24)
- Rock of Ages (May 9)
- Staff Recognition Event (May 19)
- Student Advisory Committee Meeting (May 16)
- Sturgeon Strides (May 18)
- Superintendent Evaluation Meeting (May 8)
- Transportation Committee Meeting (May 24)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Bus Driver Appreciation Lunch (May 3)
- Camilla School Council (May 16)
- Committee of the Whole Meeting (May 10)
- Organizational Meeting (May 8)
- Public Board Meeting (May 24)
- Rotary Meetings (May 3, 10, 17, 24, and 31)
- Staff Recognition (May 19)
- Sturgeon County Meeting (May 10)
- Superintendent Evaluation Meeting (May 8)
- Transportation Committee Meeting (May 24)

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

Trustee Murray-Elliott reported that she attended:

- Audit, Finance and Human Resources Committee Meeting (May 3)

- Bus Driver Appreciation Lunch (May 3)
- Committee of the Whole Meeting (May 10)
- Meeting with Sturgeon County (May 10)
- Organizational Meeting (May 8)
- Policy Committee Meeting (May 15)
- Public Board Meeting (May 24)
- Rock of Ages presented by Camilla School (May 8)
- School Council Meeting, Sturgeon Composite High School (May 16)
- School Council Meeting, Sturgeon Heights School (May 15)
- Staff Recognition (May 19)
- Student Advisory Committee Meeting (May 16)
- Sturgeon Strides, Sturgeon Composite High School (May 18)
- Superintendent Evaluation Meeting (May 8)
- Transportation Committee Meeting (May 24)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Guthrie School Council Meeting
- Namao School Council Meeting
- St. Albert Chamber of Commerce Webinar: Busting Myths of Autism in the Workplace

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Zone 2/3 Meeting (May 1, and 26)
- Hats on for Mental Health, Redwater School (May 3)
- TEBA Meeting (May 3)
- Bus Driver Appreciation Lunch (May 3)
- Audit, Finance and Human Resources Committee Meeting (May 3)
- Volunteer Tea, Ochre Park School (May 5)
- Superintendent Evaluation Meeting (May 8)
- Organizational Meeting (May 8)
- Committee of the Whole Meeting (May 10)
- Policy Committee Meeting (May 15)
- Redwater School, School Council Meeting (May 15)
- Ochre Park School, School Council Meeting (May 15)
- Student Advisory Committee Meeting (May 16)
- Mental Health Morning, Redwater School (May 18)
- Staff Recognition Event (May 19)
- Board Agenda Review Meeting (May 23)
- Public Board Meeting (May 24)
- Awards Ceremony, Ochre Park School (May 26)

ADVOCACY COMMITTEE

A verbal report was provided.

An Advocacy Committee meeting is scheduled for June 7, 2023.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

On May 3, 2023, the Audit, Finance, and Human Resources Committee convened for a meeting. Here is a revised summary of the proceedings:

- External members of the Audit Committee were introduced through a written introduction. The primary focus of the meeting revolved around the review and in-depth discussion of the 2023-2024 Draft Budget.

BUILDING AND MAINTENANCE COMMITTEE

The Building and Maintenance Committee held a meeting on April 26, 2023. The following is a summary of that meeting:

- Old Business:
 - The interim spring break project list was successfully completed, including the installation of urinals at Four Winds Public School and the replacement of hot water tanks.
 - To ensure the upkeep of older structures, facility management is currently completing the semi-annual cleaning of ducts, including filter replacements.
 - Snow was cleared from the Ochre Park roof, and water drainage has been accomplished. The contractor will revisit the site for a warranty assessment review.
 - The Division and Sturgeon County have mutually agreed to a proposal for Camilla School permitting the release of water drainage into the pond.
- New Business:
 - The Division has received a letter from Alberta Education extending the JUPA (Joint Use & Planning Agreement) deadline to June 2025. Drafts for Morinville, the City of St. Albert, and Sturgeon County are presently being drafted.
 - Facilities personnel have been diligently working during evenings and weekends since mid-April to complete the cleaning of parking lots and the repair of potholes. Ground maintenance schedules have already commenced for each school.
 - The issue of AEDs (Automated External Defibrillators) at Bon Accord School and Lilian Schick School will be escalated to the HR department for further action.

POLICY COMMITTEE

The Policy Committee held a meeting on May 15, 2023. The following is a summary of that meeting:

- Policy 100 – History of Sturgeon Public Schools was reviewed.
 - The Policy Committee agreed to have a clear policy, with the historic content captured as an Appendix that is to be amended for consistency. Administration will bring Policy 100 back to the next Policy Committee meeting on June 7, 2023, for further review.
- Policy 230 – Board Committees was reviewed.
 - The Policy Committee requested that Administration provide further information with respect to Joint Use and Joint Use and Planning (JUPA) and the opportunities for Trustee involvement with them. Administration will bring Policy 230 back to the next Policy Committee on June 7, 2023, for further review.
- Policy 245 – Appeals Regarding Student Matters was reviewed.
 - The Policy Committee requires more time to review the policy as it underwent a significant rewrite. Administration will bring Policy 245 back to the next Policy Committee meeting on June 7, 2023, for further review.

