



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: September 27, 2023 **Start Time:** 9:00 a.m.

Location: Frank Robinson Education Centre
9820 - 104 Street, Morinville, Alberta

1. [Call to Order](#)
2. [Land Acknowledgement](#)
3. [Consider 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 August 23, 2023
 - 5.2 Approval of the Minutes of the Organizational Meeting of August 23, 2023
6. [Presentations](#)
7. [Reports from Senior Executive](#)
 - 7.1 Alberta Education Approval of Reserve Strategy
 - 7.2 Communications 2022-2023 Annual Plan Review & Communications 2023-2024 Annual Plan Presentation
 - 7.3 Digitization of Files
 - 7.4 Indigenous Education & Student Success
 - 7.5 New Curriculum, Provincial Screening and Benchmark Assessments
 - 7.6 Noon Transportation Update

- 7.7 Preliminary Enrolment Numbers - September 12, 2023
- 7.8 Teacher Salary Settlement Funding
- 7.9 Transportation Startup Summary
- 7.10 Monthly Financial Report - August 2023
- 7.11 2023-2024 Superintendent Discretionary Fund
- 7.12 Superintendent Report
- 7.13 Administrative Procedure 250 - Student Advisory Committee

8. Reports from Trustees and Standing Committees

- 8.1 Chair's Report
- 8.2 Trustees' Report
- 8.3 Committee of the Whole

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 Updated Board Representatives to Other Organizations
- 10.2 Draft 2025-2026 School Year Calendar
- 10.3 2023-2024 Council of School Councils' Meetings
- 10.4 Policy 225 - Board Responsibility and Conduct
- 10.5 Policy 235 - Conduct of Board Meetings
- 10.6 Policy 705 - Associate Superintendent Corporate Services

11. Unfinished Business

- 11.1 Board Strategic Work Plan
- 11.2 Governance
 - 11.2.1 Trustee Handbook Review - 2023-2024
 - 11.2.2 Board Meeting Procedures Review - Robert's Rules of Order - Board Meeting in Slow Motion - Board Procedures Regulation

12. Notices of Motion

13. Information

14. Comment and Question Period

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 August 23, 2023**

Table of Contents

	Resolution #
Approval of Agenda	054
Approval of the Minutes of the Regular Meeting.....	055
New Business	
Policy 310 – Non-Funded Students	056
Policy 410 - Fees	057
Policy 500 – Student Transportation Services	058
Administrative Procedure 464 – Fees – Exhibit 1 – 2023-2024 Fee Schedule ..	059
Policy 230 – Board Committees	060/061/062



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 23, 2023**

PRESENT

Irene Gibbons, Chair
Cindy Briggs, Vice Chair
Janine Pequin, Trustee
Joe Dwyer, Trustee
Stacey Buga, Trustee
Tasha Oatway-McLay, Trustee
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Lisa Lacroix, Associate Superintendent, Human Resources
Ruth Kuik, Acting Secretary Treasurer
Amy Kolesar, Manager, Transportation Services
Mike Weppler, Manager, Facility Services
Evan Soper, Coordinator, Facility Services
Michelle Wilde, Executive Assistant

CALL TO ORDER

The Chair called the meeting to order at 9:42 a.m.

LAND ACKNOWLEDGEMENT

Board Chair Irene Gibbons read the Land Acknowledgement Statement.

APPROVAL OF AGENDA

Addition: 10.5 Policy 230 – Board Committees & Policy 231 – Student Advisory Committee

#054/2023 – Moved by Vice Chair Cindy Briggs that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#055/2023 – Moved by Trustee Tasha Oatway-McLay that the minutes of the Regular Meeting of June 28, 2023, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

2023-2024 Pre-Kindergarten Noon Transportation Update

Amy Kolesar, Manager, Transportation Services, brought forward as information, the 2023-2024 Pre-Kindergarten Noon Transportation Update.

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 and, 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 for 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.

Holiday Card Artwork Search

Shawna Warren, Superintendent, brought forward as information, the Holiday Card Artwork Search.

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.

Facility Services – Camilla School Drainage Improvements

Mike Wepler, Manager, Facility Services, brought forward as information, the Facility Services – Camilla School Drainage Improvements.

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.

Facility Services – Summer Project Update

Evan Soper, Coordinator, Facility Services, brought forward as information, the Facility Services – Summer Project Update.

School Bus Driver Training Grants

Amy Kolesar, Manager, Transportation Services, brought forward as information, the School Bus Driver Training Grants.

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 who 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.

Summer School Enrolment Summary

Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Summer School Enrolment Summary.

Summer School education is important programming to provide 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

Tyler Technologies – Tyler Drive

Amy Kolesar, Manager, Transportation Services, brought forward as information, the Tyler Technologies – Tyler Drive.

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.

Communications Report – July & August 2023

Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Monthly IT Report – July & August 2023.

Monthly IT Report – July & August 2023

Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, the Monthly IT Report – July & August 2023.

2023-2024 Superintendent Discretionary Fund

Shawna Warren, Superintendent, brought forward as information, the 2023-2024 Superintendent Discretionary Fund.

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)					
QUIPE (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

Administrative Procedure 464 - Fees

Shawna Warren, Superintendent, brought forward as information, the Administrative Procedure 464 – Fees.

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

Shawna Warren, Superintendent, brought forward as information, the Administrative Procedure 580 – Non-Resident/Non-Attendance Area Student Transportation

Administrative Procedure 585 – Language Immersion Transportation Service

Shawna Warren, Superintendent, brought forward as information, the Administrative Procedure 585 – Language Immersion Transportation Service.

Meeting recessed for a break at 10:57 a.m.

Meeting resumed at 11:06 a.m.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

Chair's Report

A verbal report was provided.

Chair Gibbons (Gibbons/Lamoureux)

Chair Gibbons reported that she attended:

- Board Retreat (*August 21*)
- Meeting with the Education Minister (*July 27*)
- Town of Gibbons Public Meeting

TRUSTEES' REPORTS

Verbal reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Board Retreat (*August 21*)
- Town of Bon Accord & Sturgeon County Meeting (*August 14*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Board Retreat (*August 21*)
- Organizational Meeting (*August 23*)
- Public Board Meeting (*August 23*)
- Welcome Back Event (*August 29*)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Board Retreat (*August 21*)
- Rotary Meetings

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

Trustee Murray-Elliott reported that she attended:

- Board Retreat (*August 21*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Board Retreat (*August 21*)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Board Retreat (*August 21*)

ADVOCACY COMMITTEE

No meeting was held over the summer.

AUDIT, FINANCE AND HUMAN RESOURCES COMMITTEE

No meeting was held over the summer.

BUILDING AND MAINTENANCE COMMITTEE

No meeting was held over the summer.

POLICY COMMITTEE

No meeting was held over the summer.

TRANSPORTATION COMMITTEE

No meeting was held over the summer.

REPORTS FROM SPECIAL COMMITTEES**ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS**Policy 310 – Non-Funded Students**

The Board of Trustees is responsible for reviewing 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)].

#056/2023 – Moved by Trustee Stacey Buga that the Board of Trustees rescind Board Policy 310 – Non-Funded Students as recommended at the August 23, 2023, Public Board meeting.

CARRIED UNANIMOUSLY

Policy 410 - Fees

The Board of Trustees is responsible for reviewing 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*.

#057/2023 – Moved by Trustee Janine Pequin 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.

CARRIED UNANIMOUSLY

Policy 500 - Transportation

The Board of Trustees is responsible for reviewing 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*.

#058/2023 – Moved by Trustee Tasha Oatway-McLay 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.

CARRIED UNANIMOUSLY

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

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 the 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 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.

#059/2023 – Moved by Trustee Tasha Oatway-McLay 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.

CARRIED UNANIMOUSLY

Policy 230 – Board Committees & Policy 231 – Student Advisory Committee

The Board of Trustees is responsible for reviewing 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.

#060/2023 – Moved by Trustee Tasha Oatway-McLay that the Board of Trustees table Policy 230 – Board Committees until the September Public Board meeting.

CARRIED 6/1

Opposed: Vice Chair Cindy Briggs

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

Meeting resumed at 12:39 p.m.

#061/2023 – Moved by Trustee Tasha Oatway-McLay that the Board of Trustees withdraw tabling Policy 230 – Board Committees until the September Public Board Meeting.

CARRIED UNANIMOUSLY

#062/2023 – Moved by Trustee Stacey Buga 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.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA & CUPE

No verbal report was provided.

COMMUNITY MEMBERS

Not in attendance.

MEDIA

Not in attendance.

REQUESTS FOR INFORMATION

IN CAMERA

#063/2023 – 1:11 p.m. – Moved by Trustee Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#064/2023 – 2:49 p.m. – Moved by Trustee Janine Pequin that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

Vice Chair Cindy Briggs adjourned the meeting at 2:49 p.m.

Chair

Date

Acting Secretary Treasurer



**Sturgeon
Public Schools**

**Organizational Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 23, 2023**

Table of Contents

	Resolution #
Election of Chair	S-07
Election of Vice-Chair	S-08/S-09
Date, Time, Place of Regular Meetings	S-11
Trustee Membership of Committees/Board Representatives	S-12/S-13/S-14



**Sturgeon
Public Schools**

**Organizational Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 23, 2023**

ROLL CALL

Present were Trustees: Mrs. Cindy Briggs, Ms. Irene Gibbons, Mrs. Janine Pequin, Mr. Joe Dwyer, Mrs. Stacey Buga, Mrs. Tasha Oatway-McLay, Ms. Trish Murray-Elliott; Mrs. Shawna Warren (Superintendent); Mr. Jonathan Konrad (Deputy Superintendent, Education Services); Mrs. Lisa Lacroix (Associate Superintendent, Human Resources); Mrs. Ruth Kuik (Acting Secretary Treasurer); and Mrs. Michelle Wilde (Executive Secretary).

CALL TO ORDER

This being the Organizational Meeting, the Acting Secretary Treasurer called the meeting to order at 9:01 a.m.

TREATY 6 ACKNOWLEDGEMENT STATEMENT

The Acting Secretary Treasurer read the Treaty 6 Acknowledgement Statement.

ELECTION OF CHAIR

The Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees. Trustee Janine Pequin nominated Trustee Irene Gibbons.

The Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees a second time.

The Acting Secretary Treasurer called for nominations for the office of the Chair of the Board of Trustees a third time.

S-07/2023 – Moved by Trustee Oatway-McLay that nominations for the Chair of the Board of the Trustees cease.

CARRIED UNANIMOUSLY

Trustee Irene Gibbons assumed the chair.

ELECTION OF VICE CHAIR

The Chair called for nominations for the office of Vice Chair of the Board of Trustees. Trustee Irene Gibbons nominated Trustee Stacey Buga. Trustee Stacey Buga declined the nomination.

The Chair called for nominations for the office of Vice Chair of the Board of Trustees a second time. Trustee Trish Murray-Elliott nominated Trustee Cindy Briggs.

The Chair called for nominations for the office of Vice Chair of the Board of Trustees a third time. Trustee Stacey Buga nominated Trustee Janine Pequin.

S-08/2023 – Moved by Trustee Janine Pequin that nominations for Vice Chair for the Board of Trustees cease.

CARRIED UNANIMOUSLY

S-09/2023 – Moved by Trustee Tasha Oatway-McLay that Trustee Cindy Briggs be declared elected Vice Chair for the Board of Trustees.

CARRIED UNANIMOUSLY

S-10/2023 – Moved by Trustee Janine Pequin that the ballots for the Vice Chair be destroyed.

CARRIED UNANIMOUSLY

DATE, TIME, PLACE OF REGULAR MEETINGS

S-11/2023 – Moved by Trustee Oatway-McLay that the Board of Trustees approve the Schedule of Public Board Meetings – 2023-2024 as attached to the Organizational Meeting package; and

Further, that the Public Board Meetings be held at the Frank Robinson Education Centre in Morinville at 9:00 a.m.

CARRIED 6/1

Opposed: Trustee Tasha Oatway-McLay

TRUSTEE MEMBERSHIP OF COMMITTEES

S-12/2023 – Moved by Trustee Irene Gibbons that Trustees Buga, Gibbons and Oatway-McLay be appointed to the ATA Negotiations Committee.

CARRIED UNANIMOUSLY

S-13/2023 – Moved by Trustee Irene Gibbons that Trustees Briggs, Dwyer and Murray-Elliott be appointed to the CUPE Negotiations Committee.

CARRIED UNANIMOUSLY

S-14/2023 – Moved by Trustee Irene Gibbons that the following Membership of Committees, Trustee Committees and Board Representatives to Other Organizations be accepted for the 2022-2023 school year:

Committee of the Whole

All Trustees with a quorum of four

Municipal Liaison Committee

All Trustees with a quorum of three, consisting of the Chair and two Trustees

ATA Negotiations Committee

Trustee Buga, Trustee Gibbons, Trustee Oatway-McLay

CUPE Negotiations Committee

Trustee Briggs, Trustee Dwyer, Trustee Murray-Elliott

Teacher Board Advisory Committee (TBAC)

Trustee Murray-Elliott, Trustee Pequin, Trustee Oatway-McLay

Labour Management Committee (CUPE)

Trustee Briggs, Trustee Dwyer, Trustee Murray-Elliott

BOARD REPRESENTATIVES TO OTHER ORGANIZATIONS

Alberta School Boards Association – Zone 2/3

Trustee Pequin; Alternate – Trustee Oatway-McLay

Public School Boards Association of Alberta

Trustee Murray-Elliott; Alternate – Trustee Buga

TEBA Representative

Trustee Pequin

Morinville Sturgeon Rotary

Trustee Dwyer

SCHS – School Council

Trustee Murray-Elliott, Trustee Dwyer (alternating)

SPVA– School Council

Trustee Buga

Student Discipline Committee

Trustees will rotate attendance (a quorum of two)

Community Services Advisory

Trustee Briggs

CARRIED UNANIMOUSLY

CLOSE OF THE MEETING

The meeting was adjourned at 9:35 a.m.

Chair

Date

Acting Secretary Treasurer

Date: September 27, 2023 **Agenda Item:** 7.1
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services
Governance Policy: [Policy 405 - Budget Development and Transparency](#)
Additional Reference: [AP 415 – Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184
Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

Building Effective Relationships
School Division Operations and Resources
Supporting Effective Governance

Subject: **Alberta Education Approval of Reserve Strategy**

Purpose:

For information.

Background:

The expenditure of school funds is a public trust and the Board must ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division (Policy 220: Appendix A - Code of Ethics). Public assurance occurs when the public has trust and confidence that our Board of Trustees demonstrates stewardship of system resources with an emphasis on student success, generative community engagement, transparency and accountability.

The Superintendent strategically allocates resources in the interests of all students and ensures effective alignment of human resources with the Division's goals and priorities (SLQS #6).

The 2023-2024 budget was developed based on funding and expenditure assumptions. Revenues were allocated in accordance with the equitable allocation model and distributed decision-making principles. The Division allocation model was developed in collaboration with School Administrators, Directors and Senior Executives. Assumptions used to prepare the budget were approved by the Board. The 2023-2024 budget was sent out to school-based administrators for completion, review and compilation. The budget was presented to the Board for approval on May 24, 2023, at the regular public board meeting.

May 24, 2023, Sturgeon Public School Division sent a letter to the Honourable Adriana LaGrange, seeking approval to offset the 2023-2024 Deficit Budget against the Unrestricted Surplus and Operating Reserves and carry forward a \$507,000.00 over the Operating Reserve Cap. A reminder that a cap on operating reserves was introduced in the 2022-2023 budget by Alberta Education. The Board prepared a Reserve Mitigation Strategy letter for the 2022-2023 school year, which was approved by the Minister. That letter also contained a Reserve Mitigation Plan for the 2023-2024 school year that was also approved in principle by the Minister, however, the Division was required to provide an updated letter to the Minister which was submitted with the Board's approved 2023-2024 budget submission.

Under the *Education Act* (Section 143.1), a school board that establishes an accumulated surplus fund that is not a capital reserve fund or an endowment fund may make a payment or transfer money from the fund only with the Minister's prior approval.

August 31, 2023, the Division received a response from the Honorable Demetrios Nicolaidis, Minister of Education, indicating that his office had reviewed the proposed access to operating reserves for the 2023-2024 school year, including transfers to capital reserves, and based on the information provided by the Division, the access request was approved for the 2023-2024 school year only. This approval includes any transfers as submitted in the 2023-2024 Budget Report.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Alberta Education Approval of Reserve Strategy Letter



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 120999

August 31, 2023

Ms. Irene Gibbons
Chair
The Sturgeon School Division
9820 - 104 Street
Morinville AB T8R1L8

Dear Irene:

Thank you for submitting your 2023/24 Budget Report and for providing details for requested access to operating reserves for the upcoming school year. I am pleased to respond.

Under the *Education Act* Section 143.1, a school board that establishes an accumulated surplus fund that is not a capital reserve fund or an endowment fund may make a payment or transfer money from the fund with the Minister's prior approval only.

I have reviewed your proposed access to operating reserves for the 2023/24 school year, including any transfers to capital reserves. Based on the information provided, I hereby approve the access request, including any transfers, as submitted in the 2023/24 Budget Report for the 2023/24 school year only.

Thank you for your support of Alberta's students.

Best,

Demetrios Nicolaides ECA PhD
Minister of Education

cc: Mrs. Shawna Warren, Superintendent of Schools
Ms. Liliana Levesconte, Secretary Treasurer



Date: September 27, 2023 **Agenda Item:** 7.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Policy 225 - Board Responsibility and Conduct](#)
[Policy 700 - Superintendent of Schools](#)

Additional Reference: [AP220 - Communications](#)

Assurance Domain: Local and Societal Context

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Visionary Leadership

Subject: **Communications 2022 - 2023 Annual Plan Review & Communications 2023 - 2024 Annual Plan Presentation**

Purpose:

For information.

Background:

Aligning with the Board’s value of Communication, the Superintendent is committed to ensuring open, transparent, positive internal and external communications are developed and maintained. In accordance with this commitment, the Superintendent directs the creation and review of an annual Communication Plan to establish and maintain effective Division and school communication.

Attached is the Communications Report on activities for August and September, a summary of the Communications 2022 - 2023 Annual Plan Review, and the Communications 2023 -2024 Annual Plan which highlights the intended work of the department for the 2023 - 2024 school year.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Communications Report for August and September 2023
2. Communications 2022 - 2023 Annual Plan Review
3. Communications 2023 - 2024 Annual Plan

Board Memorandum

August 2023 & September 2023



**Sturgeon
Public Schools**

Dare to reimagine learning

Communications
Report

Marketing Goals

As outlined in the 2022/23
Communications Plan



1. SPS BLOG/NEWSLETTER

The blog/newsletter will be used to update parents—as well as the greater community—on the positive things that are happening in the division, such as:

1. Events
2. News
3. Award Wins
4. Projects
5. Initiatives



2. TRADITIONAL MEDIA

The aim of this year's Communication Plan is to build connection with other media organizations in our community. Each month, stories will be submitted to Sturgeon County—as well as each Town Administration—highlighting exciting news about our schools. Having local organizations circulate our success stories will contribute to our positive community reputation, while simultaneously promoting our programs.



3. WEBSITE UPDATES

The website will be updated so that the format and content are concise, informative, and user friendly. A particular area of improvement will be the individual school sites—which will be made more uniform and easy for current and prospective parents to navigate.

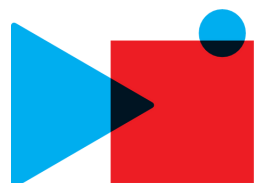


4. SOCIAL MEDIA

The goal of our social media is to be more engaging and innovative than ever before. We will post photo and video content daily that:

- A) Reflects our Core Values
- B) Is Engaging
- C) Follows Current Social Media Trends
- D) Utilizes Algorithmic Patterns to Reach a Large Audience

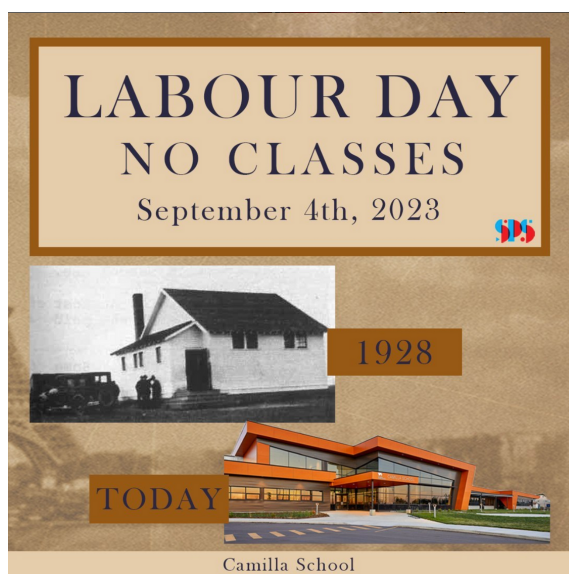
The social media platforms we will be utilizing are:



Communications in August & September has been focused on:

- Sharing the first two instalments of our captivating "Journey Through Sturgeon's History" series for the year. On significant occasions like PD Days or Holidays, we will be unveiling insightful posts that serve a dual purpose - not only as a reminder to families about school closures but also as an exploration into the rich heritage of each of our schools, featuring vintage photographs of their original structures.

Aligns with Marketing Goal 4



Show me



Show me

- Spotlighting our Office Campus and Dual Credit programs. We crafted informative postcards that showcase the unique branding of each of our high schools, while providing comprehensive details about the courses we offer through partnerships with Olds College, Northern Lakes, NAIT, and Lakeland College.

Aligns with all Marketing Goals



Communications in August and September has been focused on:

- Empowering our schools to enhance their content creation capabilities. As a communications team, we met with every school in our Division, and delivered training sessions focused on the art of crafting engaging social media content, and creating impactful newsletters.

Aligns with all Marketing Goals



Show me



Show me

Communications in August & September has been focused on:

- Providing promotional material for meet-the-community events in Legal and Gibbons. We provided Division-branded promotional items as well as tabletop signs, flyers and fact sheets that speak to our unique programming.

Aligns with all Marketing Goals

LEGAL PUBLIC SCHOOL Register now for the 2023/24 school year!

Legal Public School serves students from **Pre-K to Grade 4**. It may be the newest school in town, but did you know Sturgeon Public Schools has been serving the community for 84 years?!

Why choose us?

- Dynamic Learning!** We're committed to creating dynamic learning opportunities tailored to each student's unique strengths and interests.
- Nurturing Growth!** Our dedicated staff uses a team approach to nurture your child's strengths and curiosity, ensuring optimal development in a play-based environment.
- Embracing Diversity!** We celebrate the diversity of our students and design meaningful and motivating learning experiences that cater to their individual needs.

We offer...

Pre-Kindergarten Programming

Research shows that learning, brain development, mental health, and physical health development is rapid in early childhood. At Legal Public, we meet the needs of children by nurturing their strengths and curiosity.

our program includes

- Purposeful play opportunities
- Individualized programming
- Student centered activities
- Speech and Language support
- Occupational therapist support
- Social workers available

Stay up-to-date!

- Subscribe to our Newsletter
- Visit our Website
- Check out our Division Blog
- Follow us on Instagram
- Like us on Facebook
- Follow us on Tiktok
- Follow us on Twitter (X)



Sturgeon Public in the Media

Aligns with Marketing Goal 2

- September 18, 2023 — Sturgeon Spirits Football Week 2 Recap: Defense Dominates in Victory
Morinville Online
- September 3, 2023 — St. Albert Community Band appoints interim conductor
St Albert Gazette

Upcoming Events

- Truth and Reconciliation Week - September 25th to 29th
- National Custodian Day - October 2nd
- World Teachers Day - October 5th



A YEAR IN REVIEW

2022/23 Communications



Marketing Goals

How did we do?

