



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: August 23, 2023 **Start Time:** 9:30 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 June 28, 2023
6. Presentations
7. Reports from Senior Executive
 - 7.1 2023-2024 Pre-Kindergarten Noon Transportation Update
 - 7.2 Holiday Card Artwork Search
 - 7.3 Facility Services – Camilla School Drainage Improvements
 - 7.4 Facility Services – Summer Project Update
 - 7.5 School Bus Driver Training Grants
 - 7.6 Summer School Enrolment Summary
 - 7.7 Tyler Technologies – Tyler Drive
 - 7.8 Communications Report – July & August 2023
 - 7.9 Monthly IT Report – July & August 2023
 - 7.10 2023-2024 Superintendent Discretionary Fund
 - 7.11 Administrative Procedure 464 – Fees
 - 7.12 Administrative Procedure 580 – Non-Resident Non-Attendance Area Student Transportation
 - 7.13 Administrative Procedure 585 – Language Immersion Transportation Service

8. Reports from Trustees and Standing Committees

- 8.1 Chair's Report
 - 8.1.1 Meeting with the Minister
- 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 Policy 310 – Non-Funded Students
- 10.2 Policy 410 – Fees
- 10.3 Policy 500 – Student Transportation Services
- 10.4 Administrative Procedure 464 – Fees – Exhibit 1 – 2023-2024 Fee Schedule

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 June 28, 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 June 28, 2023**

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. Lisa Lacroix, Associate Superintendent, Human Resources
Mrs. Lynne Chaston, Director, Financial Services *left at 1:03 p.m.*
Mr. Mike Weppler, Foreman, Facility Services *arrived at 12:58 p.m. and left at 2:00 p.m.*
Mrs. Michelle Wilde, Executive Assistant
**Electronic Attendance*

REGRETS

Mrs. Liliana LeVesconte, Associate Superintendent, Corporate Services

CALL TO ORDER

The Chair called the meeting to order at 12:02 p.m.

LAND ACKNOWLEDGEMENT

Trustee Stacey Buga read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

#039/2023 – Moved by Ms. Trish Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#040/2023 – Moved by Mrs. Tasha Oatway-McLay that the minutes of the Regular Meeting of May 24, 2023, be approved as presented.

CARRIED UNANIMOUSLY

#041/2023 – Moved by Mrs. Cindy Briggs that the minutes of the Special Meeting of June 14, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

Education Planning Presentation

Education Planning presented by: Ms. Shannon Campbell Requa, Ms. Kourtney Kerr and Mrs. Nicole Farwell.

REPORTS FROM SENIOR EXECUTIVE

Annual Report re: Off-Campus Education

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Annual Report re: Off-Campus Education.

In accordance with Administrative Procedure 845 – Off-Campus Education (Section 5), please find attached, a report regarding the Off-Campus Education programs offered in the Division's high schools in the 2022–2023 school year.

Communications Report – June 2023

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

Monthly Financial Report – May 2023

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

Monthly IT Report – June 2023

Mr. Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Monthly IT Report – June 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 Spring General Meeting (*June 4-6*)
- CO Staff Year End Lunch (*June 23*)
- Committee of the Whole Meeting (*June 14*)
- Franklin Covey Webinar: Great School Boards (*June 23*)
- Gibbons School Awards (*June 29*)
- Greater St. Albert Catholic School Board Meeting (*June 16*)
- Landing Trail Awards (*June 28*)
- Meeting with the Superintendent, Agenda Review (*June 7 & 27*)
- Policy Committee Meeting (*June 7*)

- PSBAA Spring General Meeting (*June 1-3*)
- Public Board Meeting (*June 28*)
- SCHS Athletic Awards (*June 13*)
- SCHS Fine Arts Awards (*June 14*)
- SCHS Grade 12 Graduation (*June 24*)
- SLC/MLC Grade 12 Graduation Dinner (*June 9*)

TRUSTEES' REPORTS

Verbal and written reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School Awards Ceremony (*June 29*)
- Committee of the Whole Meeting (*June 14*)
- Community Service Advisory Board Sturgeon County Meeting (*June 19*)
- GSACRD Meeting (*June 16*)
- Legal Public School Awards Ceremony (*June 27*)
- Lilian Schick Grade 9 Farewell Ceremony (*June 7*)
- Lilian Schick School Awards Ceremony (*June 29*)
- Public Board Meeting (*June 28*)
- Redwater School Graduation Ceremony (*June 3*)
- Special Board Meeting (*June 14*)
- Sturgeon Composite Graduation Ceremony (*June 24*)
- Town of Bon Accord Meeting (*June 28*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Advocacy Committee Meeting (*June 7*)
- ASBA SGM (*June 4-6*)
- Citizenship Ceremony (*June 8*)
- CO Staff Luncheon (*June 23*)
- ÉMPS Book Awards (*June 28*)
- ÉMPS Family Carnival (*June 15*)
- ÉMPS May-ker Judging (*June 1*)
- ÉMPS Volunteer Tea (*June 2*)
- Franklin Covey Seminar (*June 23*)
- FWPS Annie Production (*June 1*)
- FWPS Awards (*June 29*)
- FWPS Grade 9 Farewell (*June 8*)
- FWPS Volunteer Tea (*June 15*)
- Indigenous People's Day Morinville (*June 21*)
- Landing Trail 40th Anniversary (*June 2*)
- Learning Centres Graduation (*June 9*)
- Meeting with GSACRD (*June 16*)
- Morinville Chamber Luncheon (*June 7*)
- Policy Committee Meeting (*June 23*)
- Public Board Meeting (*June 28*)
- Redwater Graduation (*June 3*)

- Rural Caucus Meeting (*June 4*)
- SCHS Athletic Awards (*June 13*)
- SCHS Fine Arts Awards (*June 14*)
- SCHS Graduation (*June 24*)
- SCHS Specialized Programming Grad (*June 12*)
- SPVA Grade 9 Farewell (*June 16*)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla Awards (*June 29*)
- Camilla Indigenous Event (*June 21*)
- Colony End of Year Pizza Event (*June 27*)
- Committee of the Whole Meeting (*June 14*)
- End of School Central Lunch (*June 23*)
- Franklin Covey Webinar (*June 23*)
- GSACRD Meeting (*June 16*)
- Public Board Meeting (*June 28*)
- Rotary Meetings
- Volunteer Appreciation Event at Camilla (*June 19*)

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

Trustee Murray-Elliott reported that she attended:

- Athletic Awards, Sturgeon Composite High School (*June 13*)
- Committee of the Whole Meeting (*June 14*)
- Division Office Luncheon (*June 23*)
- Franklin Covey Governance Webinar (*June 23*)
- Meeting with GSACRD (*June 16*)
- Music and Fine Arts Awards, Sturgeon Composite High School (*June 14*)
- Policy Committee Meeting (*June 23*)
- Policy Committee Meeting (*June 7*)
- PSBAA SGM (*June 1-3*)
- Public Board Meeting (*June 28*)
- School Council Meeting, Sturgeon Heights School (*June 19*)
- Sturgeon Composite High School Graduation (*June 24*)
- Sturgeon Heights School Awards (*June 28*)
- Sturgeon Heights School Grade 9 Farewell (*June 8*)
- Volunteer Appreciation Tea, Sturgeon Heights School (*June 6*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Meeting with GSACRD (*June 16*)
- Sturgeon Composite High School Graduation (*June 24*)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- 40th Birthday Touch a Truck at Ochre Park (*June 15*)
- Advocacy Committee Meeting (*June 7*)
- ASBA SGM (*June 5 & 6*)

- Board Agenda Review (*June 14 & June 27*)
- Committee of the Whole Meeting (*June 14*)
- End of School Lunch CO (*June 23*)
- GSACRD Meeting (*June 23*)
- Ochre Park Awards (*June 28*)
- Policy Committee Meeting (*June 23*)
- Policy Committee Meeting (*June 7*)
- Public Board Meeting (*June 28*)
- Redwater Grad (*June 3*)
- Redwater School Year End Concert (*June 8*)
- Special Board Meeting (*June 14*)
- TEBA (*June 29*)

ADVOCACY COMMITTEE

The Advocacy Committee held a meeting on June 7, 2023. The following is a summary of that meeting:

- Discussed agenda for GSACRD meeting June 16, 2023;
- Reviewed Friends of Education ASBA Award – Division Top Donors in 2022-2023;
- Reviewed May 2023 Staff Recognition Staff Survey Feedback;
- Reviewed Advocacy Committee Year End Report;
- Discussed Student Advisory Co-Chair Recognition;
- Discussed Student Advisory Committee Proposed Dates for the 2023-2024 School Year; and
- Holiday Card Artwork Search.

ADVOCACY COMMITTEE YEAR END REPORT

The Advocacy Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Advocacy Committee at the direction of the Board. The work completed includes:

- ✓ Chambers of Commerce:
 - The Committee discussed the Chambers of Commerce in different communities and the important role they play. This was brought to the Board, and it was decided that the Board of Trustees would become members of:
 - Fort Saskatchewan Chamber of Commerce (new membership);
 - St. Albert Chamber of Commerce (new membership);
 - Town of Legal Chamber of Commerce (new membership);
 - Town of Morinville Chamber of Commerce (previous member); and
 - Town of Redwater Chamber of Commerce (new membership).
- ✓ Council of School Councils' (COSC):
 - The Committee recommended that COSC be held twice annually. The meetings were held:
 - October 25, 2022; and
 - March 21, 2023.

- ✓ Municipal Partner Meetings:
 - Town of Morinville (January 25, 2023);
 - Town of Redwater (February 15, 2023); and
 - Sturgeon County (May 10, 2023).

- ✓ Neighbouring School Division Board of Trustees Meeting:
 - Greater St. Albert Catholic Schools (June 16, 2023).

- ✓ Provincial Election – Candidate Meetings:
 - NDP Candidate Karen Shaw – Morinville-St. Albert (April 26, 2023);
 - UCP Candidate Dale Nally – Morinville-St. Albert (May 10, 2023 – CANCELLED due to provincial wildfires);
 - UCP Candidate Shane Getson – Lac St. Anne-Parkland (May 10, 2023 – CANCELLED due to provincial wildfires); and
 - NPD Candidate Oneil Carlier – Lac St. Anne-Parkland (declined an invitation to meet).
 - The Advocacy Committee recommends the Board meet with MLAs Nally and Getson in fall 2023.

- ✓ Student Advisory Committee Meetings:
 - December 12, 2022 (in person);
 - February 27, 2023 (virtually); and
 - May 16, 2023 (in person).

- ✓ Trustee Representation at events in 2022-2023:
 - The Board of Trustees ensured Board representation at events throughout the 2022-2023 school year.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

A verbal update was provided.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE YEAR END REPORT

The Audit, Finance and Human Resources Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Audit, Finance and Human Resources Committee at the direction of the Board. The work completed includes:

- ✓ Audit Committee
 - The Division was able to recruit two external members to be part of the Audit Committee for the 2022-2023 financial year end.

- ✓ Superintendent Evaluation
 - A full evaluation of the Superintendent was conducted by the Board and completed in May 2023.

- ✓ Financial Transparency
 - Two new documents were designed and prepared to present the 2023-2024 Budget: the presentation and the budget report.

- ✓ Challenges with recruiting and retaining staff
 - Additional job advertising locations such as university job boards have been added to each job posting;
 - HR attended the job fair at Concordia University. Two Division French Immersion Staff attended the job fair at Campus St. Jean on the Division's behalf;
 - A review of reference questions used during recruitment is ongoing; and
 - Exit interviews are completed for all departing employees.

- ✓ Board Evaluation
 - Timeline and process to be determined

- ✓ Budget
 - The Board approved the 2023-2024 Budget on May 24, 2023

- ✓ Annual Financial Statements
 - To be prepared by November 30, 2023

BUILDING AND MAINTENANCE COMMITTEE

A verbal update was provided.

BUILDING AND MAINTENANCE COMMITTEE YEAR END REPORT

The Building and Maintenance Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Building and Maintenance Committee at the direction of the Board. The work completed includes:

- ✓ Joint Use and Planning Agreements (JUPA) – Morinville, Bon Accord, Gibbons, Redwater, Sturgeon County:
 - Work is underway with all the municipalities, including the City of St. Albert and the Town of Legal.
 - The deadline was extended to June 2025.

- ✓ Grass cutting and snow clearing:
 - Contracts are in place for 2023-2024 and the 2023-2024 Budget reflects the additional cost.

- ✓ 3- and 10-year Capital Plans:
 - The 3 Year Capital Plan was approved by the Board in March 2023.
 - The 10 Year Capital Plan is to be re-opened and reviewed.

- ✓ Aging buildings, build a plan and advocate through ASBA, PSBAA:
 - Working with the associations and Alberta Education to mitigate a plan to support increased funding for Building Upgrades.

- ✓ Building Maintenance Schedule

- ✓ Lagoon

- ✓ Joint Use with Rivière Qui Barre Agricultural Society

- ✓ Playgrounds

POLICY COMMITTEE

The Policy Committee held a meeting on June 7, 2023. The following is a summary of that meeting:

- *Policy 100 – History of Sturgeon Public Schools* was reviewed.
 - The Policy Committee has referred Policy 100 with amendments, to the June 28, 2023, Public Board meeting for review and approval.
- *Policy 230 – Board Committees* was reviewed.
 - The Policy Committee has referred Policy 230 with amendments, to the June 28, 2023, Public Board meeting for review and approval.
- *Policy 245 – Appeals Regarding Student Matters* was reviewed.
 - The Policy Committee has referred Policy 245 as re-written, to the June 28, 2023, Public Board meeting for review and approval.