- Policy 320 – Inclement Weather was reviewed.
 - The Policy Committee recommended that the policy capture both raw temperature and raw temperature with wind chill. Administration is to forward the amended policy to the next Transportation Committee on May 24, 2023, for further review.
- Policy 905 – Awards Policy – Students was reviewed.
 - The Policy Committee has referred Policy 905 to the June 28, 2023, Public Board meeting for review and approval.
- Administrative Procedure 900 – Student Conduct was brought forward for information.

The next Policy Committee meeting is scheduled for June 7, 2023, at 9:00 a.m.

TRANSPORTATION COMMITTEE

A Transportation Committee meeting is scheduled for the afternoon of May 24, 2023.

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

2023-2024 Draft Budget

In line with Policy 405 Budget Development and Transparency, Administration engages in a consultative process with Division stakeholders to develop and draft the system budget and bring it forward to the Board of Trustees for review and approval. Section 139 of the Education Act outlines the expectations for financial reporting for school boards. Sub-section 2 requires school boards to annually prepare and submit to the Minister, a budget for the upcoming fiscal year on or before May 31.

Sturgeon Public School Division's Budget is the fiscal plan intended to achieve the stated goals and objectives of the Board in accordance with the Division's Vision, Mission and Values, Education Plan Priorities, and Board Priorities.

Vision, Mission and Values

Vision: Sturgeon Public School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Mission: Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet and excel at, the challenges presented by the global community.

Values: Excellence in teaching. Shared responsibility. Mutual respect. Belonging. Learning choices. Communication.

The Board believes that the annual system budget and the Education Plan, together with annual school budgets, are key planning documents for the continuous improvement of the quality of education for students (Policy 405 – Budget Development and Transparency).

The 2023-2024 Budget Report, Presentation and Alberta Education Budget Submission Templates are included for review and approval.

#033/2023 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the 2023-2024 Budget as presented at the May 24, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Meeting recessed for a break at 10:41 a.m.

Meeting resumed at 10:52 a.m.

Sturgeon Public Schools DRAFT Education Plan 2023-2026

At the May 10, 2023, Committee of the Whole Meeting, the Board of Trustees reviewed the DRAFT Education Plan 2023 - 2026. Following that meeting, Trustees had the opportunity to provide comments and revision requests to Administration which have been reviewed and incorporated into the current DRAFT.

The Education Plan must be approved by the Board of Trustees and posted on the Division website by May 31st of each year.

The Division's Education Plan articulates the Board's approved outcomes, measures, and strategies to meet our priority of optimal student learning. The Education Plan uses key insights from the 2022 Annual Education Results Report, along with consideration of contextual information and input from stakeholder engagement. The key priority, outcomes and strategies direct the work in schools and at a system level to advance Sturgeon Public School's Mission, Vision, and Values.

The Education Plan outlines 14 outcomes and 19 strategies in the following Assurance Domains:

1. Student Growth and Achievement
2. Teaching and Leading
3. Learning Supports
4. Governance; and,
5. Local and Societal Context

#034/2023 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve *the* DRAFT Sturgeon Public School Division Education Plan for 2023-2026 with amendments to change the Assurance

wording on the Domain “Learning supports” as indicated by Jonathan Konrad and include the addition of the Inspire Program as a partner, as presented at the May 24, 2023, Public Board Meeting.

CARRIED UNANIMOUSLY

2023-2024 Council of School Councils’ Meeting

The Council of School Councils’ (COSC) is an informal gathering of the chair and/or vice chair of each school council for the purpose of sharing information, building connections between the school councils and facilitating communication between the Board of Trustees, school councils and the Division’s administrative team.

As per policy 225: *Board Responsibility and Conduct* section 2.2.3, the Board of Trustees must meet “at least annually with the Council of School Councils or School Council Chairs”. Each year, the Board of Trustees hosts the first meeting of the Sturgeon Public Schools’ Council of School Councils. The first meeting is usually held in late October or early November in order to give all Sturgeon Public schools the opportunity to have their first school council meeting to elect their chair and vice chair positions. In addition, there are no individual school council meetings on the dates provided, and consideration has also been given to avoid Parent Teacher Interview evenings.

Administration will bring a Memo before the Board in the Fall of 2023, requesting further direction regarding venue location and choice of meals or refreshments.

#035/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve that the 2023-2024 Council of School Councils’ meetings will take place in person on Wednesday, November 15, 2023, and Thursday, March 7, 2024.

CARRIED UNANIMOUSLY

Superintendent Evaluation Report

The Superintendent Evaluation Report is an assessment of the performance of the Superintendent of Sturgeon Public Schools over the past 18 months. The report is based on a set of evaluation criteria that have been established by the Superintendent Leadership Quality Standard (SLQs).

It is important to keep in mind that the Superintendent Evaluation Report is intended solely for the use of the Sturgeon Public Schools Board of Trustees and will not be shared publicly as it contains information related to the evaluation of an employees’ performance.

#036/2023 – Moved by Mrs. Janine Pequin that the Board of Trustees approve the Superintendent Evaluation Report, as developed in the evaluation workshop of May 8, 2023, as an accurate accounting of the Superintendent’s performance for the period of November 4, 2021, to May 1, 2023; AND FURTHER

That the Board of Trustees authorize the Board Chair to make any required technical edits and sign the report on the Board’s behalf.

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

#037/2023 – 11:43 a.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed for lunch at 11:43 a.m.

Meeting resumed at 12:04 p.m.

#038/2023 – 12:59 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 12:59 p.m.

Chair

Date

Associate Superintendent,
Corporate Services