1. SPS BLOG/NEWSLETTER



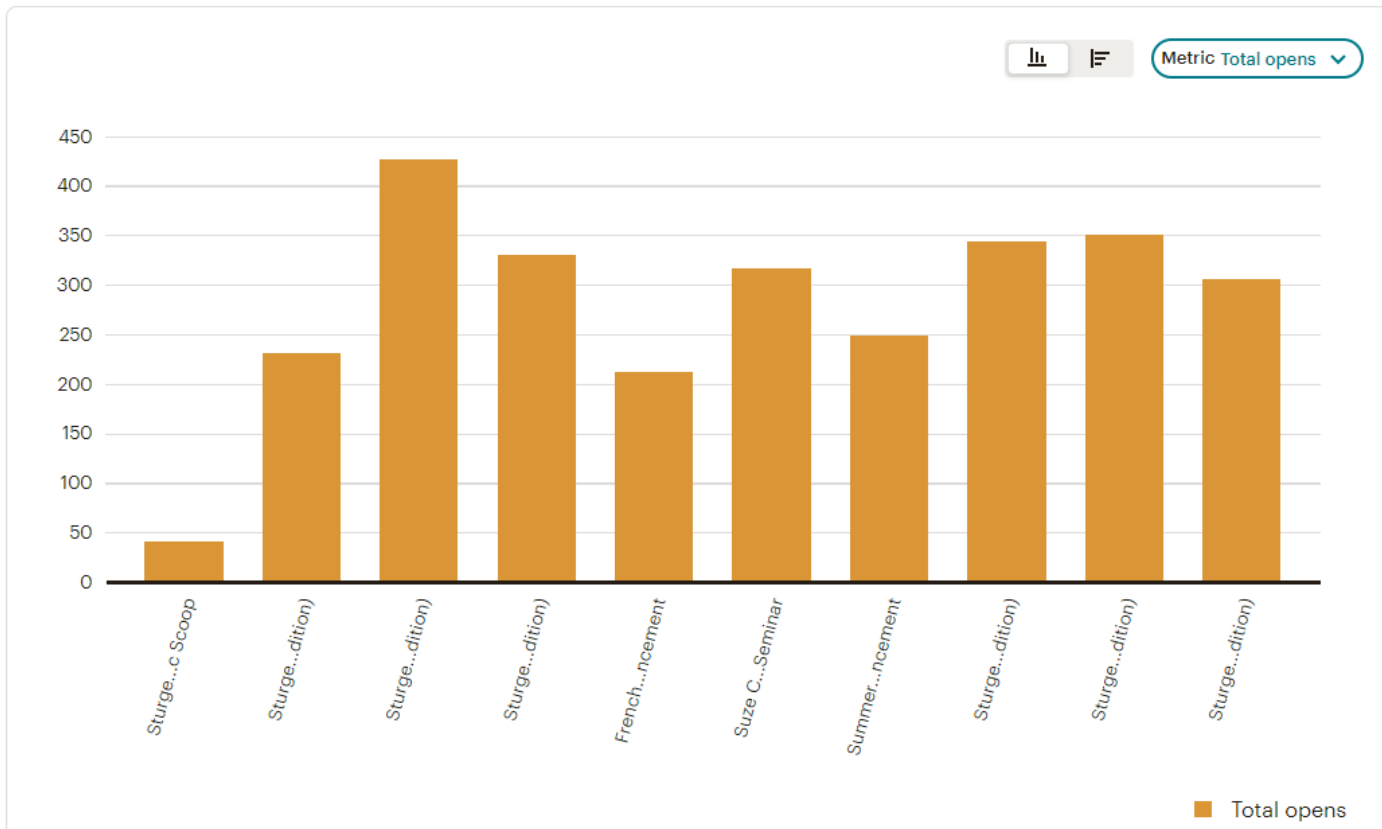
Campaigns

Create campaign

Sturgeon Public Schools

Your audience has **513** contacts. **512** of these are subscribers.

Previous 365 days



- Since January of 2023, our Monthly Newsletter has received more than 2,800 reads
- To date, our Newsletter has 512 subscribers

2. TRADITIONAL MEDIA

- Sturgeon Public Schools garnered widespread media coverage during the period from August 2022 to August 2023, with a remarkable total of 83 news articles and stories featuring the district. News outlets such as Global News, CBC News, CTV Edmonton, The Gazette, Fort Sask Online, Morinville Online, The Morinville Free Press, and the Redwater Review contributed to this extensive coverage.

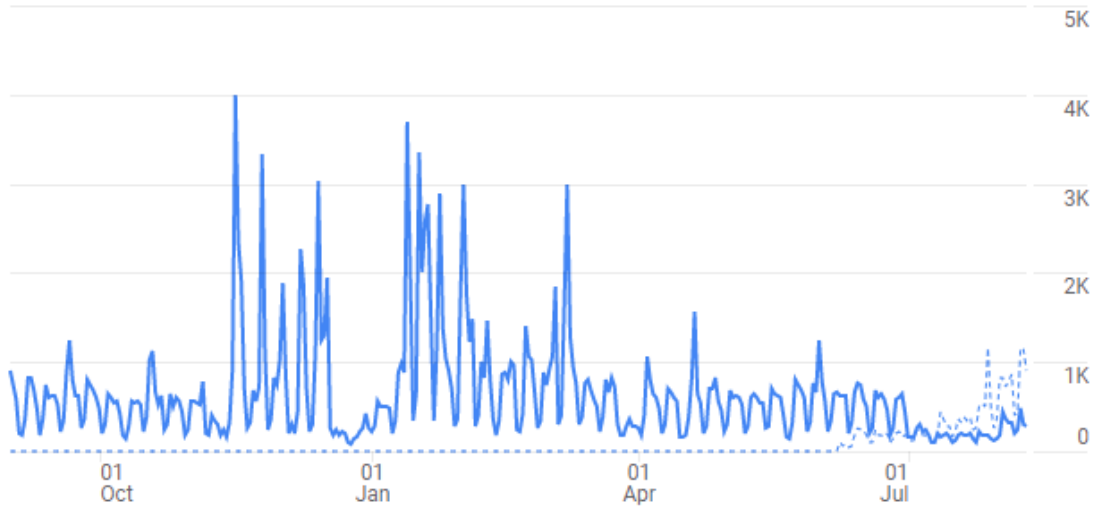


3. WEBSITE UPDATES

- This year saw the introduction of the Education for Reconciliation page to our Division website. The new Education for Reconciliation page successfully reflects our Division's work to deepen our students' understanding and respect for First Nations, Metis and Inuit culture.
- Significant updates were made to the following webpages on both the Division and the individual school websites:
 1. French Immersion
 2. Kindergarten Programming
 3. Open Air Kindergarten
 4. Pre-Kindergarten Programming
 5. Off Campus Education & Work Experience

2021/22

Users	Sessions	Bounce Rate	Session Duration
101K	305K	55.22%	2m 34s
↑683.9%	↑1,044.8%	↑10.1%	↑46.5%



2022/23

Custom Aug 11, 2022 - Sep 14, 2023

Rows per page: 10

Users	Sessions	Bounce rate	Average session duration
105,127	250,679	37.7%	2m 48s
↑ 4.1%	↓ -17.81%	↓ -31.70%	↑ 5.9%

- Average session duration increased by 5.9%
- Bounce rate decreased by 31.7%

4. SOCIAL MEDIA

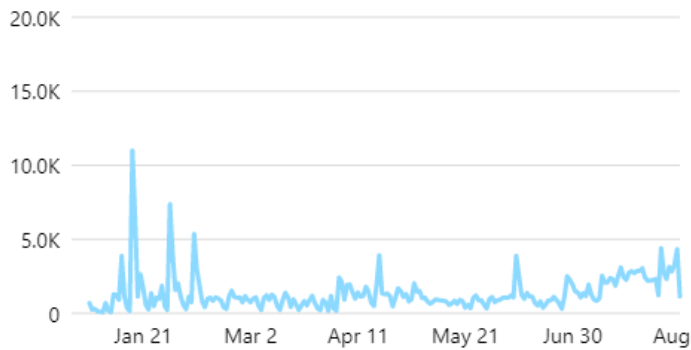
2021/22

Reach



Facebook Page reach

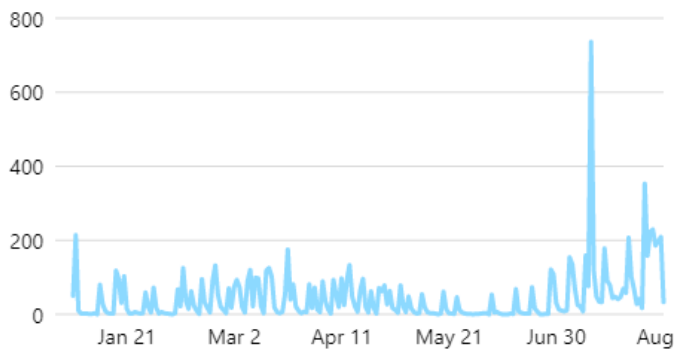
58,990 ↑ 25.1%



Instagram reach



2,552 ↑ 369.1%

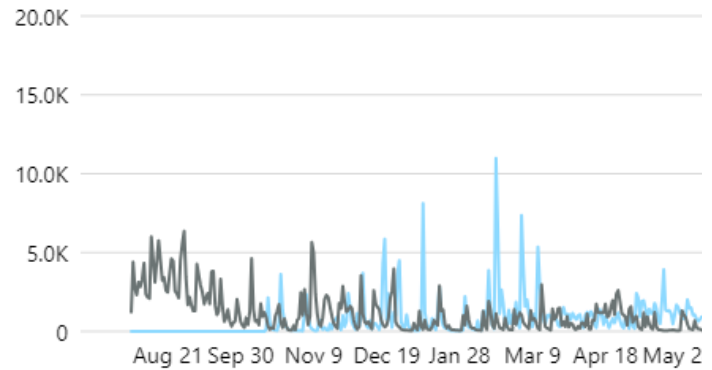


2022/23

Facebook reach



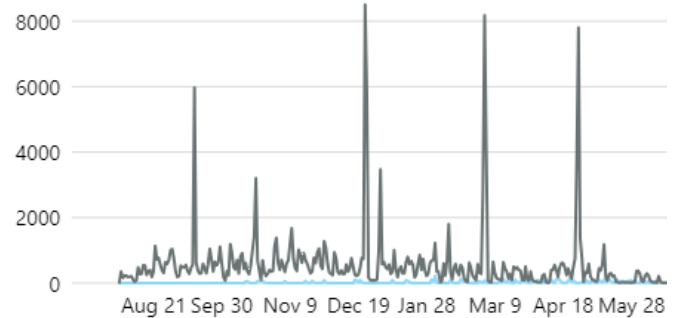
129,166 ↑ 83.7%



Instagram reach



83,067 ↑ 3.6K%



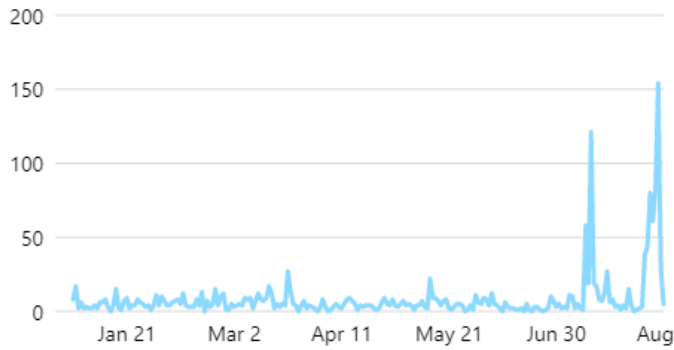
- Facebook reach increased by 83.7%
- Instagram reach increased by 3,600%

2021/22

Instagram profile visits ⓘ



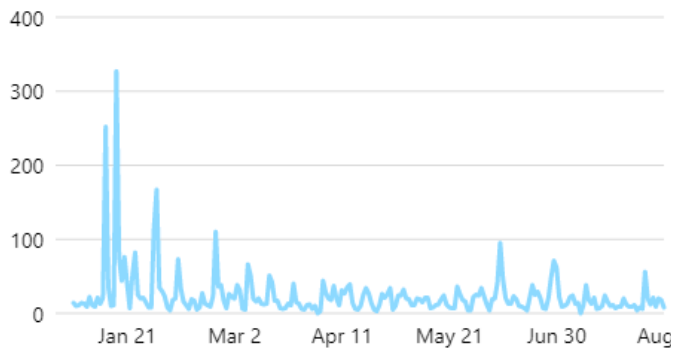
1,796 ↑ 185.1%



Facebook Page visits ⓘ



5,286 ↑ 12.7%

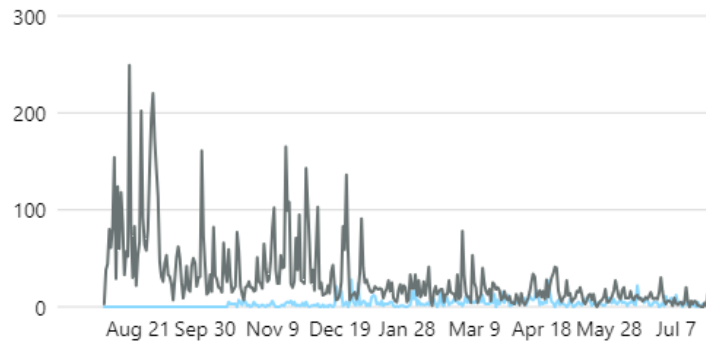


2022/23

Instagram profile visits ⓘ



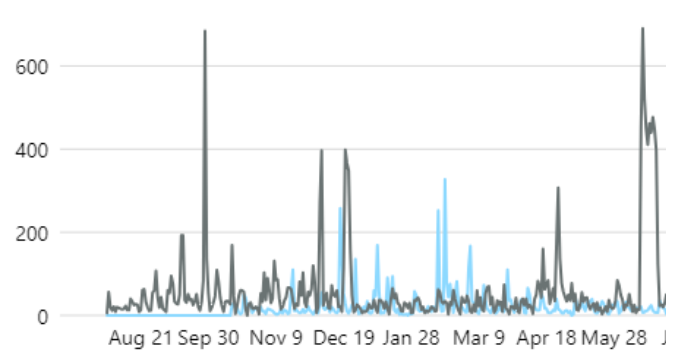
10,927 ↑ 549.6%



Facebook visits ⓘ

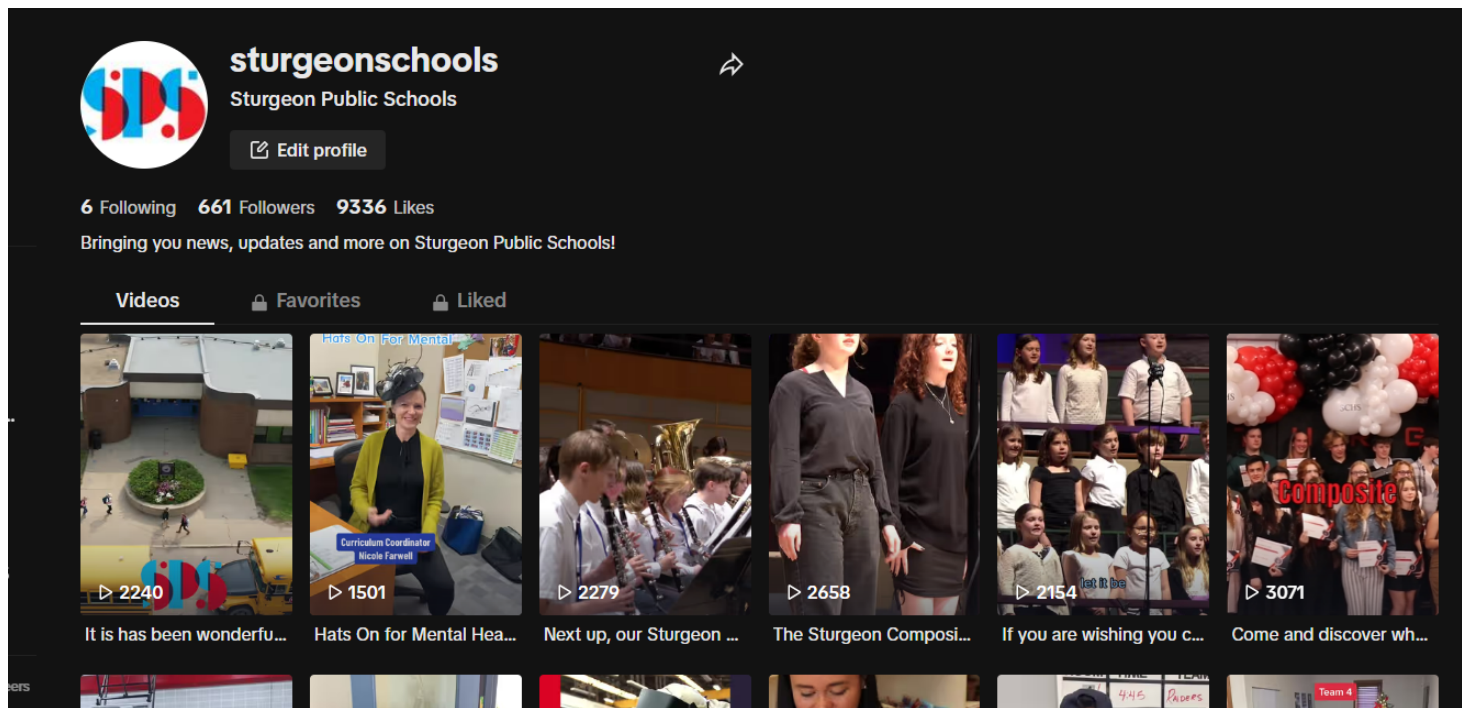


21,299 ↑ 172.9%



- Number of Facebook Page visits increased by 172.9%
- Number of Instagram Profile visits increased by 549.6%

New Additions



- Since September of 2022, our Tiktok page has gained 661 followers
- To date, our Tiktok content has received more than 200,000 views



@sturgeonpublicschools

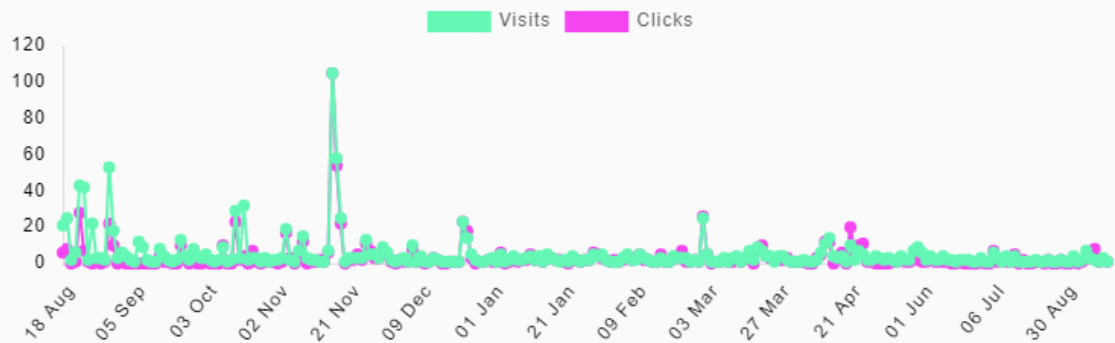
Aug 1, 2022 - Sep 14, 2023

TOP

LNKS

OTHERS

Views & Clicks



Total Views: 1,258 Total Clicks: 872 (CTR 69%)

EXPORT

Top 5 Most Clicked Lnks

Lnk	Clicks	CTR	Stats
1 Careers	163	12.96%	📊
2 Global News - Sturgeon Composite High School Football	162	12.88%	📊
3 2022-23 School Year Calendar	46	3.66%	📊
4 50/50 Online Raffle - Sturgeon Night of Music	41	3.26%	📊
5 Subscribe to our Newsletter	33	2.62%	📊

- Our blog interface has received 1,192 visits and 872 link clicks
- Our blog interface resulted in 161 additional visits to our Careers webpage

Noteworthy Figures

- The enrolment for Summer School experienced a significant increase of 31% in 2023, with the number of enrolled students rising from 244 in the 2021/22 school year to 320 for the 2022/23 school year.



- Our Instagram following experienced substantial growth, with the number of followers surging from 213 in August 2022 to 1,146 by August 2023.



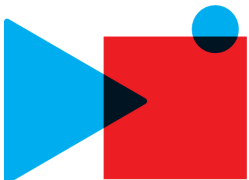
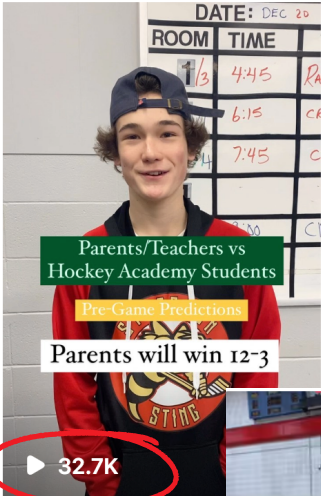
- The video content shared across multiple platforms including Instagram, TikTok, Facebook, and YouTube achieved a cumulative total of 442,407 organic views.

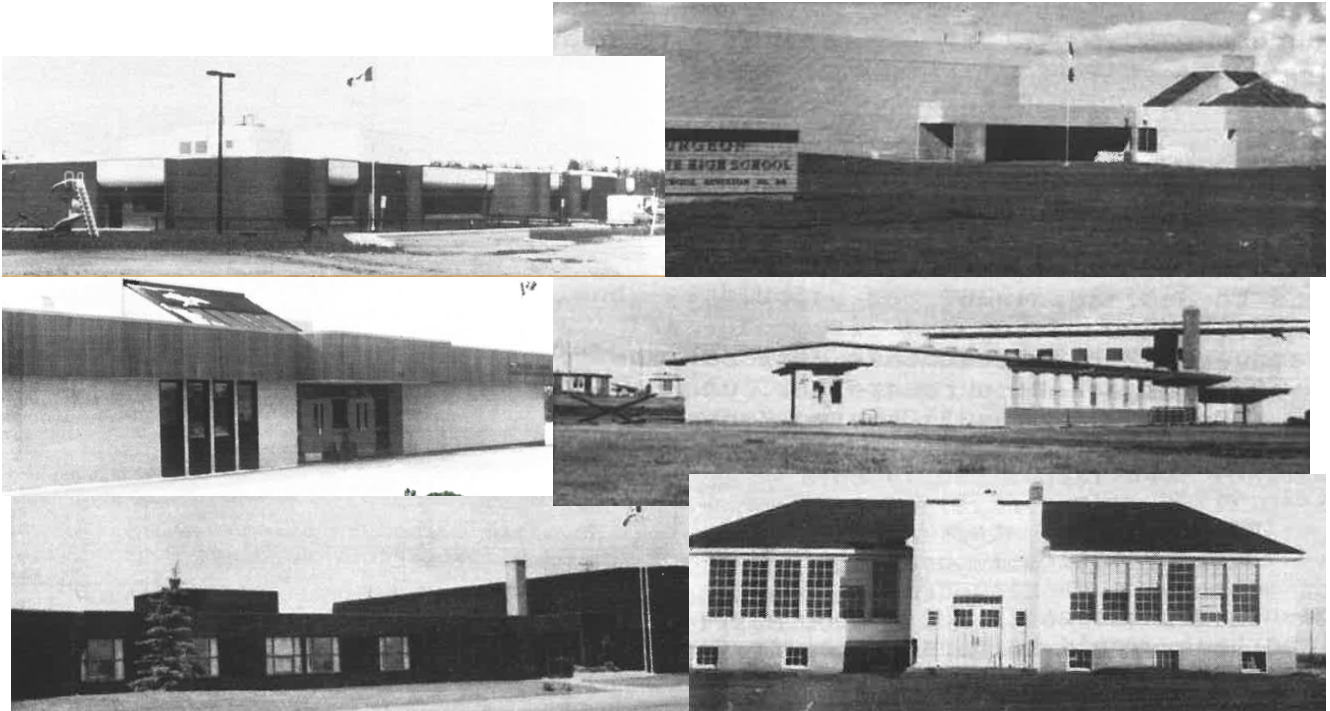


- The 2023/24 Registration Blitz garnered tremendous success, with a total of 2,267 registrations received within the first two weeks of its opening.



Viral Content





2023-2024

Communication Plan

STURGEON PUBLIC SCHOOLS

INTRODUCTION

Theme: Community Connection



As the Marketing and Communications Department, our overarching theme for the 2023/2024 school year is "Community Connection." Building on the insights gained from the previous year, where personalized and in-person communication proved highly effective, our goal is to foster a strong sense of belonging among students and families within our school community. We want to demonstrate that we understand and cater to the unique needs of our community better than any other division.



PURPOSE OF THIS PLAN



Building on our past successes and embracing the theme of "Community Connection" for this year, our new purpose is to demonstrate that Sturgeon Public Schools is not only the best school division in Alberta but also the ideal partner for our unique community. Our purpose is to authentically convey that we understand and cater to the distinctive needs of our families and local communities, solidifying our position as the educational cornerstone of Sturgeon County.

Our content and communication will passionately and effectively showcase our Division's commitment to:

Community-Centric Education

We will highlight our unwavering dedication to serving the needs of our community. Our focus is on not just educating students but also enriching the communities we call home.