The Policy Committee held a meeting on June 23, 2023. The following is a summary of that meeting:

- *Policy 410 – Fees* was reviewed
- *Policy 500 – Transportation* was reviewed

POLICY COMMITTEE YEAR END REPORT

The Policy Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Policy Committee at the direction of the Board. The work completed includes:

The following policies were reviewed and forwarded to the Board of Trustees to consider:

- 110 – Welcoming Inclusive, Safe and Healthy Environments – April 26, 2023
- 100 – History of Sturgeon Public Schools – forwarded to June 28, 2023, Public Board
- 115 – Sexual Orientation and Gender Identities – April 26, 2023
- 125 – Advocacy Plan – April 26, 2023
- 130 – Public Interest Disclosure (Whistleblower Protection) – January 25, 2023
- 230 – Board Committees – forwarded to June 28, 2023, Public Board
- 231 – Student Advisory Committee – January 25, 2023
- 245 – Appeals Regarding Student Matters – forwarded to June 28, 2023, Public Board
- 700 – Superintendent of Schools – September 28, 2022
- 810 – Off-Site Activities – March 22, 2023
- 900 – Student Conduct and Discipline – March 22, 2023
- 905 – Awards Policy – Students – forwarded to June 28, 2023, Public Board

The following policies were reviewed at the June 23, 2023, Policy Committee Meeting:

- 410 – Fees
- 500 – Transportation

TRANSPORTATION COMMITTEE

The Transportation Committee held a meeting on May 24, 2023. The following is a summary of that meeting:

- Administration provided an update on the Transportation Services budget tracking;
- Administration provided information on an extension that was awarded to an existing contractor to cover the additional section for a CASA Mental Health Service Classroom student starting April 2023 until the end of the school year;
- Summary of the RFPs:
 - 59 applied for their existing routes;
 - 11 routes had multiple respondents; and
 - Contracts were awarded the week of May 15, 2023, and were to be signed by June 15, 2023.
- The Division uses the Sturgeon County app to request hazards to be removed. Other sources of information are also used in collaboration with Sturgeon County;
- The Division is introducing a school staggered start process for the 2023-2024 school year;
- The bus pass process was reviewed. Enhanced software and tablets are being installed in the next 6-8 months to ensure better tracking of students on buses;
- The noon transportation application deadline is August 11, 2023, but could be extended as needed to better assess the needs and financial feasibility of route implementation; and
- Students riding regular buses are assessed regular fees, and students riding Special Education buses are exempt from fees.

TRANSPORTATION COMMITTEE YEAR END REPORT

The Transportation Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Transportation Committee at the direction of the Board. The work completed includes:

- ✓ Clarity into all dimensions of Transportation
 - Revenue and expense (a clear Bus example)
 - Routes
 - Two routes were added to reduce ride times and congestion
 - Detail regarding 2.4 km implications
 - Funding Manual was updated and changes were directed by Alberta Education
- ✓ Insurance
 - In progress
- ✓ Promote positive relationships with bus contractors and clarify expectations
 - Meetings took place at both the Board level and the Administration level
- ✓ Communications plan for contractors and dispute resolution process
 - Incorporated in meetings and contracts
- ✓ Engagement with municipalities and stakeholders to discuss walking boundaries and safety for students
- ✓ Review school attendance areas for transportation
 - Completed as part of the Attendance Boundaries Review
 - Transportation Maps updated
- ✓ Review of Choice Ridership
 - Funding Manual was updated

- ✓ Fuel Contingency
 - Incorporated in the new Distance Rate
 - To be reviewed on an annual basis

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

2022-2023 Capital Projects Funded through Capital Reserves

During the 2022-2023 Budget approval and reserve mitigation planning, several capital projects were highlighted for executing, utilizing our Capital Reserves.

2022-2023 Capital Projects and Access to Reserves

(Historical - As prepared during the 2022-2023 budget process)

PROJECT NAME	ANTICIPATED COMPLETION	COST ESTIMATE
STURGEON HEIGHTS WEIGHT/GYM ROOM	2022-2023	\$100,000
REDWATER FRONT ENTRANCE	2022-2023	\$250,000
LIGHTING RETROFIT PROJECT	2022-2023	\$1,835,630
GIBBONS SCHOOL ENTRANCE*	2022-2023	\$250,000
LANDING TRAIL ROOF*	Summer 2023	\$574,730
		\$3,010,360

*These projects would proceed subject to the value scoping solution for the Capital Plan priorities.

In addition to these projects, the Division set aside \$600k for O&M Asbestos Remediation and Shop Design.

Based on the opening balance for capital reserves, the Division has \$4.46M in Capital Reserves. The Division budgeted \$3.61M for capital projects, which will reduce capital reserves to \$851k.

Schedule of Reserves for the Year Ending August 31, 2023

	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED		INTERNALLY RESTRICTED RESERVES BY PROGRAM							
		TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation	
				Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
AFS Balance at August 31, 2022	\$ 6,240,994	\$ 6,341,158	\$ 4,461,103	\$ 5,741,158	\$ 98,200	\$ -	\$ 686,875	\$ 600,000	\$ 3,644,222	\$ -	\$ 31,806
Operating surplus (deficit)	\$ (2,337,972)										
Board funded tangible capital asset additions	\$ (1,584,462)	\$ -	\$ (3,610,360)	\$ -	\$ -	\$ -	\$ (600,000)	\$ -	\$ (3,010,360)	\$ -	\$ -
Amortization of tangible capital assets	\$ 4,370,347										
Capital revenue recognized	\$ (3,886,994)										
Budgeted amortization of ARO tangible capital as	\$ 83,920										
Estimated disposal tangible capital assets	\$ 505,038										
Net transfers to operating reserves		\$ -						\$ -		\$ -	
Net transfers to capital reserves	\$ (2,500,000)		\$ 2,500,000		\$ (98,200)				\$ 2,598,200		\$ -
Balance at August 31, 2023	\$ 890,871	\$ 6,341,158	\$ 3,350,743	\$ 5,741,158	\$ -	\$ -	\$ 86,875	\$ 600,000	\$ 3,232,062	\$ -	\$ 31,806

The Lilian Schick Roof project was not completed in 2021-2022 as anticipated. The project was completed during the 2022-2023 school year and the cost will offset most of the remaining balance in capital reserves.

The contribution to capital reserves this year was budgeted at \$2.5M, however, that amount will be dependent on the ability to meet the minister-approved unrestricted surplus ending balance as of August 31, 2023, of \$300k.

The following capital projects will require capital reserve funds to offset the **estimated costs of \$3.4M:**

1. **\$1.8M Energy Retrofit** – LED Lighting replacement to take place before August 31, 2023 (Ochre Park School, Redwater School, Namao School, Guthrie School, Bon Accord Community School, Lilian Schick School, Landing Trail School). Lighting and controls upgrade includes:
 - a. Retrofit all light fixtures with highly efficient LED fixtures;
 - b. Utilize dimmable fixtures to control the brightness in classrooms and create electrical efficiency; and
 - c. Utilize occupancy/motion sensors with time delay shutoffs to minimize the consumption of electricity.
2. **\$550k SCHS Field House.** Pembina Pipeline has verbally committed to matching Division funding. Schematic design and documents are still in progress and are anticipated to begin during Summer 2023 and continue into the new school year.
3. **\$450k Sidewalks** (Gibbons School and Landing Trail School). This project is intended to be completed by August 31, 2023, to maintain safe sidewalks for students and staff.
4. **\$600k O&M Shop Asbestos Remediation and Redesign.** During the 2021-2022 school year, an environmental assessment was conducted and asbestos remediation was recommended in the O&M Shop. During the planning stages of this project which also identified a required decant for certain sections, the shop was redesigned to meet the functional needs of the facilities operations.

#042/2023 – Moved by Mrs. Cindy Briggs that the Board of Trustees approve the Capital Projects for 2022-2023 as presented at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Meeting recessed for a break at 1:53 p.m.

Meeting resumed at 2:00 p.m.

Organizational and First Public Board Meeting 2023-2024

As stated in Policy 235 – Conduct of Board Meetings, “*The organizational meeting of the Board shall be held annually at the August Board meeting [...]*”. At the organizational meeting, the Board will establish the dates, start time, and place of regular meetings, as well, as committee membership.

Following the Organizational Meeting in August, the first Public Board meeting of the 2023-2024 School Year will commence.

#043/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the date of August 23, 2023, for the Organizational Meeting and the first Public Board meeting of 2023-2024 to be held at the Frank Robinson Education Centre in Morinville at 9:00 a.m.

CARRIED UNANIMOUSLY

Student Advisory Committee Schedule 2023-2024

As per policy 231 – The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the current year Advocacy Committee.

At the Advocacy Committee held on June 7, 2023, the committee recommends that the Board establish the following meetings for the Student Advisory Committee for the 2023-2024 school year.

The Advocacy Committee would like to hold the first Student Advisory Committee meeting on November 28, 2023, in person, a second meeting on February 27, 2024, online, and a third meeting on May 28, 2024, in person.

#044/2023 – Moved by Mrs. Stacey Buga that the Board of Trustees approve establishing a Student Advisory Committee for the 2023-2024 school year and the meeting dates as provided at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Authorization of Junior High Locally Developed Optional Course – Academic Skill Building

School divisions have the flexibility to develop locally developed courses at the Junior High level. These learning opportunities can extend or expand on the Program of Studies. Additionally, locally developed courses accommodate student needs and interests as well as encourage and support innovative learning and teaching practices.

#045/2023 – Moved by Mrs. Trish Murray-Elliott that the Board of Trustees approve the Authorization of the Junior High Locally Developed Optional Course – Academic Skill Building to be authorized as a course of study within Sturgeon Public School Division from September 1, 2023, to June 30, 2026.

CARRIED UNANIMOUSLY

Omnibus Motion for Locally Developed Course Approval – Senior High

#046/2023 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the following Locally Developed Courses as courses of study within the Sturgeon Public School Division for the terms listed below:

- Creative Writing and Publishing 15 – 3 credits
- Creative Writing and Publishing 15 – 5 credits
- Creative Writing and Publishing 25 – 3 credits
- Creative Writing and Publishing 25 – 5 credits
- Creative Writing and Publishing 35 – 3 credits
- Creative Writing and Publishing 35 – 5 credits

CARRIED UNANIMOUSLY

Policy 100 – History of Sturgeon Public Schools

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 100 – History of Sturgeon Public Schools* as part of its review of policies that fall under the Superintendent’s Office.

The Policy Committee reviewed and updated *Policy 100 – History of Sturgeon Public Schools* at their June 7, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

#047/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve revised Board *Policy 100 – History of Sturgeon Public Schools* as recommended by the Policy Committee and presented at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 230 – Board Committees

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 230 – Board Committees*.

The Policy Committee reviewed and updated *Policy 230 – Board Committees* at their June 7, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

#048/2023 – Moved by Mrs. Trish Murray-Elliott that the Board of Trustees approve the revised Board *Policy 230 – Board Committees* as recommended by the Policy Committee and presented at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 245 – Appeals Regarding Student Matters

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Policy 245 – Appeals Regarding Student Matters has been revised to ensure a more accurate representation of the appeal process for student matters, while also establishing a clear and standardized process for the Board of Trustees to consider appeals.

The Policy Committee reviewed *Policy 245 – Appeals Regarding Student Matters* at their June 7, 2023, committee meeting and has recommended it to the Public Board meeting for approval.

#049/2023 – Moved by Mrs. Stacey Buga that the Board of Trustees approve the revised Board *Policy 245 – Appeals Regarding Student Matters*, as recommended by the Policy Committee and presented at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 905 – Awards and Recognition Policy

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 905 – Awards Policy - Students* as part of its review of policies that fall under Education Services. As part of this review and update the name of this policy was changed to *Awards and Recognition Policy*.

The Policy Committee reviewed *Policy 905 – Awards Policy - Students* at their March 1, April 6, and May 15, 2023, committee meetings. Amendments focused on including a belief statement clarifying the importance of community partners who support education and a guideline to ensure all schools will recognize those individuals or organizations annually. The committee has recommended it to the Public Board meeting for approval.

- *Policy 905 – Awards Policy - Students* was reviewed. Information was provided to further the understanding as to where the financial support for each award and recognition was coming from.

#050/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees approve the revised Board Policy 905 – Awards and Recognition Policy, as recommended by the Policy Committee and presented at the June 28, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

Helen Lawrence provided shared updates from S.H.I.N.E. and how to find their summer events and how to RSVP.

ATA & CUPE

No verbal report was provided.

COMMUNITY MEMBERS

Not in attendance.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#051/2023 – 2:46 p.m.– Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#052/2023 – 3:40 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

Superintendent’s Contract

#053/2023 – Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees direct the Board Chair to negotiate the Superintendent’s Contract as discussed June 28, 2023.

CARRIED UNANIMOUSLY

ADJOURNMENT

Chair Irene Gibbons adjourned the meeting at 3:41 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATORS: Amy Kolesar, Manager, Transportation Services
Shawna Warren, Superintendent

GOVERNANCE POLICY: [Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation \(with proposed amendments\)](#)

ADDITIONAL REFERENCE: *Education Act: Sections 139(1)(2), 143, 180, 183, 184*
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

Assurance Domain - [Governance](#)

SUBJECT: 2023-2024 Pre-Kindergarten Noon Transportation Update

PURPOSE:

For information.

BACKGROUND:

The Division must prepare a balanced budget for review and approval by the Board, on an annual basis. Transportation Services reviewed the implication of budgetary pressures for the 2022-2023 school year and at the March 22, 2022 Public Board meeting, the Board made the decision to eliminate Noon Student/Child Transportation Services for Pre-Kindergarten for the 2022-2023 school year.

Historically, the Division provided ineligible services for students and children of the Division for noon transportation. Transportation services for pre-kindergarten children, prior to spring 2023, were considered ineligible due to not being funded by Alberta Education, therefore, considered discretionary/subsidized services. Based on the new transportation services funding manual released for the 2023-2024 school year, the Division will receive transportation funding for Program Unit Funding (PUF) students in early childhood education, which includes both kindergarten and pre-kindergarten children.

Since the approval of the 2023-2024 Budget, Transportation Services, in response to stakeholder feedback, has reviewed the transportation budget and evaluated the transportation application submissions with regards to the requests for noon transportation services for pre-kindergarten programming. Parents were able to submit applications for noon transportation services until August 15, 2023. Transportation Services has reviewed the submissions to see if any communities could potentially support noon transportation services with enough ridership interest. Transportation Services will bring forward a recommendation of the addition of a noon transportation route only if it is financially viable to do so.