Tailored Learning Excellence

We will continue to innovate and engage through print, online, web, and social media content that spotlights:

- Our rich array of learning choices and strategies.
- Exceptional teaching practices.
- Our supportive and inclusive environment.
- The depth of our community connections.
- Our active involvement in important social conversations.
- Our division's unique character and offerings.

Future-Ready Students

We will emphasize our role in preparing students not just for academic success but for becoming confident, adaptable, and globally aware individuals, ready to tackle the challenges presented by our ever-evolving world.

Unwavering Commitment

We will showcase our unwavering commitment to the families within and beyond Sturgeon County, assuring them that there is no better school division to serve their children's educational needs.

OVERVIEW OF GOALS

Connecting with our School Community

GOAL #1: WEBSITE ENHANCEMENT

Objective: Improve website content and visuals to increase site visits and provide reliable, up-to-date information.

Action Items:

- Audit and update website content to ensure accuracy and relevance.
- Organize photoshoots for each school to refresh website visuals.
- Reclaim Ownership of Automatically Generated Google My Business Listings



15%

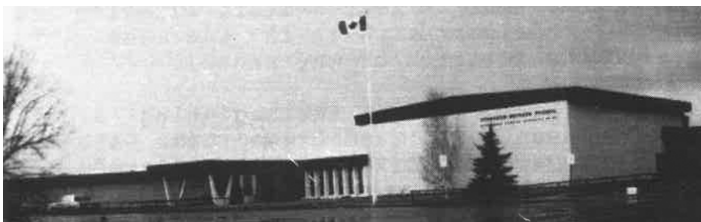
Projected Result: 15% increase in website sessions.

GOAL #2: KINDERGARTEN EXPO

Objective: Increase Pre-Kindergarten and Kindergarten enrollment by hosting informative Expos.

Action Items:

- Collaborate with the Education Services department to organize Kindergarten Expos for the eastern and western halves of the Division.
- Feature representatives from each school to present program details, teaching methods, mission, vision, values, and schedules.
- Include transportation information to explain busing arrangements.



5%

Projected Result: 5% increase in enrolment for eligible Kindergarten and Pre-Kindergarten students within our Division.

GOAL #3: GRADE 9 RETENTION

Objective: Build a sense of community to retain grade 9 students transitioning to Sturgeon Composite High School.



Action Items:

- Dedicate a week (likely during the exam break) for program leaders to visit Junior High Schools.
- Key program leaders to speak to grade 9 students about opportunities offered at Sturgeon Composite High School, fostering loyalty.

10%

Projected Result: 10% increase in grade 9 student retention.

GOAL #4: FRENCH IMMERSION GROWTH



Objective: Increase enrollment in the new French Immersion program at Sturgeon Composite High School.

Action Items:

- Promote the benefits and unique offerings of the high school's French Immersion program to attract more students.

50%

Projected Result: 50% increase in High School French Immersion enrolment.

GOAL #5: COMMUNITY COLLABORATION

Objective: Strengthen community connections by being more visible in our school communities.

Action Items:

- Attend as many relevant community events as possible to provide information about our programming, distribute marketing materials, and build in-person connections.
- Collaborate with other governing bodies in our Division (Towns, the County, etc) to promote programming and ensure families are informed.

20%

Projected Result: 20% increase in the participation of our Division members in community events.

MAJOR PROJECT TIMELINE

- 10/23
 - Finalize plan for Kindergarten Expo and begin executing marketing strategy
 - Finalize updating individual school websites
- 11/23
 - Reclaim ownership of automatically generated Google-My-Business listings for each of our schools
- 12/23
 - Gather dates and order promotional materials for all Open House events across the Division
- 01/24
 - Finish completing photo sessions for all of the schools and have websites updated with new photos
- 03/24
 - Finish updating all Division website information to improve accuracy and stakeholder engagement





Date: September 27, 2023 **Agenda Item:** 7.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 225 Board Responsibility and Conduct](#)

Additional Reference: [AP520 - Student Records Management](#)
[AP300 - Security of Personal and Division Information](#)
Education Act
Freedom of Information and Protection of Privacy Act

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Visionary Leadership
- School Division Operations and Resources
- Supporting Effective Governance

Subject: **Digitization of Files**

Purpose:

For information.

Background:

The Freedom of Information and Protection of Privacy Act controls the manner in which a public body may collect personal information from individuals, controls the use that a public body may make of that information and controls the disclosure by a public body of that information. The Division has a responsibility to protect the privacy of individuals by appropriately securing confidential personal information.

Sturgeon Public School Division issued a Request for Proposals (RFP) for a Records Management and Digitization System. The RFP was issued on April 20, 2023.

The scope of the work involved is to provide an assessment of the Division's current records system, and based upon this assessment, bring forward a recommendation for an efficient records management and digitization system. The successful vendor would conduct a gap analysis to establish the Division's existing documents and record management capabilities. This includes identifying gaps between the Division's existing records management

practices and identifying best practices in order to achieve appropriate record keeping compliance.

The selection committee reviewed seven submissions and the contract was awarded to Ricoh Canada. Presently the assessment project is active with a completion date of November 2023.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.

Date: September 27, 2023 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shannon Requa, Director of Education Planning
Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Policy 700 - Superintendent of Schools](#)

Additional Reference: [Policy 110 - Welcoming Inclusive, Safe and Healthy Environments](#)
[Indigenous Education Hub](#)
[National Day for Truth and Reconciliation](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Local & Societal Context

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Visionary Leadership
Ensuring First Nations, Métis, and Inuit Education for All Students

Subject: **Indigenous Education & Student Success**

Purpose:

For information

Background:

National Truth and Reconciliation Week, Orange Shirt Day and Supporting Activities:

From September 25th to 29th, all Sturgeon Public students will have the opportunity to engage in activities which acknowledge the histories and legacies of residential schools and honour the survivors, their families and communities.

- Division-wide daily activity guides created for elementary and secondary teachers. Includes vetted and linked resources and is intended as minimum expectations. Many sites are planning activities in addition to the division curated activities.
- Orange Shirt Day will be acknowledged throughout SPS on September 29th. Shirts designed and printed by Sturgeon Public students are available for Trustees, Senior

Executives, school administrators and central office staff. The Division will be expanding this program more broadly for next year.

- Artwork by Eugene Alexis (Alexis First Nation) will be hung permanently in every school site. All administrators participated in an immersive cultural workshop with the artist and selected a piece meaningful to their school community.
- Permanent Tipi was set up on September 18th, 2023, at Sturgeon Composite High School as an act of recognition and acknowledgement that we are on Treaty 6 territory as well as a gathering place and learning space for staff and students. Tipi was set up in partnership with Terry Littlechild (Maskwacis First Nation) and with support from honoured guests from Kipohtakaw Education Center Leadership (Alexander First Nation).
- Treaty 6 and Métis Nation Flags are to be flown permanently at Frank Robinson Education Center.

Strategic Planning For 2023-2024

Building on the foundational work laid out in the past, the team continues to build a strategic plan designed to support holistic student success and division-wide knowledge. By incorporating key strategies and regularly tracking measurable data, Sturgeon Public Schools can effectively measure progress toward improved Indigenous student success, safe and caring school environments and increased authentic Indigenous representation in learning environments. Rooted within the plan are professional learning opportunities offered in partnership with Indigenous community members, Indigenous scholars and Indigenous educators.

Key Strategies for 2023/2024:

1. Growing Local Community Partnerships and Intergenerational Connections:

Measurable Data:

- A number of partnerships and collaborations were formed with local Indigenous community members.
- Number of meaningful connections with Elders and Knowledge Keepers.
- Participation rates in cultural events and workshops.
- Regular meetings between KEC, Camilla, and Sturgeon Composite High School.
- Evidence of contributions to KEC/Alexander First Nation.

2. Strengthening Community and Family Engagement:

Measurable Data:

- Attendance and engagement at parent and family workshops and meetings.
- Development of Indigenous Parent Advisory Council.

- Collaborative initiatives and partnerships with local organizations and research projects.

3. Supporting Academic Success and Graduation:

Measurable Data:

- Improved academic performance, attendance, and graduation rates among Indigenous students.
- Positive feedback from Indigenous students, families, and community members through survey data and conversation.

4. Providing Individualized, Holistic Student Support:

- Indigenous Student Counsellor (hire in progress) in Camilla and Four Winds Schools
- Indigenous Student Success Coaches in SCHS, Redwater School, and Lilian Schick School
- Indigenous Student EAs in ÉMPS, Bon Accord, Ochre Park, LT, Namao, and Camilla schools

Measurable Data:

- Number of student touch points.
- Development of Indigenous Student Success Coach Year Plan (ISSC) Year Plan

5. Fostering Safe, Caring and Representative School Environments:

Measurable Data:

- Creation and usage rates of Indigenous Student Success Spaces in Schools.
- Evidence of Indigenous representation, art and literature in Schools.
- Feedback from Indigenous students including representation in learning within a safe and caring environment.

5. Creating Systemic Change:

Measurable Data:

- Number of staff participating in Division-wide PD (March 11, 2023) focusing on Teacher Quality Standard (TQS) and Leadership Quality Standard (LQS) 5; training teachers and staff on Indigenous history, culture, and ways of knowing.
- Number of staff participating in additional optional PD offerings
- Survey feedback from PD offerings
- Inclusion of Indigenous Student EAs, advisors from Alexander First Nation, and Indigenous scholars from the University of Alberta in the 2023/2024 Call to Action Cohort.
- Practice changes related to Indigenous education.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.



Attachment(s):

1. Truth & Reconciliation Week (Elementary)
2. Truth & Reconciliation Week (Secondary)

TRUTH & RECONCILIATION WEEK

2023 (ELEMENTARY)

Monday

Choose an Indigenous read aloud for your class. Choose from this [booklist](#) or [digital library](#).

Tuesday

[Create a class land acknowledgement](#)

Wednesday

Focus on Truth
Watch/listen to First Nation, Métis and Inuit perspectives.

[K-3 Video](#)

[4-6 Video](#)

Thursday

Design an Orange Shirt
[Color Template](#) - [B&W Template](#)

Create a representation related to truth and reconciliation.

Friday

Wear an [orange shirt](#).

Find time to [reflect](#) on what you've learned this week about Residential Schools.

[More Week Long Resources from the National Centre for Truth and Reconciliation](#)



National Centre for
Truth and Reconciliation

UNIVERSITY OF MANITOBA

For additional resources visit our [website](#).



TRUTH & RECONCILIATION WEEK

2023 (SECONDARY)

Monday

Explore various Media

Tuesday

Create a class land acknowledgement

Wednesday

Focus on Truth

Watch/listen to survivors' stories

Thursday

Design an Orange Shirt
Color Template - B&W Template

Create a representation related to truth and reconciliation.

Friday

Reflection

Wear an Orange Shirt

More Week Long Resources from the National Centre for Truth and Reconciliation



National Centre for
Truth and Reconciliation

UNIVERSITY OF MANITOBA

For additional resources visit our website.





Date: September 27, 2023 **Agenda Item:** 7.5

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shannon Requa, Director of Education Planning
Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Policy 700 - Superintendent of Schools](#)

Additional Reference: [AP 721 - Teachers and Professional Development](#)
[AP805 - Assessment, Evaluation & Reporting Student Achievement](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Modeling Commitment to Professional Learning
Visionary Leadership
Leading Learning

Subject: New Curriculum, Provincial Screening and Benchmark Assessments

Purpose:
For information.

Background:

New Curriculum Implementation and Support Plan for 2023-2024

Sturgeon Public Schools (SPS) will continue to build on the strategies that were implemented in years one and two of the implementation process:

- Curriculum working groups in each of the new curricular areas identify key outcomes and build supporting documents for SPS teachers;
- Creation of Professional Learning (PL) Menu opportunities. Enabling teachers to choose from a variety of high-quality learning sessions. These sessions are specifically designed to support topics new to the curriculum (such as computer science, financial literacy, etc.);
- Divisional support for growth in literacy and mathematical teacher practice through professional learning opportunities, including:

- *Building Thinking Classroom in Mathematics* book study,
- *Layers of Literacy* (in both French and English), and;
- Support from Learning Coaches specific to the individual needs of teachers in each building.

Measurable Data:

- Attendance to Curriculum Working Groups
- Participation in PL Sessions offered from the PL Menu
- Participation in *Layers of Literacy* sessions
- Participation in *Building Thinking Classrooms* book study

Provincial Screeners in Literacy and Numeracy

SPS is continuing to implement the provincially mandated Alberta Education Literacy and Numeracy Screeners in grades 1-3. The Division is also implementing the assessments in grade 4 in anticipation of continuation of the Learning Disruption Grant as part of the stated three year plan from the Alberta Government. Support for classroom teachers related to the results of these assessments is closely linked to the new curriculum roll-out plan.

Measurable Data:

- Number of students who participate in screeners division-wide
- Number of students “At Risk”
- Number of participants in Professional Learning: *Layers of Literacy*, *Thinking Classrooms*, *Fact Fluency*

Division Benchmark Assessments

Benchmark assessments allow teachers to identify students’ strengths and challenges. These inform future instruction and programming. Common benchmarks across the Division in 2023-2024 will include:

- Continuing to implement leveled reading benchmarking for grades 1-4;
- Introducing Reading Comprehension Assessment Tool (RCAT) a rigorous, digital, reading comprehension benchmark tool for grades 5-12; and
- Students in grades 7-10 will participate in the Math Intervention/Programming Instrument (MIPI).

Measurable Data:

- Number of students who participate in benchmarks division-wide
- Number of schools tracking reading levels
- Number of schools analyzing MIPI data



Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 7.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 405 - Budget Development and Transparency](#)
[Policy 500 - Student Transportation Services](#)

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

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Visionary Leadership
School Division Operations and Resources
Supporting Effective Governance

Subject: **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 Child Transportation Services for Pre-Kindergarten programming for the 2022-2023 school year.

Historically, the Division provided ineligible transportation 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 and, 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 enrolled in early childhood education.

Since the approval of the 2023-2024 Budget at the May 24, 2023, Public Board meeting, Transportation Services, in response to stakeholder feedback, has reviewed the transportation budget and evaluated the transportation application submissions with regard

to the requests for noon transportation services for pre-kindergarten programming. Parents were able to submit applications for noon transportation services to indicate their interest in the service should it become available. Transportation Services has reviewed the submissions to see if any communities could potentially support noon transportation services with enough ridership interest.

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 as of the August 15th deadline, the Division extended the deadline in Morinville, Redwater and Gibbons to apply for noon transportation until September 28, at 4:00 p.m. If there was sufficient support for the noon route and the Alberta Education transportation funding along with potential additional transportation fee revenue made it fiscally viable to offer noon transportation, the Division could consider adding the service for the remainder of the 2023-2024 school year. The Division provided additional time for parents who may be interested in noon transportation services to submit their transportation applications.

As of September 18, 2023, there have been minimal changes to the students who qualify for noon transportation at Landing Trail, École Morinville Public or Ochre Park schools. The details of the student applications have been provided as an attachment.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Noon Transportation Applications 2023-2024

Landing Trail - 11

AM/PM	Student Last Name	Gov't Funding	Fee	Notes
Cancelled	Student 1			
Out of zone	Student 2	\$1,083.39	\$75.00	Previously outside of area- 13 kilometers from town
Out of zone	Student 3	\$1,348.12	\$75.00	Previously outside of area- 20 kilometers from town
AM	Student 4	\$945.87	\$75.00	Previously outside of area- 7 km South of town
PM	Student 5	\$892.40	\$75.00	Previously outside of area- 6 km South of town
AM	Student 6	\$0.00	\$190.00	
AM	Student 7	\$841.97	\$75.00	
AM	Student 8	\$0.00	\$190.00	
AM	Student 9	\$0.00	\$190.00	
AM	Student 10	\$962.87	\$75.00	
AM	Student 11	\$838.83	\$75.00	
PM	Student 12	\$0.00	\$190.00	
PM	Student 13	\$0.00	\$190.00	
PM	Student 14	\$891.12	\$75.00	
PM	Student 15	\$848.36	\$75.00	
PM	Student 16	\$847.66	\$75.00	
	Yellow & Green Total	\$7,069.08	\$1,550.00	
	Green Total	\$5,230.81	\$1,400.00	
			\$6,630.81	

Note: Bus monitor is an additional cost of approximately \$10,800

Scenerios
<p>Scenerio 1: Add a fee of \$145</p> <p>Fee Revenue \$1,595.00 Total Funding \$8,225.81 Discrepancy \$14,274.19</p>
<p>Scenerio 2: Add a fee to bring cost to zero</p> <p>Fee Revenue \$15,869.19 Additional Fee Per Student \$1,442.65 Total Funding \$22,500.00</p>
<p>Scenerio 3: Add a fee of \$500</p> <p>Fee Revenue \$5,500.00 Total Funding \$12,130.81 Discrepancy \$10,369.19</p>

Morinville Public- 9

AM	Student 1	\$562.08	\$75.00	South Glens- may not be feasible with one bus
PM	Student 2	\$619.27	\$75.00	Cardiff- may not be feasible with one bus
Full Day	Student 3	\$533.61	\$130.00	Kindergarten
AM	Student 4	\$523.62	\$75.00	
AM	Student 5	\$534.43	\$75.00	
AM	Student 6	\$535.12	\$75.00	
PM	Student 7	\$526.18	\$75.00	
PM	Student 8	\$527.92	\$75.00	
PM	Student 9	\$538.26	\$75.00	
PM	Student 10	\$535.24	\$75.00	
PM	Student 11	\$525.36	\$75.00	
	Yellow & Green Total	\$5,961.09	\$880.00	
	Green Total	\$4,362.23	\$655.00	
			\$5,017.23	

Note: Bus monitor is an additional cost of approximately \$10,800

<p>Scenerio 1: Add a fee of \$145</p> <p>Fee Revenue \$1,305.00 Total Funding \$6,322.23 Discrepancy \$16,177.77</p>
<p>Scenerio 2: Add a fee to bring cost to zero</p> <p>Fee Revenue \$17,482.77 Additional Fee Per Student \$1,942.53 Total Funding \$22,500.00</p>
<p>Scenerio 3: Add a fee of \$500</p> <p>Fee Revenue \$4,500.00 Total Funding \$9,517.23 Discrepancy \$12,982.77</p>

Ochre Park- 9

Cancelled	Student 1			
Out of zone	Student 2	\$1,400.06	\$75.00	Previously outside of area- 14 kilometers East of town
Out of zone	Student 3	\$1,044.36	\$75.00	Previously outside of area- 11 kilometers West of town
AM	Student 4	\$843.36	\$75.00	

Scenerio 1: Add a fee of \$145

AM	Student 5	\$837.55	\$75.00
AM	Student 6	\$883.91	\$75.00
PM	Student 7	\$985.65	\$75.00
PM	Student 8	\$0.00	\$190.00
PM	Student 9	\$857.54	\$75.00
PM	Student 10	\$837.55	\$75.00
PM	Student 11	\$852.77	\$75.00
PM	Student 12	\$0.00	\$190.00
		\$6,098.33	\$905.00
			\$7,003.33

Note: Bus monitor is an additional cost of approximately \$10,800

Fee Revenue \$1,305.00
Total Funding \$8,308.33
Discrepancy \$14,191.67

Scenerio 2: Add a fee to bring cost to zero

Fee Revenue \$15,496.67
Additional Fee Per Student \$1,721.85
Total Funding \$22,500.00

Scenerio 3: Add a fee of \$500

Fee Revenue \$4,500.00
Total Funding \$11,503.33
Discrepancy \$10,996.67

Notes:

Based on using only green students, as we can ensure their ability to qualify for transportation
As of 09/11/2023

All 3 Route

Total Current Funding & Fees \$18,651.37
Total Annual Cost \$67,500.00
Discrepancy \$48,848.63



Date: September 27, 2023 **Agenda Item:** 7.7

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 405 - Budget Development and Transparency](#)

Additional Reference: [AP415 – Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

Visionary Leadership
School Division Operations and Resources
Supporting Effective Governance

Subject: **Preliminary Enrolments - September 12, 2023**

Purpose:

For information.

Background:

Preliminary Enrolments, as of September 12, 2023, are included for Trustee information.

As stated in Policy 405 - 2.5- *“The system budget submitted to the Board for approval shall reflect the goals and objectives of the Division and shall include: 2.5.1 Details of estimated enrolments.”*

The Division is required to complete the Jurisdiction Enrolment Count as of September 29, 2023, by October 5, 2023. In an effort to manage class sizes and resources required, the Division performed enrolment counts on September 1 and September 12.

Enclosed is the September 12 Preliminary Enrolment Count. A few highlights are:

- The current preliminary enrolment count is 5,149 students.
- The Division’s enrolment overall compared to September 2022 has decreased by seven students.
- The biggest enrolment growth has occurred at Sturgeon Composite High School (+87 students).
- Enrolment in the Division’s Pre-Kindergarten programs has decreased by 30 students.



Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Preliminary Enrolments Spreadsheet - September 12, 2023

CONFIDENTIAL 2023-2024 Preliminary Student Enrolment Count

As of September 12 2023	Pre-K	K	I	II	III	IV	V	VI	TOTAL LE	VII	VIII	IX	TOTAL JR HI	X	XI	XII	TOTAL SR HI	TOTAL 1-12	Home Education	Alt. Ed	GRAND TOTAL	Sep 29 2022 funded
BACS	20	34	46	33	41	45			219				0				0	219			219	238
Camilla	21	35	43	54	45	41	53	43	335	43	53	50	146				0	481	0		481	493
Four Winds							83	109	192	99	92	93	284				0	476	0		476	454
Gibbons							74	68	142	47	42	50	139				0	281			281	274
Guthrie	24	14	20	24	18	20	17	18	155	21	19	31	71				0	226			226	257
L. Trail	21	63	57	73	70	63			347				0				0	347	0		347	367
Legal Public	7	3	1	1	4	3			19									19			19	14
L. Schick							46	47	93	38	43	55	136				0	229	0		229	221
MPS	51	81	82	91	83	120			508				0				0	508	0		508	530
Namoo	0	34	41	36	39	40	51	40	281	48	42	56	146				0	427	0		427	406
O. Park	28	20	34	30	33	26			171				0				0	171	0		171	191
Redwater							35	32	67	35	35	29	99	28	30	32	90	256	0		256	272
SCHS									0				0	314	282	281	877	877	0		877	790
SPVA		0	0	0	0	0	0	0	0	4	9	5	18				0	18			18	25
Sturgeon Hts.	0	46	37	59	59	48	35	66	350	41	28	38	107				0	457	0		457	461
SUB TOTAL	172	330	361	401	392	406	394	423	2,879	376	363	407	1,146	342	312	313	967	4992	11	0	5003	4,993
Block Funding																						4752
Oak Hill					0	2	7	2	11	3	4	4	11				0	22			22	24
Colony	0	7	2	4	5	6	5	5	34	4	5	5	14	1			1	49			49	44
SUB TOTAL	0	7	2	4	5	8	12	7	45	7	9	9	25	1	0	0	1	71			71	68
Outreach																						
MLC														2	8	31	41	41			41	41
SLC											0	0	0	10	5	19	34	34			34	54
SUB TOTAL											0	0	0	12	13	50	75	75			75	95
TOTAL	172	337	363	405	397	414	406	430	2,924	383	372	416	1,171	355	325	363	1,043	5,138	11	0	5,149	5,156.00
FTE'S																		4,884				
Sept. 2022	202	364	417	390	405	418	427	397	3,020	388	437	349	1,174	323	317	356	996	5,190	17	31	5,238	
CHANGE #S	-30	-27	-54	15	-8	-4	-21	33	-96	-5	-65	67	-3	32	8	7	47	-52	-6		-89	
CHANGE %	-15%	-7%	-13%	4%	-2%	-1%	-5%	8%	-3%	-1%	-15%	19%	0%	10%	3%	2%	5%	-1%	-35%		-1.70%	

	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	
Home Education Blended	0		0	0									0
Home Education Parent Directed	0	1	2	3	3	1	0	1	0			0	11
	0	1	2	3	3	1	0	1	0	0	0	Total	11

Total count	5,138
Home Education	11
Total Student Head Count:	5,149
Alt Ed	0
	5,149



Date: September 27, 2023 **Agenda Item:** 7.8

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 405 - Budget Development and Transparency](#)
[Policy 225 Board Responsibility and Conduct](#)

Additional Reference: [AP415 - Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Division Operations and Resources
Supporting Effective Governance

Subject: **Teacher Salary Settlement Funding**

Purpose:

For information.

Background:

New for 2023-2024, Alberta Education now provides the Teacher Salary Settlement Grant. This grant provides funding to School Boards to support increased salary costs due to the collective agreement ratified by the Alberta Teachers' Association and the Teachers' Employer Bargaining Association.

For the 2023-2024 school year, payments will cover the 2 percent salary increase starting in September 2023. The allocation includes the 0.5 percent salary increase from the 2021-2022 school year and the 1.25 percent salary increase from the 2022-2023 school year.

The 2023-2024 allocation is based on information provided to the Ministry in the 2021-2022 Audited Financial Statements and 2022-2023 Budget Report.

The 2023-2024 Budget estimates provided by Alberta Education in April 2023 is \$1,222,200.



2021-2022 School Year Adjustment	0.50%	\$ 161,180
2022-2023 School Year Adjustment	1.25%	\$ 404,970
2023-2024 School Year Estimate	2.00%	<u>\$ 656,050</u>
Total 2023-2024 Teacher Salary Settlement Grant		<u>\$ 1,222,200</u>

The 2023-2024 allocation will be updated in January 2024 to incorporate the most current information from the 2022-2023 Audited Financial Statement submitted in November 2023.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 7.9

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 405 - Budget Development and Transparency](#)
[Policy 500: Student Transportation Services](#)

Additional Reference: [AP415 - Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
School Division Operations and Resources
Supporting Effective Governance

Subject: **Transportation Startup Summary**

Purpose:

For information.

Background:

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the 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 and Regulations and Board Policy (Policy 500).

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 2023-2024 school year start-up went well for Transportation Services. Transportation Services made a few small changes based on feedback from previous years which resulted in a better start-up overall.

Some of the changes include:

- more detailed bus passenger lists for bus contractors;
- bus lists provided to schools earlier; and
- transportation details are being shared with families both new and returning.

Another important factor in the successful start-up included two weeks of transportation support in the department from an additional staff member with previous years of experience in Division schools. Having someone work in Transportation Services with background knowledge resulted in less training time, as well as excellent support for parents.

The phone call and email volume between August 14-September 8 remained high, as parents requested transportation information or changes to their requests for pickup and drop off.

The addition of the new routes for SCHS, as well as Camilla School, resulted in additional learning as Transportation Services added these routes into regularly scheduled bus routes. Transportation Services found that the new route in Camilla required additional time and attention as this is a new bus contractor with the Division. Overall, there are still improvements to be made to the start-up process, but getting 3,005 students on buses for school was a great success!

Interesting Facts:

- July 14, 2023, was the deadline for Transportation Services to be arranged for the first day of school. Between July 14 and September 14, Transportation Services received 646 applications for service changes, cancellations or new students applying for transportation.
- Between August 14 and September 14, Transportation Services responded to an average of 29 phone calls per day.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 7.10

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services

Governance Policy: [Policy 405 - Budget Development and Transparency](#)

Additional Reference: [AP415 – Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Division Operations and Resources
Supporting Effective Governance

Subject: **Monthly Financial Report - August 2023**

Purpose:

For information.

Background:

When compared to the 2022-2023 budget, the actual variance by program:

- K-12 Revenues are higher than budgeted by \$2.9M due to:
 - Targeted funding - Instructional Centralized Supports (+\$1.05M) announced after the budgeting cycle.
 - Additional funding not considered in the budgeting cycle (+\$1.25M) including Teacher Salary Settlement; and Enrolment Growth.
 - Additional Interest earned (+\$234K).
 - Increased Federal Government Funding (Indigenous Funding) (+\$0.4M).
 - Increased Sales, Donations and Fundraising Activities (+\$0.4M).
 - Decrease in Fees collected (-\$0.6M)

- K-12 Expenses are higher than budgeted by \$2.6M due to:
 - Increased Salaries & Benefits (+\$1.21M) including the ATA Salary Settlement (+\$360K).
 - Targeted funding announced after the budgeting cycle related expenses (+\$975K).
 - Equipment Amortization not included in the budget cycle (+\$337K).

- Operations & Maintenance Revenues are lower than budgeted by (-\$49K) due to:
 - Alberta Education grant estimates were higher than budgeted (+\$35K).
 - Supported Amortization Revenues were lower than budgeted (-\$157K).
 - Additional Interest earned (+\$256K).
 - Other revenues realized, including ASBIE Liquidation of Assets settlement of +\$111K (+\$402K).
- Operations & Maintenance Expenses are higher than budgeted by \$833K due to:
 - Snow Removal costs were higher than budgeted (+197K).
 - SCHS Flood (+176K).
 - Loss on Disposal of Obsolete Surveillance Equipment (+255K).
 - Salaries and Benefits were higher than budgeted (+ 120K).
 - Increased Utility Costs.
- Transportation Revenues and Expenses are very close to budgeted amounts with a near balanced budget.
- System Administration Revenues are higher than budgeted by \$418K due to:
 - Additional Interest earned (+\$369K).
 - Other Revenues (+47K).
- System Administration Expenses are higher than budgeted by \$81K due to:
 - Salaries and benefits are higher than budgeted.
 - Services and supplies are lower than budgeted.
- External Services are overall lower than budgeted due to less Secondments and Substitute recoveries.
- Board Funded Capital Equipment additions, to date, in 2022-2023 in the amount of \$642K will be funded by the Unrestricted Surplus.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. August 2023 Monthly Financial Report

The Sturgeon School Division
2022-2023 School Year

August 2023 - Before Year end Completion

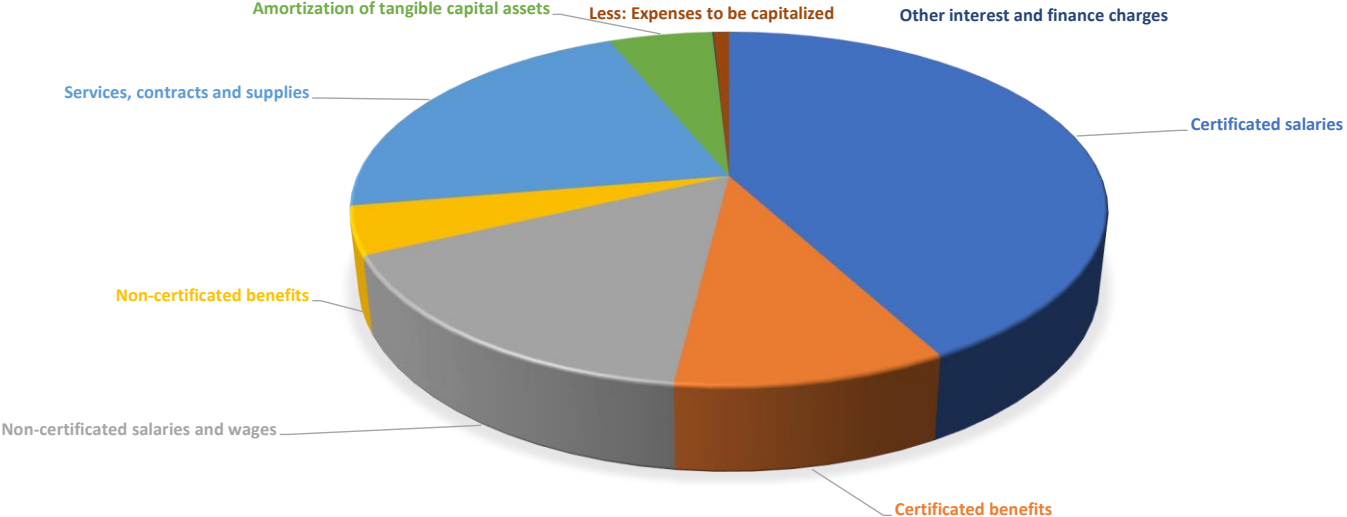
REVENUES	Pre-K to Grade 12	Instructional Centralized Supports	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	Non budgeted Additional Grants
Alberta Education	\$ 40,718,030	\$ 13,247,623	\$ 5,306,444	\$ 4,916,650	\$ 2,689,294	\$ 177,602	\$ 67,055,643	\$ 1,049,345
Alberta Infrastructure & Amortization	\$ -	\$ -	\$ 3,842,808				\$ 3,842,808	
Other - Government of Alberta	\$ 1,164,365	\$ -					\$ 1,164,365	
Federal Government and First Nations	\$ 331,132	\$ 586,840					\$ 917,972	
Fees	\$ 1,247,594	\$ -		\$ 726,787		\$ 1,954	\$ 1,976,335	
Sales of services and products	\$ 261,139	\$ 990		\$ 950	\$ 1,412	\$ 88,510	\$ 353,002	
Investment income	\$ 75,000	\$ 159,018	\$ 275,535		\$ 468,850		\$ 978,403	
Gifts and donations	\$ 322,957	\$ -					\$ 322,957	
Rental of facilities	\$ 31,058	\$ 13,073	\$ -			\$ 33,343	\$ 77,474	
Fundraising	\$ 163,968	\$ -					\$ 163,968	
Other	\$ 3,075	\$ 723	\$ 402,187		\$ 47,687		\$ 453,672	
TOTAL REVENUES	\$ 44,318,318	\$ 14,008,267	\$ 9,826,973	\$ 5,644,387	\$ 3,207,244	\$ 301,409	\$ 77,306,599	\$ 1,049,345
Approved Budget Revenues	\$ 43,158,454	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 74,653,111	
Percent Collected of Budget Received	102.69%	104.94%	105.77%	99.13%	114.98%	80.99%	103.55%	

EXPENSES

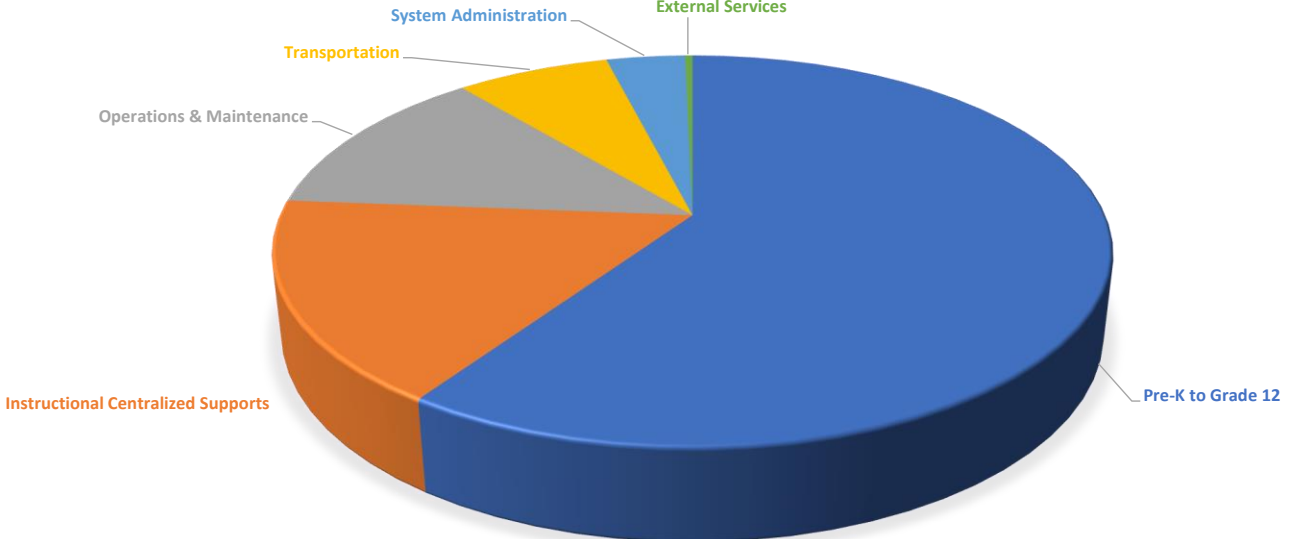
Certificated salaries	\$ 30,739,604	\$ 2,588,295			\$ 366,397	\$ 219,048	\$ 33,913,344	\$ 241,697
Certificated benefits	\$ 7,537,387	\$ 322,040			\$ 36,009	\$ 27,222	\$ 7,922,658	\$ 26,534
Non-certificated salaries and wages	\$ 3,060,678	\$ 6,265,476	\$ 2,011,341	\$ 177,813	\$ 1,359,097	\$ 17,756	\$ 12,892,161	\$ 251,222
Non-certificated benefits	\$ 788,221	\$ 1,807,645	\$ 551,278	\$ 44,881	\$ 320,429	\$ 6,905	\$ 3,519,359	\$ 50,801
Services, contracts and supplies	\$ 5,148,217	\$ 2,271,406	\$ 3,808,709	\$ 5,361,323	\$ 756,787		\$ 17,346,441	\$ 404,774
Amortization of tangible capital assets	\$ 274,101	\$ 184,077	\$ 3,769,474	\$ 2,994	\$ 31,575		\$ 4,262,220	\$ -
Other interest and finance charges	\$ 21,194	\$ -		\$ 22,973	\$ 464		\$ 44,630	\$ -
Less: Expenses to be capitalized	\$ (388,413)	\$ (180,563)	\$ (67,267)	\$ (5,851)			\$ (642,095)	\$ -
TOTAL EXPENSES	\$ 47,180,988	\$ 13,258,375	\$ 10,073,534	\$ 5,604,132	\$ 2,870,756	\$ 270,932	\$ 79,258,718	\$ 975,028
Approved Budget Expenses	\$ 45,556,346	\$ 13,348,236	\$ 9,291,157	\$ 5,693,792	\$ 2,789,294	\$ 372,178	\$ 77,051,003	
Percent Spent of Budget	103.57%	99.33%	108.42%	98.43%	102.92%	72.80%	102.87%	

OPERATING SURPLUS (DEFICIT)	\$ (2,862,670)	\$ 749,892	\$ (246,561)	\$ 40,256	\$ 336,487	\$ 30,477	\$ (1,952,119)	\$ 74,316
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ACTUAL EXPENSES BY OBJECT



ACTUAL EXPENSES BY PROGRAM





Date: September 27, 2023 **Agenda Item:** 7.11

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): 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 Domain: Learning Supports
Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Authority Operations and Resources

Subject: **2023-2024 Superintendent Discretionary Fund**

Purpose:

For information.

Background:

The expenditure of school funds is a public trust and the Board must ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division (Policy 220: Appendix A - Code of Ethics).

The Superintendent strategically allocates resources in the interests of all students and ensures effective alignment of human resources with the Division’s goals and priorities (SLQS #6).

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. At the August 23, 2023, Public Board meeting, May 2023 to July 2023 Superintendent Discretionary spending was reported which included recovering 1.0 FTE



Educational Assistant from Sturgeon Composite High School and allocating 1.0 FTE Educational Assistant to Morinville Colony school. Allocated budget remained at \$600,000.

Update:

August 16, 2023 - September 20, 2023, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- 0.5FTE for a Social Worker at Sturgeon Composite High School to support a new initiative - the Student Success Centre. This will be a full-time position. The other 0.5FTE will be funded by the Mental Health Capacity Building (MHCBC) Grant (HYPE).

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			
Social Worker SCHS Success Centre	0.50		\$ 28,256.00	Friday, September 8, 2023	
Total					\$28,256.00
Total Costs					\$28,256.00
Alberta Ed. Supplemental Enrolment Growth Funding					
Alberta Ed. Supplemental Enrolment Growth Funding					
Total budget remaining					\$571,744.00

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 7.12

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 700 - Superintendent of Schools](#)

Additional Reference: *Education Act: Sections 8, 11(1), 52-53, 222, 223, 224*
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Superintendent Report**

Purpose:

For information.

Background:

A superintendent of schools, as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation (SLQS). Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

This report offers a concise overview of recent events and attended meetings that have influenced the Division's trajectory in the past month. By highlighting significant interactions and their implications, this report aims to provide the Board of Trustees with valuable insights into the Division's proactive leadership, collaborative partnerships, and ongoing operations enhancement.

Building Effective Relationships

A superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

- ★ To foster a culture of trust and transparency, the Superintendent initiated during the 2022-2023 school year, the "Superintendent Week-at-a-Glance" calendar which is sent every Friday afternoon to the Board, school-based leadership and central office leadership to outline the Superintendent's calendar activities for the upcoming week. The Superintendent has chosen to continue this initiative in the 2023-2024 school year.
- ★ August 25, the Division hosted the first Administrative Council meeting of the 2023-2024 school year. This meeting brought together all Principals, Vice Principals, and Central Office leadership to provide department updates. The Superintendent discussed leadership expectations around building trusting teams and provided school administration with resources on building teacher resilience.
- ★ August 29, the Welcome Back event exuded warmth and anticipation as the Superintendent took the stage, setting the tone for the new school year. Expressing excitement and gratitude, she extended a heartfelt welcome to everyone, highlighting the addition of new staff members to the Sturgeon Public Team. Reflecting on the past year, the Superintendent emphasized the importance of finding purpose and living it daily. Drawing inspiration from Richard Leider and Simon Sinek's work, she traced her journey to understanding personal purpose. The Superintendent recalled childhood experiences, including her involvement in 4-H, which instilled a commitment to serving others. The presentation concluded by highlighting Dr. Ungar's nine essentials for resilience and urging attendees to start each day with purpose and connect with others. The Superintendent left the audience with a heartfelt thank you from students, underlining the impact of their roles as "Fairy Godmothers" in shaping lives.
- ★ As we embark on the 2023-2024 school year, the Superintendent has re-initiated the proactive engagement meetings that began in the 2022-2023 school year to foster collaboration and professional growth:
 - Monthly Principal meetings bring together similar school groupings (K-4; K-9, 5-9 and 10-12) along with the Superintendent and the Education Services leadership team to serve as a platform for meaningful discussions, idea exchange and development of innovative strategies to ensure the success and well-being of both students and staff.

- Weekly Senior Executive meetings streamline decision-making and ensure swift responses to evolving educational challenges. These focused gatherings enable the Executive Team to align efforts and foster effective leadership throughout the school year.
 - To enhance organizational cohesion and communication, the Superintendent has introduced bi-monthly Central Office staff meetings. These regular gatherings facilitate information sharing, collaboration and alignment of division goals, fostering a more efficient and coordinated approach to supporting schools.
 - Recognizing the importance of personalized communication and mentorship, the Superintendent initiated regular 1:1 meetings with direct reports. These individual sessions offer a platform for meaningful dialogue, professional development, growth opportunities and the cultivation of a strong leadership team dedicated to the success of our education system.
- ★ Every year, a number of principals are part of the evaluation process. The Superintendent began these face-to-face meetings during the month of September. As a valuable component of this evaluation process, each principal under evaluation has been assigned a mentor. Our mentorship program is designed to offer personalized guidance, support and constructive feedback to assist the principals in their professional development. Through this mentorship initiative, the Division aims to enhance the leadership capabilities of its school leaders, ultimately benefiting the success of all students.
- ★ For the 2023-2024 school year, leadership has introduced an exciting new initiative known as the “Joy Squad”, which is composed of three dedicated executive assistants. The primary mission of this Joy Squad is to promote a positive working environment in Central Office. Each month, the squad will distribute surprises to improve the overall work environment and build team spirit.
- ★ In an effort to connect with the students, teachers, and staff, the Superintendent embarked on her first round of month-long tours of all schools in September. By personally visiting each school, the Superintendent demonstrates a commitment to understanding the context of all schools, particularly the unique needs and challenges faced by each school. These tours provided an opportunity for the Superintendent to engage in meaningful conversations with staff and students, listen to concerns, and gather feedback from the school community.
- ★ In an ongoing effort to rebuild relationships with community stakeholders and maintain open lines of communication, the Superintendent recently met with Reegan McCullough, the Chief Administrative Officer (CAO) of Sturgeon County. The meeting aimed to strengthen collaboration between the county and the Division.

- ★ The Superintendent met with the new Local ATA President and an ATA Executive Team Member to ensure a smooth start to the new school year, setting the foundation for a successful and collaborative relationship with the union leadership.
- ★ Between the writing of this report and the Public Board meeting, the Board Chair and Superintendent will be attending the Mayor's Brunch for the Town of Gibbons.
- ★ CASA Mental Health hosted its Annual General Meeting (AGM) on September 20, 2023, and featured a keynote presentation by CASA's Research Chair, Dr. Daniel Moreno De Luca. His research focuses on the impact of genetic variation on brain disorders and how to use his discoveries to enhance patient care. The Superintendent and the Director of Learning Services attended the AGM.
- ★ Alberta Student Transportation Advisory Council (ASTAC) held a Town Hall Meeting in Edmonton on September 21, 2023, with the Honourable Minister Nicolaidis as a distinguished guest. The main topics at the meeting were bus driver shortages, training challenges and the lack of interaction between government departments. The Board Chair, Superintendent and Manager of Transportation Services attended.
- ★ On September 25, 2023, the Alberta School Boards Association (ASBA) held the 2023 Lieutenant Governor of Alberta Student Award Ceremony. The Board Chair and Superintendent were in attendance for the award ceremony to recognize Alberta students in different grade levels who have shown tremendous growth in developing skills to better themselves by demonstrating determination, initiative and independence, which has led to their improved success both academically and personally. Ty Balkwill from Sturgeon Public Virtual Academy (SPVA) was among the recipients. The event was attended by the Honourable Minister Nicolaidis, Minister of Education, and the Honourable Salma Lakhani, Lieutenant Governor of Alberta.

Leading Learning

A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

- ★ September 11, the Superintendent joined a cohort of teachers, teacher leaders, Vice Principals, Principals and the Learning Services team to work through the implementation and sustainability of Therapeutic Crisis Intervention (TCI) in Schools. Since bringing this evidence-informed crisis model to our School Division, the Division has trained 19 school staff from various roles in the five-day TCI direct core training. The large majority of these staff continued on to complete the five-day Train-the-Trainer which included the Protective and Physical Intervention components. Most recently, the Division completed a four-day Direct core training with a number of additional school leadership participants.

Modeling Commitment to Professional Learning

A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

- ★ August 29, Superintendent Warren met virtually to work with the SLQS/LQS *Leading Learning* Advisory Team for the CASS Continuing Education Program (CEP). The meeting was the final course creation team meeting for the *Leading Learning* Course curriculum.
- ★ August 30, Superintendent Warren met virtually to work with the SLQS *Supporting Effective Governance* Advisory Committee Team for the CASS Continuing Education Program (CEP). The meeting was the final course creation team meeting for the *Supporting Effective Governance* Course curriculum.
- ★ September 15, CASS Zone 2/3 held their first school year meeting.
 - Barry Litun, Chair of the Professional Conduct and Competency General Panel, reviewed highlights from his June presentation and provided opportunities for the membership to address questions and concerns regarding the new process and current experiences since January 2023.
 - Assistant Deputy Minister, Kindy Joseph, provided an update from the Minister's office and responded to questions submitted by Superintendents from Zone 2/3.
 - Information Reports and ensuing discussion from:
 - Alberta Regional Professional Development Consortia (ARPDC)
 - Edmonton Regional Learning Consortium (ERLC)
 - Learning Network
 - Women in Leadership
 - First Nation Metis Inuit Action Committee
 - Rupertsland Report
 - Alberta Assessment Consortium (AAC)
 - CEP (Continuing Education Program) Committee
 - Superintendent Breakout Session to discuss current education issues

Visionary Leadership

A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

- ★ Met with SCHS Leadership to discuss the Student Success Centre.
- ★ Met three times with High School Leadership to discuss academic programming for all High School students across the Division.
- ★ Dual Credit
 - Partnership with NAIT established. Running two cohorts this year.

- Fall 2023 - Welding 1000 - expanded to 30 students (doubled), and extended a partnership to St. Albert Public (eight students).
 - Winter 2024 - Heavy Duty Mechanic 1100 - a new partnership with this department.
 - New Program with Northern Lakes College - Educational Assistant Program to begin in the Winter of 2024 - will be promoted in the month of October
 - Previous Post-Secondary Partnerships are maintained with Lakeland College, Olds College, and Athabasca University.
 - Promotional materials created in print and updated information accessible on school websites for parents and students - striving to improve communications with parents on available programming.
- ★ Work Experience and RAP(Registered Apprenticeship Program)
- Teacher allocation is placed directly in schools to serve the students/families with information and support (0.3FTE@RW, 0.5FTE@SCHS)
 - Students in all three high school sites WE - 57, RAP-11, Dual Credit-22
 - TOTAL OFF CAMPUS = 119 students for semester 1 (so far)
- ★ Grants
- Received two grants for the 2023-24 school year
 - Dual Credit Startup \$50,000 - Specific to Educational Assistant Program through Northern Lakes College.
 - Dual Credit Enhancement \$75,000 - to be used to continue the welding cohort through NAIT and to enhance our current facility at SCHS.
 - Have carry-over from previous school years to support the other courses from other post-secondary institutions (\$104,000).
- ★ Partnership with Careers
- We have officially partnered with Careers - AB Education funds to be distributed amongst school divisions to increase engagement in career pathways - funding attached to a secondee (officially is Kari Morgan - and already a part of her portfolio).
 - The School Engagement Coordinator Roles and Responsibilities:
 - To increase student awareness and interest in participating in work-experiential learning opportunities.
 - This includes collaborating closely with teachers, principals, off-campus coordinators, career practitioners, parents, and community members across the division to raise awareness and increase student access to off-campus work experience (including but not limited to RAP).
 - To enhance and support the work that CAREERS Program Coordinators are doing.
 - To be the first line of contact for the school staff.