Interest in noon transportation services was stronger in the communities of Morinville, Redwater and Gibbons. Interest in the remaining communities was negligible. However, there were not enough applications received to warrant the addition of any noon transportation routes. Based on the number of applications received, the Division would like to extend the deadline in Morinville, Redwater and Gibbons to apply for noon transportation until September 28, at 4:00 pm. If there is sufficient support for the noon route, it will be added for the remainder of the 2023-2024 school year. The Division wants to provide additional time for parents who may be interested in noon transportation services to submit their transportation applications.

Transportation Services communicated directly to parents who applied for noon transportation on their eligibility, as well as asked that they share the information regarding noon transportation services with other families who may be interested. Some schools will share this information at their staggered start for parents.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: August 23, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Shawna Warren, Superintendent
GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
[Policy 225 – Board Responsibility and Conduct](#)
[Policy 700 – Superintendent of Schools](#)

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

SUBJECT: Holiday Card Artwork Search

PURPOSE:

For information.

BACKGROUND:

In 2010, the Division initiated a project involving student artwork for its annual Christmas cards. Students were encouraged to submit their artwork for consideration. However, after three years, in 2013, the project was discontinued, and the reasons behind this decision remain unknown to Administration.

During the most recent school year, Trustees expressed an interest in reviving this project and tasked the Advocacy Committee to set up a process.

This attached *Holiday Card Artwork Search Permission Form* will be distributed to all Principals during the August 25, 2023, Administrative Council meeting to share with students, parents, staff and communities.

Student artwork submissions will be accepted at Central Office until October 6th. Trustees will review the submitted artwork at the October Committee of the Whole Meeting and the selected winners will be announced at the October Public Board meeting.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Holiday Card Artwork Search Permission Form



'Tis the Season – for our holiday card artwork search!

As the weather gets cooler, we turn our attention to the holiday season. We are looking for submissions for a holiday card artwork contest. All students Kindergarten to Grade 12 are eligible to participate!

Students are invited to submit a drawing of a Christmas/holiday scene. One submission will be chosen and then reproduced for this year's holiday card. **Please note – this is not a class project – artwork should be done at home and submitted to the school.**

The criteria are as follows:

- * Only original hand-drawns or painted artwork will be considered – no collages, no digital creations, use of die-cuts, stencils, scrapbook materials, etc...
- * Original artwork should be no larger than 8½ x 11”.
- * Please write your child's name, school and grade on the back of the artwork.
- * Fill out this form below and return it, along with the artwork, to your child's school by **October 6**.

The Board of Trustees will choose one design per grade category (K-3, 4-6, 7-9 and 10-12) to be featured on our holiday card which are mailed to school administration, community partners, bus contractors and public school divisions in the same ASBA 2/3 zone. The winning entry will also receive a package of cards featuring their artwork!

If my child's artwork is chosen for The Sturgeon Public School Division holiday card, I consent to the use of the artwork for this purpose and to the printing of my child's name on the cards and on Division advertising and other materials.

Student Name: _____

School Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____ Student Grade & Home Room: _____





DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Mike Weppler, Manager, Facility Services

GOVERNANCE POLICY: [Policy 215 - Organization Chart](#)
[Policy 705 - Associate Superintendent Corporate Services](#)

ADDITIONAL REFERENCE: [AP615 - School Facilities and Equipment Maintenance](#)
 Assurance Domain - [Governance](#)

SUBJECT: Facility Services - Camilla School Drainage Improvements

PURPOSE:

For information.

BACKGROUND:

The efforts to tackle the drainage issue at Camilla School have made substantial strides recently, primarily revolving around negotiations with Sturgeon County concerning adjustments to the Northern drainage pond. This update provides a snapshot of the latest progress:

Sturgeon Public School Division: Pumped out the excess water three times in July and August 2023.

Sturgeon County: Extensive deliberations have been ongoing with Sturgeon County resulting in them accepting the latest proposal which advanced the project forward.

Aman Builders' Quotation Submitted: Following the County's endorsement, Aman Builders' quote for the project was formally submitted to Workun Garrick Architects.

Change Orders Split: To streamline the project execution process, Workun Garrick dissected the project quote into two distinct change orders. These encompass the civil work and the landscaping aspects of the project, respectively.

Change Orders Submitted to Alberta Infrastructure: Workun Garrick submitted the change orders to Alberta Infrastructure for their approval.

Submitted and Received Approval from Alberta Infrastructure: The project with change orders was submitted to Alberta Infrastructure for approval on July 26, 2023. Sturgeon Public School Division received notice of approval on August 11, 2023.

Upcoming Civil Work and Coordination: Approval from Alberta Infrastructure enables the civil work phase to commence. This phase necessitates close coordination with Camilla School due to specific restricted zones that will be rendered inaccessible during construction. The following describes the approved work:



South Zone #1:

- Drywells, manholes, parking lot, sidewalk, associated piping and connections, asphalt, topsoil, sod.
Remove abandoned concrete cistern w/ plywood shack, backfill and sod.

North-east Zone #2:

- Fill-in infiltration basin, topsoil and sod.

North-west Zone #3:

- Driveway culvert, pond culverts, curbs, asphalt, canal gate, associated piping and connections, county pond berm, backfill, topsoil and sod.

The progress made in addressing the Camilla School drainage issue is encouraging, with successful negotiations, proposal acceptance, and change order approval. The dedication of all stakeholders involved underscores the commitment to resolving this issue effectively and ensuring the long-term functionality of the drainage system.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: August 23, 2023
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Mike Weppler, Manager, Facility Services
GOVERNANCE POLICY: [Policy 215 - Organization Chart](#)
[Policy 705 - Associate Superintendent Corporate Services](#)
ADDITIONAL REFERENCE: [AP615 - School Facilities and Equipment Maintenance](#)
Assurance Domain - [Governance](#)

SUBJECT: Facility Services - Summer Project Update

PURPOSE:

For information.

BACKGROUND:

The department of Facility Services is working toward the completion of the department's summer projects planned for summer 2023. The attached Facility Services - *Summer Project Update* lists the projects and completion status for the period of July 1 – August 31, 2023.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Facility Services - Summer Project Update

August 23, 2023, Public Board Meeting Facility Services - Summer 2023 Project Update

Throughout the summer (July 1 – August 31, 2023) when schools were non-operational, the following projects have been undertaken to maintain and improve Division properties and schools.

Division

- Groundskeeping has continued to maintain a 2-week rotation through each of the 14 division sites.
- LED lighting retrofit- addressed by individual site.

Central Office

- Facilities Shop Asbestos Remediation is complete and classroom cabinets are being produced in the shop for renovations at Sturgeon Heights School.
 - Office space development is 90% complete.

Bon Accord Community School

- Area A roof replacement- membranes 100%, metal flashing scheduled for installation the week of August 21st.
- LED retrofit 90% complete - awaiting final back ordered fixtures and exterior fixtures.

Camilla School

- Alberta Infrastructure has accepted pricing for drainage and surface alterations. Awaiting AMAN Builders' scheduled delivery.
- Prep and concrete pad removal completed for outdoor classroom construction.

École Morinville Public School

- Painting, lighting retrofit, and flooring replacement in general office and work room completed.
- Painting, ceiling replacement, LED retrofit, flooring repair and replacement through the main corridor and entrances is complete. Locker replacement scheduled for completion week of August 21st.

Four Winds Public School

- No alterations were initiated.

Gibbons School

- The main sidewalk replacement is underway. The stairs at the west end and the front entrance pad are poured, and subgrade repairs and prep are underway with the final pour scheduled for August 17 and August 22nd.
- The science room countertop replacement has been completed.

Guthrie School

- Moving, cleaning and setup to accommodate Mighty Learners Daycare is scheduled to kick off on August 21st.

Legal Public School

- No alterations were initiated.

Landing Trail School

- No alterations were initiated.

Lilian Schick School

- Sidewalk replacement is underway. Demolition is completed, subgrade prep and rebar are underway.
- Classroom cabinet and countertop replacement completed. The backsplash is on order after countertop installation and verification.
- LED lighting retrofit- all classroom, office space, gym and hallway fixtures have been replaced. Library fixtures and exterior are currently on backorder. Anticipated delivery dates show project completion by mid-September.

Namao School

- LED lighting retrofit is 75% complete. Material is all on site, so no delays are expected for completion by August 30th.
- The ceiling replacement is complete. Tiles are removed in lighting and BAS valve access locations.
- BAS upgrade has completed the design phase and is awaiting valve delivery.

Ochre Park School

- LED lighting retrofit is currently 80% complete. Classrooms and hallways are on pace for completion before August 30th.
- Washroom renovations are scheduled for completion on August 25th. Flooring, wall tiles, fixture installation, and lighting are all 100% complete. Partition and hardware installation are to begin on August 21st.

Redwater School

- Gymnasium renovations - Painting is complete, base slab repairs complete, subfloor installation complete, hardwood installation complete, line painting to begin August 21st with an anticipated completion date of September 1st. Lighting to retrofit after floor completion.
- LED lighting retrofit- fixtures are on site but work has not yet commenced.
- Washroom renovations - Floor and wall tile are 100% complete, fixture installs 100% complete, painting 100% complete. Partition and hardware installation are scheduled for August 23rd-25th, with lighting to follow.

Sturgeon Composite High School

- No alterations were initiated.

Sturgeon Heights School

Classroom modernizations

- CR118/CR119 wall repair, paint, lighting and electrical, valve changes and piping alterations, T-bar ceiling and cabinet construction/install are all complete. Countertop installation and flooring are scheduled for August 21-25. White and tack boards delivery is expected August 28th for room completion by August 30th.
- CR117/CR120 - will follow the same installation dates except for countertops which are delayed and TBD for delivery. The classroom will be re-opened with haste.

Ceiling Abatement

- Abatement work completed. Drywall ceilings were removed and testing was confirmed through corridors and general offices.
- T-bar ceilings have been installed fully throughout all abated areas.
- Lighting has been replaced throughout the general offices and staffrooms. Corridors and classrooms are in progress.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Amy Kolesar, Manager, Transportation

GOVERNANCE POLICY: [Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation](#)

ADDITIONAL REFERENCE: *Education Act: Sections 139(1)(2), 143, 180, 183, 184*
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

Assurance Domain - [Governance](#)

SUBJECT: School Bus Driver Training Grants

PURPOSE:

For information.

BACKGROUND:

July 2023, the Government of Alberta provided additional information regarding the School Bus Driver Training Grants which are available to all school authorities to support the training of Class 2 and Class 4 school bus drivers that transport students to and from their schools. There are two grants available for drivers that have started training on or after April 1, 2023. The first submission deadline was August 10, 2023. School authorities are required to submit one application per quarter. The Division will continue to support Contractors in receiving these grant dollars moving forward.

The first grant is the *Training Costs and Driver Reimbursement Grant* which is available for new Class 2 and Class 4 drivers upon successful completion of driver training and testing. There is \$4,000 available for a new Class 2 Driver with \$2,800 being allocated for training costs and \$1,200 being allocated for driver reimbursement. There is \$2,000 available for a new Class 4 Driver with \$1,400 being allocated for training costs and \$600 being allocated for driver reimbursement.

The second grant is the *Driver Competency Training Grant* which is for Class 2 and 4 drivers to support the cost of additional driver training that is being provided to both newly licensed and experienced school bus drivers that participate in a six-month competency training program provided by their employer. There is \$4,000 available to be claimed for this grant. To be eligible to receive this grant, school bus drivers are required to complete a 50-hour training program over a six-month period. There are 9 areas of competency which need to be covered during the training period.



These grants were released as part of the 2023-2024 Funding Manual. The objective of the grants are to address rising costs for school bus driver training so that additional costs are not passed on to families. The Division is committed to supporting Contractors in accessing these newly available grants moving forward.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent, Education Services

GOVERNANCE POLICY: [Policy 700 – Superintendent of Schools](#)

ADDITIONAL REFERENCE: [Education Act](#)
[AP703 – Summer Staff Learning Centres](#)

Assurance Domain – [Student Growth and Achievement](#)

SUBJECT: Summer School Enrolment Summary

PURPOSE:

For information.

BACKGROUND:

Summer School education is important programming to provide for students the opportunity to lighten their course load during the year, retake and improve on academic results, or expand their skills and understanding. In Summer 2023, the Division saw the highest number of students enrolled for summer school with the highest number of completions seen in three years. Teachers and staff continue to work diligently to provide excellent and accessible education for students during the summer months.

Summer or Term 4 Student Enrolment

Year	Enrolled	Completed
2022-2023	335	322
2021-2022	244	240
2020-2021	319	281

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATORS: Amy Kolesar, Manager, Transportation Services
Shawna Warren, Superintendent

GOVERNANCE POLICY: [Policy 405 – Budget Development and Transparency](#)
[Policy 500 - Transportation \(with proposed amendments\)](#)

ADDITIONAL REFERENCE: *Education Act: Sections 139(1)(2), 143, 180, 183, 184*
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

Assurance Domain - [Governance](#)

SUBJECT: Tyler Technologies – Tyler Drive

PURPOSE:

For information.

BACKGROUND:

In spring 2023, Transportation Services was working with Tyler Technologies to install Tyler Drive tablets on Sturgeon Public School Division bus routes. This technology was intended to support school bus operators by allowing operators to manually enter student names as they enter and exit the bus on days when a student bus pass was unavailable. The technology would also support spare bus operators in displaying the route and student information. The Division planned to purchase 20 units initially, and the remaining units at a later date. The decision to start with 20 units was to ensure that Contractors found value in the technology, that it supported Division students with bus pass scanning, and that the units were compatible with the region before purchasing for the entire fleet.