- ★ September 18 and 19, the Division hosted the 4 Essential Roles of Leadership workshop for all Principals, Vice Principals and Central Office Leadership. Leadership spent two days learning about the 4 Essential Roles of Leadership: inspire trust, create vision, execute strategy and coach potential. This leadership professional development focus will be embedded into leadership learning throughout the 2023-2024 school year.

Ensuring First Nations Métis and Inuit Education for all Students

A superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

- ★ A collection of “hubs”/websites have been designed to bring together resources and information around a common theme, need, or team. The Indigenous Education Hub provides resources and guiding documents to teachers and staff. The focus for September is the History and Legacy of Residential Schools with the week of September 25-29, 2023, being designated as Truth and Reconciliation Week. Resources for elementary and secondary grades were shared with all teaching staff; the attachments are included in the Indigenous Education & Student Success memo (#7.4).
- ★ Sturgeon Public School teachers continue to indicate advancing their own Indigenous Foundational knowledge and weaving Indigenous ways of knowing throughout their teaching as a top priority.
- ★ This year’s team includes:
 - Director, Education Planning
 - Maternity Leave until March: Indigenous Education Lead (all schools)
 - Métis Learning Coach (all schools)
 - Indigenous Student Success Coach (SCHS)
 - Indigenous Student Success Coach (RW, LS)
 - Indigenous Student Counselor (Camilla & Four Winds)
 - Six Indigenous Education EAs in schools to directly support Indigenous students.
- ★ Expectations for All Schools:
 - Provide time during school-based staff meetings for TQS 5 and Call to Action.
 - Cohort Leads to share information regarding monthly themes and resources.
 - Recognize Sep 25-30, 2023: Truth and Reconciliation Week and Orange Shirt Day - TRC Resources & sign-up, SPS Indigenous Education Hub.
 - Recognize Nov 13-17, 2023: Métis Week celebrations.
 - Recognize June as National Indigenous Peoples Month.
 - Recognize June 21, 2024: National Indigenous Peoples Day.
 - Monthly Themes for teaching and learning:
 - September - History and Legacy of Residential Schools

- October - Indigenous Role Models/Leaders
- November - Métis Culture and History
- December - Treaties/Land Agreements
- January - Inuit Culture and History
- February - Indigenous Authors and Literature
- March - Nehiyawak (Cree) Culture
- April - Connections to the Land
- May - Missing and Murdered Indigenous Peoples
- June - National Indigenous Peoples Month

★ Indigenous Student Success Memo shared at the September 27, 2023, Public Board meeting.

School Authority Operations and Resources

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

- ★ At the September 13 Committee of the Whole meeting with the Board of Trustees, part of the meeting focused on delving deeper into individual Trustee budgets and the Board's budget for the 2023-2024 school year. The meeting examined financial allocations and expected expenditures. Each budget was scrutinized to ensure alignment with the Division's priorities.
- ★ The Superintendent provides a monthly report - *2023-2024 Superintendent Discretionary Fund* - highlighting strategic resource allocation in line with Division goals and priorities to ensure staffing and resources are allocated to schools to support optimal student success. In the report, \$500k is dedicated for staffing and \$100k for non-staffing emergent priorities.

Supporting Effective Governance

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

- ★ During the August Board Retreat, the Board Consultant provided a suggestion to reduce the amount of Board Policies from the current 44 to around 20. The Consultant provided suggestions to consolidate policies to make them more efficient and intentional to guide the Board's work in their governance role.
 - The Superintendent has begun the work of reducing Board Policies and will bring forward suggestions at the Committee of the Whole meetings for Trustee review.

- ★ Following Board policy, the Superintendent, in her capacity as the board's chief executive officer and chief education officer, meets with the Board Chair to review agenda packages before the Committee of the Whole and Public Board meetings.

- ★ An initiative that the Superintendent began in the 2022-2023 school year is Trustee Speaking notes. The Superintendent has decided to carry this initiative through the 2023-2024 school year. Monthly notes are created for Trustees to summarize any new Board approvals or important Division information. Trustees share these insights when they actively participate in school council meetings or when engaging with stakeholders.

- ★ A new initiative for the 2023-2024 school year, the Superintendent is supporting the Board to create a Strategic Plan.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 7.13
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Superintendent's Office
Governance Policy: [Policy 230 - Board Committees](#)
[Appendix G - Student Advisory Committee](#)
Additional Reference: *Education Act: 52(1)(b)*
Board Procedures Regulation 52/2019
Assurance Domain: Learning Supports
Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

School Division Operations and Resources
Supporting Effective Governance

Subject: **Administrative Procedure 250 - Student Advisory Committee**

Purpose:

For information.

Background:

At the August 23, 2023, Public Board meeting, the Board unanimously approved the integration of the Student Advisory Committee into Board *Policy 230 - Board Committees*, effectively consolidating the information from AP250 - Student Advisory Committee into *Policy 230: Appendix G - Student Advisory Committee*. This decision was made to eliminate redundancy between the policy and the administrative procedure and streamline the governance framework, ensuring greater clarity and efficiency in the decision-making process.

Administration has rescinded *AP250 - Student Advisory Committee*.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Administrative Procedure 250 - Student Advisory Committee

Administrative Procedure 250

Student Advisory Committee

1635527340

Responsible Administrator: Superintendent

PURPOSE

The Board shall establish a Student Advisory Committee as a means by which to engage the voices and opinions of Sturgeon Public students.

PROCESS

The Superintendent is responsible for maintaining this Administrative Procedure.

PROCEDURE

1. The members of the Advocacy Committee will serve as the Board's representatives on the Student Advisory Committee.
2. The Chair of the Advocacy Committee will serve as the Chair of the Student Advisory Committee.
3. The Advocacy Committee will develop an annual plan for the Student Advisory Committee, for presentation to the Board in October for the review and approval of the Board. The Plan will include the following:
 - 3.1 Proposed Agenda topics for meetings of the Student Advisory Committee; and
 - 3.2 Proposed Meeting date/times for meetings of the Student Advisory Committee.
4. The Board may from time to time, direct topics to be discussed at a Student Advisory Committee.
5. The Advocacy Committee will provide the Board with a report regarding the Student Advisory Committee Meetings following each Advisory Committee Meeting.
6. Principals will name two Sturgeon Public students from grades 7-9 and 10-12 to serve on the Advisory Committee.

References:

Board Policy:

230 Board Committees and Appointed Representation

231 Student Advisory Committee

History

2020 Jan 29 Initial Approval

2023 Aug 22 Rescinded



Date: September, 2023
To: Board of Trustees
From: Irene Gibbons, Ward 7
Governance Policy: [Policy 235 - Conduct of Board Meetings](#)
Subject: Trustee Report

Purpose:
 For information.

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

<ul style="list-style-type: none"> September 1, 2023 	Landing Trail Staggered start assembly. Feedback from parents was they liked it but the conflict with having students at both schools if they could coordinate possibly opposite days and remember that there are parents that just have a short time to drop off, meet the teacher and then have to get to work so a longer assembly was challenging.
<ul style="list-style-type: none"> September 8, 2023 	Meet with the Superintendent to review and prepare for the Committee of the Whole meeting.
<ul style="list-style-type: none"> September 13, 2023 	Committee of the Whole meeting; new public format.
<ul style="list-style-type: none"> September 14, 2023 	Met with the Principal of Landing Trail.
<ul style="list-style-type: none"> September 14, 2023 	Landing Trail School Council - they are asking what sort of PD they would like. I will get them in contact with ERLC and the free parent sessions they offer.
<ul style="list-style-type: none"> September 16, 2023 	“Morinville Adopt a Family” Charity golf tournament. This was their 6th year hosting the tournament and the funds raised go to provide groceries and gifts to families all over Sturgeon.



<ul style="list-style-type: none">September 22, 2023	Mayor’s Brunch, Town of Gibbons. Presentation from Pembina Pipeline, Alberta Industrial Heartland Association, Global Edmonton, and the Town of Gibbons on the growth occurring in the Heartland and in Gibbons. Attended with the Superintendent.
<ul style="list-style-type: none">September 22, 2023	Meeting with the Superintendent to review and prepare for the Public Board meeting.
<ul style="list-style-type: none">September 25, 2023	2023 Lieutenant Governor of Alberta Student Award Ceremony. One of the recipients was Ty Balkwill from Sturgeon Public Virtual Academy. The Lieutenant Governor of Alberta endorses this award and recognizes students who have shown tremendous growth and success, both academically and personally.
<ul style="list-style-type: none">September 27, 2023	Public Board meeting.



Date: September 27, 2023
To: Board of Trustees
From: Janine Pequin, Ward 1
Governance Policy: [Policy 235 - Conduct of Board Meetings](#)
Subject: Trustee Report

Purpose:

For information.

Background:

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

- Sept 13 Committee of the Whole
- Sept 18 Redwater School, School Council
- Sept 22 ASBA Zone 2/3
- Sept 25 Ochre Park School, School Council
- Sept 27 Public Board Meeting



Date: September 27, 2023
To: Board of Trustees
From: Cindy Briggs, Ward 2
Governance Policy: [Policy 235 - Conduct of Board Meetings](#)
Subject: Trustee Report - September

Purpose:
For information.

Background:

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

- August 29, 2023 Welcome Back at Sturgeon Composite High School
- September 13, 2023 Committee of the Whole Meeting
- September 18, 2023 Community Service Advisory Board Meeting
- September 19, 2023 Meet the Staff - Bon Accord Community School and Principal Meeting
- September 19, 2023 Lilian Schick School Principal Meeting
- September 25, 2023 Lilian Schick School, School Council and Room Parent Association Meetings
- September 26, 2023 Bon Accord Community School, School Council and Program Support Society Meetings
- September 27, 2023 Public Board Meeting



DATE: September 27, 2023
TO: Board of Trustees
FROM: Joe Dwyer, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2023

PURPOSE:

For information.

BACKGROUND:

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

September 13	Committee of the Whole Meeting
September 19	Camilla School, School Council Meeting
September 22	Camilla School Terry Fox Run
September 27	Public Board Meeting
Rotary Meetings September 6,13,20,27	



DATE: September 27, 2023
TO: Board of Trustees
FROM: Trish Murray-Elliott, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2023

PURPOSE:

For information.

BACKGROUND:

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

- September 13 Committee of the Whole Meeting
- September 14 Welcome Back/Meet the Teachers, Sturgeon Heights School
- September 18 School Council / AGM, Sturgeon Heights School
- September 20 St. Albert Chamber of Commerce, State of the City Presentation
- September 20 Terry Fox Run, Sturgeon Heights School
- September 27 Public Board Meeting
- September 27 Saffron Presentation
- September 29 PSBAA Franklin Covey Webinar



Date: September 27, 2023
To: Board of Trustees
From: Stacey Buga, Ward 5
Governance Policy: [Policy 235 - Conduct of Board Meetings](#)
Subject: Trustee Report

Purpose:

For information.

Background:

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

- Sept 6, 2023 Meeting with ÉMPS Principal
- Sept 7, 2023 Four Winds School Council
- Sept 11, 2023 ÉMPS School Council
- Sept 12, 2023 Alternative Learning Advisory Council
- Sept 13, 2023 Committee of the Whole
- Sept 18, 2023 ASBA Speaker's Corner - ASEBP
- Sept 21, 2023 UofC Courageous Conversations-EDI Trends in Post-Secondary
- Sept 27, 2023 Public Board
- Sept 28, 2023 TRC Recognition event in Alexander
- Sept 28, 2023 TRC Recognition event hosted by Sturgeon County



DATE: September 27, 2023
TO: Board of Trustees
FROM: Tasha Oatway-McLay, Trustee
GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

SUBJECT: Trustee Report – September 2023

PURPOSE:

For information.

BACKGROUND:

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

August 23	Public Board Meeting
August 23	Board Retreat
August 29	Welcome Back Event
September 12	Guthrie School Council Meeting
September 13	Committee of the Whole Meeting
September 20	St. Albert Chamber of Commerce- State of the City
September 27	Public Board Meeting



Date: September 27, 2023 **Agenda Item:** 8.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Sr. Administrative Team

Governance Policy: [Policy 230 - Board Committees](#)
[Policy 700 - Superintendent of Schools](#)

Additional Reference: [Policy 230 - Appendix A - Committee of the Whole](#)
Education Act: Sections 51, 52(1)(b)
Board Procedures Regulation 82/2019

Assurance Domain: Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

Building Effective Relationships
School Division Operations and Resources
Supporting Effective Governance

Subject: **Committee of the Whole**

Purpose:

For information.

Background:

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 (Policy 230). 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. The Committee of the Whole is established pursuant to Section 52 (1) (b) of the Education Act.

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible. The purpose of the Committee of the Whole is to provide an opportunity for all Trustees to engage in professional development, review the function of the Board and strategic planning purposes, and make recommendations for agenda items for subsequent Board meetings. 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 the consideration of the matter at a Regular Board Meeting (Policy 230, Appendix A).

On September 13, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Administration Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - September 13, 2023 (To be brought forward for approval at the October Committee of the Whole).

MINUTES OF THE COMMITTEE OF THE WHOLE

Meeting held at the Frank Robinson Education Centre Boardroom, in
Morinville, Alberta

On Wednesday, September 13, 2023, at 9:00 a.m.

Attendance:

Irene Gibbons, Board Chair
Cindy Briggs, Vice Chair
Janine Pequin, Trustee
Joe Dwyer, Trustee
Stacey Buga, Trustee
Tasha Oatway-McLay, Trustee
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent

Subject Matter Experts:

Jonathan Konrad, Deputy Superintendent, Education Services	<i>left meeting at 11:15 a.m.</i>
Lisa Lacroix, Associate Superintendent, Human Resources	<i>left meeting at 11:15 a.m.</i>
Ruth Kuik, Acting Associate Superintendent, Corporate Services	<i>left meeting at 11:15 a.m.</i>
Steven Holkham, Director, Facility Services	<i>left meeting at 9:14 a.m.</i>
Amy Kolesar, Manager, Transportation Services	<i>left meeting at 9:50 a.m.</i>
Mike Weppler, Manager, Facility Services	<i>left meeting at 9:14 a.m.</i>
Michelle Wilde, Recording Secretary	<i>left meeting at 11:15 a.m.</i>

1. Call to Order

Board Chair Gibbons called the meeting to order at 9:01 a.m.

2. Approval of the Agenda

Moved by Trustee Oatway-McLay that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Not applicable.

4. Subject Matter Experts Information

4.1 Updates on Approved Capital Projects: Steven Holkham was introduced as the new Director, Facility Services. Mike Weppler, Manager, Facility Services provided an update on the status of the approved capital projects. Discussion ensued.

<u>Project Name</u>	<u>Status Update</u>
Lighting Retrofit Project - Retrofit all light fixtures with highly efficient LED fixtures.	Four schools have been retrofitted: - Ochre Park School - Redwater School - Namao School - Sturgeon Heights School
Gibbons Sidewalks	Completed
Lilian Schick Sidewalks	Completed
Bon Accord Roof	Completed
Sturgeon Composite Field House	Project scoping underway
O&M Shop Asbestos & Remediation	- Asbestos remediation completed. - Office renovations nearing completion.

4.2 Facility Services Report: The Director and Manager brought forward additional information on summer projects, modular units and Camilla drainage improvements. Discussion ensued.

Division-Wide Maintenance:

- Ongoing groundskeeping at 14 division sites.

School-Specific Projects:

- Bon Accord: Roof replacement and LED retrofit nearing completion.
- École Morinville: Renovations completed in offices and corridors.
- Lilian Schick: Sidewalk completed and lighting retrofits in progress.
- Gibbons: Main sidewalk replacement and science room countertop done.
- Namao: LED retrofit and ceiling replacement completed.
- Ochre Park: LED retrofit and washroom renovations completed.
- Redwater: Gym renovations, LED retrofit in progress, and washroom renovations completed.
- Guthrie: Moved in Mighty Learners Daycare and LED retrofit nearing completion. Lights are on backorder.
- Camilla: Outdoor classroom prep and concrete pad removal completed.
- St. Heights: School modernization with four classroom improvements nearing completion, ceiling abatement complete, T-bar ceilings and lighting upgrades in progress.

Modular Units

- Tender notification was sent out to pre-qualified contractors August 17, 2023.
- Mandatory site inspection occurred on August 23, 2023.
- Bids closed on August 31, 2023.
- KSN Contracting was accepted as the winning bid. Currently awaiting schedules for the projects.

Camilla Drainage Improvements

- AMAN is onsite and has set up temporary fencing. In addition, they have begun drainage processes.
- The wood walkways have been removed by Facilities staff. Staff will be meeting with AMAN to discuss the drainage project next week.

Comments and Questions by the Committee:

- Trustee Buga thanked the Facilities team for the ÉMPS renovations as staff and students welcomed the updates.
- Trustee Oatway-McLay asked if there are any disruptions to learning with the renovations?
 - Mr. Wepler indicated there will be minimal disruption.
- Trustee Dwyer asked if there is any damage to Camilla School as a result of the groundwater? Asked about the sinkhole in the SW corner.
 - Mr. Holkham and Mr. Wepler responded that the civil engineer will be doing an investigation of the sinkhole. There are bi-weekly meetings at Camilla with AMAN.
- Trustee Pequin provided positive feedback regarding the washroom upgrades at Ochre Park School.

- 4.3 Noon Transportation Update:** Amy Kolesar, Manager, Transportation Services provided an update on potential 23-24 Noon Transportation routes and reported on the extension of the application deadline for noon transportation registrations to September 28, 2023. A more in-depth review will be completed with a recommendation provided on September 29. Mrs. Kolesar provided a [cost analysis breakdown of Noon Transportation scenarios](#). Discussion ensued.

Comments and Questions by the Committee:

- Trustee Murray-Elliott asked if there was an extra \$50,000 in the current budget for this transportation consideration?
 - Mrs. Kolesar answered “no”.
- Trustee Buga stated that noon transportation should not be considered without bus monitors due to the needs and age of the children and shared her experience as a bus monitor.

- Trustee Pequin asked if neighbouring school boards provided noon pre-k transportation?
 - Mrs. Kolesar stated that they do not.
- Trustee Pequin questioned if ÉMPS offered half day programming?
 - Administration responded that ÉMPS currently has a blended Pre-K program of full day and ½ day programming.
 - Discussion was held on whether noon transportation should be implemented in Morinville only.
- Trustee Murray-Elliott brought up the concern from a stakeholder about the length of a current bus ride from the west side of the Division to SCHS.
 - Mrs. Kolesar stated that she had spoken with this parent to address their concern.
- Trustee Dwyer asked about the shutdown of Villeneuve road and if our routes would be impacted.
 - Mrs. Kolesar stated she would look into this and bring back information if applicable.

- 4.4 Policy 705 - Associate Superintendent Corporate Servites:** Lisa Lacroix, Associate Superintendent, Human Resources provided background information on Policy 705 and suggested this policy be brought to the September Public Board meeting to be rescinded. Discussion ensued.

Moved by Trustee Oatway-McLay to move in camera at 10:05 a.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 10:07 a.m.

CARRIED UNANIMOUSLY

- 4.5 Lionsheart Wholeness:** Jonathan Konrad, Deputy Superintendent, advised the Board that the Division was still gathering information on this residency treatment facility with students attending Bon Accord Community and Lilian Schick schools. A more detailed report will be brought to the Board at the October Committee of the Whole meeting. Discussion ensued.

Comments and Questions by the Committee:

- Trustee Briggs questioned if the Division was transporting these students.
 - Mr. Konrad will look further into this matter and bring forward an update.

Meeting recessed for break at 10:27 a.m.

Meeting resumed at 10:34 a.m.

- 4.6 Enrolment Count:** Ruth Kuik, Acting Associate Superintendent, Corporate Services provided the Board with the current enrolment count for the Division. Final enrolment numbers are to be sent to Alberta Education at the beginning of October. A preliminary report will be provided to the Board at the September 27, 2023, Public Board meeting. A final enrolment count report will be provided to the Board at the October Public Board meeting. Discussion ensued.

Board Chair Gibbons suggested that the Board draft an invitation letter to the GSACRD Board of Trustees to meet within the next few months.

- 4.7 Insurance 2023 Update:** Ruth Kuik, Acting Associate Superintendent, Corporate Services provided an insurance update for the Division as well as information to be shared with Bus Contractors. Sturgeon Public announced a new insurance partnership with Alberta Risk Managed Insurance Consortium (ARMIC) who currently provides insurance to thirty-seven school boards in rural and semi-rural areas in Alberta. ARMIC was formed by and for K-12 school divisions. Bus Contractors have the choice to independently purchase insurance through ARMIC. Insurance coverage will still be obtained individually by Bus Contractors and will not be coordinated by the Division. Information about purchasing insurance was emailed to all Bus Contractors after the Committee of the Whole meeting by the Manager of Transportation Services. Discussion ensued.

- 4.8 2025-2026 School Year Calendar:** Lisa Lacroix, Associate Superintendent, Human Resources presented the 2025-2026 School Year Calendar. The 2025-2026 School Year Calendar will be brought to the September 27, 2023, Public Board meeting with recommendation for approving in principle, with final approval occurring at the March 2024 Public Board meeting. Discussion ensued.

Comments and Questions by the Committee:

- Trustee Buga asked about the staggered start.
 - Superintendent Warren will request feedback from the schools and also suggested Trustees ask at School Council meetings for feedback. Amy Kolesar, Manager Transportation Services will also ask Bus Contractors for driver feedback on staggered start.

Meeting recessed for lunch at 11:48 a.m.

Meeting resumed at 12:26 p.m.

5. Policies

5.1 Policy 225 - Board Responsibility and Conduct

Shawna Warren, Superintendent brought forward Policy 225 - Board Responsibility and Conduct with recommended changes. The Board reviewed the policy and discussion ensued.

Moved by Trustee Oatway-McLay to move in camera at 12:26 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 12:27 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to move in camera at 12:46 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 12:47 p.m.

CARRIED UNANIMOUSLY

Policy 225 - Board Responsibility and Conduct will be brought to the September 27, 2023, Public Board meeting for discussion and recommended Board approval.

5.2 Policy 235 - Conduct of Board Meetings

Shawna Warren, Superintendent brought forward Policy 235 - Conduct of Board Meetings with recommended changes. The Board reviewed the policy and discussion ensued.

Policy 235 - Conduct of Board Meetings will be brought to the September 27, 2023, Public Board meeting for discussion and recommended Board approval.

6. Advocacy

6.1 ASBA

ASBA Fall Conference occurring in November. Board Chair Gibbons and Trustee Buga would like to attend.

6.2 PSBAA

Trustee Murray-Elliott asked the Board if there were any questions on the 5% increase, the Standards on Special Education or the Premier's mandate letters to the Ministers. Items will be placed on the October Committee of the Whole agenda for further discussion.

6.2.1 PSBAA Fall Conference and Annual General Meeting

The Fall Conference and Annual General Meeting are happening on October 18-20 in Edmonton. Discussion ensued.

6.3 Upcoming School Events/Trustee Attendance

Trustees reviewed upcoming school events. Trustees shared that they were not being invited to events in schools. Superintendent Warren will email the schools and remind them to make sure Trustees are invited to events.

6.5 TEBA Representative

Trustee Oatway-McLay will be replacing Trustee Pequin as TEBA Representative. A Board motion is required to change the representative, therefore, a memo will be brought to the September 27, 2023, Public Board meeting for approval.

6.6 School Presentations Draft Schedule

A draft schedule of school presentations was given to the Board with school presentations occurring at Committee of the Whole meetings. Trustee Briggs and Trustee Dwyer will not be in attendance at the November Committee of the Whole meeting and asked that the schedule be adjusted accordingly so that schools in their wards are not presenting.

Meeting recessed for break at 2:32 p.m.

Meeting resumed at 2:38 p.m.

7. Audit, Finance and Human Resources

7.1 2022-2023 Monthly Trustee Budget Financial Report

The Board was provided a report on the current budget standing for the 22-23 school year. Discussion ensued. Trustees discussed chambre memberships and decided not to renew Fort Saskatchewan and Redwater memberships.

7.2 2023-2024 Trustee Budget Discussion

The Board was provided with their 2023-2024 Trustee Budget breakdown. Discussion ensued.

7.3 2023-2024 Trustee Expense Workbooks

The Board was provided their 2023-2024 Trustee Expense Workbooks.

8. Board Strategic Work Plan

8.1 Example: 2023-2024 Board Strategic Plan

Item moved to September 27, 2023, Public Board meeting for discussion.

9. Governance

9.1 Review of What Reports Trustees Need for Strong Governance

Item moved to September 27, 2023, Public Board meeting for discussion.

9.2 Trustee Handbook Review -2023-2024

Item moved to September 27, 2023, Public Board meeting for discussion.

9.3 Board Meeting Procedures Review - Robert's Rule of Order - Board Meeting in Slow Motion

Item moved to September 27, 2023, Public Board meeting for discussion.

10. In Camera: Legal

Moved by Trustee Oatway-McLay to move in camera at 3:59 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 4:01 p.m.

CARRIED UNANIMOUSLY

11. Adjournment

Trustee Oatway-McLay adjourned the meeting at 4:01 p.m.

Next meeting: Wednesday, October 11, 2023, at 9:00 a.m. *(FULL DAY)*



Date: September 27, 2023 **Agenda Item:** 10.1
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Superintendent's Office
Governance Policy: [Policy 230 - Board Committees](#)
Additional Reference: *Education Act: Sections 51, 52(1)(b)*
Board Procedures Regulation 82/2019
Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Supporting Effective Governance

Subject: **Updated Board Representatives to Other Organizations**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the following changes to Board Representatives to Other Organizations for the 2023-2024 school year with Trustee Oatway-McLay being the TEBA representative and Board Chair Gibbons the ASBA alternate representative.

Background:

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 (Policy 230).

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.

Each year, at the Organizational Meeting of the Board, as stated in Policy 230 – Board Committees, *“The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.”*

The Organizational Meeting for the 2023-2024 school year took place on August 23, 2023.



Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 10.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources

Governance Policy: [Policy 205 – Operational School Year](#)
[Policy 221 – Role of The Trustee](#)
[Policy 225 – Board Responsibility and Conduct](#)

Additional Reference: [AP235 – Operational School Year and Calendar](#)
Education Act: Section 60
Three Year Education Plan

Assurance Domain: Teaching & Leading
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Draft 2025 - 2026 School Year Calendar**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve in principle the draft 2025-2026 School Year Calendar as presented at the September 27, 2023, Public Board meeting, and

Further, direct Administration to circulate the draft 2025-2026 School Year Calendar for feedback as outlined in Board Policy.

Background:

As per *Policy 205: Operational School Year* and *Administrative Procedure 235: Operational School Year and Calendar*, once the School Year Calendar has been approved in principle by the Board of Trustees, the calendar package will be referred to Administrative Council (Principals/vice Principals) and School Councils for review and feedback prior to the Board of Trustees final approval. The proposed calendar will also be shared with the Teacher Board Advisory Committee for review and feedback.



Once all feedback has been received, the 2025-2026 School Year Calendar will be brought to the March 27, 2024, Public Board meeting for final review and approval.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Draft 2025-2026 School Year Calendar
2. Draft 2025-2026 School Operational Year Day Count
3. Draft 2025-2026 School Operation Year Details

2025-2026

****Approved in Principle September 20, 2023**

AUGUST 2025

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

SEPTEMBER 2025

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

OCTOBER 2025

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

NOVEMBER 2025

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

DECEMBER 2025

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

JANUARY 2026

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

FEBRUARY 2026

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

MARCH 2026

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

APRIL 2026

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

MAY 2026

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

JUNE 2026

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

JULY 2026

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

School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 27
Classes Begin	August 28
Labour Day - No Classes	September 1
Division/School PD/Collaboration; Staff Meeting	September 15
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 13
Division/School PD/Collaboration; Staff Meeting	October 16
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12-14
Classes Resume	November 17
Division/School PD/Collaboration; Staff Meeting	December 1
Christmas Break - No Classes	Dec. 20 - Jan 4
Classes Resume	January 5
Division/School PD/Collaboration; Staff Meeting	January 30
First Day of Classes - Semester Two	February 2
Teachers' Convention - No Classes	February 5 - 6
Family Day - No Classes	February 16
Division/School PD/Collaboration; Staff Meeting	March 09
In Lieu of Parent/Teacher Interviews - No Classes	March 20
Spring Break - No Classes	Mar 23 - Mar 27
Classes Resume	March 30
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 6
Classes Resume	April 7
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No Classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 1
Last Day of Classes	June 29
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1

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



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

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

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	2.0	2.0	5.0	5.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	1.0	1.0	15.0	15.0	16.0	16.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	8.0	8.0	90.0	90.0	98.0	98.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	0.0	0.0	20.0	20.0	20.0	20.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	7.0	7.0	91.0	91.0	98.0	98.0
OPERATIONAL YEAR TOTAL	15.0	15.0	181.0	181.0	196.0	196.0

References:

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

School Year 2025-2026

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	18	School Offices Open
Monday	25	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	27	Operational Non-Instructional Day – No Classes
Thursday	28	All Classes (full day)

SEPTEMBER

Monday	01	LABOUR DAY - No Classes
Monday	15	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	NATIONAL TRUTH & RECONCILIATION DAY – No Classes

OCTOBER

Monday	13	THANKSGIVING DAY - No Classes
Tuesday	14	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Monday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Tuesday	11	REMEMBRANCE DAY – No Classes
Wednesday	12	Fall Break Begins
Monday	17	Classes Resume

DECEMBER

Monday	01	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	20	Christmas Break Begins

JANUARY

Monday	05	Classes Resume
Friday	30	Division/School PD/Collaboration; Staff Meeting – No Classes

References: *Policy 205 Operational School Year*
Administrative Procedure 235 – Operational School Year and Calendar
School Operational Year Calendar 2025-2026
School Operational Year Calendar Day Count 2025-2026
Education Act Section 60

FEBRUARY

Monday	02	First Day of Classes - Semester Two
Thursday	05	Teachers' Convention - No Classes
Friday	06	Teachers' Convention - No Classes
Monday	16	FAMILY DAY - No Classes

MARCH

Monday	09	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	20	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	21	Spring Break Begins
Monday	30	Classes Resume

APRIL

Friday	03	GOOD FRIDAY – No Classes
Monday	06	EASTER MONDAY – No Classes

MAY

Friday	15	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	18	VICTORIA DAY - No Classes

JUNE

Monday	01	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Last Day of Classes
Tuesday	30	Operational Non-Instructional Day – No Classes

JULY

Wednesday	1	Summer Break Begins
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References: *Policy 205 Operational School Year*
Administrative Procedure 235 – Operational School Year and Calendar
School Operational Year Calendar 2025-2026
School Operational Year Calendar Day Count 2025-2026
Education Act Section 60



Date: September 27, 2023 **Agenda Item:** 10.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Policy 225 - Board Responsibility and Conduct](#)
[Policy 305 - School Councils](#)

Additional Reference: [School Councils Regulation 94/2019](#)
[Alberta School Councils' Association School Council Resource Guide](#)

Assurance Domain: Governance
Local and Societal Context

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Supporting Effective Governance

Subject: **2023-2024 Council of School Councils' Meetings**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve that the Council of School Councils' Meeting on Wednesday, November 15, 2023, take place at the Morinville Rendez Vous Centre with a meal to be served at 5:30 p.m., and the meeting on Thursday, March 7, 2023, take place at a Sturgeon Public school, to be determined, with light refreshments and snacks to be served at 6:30 p.m.

Background:

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

As per policy 225: *Board Responsibility and Conduct* section 2.2.3, the Board of Trustees must meet "at least annually with the Council of School Councils or School Council Chairs". Each year, the Board of Trustees hosts the first meeting of the Sturgeon Public Schools'



Council of School Councils. The first meeting is usually held in late October or early November in order to give all Sturgeon Public schools the opportunity to have their first school council meeting to elect their chair and vice chair positions prior to meeting with the Board. In addition, there are no individual school council meetings on the dates provided, and consideration has also been given to avoid Parent Teacher Interview evenings.

At the May 24, 2023, Public Board Meeting, the Board of Trustees approved that two Council of School Councils' Meetings will take place in person on Wednesday, November 15, 2023, and Thursday, March 7, 2024, for the 2023 - 2024 school year.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 27, 2023 **Agenda Item:** 10.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent
Committee of the Whole

Governance Policy: [Board Policy 225 - Board Responsibility and Conduct](#)
[Board Policy 125 - Advocacy Plan](#)

Additional Reference: [Board Policy 130 - Public Interest Disclosure \(Whistleblower Protection\)](#)
[Board Policy 200 - Attendance Areas](#)
[Board Policy 220 - Trustee Code of Conduct](#)
[Board Policy 221 - Role of the Trustee](#)
[Board Policy 245 - Appeals Regarding Student Matters](#)
[Board Policy 700 - Superintendent of Schools](#)
[Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 900 - Student Conduct and Discipline](#)
Education Act: Sections 33, 51-54, 60, 67, 139, 222
Board Procedures Regulation 82/2019
School Fees Regulation 95/2019
Superintendent of Schools Regulation 98/2019

Assurance Domain: Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Supporting Effective Governance

Subject: **Policy 225 - Board Responsibility and Conduct**

Purpose:
For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the revised Board Policy 225 - Role of the Board with recommended changes and adopt Policy 125 - Advocacy Plan as an appendix as presented at the September 27, 2023, Public Board meeting.

Background:

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of

the Board, Superintendent, staff, students, electors and other agencies (Policy 240 - Policy Development). Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the Education Act and Alberta Education regulations.

Administration has reviewed and updated *Policy 225 - Role of the Board* as discussed at the Committee of the Whole meeting on September 13, 2023. Administration recommends *Policy 125 - Advocacy Plan* be adopted as an appendix to Policy 225.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Policy 225 - Role of the Board - Clean Copy
2. Policy 225 - Role of The Board - Tracked Changes
3. Policy 225 - Board Responsibility and Conduct - Current Copy
4. Policy 125 - Advocacy Plan - Current Copy

Role of the Board

POLICY

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

The Government of Alberta has legislated that the Board, as a partner in education, has the following responsibilities:

Education Planning and Programming

The Board shall deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the Board and to enable their success [Education Act s. 33(1)(a)]. Specifically, the Board:

1. Reviews and approves the vision for the Division.
2. Annually reviews and approves education goals including the Annual Education Plan.
3. Sets governance standards for reviewing and approving educational programming.

Assurance and Accountability

The Board shall be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes [Education Act s. 33(1)(b)]. Specifically, the Board:

4. Develops and implements a reporting and accountability system on any matter the Minister prescribes;
5. Disseminates any information, in the reports and accounts produced, under the reporting and accountability system to students, parents, electors and/or the Minister in the manner the Minister prescribes; and
6. Reviews Division performance, on an ongoing basis, and approves the Annual Education Results Report.

Stakeholder Engagement and Communication

The Board shall provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in Board matters, including the Board's plans and the achievement of goals and targets within those plans

[Education Act s. 33(1)(c)]. Specifically, the Board:

7. Establishes processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
8. Makes informed decisions that consider community values and represent the interests of the entire Division.
9. Meets at least annually with the Council of School Councils or School Council Chairs.
10. Promotes the schools' programs which reflect the needs and desires of the community.
11. Reports Division outcomes to the community annually.

Safe, Caring, Respectful and Healthy Environments

The Board shall ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging [Education Act s. 33(1)(d)]. Specifically, the Board:

12. Maintains a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.
13. Models a culture of respect and integrity.
14. Develops culturally appropriate protocols to guide the Division.
15. Establishes plans for collaborative work between the Division and First Nations.

Supports and Services

The Board shall provide a continuum of supports and services to students that is consistent with the principles of inclusive education [Education Act s. 33(1)(e)]. Specifically, the Board:

16. Supports the removal of barriers with learning partners and within learning environments;
and
17. Develops ongoing relationships with government, school and system leaders, families and community partners to strengthen and renew their understanding, skills and abilities to create flexible and responsive learning environments

Collaboration

The Board shall collaborate with municipalities, other boards and community-based service agencies in order to effectively address the needs of all students and manage the use of public

resources and collaborate with post-secondary institutions and the community to enable smooth transitions for students from secondary to post-secondary education [Education Act s. 33(1)(f)(g)]. Specifically, the Board:

18. Promotes positive community engagement within the Division;
19. Represents the community's needs, hopes and desires for education;
20. Supports the schools' programs, needs and desires to the community;
21. Acts as an advocate for public education and the Division.
22. Identifies issues for advocacy on an ongoing basis.
23. Develops an annual plan for advocacy including focus, key messages, relationships and mechanisms (Appendix A).
24. Promotes regular meetings and maintains timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

Governance and Organization

The Board shall establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness [Education Act s. 33(1)(h)]. Specifically, the Board:

25. Develops, approves and monitors the implementation of policies to guide the Division and the Board.
26. Provides direction in those areas over which the Board wishes to retain authority.
27. Monitors the development, revision and implementation of policy.
28. Develops a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
29. Annually evaluates Board effectiveness in meeting performance indicators and determines a positive path forward.
30. Develops an annual work plan with timelines.

Board/Superintendent Relations

The Board shall recruit the Superintendent and entrust the day-to-day management of the school

division to the staff through the Superintendent [Education Act s. 33(1)(j)]. Specifically, the Board:

31. Selects the Superintendent and supports succession planning as required.
32. Provides the Superintendent with clear corporate direction.
33. Delegates, in writing, administrative authority and identifies responsibility subject to provisions and restrictions in the Education Act.
34. Respects the authority of the Superintendent to carry out executive action and supports the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
35. Demonstrates mutual respect, integrity and support, which is then conveyed to the staff and the community.
36. Annually evaluates the Superintendent, in accordance with a pre-established performance appraisal.
37. Annually reviews compensation of the Superintendent.

Resource Stewardship

The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]. Specifically, the Board:

38. Within the context of the strategic plan, approves budget assumptions and establishes priorities at the outset of the budget process.
39. Reviews and approves annual budget and allocation of resources.
40. Approves substantive budget adjustments when necessary.
41. Approves borrowing for capital expenditures within provincial restrictions.
42. Reviews and approves annually the Three-Year Capital Plan.
43. Receives, reviews and approves the annual Audited Financial Statements.
44. Acquires and disposes of land and buildings.
45. Approves student fees annually.
46. Sets the mandate for provincial bargaining.

47. Ratifies Memoranda of Agreement with bargaining units.
48. Approves transfer of funds to/from operating and capital reserves.
49. Approves annually signing authorities for the Division. Approves investment parameters in alignment with the Education Act Regulation.
50. Approves the Superintendent's contract.

Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the Education Act.

Conduct

The Board shall develop and implement a code of conduct that applies to trustees of the Board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order [Education Act s. 33(1)(k)]. Specifically:

51. Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.
52. The Board shall support and hold accountable its individual Trustees and the Superintendent.
53. The Board shall establish with the Superintendent the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.
54. The Board shall establish a Division Code of Conduct, by policy, to apply to all students (Policy 900).

Liability

The Board shall comply with all applicable Acts and regulations [Education Act s. 33(1)(l)]. Specifically, the Board:

55. Acts in accordance with all statutory requirements; and
56. Maintains a Board Policy for whistle-blower protection ([Policy 130](#)).

Dispute Resolution

The Board shall establish appropriate dispute resolution processes [Education Act s. 33(1)(m)].

Specifically, the Board:

49. Hears appeals as required by statute; and

50. Maintains a policy for Appeals Regarding Student Matters ([Policy 245](#)).

Ministerial Direction

The Board shall carry out any other matters that the Minister prescribes [Education Act s. 33(1)(n)]. Specifically, the Board:

51. Performs Board functions required by governing legislation and Ministerial directives; and

52. Reviews and approves student attendance areas ([Policy 200](#)).

References:

Policies:

[130 - Public Interest Disclosure \(Whistleblower Protection\)](#)

[200 - Attendance Areas](#)

[220 - Trustee Code of Conduct](#)

[221 - Role of the Trustee](#)

[245 - Appeals Regarding Student Matters](#)

[700 - Superintendent of Schools](#)

[701 - Board Delegation of Authority](#)

[900 - Student Conduct and Discipline](#)

[Appendix A - Advocacy Plan](#)

Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222

School Fees Regulation 95/2019

Superintendent of Schools Regulation 98/2019

Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2021 Oct 27 Reviewed

2022 Feb 23 Reviewed

2022 Mar 23 Amended

2023 Sep 27 Amended

Appendix A - Advocacy Plan

In their ongoing commitment to excellence in public education and student success in Sturgeon Public Schools, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following **Key Priorities**:

ENHANCE student participation and involvement in decisions that affect their education and school experience.

ENGAGE people in their communities to build value for and facilitate their participation in the public education of our students.

ESTABLISH relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community wellbeing.

ENCOURAGE innovation in Division projects that are directly related to enhancing student achievement and success.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.

Policy 225 - This policy has been updated to mirror the Education Act - Section 33 - Board Responsibilities. All headings align with Education Act Section 33. Policy 125 - Advocacy Plan has been added as an Appendix to this policy to align with #30

Role of the Board ~~Board Responsibility and Conduct~~

POLICY

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

The Government of Alberta has legislated that the Board, as a partner in education, has the following responsibilities:

GUIDELINES

~~Board Responsibilities~~

Education Planning and Programming

The Board shall deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the Board and to enable their success [Education Act s. 33(1)(a)]. Specifically, the Board:

1. Review and approve the vision for the Division.
2. Annually review and approve education goals including the Annual Education Plan.
- ~~3. Review the Division performance and approve the Annual Education Plan.~~
- ~~4.3. Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.~~
- ~~5.4. Set governance standards for reviewing and approving educational programming.~~
- ~~5. Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.~~
- 6.

Assurance and Accountability

The Board shall be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes [Education Act s. 33(1)(b)]. Specifically, the Board:

7. Develops and implements a reporting and accountability system on any matter the Minister prescribes;
8. Disseminates any information, in the reports and accounts produced, under the reporting and accountability system to students, parents, electors and/or the Minister in the manner

- the Minister prescribes; and
9. Reviews Division performance, on an ongoing basis, and approves the Annual Education Results Report.

Stakeholder Engagement and Communication

The Board shall provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in Board matters, including the Board's plans and the achievement of goals and targets within those plans [Education Act s. 33(1)(c)]. Specifically, the Board:

- 7.10. _____ Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 8.11. _____ Make informed decisions that consider community values and represent the interests of the entire Division.
- 9.12. _____ Meet at least annually with the Council of School Councils or School Council Chairs.
- 10.13. _____ Promote the schools' programs which reflect the needs and desires of the community.
14. Report Division outcomes to the community annually.
- 11.15. _____

Safe, Caring, Respectful and Healthy Environments

The Board shall ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging [Education Act s. 33(1)(d)]. Specifically, the Board:

- 12.16. _____ Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.
- 13.17. _____ Model a culture of respect and integrity.
- 14.18. _____ Develop culturally appropriate protocols to guide the Division.
19. Establish plans for collaborative work between the Division and First Nations.
- 15.20. _____

Supports and Services

The Board shall provide a continuum of supports and services to students that is consistent with the principles of inclusive education [Education Act s. 33(1)(e)]. Specifically, the Board:

21. Supports the removal of barriers with learning partners and within learning environments;
and
22. Develops ongoing relationships with government, school and system leaders, families and community partners to strengthen and renew their understanding, skills and abilities to create flexible and responsive learning environments

~~Accountability to Provincial Government~~

- ~~16. Act in accordance with all statutory requirements to implement provincial and educational standards and policies.~~
- ~~17. Review and submit the Capital Plan.~~
- ~~18. Perform Board functions required by governing legislation and existing Board policy.~~
- ~~19. Annually approve the Education Plan for submission to Alberta Education and distribution to the public.~~

Advocacy(Collaboration)

The Board shall collaborate with municipalities, other boards and community-based service agencies in order to effectively address the needs of all students and manage the use of public resources and collaborate with post-secondary institutions and the community to enable smooth transitions for students from secondary to post-secondary education [Education Act s.

33(1)(f)(g)]. Specifically, the Board:

23. Promotes positive community engagement within the Division;
24. Represents the community's needs, hopes and desires for education;
25. Supports the schools' programs, needs and desires to the community;
26. Acts as an advocate for public education and the Division.
20.27.
28. Identifies issues for advocacy on an ongoing basis.
21.29.
30. Develops an annual plan for advocacy including focus, key messages, relationships and mechanisms (Appendix A).
22.31.
32. Promotes regular meetings and maintains timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.
23.33.

Governance and Organization Policy

The Board shall establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness [Education Act s. 33(1)(h)]. Specifically, the Board:

34. Develop, approve and monitor the implementation of policies to guide the Division and the Board.
24.35.
36. Provide direction in those areas over which the Board wishes to retain authority.
25.37.
38. Monitor the development, revision and implementation of policy.
39. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
40. Annually evaluate Board effectiveness in meeting performance indicators and determine

a positive path forward.

41. Develop an annual work plan with timelines.

26.42.

Board/Superintendent Relations

The Board shall recruit the Superintendent and entrust the day-to-day management of the school division to the staff through the Superintendent [Education Act s. 33(1)(j)]. Specifically, the Board:

43. Select the Superintendent and support succession planning as required.

27.44.

45. Provide the Superintendent with clear corporate direction.

28.46.

47. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

29.48.

49. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

30.50.

51. Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.

31.52.

53. Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.

32.54.

55. Annually review compensation of the Superintendent.

33.56.

Board Development

~~34. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.~~

~~35. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.~~

~~57. Develop an annual work plan with timelines.~~

~~36.58.~~

Fiscal Accountability or Resource Stewardship

The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]. Specifically, the Board:

59. Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

37.60.

61. Review and approve annual budget and allocation of resources.

- ~~38-62.~~
63. Approve substantive budget adjustments when necessary.
~~39-64.~~
65. Approve borrowing for capital expenditures within provincial restrictions.
~~40-66.~~
67. Review and approve annually the Three-Year Capital Plan.
~~41-68.~~
69. Receive, review and approve the annual Audited Financial Statements.
~~42-70.~~
71. Acquire and dispose of land and buildings.
~~43-72.~~
73. Approve student fees annually.
~~44-74.~~
75. Set the mandate for provincial bargaining.
~~45-76.~~
77. Ratify Memoranda of Agreement with bargaining units.
~~46-78.~~
79. Approve transfer of funds to/from operating and capital reserves.
~~47-80.~~
81. Approve annually signing authorities for the Division. Approve investment parameters in alignment with the Education Act Regulation.
~~48-82.~~
83. Approve the Superintendent's contract.
~~49-84.~~

Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the Education Act.

Board Conduct

The Board shall develop and implement a code of conduct that applies to trustees of the Board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order [Education Act s. 33(1)(k)]. Specifically:

- ~~50-86.~~
85. Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.
~~51-88.~~
87. The Board shall support and hold accountable its individual Trustees and the Superintendent.
89. The Board shall establish with the Superintendent the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.
90. The Board shall establish a Division Code of Conduct, by policy, to apply to all students (Policy 900).

Liability

The Board shall comply with all applicable Acts and regulations [Education Act s. 33(1)(l)]. Specifically, the Board:

91. Acts in accordance with all statutory requirements; and

92. Maintains a Board Policy for whistle-blower protection (Policy 130).

Dispute Resolution

The Board shall establish appropriate dispute resolution processes [Education Act s. 33(1)(m)]. Specifically, the Board:

49. Hears appeals as required by statute; and

50. Maintains a policy for Appeals Regarding Student Matters (Policy 245).

Ministerial Direction

The Board shall carry out any other matters that the Minister prescribes [Education Act s. 33(1)(n)]. Specifically, the Board:

51. Performs Board functions required by governing legislation and Ministerial directives; and

~~52-93.~~ 52. Reviews and approves student attendance areas (Policy 200).