On July 5, 2023, there was a final order review meeting arranged with the Manager of Transportation Services and the sales representative of Tyler Technologies. During that meeting, it was shared by the sales representative from Tyler Technologies that the company was not confident that the Tyler Drive units would perform with Versatrans, which is the current Division routing software. Tyler Technologies indicated that the Tyler Drive units were created to be implemented with their newer software program, called Traversa. Tyler Technologies indicated that they would require additional IT support to bridge the Tyler Drive units with the Versatrans software, as the Tyler Drive technology is designed to work with Traversa and the software components are quite different. In addition, Tyler Technologies indicated that after taking a deeper dive into the Division’s current technologies installed on buses that the Division would also need to update bus pass scanners before installation.

As a result, Transportation Services did not move forward with the order for the Tyler Drive units as originally anticipated. Alternate solutions including alternative transportation software programs are currently being investigated.



Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Tyler Drive Budget Implications

Tyler Drive Budget Implications

Below is a summary of the quote provided to Transportation Services for the 20 initial units for SPS for the 2023-2024 school year.

Description	Annual Cost	One-Time Cost
Software as a Service (SaaS)	\$8,500	-
Fixed Fee Services	-	\$8,030
Hourly Services	-	\$13,573
3 rd Party Hardware, Software and Services	-	\$38,989
Total	\$8,500	\$60,542

Tyler Technologies indicated that they were flexible on the billing dates of each component and would be able to adjust as required to ensure that it fits within the parameters of the Transportation budget. This project was estimated to take 12-18 months for full implementation of the 20 units. The budgeting timeline had not been solidified when the decision was made not to proceed with the Tyler Drive units.

The total Tyler Drive project cost for all 80 units to be delivered and installed was estimated at \$205,000.



DATE: August 23, 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 – July & August 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 July and August is included for Trustee information.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Communications Report – July & August 2023

Board Memorandum

July 2023 & August 2023



**Sturgeon
Public Schools**

Dare to reimagine learning

Communications
Report

Communications in July & August has been focused on:

Website Content Updates:

- Refreshed and updated content on all school websites, identifying outdated information and documents for the Administrative team to address upon their return August 2023.

Centralized Communications Hub:

- Established a hub with social media, website and newsletter guidelines. Included in the hub are ready-to-download posts for each school to promote important events and dates like open houses and registration deadlines.

Revamped School Logos:

- Enhanced each of the school logos for quality, providing vectorized versions in colour and in black and white. Specialized versions were created for various awareness weeks including orange logos for Truth & Reconciliation Week, pink logos for Bullying Awareness Week, rainbow logos for Pride Week and teal logos for Month of the Military Child.

Heritage Integration:

- Researched each school's history and integrated the information found into Division posts that will be shared throughout the year. These posts will feature historical photos of each school and engaging, informative captions that will foster a sense of community and a greater understanding of the history of Sturgeon Public Schools.

Timely Division-Wide Posts:

- Designed posts for important occasions throughout the year such as Remembrance Day and National Indigenous Peoples Day in advance, ensuring meaningful engagement and timely communication with stakeholders.

Promotional Materials:

- Promotional materials were crafted for French Immersion and Dual Credit programming across the Division, promoting these opportunities effectively.

Introducing the School Communications Advisor

- In July 2023, a new member was added to the Communications team! McKenna Jones joined as the School Communications Advisor. Her role is to oversee school communications and support school staff in updating and operating the website, sharing content on social media, and crafting school newsletters.



DATE: August 23, 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 – July & August 2023

PURPOSE:

For information.

BACKGROUND:

The Technology Services team is close to finishing rolling out the 53 digital screens and will have it completed before the students are in the schools.

The iPad deployment was delayed as more work is being done by the Principals and the Education Planning team to work through the approved software list which will require some configuration changes. A new completion date will be provided once the planning is finalized.

The team is finalizing preparation to support the staff and students for the start of the school year.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Monthly IT Report – July 2023



Monthly Board Report - July Data

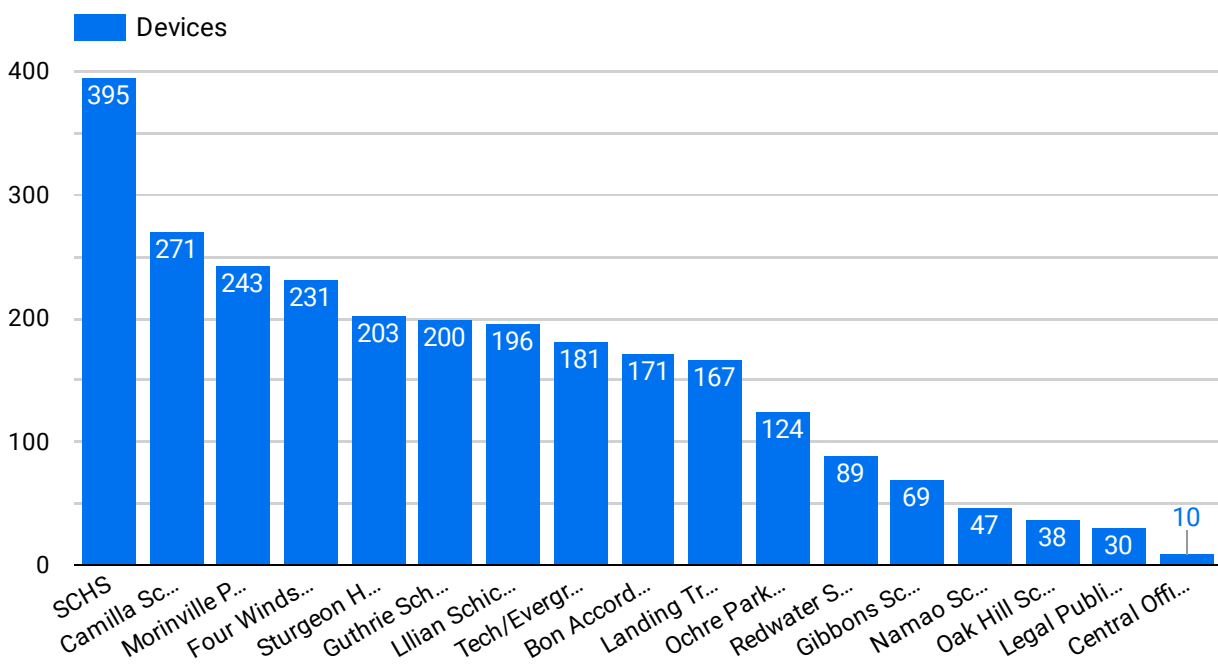
Primary System Availability

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

Google **99.89%** Microsoft **99.87%** PowerSchool **99.55%** SuperNet **99.9%**

System availability was affected by a short planned outage of our internet connection

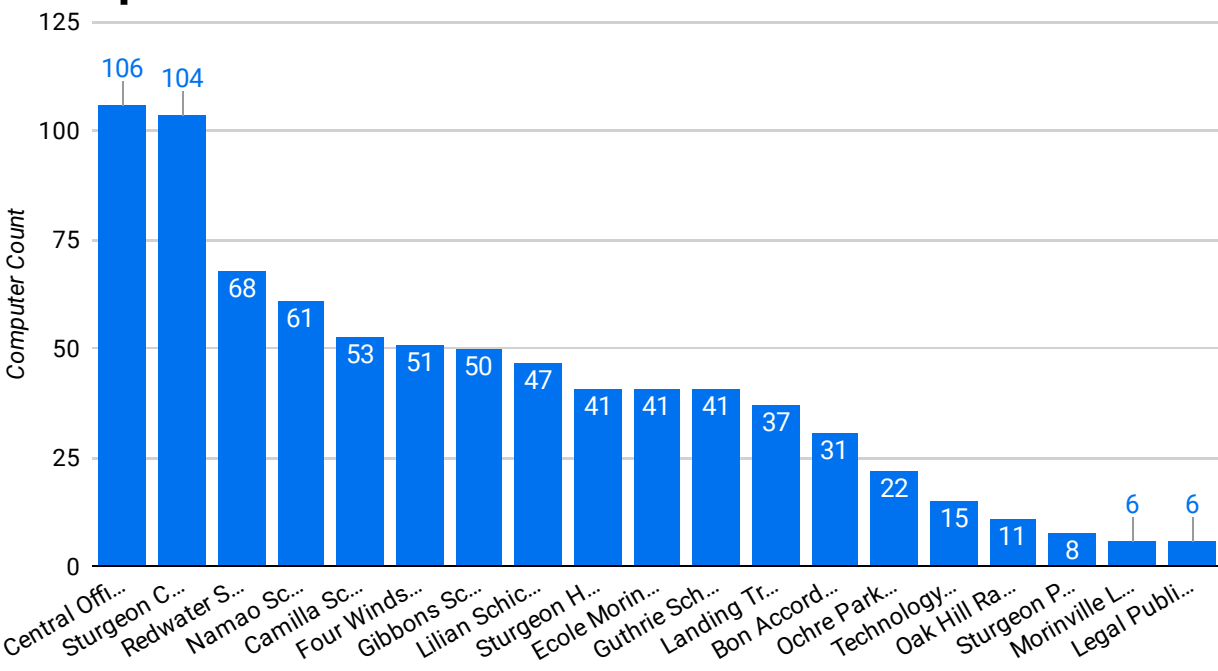
ChromeBook Fleet



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

Year ^	Record Count
2022	15
2023	13
2024	371
2025	520
2026	537
2027	1,220

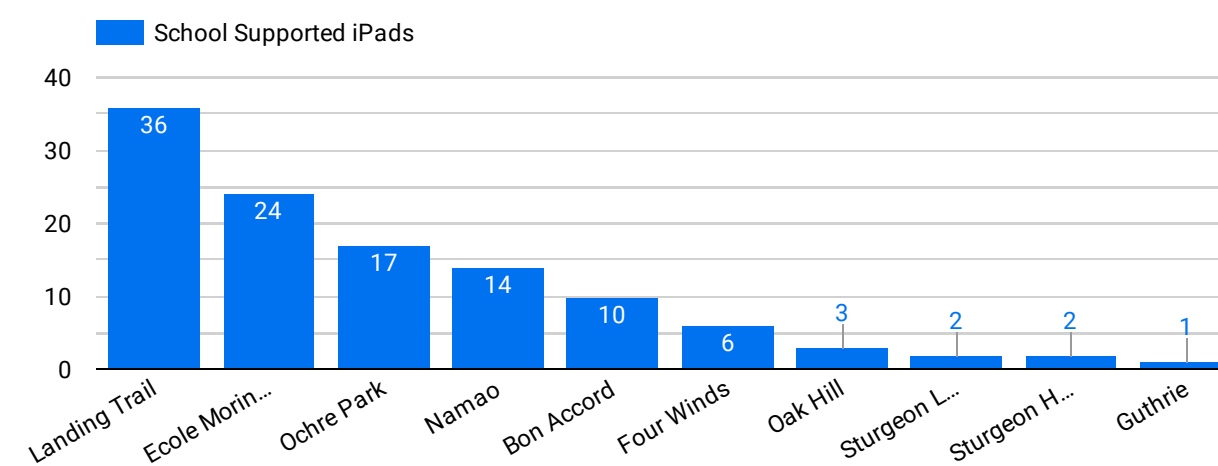
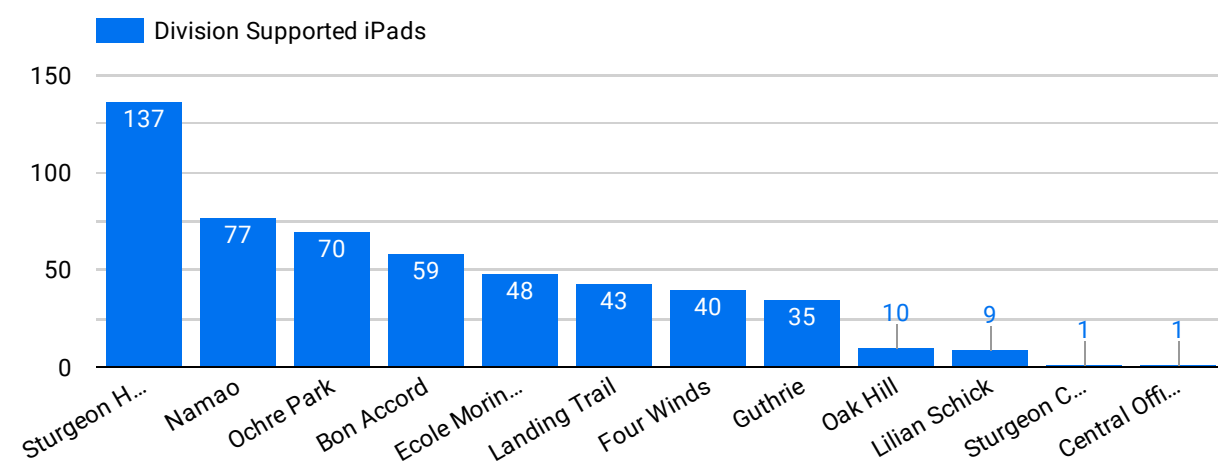
Computer Fleet



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	6
2023	39
2024	302
2025	163
2026	274
2027	112

iPad Fleet



Evergreen (Year) ^	Record Count
2023	431
2025	5
2026	94

Printer Fleet

For July, a few school's printers did not report their statistics.

Printer Group ^	Total Printed Pages	Percentage Colour	Single Sided	Double Sided	Print Jobs
Sturgeon Heights	0	null	0	0	0
Sturgeon Composi...	5,189	5.17%	1,455	3,734	122
Redwater	344	26.01%	224	120	40
Ochre Park	15	0%	15	0	2
Oak Hill	200	11.11%	200	0	4
Namao	0	null	0	0	0
Lilian Schick	542	2,752.63%	4	538	8
Legal	40	8.11%	22	18	24
Landing Trail	0	null	0	0	0
Guthrie	25	0%	1	24	3
Gibbons	0	null	0	0	0
Ecole Morinville	0	null	0	0	0
Central Office	593	7.43%	499	94	135
Camilla	0	null	0	0	0
Bon Accord	212	68.25%	54	158	20

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

Trees Consumed
2.41

CO2 Produced (kg)
255.3

Equivalent Bulb Hours
15,982.1



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

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: 2023-2024 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 2023-2024 school year, the total budgeted dollar amount allocated in the Superintendent’s Discretionary Fund is \$600,000; \$500,000 for staffing and \$100,000 for non-staffing emergent priorities.

The Superintendent Discretionary Fund is a dollar amount set aside to support schools with additional staffing and/or resource requirements that arise after the budget has been approved. To date, for the 2023-2024 school year, the following two staffing changes have been implemented using Superintendent Discretionary Fund dollars:

- Recovering 1.0FTE Vocational Educational Assistant from Sturgeon Composite High School after the 2023-2024 budget was approved. SCHS did not require the Vocational EA FTE in their CTS programming.
- 1.0FTE Educational Assistant was added to the Morinville Colony School to support students in both classrooms.



2023 -2024 Superintendent Discretionary					Total - \$600,00.00
		\$ 500,000			
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
Teachers		\$ 110,000.00			
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total	0.00				\$0.00
Direct staffing to schools (K- 12)					
CUPE (EA Avg \$43,300)		\$ 43,300.00			
EA Colony	1.0		\$43,300.00	Tuesday, May 16, 2023	
Vocational EA at SCHS	-1.0		-\$43,300.00	Thursday, May 25, 2023	
Total	0.00				\$0.00
Other (Emergent Priorities non-staff)					
		\$ 100,000			
Total					\$0.00
Total Costs					\$0.00
Alberta Ed. Supplemental Enrolment Growth Funding					
Alberta Ed. Supplemental Enrolment Growth Funding					
Total budget remaining					\$600,000.00

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

Not applicable.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)
[Board Policy 405 – Budget Development and Transparency](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Transportation (with proposed amendments)
[Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 – Superintendent of Schools](#)
School Fees Alberta Regulation 95/2019
School Transportation Regulation AR96/2019

Assurance Domain – [Governance](#)

SUBJECT: Administrative Procedure 464 - Fees

PURPOSE:

For information.

BACKGROUND:

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board’s resources [Education Act s. 33(1)(i)].

The Board’s role in approving fees is captured in *Policy 225 – Board Responsibility and Conduct* and is clearly defined in provincial legislation through the Education Act and corresponding regulations.

Administration has reviewed and recommends the Board rescinds *Policy 310 – Non-Funded Students* and *Policy 410 – Fees* and amends *Policy 500 – Transportation* to better reflect Alberta Legislation under the Education Act.

In this review process, a new Administrative Procedure has been created; *AP464 – Fees*, including a new Fee Schedule (Exhibit 1). This new Administrative Procedure:

- Outlines the Fee Schedule;
- Defines specific fees;
- Outlines the process for Fee Schedule approval;
- Outlines the communication process to stakeholders; and
- Describes the collection and waiver of fees process.



Exhibit 1: Fees for 2023-2024: Some of these fees were approved as part of the 2023-2024 Budget Process, some are currently captured in Administrative Procedure (AP) 465 and only change if the AP is amended, and some are being brought forward for approval at the August 23, 2023 Public Board Meeting. Refer to item 10.4 of the agenda.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 464 – Fees
2. Exhibit 1 – Fees 2023-2024
3. Administrative Procedure 465 – Adult Tuition Fees

Administrative Procedure 464 - Fees

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained.

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school.

Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the 2023-2024 Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the Education Act (S. 10): "Enrolment in school operated by board".

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

- This **excludes** French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed an Eligible Rider fee.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

Supplemental Bus - any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

PROCESS

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

The Principal may assign fees at the school within the limits set by the Board on a cost recovery basis. Prior to charging the fee, the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

Collection of Fees

The Associate Superintendent, Corporate Services is responsible for ensuring the collection of fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.

In December and March, a notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The [Application for Waiver of Fees](#) shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

A fee waiver application will not be considered for non-resident students or families with children attending a School of Choice.

Fees for Damaged Goods

Principals shall be responsible for ensuring that all curricular, co-curricular and extra-curricular goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

Appeals

Any concerns and disputes regarding the fees will follow the process as outlined in Policy 245 - Appeals.

Reference:

Policy 225 – Board Responsibility and Conduct

Policy 500 – Student Transportation Services

[Education Act](#): Sections 13, 57, 59

[School Fees Alberta Regulation 95/2019](#)

[School Transportation Alberta Regulation 96/2019](#)

Exhibit 1 Fees

Exhibit 2 Fee Waiver

History

2023 August 23

Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$130 \$75
Choice Rider - Grades 1 to 12 - PreK & Kindergarten	\$276 \$152
Ineligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$345 \$190
Supplemental Bus	\$180
Outside Boundary Rider - Grades 1 to 12 - PreK & Kindergarten	\$489 \$431
Replacement Bus Pass	\$20

2.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

3.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

4.0 Other Fees:

- 4.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, etc. are set by each individual school and posted to their website annually.



465: Adult Tuition Fees

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Adult students are provided the opportunity to pursue their education in Sturgeon Public Schools.

PROCESS

The Associate Superintendent Corporate Services will determine an adult education fee based on the Alberta Education funding rates.

PROCEDURE

1. Adult Fees are \$140/credit, to a maximum of \$700.00 per five (5) credit course, resource materials are included.
2. \$100/High School Equivalency Evaluation
3. Rescinding of fees is at the discretion of the Associate Superintendent, Corporate Services.

History

2020 Jan 29 Initial Approval

2021 Jan 28 Amended

Administrative Procedures IV. Business Administration (Fees)



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: [Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 – Superintendent of Schools](#)
 Education Act
 School Transportation Regulation AR96/2019
 Transfer of Student Transportation Funding Parent Declaration Form
 Funding Manual for School Authorities 2023-2024 School Year

Assurance Domain – [Governance](#)

SUBJECT: Administrative Procedure 580 – Non-Resident/Non-Attendance Area Student Transportation

PURPOSE:

For information.

BACKGROUND:

On June 29, 2023, the Division received the *Transfer of Student Transportation Funding Parent Declaration Form* from Alberta Education.

School boards are not obligated to provide transportation services for students that reside outside their boundaries. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

Non-resident/Non-Attendance Area Student Transportation information is captured in the rewrite of *Policy 500 – Transportation* (proposed *Policy 500 – Student Transportation Services*) and the new *Administrative Procedure 464 - Fees*, therefore, the information in this Administrative Procedure is no longer required.

Administration has rescinded *AP580 - Non-Resident/Non-Attendance Area Student Transportation*.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 580 – Non-Resident/Non-Attendance Area Student Transportation



580: Non-Resident/Non-Attendance Area Student Transportation

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Sturgeon Public Schools student transportation system was established to provide transportation for students who are residents of this system.

Students who do not reside in this jurisdiction, hereinafter called non-resident students, may be permitted access to the transportation system, provided sufficient seating accommodation and resources are available on the appropriate bus.

Sturgeon Public Schools may establish non-resident student transportation fees to be reviewed annually.

Resident and non-resident students who choose to attend a school other than their designated school assume responsibility for their transportation to school; however, School of Choice busing services may be made available, with an appropriate fee attached.

PROCESS

The Associate Superintendent Corporate Services will be responsible for maintaining this Administrative Procedure.

PROCEDURE

1. Transportation requests for non-resident students are to be directed to the Coordinator, Transportation Services, who will determine transportation availability. Upon determination, the Coordinator shall advise the school and/or the caregiver/parent.
2. Sturgeon Public Schools will correspond with the resident school jurisdiction and request a transportation agreement for non-resident students, whenever feasible, and possible. A standard format, for requiring transportation agreements, shall be directed to the resident school jurisdiction yearly.

References:

Board Policy: 310 Non-Funded Students

History

2020 Jan 29 Initial Approval

Administrative Procedures V. Student Services (Student Transportation)



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: [Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 - Superintendent of Schools](#)
Assurance Domain - Governance

SUBJECT: Administrative Procedure 585 – Language Immersion Transportation Service

PURPOSE:

For information.

BACKGROUND:

Since the 2012–2013 school year, the Division has entered into an Education Agreement (parent provided transportation) with the following school jurisdictions:

- Elk Island Public Schools
- Greater St. Albert Catholic Schools
- St. Albert Public Schools

In 2019-2020, the Language Immersion Agreements were being accessed by 37 students in 23 families. 12 students in Grades 1–6, 11 in Grades 7–9 and 14 students in Grades 10–12. The majority attended St. Albert Public Schools for French Immersion programming.

For 2021-2022, the program included:

- One Grade 11 and one Grade 12 students at Elk Island Public Schools
- One Grade 12 student at St. Albert Public Schools

The Agreement was cost-neutral as the grant supports the cost of a parent-provided transportation stipend and 6% for Administration.

Language Immersion Education Agreements were offered to families interested in attending French Immersion programs not offered by Sturgeon Public Schools. Resident families were provided with transportation funding to transport their child(ren) to neighbouring school divisions to access these programs. French immersion programming is now offered within Sturgeon Public Schools, Kindergarten through High School, therefore, these agreements with neighbouring divisions are no longer needed.



As directed by the Board of Trustees in June 2020, the Division grandfathered the program for Educational Services Agreements – Language Immersion – Transported Students.

For 2022/2023, the program included one Grade 12 student at Elk Island Public Schools.

Beginning the 2023-2024 school year, there are no remaining grandfathered students and the Division now has French Immersion Programming across the grade levels, therefore, Administration has rescinded Administrative Procedure 585 – Language Immersion Transportation Service.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 585 – Language Immersion Transportation Service



585: Language Immersion Transportation Service

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Sturgeon Public Schools recognizes that parents/guardians may choose to exercise their right to enroll their child(ren) in language immersion programs located outside of Sturgeon Public Schools not offered in the Division.

It may be appropriate to share resources that are available to assist in providing financial assistance for students to attend language immersion programs in grades not offered in Sturgeon Public Schools

PROCEDURE

1.0 The Associate Superintendent Corporate Services shall develop procedures for receipt of applications for financial assistance in lieu of transportation.

1.1 The Associate Superintendent Corporate Services shall determine the amount of resources available from Alberta Education for the payment of allowance.

2.0 The amount of any transportation allowance payable shall be calculated in the amount of transportation grant approved and paid by Alberta Education less a five percent administration fee.

3.0 The Coordinator, Transportation Services shall provide to the Associate Superintendent Corporate Services all relevant student information required to administer a Language Immersion Education Services Agreement with the educating Board.

History

2020 Jan 29 Initial Approval

Administrative Procedures V. Student Services (Student Transportation)



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)
[Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 – Superintendent of Schools](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Transportation (with proposed amendments)
 School Fees Alberta Regulation 95/2019
 School Transportation Regulation AR96/2019

Assurance Domain – [Governance](#)

SUBJECT: Policy 310 – Non-Funded Students

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees rescind *Board Policy 310 – Non-Funded Students* as recommended at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and leadership to the Division.

Administration has reviewed and recommends rescinding *Policy 310 – Non-Funded Students*. The definition of a resident student is clearly defined in the Education Act (section 3.1) and the Alberta Education Funding Manual for School Authorities: a resident of Alberta who has a parent who is a resident of Canada. Non-Resident students are not eligible to receive funding from Alberta Education and are referred to as non-funded students. The Non-Resident Tuition Fee Schedule is captured in the new *Administrative Procedure 464 – Fees*.

The Division may charge tuition fees in respect of an individual who attends a school operated by the board who is not a resident student of the board or any other board or the Government (section 13.2 Education Act).



The Board's role in approving fees is captured in *Policy 225 – Board Responsibility and Conduct* and is clearly defined in provincial legislation through the Education Act and corresponding regulations.

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Policy 310 – Non-Funded Students
2. Administrative Procedure 464 – Fees
3. Administrative Procedure 464 – Fees - Exhibit 1 – 2023-2024 Fee Schedule



310: Non-Funded Students

1.0 POLICY

The Board believes that Sturgeon Public Schools was established to provide an education for students who are residents of this system (as defined by the Education Act) and who are eligible to receive provincial funding. The Board recognizes that the need may arise to accommodate non-funded students.

2.0 DEFINITIONS

"Room in the school" will be determined by the number of students in a class and composition of the class.

"Non-funded students" are students not eligible to receive funding from Alberta Education.

"Foreign/temporary student" is a non-funded student whose parents are citizens of, and/or reside in another country.

3.0 GUIDELINES

3.1 The Superintendent is responsible for the administration of this Policy.

3.2 The Principal shall be responsible for the decision to accept non-funded students, subject to the following guidelines.

3.3 The Board authorizes the registration of students who do not reside in this system, hereinafter called non-funded students, to attend regular programs in Division schools if:

3.3.1 there is room in the school;

3.3.2 there are appropriate programs and resources available;

3.3.3 where appropriate funding is not available, arrangements are made for the payment of any student tuition fees; and

3.3.4 students who are not residents of Alberta produce a valid student Canadian visa or documentation showing them to be residents of Canada.

3.4 Registration of non-funded students shall be reviewed on an annual (school year) basis.

3.5 The Board will maintain a schedule of non-funded student tuition fees. The Superintendent- will establish the tuition fees applicable. This fee will be reviewed on an annual basis.

3.6 Registration of non-funded students will not be confirmed until the first full instructional day of the school year.

3.7 Prior to acceptance of a foreign/temporary student, the school Principal must ensure that the student's parent/guardian submits a cheque or confirms an electronic transfer of funds to the Division for the full amount of the foreign student tuition fees and all other applicable fees. If a foreign student parent/guardian is unable to meet these requirements the school Principal is not to accept the foreign student's registration.

3.8 This policy does not apply to students participating in a reciprocal exchange program.

References:

Exhibit 1 - Non-Funded Student Fee Schedule 2022-2023

Education Act: Sections 4(1)(8)

Funding Manual for School Authorities, Alberta Education

History

2019 Mar 27 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

Administrative Procedure 464 - Fees

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained.

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school.

Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the 2023-2024 Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the Education Act (S. 10): "Enrolment in school operated by board".

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

- This **excludes** French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed an Eligible Rider fee.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

Supplemental Bus - any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

PROCESS

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

The Principal may assign fees at the school within the limits set by the Board on a cost recovery basis. Prior to charging the fee, the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

Collection of Fees

The Associate Superintendent, Corporate Services is responsible for ensuring the collection of fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.