References:

Policies:

130 - Public Interest Disclosure (Whistleblower Protection)

200 - Attendance Areas

220 - Trustee Code of Conduct

221 - Role of the Trustee

245 - Appeals Regarding Student Matters

700 - Superintendent of Schools

701 - Board Delegation of Authority

900 - Student Conduct and Discipline

Appendix A - Advocacy Plan

Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222

School Fees Regulation 95/2019

Superintendent of Schools Regulation 98/2019

Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2021 Oct 27 Reviewed

2022 Feb 23 Reviewed

2022 Mar 23 Amended

[2023 Sep 27 Amended](#)

~~Policy 125 – Policy 225 Appendix A - Advocacy Plan - move to an Appendix to align with the new language in Policy 225 #30~~

Appendix A - Advocacy Plan

In their ongoing commitment to excellence in public education and student success in Sturgeon Public Schools, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following **Key Priorities**:

ENHANCE student participation and involvement in decisions that affect their education and school experience.

ENGAGE people in their communities to build value for and facilitate their participation in the public education of our students.

ESTABLISH relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community wellbeing.

ENCOURAGE innovation in Division projects that are directly related to enhancing student achievement and success.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.

References:

~~Board Procedures Regulation 82/2019~~

History

~~2019 May 22 Initial Approval~~

~~2020 Jan 29 Reviewed~~

~~2021 Oct 27 Reviewed~~

~~2023 Apr 26 Reviewed~~



225: Board Responsibility and Conduct

1.0 POLICY

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

2.0 GUIDELINES

Board Responsibilities

2.1 Education Planning and Programming

2.1.1 Review and approve the vision for the Division.

2.1.2 Annually review and approve education goals including the Annual Education Plan.

2.1.3 Review the Division performance and approve the Annual Education Plan.

2.1.4 Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.

2.1.5 Set governance standards for reviewing and approving educational programming.

2.1.6 Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.

2.2 Stakeholder Engagement and Communication

2.2.1 Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.

2.2.2 Make informed decisions that consider community values and represent the interests of the entire Division.

2.2.3 Meet at least annually with the Council of School Councils or School Council Chairs.

2.2.4 Promote the schools' programs which reflect the needs and desires of the community.

2.2.5 Report Division outcomes to the community annually.

2.3 Safe, Caring, Respectful and Healthy Environments

2.3.1 Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.

2.3.2 Model a culture of respect and integrity.

2.3.3 Develop culturally appropriate protocols to guide the Division.

2.3.4 Establish plans for collaborative work between the Division and First Nations.

2.4 Accountability to Provincial Government

2.4.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.

2.4.2 Review and submit the Capital Plan.

2.4.3 Perform Board functions required by governing legislation and existing Board policy.

2.4.4 Annually approve the Education Plan for submission to Alberta Education and distribution to the public.

2.5 Advocacy

2.5.1 Act as an advocate for public education and the Division.

2.5.2 Identify issues for advocacy on an ongoing basis.

2.5.3 Develop an annual plan for advocacy including focus, key messages relationships and mechanisms.

2.5.4 Promote regular meetings and maintain timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

2.6 Policy

2.6.1 Develop, approve and monitor the implementation of policies to guide the Division and the Board.

2.6.2 Provide direction in those areas over which the Board wishes to retain authority.

2.6.3 Monitor the development, revision and implementation of policy.

2.7 Board/Superintendent Relations

2.7.1 Select the Superintendent and support succession planning as required.

2.7.2 Provide the Superintendent with clear corporate direction.

2.7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

2.7.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

2.7.5 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.

2.7.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.

2.7.7 Annually review compensation of the Superintendent.

2.8 Board Development

2.8.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.

2.8.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.

2.8.3 Develop an annual work plan with timelines.

2.9 Fiscal Accountability

2.9.1 Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

2.9.2 Review and approve annual budget and allocation of resources.

2.9.3 Approve substantive budget adjustments when necessary.

2.9.4 Approve borrowing for capital expenditures within provincial restrictions.

2.9.5 Review and approve annually the Three-Year Capital Plan.

2.9.6 Receive, review and approve the annual Audited Financial Statements.

2.9.7 Acquire and dispose of land and building.

2.9.8 Approve student fees annually.

2.9.9 Set the mandate for provincial bargaining.

2.9.10 Ratify Memoranda of Agreement with bargaining units.

2.9.11 Approve transfer of funds to/from operating and capital reserves.

2.9.12 Approve annually signing authorities for the Division.

2.9.13 Approve investment parameters in alignment with the Education Act Regulation.

2.9.14 Approve the Superintendent's contract.

3.1 Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the Education Act.

3.2 Board Conduct

3.2.1 Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.

3.2.2 The Board shall support and hold accountable its individual Trustees and the Superintendent.

3.2.3 The Board shall establish with the Superintendent the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.

References:

Policies:

220 Trustee Code of Conduct

221 Role of the Trustee

245 Appeals Regarding Student Matters

700 Superintendent of Schools

701 Board Delegation of Authority

Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222

School Fees Regulation 95/2019

Superintendent of Schools Regulation 98/2019

Board Procedures Regulation 82/2019

History

2019 Jan 30 Initial Approval

2021 Oct 27 Reviewed

2022 Feb 23 Reviewed

2022 Mar 23 Amended



125: Advocacy Plan

In their ongoing commitment to excellence in public education and student success in Sturgeon Public Schools, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following **Key Priorities**:

1.0 **ENHANCE** student participation and involvement in decisions that affect their education and school experience.

2.0 **ENGAGE** people in their communities to build value for and facilitate their participation in the public education of our students.

3.0 **ESTABLISH** relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community well---being.

4.0 **ENCOURAGE** innovation in Division projects that are directly related to enhancing student achievement and success.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.

References:

Board Procedures Regulation – 82/2019

History

2019 May 22 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2023 Apr 26 Reviewed

Policy Handbook I. Introduction, Foundations and Philosophical Commitments



Date: September 27, 2023 **Agenda Item:** 10.5

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent
Committee of the Whole

Governance Policy: [Board Policy 235 - Conduct of Board Meetings](#)
[Board Policy 210 - Electoral Wards](#)
[Board Policy 430 - Trustee Remuneration and Expense Reimbursement](#)
[Board Policy 435 - Technology Equipment for Trustees](#)

Additional Reference: Education Act:
Division 2, Board Procedures Regulation
Division 5, Conflict of Interest and Disqualifications
Sections 33, 34, 64, 75
Board Procedures Regulation 82/2019
Robert's Rules of Order
[Administrative Procedure 425 - Purchasing Authority and Procedure](#)
[Administrative Procedure 435 - Employee Expense Claims and Reimbursement](#)

Assurance Domain: Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Supporting Effective Governance

Subject: **Policy 235 - Conduct of Board Meetings**

Purpose:
For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the revised Board *Policy 235 - Board Operations*, with recommended changes, and adopt *Policy 210 - Electoral Wards*, *Policy 430 - Trustee Remuneration and Expense Reimbursement* and *Policy 435 - Technology Equipment for Trustees* as both part of the policy and as appendices as presented at the September 27, 2023, Public Board meeting.

Background:

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies (Policy 240 - Policy Development). Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the Education Act and Alberta Education regulations.

Administration has reviewed and updated *Policy 235 - Board Operations* as discussed at the Committee of the Whole meeting on September 13, 2023. Administration recommends *Policy 210 - Electoral Wards*, *Policy 430 - Trustee Remuneration and Expense Reimbursement* and *Policy 435 - Technology Equipment for Trustees* be adopted as appendices to Policy 235.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Policy 235 - Board Operations - Clean Copy
2. Policy 235 - Board Operations - Tracked Changes
3. Policy 235 - Conduct of Board Meetings - Current Copy
4. Policy 210 - Electoral Wards - Current Copy
5. Policy 430 - Trustee Remuneration and Expense Reimbursement - Current Copy
6. Policy 435 - Technology Equipment for Trustees

Policy 235 - Board Operations

POLICY

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The meetings of the Board must be held in public and no person shall be excluded from them except for improper conduct (Education Act 64 (1)).

There are times when public interest is best served by private discussion of specific issues through *in-camera* sessions. It is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore the Board may go *in-camera* for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) as often as is necessary to deal adequately with its business (Board Procedure Regulation 82/2019) with clearly defined procedures that are communicated clearly to the public.

GUIDELINES

1. The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives ([Board Procedures Regulation 82/2019](#)).
2. The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.
 - 2.1 An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
 - 2.1.1 Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
 - 2.1.2 Special swearing-in provisions shall be made for a trustee taking office following a by-election.
3. The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.
4. The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.
5. A quorum, which is a simple majority of the number of trustees, must be present for

every duly constituted meeting.

6. All meetings will ordinarily be held in the Division Office in Morinville.
7. Meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Wards

As per the Education Act (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

Any changes to the electoral ward boundaries shall be by Ministerial Order.

A copy of The Sturgeon Public School Division Electoral Wards is attached as Appendix C of this policy.

Preparation of Public Board Meeting Agendas

8. The Superintendent of Schools, in consultation with the Board Chair, will prepare agendas for Public Board meetings.
9. Agenda Items to be considered for inclusion in the Public Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.
10. Distribution of Agenda Kits
 - 10.1 Regular Board Meeting Agenda kits will be available on the division website, no later than 5:00 pm three (3) business days or 5 calendar days prior to the Board Meeting.

10.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

11. The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.
12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Public Participation at Board Meetings

The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

13. Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.
 - 13.1 The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter and added to the Board package to ensure Trustees have the information at the same time as the Superintendent.
 - 13.1.1 The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances.
 - 13.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".
 - 13.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.
 - 13.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.
 - 13.5 Speakers shall address their comments to the Board Chair.
 - 13.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
 - 13.7 The Board Chair will thank the speaker and/or delegation on behalf of the

Board.

13.8 If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.

13.8.1 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

13.9 The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

14. During the Comment & Question period of a Public Board meeting:

14.1 The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand (in the chat, if online), wait to be called upon by the Board Chair and have their camera on (if online). The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent.

14.2 The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in 14.3, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

14.4 Questions or Comments with respect to the following issues will not be permitted:

14.4.1 the security of the property of The Sturgeon Public School Division,

14.4.2 personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,

14.4.3 a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,

14.4.4 labour relations or employee negotiations,

14.4.5 a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or

14.4.6 the consideration of a request for access for information under the

Freedom of Information and Protection of Privacy Act.

- 14.4.7 With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

Audio/Video Recording Devices

15. The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair. Public Board Meetings are recorded and live-streamed.

Preparation and Approval of Minutes

16. The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.
17. The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.
18. Minutes, once approved, are only subject to change by a formal resolution.

Special Meetings of the Board

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

19. Special meetings of the Board shall be called in accordance with Section 3 of the Board Procedures Regulation.
20. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

In-Camera

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting in-camera.

Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

21. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
 - 21.1 Personnel; either
 - 24.1.1.1 Individual students; or
 - 24.1.1.2 Individual employees;
 - 21.2 Matters relating to negotiations;
 - 21.3. Acquisition/disposal of real property;
 - 21.4. Litigation brought by or against the Board;
 - 21.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
22. In-camera sessions shall be closed to the public and press.
23. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting.
24. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
25. In-camera minutes shall be marked as privileged and confidential.
26. The Board shall, during the in-camera session, adopt only such resolution and/or recommendation as is required to re-convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

Attendance at Meetings

27. A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other (Board Procedures Regulation Section 5).
28. Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.
29. A Trustee who participates in a meeting by electronic means is considered present at the

meeting and will be recorded as in attendance (Board Procedures Regulation Section 5).

30. A maximum of six Trustees may attend a meeting of the Board by electronic means.
31. The Board Chair or designate must be physically present in the meeting room.
32. All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.
33. Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)
34. A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.
35. While electronic participation is accommodated, in-person attendance is strongly encouraged as it fosters a more effective collaborative environment within the Board.

Trustee Compensation and Expenses

The Board believes that Trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

36. Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.
37. Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
38. Advances will not be paid to cover any approved expenses.
39. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
40. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 41.

41. A Division credit card will be provided to the Board Chair upon request.
 - 41.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
42. Approved expenses are found in Appendix D.
43. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy
44. Claims for the reimbursement of approved expenses are to be submitted for payment to the Board Chair. Questions will be directed to the Board Chair.
45. Approved expenses will be paid at the following rates:
 - 45.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.
 - 45.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.
 - 45.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.
 - 45.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.
46. Standard per kilometer distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.
47. A general expense allowance determined annually as part of the budget process.

Technology Equipment for Trustees

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be reimbursed. See Appendix E.

References:

Education Act:
Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75, 76

Appendix A - Sturgeon Public Schools Board Organizational Meeting Agenda

Appendix B - Sturgeon Public Schools Board Meeting Agenda

Appendix C - Electoral Wards

Appendix D - Trustee Remuneration

Appendix E - Technology Equipment for Trustees

[AP425– Purchasing Authority and Procedure](#)

[AP435– Employee Expense Claims and Reimbursement](#)

Board Procedures Regulation 82/2019

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

[2021 Sturgeon Public School Electoral Boundary Map](#)

Robert's Rules of Order

History

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 Sep 27 Amended

Policy 235

APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda

1. Roll Call
2. Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.
3. Treaty 6 Acknowledgement Statement.
4. Declaration of Returning Officer - if applicable
5. Oath of Office - if applicable
6. Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
7. Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.
8. Code of Ethics - the Board Chair will read the Code of Ethics.
9. Date, Time, Place of Regular Meetings.
10. Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.
 - 10.1 Committee of the Whole
 - 10.2 Municipal Liaison Committee
 - 10.3 ATA Negotiations Committee
 - 10.4 CUPE Negotiations Committee
 - 10.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
 - 10.6 Labour Management Committee (Policy Advisory – CUPE)
11. Board Representatives to Other Organizations
 - 11.1 Alberta School Boards Association
1 Representative, 1 Alternate Representative

11.2 Public School Boards Association of Alberta
1 Representative, 1 Alternate Representative

11.3 TEBA Representative

11.4 Sturgeon Composite High School – School Council Representatives (Alternating)

11.5 Sturgeon Public Virtual Academy - School Council Representatives (Alternating)

11.6 Student Discipline Committee (as required)

11.7 Morinville Rotary Representative

11.8 Community Services Advisory Representative

12. Close of Meeting

APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of Minutes
5. Business Arising From The Minutes
6. Presentations / Delegations
7. Action Items
8. Administrative Reports
9. Reports from Trustees and Standing Committees
 - 9.1 Chair's Report
 - 9.2 Trustees' Reports
 - 9.3 Committee of the Whole Report
10. Reports from Special Committees/Task Groups
 - 10.1 Alberta School Boards Association Representative
 - 10.2 Public School Boards Association of Alberta Representative
11. Unfinished Business
12. Comment & Question Period
13. In Camera
14. Adjournment

Appendix C - Electoral Wards

WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

WARD 2 (BON ACCORD/LEGAL)

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

WARD 5 (MORINVILLE)

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

WARD 6 (CARDIFF/GARRISON)

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 Lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

WARD 7 (GIBBONS/LAMOUREUX)

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

Appendix D - Trustee Remuneration

Trustee Remuneration

Chair \$22,536

Vice Chair \$21,511

Trustees (5x20,486) \$102,430

Professional Development (7x3,143) \$22,000

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

Per Diem Allowance

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

12. ASBA Zone Meetings (designate and alternate can claim);
13. Alberta Education Meetings/Events;
14. PSBAA Zone Meetings (designate and alternate can claim);
15. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);

16. Board Retreat, school tours and school presentations;
17. Professional Development (Relevant to the role of Trustee);
18. TEBA Meetings;
19. ASBA/PSBAA Conferences;
20. Discipline Hearings;
21. Negotiations - 7th Meeting onward (including 7th meeting); and
22. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

Other Expenses

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

23. Registration;
24. Parking;
25. Meals;
 - 25.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or
 - 25.2 Amount on the receipt (the Division will not reimburse alcohol purchases).
26. Accommodation.

Appendix E Technology Equipment for Trustees

GUIDELINES

1. Technology devices will be replaced consistent with the Division's technology replacement plan.
2. All equipment will be returned at the end of the trustee's term of office.
 - 2.2.1 Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.
3. Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.
4. The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.
5. Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.
6. General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.
7. Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

Policy 235 - #15 is from [AP 260 - Conduct of Board Meetings](#) - If policy is passed, AP 260 will be rescinded.

- Appendix A - Org. Meeting Agenda updated to reflect changes to CoW/Committees.
- Appendix B - Sturgeon Public Schools Board Meeting Agenda updated to reflect recommendations from the consultant at Board Retreat.
- Policy 210 - Electoral Wards captured in this policy and included as Appendix C - Electoral Wards.
- Policy 430 - Trustee Remuneration and Expense Reimbursement - added to Policy 235.
 - Policy 430 - Exhibit 1 - added as Appendix D and Trustee Remuneration \$ updated to reflect 1.25% salary increase and 23-24 Trustee Budget.
- Policy 435 - Technology Equipment for Trustees added to Policy 235 and added as Appendix E.

Policy 235 Board Operations ~~Conduct of Board Meetings~~

POLICY

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The meetings of the Board must be held in public and no person shall be excluded from them except for improper conduct (Education Act 64 (1)).

There are times when public interest is best served by private discussion of specific issues through in-camera sessions. It is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore the Board may go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) as often as is necessary to deal adequately with its business (Board Procedure Regulation 82/2019) with clearly defined procedures that are communicated clearly to the public.

GUIDELINES

1. The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives ([Board Procedures Regulation 82/2019](#)).
2. The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.
 - 2.1 An official swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
 - 2.1.1 Each trustee shall take the oath of office or make an affirmation as

called upon in accordance with the agenda.

2.1.2 Special swearing-in provisions shall be made for a trustee taking office following a by-election.

3. The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.

4. The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting. ~~Treaty 6 Acknowledgement Statement:~~ “We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.”

~~2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.~~

5. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

6. All meetings will ordinarily be held in the Division Office in Morinville.

5.7. Meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent’s employment contract is being discussed.

Wards

As per the Education Act (s. 76), the Board provides for the nomination and election of trustees within the Division by wards (electoral subdivisions). The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward’s population should follow the Electoral Boundaries commission’s recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

Any changes to the electoral ward boundaries shall be by Ministerial Order.

A copy of The Sturgeon Public School Division Electoral Wards is attached as Appendix C of this policy.

-Preparation of Public Board Meeting Agendas

6.8. The Superintendent of Schools, in consultation with the Board Chair, will prepare agendas for Public Board meetings.

7.9. Agenda Items to be considered for inclusion in the Public Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

8.10. Distribution of Agenda Kits

1. 10.1 Regular Board Meeting Agenda kits will be available on the division website ~~or delivered in person to the residence of each trustee or other place designated by the trustee~~, no later than 5:00 pm three (3) business days or 5 calendar days prior to the Board Meeting.

10.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

11. The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

Public Participation at Board Meetings

The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

9.13. Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

14.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date. ~~The delegation shall provide the Superintendent five (5) business days' written notice of intent, prior to the regular Board meeting at which they wish to appear; the notice shall include a written brief articulating the matter and added to the Board package to ensure Trustees have the information at the same time as the Superintendent.~~

14.1.1 The Board Chair and the Superintendent may jointly agree to waive the foregoing requirements in special circumstances ~~where the health and/or safety of students and/or staff are of concern.~~

14.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".

14.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

14.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

14.5 Speakers shall address their comments to the Board Chair.

14.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

14.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

14.8 If a decision is required in response to a presentation, the Board will render its decision at a subsequent meeting and in a timely manner.

14.8.1 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

14.9 The Board may also incorporate a recess session during a regular meeting of the Board, for the purpose of unscheduled public participation.

10-14. During the Comment & Question period of a Public Board meeting:

1. The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand (in the chat, if online), wait to be called upon by the Board Chair and have their camera on (if online). The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent.
2. The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in 14.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
3. Questions or Comments with respect to the following issues will not be permitted:
 - i. the security of the property of The Sturgeon Public School Division,
 - ii. personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,
 - iii. a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,
 - iv. labour relations or employee negotiations,
 - v. a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or
 - vi. the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
 - vii. With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

Audio/Video Recording Devices

11-15. The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

~~The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.~~

12. Public Board meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being

~~discussed.~~

~~2.~~

Preparation and Approval of Minutes

~~13-16.~~ The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

~~14-17.~~ The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.

~~15-18.~~ Minutes, once approved, are only subject to change by a formal resolution.

2.11 Open Meetings

~~All meetings shall be held in accordance with the Education Act, Section 64.~~

Special Meetings of the Board

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

~~19.~~ Special meetings of the Board shall be called in accordance with ~~the Education Act, Section 64~~ Section 3 of the Board Procedures Regulation.

~~16-20.~~ Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's employment contract is being discussed.

~~2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.~~

In-Camera

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board, or recess a meeting in progress for the purpose of meeting in-camera.

Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.

~~17-21.~~ The Board may convene in-camera only to discuss matters of a sensitive nature, including:

24.1 Personnel; either

24.1.1.1 Individual students; or

24.1.1.2 Individual employees;

24.2 Matters relating to negotiations;

24.3. Acquisition/disposal of real property;

24.4. Litigation brought by or against the Board;

24.5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.

~~18-22.~~ In-camera sessions shall be closed to the public and press.

~~19-23.~~ The Board shall only discuss the matter(s) that gave rise to the in-camera meeting.

~~20-24.~~ Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.

~~21-25.~~ In-camera minutes shall be marked as privileged and confidential.

~~22-26.~~ The Board shall, during the in-camera session, adopt only such resolution and/or recommendation as is required to re-convene the Board in an open, public meeting, with due consideration to protection of personal or proprietary information.

Attendance at Meetings

~~23-27.~~ A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other ([Board Procedures Regulation Section 5](#)).

~~24-28.~~ Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

~~25-29.~~ A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance ([Board Procedures Regulation Section 5](#)).

~~26-30.~~ A maximum of six Trustees may attend a meeting of the Board by electronic means.

~~27-31.~~ The Board Chair or designate must be physically present in the meeting room.

~~28-32.~~ All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

~~29-33.~~ Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug.

31)

~~30.34.~~ A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.

~~31.35.~~ While electronic participation is accommodated, in-person attendance is strongly encouraged as it fosters a more effective collaborative environment within the Board.

~~3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.~~

~~4.0 ANNUAL GENERAL MEETING OF THE BOARD~~

~~4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:~~

~~4.1.1 Prior to November 15 in each year~~

~~4.1.2 At a convenient place within the Division~~

~~4.1.3 At a date, time and place specified by the Board.~~

Trustee Compensation and Expenses

The Board believes that Trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

36. Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.

37. Advances will not be paid to cover any approved expenses.

38. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.

39. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.

40. A Division credit card will be provided to the Board Chair upon request.

1. Expenses incurred and charged to such credit cards shall be in line with the intent

of this policy.

41. Approved expenses are found in Appendix D.

42. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy

43. Claims for the reimbursement of approved expenses are to be submitted for payment to the Board Chair. Questions will be directed to the Board Chair.

44. Approved expenses will be paid at the following rates:

46.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

46.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.

46.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

46.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

45. Standard per kilometer distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

46. A general expense allowance determined annually as part of the budget process.

Technology Equipment for Trustees

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be reimbursed. See Appendix E.

References:

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Administrative Procedure 260 - Conduct of Board Meetings - to be rescinded once policy adopted

[Appendix A - Sturgeon Public Schools Board Organizational Meeting Agenda](#)

[Appendix B - Sturgeon Public Schools Board Meeting Agenda](#)

[Appendix C - Electoral Wards](#)

[Appendix D - Trustee Remuneration](#)

[Appendix E - Technology Equipment for Trustees](#)

[AP425- Purchasing Authority and Procedure](#)

[AP435- Employee Expense Claims and Reimbursement](#)

Board Procedures Regulation 82/2019

Robert's Rules of Order

History

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

235: APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda

~~EFFECTIVE: March 27, 2019~~

~~REVISED: November 25, 2020~~

~~REVIEW: 2024-2025~~

1.0 Roll Call

2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.

3.0 Treaty 6 Acknowledgement Statement.

4.0 Declaration of Returning Officer - if applicable

5.0 Oath of Office - if applicable

6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.

7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.