In December and March, a notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The [Application for Waiver of Fees](#) shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

A fee waiver application will not be considered for non-resident students or families with children attending a School of Choice.

Fees for Damaged Goods

Principals shall be responsible for ensuring that all curricular, co-curricular and extra-curricular goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

Appeals

Any concerns and disputes regarding the fees will follow the process as outlined in Policy 245 - Appeals.

Reference:

Policy 225 – Board Responsibility and Conduct

Policy 500 – Student Transportation Services

[Education Act](#): Sections 13, 57, 59

[School Fees Alberta Regulation 95/2019](#)

[School Transportation Alberta Regulation 96/2019](#)

Exhibit 1 Fees

Exhibit 2 Fee Waiver

History

2023 August 23

Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$130 \$75
Choice Rider - Grades 1 to 12 - PreK & Kindergarten	\$276 \$152
Ineligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$345 \$190
Supplemental Bus	\$180
Outside Boundary Rider - Grades 1 to 12 - PreK & Kindergarten	\$489 \$431
Replacement Bus Pass	\$20

2.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

3.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

4.0 Other Fees:

- 4.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, etc. are set by each individual school and posted to their website annually.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent
Policy Committee

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Student Transportation Services
School Fees Alberta Regulation 95/2019
School Transportation Regulation AR96/2019
Administrative Procedure 464 - Fees

Assurance Domain – [Governance](#)

SUBJECT: Policy 410 – Fees

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees rescind Board *Policy 410 – Fees* as recommended by the Policy Committee and presented at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation.

Administration has reviewed and recommends rescinding *Policy 410 - Fees*.

The Policy Committee reviewed *Policy 410 – Fees* at their June 7, 2023, committee meeting and recommended it to the August 23, 2023 Public Board meeting for rescission. Administration has created a new Administrative Procedure – *AP464 – Fees* – to capture all operational procedures for fees.

The Board’s role in approving fees is captured in *Policy 225 – Board Responsibility and Conduct* and is clearly defined in provincial legislation through the Education Act and corresponding regulations.

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board’s resources [Education Act s. 33(1)(i)].



No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Policy 410 - Fees
2. Administrative Procedure 464 - Fees



410: Fees

1.0 POLICY

The Board ensures financial accountability annually through the development and oversight of the budget which includes the assessment, review and approval of administrative fees.

The Board enables, within the context of each school and based upon students' interests and needs, a variety of programs and services that are classified as curricular, co-curricular and extra-curricular activities.

The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular, co-curricular and extra-curricular activities.

The Board assesses Transportation Fees to provide the service.

2.0 DEFINITIONS

2.1 A co-curricular activity is an activity that may require specialized materials or that is outside of the regular classroom activities and that supplements regular instruction; this includes project work, offsite activity, dramatic productions, musical performances, etc.

2.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which allows a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, and publishing. Participation in an extra-curricular activity is on a voluntary basis.

2.3 School directed fees include consumable supplies and resources that enhance and support learning during either curricular, co-curricular or extra-curricular activities.

2.4 Transportation Fees are applied to students accessing transportation services.

3.0 GUIDELINES

3.1 Fees are reviewed and approved by the Board, on an annual basis, as part of the budget process.

3.2 Approval Process

3.2.1 In consultation with the school staff, the Principal will identify those curricular, co-curricular and extracurricular activities that will be scheduled for the coming school year.

3.2.2 The schedule will include a plan for the funding of each activity.

3.2.3 The Principal will present the completed schedule of curricular, co-curricular and extracurricular activities to the School Council, indicating the means for funding the activities. The Principal will take into consideration advice received from the School Council subsequent to the presentation.

3.2.4 The schedule of curricular, co-curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent on or before April 30th.

3.2.5 For any new fees or fees increased by an amount that exceeds 5% of the fee or cost set out in the Division's current fee schedule, the Principal shall provide a rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees. This does not apply to offsite activities and extra-curricular travel.

3.2.6 The Principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular, co-curricular or extracurricular activity (excluding academies, extended student trips or tours not necessary to meet the learning expectations of a grade or course).

3.3 Parent Notification

Once the fees are approved, schools shall notify parents of the fee schedules for the subsequent school year and the process for payment plans, refunds and waiving of fees, if applicable.

3.4 Supplementing Funding

Funding for curricular, co-curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the School Council.

3.5 School Directed Fees

3.5.1 At the start of the annual budget process the Board will determine the Complementary Learning Resource Fees for the following school year.

3.6 Transportation Fees

3.6.1 At the start of the annual budget process the Schools, in consultation with School Councils, will determine fees for the following school year.

3.7 Collection of Fees

3.7.1 The Associate Superintendent, Corporate Services will be responsible for ensuring the collection of fees.

3.7.2 If a student joins the Division mid-year, annual fees will be pro-rated accordingly.

3.7.3 Curricular, co-curricular and extra-curricular fees are due for payment within 30 days after being invoiced. Schools shall send notice to parents who have not submitted payments and request such fees.

3.7.4 School directed fees are due for payment within 30 days after being invoiced.

3.7.5. Transportation Fees are due upon registration. Students will be provided with Bus Passes for the school year when the Transportation Fees are paid or a payment plan has been established.

3.8 Delinquent Accounts

3.8.1 In December and March, a notice will be sent to parents with delinquent accounts.

3.8.2 Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

3.9 Waiver of Fees

3.9.1 In cases of genuine hardships, parents may submit a fee waiver application to the Principal.

3.9.1.2 A fee waiver application will not be considered for non-resident students or families with children attending School of Choice.

3.9.2 All fee waiver applications will be reviewed and approved by the Associate Superintendent, Corporate Services.

3.10 Refunds

3.10.1 Annual fees will be partially refunded only when a student leaves the Division within the first month of registration.

3.10.2 Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage and time of year.

3.11 Fees for Damaged Goods

Principals shall be responsible for ensuring that all curriculum, co-curriculum and extra-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

3.12 Appeals

Any concerns and disputes regarding the school fees will follow the process as outlined in Policy 245 - Appeals.

References:

Policy 245 Appeals

Exhibit 1: Transportation Fee Schedule

Exhibit 2: Fee Waiver Application Form

Education Act

School Fees Regulation 95/2019

History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Mar 23 Amended

2022 May 25 Amended

Policy Handbook IV. Business Administration

Administrative Procedure 464 - Fees

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Fees are assessed to students to offset the cost of providing educational and transportation services. Fees shall be utilized for the purpose which it was obtained.

DEFINITIONS

School Fees: shall refer to fees charged by the schools to enhance student learning opportunities; including field trip fees, event fees, student union fees, middle and high school option courses and instrument fees.

Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school.

Adult Fees: shall refer to fees charged to a student who is 20 years of age or older by the start of the school year. The Alberta Government will no longer fund education for students who are 20 years of age as outlined in the 2023-2024 Funding Manual and those wishing to acquire a high school diploma (or equivalent) must cover the cost of their education.

Extra-curricular Fees: shall refer to fees, charged on a cost recovery basis, for non-curricular items such as sports, clubs, travel, and other non-curriculum programs. Participation in an extra-curricular activity is on a voluntary basis.

Non-resident Tuition Fees: shall refer to tuition fees, with respect of an individual who attends a school operated by the board, and who is not a resident student of the board or any other board or the Government, and as legislated in the *Education Act* s. 13(2).

Designated School: shall refer to the school, assigned by the Board to a specific geographical area, and as legislated by the Education Act (S. 10): "Enrolment in school operated by board".

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

- This **excludes** French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed an Eligible Rider fee.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

Supplemental Bus - any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

PROCESS

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)].

No parent shall pay a fee to offset basic educational services, or that is prohibited under provincial legislation, the *Alberta School Fees Regulation*, and the *Alberta School Transportation Regulation*.

The Principal shall ensure the return of any underutilized fees as specifically levied for an activity or event as prudent to do so.

The Principal may assign fees at the school within the limits set by the Board on a cost recovery basis. Prior to charging the fee, the Principal shall consult with the School Council on the amount and the reason for the fee. This consultation shall:

- Ensure the fees are on the School Council agenda to provide all parents with the opportunity to ask questions and provide feedback; and
- Provide sufficient information as to the purpose of the fee and its intended use.

School Fee schedules shall be posted on each school's website and shall clearly define Division Fees and School Fees, in addition to mandatory versus optional fees.

The Fee Schedule shall be posted electronically on the Division website.

A student transferring in after the start of the school term or out prior to the end of the school term, may have fees prorated or refunded as applicable. Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

Collection of Fees

The Associate Superintendent, Corporate Services is responsible for ensuring the collection of fees.

All fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.

In December and March, a notice will be sent to parents with delinquent accounts. Outstanding accounts, other than those on payment plans or approved requests for waived fees, may be placed with a collection agency.

Waiver of Fees

A *Waiver of Fees* shall be made available, based on income level or extenuating circumstances of **all parents** as defined by s. 47 of the *Family Law Act* unless there is a court order that directs financial responsibility.

The [Application for Waiver of Fees](#) shall be completed, the final decision for such waiver rests with the Associate Superintendent, Corporate Services.

A fee waiver application will not be considered for non-resident students or families with children attending a School of Choice.

Fees for Damaged Goods

Principals shall be responsible for ensuring that all curricular, co-curricular and extra-curricular goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

Appeals

Any concerns and disputes regarding the fees will follow the process as outlined in Policy 245 - Appeals.

Reference:

Policy 225 – Board Responsibility and Conduct

Policy 500 – Student Transportation Services

[Education Act](#): Sections 13, 57, 59

[School Fees Alberta Regulation 95/2019](#)

[School Transportation Alberta Regulation 96/2019](#)

Exhibit 1 Fees

Exhibit 2 Fee Waiver

History

2023 August 23

Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$130 \$75
Choice Rider - Grades 1 to 12 - PreK & Kindergarten	\$276 \$152
Ineligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$345 \$190
Supplemental Bus	\$180
Outside Boundary Rider - Grades 1 to 12 - PreK & Kindergarten	\$489 \$431
Replacement Bus Pass	\$20

2.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

3.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

4.0 Other Fees:

- 4.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, etc. are set by each individual school and posted to their website annually.



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent
Policy Committee

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: Education Act
School Transportation Regulation AR96/2019
Transfer of Student Transportation Funding Parent Declaration Form
Funding Manual for School Authorities 2023-2024 School Year

Assurance Domain – [Governance](#)

SUBJECT: Policy 500 – Transportation

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the revised Board *Policy 500 – Student Transportation Services* as recommended by the Policy Committee and presented at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 500 – Transportation* which includes a renaming of the policy to *Student Transportation Services*.

The Policy Committee reviewed and updated *Policy 500 – Student Transportation Services* at their June 7, 2023, committee meeting and recommended it to the August 23, 2023, Public Board meeting for approval.

On June 29, 2023, the Division received the *Transfer of Student Transportation Funding Parent Declaration Form* from Alberta Education.



School boards are not obligated to provide transportation services for students that reside outside their boundaries. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

Key Changes to Board Policy 500 include:

- Updates to language to better reflect Alberta Legislation under the Education Act;
- Updates to better reflect the changes to the Rural Transportation Grant in the 2023-2024 Funding Manual.
- Fee information is captured in a new Administrative Procedure 464 – Fees.
- Contract Bus Service Procedures are captured in Administrative Procedure 550 – *Contract Bus Service*.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Policy 500 – Student Transportation Services – Clean Copy
2. Policy 500 – Student Transportation Services – Tracked Changes
3. *Transfer of Student Transportation Funding Parent Declaration Form*
4. *AP550 – Contract Bus Service*

NEW REWRITE – JULY 5, 2023

Policy 500 - Student Transportation Services

POLICY

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of Sturgeon Public School Division to attend their designated school. This service is available to all students within the Division who qualify for this service in accordance with the criteria outlined in the Education Act, Regulations and Board Policy.

The Board believes that the responsibility for the provision of safe student transportation service is shared by employees of the Division, school bus contractors, school bus operators, parents/guardians and students.

DEFINITIONS

Student – an individual who is registered in Grades K – 12.

Eligible Rider - any Pre-K to Grade 6 student/child who lives 1.0 km or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 km or farther from their designated school and attends their designated school.

Choice Rider - any student who attends a school other than their designated school.

Ineligible Rider – any Pre-K to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 km from their school of attendance.

Supplemental Bus - any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider - any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon Public School.

GUIDELINES

Subject to the regulations, a Board must provide for the transportation of a student to and from their designated school if the student resides within the boundaries of the school division.

- Ineligible Riders may be provided with transportation service only if space is available on an existing route.
- **An Outside Boundary Rider may be provided with transportation service if there is space available on an existing route, if there is no significant diversion**

from regular routing, and the parent/guardian has completed the *Transfer of Student Transportation Funding Parent Declaration Form* prior to October 31.

- The Board considers the contracting of bus services to be an acceptable way of providing student transportation.
- The Board shall approve school attendance areas for each school.

TRANSPORTATION FEES

- Student transportation fees shall be reviewed and approved annually by the Board.
- Transportation fees shall be paid prior to accessing busing.
- Payment options shall be made available for transportation fees.
- A waiver process shall be in place for transportation fees to the designated school.

References:

[Policy 245 Appeals](#)

Administrative Procedure 550 Contract Bus Service

Administrative Procedure 410 – Fees

[Education Act](#): Sections 7(1), 4(1)(8), 59(1)

[School Transportation Regulation AR96/2019](#)

Transfer of Student Transportation Funding Parent Declaration Form

History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 August 23 Amended

Student Transportation Services

1656013140

1.0 POLICY

The Board has established and operates a student transportation system to provide service to students attending their designated school. This service is available to all students within the Division who qualify for this service in accordance with the criteria outlined in this Policy, the Education Act and Regulations.

The Board believes that the responsibility for the provision of safe student transportation service is shared by employees of the Division, school bus contractors, school bus operators, parents/guardians and students.

The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals.