8.0 Code of Ethics - the Board Chair will read the Code of Ethics.

9.0 Date, Time, Place of Regular Meetings.

~~10.0 Trustee Committees~~

~~10.1 Advocacy Committee~~

~~10.2 Building and Maintenance Committee~~

~~10.3 Finance and Human Resources Committee~~

~~10.4 Policy Committee~~

~~10.5 Transportation Committee~~

140.0 Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

- 11.1 Committee of the Whole
- 11.2 Municipal Liaison Committee
- 11.3 ATA Negotiations Committee
- 11.4 CUPE Negotiations Committee
- 11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 11.6 Labour Management Committee (Policy Advisory – CUPE)
- 12.0 Board Representatives to Other Organizations
- 12.1 Alberta School Boards Association
 - 1 Representative, 1 Alternate Representative
- 12.2 Public School Boards Association of Alberta
 - 1 Representative, 1 Alternate Representative
- 12.3 TEBA Representative
- 12.4 Sturgeon Composite High School – School Council Representatives (Alternating)
- 12.5 Sturgeon Public Virtual Academy - School Council Representatives (Alternating)
- 12.6 Student Discipline Committee (as required)
- 12.7 Morinville Rotary Representative
- 12.8 Community Services Advisory Representative
- 13.0 Close of Meeting

References:

~~Education Act:~~

~~Division 2, Board Procedures;~~

~~Division 5, Conflict of Interest and Disqualification~~

~~Sections 33, 34, 64, 75~~

~~Board Procedures Regulation 82/2019~~

~~Robert's Rules of Order~~

APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

~~EFFECTIVE: March 27, 2019~~

~~REVISED: November 25, 2020~~

~~REVIEW: 2024-2025~~

- 1.0 Call to Order
- 2.0 Land Acknowledgement
- 3.0 ~~Consideration~~Approval of Agenda
- 3.1 ~~Additions/Deletions to Agenda~~
- 3.2 ~~Approval of Agenda~~
- 4.0 ~~Appointments~~
- 4.1 _____
- 5.0 ~~Reading and~~ Approval of Minutes
- 5.1 ~~Approval of the Minutes of the Regular Meeting of _____~~
- 6.0 Business Arising From The Minutes
- 6.0 Presentations / Delegations
- 6.1 _____
- 8.0 Action Items
- 7.0 ~~Administrative~~ Reports ~~from Senior Executive~~
- 8.0 Reports from Trustees and Standing Committees
- 8.0.1 Chair's Report
- 8.0.2 Trustees' Reports
- 8.0.3 Committee of the Whole Report~~Advocacy Committee~~
- 8.4 ~~Audit, Finance, and Human Resources Committee~~
- 8.5 ~~Building & Maintenance Committee~~
- 8.6 ~~Policy Committee~~
- 8.7 ~~Transportation Committee~~
- 9.0 Reports from Special Committees/Task Groups
- 9.0.1 Alberta School Boards Association Representative
- 9.0.2 Public School Boards Association of Alberta Representative
- 10.0 ~~New Business~~
- 10.1 _____
- 10.2 _____
- 10.3 _____
- 11.0 Unfinished Business
- 11.1 _____
- 12.0 ~~Notices of Motion~~
- 13.0 ~~Information~~
- 14.0 Comment & Question Period
- 14.1 ~~ATA; CUPE~~

14.2 Community Members
14.3 Media
15.0 Requests for Information
16.0 In Camera
14. In Camera

137.0 Adjournment

References:

~~Education Act;~~
~~Division 2, Board Procedures;~~
~~Division 5, Conflict of Interest and Disqualification~~
~~Sections 33, 34, 64, 75~~
~~Board Procedures Regulation 82/2019~~
~~Robert's Rules of Order~~

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235 - Appendix C - Electoral Wards

1.0 POLICY

~~The Board has determined that, pursuant to Section 76 of the Education Act, 2019, the nomination and election of trustees shall be by electoral ward.~~

~~The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.~~

~~Electoral wards will be established based primarily on representation by population.~~

~~Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.~~

~~Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.~~

2.0 GUIDELINES

~~2.1 The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.~~

~~2.2 Any changes to the electoral ward boundaries shall be by Ministerial Order.~~

~~2.3 Exhibit~~

All west of the fourth meridian unless otherwise noted.

2.3.1 WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

2.3.2 WARD 2 (BON ACCORD/LEGAL)

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

2.3.3 WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

~~2.3.4~~ **WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)**

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

~~2.3.5~~ **WARD 5 (MORINVILLE)**

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

~~2.3.6~~ **WARD 6 (CARDIFF/GARRISON)**

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

~~2-2-3.7~~ **WARD 7 (GIBBONS/LAMOUREUX)**

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

References:

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Education Act: Section 76

Board Procedures Regulation 82/2019

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

[2021 Sturgeon Public School Electoral Boundary Map](#)

History

~~2019-Apr 24 Initial Approval~~

~~2020-Jan 29 Amended~~

~~2021-Oct 27 Reviewed~~

Policy 235 Appendix D - Trustee Remuneration-430- **Exhibit A**

Appendix**Exhibit DA**

1. Trustee Remuneration

Chair ~~\$22,000~~ \$22,536

Vice Chair ~~\$21,000~~ \$21,511

Trustees ~~(5x20,000) \$100,000~~ (5x20,486) \$102,430

Professional Development (7x3, ~~1432400~~) \$23,80022,000

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

2. Per Diem Allowance

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

1. ASBA Zone Meetings (designate and alternate can claim);
2. Alberta Education Meetings/Events;
3. PSBAA Zone Meetings (designate and alternate can claim);
4. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);

5. Board Retreat, school tours and school presentations;
6. Professional Development (Relevant to the role of Trustee);
7. TEBA Meetings;
8. ASBA/PSBAA Conferences;
9. Discipline Hearings;
10. Negotiations - 7th Meeting onward (including 7th meeting); and
11. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

3. Other Expenses

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

3.1 Registration;

3.2 Parking;

3.3 Meals;

3.3.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or

3.3.2 Amount on the receipt (the Division will not reimburse alcohol purchases).

3.4 Accommodation.

Appendix E - Policy 235 Board Operations - Technology Equipment for Trustees
435: Technology Equipment for Trustees

1.0 POLICY

~~To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be covered under Policy 430—Trustee Remuneration and Expense Reimbursement.~~

2.0 GUIDELINES

~~1. 2.1~~ Technology devices will be replaced consistent with the Division's technology replacement plan.

~~—2.2~~ All equipment will be returned at the end of the trustee's term of office.

~~a. 2.2.1~~ Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.

~~2. 2.3~~ Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.

~~3. 2.4~~ The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.

~~4. 2.5~~ Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.

~~5. 2.6~~ General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.

~~6.~~
~~7. 2.7~~ Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

References:

~~Board Policy: 430 Trustee Remuneration and Expense Reimbursement~~

History

~~2019 Jun 26 Initial Approval~~

~~2020 Jan 29 Reviewed~~

~~2021 Oct 27 Reviewed~~

~~2022 Jun 22 Amended~~



235: Conduct of Board Meetings

1.0 POLICY

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) with clearly defined procedures that are communicated clearly to the public.

2.0 GUIDELINES

2.1 The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.

2.2 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.

2.3 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.

2.4 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting. Treaty 6 Acknowledgement Statement: "We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries."

2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.

2.6 Preparation of Board Meeting Agendas

2.6.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

2.6.2 Agenda Items Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

2.6.3 Distribution of Agenda Kits

2.6.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, no later than 5:00 pm three (3) business days prior to the Board Meeting.

2.6.3.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.

2.7 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

2.8 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

2.8.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.

2.8.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category “Appointments”.

2.8.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

2.8.4 The total duration of the “Appointments” section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

2.8.5 Speakers shall address their comments to the Board Chair.

2.8.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

2.8.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

2.8.8 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

2.10 **Preparation and Approval of Minutes**

2.10.1 The minutes of board meetings will state the date and venue of the meeting, the Trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

2.10.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the Trustees' responsibility to check for accuracy of content and, if necessary, to request changes and corrections.

2.10.3 Minutes, once approved, are only subject to change by a formal resolution.

2.11 Open Meetings

All meetings shall be held in accordance with the Education Act, Section 64.

2.12 Special Meetings of the Board

Special meetings of the Board shall be called in accordance with the Education Act, Section 64.

2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

3.0 PROCESS

3.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

3.2 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

3.3 A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.

3.4 A maximum of six Trustees may attend a meeting of the Board by electronic means.

3.5 The Board Chair or designate must be physically present in the meeting room.

3.6 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

3.7 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)

3.8 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board Chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than two (2) days before the Board meeting in question.

3.9 The Chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.

4.0 ANNUAL GENERAL MEETING OF THE BOARD

4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

4.1.1 Prior to November 15 in each year

4.1.2 At a convenient place within the Division

4.1.3 At a date, time and place specified by the Board.

References:

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

History

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2020 Mar 25 Amended

2020 Nov 25 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

Policy Handbook II. School Board Governance and Operations



235: APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda

EFFECTIVE: March 27, 2019

REVISED: November 25, 2020

REVIEW: 2024-2025

1.0 Roll Call

2.0 Call to Order - The Associate Superintendent, Corporate Services will call the meeting to order and act as Chair.

3.0 Treaty 6 Acknowledgement Statement.

4.0 Declaration of Returning Officer - if applicable

5.0 Oath of Office - if applicable

6.0 Election of Board Chair - may, at the request of one Trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.

7.0 Election of Vice-Chair - may, at the request of one Trustee, be handled by a secret ballot.

8.0 Code of Ethics - the Board Chair will read the Code of Ethics.

9.0 Date, Time, Place of Regular Meetings.

10.0 Trustee Committees

10.1 Advocacy Committee

10.2 Building and Maintenance Committee

10.3 Finance and Human Resources Committee

10.4 Policy Committee

10.5 Transportation Committee

11.0 Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

11.1 Committee of the Whole

11.2 Municipal Liaison Committee

11.3 ATA Negotiations Committee

11.4 CUPE Negotiations Committee

11.5 Teacher Board Advisory Committee (Policy Advisory – ATA)

11.6 Labour Management Committee (Policy Advisory – CUPE)

12.0 Board Representatives to Other Organizations

12.1 Alberta School Boards Association

1 Representative, 1 Alternate Representative

12.2 Public School Boards Association of Alberta

1 Representative, 1 Alternate Representative

12.3 TEBA Representative

12.4 Sturgeon Composite High School – School Council Representatives
(Alternating)

12.5 Sturgeon Public Virtual Academy - School Council Representatives
(Alternating)

12.6 Student Discipline Committee (as required)

12.7 Morinville Rotary Representative

12.8 Community Services Advisory Representative

13.0 Close of Meeting

References:

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

Policy Handbook II. School Board Governance and Operations



235: APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

EFFECTIVE: March 27, 2019

REVISED: November 25, 2020

REVIEW: 2024-2025

1.0 Call to Order

2.0 Land Acknowledgement

3.0 Consideration of Agenda

3.1 Additions/Deletions to Agenda

3.2 Approval of Agenda

4.0 Appointments

4.1 _____

5.0 Reading and Approving of Minutes

5.1 Approval of the Minutes of the Regular Meeting of _____

6.0 Presentations

6.1 _____

7.0 Reports from Senior Executive

8.0 Reports from Trustees and Standing Committees

8.1 Chair's Report

8.2 Trustees' Reports

8.3 Advocacy Committee

8.4 Audit, Finance, and Human Resources Committee

8.5 Building & Maintenance Committee

8.6 Policy Committee

8.7 Transportation Committee

9.0 Reports from Special Committees/Task Groups

9.1 Alberta School Boards Association Representative

9.2 Public School Boards Association of Alberta Representative

10.0 New Business

10.1 _____

10.2 _____

10.3 _____

11.0 Unfinished Business

11.1 _____

12.0 Notices of Motion

13.0 Information

14.0 Comment & Question Period

14.1 ATA; CUPE

14.2 Community Members

14.3 Media

15.0 Requests for Information

16.0 In Camera

17.0 Adjournment

References:

Education Act:

Division 2, Board Procedures;

Division 5, Conflict of Interest and Disqualification

Sections 33, 34, 64, 75

Board Procedures Regulation 82/2019

Robert's Rules of Order

Policy Handbook II. School Board Governance and Operations



210: Electoral Wards

1.0 POLICY

The Board has determined that, pursuant to Section 76 of the Education Act, 2019, the nomination and election of trustees shall be by electoral ward.

The Board believes it is best served by an electoral ward system, with each ward being equitable, in terms of the electoral population served.

Electoral wards will be established based primarily on representation by population.

Each ward's population should follow the Electoral Boundaries commission's recommendation that the population of a proposed ward should not vary +/- 25% from the average ward population.

Sturgeon Public Schools will also give consideration to the geographic area served and communities served in establishing its electoral wards.

2.0 GUIDELINES

2.1 The Board has determined that there shall be seven (7) electoral wards as specified in the Exhibit to this policy.

2.2 Any changes to the electoral ward boundaries shall be by Ministerial Order.

2.3 Exhibit

All west of the fourth meridian unless otherwise noted.

2.3.1 WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian
Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

2.3.2 **WARD 2 (BON ACCORD/LEGAL)**

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian
Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian
Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

2.3.3 WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

2.3.4 **WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)**

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

2.3.5 WARD 5 (MORINVILLE)

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

2.3.6 WARD 6 (CARDIFF/GARRISON)

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

2 2.3.7 **WARD 7 (GIBBONS/LAMOUREUX)**

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

References:

By-Law No. 2-13 – A Bylaw to Establish Electoral Wards Within the Division, 2013

Education Act: Section 76

Board Procedures Regulation 82/2019

Ministerial Order 040/2013 – The Sturgeon School Division No. 24 Electoral Ward Order

2021 Sturgeon Public School Electoral Boundary Map

History

2019 Apr 24 Initial Approval

2020 Jan 29 Amended

2021 Oct 27 Reviewed



430: Trustee Remuneration and Expense Reimbursement

1.0 POLICY

The Board believes that Trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations. The Chair will approve Trustee and Superintendent expenses. The Vice Chair will approve Chair expenses.

Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.

2.2 Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.

2.3 Advances will not be paid to cover any approved expenses.

2.4 Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.

2.5 All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.

2.6 A Division credit card will be provided to the Board Chair upon request.

2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.

2.7 Approved expenses are found in Exhibit A.

2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy

3.0 PROCEDURES

3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Board Chair. Questions will be directed to the Board Chair.

4.0 EXPENSES

4.1 Approved expenses will be paid at the following rates:

4.1.1 Actual distance travelled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

4.1.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.

4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

4.2 Standard per kilometer distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

4.3 A general expense allowance determined annually as part of the budget process.

References:

Policy 430 - Exhibit A

Board Procedures Regulation 82/2019

Administrative Procedures:

AP425– Purchasing Authority and Procedure

AP435– Employee Expense Claims and Reimbursement

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2023 Apr 26 Amended

Policy Handbook IV. Business Administration



430: Exhibit A

Exhibit A

1. Trustee Remuneration

Chair \$22,000

Vice Chair \$21,000

Trustees (5x20,000) \$100,000

Professional Development (7x3,400) \$23,800

The principles of trustee remuneration shall include a basic honorarium for trustees, which provide for all services rendered by a trustee to attend:

1. Regular, Committee and Special Board meetings;
2. Division meetings with staff, parents and/or students;
3. Meetings with other School Boards, local municipalities and government - elected officials and personnel;
4. School Council meetings;
5. Staff Recognition, Welcome Back Breakfast, Christmas Luncheon and School Openings, as Board functions/events organized by the Board;
6. Attendance at school events/celebrations, concerts, productions and/or activities;
7. Attendance at social functions of the staff;
8. Informal, unsolicited school or office visits and individual meetings with members of the staff or public;
9. Attendance at graduation/school awards ceremonies;
10. Attendance at extra-curricular school activities; and
11. Superintendent Informal Evaluation as the only employee of the Board.

2. Per Diem Allowance

In addition to the basic honoraria, a per diem allowance is available to trustees to cover the costs of attending those activities not provided for in the basic honorarium.

1. ASBA Zone Meetings (designate and alternate can claim);
2. Alberta Education Meetings/Events;
3. PSBAA Zone Meetings (designate and alternate can claim);
4. Attendance at meetings held by other organizations to which the Board appoints a representative (example: Community Service Advisory Board);
5. Board Retreat, school tours and school presentations;
6. Professional Development (Relevant to the role of Trustee);
7. TEBA Meetings;
8. ASBA/PSBAA Conferences;
9. Discipline Hearings;
10. Negotiations - 7th Meeting onward (including 7th meeting); and
11. Superintendent Formal Evaluation as the only employee of the Board.

Claiming of this allowance shall be done in half day increments (4 hours), inclusive of travel.

Half Day Rate - \$75.00

Full Day Rate - \$150.00

3. Other Expenses

The Division shall pay or reimburse trustees for the following expenses, receipt must be attached, related to:

3.1 Registration;

3.2 Parking;

3.3 Meals;

3.3.1 Without receipt - \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available; or

3.3.2 Amount on the receipt (the Division will not reimburse alcohol purchases).

3.4 Accommodation.

Policy Handbook IV. Business Administration



435: Technology Equipment for Trustees

1.0 POLICY

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be covered under Policy 430 – Trustee Remuneration and Expense Reimbursement.

2.0 GUIDELINES

2.1 Technology devices will be replaced consistent with the Division's technology replacement plan.

2.2 All equipment will be returned at the end of the trustee's term of office.

2.2.1 Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.

2.3 Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.

2.4 The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.

2.5 Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.

2.6 General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.

2.7 Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

References:

Board Policy: 430 Trustee Remuneration and Expense Reimbursement

History

2019 Jun 26 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2022 Jun 22 Amended

Policy Handbook IV. Business Administration



Date: September 27, 2023 **Agenda Item:** 10.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources

Governance Policy: [Policy 705 - Associate Superintendent Corporate Services](#)

Additional Reference: [Policy 215 - Organization Chart](#)
[Education Act](#)

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

School Division Operations and Resources
Supporting Effective Governance

Subject: **Policy 705 - Associate Superintendent Corporate Services**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve *Policy 705 - Associate Superintendent Corporate Services* be rescinded as presented at the September 27, 2023, Public Board meeting.

Background:

On January 30, 2019, the Board of Trustees approved the creation of Policy 705 - Associate Superintendent Business and Corporate Services. Policy 705 was renamed Associate Superintendent Corporate Services at the March 25, 2020, Public Board meeting.

The Education Act clearly defines the duties and the role of the Secretary and Treasurer of the Board. The Board shall appoint one person to act as a secretary and a treasurer or one person to act as secretary-treasurer. In the Sturgeon Public School Division, the role of secretary-treasurer falls under the Associate Superintendent, Corporate Services.

Administration will create a job description for the Associate Superintendent, Corporate Services that will contain all of the items in Policy 705 except the reporting of the Technology Services Department. Technology Services was moved under the Deputy Superintendent, Education Services.



Creating a job description instead of having a policy will be in alignment with the Associate Superintendent, Human Resources and the Deputy Superintendent, Education Services.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



705: Associate Superintendent Corporate Services

1.0 POLICY

The Associate Superintendent Corporate Services is an Executive Officer of the Board within the Board's administrative organizational structure. The Associate Superintendent Corporate Services is responsible for the overall management of the Division's business and financial affairs, as well as oversight and supervision of the Departments of Financial Services, Facilities Services, Informational Technology Services and Transportation Services. The Associate Superintendent is responsible for the development, execution and reporting of the Sturgeon Public Schools budget, as well as the management and monitoring of all corporate and business services for the Division.

2.0 GUIDELINES

Executive Secretary to the Board

The specific duties and responsibilities of the Associate Superintendent Corporate Services are outlined below in detail and shall be attached to the employment contract.

2.1 Executive Secretary of the Board

2.1.1 Arrange for and attend all Board, committee or public meetings concerning the Board. In consultation with the Superintendent prepare the agenda and provide all the necessary reference materials.

2.1.2 Keep a full and accurate record of all the meetings.

2.1.3 Prepare notices to and from board members and committees.

2.1.4 Be responsible for the preparation and execution of contracts (other than employment contracts), loans or agreements and arrange for safe keeping of all official records and documents.

2.1.5 Be a signing authority of the Board together with the Superintendent or Chairperson of the Board.

2.1.6 Obtain legal opinions or interpretation of the Education Act and other applicable legislation.

2.1.7 Prepare such administrative and financial reports as requested by the Board and/or Superintendent and prepare and submit to Alberta Education all reports, returns, claim forms, and all other information as may be required by the School Act and other legislation.

2.1.8 Arrange for the election of trustees.

2.1.9 Prepare money bylaws and other non-financial bylaws and arrange for the conduct of public referenda.

2.1.10 Administer and supervise the Board office for purposes of efficiently performing the Board's business.

2.2 Business Management

Supervise the Director of Financial Services and either directly or through delegation:

2.2.1 Organize and manage all business affairs of the Board in accordance with the Education Act and Board policy.

2.2.2 Establish and maintain proper and adequate records and accounting procedures to record in detail all money and credit transactions.

2.2.3 Prepare reports, including recommendations, on policies and procedures with regard to budget preparation and control, inventory management, financial management, purchasing, accounting, insurance, pupil transportation, technology, building and grounds maintenance, and other similar administrative and financial matters.

2.2.4 Supervise the collection, safekeeping and distribution of all funds.

2.2.5 Arrange for the internal auditing of school accounts.

2.2.6 Act as budget control officer.

2.2.7 In consultation with the Superintendent, prepare and present the annual operation and capital budgets for Board consideration, administer the funds provided in the approved budgets, and prepare quarterly financial reports for the information of the Board and the superintendent.

2.2.8 Prepare all financial and statistical reports and statements for submission to Alberta Education regarding grants and other revenues.

2.2.9 Plan, advise and recommend on all aspects of business administration and on any matters likely to affect present or future responsibilities of the Board or of its employees.

2.2.10 Prepare specifications and call tenders for supply of goods, equipment, in accordance with Board policy and Alberta Education regulations. Where required, review, summarize and report to the Board on such matters.

2.2.11 Approve purchase requirements and initiate purchase actions as necessary in accordance with budget and capital requirements.

2.2.12 Train and supervise business office staff and allocate their duties for the most efficient operations of the business office.

2.2.13 Assist in the liaison between the Board and administrative personnel to ensure the maximum efficiency of the school system and the best educational facilities obtainable.

2.2.14 Confer frequently and freely with the Superintendent on all matters of concern regarding the operation of the Board's business affairs.

2.3 Personnel Management

2.3.1 Participate in the hiring of the Director of Financial Services, the Director of Facilities, the Coordinator of Transportation, the Director of Technology and the employees who report to them and school personnel who have responsibility for financial recording and reporting functions.

2.3.2 With the Associate Superintendent Human Resources, coordinate the Board's activities in the area of negotiation of contracts and labor relations.

2.3.3 Maintain proper records on all personnel and provide liaison on all matters affecting their employment and welfare, in accordance with the Education Act and other statutory requirements, as well as Board policy, salary agreements and labor contracts.

2.4 Property Management

Supervise the Director of Facilities and either directly or through delegation:

2.4.1 Be responsible for and provide for physical control and maintenance of all property owned by the Board and services to this end.

2.4.2 Be conversant with the financial requirements of school facilities with regards to the construction, renovation or upgrading of school buildings.

2.4.3 Assist with the financial planning of future building construction and renovation and be responsible for the oversight of these projects.

2.4.4 Maintain close liaison with the board's designated insurance agent ensuring that adequate insurance coverage is maintained on all insurable assets of the Board.

2.4.5 Provide for appraisals and inventories of board property.

2.5 Student Transportation

Supervise the Manager of Transportation and either directly or through delegation:

2.5.1 Direct and supervise the Division student transportation system and/or plan, establish and coordinate bus routes as required for the needs of students in accordance with the provisions of the Board transportation policies.

2.5.2 Establish funding and budget for transportation services.

2.5.3 Ensure that all school buses are properly licensed, mechanically safe and in good running order to promote student safety.

2.6 Public Relations and Other Duties

2.6.1 Within his/her area of responsibility, interpret and advise on Board policies to the public and municipal authorities.

2.6.2 Liaise with other government bodies, agencies and organizations involved in education.

2.6.3 In concert with the Director Special Projects/Initiatives, work with the local press and other media sources to ensure that the total operation of the Division is presented factually and fairly to the electors and general public.

2.6.4 Assist site-based teams in the development of budgets and accounting at the school level.

2.6.5 Act as the Designated Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the overall management of access to information and the protection of privacy.

2.6.6 Other duties as assigned from time to time.

References:

Policy: 215 Organizational Chart

History

2019 Jan 30 Initial Approval

2020 Mar 25 Amended

2021 Oct 27 Reviewed