2.0 DEFINITIONS

2.1 Student – is an individual who is registered in Grades 1 K – 12.

2.2 Resident SchoolEligible Rider - any Pre K to Grade 6 student/child who lives 2.41.0 kms or farther from their designated school and attends their designated school, and any Grade 7 to 12 student who lives 2.0 kms or farther from their designated school and attends their designated school.

2.3 Choice Rider - any student who lives 2.4 kms or closer to their designated school, or who attends a school other than their designated school.

2.3.1 This excludes French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School, not offered at Redwater. These students will be assessed a Resident SchoolEligible Rider fee.

2.4 Ineligible Rider – any Pre k to Grade 6 student/child who lives less than 1.0 km from their school of attendance and any Grade 7 to 12 student who lives less than 2.0 kms from their school of attendance.

2.4 Supplemental Bus - any student who is accessing an additional bus to an alternate address.

2.5 Outside Boundary Rider - any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

3.0 GUIDELINES

3.1 Subject to the regulations, a Division shall provide for the transportation of a student on regular morning and afternoon school bus routes, to and from the site of the school in which the Division has enrolled the student if:

- 3.1.1 the student resides within the boundaries of the ~~district or~~ division, ~~and~~
- 3.1.2 the student resides within the attendance area established by ~~the~~ Policy 200, ~~and~~
- 3.1.3 the criteria, if any, set out in the regulations are met.

3.2 Children and students ~~residing less than 2.4 km to the designated school site~~ defined as Ineligible Riders may be provided with transportation service only if space is available on an existing school bus route.

3.3 Transportation fees are reviewed and approved by the Board as part of the budget process.

3.4 The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals.

Bus Operator Contracts

~~3.4.1 Contracts shall be awarded to the most qualified applicant and in compliance with Board Policy or Administrative Procedures.~~

~~3.4.2 Transportation Services, Human Resources and one other administrator appointed by the Superintendent shall administer the process for selection of a new contractor.~~

3.4.13 School buses will only be operated by contractors who are properly licensed and who have been approved by Transportation Services.

3.4.24 School bus operators shall always operate their school buses in compliance with any legislation federal, provincial or municipal with respect to student transportation and school bus operation.

3.4.35 School bus operators shall always operate their school buses in compliance with the Division Policy and Administrative Procedures.

3.5 Changes in Bus Fleet

~~3.5.1 Increases and decreases in School Bus Fleet process:~~

~~3.5.1.1 Transportation Services and the Associate Superintendent, Corporate Services make a recommendation to the Superintendent;~~

~~3.5.1.2 Once the Superintendent has accepted this recommendation, the Transportation Committee will review the changes.~~

3.56 Fees

The fee schedule is approved by the Board on an annual basis, ~~and published under Policy 410-Exhibit 1.~~

~~A prorated fee will be assessed as per the *Education Act* regulations to all new students joining the Division during the school year.~~

~~3.6.1 The Associate Superintendent, Corporate Services or designate shall be responsible for ensuring the collection of transportation fees is undertaken according to Division Policy and Administrative Procedures and for communicating the need for transportation fees to parents/guardians annually.~~

3.6.2 Fee Collection

3.56.2.1 Fees shall be due and payable at the time of registration. Bus passes will be issued upon payment, or upon an established payment schedule.

3.5.26.2.2 The Division reserves to right to remove services if payment is not received and no attempt is made to settle the overdue fees.

3.6.3 Refunds

~~3.6.3.1 Refund requests will be reviewed by Transportation Services on a case by case basis.~~

3.6.4 Fee Waivers

3.6.4.1 In cases of genuine hardships, the Associate Superintendent, Corporate Services, in consultation with the school Principal, has the discretion to waive or make alternative payment

arrangements. Any concerns and disputes of the transportation fees will follow the process as per Policy 245 – Appeals.

3.7 Routes and Schedules -

~~3.7.1~~ Prior to commencement of each school year, Transportation Services shall establish bus routes for each school attendance area.

~~3.7.2~~ The school bus operator/contractor will confirm that each family on their route has been informed of the pickup location and the time of the school bus pickup prior to the commencement of the school year.

~~3.7.3~~ Prior to September 15th of each year, the Transportation Services shall provide each school with school bus route numbers and passenger lists for all buses that service the attendance area of the school.

~~3.7.4~~ The Principal shall provide Transportation Services with the names of any student who withdraw from the school or who is expelled or suspended from the school.

3.7.15 Alterations or extensions of school bus routes shall require the approval of the Transportation Services with the exception of short-term alterations or extensions incurred in emergency situations.

~~3.7.6~~ The Principal shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.

3.8 Extra Distance

~~Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to Transportation Services for approval and payment.~~

References:

[Policy 245 Appeals](#)

[Policy 410 Fees](#)

Administrative Procedure 550 Contract Bus Service

Administrative Procedure 580 Non-Resident/Non-Attendance Area Student Transportation

[Education Act](#): Sections 7(1), 4(1)(8), 59(1)

[School Transportation Regulation AR96/2019](#)

History

2019 Mar 27 Initial Approval

2020 Apr 22 Reviewed

2020 May 27 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

School boards are not obligated to provide transportation services for students that reside outside their boundaries. School boards that choose to go outside their jurisdiction boundaries to transport non-resident students are required to have a cooperative transportation agreement with the resident school board or a signed parent declaration form to receive transportation funding for providing this service.

By signing this declaration form, the parents/guardians of the non-resident student permit the transporting school board to receive transportation funding for transporting a non-resident student from the student's residence outside the jurisdiction's boundaries.

This declaration form must be signed and submitted to the transporting school board by October 31 of the current school year. A separate declaration form must be completed for each student. Once submitted, the declaration form will remain in effect for as long as the student's primary residence and attending school remain the same.

This declaration form does not obligate a school board to provide transportation for non-resident students. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

Declaration by Parent/Guardian

I/We, _____, the parent(s)/guardian(s) of
Print Names

_____, declare my/our desire to allow
Student Name

_____ to receive student transportation
School Board Name

funding for providing transportation services from our primary residence located at

_____,
Full Address

to _____ School.
School Name

Signature of Parent(s)/Guardian(s)

Date



550: Contract Bus Service

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

School bus contracts should be awarded to the most qualified applicant. The process for increasing or reducing the capacity of the Board's contract school bus fleet shall be fair and equitable to all concerned.

PROCESS

The Associate Superintendent Corporate Services shall maintain this Administrative Procedure.

PROCEDURE

1. The Coordinator of Transportation Services may engage a school bus contractor on an emergency basis (for a period not to exceed a total of 20 operating days in each instance).
2. When it is necessary to contract an additional school bus or buses, the Coordinator of Transportation Services shall advertise the services required on the Division website and will also forward to all school bus contractors currently under contract with the Board.
3. Applicants shall be short-listed and interviewed by a committee consisting of the Associate Superintendent Corporate Services, the Coordinator of Transportation Services, and a Representative from Human Resources as designated by the Superintendent.

3.1 Prior to the interview, the committee will determine the criteria for the interview process.

3.2 When the selection is complete, the committee will advise the Superintendent of their recommendation.

3.3 The Associate Superintendent Corporate Services shall advise the Trustees on the decision of the Superintendent recommendation.

4. To be considered for a school bus contract, an applicant should have met or exceeded the following conditions:

4.1 Provided the names of three (3) references who have been contacted, attesting to the general good character of the applicant and the applicant's ability to operate a business and provide service as a school bus contractor.

4.2 Provided a driver's abstract for the proposed regular and spare drivers of the school bus to be used to fulfill the contract requirements.

4.3 Agreed to provide a school bus with a model year, not in excess of eight (8) years of age.

5. When all the previously listed conditions are equally met by two (2) or more applicants, the school bus contract shall be awarded to the applicant who is best suited to provide the service required for the current contract school bus opportunity.

6. The following criteria will be considered by the Coordinator of Transportation Services in making a decision as to which school bus or contract(s) should be recommended for termination:

6.1 Relative level of past service:

6.1.1 reliability of equipment

6.1.2 attitude and cooperation of contractor and driver

6.1.3 number of legitimate recorded complaints

6.1.4 punctuality

6.2 The proximity of existing contractors to available routes and their willingness to relocate as required.

6.3 Age of contracted school bus.

6.4 Where a reasonable recommendation for the termination of a contract(s) cannot be achieved using the above criteria, the contract(s) with the least tenure with the Board shall be recommended for termination.

7. The holder of a contract that has been terminated in accordance with the criteria outlined in this administrative procedure may appeal the termination of contact to the Board of Trustees. Application to appeal must be reviewed within ten (10) days of the Notice of Termination.

References:

Policy: 500 Transportation

History

2020 Jan 29 Initial Approval

Administrative Procedures V. Student Services (Student Transportation)



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: Education Act
Policy 500 – Student Transportation Services
 School Fees Alberta Regulation 95/2019
 School Transportation Regulation AR96/2019
Administrative Procedure 464 – Fees
Administrative Procedure 465 – Adult Tuition Fees

Assurance Domain – [Governance](#)

SUBJECT: Administrative Procedure 464 – Fees – Exhibit 1 –
 2023-2024 Fee Schedule

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the 2023-2024 Fee Schedule as presented in *AP464 – Fees - Exhibit 1 - 2023-2024 Fee Schedule* at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board’s role in approving fees is captured in *Policy 225 – Board Responsibility and Conduct* and is clearly defined in provincial legislation through the Education Act and corresponding regulations.

The Board shall annually approve the type and amount of fees that may be charged by the Division as part of the budget process to ensure effective stewardship of the Board’s resources [Education Act s. 33(1)(i)].

AP464 - Fees is a new Administrative Procedure that includes *Exhibit 1 – 2023-2024 Fee Schedule*. The new Fee Schedule is a step to ensure transparency and clarity across the Division on standardized fees.

The 2023-2024 Transportation Fees were approved as part of the 2023-2024 Budget at the May 24, 2023 Public Board Meeting. The fees in *Exhibit 1 – 2023-2024 Fee Schedule* that require Board approval for the 2023-2024 school year are:

- Non-Resident Tuition Fees



- Dual Credit Fee

Non-Resident Tuition Fees: The definition of a resident student is clearly defined in the Education Act (section 3.1) and in the Alberta Education Funding Manual for School Authorities: a resident of Alberta who has a parent who is a resident of Canada. Non-Resident students are not eligible to receive funding from Alberta Education and are referred to as non-funded students. The Division may charge tuition fees in respect of an individual who attends a school operated by the board who is not a resident student of the board or any other board or the Government (section 13.2 Education Act).

Dual Credit Fee: Dual Credit programming can greatly enhance student experience while in High School, and help students obtain Post-Secondary credits toward programs or certification needed for future career paths. These courses are taught by instructors at the Post-Secondary institutions, and Sturgeon Public School Division pays tuition for each student that enrolls in a Dual Credit course. This fee will help offset this cost and ensure a more sustainable Dual Credit Program.

Adult Tuition Fees and the High School Equivalency Evaluation Fee are captured in AP465 – *Adult Tuition Fees*. These fees remain static unless the Administrative Procedure is updated. These fees are based on the Alberta Education funding rates for Adult Learners. Including these fees in the 2023-2024 Fee Schedule along with the Administrative Procedure makes them more easily accessible to stakeholders on the website.

Kindergarten Fees and Pre-Kindergarten Fees are set as Division Fees each year with input from all schools to ensure consistency across Sturgeon Public Schools for families. These fees cover the costs of all the daily classroom supplies, special activities and field trips.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. AP464 – Exhibit 1 – 2023-2024 Fee Schedule
2. AP465 – Adult Tuition Fees

Exhibit 1: Fees for 2023-2024

1.0 Transportation Fees:

Transportation Fee Schedule	
Eligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$130 \$75
Choice Rider - Grades 1 to 12 - PreK & Kindergarten	\$276 \$152
Ineligible Rider - Grades 1 to 12 - PreK & Kindergarten	\$345 \$190
Supplemental Bus	\$180
Outside Boundary Rider - Grades 1 to 12 - PreK & Kindergarten	\$489 \$431
Replacement Bus Pass	\$20

2.0 Non-Resident Tuition Fees

International / out of province student tuition	\$12,000
International student application fee	\$250

3.0 Program Fees:

Pre-Kindergarten Fees	\$200
Kindergarten Fees	\$150
Dual Credit Fee	\$50/course
Adult Tuition Fee	\$140/credit
High School Equivalency Evaluation	\$100

4.0 Other Fees:

- 4.1 Other fees such as option courses, extra-curricular activities, agendas, yearbooks, Commencement, etc. are set by each individual school and posted to their website annually.



465: Adult Tuition Fees

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Adult students are provided the opportunity to pursue their education in Sturgeon Public Schools.

PROCESS

The Associate Superintendent Corporate Services will determine an adult education fee based on the Alberta Education funding rates.

PROCEDURE

1. Adult Fees are \$140/credit, to a maximum of \$700.00 per five (5) credit course, resource materials are included.
2. \$100/High School Equivalency Evaluation
3. Rescinding of fees is at the discretion of the Associate Superintendent, Corporate Services.

History

2020 Jan 29 Initial Approval

2021 Jan 28 Amended

Administrative Procedures IV. Business Administration (Fees)



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent
Policy Committee

GOVERNANCE POLICY: [Board Policy 230 – Board Committees](#)

ADDITIONAL REFERENCE: Education Act: *Sections 51, 51 (1) (b)*
Board Procedures Regulation 82/2019

Assurance Domain – [Governance](#)

SUBJECT: Policy 230 – Board Committees and Policy 231 – Student Advisory Committee

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the revised Board *Policy 230 – Board Committees* and adopting *Policy 231 – Student Advisory Committee* as an Appendix to Policy 230 with recommended changes as presented at the August 23, 2023, Public Board meeting.

BACKGROUND:

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

Administration has reviewed and updated *Policy 230 – Board Committees* as discussed at the Board Retreat on August 21, 2023. Administration recommends *Policy 231 – Student Advisory Committee* be adopted as an Appendix to Policy 230 with updated formatting to match other Appendices.

In pursuit of effective governance, the proposal to disband the existing Advocacy, Audit Finance and Human Resources, Building and Maintenance, Policy and Transportation committees in favour of Committee of the Whole meetings merits careful consideration. This transition aims to foster increased collaboration as a corporate entity, inclusivity and overall efficiency in decision-making. By consolidating the committees into a Board Committee format, all Trustees are actively engaged, maximizing the benefits of collective expertise and perspectives. The Committee of the Whole agenda would include Board professional development and discussions on Advocacy, Audit, Finance and Human Resources, Building and Maintenance, Policy and Transportation.



1. Enhanced Collaboration:

Fragmented committees often result in siloed discussions. The fragmentation can inadvertently hinder comprehensive Board discussions and collaboration. By embracing the Committee of the Whole model, all Trustees will participate in discussions related to various aspects of the organization. This collective approach enables a broader range of viewpoints, sparking more insightful conversations and leading to well-rounded decisions.

2. Inclusivity and Representation:

The individual committees might not always reflect the full spectrum of expertise and perspectives present among Trustees. Consolidating into a Committee of the Whole ensures that no voice is left unheard. This approach honours the commitment of every Trustee to foster a corporate identity. Discussions and recommendations will be made with the input of all, ensuring fairness and equity.

3. Efficient Decision-Making:

Individual committees can sometimes lead to redundancy in discussions, with similar topics being addressed across multiple committees and meetings. This can lead to a waste of time and resources. By holding Committee of the Whole meetings to capture the discussions of the five committees, it can streamline discussions and avoid unnecessary repetition.

Disbanding the committees in favour of a Committee of the Whole model presents a progressive step toward enhancing effective governance. The potential benefits in terms of collaboration, inclusivity, efficiency and understanding are compelling.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Policy 230 – Board Committees – Clean Copy
2. Policy 230 – Board Committees – Tracked Changes
3. Policy 230 – Board Committees – Original
4. Policy 231 – Student Advisory Committee

Board Committees

1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time. The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator, unless already stated in the Appendices to this Policy who the chair is.

2.5 The committee shall report to the Board on a regular basis at the Public Board meeting.

2.6 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.6.1 COMMITTEE OF THE WHOLE

2.6.2 STUDENT DISCIPLINE COMMITTEE

2.6.3 ATA NEGOTIATIONS COMMITTEE

2.6.4 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.6.5 C.U.P.E. NEGOTIATIONS COMMITTEE

2.6.6 LABOUR MANAGEMENT COMMITTEE

2.6.7 STUDENT ADVISORY COMMITTEE

3.0 Appointed Representation

3.1 The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.

3.2 Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.

3.3 Board representatives shall be appointed to the following groups:

3.3.1 Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate)

3.3.2 Public School Board Association (PSBAA) (One Representative, One Alternate)

3.3.3 Sturgeon County Community Services Advisory Board (One Trustee)

3.3.4 School Joint Use Committee (Local Trustee and Principal)

3.3.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)

3.3.6 Teachers' Employer Bargaining Association (TEBA) (One Representative)

3.3.7 Local Chambers of Commerce

3.3.8 Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended

APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters. In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
- 2.2 Make recommendations for agenda items for subsequent Board meetings.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees and posted to the website.
- 2.5 Meetings: Held two Wednesdays before the Public Board meeting each month beginning at 9:00 am. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019

APPENDIX B - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.

4.2.7 Intervention checklist with a summary of interventions implemented to date.

4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any

discussions with school administration on the merits of the administration's recommendation.

4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.

4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.

4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.

4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.

4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.

4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.

4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References:

Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019

APPENDIX C - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Resources will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

Education Act: Sections 51, 52 (1)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

APPENDIX D - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019

APPENDIX E - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Resources records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

- Education Act: Sections 51, 52 (1) (b)
- Board Procedures Regulation 82/2019
- Employment Standards Code AB September 1, 2019
- Labour Relations Code AB October 1, 2019

APPENDIX F - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References:

Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019

APPENDIX G - STUDENT ADVISORY COMMITTEE

1.0 Committee Powers:

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

2.0 Committee Terms of Reference

2.1 Membership shall consist of:

2.1.1 Trustees. Chair of the Board or designate chairs the meeting;

2.1.2 The Deputy Superintendent and Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

2.3 Administrative Support: Deputy Superintendent and Superintendent.

2.4 Record of Proceedings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the Committee of the Whole. These recommendations will be brought forward for review and approval to the Public Board Meeting.

3.0 Committee Authority

3.1 This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

History

2019 Apr 24 Initial Approval
2020 Jan 29 Reviewed
2021 Apr 28 Reviewed
2021 Oct 27 Reviewed
2023 Jan 25 Amended

Board Committees

1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time. The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator, unless already stated in the Appendices to this Policy who the chair is.

~~2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.~~

~~2.56~~ The committee shall report to the Board on a regular basis at the Public Board meeting.

~~2.67~~ Committees (Powers and Terms of Reference are in Appendices to this Policy.)

~~2.67.1~~ COMMITTEE OF THE WHOLE

~~2.7.2~~ POLICY COMMITTEE

~~2.6.27.3~~ STUDENT DISCIPLINE COMMITTEE

~~2.6.37.4~~ ATA NEGOTIATIONS COMMITTEE

~~2.6.47.5~~ TEACHER BOARD ADVISORY COMMITTEE (TBAC)

~~2.6.57.6~~ C.U.P.E. NEGOTIATIONS COMMITTEE

~~2.6.67.7~~ LABOUR MANAGEMENT COMMITTEE

~~2.6.7~~ STUDENT ADVISORY COMMITTEE

~~2.7.8~~ BUILDING AND MAINTENANCE COMMITTEE

~~2.7.9~~ AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

~~2.7.10~~ TRANSPORTATION COMMITTEE

~~2.7.11~~ ADVOCACY COMMITTEE

3.0 Appointed Representation

3.1 The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.

3.2 Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.

3.3 Board representatives shall be appointed to the following groups:

3.3.1 Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate)

3.3.2 Public School Board Association (PSBAA) (One Representative, One Alternate)

3.3.3 Sturgeon County Community Services Advisory Board (One Trustee)

3.3.4 School Joint Use Committee (Local Trustee and Principal)

3.3.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)

3.3.6 Teachers' Employer Bargaining Association (TEBA) (One Representative)

3.3.7 Local Chambers of Commerce

3.3.8 Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

~~Administrative Procedure AP250—Student Advisory Committee~~

History

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended

APPENDIX A - COMMITTEE OF THE WHOLE

~~EFFECTIVE: January 30, 2019~~

~~REVISED: February 23, 2022~~

~~REVIEW: 2023-2024~~

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters. In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

2.0 Committee Terms of Reference

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2.2 Make recommendations for agenda items for subsequent Board meetings.

~~2.3 Maintain confidentiality of proceedings.~~

2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees [and posted to the website](#).

2.6 Meetings: Held ~~on the two Wednesdays before the Public Board meeting second Wednesday~~ of each month beginning at 9:00 am 2:00 pm. Meetings are open ~~closed~~ to the public.

2.7 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

~~Administrative Procedure AP250—Student Advisory Committee~~

APPENDIX **BC** - STUDENT DISCIPLINE COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.
- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References:

Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

APPENDIX CD - ATA NEGOTIATIONS COMMITTEE

~~EFFECTIVE: January 30, 2019~~

~~REVISED: February 23, 2022~~

~~REVIEW: 2023-2024~~

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Resources will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

Education Act: Sections 51, 52 (1)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

APPENDIX ~~D~~E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

~~EFFECTIVE: January 30, 2019~~

~~REVISED: February 23, 2022~~

~~REVIEW: 2023-2024~~

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

APPENDIX ~~EF~~ - C.U.P.E. NEGOTIATING COMMITTEE

~~EFFECTIVE: January 30, 2019~~

~~REVISED: February 23, 2022~~

~~REVIEW: 2023-2024~~

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Resources records matters on which agreement has been reached.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

APPENDIX **FG** - LABOUR MANAGEMENT COMMITTEE

~~EFFECTIVE: January 30, 2019~~

~~REVISED: February 23, 2022~~

~~REVIEW: 2023-2024~~

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

APPENDIX G - STUDENT ADVISORY COMMITTEE Student Advisory Committee

1.0 Committee Powers: POLICY

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

2.0 Committee Terms of Reference MEMBERSHIP

2.1 ~~The Committee Membership~~ shall consist of:

2.1.1 ~~Trustees~~~~The Advocacy Committee.~~ Chair of the Board or designate chairs the meeting;

2.1.2 The Deputy Superintendent and Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

2.3 Administrative Support: Deputy Superintendent and Superintendent.

2.4 Record of Proceedings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the Committee of the Whole. These recommendations will be brought forward for review and approval to the Public Board Meeting.

3.0 MEETINGS

~~3.1 The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the current year Advocacy Committee. These items will be brought forward for review and approval to the Public Board Meeting in September of the next school year.~~

3.0 Committee Authority

3.1 This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

~~Administrative Procedure: AP250—Student Advisory Committee~~

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Apr 28 Reviewed

2021 Oct 27 Reviewed

2023 Jan 25 Amended



230: Board Committees

1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

2.6 The committee shall report to the Board on a regular basis at the Public Board meeting.

2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.7.1 COMMITTEE OF THE WHOLE

2.7.2 POLICY COMMITTEE

2.7.3 STUDENT DISCIPLINE COMMITTEE

2.7.4 ATA NEGOTIATIONS COMMITTEE

2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE

2.7.7 LABOUR MANAGEMENT COMMITTEE

2.7.8 BUILDING AND MAINTENANCE COMMITTEE

2.7.9 AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

2.7.10 TRANSPORTATION COMMITTEE

2.7.11 ADVOCACY COMMITTEE

3.0 Appointed Representation

3.1 The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups.

3.2 Appointed representatives shall report to the Board on a regular basis at the Public Board meeting.

3.3 Board representatives shall be appointed to the following groups:

3.3.1 Alberta School Boards Association (ASBA) Zone II (One Representative, One Alternate)

3.3.2 Public School Board Association (PSBAA) (One Representative, One Alternate)

3.3.3 Sturgeon County Community Services Advisory Board (One Trustee)

3.3.4 School Joint Use Committee (Local Trustee and Principal)

3.3.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance; and SPVA School Council, where, yearly, Trustees develop a rotating schedule of attendance.)

3.3.6 Teachers' Employer Bargaining Association (TEBA) (One Representative)

3.3.7 Local Chambers of Commerce

3.3.8 Morinville Sturgeon Rotary

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure AP250 – Student Advisory Committee

History

2019 Jan 30 Initial Approval

2019 Nov 27 Amended

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Feb 23 Amended

2023 Jun 28 Amended



230: APPENDIX A - COMMITTEE OF THE WHOLE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

2.0 Committee Terms of Reference

2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.

2.2 Make recommendations for agenda items for subsequent Board meetings.

2.3 Maintain confidentiality of proceedings.

2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.

2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.

2.6 Meetings: Held on the second Wednesday of each month beginning at 2:00 pm. Meetings are closed to the public.

2.7 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure AP250 – Student Advisory Committee



230: APPENDIX B – POLICY COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



230: APPENDIX C - STUDENT DISCIPLINE COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

4.2.2 Recent report card.

4.2.3 Attendance record for the school year to date.

4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.

4.2.5 Most recent School Conduct Policy.

4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.

4.2.7 Intervention checklist with a summary of interventions implemented to date.

4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.

4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.

4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.

4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.

4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.

4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.

4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.

4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.

4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References:

Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



230: APPENDIX D - ATA NEGOTIATIONS COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Resources will ensure matters on which agreement has been reached are properly recorded.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

Education Act: Sections 51, 52 (1)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

Administrative Procedure: AP250 – Student Advisory Committee



230: APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To meet with representatives of the teaching staff.

1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.

1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Superintendent

2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.

2.5 Meetings: At the call of either side. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



230: APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.

1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Resources records matters on which agreement has been reached.

2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Employment Standards Code AB September 1, 2019

Labour Relations Code AB October 1, 2019

Administrative Procedure: AP250 – Student Advisory Committee



230: APPENDIX G - LABOUR MANAGEMENT COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.

1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Human Resources.

2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



230: APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make a recommendation to the Board on the Division's Capital Plan and Modular requests.
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.

1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.

2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee



230: APPENDIX I - AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to Human Resources regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.

2.2 Voting Privileges: Only Committee members may vote.

2.3 Administrator Assigned: Associate Superintendent, Corporate Services and/or Associate Superintendent, Human Resources

2.4 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee



230: APPENDIX J - TRANSPORTATION COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



230: APPENDIX K - ADVOCACY COMMITTEE

EFFECTIVE: January 30, 2019

REVISED: February 23, 2022

REVIEW: 2023-2024

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services and Superintendent.

2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are closed to the public.

2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References:

Education Act: Sections 51, 52 (1) (b)

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

Policy Handbook II. School Board Governance and Operations



231: Student Advisory Committee

1.0 POLICY

1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board shall annually establish a Student Advisory Committee.

1.2 The Student Advisory Committee shall:

1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and

1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public Schools.

2.0 MEMBERSHIP

2.1 The Committee shall consist of:

2.1.1 The Advocacy Committee;

2.1.2 The Superintendent (and/or designates); and

2.1.3 Student representatives from grades 7-12 as deemed prudent.

2.2 The Superintendent (or designate) shall request Principals to select student representatives:

2.2.1 Who demonstrate leadership abilities;

2.2.2 Who best represent the diverse views of their respective student body; and

2.2.3 Who are willing to share student views with the Board.

3.0 MEETINGS

3.1 The format of the Student Advisory Committee and the meeting schedule for the next year shall be determined annually by the current year Advocacy Committee. These items will be brought forward for review and approval to the Public Board Meeting in September of the next school year.

References:

Board Procedures Regulation 82/2019

Administrative Procedure: AP250 – Student Advisory Committee

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Apr 28 Reviewed

2021 Oct 27 Reviewed

2023 Jan 25 Amended